



Minutes of Meeting

IQAC Meeting for 2024-2025

Date: 10-08-2024

Time: 09:30 am -11 am

Venue: Board Room

Agenda: 10-08-2024

1. Welcome by Principal Dr. Pradnya Prabhu and Chairperson, IQAC
2. Discussion and Approval of the Action Plan 2024-2025-Mr. Shabib Khan, IQAC Coordinator and Faculty, Department of Microbiology.
3. Any other aspect with the permission of the Chairperson.
4. Vote of Thanks by Ms. Shreya Patil, IQAC member and Faculty, Department of Zoology.

The following members attended the meeting:

| Sr. No. | Name | Designation | Constituencies of members |
|---------|--------------------------|--|------------------------------|
| 1 | Dr. Pradnya Prabhu | Principal, KJSSC | Chairperson |
| 2 | Mrs. Arati Kore | Assistant Professor in Statistics | IQAC Coordinator |
| 3 | Mr. Shabib Khan | Assistant Professor in Microbiology | IQAC Coordinator |
| 4 | Dr. Sangeeta Shrivastava | Executive Director, Godavari Biorefineries Ltd. | Management representative |
| 5 | Prof. Sybil Thomas | Professor, Department of Education, University of Mumbai | Academician |
| 6 | Ms. Pooja Dharewa | Director, KD Practice Consulting Pvt. | Industry Representative |
| 7 | Mr. Rahul Dangi | CEO, Mercury Designs and Solutions Pvt. Ltd. | Local Society Representative |
| 8 | Mr. Mitez Sheth | Head, Strategic Initiatives, CASI, New York | Alumni |
| 9 | Capt. Swaminathan Iyer | Ex Indian Army Officer, NGO - Vision Smart India | Local Society Representative |
| 10 | Mr. Veer Chheda | Student, T.Y.B.Com. | Student Representative |

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| 11 | Ms. Niharika Pankaj Verma | Student, M.Sc. Chemistry | Student Representative |
| 12 | Dr. Jyoti Sharma | Assistant Professor in Geology | Teachers representing all levels |
| 13 | Ms. Shreya Patil | Assistant Professor in Zoology | |
| 14 | Dr. Ketan Thatte | Assistant Professor in Botany | |
| 15 | Ms. Namrata Nagwekar | Assistant Professor in Statistics | |
| 16 | Dr. Pallavi Raote | Assistant Professor in Physics | |
| 17 | Dr. Aniket Pawanoji | Assistant Professor in Chemistry | |
| 18 | Dr. Reema Khanna | Associate Professor and Head, Department of Mathematics | |
| 19 | Dr. Smita Paranjape | Assistant Professor in Commerce | |
| 20 | Ms Harshada Pawar | Assistant Professor in Accountancy | |
| 21 | Dr. Sai Prasad Ega | Assistant Professor in Chemistry | |
| 22 | Ms. Rohini Mhatre | Office Superintendent | Administrative officers |
| 23 | Ms. Divya Pillay | Senior Clerk, KJSSC | |
| Invited Members | | | |
| 24 | Mr. Subhash Krishnan | Vice- Principal and Associate Professor in Mathematics | ---- |
| 25 | Mrs. Chitra Trehan | Dean Student Welfare | |
| 26 | Prof. Smita Survase | Dean- Academics and Head- Department of Physics | ---- |
| 27 | Dr. Rohit Singh Chauhan | Dean- Research, Assistant Professor in Chemistry | ---- |

Leave of absence was granted to the following members –

| Sr. No. | Name | Designation | Constituencies of members |
|---------|-----------------------|--|---------------------------|
| 1 | Dr. Vaijayanti Ranade | Retired Vice-Principal and Head, Department of Microbiology, G.N. Khalsa College | Academician |
| 2 | Ms. Sumita Pillai | Former CEO, Taurus Wealth Pvt. Ltd. | Employer representative |
| 3 | Dr. Dina Saroj | Project Leader, Advanced Enzyme Technologies Ltd | Industry Representative |
| 4 | Mrs. Sameera Samant | Assistant Librarian, KJSSC | |

Agenda 1: Welcome address by Dr. Pradnya Prabhu (Principal and Chairperson, IQAC)

- The meeting began with a formal welcome address by the Principal, Dr. Pradnya Prabhu.
- She introduced the newly added members and also welcomed them.
- She explained the purpose of the meeting and the agenda.

