



Sheth Lalji Dayal Amalgamated Trusts'  
**Lilavati Lalji Dayal Night College of Commerce**  
(Affiliated to University of Mumbai)  
(Gujarati Linguistic Minority Institution)

**NOTICE**

**Date:** 11<sup>th</sup> March 2025

All concerned are hereby informed that the IQAC meeting will be conducted on 18<sup>th</sup> March 2025. Kindly refer to the details provided below.

**Date:** 18<sup>th</sup> March 2025

**Time:** 2:00 p.m.

**Venue:** Conference Room

**Agenda of Meeting:**

1. Reading and approval of the minutes of the previous IQAC meeting.
2. Discussion on the participation of students in youth festivals.
3. Discussion on the organization of the sports committee.
4. Discussion on the organization of the cultural committee.
5. Discussion on inter-departmental activities.
6. Discussion on book donations from Alumni.
7. Discussion on the organization of the Degree distribution program.
8. Any relevant matter with prior permission of the chairman.

All members are requested to attend the meeting punctually.

By Order,  
I/C Principal

(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trust's  
Lilavati Lalji Dayal Night College of Commerce  
Charni Road, Mumbai - 400 004



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**MINUTES OF THE MEETING**

**Date:** 18<sup>th</sup> March 2025

**Time:** 2:00 p.m.

**Venue:** Board Room

**Members Present:**

19. Jennifer D'Cruz, Chairperson, I/C Principal
20. Bhavesh Padaya, Assistant Professor, Head of Department of Management
21. Mandeep Singh Ahuja, Assistant Professor, Head of Department of Accountancy
22. Ravi Singh, Assistant Professor
23. Veena Singh, Assistant Professor
24. Namrata Bhalerao, Assistant Professor, Head of Department of Commerce, IQAC Coordinator

**Minutes of the IQAC meeting held on 18<sup>th</sup> March 2025:**

The IQAC Chairman, Principal Mrs. Jennifer D'Cruz welcomed all the members for the meeting.

- The minutes of the previous IQAC meeting were read and approved.
- Student participation in youth festivals was discussed, with plans for increased involvement.
- The organization of the sports committee was reviewed, and new initiatives were proposed.
- The cultural committee's activities were discussed, focusing on upcoming events.
- Inter-departmental activities were planned to enhance collaboration and engagement.
- The possibility of book donations from Alumni was explored, and a plan was formulated.
- The organization of the Degree distribution program was discussed, with a focus on making the event more inclusive and celebratory.
- No other matters were transacted, and the meeting concluded with a vote of thanks.

**Conclusion**

The meeting concluded with appreciation for the active participation of members and a vote of thanks to the Chairperson.



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Recorded by: Miss. Namrata Bhalerao, IQAC Coordinator

*Namrata*

Approved by: Mrs. Jennifer D'Cruz, I/C Principal

*Jennifer D'Cruz*

(In-Charge Principal)  
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**NOTICE**

**Date:** 2<sup>nd</sup> December 2024

All concerned are hereby informed that the IQAC meeting will be conducted on 12<sup>th</sup> December 2024. Kindly refer to the details provided below.

**Date:** 12<sup>th</sup> December 2024

**Time:** 2:00 p.m.

**Venue:** Seminar Hall

**Agenda of Meeting:**

1. Reading and approval of the minutes of the previous IQAC meeting.
2. Discussion on the training and placement unit in HEI.
3. Discussion on the felicitation of women with distinction and as gender sensitization.
4. Discussion on encouragement of students as best student.
5. Discussion on industrial visits.

All members are requested to attend the meeting punctually.

By Order,

I/C Principal

(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trusts'  
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**MINUTES OF THE MEETING**

**Date:** 12<sup>th</sup> December 2024

**Time:** 2:00 p.m.

**Venue:** Seminar Hall

**Members Present:**

13. Jennifer D'Cruz, Chairperson, I/C Principal
14. Bhavesh Padaya, Assistant Professor, Head of Department of Management
15. Mandeep Singh Ahuja, Assistant Professor, Head of Department of Accountancy
16. Ravi Singh, Assistant Professor
17. Veena Singh, Assistant Professor
18. Namrata Bhalerao, Assistant Professor, Head of Department of Commerce, IQAC Coordinator

**Minutes of the IQAC meeting held on 12<sup>th</sup> December 2024:**

The IQAC Chairman, Principal Mrs. Jennifer D'Cruz welcomed all the members for the meeting.

