

**Minutes of the 7th Governing Body Meeting Sophia College (Autonomous)
28th March 2022**

Members present: Dr (Sr.) Anila Verghese, Dr Rohidas Kale, Prof. Dr Kumud Sharma, Dr Sonali Pednekar (Vice Chancellor's representative), Sr. Teresa Pereira, Sr. Pratibha Pinto, Sr. Patricia D'Souza, Sr. Annie Peter, Dr Hemalatha Ramachandran, Ms Swarupa Kamat, Dr (Sr.) Ananda Amritmahal

The vice-principals of the College, Ms Gilda Pereira, Dr Rajbinder Kaur Dehiya, Dr Anagha Tendulkar, were also present by invitation.

1. The meeting began with Dr (Sr) Anila Verghese welcoming the members. Sr. Anila Verghese highlighted that this was an important and momentous meeting since it is the last meeting with Sr. Ananda as the Principal of Sophia College as she retires on 31st March 2022. Sr. Ananda was responsible for spearheading the process of getting autonomy and had led the college in the first phase of Autonomy. Sr. Anila also shared that Sr. Ananda as a member of the management would continue to guide and support in the College as Dean and Administrator.

The College has applied for an NOC from the Government of Maharashtra to fill the post of Principal. While this was being awaited, and until the prescribed process of appointing a principal is complete, Dr Anagha Tendulkar Patil would officiate as In-charge Principal from 1st April 2022. Dr. Anagha would be ushering in the second phase of Autonomy and the 4th NAAC accreditation of the college.

2. Sr Ananda then presented the minutes of the last meeting. These were scrutinised by the members. The minutes were found to be correct and the following resolution, proposed by Dr. Hemalatha Ramachandran and seconded by Ms Swarupa Kamat, was passed unanimously:

“Resolved that the minutes of the sixth meeting of the Governing Body of Sophia College (Autonomous) be and hereby are accepted.”

3. Sr Ananda then presented a brief report of the academic year 2021-2022. Some of the highlights were:
 - Online teaching continued with Zoom and G Suite, 51 Zoom licenses have been purchased to facilitate the process. The Zoom licenses were also effectively used for extracurricular activities.
 - Internal Assessment continued to be 50 % with a variety of tools; a minimum of 3 and a maximum of 4 in each course; at least one of these had to be a subjective-type exercise
 - There had been much discussion about how the SEEs should be conducted, and it had finally been decided to stay with the online mode for the SYs and the TYs. The FY exams are to be held in the offline mode.
 - Add-on Courses: Each department organised at least one of these.

- Skills development/enhancement sessions for faculty were organized by the IQAC.
- A new, upgraded and updated website has been launched – and after some initial hiccups has proved to be especially effective during admissions. The language tab has been added, so that the content is now available in Hindi and Marathi
- Some major repairs of the infrastructure, and up-gradation of our teaching-learning resources, have been undertaken through the RUSA grant. We were in the process of launching a call for e-tenders for a studio. The first instalment had now been almost completely utilised and the second will probably be released in the next few months.

Sr. Ananda then shared some of the extra-curricular activities which had been organized with much creativity and enthusiasm. Some of these were conducted offline.

- Rotaract Club had conducted its installation ceremony online, and had also conducted a three-day intercollegiate cultural festival, “Phoenix”
- NSS undertook a number of activities, which included:
 - Blood donation drives in collaboration with the BMC and KEM Hospital – at prominent railway stations in Mumbai, and one on our campus for Women’s Day.
 - Awareness-raising sessions about a number of health-related issues
 - Career guidance sessions, with special reference to public services
 - FIT India webinar
- Several vaccination drives were undertaken by the college in collaboration with the Youth Wing of the Shiv Sena – these benefited both our staff and students, and the public at large
- Independence Day and Republic Day celebrations had been conducted with flag-hoisting on campus, a talent competition arranged later in the day
- Teachers Day programme arranged for the staff by the CUC
- Prize Distribution and Degree Conferring ceremonies were carried out online for 2019-20 and 2020-2021 batches
- The PRISM group (the cultural wing of the CUC) has designed and launched a yearbook to give the graduating TY students a platform to express their thoughts and feelings at this rite of passage as they stand on the threshold of adult life.
- A new initiative “Peerpal” was launched by the CUC, with the guidance of the Counselling Centre: the purpose was to set up informal mentoring connections between senior students and new entrants to help the latter cope with stresses imposed due to both academic and other constraints imposed by the pandemic.
- Kaleidoscope and Munsophical, two of our flagship events of the campus, were both conducted successfully in the online mode
- The CUC also managed to co-ordinate the activities of various clubs which culminated in a festival called ‘Mizaaj’ – spanning nearly three weeks.
- The IQAC has launched a research journal ‘Lucid’ which will be released on 31st March 2022

Sr. Ananda also mentioned that a number of online conferences had also been held. These included:

- A two day international conference on Gender Sensitisation and Protection of the Rights of Children and Senior Citizens organized by the Dept. of Psychology and the Women's Centre in January 2022.
- An online international conference on Toxicology Research and Development organized by the Dept. of Zoology in March 2022.
- An IQAC conference on the impact of the NEP on HEIs will be held in April 2022.

