

Action taken Reports to IQAC meetings

2015-16

I) 24/6/15

- Business cell/ Entrepreneurship development cell initiated in association with AIFMB (Asian Institute of Family managed Businesses).
- Information gathering formats drafted by IQAC for the purpose of preparing the AQAR were introduced in the form of department/course proformas and committee report proformas.
- Academic diary for teachers to record teaching-learning process in detail and in a structured manner was implemented.
- A student diary to motivate and record students' participation in add-on courses, co-curricular and extra-curricular activities was maintained by the mentor teachers.

II) 16/10/15

- Audit/review of lesson & subject plan reports through planning board was taken up.
- As proposed in the above meeting, IQAC external members subsequently (on 12/12/15) met the teachers and students to look into the status and mobilize suggestions in the areas of placements, infrastructure, attendance improvement and Teaching-learning process (TLP).

III) 09/2/16

- To get genuine and objective feedback from students, as per IQAC suggestions; the data of regular students (with min 75% attendance) began to be forwarded by attendance committee to the student feedback committee in order to procure feedback on the teaching-learning process.
- IQAC with the student feedback committee modified the exit feedback form to collect feedback on the TLP and the institution facilities from the final year students of all courses.
- IQAC email account was separately created to act as a depository to collect documents such as reports, data base etc.

IV) 19/3/16

- Use of ICT in TLP was enhanced.

- Research acumen among students was promoted. IQAC hosted the district level round of 'Avishkar' - inter-university research convention. Each year students participate in this research convention.
- Guest lectures/sessions on drafting major research proposals and PhD guidance were organized by IQAC and research forum in order to encourage teachers to pursue research.

V) 22/3/16

- Mr. Nilesh Chaterjee (IQAC external expert member) provided guidance and suggestions on the modified format and method of including student involving activities/modes in the TLP.
- Sample of teaching-learning plans in the subjects of research methodology by Dr. Sujata Khadilkar, marketing by Ms. Aparna Jain, ASP.Net by Mr. Rajendra Patil and Entrepreneurship development by Mr. Arun Kumar Dubey were reviewed by Mr. Nilesh Chaterjee.

VI) 30/4/16

- The modified form of the teaching/lesson plan was followed by all faculties based on the guidelines received from IQAC members.

VII) IQAC report 2015-16

Meetings held: 06.

24/6/15 (internal members for planning & bifurcation of work)

16/10/15 (with external experts & alumni representatives)

12/12/15 (IQAC external experts meeting with teaching staff & students)

09/2/16 (review of workshop for IQAC coordinators held at Kirti college on 30th Jan. 2016)

19/3/16 (with external experts & alumni representatives)

22/3/16 (special meeting on innovations in lecture & subject plans)

Plan	Action taken
Apply for UGC courses	Initiatives under B-Voc scheme for data analysis

Systematic information gathering and recording system	Standard formats of department profile and committee activity report as per AQAR requirements
To provide timely information to students and parents	College apps was launched
To support better intitutiona discipline and coordination between teachers, studens and parents	Parent- teacher and students meet conducted in each class by the mentor teacher, students' grievance redressal online.
To encourage students to be involved in extra curricular activities	STAI record to b maintained in student diary.
To inculcate entrepreneurship skills and provide a platform for students to interact with industry.	Business cell in association with AIFMB
To facilitate skill development courses and training	Applied and process started in case of courses under NSDC: Courses on Mutual fund, laptop repairing and banking correspondent & business facilitator.
To incultate book reading, writing and editing skills	Book review, GD activities by mentors & English department started a magazine 'Spectrum' by BA students, Reader's club.
To provide students with a realistic evaluation about their workplace skills and career choices.	An employability test for all TY students was conducted in association with 'Edusharp' an institution involved in psychometric assessment.
To facilitate research among faculties.	A presentation on literature review and use of library resources in research.
To understand the weightage given to various criteria by NAAC in their accreditation process.	Attended workshop for IQAC coordinators at Kirti college, 30/1/16
To inculcate entrepreneurship skills and provide a platform for students to interact with industry.	Sessions of entrepreneurs & concluding session by Prof. Parimal Merchant
Innovations in teaching-learning process and specify the goals/perspectives.	Special meeting for the guidance from Mr. Nilesh Chaterjee

