



# Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No.: pol/IQAC/265-

Date: 15 JUN 2017

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on 8<sup>th</sup> July 2017 at **10.30 am** in college premises to discuss the following matters. You are requested to make it convenient to attend the same.

## Agenda

1. To read and confirm the minutes of the previous IQAC meeting.
2. Matters arising out of the above meeting.
3. To review the Action Plan of 2016 – 17.
4. To approve the Action plan drafted by the IQAC for the academic year 2017 – 18.
5. To discuss the steps to be taken to upgrade ICT.
6. To apprise members of the AQAR 2016-17.
7. Any other matter with the permission of the Chair.

*E. Noronha*

**Ms. Emelia Noronha**  
IQAC Coordinator

*N.N. Pandey*

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



The Minutes of the IQAC Meeting held on Saturday, 8<sup>th</sup> July, 2017

A meeting of IQAC was conducted on 8<sup>th</sup> July, 2017 at 10.30 a.m. in the conference room.  
The following members were present:

- Principal Dr. N.N. Pandey, Chairman of IQAC ✓ DL
- Prof. Ms. Emelia Noronha, Coordinator of IQAC ✓ E. Noronha
- Prof. Madhavi Nighoskar, Vice Principal, Degree ✓ MM Nighoskar
- Prof. Subhashini Naikar, Vice Principal, SFC ✓ S. Naikar
- Prof. Sharada Gaitonde, HOD – Commerce ✓
- Dr. Shiva Padme, HOD - Accounts ✓
- Dr. Kiran Mane, Exam Convener ✓ K. Mane
- Ms. Sheetal Shah, Librarian ✓ S. Shah
- Prof. Mahendra Pachadkar, Student Council In-charge ✓ LX
- Mr. J.V.Gomes, Registrar ✓ J.V. Gomes
- Prof. Kirti Sigtia, Assistant Professor ✓ K. Sigtia
- C.A. Durgesh Kenkare, Assistant Professor ✓ D. Kenkare  
08/07/17
- Prof. Aditi Sharma, Assistant Professor
- Mr. Atish Mistry, Technical person ✓ Atish

The following Business was transacted:

- A brief of the ISO was given and said that the process of degree and self finance courses is about to finish and all the formats are coded.
- Plan of action for the year 2016-17 and 2017-18 was reviewed and discussed.
- It was proposed that the college should form alliances with industries.
- It was proposed that a workshop for NET/SLET aspirants to be conducted again in the month of October, 2017
- It was proposed that an Academic/administrative audit to be held in the second week of September, 2017.



- It was proposed that a workshop on advance excel for administrative efficiency be held in the month of October,2017.

The following proposals were put forth:

- Workshops to be conducted by the Alumni Association on motivational topics.
- A committee should be formed for the welfare scheme of the non teaching staff headed by Mr. Gomes comprising of Ms. Vidya, Ms. Ashok and Mr. Vaidkar.
- It was proposed to implement green audit of power supply. It was also proposed to install solar lights and waste management system.
- A research development cell for the students to be formed.
- The practice of the IQAC newsletter to be continued.
- An ICT training programme for administrative staff to be conducted.
- A team building skill workshop for the administrative staff on “Occupational Wellness” to be conducted.
- A two hour session for teachers to be conducted under the E Content development programme.
- The students of Quality Circle to be awarded with certificates.
- Departmental meeting to be conducted on every month end.
- A 360° feedback system for every activity, talk or seminar, also teacher’s feedback to be formulated.
- It was proposed that a library e newsletter to be published twice a year.
- AQAR to be reviewed.
- A meeting of all HOD to be conducted.
- PTA to be formed.
- Raise funds for recreation of support staff.



The Action Plan for the year 2017-18 was as follows :

Sr. No.	Activity
1.	Orientation programme
2.	Linkage / collaboration with Industry
3.	SET / NET/ CA/ Training programmes
4.	Academic Audit (Internal)
5.	Administrative Audit
6.	Administrative efficiency development programme
7.	Workshop / seminar by Alumni Association
8.	Welfare schemes for the Non teaching staff
9.	Green Audit
10.	Waste management
11.	Solar powered lights for the ground
12.	Audit of the power supply and its usage in the college campus
13.	Formation of Research development Cell for students
14.	Activities to be conducted according to the Theme of the year – Wellness : Body , Mind & Spirit
15.	ICT Training programme for Administrative staff
16.	Team Building skills workshop for administrative staff
17.	Recreation - support staff
18.	E content development programme for teachers
19.	Departmental meetings every month end
20.	360 Degree Feedback System – best practice of the institution.
21.	Encouraging Research projects to be undertaken by Faculty
22.	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses
23.	ISO

The meeting ended with Vote of Thanks by the chair.





# PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

## NOTICE

2 Nov 2017

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on 9<sup>th</sup> November 2017 at **10.30 am** in college premises to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### **Agenda**

1. To read and confirm the minutes of the previous IQAC meeting.
2. Matters arising out of the above meeting.
3. To apprise members of the ISO process
4. To review the Core Values of the Institution
5. To invite suggestions on Best Practices and other measures of quality improvement
6. Circulate the Newsletter of IQAC – *Fare Forward*
7. Any other matter with the permission of the Chair.

**Ms. Emelia Noronha**

**IQAC Coordinator**

**Dr. N.N. Pandey**

**Principal**

*Sunder Nagar, Swami Vivekanand Road, Malad (West), Mumbai - 400 064.*

**Tel. : +91 22 28725792 • Telefax : 28732270 • E-mail : dalmialionscollege@gmail.com**





**Pahladrai 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: Conference Room**

**Date: 9<sup>th</sup> November 2017**

**Time: 10.30 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting.
2. Matters arising out of the above meeting.
3. To apprise members of the ISO process
4. To review the Core Values of the Institution
5. To invite suggestions on Best Practices and other measures of quality improvement
6. Circulate the Newsletter of IQAC – *Fare Forward*
7. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
2. Principal Dr. N.N. Pandey, Chairman of IQAC
3. Prof. Ms. Emelia Noronha , Coordinator of IQAC
4. Prof. Madhavi Nighoskar, Vice Principal, Degree
5. Prof. Subhashini Naikar , Vice Principal , SFC
6. Prof. Sharada Gaitonde, HOD – Commerce
7. Dr. Shiva Padme, HOD - Accounts
8. Dr. Kiran Mane, Exam Convener
9. Ms. Shital Shah, Librarian
10. Prof. Mahendra Pachadkar, Student Council In-charge
11. Prof. Kirti Sigtia, Assistant Professor



12. C.A. Durgesh Kenkare, Assistant Professor
13. Mr. J.V.Gomes, Registrar
14. Mr. Atish Mistry, Technical person
15. Mr. Deepak Jha, Student Representative

**Members not present :**

1. Lion Sharad Ruia, Chairman of Governing Council
2. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
3. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
4. Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd.
5. Ms. Rasika Patkar, Head Clerk
6. Mr. Ashish Singh, Secretary – Alumni Association

**Business Transacted:**

1. The minutes of the previous meeting held on 8<sup>th</sup> July 2017 was read and confirmed.
2. **The ISO process was explained by Prof. Madhavi Nighoskar who was appointed as the Designated Representative for the ISO Process. The following was reviewed and Action Plans were discussed:**
  - Review of Quality Policy and discussion on Action Plan
  - Review of Quality Objectives and discussion on Action Plan
  - Review of Internal and External Issues
  - Review of Risk and Opportunities
  - Training Schedule
  - Discussion on Record Documentation
  - CAR – Corrective Action Request for Non Conformance / Complaint
3. **The following Core Values of the Institution were put forth and discussed :**
  - Contributing to National Development
  - Fostering Global Competence

- Quest for Excellence
  - Sensitizing students towards Social, Environmental & Cultural Issues
  - Promoting Right Use of Technology
  - Each One Reach One
4. **Suggestions on Best Practices and other measures of quality improvement were invited.** It was suggested that in the subject of Foundation course the Best Practice started last year should be showcased properly on the internet. It was suggested that every department start working upon a Best Practice.

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

**The following events enumerated in the Action plan put forth in the previous meeting were completed:**

1. Orientation programme
2. Alumni Body got Registered
3. Waste management Process was initiated.
4. Departments held departmental meetings at the end of every month
5. Initiated the 360 Degree Feedback System – best practice of the institution.

**The meeting ended with vote of thanks to the chair.**



**Emelia Noronha**

**IQAC Coordinator**



**Dr. N. N. Pandey**

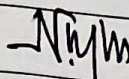

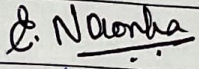
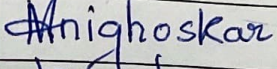
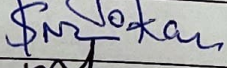
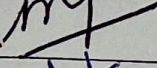
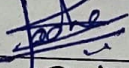
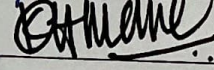
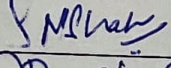
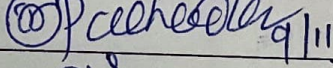
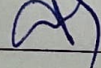
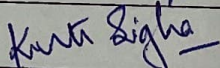
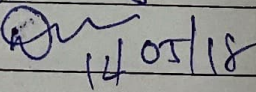
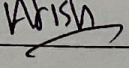

**Principal**

DI/ M-Mtg/IQAC/ 00



The meeting of the **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics held on 9<sup>th</sup> November 2017.

The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	—
3	Lion Kanahaiyalal. G. Saraf	
4	Prin. K.V.Venkatramani	—
5	Prin. Dr. Ancy Jose	—
6	Mr. Rajendra Sharma	—
7	Prof. Ms. Emelia Noronha	
8	Prof. Madhavi Nighoskar	
9	Prof. Subhashini Naikar	
10	Prof. Sharada Gaitonde	
11	Dr. Shiva Padme	
12	Dr. Kiran Mane	
13	Ms. Sheetal Shah	
14	Prof. Mahendra Pachadkar	
15	Mr. J.V.Gomes	
16	Ms. Rasika Patkar	—
17	Prof. Kirti Sigtia	
18	C.A. Durgesh Kenkare	
19	Prof. Aditi Sharma	—
20	Mr. Atish Mistry	
21	Mr. Ashish Singh	—
22	Mr. Deepak Jha	



# PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

## NOTICE


8 Mar. 2018

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held **12<sup>th</sup> March 2018** at **10.30 am** in conference room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### **Agenda**

1. To read and confirm the minutes of the previous IQAC meeting.
2. To review the National seminar on REVISED ACCREDITATION FRAMEWORK BY NAAC held on Saturday, 17th February, 2018
3. To formulate the Steering Committee of the college
4. To discuss the compilation of SSR – Self Study Report to be submitted to NAAC next year.
5. Any other matter with the permission of the Chair.

DI /N-IQAC/T/00

  
Dr. N. N. Pandey  
Principal



## Members of IQAC 2017-18:

Prof. Ms. Emelia Noronha , Coordinator of IQAC

*Sharda*  
*. 8/ Mar / 2018*

Prof. Madhavi Nighoskar, Vice Principal, Degree, NAAC coordinator

Prof. Subhashini Naikar , Vice Principal , SFC, Courses - Criterion VII-  
Innovation & Best Practices

Prof. Sharada Gaitonde, HOD – Commerce, Criterion I – Curricular  
Aspects

Dr. Shiva Padme, HOD – Accounts, Criterion V- Students Support and  
Progression

Dr. Kiran Mane, Exam Convener, Criterion VI- Governance  
Leadership & Management

Ms. Sheetal Shah, Librarian, Criterion IV- Infrastructure and Learning  
Resources

Prof. Mahendra Pachadkar, Student Council In-charge, Criterion II-  
Teaching Learning and Evaluation

*Sheetal*  
*8/03/18*  
*13703/18*

Mr. J.V.Gomes, Registrar

Ms. Rasika Patkar, Head Clerk

Prof. Kirti Sigtia, Assistant Professor

C.A. Durgesh Kenkare, Assistant Professor

Mr. Atish Mistry, Technical person \*

### Also in attendance:

Dr. Shami Nimgulkar Kamble – Incharge - Criterion III – Research  
Consultancy and Extension

*Shami*



**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: Conference Room**

**Date: 12<sup>th</sup> March 2018**

**Time: 10.30 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting.
2. To review the National seminar on REVISED ACCREDITATION FRAMEWORK BY NAAC held on Saturday, 17th February, 2018
3. To formulate the Steering Committee of the college
4. To discuss the compilation of SSR – Self Study Report to be submitted to NAAC next year.
5. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
2. Principal Dr. N.N. Pandey, Chairman of IQAC
3. Prof. Ms. Emelia Noronha , Coordinator of IQAC
4. Prof. Madhavi Nighoskar, Vice Principal, Degree
5. Prof. Subhashini Naikar , Vice Principal , SFC
6. Prof. Sharada Gaitonde, HOD – Commerce
7. Dr. Shiva Padme, HOD - Accounts
8. Dr. Kiran Mane, Exam Convener
9. Ms. Shital Shah, Librarian
10. Prof. Mahendra Pachadkar, Student Council In-charge
11. Prof. Kirti Sigtia, Assistant Professor
12. C.A. Durgesh Kenkare, Assistant Professor
13. Mr. Atish Mistry, Technical person



14. Mr. J.V.Gomes, Registrar
15. Ms. Rasika Patkar, Head Clerk
16. Mr. Deepak Jha, Student Representative

**Members not present :**

1. Lion Sharad Ruia, Chairman of Governing Council
2. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
3. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
4. Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd.
5. Mr. Ashish Singh, Secretary – Alumni Association