- The minutes of the previous IQAC meeting were read and approved.
- The training and placement unit in HEI was discussed, with plans for its enhancement.
- The felicitation of women with distinction as part of gender sensitization efforts was approved.
- Field visits were planned, focusing on providing practical exposure to students.
- Strategies for encouraging students, including the selection of the best student, were discussed.
- Industrial visits were planned, focusing on providing practical exposure to students.
- No other matters were transacted, and the meeting concluded with a vote of thanks.



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**Conclusion**

The meeting concluded with appreciation for the active participation of members and a vote of thanks to the Chairperson.

*Namrata*

**Recorded by:** Miss. Namrata Bhalerao, IQAC Coordinator

**Approved by:** Mrs. Jennifer D'Cruz, I/C Principal

*Jennifer D'Cruz*

(In-Charge Principal)  
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**NOTICE**

**Date:** 5<sup>th</sup> November 2024

All concerned are hereby informed that the IQAC meeting will be conducted on 12<sup>th</sup> November 2024 Kindly refer to the details provided below.

**Date:** 12<sup>th</sup> November 2024

**Time:** 2:00 p.m.

**Venue:** Conference Room

**Agenda of Meeting:**

1. Reading and approval of the minutes of the previous IQAC meeting.
2. Discussion on campus discipline.
3. Discussion on active vaccination drive.
4. Discussion on Mentor and Manatee groups and additional activities to be conducted.
5. Discussion on audits of HEI and its follow-up.
6. Discussion on student support for HEI.
7. Discussion on initiatives for gender equality and gender sensitization (WDC activities).
8. Discussion on the installation of a Sanitary Napkin Machine.
9. Discussion on NAAC Peer team visit.
10. Discussion on the development of a Book Bank for HEI.
11. Any relevant matter with prior permission of the chairperson.

All members are requested to attend the meeting punctually.

By Order,  
I/C Principal

(In-Charge Principal)  
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**MINUTES OF THE MEETING**

**Date: 12<sup>th</sup> November 2024**

**Time: 2:00 p.m.**

**Venue: Conference Room**

**Members Present:**

7. Jennifer D'Cruz, Chairperson, I/C Principal
8. Bhavesh Padaya, Assistant Professor, Head of Department of Management
9. Mandeep Singh Ahuja, Assistant Professor, Head of Department of Accountancy
10. Ravi Singh, Assistant Professor
11. Veena Singh, Assistant Professor
12. Namrata Bhalerao, Assistant Professor, Head of Department of Commerce, IQAC Coordinator

**Minutes of the IQAC meeting held on 12<sup>th</sup> November 2024:**

The IQAC Chairman, Principal Dr. Mrs. Jennifer D'Cruz welcomed all the members for the meeting.

- The minutes of the previous IQAC meeting were read and approved.
- Campus discipline issues were discussed, and measures for improvement were proposed.
- The ongoing vaccination drive was reviewed, and plans for enhancing its reach were discussed.
- Audits of the HEI were discussed, with follow-up actions planned for any identified gaps.
- Student support initiatives were reviewed, with a focus on enhancing resources and services.
- Mentors were appointed based on the group of 20 students as manatee.
- Gender equality and gender sensitization initiatives, including WDC activities, were discussed and new proposals were considered.
- The installation of a Sanitary Napkin Machine was approved.
- The development of a Book Bank for HEI was discussed, and steps for its establishment were outlined.
- No other matters were transacted, and the meeting concluded with a vote of thanks.



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**Conclusion**

The meeting concluded with appreciation for the active participation of members and a vote of thanks to the Chairperson.

Recorded by: Miss. Namrata Bhalerao, IQAC Coordinator

Approved by: Mrs. Jennifer D'Cruz, I/C Principal

(In-Charge Principal)  
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**NOTICE**

Date: 8<sup>th</sup> October 2024

All concerned are hereby informed that the IQAC meeting will be conducted on 15<sup>th</sup> October 2024. Kindly refer to the details provided below.

