

**K. J. Somaiya College of Science and Commerce
Autonomous – Affiliated to University of Mumbai
Vidyavihar, Mumbai – 400077
Reaccredited ‘A’ grade by NAAC**

IQAC First Full Quorum Meeting for 2019-2020

Date: 13/07/2019

Time: 10:00 am

Venue: Board Room

Agenda:

- 1) Introduction of the Members and welcome by Dr. Pradnya Prabhu (Chairperson, IQAC)
- 2) Role of IQAC- presentation by Mr. Shabib Khan (Member, IQAC)
- 3) Presentation by Dr. Lolly Jain (Co-ordinator, IQAC)
- 4) Discussion and inputs
- 5) Vote of thanks- Mrs. Chitra Trehan (Member IQAC)

The list of IQAC members is as follows:

Sr. No.	Name	Designation	Constituencies of members	Attendance in the meeting
1	Dr. Pradnya Prabhu	Principal, KJSSC	Chairperson	Present
2	Dr. Lolly Jain	Vice-Principal and Associate professor in Microbiology	Coordinator	Present
3	Dr. Sangeeta Shrivastava	GM Corporate R & D Godavari Biorefineries Ltd. Mumbai	Management representative	Present
4	Dr. Vaijayanti Ranade	Retired Vice-Principal and Head, Department of Microbiology, G. N. Khalsa College	Academicians	Present
5	Dr. Sybil Thomas	Associate Professor, Department of Education, University of Mumbai		Present
6	Mr. Parth Bapat	Director, Somaiya Centre for Experiential Learning		-
7	Dr. Ranjan Mogre	Director, AVTOS Life Sciences Pvt. Ltd., Mumbai.	Employer representative	-
8	Dr. C.P. Girishankar	Director, G.S. Ventures	Local Society Representative	Present
9	Dr. Dina Saroj	Dina B. Saroj, Ph.D. Project Leader, Advanced Enzyme	Alumni	Present

		Technologies Ltd		
10	Mr. Shivanand R. Hemmady	Company Group Secretary	Parent member	-
11	Mr. Aditya Chatwani	Student, T.Y.B.Sc Microbiology	Student Representative	Present
12	Dr. Chandana Basu	Associate Professor in Chemistry	Teachers representing all levels	Present
13	Mrs. Chitra Trehan	Associate Professor and Head, Department of Economics		Present
14	Mrs. Arati Kore	Assistant Professor in Statistics		Present
15	Mr. Shabib Khan	Assistant Professor in Microbiology		Present
16	Mr. Jayesh Bhagat	Assistant Professor in Biotechnology		Present
17	Dr. Trupti Tawde	Assistant Professor in Chemistry		-
18	Dr. Jyoti Sharma	Assistant Professor in Geology		Present
19	Ms. Shreya Patil	Assistant Professor in Zoology		Present
20	Ms. Anushree Sukhi	Assistant Professor in Computer Science		Present
21	Mrs. Neelima Deshpande	Registrar, KJSSC	Administrative officers	-
22	Mrs. Sameera Samant	Assistant Librarian, KJSSC		-
23	Mr. Mahesh Mishra	Junior Clerk, KJSSC		Present

Agenda 1: Introduction of the Members and welcome by Dr. Pradnya Prabhu (Chairperson, IQAC)

Meeting began with a formal welcome by the Principal and Chairperson IQAC, Dr. Pradnya. She introduced every Member of the IQAC Committee. Madam also mentioned that Mrs. Neelima Deshpande, Registrar, Mrs. Sameera Samant have been granted leave of absence.

Agenda 2: Role of IQAC- presentation by Mr. Shabib Khan (Member, IQAC)

Mr. Shabib Khan, Assistant Professor in Microbiology and IQAC Member, presented the role of IQAC. First part of the presentation consisted of an introduction to K. J. Somaiya College of Science and Commerce, its brief history, accolades earned by the College and the weak areas highlighted by the NAAC peer team which had visited the College in 2016 under third cycle of re-accreditation. Second part of the presentation emphasized the role of IQAC in the enhancement of quality of the institution. Second part consisted of the vision, aim and the composition of IQAC along with the contribution of IQAC.

