



**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: Conference Room**

**Date: 25<sup>th</sup> July 2018**

**Time: 10.40 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 12<sup>th</sup> May 2018.
2. Matters arising out of the above minutes.
3. To discuss the Academic Calendar 2018-19.
4. To discuss the Action Plan of academic year 2018-19.
5. To discuss the IQAC Calendar 2018-19.
6. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office
7. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Principal Dr. N.N. Pandey, Chairman of IQAC
  2. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
  3. Prof. Ms. Emelia Noronha , Coordinator of IQAC
  4. Prof. Madhavi Nighoskar, Vice Principal, Degree
  5. Prof. Subhashini Naikar , Vice Principal , SFC
  6. Prof. Sharada Gaitonde, HOD – Commerce
  7. Dr. Shiva Padme, HOD - Accounts
  8. C.A. Durgesh Kenkare, Assistant Professor
  9. Mr. J.V.Gomes, Registrar
  10. Ms. Shital Shah, Librarian
  11. Ms. Rasika Patkar, Head Clerk
  12. Prof. Kirti Sigtia, Assistant Professor
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14. Mr. Deepak Jha, Student Representative

**Members not present :**

1. Lion Sharad Ruia, Chairman of Governing Council
2. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
3. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
4. Mr. Ashish Singh, Secretary – Alumni Association
5. Dr. Kiran Mane, Exam Convener
6. Prof. Mahendra Pachadkar, Student Council In-charge

**Business Transacted:**

1. To read and confirm the minutes of the previous IQAC meeting held on 12<sup>th</sup> May 2018.

The minutes of the Previous meeting held on 12<sup>th</sup> May 2018 were read and confirmed.

2. To discuss the Academic Calendar 2018-19.

The draft of the Academic Calendar of 2018-19 was put forth before the members and was confirmed by all present.

3. To discuss the Action Plan of academic year 2018-19.

The Action Plan drafted by the IQAC Coordinator was put forth before the members. It was proposed by Prof. Madhavi Nighoskar that the names and approximate deadline for the fulfillment of the Action plan be noted alongside in the Action plan.

4. To discuss the IQAC Calendar 2018-19.

The IQAC Calendar prepared by the IQAC Coordinator was read out. It was proposed by Prof. Madhavi Nighoskar that Teacher Observation be done after every month end. She also suggested that at least two departmental meetings were to be taken in one semester.

5. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office.

The Rough draft of the AQAR was discussed. Criteria In charges were asked to fill in the data that was incomplete. A deadline of 1<sup>st</sup> September was given.

6. Any other matter with the permission of the Chair.

The need to work on the SSR was stressed upon and a deadline of 2<sup>nd</sup> August was to be given to all criteria in charges.

The present members were apprised of the publication of the student research journal – *Adhyayan*. A copy of the journal was circulated.

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

1. The Admin Audit conducted: External Administrative Audit was conducted on 18th May. The auditors were Shri Mohan J. Shinde, Ex Registrar Patkar College, Goregaon West and Shri Chandrakant M, Amin, Ex Registrar N.K. College, Malad West. The audit report was read out and Mr. Gomes was asked to make an action plan on the same.
2. A workshop for the admin staff : IQAC organised a workshop for administrative staff on 'Paperless Office - the need of the hour & Document Control and Record management' on 12th July. The resource person was Ms. Keya Mukherjee, Office Superintendent, Maniben Nanavati Women's College Vile Parle. Mr. Gomes was directed to make arrangements for the office staff to visit Maniben Nanavati Women's College so that the same can be implemented in our college office.

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

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

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