



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 :: <https://meet.google.com/oax-vkon-jnz>

Date: 17 Dec. 2020

Time: 2.00 pm

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 19 August 2020.
2. To discuss the New AQAR format for the year 2020-21.
3. NAAC preparation - SSR Report preparation.
4. Review of Action Plan – 2020-21
5. Any other matter with the permission of the Chair.

Names of Present Members:

1. Principal Dr. Kiran Mane, Chairman of IQAC
2. Prof. Ms. Emelia Noronha , Coordinator of IQAC
3. Prof. Madhavi Nighoskar, Vice Principal, Degree
4. Prof. Subhashini Naikar , Vice Principal , SFC
5. Prof. 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. Prof. 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. Deepak Jha, Student Representative
8. Mr. Ashish Singh, Secretary – Alumni Association

1. **To read and confirm the minutes of the previous IQAC meeting held on 19 August 2020:** The minutes of the previous meeting held on 19 August 2020 were read and confirmed.
2. **To discuss the New AQAR format for the year 2020-21:** The AQAR format being changed, the revised Manual (with effect from the academic year 2020-21) put forth by NAAC made available at http://naac.gov.in/images/aqar_online_20-21/AQAR-Guideline_Affiliated-Constituent-UG-Colleges.pdf was put forth in the meeting. It was decided that since the format had changed drastically a special series of meetings be organised in the month of December so that all criteria heads and the teams would be able to understand the format in detail. The following schedule was finalized and the discussion was to take place online in the presence of the entire staff. The material – PPTs and videos provided by Prof. Peeyush Pahade of IQAC Cluster India was to be circulated to all staff well in advance before the discussion.

Sr.No.	Date	Criteria Under discussion & Name of In charge
1	21 Dec. 2019	Criteria 7 – Prof. Subahsini Naikar
2	22 Dec. 2019	Criteria 6- prof. Sachin Bansode
3	24 Dec. 2019	Criteria 4 – Ms. Shital Shah
4	26 Dec. 2019	Criteria 3 – Dr. Shami Nimgulkar Kamble
5	28 Dec. 2019	Criteria 2 – Dr. Mahendra Pachadkar
6	29 Dec. 2019	Criteria 1 – Prof. Sharada Gaitonde

3. NAAC preparation - SSR Report preparation: The members were asked of the SSR Report preparation and we asked to collate the data as the filling of IIQA would commence once the Covid 19 crisis abated.

4. Review of Action Plan – 2020-21: Members noted that due to the online process it was extremely difficult to conduct some of the activities decided in the action Plan.

Following is the summary of the review :

1. Online Orientation programme for students and parents : completed successfully for all freshers.

2. Online Bridge Courses: completed by departments of Business Communication , EVS and Maths and Stats.

3. Digital Teachers Academic Planner and Diary : all teaching staff was successfully keeping the digital Dairy and Planner

4. Linkage / collaboration with Industry / NGOs : Due to the ongoing pandemic it was difficult to sign new MOUs.

5. Online SET / NET/ CA/ Training programme: To be undertaken

6. Encouragement to UPSC / MPSC Exam through Seminars : The Career Guidance Cell had taken a note of it and was in the process of implementing it

7. Academic Audit External: would be scheduled by Intertek but Internal Online Audit would take place in the month of February 2021.

8. Administrative Audit : would be scheduled by Intertek but Internal Online Audit would take place in the month of February 2021.

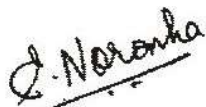
9. Administrative efficiency development programme: Mr. Gomes was to take it up for the Admin Staff.

10. Workshop / seminar by Alumni Association: One workshop already conducted by alumni. Conference for students too would be sponsored by them.
11. Welfare schemes for the Non teaching staff: ongoing
12. Green Audit: Not done
13. Solar powered lights for the ground: Not done
14. Audit of the power supply and its usage in the college campus: Not done
15. Research Cell Activity: Not done
16. Activities to be conducted according to the Theme of the year – Reaching out in times of Covid 19: Ongoing
17. ICT Training programme for Teaching staff – Online teaching processes and Excel: Not done
18. Google classroom to support the online teaching learning process: was successfully implemented and used.
19. Online Departmental meetings every month end and its proper documentation: Was ongoing
20. 360 Degree Feedback System – best practice of the institution: Parent and teacher's feedback by students was taken other feedbacks were pending
21. Encouraging Students Research: Dept. of BC, BMMC and DLLE were to undertake this activity in January and February.
22. Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses: Ongoing
23. CAS of faculty: Five teachers were due for CAS this year. The files were ready for scrutiny by the CAS committee to be sent by University of Mumbai.

24. Continue earlier Best practices and initiate New Best practices: Ongoing.
25. To start new add on courses and continue the earlier add on courses: Not done
26. To consolidate the Mentorship Programme: Ongoing
27. Consolidated Online Monthly Information system for programmes conducted:
Ongoing
28. Online consolidated Daily Report for teaching and non teaching staff: Ongoing
29. Website to be used in a robust and vibrant manner of online communications to students and stakeholders: Ongoing.
5. **Any other matter with the permission of the Chair:** Members were asked to keep their departmental and committee files ready in the digital format as the Internal Audit was scheduled in the next month and the External audit too would take place as soon as the Covid 19 crisis abated upon communication from Intertek. Members were further asked to keep in mind the Action Plan of the year and continue with their committee and departmental plans keeping in mind the theme of the year.

Action taken on the basis of decisions taken in previous meeting: The revised formats of teaching-learning, as the teaching learning was now online, were reviewed and revised as per the feedback taken.

The meeting ended with vote of thanks to the chair.



Emelia Noronha
IQAC Coordinator



Dr. Kiran Mane
I/C Principal