**Business Transacted:**

1. The minutes of the previous meeting held on 30<sup>th</sup> January 2018 was read and confirmed.
2. The National seminar on 'REVISED ACCREDITATION FRAMEWORK BY NAAC' held on Saturday, 17th February, 2018 was a great success and thus all the members of the organizing team were congratulated by Principal Dr. N. N. Pandey. It was noted that the Chief Guest and Key Note Speaker Dr. Jagannath Patil too congratulated the college on the commendable feat.
3. **Principal Dr. N. N. Pandey nominated the following members to the Steering Committee for the purpose of preparing for NAAC:**
  1. Principal Dr. N. N. Pandey
  2. Prof. Madhavi Nighoskar, Vice Principal , NAAC coordinator
  3. Prof. Emelia Noronha, IQAC Co ordinator
  4. Prof. Sharada Gaitonde HOD - Criterion I In-charge – Curricular Aspects
  5. Prof. Mahendra Pachadkar - Criterion II In-charge - Teaching Learning and Evaluation
  6. Prof. Shami Nimgulkar-Kamble - Criterion III In-charge – Research Consultancy and Extension
  7. Prof. Shital Shah - Criterion IV In-charge - Infrastructure and Learning Resources
  8. Dr. Shiva Padme, HOD - Criterion V In-charge - Students Support and Progression
  9. Dr. Kiran Mane - Criterion VI In-charge - Governance Leadership & Management
  10. Prof. Subhashini Naikar, Vice Principal, Self Financing Courses - Criterion VII In-charge - Innovation & Best Practices
4. The Criteria In-charges were organized into seven committees so as to start with the compilation of SSR – Self Study Report to be submitted to NAAC next year. (the list of the Committee is attached)

5. The date for AQAR submission was decided to be 16<sup>th</sup> April,2018.
6. Principal Dr. N. N. Pandey apprised the members regarding the installation of Overhead Projectors in classrooms.
7. Prof. Madhavi Nighoskar apprised the members regarding the ISO Certification process.

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

1. The Parent Feedback analysis and Satisfaction Index was submitted to the Principal.
2. The ISO Certification Bodies were contacted for Quotations.

**The meeting ended with vote of thanks to the chair.**



**Emelia Noronha**  
**IQAC Coordinator**

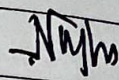
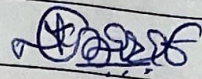
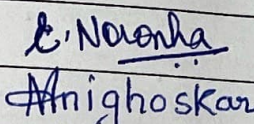
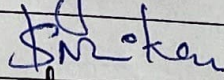

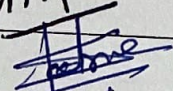
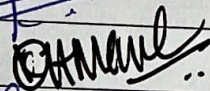
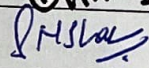
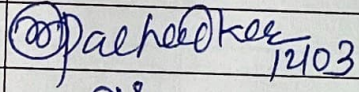


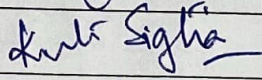
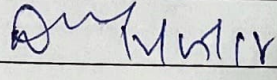
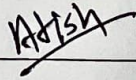



**Dr. N. N. Pandey**  
**Principal**



The meeting of the **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics held on 12<sup>th</sup> March 2018.

The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	
3	Lion Kanahaiyalal. G. Saraf	—
4	Prin. K.V.Venkatramani	
5	Prin. Dr. Ancy Jose	—
6	Mr. Rajendra Sharma	—
7	Prof. Ms. Emelia Noronha	—
8	Prof. Madhavi Nighoskar	
9	Prof. Subhashini Naikar	
10	Prof. Sharada Gaitonde	
11	Dr. Shiva Padme	
12	Dr. Kiran Mane	
13	Ms. Sheetal Shah	
14	Prof. Mahendra Pachadkar	
15	Mr. J.V.Gomes	
16	Ms. Rasika Patkar	
17	Prof. Kirti Sigtia	
18	C.A. Durgesh Kenkare	
19	Prof. Aditi Sharma	—
20	Mr. Atish Mistry	
21	Mr. Ashish Singh	—
22	Mr. Deepak Jha	





# PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

Ref. No. : \_\_\_\_\_

Date : 18 July 2018

## NOTICE

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on **Saturday, 25th July 2018 at 10.40 am** in conference room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### Agenda

1. To read and confirm the minutes of the previous IQAC meeting held on 12<sup>th</sup> May 2018.
2. Matters arising out of the above minutes.
3. To discuss the Academic Calendar 2018-19.
4. To discuss the Action Plan of academic year 2018-19.
5. To discuss the IQAC Calendar 2018-19.
6. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office
7. Any other matter with the permission of the Chair.

Dr. N. N. Pandey  
Principal

DI/N-Mtg/IQAC/00



**MINUTES OF THE MEETING**

**Committee Name: Internal Quality Assurance Cell**

**Venue: Conference Room**

**Date: 25<sup>th</sup> July 2018**

**Time: 10.40 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 12<sup>th</sup> May 2018.
2. Matters arising out of the above minutes.
3. To discuss the Academic Calendar 2018-19.
4. To discuss the Action Plan of academic year 2018-19.
5. To discuss the IQAC Calendar 2018-19.
6. To apprise the members of the Annual Quality Assurance Report (AQAR) 2017-18 to be sent to NAAC Office
7. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Principal Dr. N.N. Pandey, Chairman of IQAC
2. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
3. Prof. Ms. Emelia Noronha , Coordinator of IQAC
4. Prof. Madhavi Nighoskar, Vice Principal, Degree
5. Prof. Subhashini Naikar , Vice Principal , SFC
6. Prof. Sharada Gaitonde, HOD – Commerce
7. Dr. Shiva Padme, HOD - Accounts
8. C.A. Durgesh Kenkare, Assistant Professor
9. Mr. J.V.Gomes, Registrar
10. Ms. Shital Shah, Librarian
11. Ms. Rasika Patkar, Head Clerk
12. Prof. Kirti Sigtia, Assistant Professor
13. Mr. Atish Mistry, Technical person



14. Mr. Deepak Jha, Student Representative

**Members not present :**

1. Lion Sharad Ruia, Chairman of Governing Council
2. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
3. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
4. Mr. Ashish Singh, Secretary – Alumni Association
5. Dr. Kiran Mane, Exam Convener
6. Prof. Mahendra Pachadkar, Student Council In-charge

**Business Transacted:**

1. To read and confirm the minutes of the previous IQAC meeting held on 12<sup>th</sup> May 2018.

The minutes of the Previous meeting held on 12<sup>th</sup> May 2018 were read and confirmed.

2. To discuss the Academic Calendar 2018-19.

The draft of the Academic Calendar of 2018-19 was put forth before the members and was confirmed by all present.

3. To discuss the Action Plan of academic year 2018-19.

The Action Plan drafted by the IQAC Coordinator was put forth before the members. It was proposed by Prof. Madhavi Nighoskar that the names and approximate deadline for the fulfillment of the Action plan be noted alongside in the Action plan.

4. To discuss the IQAC Calendar 2018-19.

The IQAC Calendar prepared by the IQAC Coordinator was read out. It was proposed by Prof. Madhavi Nighoskar that Teacher Observation be done after every month end. She also suggested that at least two departmental meetings were to be taken in one semester.

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

The Rough draft of the AQAR was discussed. Criteria In charges were asked to fill in the data that was incomplete. A deadline of 1<sup>st</sup> September was given.

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

The need to work on the SSR was stressed upon and a deadline of 2<sup>nd</sup> August was to be given to all criteria in charges.

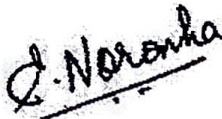
The present members were apprised of the publication of the student research journal – *Adhyayan*. A copy of the journal was circulated.



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

1. The Admin Audit conducted: External Administrative Audit was conducted on-18th May. The auditors were Shri Mohan J. Shinde, Ex Registrar Patkar College, Goregaon West and Shri Chandrakant M, Amin, Ex Registrar N.K. College, Malad West. The audit report was read out and Mr. Gomes was asked to make an action plan on the same.
2. A workshop for the admin staff : IQAC organised a workshop for administrative staff on 'Paperless Office - the need of the hour & Document Control and Record management' on 12th July. The resource person was Ms. Keya Mukherjee, Office Superintendent, Maniben Nanavati Women's College Vile Parle. Mr. Gomes was directed to make arrangements for the office staff to visit Maniben Nanavati Women's College so that the same can be implemented in our college office.

**The meeting ended with vote of thanks to the chair.**



**Emelia Noronha  
IQAC Coordinator**



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

The meeting of the Internal Quality Assurance Cell (IQAC) of Prahladrai Dalmia Lions College of Commerce & Economics held on 25 July 2018. The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	LA
3	Lion Kanahaiyalal G. Saraf	LA
4	Prin. K.V.Venkatramani	LA
5	Prin. Dr. Ancy Jose	
6	Mr. Rajendra Sharma	LA
7	Prof. Ms. Emelia Noronha	<u>E Noronha</u>
8	Prof. Madhavi Nighoskar	Mnighoskar
9	Prof. Subhashini Naikar	S Naikar
10	Prof. Sharada Gaitonde	M
11	Dr. Shiva Padme	<del>SH</del>
12	Dr. Kiran Mane	LA
13	Ms. Shital Shah	SH Shah
14	Dr. Mahendra Pachadkar	LA
15	Mr. J.V.Gomes	JV
16	Ms. Rasika Patkar	R
17	Prof. Kirti Sigtia	K
18	C.A. Durgesh Kenkare	D
19	Prof. Pankaj Jain	Pankaj
20	Mr. Atish Mistry	
21	Mr. Ashish Singh	LA
22	Mr. Deepak Jha	

DI/R-AM/Gen/00



# Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No.: \_\_\_\_\_

Date: 6 MAY 2019

## NOTICE

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on Saturday, **11<sup>th</sup> May 2019** at **10.00 am** in Management room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### Agenda

1. To read and confirm the minutes of the previous IQAC meeting held on 20th October 2018.
2. Matters arising out of the above minutes.
3. To review the submission of Self Study Report (SSR) to be submitted to NAAC.
4. To review the Action Plan of 2018-19
5. To discuss the new AQAR Format
6. To plan the academic calendar of the year 2019-20.
7. Any other matter with the permission of the Chair.

  
Dr. N. N. Pandey  
Principal





**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: Management Room**

**Date: 11th May, 2019**

**Time: 10.00 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 20th October 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) 2018-19 to be sent to NAAC Office
5. To discuss the new AQAR Format
6. To plan the academic calendar of the year 2019-20.
7. To review the submission of 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. Lion Sharad Ruia, Chairman of Governing Council
3. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
4. Prof. Ms. Emelia Noronha, Coordinator of IQAC
5. Mr. Rajendra Sharma. Industrialist
6. Prof. Madhavi Nighoskar, Vice Principal, Degree
7. Prof. Subhashini Naikar, Vice Principal, SFC
8. C.A. Durgesh Kenkare, Assistant Professor
9. Prof. Pankaj Jain
10. Prof. Kirti Sigtia, Assistant Professor
11. Mr. J.V.Gomes, Registrar
12. Mr. Ashish Singh, Secretary – Alumni Association

**Members not present:**

1. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
2. Prof. Sharada Gaitonde, HOD – Commerce
3. Dr. Shiva Padme, HOD – Accounts
4. Dr. Kiran Mane, Exam Convener
5. Dr. Mahendra Pachadkar, Student Council In-charge
6. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
7. Ms. Shital Shah, Librarian
8. Mr. Atish Mistry, Technical person
9. Ms. Rasika Patkar, Head Clerk
10. Mr. Deepak Jha, Student Representative

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

**Business Transacted:**

1. **To read and confirm the minutes of the previous IQAC meeting held on 20th October 2018:** The minutes of the previous meeting held on 20th October 2018 were read and confirmed.
2. **To review the Action Plan for the year 2018-19:**  
Prof. Emelia Noronha apprised the members of the activities conducted according to the Action plan of the academic year:



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 MOUs to be signed	IQAC Cluster Praja Foundation , Stree Mukti Sanghatana, Kinging Youths, Technoserve and Qknet
5	SET / NET/ CA/ Training programmes	One Session done
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	Sponsored the trophy for Student Research Conference
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	Man se Man ki Baat 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	On going
21	360 Degree Feedback System – best practice of the institution.	On going 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) 2018-19 to be sent to NAAC Office.**

Members were apprised of the Annual Quality Assurance Report (AQAR) 2018-19 which has to be sent 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.

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

- It was suggested that :
  - porta-cabin washrooms along with ramp would be put up for the disabled.
  - Solar lights be installed for the ground.
  - Agencies to be contacted for rain water harvesting.
  - a ramp and railing to be built at the entrance.
- Mr. Gomes, the registrar, took the responsibility of conducting the ICT Training programme for the administrative staff in the month of May
- Mr. Gomes took the responsibility of conducting Team Building workshop for the administrative staff in the month of June.