Agenda 2: Discussion and approval of the Action Plan 2024-2025 - Mr. Shabib Khan

- The House unanimously approved the minutes of the IQAC meeting held on 27-04-2024.
- Mr. Shabib Khan presented the action plan according to the suggestions by the NAAC committee
- He presented the criteria wise Action Plan for the year 2024-25 by the college
- The following suggestions were made by the external members.
- Prof. Sybil Thomas inquired about the recording of lectures and also whether it was a part of four quadrants. Ms. Arati Kore explained that the teachers used LMS and provided notes to the students. She added that video recording would be the extension of the same and those videos would be uploaded on the college website
- In continuation with the above, Dr. Rohit Singh mentioned that the Research Methodology program is already in four quadrants. He also mentioned that two batches of students had successfully completed this course
- Ms. Pooja Dharewa commented on the volume of work regarding sustainability and awards being awarded by the Government of Maharashtra for students' work on sustainability. She emphasized the credibility at the institutional level and also suggested that the college could work more on this aspect and explore the same
- Ms. Pooja Dharewa suggested that there could be checkpoints which could help us to prepare and plan to achieve higher benchmarks at NAAC. Ms. Arati Kore stated that the

action plan was prepared on the basis of NAAC score and recommendations given by the peer team. She also said that the benchmarks have been set for the same

- Ms. Pooja Dharewa suggested focusing more on counseling the students. Dr. Pradnya Prabhu stated that the counselor is regularly available in the college and students approach her whenever required. She also mentioned that the first-year students were made aware about the counseling services during their induction program. She added that the counselor conducted a common session for first year B.Com and B.Sc. students. She further informed about the credit course provided for S.Y.B.Com. and B.Sc. students on “Emotional Intelligence” and “Science of Living” respectively. Dr. Prabhu mentioned that the college organizes various sessions on career counseling.
- Prof. Sybil Thomas added further to this emphasizing on the need to take care of the mental health of teachers and non-teaching staff.
- Dr. Pradnya Prabhu informed that the workshop on ‘Emotional Intelligence’ was organized for teachers as well as non-teaching staff at the beginning of the year.
- Dr. Sangeeta Shrivastava suggested doing the gap analysis and planning beyond what NAAC has suggested or NAAC requirements. She further mentioned that besides sustainability the institute could think from the point of view of carbon footprints. She also suggested the availability of certification where college can apply for sustainability.
- In view of this suggestion, Mr. Shabib mentioned about the field project - APAV given to the students under NEP.
- Dr. Pradnya Prabhu said that the institution does Green audit and Energy audit every year.
- Mr. Mitez Sheth expressed willingness to conduct a workshop on Financial Literacy, on the 14th of this month which would continue throughout the year.
- Capt. Swaminathan Iyer showed an interest in arranging a visit of staff as well as in conducting workshops.
- Ms. Niharika Verma, student representative, suggested to arrange the course on ‘Emotional Intelligence for post graduate students also.
- Mr. Rahul Dangi mentioned about; MANN TALK where anyone can express their thoughts. He added that certified experts are available to talk with them to guide them

Agenda 4: Vote of Thanks

- Ms. Shreya Patil, Assistant Professor in Zoology, extended vote of thanks along with an assurance that the suggestions given by the external team will be accepted and improvement will be done

1. Ms. Arati Kore



2. Mr. Shabib Khan
IQAC Coordinators



Dr. Pradnya Prabhu

Principal



Minutes of Meeting
IQAC Meeting for 2024-2025

Date: 23-11-2024

Time: 09:00 am -10:00 am

Venue: College Board Room

Agenda:

1. Welcome by Dr. Pradnya Prabhu and Chairperson, IQAC
2. Highlights of the activities of the previous semester by Mr. Shabib Khan, IQAC Coordinator and Faculty, Department of Microbiology
3. Any other aspect with the permission of the Chairperson.
4. Vote of Thanks by Dr. Jyoti Sharma, IQAC member and Faculty, Department of Geology