Details/particulars about action taken:

- Department profile and committees activity profile formats were drafted and sent to all the heads/incharges/course coordinators and committee conveners as a base for information recording and data collection. This will aid in preparing the AQAR and also the concerned departments/committees in terms of NAAC requirements.
- Under the mentoring system, students' diary was introduced in which they maintain a record of STAI including 25 hours of other hobbies, academic pursuits and extra

curricular activities that students participate in. Academic diary for teaching staff. Review of lecture, subject and department/course plans are done by the Planning board and suggestions and new ideas are given.

- A session on 'Financial planning and investors' awareness' for the teaching staff was conducted on 30/7/15 in the seminar hall. The session was guided by Skyes & Ray Equities & BSE.
- A presentation on 'Literature review and use of library & online resources in research' was organized for the faculties on 21/9/15. Mr. Sanam Pawar (Librarian) and Dr. Sujata Khadilkar made their presentations.
- An employability test for TY students measuring their aptitude, personality traits and workplace skills was conducted on 12/9/15. It was attended by 30 students. The test was administered by 'Edusharp' an institute involved in psychometric assessment. Each student's report was mailed to the college and detailed report with suggestions was provided to the students.
- Other initiatives: News letter titled 'Spectrum' by BA students, Reader's Club program including poetry recitation, mono act, GD etc, English department started Literary Forum including events such as elocution competition and second one included book review & article writing.
- Business cell report:
 - Orientation ceremony of business cell "Skillbiz" was held on 4th August 2015 in the Seminar hall. Prof.Parimal Merchant, Director S.P.Jain guided the students and briefed about the course.110 students have attended the same.
 - Under the guidance of Mr. Rishi Dedhia, Mentor of Business Cell S.K.Somaiya College, a students committee was formed. Enrollment form with a database was collected. Mentee students were appointed. Roadmap of the annual activities was briefed by Mr.Dedhia.
 - On 14th September 2015, first event of "Skillbiz" business cell 'Samagam' has been organized. Ms.Samant(From Chocolate making business) & Mr.Nilesh Gandhi(manufacturer of fire fighting equipment & customized software programmes for the students) have interacted with the students and share their personal experience.
 - Drafted & prepared mentor file format to structure the working & records by mentors for 2016-17.
 - Feedback committee was provided with modified exit form with rating scale to be collected from TY students of all courses.
 - Plan to prepare event calendar including all major committees, fests, exams etc in April 2016.
 - Business cell samagam was conducted on January 2016 by Mr,Mayank Parekh in which he discuss the practical examples of some first generation entrepreneurs and their success stories.

- Mr. Parimal Merchant conducted the last session of Business cell on 27th February 2016 where he motivated the students to take initiatives to set up their own venture. Initially may be at a small scale.
- Workshop on R- tool for data analysis was conducted in 26th & 27th February 2016, 25 participants.
- National conference on 'Contemporary social issues' for students was organized by Dept. of Sociology on 9th & 10th February 2016. It had 67 participants.
- Employability test was conducted for TY students to evaluate them on their aptitude, proficiency skills etc.
- Placement
- Workshop on 'Placement Assistance' including aptitude testing, GD & PI was conducted in November 2015.
- To give impetus to the entrepreneurial skills of the students, the college has set up 'idea club' with initial funding of Rupees one lac from the college fund.
- The college has been registered as local chapter of NPTEL to facilitate the students into skill development under the GOI, NSDC scheme.