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

As per the Action plan of the academic year the following Events / Programme were conducted in addition:

- Linkage / collaboration with Industry – one more MOU signed in addition to earlier ones
- Academic Audit External conducted by Intertek
- Received ISO Certification



- Administrative Audit conducted
- Student Research Conference conducted sponsored by Alumni
- Admin Mahotsav conducted

**The meeting ended with vote of thanks to the chair.**

*E. Noronha*

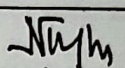

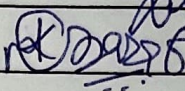
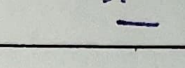

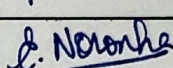
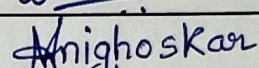
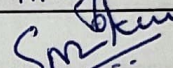
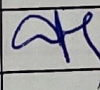
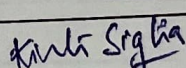
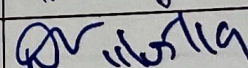
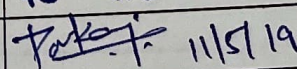
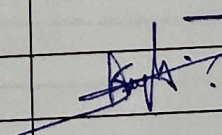
**Emelia Noronha  
IQAC Coordinator**

*N.N. Pandey*

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

DI/ M-Mtg/IQAC/ 00

The meeting of the Internal Quality Assurance Cell (IQAC) of Prahladrai Dalmia Lions College of Commerce & Economics held on 11 May 2019. The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	
3	Lion Kanahaiyalal G. Saraf	
4	Prin. K.V.Venkatramani	
5	Prin. Dr. Ancy Jose	—
6	Mr. Rajendra Sharma	
7	Prof. Ms. Emelia Noronha	
8	Prof. Madhavi Nighoskar	
9	Prof. Subhashini Naikar	
10	Prof. Sharada Gaitonde	—
11	Dr. Shiva Padme	—
12	Dr. Kiran Mane	—
13	Ms. Shital Shah	—
14	Dr. Mahendra Pachadkar	—
15	Mr. J.V.Gomes	
16	Ms. Rasika Patkar	—
17	Prof. Kirti Sigtia	
18	C.A. Durgesh Kenkare	
19	Prof. Pankaj Jain	
20	Mr. Atish Mistry	—
21	Mr. Ashish Singh	
22	Mr. Deepak Jha	—

DI/R-AM/Gen/00





# Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No.: \_\_\_\_\_

Date: 15 OCT 2018

## NOTICE

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on **Saturday, 20<sup>th</sup> October 2018** at **10.30 am** in management room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### Agenda

1. To read and confirm the minutes of the previous IQAC meeting held on 25<sup>th</sup> 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.

  
Dr. N. N. Pandey  
Principal

DIV-N-Mtg/IQAC/00



**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: 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 25<sup>th</sup> 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 25<sup>th</sup> July 2018.  
The minutes of the previous meeting held on 25<sup>th</sup> 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 1<sup>st</sup> 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.

*E. Noronha*

**Emelia Noronha**  
**IQAC Coordinator**

*N.N. Pandey*

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

DI/ M-Mtg/IQAC/ 00



The meeting of the Internal Quality Assurance Cell (IQAC) of Prahladrai Dalmia Lions College of Commerce & Economics held on 20<sup>th</sup> October 2018.

The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	<i>[Signature]</i>
3	Lion Kanahaiyalal. G. Saraf	LA
4	Prin. K.V.Venkatramani	<i>[Signature]</i>
5	Prin. Dr. Ancy Jose	LA
6	Mr. Rajendra Sharma	LA
7	Prof. Ms. Emelia Noronha	LA
8	Prof. Madhavi Nighoskar	<i>[Signature]</i>
9	Prof. Subhashini Naikar	LA
10	Prof. Sharada Gaitonde	<i>[Signature]</i>
11	Dr. Shiva Padme	<i>[Signature]</i>
12	Dr. Kiran Mane	<i>[Signature]</i> 20/10/18
13	Ms. Sheetal Shah	<i>[Signature]</i> 20/10/18
14	Dr. Mahendra Pachadkar	<i>[Signature]</i> 20/10/18
15	Mr. J.V.Gomes	<i>[Signature]</i> 20/10/18
16	Ms. Rasika Patkar	<i>[Signature]</i> 20/10/18
17	Prof. Kirti Sigtia	<i>[Signature]</i>
18	C.A. Durgesh Kenkare	<i>[Signature]</i> 20/10/18
19	Prof. Pankaj Jain	<i>[Signature]</i>
20	Mr. Atish Mistry	LA
21	Mr. Ashish Singh	LA
22	Mr. Deepak Jha	<i>[Signature]</i>





# Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No.: \_\_\_\_\_


Date: 6 MAY 2019

## NOTICE

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on Saturday, **11<sup>th</sup> May 2019** at **10.00 am** in Management room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### Agenda

1. To read and confirm the minutes of the previous IQAC meeting held on 20th October 2018.
2. Matters arising out of the above minutes.
3. To review the submission of Self Study Report (SSR) to be submitted to NAAC.
4. To review the Action Plan of 2018-19
5. To discuss the new AQAR Format
6. To plan the academic calendar of the year 2019-20.
7. Any other matter with the permission of the Chair.

  
Dr. N. N. Pandey  
Principal





**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: Management Room**

**Date: 11th May, 2019**

**Time: 10.00 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 20th October 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) 2018-19 to be sent to NAAC Office
5. To discuss the new AQAR Format
6. To plan the academic calendar of the year 2019-20.
7. To review the submission of 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. Lion Sharad Ruia, Chairman of Governing Council
3. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
4. Prof. Ms. Emelia Noronha, Coordinator of IQAC
5. Mr. Rajendra Sharma, Industrialist
6. Prof. Madhavi Nighoskar, Vice Principal, Degree
7. Prof. Subhashini Naikar, Vice Principal, SFC
8. C.A. Durgesh Kenkare, Assistant Professor
9. Prof. Pankaj Jain
10. Prof. Kirti Sigtia, Assistant Professor
11. Mr. J.V.Gomes, Registrar
12. Mr. Ashish Singh, Secretary – Alumni Association

**Members not present:**

1. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
2. Prof. Sharada Gaitonde, HOD – Commerce
3. Dr. Shiva Padme, HOD – Accounts
4. Dr. Kiran Mane, Exam Convener
5. Dr. Mahendra Pachadkar, Student Council In-charge
6. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
7. Ms. Shital Shah, Librarian
8. Mr. Atish Mistry, Technical person
9. Ms. Rasika Patkar, Head Clerk
10. Mr. Deepak Jha, Student Representative

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

**Business Transacted:**

1. **To read and confirm the minutes of the previous IQAC meeting held on 20th October 2018:** The minutes of the previous meeting held on 20th October 2018 were read and confirmed.
2. **To review the Action Plan for the year 2018-19:**  
Prof. Emelia Noronha apprised the members of the activities conducted according to the Action plan of the academic year:



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

**3. To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office.**

Members were apprised of the Annual Quality Assurance Report (AQAR) 2018-19 which has to be sent 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.

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

- It was suggested that :
  - porta-cabin washrooms along with ramp would be put up for the disabled.
  - Solar lights be installed for the ground.
  - Agencies to be contacted for rain water harvesting.
  - a ramp and railing to be built at the entrance.
- Mr. Gomes, the registrar, took the responsibility of conducting the ICT Training programme for the administrative staff in the month of May
- Mr. Gomes took the responsibility of conducting Team Building workshop for the administrative staff in the month of June.

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

As per the Action plan of the academic year the following Events / Programme were conducted in addition:

- Linkage / collaboration with Industry – one more MOU signed in addition to earlier ones
- Academic Audit External conducted by Intertek
- Received ISO Certification



- Administrative Audit conducted
- Student Research Conference conducted sponsored by Alumni
- Admin Mahotsav conducted

**The meeting ended with vote of thanks to the chair.**



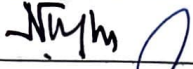




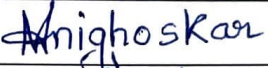


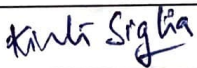
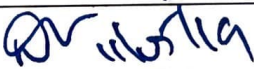
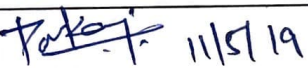

**Emelia Noronha**  
**IQAC Coordinator**



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

DI/ M-Mtg/IQAC/ 00

The meeting of the Internal Quality Assurance Cell (IQAC) of Prahladrai Dalmia Lions College of Commerce & Economics held on 11 May 2019. The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	
3	Lion Kanahaiyalal G. Saraf	
4	Prin. K.V.Venkatramani	
5	Prin. Dr. Ancy Jose	—
6	Mr. Rajendra Sharma	
7	Prof. Ms. Emelia Noronha	
8	Prof. Madhavi Nighoskar	
9	Prof. Subhashini Naikar	
10	Prof. Sharada Gaitonde	—
11	Dr. Shiva Padme	—
12	Dr. Kiran Mane	—
13	Ms. Shital Shah	—
14	Dr. Mahendra Pachadkar	—
15	Mr. J.V.Gomes	
16	Ms. Rasika Patkar	—
17	Prof. Kirti Sigtia	
18	C.A. Durgesh Kenkare	
19	Prof. Pankaj Jain	
20	Mr. Atish Mistry	—
21	Mr. Ashish Singh	
22	Mr. Deepak Jha	—

DI/R-AM/Gen/00





# Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No.: \_\_\_\_\_

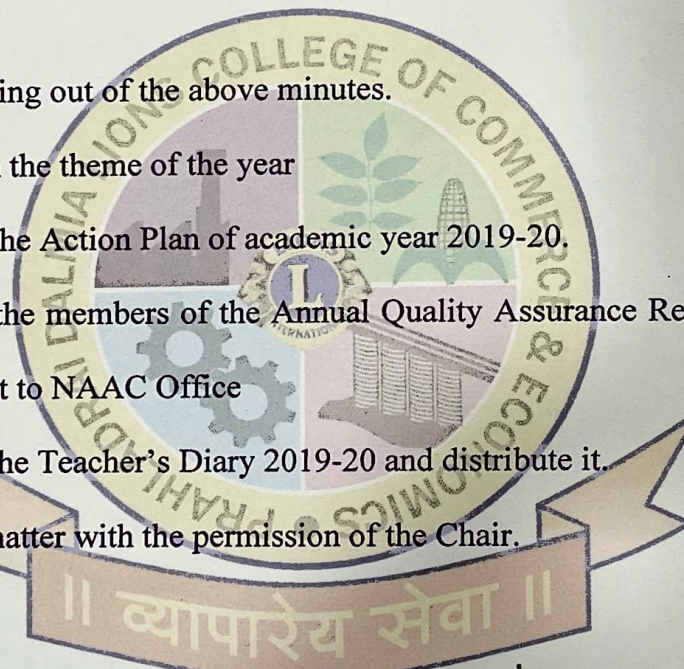
NOTICE

Date: 12 July 2019

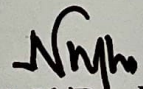
A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on Saturday, 19<sup>th</sup> July 2019 at **10.40 am** in conference room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

## Agenda

1. To read and confirm the minutes of the previous IQAC meeting held on 11<sup>th</sup> May 2019 .
2. Matters arising out of the above minutes.
3. To put forth the theme of the year
4. To discuss the Action Plan of academic year 2019-20.
5. To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office
6. To discuss the Teacher's Diary 2019-20 and distribute it.
7. Any other matter with the permission of the Chair.



DI/ N-Mtg/IQAC/ 00

  
Dr. N. N. Pandey  
Principal





**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: Management Room**

**Date: 19th July, 2019**

**Time: 10.40 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 11<sup>th</sup> May 2019.
2. Matters arising out of the above minutes.
3. To put forth the theme of the year
4. To discuss the Action Plan of academic year 2019-20.
5. To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office
6. To discuss the Teacher's Diary 2019-20 and distribute it.
7. 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. Dr. Mahendra Pachadkar, Student Council In-charge
9. Ms. Shital Shah, Librarian
10. C.A. Durgesh Kenkare, Assistant Professor
11. Prof. Kirti Sigtia, Assistant Professor

**Business Transacted:**

1. **To read and confirm the minutes of the previous IQAC meeting held on 11<sup>th</sup> May 2019:** The minutes of the previous meeting held on 11 May 2019 were read and confirmed.



2. **Matters arising out of the above minutes:** The earlier minutes of the meeting were confirmed.
3. **To discuss the Action Plan of academic year 2019-20:** The Action Plan prepared for the academic year 2019-20 was put forth by Ms. Emelia Noronha the IQAC Coordinator.

Sr. No.	Activities to be conducted in the year 2019-20
1	Orientation programme for students
2	Bridge Course
3	Teachers Academic Planner and Diary
4	Linkage / collaboration with Industry / NGOs
5	SET / NET/ CA/ Training programmes
6	UPSC / MPSC Exams
7	Academic Audit External
8	Administrative Audit
9	Administrative efficiency development programme
10	Workshop / seminar by Alumni Association
11	Welfare schemes for the Non teaching staff
12	Green Audit
13	Solar powered lights for the ground
14	Audit of the power supply and its usage in the college campus
15	Research Cell Activity
16	Activities to be conducted according to the Theme of the year – Art of Giving
17	ICT Training programme for Administrative staff – Excel
18	Team Building skills workshop for administrative staff
19	Recreation - support staff
20	E content development programme for teachers
21	Departmental meetings every month end
22	360 Degree Feedback System – best practice of the institution.
23	To find and analyse the Employee Happiness quotient
24	Encouraging Research projects to be undertaken by Faculty
25	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses
26	Continue earlier Best practices and initiate New Best practices
27	To start new add on courses and continue the earlier add on courses
28	To consolidate the Mentorship Programme

4. **To finalise the theme of the year:** The theme of the year was discussed – *The Art of Giving*
5. **To apprise the members of the Annual Quality Assurance Report (AQAR) 2018-19 to be sent to NAAC Office**

The members were apprised of the new online system of the AQAR that was implemented by NAAC from that academic year.

