



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23544708

E-mail: [principal@lalacollege.edu.in](mailto:principal@lalacollege.edu.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

---

## List of IQAC Meetings



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23544708

E-mail: [principal@lalacollege.edu.in](mailto:principal@lalacollege.edu.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

## List of IQAC Meetings

Academic Year	No of Meetings	Date of Meeting
2017-18	02	3 <sup>rd</sup> July, 2017
		21 <sup>st</sup> April, 2018
2018-19	02	22 <sup>nd</sup> Sep, 2018
		13 <sup>th</sup> March, 2019
2019-2020	02	23 <sup>rd</sup> Aug, 2019
		17 <sup>th</sup> Feb 2020
2020-21	03	10 <sup>th</sup> November
		3 <sup>rd</sup> March 2021
		28 <sup>th</sup> May, 2021
2021-22	03	12 <sup>th</sup> July 2021
		24 <sup>th</sup> Dec 2021
		2 <sup>nd</sup> Feb 2022



*Nam*

PRINCIPAL



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No.: 3:7/

Date: 21/06/2017

## **NOTICE** **(SENIOR COLLEGE & SELF-FINANCE COURSES)**

All IQAC Committee members are hereby informed to attend a meeting scheduled to be held in Principal's Cabin on 3<sup>rd</sup> July, 2017 at 11.00 a.m.

Ms. R. Mehra (Convenor)  
Ms. V.V. Bhide  
Dr. J.H. Kadli  
Dr. S.V. Lasune  
Ms. Kranti Ukey  
Mr. Nimesh Punjani  
Dr. Arun Poojari  
Dr. Vinay Pandit  
Ms. Sunehra Lunania  
Mr. Nilesh Mohile  
Dr. Meena Chintamaneni  
Ms. Meena Jangam  
Ms. Poonam Parab  
Mr. Vimlesh Kabra  
Mr. Shubham Kadam  
Mr. Pranav Shedge  
Ms. Zainab Bijapure

The agenda of the meeting is as follows:

- 1) Review of the activities conducted in the academic year 2016-17.
- 2) Plan of activities to be conducted in the academic year 2017-18.
- 3) Submission of AQAR report.
- 4) Ph.D. Research Centre in the College.
- 5) Workshops, Seminars, Webinar, Guest Lectures to be conducted.
- 6) Responsibilities of Think Tank Committee.
- 7) Status of online assessment of T.Y.B.Com. Examination answer papers.
- 8) Any other matter with the permission of the Chair.



*Atms*  
PRINCIPAL

IQAC meeting was conducted on 3<sup>rd</sup> July, 2017 which marked the beginning of the academic year 2017-2018. The meeting was attended by the members of IQAC to discuss on the agenda focusing on Quality Enhancement.

**MEMBERS PRESENT :**

1. Dr. Neelam Arora (Chairperson)
2. Ms. Renuka Mehra (IQAC Co-ordinator)
3. Ms. V.V. Bhide
4. Dr. J.H. Kadli
5. Dr. S.V. Lasune
6. Dr. Vinay Pandit
7. Ms. Kranti Ukey
8. Mr. Nimesh Punjani
9. Ms. Sunehra Lulaniya
10. Mr. Nilesh Mohile
11. Ms. Rashi Parab
12. Mr. Shubham Kadam
13. Ms. Zainab Bijapure
14. Mr. Pranav Shedge

Dr. Neelam Arora was in the Chair.

Leave of absence was granted to Dr. Arun Poojari, Dr. Meena Chintamaneni, Ms. Meena Jangam and Mr. Vimlesh Kabra.

**BUSINESS TRANSACTED :**

- Dr. Neelam Arora instructed the members of IQAC to organize a National Conference in the 1st term, an International Seminar in the II<sup>nd</sup> term and atleast three workshops in the academic year 2017-18.
- Dr. Neelam Arora emphasized on organizing a Webinar in collaboration with foreign universities.  
She instructed that virtual classroom should often be used for either a Guest Lecture or online relay of industrial visits and also line presentations etc. She also suggested that the students engaged in German Exchange Program should relay their visit to Germany online.
- Dr. Neelam Arora instructed the IQAC Convenor Ms. Renuka Mehra and members of IQAC to organize a workshop under IQAC for the non-teaching staff on stress management, yoga or team work etc.
- Dr. J.H. Kadli said that we can even impart computer training to the non-teaching staff. He took the responsibility of conducting a training session for them on Digitization.
- Dr. Neelam Arora said that we should motivate and help them to complete their education and introduce them to IGNOO or other open universities and encourage them to explore further career options.



.....2/-

- Dr. Neelam Arora instructed the student members of IQAC to devise a strategy for students to attend lectures. She also advised them to hold a seminar for students to improve their attendance throughout. She also suggested to form a vigilance squad and keep a check on the students bunking lecture and to encourage them to attend the classes.
- Ms. Zainab student member asked that if any strict action could be taken against the defaulters atleast once as the students take it very lightly.
- To this Dr. Neelam Arora replied that at first we should take some soft steps like sending e-mails and letters to the parents or making calls to them informing them about the absence of their ward. Also, they should be made to write some assignments or projects and later we can think of taking strict action.
- Non-teaching staff member Ms. Poonam requested that steps must be taken for the digitalization of the office documents.  
Dr. Neelam Arora suggested that we should ask the B.Sc.IT students to digitize our office. She said that we can give them the line projects under Earn and Learn Scheme. She instructed Ms. Sunehra Lulaniya to co-ordinate with Ms. Nidhi and involve the B.Sc.I.T. Students in digitizing the office documents. She said that they can also think of getting it done by organizing a competition for students in groups.  
Ms. Vidya Bhide suggested that different operations should be given to different groups.
- Ms. Sunehra informed that the current software pertaining to Results is not proper and shows random errors.  
Dr. Kadli said that the students can be asked to make the Result Software as well. To this Ms. Sunehra said that it won't be possible as it would then be a very long project. Dr. Neelam Arora instructed Ms. Poonam to look after the Rectification of the software by changing the service provider. She further suggested to call quotations from two / three good companies whose services can be hired.
- Dr. Neelam Arora instructed that Orientation for F.Y. and S.Y. students must be organized and Regular Time-table for F.Y., S.Y. & T.Y. must be implemented from 12<sup>th</sup> July, 2017.
- Mr. Nimesh Punjani suggested that B.Sc.I.T. students can help in making the college App for sending attendance alerts etc.
- Dr. Neelam Arora instructed the Convenor Ms. Renuka Mehra to submit the online AQAR on time.
- Dr. Neelam Arora informed that the Ph.D. Research Centre for commerce and trade and transport industry is started and many students have applied for the same.
- She said that Ph.D. Admissions, Registrations and Course-Work will be soon started.  
Dr. S.V. Lasune said that we can plan the course work in collaboration with SGM College.