4. Sr. Ananda mentioned the following changes introduced in the syllabi:

Most of the departments are continuing with the syllabi that had been put in place over the last three years and have been passed by the Academic Council. Minor changes had been passed by the Academic Council and have been made in the syllabi of the following departments: English, Foundation Course, French, History, Philosophy, Sociology, Chemistry, Life Sciences, and Microbiology. The BA (SCJ)/BMM course had made major changes in its syllabus to make it more in line with the needs of industry. These too had been passed by the Academic Council.

5. Looking ahead Sr. Ananda went on to elaborate on the tentative plans for the coming academic year 2022-2023.

- We hope to be able to start offline classes for all students. However, we will still continue to employ blended learning (as per the UGC guidelines) with some units being conducted as self-study and others employing online resources.
 - Dr Kumud enquired about the starting of offline classes for the current year. Sr. Ananda responded that by the time the order had come to start offline classes, there was just the last week of classes for the SY & TY classes, which had been conducted in the hybrid mode as per government regulations. The FY classes were being conducted in the offline mode. Sr. Anila also clarified that a majority of our students are from out of Mumbai and parents have been apprehensive about their stay in Mumbai in the light of the Covid risk.
- The ongoing challenge of many retirements among the teaching staff and no NOCs being issued for new appointments continues. Hence the need for fund-raising to meet the increasing salary bills is urgent.
 - Sr. Anila commented that along with Sr. Ananda, Dr Hemalatha Ramachandran and Dr Jyoti Mantri would also be retiring. Over the years this has been a real challenge, since so many senior faculty members are retiring. Sr. Ananda added that the loss of Senior faculty who have been stalwarts in their field has presented us with a challenge – how to keep the ethos and idealism alive among the new appointees. We have quite a few departments who face this. Dr Sonali Pednekar also commented that this is the reality faced by many institutions.

- Dr. Hemalatha asked about the college magazine and Sr. Ananda responded that on account of the Pandemic, a joint issue comprising two years would be released shortly.
- The system of non-academic credits would be implemented in the current year, and will be mandatory once the pandemic situation has lifted and the College begins functioning offline.

Dr Sonali asked for an elaboration on how non-academic credits would be implemented and made mandatory. Ms Swarupa Kamat explained that non-academic credit come under three categories namely attending the one credit courses, for organizing activities, and for social work and they all involve extra- and co-curricular engagement. In the one credit course, each department has to maintain a record of the attendance of the students and also has to conduct an assessment for the course. Under organizing activities, a record of the students involved in organizing each activity and the number of hours each entails is maintained; this in turn is communicated to the designated committee. For social work, the organisation with which the student is working has to issue a certificate indicating the nature and duration of the involvement. This would encourage students to look beyond exams/syllabi and gain skills and knowledge in areas of interest. Sr. Ananda went on to explain that there are designated staff, including administrative staff, to track these for each student. Each student is required to get a minimum of one credit in each category over the three undergraduate years. The final year mark-sheet would indicate these credits. This would ensure the overall development of the students. Dr Anagha also shared the card which enables the record-keeping of these credits and the process has been systematized for tracking.

- Examination systems: we will continue to explore ways of safeguarding the integrity of the assessment process and allowing for a variety of assessment processes
- Exploring the calls of the NEP and the UGC with special reference to collaborative activities and cluster formation

6. Sr. Ananda then shared the proposal for the UGC autonomy grant for 2022-2023. She explained that now that all the 12th year plan grant accounts have been cleared, we are hoping that we will receive the autonomy grant.

The following resolutions, proposed by Sr Anila Verghese and seconded by Ms Swarupa Kamat were then passed unanimously for the current academic year:

- Resolved that the proposed changes in the syllabus for the year 2021-2022 be and hereby are accepted and passed.
- Resolved that the proposal to continue with the ratio of SEE to IA, viz. 50:50 be and hereby is adopted, for the academic year 2022-2023.
- Resolved that students be awarded non-academic credits, according to the hours of work involved, for their engagement with add-on courses, extracurricular activities, and social work and outreach.

- Resolved that the proposal for the UGC Autonomy grant be and hereby is accepted and that it be forwarded to the UGC WRO office in Pune

Sr. Ananda informed the Governing Body the reason for the delay in holding these meetings. This year since there was a change in the BOS, the list of the Vice-chancellor's nominees from the University was received only by the end of December 2021. So, the BOS meetings across the various Departments could only happen in January and February, after which the Academic Council meetings could be held and only after that could the Governing Body meeting be held.