**6. To discuss the Teacher's Diary 2019-20 and distribute it.**

The Teacher's diary was presented to the teaching staff along with the following concept Note:

Quality initiatives set benchmarks for institutes of higher learning. In an effort to achieve the same, the Teachers Annual Academic Planner and Dairy is designed with a specific objective to stimulate a teacher's engagement in recording lesson plans, participatory activities and other co-curricular interventions.

It is a crucial document reflecting conscious efforts made by the teacher. It envisions the progressive performance of the teacher in areas of self evaluation, accountability and innovative pedagogical practices. The Planner helps teachers to manage their schedules and tackle their to-do lists.

As recommended by RUSA, it is a productivity record and it is the best tool to help teachers reach their goals. Therefore, compliance of timely documentation of the teacher's academic planner is appreciated highly by the IQAC.

**7. Any other matter with the permission of the Chair.**

- Members were apprised of the progress of Self Study Report (SSR) which has to be sent to the NAAC office.
- Members who had not complied with the Action Plan of the previous year were asked to complete the given projects this year.

**The meeting ended with vote of thanks to the chair.**



**Emelia Noronha  
IQAC Coordinator**


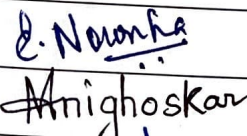











**Dr. N. N. Pandey  
Principal**

DI/ M-Mtg/IQAC/ 00



The meeting of the **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics held on 19 July 2019. The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	
3	Lion Kanahaiyalal G. Saraf	—
4	Prin. K.V.Venkatramani	—
5	Prin. Dr. Ancy Jose	—
6	Mr. Rajendra Sharma	—
7	Prof. Ms. Emelia Noronha	—
8	Prof. Madhavi Nighoskar	
9	Prof. Subhashini Naikar	
10	Prof. Sharada Gaitonde	
11	Dr. Shiva Padme	
12	Dr. Kiran Mane	
13	Ms. Shital Shah	
14	Dr. Mahendra Pachadkar	
15	Mr. J.V.Gomes	—
16	Ms. Rasika Patkar	—
17	Prof. Kirti Sigtia	
18	C.A. Durgesh Kenkare	
19	Prof. Sailee Shringarpure	
20	Mr. Atish Mistry	—
21	Mr. Ashish Singh	—
22	Mr. Deepak Jha	—

DI/R-AM/Gen/00



# Prahladrai Dalmia Lions College of Commerce & Economics

15<sup>th</sup> October 2019

~~Date~~

Ref. No.: \_\_\_\_\_

## NOTICE

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on Wednesday, **23<sup>rd</sup> October 2019** at **10.30 am** in conference room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### Agenda

1. To read and confirm the minutes of the previous IQAC meeting held on **19th July 2019**.
2. Matters arising out of the above minutes.
3. To review the activities undertaken so far in this semester.
4. To apprise the members of the Self Study Report (SSR) to be sent to NAAC Office
5. To discuss the preparation for NAAC.
6. Any other matter with the permission of the Chair.

DI/ N-Mtg/IQAC/ 00

  
Dr. N. N. Pandey  
Principal





**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: Management Room**

**Date: 23<sup>rd</sup> October, 2019**

**Time: 10.30 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 19<sup>th</sup> July 2019.
2. Matters arising out of the above minutes.
3. To review the activities undertaken so far in this semester.
4. To apprise the members of the Self Study Report (SSR) to be sent to NAAC Office
5. To discuss the preparation for NAAC.
6. Any other matter with the permission of the Chair.

**Names of Present Members:**

Principal Dr. N.N. Pandey

Lion Kanahaiyalal G. Saraf

Prof. Ms. Emelia Noronha

Prof. Madhavi Nighoskar

Prof. Sharada Gaitonde

Dr. Kiran Mane

Dr. Mahendra Pachadkar

Mr. J.V.Gomes

Prof. Kirti Sigtia

C.A. Durgesh Kenkare

Prof. Sailee Shringarpure

Mr. Ashish Singh

**Members who took leave of absence:**

Lion Sharad Ruia

Prin. K.V.Venkatramani

Prin. Dr. Ancy Jose

Mr. Rajendra Sharma

Prof. Subhashini Naikar

Dr. Shiva Padme

Ms. Shital Shah

Ms. Rasika Patkar

Mr. Deepak Jha

**Business Transacted:**

Principal Dr. N. N. Pandey requested Lion Kanahaiyalal G. Saraf to chair the meeting.

1. **To read and confirm the minutes of the previous IQAC meeting held on 19<sup>th</sup> July 2019:** The minutes of the previous meeting held on 19 July 2019 were read.
2. **Matters arising out of the above minutes:** The earlier minutes of the meeting were confirmed.
3. **To review the activities undertaken so far in this semester:** The Action plan put forth by IQAC for the academic year and the status of activities conducted by the institute by the end of this semester was reviewed. The review is attached.
4. **To apprise the members of the Self Study Report (SSR) to be sent to NAAC Office:** Principal Dr. N. N. Pandey apprised the members that the Self Study Report was about 80 percent ready.
5. **To discuss the preparation for NAAC:** Prof. Madhavi Nighoskar, NAAC Coordinator explained the procedure for the uploading of the SSR. She elaborated upon the drafts and documents to be kept ready for the IIQA to be processed before uploading the SSR.
6. **Any other matter with the permission of the Chair:** Principal Dr. N. N. Pandey brought to the notice of the members the Freeships initiated by the Dalmia Lions College Alumni Association this year. He thanked Mr. Ashish Singh, the secretary of the Alumni present at the meeting for their active contribution towards the betterment of the institution. Mr. Ashish Singh proposed that the alumni wishes to donate a water cooler to the college, this was applauded by all members present.



## Review of Action Plan 2019-20

Sr. No.	Activity	Status	Incharge
1	Orientation programme for students	Done	Vice Principals
2	Bridge Course	Done	HODs & Coordinators
3	Teachers Academic Planner and Diary	Done	IQAC Coordinator
4	Linkage / collaboration with Industry / NGOs	Ongoing	All HODs
5	SET / NET/ CA/ Training programmes	Pending	MCom Coordinator CGPC
6	UPSC / MPSC Exams	1 seminar done	Career Guidance Cell
7	Academic Audit External	Oct 2019	IQAC Cordinator & DR
8	Administrative Audit	Oct 2019	IQAC Cordinator & DR
9	Administrative efficiency development programme	Pending	Registrar
10	Workshop / seminar by Alumni Association	Not yet done	Alumni
11	Welfare schemes for the Non teaching staff	Ongoing	Employee welfare committee
12	Green Audit	Initiated	Criteria 7 incharge
13	Solar powered lights for the ground	Initiated	Criteria 7 incharge
14	Audit of the power supply and its usage in the college campus	Pending	Criteria 7 incharge
15	Research Cell Activity	Ongoing	Dr. Padme
16	Activities to be conducted according to the Theme of the year – <b>Art of Giving</b>	Ongoing	ALL departments
17	ICT Training programme for Administrative staff – Excel	Pending	Registrar
18	Team Building skills workshop for administrative staff	Pending	Registrar
19	Recreation - support staff	Pending	Registrar
20	E content development programme for teachers	Done by FDP	BScIT Cordinator FDP Cell
21	Departmental meetings every month end	Ongoing	All HODs
22	360 Degree Feedback System – best practice of the institution.	Ongoing	IQAC Coordinator
23	To find and analyse the Employee Happiness quotient	To be done	IQAC Coordinator
24	Encouraging Research projects to be undertaken by Faculty	Ongoing	Research Cell Incharge

25	Schedule for Faculty development programmes for teachers – Refresher / Orientation / short term courses	Ongoing	Vice Principals
26	Continue earlier Best practices and initiate New Best practices	Ongoing	All Departments
27	To start new add on courses and continue the earlier add on courses	2 started	All Departments
28	To consolidate the Mentorship Programme	Ongoing	All Departments

**The meeting ended with a Vote of Thanks**



**Emelia Noronha  
IQAC Coordinator**



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

DI/ M-Mtg/IQAC/ 00





**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](https://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



**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](https://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**

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
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.



<p>Workshop / seminar by Alumni Association</p>	<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>
<p>Administrative Audit</p>	<p>Admin Audit by Intertek</p>
<p>Welfare schemes for the Non-teaching staff</p>	<p>Welfare Schemes are in place; as and when non-teaching staff apply they can avail of the welfare schemes</p>
<p>Research Centre Activities</p>	<p>Activites of Research Centre in Commerce - Accountancy are in place</p>
<p>Activities to be conducted according to the Theme of the year – – Art of Giving</p>	<p>All departmental activites were focused on the them - The Tivri Dam project , Ek Kalam Ek Kitab Project were part of it</p>
<p>Training programme for Administrative staff</p>	<p>Admin staff sent for Workshop on: Workshop on Ethics &amp; 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>



<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 &amp; rangoli competition.</p>
<p>Recreation &amp; 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**

DI/ M-Mtg/IQAC/ 00



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (West), Mumbai, 400 064

16 August, 2020

**NOTICE**

An online meeting of the IQAC will be held on 19 August, 2020 at 10.30 am on Google meet: The link is: [meet.google.com/bmn-sgwk-rpf](https://meet.google.com/bmn-sgwk-rpf). All the members are requested to attend the same.

The agenda is as follows:

- To read and confirm the minutes of the previous IQAC meeting held on 2 July 2020.
- Matters arising out of the above minutes.
- To put forth the Action Plan of 2020-21
- To discuss the theme of the year 2020-21.
- To discuss the online teaching-learning methodology co-ordination via Google sheets .
- To discuss mentorship plan for the year.
- Any other matter with the permission of the Chair.



**Dr. Kiran Mane**  
I/C Principal

DI/N-Mtg/IQAC /00





**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/bmn-sgwk-rpf](https://meet.google.com/bmn-sgwk-rpf)**

**Date: 19 August 2020**

**Time: 10.30 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 2 July 2020.
2. Matters arising out of the above minutes.
3. To put forth the Action Plan of 2020-21
4. To discuss the theme of the year 2020-21.
5. To discuss the online teaching-learning methodology co-ordination via google sheets .
6. To discuss mentorship plan for the year.
7. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Principal Dr. Kiran Mane, 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 & Exam Convener
7. Ms. Shital Shah, Librarian
8. Dr. Mahendra Pachadkar, Student Council In-charge
9. C.A. Durgesh Kenkare, Assistant Professor
10. Prof. Kirti Sigtia, Assistant Professor
11. 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

1. **To read and confirm the minutes of the previous IQAC meeting held on 2 July 2020:** The minutes of the previous meeting held on 2 July 2020 were read and confirmed.
2. **Matters arising out of the above minutes:** The earlier minutes were confirmed.
3. **To put forth the Action Plan of 2020-21:** The following Action Plan for the academic year 2020-21 was put forth:



Sr. No.	Activities to be conducted in the year 2020-21
1	Online Orientation programme for students and parents
2	Online Bridge Courses before the lectures commence
3	Digital Teachers Academic Planner and Diary
4	Linkage / collaboration with Industry / NGOs to continue
5	Online SET / NET/ CA/ Training programme
6	Encouragement to UPSC / MPSC Exam through Seminars
7	Academic Audit External
8	Administrative Audit
9	Administrative efficiency development programme
10	Workshop / seminar by Alumni Association
11	Welfare schemes for the Non teaching staff
12	Green Audit
13	Solar powered lights for the ground
14	Audit of the power supply and its usage in the college campus
15	Research Cell Activity
16	Activities to be conducted according to the Theme of the year – Reaching out in times of Covid 19
17	ICT Training programme for Teaching staff – Online teaching processes and Excel
18	Google classroom to support the online teaching learning process
19	Online Departmental meetings every month end and its proper documentation
20	360 Degree Feedback System – best practice of the institution.
21	Encouraging Students Research
22	Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses
23	CAS of faculty
24	Continue earlier Best practices and initiate New Best practices
25	To start new add on courses and continue the earlier add on courses
26	To consolidate the Mentorship Programme
27	Consolidated Online Monthly Information system for programmes conducted
28	Online consolidated Daily Report for teaching and non teaching staff
29	Website to be used in a robust and vibrant manner of online communications to students and stakeholders



4. **To discuss the theme of the year 2020-21:** The pandemic of Covid 19 had unprecedented impact on both the physical and the mental health and well being of people it was decided that the college and its staff try its best to reach out to students and staff during these difficult times in whatever way they could. Thus the theme of the year :‘Reaching out in times of Covid 19’ was unanimously decided. It was decided that all activities throughout the year be focused on this theme.
5. **To discuss the online teaching-learning methodology and maintain co-ordination via Google sheets:** As per the government directive and the looming eminent threat of Covid 19 it was decided to follow online methodologies for communication and maintenance of social distancing. Since Zoom portal being a Chinese portal it was decided to try out the Google Meet portal for online teaching since it was free until September 2020. After that the college would then be asked to buy the necessary software on the basis of the experience of the teachers. It was also decided that to maintain co-ordination of activities Google sheets could be used.
6. **To discuss mentorship plan for the year:** Prof. Madhavi Nighoskar and other members put forth the idea that due to the pandemic, students would be facing difficulties with regards to network, availability of smart phones, monetary problems at home, parents or elders in the family suffering from Covid , etc. thus it was found necessary that the class mentors talk to the students, maintain a regular Whatsapp group of the class, speak to them and reach out to them. it was decided that a mentorship Google form was to be circulated in order to know the students better since the online interaction would not allow the teacher to know them. The Google mentor format was presented by the IQAC Coordinator and members were asked to add their inputs.
7. **Any other matter with the permission of the Chair:** The IQAC Coordinator apprised the members of that the Academic Audits would be done in the present academic year through the online method therefore all teaching learning documentation in the ISO formats to be kept ready by every department in the digital format.

