



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (W), Mumbai-400 064.
ISO 9001:2015 Certified

MINUTES OF THE MEETING

Committee Name: Internal Quality Assurance Cell
Venue: Mini Seminar Room / Management conference room
Date: 13th August 2022 at 11.30 a.m
Time: 11.30 a.m.

Agenda:

To read and confirm the minutes of the previous IQAC meeting.

- To approve the Academic calendar 2022-23.
- To discuss the IQAC Action Plan of the year 2022-23.
- To discuss the policies to be formulated.
- To discuss workshops, conferences to be organized this academic year.
- To table the draft of AQAR 2021-22.
- To discuss the theme of the academic year.
- Any other matter with the permission of the Chair.

Names of Present Members:

1. Dr. Kiran Mane , I/C Principal – Chairman, IQAC
2. Dr. Lion Sharad Ruia - Chairman, Governing Council.
3. Lion Kanahaiyalal G. Saraf, Hon. Secretary of Governing Council
4. Lion Vikas K. Saraf - Joint Secretary Governing Council.
5. Lion Atit Ruia, Member Governing Council
6. Ms. Emelia Noronha - Coordinator of IQAC
7. Dr. Madhavi Nighoskar - Vice Principal , Degree
8. Ms. Subhashini Naikar , Vice Principal , SFC
9. Ms. Sharada Gaitonde, HOD – Commerce
10. Mr. Rajesh Ruke - DMC Incharge
11. Dr. Shami Nimgulkar Kamble - DLLE Incharge
12. Dr. Mahendra Pachadkar, Student Council In-charge
13. Ms. Shital Shah, Librarian
14. Mr. J.V. Gomes, Registrar
15. Ms. Sheetal Kanojiya, Student Representative

Members that took leave of absence:

1. Mr. Sachin Bansode - EOC Incharge
2. Ms. Rasika Patkar, Head Clerk
3. Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd. – Alumni

Following Business was transacted:

1. **To read and confirm the minutes of the previous IQAC meeting held on 31 March 2022**
The minutes of the previous meeting held on **31 March 2022** were read.
2. **Matters arising out of the above minutes:** The earlier minutes were confirmed.
3. **To approve the Academic calendar 2022-23.**

The academic calendar prepared by the IQAC was circulated among the members, and was approved by them.

4. To discuss the IQAC Action Plan of the year 2022-23.

The following IQAC Action Plan of the year 2022-23 was put forth and was discussed, the committees, departments and heads responsible for the implementation of the action plan were asked to ensure that the plan is implemented keeping in mind the celebration of the 50 years celebration of the institution :

Plan of Action for the Academic Year 2022-23		
Sr. No.	Plan of Action	Responsibility
1	Orientation programme for students and parents	IQAC
2	Bridge Courses	Head of departments
3	Digital Teachers Academic Planner and Diary	IQAC
4	Linkage / collaboration with Industry / NGOs to continue	IQAC , Department Heads and associations and Cells
5	SET / NET/ CA/ Training programme	Department of MCom
6	Encouragement to UPSC / MPSC Exam through Seminars	Career Guidance Cell
7	Academic Audit External & Internal	DR and IQAC
8	Administrative Audit	DR and IQAC
9	Administrative efficiency development programme	IQAC
10	Welfare schemes for the Non teaching staff	Employee welfare committee
11	Conferences to be organized	IQAC , Research Cell, Departments
12	Google classroom to support the online teaching learning process	IQAC
13	Online Departmental meetings every month end and its proper documentation	Departmental heads
14	360 Degree Feedback System – best practice of the institution	IQAC and Feedback committee <ul style="list-style-type: none"> - Admission - Students' by Mentors - Parents - Teachers' teaching learning process - Every activity
15	Encouraging Students Research	Student Research cell and Departments <ul style="list-style-type: none"> - BC dept
16	Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses	IQAC , Faculty Development Cell
17	CAS of faculty	IQAC
18	Continue earlier Best practices	Departments
19	To start new add on courses & continue with earlier certificate courses	Departments
20	To consolidate the Mentorship Programme	Class mentors and departments
21	Consolidated Online Monthly Information system for programmes conducted	IQAC , Vice Principal

22	Online consolidated Daily Report for teaching and non teaching staff	Vice Principal
23	Website to be used in a robust and vibrant manner of online communications to students and stakeholders	IQAC , Department Heads and Website committee
24	Quality enhancement workshops	IQAC , Faculty Development Cell
25	Audits to be conducted - Energy - Green / Environment	IQAC & Green Cell
26	Administrative Audit	IQAC & Admin Dept.
27	Audits to be conducted - Gender	IQAC & WDC & Inclusion Cell

5. To discuss the policies to be formulated.

It was decided that the policies of the institution as seen on the college website be reviewed and updated if required.

6. To discuss workshops, conferences to be organized this academic year.

The following conferences to be organised by the institution were finalized:

- A conference on National Education Policy to be conducted in the second half of the term. A committee comprising of the Self Financing Teachers headed by Dr. Madhavi Nighoskar and Ms. Subhashini Naikar as Convernors were to plan the entire schedule of the conference.
- Student Researcher conference to be organised in the second half of the term.
- Intra-collegiate student research conference to be organized by the department of Business Communciation and BBI this year so as to encourage our students to engage in research activities, the concerned departments were to conduct sessions to guide the students in this regard.

7. To table the draft of AQAR 2021-22.

The draft of the AQAR 2021-22 was tabled and suggestions were taken from the members regarding the required financial audit report for the AQAR. Ms. Ashwini Sutar of the Accounts section assured that the audit report would be made available in the month of September 2022.

8. To discuss the theme of the academic year.

Since this year the institution was celebrating its golden jubilee year it was decided that the theme of the year would centre round the same: “50 years of Sterling Performance in Education.”

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

The urgent need for an ERP was put forth by the vice principals and criterion head 6. The management members consented to the proposition and asked the admin department to call for quotations regarding the same.

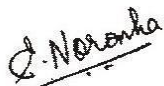
Action Taken Report :

The following activities were already conducted:

Plan of Action	Responsibility	Status of completion
Online Orientation programme for students and parents	IQAC	August 2022
Online Bridge Courses	Head of departments	June / July / August 2022
Digital Teachers Academic Planner and Diary	IQAC	June 2022
Google classroom to support the online teaching learning process	IQAC	June / July / Aug
Consolidated Online Monthly Information system for programmes conducted	IQAC , Vice Principal	Every month
Online consolidated Daily Report for teaching and non teaching staff	Vice Principal	Ongoing
Website to be used in a robust and vibrant manner of online communications to students and stakeholders	IQAC , Department Heads and Website committee	Every month

Academic Calendar 2022-23 that was finalized is attached.

The meeting ended with a Vote of Thanks to the Chair.



Emelia Noronha
IQAC Coordinator



Dr. Kiran Mane
I/C Principal

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