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November 12, 2017

## NOTICE

A meeting of IQAC members will be held on 26<sup>th</sup> November, 2017 at 11:30 am in the Principal's Office.  
All the committee members are required to attend the meeting.

**Dr. Chitra Munshi**  
IQAC Coordinator

**Dr. Debajit Sarkar**  
Principal

## AGENDA

1. To read and discuss the minutes & ATR of the previous IQAC meeting.
2. To discuss conduct of faculty development programs for the staff.
3. To discuss progress of the infrastructure development of the college.
4. To sign MoU for purpose of furthering academic activities.
5. To present the perspective plan for the period Academic year 16-17 till 20-21

**Dr. Chitra Munshi**  
IQAC Coordinator

**Dr. Debajit Sarkar**  
Principal

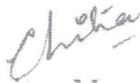
**SADHANA EDUCATION SOCIETY'S L.S. RAHEJA COLLEGE OF ARTS &  
COMMERCE, JUHU ROAD, SANTACRUZ (WEST), MUMBAI – 400 054.**

**MINUTES OF THE IQAC MEETING**

The minutes of the meeting of the College IQAC Committee for the academic year 2017-18 was held on November 26, 2017 at 11.30 a.m. in the Principal's Office.

The agenda proposed and points discussed in the meeting are:

1. The Principal took the chair and welcomed the members of the IQAC committee to the meeting.
2. Dr. Munshi read out the various activities done by the various Departments & Associations. The IQAC took note and appreciated the efforts taken by the staff.
3. Dr. Munshi reported that e-magazines have been started by various Departments.
4. Dr. Munshi reported that various initiatives have been taken under the faculty development program. These included Orientation of the ProCampuz ERP for the staff, Orientation on Data Collection & Record Keeping for NAAC, Latest Developments in PBAS & CAS and on importance of Data by Dr. Welling.
5. It was decided that a MOU be signed between the college & Kapila Khandwala college of Education, which will help further the academic development and training of the teaching staff.
6. The Principal Dr. Sarkar briefed the meeting on the progress made in the proposed renovation & infrastructure development of the college.
7. All the members approved the perspective plan and it was decided to be presented in the upcoming CDC.
8. The meeting concluded with a vote of thanks to the Chair.



**Dr. Chitra Munshi**  
IQAC Coordinator



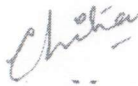
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**ACTION TAKEN REPORT OF THE IQAC MEETING**

The Action Taken Report of the meeting of the College IQAC Committee for the academic year 2017-18 held on November 26, 2017 at 11.30 a.m. in the Principal's Office.

1. The college entered into a MOU with Kapila Khandwala College.
2. The departments who were asked to start e-journals, have now come out with the first edition of their e-journals.
3. It was decided that the Department of Psychology and the Departments of Sociology, Economics & History jointly would conduct National Level Conferences in the coming months.
4. The ProCampuz ERP was installed and made fully operational for various administrative functions.
5. The per perspective plan was approved by the College Development Committee meeting held on 6<sup>th</sup> December 2017.



**Dr. Chitra Munshi  
IQAC Coordinator**



**Dr. Debajit Sarkar  
Principal**