



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: Google Meet :: Video call link: <https://meet.google.com/ybz-vufh-sgp>
Date: 28 April 2021
Time: 1.30 pm

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 17 Dec. 2020.
2. To Review the Action Plan of 2020-21.
3. 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

Business Transacted:

1. To read and confirm the minutes of the previous IQAC meeting held on 17 Dec. 2020.

The minutes of the previous meeting held on 17 Dec. 2020 were read and confirmed.

2. To Review the Action Plan of 2020-21.

Review of Plan of action and the outcome achieved by the end of the Academic year 2020-21	
Plan of Action	Achievements / Outcomes
Online Orientation programme for students and parents	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 Linkage / collaboration with Industry / NGOs to continue	Successfully maintained throughout the year Linkages with earlier NGOs continued but no new linkages were possible because of problems caused due to Covid 19 times
Online SET / NET/ CA/ Training programme	Was taken up by Dept of MCom
Encouragement to UPSC / MPSC Exam through Seminars	Career Guidance cell undertook online seminars on this in the year
Academic Audit External	Internal Audit done on 1 March 2021
Administrative Audit	Internal Audit done on 1 March 2021
Administrative efficiency development programme	Admission process related workshop to be done on Using Eduquifix for online exam Process
Welfare schemes for the Non teaching staff	Were in place
Green Audit	Due to pandemic this was not possible this year
Solar powered lights for the ground	Not done but Water harvesting project was completed.
Audit of the power supply and its usage in the college campus	Not done as college was not totally functional this year due to the Pandemic
Research Cell Activity	Workshop on Ethics in Research & Publication in Scopus & ABDC Listed Journal conducted

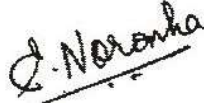
	on 11th January 2021
Activities to be conducted according to the Theme of the year – Reaching out in times of Covid 19	All committees followed this theme in conducting their activities Virtual National level Conference for student researchers on ‘‘Reaching out in COVID 19 : Social, Economic and Psychological Dimensions of Human Life during The Pandemic’ on 25 March 2021 organized by the Department of Business Communication and Student Research Cell under the aegis of IQAC.
ICT Training programme for Teaching staff – Online teaching processes and Excel	The Faculty Development Cell of our college organized a Five-Day Online Workshop on ‘‘Data Analysis Using Excel’’ for teachers of degree and self-financing courses from 18th January 2021 till 22nd January 2021. Dr. Swati Desai, Research Guide, JJT University was the resource person for this workshop.
Google classroom to support the online teaching learning process	Google Classroom maintained by IQAC Coordinator successfully
Online Departmental meetings every month end and its proper documentation	Was done by departmental heads
360 Degree Feedback System – best practice of the institution	Was done by IQAC Coordinator and team
Encouraging Students Research	3 Conferences by Students for students were conducted this year – BC Dept, & Students Research cell; Dept of BAMMC and Dept of DLLE - Department organized Students’ Conference- Sanshodhan 2021 from 31st March 2021 to 8th April 2021.
Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses	All teachers took part in online Faculty development programmes – Refresher / Orientation / short term courses
CAS of faculty	Cas of 5 Assistant teachers from Scale 2 to Scale 3 was completed in February 2021
Continue earlier Best practices and initiate New Best practices	Given the constraints of Social distancing and online teaching learning process whatever best practices could be continued were continued by the departments in the online method.
To start new add on courses and continue the earlier add on courses	Due to the pandemic it was not possible. But skill based Courses were conducted.
To consolidate the Mentorship Programme	Due to the online teaching learning methodology google forms and meets were used to connect with students apart from Whatsapp
Consolidated Online Monthly Information	The online MIS was in place though a

system for programmes conducted	spreadsheet shared amongst the Teaching and non teaching staff who gave regular information on work done and programmes conducted.
Online consolidated Daily Report for teaching and non teaching staff	Google Spreadsheet maintained regularly
Website to be used in a robust and vibrant manner of online communications to students and stakeholders	Website was constantly updated and used for day to day formal communication with students and all stakeholders.

3. Any other matter with the permission of the Chair.

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

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