The following members attended the meeting:

| Sr. No. | Name | Designation | Constituencies of members |
|----------------|--------------------------|--|----------------------------------|
| 1 | Dr. Pradnya Prabhu | Principal, KJSSC | Chairperson |
| 2 | Mrs. Arati Kore | Assistant Professor in Statistics | IQAC Coordinator |
| 3 | Mr. Shabib Khan | Assistant Professor in Microbiology | IQAC Coordinator |
| 4 | Dr. Sangeeta Shrivastava | Executive Director, Godavari Biorefineries Ltd. | Management representative |
| 5 | Dr. Vaijayanti Ranade | Retired Vice-Principal and Head, Department of Microbiology, G.N. Khalsa College | Academician |

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| 6 | Prof. Sybil Thomas | Professor, Department of Education, University of Mumbai | Academician |
| 7 | Ms. Pooja Dharewa | Director, KD Practice Consulting Pvt. Ltd. | Industry Representative |
| 8 | Dr. Dina Saroj | Project Leader, Advanced Enzyme Technologies Ltd | Industry Representative |
| 9 | Mr. Mitez Sheth | Head, Strategic Initiatives, CASI, New York | Alumni |
| 10 | Mrs. Vaishali Marathe | | Parent Member |
| 11 | Dr. Reema Khanna | Associate Professor and Head, Department of Mathematics | Teachers representing all levels |
| 12 | Dr. Jyoti Sharma | Assistant Professor in Geology | |
| 13 | Ms. Shreya Patil | Assistant Professor in Zoology | |
| 14 | Dr. Ketan Thatte | Assistant Professor in Botany | |
| 15 | Ms. Namrata Nagwekar | Assistant Professor in Statistics | |
| 16 | Ms Harshada Pawar | Assistant Professor in Accountancy | |

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| 17 | Dr. Pallavi Raote | Assistant Professor in Physics | |
| 18 | Dr. Aniket Pawanoji | Assistant Professor in Chemistry | |
| 19 | Ms. Divya Pillaiy | Senior Clerk, KJSSC | Administrative officers |
| Invited Members | | | |
| 20 | Mrs. Chitra Trehan | Dean- Student Welfare | ----- |
| 21 | Dr. Rohit Singh Chauhan | Dean-Research, Assistant Professor in Chemistry | ----- |

Leave of absence was granted to the following members –

| Sr. No. | Name | Designation | Constituencies of members |
|------------|---------------------------|--|------------------------------------|
| 1 | Capt. Swaminathan Iyer | Ex Indian Army Officer, NGO - Vision Smart India | Local Society Representative |
| 2 | Ms. Sumita Pillai | Former CEO, Taurus Wealth Pvt. Ltd. | Employer representative |
| 3 | Mr. Rahul Dangi | CEO, Mercury Designs and Solutions Pvt. Ltd. | Local Society Representative |
| 4. | Mr. Subhash Krishnan | Vice- Principal and | Invited Member |

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| | | Associate Professor in Mathematics | |
| 5 | Dr. Smita Paranjape | Assistant Professor in Commerce | Teacher |
| 6 | Ms. Rohini Mhatre | Office Superintendent | Administrative officer |
| 7 | Mrs. Sameera Samant | Assistant Librarian, KJSSC | Administrative officer |

Agenda 1: Welcome address by Dr. Pradnya Prabhu (Principal and Chairperson, IQAC)

- The meeting began with a formal welcome address by the Principal, Dr. Pradnya Prabhu
- She also explained the purpose of the meeting and the agenda

Agenda 2: Highlights of the activities conducted in 2024-25 till date presented by Mr. Shabib Khan

- Mr. Shabib Khan updated the Panel about all activities and achievements conducted in the 1st term
- He presented the criteria wise highlights which included curriculum designing, workbook design sample of Botany, OJT, field visits, vocational training for faculty workshops on Bloom's taxonomy, MoU, collaborative approach, National library day, book exhibition, student awards, display at entrance regarding student support, Orientation on Competitive exams, code of conduct , Alumni- guidance mentoring, CAS promotions, Academic Audit, Tarangan with its structured timetable, Commemorative day activities, Green Audit and digitization
- All external members appreciated the efforts of the IQAC.

