

Minutes of IQAC Meeting

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)

Following Members were present:

1) Dr. Pradnya Prabhu	10) Dr. Chandana Basu
2) Dr. Lolly Jain	11) Mrs. Chitra Trehan
3) Dr. Vaijayanti Ranade	12) Mrs. Arati Kore
4) Dr. Sybil Thomas	13) Mr. Shabib Khan
5) Dr. Ranjan Mogre	14) Ms. Anushree Sukhi
6) Dr. C.P.Girishankar	15) Mr. Jayesh Bhagat
7) Dr. Sangeeta Shrivastava	16) Ms. Shreya Patil
8) Dr.Dina Saroj	17) Dr. Jyoti Sharma
9) Bro. Aditya Chatwani	18) Mr. Mahesh Mishra

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 by the external Members Dr. Sangeeta Srivastava, Dr. Vaijayanti Ranade, Dr. Sybil Thomas, Dr. C.P.Girishankar, Dr. Ranjan Mogre, Dr. Dina Saroj and the student member Bro. Aditya Chatwani -

- 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, students 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.