



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

Sophia College for Women
Empowered Autonomous

Bhulabhai Desai Road
Mumbai – 400026
Ph: 022-23512642 / 23523304

www.sophiacollegemumbai.com

NOTICE

There will be an Internal Quality Assurance Cell (IQAC) Committee Meeting, on Saturday, 13TH March, 2025, at 1.30 p.m., online via Zoom Platform.

Dated: 7.3.2025



A.P. Patil

**Dr. Anagha Tendulkar Patil
Principal
Sophia College for Women
(Empowered Autonomous)**



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AGENDA

The AGENDA for IQAC meeting proposed to be held on 13th March, 2025

1. Passing the minutes of the previous IQAC Meeting.
2. To review activities conducted by IQAC in the current academic year.
3. To discuss the quality audits done for the academic year
4. To update about the NAAC SSR submission
5. To update about the NAAC DVV submission.
6. To discuss the current status of preparation for the NAAC assessment

Updated list of Committee Members:

1. Dr. Anagha Tendulkar	Principal (Chairperson, IQAC)
2. Dr. (Sr.) Ananda Amritmahal	Management Representative
3. Dr. Rashna Poncha	Vice Principal (Arts)
4. Dr. Rajbinder Dehiya	Vice Principal (Science)
5. Dr. Chinmoyee Vatsyayan	Consultant, IQAC
6. Dr. Roshan D'Souza	Coordinator, IQAC (From on 04.09.2024)
7. Dr. Sangeeta Dubey	Coordinator, IQAC CAS Sub Committee
8. Ms Tanaz Asha	Coordinator, IQAC Program Sub Committee
9. Mr. Vijay Vig	Coordinator, IQAC Documentation, Feedback -Sub Committee
10. Ms. Jihasa Vaccharajani	Senior Faculty Member
11. Ms Sandra Mendes	Senior Faculty Member
12. Mrs. Boskey Martis	Representative of Office Staff
13. Mr. Chetan Lingayat	Representative of other non-teaching Staff
14. Ms Rajni Desai	Ex-Student
15. Ms. Roweena Kavadia	Ex-Student
16. Dr. Medha Rajadhyaksha	Ex-faculty
17. Ms Aaditi Paandey	Student Body President
18. Ms Tanisha Verma	Cultural Secretary
19. Prof Dr. Vijay Dabholkar	External Panel Expert
20. Dr. Andrea Coutinho	External Panel Expert

If any of you are unable to be present for this online meeting, please inform us by email to iqac@sophiacollege.edu.in

Thank you so much.

10th March, 2025



A.P. Patil

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Internal Quality Assurance Cell

Minutes of the IQAC online meeting held on March 13, 2025 at 1:30 pm.

Platform: Zoom

Meeting ID: 996 0358 5188

Members present:

1. Dr. Anagha Tendulkar Patil, Principal, Chairperson, IQAC
2. Dr. Rashna Poncha, Vice-Principal (Arts)
3. Dr. Rajbinder Dehiya, Vice-Principal (Science)
4. Dr. Roshan D'Souza Coordinator, IQAC
5. Dr. Sangeeta Dubey Coordinator, IQAC CAS Sub committee
6. Ms. Tanaz Asha Coordinator, IQAC Program Sub committee
7. Mr. Vijay Vig Coordinator, IQAC Documentation & Feedback Sub committee
8. Ms. Jihasa Vachharajani, Senior Faculty member
9. Ms. Sandra Mendes, Senior Faculty member
10. Mrs. Boskey Martis, Representative Admin Staff
11. Mr. Chetan Lingayat, Representative of other Non-teaching staff
12. Ms. Rajni Desai, Ex-student
13. Dr. Medha Rajadhyaksha, Ex-faculty Member
14. Ms. Aaditi Paandey, Student Body President
15. Ms. Tanisha Verma, Cultural Secretary
16. Dr Andrea Coutinho, External Panel Expert

Members who could not attend:

1. Dr. (Sr.) Ananda Amritmahal, Management Representative
2. Dr. Chinmoyee Vatsyayan, Consultant, IQAC
3. Ms. Roweena Kavadia, Ex-student
4. Prof. Dr. Vijay Dabholkar, External Panel Expert

Following was the agenda of the meeting:

1. Passing the minutes of the previous IQAC Meeting.
2. To review activities conducted by IQAC in the current academic year.
3. To discuss the quality audits done for the academic year

4. To update about the NAAC SSR submission
5. To update about the NAAC DVV submission.
6. To discuss the current status of preparation for the NAAC assessment

1. Dr. Anagha Tendulkar Patil remembered the former IQAC Coordinator, Dr. T. C. Roymon, who passed away on 1st September 2024. She acknowledged his commitment to the IQAC and the Institute during his tenure as the IQAC coordinator. She informed the members that Dr Roshan D'Souza has taken the responsibility of IQAC coordinator from 4th September, 2025.

