



An Institution of
the Society for the Higher Education
of Women in India

Office of the Principal

Sophia College (Autonomous)

Bhulabhai Desai Road

Mumbai – 400026

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**AGENDA FOR THE 1ST MEETING OF THE ACADEMIC COUNCIL OF SOPHIA
COLLEGE (AUTONOMOUS) – 22ND FEBRUARY 2019**

1. Welcome to the members
2. A brief introduction of each member.
3. To scrutinize syllabi proposed by BOS in each subject.
4. Resolution with regard to examination and assessment (internal assessment and semester end examination).
5. Resolution with regard to use of unfair means.
6. Resolution with regard to Unfair means.
7. Resolution with regard to attendance.
8. Any other business with the permission of the Chair.

Date: 11th February 2019

(Dr. (Sr.) Ananda Amritmahal)
Principal

**PRINCIPAL SOPHIA COLLEGE
(AUTONOMOUS)**





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**MINUTES OF THE FIRST MEETING OF THE ACADEMIC COUNCIL OF SOPHIA
COLLEGE (AUTONOMOUS) – 22ND FEBRUARY 2019**

Venue – Suman Tulsiani Convention Centre at 1.30 pm

The meeting was conducted by the Chairperson, Dr. (Sr) Ananda Amritmahal, Principal of the college, and was attended by all the Heads of Departments, the additional nominated members of staff and Dr. Yasmin Khan as Member Secretary.

Of the three nominees of the University, Dr. M. M. V. Ramana and Dr. Uttara Sahastrabudhe were unable to attend, and only Dr Anushree Lokur, who was the VC nominee was present.

Dr. Usha Mukundan and Ms. Zara Murao were present from the panel of four experts from outside the college. Ms. Padmini Somani and Dr. Rajiva Kothurkar were unable to attend.

The meeting started with Sr. Ananda welcoming all the members and giving a brief introduction. The members then briefly introduced themselves.

Sr Ananda informed the Academic Council that the final University letter approving Autonomy had been received by the college on 23rd July, after the current academic year had started, and so no major changes had been made in the syllabi.

She then presented a summary of each department's syllabi, highlighting the titles of papers along with the course codes and whether that paper was revised and to what extent. Dr. Anushree Lokur mentioned that the course codes need to be passed. This was accordingly done. She also asked whether there had been any changes in the credits allotted to each course. Sr Ananda replied that no change had been made to the system followed by the University of Mumbai for the allocation of credits. A resolution accepting all the syllabi presented was proposed by Dr M. Colaço, seconded by Dr A. Coutinho, and passed unanimously.

Then the resolutions with regard to examination and assessment, both for internal and semester end exams were presented. Here too only the changes from the University norms were highlighted for discussion. The motion to adopt these was proposed by Dr Meeta Saxena and seconded by Dr Roshan D'Souza. This was followed by the passing of the resolutions regarding attendance rules (proposed by Dr Ignat Mendes and seconded by Sr Patricia D'Souza) and finally the passing of the resolution with regard to the penalties to be levied in cases of the use of unfair means (proposed by Dr Perpetua Miranda and seconded by Dr Paul Rosario).

After this the meeting was opened for discussion of any other matters.

Sr Ananda mentioned that this first meeting had been delayed since the Government nominee for the Governing Body had not been assigned to our college despite several reminders. Finally the Principal Secretary, Higher Education, Government of Maharashtra, had asked the college to go ahead with the meeting without waiting for the government nomination. Hence, finally the Governing Body meeting had been held on 23rd January 2019. Since it is mandatory for two meeting to be held each academic year, the next GB meeting had been scheduled for 23rd April 2019. To fulfil the mandate of having two AC meetings it was decided that the next AC meeting be tentatively scheduled for 12th April. The Principal has asked all the departments to complete their second BOS meetings prior to this date.

The meeting concluded with a vote of thanks to the Chair.

Resolutions:

1. Resolved that the syllabi of the various departments at Sophia College, passed by the respective Boards of Studies, be and hereby are accepted. Resolved also that the course codes as presented be and hereby are accepted.
2. Resolved that the following regulations with regard to examination and assessment (internal assessment and semester end examination) be and hereby are accepted and put into practice at Sophia College (Autonomous) from the academic year 2018-2019 onwards.
3. Resolved that the student's eligibility criterion for appearing for the Semester End Examination is a minimum of 75% attendance during the semester. A condonation of a maximum of 25% may be permitted at the discretion of the Principal. A student with less than 50% attendance will not be allowed to appear for the Semester End Examination. Such students will be declared 'FAILED' and will appear for the ATKT examination.
4. Resolved that, in cases of the use of unfair means by students, the Vigilance Committee will examine each case and make recommendations for action, in accordance with the University Ordinance to the Principal.



Dr. (Sr) Ananda Amritmahal
Principal, Sophia College Autonomous



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**AGENDA FOR THE 2ND MEETING OF THE ACADEMIC COUNCIL OF
SOPHIA COLLEGE (AUTONOMOUS) – 22ND APRIL 2019**

1. Welcome to the members.
2. Minutes of the previous meeting to be approved and passed.
3. To scrutinize changes in the syllabi to be implemented in the academic year 2019-2020.
4. Updates regarding internal assessment, semester end examination, and debarring of students on grounds of inadequate attendance.
5. Any other business with the permission of the Chair.

Date: 18th April 2019

(Dr. Yasmin Khan)

I/c Principal



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Minutes of the 2nd Meeting of the Academic Council of Sophia College (Autonomous) held in the AV Hall on Monday, 22nd April 2019 at 2.00 p.m.