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

Members were asked to give their suggestions further to make the Action Plan of 2020 -21 more robust and practical.

**The meeting ended with vote of thanks to the chair.**



E. Noronha

Emelia Noronha  
IQAC Coordinator

Dr. Kiran Mane

Dr. Kiran Mane  
I/C Principal

DI/ M-Mtg/IQAC/ 00



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (West), Mumbai, 400 064

5 Dec. 2020

**NOTICE**

An online meeting of the IQAC will be held on 17 Dec. 2020 at 2.00 pm on Google meet: Join with Google Meet: <https://meet.google.com/oax-vkon-jnz>. All the members are requested to attend the same.

The agenda is as follows:

- To read and confirm the minutes of the previous IQAC meeting held on 19 August 2020.
- To discuss the New AQAR format for the year 2020-21.
- NAAC preparation - SSR Report preparation.
- Review of Action Plan – 2020-21
- Any other matter with the permission of the Chair.



**Dr. Kiran Mane**  
I/C Principal

DI/N-Mtg/IQAC /00





**Prahladrail 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 :: <https://meet.google.com/oax-vkon-jnz>**

**Date: 17 Dec. 2020**

**Time: 2.00 pm**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 19 August 2020.
2. To discuss the New AQAR format for the year 2020-21.
3. NAAC preparation - SSR Report preparation.
4. Review of Action Plan – 2020-21
5. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Principal Dr. Kiran Mane, 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 & Exam Convener
7. Ms. Shital Shah, Librarian
8. Dr. Mahendra Pachadkar, Student Council In-charge
9. C.A. Durgesh Kenkare, Assistant Professor
10. Prof. Kirti Sigtia, Assistant Professor
11. 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

1. **To read and confirm the minutes of the previous IQAC meeting held on 19 August 2020:** The minutes of the previous meeting held on 19 August 2020 were read and confirmed.
2. **To discuss the New AQAR format for the year 2020-21:** The AQAR format being changed, the revised Manual (with effect from the academic year 2020-21) put forth by NAAC made available at [http://naac.gov.in/images/aqar\\_online\\_20-21/AQAR-Guideline\\_Affiliated-Constituent-UG-Colleges.pdf](http://naac.gov.in/images/aqar_online_20-21/AQAR-Guideline_Affiliated-Constituent-UG-Colleges.pdf) was put forth in the meeting. It was decided that since the format had changed drastically a special series of meetings be organised in the month of December so that all criteria heads and the teams would be able to understand the format in detail. The following schedule was finalized and the discussion was to take place online in the presence of the entire staff. The material – PPTs and videos provided by Prof. Peeyush Pahade of IQAC Cluster India was to be circulated to all staff well in advance before the discussion.

Sr.No.	Date	Criteria Under discussion & Name of In charge
1	21 Dec. 2019	Criteria 7 – Prof. Subahsini Naikar
2	22 Dec. 2019	Criteria 6- prof. Sachin Bansode
3	24 Dec. 2019	Criteria 4 – Ms. Shital Shah
4	26 Dec. 2019	Criteria 3 – Dr. Shami Nimgulkar Kamble
5	28 Dec. 2019	Criteria 2 – Dr. Mahendra Pachadkar
6	29 Dec. 2019	Criteria 1 – Prof. Sharada Gaitonde

3. **NAAC preparation - SSR Report preparation:** The members were asked of the SSR Report preparation and we asked to collate the data as the filling of IIQA would commence once the Covid 19 crisis abated.



- 4. Review of Action Plan – 2020-21:** Members noted that due to the online process it was extremely difficult to conduct some of the activities decided in the action Plan.
- Following is the summary of the review :**
1. Online Orientation programme for students and parents : completed successfully for all freshers.
  2. Online Bridge Courses: completed by departments of Business Communication , EVS and Maths and Stats.
  3. Digital Teachers Academic Planner and Diary : all teaching staff was successfully keeping the digital Dairy and Planner
  4. Linkage / collaboration with Industry / NGOs : Due to the ongoing pandemic it was difficult to sign new MOUs.
  5. Online SET / NET/ CA/ Training programme: To be undertaken
  6. Encouragement to UPSC / MPSC Exam through Seminars : The Career Guidance Cell had taken a note of it and was in the process of implementing it
  7. Academic Audit External: would be scheduled by Intertek but Internal Online Audit would take place in the month of February 2021.
  8. Administrative Audit : would be scheduled by Intertek but Internal Online Audit would take place in the month of February 2021.
  9. Administrative efficiency development programme: Mr. Gomes was to take it up for the Admin Staff.
  10. Workshop / seminar by Alumni Association: One workshop already conducted by alumni. Conference for students too would be sponsored by them.
  11. Welfare schemes for the Non teaching staff: ongoing
  12. Green Audit: Not done
  13. Solar powered lights for the ground: Not done



14. Audit of the power supply and its usage in the college campus: Not done
15. Research Cell Activity: Not done
16. Activities to be conducted according to the Theme of the year – Reaching out in times of Covid 19: Ongoing
17. ICT Training programme for Teaching staff – Online teaching processes and Excel: Not done
18. Google classroom to support the online teaching learning process: was successfully implemented and used.
19. Online Departmental meetings every month end and its proper documentation: Was ongoing
20. 360 Degree Feedback System – best practice of the institution: Parent and teacher's feedback by students was taken other feedbacks were pending
21. Encouraging Students Research: Dept. of BC, BMMC and DLLE were to undertake this activity in January and February.
22. Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses: Ongoing
23. CAS of faculty: Five teachers were due for CAS this year. The files were ready for scrutiny by the CAS committee to be sent by University of Mumbai.
24. Continue earlier Best practices and initiate New Best practices: Ongoing.
25. To start new add on courses and continue the earlier add on courses: Not done
26. To consolidate the Mentorship Programme: Ongoing
27. Consolidated Online Monthly Information system for programmes conducted: Ongoing
28. Online consolidated Daily Report for teaching and non teaching staff: Ongoing

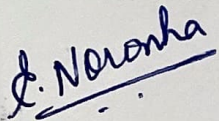


29. Website to be used in a robust and vibrant manner of online communications to students and stakeholders: Ongoing.

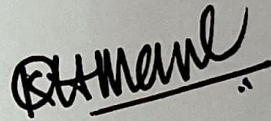
5. **Any other matter with the permission of the Chair:** Members were asked to keep their departmental and committee files ready in the digital format as the Internal Audit was scheduled in the next month and the External audit too would take place as soon as the Covid 19 crisis abated upon communication from Intertek. Members were further asked to keep in mind the Action Plan of the year and continue with their committee and departmental plans keeping in mind the theme of the year.

**Action taken on the basis of decisions taken in previous meeting:** The revised formats of teaching-learning, as the teaching learning was now online, were reviewed and revised as per the feedback taken.

**The meeting ended with vote of thanks to the chair.**



**Emelia Noronha**  
**IQAC Coordinator**



**Dr. Kiran Mane**  
**I/C Principal**

DI/ M-Mtg/IQAC/ 00



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (West), Mumbai, 400 064

20 April, 2021

**NOTICE**

An online meeting of the IQAC will be held on 28 April 2021 at 1.30 pm on Google meet: Video call link: <https://meet.google.com/ybz-vufh-sgp>

All the members are requested to attend the same.

The agenda is as follows:

- To read and confirm the minutes of the previous IQAC meeting held on 17 Dec. 2020.
- To Review the Action Plan of 2020-21.
- Any other matter with the permission of the Chair.



**Dr. Kiran Mane**  
I/C Principal

DI/N-Mtg/IQAC /00





**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: Google Meet :: Video call link: <https://meet.google.com/ybz-vufh-sgp>**  
**Date: 28 April 2021**  
**Time: 1.30 pm**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting held on 17 Dec. 2020.
2. To Review the Action Plan of 2020-21.
3. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Principal Dr. Kiran Mane, 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 & Exam Convener
7. Ms. Shital Shah, Librarian
8. Dr. Mahendra Pachadkar, Student Council In-charge
9. C.A. Durgesh Kenkare, Assistant Professor
10. Prof. Kirti Sigtia, Assistant Professor
11. 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 17 Dec. 2020.

The minutes of the previous meeting held on 17 Dec. 2020 were read and confirmed.

2. To Review the Action Plan of 2020-21.

<b>Review of Plan of action and the outcome achieved by the end of the Academic year 2020-21</b>	
<b>Plan of Action</b>	<b>Achievements / Outcomes</b>
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	Linkages with earlier NGOs continued but no new linkages were possible because of problems caused due to Covid 19 times
Online SET / NET/ CA/ Training programme	Was taken up by Dept of MCom
Encouragement to UPSC / MPSC Exam through Seminars	Career Guidance cell undertook online seminars on this in the year
Academic Audit External	Internal Audit done on 1 March 2021
Administrative Audit	Internal Audit done on 1 March 2021
Administrative efficiency development programme	Admission process related workshop to be done on Using Eduquifix for online exam Process
Welfare schemes for the Non teaching staff	Were in place
Green Audit	Due to pandemic this was not possible this year
Solar powered lights for the ground	Not done but Water harvesting project was completed.
Audit of the power supply and its usage in the college campus	Not done as college was not totally functional this year due to the Pandemic
Research Cell Activity	Workshop on Ethics in Research & Publication in Scopus & ABDC Listed Journal conducted on 11th January 2021
Activities to be conducted according to the Theme of the year – Reaching out in times of Covid 19	All committees followed this theme in conducting their activities Virtual National level Conference for student researchers on “Reaching out in COVID 19 : Social, Economic and Psychological Dimensions of



	Human Life during The Pandemic' on 25 March 2021 organized by the Department of Business Communication and Student Research Cell under the aegis of IQAC.
ICT Training programme for Teaching staff – Online teaching processes and Excel	The Faculty Development Cell of our college organized a Five-Day Online Workshop on “Data Analysis Using Excel” for teachers of degree and self-financing courses from 18th January 2021 till 22nd January 2021. Dr. Swati Desai, Research Guide, JJT University was the resource person for this workshop.
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 team
Encouraging Students Research	3 Conferences by Students for students were conducted this year – BC Dept, & Students Research cell; Dept of BAMMC and Dept of DLLE - Department organized Students' Conference- Sanshodhan 2021 from 31st March 2021 to 8th April 2021.
Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses	All teachers took part in online Faculty development programmes – Refresher / Orientation / short term courses
CAS of faculty	Cas of 5 Assistant teachers from Scale 2 to Scale 3 was completed in February 2021
Continue earlier Best practices and initiate New 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 and continue the earlier add on courses	Due to the pandemic it was not possible. But skill based Courses were conducted.
To consolidate the Mentorship Programme	Due to the online teaching learning mehtodolgy google forms and meets wer used to connect with students apart from Whatsapp
Consolidated Online Monthly Information system for programmes conducted	The online MIS was in polace 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.

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

Action taken on the basis of decisions taken in previous meeting: The revised formats of teaching-learning, as the teaching learning was now online, were reviewed and revised as per the feedback taken.

The meeting ended with vote of thanks to the chair.



Emelia Noronha  
IQAC Coordinator



Dr. Kiran Mane  
I/C Principal

DI/ M-Mtg/IQAC/ 00





# Prahladrai Dalmia Lions College of Commerce & Economics

ISO 9001:2015 Certified

Date: 17 Aug 2021

Ref. No.: \_\_\_\_\_

## NOTICE

An online meeting of the IQAC will be held on 28 August 2021 at 2.00 pm on Google meet:

Video call link: <https://meet.google.com/ybz-vufh-sgp>

All the members are requested to attend the same.

The agenda is as follows:

- To read and confirm the minutes of the previous IQAC meeting.
- To discuss the tentative Academic calendar.
- To discuss the Action Plan of the year 2020-21
- To discuss formation of new committees from this academic year.
- To discuss workshops, conferences to be organized this academic year.
- Any other matter with the permission of the Chair.

*Kiran Mane*

**Dr. Kiran Mane**  
I/C Principal

DI/N-Mtg/IQAC /00



**MINUTES OF THE MEETING**

**Committee Name: Internal Quality Assurance Cell**

**Venue: Online Google Meet :**

**Date: 28 August 2021**

**Time: 2.00 p.m.**

**Agenda:**

- To read and confirm the minutes of the previous IQAC meeting held on 28 April 2021.
- To discuss the tentative Academic calendar.
- To discuss the Action Plan of the year 2020-21
- To discuss formation of new committees from this academic year.
- To discuss workshops, conferences to be organized this academic year.
- Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Principal Dr. Kiran Mane, Chairman of IQAC
2. Ms. Emelia Noronha , Coordinator of IQAC
3. Ms. Madhavi Nighoskar, Vice Principal, Degree
4. Ms. Subhashini Naikar , Vice Principal , SFC
5. Ms. Sharada Gaitonde, HOD – Commerce
6. Dr. Shiva Padme, HOD – Accounts & Exam Convener
7. Ms. Shital Shah, Librarian
8. Dr. Mahendra Pachadkar, Student Council In-charge
9. C.A. Durgesh Kenkare, Assistant Professor
10. Ms. Kirti Sigtia, Assistant Professor
11. 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. Ashish Singh, Secretary – Alumni Association



1. **To read and confirm the minutes of the previous IQAC meeting held on 28 April 2021:** The minutes of the previous meeting held on 28 April 2021 were read and confirmed.
2. **Matters arising out of the above minutes:** The earlier minutes were confirmed.
3. **To discuss the tentative Academic calendar.**

The arrangement of terms given by the University of Mumbai was discussed so as to formulate the tentative academic calendar.

