



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: Online Google Meet :

Date: 28 August 2021

Time: 2.00 p.m.

Agenda:

- To read and confirm the minutes of the previous IQAC meeting held on 28 April 2021.
- To discuss the tentative Academic calendar.
- To discuss the Action Plan of the year 2020-21
- To discuss formation of new committees from this academic year.
- To discuss workshops, conferences to be organized this academic year.
- Any other matter with the permission of the Chair.

Names of Present Members:

1. Principal Dr. Kiran Mane, Chairman of IQAC
2. Ms. Emelia Noronha , Coordinator of IQAC
3. Ms. Madhavi Nighoskar, Vice Principal, Degree
4. Ms. Subhashini Naikar , Vice Principal , SFC
5. Ms. Sharada Gaitonde, HOD – Commerce
6. Dr. Shiva Padme, HOD – Accounts & Exam Convener
7. Ms. Shital Shah, Librarian
8. Dr. Mahendra Pachadkar, Student Council In-charge
9. C.A. Durgesh Kenkare, Assistant Professor
10. Ms. Kirti Sigtia, Assistant Professor
11. Mr. J.V.Gomes, Registrar

Members that took leave of absence:

1. Lion Sharad Ruia, Chairman of Governing Council
2. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
3. Mr. Rajendra Sharma. Industrialist
4. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
5. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
6. Ms. Rasika Patkar, Head Clerk
7. Mr. Ashish Singh, Secretary – Alumni Association

Following Business was transacted:

1. **To read and confirm the minutes of the previous IQAC meeting held on 28 April 2021** : The minutes of the previous meeting held on **28 April 2021** were read and confirmed.
2. **Matters arising out of the above minutes:** The earlier minutes were confirmed.
3. **To discuss the tentative Academic calendar.**

The arrangement of terms given by the University of Mumbai was discussed so as to formulate the tentative academic calendar.

4. **To discuss the Action Plan of the year 2021-22.**
The following action plan of the year 2021-22 was put forth:

Plan of action and the outcome achieved by the end of the Academic year 2021-22	
Plan of Action	Responsibility
Online Orientation programme for students and parents	IQAC
Online Bridge Courses	Head of departments
Digital Teachers Academic Planner and Diary	IQAC
Linkage / collaboration with Industry / NGOs to continue	IQAC , Department Heads and associations and Cells
Online SET / NET/ CA/ Training programme	Department of MCom
Encouragement to UPSC / MPSC Exam through Seminars	Career Guidance cell
Academic Audit External & Internal	DR and IQAC
Administrative Audit	DR and IQAC
Administrative efficiency development programme	IQAC
Welfare schemes for the Non teaching staff	Employee welfare committee
Conferences to be organized	IQAC , Research Cell, Departments
Google classroom to support the online teaching learning process	IQAC
Online Departmental meetings every month end and its proper documentation	Departmental heads
360 Degree Feedback System – best practice of the institution	IQAC and Feedback committee

Encouraging Students Research	Student Research cell and Departments
Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses	IQAC , Faculty Development Cell
CAS of faculty	IQAC
Continue earlier Best practices	Departments
To start new add on courses	Departments
To consolidate the Mentorship Programme	Class mentors and departments
Consolidated Online Monthly Information system for programmes conducted	IQAC , Vice Principal
Online consolidated Daily Report for teaching and non teaching staff	Vice Principal
Website to be used in a robust and vibrant manner of online communications to students and stakeholders	IQAC , Department Heads and Website committee

5. To discuss formation of new committees from this academic year.

The need for formulation of following committees was felt: Code of Conduct & Policy Review Committee and Inclusion Cell. These committee were to be instated under the able guidance of the Dr. Kiran Mane, following were the members to be part of these committees:

Code of Conduct & Policy Review Committee:

- | | | |
|--------------------------|---------------|----------|
| 1. Dr. Kiran Mane | I/C Principal | Convener |
| 2. Ms. Madhavi Nighoskar | | Member |
| 3. Ms. Subhashini Naikar | | Member |
| 4. Ms. Emelia Noronha | | Member |

Inclusion Cell :

- | | |
|--------------------------|----------|
| 1. Ms. Subhashini Naikar | Convener |
| 2. Ms. Emelia Noronha | Member |

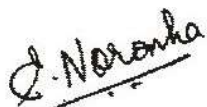
6. **To discuss workshops, conferences to be organized this academic year:** Dr. Kiran Mnae informed that as we would be celebrating the 50th anniversary year of the college in the next academic year it was decided that all programmes conducted this year speak about the 50th anniversary celebrations. It was decided that at least two conferences for students’ encouraging research work and two workshops – one for teaching and one for non teaching staff for quality enhancement be conducted this academic year.
7. **Any other matter with the permission of the Chair.** – It was decided that this academic year Savita Chikhale of TYBCom could be selected as the Student Representative of the IQAC.

It was also decided that the members of the Research Cell can look into initiating an MOU with another Research Centre so as to consolidate and encourage more quality based research activity.

Action Taken Report: (on the basis of the previous meeting):

The revised formats of teaching-learning, that were reviewed were circulated for usage for the present academic year 2021-22.

The meeting ended with vote of thanks to the chair.



Emelia Noronha
IQAC Coordinator



Dr. Kiran Mane
I/C Principal

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