



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 : meet.google.com/bmn-sgwk-rpf

Date: 19 August 2020

Time: 10.30 a.m.

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 2 July 2020.
2. Matters arising out of the above minutes.
3. To put forth the Action Plan of 2020-21
4. To discuss the theme of the year 2020-21.
5. To discuss the online teaching-learning methodology co-ordination via google sheets .
6. To discuss mentorship plan for the year.
7. 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 2 July 2020:**
The minutes of the previous meeting held on 2 July 2020 were read and confirmed.
- 2. Matters arising out of the above minutes:** The earlier minutes were confirmed.
- 3. To put forth the Action Plan of 2020-21:** The following Action Plan for the academic year 2020-21 was put forth:

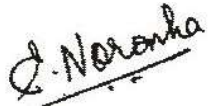
Sr. No.	Activities to be conducted in the year 2020-21
1	Online Orientation programme for students and parents
2	Online Bridge Courses before the lectures commence
3	Digital Teachers Academic Planner and Diary
4	Linkage / collaboration with Industry / NGOs to continue
5	Online SET / NET/ CA/ Training programme
6	Encouragement to UPSC / MPSC Exam through Seminars
7	Academic Audit External
8	Administrative Audit
9	Administrative efficiency development programme
10	Workshop / seminar by Alumni Association
11	Welfare schemes for the Non teaching staff
12	Green Audit
13	Solar powered lights for the ground
14	Audit of the power supply and its usage in the college campus
15	Research Cell Activity
16	Activities to be conducted according to the Theme of the year – Reaching out in times of Covid 19
17	ICT Training programme for Teaching staff – Online teaching processes and Excel
18	Google classroom to support the online teaching learning process
19	Online Departmental meetings every month end and its proper documentation
20	360 Degree Feedback System – best practice of the institution.
21	Encouraging Students Research
22	Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses
23	CAS of faculty
24	Continue earlier Best practices and initiate New Best practices
25	To start new add on courses and continue the earlier add on courses
26	To consolidate the Mentorship Programme
27	Consolidated Online Monthly Information system for programmes conducted
28	Online consolidated Daily Report for teaching and non teaching staff
29	Website to be used in a robust and vibrant manner of online communications to students and stakeholders

4. **To discuss the theme of the year 2020-21:** The pandemic of Covid 19 had unprecedented impact on both the physical and the mental health and well being of people it was decided that the college and its staff try its best to reach out to students and staff during these difficult times in whatever way they could. Thus the theme of the year :‘Reaching out in times of Covid 19’ was unanimously decided. It was decided that all activities throughout the year be focused on this theme.
5. **To discuss the online teaching-learning methodology and maintain co-ordination via Google sheets:** As per the government directive and the looming eminent threat of Covid 19 it was decided to follow online methodologies for communication and maintenance of social distancing. Since Zoom portal being a Chinese portal it was decided to try out the Google Meet portal for online teaching since it was free until September 2020. After that the college would then be asked to buy the necessary software on the basis of the experience of the teachers. It was also decided that to maintain co-ordination of activities Google sheets could be used.
6. **To discuss mentorship plan for the year:** Prof. Madhavi Nighoskar and other members put forth the idea that due to the pandemic, students would be facing difficulties with regards to network, availability of smart phones, monetary problems at home, parents or elders in the family suffering from Covid , etc. thus it was found necessary that the class mentors talk to the students, maintain a regular Whatsapp group of the class, speak to them and reach out to them. it was decided that a mentorship Google form was to be circulated in order to know the students better since the online interaction would not allow the teacher to know them. The Google mentor format was presented by the IQAC Coordinator and members were asked to add their inputs.
7. **Any other matter with the permission of the Chair:** The IQAC Coordinator apprised the members of that the Academic Audits would be done in the present academic year through the online method therefore all teaching learning documentation in the ISO formats to be kept ready by every department in the digital format.

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

Members were asked to give their suggestions further to make the Action Plan of 2020 -21 more robust and practical.

The meeting ended with vote of thanks to the chair.



Emelia Noronha
IQAC Coordinator



Dr. Kiran Mane
I/C Principal

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