4. **To discuss the IQAC Action Plan of the year 2021-22.**

The following action plan of the year 2021-22 was put forth:

<b>Plan of action for the Academic year 2021-22</b>	
<b>Plan of Action</b>	<b>Responsibility</b>
Online Orientation programme for students and parents	IQAC
Online Bridge Courses	Head of departments
Digital Teachers Academic Planner and Diary	IQAC
Linkage / collaboration with Industry / NGOs to continue	IQAC , Department Heads and associations and Cells
Online SET / NET/ CA/ Training programme	Department of MCom
Encouragement to UPSC / MPSC Exam through Seminars	Career Guidance cell
Academic Audit External & Internal	DR and IQAC
Administrative Audit	DR and IQAC
Administrative efficiency development programme	IQAC
Welfare schemes for the Non teaching staff	Employee welfare committee
Conferences to be organized	IQAC , Research Cell, Departments
Google classroom to support the online teaching learning process	IQAC
Online Departmental meetings every month end and its proper documentation	Departmental heads
360 Degree Feedback System – best practice of the institution	IQAC and Feedback committee
Encouraging Students Research	Student Research cell and Departments
Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses	IQAC , Faculty Development Cell
CAS of faculty	IQAC
Continue earlier Best practices	Departments
To start new add on courses	Departments
To consolidate the Mentorship Programme	Class mentors and departments
Consolidated Online Monthly Information	IQAC , Vice Principal

system for programmes conducted	Vice Principal
Online consolidated Daily Report for teaching and non teaching staff	
Website to be used in a robust and vibrant manner of online communications to students and stakeholders	IQAC , Department Heads and Website committee

**5. To discuss formation of new committees from this academic year.**

- The need for formulation of following committees was felt: Code of Conduct & Policy Review Committee and Inclusion Cell. These committees were to be instated under the able guidance of the Dr. Kiran Mane, following were the members to be part of these committees:

**Code of Conduct & Policy Review Committee:**

- |                          |               |          |
|--------------------------|---------------|----------|
| 1. Dr. Kiran Mane        | I/C Principal | Convener |
| 2. Ms. Madhavi Nighoskar |               | Member   |
| 3. Ms. Subhashini Naikar |               | Member   |
| 4. Ms. Emelia Noronha    |               | Member   |

**Inclusion Cell :**

- |                          |          |
|--------------------------|----------|
| 1. Ms. Subhashini Naikar | Convener |
| 2. Ms. Emelia Noronha    | Member   |

**6. To discuss workshops, conferences to be organized this academic year:** Dr. Kiran

- Mnae informed that as we would be celebrating the 50<sup>th</sup> anniversary year of the college in the next academic year it was decided that all programmes conducted this year speak about the 50<sup>th</sup> anniversary celebrations. It was decided that at least two conferences for students' encouraging research work and two workshops – one for teaching and one for non teaching staff for quality enhancement be conducted this academic year.

**7. Any other matter with the permission of the Chair.** – It was decided that this academic year Savita Chikhale of TYBCom could be selected as the Student Representative of the IQAC.

It was also decided that the members of the Research Cell can look into initiating an MOU with another Research Centre so as to consolidate and encourage more quality based research activity.

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

- The revised formats of teaching-learning, that were reviewed, were circulated for usage for the present academic year 2021-22.

**The meeting ended with vote of thanks to the chair.**

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator

*Dr. Kiran Mane*

**Dr. Kiran Mane**  
I/C Principal

DI/ M-Mtg/IQAC/ 00





# Prahladrai Dalmia Lions College of Commerce & Economics

ISO 9001:2015 Certified

Ref. No.: \_\_\_\_\_

Date: 29 Nov. 2021

## NOTICE

A meeting of the IQAC will be held on 9 Dec. 2021 at 12.00 noon in the College Staff room. All the members are requested to attend the same.

The agenda is as follows:

- To read and confirm the minutes of the previous IQAC meeting held on 28 August 2021.
- To Review draft of AQAR 2020-21.
- Review of Action Plan – 2021-22.
- Discuss quality related workshops for non teaching staff.
- Any other matter with the permission of the Chair.



**Dr. Kiran Mane**

**I/C Principal**

DI/N-Mtg/IQAC /00



**MINUTES OF THE MEETING**

**Committee Name: Internal Quality Assurance Cell**

**Venue: Principal's Cabin**

**Date: 9 December 2021**

**Time: 12.00 noon**

**Agenda:**

- To read and confirm the minutes of the previous IQAC meeting held on 28 August 2021.
- To Review draft of AQAR 2020-21.
- Review of Action Plan – 2021-22.
- Discuss quality related workshops for non teaching staff.
- 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. Mr. J.V. Gomes, Registrar
12. Ms. Rasika Patkar, Head Clerk
13. 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

**Following Business was transacted:**

1. **To read and confirm the minutes of the previous IQAC meeting held on 28 April 2021** : The minutes of the previous meeting held on **28 August 2021** were read and confirmed.
2. The new members formed as per the new composition notice put forth by NAAC were welcomed.

**The new composition was elaborated upon for the information of the member.**

**Composition of IQAC 2021-22 as put forth on NAAC website :**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC may be as follows:

Chairperson: Head of the Institution

A few senior administrative officers

Three to eight teachers

One member from the Management

One/two nominees from local society, Students and Alumni

One/two nominees from Employers /Industrialists/stakeholders

One of the senior teachers as the coordinator/Director of the IQAC

<http://naac.gov.in/index.php/en/info-for-institutions#aqar>



Keeping in mind the above guidelines the new composition of Internal Quality Assurance Cell of Prahladrai Dalmia Lions College is as follows:

- 1) Dr. Kiran Mane, I/C Principal - Chairman
- 2) Dr. Lion Sharad Ruia - Chairman, Governing Council.
- 3) Lion Vikas K. Saraf - Joint Secretary Governing Council.
- 4) Lion Atit Ruia, Member Governing Council
- 5) Ms. Emelia Noronha - Coordinator of IQAC
- 6) Dr. Madhavi Nighoskar - Vice Principal , Degree
- 7) Ms. Subhashini Naikar , Vice Principal , SFC
- 8) Ms. Sharada Gaitonde, HOD – Commerce
- 9) Mr. Rajesh Ruke - DMC In charge
- 10) Dr. Shami Nimgulkar Kamble - DLLE In charge
- 11) Mr. Sachin Bansode - EOC In charge
- 12) Dr. Mahendra Pachadkar, Student Council In-charge
- 13) Ms. Shital Shah, Librarian
- 14) Mr. J.V. Gomes, Registrar
- 15) Ms. Rasika Patkar, Head Clerk
- 16) Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd. – Alumni
- 17) Ms. Savita Chikhale, Student Representative

2. **To Review draft of AQAR 2020-21:** The Draft of AQAR 2020-21 was reviewed and the in charges who had still not submitted the data were given a deadline of 20 January 2022 for submission.

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

**The following is the review of the Action Plan :**

Action Plan – 2021-22	
Plan of Action	Status
Online Orientation programme for students and parents	Completed - 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	IQAC handed over the formats to the faculty
Linkage / collaboration with Industry / NGOs to continue	Talks for Linkage with : DTSS Linkage with VOCSKILL was done
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 – by Intertek was done on 29th & 30th July 2021. Internal audit done on 1st October 2021
Administrative Audit	Internal audit done on 1st October 2021
Administrative efficiency development programme	To be done in March/ April 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 <sup>st</sup> workshop - Using Blooms Taxonomy to draft Programme Outcomes and Course Outcomes on 21 October 2021. 2 <sup>nd</sup> workshop was on Thursday 18 November 2021 on the topic : Mapping



	the Institutional PO's and CO's 3 <sup>rd</sup> Scheduled on 16 December 2021
Google classroom to support the online teaching learning process	In process
Online Departmental meetings every month end and its proper documentation	In process
360 Degree Feedback System – best practice of the institution	In process
Encouraging Students Research	B.A. (M.M.C.) had organized on 2 <sup>nd</sup> Dec. 2021 and Student Research cell with Department of Bus. Communication was to organize in March 2022.
Encourage staff to go for online Faculty development programmes – Refresher / Orientation / short term courses	IQAC, Faculty Development Cell – In process
CAS of faculty	IQAC - Process had been initiated
Continue earlier Best practices	Departments – work in process
To start new add on courses	Online Certificate Course on Soft skills and Communication in English (CSSC202122) August to October 2021. Time Management course was to be organized for Degree and SFC students by B.A.F. program in association with Placement cell in January 2022.
To consolidate the Mentorship Programme	Class mentors and departments
Consolidated Online Monthly Information system for programmes conducted	IQAC , Vice Principal
Online consolidated Daily Report for teaching and non teaching staff	Vice Principal
Website to be used in a robust and vibrant manner of online communications to students and stakeholders	IQAC , Department Heads and Website committee

On 02<sup>nd</sup> December, 2021 B.A. (M.M.C.) program in association with the BBI program conducted an inter-collegiate conference in association with IQAC for the students. Students had organized a conference by the students and for the students. This conference was organized virtually on Google meet platform. The following information was shared by Ms. Subhashini Naikar : The topic was Nishichitam: “Positive Impact of Pandemic on every aspect of our lives. This conference was entirely organized by the students and for the students. The Chief Guest for the event was Dr. Shekhar Chandratre, Member of National Managing Body of Indian Red Cross, and the Guest of Honour was Ms. Jasbir Kaur, expert in yoga, nutrition and cognitive behavior enhancement. The technical session heads were CMA Dr. Natika Poddar and Dr. Surekha Mishra. The Mass Media Program has been organizing student-centric conferences from 2017- 2018. There were 15 speakers from different colleges across Mumbai who had presented their research papers.

#### 4. Discuss quality related workshops for non teaching staff.

It was decided that the IQAC in order to enhance the working system of the admin staff an offline workshop on Quality based Administration process be organize in the month of March 2022. Rajesh Dubey and Poonam Bhate were to be given the responsibility of discussing the workshop details with the IQAC Coordinator.



**5. Any other matter with the permission of the Chair.**

It was decided that meetings be conducted with the concerned criteria in-charges and teaching and non-teaching faculty staff for the revision of policies related to maintenance, examination, mentoring programme and research. The feedback committee was asked to review its work and submit the analysis by March 2022.

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

The departments that had started the programmes according to the action plan put forth in the previous meeting were applauded and the other departments were encouraged to do the same.

**The meeting ended with vote of thanks to the chair.**


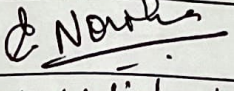
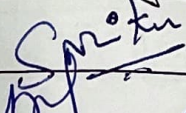
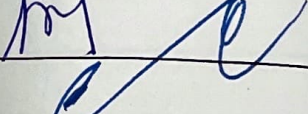
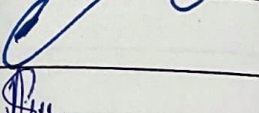

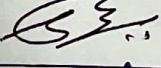
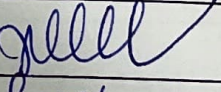
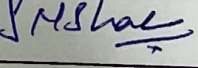




**Emelia Noronha  
IQAC Coordinator**



**Dr. Kiran Mane  
I/C Principal**

Attendance for the meeting of the Internal Quality Assurance Cell (IQAC) held on 9<sup>th</sup> December 2021 at 12.00 noon

Sr. No	Name	Signature
1	Dr. Kiran Mane , I/C Principal – Chairman, IQAC	
2	Dr. Lion Sharad Ruia – Chairman, Governing Council	—
3	Lion Vikas K. Saraf – Joint Secretary Governing Council	—
4	Lion Atit Ruia, Member Governing Council	—
5	Ms. Emelia Noronha – Coordinator of IQAC	
6	Dr. Madhavi Nighoskar – Vice Principal , Degree	MM Nighoskar
7	Ms. Subhashini Naikar , Vice Principal , SFC	
8	Ms. Sharada Gaitonde, HOD – Commerce	
9	Mr. Rajesh Ruke – DMC Incharge	
10	Dr. Shami Nimgulkar Kamble – DLLE Incharge	
11	Mr. Sachin Bansode – EOC Incharge	
12	Dr. Mahendra Pachadkar, Student Council In-charge	
13	Ms. Shital Shah, Librarian	
14	J.V. Gomes, Registrar	
15	Ms. Rasika Patkar, Head Clerk	
16	Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd. – Alumni	—
17	Ms. Savita Chikhale , Student Representative	





# Prahladrai Dalmia Lions College of Commerce & Economics

ISO 9001:2015 Certified

Date: 21 Mar. 2022

Ref. No.: \_\_\_\_\_

## NOTICE

A meeting of the IQAC will be held on 31 March 2022 at 10.30 a.m. in the Staff room. All the members are requested to attend the same.

The agenda is as follows:

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

*Kiran Mane*

Dr. Kiran Mane  
I/C Principal

DI/N-Mtg/IQAC /00







**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 9<sup>th</sup> 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 9<sup>th</sup> Dec. 2021.