*Navneet*



.....3/-

- Dr. Neelam Arora instructed that monthly meetings of Think-tank committee should be conducted to think of innovative ideas for quality enhancement.
- Dr. Neelam Arora informed about the status of TY Online Assessment which was as follows –

Ms. Vidya Bhide (Computers)	– 40 Papers
Mr. Nimesh Punjani (Computers)	– 15 Papers
Dr. Mohana Bandkar (Economics)	– 92 Papers
Dr. Divya Nigam (Economics)	– 125 Papers
Dr. Purnima Sharma (Export)	– Nil (Paper not downloading)
Dr. S.V. Lasune (MHRM)	– 220 Papers
Mr. Rahul Shetty (MHRM)	– 120 Papers
Ms. Mahalakshmi Kumar (Accounts)	– 140 Papers
Mr. Darshan Pagdhare (Accounts)	– 140 Papers
Mr. Ashok Mahadik (Accounts)	– 100 Papers

- Dr. Neelam Arora instructed Dr. S.V. Lasune to organize a Syllabus Revision Workshop for M.Com. Part II on 20<sup>th</sup> July, 2017. She further informed that the M.Com. Part II Admissions will start shortly. She said that M.Com. Part II lectures will commence from 24<sup>th</sup> July, 2017.
- Dr. Vinay Pandit informed that for National Conference Journal the Editor is coming from Ahmedabad to have a discussion with the Principal on 8<sup>th</sup> July, 2017.
- Dr. Neelam Arora asked the students members to think of organizing some academic events or activities for community development, besides just organizing festivals.
- Dr. J.H. Kadli and Dr. Vinay Pandit suggested that we can organize a one day or half day workshop related to CAS (IVth Ammendment) under IQAC.  
Dr. Neelam Arora said that we can go ahead with it and call some J.D. nominee as the Resource Person. The tentative date decided for the workshop was 1<sup>st</sup> August, 2017.
- Dr. J.H. Kadli informed that everyone should register themselves for National Digital Library as it is very resourceful. Dr. Neelam Arora instructed that a notice regarding it should be circulated among the staff members.
- Dr. J.H. Kadli said that college website is not updated.  
Dr. Neelam Arora asked Ms. Poonam to look after the matter and get the website updated soon with the help of Ms. Vishakha Walia and Ms. Mona Pandya.
- The meeting was concluded to meet again in the last week of August.

  
IQAC Co-ordinator



  
PRINCIPAL



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No.: 3:7/

Date: 10/04/2018

## NOTICE (SENIOR COLLEGE & SELF-FINANCE COURSES)

All IQAC Committee members are hereby informed to attend a meeting scheduled to be held in Principal's Cabin on 21<sup>st</sup> April, 2018 at 11.00 a.m.

### **The agenda of the meeting is as follows:**

1. Plan of activities to be conducted in the academic year 2017-18.
2. Workshops, Seminars, Webinar, Guest Lectures to be conducted.
3. Status of online assessment of T.Y.B.Com. Examination answer papers.
4. Any other matter with the permission of the Chair.

Dr. Vinay Pandit  
IQAC Co-ordinator



Dr. Neelam Arora  
Principal

A meeting of the IQAC was conducted on **21<sup>st</sup> April, 2018**. The member of IQAC attended the meeting and discussed on the agenda basically related to quality improvement and amendments in NAAC.

**MEMBERS PRESENT :**

1. Dr. Neelam Arora (Chairperson)
2. Ms. Renuka Mehra (IQAC Co-ordinator)
3. Dr. J.H. Kadli
4. Ms. Kranti Ukey
5. Dr. Arun Poojari
6. Ms. Meena D. Jangam
7. Ms. Rashi Parab

Dr. Neelam Arora was in the Chair.

Leave of absence was granted to Ms. V.V. Bhide, Dr. S.V. Lasune, Dr. Vinay Pandit, Mr. Nimesh Punjani, Prof. Sunehra Lulaniya, Mr. Nilesh Mohile, Dr. Meena Chintamani, Mr. Vimlesh Kabra, Mr. Shubham Kadam, Mr. Zainab Bijapure and Mr. Pranav Shedge.

**BUSINESS TRANSACTED :**

- Principal Dr. Neelam Arora informed the member of IQAC that she has attended a workshop on new amendments in NAAC at Gyansadhana College, the PPT(Book) of which will be kept in the library for reference.
- She pointed out that whatever suggestions are being mentioned in the IQAC meeting showed be implemented.
- She reminded that the Book contains formats for all the activities and everyone should submit the report according to the templates.
- She instructed that for the next NAAC accreditation SSR for 5 years should be submitted entire, so at least 3 years information (as of now) should be according to the format with specific information year wise.
- She informed that for this purpose college will be appointing a typist for 3/4 months.
- Dr. Neelam Arora informed that Ms. Poonam and Ms. Meena are looking after the process of Digitization of the office.
- Dr. Kadli informed that for digitization of the office, office staff is being given and the process of digitizing the service books and fixation files is already started.

*Now*





- Dr. Arora instructed that activities for the next academic session should be based on NAAC guidelines.
- She enquired Ms. Kranti about what green initiatives could be considered as our institutional best practices. Ms. Kranti informed that activities like Best out of Waste, Anti-plastic drive, e-waste management, dry waste management and composting of canteen waste could be considered as the best practices.
- Dr. Neelam Arora announced that Dr. Kadli is appointed as the IQAC & NAAC co-ordinator from the next academic section.
- The meeting was conducted to meet again in July.



IQAC Co-ordinator



PRINCIPAL



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No.: LLCA-30/

Date : 12/09/2018

## NOTICE

### (SENIOR COLLEGE AND SELF-FINANCED COURSES)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Saturday, 22<sup>nd</sup> September 2018** in **Room No. 409** at **11.00 am**. Kindly all are requested to go through the objectives and functions of IQAC as per new Guidelines of NAAC so that different activities can be planned in the current academic year. Also, there are supposed to go through the Agenda of the meeting so that healthy discussion and planning is possible.

