



OFFICE OF THE PRINCIPAL

Sophia College for Women  
Empowered Autonomous

Bhulabhai Desai Road  
Mumbai – 400026

Ph: 022-23512642 / 23523304

[www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)

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

**Agenda of the meeting of the CDC of Sophia College held at 9 a.m. on  
11<sup>th</sup> April 2023 in the Principal's Conference Room**

- 1) To pass the minutes of the meeting of the college Development Committee held on 13th February 2020
- 2) To discuss the matters arising out of the minutes.
- 3) Review of curriculum feedback received from various stakeholders for the AY 2020 – 2021 and 2021 – 2022 .
- 4) To review the preparedness for the implementation of NEP for Academic Year 2023 – 2024
- 5) Any other business with the permission of the chair

*A.P. Patil*

Dr. Anagha Tendulkar Patil  
Principal  
Sophia College for Women



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SOPHIA COLLEGE FOR WOMEN  
BHULABHAI DESAI ROAD,  
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### Minutes of the meeting of CDC of Sophia College

**Date:** 11<sup>th</sup> April 2023

**Time:** 11.30 am

**Venue:** Principal's conference room

**Duration:** 2 hours

**Members present:** Meeting was chaired by Dr. Anagha Tendulkar

Dr. (Sr.) Anila Verghese

Dr. Yasmin Khan

Dr. Chinmonyee Vatsyayan

Sr. Patricia D'Souza

Ms. Swarupa Kamat

Dr. Trevor Allis

Dr. Roy

Dr. Meeta Saxena

Ms. Aditi Gupta (Student Representative)

Dr. Anagha welcomed the members and addressed members:

- Mrs. Somani and Mr. Rampratap were unable to attend the meeting due to personal reasons.
- Last meeting held on 13<sup>th</sup> February 2020
- Due to the pandemic, CDC meetings were not held and Dr. Anagha Patil apologized for the long delay.
- Next meeting is expected in the last week of April-2023.
- CDC members will be elected by staff in next academic year.



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Sr. Anila Verghese addressed the members and minutes of previous meeting held on 13<sup>th</sup> February 2020. Sr. Patricia and Dr. Meeta proposed and seconded the passing of the minutes of the last meeting.

### **Matters arising out of the Minutes**

Dr. Anagha also gave updates on IQAC, CAS updates, NOC in detail to the members present. With regard to NoC, it was stated that the documentation needed for CHB included confirming that the NET/SET certificate was authentic by checking the official websites. However, this could not be done for SET and the same was authenticated by the college.

Dr. Yasmin explained the RUSA funding and utilization of funds in the betterment of our institute to members present.

Dr. Trevor, nodal officer of NEP, explained in brief about the preparation including the workload of the faculty members, time table, major and minor courses, generic elective etc. and implementation of NEP in the institute. Sr. Anila suggested to bring Sophia Polytechnique under the umbrella of Sophia college as this will help to implement NEP.

### **Other Matters**

Dr. Anagha discussed the review of the curriculum feedback taken from the various stakeholders for the AY 2020 – 2021 and 2021 - 2022

The staff representatives were then invited to state their concerns.

Ms. Swarupa narrated the concerns raised by the staff about the finance section and requested to extend the window timing of the account department, whenever required. She requested to share the information about the payment of, external moderators, examiners, BOS members with the respective Heads of the





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Departments, so that the recipients may be informed. S.Kamat also requested that a notice be posted to inform staff that the exam remuneration had been credited to their account, as is the case with salary.

Dr. Trevor suggested that as with salary and DA arrear payment, the Accounts Office could give some statement that indicated the reason for the payment e.g. Exam Remuneration. With regard to providing salary slips, Dr. Sr. Anila Verghese stated that as staff tend to misplace them, these are given when needed. With regard to TDS, Dr. (Sr.) Anila Verghese said it would be possible to provide the information in July, as salary increases take place in June. She also suggested that accounts office should share updates of DCPS, PF account with the staff members and show service book with staff members regularly. Dr. Anagha agreed to look into the matter.

Dr. Trevor highlighted the maintenance in college. He proposed the maintenance of platform in the classrooms specially AV Front, Room no. 4 to 14. Servicing of staff room drinking water cooler, staff canteen water cooler, dim lights in room number 10, 11 & 12, relocation of staff locker Dr. Anagha agreed to look into the matter. Dr. Anagha suggested that relocation, refurbishments of NSS office is not a CDC matter. But she will connect with NSS coordinator about it and look into the other issues also.

Dr. Meeta raised the few miscellaneous issues raised by staff members in pre-CDC meeting like better timing slot of accounts office for staff members, jet spray in student and staff washroom, possibility of corpus fund maintenance and research and projector facility in all lecture rooms. Sr. Anila and Dr. Anagha both agreed for the better timing slot of account office, approved for jet spray facilities in the staff washroom. They requested staff to think innovatively and collect funds for maintenance and research. They also added that projector facility is not possible in all classrooms.

Dr. (Sr.) Anila Verghese stated that the financial documentation of the certificate courses needed to be in greater detail. As expenditures were rising due to many factors like the government ending non-salary grant,



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increasing number of management staff, rising maintenance cost etc. it would be necessary to look at increasing the fees and finding ways of meeting the growing expenses.

Ms Swarupa stated that the accounts office needed to given clear instructions with regard to documentation and the same would then be followed. Dr. Anagha said that she too had faced problems with regard to documentation as incomplete information was given to her. She would be meeting the Auditor with regard to better documentation.

The meeting ended with a decision that other matters would be taken up in the next meeting. NAAC and NEP would be on the agenda. Dr. Sr. Anila Verghese thanked the members for attending the meeting.

*A.P. Patil*

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