Agenda 3: Presentation by Dr. Lolly Jain (Co-ordinator, IQAC)

Dr. Lolly Jain, Associate Professor in Microbiology, Vice-Principal and Co-ordinator IQAC, presented an account of the activities conducted in 2018-2019 and the proposed activities in the academic year 2019-2020 segregated under seven different criteria of NAAC. Presentation also mentioned the proposed theme of Digitization for the academic year 2019-2020 along with a brief description of the activities conducted from June 2019 till date. At the end of the presentation, it was mentioned as to what are the expectations of IQAC from academicians, industrialist, corporate trainers' students and other stakeholders. The forum was then declared open for discussion.

Agenda 4: Discussion and inputs.

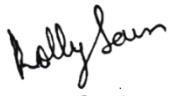
The following points were discussed and suggested -

- ISO certification contact will be provided
- New Format of AQAR to be shared with all the members
- Maximise the use of Innovation and Incubation Centre of Somaiya Vidyavihar, RiIDL
- Training of faculty in Industry, different pedagogies, counselling to be focused.
- Grants from Government and non-government agencies to be tapped
- International collaboration for exchange of students and avenues for research.
- Training programs in Molecular Biology for students and teachers to be conducted as it is the need of the industry
- Training in Competitive exams to be strengthened
- Attendance defaulters to be identified and remedial measures to be taken.
- The theme chosen to be broader- 'Technology Enhancement' instead of Digitization
- Minor research grant could be applied for rural engagement
- Capability enhancement activities to be linked to Mentor-Mentee scheme and establish a working model for the same

- SWOC to be presented in the next meeting
- Corporate Social Responsibility (CSR) and Institutional Social Responsibility (ISR)
- Continuous feedback, student's orientation towards NAAC and training for SSI filling.
- KPI for all members and Schedule of all IQAC meetings to be shared with all the members.
- Student Progression to be recorded.

Agenda 5: Vote of Thanks

Mrs. Chitra Trehan proposed a formal vote of thanks.



Dr.Lolly Jain
IQAC Co-ordinator



Dr.Pradnya Prabhu
Principal



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Minutes of Meeting

IQAC Second Full Quorum Meeting for 2019-2020

Date: 14/12/2019

Venue: College Board Room

Agenda:

- 1) Welcome address by Dr. Pradnya Prabhu (Principal, Chairperson, IQAC)
- 2) Presentation by Dr. Lolly Jain (Coordinator, IQAC)
- 3) Confirmation of Minutes of First IQAC General Meeting
- 4) Discussion and inputs
- 5) Vote of thanks- Mrs. Chitra Trehan (Member, IQAC)

The list of IQAC members is as follows:

Sr. No.	Name	Designation	Constituencies of members	Attendance in the meeting
1	Dr. Pradnya Prabhu	Principal, KJSSC	Chairperson	Present
2	Dr. Lolly Jain	Vice-Principal and Associate professor in Microbiology	Coordinator	Present
3	Dr. Sangeeta Shrivastava	GM Corporate R & D Godavari Biorefineries Ltd. Mumbai	Management representative	Present
4	Dr. Vaijayanti Ranade	Retired Vice-Principal and Head, Department of Microbiology, G. N. Khalsa College	Academicians	Present
5	Dr. Sybil Thomas	Associate Professor, Department of Education, University of Mumbai		Present
6	Mr. Parth Bapat	Director, Somaiya Centre for Experiential Learning		Present
7	Dr. Ranjan Mogre	Director, AVTOS Life Sciences Pvt. Ltd., Mumbai.	Employer representative	-
8	Dr. C.P. Girishankar	Director, G.S. Ventures	Local Society Representative	Present
9	Dr. Dina Saroj	Dina B. Saroj, Ph.D. Project Leader, Advanced Enzyme	Alumni	-

