

03-07-2017

MINUTES OF IQAC MEETING

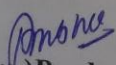
An IQAC internal member meeting was conducted on Friday 30th June 2017 at 10.00 am in IQAC room. The meeting was attended by Dr.ChandanaBasu, Dr. Lolly Jain, Mrs.SmitaSurvase, Mrs.ArtiKore, Ms.Anushree, Mrs.SameeraSawant and Dr.VinayaRane.

During this meeting planning of following IQAC events were discussed,

- Open Day for Junior College students
- Scientific writing Workshop only for interested students and teacher
- Haldikumkum for non-teaching and teaching staff in month of January
- Picnic for non-teaching staff in first week of January
- Motivational and Parenting Workshop for non-teaching staff members
- Parents Teachers meeting to be combined with counselling session for parents followed by non-teaching staff
- Creative corner\hour by students and teachers for students and teachers to encourage students talent and preparing them to showcase and put to use their talents.
- Fun-fair by students to exhibit their creativity to be organised along with cultural programmes
- Organizing Induction and Orientation programme for first year students
- An invited Talk on gender issues
- Session for girls students by K J Medical College
- Talk on investment planning for non-teaching staff.

During the meeting following responsibilities were given to IQAC Members-

1. Minutes of the Meeting – Hardcopy by Dr.VinayaRane
2. Scanning of documents and saving on google drive - Ms.Anushree
3. Open Day – Dr.ChandanaBasu, Mrs.SameeraSawant and Ms.Anushree
4. Scientific Writing Workshop - Dr. Lolly Jain, Mrs.SmitaSurvase and Dr.VinayaRane
5. Haldikumkum- Mrs.SmitaSurvase and Mrs.ArtiKore
6. Picnic for non-teaching staff - Dr. Lolly Jain and Mrs.SameeraSawant
7. All programmes feedback Analysis: Mrs.Arti Kore
8. CAS - Dr.ChandanaBasu and Dr. Lolly Jain
9. Workshop for non-teaching staff members - Dr.ChandanaBasu,Dr. Lolly Jain Mrs.ArtiKore and Mrs.SameeraSawant
10. Review of Infrastructure in College - Mrs.SmitaSurvase,Mrs.SameeraSawant and Ms.Anushree


Dr.(Mrs.)PradnyaPrabhu
CONVENOR, IQAC

03-09-2017

MINUTES OF IQAC MEETING

IQAC meeting of all members was conducted on 1st September 2017 at 12.30pm in board room. The meeting was conducted by Dr. Vijay Joshi, Principal, Dr. Pradnya Prabhu, Vice principal and was attended by Dr. Sangeeta as Management representative, IQAC Internal members (teaching and Non-teaching), 03 parents and 06 student members.

Meeting began with formal introduction of every member followed by reading of activities of IQAC conducted in last academic year, minutes of meeting conducted on 30th June 2017, activities conducted in this academic year and plans of IQAC for this year.

Following additions were made in action plan for this year;

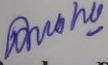
- CPE grant utilization for library automation and virtual class facility
- Conducting a workshop on Heartfulness
- Restarting Geeta ethics course
- Under capacity building for teachers, 03 Project proposals were sent to RUSA

During interaction with parent and student members, following feedback was given;

- Teachers are supportive and motivate students for project based learning, co-curricular activities
- Issues with Elective Course lecture schedule
- Issue of non-working fans, single switch in classroom
- Having alternate timings for office related work so that students need not miss class.

The key decisions taken during meeting are;

- Having a common meeting of IQAC representatives of different colleges in SVV campus
- Making shifts of timings suitable for students
- Having a medical facility in campus
- Event calendar to be notified to students
- Notifying and guiding students about social welfare
- Publishing the magazine online.


Dr. (Mrs.) Pradnya Prabhu
CONVENOR, IQAC

K. J. Somaiya College of Science and Commerce, Autonomous

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The IQAC meeting was held in the board room of the college on April 21, 2018 at 9am.

The list of members who were present for the meeting is attached separately.

The agenda and the resolutions passed in the meeting are as follows.

Agenda 1 : Review of Action taken report

The initiatives started by the college were reviewed in sequence. Majority of the initiatives were considered as satisfactorily conducted while a few initiatives received suggestions from the chair. The review is as below activity wise

1. Open day - It was suggested that open day is to be conducted for Junior college students only.
2. Creative corner - It was informed that the activity was not started due to less number of responses. But it was suggested to initiate it even if response is low so that other students can get a chance to see its working and may get enrolled in the next rounds.
3. Planning had to be done for fun fair, session for girls by K.J. medical college, Investment planning for support staff.
4. The activities of Scientific writing workshop, Picnic for support staff, PTA meeting, Motivational and Parenting workshop for support staff, Induction programme for First year students, Talk on gender issues, Workshop with Heartfulness were satisfactorily conducted.
5. Action was appropriately taken for concerns like notifying students about event calendar and social welfare, sorting out issues of classroom non working fans & single switch, and having alternate timings for office related work considering students lecture timings.
6. Haldikumkum ceremony should have social message giving activities.
7. Geeta ethics course should not be considered as a substitute for value education. It can be thought of offering it through value education module. Principal sir suggested few names as trainers for starting Geeta Ethics course.

8. CPE grant utilization for library automation is to be focused upon. One idea was to have pick and drop a book for issue , renew facility.

9. Online publishing of magazine makes the magazine accessible to all students. Principal sir proposed to have magazine publishing with dynamic, continuous updation. It means that the magazine will incorporate updates , achievements throughout the year rather than having one single rigid deadline for magazine content submissions. But this needs to be worked out for its implementation.

10. The presentation for RUSA proposal will be presented to the authority in the month of May.

11. The common meeting of IQAC representatives of different colleges in SVV campus should be organized in rotation at colleges in SVV campus.

12. Suggestions about medical facility is to have health cabin where Somaiya medical college interns can be available for a specified period of the day, and conducting a medical checkup drive for all students.

Agenda 2 : To plan the activities for the academic year 2018-19.

The proposed list of activities for the academic year 2018-2019 was accepted.

The meeting concluded with thanks to the chair.



Dr. Pradnya Prabhu
IQAC Coordinator

**K. J. Somaiya College of Science and Commerce,
Vidyavihar , Mumbai 400 077
Re-accredited “A” grade by NAAC**

IQAC Action Taken Report 2017-2018

Plan of Action	Action Taken (Achievement)
<ul style="list-style-type: none">● To initiate Value Education course.● To organize National Conference on Curriculum Design and Evaluation● To organize a lecture on Effective Parenting for parents during PTA● To organize workshop for Post graduate students● To conduct the activities for non-teaching staff● Teachers training programmes	<ul style="list-style-type: none">● Initiated by Training the faculty in this year.● Organised the conference sponsored by NAAC● Lecture by a counsellor was organized for parents of under-graduate students● Organised a Research Methodology Workshop for Post graduate students at Mumbai Level.● One day Picnic to Imagica Adventure Park.● Haldi Kumkum● Teachers were given training in Flipped Learning Pedagogy, Curriculum Designing, New NAAC Amendments and Research Based Pedagogical Tools.



Dr. Pradnya Prabhu

IQAC Coordinator