



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: 23rd October, 2019

Time: 10.30 a.m.

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 19th July 2019.
2. Matters arising out of the above minutes.
3. To review the activities undertaken so far in this semester.
4. To apprise the members of the Self Study Report (SSR) to be sent to NAAC Office
5. To discuss the preparation for NAAC.
6. Any other matter with the permission of the Chair.

Names of Present Members:

Principal Dr. N.N. Pandey

Lion Kanahaiyalal G. Saraf

Prof. Ms. Emelia Noronha

Prof. Madhavi Nighoskar

Prof. Sharada Gaitonde

Dr. Kiran Mane

Dr. Mahendra Pachadkar

Mr. J.V.Gomes

Prof. Kirti Sigtia

C.A. Durgesh Kenkare

Prof. Sailee Shringarpure

Mr. Ashish Singh

Members who took leave of absence:

Lion Sharad Ruia

Prin. K.V.Venkatramani

Prin. Dr. Ancy Jose

Mr. Rajendra Sharma

Prof. Subhashini Naikar

Dr. Shiva Padme

Ms. Shital Shah

Ms. Rasika Patkar

Mr. Deepak Jha

Business Transacted:

Principal Dr. N. N. Pandey requested Lion Kanahaiyalal G. Saraf to chair the meeting.

- 1. To read and confirm the minutes of the previous IQAC meeting held on 19th July 2019:** The minutes of the previous meeting held on 19 July 2019 were read.
- 2. Matters arising out of the above minutes:** The earlier minutes of the meeting were confirmed.
- 3. To review the activities undertaken so far in this semester:** The Action plan put forth by IQAC for the academic year and the status of activities conducted by the institute by the end of this semester was reviewed. The review is attached.
- 4. To apprise the members of the Self Study Report (SSR) to be sent to NAAC Office:** Principal Dr. N. N. Pandey apprised the members that the Self Study Report was about 80 percent ready.
- 5. To discuss the preparation for NAAC:** Prof. Madhavi Nighoskar, NAAC Coordinator explained the procedure for the uploading of the SSR. She elaborated upon the drafts and documents to be kept ready for the IIQA to be processed before uploading the SSR.
- 6. Any other matter with the permission of the Chair:** Principal Dr. N. N. Pandey brought to the notice of the members the Freeships initiated by the Dalmia Lions College Alumni Association this year. He thanked Mr. Ashish Singh, the secretary of the Alumni present at the meeting for their active contribution towards the betterment of the institution. Mr. Ashish Singh proposed that the alumni wishes to donate a water cooler to the college, this was applauded by all members present.

Review of Action Plan 2019-20

Sr. No.	Activity	Status	Incharge
1	Orientation programme for students	Done	Vice Principals
2	Bridge Course	Done	HODs & Coordinators
3	Teachers Academic Planner and Diary	Done	IQAC Coordinator
4	Linkage / collaboration with Industry / NGOs	Ongoing	All HODs
5	SET / NET/ CA/ Training programmes	Pending	MCom Coordinator CGPC
6	UPSC / MPSC Exams	1 seminar done	Career Guidance Cell
7	Academic Audit External	Oct 2019	IQAC Cordinator & DR
8	Administrative Audit	Oct 2019	IQAC Cordinator & DR
9	Administrative efficiency development programme	Pending	Registrar
10	Workshop / seminar by Alumni Association	Not yet done	Alumni
11	Welfare schemes for the Non teaching staff	Ongoing	Employee welfare committee
12	Green Audit	Initiated	Criteria 7 incharge
13	Solar powered lights for the ground	Initiated	Criteria 7 incharge
14	Audit of the power supply and its usage in the college campus	Pending	Criteria 7 incharge
15	Research Cell Activity	Ongoing	Dr. Padme
16	Activities to be conducted according to the Theme of the year – Art of Giving	Ongoing	ALL departments
17	ICT Training programme for Administrative staff – Excel	Pending	Registrar
18	Team Building skills workshop for administrative staff	Pending	Registrar
19	Recreation - support staff	Pending	Registrar
20	E content development programme for teachers	Done by FDP	BScIT Cordinator FDP Cell
21	Departmental meetings every month end	Ongoing	All HODs
22	360 Degree Feedback System – best practice of the institution.	Ongoing	IQAC Coordinator
23	To find and analyse the Employee Happiness quotient	To be done	IQAC Coordinator
24	Encouraging Research projects to be undertaken by Faculty	Ongoing	Research Cell Incharge

25	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses	Ongoing	Vice Principals
26	Continue earlier Best practices and initiate New Best practices	Ongoing	All Departments
27	To start new add on courses and continue the earlier add on courses	2 started	All Departments
28	To consolidate the Mentorship Programme	Ongoing	All Departments

The meeting ended with a Vote of Thanks

**Emelia Noronha
IQAC Coordinator**

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

DI/ M-Mtg/IQAC/ 00
