



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, S. V. Road, Malad (West), Mumbai - 400064.

**MINUTES OF THE MEETING**

**Committee Name: Internal Quality Assurance Cell**

**Venue: Management Room**

**Date: 19th July, 2019**

**Time: 10.40 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 11<sup>th</sup> May 2019.
2. Matters arising out of the above minutes.
3. To put forth the theme of the year
4. To discuss the Action Plan of academic year 2019-20.
5. To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office
6. To discuss the Teacher's Diary 2019-20 and distribute it.
7. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Principal Dr. N.N. Pandey, Chairman of IQAC
2. Prof. Ms. Emelia Noronha , Coordinator of IQAC
3. Prof. Madhavi Nighoskar, Vice Principal, Degree
4. Prof. Subhashini Naikar , Vice Principal , SFC
5. Prof. Sharada Gaitonde, HOD – Commerce
6. Dr. Shiva Padme, HOD – Accounts
7. Dr. Kiran Mane, Exam Convener
8. Dr. Mahendra Pachadkar, Student Council In-charge
9. Ms. Shital Shah, Librarian
10. C.A. Durgesh Kenkare, Assistant Professor
11. Prof. Kirti Sigtia, Assistant Professor

**Business Transacted:**

1. **To read and confirm the minutes of the previous IQAC meeting held on 11<sup>th</sup> May 2019:** The minutes of the previous meeting held on 11 May 2019 were read and confirmed.

2. **Matters arising out of the above minutes:** The earlier minutes of the meeting were confirmed.
3. **To discuss the Action Plan of academic year 2019-20:** The Action Plan prepared for the academic year 2019-20 was put forth by Ms. Emelia Noronha the IQAC Coordinator.

<b>Sr. No.</b>	<b>Activities to be conducted in the year 2019-20</b>
1	Orientation programme for students
2	Bridge Course
3	Teachers Academic Planner and Diary
4	Linkage / collaboration with Industry / NGOs
5	SET / NET/ CA/ Training programmes
6	UPSC / MPSC Exams
7	Academic Audit External
8	Administrative Audit
9	Administrative efficiency development programme
10	Workshop / seminar by Alumni Association
11	Welfare schemes for the Non teaching staff
12	Green Audit
13	Solar powered lights for the ground
14	Audit of the power supply and its usage in the college campus
15	Research Cell Activity
16	Activities to be conducted according to the Theme of the year – Art of Giving
17	ICT Training programme for Administrative staff – Excel
18	Team Building skills workshop for administrative staff
19	Recreation - support staff
20	E content development programme for teachers
21	Departmental meetings every month end
22	360 Degree Feedback System – best practice of the institution.
23	To find and analyse the Employee Happiness quotient
24	Encouraging Research projects to be undertaken by Faculty
25	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses
26	Continue earlier Best practices and initiate New Best practices
27	To start new add on courses and continue the earlier add on courses
28	To consolidate the Mentorship Programme

4. **To finalise the theme of the year:** The theme of the year was discussed – *The Art of Giving*
5. **To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office**

The members were apprised of the new online system of the AQAR that was implemented by NAAC from that academic year.

**6. To discuss the Teacher's Diary 2019-20 and distribute it.**

The Teacher's diary was presented to the teaching staff along with the following concept Note:

Quality initiatives set benchmarks for institutes of higher learning. In an effort to achieve the same, the Teachers Annual Academic Planner and Dairy is designed with a specific objective to stimulate a teacher's engagement in recording lesson plans, participatory activities and other co-curricular interventions.

It is a crucial document reflecting conscious efforts made by the teacher. It envisions the progressive performance of the teacher in areas of self evaluation, accountability and innovative pedagogical practices. The Planner helps teachers to manage their schedules and tackle their to-do lists.

As recommended by RUSA, it is a productivity record and it is the best tool to help teachers reach their goals. Therefore, compliance of timely documentation of the teacher's academic planner is appreciated highly by the IQAC.

**7. Any other matter with the permission of the Chair.**

- Members were apprised of the progress of Self Study Report (SSR) which has to be sent to the NAAC office.
- Members who had not complied with the Action Plan of the previous year were asked to complete the given projects this year.

**The meeting ended with vote of thanks to the chair.**

**Emelia Noronha**  
**IQAC Coordinator**

**Dr. N. N. Pandey**  
**Principal**

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