### AGENDA

- 1) Discussion of Objectives and Functions of IQAC.
- 2) Different Activities to be planned and undertaken in relation to these objectives and functions.
- 3) Programs of Diploma level which can be started.
- 4) Need to see recommendations of NAAC.
- 5) Need for Study Centre for courses like CA, CS etc.
- 6) Activation of Incubation center.
- 7) SOP's of every Activity.
- 8) Promote ICT activities among teachers and Students.
- 9) Implementing Moodle.
- 10) Faculty Exchange Program.
- 11) Library Database.
- 12) How to tap student Progression.

  
**Dr. Vinay Pandit**  
IQAC Co-ordinator



  
**Dr. Neelam Arora**  
Principal

A meeting of the IQAC was conducted on 22<sup>nd</sup> September, 2018 in which the following agendas were discussed.

**MEMBERS PRESENT :**

1. Dr. Neelam Arora (Chairperson)
2. Dr. Sunil Gupta (Member from Management)
3. Dr. Vinay Pandit (IQAC Co-ordinator)
4. Dr. Arun Poojari
5. Ms. V.V. Bhide
6. Dr. Mohana Bandkar
7. Dr. J.H. Kadli
8. Dr. Mahalakshmi Kumar
9. Dr. S.V. Lasune
10. Ms. Kranti Ukey
11. Mr. Nimesh Punjani
12. Ms. Jayashree Ingale
13. Dr. Rajesh Mankani
14. Dr. Rahul Shetty (Alumini)
15. Ms. Meena Jangam
16. Ms. Poonam Parab

Dr. Neelam Arora was in the Chair.

Leave of absence was granted to Mr. Ketan Gala, Ms. Tejashri Shah, Mr. Priyank Savla and Ms. Saranga Shetty.

**BUSINESS TRANSACTED :**

- Meeting started with the newly appointed IQAC Co-ordinator, Dr. Vinay Pandit giving a presentation on the objectives and functions of IQAC.
- Dr. Vinay started the need of amalgamation of NAAC recommendations in the strategies for quality improvement.
- Dr. Pandit also suggested to plan activities in co-ordination with the NAAC criterion.
- He also informed everyone that IQAC has organized a session on new NAAC guidelines on 13<sup>th</sup> October 2018 which will be conducted by Dr. Bhole from Pune University.
- Need for improvement in the performance of students, faculty and institution was agreed by everyone.
- Ms. Mahalakshmi Kumar suggested that a short term course can be organized in the college in collaboration with University of Mumbai.
- Dr. Vinay referred to the last NAAC recommendations to check whether we can start some diploma or certificate course of minimum 30 hrs duration or so.
- Dr. Arun Poojari said that it's in process and talks are on with two institutes to explore the chance to start some courses in Sport Management and Developing Mobile Apps.
- Dr. Neelam Arora, Chairman of IQAC also enquired about the possibility of tie ups with reputed institutes like ICWA or IRDA for some tie-ups.
- Dr. Kadli mentioned about the NAAC recommendation to start Commerce Lab and incubation centre.

*Arora*



.....2/-

- Dr. Arora asked Mr. Rahul Shetty to find out detailed information about the same.
- Dr. Arun Poojari said that a few start-ups plans are coming up in the near future may be immediately after the Fest Tsunami.
- It was decided by everyone that all the activity reports should be submitted in the template format developed by Dr. Rajesh Mankani.
- Dr. Vinay Pandit said that a lot is needed to be done to promote ICT activities among teachers and students.
- He also suggested that the teachers can appear their channels or Teachers tube and upload their recorded lecturer.
- Dr. Arora informed everyone that we have purchased all the equipment required for recording of lectures and Mr. Darshan can help the teachers to record their lectures. She also asked Ms. Jayshree about the progress of the technique to be developed for students' attendance using google forms. She also enquired Librarian Dr. Kadli about the QR codes to be developed for downloading question papers and syllabus. Dr. Kadli informed that its in process and will take one month to be ready for use.
- Ms. Jayshree suggested that college should register on the NPTEL site which provides many online courses beneficial for both teachers and students.
- Dr. Arora also suggested that we can also start google class rooms on the similar lines to MOODLE.
- Dr. Arun Poojari suggested that we can download and play TED talks by eminent personalities for the students twice a month to motivate them.
- Dr. Neelam Arora enquired whether the implementation of MOODLE is taking place or not ? To which Dr. Arun said that there is a problem of space in its implementation.
- Dr. Neelam Arora asked everyone to explore about the details of Faculty Exchange Programme.
- Dr. Vinay Pandit said that Alumini association needs to be strengthened and also we need to tap the students progression.
- Dr. S.V. Lasune said that we need to tap both the Educational as well as career progression.
- Dr. Vinay Pandit said that plan of action is very important for quality enhancement which also includes all the statistics of the implementation of the decision taken in the form of ATR i.e. Action Taken Report.
- He also informed that after the workshop on New NAAC Guidelines we will be forming "Quality Circle for Academic Activities".
- Dr. Kadli said that we need to arrange a digital counter in the library to record the footfalls which is later needed to be uploaded on the NAAC website.
- Dr. Arora asked for it's details and assured that it will be get done immediately.
- Since, no other matter was pending the meeting concluded to meet again in the month of March.

IQAC Co-ordinator



  
PRINCIPAL  
**PRINCIPAL**  
**LALA LAJPATRAI COLLEGE OF**  
**COMMERCE & ECONOMICS**  
Lala Lajpatrai Marg,  
Mumbai - 400 034.



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No.: LLCA-30/

Date : 1/03/2019

## NOTICE

### (SENIOR COLLEGE AND SELF-FINANCED COURSES)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Wednesday, 13<sup>th</sup> March, 2019** in **Room No. 409** at **11.00 am**. Kindly all are requested to go through the objectives and functions of IQAC as per new Guidelines of NAAC so that different activities can be planned in the current academic year. Also, there are supposed to go through the Agenda of the meeting so that healthy discussion and planning is possible.

### AGENDA

1. Discussion of Objectives and Functions of IQAC.
2. Different Activities to be planned and undertaken in relation to these objectives and functions.
3. Programs of Diploma level which can be started.
4. Need to see recommendations of NAAC.
5. Need for Study Centre for courses like CA, CS etc.
6. Activation of Incubation center.
7. SOP's of every Activity.
8. Promote ICT activities among teachers and Students.
9. Implementing Moodle.
10. Faculty Exchange Program.
11. Library Database.
12. How to tap student Progression.