The following were the suggestions by them:

- Ms. Pooja Dharewa suggested the idea of Padhao India wherein students' mentor and teach, sharing concepts, to the underprivileged through a well-structured programme. The Principal suggested to plan the same in December 2024.
- Dr. Sangeeta Shrivastava appreciated the idea of students' workbooks. Principal madam mentioned the rationale behind it. She emphasized the usage of the library and suggested to have a workshop on Patents which would deal with how to defend claims etc. She also suggested to get the Audit done by Synergy consultants.
- Prof. Sybil Thomas enquired about choices of courses done by students. She stated there could be a review to observe the trends in the selection of the elective courses by the students. Prof. Arati mentioned that financial literacy, emotional intelligence courses were being offered feedback.
- Mr. Mitez Sheth asked about a placement officer if appointed. He spoke about the enhancement of the quality of Internships. He was informed about the placement committee and the related activities undertaken.
- The Principal mentioned about the availing of good internships for Science students at BARC, Indian Institute of Oceanography.
- Dr. Vaijayanti Ranade appreciated the courses introduced. She suggested having alumni feedback about the interdisciplinary courses offered.
- Ms. Arati Kore stated that the outcome of the academic audit would be shared in next meeting
- Dr. Vaijayanti Ranade spoke about the significance of AI on Autonomy. She mentioned a nutshell report of all best practices for the enhancement of the college. She suggested to have feedback from the alumni so as to implement the suggestions and recommendations from the alumni in curriculum enrichment. She stated that there could be a possibility to frame a Road map for 10 years to achieve higher benchmarks of excellence.
- Principal stated that the Perspective and Strategic plan for the five years are in the final stage.
- Dr. Sangeeta Shrivastava suggested that there could be a research topic assigned to a Ph.D. scholar to assess different best practices.
- Dr. Dina Saroj was of the opinion that there should be more involvement in Research and Development.



SOMAIYA
VIDYAVIHAR

K J Somaiya College of Science & Commerce
Autonomous (Affiliated to University of Mumbai)



Agenda 3: Vote of Thanks

Dr. Jyoti Sharma, IQAC Member, Department of Geology extended the vote of thanks along with an assurance that the suggestions given by the external team will be accepted

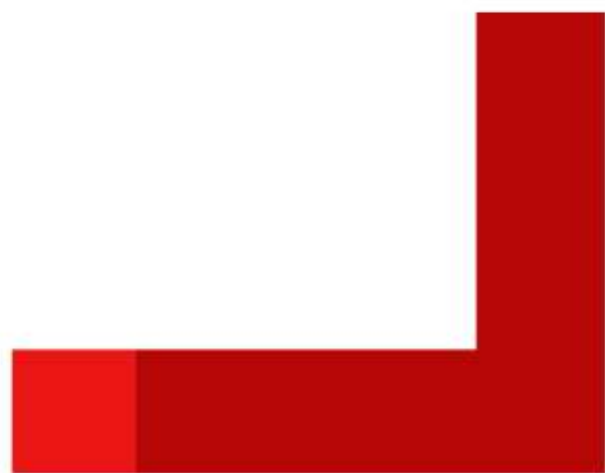
1. Ms. Arati Kore



2. Mr. Shabib Khan
IQAC Coordinators

Dr. Pradnya Prabhu

Principal





Minutes of Meeting

IQAC Meeting for 2024-2025

Date: 19-04-2025

Time: : 9am -11:00 am

Venue: College Board Room

Agenda:

1. Welcome by Principal Dr. Pradnya Prabhu, Chairperson, IQAC
2. Review of Academic, Administrative Examination Process and Energy Audit
3. Review of activities undertaken during 2024-2025
4. Quality initiatives – PLAT score, Internal Audit
5. Action Taken Report of IQAC
6. Any other aspect with the permission of the Chairperson.
7. Vote of Thanks by Dr. Aniket Pawanoji, IQAC member

