



## **NOTICE**

**There will be a meeting of the IQAC at 1:30 p.m. in the Principal's Conference Room, on Monday 9<sup>th</sup> July 2018.**

**The AGENDA is as follows:**

1. Review of the activities undertaken by IQAC for the previous academic year 2017 – 2018.
2. Planning for the current academic year 2018 – 2019.

The following members are requested to be present:

Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
Ms. Gilda Pereira	Vice Principal (Arts)
Dr. Yasmin Khan	Vice Principal (Science)
Sr. Annie Peter	Vice Principal (Junior College)
Mrs. Sheila Master	Ex-Student Consultant, IQAC
Dr. Anagha Tendulkar	Coordinator, IQAC
Dr. Roshan D'Souza	Faculty Member
Ms. Jennie Mendes	Faculty Member
Mrs. Boskey Martis	Representative of Office Staff
Mr. Ramesh Ramane	Representative of other non-teaching Staff
Ms. Rajni Desai	Ex-Student
Mrs. Nevah D'Mello	Ex-Student
Sr. Teresa Pereira	Management Representative
Ms. Naomi Veigas	Student Body President
Ms. Kirti Borkar	Cultural Secretary

If any of the above is unable to be present for this meeting, please let me know.

Thank you so much.

3<sup>rd</sup> July 2018

Dr. (Sr.) Ananda Amritmahal  
Principal





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## IQAC

Minutes of the proceedings of the IQAC meeting held on July 9, 2018 at 1.30 pm in the Principal's Conference Room, Sophia College (Autonomous).

### Minutes

- The Chairperson Dr. (Sr.) Ananda Amritmahal welcomed the members to the meeting.
- Minutes of the previous meeting held on 22<sup>nd</sup> January 2018 were read and approved. Minutes were proposed by Sr. Annie Peter and seconded by Mrs. Boskey Martis.
- IQAC welcomed its new Coordinator Dr. Anagha Tendulkar for her tenure.
- The Committee reviewed the activities of the previous year and Congratulated the Coordinator Mrs. Sheila Mater for her abled guidance for her quality assurance. Discussions entailed thereafter to improve upon measures taken for quality assurance.
- The following points were discussed:
  - 1. Streamlining Autonomy:** Streamlining the processes and practices for the implementation of activities under Autonomy.
  - 2. To continue with and upgrade our Green Campus Initiative:** College shall use the existing facilities to keep the campus greener. Composting unit can be set up along with e-waste bins.
  - 3. IQAC Initiatives:** IQAC proposed the following activities for the new academic year:
    - a. TAQs for teaching staff to be introduced.

b. CAS Workshop to be conducted.

c. Seminars and Workshops for training the teaching staff to be undertaken.

**4. Bridge Courses:** Bridge courses to be instituted and implemented to span the gap between school and college to address and help students in encounter difficulties in learning particular subjects.

**The meeting ended at 2.30 p.m. with a vote of thanks by the Coordinator.**

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**Dr. Anagha Tendulkar Patil**  
IQAC Coordinator

*Ananda Amritmahal*

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





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**Dated: 22.10.2018**

**Action taken report of the IQAC meeting held on 09<sup>th</sup> July, 2018.**

Agenda proposed	Action taken
To streamline the processes and practices for the implementation of activities under Autonomy.	Yes. All the processes were executed and implemented. New committees were formed
To continue and upgrade the Green campus initiative, to set up composting units and e-waste bins	Yes. Solar panels were installed. A composting machine was installed and used. The separation of dry and wet garbage was implemented. Herbal garden was maintained regularly
TAQs for teaching staff to be introduced	Discussed in the meeting held on 22 <sup>nd</sup> October 2018 that TAQs would be administered on annual basis
To conduct a CAS workshop	Could not be done. However, it was discussed in the meeting held on 22 <sup>nd</sup> October 2018 that CAS committee activities would be tracked
To conduct seminars and workshops for training the teaching staff	It was discussed in the meeting held on 22 <sup>nd</sup> October that workshops, conferences for students, inhouse lecturers and lecturers from other colleges, and a workshop on CAS and MOOCs would be organized.  A National level Workshop on Revised PBAS Proforma Form and API Calculation under CAS (after the 4 <sup>th</sup> Amendment), & on MOOCs (Development of e-learning delivery process/material) was organized on 25 <sup>th</sup> January 2019. The resource persons were Mr. Sunil Mantri, Director (professional, Higher and Technical Education) and Mr. Abhishek Kumar Scientist C (CS), INFLIBNET.
To institute and implement Bridge courses to span the gap between school and college to address and help students in encounter difficulties in learning particular subjects.	The concept as such did not materialize but sessions were held by some departments (Department of Mathematics and Statistics, Department of Economics) to bridge the gap

*A.P. Patil*



*Ananda Amritmahal*

**Dr. Anagha Tendulkar Patil**

IQAC Coordinator

**Dr. (Sr) Ananda Amritmahal**

Principal, Sophia College Autonomous