2. Dr. Roshan D'Souza formally welcomed the committee members.

3. The minutes of the previous meeting held on 19th April 2024 were discussed.

4. The members were informed that the Academic and Examination audits for the AY 2022-2023 were successfully held on 29th and 30th April 2024. All the controllers of the examination, since its inception, were present, and the audit reports were finalised. The Gender and Green audits have been completed successfully, and all audit reports are now available on the website.

5. Members were informed that importance of fire safety followed by the demonstration of use of fire extinguishers was conducted on 14th February, 2025 for all the non-teaching staff. Dr. Tendulkar informed that a disaster management agency has been identified to conduct the safety drill will be conducted soon.

6. Members were informed that the SSR was submitted on 13th September 2024.

7. As discussed in the previous meeting, it was also informed that a separate registration for SCESA is not feasible.

8. The minutes of the previous meeting were approved. They were proposed and seconded by Ms Tanaz Asha and Ms Rajani Desai respectively.

9. Dr. D'Souza invited the members of the IQAC sub committees to present the activities that were conducted. Ms. Tanaz Asha presented the activities done by the IQAC Program sub-committee

- A 5-day Faculty Development Level 1 Blended Workshop was conducted from 8th -13th July, 2024. The workshop, which was intercollegiate, was held in collaboration with the Maharashtra State Development of Educators and Enhancement in Delivery (MS-DEED) by IISER, Pune under the aegis of Maharashtra State Faculty Development Academy (MSFDA) and was supported by RUSA. Three days were online, whereas the other three

days were in-person. The participants of the workshop included the teaching faculty of our college including a few Junior College teachers and also a few teachers from other colleges

- A staff enrichment session on data processing and documentation for NAAC was conducted by Prof. Peeyush Pahade, IQAC Cluster President on 4th September 2024 to clarify the queries associated with the SSR submission.
- The RUSA-supported Annual International Conference on ‘Artificial Intelligence for Pedagogical Excellence & Research’ was held on 19th and 20th September 2024. The conference was held in a hybrid mode. The Keynote address on Day 1 was delivered by Dr. Gareth White, University of Dundee, Scotland via online mode. Day 2 took place at the Sophia College campus, featuring resource persons, Ms. Lakshmi Deshpande, Design Lead at TCS XR Lab in Mumbai, and Dr. Suresh Namboothiri, Director and Chief Mentor of Espoir Technologies Private Limited in Pune. Dr Namboothiri spoke about the use of AI in education and demonstrated the research software Vigyana, which has already been purchased by the college. Seventy-three in-house staff members attended the sessions, which were also open to the junior college staff.
- A Faculty Development Program “Quality in Higher Education: NAAC Perspective” was held for Teaching and Non-Teaching Staff in two different sessions on 25th January 2025. The resource person was Dr Uma Shankar, Former Principal, of SIES College of Arts, Science and Commerce, Mumbai.
- A Faculty Development Program on Vigyana Assisted Research was held on 31st January 2025 in collaboration with the Research and Development Cell. The resource person for the session was Dr Suresh Namboothiri (Espoir Technologies).
- A talk titled "Careers in Social Impact" was organized for in-house students in collaboration with the College Union Committee (CUC) and Teach For India on September 20, 2024. The event received positive feedback from the students.
- A session on “Tracking Add-on credits” was held for the in-house TY students on 19th December 2024. The session was held online.

10. Mr. Chetan Lingayat requested to organize sessions for non-teaching staff, particularly focusing on the NEP, to enhance their overall orientation and development. Ms. Tanaz agreed to this. Dr. Tendulkar stressed the importance of upgrading the skills of the non-teaching staff. She also pointed out that Mr. Subodh Lad and Mr. Chetan Lingayat attended an NEP workshop recently held in Pune. Recurring meetings of the Principal with the non-teaching staff will be held from March onwards to discuss the development and upgradation of the non-teaching staff.

Dr. Coutinho congratulated and acknowledged the efforts taken by the IQAC in conducting programs on the use of AI in teaching and research.

