



# LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)

AFFILIATED TO UNIVERSITY OF MUMBAI  
NAAC ACCREDITED - 'A' GRADE (CGPA-3.20)

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

Ref. No. – LLCA – 30/


Date: 2/08/2023

## NOTICE Senior College and Self – Financed Courses

This is hereby to inform all members of the Teaching and Non-Teaching staff that as per the new guidelines of IQAC composition, the following members will constitute the IQAC Committee from the academic year 2023-24:

Sr. No.	Name	Designation
1	Dr. Neelam Arora	Chairperson
2	Dr. Kamalji Gupta	Member From Management
3	Dr. Sunilji Gupta	Nominee of the Local Society/Trust
4	Prof. Dr. Munmy C.Baruach	IQAC Co-ordinator/Director
5	Dr. Mohana Bandkar	Member
6	Prof. Dr. J.H. Kadli	Member
7	Prof. Dr. Mahalakshmi Kumar	Member
8	Dr. Vinay Pandit	Member
9	Ms. Kranti Indurkar	Member
10	Dr. Arun Poojari	Member
11	Dr. Nidhi Singh	Member
12	Dr. Khushpat Jain	Member for Local Society (Academician)
13	Mr. Ketan Gala	Industrialist
14	Mrs. Inderjeet Puri	Stakeholder (Parent)
15	Ms. Varsha Gorad	Administrative Staff
16	Dr. Rahul Shetty	Alumni
17	Ms. Anuja Chavan	Student

The above members are requested to work as per the instructions given by the Principal and the IQAC Coordinator from time to time for different initiatives under IQAC as per the guidelines for the smooth functioning of IQAC.

  
Principal

- CC: 1. Sr. College Office – Ground Floor  
2. Self – Financed Courses Office – 2<sup>nd</sup> Floor.  
3. Vice Principal – Self – Financed Courses.  
4. Library



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## **MINUTES OF THE FIRST IQAC MEETING HELD ON 10<sup>th</sup> August 2023 FOR THE ACADEMIC YEAR 2023-2024**

The 1<sup>st</sup> IQAC Meeting for the academic year 2023-2024 was held on the 10<sup>th</sup> of August, 2023 at 11.30 a.m. in room no. 409

### **The following members were present:**

1. Dr. Neelam Arora
2. Prof. Dr. Munmy C.Baruah
3. Dr. Mohana Bandkar
4. Prof. Dr. Mahalakshmi Kumar
5. Dr. Vinay Pandit
6. Prof. Dr. J.H.Kadli
7. Ms. Kranti Indurkar
8. Dr. Arun Poojari
9. Dr. Nidhi Singh
10. Ms. Varsha Gorad
11. Dr. Rahul Shetty
12. Ms. Anuja Chavan

### **Business Transacted:**

1. The new IQAC Co-ordinator/Convener Prof. (Dr.) Munmy C. Baruah was welcomed for taking the charge of IQAC from academic session 2023-24.
2. IQAC Co-ordinator read out and discussed the points of the agenda.
3. In view of the list of agenda, Principal Dr. Neelam Arora said that our college has successfully applied for the autonomous status.
4. Dr. Vinay Pandit and Dr. Arun Poojari from Self – Financed Courses were asked to  
○ have a session/workshop on autonomy before constituting Board of Studies of various subjects.
5. Principal Dr. Neelam Arora said that in a month's time the autonomous status will be intimated to the college by the University.
6. Principal said our college has to improve placement as suggested by NAAC peer team who visited our college on 3<sup>rd</sup> and 4<sup>th</sup> July, 2024.
7. Principal highlighted on tapping student's progression.
8. Dr. Arun Poojari suggested on having specific and precise meeting for placement and students progression.