The following members attended the meeting:

| Sr. No. | Name | Designation | Constituencies of members |
|---------|-----------------------|--|---------------------------|
| 1 | Dr. Pradnya Prabhu | Principal, KJSSC | Chairperson |
| 2 | Mrs. Arati Kore | Assistant Professor in Statistics | IQAC Coordinator |
| 3 | Mr. Shabib Khan | Assistant Professor in Microbiology | IQAC Coordinator |
| 4 | Dr. Vaijayanti Ranade | Retired Vice-Principal and Head, Department of Microbiology, G.N. Khalsa College | Academician |
| 5 | Prof. Sybil Thomas | Professor, Department of Education, | Academician |

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| | | University of Mumbai | |
| 6 | Capt. Swaminathan Iyer | Ex Indian Army Officer, NGO - Vision Smart India | Local Society Representative |
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| 8 | Ms. Pooja Dharewa | Director, KD Practice Consulting Pvt.. | Industry Representative |
| 9 | Dr. Reema Khanna | Associate Professor and Head, Department of Mathematics | Teachers representing all levels |
| 10 | Dr. Jyoti Sharma | Assistant Professor in Geology | |
| 11 | Ms. Shreya Patil | Assistant Professor in Zoology | |
| 12 | Ms. Namrata Nagwekar | Assistant Professor in Statistics | |
| 13 | Dr. Parimal Jolly | Assistant Professor in Chemistry | |
| 14 | Dr. Pallavi Raote | Assistant Professor in Physics | |
| 15 | Dr. Aniket Pawanoji | Assistant Professor in Chemistry | |
| 16 | Ms. Rohini Mhatre | Office Superintendent | Administrative officers |

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| 17 | Mrs. Sameera Samant | Assistant Librarian, KJSSC | |
| 18 | Ms. Divya Pillay | Senior Clerk, KJSSC | |
| Invited Members | | | |
| 19 | Mr. Subhash Krishnan | Vice Principal | ----- |
| 20 | Mrs. Chitra Trehan | Dean- Student Welfare | ----- |
| 21 | Dr. Rohit Singh Chauhan | Dean- Research, Assistant Professor in Chemistry | ----- |

Leave of absence was granted to the following members –

| Sr. No. | Name | Designation | Constituencies of members |
|---------|--------------------------|---|------------------------------|
| 1 | Dr. Sangeeta Shrivastava | Executive Director, Godavari Biorefineries Ltd. | Management representative |
| 2 | Ms. Sumita Pillai | Former CEO, Taurus Wealth Pvt. Ltd. | Employer representative |
| 3 | Mr. Rahul Dangi | CEO, Mercury Designs and Solutions Pvt. Ltd. | Local Society Representative |
| 4 | Mr. Mitez Sheth | Head, Strategic Initiatives, CASI, New York | Alumni |

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| 5 | Dr. Ketan Thatte | Assistant Professor in Botany | --- |
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Agenda 1: Welcome address by Dr. Pradnya Prabhu (Principal and Chairperson, IQAC)

- The meeting began with a formal welcome address by the Principal, Dr. Pradnya Prabhu.
- She also explained the purpose of the meeting and the Agenda.

Agenda 2: Highlights of the activities conducted in 2024-25 till date, presented by Mr. Shabib Khan

- Mr. Shabib Khan updated the panel about all activities conducted and major achievements during 2024-25.
- Presentation started with achievements of Institution which included Autonomy extension for 10 years and career Katta accolades. He presented the criteria wise highlights which included curriculum designing, achievements of faculty and students, field visits, faculty workshops on Bloom's taxonomy, functional MoUs, collaborative approach, library activities, orientation on competitive exams, code of conduct, Alumni- guidance, mentoring, CAS promotions, Academic Audit, ISO audit, Tarangan with its structured timetable, Commemorative day activities, Green Audit, quality initiatives, APAV and NSS, NCC activities.
- Mrs. Arati Kore presented the Action Taken Report (ATR).
- All external members appreciated the efforts of the IQAC.

The following were the suggestions by the external members:

- Prof. Sybil Thomas enquired about the difficulty/challenges in conducting activities and whether feedback was collected for the same. Mrs Arati Kore replied that the feedback was collected and appropriate action was taken.
- Prof. Sybil Thomas enquired about the PLAT (Progressive Learning Ability Test) procedure. Mrs. Arati Kore elaborated on the same specifying that it was a psychometric test based on 21st century skills. She added that this was an experimental activity. She stated that meetings were conducted with the OFFEE team to understand the system and make changes that suit the needs of the institute. Prof.