2016-17

I) 20/6/16 (22/6, 23/6 & 09/7/16)

- Department/course and committee proformas were modified further for incorporating more detailed information and simplification to collect annual data/information for AQAR. A meeting to convey the same for all teachers was conveyed on 24/6/16.
- Departments were suggested to set research targets.
- Parent teacher association (PTA) was initiated. PTA membership forms were prepared and membership was mobilized through mentor teachers.
- Subsequently (22/6/16 & 23/6/16), IQAC met all committees to review their annual plans and make suggestions regarding the activities they can take up in the future.
- Meeting of mentor teachers was conducted on 09/7/16 to explain the utility of the new mentor kit introduced by IQAC with its purpose.

II) 08/10/16

- Under PTA, a counseling session by Ms. Rachana Awatramani for students and parents was organized by IQAC on 11/2/17.

- **Mr. Ajay Sharma, BSc Computer science student was provided seed fund to develop a software for a NGO by Mr. Bimal Mehta (IQAC member, management representative).**
- Conduct of ‘Campus to Corporate’ course was restructured and streamlined.
- Employability test in collaboration with Edusharp was organized by IQAC.

III) 18/3/17

- The IQAC determined to focus on more effective and systematic documentation. Accordingly in the next academic year it has documented and presented the progress of the institution and the report on TLP in a more structured manner with application of comparative approach.
- Consistent interaction of IQAC external members with faculty and students on a yearly basis is done.

IV) IQAC report 2016-17

Sr. No.	Date	Activity/work	Purpose	Outcome
1	20/6/16	Plan for 2016-17	To lay down priorities, identify gaps & improve effectiveness	Research targets to each department, PTA initiation, structured course content for EDC & mentor files.
2.	21/6/16	Meetings with Departments	To review plans	Suggestions of activities, flipped model & research targets were reviewed.
3.	22/6/16	Meetings with committees	To review plans	Suggestions of activities and the role & contribution of the committees in the AQAR were briefed to conveners of various committees so that their work would be aligned to the reaccreditation requirements.
4.	07/7/16	Meeting of class mentors	Mentor file, to brief the outline of activities expected and recorded.	Increased interaction with students, parent teacher meetings, PTA membership, attendance problem could be dealt with to some extent, reading habit and initiation of career requirements among aspiring students.
5.	30/7/16	Entrepreneurship Development Cell	To impart to the students basic knowledge & expose	About 85 students have enrolled, mainly from the FY classes. Sessions on entrepreneurship, skills, finance,

			them to experiences of entrepreneurs and later come out with their own ideas.	preparing project plan, identifying opportunities were well-received.
6.	04/8/16 & 30/9/16	Employability Test in collaboration with Edusharp	To enable students to systematically evaluate their interest areas, skill sets and workplace competencies.	Each student was mailed their employability test score & report. A feedback /guidance session was arranged on 30/9/16 for future steps to be taken by the students.
7.	<ul style="list-style-type: none"> • 28/9/16 • Dec 2016 	PTA	To pool in the resources & expertise of parents and facilitate interaction among students, parents and teachers	<ul style="list-style-type: none"> • The first activity was a session on 'Basics in finance' conducted by a parent. The session was interactive. • Session by TYBcom 'A' student Payal Gandhi & parent on Various invitation cards. Students enjoyed the session.
8.	08/10/2016	Meeting	Review the work	Guideline for future plans were received.
9.	Tie ups & Consultancies 2016-17	<ul style="list-style-type: none"> • WSU tie up for student programs • Train the trainer consultancy & sessions for Police Academy, Marol, Mumbai 	<ul style="list-style-type: none"> • To exchange teaching-learning processes & academic/research experiences among students. • Training module was prepared & offered. The training module included Communication Skills, Corporate 	<ul style="list-style-type: none"> • To be commenced. • The training module offered to the Police Academy was found to be relevant by the recipients. It contributed in terms of achieving a social outreach of the institution. The faculties who participated included Prin. Dr. Sangeeta Kohli, Mr. RajendraPatil, Mr.Dhaval Bhatt, Mr.PrathameshTawade, Dr.Raji Ramesh and Dr.Sara Thomas of our college

