



THE BOMBAY SALESIAN SOCIETY  
**DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)**

DON BOSCO MARG,  
YERVADA, PUNE 411 006  
Ph: 020 26615646  
Fax: 020 26615646

E-mail: donboscoyervada@yahoo.com

Affiliated to University of Pune  
ID NO. PU/PN/AC/453/2013

Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Thursday, 15<sup>th</sup> June, 2023, in the Principal's Office at 4 pm

Agenda of meeting

1. Admissions
2. NAAC Accreditation

*Allyan*

**IQAC  
COORDINATOR**  
DON BOSCO COLLEGE OF ARTS & COMMERCE, EVENING  
Don Bosco Marg., Yervada, Pune - 411006



*P.N. Shende*  
Dr. P.N. Shende

Principal

**PRINCIPAL**  
DON BOSCO COLLEGE OF ARTS AND COMMERCE  
EVENING COLLEGE  
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IQAC Meeting  
AY 2022-2023  
Minutes of Meeting

Minutes of the IQAC meeting held on 15<sup>th</sup> June, 2023

Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende	Principal	Chairman
2	Mr. P.B Baisane	Assistant Professor	Member
3	Ms. Kiran Nagare	Assistant Professor	Member
5	Mr. Kaushal Bagul	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Arati Shrungarpure	Assistant Professor	IQAC Coordinator

Agenda 1: Admissions

The Principal proposed a plan to get First Year admissions, Mr. Stalin and Mr. Jagannath were asked to arrange a meeting with the students of Don Bosco Jr. College and make



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pamphlets and QR codes for communication. Also, Mr. Stalin to meet Mr. Stalin and Mr. Jagannath to check the documents of students before admissions. Mr. Stalin and Mr. Jagannath agreed to the same

**Agenda 2: NAAC Accreditation**

The Principal addressing the committee mentioned that the University has mandatorily asked all affiliated colleges to get themselves accredited by NAAC as per UGC norms. Hence it was asked by all members to start studying the process of NAAC and preparing the documents required. Ms. Arati was assigned the role of IQAC coordinator to oversee the process.

Ms. Arati and all committee members agreed to the same.



*[Signature]*

Dr. P.N. Shende

Principal

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*[Signature]*

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Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Monday, 11<sup>th</sup> September, 2023, in the Principal's Office at 4 pm

Agenda of meeting

1. Checking the status of documentation of the last 5 years for NAAC purposes.
2. Establishing procedures for robust documentation and storage of records
3. Spearheading initiatives such as Outcome Based Education (OBE), NEP, ERP- LMS, stakeholder satisfaction

*A. Nagar*  
Azati Shringarpure

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*P.N. Shende*  
Dr. P.N. Shende

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AY 2023-2024  
Minutes of Meeting

Minutes of the IQAC meeting held on 11<sup>th</sup> September, 2023

Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende	Principal	Chairman
2	Mr. P.B Baisane	Assistant Professor	Member
3	Ms. Ritu Chhabra	Assistant Professor	Member
5	Mr. Kaushal Bagul	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Arati Shrungarpure	Assistant Professor	IQAC Coordinator



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DWC/PU/NAAC/453/2013

Agenda 1: Checking the status of documentation of the last 5 years for NAAC purposes

The IQAC coordinator, Ms. Arati mentioned the difficulty in arranging all academic and administrative documents for the last 5 years. The Principal urged other committee members to take up the responsibility as well and assist Ms. Arati as NAAC is an institutional responsibility and requires teamwork.

Agenda 2: Establishing procedures for robust documentation and storage of records

The Principal proposed making separate files related to all criterias and for all 5 years and asked Mr. Jagannath to request the management for a separate room for IQAC for proper storage of all NAAC related data.

Mr. Jagannath and all committee members agreed.

Agenda 3: Spearheading initiatives such as Outcome Based Education (OBE), NEP, ERP-LMS etc.

The Principal mentioned the importance of inculcating NEP initiatives apart from the regular curriculum for the students. The Principal also asked Mr. Jagannath and other teaching staff to use softwares for digitising the documentation and storing of academic and administrative data from now on.

All members unanimously agreed to the same.

*A. Jagannath*

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*P.N. Shende*

Dr. P.N. Shende

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Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Friday, 8<sup>th</sup> December, 2023, in the Principal's Office at 4 pm

Agenda of meeting

1. Conducting and facilitating various audits – AAA, Green Audit, Energy Audit
2. Monitoring the institutional perspective plan
3. Division of NAAC work, criteria wise

  
Ms. Rita Chhabra  
IQAC

COORDINATOR  
DON BOSCO COLLEGE OF ARTS & COMMERCE, EVENING  
Don Bosco Marg., Yervada, Pune - 411006



  
Dr. P.N. Shende

Principal  
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IQAC Meeting  
AY 2023-2024  
Minutes of Meeting

Minutes of the IQAC meeting held on 8<sup>th</sup> December, 2023

Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende.	Principal	Chairman
2	Mr. P.B Baisane	Assistant Professor	Member
3	Ms. Arati Shrungarpure	Assistant Professor	Member
5	Mr. Kaushal Bagul	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Ritu Chhabra	Assistant Professor	IQAC Coordinator

Agenda 1: Conducting and facilitating various audits – AAA, Green Audit, Energy Audit  
Ms Ritu Chhabra, the IQAC coordinator addressed and welcomed the committee members. Looking at the NAAC requirements it was necessary to conduct certain audits- Academic and Administrative, Green, Energy and Gender Audit.  
The Principal assigned the duty of looking for vendors to conduct these audits to Ms. Ritu and Mr. Stalin.





