



**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: 30<sup>th</sup> January 2018**

**Time: 10.30 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting.
2. To discuss the organizing of the National seminar on REVISED ACCREDITATION FRAMEWORK BY NAAC to be held on Saturday, 17th February, 2018
3. To discuss the work allocated to committees for the seminar
4. 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. Atish Mistry, Technical person

14. Mr. J.V.Gomes, Registrar
15. Ms. Rasika Patkar, Head Clerk
16. 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. Mr. Ashish Singh, Secretary – Alumni Association

**Business Transacted:**

1. The minutes of the previous meeting held on 9<sup>th</sup> November 2017 was read and confirmed.
2. **The coordinators of National seminar on ‘REVISED ACCREDITATION FRAMEWORK BY NAAC’ to be held on Saturday, 17th February, 2018 discussed in detail the subtopics and profiles of the Resource persons invited for the seminar.**  
**The following were the dignitaries shortlisted as resource persons for the seminar:**

Inauguration Ceremony Chief Guest and Key Note Speaker - Dr. Jagannath Patil, Adviser, National Assessment and Accreditation Council.

Guest of Honour - Dr. S. T. Gadade, Principal, CKT College, Dean, Faculty of Commerce, University of Mumbai.

Technical Session – I ‘Academic Audit as a part of the NAAC process.’ By Principal Beena Inamdar CEDA

Technical Session –II ‘How to get ready for Reaccreditation?’ By Dr. Smita Asthana Dean-Academics & IQAC Coordinator, St. Ann's College, Hyderabad, Telangana

Technical Session –III ‘Benchmarking through Institutional Values and Best Practices’ By Dr. Bhalchandra D. Bhole , Associate Professor and Head,. Department of Microbiology,. Abasaheb Garware College, Pune.

Valedictory Function Chief Guest - Dr. Naresh Chandra, Principal, Birla College, Kalyan & Former Pro-Vice-Chancellor, University of Mumbai.

Guest of Honour – Dr. A.P. Mahajan, Principal Pragati College.

3. Members of the Teaching and Non-teaching Staff were allocated committees for the National Seminar. All were apprised of their duties and responsibilities and feedback was taken. (The list is attached.)

4. In keeping with the 360 degree Feedback system that was being implemented it was decided that the Feedback from Students be taken and their Satisfaction Index be rated.
5. Internal Audit Reports were submitted to Prof. Madhavi Nighoskar, the Designated Representative.
6. It was decided that the institute should get ready for certification by the next two months.

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

1. The method of getting Feedback from – Students on Teachers, Course of study and Parents Feedback was discussed and analysis was to be submitted to the Principal.
2. Workshop conducted for teachers and administrative staff on team building was reviewed.

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

**Emelia Noronha  
IQAC Coordinator**

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