



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 3rd July, 2017 at 11.00 a.m.

Prof. R. Mehra (Convenor)
Prof. V.V. Bhide
Dr. J.H. Kadli
Dr. S.V. Lasune
Prof. Kranti Ukey
Prof. Nimesh Punjani
Dr. Arun Poojari
Dr. Vinay Pandit
Prof. 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.


PRINCIPAL

3rd July 2017

IQAC meeting was conducted on 3rd 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. Prof. 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. Prof. 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 11nd 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.

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Neelam



- 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 12th 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.



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Nawaz

- 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 20th 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 24th 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 8th 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 1st 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.

R. Mehra.
IQAC Co-ordinator



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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 21st 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 **21st 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. Prof. 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 Chintamaneni, 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.





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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.

R. Mehra.

IQAC Co-ordinator

N. Arora

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IQAC Suggestions & Implementation

2017-18

Suggestions by IQAC	Implementation
<ul style="list-style-type: none">To organize SY syllabus revision workshop in the subjects of Accountancy and Commerce with University of Mumbai.To organize a National Conference in the 1st Term.To organize an International Conference in the 2nd Term.To organize at least 3 workshops in 2017-18.To organize Webinar in collaboration with Foreign Universities.To organize workshops for non-teaching staff in the areas of computer training, stress management, etc.To take steps for digitalization of office documents. In this regard, Principal suggested that various projects could be given to B.Sc. IT students.To look for alternative vendors for result software as the current software was not working efficiently.To organize Orientation Program for FY students.To engage B.Sc.IT students to make an App for sending attendance related alerts to students and parents.To plan the conduct of Course work for in-house Ph.D. research students in collaboration with SGM College.To organize syllabus revision workshop for M.COM - Part II.	<ul style="list-style-type: none">Organized Workshop on SY syllabus revision in Accountancy & Commerce on 7th July 2017.National Conference titled "Vision 2050: A Road Ahead" was organized on 7th April 2018.International Conference on "Modern Trends in Business Economics, Management & Social Sciences" in Collaboration with JITU on 10th March 2018.Workshop on Use of Internet, Microsoft Word and PowerPoint was organized by Dept. of BSc.IT for non-teaching staff from 11th September to 16th September 2017.The process of digitalization of office documents commenced under the guidance of Dr. J.H.Kadli.Sai Smriti InfoTech Solutions was appointed for taking care of the software regarding admission & examination process.Orientation program was organized on 12th August 2017 for FY students of Self-Financed Courses.Organized One Day Workshop related to CAS (4th Amendment) on 7th Oct. 2017. The Resource persons were Dr. Khushpat Jain, Asst. Professor at Sydenham College, Churchgate and Mrs. Yogini Ghare, Dy. Registrar, TAAS, University of Mumbai.



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<ul style="list-style-type: none"> • To organize a One Day or ½ Day Workshop related to CAS (4th Amendment) under IQAC. • To upgrade & update the College website on a regular basis. • To prepare and submit reports related to NAAC Compliances by the staff members in the formats given by Principal Madam. • To ensure that 3 years information related to NAAC (SSR) till date should be prepared according to the specific formats. • To appoint a typist for the specific purpose of preparation of NAAC related documentation. • To digitalize the service books and fixation files for staff members. • To conduct all activities of all Departments as per NAAC Guidelines. • To organize a Symposium of all the stakeholders to discuss quality enhancement initiatives that could be taken by the College. • To continue alumni engagement by organizing at least One Annual Meet of Alumni. • To conduct Faculty Development Programs on ongoing basis. • To conduct industrial visits (one day, short visit and long visit). 	<ul style="list-style-type: none"> • College Website Maintenance Committee was formed for the purpose of continuous upgradation & updation of college website. • All activities were conducted as per NAAC guidelines. • Reports from all the staff members were collected as per NAAC guidelines. • Dr. J.H.Kadli informed that some staff members were allocated for digitalization of office documents and the work was already in process and was expected to be completed soon. • Organized One Day Symposium of the stakeholders for Quality Enhancement on 9th Feb, 2018 in the auditorium with resource persons from academic, alumni, parents, teachers, students and management representatives. • Annual Alumni Meet was organized on 9th December 2017 which was well attended and was an evening of music, dance, dinner and friendships. • Faculty Development Program on 'Data Analysis using Excel' on 20th February 2018. • Workshops organized in 2017-18 (See Annexure 1). • Industrial Visits organized in 2017-18 (See Annexure 2).
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ANNEXURE - 1

LIST OF WORKSHOPS ORGANIZED IN 2017-18

ORGANIZED BY BCOM

1. Workshop on Stress Management on 27th August, 2017
2. Workshop on Purse making on 15th September, 2017
3. Workshop was held organized on 29th September, 2017 titled "Women Empowerment" along with Women Development Cell, University of Mumbai.

ORGANIZED BY BAF

1. Workshop on memorizing techniques on 23rd and 24th June, 2017. The resource person was Mr. Kush Panchal.
2. Workshop on resume building on 29th June, 2017 by Payal Mukherjee Bose of TIME institute for the TY students.
3. Workshop on "work reediness" on 5th July, 2017 by Bineet Hora of Talerang institute for SY and TY students.
4. Workshop on financial planning on 3rd August, 2017 by Harshwardhan Roongta from Bombay Stock Exchange.
5. Workshop on soft skills on 15th February, 2017 by Proctor and Gamble.