7. This being the last meeting of the Governing Body where Sr. Ananda would be participating as Principal, various members expressed their appreciation and gratitude to Sr. Ananda.
 - On behalf of the entire staff of the College Ms Swarupa expressed her gratitude to Sr. Ananda for initiating autonomy in the college and for her inspiring motivation and encouragement of the staff, despite their initial apprehensions of this process. She also thanked Sr Ananda for guiding the college through this Pandemic and facilitating innovation and creativity in the academic process in the midst of all the restrictions.
 - Dr Sharma expressed appreciated the dedication and commitment that she has experienced in Sr. Ananda. She said that Sr. Ananda had been an asset to the College and she was happy that she would be continuing in the capacity of Dean and Administrator.
 - Dr Kale expressed that the high cut-offs were indicative of the high standards of the institute, both academic and non-academic. This was possible due to the effective working of all units of the institute under the able leadership of the Principal and the support of the management. Dr Kale offered some suggestions for fundraising to assist with the financial difficulties caused by retirements without simultaneous recruitments. He was also appreciative of the hospitality, support and co-operation he had experienced during his visits to the college.
8. The meeting ended with a vote of thanks to the Chair.

Minutes of the 8th Governing Body Meeting Sophia College (Autonomous) 18th October 2022

Members present: Dr (Sr.) Anila Verghese, Prof. Dr Kumud Sharma, Dr Sonali Pednekar (Vice Chancellor's representative), Father Frazer Mascarenhas, Dr (Sr.) Ananda Amritmahal Sr. Patricia D'Souza, Sr. Annie Peter, Dr Arjumanara M Surti, Ms Swarupa Kamat, Dr Anagha Tendulkar Patil.

Agenda 1: Welcome to all members.

- The meeting began with Dr (Sr) Anila Verghese welcoming the members. Sr. Anila Verghese informed the members that Sr Ananda retired in March 2022 however she has continued as a member of the management to guide and support the College as Dean and Administrator. Sr Anila informed that Dr Anagha Tendulkar Patil took over as Incharge principal on 1st April, 2022. She then invited Dr Anagha to take the meeting forward.
- Dr Anagha said that she was happy to take over from Sr Ananda Amritmahal and that she feels privileged to have guidance from the two former principals, namely Dr Sr Anila Verghese and Dr Sr Ananda Amritmahal.

Agenda 2: Passing of the 7th governing body meeting

- Dr Anagha then presented the minutes of the 7th governing body meeting. The minutes were scrutinized by the members. The minutes were found to be correct and the following resolution, proposed by Dr. Sr Ananda Amritmahal and seconded by Dr Sonali Pednekar, was passed unanimously:

“Resolved that the minutes of the seventh meeting of the Governing Body of Sophia College (Autonomous) be and hereby are accepted.”

Agenda 3 : A report of the work done in the first half of the academic year 2022-23

Dr Anagha presented a brief report of the second half of the academic year 2021-2022 and first half of the academic year 2022-23. Some of the highlights were:

Reopening of the college

- The theme of the year was decided to be 'Recover, Discover and Empower' and departments were requested to plan activities around this theme.
- Student enrollment numbers in the first year of both arts and science streams were presented. The response to FYBSc regular and FYBSc IT admissions was satisfactory. Admission process was online, however students were counselled and subject choice guidance was given in person.
- The college reopened on 13th June, 2022. The staff orientation was conducted on 14th June 2022.
- Orientation session for TY, MSc and MA students was held on 15th June 2022 and for SY students on 16th June 2022.
- Orientation session for FY students was held on 8th August 2022 and classes began from 10th August 2022.

Teaching patterns

- The lectures were held offline; using interactive teaching methods. Online academic interactions with students were allowed to supplement in-person lectures. 25 Zoom licenses were retained, each and every staff member was put on board, the total number of zoom accounts was 110. Teachers continued to use Google classrooms and additional classrooms were created for NAAC- AQAR data collection
- Whatsapps groups were formulated for easy communication with students, discussions etc.

Assessment pattern:

- The assessment pattern was decided to be 50:50 (IA:SEE) with a compulsory subjective component. It was decided to administer at least three IAs. Two IAs could have MCQs which is an objective component. Third IA embedded the subjective component, with no MCQ type of questions. Best of two out of three were to be considered for final IA marks. SEE to have 100% coverage of syllabus and all the paper bundles to be moderated.

Azaadi Ka Amrit Mahotsav

- Azadi Ka Amrut Mahotsav was celebrated with fervor. Various activities were conducted by the NSS Unit of the college. There was a tree plantation drive in Haloli village. There was a peace march to Azad Kranti Maidan from Sophia College conducted by NSS unit in collaboration with Sports club of the college. This event was covered by the media.

