



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: 1st April 2023
Time: 11.00 a.m.

Minutes of the Internal Quality Assurance Cell (IQAC) held on 1st April 2023 in the Mini Seminar Room / Management conference room at 11.00 a.m.

The following members were present:

Dr. Kiran Mane, I/C Principal – Chairman
Dr. Lion Sharad Ruia – Chairman, Governing Council
Lion Kanahaiyalal G. Saraf, Trustee, Hon. Secretary – Governing Council
Lion Vikas K. Saraf – Joint Secretary Governing Council
Lion Atit Ruia, Member Governing Council
Ms. Emelia Noronha – Coordinator of IQAC
Dr. Madhavi Nighoskar – Vice Principal, Degree
Ms. Subhashini Naikar , Vice Principal , SFC
Ms. Sharada Gaitonde, HOD – Commerce
Mr. Rajesh Ruke – DMC Incharge
Dr. Shami Nimgulkar Kamble – DLLE Incharge
Dr. Sachin Bansode – EOC Incharge
Dr. Mahendra Pachadkar, Student Council In-charge
Ms. Shital Shah, Librarian
J.V. Gomes, Registrar
Ms. Rasika Patkar, Head Clerk
Ms. Sheetal Kanojiya , Student Representative

The following members took leave of absence:

Mr. Rajendra Sharma, Add. Gen Manager, Bombay Stock Exchange Ltd. – Alumni

Also in attendance:

Prof. Dr. Shiva Padme

The following business was transacted:

1. To read and confirm the minutes of the previous meeting:

The minutes of the earlier meeting -held on 13th August 2022 were read and approved.

2. AQAR 2021-22 submitted: Ms. Emelia Noronha, IQAC Coordinator apprised all members that the AQAR 2021-22 was successfully submitted on 28 Feb 2023 at 11.22 a.m. All the members and their teams were thanked for their cooperation and support in the preparation of the AQAR.
3. IIQA update: Ms. Emelia Noronha, IQAC Coordinator also apprised the members that the Institutional Information for Quality Assessment (IIQA) was submitted to NAAC through the institutional HEI portal on 31 March 2023.
4. SSR update: Each Criterion Head gave an update on the preparation of the Self Study Report. All Heads affirmed that all data of their respective criterion would be ready for upload before the college closes for summer break.
5. Plan of submission of SSR: All criterion heads unanimously affirmed that they would be available for SSR upload and the clarifications in the summer break and would be ready to give information and come to college as soon as the IIQA was accepted.
6. Discussion and decisions regarding National Education Policy (NEP) preparedness – with special reference to starting skilled based courses and courses under Indian Knowledge System (IKS): All members discussed the inclusion of skilled based courses and courses under Indian Knowledge System (IKS) under the National Education Policy (NEP) 2020. All were asked to come forth and take up the mantle to lead and coordinate at least one course in these arenas so that the institution is prepared for implementation of National Education Policy (NEP) 2020. Following courses - studies on Jainism, Buddhism, Indian Culture and its appreciation and Appreciation of Hindi Literature, were discussed.
7. Any other matter with the permission of the Chair: Lion Dr. Sharad Ruia, Chairman of Governing Council motivated all members present to put in their best and strive for an A grade for the institution. All members extended their total support and cooperation in this endeavour and pledged that each of them would do their best in getting the best grade for the institution.

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

The Action plan of 2022-23 was reviewed:

Plan of Action for the Academic Year 2022-23		
Sr. No.	Plan of Action	Status
1	Orientation programme for students and parents	Done
2	Bridge Courses	Done
3	Digital Teachers Academic Planner and Diary	Done

4	Linkage / collaboration with Industry / NGOs to continue	Done
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	Done
8	Administrative Audit	Done
9	Administrative efficiency development programme	ERP training and training in Excel was conducted
10	Welfare schemes for the Non-teaching staff	In place - the Management had given each non-teaching staff one thousand Rupees as extra remuneration as the college celebrated its golden jubilee. The Quality circle also celebrated 'Janmmohotsav' - birthday celebration of all non-teaching staff wherein they were felicitated with shawl and sripthal along with the birthday celebration
11	Conferences to be organized	Conference on NEP and Conference by the Student Research cell was organised
12	Google classroom to support the online teaching learning process	Was successfully implemented
13	Online Departmental meetings every month end and its proper documentation	Done
14	360 Degree Feedback System – best practice of the institution	Done
15	Encouraging Students Research	Done
16	Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses	Done
17	CAS of faculty	Dr. Madhavi Nighoskar was placed through CAS as Associated Professor and Dr. Shiva Padme was placed as Professor.
18	Continue earlier Best practices	Done
19	To start new add on courses & continue with earlier certificate courses	Department of BC was to conduct the Soft Skill Certificate Course on communication online in the month of May and the Department of Economics and Foundation Course was to start a new course on soft Skills and Leadership in the same month.
20	To consolidate the Mentorship Programme	Done
21	Consolidated Online Monthly Information system for programmes conducted	Done
22	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	Done

24	Quality enhancement workshops	Done
25	Audits to be conducted - Energy, Green / Environment	Done
26	Administrative Audit	Done through ISO
27	Audits to be conducted - Gender	Work allotted to WDC

The following policies were released:

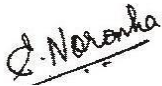
Research policy, E-governance Policy, Scholarship and Freeship Policy, Admission Policy.

The following policies were revised:

The Examination Policy and Policy Measuring/Calculating Attainment of Outcomes.

The feedback committee submitted the Analysis of the various feedbacks taken in the academic years 2022-23 and the action reports were discussed.

The meeting ended with a Vote of thanks to the chair



Emelia Noronha
IQAC Co ordinator



Dr. Kiran Mane
I/C Principal

DI/ M-Mtg/IQAC/ 01