		Technologies Ltd		
10	Mr. Shivanand R. Hemmady	Company Group Secretary	Parent member	Present
11	Mr. Aditya Chatwani	Student, T.Y.B.Sc Microbiology	Student Representative	Present
12	Dr. Chandana Basu	Associate Professor in Chemistry	Teachers representing all levels	Retired
13	Mrs. Chitra Trehan	Associate Professor and Head, Department of Economics		Present
14	Mrs. Arati Kore	Assistant Professor in Statistics		Present
15	Mr. Shabib Khan	Assistant Professor in Microbiology		Present
16	Mr. Jayesh Bhagat	Assistant Professor in Biotechnology		-
17	Dr. Trupti Tawde	Assistant Professor in Chemistry		Present
18	Dr. Jyoti Sharma	Assistant Professor in Geology		Present
19	Ms. Shreya Patil	Assistant Professor in Zoology		Present
20	Ms. Anushree Sukhi	Assistant Professor in Computer Science		Present
21	Mrs. Neelima Deshpande	Registrar, KJSSC		Administrative officers
22	Mrs. Sameera Samant	Assistant Librarian, KJSSC	Present	
23	Mr. Mahesh Mishra	Junior Clerk, KJSSC	Present	

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

Meeting began with a formal welcome address by the Principal and Chairperson IQAC, Dr. Pradnya Prabhu. She thanked the external and internal members who were present.

Agenda 2: Presentation by Dr. Lolly Jain (Co-ordinator, IQAC)

Dr. Lolly Jain, Associate Professor in Microbiology, Vice-Principal and Co-ordinator IQAC, presented an account of the activities conducted in 2019-2020 done till date, segregated under seven different criteria of NAAC. This included the action taken report for the first semester of the academic year 2019-2020. Comments and feedback with respect to the Academic audit for academic years 2016 to 2019, Report of Peer Team visit for Autonomy Extension, Examination Audit were also shared with the House. At the end of the presentation, the forum was then declared open for suggestions and guidance from IQAC members (academicians, industrialist, corporate trainers' students and other stakeholders).

Agenda 3: Confirmation of minutes of first General IQAC meeting:

House unanimously confirmed the minutes of the meeting of the first General IQAC meeting.

Agenda 4: Discussion and inputs.

The following points were discussed and suggested by the external Members Dr. Sangeeta Srivastava, Dr. Vaijayanti Ranade, Dr. Sybil Thomas, Dr. C.P. Girishankar, Mr. Parth Bapat, Mr. Shivanand R. Hemmady and the student member Bro. Aditya Chatwani.

- Attendance of students in the Commerce stream be effectively monitored and measures be devised to ensure at least 75% attendance. Appropriate digital help should be taken for monitoring of the attendance. Communication with parents to be increased regarding their wards performance and attendance.
- Measures to strengthen Research in Commerce should be taken.
- Rewards and appreciation can enhance Research in both the streams Commerce and Science.
- Working models for Mentor-mentee need to be created and implemented.
- Placements need to be focused on in both Commerce and Science.
- Flow of information to be maintained in between IQAC, CDC, Governing body.

Agenda 5: Vote of Thanks

Mrs. Chitra Trehan proposed a formal vote of thanks.



Dr.Lolly Jain
IQAC Co-ordinator



Dr.Pradnya Prabhu
Principal



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Minutes of Meeting

IQAC Third Full Quorum Meeting for 2019-2020

Date: 28/08/2020

Mode: Online-Zoom Meeting

The list of IQAC members is as follows:

Sr. No.	Name	Designation	Constituencies of members	Attendance in the meeting
1	Dr. Pradnya Prabhu	Principal, KJSSC	Chairperson	Present
2	Dr. Lolly Jain	Vice-Principal and Associate professor in Microbiology	Coordinator	Present
3	Dr. Sangeeta Shrivastava	GM Corporate R & D Godavari Biorefineries Ltd. Mumbai	Management representative	Present
4	Dr. Vaijayanti Ranade	Retired Vice-Principal and Head, Department of Microbiology, G. N. Khalsa College	Academicians	Present
5	Dr. Sybil Thomas	Associate Professor, Department of Education, University of Mumbai		Present
6	Dr. Parth Bapat	Director, Somaiya Centre for Experiential Learning		Present
7	Dr. Ranjan Mogre	Director, AVTOS Life Sciences Pvt. Ltd., Mumbai.	Employer representative	-
8	Dr. C.P. Girishankar	Director, G.S. Ventures	Local Society Representative	Present
9	Dr. Dina Saroj	Dina B. Saroj, Ph.D. Project Leader, Advanced Enzyme Technologies Ltd	Alumni	Present
10	Mr. Shivanand R. Hemmady	Company Group Secretary	Parent member	-
11	Mr. Aditya Chatwani	Student, T.Y.B.Sc Microbiology	Student Representative	-
12	Dr. Chandana	Associate Professor in	Teachers representing all	Retired