  
Dr. Vinay Pandit  
IQAC Co-ordinator



  
Dr. Neelam Arora  
Principal

A meeting of the IQAC was held on 13<sup>th</sup> March, 2019 in which the following agendas were discussed.

**MEMBERS PRESENT :**

1. Dr. Neelam Arora (Chairperson)
2. Dr. Sunil Gupta (Member from Management)
3. Dr. Vinay Pandit (IQAC Co-ordinator)
4. Dr. Arun Poojari
5. Ms. V.V. Bhide
6. Dr. Mohana Bandkar
7. Dr. J.H. Kadli
8. Dr. Mahalakshmi Kumar
9. Dr. S.V. Lasune
10. Ms. Kranti Ukey
11. Mr. Nimesh Punjani
12. Ms. Jayashree Ingale
13. Dr. Rajesh Mankani
14. Dr. Rahul Shetty (Alumini)
15. Ms. Meena Jangam
16. Ms. Poonam Parab

Dr. Neelam Arora was in the Chair.

Leave of absence was granted to Mr. Ketan Gala, Ms. Tejashri Shah, Mr. Priyank Savla and Ms. Saranga Shetty.

**BUSINESS TRANSACTED :**

- Minutes of the last IQAC meeting conducted on 22<sup>nd</sup> September 2018 were read out by Ms. Kranti Ukey.
- The IQAC Co-ordinator Dr. Vinay Pandit began his presentation by mentioning that there is a gap between what is planned and what action is taken. He also emphasized that we need to fill in those gaps to get the required learning outcome.
- Further, he presented the checklist which showed what activities were conducted by IQAC so far for quality enhancement and what are still remaining.
- He informed everyone that IQAC members organized following activities as decided earlier to meet the NAAC criterias –
  - Workshop on moodle.
  - Green initiatives for environmental consciousness, Ennovent, Workshop on Students satisfaction. Survey Mechanism of Autonomous Institutions.
  - Quantitative Methods
  - Design your Destiny
  - ICT for Attendance etc.



*Neelam*

.....2/-

- Dr. Neelam Arora informed everyone that a proposal for the upgradation of Computer Lab and Incubation Centre is sent to the management.
- Ms. Jayashree asked about the possibility of installing solar panels for energy conservation, to which Dr. Neelam Arora replied that its in process and very soon it will be installed.
- Dr. Neelam Arora reminded that AQAR is needed to be submitted by 31<sup>st</sup> July. Dr. Mohana Bandkar (Convenor of AQAR) told that the process is going on and by 1<sup>st</sup> week of April it will be ready.
- Dr. Mohana Bandkar enquired about the availability of Common Room for Girl Students, to which Dr. Neelam said that its there on 2<sup>nd</sup> floor.
- Dr. Neelam Arora asked about the progress of Diploma and Certificate Courses. Dr. Arun Poojari said that the work to start Diploma Courses in process and certificate courses are started already.
- Dr. Neelam Arora asked Mr. Rahul Shetty to give the details of the certificate course in Shipping Logistics.
- Dr. Vinay Pandit emphasized that Agenda mapping should be done for planned actions.
- Dr. Neelam Arora asked Dr. Lasune (Convenor), Dr. Rajesh and Mr. Rahul Shetty to look after the installation of the Commerce Lab.
- Dr. S.V. Lasune informed that B.Com. & M.Com. distance courses (IDOL) had been started. Also a proper MOU signed and our college name appears in the list.
- Dr. Vijay informed that proper NAAC guidelines for ICT usage are being forwarded to Mr. Darshan and Mr. Nimesh to promote ICT activity among students and teachers.
- Dr. J.H. Kadli informed that QR Code for downloading the papers is being created and also students are made aware about it. He further added that this is a step towards saving papers and till now we could save papers.
- Dr. Neelam Arora informed that the website is ready and we need to update it from time to time.
- Dr. Vinay Pandit once again reminded everyone that reports of all the activities should be submitted in the valid template format which is already given along with two photographs.
- Since, no other matter was pending, the meeting concluded to meet again in the month July 2019.

IQAC Co-ordinator



PRINCIPAL

**PRINCIPAL**  
**LALA LAJPATRAI COLLEGE OF**  
**COMMERCE & ECONOMICS**  
Lala Lajpatrai Marg,  
Mumbai - 400 034.



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No.

LLCA/30

Date: 23-08-2019

## Notice

### (Senior college and Self- Financed Section)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on Friday 23<sup>rd</sup> August 2019 in Room No. 409 at 11am. Kindly all are requested to go through the Agenda of the meeting so that healthy discussion and planning is possible.

Sr. No.	Agenda	Sr. No.	Agenda
1	Confirmation of Meeting held on Wednesday 13 <sup>th</sup> March 2019	4	NAAC Progress work with Management
2	Mapping of Planning and Implementation of former Agenda	5	Discussion of Model for Quality Improvement as a pilot project.
3	AQAR Report	6	Any other matter with permission of Chairperson
4	Decide one quality initiative under IQAC		

  
IQAC Coordinator  
Dr. Vinay Pandit



  
Principal  
Dr. Neelam Arora



**Lala Lajpatrai College of Commerce and Economics**  
**IQAC Minutes of NAAC meeting**

A meeting was held with IQAC chairperson and IQAC Coordinator on **23<sup>rd</sup> August, 2019 in Room No. 409 at 11.00 a.m.** where following points were discussed.