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Agenda 2: Monitoring the institutional perspective plan

The Principal proposed to have a clear vision and mission for the college and a long term plan mentioning how the college is helping the holistic development of the students as well as the society, as per NAAC requirements.

Mr. Stalin was assigned the responsibility of refining the perspective plan of the college.

Agenda 3: Division of NAAC work, criteria wise

The IQAC coordinator mentioned that there should be a proper criteria wise division of 7 criterias of NAAC.

The staff members took the responsibility of 1 criteria each.

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Dr. P.N. Shende

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Internal Quality Assurance Cell  
AY 2023-2024

The meeting of IQAC is conveyed on Friday, 22<sup>nd</sup> March, 2024, in the Principals Office at 4 pm

Agenda of meeting

1. Setting a timeline for NAAC
2. Checking the availability of documents required for IIQA
3. Review of work done

*R. Chhabra*  
Ms. Ritu Chhabra  
**IQAC  
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*P.N. Shende*  
Dr. P.N. Shende  
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IQAC Meeting  
AY 2023-2024  
Minutes of Meeting

Minutes of the IQAC meeting held on **22<sup>nd</sup> March, 2024**

Venue: Principal's Office

Time: 4:00 pm

The following members were present

Sr. No.	Name of member	Designation	Role
1	Dr. P.N. Shende	Principal	Chairman
2	Mr. P.B Baisane	Assistant Professor	Member
3	Ms.Arati Shrungarpure	Assistant Professor	Member
5	Mr. Kaushal Bagul <sup>1</sup>	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Ritu Chhabra	Assistant Professor	IQAC Coordinator



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The Principal laid the emphasis on getting the accreditation done before starting the next session i.e First Year admissions. It was decided to go for the first step of NAAC that is IIQA by 15Th April, SSR to be filed 45 days later on 30th May, next 15 days for DVV clarifications and expecting a visit by the end of July or beginning of August.

It was unanimously agreed by all members

Agenda 2: Checking the availability of documents required for IIQA

Looking at the timeline set for filing the IIQA, the documents related to IIQA were discussed and Mr. Jagannath was asked by The Principal to keep all the documents readily available.

Mr Jagannath agreed to the same.

Agenda 3: Review of work done

The IQAC coordinator presented a report to the Principal and all committee members of the work done so far and urged them to put in more effort to meet the set timeline.

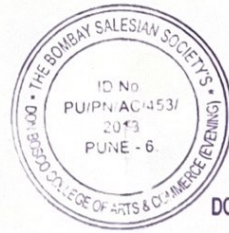
All members agreed to the same.

Ms. Ritee Chhablia

IQAC

COORDINATOR

DON BOSCO COLLEGE OF ARTS & COMMERCE, EVENING  
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Dr. P.N. Shende

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Internal Quality Assurance Cell

AY 2023-2024

The meeting of IQAC is conveyed on Friday, 15<sup>th</sup> June, 2024, in the Principal's Office at 4<sup>30</sup> pm

Agenda of meeting

1. Checking the status of SSR filing
2. Identifying institutional best practices and distinctiveness

Ms. Rita Chhabber

IQAC  
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DON BOSCO COLLEGE OF ARTS & COMMERCE, EVENING  
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Dr. P.N. Shende

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5	Mr. Kaushal Bagul	Assistant Professor	Member
4	Mr. Jagannath Kundu	Non-Teaching Staff	Member
5	Mr. Stalin Michael	Non-Teaching Staff	Member
5	Ms. Ritu Chhabra	Assistant Professor	IQAC Coordinator

Agenda 1: Checking the status of SSR filing

Ms Ritu Chhabra, IQAC Coordinator presented a report to the Principal and all committee members of the work done so far and urged them to put in more effort looking at the approaching deadline.

All members agreed to the same.



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Agenda 2: Identifying institutional best practices and distinctiveness

All the committee members together brainstormed about the events and activities done on campus and outside in the society that can be considered as best practices for criteria 7. Mr. Stalin was given the responsibility of noting down institutional distinctiveness for criteria 7.

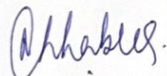
All committee members unanimously agreed.



  
Dr. P.N. Shende

Principal

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Ms. Ritu Chhabra

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