	Basu	Chemistry	levels	
13	Mrs. Chitra Trehan	Associate Professor and Head, Department of Economics		Present
14	Mrs. Arati Kore	Assistant Professor in Statistics		Present
15	Mr. Shabib Khan	Assistant Professor in Microbiology		Present
16	Mr. Jayesh Bhagat	Assistant Professor in Biotechnology		Present
17	Dr. Trupti Tawde	Assistant Professor in Chemistry		Present
18	Dr. Jyoti Sharma	Assistant Professor in Geology		Present
19	Ms. Shreya Patil	Assistant Professor in Zoology		Present
20	Ms. Anushree Sukhi	Assistant Professor in Computer Science		Present
21	Mrs. Neelima Deshpande	Registrar, KJSSC		Administrative officers
22	Mrs. Sameera Samant	Assistant Librarian, KJSSC	Present	
23	Mr. Mahesh Mishra	Junior Clerk, KJSSC	Present	

Agenda:

- 1) Welcome address by Dr. Pradnya Prabhu, Chairperson, IQAC
- 2) To confirm the minutes of IQAC meeting held on 14th December, 2019
- 3) To approve the AQAR 2018-2019
- 4) Presentation by Dr. Lolly Jain, Coordinator, IQAC
 - Activities report (2019-2020)
 - Achievements of students (2019-2020)
 - Research report (2019-2020)
 - Feedback analysis (2019-2020)
 - Action taken Report (2019-2020)
- 5) Discussion
- 6) Vote of thanks- Mrs. Chitra Trehan (Member, IQAC)

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

Meeting began with a formal welcome address by the Principal. She also informed the house about Ms. Anushree Sukhi, Assistant Professor, Department of Computer Science and Mr. Mahesh Mishra, Junior clerk from the office having been appointed in S.K.Somaiya College under the auspices of Somaiya Vidyavihar University and wished them success.

Agenda 2: Confirmation of the minutes of IQAC meeting held on 14th December, 2019

House unanimously confirmed the minutes of the meeting held on 14th December, 2019.

Agenda 3: Approval of the AQAR 2018-2019

The AQAR for the year 2018-2019 was presented before the house and approved.

Agenda 4: Presentation by Dr. Lolly Jain (Vice-Principal and Co-ordinator, IQAC)

Activity report of the Institute segregated under seven different criteria of NAAC, Achievements of students, Research report, Feedback analysis and Action taken Report were presented for the academic year 2019-2020.

It was very well appreciated by the external members and they applauded the efforts of the team in exhibiting commendable progression.

Agenda 5: Discussion

The following points were suggested and discussed by the external Members:

Academics and Flexibility:

- A plan for academics, curricular and co-curricular activities in the pandemic situation could be designed with flexibility. There is a scope to design inter-disciplinary programmes /courses. Also a course on Research Innovation Programme through RiiDL could be offered for the benefit of Science and Commerce students as well. Industrial projects could be invited since the faculty has been trained for use of Schrodinger software for Drug designing. Corporate relationship with regular programs will help skill development amongst students.
- There is a need to anticipate and identify the problems faced by the students in the ongoing lockdown period.

Feedback:


- In the next academic year, it could be planned to obtain a 360⁰ feedback for a holistic view of the institution. Help from external agencies could be sought. There is scope of taking feedback from peers during the department audit. Also, the Head of the departments from various subjects from other Colleges could be engaged in the peer feedback process. Also a comparative analysis of the curriculum with that of the other colleges should be obtained. Feedback from the employers from different industries could be obtained. Students could be involved in framing the feedback questions.

RST-GIS Centre:

- External members expressed concern over the existing space for the RST-GIS centre. The house was informed that the facility will now be shifted to the fourth floor of the KJSSC building. Also, the possibility of having the weekend version of the courses should be explored.

Agenda 6: Vote of Thanks

Mrs. Chitra Trehan proposed a formal vote of thanks.