**Following members were Present in the meeting**

Dr. Sunil Gupta  
Dr. Neelam Arora  
Dr. Vinay Pandit  
Ms. V.V. Bhide  
Dr. Mohana Bandkar  
Dr. J.H. Kadli- Member  
Dr. Mahalakshmi kumar  
Dr. Arun Poojari  
Dr. Rahul Shetty  
Ms. Kranti Ukey  
Mr. Nimesh Punjani  
Ms. Jayshri Ingale

**Business Transacted**

- A meeting of the IQAC was conducted on 23<sup>rd</sup> August, 2019. IQAC meeting was conducted on 23<sup>rd</sup> August, 2019 in Room No. 409 at 11.00 a.m. to discuss on the agenda mainly on AQAR and NAAC progress work.
- The meeting started with the reading of confirmation of meeting held on Wednesday 13<sup>th</sup> March 2019.
- Dr. Vinay Pandit stressed on mapping of planning of activities and implementation of it.
- For the same Dr. Vinay Pandit gave PPT presentation on suggestions of IQAC in 2018-19 and the implementation in 2018-19.
- Dr. Neelam Arora said that the AQAR for the academic year 2018-19 is to be filled and same has to be submitted in due course of time.
- In continuation of the above matter Dr. Vinay Pandit said if AQAR is done properly than NAAC work will be amplified to an extent.
- Dr. Vinay Pandit also told that every teacher meet fill AAR (Academic and Administrative Report) once it is finalized.
- Dr. Neelam Arora told we need to conduct academic preview process a panel has to be setup and to verify the academic preparedness, question papers and suggestions. The same should be uploaded on the institute.
- Dr. Vinay Pandit added following points of discussion in relation to the quality enhancement.
  - 1) Need to monitor the effectiveness of student learning by getting students feedback, result analytics and academic review.

*Nava*



- 2) Need to integrate cross cutting issues.
  - 3) Need to develop teaching levels for advanced and slow learners.
  - 4) Need to mentor students for academic and stress related issues.
  - 5) More Teachers to use ICT learning process.
  - 6) Need to develop academic and administrative plan.
  - 7) "SPARK" (Stimulating Potential to Accelerate and recrystallize Knowledge) was focused to that student centric value/skilled based activities can be conducted which courses all sever activities.
- Prof. Jayshree Ingale had discussed the valued added idea regarding information system for institution.
  - Since No other matter was there meeting conducted with permission of chairperson.

  
IQAC COORDINATOR



  
PRINCIPAL



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No. *LLCA/30*

Date: 12-02-2020

## Notice

### (Senior college and Self- Financed Section)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on Monday 17<sup>th</sup> Feb 2020 in Room No. 409 at 11am. Kindly all are requested to go through the Agenda of the meeting so that healthy discussion and planning is possible.

Sr. No.	Agenda	Sr. No.	Agenda
1	Confirmation of Meeting held on Wednesday 23 <sup>rd</sup> August 2019	4	NAAC Progress work
2	Decide one quality initiative under IQAC	5	Collaboration initiatives
3	AQAR Report submitted	6	Any other matter with permission of Chairperson

*Vinay Pandit*  
IQAC Coordinator  
Dr. Vinay Pandit



*Neelam Arora*  
Principal  
Dr. Neelam Arora

**Lala Lajpatrai College of Commerce and Economics  
IQAC Minutes of NAAC meeting**

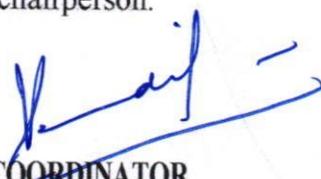
A meeting was held with IQAC chairperson and IQAC Coordinator on 17<sup>th</sup> February 2020 in Room No. 409 at 11.00 a.m. where following points were discussed.

**Following members were Present in the meeting**

Dr. Sunil Gupta  
Dr. Neelam Arora  
Dr. Vinay Pandit  
Ms. V.V. Bhide  
Dr. Mohana Bandkar  
Dr. J.H. Kadli- Member  
Dr. Mahalakshmi kumar  
Dr. Arun Poojari  
Dr. Rahul Shetty  
Ms. Kranti Ukey  
Mr. Nimesh Punjani  
Ms. Jayshri Ingale

**Business Transacted**

- Confirmation of minutes of last IQAC meeting conducted on 23<sup>rd</sup> August, 2019
- IQAC director Dr. Vinay Pandit conveyed to all members to take one quality initiative.
- Dr. Neelam Arora confirmed that AQAR for 2018- 19 was submitted.
- Dr. Vinay Pandit had conveyed that MIS is the need of an hour.
- Dr. Vinay Pandit had conveyed the progress of NAAC work.
- Principal Dr. Neelam Arora told to take collaborative initiatives.
- Principal Dr. Neelam Arora informed that the 1<sup>st</sup> International conference abroad to Bangkok was successfully organized in collaboration with DPU university of Bangkok.
- Since there was no other matter the meeting was conducted with permission of chairperson.

  
IQAC COORDINATOR



  
PRINCIPAL

# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896

E-mail: [llcolcom@mtnl.in](mailto:llcolcom@mtnl.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

Ref. No.: LLCA-30/

Date: 05/11/2020

## NOTICE

(SENIOR COLLEGE / SELF-FINANCED COURSES)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Tuesday, 10<sup>th</sup> November, 2020** on Zoom App at **12.00 noon**. You are requested to attend.

## AGENDA

- 1) Progress & status for preparation of SSR.
- 2) Extension to be applied regarding SSR.
- 3) To conduct outcome based activities.

Sd/-

**Dr. Vinay Pandit**  
IQAC Co-ordinator



**Dr. Neelam Arora**  
Principal

## Minutes of the Meeting

Date: 10-11-2020

A meeting was held with IQAC chairperson and IQAC Coordinator on 10<sup>th</sup> November 2020 where following points were discussed.

### Following members were Present in the meeting

Dr. Sunil Gupta

Dr. Neelam Arora

Dr. Vinay Pandit

Ms. V.V. Bhide

Dr. Mohana Bandkar

Dr. J.H. Kadli- Member

Dr. Mahalakshmi kumar

Dr. S.V. Lasune

Dr. Arun Poojari

Dr. Rahul Shetty

Ms. Kranti Ukey

Mr. Nimesh Punjani

Ms. Jayshri Ingale

Dr. Rajesh Mankani

Dr. Rahul Shetty

Ms. Meena Jangam

### Business Transacted

- 1) Dr. Vinay Pandit read the minutes of previous meeting which was held on 17<sup>th</sup> Feb 2020 in Room No. 409.

*Nansa*  
**Principal**  
**Lala Lajpat Rai College**  
**of Commerce & Economics**  
**Lala Lajpat Rai Marg,**  
**Mumbai - 400 034.**



- 2) Dr. Neelam Arora conveyed about the Progress of SSR since June 2020.
- 3) Dr. Sunil Gupta highlighted that about the support required for preparation of SSR.
- 4) Dr. Neelam Arora told that the online activities should be in correlation with the NAAC objectives.
- 5) Dr. Vinay Pandit said that there should be the deadline for the submission of the data.
- 6) Since the colleges were closed Dr. Neelam Arora told at least Quantitative data can be collected and submitted.
- 7) Dr. Vinay Pandit and Dr. Neelam Arora discuss about the extension to be applied regarding the submission of SSR.
- 8) Regular outcome-based activities may be conducted as conveyed by the Principal.
- 9) Since there was no other matter, the meeting was concluded with the permission of the chair.