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9. Principal Dr. Arora urged all the Teachers to have at least one Research Paper published in UGC Care list journals.
10. Dr. Arora said to publish with the Scopus Journal 50% grant will be given by the college while the remaining 50% has to be a self – contribution.
11. The Management Policy for Research encouragement will be 100% grant for UGC Care list Journals and 50% grant for Scopus Journals.
12. Under 30 hours Certificate Courses: It was decided that Dr. Mohana Bandkar, Dr. Sangeeta Makkad and Ms. Inderjeet Puri will engage a 30 hours Punjabi Language Course free of cost for the benefit of the students while Dr. Ashok Mahadik under the banner of Marathi Wangmay Mandal will start 30 hours Basic Language Course free of cost.
13. The college proposes to engage evening courses after receiving autonomy, said Principal Dr. Arora
14. Dr. Nidhi Singh was instructed to develop free of cost, any two courses on software that will enhance students' skills.
15. Regarding Career Counselling, Psychological Lab and Yoga – Ms. Payal Gandhi was instructed to look after the same.
16. Under Quality Initiatives, Principal Dr. Neelam Arora said IQAC Co-ordinator has to plan outcome-based activities with due direction from the Principal
17. AQAR needs to be completed at the earliest for the academic year 2022-23.
18. Principal Dr. Neelam Arora instructed Dr. Vinay to be in Criteria 07
19. Dr. Arun Poojari, Vice-Principal for SFC informed that Rotaract Club activities should be included in the main stream activity.
20. IQAC members requested Principal to install whiteboards everywhere precisely on the 3<sup>rd</sup> and 4<sup>th</sup> floors class rooms

  
Prof. Dr. Mummy C. Baruah  
IQAC Coordinator

  
Principal



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## **MINUTES OF THE 2<sup>nd</sup> IQAC MEETING HELD ON 7<sup>th</sup> NOVEMBER 2023 FOR THE ACADEMIC YEAR 2023-2024**

The 2<sup>nd</sup> IQAC Meeting for the academic year 2023-2024 was held on the 7<sup>th</sup> November 2023, at 12:00 noon in room no. 409

### **The following members were present:**

1. Dr. Neelam Arora
2. Prof. Dr. Munmy C.Baruah
3. Dr. Mohana Bandkar
4. Prof. Dr. Mahalakshmi Kumar
5. Dr. Vinay Pandit
6. Prof. Dr. J.H.Kadli
7. Ms. Kranti Indurkar
8. Dr. Arun Poojari
9. Dr. Nidhi Singh
10. Ms. Varsha Gorad
11. Dr. Rahul Shetty
12. Ms. Anuja Chavan

### **Business Transacted:**

The minutes of the previous meeting was read out and was duly confirmed by all present at the meeting.

- i. IQAC Co-ordinator Prof. (Dr.) Munmy C.Baruah said the AQAR form fill up on the online portal of NAAC is going on in full swing. A ready chart has been given to each criteria Head with time slots offered so that the entire team could gather and finish up the criteria points allotted to them.
- ii. Principal Dr. Neelam Arora informed all that since last few years the International Conference was conducted successfully from Bangkok in Thailand to Bali in Indonesia. This year the college is trying for Dubai or in any one of the hill stations of India. The external updates will be shared on receiving the participants' list.
- iii. Principal Dr. Arora informed all present that the college has successfully applied for autonomy in the online mode on UGC portal on 26<sup>th</sup> July, 2023 and the permission / grant of autonomy is expected at the earliest. Dr. Arora added that as soon as it is received, our college will be autonomous from the academic year 2024-25 and along with autonomy our syllabus too will be as per NEP hence various committees are to be



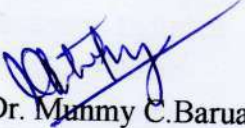
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formed to implement autonomy and NEP, successfully. We have already started groundwork on the same and are in touch with the University for Guidance.

- iv. Principal said all the members of the Teaching Faculty were instructed to give names of subject experts pertaining to their concerned subject and Department for the syllabus committee and also to form Board of Studies for various subjects.
- v. Principal Dr. Arora said other than the points mentioned in the agenda if there are any other points to be discussed and raised then one can do so. Since there were no other points to be raised and discussed with the permission of the chair hence, the meeting concluded with the formal votes of thanks proposed by the IQAC Co-ordinator.

