



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/xsp-jbgs-jpw

Date: 2 July 2020

Time: 11.00 a.m.

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 23rd October 2019.
2. Matters arising out of the above minutes.
3. To review the Action Plan of 2019-20
4. To apprise the members of the Annual Quality Assurance Report (AQAR) 2019-20 to be sent to NAAC Office
5. To discuss the theme of the next academic year 2020-21.
6. To discuss the online teaching learning methodology to be adopted.
7. To review the work done - Self Study Report (SSR) to be submitted to NAAC.
8. Any other matter with the permission of the Chair.

Names of Present Members:

1. Principal Dr. N.N. Pandey, 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
7. Dr. Kiran Mane, Exam Convener
8. Ms. Shital Shah, Librarian
9. Dr. Mahendra Pachadkar, Student Council In-charge
10. C.A. Durgesh Kenkare, Assistant Professor

11. Prof. Kirti Sigtia, Assistant Professor
12. 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 23rd October 2019.:
The minutes of the previous meeting held on 20th October 2018 were read and confirmed.

2. To review the Action Plan for the year 2019-20:

Prof. Emelia Noronha apprised the members of the activities conducted according to the Action plan of the academic year:

Review of Plan of action and the outcome achieved by the end of the Academic year 2019-20	
Plan of Action	Achievements/Outcomes
Orientation programme for students and parents	Orientation done for all First Year Students and their parents
Bridge Course	Bridge Courses conducted by departments of Commerce, Business Communication, Maths & Stats. And Cost Accounting
Teachers Academic Planner and Diary	Academic Planner and diary is prepared and is being used by teachers to keep a log of their daily teaching learning practices and other activities
Linkage / collaboration with Industry MOUs to be signed	MOUs signed with The Training Company, Stree Mukti Sanghatana, Technoserve and Qknit
SET / NET/ Training programmes	Training and Mock Test carried forth by Dept. of MCom
Training students for UPSC / MPSC Exams	Seminar on Competitive Exams conducted by Career Guidance Cell
Academic External Audit	External audit conducted by Intertek, an ISO Certification Body Audit by Mumbai University – Data by College was uploaded as the direction of the University.

Workshop / seminar by Alumni Association	<p>Jan 28, 2020 – Workshop on Reading was organised by the Alumni</p> <p>Online seminar conducted by Alumni on The Indian penal Code and IT Act with special reference to Eve teasing , molestation and relevant provisions.</p> <p>The student Research Conference was also sponsored by Alumni Association</p>
Administrative Audit	Admin Audit by Intertek
Welfare schemes for the Non-teaching staff	Welfare Schemes are in place; as and when non-teaching staff apply they can avail of the welfare schemes
Research Centre Activities	Activites of Research Centre in Commerce - Accountancy are in place
Activities to be conducted according to the Theme of the year – – Art of Giving	All departmental activites were focused on the them - The Tivri Dam project , Ek Kalam Ek Kitab Project were part of it
Training programme for Administrative staff	Admin staff sent for Workshop on: Workshop on Ethics & values at work place and Data Centricity for NAAC perspective and Document control and Record management; Workshop on “Guidelines for implementation of 7th Pay Commission for Non-Teaching Staff” ;

<p>Team Building skills workshop for administrative staff</p>	<p>Adminotsav 2k20 - Our College Administrative Staff organized an Intercollegiate Sports and Cultural Event for administrative staff (Dalmia Lions Adminotsav – 2k20”) on 6th February 2020. 165 Administrative staff from 22 various colleges from Mumbai participated in cricket, carom, candle light, musical chairs & rangoli competition.</p>
<p>Recreation & other programmes for support staff</p>	<p>Our College administrative staff organised Shri Satyanarayanmahapuja on 31/1/2020.</p>
<p>E content development programme for teachers</p>	<p>Conducted by the faculty Development Cell</p>
<p>Departmental meetings every month end</p>	<p>Departmental heads conducted departmental meetings</p>
<p>360 Degree Feedback System – best practice of the institution.</p>	<p>Feedback collected and analysed by IQAC</p>
<p>Encouraging Research projects to be undertaken by Faculty and students</p>	<p>Research Journal - <i>Addhyan</i> by students published by Student Cell and teachers were encouraged to conduct research</p>
<p>Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses</p>	<p>3 teachers had attended Refresher Courses and teachers continued to attend Faculty Development Programmes in the online mode, participated in several workshops and seminars throughout the year</p>
<p>Continue earlier Best practices and initiate New Best practices</p>	<p>All earlier Best practices were continued and every department</p>

	worked out a best practice
To start new add on courses and continue the earlier add on courses	Two Certificate Courses started
To consolidate the Mentorship Programme	Classes were allotted to Mentors and the process was mentoring was worked out.

Pending items of the Action Plan:

Sr. No	Activity	Incharge (for follow up)
1	Solar powered lights for the ground	Criteria 7 incharge
2	Audit of the power supply and its usage in the college campus	Criteria 7 incharge
3	ICT Training programme for Administrative staff – Excel	Registrar
4	Team Building skills workshop for administrative staff	Registrar
5	To find and analyse the Employee Happiness quotient	IQAC Coordinator

3. To apprise the members of the Annual Quality Assurance Report (AQAR) 2019-20 to be sent to NAAC Office.

Members were apprised of the Annual Quality Assurance Report (AQAR) 2019-20 which has to be sent to the NAAC office because of the pandemic it was noted that after the covid 19 Crisis abated the work of uploading could start.

4. To discuss the theme of the next academic year 2020-21: It was decided to base the theme of the next academic year in relation to the problems faced by students and staff due to the covid 19 pandemic.

5. To discuss the online teaching learning methodology to be adopted : Teachers were asked to take up courses online to enhance their online teaching learning methodology such as ‘Managing Online Classes’ organised by Teaching Learning Center, Ramanujan College, University of Delhi.

6. To review the work done - Self Study Report (SSR) to be submitted to NAAC:

The members were apprised of the progress of the Self Study Report (SSR) being slow and due to the existing Covid 19 pandemic it needed to be followed up through online meetings.

7. Any other matter with the permission of the chair:

- It was informed by the principal that Rain water harvesting would be in place soon as the renovation of the college premises was in process.

Action Taken (On the basis of Decision taken in the Previous Meeting):

The following pending plans reviewed in the IQAC meeting of 23 Oct 2019 were completed:

- Linkage / collaboration with Industry –MOU with The Training Company and Technoserve would
- Academic Audit conducted by Internal auditors successfully
- SET / NET/ Training programmes conducted by MCom Department
- Green Audit was done.
- Student Research Conference conducted sponsored by Alumni according to the Theme of the year – Art of Giving
- Google form Format for Mentors to counsel students for the coming academic year was finalized.

The meeting ended with vote of thanks to the chair.

**Emelia Noronha
IQAC Coordinator**

**Dr. N. N. Pandey
Principal**

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