Students activities

- Glimpses showcasing cultural activities of the clubs and associations was held in an offline mode on 12th August, 2022. Teach for India also happened on the same day.

- Prize distribution ceremony was organized on 27th August, 2022.
- Introduction to Swayam courses for Fy, Sy and Ty students was held online on 1st and 2nd July, 2022.
- Student enrichment programme 'Navigating Uncertain Times' was held on 8th July 2022. Rules and regulations of the college were explained during this program.
- About five hundred students attended the session on 'Financial literacy'. There was a good response to Red Dot foundation which organized a drive on street harassment, leadership etc.
- Kaleidoscope was held on 10th and 11th September 2022 and was a huge success.
- NSS, Sports club and Sophia Center for Women Studies organized a number of events. Students did well in interzonal competition in various sports events. Counseling center helped students deal with the traumas of lockdown and other personal problems. Clubs and associations worked at full force to plan various activities and events.

Sister Anila said that she was very happy to see the peace March which was initiated during the 50th year celebration of the college. Dr Sonali Pednekar also appreciated the activities planned.

National conference on research methodology

- A national level conference on 'Academia and Contemporary Research: Roots and Routes' was held on 16th September 2022. It was organized by the department of Sociology in collaboration with IQAC of Sophia College. The focus of the conference was on research proposal writing, research profiling by inflibnet and anti plagiarism. The college is collaborating with InfliBnet and also purchasing Turnitin anti plagiarism software through RUSA.
- A conference on NEP will be held in December 2022 with the aim of understanding what NEP entails for stand alone colleges and what will be the future of undergraduate colleges.

4. Review of changes in syllabi

- The 8th BOS meetings were conducted by various departments of the college. While some departments modified their syllabi slightly, others retained their syllabi without modification.

5. Add on courses by the departments

- Dr Anagha gave information about the Add on courses conducted by the various departments of college. The add on courses were discussed and ratified in the BOS meetings. Some departments were running two Add on courses, some were collaborating with other institutes in order to conduct their Add on courses. There were as many as 25 add on courses conducted and students enrolment was promising.

Dr Kumud Sharma commented that infliibnet was good so was the proposed conference on NEP. Responding to Saral Hindi Add on course conducted by Hindi department, she said that an Add on course should be conducted in Marathi, it being a state language. Dr Sonali Pednekar said that the Add on course should be conducted in functional Marathi / Shasakiya (administrative) Marathi as communication with the university is in Marathi. This would be of great help rather than a course in simple Marathi. Dr Anagha agreed.

Sister Anila said that she was very happy with the progress made; Father Frazer Mascarenhas said that it is good that the college is working toward NEP.

6. Plans for the second half of the academic year 2022.

- Criteria based committees were formed for NAAC; these committees met in June 2022, they then studied the NAAC criteria, consolidated points and the coordinators presented the same in the workshop conducted on 3rd and 4th October 2022.
- Mentor- mentee groups will be made. 35-45 students will be assigned to each teacher irrespective of the stream: Arts or Science
- Web audit was conducted two years ago and a follow up audit would be conducted in second half of the next academic year.
- The green audit will happen for the last three academic years together.
- Admin and Gender audit were planned for January, 2023.
- Many initiatives were taken for augmenting research. There are four research journals instituted by college : Lucid which was published last year and received good response from other colleges as well. Luminous which is a national level journal for students and the first issue will be out in February 2023. The process of ISSN and RNI is on. Urdhva Mula, a research journal by Sophia Center for Women's Studies has been forwarded to UGC for inclusion in CARE List and SCRIBE whose next volume is on the way.

At this point Father Frazer Mascarenhas wished all the best for the upcoming NAAC, as did Sister Anila. She also said that there were multiple challenges, different matrices, it was too quantitative, expectations are unreal. Dr Pednekar said that some points were related to NEP.

Dr Anagha said that guidelines with regard to the implementation of NEP were awaited. Dr Kumud Sharma informed that the autonomous colleges may be allowed their own schedule for implementation of NEP, however they can start by creating their own certificate courses which are skill based and which may lead to employability. Sr Ananda agreed to this idea. Dr Kumud Sharma also said that the contribution of women to Azaadi could have been highlighted during the celebration of Azaadi Ka Amrit Mahotsav.

Sr Anila said that NAAC involves a huge amount of work. First Cycle grading was different. RUSA funding also kept everyone busy although a lot of funding came in through it. She also

congratulated everyone for taking up the challenges and stated that the college is doing well under difficult circumstances.

Dr Anagha said that RUSA, NAAC and NEP was team work, she thanked the two former principals Dr Sr Anila Verghese and Dr Sr Ananda for their constant support, the senior staff members Dr Arjumanara Surti and Ms Swarupa Kamat for their help.

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

Minutes recorded by Dr Arjumanara Surti.

Approved by :