*Nim*

**Principal  
Principal**  
**Lala Lajpat Rai College  
of Commerce & Economics**  
**Lala Lajpat Rai Marg.**  
**Mumbai - 400 034.**



# LALA LAJPATRAI COLLEGE

## OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai- 400034. Tel. No. 23548240/ 23548241 Fax: 23532896

E-mail: [llcolcom@mtnl.in](mailto:llcolcom@mtnl.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

Ref. No.: LLCA-30/

Date : 01/03/2021

### NOTICE

#### (SENIOR COLLEGE / SELF-FINANCED COURSES)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Wednesday, 3<sup>rd</sup> March, 2021** on **Zoom App** at **12.00 noon**. You are requested to attend.

### AGENDA

- 1) Discussion regarding AQAR and SSR.
- 2) To discuss on Initiatives of IQAC.

Sd/-

**Dr. Vinay Pandit**  
IQAC Co-ordinator



**Dr. Neelam Arora**  
Principal



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai -400034. Tel. No. 23548240/ 23548241 Fax: 23532896

E-mail: [llcolcom@mtnl.in](mailto:llcolcom@mtnl.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

Ref. No.: LLCA-30/

Date: 21/05/2021

## NOTICE

(SENIOR COLLEGE / SELF-FINANCED COURSES)

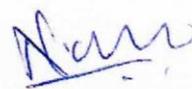
This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Friday, 28<sup>th</sup> May, 2021** on Zoom App at **12.00 noon**. You are requested to attend.

## AGENDA

- 1) To discuss future action plan for quality enhancement.
- 2) To complete AQAR for 2019-20.
- 3) To identify Key Result areas for teaching and non-teaching staff.
- 4) To form committees in the next A.Y. as per NAAC Criteria.
- 5) To suggest regarding MIS.

Sd/-  
Dr. Vinay Pandit  
IQAC Co-ordinator



  
Dr. Neelam Arora  
Principal

3<sup>th</sup> March 2021

A meeting of the IQAC was held on 3<sup>th</sup> March, 2021 at 12.30 p.m. on ZOOM App, in which the following agendas were discussed.

**MEMBERS PRESENT :**

1. Dr. Neelam Arora (Chairperson)
2. Dr. Vinay Pandit (IQAC Co-ordinator)
3. Dr. Arun Poojari
4. Dr. Mohana Bandkar
5. Dr. J.H. Kadli
6. Dr. Rajesh Mankani
7. Ms. Jayashree Ingale
8. Dr. Rahul Shetty (Alumini)
9. Ms. Meena Jangam

Dr. Neelam Arora was in the Chair.

**Leave of absence was granted to :**

1. Dr. Sunil Gupta (Member from Management)
2. Ms. V.V. Bhide
3. Dr. Mahalakshmi Kumar
4. Dr. S.V. Lasune
5. Ms. Kranti Ukey
6. Mr. Nimesh Punjani
7. Ms. Poonam Parab
8. Mr. Ketan Gala
9. Ms. Tejashri Shah
10. Mr. Priyank Savla
11. Ms. Saranga Shetty.

**BUSINESS TRANSACTED :**

- Minutes of the last IQAC meeting conducted on 10<sup>th</sup> November, 2020 were read out by Dr. Vinay Pandit.
- The IQAC Co-ordinator Dr. Vinay Pandit informed that as per NAAC notification AQAR for the academic year 2019-2020 is needed to be submitted by 31<sup>st</sup> May, 2021 and I/QA/SSR should be submitted within 3 months after the normal activities resume as per the Government / University notification.
- Dr. Neelam Arora informed the criteria heads to complete the details of AQAR and submit it to the IQAC Co-ordinator Dr. Vinay Pandit by 10<sup>th</sup> April, 2021.
- Since, no other matter was pending, the meeting concluded with vote of thanks.

IQAC Co-ordinator



PRINCIPAL  
PRINCIPAL  
LALA LAJPATRAI COLLEGE OF  
COMMERCE & ECONOMICS  
Lala Lajpatrai Marg,  
Mumbai - 400 034.

A meeting of the IQAC was conducted on 28<sup>th</sup> May, 2021 in which the following agendas were discussed.

- An online meeting of the IQAC was conducted on the virtual platform on 28<sup>th</sup> May, 2021. Which was attended by all the members.
- The meeting started with the IQAC Director Dr. Vinay Pandit reading The Minutes of Previous IQAC meeting.
- Dr. Vinay Pandit asked the members to send him suggestion for future action plan for quality enhancement of the institute /college.
- Principal Dr. Neelam Arora instructed that the outcome and purpose of activities should be incorporated systematically in the templates and the quantitative data should be reflected in the excel format. He also informed that Late Ms. Meena Jangam had completed filing 90 to 95 % of the form but due to some technical glitch the data is completely gone.
- He told that Part A of the AQAR format will be filled by him and Part B will be taken care by Ms. Vaishali.
- He also informed for the academic year 2020-21 the AQAR format is changed or all the faculty members should take utmost care while filling the format for the respective criteria's. He also mentioned that criteria wise meetings will be held for online correction if required for AQAR. He also urged everyone to suggest some activities as the same would be required to be mentioned in an essay about the of 500 words about the Roadmap.
- Dr. Arun Poojari suggested that we should organize target oriented activities and for that purpose he has developed department wise KRA'S. To mention a few activities like developmental program for Non-teaching staff, workshop on yoga, meditation, and soft skill etc.
- Also, every just organized by various departments and committees should have a component selected to some social and environmental issues. He also mentioned that based on NAAC criteria some new committees should be formed namely students progression committees, collaboration activity committee, student exchange, and faculty exchange committees, internship, and placement committee, field project committee/research-based projects, alumni committee, etc. in this way target driver information can proceed through Google forms from officers, departments, administration, and different committees as well. Thus, the information collected through these Google forms will also have the NAAC criteria mentioned in it.
- Ms. Kranti Ukey asked if the new committees are to be formed then what about the existing committees whether these committees will be dissolved or still be functional. To this Dr. Arun replied that irrelevant committees can be dissolved so that the faculty members should not be overburdened.

