



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: Staff room

Date: 31 March 2022

Time: 10.30 a.m.

Agenda:

- To read and confirm the minutes of the previous IQAC meeting held on 9th Dec. 2021.
- Submission of AQAR 2020-21.
- Review of Action Plan – 2021-22.
- Any other matter with the permission of the Chair.

Names of Present Members:

1. Dr. Kiran Mane , I/C Principal – Chairman, IQAC
2. Ms. Emelia Noronha - Coordinator of IQAC
3. Dr. Madhavi Nighoskar - Vice Principal , Degree
4. Ms. Subhashini Naikar , Vice Principal , SFC
5. Ms. Sharada Gaitonde, HOD – Commerce
6. Mr. Rajesh Ruke - DMC Incharge
7. Dr. Shami Nimgulkar Kamble - DLLE Incharge
8. Mr. Sachin Bansode - EOC Incharge
9. Dr. Mahendra Pachadkar, Student Council In-charge
10. Ms. Shital Shah, Librarian
11. Ms. Rasika Patkar, Head Clerk
12. Savita Chikhale, Student Representative

Members that took leave of absence:

1. Dr. Lion Sharad Ruia - Chairman, Governing Council.
2. Lion Vikas K. Saraf - Joint Secretary Governing Council.
3. Lion Atit Ruia, Member Governing Council
4. Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd. – Alumni
5. Mr. J.V. Gomes, Registrar

Following Business was transacted:

1. **To read and confirm the minutes of the previous IQAC meeting held on 9th Dec. 2021.**

The minutes of the previous meeting held on 9th December were read and confirmed.

2. **Submission of AQAR 2020-21.**

The IQAC Coordinator thanked all staff for cooperating in compilation of the AQAR AQAR 2020-21; since it was a new format and given the problems that Covid 19 had brought along with it she said that it was a commendable task that all staff together cooperated with great sincerity and alacrity in compiling the data required. The IQAC Coordinator informed the members that the AQAR was submitted on 28th February 2022 much before the extended last date of submission.

3. **Review of Action Plan – 2021-22**

The following is the Plan of Action and Outcomes achieved in the academic year 2021-22 :

Plan of action and the outcome achieved by the end of the Academic year 2021-22	
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	Successfully maintained throughout the year
Linkage / collaboration with Industry / NGOs to continue	Memorandum of Understanding worked out with : DTSS College of Commerce, Mumbai for research purpose VOCSKILL for the purpose of enhancing the skills of students
Online SET / NET/ CA/ Training programme	To be taken up by Department of MCom
Encouragement to UPSC / MPSC Exam through Seminars	To be done by Career Guidance cell
Academic Audit External & Internal	External Audit done on 29th & 30th July 2021 Internal audit : 1st October 2021 & 15th February 2022
Administrative Audit	Internal audit : 1st October 2021 & 15th February 2022
Administrative efficiency development programme	A One day workshop on "Building a Quality based Administration process" was organized on 13 March 2022.
Welfare schemes for the Non teaching staff	Schemes are in place
Conferences to be organized	IQAC conducted Workshop series on Drafting, Mapping & Attainment of Outcomes , : 1 st workshop - Using Blooms Taxonomy to draft Programme Outcomes and Course Outcomes on 21 October 2021. 2 nd workshop was on Thursday 18 November 2021 on the topic : Mapping the Institutional PO's and CO's 3 rd workshop was on Thursday 16 December 2021 on the topic : Calculating the attainment level of PO's and CO's
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 Feedback committee.
Encouraging Students Research	Virtual Conference for student researchers on “‘Changing Media Landscapes and their Impact on Culture, Society and its Economics’ was scheduled on 27 April 2022 by the Department of Business Communication and Student Research Cell of Prahladrai Dalmia Lions College of Commerce & Economics and D.T.S.S. College of Commerce under the aegis of IQAC of both colleges.
Encourage staff to go for online Faculty development programmes	13 paper presentations, 16 Research paper publications in peer review journals. All teacher attended webinars, seminars, conferences to upgrade their teaching learning processes and research skills. – See attached IQAC Report 2021-22
CAS of faculty	CAS of two Faculty members was scheduled in the month of April
Continue earlier 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	2 Courses – Time Management Soft Skills And Effective Communication 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, Feedback from students analysed and seminar and mentoring provided to them accordingly
Consolidated Online Monthly Information system for programmes conducted	The online MIS was in place though a 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.

Ms. Rasika Pattkar informed the present members of the success of the workshop organized for the admin staff - on "Building a Quality based Administration process" on 13 March 2022. The resource person was Ms. Trupti Mody, Registrar, KES College and Mr. Lalit Katkar, Jr. Clerk, KES College. It was decided that the staff reassess their working systems and reorganize them in line with the inputs given in the workshop. For any queries they were to contact Ms. Trupti Mody, Registrar, KES College, for further help.

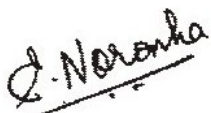
- 4. Any other matter with the permission of the Chair:** The website committee in-charge – Ms. Subhashini Naikar was asked to hold a meeting with the staff and update them with regards to manner in which the website can be kept updated.

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

Meetings for the revision of policies related to maintenance, examination, mentoring programme and research were done. The feedback committee submitted the mentor-mentee feedback report 2021-22.

Rajesh Dubey and Poonam Bhate had carried forth their responsibility and got all admin staff together for conducting the administrative efficiency development programme for administrative staff.

The meeting ended with vote of thanks to the chair.



Emelia Noronha
IQAC Coordinator



Dr. Kiran Mane
I/C Principal

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