Dr.Lolly Jain
IQAC Co-ordinator



Dr.Pradnya Prabhu
Principal



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IQAC 2019-2020

ACTION TAKEN REPORT (ATR)

Details	Proposed dates/ Number	Action taken
Criteria I: Curricular Aspects		
M.Sc. Mathematics to be introduced	July, 2019	Program initiated. No of Admissions: 25 in 2019-20 and 24 in 2020-21
Criteria II: Teaching-Learning and Evaluation		
Workshop on Schrodinger software training (Under CPE)	12 th and 16 th July, 2019.	Beneficiaries:14 faculties. This training has helped in planning a certificate course on drug designing.
Faculty induction: On use of ICT tools in teaching, learning and evaluation	August 2019 onwards	1] Two days induction program on communication skills conducted in association with Rambhau Malgi Prabodhini, Knowledge excellence centre on 13 th -14 th July 2019. Beneficiaries: 80 2] Attended by faculty Orientation programs – 02 Induction program by IISER Pune-02 Refresher Course – 10 Online refresher course - 01 3] Workshop on E-content development conducted on 28-29 th February, 2020. Beneficiaries-59. Participants learnt different online tools for the creation of e-content.
Faculty Conclave	April, 2020	Could not be held due to lockdown
Molecular Biology workshop	July, 2019	9 th July to 13 th July, 2019. Beneficiaries-28 T. Y. B. Sc. students. 23 rd July to 27 th July, 2019. Beneficiaries-25 M.Sc. students.
Projects for Commerce faculty and students	July to December	Three minor research projects sanctioned by University of Mumbai to the commerce faculty and applied for one major project. 2 Paper presentations in International conference

		(Dr. Bharathi M) Projects as Internal evaluation for students could not be initiated.
Criteria III: Research Consultancy and Extension		
Enhancement of MoUs.	10	11
Collaboration and linkages	5	02
Incorporation of Plagiarism software	April, 2020	Initial discussion with Librarians at Campus level stated software would be at Campus level.
RST-GIS Centre	September, 2019	It is functional. Beneficiaries: Certificate Course 10 (02 outsiders). Diploma course-22 (07 outsiders). PG Diploma course-02 (02 outsiders)
Industry funded projects	1	Nil * 171 UG projects (funded under STAR-DBT grant) * About 200 PG research projects/internships.
Collaboration with RiiDL(Research Innovation Incubation Design Laboratory) for innovation	At least 2 start ups	Two start-ups initiated MOSS – App developed for digitally linking college with all students at all times Quickfoodzz- Digitalized Canteen Service 30-32 students did Internship
Manav-The Human Atlas Initiative workshop	9 th March, 2020	Beneficiaries: All T.Y. B.Sc. and PG students from Life sciences (Around 120)
Criteria IV: Infrastructure and Learning Resources		
Workshop on Digitization of Library	September, 2019	Workshop for PG students by Library 18 th -20 th November, 2019. To orient the students about the library facilities and to operate database.
Installation of CCTV cameras in College building	June, 2019	Completed. CCTV cameras have been installed at different locations in the College.
Facilities to be provided for physically disabled/ student with special needs (Braille/Talking books/sign language interpreter)	January, 2020	Presence of ramp and toilets for physically challenged students are available. No new modifications done.

