



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: 12th May 2018

Time: 10.30 a.m.

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 12th March 2018.
2. Matters arising out of the above minutes.
3. To review the Action Plan of IQAC 2017-18
4. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office
5. To plan the submission of Self Study Report (SSR) to be submitted to NAAC next year.
6. Any other matter with the permission of the Chair.

Names of Present Members:

1. Lion Sharad Ruia, Chairman of Governing Council
2. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
3. Principal Dr. N.N. Pandey, Chairman of IQAC
4. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
5. Prof. Ms. Emelia Noronha , Coordinator of IQAC
6. Prof. Madhavi Nighoskar, Vice Principal, Degree
7. Prof. Subhashini Naikar , Vice Principal , SFC
8. Prof. Sharada Gaitonde, HOD – Commerce
9. Dr. Shiva Padme, HOD - Accounts
10. Prof. Mahendra Pachadkar, Student Council In-charge

11. C.A. Durgesh Kenkare, Assistant Professor

12. Mr. J.V.Gomes, Registrar

13. Mr. Deepak Jha, Student Representative

Members not present :

1. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai

2. Mr. Ashish Singh, Secretary – Alumni Association

3. Dr. Kiran Mane, Exam Convener

4. Ms. Shital Shah, Librarian

5. Ms. Rasika Patkar, Head Clerk

6. Prof. Kirti Sigtia, Assistant Professor

7. Mr. Atish Mistry, Technical person

Business Transacted:

1. The minutes of the previous meeting held on 12th march 2018 was read and confirmed.

2. Action Plan of IQAC 2017-18 was reviewed

Following is the Action Plan and its review:

Sr. No.	Activity	Remarks
1.	Orientation programme	Was Done
2.	Linkage / collaboration with Industry	SEED Programme collaborated with SDVTI Skill Development and /vocational Training Institute of India
3.	SET / NET/ CA/ Training programmes	In process
4.	Academic Audit (Internal)	Done on 13 th and 14th October 2017
5.	Administrative Audit	Due in May 2018
6.	Administrative efficiency development programme	Due in June 2018
7.	Workshop / seminar by Alumni Association	2 Seminars Done
8.	Welfare schemes for the Non teaching staff	In process
9.	Green Audit	Pending
10.	Waste management	A Zero Waste Campus project was implemented in the college jointly with Stree Mukti Sanghatana in partnership with Godrej Consumer Products Limited . Porodject inaugurated on 9 th October 2017.
11.	Solar powered lights for the ground	Pending
12.	Audit of the power supply and its usage in the college campus	Due in June 2018
13.	Formation of Research development Cell for students	This year the Students' research cell conducted three conferences

		– two intercollegiate and one for students of BAF.
14.	Activities to be conducted according to the Theme of the year – Wellness : Body , Mind & Spirit	A number of activities were conducted keeping this theme in mind
15.	ICT Training programme for Administrative staff	The admin staff were trained with regards to the online admission process in lieu with Eduqfix
16.	Team Building skills workshop for administrative staff	Workshop was conducted for teaching staff of junior and degree college; admin staff workshop is pending
17.	Recreation - support staff	Done
18.	E content development programme for teachers	Prof. Sandeep Gupta started training teachers on making their educational videos on You tube.
19.	Departmental meetings every month end	Done
20.	360 Degree Feedback System – best practice of the institution.	This year Feedback was taken from all stakeholders at every level- students, parents, alumni and analysis of the feedback was forwarded to the Principal for further action.

21.	Encouraging Research projects to be undertaken by Faculty	This year around 10 publications of research papers are at the International level
22.	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses	This year Dr. J. P Yadav attended a Refresher Course
23.	ISO	In process

3. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office: The IQAC Coordinator updated all on the process of the preparation of the AQAR. It was reported that the Criteria In-charges of Criterion 2 and 3 had submitted their reports but the others would submit by the first week of June 2018.
4. To plan the submission of Self Study Report (SSR) to be submitted to NAAC next year: the IQAC Coordinator apprised the members that the NAAC Accreditation status of the college is valid until 20th February 2019. Thus the application to the NAAC for the third cycle. The procedure of filling in the IIQA should be initiated and a plan for preparation of SSR should be made accordingly. The Chairman – Lion Sharad Ruia directed the IQAC members to work towards the preparation and set clear cut deadline to achieve the same.
5. Any other matter with the permission of the Chair. : Prof. Subhashini Naikar put forth the idea that since last year we have had visiting Psychologist – Mr. Mandlecha helping to counsel our students – the frequency of the visit should be increased. It was suggested by the same professor that we can have two Psychologists – Mr. Mandlecha and Dr. Sarita visiting the college campus and the schedule should be such that the college should have a psychologist visiting the campus every fortnight.

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

1. Meetings of the Steering Committees were held from 3rd to 13th April 2018. Criteria In-charges read out the new format of the SSR and queries regarding the same were discussed and noted down.
2. Though the submission date for the AQAR details was decided as 16th April, 2018 all criteria incharges could not submit on time. Only details of Criterion 2 and 3 were submitted on time.
3. The ISO Certification process so far – The Management Review took place on 5th May 2018.

The meeting ended with vote of thanks to the chair.

Emelia Noronha
IQAC Coordinator

Dr. N. N. Pandey
Principal