11. Dr D’Souza invited the IQAC CAS sub-committee coordinator, Dr Sangeeta Dubey to share the details about status of CAS promotion process. Dr. Dubey informed that interviews had been held for the Professorship for Dr Arjumanara Surti and Dr. Roshan D’Souza. The files have already been processed, and the letters of approval of the same are awaited. The second round of interviews

is scheduled for March 18th, 2025. Two staff members have applied for associate professorship, while four are for stage 2 to stage 3. Dr Tendulkar extended her best wishes to the IQAC and the CAS committee, informing them that the Joint Director will be visiting for the upcoming CAS interviews. Dr D'Souza congratulated the CAS committee and acknowledged the efforts and the meticulous scrutiny undertaken by the committee members.

12. Dr. D'Souza then invited Mr. Vijay Vig, the coordinator of the IQAC Documentation and Feedback sub-committee. Mr Vig provided the following updates:

- The data for AY 2023-24 has been collected and collated, while the committee is still gathering information from some staff members and departments.
- The sub-committee members under the guidance of the IQAC coordinator facilitated the update of the website information for all departments. Each member of the documentation subcommittee was assigned to different departments. They reviewed the website data (staff profiles, research tab etc.) for these departments, identified gaps, informed the departments and collaborated with the website committee to update the information. The progress was updated in a Google Sheet. It was ensured that the syllabi for all the departments are updated and the syllabi for the NEP have been updated by the departments on the website according to the revised NEP template.
- The work to collect data for the current academic year 2024-25 has begun though the committee is yet to float the templates for these. An internal meeting that was conducted in December 2024 for reallocation for the criterion sheet/forms among the Documentation sub-committee members in order to improve the overall efficiency of the process. It was important to consider that some members of the documentation subcommittee, who are part of the respective NAAC criterion teams, are assigned that specific criteria. This arrangement ensures that the collation and analysis of documentation proceed smoothly. Data collection for D1 (conferences, workshops, symposia, FDPs, etc.) and D4 (department activities) will now be done using Excel files instead of Google Forms starting from the academic year 2024-25. A separate sheet will be created for each category in a single Excel workbook, with department activities categorized as Academics, Outreach, Extension, etc. The Excel sheets will be sent via email. Staff members will download the file, fill in the details, and send the filled sheet to the IQAC documentation subcommittee in the same thread. Mr. Vig informed that the committee encountered numerous technical glitches with the data collection method used in Google Classroom during the academic year 2023-24. Therefore, the data for the AY 2024-25 will not be collected via the Google Classrooms. With permission from the IQAC coordinator, the committee decided to revert to data collection via email. The committee is also contemplating on the idea that from the AY 2024-25, the hard copy of the evidence will be collected for D1 and D4. Files will be kept in the IQAC Office for this. The department reports for D4 will be signed by the activity coordinator and the Head of Department to avoid any issues later.

- Teacher's Assessment Questionnaires were administered for the AY 2024-25 for all the senior college teachers for all the classes (FY, SY, TY and PG)
- Data for the India Today ranking has been submitted. Mr. Vig acknowledged both the Vice-Principals who had been actively involved in this process.
- Dr. D'Souza stated that documentation requires a process of trial and error as it is a learning experience. There were technical issues with the Google forms and that is why the data will be collected via Excel sheets. Dr. Tendulkar acknowledged the efforts of the IQAC documentation sub-committee, the Vice-Principals, and Ms. Sandra Mendes, especially since it has been a challenging year due to NAAC.

13. The academic and administrative audits (AAA) were conducted on January 17, 2025. The departmental presentations for this audit ensured that the NAAC presentation was also prepared and ready. The auditors, Dr Harsha Badkar and Dr Sucheta Joshi conducted the audits for the Arts Departments. All the departments were given feedback after they presented. The departments incorporated the suggestions and modified their presentations. Similarly, Dr. Sonali Pednekar and Dr. Karuna Gokarn carried out the audits for the Science Departments. The auditors also visited the facilities such as the Women's Centre, BA(SCJ) Department, gymnasium, and the Quality Assurance department. The Science auditors visited all the science laboratories and gave very valuable suggestions on stocks and registers. The examination audit was also conducted. The auditors went to the control room with CoE, Dr. Sunita Jadhav. Overall feedback was also provided to the staff members at the end of the day.

