

**S.K. SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**MINUTES OF IQAC COMMITTEE MEETING HELD ON 21 APRIL 2018**

- Members were informed about the implementation of changes as suggested by the IQAC expert members in the institutional plan. They also briefed the members on the status of application for academic autonomy.
- A brief of the teaching-learning process and the progress of the institution (with 3 years comparative approach) were presented.
- The members were informed by Principal that NAAC assessment is due and college will be applying for NAAC in June 2018.
- The achievement of students in sports, cultural events and placement –training cell was discussed.
- With regards to TLP, it was noted that, the use of Google classroom has to be made more interactive and application of ICT be enhanced.
- Book Review, Newspaper Review, and Article Review is implemented by various mentors.
- Mr. Bimal Mehta Sir suggested the lesson plan be prepared with creating a system for identifying and measuring relevant learning outcomes by each department.
- Principal Dr. Gopal Krishnan Sir noted that Student satisfaction survey guideline should be given to the students. Validation of documents is important in the new NAAC accreditation process.
- Discussion on Computer Science department regarding good placement but students' performance not being up to the mark and particularly the problem of attendance of students in the course was put before the members.
- Both Dr. Gopal Krishnan Sir and Mr. Sachin Shukla Sir suggested that SMS be sent to parents regarding attendance of students every week or fortnight and Biometric Attendance of students be introduced.
- The alumni representatives suggested that some concrete and tangible work has to be given to defaulter students such as involving them in contributing towards live projects for college.
- Sub-committees for preparation of NAAC SSR for re-accreditation have been formed
- Every department must present their action plan/report before the members in the next meeting.
- Bimal Sir would suggest speakers from other eminent institutes to support in activities of Entrepreneurship Development Cell in addition to the existing collaboration with AIFMB.

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- Mr. Sachin Shukla Sir congratulated the institution for the progress and for the conduct of IQAC in a more structured manner. He further emphasized need of knowledge up gradation amongst teachers. The institute should plan talks by experts and faculty enrichment sessions from time to time. Teachers must essentially complete at least one online course for their own knowledge and skill updation.
- Dr. Gopal Krishnan Sir said that non-performing teachers should be dealt strictly. Performance monitoring of teachers should be done stringently and good performers should be rewarded and non performers punished.

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