

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

IQAC MINUTES OF MEETING
ACADEMIC YEAR 2018-19

Date: 20th October 2018

Time: 1.30 pm to 3.30 pm Venue:

Board Room, KJSSC

The proceedings of the meeting were as follows-

Agenda 1: Welcome address by Principal

Principal, Dr. Pradnya Prabhu welcomed all the members of IQAC.

Agenda 2: Approval of minutes of last meeting held on 17th July 2018

The minutes of last meeting were read and the same were approved unanimously.

Agenda 3: Review of Action taken report

The initiatives started by the college were reviewed. Majority of the initiatives were considered as satisfactorily conducted while a few initiatives are to be conducted in coming months.

Agenda 4: Activities planned in the second term

The proposed list of activities for the second term of the academic year 2018 - 2019 was discussed. Suggestions were also offered on few initiatives.

Agenda 5: Nomination of IQAC coordinator and new members

Dr. Lolly Jain, Associate Professor in Microbiology was nominated as the new IQAC coordinator.

Agenda 6: New initiatives suggested

Communication Skills, image building training must be offered to students in the mode of workshops or as skill based elective. The college is currently training students in communication skills in the Language Lab set up in the college.

The meeting concluded with thanks to the chair.



Dr. Pradnya Prabhu

Principal and IQAC Coordinator

PRINCIPAL
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**IQAC MINUTES OF MEETING
ACADEMIC YEAR 2018-19**

Date: 17th December 2018

Venue: Board Room, KJSSC

The agenda was to take follow up of the activities done so far in the academic year and plan accordingly in remaining academic year.

Following points were discussed:

- 1) The Date for the national conference was decided as 2nd and 3rd February, 2019
- 2) Design and conduct workshop for nonteaching staff for their skill development in ICT like “Befriend Computers”.
- 4) In Haldi-Kumkum along with traditional way, one competition or workshop like cooking without fire was decided to be conducted.

The meeting concluded with thanks to the chair.

Lolly Jain

Dr. Lolly Jain
IQAC Coordinator

Pradnya

Dr. Pradnya Prabhu
Principal

PRINCIPAL
K. J. SOMAIYA COLLEGE OF SCIENCE & COMMERCE
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IQAC Action Taken report
ACADEMIC YEAR 2018-19

Plan of Action	Action Taken Report
Infrastructure related	
LCR, renovation.	Completed and functional
For Faculty members	
Designing new diary for teachers to facilitate API form.	Designed and distributed to all faculty members.
RBPT workshop for our faculty	Two-day workshop was organized on 23-11-2018 and 24-11-2018 and number of beneficiaries were 24.
CAS online applications of teachers to be scrutinized and forwarded for further action. .	Done for four staff members
Training for Bajaj IMCQA.	Two staff members were trained
Student related activities	
Scientific writing on Statistical Tools in Research.	PYTHON & R-Software Workshop on 10th & 11th August, 2018.
Molecular Biology workshop for students	Planned to be conducted in June 2019
Self Development Programme in Value Education	1 credit course “SANSKAR SHALA” organized for T.Y.B.Sc./ T.Y.B.Com students.(18/4/2019-23/4/2019)
Workshop on Plagiarism (for faculty too)	Covered in Session on e-Resources for Enhancement of Research organized by Library Development Committee 4/2/2019
Celebration of National Science day.	Department of Physics organized “The Light Show” to demonstrate the various optical phenomena with creative experiments.
	Department of Microbiology organized Essay writing competition, The theme was“ Science for the people and people for the Science”
For non-teaching staff	
Conference/workshop for Non-teaching at least at a State level.	Could not be conducted
Training to non- teaching	Workshop on Laboratory Maintenance in collaboration with WRIC (organized by Chemistry & Physics Department)
Haldi kumkum (Arrange some lecture or workshop for them as a part of the social gathering)	Could not be conducted due to logistic issues

Policy Decisions	
Exam billing to be made software based and online through CAP and Examination Cell Directly.	Implemented
Classroom locking after lectures on every floor.	Implemented
Regular deputation of Faculty for FDPs	Number of faculty attended Orientation courses: 14
	Number of faculty attended Refresher courses: 07
	Number of faculty attended Induction programme: 05
	Number of faculty attended short term program: 15
Online publishing of Magazine. Articles to be published online on a regular basis	Under-process
Extension Activities	
Open day for School Students and Jr. College students	Planned but dropped due to poor response.
Lecture on Effective Parenting for students during Parent-Teacher Meet	A Counseling session on Effective Parenting by Mr. Rajesh Kamath, Chanakya Consultant, Facilitator and Coach.

Lolly Jain

Dr. Lolly Jain
IQAC Coordinator

Pradnya

Dr. Pradnya Prabhu
Principal

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