



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: 11th May,2019

Time: 10.00 a.m.

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 20th October 2018.
2. Matters arising out of the above minutes.
3. To review the Action Plan put forth in the earlier meeting
4. To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office
5. To discuss the new AQAR Format
6. To plan the academic calendar of the year 2019-20.
7. To review the submission of Self Study Report (SSR) to be submitted to NAAC.
8. Any other matter with the permission of the Chair.

Names of Present Members:

1. Principal Dr. N.N. Pandey, Chairman of IQAC
2. Lion Sharad Ruia, Chairman of Governing Council
3. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
4. Prof. Ms. Emelia Noronha , Coordinator of IQAC
5. Mr. Rajendra Sharma. Industrialist
6. Prof. Madhavi Nighoskar, Vice Principal, Degree
7. Prof. Subhashini Naikar , Vice Principal , SFC
8. C.A. Durgesh Kenkare, Assistant Professor
9. Prof. Pankaj Jain
10. Prof. Kirti Sigtia, Assistant Professor
11. Mr. J.V.Gomes, Registrar
12. Mr. Ashish Singh, Secretary – Alumni Association

Members not present:

1. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
2. Prof. Sharada Gaitonde, HOD – Commerce
3. Dr. Shiva Padme, HOD – Accounts
4. Dr. Kiran Mane, Exam Convener
5. Dr. Mahendra Pachadkar, Student Council In-charge
6. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
7. Ms. Shital Shah, Librarian
8. Mr. Atish Mistry, Technical person
9. Ms. Rasika Patkar, Head Clerk
10. Mr. Deepak Jha, Student Representative

Lion Kanahaiyalal G Saraf, Hon. Secretary- G.C, presided over the meeting. As his name was proposed by Principal Dr. N. N. Pandey for chairing the session and unanimously supported by members present.

Business Transacted:

1. **To read and confirm the minutes of the previous IQAC meeting held on 20th October 2018:** The minutes of the previous meeting held on 20th October 2018 were read and confirmed.
2. **To review the Action Plan for the year 2018-19:**
Prof. Emelia Noronha apprised the members of the activities conducted according to the Action plan of the academic year:

Sr. No.	Activity	Status
1	Orientation programme for students	Done
2	Bridge Course	Done by department of Commerce , Business Communication and Maths & Stats.
3	Teachers Academic Planner and Diary	Done and is being used by teachers
4	Linkage / collaboration with Industry MOUs to be signed	IQAC Cluster Praja Foundation , Stree Mukti Sanghatana, Kinging Youths, Technoserve and Qkmit
5	SET / NET/ CA/ Training programmes	One Session done
6	Academic Audit External	Done by ISO External Audit Stage 1.
7	Administrative Audit	Done
8	Administrative efficiency development programme – Paperless office	Done
9	Workshop / seminar by Alumni Association	Sponsored the trophy for Student Research Conference
10	Welfare schemes for the Non-teaching staff	To be put forth by Employee welfare committee to GC
11	Green Audit	Pending to be carried forth by Criteria 7 in-charge
12	Solar powered lights for the ground	Pending to be carried forth by Criteria 7 in-charge
13	Audit of the power supply and its usage in the college campus	Pending to be carried forth by Criteria 7 in-charge
14	Research Centre	Done
15	Activities to be conducted according to the Theme of the year – Relational Values	Man se Man ki Baat by Quality Circle
16	ICT Training programme for Administrative staff – Excel	Pending to be done by Registrar
17	Team Building skills workshop for administrative staff	To be conducted by the Registrar
18	Recreation - support staff	To be done
19	E content development programme for teachers	BSCIT Coordinator to conduct the programme in next semester
20	Departmental meetings every month end	On going
21	360 Degree Feedback System – best practice of the institution.	On going for the present year
22	To find and analyse the Employee Happiness quotient	To be done by the IQAC Coordinator
23	Encouraging Research projects to be undertaken by Faculty	Students research journal prepared
24	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses	Ongoing

3. To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office.

Members were apprised of the Annual Quality Assurance Report (AQAR) 2018-19 which has to be sent to the NAAC office.

4. To review the submission of Self Study Report (SSR) to be submitted to NAAC:

The members were apprised of the progress of the Self Study Report (SSR) being slow.

5. Any other matter with the permission of the chair:

- It was suggested that :
 - porta-cabin washrooms along with ramp would be put up for the disabled.
 - Solar lights be installed for the ground.
 - Agencies to be contacted for rain water harvesting.
 - a ramp and railing to be built at the entrance.
- Mr. Gomes, the registrar, took the responsibility of conducting the ICT Training programme for the administrative staff in the month of May
- Mr. Gomes took the responsibility of conducting Team Building workshop for the administrative staff in the month of June.

Action Taken (On the basis of Decision taken in the Previous Meeting):

As per the Action plan of the academic year the following Events / Programme were conducted in addition:

- Linkage / collaboration with Industry – one more MOU signed in addition to earlier ones
- Academic Audit External conducted by Intertek
- Received ISO Certification

- Administrative Audit conducted
- Student Research Conference conducted sponsored by Alumni
- Admin Mahotsav conducted

The meeting ended with vote of thanks to the chair.

Emelia Noronha
IQAC Coordinator

Dr. N. N. Pandey
Principal

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