The meeting was opened by the Chairperson, Dr. Yasmin Khan, In-charge Principal of the college and was attended by all the Heads of Departments, the additional nominated members of staff and Ms. Gilda Pereira as Member Secretary. Dr. Khan requested Dr. (Sr) Ananda Amritmahal (whose application for extension of services as principal from 62 years to 65 years was being processed by the Government) to conduct the proceedings on her behalf.

The meeting commenced with Sr. Ananda welcoming all the members.

The three nominees of the University, Dr. M.M.V. Ramana and Dr. Uttara Sahastrabuddhe and Dr Anushree Lokur were unable to attend and had excused themselves.

Dr. Usha Mukundan and Ms. Zara Murao from the panel of four experts from outside the college were absent. Dr. Rajiva Kothurkar and Ms. Padmini Somani, from the panel of four experts, were present.

The minutes of the previous meeting were read and approved. The resolution was proposed by Sr. Patricia D'Souza and seconded by Dr. M. Colaco.

During the earlier meeting, Sr. Ananda had presented a summary of each department's syllabi, highlighting the titles of papers along with the course codes and whether that paper was revised and to what extent. During the current meeting, the papers that had not undergone revision earlier, were reviewed. The courses are approved by the respective boards of studies. The new courses introduced with their titles are attached herewith:

2019-20

SR NO	Class	Course Code	New Course Title	Year of Implementation
1	SYBA	SBAECO301	Microeconomics- II	2019-2020
2	SYBA	SBAECO302	Indian Economy: the Contemporary Concerns	2019-2020
3	SYBA	SBAECO401	Macroeconomics- II	2019-2020
4	SYBA	SBAECO402	Development Issues of Maharashtra's Economy	2019-2020
5	SYBA	SBAACP302	Investment Analysis	2019-2020

6	SYBA	SBAACP402	Investment Analysis	2019-2020
7	FYBA	SBAENG101	Introduction to Literature (Children's Literature)	2019-2020
8	FYBA	SBAENG201	Introduction to Literature (Classical Literature)	2019-2020
9	SYBA	SBAPHI302	Greek Philosophy I	2019-2020
10	SYBA	SBAPHI402	Greek Philosophy II	2019-2020
11	SYBSc	SBSCHPE301	Physical and Analytical Chemistry	2019-2020
12	SYBSc	SBSCHPE302	Inorganic Chemistry	2019-2020
13	SYBSc	SBSCHPE303	Organic Chemistry	2019-2020
14	SYBSc	SBSCHPE3	Organic chemistry practicals	2019-2020
15	SYBSc	SBSCHPE401	Physical and Analytical Chemistry	2019-2020
16	SYBSc	SBSCHPE402	Inorganic Chemistry	2019-2020
17	SYBSc	SBSCHPE403	Organic Chemistry	2019-2020
18	SYBSc	SBSCHPE4	Organic chemistry practicals	2019-2020
19	SYBSc	SBSMCB301	Microbial Diversity, Microbial Taxonomy and Instrumentation	2019-2020
20	SYBSc	SBSMCB303	Introduction to Microbial metabolism and Biostatistics	2019-2020
21	SYBSc	SBSMCB401	Medical Microbiology and Immunology	2019-2020
22	SYBSc	SBSMCB403	Basics in Genetics and Molecular Biology	2019-2020
23	SYBSc	SBSMCBP4	Microbiology Practical	2019-2020
24	SYBSc	SBSZOO402	Biochemistry and Histology	2019-2020
25	FYBMM	SBMMED106	POLITICAL, PHILOSOPHICAL AND ECONOMIC THOUGHT	2019-2020
26	SYBMM	SBMMED306	CONTENT CREATION AND MARKETING	2019-2020
27	FYBSc IT	SBTTEC202	MICROPROCESSOR & MICROCONTROLLER	2019-2020
28	FYBSc IT	SBTTECP202	MICROPROCESSOR & MICROCONTROLLER PRACTICAL	2019-2020
29	TYBSc IT	SBTTEC604	ETHICAL HACKING	2019-2020
30	TYBSc IT	SBTTECP604	ETHICAL HACKING PRACTICAL	2019-2020

Resolved that the new courses and changes in the syllabi discussed in the Academic Council Meeting be accepted and passed. The changes are in effect from the academic year 2019-20.

The decision taken regarding debarring students with less than 50% attendance had been implemented and the repercussions of this action were yet to be seen.

Dr. Hemalatha Ramachandran suggested that changes in the syllabi be indicated on the reverse of the hard copy of the current syllabus. This was to facilitate setting of ATKT papers. In response to

this, Ms. Swarupa Kamat proposed that when students were given the syllabus for each year, the syllabus should have the academic year printed on top. Copies of the same are to be maintained with the administrative office as well as the library.

It was suggested that both hard as well as soft copies of the syllabi of all subjects be forwarded soon to both principalsophia@gmail.com and sophiaautonomy@gmail.com. This was necessary as the website is in the process of being updated.

A formal induction program would be held for staff who had joined college in the last five years.

Two rounds of meetings of the Board of Studies, the Academic Council, and the Governing Body would be held in the coming academic year. The tentative date for the AC meeting is 18th September 2019.

The meeting concluded with Sr. Ananda thanking everyone for attending the meeting.



Dr. (Sr) Ananda Amritmahal
Principal, Sophia College Autonomous