The minutes of the previous meeting held on 9<sup>th</sup> 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 28<sup>th</sup> 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 :

<b>Plan of action and the outcome achieved by the end of the Academic year 2021-22</b>	
<b>Plan of Action</b>	<b>Achievements / Outcomes</b>
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 Linkage / collaboration with Industry / NGOs to continue	Successfully maintained throughout the year 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 <sup>st</sup> workshop - Using Blooms Taxonomy to draft Programme Outcomes and Course Outcomes on 21 October 2021. 2 <sup>nd</sup> workshop was on Thursday 18 November 2021 on the topic : Mapping the Institutional PO's and CO's  3 <sup>rd</sup> 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.**

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator

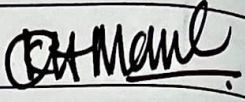
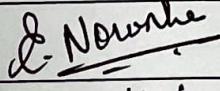

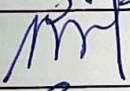
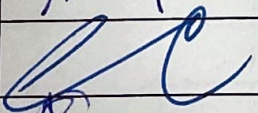
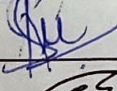
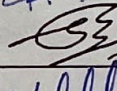
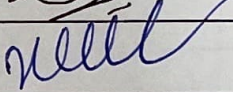
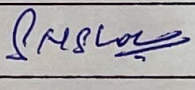

*Dr. Kiran Mane*

**Dr. Kiran Mane**  
I/C Principal

DI/ M-Mtg/IQAC/ 00



Attendance for the meeting of the Internal Quality Assurance Cell (IQAC) held on 31<sup>st</sup> March 2022 at 10.30 a.m.

Sr. No	Name	Signature
1	Dr. Kiran Mane , I/C Principal – Chairman, IQAC	
2	Dr. Lion Sharad Ruia – Chairman, Governing Council	—
3	Lion Vikas K. Saraf – Joint Secretary Governing Council	—
4	Lion Atit Ruia, Member Governing Council	—
5	Ms. Emelia Noronha – Coordinator of IQAC	
6	Dr. Madhavi Nighoskar – Vice Principal , Degree	MM Nighoskar
7	Ms. Subhashini Naikar , Vice Principal , SFC	
8	Ms. Sharada Gaitonde, HOD – Commerce	
9	Mr. Rajesh Ruke – DMC Incharge	
10	Dr. Shami Nimgulkar Kamble – DLLE Incharge	
11	Mr. Sachin Bansode – EOC Incharge	
12	Dr. Mahendra Pachadkar, Student Council In-charge	
13	Ms. Shital Shah, Librarian	
14	J.V. Gomes, Registrar	—
15	Ms. Rasika Patkar, Head Clerk	
16	Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd. – Alumni	—
17	Ms. Savita Chikhale , Student Representative	



# PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

## NOTICE

22 January 2018

A meeting of **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics will be held on 30<sup>th</sup> January 2018 at 10.30 am in conference room to discuss the following matters. Members of the Internal Quality Assurance Cell are requested to make it convenient to attend the same.

### **Agenda**

1. To read and confirm the minutes of the previous IQAC meeting.
2. To discuss the organizing of the National seminar on REVISED ACCREDITATION FRAMEWORK BY NAAC to be held on Saturday, 17th February, 2018
3. To discuss the work allocated to committees for the seminar
4. Any other matter with the permission of the Chair.

*E. Noronha*

**Ms. Emelia Noronha**

**IQAC Coordinator**

*N.N. Pandey*

**Dr. N.N. Pandey**

**Principal**

DI/N-IQAC/T/00





**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: Conference Room**

**Date: 30<sup>th</sup> January 2018**

**Time: 10.30 a.m.**

**Agenda:**

1. To read and confirm the minutes of the previous IQAC meeting.
2. To discuss the organizing of the National seminar on REVISED ACCREDITATION FRAMEWORK BY NAAC to be held on Saturday, 17th February, 2018
3. To discuss the work allocated to committees for the seminar
4. Any other matter with the permission of the Chair.

**Names of Present Members:**

1. Lion Kanahaiyalal. G. Saraf, Hon. Secretary of Governing Council
2. Principal Dr. N.N. Pandey, Chairman of IQAC
3. Prof. Ms. Emelia Noronha , Coordinator of IQAC
4. Prof. Madhavi Nighoskar, Vice Principal, Degree
5. Prof. Subhashini Naikar , Vice Principal , SFC
6. Prof. Sharada Gaitonde, HOD – Commerce
7. Dr. Shiva Padme, HOD - Accounts
8. Dr. Kiran Mane, Exam Convener
9. Ms. Shital Shah, Librarian
10. Prof. Mahendra Pachadkar, Student Council In-charge
11. Prof. Kirti Sigtia, Assistant Professor
12. C.A. Durgesh Kenkare, Assistant Professor
13. Mr. Atish Mistry, Technical person

14. Mr. J.V.Gomes, Registrar
15. Ms. Rasika Patkar, Head Clerk
16. Mr. Deepak Jha, Student Representative

**Members not present :**

1. Lion Sharad Ruia, Chairman of Governing Council
2. Prin. K.V.Venkatramani, Former Registrar of University of Mumbai
3. Prin. Dr. Ancy Jose, Principal of N.K. College, Malad.
4. Mr. Rajendra Sharma, Add. Gen. Manager, Bombay Stock Exchange Ltd.
5. Mr. Ashish Singh, Secretary – Alumni Association

**Business Transacted:**

1. The minutes of the previous meeting held on 9<sup>th</sup> November 2017 was read and confirmed.
2. **The coordinators of National seminar on 'REVISED ACCREDITATION FRAMEWORK BY NAAC' to be held on Saturday, 17th February, 2018 discussed in detail the subtopics and profiles of the Resource persons invited for the seminar. The following were the dignitaries shortlisted as resource persons for the seminar:**

Inauguration Ceremony Chief Guest and Key Note Speaker - Dr. Jagannath Patil, Adviser, National Assessment and Accreditation Council.

Guest of Honour - Dr. S. T. Gadade, Principal, CKT College, Dean, Faculty of Commerce, University of Mumbai.

Technical Session – I 'Academic Audit as a part of the NAAC process.' By Principal Beena Inamdar CEDA

Technical Session –II 'How to get ready for Reaccreditation?' By Dr. Smita Asthana Dean-Academics & IQAC Coordinator, St. Ann's College, Hyderabad, Telangana

Technical Session –III 'Benchmarking through Institutional Values and Best Practices' By Dr. Bhalchandra D. Bhole, Associate Professor and Head, Department of Microbiology, Abasaheb Garware College, Pune.

Valedictory Function Chief Guest - Dr. Naresh Chandra, Principal, Birla College, Kalyan & Former Pro-Vice-Chancellor, University of Mumbai.

Guest of Honour – Dr. A.P. Mahajan, Principal Pragati College.

3. Members of the Teaching and Non-teaching Staff were allocated committees for the National Seminar. All were apprised of their duties and responsibilities and feedback was taken. (The list is attached.)

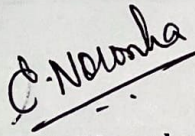


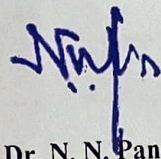
4. In keeping with the 360 degree Feedback system that was being implemented it was decided that the Feedback from Students be taken and their Satisfaction Index be rated.
5. Internal Audit Reports were submitted to Prof. Madhavi Nighoskar, the Designated Representative.
6. It was decided that the institute should get ready for certification by the next two months.

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

1. The method of getting Feedback from – Students on Teachers, Course of study and Parents Feedback was discussed and analysis was to be submitted to the Principal.
2. Workshop conducted for teachers and administrative staff on team building was reviewed.

The meeting ended with vote of thanks to the chair.

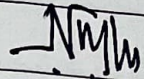
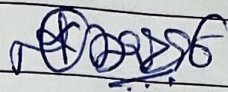
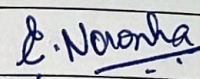
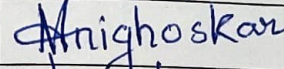
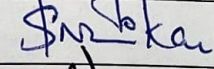
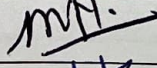
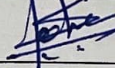
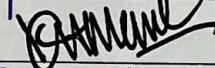
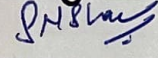
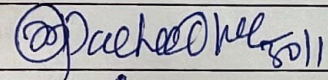
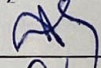

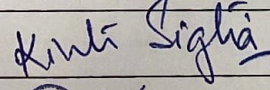
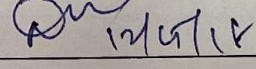
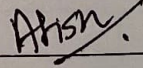
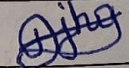
  
Emelia Noronha  
IQAC Coordinator

  
Dr. N. N. Pandey  
Principal



The meeting of the **Internal Quality Assurance Cell (IQAC)** of Prahladrai Dalmia Lions College of Commerce & Economics held on 30<sup>th</sup> January 2018.

The following members were present :

Sr. No.	Name of Member	Signature
1	Principal Dr. N.N. Pandey	
2	Lion Sharad Ruia	—
3	Lion Kanahaiyalal. G. Saraf	
4	Prin. K.V.Venkatramani	—
5	Prin. Dr. Ancy Jose	—
6	Mr. Rajendra Sharma	—
7	Prof. Ms. Emelia Noronha	
8	Prof. Madhavi Nighoskar	
9	Prof. Subhashini Naikar	
10	Prof. Sharada Gaitonde	
11	Dr. Shiva Padme	
12	Dr. Kiran Mane	
13	Ms. Sheetal Shah	
14	Prof. Mahendra Pachadkar	
15	Mr. J.V.Gomes	
16	Ms. Rasika Patkar	
17	Prof. Kirti Sigtia	
18	C.A. Durgesh Kenkare	
19	Prof. Aditi Sharma	—
20	Mr. Atish Mistry	
21	Mr. Ashish Singh	—
22	Mr. Deepak Jha	





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

### **Internal Quality Assurance Cell**

#### **Action taken report of the IQAC Meeting held on Saturday, 8th July, 2017**

1. Plan for implementation of proposals put forth in the IQAC meeting for the academic year was decided.
2. IQAC reviewed the Strategic Perspective plan and inputs from the IQAC members were incorporated.
3. Academic/administrative audit process was initiated.
4. IQAC decided that all should strictly use the coded formats with the documented Information Number for all correspondence and documentation purpose.
5. Research development Cell was students was formulated.
6. Committee for welfare scheme of the non-teaching staff headed by Mr. Gomes comprising of Ms. Vidya, Ms. Ashok and Mr. Vaidkar was formulated.
7. IQAC decided to implement green audit of power supply.
8. Quotations for installation of solar lights was initiated.
9. The NSS Unit was given the total responsibility of taking care of the waste management system.
10. IQAC decided the dates for workshops for the administrative and teaching staff - A team building skill workshop and E Content development.

Emelia Noronha  
IQAC Coordinator



Dr. N. N. Pandey

Principal

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

### **Internal Quality Assurance Cell**

#### **Action taken report of the IQAC Meeting held on 9th November 2017**

1. Ms. Madhavi Nighoskar was appointed as the Designated Representative for the ISO Process
2. Action plans for the following were decided:
3. ISO related Action Plans were discussed:
  - Review of Quality Policy and discussion on Action Plan
  - Review of Quality Objectives and discussion on Action Plan
  - Review of Internal and External Issues
  - Review of Risk and Opportunities
  - Training Schedule
  - Record Documentation
  - CAR – Corrective Action Request for Non Conformance / Complaint g Core Values of the Institution
4. Core values of the institution were reviewed, formulated and displayed on the website and college notice boards.
5. Orientation programme was completed for all new students.
6. The college Alumni Body got Registered
7. Waste management Process was initiated.
8. Departments held departmental meetings at the end of every month
9. IQAC Initiated the 360 Degree Feedback System – best practice of the institution.

Emelia Noronha  
IQAC Coordinator



Dr. N. N. Pandey

Principal

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

### **Internal Quality Assurance Cell**

#### **Action taken report of the IQAC Meeting held on 30th January 2018**

1. IQAC decide the final dates and resource persons to be invited for the National seminar on 'REVISED ACCREDITATION FRAMEWORK BY NAAC' to be held on Saturday, 17th February, 2018.
2. Dignitaries for the seminar were shortlisted and invitation were sent to them:  
Dr. Jagannath Patil, Adviser, National Assessment and Accreditation Council.  
Dr. S. T. Gadade, Principal, CKT College, Dean, Faculty of Commerce, University of Mumbai. Principal Beena Inamdar CEDA  
Dr. Smita Asthana Dean Academics & IQAC Coordinator, St. Ann's College, Hyderabad, Telangana  
Dr. Bhalchandra D. Bhole, Associate Professor and Head, Department of Microbiology, Abasaheb Garware College, Pune.  
Dr. Naresh Chandra, Principal, Birla College, Kalyan & Former Pro-Vice-Chancellor, University of Mumbai.
3. The feedback committee took Feedback from Students and formulated a methodology to rate the Satisfaction Index.
4. Feedback from – Students on Teachers was submitted to the Principal.
5. Reviewed the Workshops conducted for teachers and administrative staff.

