



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: 9th November 2017

Time: 10.30 a.m.

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting.
2. Matters arising out of the above meeting.
3. To apprise members of the ISO process
4. To review the Core Values of the Institution
5. To invite suggestions on Best Practices and other measures of quality improvement
6. Circulate the Newsletter of IQAC – *Fare Forward*
7. Any other matter with the permission of the Chair.

Names of Present Members:

1. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
2. Principal Dr. N.N. Pandey, Chairman of IQAC
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. Dr. Kiran Mane, Exam Convener
9. Ms. Shital Shah, Librarian
10. Prof. Mahendra Pachadkar, Student Council In-charge
11. Prof. Kirti Sigtia, Assistant Professor

12. C.A. Durgesh Kenkare, Assistant Professor
13. Mr. J.V.Gomes, Registrar
14. Mr. Atish Mistry, Technical person
15. Mr. Deepak Jha, Student Representative

Members not present :

1. Lion Sharad Ruia, Chairman of Governing Council
2. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
3. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
4. Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd.
5. Ms. Rasika Patkar, Head Clerk
6. Mr. Ashish Singh, Secretary – Alumni Association

Business Transacted:

1. The minutes of the previous meeting held on 8th July 2017 was read and confirmed.
2. **The ISO process was explained by Prof. Madhavi Nighoskar who was appointed as the Designated Representative for the ISO Process. The following was reviewed and Action Plans were discussed:**
 - Review of Quality Policy and discussion on Action Plan
 - Review of Quality Objectives and discussion on Action Plan
 - Review of Internal and External Issues
 - Review of Risk and Opportunities
 - Training Schedule
 - Discussion on Record Documentation
 - CAR – Corrective Action Request for Non Conformance / Complaint
3. **The following Core Values of the Institution were put forth and discussed :**
 - Contributing to National Development
 - Fostering Global Competence

- Quest for Excellence
- Sensitizing students towards Social, Environmental & Cultural Issues
- Promoting Right Use of Technology
- Each One Reach One

4. **Suggestions on Best Practices and other measures of quality improvement were invited.** It was suggested that in the subject of Foundation course the Best Practice started last year should be showcased properly on the internet. It was suggested that every department start working upon a Best Practice.

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

The following events enumerated in the Action plan put forth in the previous meeting were completed:

1. Orientation programme
2. Alumni Body got Registered
3. Waste management Process was initiated.
4. Departments held departmental meetings at the end of every month
5. Initiated the 360 Degree Feedback System – best practice of the institution.

The meeting ended with vote of thanks to the chair.

Emelia Noronha
IQAC Coordinator

Dr. N. N. Pandey
Principal

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