			Etiquettes, grooming, Email Writing etc. and use of Information Technology	
10.	13th December, 2016	Chinese studies outreach program	To have interaction with the students to increase awareness about the changing social, economic and political world order and the role of China in this changing scenario & to promote interdisciplinary study and research on China and the rest of East Asia.	The Outreach program was attended by large number of students and faculties who had an interesting and meaningful interaction with the speakers who included Dr. Alka Acharya, Director, ICS, Ex Ambassador Kishan Rana, Mr. M. Chandrashekhar, Editor, Business Line, Dr. Madhavi Thampi and Dr. Ravi Bhootalingam, Honorary Fellow, ICS, Dr. Ashok Gurang, Director, India-China Institute.
11.	Research 2016-17	Research centres progress	Research enhancement through PhD centres	PhD centres Economics: received continuation of affiliation. Commerce: The college has applied for continuation of affiliation of PhD Centre in Commerce.
12.	11/2/17	Parent Gathering/meet	Counselor tips, interacting with parents & to mobilize parent feedback.	Counseling-cum- interactive session conducted by Ms.Rachana Avatramani, a counseling psychologist and the founder of Insight Counseling Services. She

				addressed both the parents and the students during the session. The session was well received by all stakeholders present.
13.	18/3/17	Meeting	To review progress during the year.	Progress report was tabled and experts suggested that a tentative plan for 2017-18 be prepared & benchmark/ best practices to be identified by select courses/depts.

Details

1. The first IQAC in-house member meeting was held on 20/6/16. The plan for 2016-17 was discussed. It was decided to conduct review meetings with various departments and committees, to limit membership of Entrepreneurship Development Cell & restructure the EDC course, initiate Parent-teacher association, streamline to make the mentoring system more effective, experiment with the flipped model in teaching-learning and organize a workshop. Department/course and committee proformas were reviewed and modified on 24/6/16. Suggestions to Alumni association, PTA membership form format was prepared on 25/6/16.
2. IQAC and Planning board conducted meetings with various departments on 21/6/16. The purpose was to review department plans, adoption of flipped model in teaching-learning & research targets set by the members.
3. IQAC meeting with various committees was held on 22/6/16 in order to make plan reviews and give suggestions regarding the activities that can be taken up. Each committee's role in enhancing their contribution to the AQAR was also communicated.
4. Mentoring system was structured by providing guidelines of activities to be initiated and a mentor file to compile the work done by mentors on 7/7/16. These included goals like reading habits, to encourage students to participate in extra-curricular activities, to inform & suggest students to participate in certificate/add-on courses and career counseling. Principal Madam took a review of the same and made her observations by discussion with each mentor teacher on 5/10/16 and 6/10/16.

5. In order to streamline the nature of the Entrepreneurship Development Cell of the college, a course design was prepared by IQAC members in consultation with AIFMB. Its contents were revamped to include alternative sessions of theory, practical knowledge & interactive sessions. The students enrolled would subsequently also undertake a field visit and prepare a project plan. The first session was held on 30/7/16. 3 theory sessions by in-house faculty & 3 interactive sessions by AIFMB have been conducted so far.
6. Employability Test in collaboration with Edusharp was conducted on 04/8/16. 35 students from various streams appeared for the test. Feedback/guidance session was arranged on 30/9/16. Counselors Ms. Jenny and Ms. Sonal of Edushrp addressed the students. Institution's consolidated report is awaited.
7. PTA membership was mobilized in a formal manner through a membership form pooling in information about the parents' occupations, interest areas, hobbies and the contribution they would like to make by conducting various sessions/activities for the students. The first activity was a session on 'Basics in finance' conducted by Ms. Smita Ramkrishnan, parent of our FYBMM student. The session was interactive.

