



**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: Principal's Cabin**

**Date: 9 December 2021**

**Time: 12.00 noon**

**Agenda:**

- To read and confirm the minutes of the previous IQAC meeting held on 28 August 2021.
- To Review draft of AQAR 2020-21.
- Review of Action Plan – 2021-22.
- Discuss quality related workshops for non teaching staff.
- Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Dr. Kiran Mane , I/C Principal – Chairman, IQAC
2. Ms. Emelia Noronha - Coordinator of IQAC
3. Dr. Madhavi Nighoskar - Vice Principal , Degree
4. Ms. Subhashini Naikar , Vice Principal , SFC
5. Ms. Sharada Gaitonde, HOD – Commerce
6. Mr. Rajesh Ruke - DMC Incharge
7. Dr. Shami Nimgulkar Kamble - DLLE Incharge
8. Mr. Sachin Bansode - EOC Incharge
9. Dr. Mahendra Pachadkar, Student Council In-charge
10. Ms. Shital Shah, Librarian
11. Mr. J.V. Gomes, Registrar
12. Ms. Rasika Patkar, Head Clerk
13. Savita Chikhale, Student Representative

**Members that took leave of absence:**

1. Dr. Lion Sharad Ruia - Chairman, Governing Council.
2. Lion Vikas K. Saraf - Joint Secretary Governing Council.
3. Lion Atit Ruia, Member Governing Council
4. Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd. – Alumni

**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. The new members formed as per the new composition notice put forth by NAAC Were welcomed.

**The new composition was elaborated upon for the information of the member.**

**Composition of IQAC 2021-22 as put forth on NAAC website :**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC may be as follows:

2. Chairperson: Head of the Institution
3. A few senior administrative officers
4. Three to eight teachers
5. One member from the Management
6. One/two nominees from local society, Students and Alumni
7. One/two nominees from Employers /Industrialists/stakeholders
8. One of the senior teachers as the coordinator/Director of the IQAC

<http://naac.gov.in/index.php/en/info-for-institutions#aqar>

**Keeping in mind the above guidelines the new composition of Internal Quality**

**Assurance Cell of Prahladrai Dalmia Lions College is as follows:**

- 1) Dr. Kiran Mane , I/C Principal - Chairman
- 2) Dr. Lion Sharad Ruia - Chairman, Governing Council.
- 3) Lion Vikas K. Saraf - Joint Secretary Governing Council.
- 4) Lion Atit Ruia, Member Governing Council
- 5) Ms. Emelia Noronha - Co ordinator of IQAC
- 6) Dr. Madhavi Nighoskar - Vice Principal , Degree

- 7) Ms. Subhashini Naikar , Vice Principal , SFC
- 8) Ms. Sharada Gaitonde, HOD – Commerce
- 9) Mr. Rajesh Ruke - DMC Incharge
- 10) Dr. Shami Nimgulkar Kamble - DLLE Incharge
- 11) Mr. Sachin Bansode - EOC Incharge
- 12) Dr. Mahendra Pachadkar, Student Council In-charge
- 13) Ms. Shital Shah, Librarian
- 14) Mr. J.V. Gomes, Registrar
- 15) Ms. Rasika Patkar, Head Clerk
- 16) Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd. – Alumni
- 17) Savita Chikhale, Student Representative

2. **Matters arising out of the above minutes:** The earlier minutes were read out and confirmed.
3. **To Review draft of AQAR 2020-21:** The Draft of AQAR 2020-21 was reviewed and the in charges who had still not submitted the data were given a deadline of 20 January 2022 for submission.

**4. Review of Action Plan – 2021-22.**

**The following is the review of the Action Plan :**

<b>Action Plan – 2021-22</b>	
Plan of Action	Status
Online Orientation programme for students and parents	Completed - Orientation done for all First Year Students and their parents
Online Bridge Courses	Completed by departments of Business Communication , EVS and Maths and Stats.
Digital Teachers Academic Planner and Diary	IQAC handed over the formats to the faculty
Linkage / collaboration with Industry / NGOs to continue	Talks for Linkage with : DTSS VOCSKILL Is in process
Online SET / NET/ CA/ Training programme	To be taken up by Department of MCom
Encouragement to UPSC / MPSC Exam through Seminars	To be done by Career Guidance cell
Academic Audit External	External Audit done on 29th & 30th July

& Internal	2021  Internal audit : 1st October 2021
Administrative Audit	Internal audit : 1st October 2021
Administrative efficiency development programme	To be done in March/ April 2022
Welfare schemes for the Non teaching staff	Schemes are in place
Conferences to be organized	IQAC conducted Workshop series on Drafting, Mapping & Attainment of Outcomes , : 1 <sup>st</sup> workshop - Using Blooms Taxonomy to draft Programme Outcomes and Course Outcomes on 21 October 2021.  2 <sup>nd</sup> workshop was on Thursday 18 November 2021 on the topic : Mapping the Institutional PO's and CO's  3 <sup>rd</sup> Scheduled on 16 December 2021
Google classroom to support the online teaching learning process	In process
Online Departmental meetings every month end and its proper documentation	In process
360 Degree Feedback System – best practice of the institution	In process
Encouraging Students Research	Student Research cell will organize a 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. Discuss quality related workshops for non teaching staff.**

It was decided that the IQAC in order to enhance the working system of the admin staff an offline workshop on Quality based Administration process be organize in the month of March 2022. Rajesh Dubey and Poonam Bhate were to be given the responsibility of discussing the workshop details with the IQAC Coordinator.

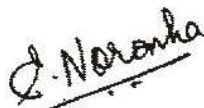
**6. Any other matter with the permission of the Chair.**

It was decided that meetings be conducted with the concerned criteria in-charges and teaching and non-teaching faculty staff for the revision of policies related to maintenance, examination, mentoring programme and research. The feedback committee was asked to review its work and submit the analysis by March 2022.

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

The departments that had started the programmes according to the action plan put forth in the previous meeting were applauded and the other departments were encouraged to do the same.

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



**Emelia Noronha**  
**IQAC Coordinator**



**Dr. Kiran Mane**  
**I/C Principal**

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