14. In continuation of the NAAC process of submitting the SSR on the 13th September 2024, it was further informed that the DVV process commenced on September 19, 2024, and all clarifications were submitted by October 29, 2024. The SSR was accepted for pre-qualification on 14th December 2024. The payment for the peer team visit logistics was made on 28th December 2024.

15. Dr. D'Souza informed everyone about the status of the NAAC Peer team visit. According to the new guidelines and directives from the NAAC, there will be no physical peer team visits and an online inspection will be conducted instead. The college requested a physical peer team visit from NAAC, as all other formalities have been completed. However, NAAC has not accepted this request. The NAAC provided an alternative: if the institute does not want to undergo an online inspection, it can continue with its current grade until the new accreditation method comes into effect. It was informed to the members that the College has decided to have an online Peer team inspection. The SOPs for the online inspection are yet to be released by the NAAC. Dr. D'Souza also said that we are working towards the documentation and keeping everything ready including updating the college website. Dr Tendulkar highlighted this challenge and noted that students may not be on campus when the new SOPs would be released. She also requested the external expert, Dr. Coutinho, inform her about the online inspection SOPs as soon as she is aware of them. Dr. D'Souza acknowledged contributions of Ms. Sandra Mendes in the quantitative data analysis for

NAAC. She also thanked the student body for participating in the student satisfaction survey, an important part of the assessment process. Dr. D'Souza also thanked the criterion committee members, Vice-Principals, Dr. Chinmoyee Vatsyayan and Dr. Yasmin Khan. Dr. Tendulkar stated that it was a great learning experience for the college, as the documentation has been completed.

16. Dr D'Souza invited Mrs. Boskey Martis, Representative Admin Staff, Ms. Aaditi Paandey, Student Body President and Ms Tanisha Verma, Cultural Secretary to speak. Mr. Chetan Lingayat, a representative of the non-teaching staff, was then invited to address his second point. He acknowledged and thanked the management for renovating the science building. He requested to inspect the internal infrastructure, including the instruments and other equipment. Dr. Tendulkar agreed and stated that the IQAC will ask all the heads of the science departments to conduct an audit of their laboratories in collaboration with the Vice-Principal (Science). She mentioned that such a process will ensure internal quality checks, so that the laboratories function smoothly. She also suggested that the heads could speak to their laboratory attendants regarding the functioning of the laboratories from the NAAC perspective.

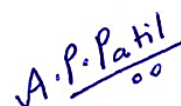
17. Dr. D'Souza invited the other members to speak. Dr Medha Rajadhyaksha acknowledged everyone's efforts, congratulated IQAC and extended her wishes to everyone for the NAAC.

18. Dr. Tendulkar invited the external expert, Dr. Andrea Coutinho to give her valuable suggestions. Dr Coutinho suggested that the initiatives taken by the departments should be documented in form of the departmental action taken reports (ATRs) as they are highly significant and should be uploaded to the college website. She said that the minutes and the ATRs can be in the same document. She also suggested using geotagged pictures in the IQAC documentation. If geotagged pictures are unavailable, students can retrieve the conventional photographs from social media.

19. The meeting ended by the formal vote of thanks by Dr. D'Souza acknowledging the valuable suggestions given by all the members present.



Prof. (Dr.) Roshan D'Souza
IQAC Coordinator



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Action taken report for the IQAC meeting held on 13th March, 2025

Agenda Proposed / Suggestions given	Action Taken
Staff and student enrichment activities	Seven programmes were conducted by IQAC as presented in the meeting
Quality audits for the academic year	Academic and Admin Audit (AAA) including Examination Audit was conducted for the academic year 2023-24 and 2024-25.
NAAC SSR submission	SSR was submitted on 13 th September, 2024
NAAC DVV submission	DVV clarifications were submitted on 29 th October, 2024
Preparation for NAAC Assessment	<ul style="list-style-type: none">Regular internal meetings conducted for NAAC online PTV.Mock NAAC session was conducted on 16th June, 2025 to ensure that inputs are obtained regarding criteria presentations and a smooth online PTVTechnical Arrangements were ensured
Suggestions for interaction with Non-teaching staff	<ul style="list-style-type: none">Mock PTV members interacted with the Non-teaching staff.The IQAC consultant and NAAC consultant along with the Principal had interactions for NAAC related matters.
Streamlining the documentation process	The new committee has been established which is working out the modalities of collecting the data for the academic year 2024-25 onwards.

Prof. (Dr.) Roshan D'Souza
IQAC Coordinator

Dr. Anagha Tendulkar Patil
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