ORGANIZED BY BBI

1. Workshop on 23rd & 24th June, 2017 on "Memorizing Techniques" was conducted by Mr. Kush Panchal, Yoga Instructor and Founder of Kush Panchal Foundation, Mumbai.
2. Workshop on 29th June, 2017 on "Resume Building and Interview Skills" was organized for TYBBI students. The guest speaker of this workshop was Ms. Payal Mukherjee Bose, Deputy Manager, T.I.M.E., Mumbai.
3. Workshop on 15th February, 2018 on "Campus to corporate" (Grooming session) was organized by P&G. Grooming session was conducted by P&G and few P&G products were distributed as free samples.

ORGANIZED BY BFM

1. Workshop on 23rd and 24th June, 2017 on memorizing techniques the resource person was Mr. Kush Panchal.
2. On 29th June, 2017, BFM students participated in workshop on resume building conducted by Ms. Payal Mukherjee Bose of TIME institute.
3. Workshop on 15th February, 2018 on "Campus to Corporate" was organized by P&G. Grooming session was conducted by P&G and few P&G products were distributed as free samples.



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ORGANIZED BY BMM

1. Workshop on 15th February, 2018 about video editing and importance of VFX. The session was conducted by a renowned trainer from the Arena animation.
2. Fitness workshop on 10th February, 2018 to throw some light on making health and fitness a priority in daily lives.

ORGANIZED BY BMS

1. On 2nd July, 2017 on Stocks-Commodity-Forex Workshop at Hotel Karl Residency, Andheri (W) on interactive mentoring models of trading and investing.
2. Workshop on Resume & Interviewing on 17th July, 2017 conducted by TALERANG.

ORGANIZED BY B.Sc.I.T.

1. 22th August, 2017 - Practical Hands on Workshop on How to develop Android Applications by Aptech.
2. 12th February, 2018 - Workshop on "Digital Marketing 3.0" by Mr. Chirag Warty. Master of Engineering (Wireless and Electromagnetics), Bachelor of Science in Electrical Engineering University of Mississippi, Oxford, Certified Project Manager and Scrum Master.
3. 10th March, 2018 - 12th March, 2018 - 2 days Practical Workshop on Big Data Analytics for students of FY/SY/TY BSc IT was conducted by Seed Infotech. The speaker was Rajeev Kumar Gupta who is SUN certified and Oracle certified.



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ANNEXURE - 2

LIST OF INDUSTRIAL VISITS

ORGANIZED BY BAF

1. Department organized a one day industrial visit was organized to Mahananda dairy on 11th September, 2017 for the FY, SY and TY students. Students were given exposure to different milk process like Pasteurization, Homogenization, Chilling, Standardization, milk sterilization. Students were shown plant lay out and organizational charts to unit their syllabus with its implementation in real-world.
2. Organized the long industrial visit to Shimla Chandigarh for 7 days and 6 nights starting from 18th January 2018 to 25th January 2018. On 22nd January 2018, students visited to one of the famous industry at Chandigarh in Textile sector known as "Amartex" and its outlet where the cloth making process was explained. Students were given chance to visit the manufacturing unit as well as retail store. It was conversant visit for students as they could once again connect their academic excellence with industry phenomena.

ORGANIZED BY BBI

1. 19th July, 2017 - Visit to RBI and Monetary Museum was organized for the TY students. Speaker Mr. Anup K. Suresh and Mr. Hemant Dandwate spoke on how money is circulated in the economy and on financial inclusion respectively.
2. 8th September, 2017 - BBI students attended dice Boot camp at ISDI. Mr. Utsav Shroff was the speaker.
3. 11th September, 2017 - BBI department organized One day industrial visit to Mahananda dairy for all students.
4. 18th to 25th January, 2018 - Long Industrial Visit was organized for BBI students for 7 days to Chandigarh & Shimla. Students visited textile industry "Amartex" at Chandigarh.

ORGANIZED BY BFM

One day IV was organized to 'MAHANANDA DAIRY'. Students were given exposure to different milk processes like Pasteurization, Homogenization, chilling, standardization, Milk sterilization. Students were shown plant layout and organizational charts to unite their syllabus with its implementation in real-world. Students visited different sections at Mahananda such as raw milk reception dock section, Quality systems embedded at Mahananda etc. Students were informed about other dairy products and processes attached to them.

Long IV was planned to Chandigarh during the month of January 2018. Students visited to one of the famous industry at Chandigarh in Textile sector known as 'AMARTEX'. Students got chance to visit the manufacturing unit as well as retail store. All the processes from procuring raw material till making finished garments were elucidated to students. The marketing as well as distribution strategies were described to



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students. It was conversant visit for student as they could once again connect their academic excellence with industry phenomena.

ORGANIZED BY BMM

The BMM Department went on 15th December, 2017 to North Point Campus where we learned about Market Research, Marketing Communications and Out of Home Advertising.

ORGANIZED BY BMS

On 1st September the FY, SY and TYBMS students were taken on a one day Industrial Visit at Alok Textile – Silvassa. Here the students had an opportunity to see the production unit of Alok Textile, where they could also interact with the industry people.

Organized an industrial visit to Chandigarh from 17th January, 2018 to 23rd January, 2018. The SY & TYBMS students visited 2 companies: Verka Milk (a company owned by the Punjab State Cooperative Milk Producers' Federation Limited (MILKFED) and Amartex – a textile company.

ORGANIZED BY B.Sc.I.T.

1. 19th August, 2017 - Visit to CSTM Control Room to see the computerized operation of Train Movement. Here the students got to see actual implementation of various concepts they study.
2. 16th August, 2017 - One day Fun Trip to Water Kingdom (FY/SY/TY).



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