  
Prof. Dr. Mummy C. Baruah  
IQAC Coordinator

  
Principal



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## **MINUTES OF THE 3<sup>rd</sup> IQAC MEETING HELD ON 10<sup>th</sup> February, 2024 FOR THE ACADEMIC YEAR 2023-2024**

The 3<sup>rd</sup> IQAC Meeting for the academic year 2023-2024 was held on the 10<sup>th</sup> February 2023 at 12:00 noon in room no. 409

**The following members were present:**

1. Dr. Neelam Arora
2. Prof. Dr. Munmy C.Baruah
3. Dr. Mohana Bandkar
4. Prof. Dr. Mahalakshmi Kumar
5. Dr. Vinay Pandit
6. Prof. Dr. J.H.Kadli
7. Ms. Kranti Indurkar
8. Dr. Arun Poojari
9. Dr. Nidhi Singh
10. Ms. Varsha Gorad
11. Dr. Rahul Shetty
12. Ms. Anuja Chavan

### **MINUTES:**

1. IQAC Co-ordinator readout the minutes of the previous meeting held on 7<sup>th</sup> November 2023.
2. IQAC Co-ordinator Prof. Dr. Munmy C.Baruah said as per the list of the agenda of the meeting - the AQAR for the academic year 2022-23 was submitted by our college on 21<sup>st</sup> December 2023 and the same was accepted by NAAC portal without any DVV (queries/doubts) in the first week of January 2024.
3. Dr. Munmy C.Baruah IQAC Co-ordinator said since the college is getting ready to implement NEP from the academic year 2024-25 so in order to get a sound understanding of the NEP structure the expert from the field, Associate Professor Subhash Krishnan, Head of the Department of Mathematics, Somaiya College was invited on 20<sup>th</sup> December 2023 to guide the members of the Teaching faculty for a smooth preparation and implementation of NEP 2020 from the academic year 2024-25.

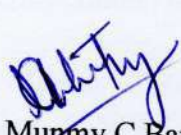



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4. Principal Dr. Neelam Arora informed all that the autonomous status has been granted by the University and the same will be implemented in our college from the academic year 2024-25.
5. Principal Dr. Neelam Arora updated all present at the meeting that the formation of the Academic Council is in progress. All necessary and official intimations have been sent to the University for the needful.
6. Principal Dr. Neelam Arora said all Subject Heads of the respective departments are to give the contact number of their concerned Subject Teachers as Experts for the composition of Board of Studies. She also gave the order to be followed for the formation of composition of Board of Studies as:
  - i. Head of the Department (Chair)
  - ii. The entire faculty of each specialization
  - iii. Two Subject Experts from outside the Parent University to be nominated by Academic Council.
  - iv. Expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal.
  - v. One representative from Industry / Corporate sector.
  - vi. One Post Graduate meritorious alumnus.
7. IQAC Co-ordinator Prof. Dr. Munmy Baruah said since reports are not received in time hence it hinders the process of smooth data collection. All are therefore to report and mail the activities in time.
8. Since, there was no other matter to be raised hence the third IQAC meeting got concluded to meet again for the fourth regular IQAC Meeting in future. The formal vote of thanks was proposed by Dr. Munmy C. Baruah, the IQAC Co-ordinator

  
Prof. Dr. Munmy C. Baruah  
IQAC Coordinator

  
Principal



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## **MINUTES OF THE 4th IQAC MEETING HELD ON 10<sup>th</sup> February, 2024 FOR THE ACADEMIC YEAR 2023-2024**

The 4<sup>th</sup> and the last IQAC Meeting for the academic year 2023-2024 was held on 29<sup>th</sup> April, 2024 at 11:00 a.m. in room no. 207

**The following members were present:**

1. Prof. Dr. Mahalakshmi Kumar
2. Prof. Dr. Munmy C.Baruah
3. Dr. Mohana Bandkar
4. Prof. Dr. J.H.Kadli
5. Dr. Vinay Pandit
6. Ms. Kranti Indurkar
7. Dr. Arun Poojari
8. Dr. Nidhi Singh
9. Ms. Varsha Gorad
10. Dr. Rahul Shetty