Emelia Noronha  
IQAC Coordinator



Dr. N. N. Pandey  
Principal

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

**Internal Quality Assurance Cell**

**Action taken report of the IQAC Meeting held on  
12th March 2018**

1. The Steering Committee for the purpose of preparing for NAAC was formulated.
2. IQAC finalised the AQAR submission date.
3. 24 classrooms were ICT enabled – fitted with OVERHEAD PROJECTORS.
4. Parent Feedback analysis and Satisfaction Index was submitted to the Principal
5. ISO Certification Bodies were contacted for Quotations

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Dr. N. N. Pandey*

**Dr. N. N. Pandey**

Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS**  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

### **Internal Quality Assurance Cell**

#### **Action taken report of the IQAC Meeting held on 12th May 2018**

1. Annual review of IQAC Action plan was done.
2. Orientation programme was conducted by IQAC
3. IQAC facilitated Linkage / collaboration with Industry through SEED Programme that collaborated with SDVTI, the Skill Development and /vocational Training Institute of India.
4. Academic Audit (Internal) done.
5. Administrative Audit was finalised.
6. Workshops conducted by PDLC Alumni Association
7. Green Audit was initiated.
8. A Zero Waste Campus project implemented in the college jointly with StreeMuktiSanghatana in partnership with Godrej Consumer Products Limited. Project inaugurated on 9<sup>th</sup> October 2017.
9. Audit of the power supply and its usage finalised.
10. All activities in college conducted as per the Theme of the year – Wellness : Body , Mind & Spirit.
11. The admin staff were trained with regards to the online admission process in lieu with Eduqfix
12. Recreation activities for support staff was done.
13. This year Feedback was taken from all stakeholders at every level students, parents, alumni and analysis of the feedback was forwarded to the Principal for further action.
14. The Management Review for ISO Certification took place on 5th May 2018.
15. Meetings of the Steering Committees were held from 3rd to 13th April 2018. Queries raised by Criteria Incharges regarding new format of the SSR were noted down.
16. Psychologists Mr. Mandlecha and Dr. Sarita appointed as visiting psychologists to the college campus.
17. IQAC promoted teachers for FDP/ training programmes and Career Advancement Scheme.

**Emelia Noronha**  
IQAC Coordinator



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

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

### **Internal Quality Assurance Cell**

#### **Action taken report of the IQAC Meeting held on 25<sup>th</sup> July 2018**

1. The Academic Calendar of 2018-19 was prepared and displayed on the website.
2. IQAC planned for the implementation of Action Plan of academic year 2018-19.
3. IQAC Calendar 2018-19 was formulated.
4. The IQAC organised a workshop for administrative staff on 'Paperless Office - - the need of the hour & Document Control and Record management' on 12th July.
5. The Admin Audit conducted: External Administrative Audit was conducted on 18<sup>th</sup> May.

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*N. N. Pandey*

**Dr. N. N. Pandey**

Principal

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

## **Internal Quality Assurance Cell**

### **- Action taken report of the IQAC Meeting held on 20<sup>th</sup> October 2018**

1. Orientation programme for students done
2. Bridge Course for students so as to help them cope with new courses done
3. IQAC finalised the renewed format of the Teachers Academic Planner and Diary
4. To boost Linkage / collaboration with Industry IQAC facilitated the signing of MOUs.
5. Training programme for students interested in competitive Exams -SET / NET/ CA/ conducted.

**Emelia Noronha**  
IQAC Coordinator



**Dr. N. N. Pandey**

Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS**  
SUNDEP NAGAR, MALAD (W),  
MUMBAI - 400 064.



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

## **Internal Quality Assurance Cell**

### **Action taken report of the IQAC Meeting held on 11th May, 2019**

1. IQAC decided that Agencies to be contacted for rain water harvesting.
2. Academic Audit External conducted by Intertek
3. Received ISO Certification
4. Student Research Conference conducted sponsored by Alumni
5. Admin Mahotsav conducted
6. With respect to Linkage / collaboration with Industry MOU signed.

**Emelia Noronha**  
IQAC Coordinator



**Dr. N. N. Pandey**

Principal

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

**Internal Quality Assurance Cell**  
**Action taken report of the IQAC Meeting held on**  
**19th July, 2019**

1. IQAC finalised the Action Plan of academic year 2019-20.
2. IQAC finalised the activities to be conducted under theme of the year–  
The Art of Giving.
3. The Teachers Annual Academic Planner and Dairy was distributed and its role as a productivity record and the best tool to help teachers reach their goals was appreciated by IQAC.

*Emelia Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Dr. N. N. Pandey*

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

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

## **Internal Quality Assurance Cell**

### **Action taken report of the IQAC Meeting held on 23rd October, 2019**

1. IQAC facilitated the process of Free-ships initiation by the Dalmia Lions College Alumni Association this year.
2. Orientation and Bridge Courses done by departments.
3. Green Audit process was initiated.
4. Solar powered lights on the college ground was initiated.
5. E content development programme for teachers done.
6. Mentorship Programme was strengthened
7. IQAC motivated faculty to better their skills and competency through Faculty development programmes, Refresher /Orientation / short term courses.

**Emelia Noronha**  
IQAC Coordinator



**Dr. N. N. Pandey**

Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

### **Internal Quality Assurance Cell**

#### **Action taken report of the IQAC Meeting held on**

**2 July 2020**

1. IQAC planned the online implementation of the IQAC academic action plan for the next academic year.
2. Special Orientation programme for students and parents in the Covid 19 crisis was planned to meet the existing problems and issues of students related to online teaching learning process.
3. Online Bridge courses were planned
4. Excel sheet Academic Planner and diary was prepared for faculty to keep a log of their dailyteaching learning practices andother activities.
5. A Daily Report of all faculty was maintained on a shared Google spreadsheet to monitor the teaching learning process.
6. MOUs were signed for training purpose.
7. Remote surveillance Audit was conducted by External audit conducted by Intertek.
8. Data was uploaded on the University of Mumbai portal as they were to conduct an Audit.
9. Workshops and seminars were organised by PDLC Alumni Association.
10. Research Centre in Commerce – Accountancy
11. Art of Giving theme was strengthened by the Best practice EkKalamEkKitab and also the Tivri Dam Project.
12. IQAC facilitated training programmes for teaching and non teaching staff.
13. Certificate courses were continued.
14. SET / NET/ Training programmes conducted by MCom Department
15. Green Audit was done.
16. Google form Format for Mentors to counsel students for the coming academic year was finalized.

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Dr. N. N. Pandey*

**Dr. N. N. Pandey**

Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

## **Internal Quality Assurance Cell**

### **Action taken report of the IQAC Meeting held on**

**19 August 2020**

1. IQAC planned the methodology of implementing the IQAC Action Plan for the academic year 2020-21 in the online method in the trying times of the ongoing pandemic.
2. The pandemic of Covid 19 had unprecedented impact on both the physical and the mental health and wellbeing of people it was decided that the college and its staff try its best to reach out to students and staff during these difficult times in whatever way they could. Thus the theme of the year: 'Reaching out in times of Covid 19' was unanimously decided. It was decided that all activities throughout the year be focused on this theme.
3. As per the government directive and the looming eminent threat of Covid 19 it was decided to follow online methodologies for communication and maintenance of social distancing. Since Zoom portal being a Chinese portal it was decided to use Google Meet portal for online teaching since it was free until September 2020. After that the college would then be asked to buy the necessary software on the basis of the experience of the teachers. It was also decided that to maintain co-ordination of activities Google sheets could be used.
4. Mentorship through WhatsApp : in the ongoing pandemic, students were facing difficulties with regards to network, availability of smart phones, monetary problems at home, parents or elders in the family suffering from Covid , etc. thus it was found necessary that the class mentors talk to the students, maintain a regular Whatsapp group of the class, speak to them and reach out to them. it was decided that a mentorship Google form was circulated in order to know the students better since the online interaction would not allow the teacher to know them.
5. All teaching learning documentation was maintained in the ISO formats by every department in the digital format.

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Kiran Mane*

**Dr. Kiran Mane**

In-charge Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

## **Internal Quality Assurance Cell**

### **Action taken report of the IQAC Meeting held on**

**17 December 2020**

1. IQAC planned online discussions with all criterion heads and their members to discuss in detail the Revised AQAR format for the year 2020-21. The study material – PPTs and videos provided by Prof. Peeyush Pahade of IQAC Cluster India with which the institution has an MOU was circulated to all staff.
2. Review of Action Plan – 2020-21:
  - Online Orientation programme for students and parents
  - Online Bridge Courses
  - Digital Teachers Academic Planner and Diary
  - Google classroom used to support the online teaching learning process
  - Online Departmental meetings every month end and its proper documentation
  - CAS of faculty
  - Best practices continued in the online mode.
  - Online consolidated Daily Report for teaching and non teaching staff
  - Website used in a robust and vibrant manner for online communications with students and all stakeholders.
3. All formats for documentation were revised to suit the digital format.
4. IQAC planned to revise and update the Documented Information and Operating procedures keeping in mind the present Covid 19 risks and other contingencies.

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Kiran Mane*

**Dr. Kiran Mane**

In-charge Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

### **Internal Quality Assurance Cell**

#### **Action taken report of the IQAC Meeting held on**

**28 April 2021**

1. IQAC reviewed the Action Plan of 2020-21.
2. Internal Audit done on 1 March 2021
3. Water harvesting project was completed.
4. IQAC facilitated Research Cell Activities – online workshops on research methodology
5. Virtual National level Conference for student researchers on “Reaching out in COVID 19 : Social, Economic and Psychological Dimensions of Human Life during The Pandemic’ on 25 March 2021 organized by the Department of Business Communication and Student Research Cell under the aegis of IQAC.
6. IQAC facilitated ICT Training programme for Teaching staff.
7. Google Classroom, for connecting with students, giving assignments and lecture notes was maintained by IQAC.
8. 360 Degree Feedback System – best practice of the institution was continued.
9. Cas of 5 Assistant teachers was completed successfully.
10. Mentorship programme consolidated through google forms and Google meets apart from Whatsapp.
11. Online consolidated Daily Report for teaching and non teaching staff
12. Consolidated Online Monthly Information maintained through a shared spreadsheet.

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Kiran Mane*

**Dr. Kiran Mane**

In-charge Principal

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

**Internal Quality Assurance Cell**  
**Action taken report of the IQAC Meeting held on**  
**28 August 2021**

1. The Academic Calendar was formulated on the basis of the arrangement of terms given by the University of Mumbai.
2. IQAC action plan of the year 2021-22 was put forth and responsibilities were distributed and noted down.
3. New Committee and Cells were introduced and committee members appraised of their responsibilities.
4. Committees were formed to organise workshops, conferences this academic year being the golden Jubilee year of the institute.
5. IQAC initiated the process of collaboration with another Research institute so as to foster a culture of Research and innovation.

**Emelia Noronha**  
IQAC Coordinator



**Dr. Kiran Mane**

In-charge Principal

**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.**



**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

## **Internal Quality Assurance Cell**

### **Action taken report of the IQAC Meeting held on 9 December 2021**

1. Composition of IQAC 2021-22 was elaborated upon and the responsibilities and duties of the members was explained.
2. Action Plan – 2021-22 was reviewed.
3. External audit conducted by Intertek
4. Internal Audit – Admin and Academic done.
5. IQAC conducted Workshop series on Drafting, Mapping & Attainment of Outcomes which comprised of 3 workshops:  
1st workshop –“Using Blooms Taxonomy todraft Programme Outcomes and Course Outcomes”- 21 October 2021.  
2nd workshop – “Mapping the InstitutionalPO’s and CO’s” on 18 November2021.  
3rd Scheduled – “Calculating the attainment level of PO’s and CO’s” on 6 December 2021
6. IQAC decided to organise a workshop for admin staff on Quality based Administration process. Rajesh Dubey and Poonam Bhate were given the responsibility its organisation.
7. Policies related to maintenance, examination, mentoring programme and research were revised and put on the college website.
8. The feedback committee was asked to review its work and submit the analysis by March 2022.

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Kiran Mane*

**Dr. Kiran Mane**

In-charge Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS**  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.





**Prahladrai Dalmia Lions College of Commerce & Economics**  
Sunder Nagar, Malad (W), Mumbai-400 064.

**Internal Quality Assurance Cell**  
**Action taken report of the IQAC Meeting held on**  
**31 March 2022**

1. Submission of AQAR 2020-21 - 28th February 2022.
2. Outcomes of IQAC Action Plan 2020-21 was reviewed.
3. Memorandum of Understanding worked out with DTSS College of Commerce, Mumbai for research purpose
4. Other MOUs also worked out for training pupose.
5. Intertek conducted External Audit on 29th & 30th July 2021.
6. Internal audit done in the academic year - 1st October 2021 & 15<sup>th</sup>February 2022.
7. Virtual Conference for student researchers on "Changing Media Landscapes and their
8. Impact on Culture, Society and its Economics' was scheduled on 27 April 2022 by the
9. Department of Business Communication and Student Research Cell of Prahladrai Dalmia Lions College of Commerce & Economics and D.T.S.S. College of ommerce under the aegis of IQAC of both colleges.
10. IQAC encouraged staff to go for online Faculty development programmes
11. Certificate Courses were conducted.
12. Workshop organized for the admin staff - on "Building a Quality based Administration process" on 13 March 2022.
13. policies related to maintenance, examination, mentoring programme and research were worked out.
14. The feedback committee submitted the mentor-mentee feedback report 2021-22 and mentors worked out strategies to implement the action plan.

*E. Noronha*

**Emelia Noronha**  
IQAC Coordinator



*Kiran Mane*

**Dr. Kiran Mane**

In-charge Principal  
**PRAHLADRAI DALMIA LIONS COLLEGE OF  
COMMERCE AND ECONOMICS**  
SUNDER NAGAR, MALAD (W),  
MUMBAI - 400 064.