



LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

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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, 22nd 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 22nd 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 13th 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.

Neelam



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- 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




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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, 13th 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.
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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

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MEMBERS PRESENT :

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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 22nd 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.



Naveen

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- 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 31st July. Dr. Mohana Bandkar (Convenor of AQAR) told that the process is going on and by 1st 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 2nd 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



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IQAC Suggestions & Implementation 2018-19

Sr. No.	Suggestions by IOAC in 2018-19	Sr. No.	Implementation in 2018-19
1.	Amalgamation of NAAC recommendations in the strategies for the quality improvement.	1.	Organized a session on New NAAC guidelines on 13/10/2018, Resource person was Dr. Bhole from Savitribai Phule Pune University.
2.	To organize a session on new NAAC guidelines.	2.	Incubation Centre if process.
3.	Improvement in performance of students is required.	3.	Activity reports are submitted in the template format developed.
4.	To organize a short term course in collaboration with University of Mumbai.	4.	Equipments were purchased for recording of the lectures.
5.	To start diploma /certificate courses of minimum 30 hours.	5.	Android Application to take Student's attendance was developed by Prof. Jayashree.
6.	To start courses in sport management and Developing mobile Apps.	6.	QR Code were developed for downloading question papers and syllabus by Dr. Kadli.
7.	To tie up with Institutes like ICWA or IRDA, ..	7.	College became the local chapter for NPTEL on 26 th March, 2019 and Prof. Nimesh Punjani was nominated as the single point of contact for the same.
8.	To develop commerce Lab and incubation Centre.	8.	College has a registered Alumni Association.
9.	To submit Activity report in the template format.	9.	Certificate Course in shipping logistics was conducted.
10.	To promote ICT activities among stake holders.	10.	Water harvesting was installed in college campus.
11.	To develop Android App for attendance of students.	11.	Academic Audit will be conducted in the year 2019-2020 which was ready in current academic year.
12.	To develop QR code for downloading of Question Papers and syllabus.	12.	Environmental Audit will be conducted in the month of June, 2019.
13.	To register for NPTEL courses.	13.	College is recognized as Study Centre for IDOL courses of Mumbai University.
14.	To explore about the details of faculty exchange program.	14.	Updating of college website was done on regular basis.
15.	To tap career progression of students.	15.	Initiative for Quality teaching using Moodle
16.	To arrange for digital Counter in the library to record the footfalls.	16.	Two days intercollegiate guest talk series ENNOVENT- Initiative to Excel with Alumnus
17.	Workshops to be conducted for Moodle, ICT, Quality enhancements.	17.	Green Initiative


IQAC COORDINATOR
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18.	To install solar panels.	18.	Quality Initiative for fitness for Students, teaching and Non-Teaching Staff
19.	To start certificate course on shipping logistics.	19.	Quality Initiative on Workshop on Student Satisfaction Survey
		20.	Workshop on Mechanism of Autonomous Institution Initiative for Self Defence for Girls Students
		21.	Research Workshop on Quantitative Method and Data Analysis by Dr. James Abdey from HULT University
		22.	An initiative for Design your Destiny
		23.	Quality Initiative to Promote ICT for Attendance Management
		24.	Workshop on IPR
		25.	Workshop on Train the Trainer
		26.	Workshop for Non-Teaching Staff


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IQAC REPORT 2018-2019


IQAC of Lala Lajpatrai College has taken the following initiatives in the academic year 2018-2019 under the guidance of Dr. Neelam Arora and IQAC Coordinator. Each member had planned Quality Initiative / Program/ Event with IQAC Chairperson and IQAC Coordinator by giving learning outcome/ benefit of the same.

Sr. No.	Quality Initiative / Program/ Event	Date	Beneficiaries	Organised By	No. of Beneficiaries
1	Initiative for Quality teaching using Moodle	24 th August 2018	Staff Members	Dr. J. H. Kadli Prof. Jayshri Ingale	30
2	Workshop with IQAC university of Mumbai on Road Map for NAAC	13 th Oct 2018	Staff Members	Dr. Vinay Pandit	30
3	Two days intercollegiate guest talk series ENNOVENT- Initiative to Excel with Alumnus	22 nd January 2019.	Students and Staff Members	Prof. Rahul Shetty	182
4	Green Initiative	From December 2018 onwards	All Stake Holders of Institution and others	Prof. Kranti Ukey	More than 1000
5	Quality Initiative for fitness for Students, teaching and Non-Teaching Staff	4 th February 2019	Teaching and Non-Teaching staff	Dr. Mohana Bandkar	22
6	Workshop on Student Satisfaction Survey	9 th February 2019	Staff Members	Dr. Vinay Pandit	22
7	Workshop on Mechanism of Autonomous Institution	12 th February 2019	Staff Members	Dr. Neelam Arora	30
8	Initiative for Self Defence for Girls Students	20 and 21 February 2019	Girls Students	Dr. Mahalakshmi Kumar	41
9	Research Workshop on Quantitative Method and Data Analysis by Dr. James Abdey from HULT University	22 nd February 2019	Students	Dr. Arun Poojari	41
10	An initiative for Design your Destiny	18 th February 2019	Students	Prof. Vishakha Walia	250
11	Quality Initiative to Promote ICT for Attendance Management	6 th March 2019	Staff Members	Prof. Jayshri Ingale	30
12	Workshop on IPR	16 th March 2019	Students and Staff Members	Dr. Rajesh Mankani	90
13	Train the Trainer	27 th Sep 2018	Staff Members	Dr. Vinay Pandit	29
14	Workshop for Non-Teaching Staff	7 th Dec 2018	Non-Teaching Staff Members	Prof. Nidhi Singh	10
15	Initiative for Swayam NPTEL Courses	28 th March 2019	Students and Teachers	Prof. Nimesh Punjani	50

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