  
Principal  
Lala Lajpat Rai College  
of Commerce & Economics  
Lala Lajpat Rai Marg,  
Mumbai - 400 034.



- Vice-Principal Mrs. Vidya Bhide suggested that a committee of mentors should be formed to organize some programs for advanced learner and slow learners.
- Principal Dr. Neelam Arora appreciated the reflective efforts put in by Dr. Arun Poojari and Dr. Rajesh Mankani is developing the Google forms and templates and also urged everybody to use the templates for submitting the reports.
- Dr. Neelam Arora instructed that all the new emails id's and passwords should be written down in a diary which will be in the custody of the Principal.
- Dr. Suryakant Lasune suggested form a centralized information committee which would be responsible to collect, edit, classify and analyse the data / information and provide it to the different criteria heads.
- Principal Dr. Neelam Arora said that it almost like MIS and welcomed the suggestion given by Dr. Lasune.
- Dr. Lasune also mentioned that when we talk about future plans, activities should be classified into 2 categories planned and non- planned (unplanned) activities.
- Dr. Vinay Pandit mentioned that information retrieval through the centralized information system requires an expert committee which needs to be outsourced.
- Ms. Jayshree also suggested that it's better to collect the information by creating 7 different NAAC criteria-wise emails id's rather than forming committees of students for MIS as suggested email by Principal Dr. Neelam Arora.
- Ms. Kranti Ukey suggested that all the faculty members should be oriented about all the NAAC criteria so that they should be able to mention their activities along with the NAAC criteria/s in the Google forms. She also inquired if the centralized information committee would not be able to fulfill the functions then there is no purpose of constituting the same.
- Dr. Rahul Shetty also mentioned that CIS an expert phenomenon and our faculty members would not be able to capture its purpose.
- Dr. Arun Poojari agreed to the same. He also endorsed the need of orienting faculty members about NAAC criteria as suggested by Ms. Kranti Ukey.
- The meeting ended with the Principals remarks encouraging everyone to work as a team to achieve larger good for the college.



*Nim*

**PRINCIPAL**  
**Principal**  
**Lala Lajpat Rai College**  
**of Commerce & Economics**  
**Lala Lajpat Rai Marg.**  
**Mumbai - 400 004.**



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23544708

E-mail: [principal@lalacollege.edu.in](mailto:principal@lalacollege.edu.in) | [principal.llc@gmail.com](mailto:principal.llc@gmail.com) | website: [www.lalacollege.edu.in](http://www.lalacollege.edu.in)

Ref. No.: LLCA-30/

Date : 01/07/2021

## NOTICE (SENIOR COLLEGE / SELF-FINANCED COURSES)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Monday, 12<sup>th</sup> July 2021 at 12.00 noon through ZOOM App.** You are requested to attend.

### AGENDA

- 1) Confirmation of previous meeting minutes.
- 2) Status of Collection and documentation of NAAC and SSR to each criteria head.
- 3) To highlight faculties who expected to undertake initiatives under IQAC.
- 4) To review the progress of subject expert for CAS of the faculties.
- 5) Any other matter with the permission of the chair.

  
**Dr. Vinay Pandit**  
IQAC Co-ordinator



  
**Dr. Neelam Arora**  
Principal

**Lala Lajpatrai College of Commerce and Economics**  
**IQAC Minutes of NAAC meeting**

A meeting was held with IQAC chairperson and IQAC Coordinator on 12<sup>th</sup> July, 2021 where following points were discussed.

**Following members were Present in the meeting**

Dr. Sunil Gupta  
Dr. Neelam Arora  
Dr. Vinay Pandit  
Ms. V.V. Bhide  
Dr. Mohana Bandkar  
Dr. J.H. Kadli- Member  
Dr. Mahalakshmi kumar  
Dr. S. V. Lasune  
Dr. Arun Poojari  
Dr. Rahul Shetty  
Ms. Kranti Ukey  
Mr. Nimesh Punjani  
Ms. Jayshri Ingale  
Dr. Rahul Shetty

**Business Transacted :**

1. Dr. Vinay Pandit read the minutes of previous meeting which was held on 3<sup>rd</sup> March, 2021 on Zoom Platform at 12noon.
2. Dr. Neelam Arora Took the glance of the NAAC and SSR. Principal asked each criteria head regarding how much Data is collected by each criteria Head As decided in CDC meeting the final documentation should be ready.
3. Dr. Vinay Pandit informed that the AQAR for 2020-2021 will be submitted by 31<sup>st</sup> Dec 2021.
4. Each one of them have already cleared his/ her doubt pertaining to SSR.
5. Dr. Neelam Arora emphasis on Priority which is to be given to Quantitative Matrix.
6. Dr. Vinay Pandit Highlighted that Faculties are expected to undertake initiatives under IQAC.
7. Dr. Neelam Arora directed each faculty to stay back for some time for NAAC work so that all faculties should can make their supporting documents.
8. Dr. Neelam Arora said that the names for the subject expert for CAS of the faculties were sent to the university.
9. This meeting was on record and since there was no other matter, the meeting was concluded with the permission of the chair.



*N/w*  
Principal



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No.: LLCA-30/

Date : 17/12/2021

## NOTICE (SENIOR COLLEGE / SELF-FINANCED COURSES)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Friday, 24<sup>th</sup> December 2021** at **12.00 noon through ZOOM App**. You are requested to attend.

### AGENDA

- 1) Confirmation of previous meeting minutes.
- 2) Status of Collection and documentation of NAAC and SSR to each criteria head.
- 3) To highlight faculties who expected to undertake initiatives under IQAC.
- 4) To make documents as per instructed by NAAC in specific format.
- 5) To review the progress of subject expert for CAS of the faculties.
- 6) To make sure that all things will be uploaded on Website / Google Drive by Website Incharge Dr. Arun Poojari and Ms. Vishakha Walia.
- 7) To emphasis on the MIS for NAAC perspective.
- 8) Any other matter with the permission of the chair.

  
Dr. Vinay Pandit  
IQAC Co-ordinator



  
Dr. Neelam Arora  
Principal

**Lala Lajpatrai College of Commerce and Economics**  
**IQAC Minutes of NAAC meeting**

A meeting was held with IQAC chairperson and IQAC Coordinator on 24<sup>th</sup> December 2021 where following points were discussed.