Up-gradation of classrooms	September, 2019	Lecture capturing system installed in Seminar hall. 6 classrooms made ICT enabled.
BCR, gymkhana renovation	January, 2019	Pending
Criteria V: Student Support and Progression		
Promote student exchange programs	3	Nil (Orientation by delegates from University of Padova, Italy for PG students was organized on 11 th Feb, 2020. No of Beneficiaries – 35)
·Involvement of students in community outreach programs	1000 students	1] Event on Student Solar Ambassador. Beneficiaries: 1000 students on 2 nd October, 2019 participated and prepared Solar Lamps. 2] Thirty-five students and one faculty member visited Sai Care Old age home in Mulund on 10 th August, 2019. 3] NSS & NCC activities - Beach clearing, Blood donation, Swachh Bharat Abhiyan, Kargil Diwas, awareness process for the Election card etc. Beneficiaries – About 300-350
Talk on Clinical Research: A Credible Career Option by Klintec Academy	9 th March, 2020	About 100 Students
Guest Lecture on Diploma/Certificate Courses for Paramedical Job opportunities	15 th June, 2019	320 Students
Induction Programme- Swagatam for the First-year students of all the faculties	8 th -10 th July, 2019	About 1200 Students
Criteria VI: Governance, Leadership and Management		
CAS promotions	20 th January, and 4 th March, 2020	Stage 1 to 2 – 07 Stage 2 to 3 – 01 Stage 3 to 4 – 05 No pending CAS Cases
Departmental Audit	April, 2020	Due to the Lockdown could not be completed.
Workshop on Basics of Microsoft and ESS Login.	1 st July, 2019.	20 Nonteaching staff.
Academic Audit: 2016-2017, 2017-2018 and 2018-19	8 th & 12 th June, 2019	Completed
Workshop entitled Quality culture development and new reforms in NAAC	10 th June, 2019	120 teaching faculty

Visit of Committee from UGC for Extension of Autonomy	23 rd -24 th September, 2019	Visit of Committee from UGC for Extension of Autonomy
Shortlisted for the Best College Award under University of Mumbai 2018-19	13 th -14 th January, 2020	Visit of the Committee
Online academic and administrative transactions	At least 3 processes	Functional, Admissions and administrative transactions (railway concession, transcript, Bonafide certificate) are online.
Ongoing College Magazine publication	Trial in this year	Not initiated
Neilson India Today rankings	As per their deadline	Application for the ranking was submitted.
IMC- RBNQA training for Certification and preparation to apply for the Award in 2020-21	November, 2019	Two Faculty members had attended the Session on understanding award criteria on 24 th and 25 th April, 2019 at Walchand Hirachand Hall, IMC, Mumbai. They learnt about different criteria and writing the applications.
Hansa Research The Week rankings for College	As per their deadline	Had applied for another award by Federation of Indian Chambers of Commerce & Industry (FICCI).
Digitization of personal files and administrative office processes	By April, 2020	Due to Lockdown could not be initiated.
ISO Application	Preparation in this year	At department level the Standard Operating Procedures SOPs for different processes were compiled and sent to the ISO training team for the review and now the process is under progress.
Examination processes and Administrative Audit	First/ Second semester	Completed Exam Audit on 4 th Dec 2019. External members from different Colleges visited the Exam cell for the Audit.
Criteria VII: Innovations and Best Practices		
Creating Awareness Among Auto Rickshaw Drivers	14 th August, 2019	To create awareness among auto rickshaw drivers to protect against air pollution.
Green Audit	December, 2019	Not conducted
Rain-water harvesting	September, 2019	Existing and functional as a campus facility
Connect with Community Activity under Unnat Bharat Abhiyan	50 students	Five villages have been adopted in Dahanu taluka in Palghar district. Household and village surveys have been completed and the data has been uploaded on UBA portal. Further correspondence with the villagers is under process to implement strategies to resolve different village issues which were identified in the

		surveys.
Haldi-Kumkum ceremony	12 th January, 2020	55 Teaching and 17 non-teaching female staff
Body Composition Check and Health Camp	13 th December, 2019	Body Composition Check and Health Camp
Earn and Learn scheme for students (Ph.D. students can also be involved)	At least 5 students	Mr. Archit Jain from unaided commerce is involved in photography sessions of the College activities.
Digitization of Administrative office	At least 3 processes	<ol style="list-style-type: none"> 1) Online Leave applications submission for teaching and non-teaching 2) Online view of daily biometric record 3) Online approval for “ OUT DUTY ” 4) Online submission of “forgot to punch” 5) Online railway concession applications 6) Online payment of fees 7) Use of web advertisement & email correspondence for recruitment process 8) Software generated rollcall 9) Software generated students general register.
Digitization of Teaching-learning and evaluative process	Promoting use of ICT tools	Many faculty members have adopted ICT-based teaching-learning methods along with Flipped learning. Different ICT based assessment methods were adopted by faculty members.

Lolly Jain

Dr.Lolly Jain
IQAC Co-ordinator

Pradnya

Dr.Pradnya Prabhu
Principal