Date: 15<sup>th</sup> October 2024

Time: 2:00 p.m.

Venue: Board Room

**Agenda of Meeting:**

1. Reading and approval of the minutes of the previous IQAC Meeting
2. Discussion on upscaling Library resources
3. Discussion on extension activities in HEI
4. Discussion on focus on Research and Innovation
5. Discussion on Research Fund provision for teachers
6. Discussion on student participation fund
7. Discussion on effective curriculum development for add-on courses by concerned teachers
8. Discussion on planning of cross-cutting issues
9. Discussion on alumni activities
10. Discussion on alumni doing higher studies or working.
11. Discussion on infrastructure amenities
12. Discussion on NAAC peer team visit.
13. Any relevant matter with prior permission of the chairperson

All members are requested to attend the meeting punctually.

By Order,

I/C Principal

(In-Charge Principal)  
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**MINUTES OF THE MEETING**

**Date: 15<sup>th</sup> October 2024**

**Time: 2:00 p.m.**

**Venue: Board Room**

**Members Present:**

1. Jennifer D'Cruz, Chairperson, I/C Principal
2. Bhavesh Padaya, Assistant Professor, Head of Department of Management
3. Mandeep Singh Ahuja, Assistant Professor, Head of Department of Accountancy
4. Ravi Singh, Assistant Professor
5. Veena Singh, Assistant Professor
6. Namrata Bhalerao, Assistant Professor, Head of Department of Commerce, IQAC Coordinator

**Minutes of the IQAC meeting held on 15th October 2024:**

The IQAC Chairman, Principal Mrs. Jennifer D'Cruz welcomed all the members for the meeting.

- The minutes of the previous IQAC meeting were read and approved.
- The committee discussed strategies to enhance library resources to better support academic activities.
- Extension activities within the HEI were deliberated, focusing on community engagement and outreach.
- The focus on Research and Innovation was emphasized, and strategies for promoting research were discussed.
- A Research Fund provision for teachers was approved to support their research activities.
- The establishment of a student participation fund was discussed to encourage student involvement in various initiatives.
- Effective curriculum development for add-on courses was reviewed, and the role of concerned teachers in this process was emphasized.
- Cross-cutting issues were identified and planned for integration into the academic and extracurricular activities.
- Alumni activities were discussed, focusing on enhancing alumni engagement and support.
- Infrastructure amenities were reviewed, and plans for improvement were discussed.



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- No other matters were transacted, and the meeting concluded with a vote of thanks.

**Conclusion**

The meeting concluded with appreciation for the active participation of members and a vote of thanks to the Chairperson.

Recorded by: Miss. Namrata Bhalerao, IQAC Coordinator

Approved by: Mrs. Jennifer D'Cruz, I/C Principal

(In-Charge Principal)  
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**NOTICE**

**Date: 12<sup>th</sup> August 2024**

All concerned are hereby informed that the IQAC meeting will be conducted on 16<sup>th</sup> August 2024. Kindly refer to the details provided below.

**Date: 16<sup>th</sup> August 2024**

**Time: 2:00 p.m.**

**Venue: Conference Room**

**Agenda:**

1. Discussion on assessment and accreditation of HEI by NAAC
2. Discussion of feedback from employers, teachers, students, and alumni
3. Discussions on starting Job Ready add-on courses
4. Discussion on Internship program.
5. Discussion on planning unique practices for the HEI
6. Discussion on MOU with institutes, companies, etc.
7. Discussion on administrative training programs
8. Discussion on employee welfare
9. Discussion on encouragement of teachers and students in workshops, seminars, etc.
10. Discussion on the post-pandemic situation due to Covid-19
11. Any relevant matter with prior permission of the chairperson

All members are requested to attend the meeting punctually.