### **MINUTES:**

1. The IQAC Co-ordinator read out the minutes of the previous meeting held on 10<sup>th</sup> February 2024 to all the members present and the same was approved by all.
2. Prof. (Dr.) Mahalakshmi Kumar was welcomed by all (IQAC members present) for taking over as the new In-charge Principal of the college on previous Principal Dr. Arora's superannuation.
3. IQAC Co-ordinator Prof. (Dr.) Munmy C.Baruah gave a quick reviews on the IQAC activities conducted by IQAC members in collaborations or under the guidance of IQAC. All members were assigned few activities to be conducted by them under IQAC. Prof. Baruah further said those members who could not conduct the same may continue the same in the next academic session.
4. I/C principal Prof. (Dr.) Mahalakshmi Kumar asked all the Heads and In-charge of various associations/cells to fill up the Google link for events details conducted in the academic year 2023-24 @ <https://forms.gle/VTBoSQNEWqFobPG38>. She further added that henceforth, as soon as the activities are conducted all must fill up the said / given Google link to upload their activities with the given SOP.





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5. Prof. (Dr.) Mahalakshmi Kumar, I/C Principal requested all Heads and In-Charge of various cells and association to mail one page report of the activities to [aidedeweb@lalacollege.edu.in](mailto:aidedeweb@lalacollege.edu.in) to upload on the college website.
6. In-charge Principal (Dr.) Mahalakshmi Kumar said Prof. (Dr.) Munmy C.Baruah is the NEP Co-ordinator/Convener. Self – financed courses workload is already sorted out but there are still issues with Aided Staff on the unanimity of the workload and their concerned subjects which too shall be done soon. In-charge Principal further added – to work out on the NEP structure (workloads and subjects) NEP committee's meeting has been scheduled on 30<sup>th</sup> April 2024 for discussion and deliberation so that an effective and amicable solution can be reached out to implement NEP 2020 smoothly.
7. Under any other matter with the permission of the Chair, Chief Librarian Prof. (Dr.) J.H.Kadli raised a query that – since the college is going to function as autonomous college from next academic year 2024-25 therefore, was the proposal passed through any existing statutory bodies like CDC or IQAC for the formation of various bodies like BOS, Academic Council, Governing Body, Financial Body etc. At this Prof. (Dr.) Mahalakshmi Kumar said that it was not passed at this Prof. (Dr.) Baruah said it should have been passed.
  - i. Under the same agenda Prof. Baruah said digitization of service book and its updation should be done on regular basis at this Prof. (Dr.) Kadli said digitization has already been done it only needs periodical updation as applicable from time to time.
  - ii. Under the same agenda Prof. Baruah suggested maintaining hierarchy must be practiced on the staff (Teaching Staff's) muster roll. Names should appear and must be recorded as per the seniority.
  - iii. Adding further on seniority system IQAC Co-ordinator Prof. (Dr.) Baruah said even in the statutory body like examination committee hierarchy should be maintained as per the seniority. She said the present examination convener is an Assistant Professor while the Associate Professor is a mere member in the committee. At this I/C Principal said the present examination convener might be an Assistant Professor but he is perfect in his work and plus he is willing to come during vacation for his work. At this Ms. Kranti Indurkar said until and unless others are given a chance one cannot attain the expected level of perfection and sincerity. At this IQAC Co-ordinator said rule is a rule and it should be followed as it is applicable to all. Under law no one is indispensable and sacrosanct rather all are equal.




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- iv. At this Vice-Principal from Self-Financed Courses (IQAC member) Dr. Arun Poojari added, that they implemented the same in SFC section successfully. In SFC section no one is continued in a particular committee with a fixed portfolio more than 3 years and every three (03) years the committee is changed and members and conveners work in rotation. At this I/C Principal said that the similar pattern will be followed in Aided section also including National Seminar and no matter what – whatever committees are assigned, no one can say No. they have to accept their role and responsibilities.
- v. Finally, the meeting ended with a formal vote of thanks proposed by IQAC Co-ordinator Prof. (Dr.) Munmy C. Baruah with a note that future plans of action for IQAC will be discussed in the next academic year 2024-25 which has already been contemplated.