Sybil mentioned that these were not the ultimate ways to decide the advanced and slow learners and added that these test results should be used more judiciously and carefully. Dr. Vaijayanti Ranade suggested comparing the results of PLAT with other established systems.

- Dr Dina Saroj enquired whether the NAAC checks the scope of MoUs. The Principal replied that the activities of MoUs are taken care of and documented.
- Dr Dina Saroj asked whether the college has flourished in research and development. Mrs. Arati replied that there is an increase in the number of publications, the consultancy, and the number of Avishkar projects. Dr Dina enquired about any international collaboration and funding, to which the Principal responded that we are working on it. Dr Vaijayanti Ranade suggested presenting the work of research students to understand the areas of research, so that the quality of the research can be analysed. Dr Dina Saroj stated that the Master's students should have a knack for research. She added that efforts must be taken by the college to enhance the quality of research. The Principal mentioned that the quality of research has improved. Dr. Vaijayanti categorically stated that efforts must be taken post-patent on how it's effective for society and whether it can be extended for entrepreneurship
- Capt. Swaminathan enquired about the number of MoUs that are only for internships. Principal Madam stated that the MoUs are with industries and added that BARC, TIFR generally do not sign any MoUs. It is mandatory for Government institutions to take students for internships, but these institutions do not sign any MoUs.
- Dr Jyoti Sharma informed the members that ONGC also does not sign an MoU.
- Capt. Swaminathan apprised the members that the Tarangan activity which was conducted in Kamraj Nagar area slowed down as the redevelopment of slums has started. He added that it would take two years for this to settle. He mentioned that parents want continuous coaching. Prof. Subhash stated that daily sessions of 1.5 hours duration were being held on a regular basis. But every day, there used to be a different group of students and there was irregularity among students.
- Principal Madam elaborated on the online English proficiency course offered to Vanvasi Kalyan Ashram Students by the students of our college.
- Ms. Niharika, the student representative, an intern at DRDO for the last 3 months, enquired if students could be sent early for the internship. The principal replied that the Semester 3 curriculum and exams need to be completed before starting the internship.
- Dr Vaijayanti Ranade enquired if there was any clustering of the colleges with our college. She suggested helping other colleges for NAAC or in some other way. She stated that this can be the best practice followed by the college. Principal Madam mentioned that there have been sessions by our faculty on the same at Sarvajanic

College, Surat, for NAAC, Audit, Autonomy, and a session on NEP structure. Dr. Vaijayanti suggested maintaining the documents for the same.

- Dr. Vaijayanti Ranade suggested having a column for Outcomes along with an action taken report.
- Mrs. Arati Kore elaborated on the process of PO-CO (Programme Outcomes, Course Outcomes) mapping.
- Dr. Vaijayanti Ranade suggested presenting the analysis of outcomes of field projects. Mrs. Arati replied that the field projects are evaluated as per rubrics. Dr. Vaijayanti Ranade stated that NSS should collaborate with an NGO and work on the cleaning of forts. She appreciated the fact that sports activities have done very well compared to last year. She stated that APAV projects can be taken as best practice. Mrs. Arati elaborated on the rationale behind APAV.
- Dr. Vaijayanti Ranade asked about the best practices and suggested presenting the progress in the next meeting, and whether it should continue the next year. She enquired about placements and suggested showing the efforts.
- Dr. Vaijayanti Ranade suggested recording the progress in the next 2 years and also at the time of the next NAAC.
- Open Elective courses were explained by Mr. Subhash Krishnan, Vice Principal. Dr. Vaijayanti suggested that there should be a system to assess the effectiveness of chosen electives. Subhash Sir replied that the feedback of the OE courses has taken.

Agenda 3: Vote of Thanks

Dr. Aniket Pawanoji, IQAC Member, Department of Chemistry, extended the vote of thanks along with an assurance that the suggestions given by the external team will be implemented.

1. Ms. Arati Kore



Dr. Pradnya Prabhu



2. Mr. Shabib Khan



Principal

IQAC Coordinators