By Order,

I/C Principal

(In-Charge Principal)  
Sheth Lalji Dayal Amalgamated Trusts'  
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Charan Road, Mumbai - 400 004



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**MINUTES OF THE MEETING**

**Date: 16<sup>th</sup> August 2024**

**Time: 2:00 p.m.**

**Venue: Conference Rom**

**Members Present:**

1. Jennifer D'Cruz, Chairperson, I/C Principal
2. Bhavesh Padaya, Assistant Professor, Head of Department of Management
3. Mandeep Singh Ahuja, Assistant Professor, Head of Department of Accountancy
4. Ravi Singh, Assistant Professor
5. Veena Singh, Assistant Professor
6. Namrata Bhalerao, Assistant Professor, Head of Department of Commerce, IQAC Coordinator

**Minutes of the IQAC meeting held on 16th August 2024:**

The IQAC Chairman, I.C Principal Mrs. Jennifer D'Cruz, welcomed all the members for the meeting.

- The committee discussed the importance of assessment and accreditation by NAAC and outlined steps to improve preparedness.
- Feedback from various stakeholders, including employers, teachers, students, and alumni, was reviewed and discussed for quality enhancement.
- It was resolved to initiate Job Ready add-on courses to enhance students' employability.
- It was concluded with getting more student internship based courses to be introduced.
- Unique practices to distinguish the HEI were discussed and planning for the implementation was initiated.
- Proposals for MOUs with various institutes and companies were considered and discussed.
- The need for administrative training programs was recognized, and plans were made for implementation.
- Employee welfare was discussed, focusing on creating a supportive work environment.
- The importance of participation in workshops and seminars for teachers and students was emphasized, and encouragement strategies were discussed.
- The post-pandemic situation due to Covid-19 was reviewed, and strategies for adaptation were discussed.

(In-Charge Principal)  
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- No other matters were transacted, and the meeting concluded with a vote of thanks.

**Conclusion:**

The meeting concluded with a vote of thanks to the Chairperson and members for their active participation and valuable inputs.

Recorded by: Miss. Namrata Bhalerao, IQAC Coordinator

Approved by: Mrs. Jennifer D'Cruz, I/C Principal

(In-Charge Principal)  
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**NOTICE**

Date: 24<sup>th</sup> June 2024

All concerned are hereby informed that the IQAC meeting will be conducted on 28<sup>th</sup> June 2024. Kindly refer to the details provided below.

Date: 28<sup>th</sup> June 2024

Time: 2:00 pm

Venue: IQAC Room

**Agenda:**

1. IQAC formation
2. Discussion on IQAC functioning
3. Discussion on assessment and accreditation
4. Discussion on academic planning for the academic year
5. Discussion on the perspective plan for the college for the academic year
6. IQAC related matters with prior permission of the chairperson during or prior to the meeting

All members are requested to attend the meeting punctually.

By Order,

I/C Principal

(In-Charge Principal)  
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**MINUTES OF IQAC MEETING**

**Date: 28<sup>th</sup> June 2024**  
**Time: 2:00 p.m.**  
**Venue: IQAC Room**

**Members Present:**

1. Jennifer D'Cruz, Chairperson, I/C Principal
2. Bhavesh Padaya, Assistant Professor, Head of Department of Management
3. Mandeep Singh Ahuja, Assistant Professor, Head of Department of Accountancy
4. Ravi Singh, Assistant Professor
5. Veena Singh, Assistant Professor
6. Namrata Bhalerao, Assistant Professor, Head of Department of Commerce, IQAC Coordinators

**Minutes of the IQAC meeting held on 28th June 2024:**

The IQAC Chairman, I/C Principal Mrs. Jennifer D'Cruz, welcomed all the IQAC members for the meeting.

- The IQAC was formally established, and the roles and responsibilities of the members were discussed.
- It was resolved to discuss and enhance the functioning of the IQAC to ensure quality assurance in the institution.
- The committee discussed the process of assessment and accreditation, and it was agreed to initiate necessary steps to prepare for upcoming assessments.
- An academic plan for the upcoming year was deliberated and outlined, focusing on improving academic outcomes.
- A perspective plan for the college for the academic year was discussed, focusing on long-term goals and strategic planning.
- No other matters were discussed, and the meeting concluded with a vote of thanks.

**Conclusion:**

The meeting concluded with a vote of thanks to the Chairperson for the guidance and support.

Recorded by: Miss Namrata Bhalerao, IQAC Coordinator

Approved by: Mrs. Jennifer D'Cruz, I/C Principal

(In-Charge Principal)  
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