  
Prof. Dr. Munmy C. Baruah  
IQAC Coordinator

  
I/C Principal

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**In compliance to the IQAC meeting held and deliberations and discussions done. The following are the Action Taken Report for the Academic Year 2023-2024:**

1. The college applied for Autonomy on the online UGC portal on 26<sup>th</sup> July 2023 and accordingly the intimation from the UGC on the conferment of Autonomous status of Lala Lajpatrai College of Commerce and Economics was received on 23<sup>rd</sup> November 2023 vide circular **No.F. 2-1 0/2023(AC-Policy)** and even the University of Mumbai in its capacity conferred the Autonomous status of the college on 20<sup>th</sup> December, 2023 vide circular **no. Aff/ICD/2023-24/2515**.
2. The college will start functioning as an Autonomous College from the academic year 2024-2025.
3. For the improvement of placement ratio and active placement cell has been constituted comprising of college counselor cum placement officer Dr. Asha Agarwal as its convener and Dr. Nidhi Singh, Ms. Payal Gandhi and Ms. Dhavani Shah as its members from the teaching staff.
4. To start a certificate course for the propagation of Punjabi Linguistics Dr. Mohana Bandkar from Aided section of B.Com and Dr. Sangeeta Makkad from the SFC – the conveners of Punjabi Association were instructed to start a Punjabi Language Speaking Course to promote the use of Punjabi language in the college.
5. Regarding the starting of evening classes and courses for the working class the college is working on the feasibility of starting of such courses for the working class/people and expect to implement the same at the earliest.
6. A workshop titled – **“Practical Hands on workshop on Excel, MS words and Chat GPT Fusion”** was conducted on 12<sup>th</sup> of August, 2023 on the 5<sup>th</sup> floor Computer Lab by the Resource Person Mr. Ismail G. Shaikh where in



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31 staff members from teaching and non – teaching along with students were benefited by the same.

7. To promote practical exposure to our students a **One Day Industrial visit to Bombay Stock Exchange** was organized on 11<sup>th</sup> September, 2023. In total 110 (female – 66 and male – 44) had attended the same.
8. A five days certificate course on **Cookery Skills** was conducted from 3<sup>rd</sup> October, 2023 to 7<sup>th</sup> October, 2023 in the college auditorium foyer by Mrs. Dolly Anand from Anand Caterers. 60 students had participated and those who had completed the five days certificate course were given certificates each.
9. A workshop on intellectual properties on property rights **IPR and patent and design filing** was conducted over zoom platform on 19<sup>th</sup> October 2023 by resource person Dr. Bharat Suryavanshi, Asst. controller of Patents and design RGNIIPM, Nagpur who exposed our students to the practical nuances of patent and design through his address. In total 185 students had participated and were benefited by the same.
10. In compliance to the discussion and resolution taken at the IQAC meeting a policy was formed in regards to encouraging research among teaching faculties. The policy states that a 100 percent sanction by the college in publication fees for publishing research in the UGC care list journals will be provided which resulted in increase in research papers publications. 17 teachers contributed their research papers in **Humanities and Social Science Studies, Vol. 12 issue – 2 No. 29, July – December 2023** in the academic year 2023-24.
11. As per the guidelines received from the University for various Board of Studies the following guidelines were adhered:
  1. Head of the Department (Chairman)
  2. Faculty members
  3. Two Members from other University
  4. V.C Nominee



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5. Expert from other College affiliated to University of Mumbai
  6. Representative from University
  7. College Alumni
12. A one day workshop titled **A Road Map to NEP 2020** was conducted by IQAC on 20<sup>th</sup> December, 2023 to orient and guide our teaching staff on the preparation of NEP 2020 curriculum and allotment of subjects under different verticals. The resource person oriented the faculties present to prepare workload without affecting the existing teachers workload. The resource person for the same was Prof. Subhas Krishnan, Head of the Department of Mathematics and Statistics from Somaiya College of Arts and Science.
13. The AQAR for the academic year 2022-23 was submitted on 21<sup>st</sup> December, 2023 and the same was accepted by NAAC on 9<sup>th</sup> January, 2024 without any DVV.
14. The Academic Council was formed after meeting all the necessary official formalities and due direction from the University:
1. Principal (Chairman)
  2. Member Secretary – IQAC Coordinator / NEP Coordinator
  3. University VC Nominees – three college Principals from within and outside the University
  4. All the heads of the department
  5. Four teachers based on Seniority
  6. Four experts from outside the college
  7. Controller of Examination

*Naur*

Principal