**Following members were Present in the meeting**

Dr. Sunil Gupta  
Dr. Neelam Arora  
Dr. Vinay Pandit  
Ms. V.V. Bhide  
Dr. Mohana Bandkar  
Dr. J.H. Kadli- Member  
Dr. Mahalakshmi kumar  
Dr. Arun Poojari  
Dr. Rahul Shetty  
Ms. Kranti Ukey  
Mr. Nimesh Punjani  
Ms. Jayshri Ingale  
Dr. Rahul Shetty

**Business Transacted**

1. Dr. Vinay Pandit read the minutes of previous meeting which was held on 12th July 2021 on Zoom Platform at 12noon.
2. Dr. Neelam Arora Took the glance of the NAAC and SSR. Principal asked each criteria head regarding how much Data is collected by each criteria Head As decided in CDC meeting the final documentation should be ready by 31<sup>st</sup> January 2022.
3. Dr. Vinay Pandit informed that the AQAR for 2020-2021 will be submitted by 2<sup>nd</sup> Week of January 2022.
4. Each one of them have already cleared his/ her doubt pertaining to SSR.
5. Dr. Neelam Arora emphasis on Priority which is to be given to Quantitative Matrix updates from 2016 till 31<sup>st</sup> Dec 2021.
6. Dr. Vinay Pandit Highlighted that Faculties are expected to speed up NAAC work as No activities apart from mandatory activities to be conducted. Also if Faculties are wants to conduct the activities they may provide if NAAC work is completed.
7. Each faculty is expected to stay back for some time for NAAC work.
8. All faculties should make their supporting documents as per instructed by NAAC in specific format and not in any format. (For Reference one can refer a sample **SSR** of college and see **VIEW FILE for proper format**)
9. **Website in charge Dr. Arun Poojari and Ms. Vishakha** will make sure all things are uploaded on website/ Google drive including some links.
10. This meeting will be on record and if no one wants to say anything we can conclude.
11. Dr. Vinay Pandit emphasis on the MIS which college should focus from NAAC perspective.
12. Since there was no other matter, the meeting was concluded with the permission of the chair.

*Nayana*



*Nim*

Principal





# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241 Fax : 2353 2896  
E-mail : llcolcom@mtnl.net.in | principal.llc@gmail.com | Website : www.lalacollege.edu.in

Ref. No.: LLCA-30/

Date : 01/02/2022

## NOTICE (SENIOR COLLEGE / SELF-FINANCED COURSES)

This is to inform all members of IQAC that there will be a meeting with IQAC chairperson and IQAC Coordinator on **Wednesday, 2<sup>nd</sup> February, 2022** in room number **207** at **12.00 noon**. You are requested to attend.

### AGENDA

- 1) Confirmation of previous meeting minutes.
- 2) Contribution of IQAC for institutionalizing the Quality Strategy.
- 3) Review of teaching learning process and learning outcome for incremental improvement.
- 4) To review the progress of SSR.
- 5) Any other matter with the permission of the chair.

**Dr. Vinay Pandit**  
IQAC Co-ordinator



**Dr. Neelam Arora**  
Principal

**Date: 3/2/2022**

An offline meeting of the IQAC was conducted on 2<sup>nd</sup> February, 2022 in Room No. 207 which was attended by all the IQAC members.

**Following members were present in the meeting:**

Dr. Sunil Gupta  
Dr. Neelam Arora  
Dr. Vinay Pandit  
Ms. V.V.Bhide  
Dr. Mohana Bandkar  
Dr. J.H.Kadli  
Dr. Mahalakshmi Kumar  
Dr. Arun Poojari  
Dr. Rahul Shetty  
Ms. Kranti Ukey  
Mr. Nimesh Punjani  
Dr. Rahul Shetty

**Business Transacted:**

1. The meeting started with Ms. Kranti Ukey reading the minutes of previous meeting held on 24<sup>th</sup> December, 2021.
2. IQAC Director Dr. Vinay Pandit informed everyone that we have identified some quality initiatives, based on which activities should be organized considering the NAAC guidelines. All the IQAC committee members have been given the responsibility of organizing the above mentioned activities.
3. Dr. Neelam Arora, Principal & Chairperson IQAC informed that CAS of five staff members including Dr. Divya Nigam, Dr. Ashok Mahadik, Ms. Vishakha Walia, Dr. Vinay Pandit and Mr. Darshan Pagdhare for different stages is being successfully done. She further informed that we have already receive approval from University of Mumbai for Dr. Divya Nigam and Ms. Vishakha Walia.
4. Dr. Vinay Pandit informed that AQAR for academic year 2020-21 will be submitted within the stipulated time frame as just the uploading part is left which will be done soon. He also informed that the format for AQAR is changed.
5. Dr. Vinay Pandit also enlightened the members about various initiatives to be taken keeping in mind the NAAC criterion. All the members were asked to organize some quality enhancement activities to which everyone agreed.
6. Dr. Vinay Pandit stated that IQAC has played an important role in the college's operations. The further elaborated that our main focus is to align the objectives of IQAC with those of different subject Departments and different Activity Associations. He also mentioned that IQAC has endeavored to institutionalize the tactics and procedure in order for all the



stakeholders to follow them the endorse his statement by citing two of the most significant processes-

- i. IQAC has pioneered the process of creating an academic environment that has improved faculties capacity to provide high quality education.
- ii. IQAC has been promoting the holistic development of students.  
He presented a detailed account about various activities organized to fulfill the above mentioned points.

7. Dr. Vinay Pandit mentioned that IQAC has been conceptualizing numerous needs and difficulties for improving academic performance and has attempted to implement ways for students and teachers to attain their full potential through Deming Wheel namely PDCA Methodology.
8. The members also discussed about the role of IQAC in attaining quality enhancement by periodicity reviewing the teaching learning process, students and methodologies of operations and learning outcomes through Academic calendar. Daily lecture record, assessment of instructions by learners, learners leaving outcome, students Grievances, Effective iterance examination and evaluation system etc.
9. Dr. Rahul Shetty and Ms. Kranti Ukey also mentioned about the Role of IQAC and college in providing assistance and encouragement to students for the advancement of their learning abilities.
10. Principal Dr. Neelam Arora instructed everyone that the process of drafting SSR according to the templates and SOP's needs to be completed as early as possible.
11. Since there was no other matter, the meeting was concluded with the permission of the chair.

  
IQAC Coordinator



  
Principal