



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, S. V. Road, Malad (West), Mumbai - 400064.

Draft of MINUTES OF THE MEETING

Committee Name: Internal Quality Assurance Cell

Venue: Management Room

Date: 20 Oct. 2018

Time: 10.30 a.m.

Agenda:

1. To read and confirm the minutes of the previous IQAC meeting held on 25th July 2018.
2. Matters arising out of the above minutes.
3. To review the Action Plan put forth in the earlier meeting
4. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office
5. To review the submission of Self Study Report (SSR) to be submitted to NAAC.
6. Any other matter with the permission of the Chair.

Names of Present Members:

1. Principal Dr. N.N. Pandey, Chairman of IQAC
2. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
3. Prof. Ms. Emelia Noronha , Coordinator of IQAC
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. Pankaj Jain
12. Prof. Kirti Sigtia, Assistant Professor
13. Mr. J.V.Gomes, Registrar

14. Mr. Deepak Jha, Student Representative

Members not present:

1. Lion Sharad Ruia, Chairman of Governing Council
2. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
3. Mr. Rajendra Sharma. Industrialist
4. Prof. Madhavi Nighoskar, Vice Principal, Degree
5. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
6. Mr. Ashish Singh, Secretary – Alumni Association
7. Mr. Atish Mistry, Technical person
8. Ms. Rasika Patkar, Head Clerk

Lion Kanahaiyalal G Saraf, Hon. Secretary- G.C, presided over the meeting. His name was proposed by Principal Dr. N. N. Pandey and unanimously supported by members present.

The members congratulated Principal Dr. N. N. Pandey on being elected unopposed Senate member of University of Mumbai and also nominated as member of Board of Studies (Statistics)

Business Transacted:

1. To read and confirm the minutes of the previous IQAC meeting held on 25th July 2018.
The minutes of the previous meeting held on 25th July 2018 were read and confirmed.

2. To review the Action Plan put forth in the earlier meeting.

Prof. Emelia Noronha apprised the members of the activities conducted according to the Action plan put forth in the previous meeting:

Sr. No.	Activity	Status
1	Orientation programme for students	Done
2	Bridge Course	Done by department of Commerce , Business Communication and Maths & Stats.
3	Teachers Academic Planner and Diary	Done and is being used by teachers
4	Linkage / collaboration with Industry MOU – Osarvira	IQAC Cluister Praja Foundation
5	SET / NET/ CA/ Training programmes	One Session
6	Academic Audit External	Done by ISO External Audit Stage 1.
7	Administrative Audit	Done
8	Administrative efficiency development programme – Paperless office	Done
9	Workshop / seminar by Alumni Association	Pending by Alumni
10	Welfare schemes for the Non teaching staff	To be put forth by Employee welfare committee to GC
11	Green Audit	Pending to be carried forth by Criteria 7 in- charge
12	Solar powered lights for the ground	Pending to be carried forth by Criteria 7 in- charge
13	Audit of the power supply and its usage in the college campus	Pending to be carried forth by Criteria 7 in- charge
14	Research Centre	Done
15	Activities to be conducted according to the Theme of the year – Relational Values	One activity done by Quality Circle
16	ICT Training programme for Administrative staff – Excel	Pending to be done by Registrar
17	Team Building skills workshop for administrative staff	To be conducted by the Registrar
18	Recreation - support staff	To be done
19	E content development programme for teachers	BSCIT Coordinator to conduct the programme in next semester
20	Departmental meetings every month end	Ongoing
21	360 Degree Feedback System – best practice of the institution.	Ongoing for the present year
22	To find and analyse the Employee Happiness quotient	To be done by the IQAC Coordinator
23	Encouraging Research projects to be undertaken by Faculty	Students research journal prepared
24	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses	Ongoing

3. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office.

Members were apprised of the Annual Quality Assurance Report (AQAR) 2017-18 which was ready to be sent to the NAAC office, all Criteria In-charges had critically read the Report and approved of it. Hon. Secretary Lion Kanahaiyalal G. Saraf gave his consent for sending it to the NAAC office.

4. To review the submission of Self Study Report (SSR) to be submitted to NAAC

The members were apprised of the progress of the Self Study Report (SSR) being slow. Principal Dr. N. N. Pandey put forth the deadline of 1st November for the Criteria In-charges to hand over the matter pertaining to the SSR.

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

- A linkage with Ajanta Pharma and Cello Group was proposed by Hon. Secretary Lion Kanahaiyalal G. Saraf.
- He also suggested that Exit interviews to be conducted whenever an employee leaves the institution.
- It was suggested by the student's representative Deepak Jha to conduct a mock interview session for the third year students.
- It was proposed by Prof. Durgesh Kenkere that orientation courses should be conducted for SY & TY students.

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

- As per the Action plan put forth in the earlier meeting the following Events / Programme were conducted :
 - Orientation programme for students
 - Bridge Course
 - Teachers Academic Planner and Diary
 - Linkage / collaboration with Industry – 2 MOUs signed
 - SET / NET/ CA/ Training programme
 - Academic Audit External
 - Administrative Audit

- Administrative efficiency development programme on Paperless office

The meeting ended with vote of thanks to the chair.

Emelia Noronha
IQAC Coordinator

Dr. N. N. Pandey
Principal

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