2017-18

I) 28/6/17

- In continuation with widening the scope of PTA activities, IQAC conducted a workshop on 'Digitalization and use of online resources' for parents on 23/9/17. The session was conducted by Mr. Rajendra Patil.
- Review of mentoring work was done by IQAC in each term.
- List of UGC approved journals was provided to all faculties in their respective subjects on 10/9/17.
- Suggestion for conduct of inter-disciplinary lectures/sessions was given to departments.
- Student representatives were nominated to IQAC and were later part of the organizing committee of the symposium organized by IQAC on 9th and 10th March 2018.

II) 23/9/17

- Biometric system for student attendance was suggested in this meeting and in May 2018, IT students came up with a very unique/innovative system of using QR codes for the same.

- Institutional plan was presented to the management and reviewed.

III) 21/4/18

- Modified institutional plan, along with progress report was placed in the IQAC meeting.
- Budget and financial status along with infrastructure requirements was thereafter submitted to IQAC external expert members.

IV) 14/5/18

- Review of NAAC SSR work done.
- Previous NAAC peer team suggestions were again reviewed.
- Follow up on IIQA and SSR preparation were taken from time to time.

V) IQAC report 2017-18

Activity	Tentative Date/ Period	Status with remarks ***State Date, topic, speaker/program/event details & no. of students participated
Finalization of AQAR 2016-17	June	23/6/17, 1/7/17 & 3/7/17 forwarded AQAR to Principal madam Changes suggested were incorporated in November, December. AQAR 2016-17 will be uploaded by March 2018
Annual meeting of internal members to plan activities	June	28/6/17. Main points discussed: Mentoring system to continue with mid-term

		review, PTA activity to be enhanced, Workshop on RM & e-content of curriculum delivery.
Vision statement of institution	June	<ul style="list-style-type: none"> • Outlined from April-June. Final text on 14/6/17 (SK) • As per suggestions by expert members in subsequent meeting a modified approach to presentation of institutional plan was prepared in Oct 2017 (RP).
Committee plans review	July	Done on 8/7/17. Suggestions were given particularly to CF, Research forum & Placement cell.
UGC API 4 th amendment	July	Provided to all faculty on 18/7/17
UGC approved journals list/link	Sept.	Provided to all faculty on 10/9/17
IQAC meeting internal & external experts	Oct.	Conducted on 23/9/17. Review of Institutional plan, challenges prior to NAAC & suggestion regarding nomination of student representatives. Details in minutes book.
PTA 2 session-I Session- II	August/Sept.	I: Guest lec on 'Careers in digital marketing' by Prof. Pritam Shah on 14/8/17

		<p>II: Workshop on ‘Use of technology in everyday life’ was conducted by Prof. Rajendra Patil on 23/9/17. It was well received by the parents. PTA membership was taken, feedback on workshop and Parent feedback on the institution too was taken.</p> <p># Talk on ‘Research fellowships & grants by Tata Trust’ by Mr. Deshpande (Parent of TYBA student Ms. Sanika Deshpande will be organized in April 2018).</p>
SSR & accreditation new process	Oct- Nov	Detailed study by Chairperson & IQAC Coordinator, tentative sub-committees formed (30/8/17 to 4/9/17, Feb 2018).
AQAR (new format for 5 years cumulative) to UGC for grants utilization	December 2017	Prepared by Dr. Sujata Khadilkar
Session on new API format (UGC 4th amendment)	6 th Jan 2018	Guideline session was conducted by IQAC coordinator. It was well received.
India Today ranking	Finalized Jan 16 th 2018	Comprehensive applications in all streams Humanities, commerce and science were prepared & submitted lead by Dr. Sujata Khadilkar, Ms. Nigaar Patel and Dr. Rajendra Patil and with team of faculty members.

		All office detail and compilation was done by Mr. Prem Kumar
National Symposium on 'Application of ICT for effective outcomes in Higher Education'.	February/ March 2018	9 th & 10 th March 2018* (enclosed next page)