



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

Ph: 022-23512642 / 23523304

sophiacollegemumbai.com

NOTICE

There will be a meeting of the IQAC at 1:30 p.m. in the Principal's Conference Room, on Friday 30th August 2019.

The AGENDA is as follows:

1. To discuss the outcomes of IQAC Activities of 2018 - 2019:
 - * Workshops and Seminars for stakeholders.
 - * Streamlining the process for Autonomy.
 - * Planning the use of a new MIS Software for Administrative purposes.
 - * Introducing online Feedback for first year entry, first year FY & TY Exit and TAQ.
2. To finalize plans for 2019 – 2020.

The following members are requested to be present:

1. Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
2. Ms. Gilda Pereira	Vice Principal (Arts)
3. Dr. Yasmin Khan	Vice Principal (Science)
4. Sr. Annie Peter	Vice Principal (Junior College)
5. Mrs. Sheila Master	Ex-Student Consultant, IQAC
6. Dr. Anagha Tendulkar	Coordinator, IQAC
7. Dr. Roshan D'Souza	Faculty Member
8. Dr. Sumanika Sethi	Faculty Member
9. Mrs. Boskey Martis	Representative of Office Staff
10. Mr. Ramesh Ramane	Representative of other non-teaching Staff
11. Ms. Rajni Desai	Ex-Student
12. Mrs. Nevah D'Mello	Ex-Student
13. Sr. Teresa Pereira	Management Representative
14. Ms. Medhavi Chaturvedi	Student Body President
15. Ms. Shatakshi Mukherji	Cultural Secretary

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

Thank you so much.

(Dr. (Sr.) Ananda Amritmahal)
Principal

27th August 2019





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IQAC

Minutes of the proceedings of the IQAC meeting held on August 30, 2019 at 1.30 pm in the Principal's Conference Room, Sophia College (Autonomous)

Members 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	Consultant, IQAC (Ex-Student)
Dr. Anagha Tendulkar	Coordinator, IQAC
Ms. Sumanika Sethi	Faculty Member (Arts)
Mrs. Boskey Martis	Representative (Office Staff)
Mr. Ramesh Ramane	Representative (Non-teaching Staff)
Ms. Medhavi Chaturvedi	Student Body President
Ms. Shatakshi Mukherjee	Cultural Secretary

Members Absent:

Dr. Roshan D'Souza	Faculty Member (Science)
Ms. Rajni Desai	Ex-Student
Mrs. Nevah D'Mello	Ex-Student
Sr. Teresa Pereira	Management Representative

Minutes

I. The Chairperson Dr. (Sr.) Ananda Amritmahal welcomed the new members, Dr. Sumanika Sethi, and the Student Body Present Medhavi Chaturvedi and Shatakshi Mukherjee to the meeting. She spoke of the plans to have smart classrooms. Training sessions and refresher sessions for the staff would be undertaken through the RUSA grant.

II. Matters arising from the minutes of the meeting held on 22nd October 2018:

1. The greening of the campus. Much has been done but the plan for a chemically treated disposal system for sanitary napkins has not worked out. We continue to explore this.
2. The Principal also expressed the need to revamp the website and make it more dynamic. All departments should give their inputs in order to do so. The institution should have an official email address (for e.g. sophia.edu). The possibility of providing institution-linked email IDs to the staff was discussed.
3. Dr. Anagha asked Ms. Boskey Martis about the progress of CAS application. The office was still awaiting a response from the TAAS Department.
4. The college had identified 3 colleges for mentoring under NAAC. This year the Byramjee Jeebhoy College of Commerce is being mentored by our IQAC Coordinator and Consultant.

III. Matters mentioned and discussed

1. The Entry & Exit Feedback of FY, SY & TY was obtained by using Google drive. The TAQs were administered through a mobile app. The new feedback formats for students, teachers, non-teaching staff, parents and alumnae are being prepared by Dr. Andrea Coutinho and Dr. Ivan John. They will be used for the academic year 2019 – 2020 feedback. A Student Satisfaction Survey report will be prepared.
2. The IQAC conducted 3 programmes:
 - a. **Staff Enrichment Programme**, on 13th October 2018.
 - b. A talk for students on “**Women & Sexual Harassment in Public at the Work Place**”, on 16th October 2018.
 - c. **National Workshop on Revised PBAS Proforma Form and API Calculation**, on 25th January 2019.
3. The role of IQAC as the Centre for documentation, especially for purposes of CAS, was pointed out. The PBAS of the entire staff will be collected and stored.
4. The SBP and Cultural Secretary informed the members that they had missed the dates for participation in University’s “Youth Festival”. Emphasis was laid on the need to participate in this event.
5. SWAYAM and the generation of e-material was not discussed as Dr. Roshan D’Souza was absent. It will be taken up in the next meeting.
6. New certificate courses have been introduced:
 - a. History of Food
 - b. Music TheoryMore courses are to be introduced in the academic year 2019 – 2020.
7. Dr. Anagha Tendulkar informed the members about the expansion of E-cell.
8. The student representatives raised a few points. They were concerned about the lack of responses for participation in co-curricular activities. It was discussed that the record of attendance registered at extra-curricular activities for students, especially when it could earn them credits, should be carefully maintained. Ms. Gilda Pereira explained to the student representatives the process to obtain attendance for such activities.
9. Issues with regard to students using cell phones in classrooms were discussed.
10. The timings when the office was open for the public and the inconvenience this caused to students and visitors was discussed, and it was suggested that the following timings could be altered as follows,
From: 8:30a.m. to 9:00 a.m.
10.00 a.m. to 12.00 noon
3:00 p.m. to 3:30 p.m.
To: 10:30 a.m. to 12:30 p.m.
2:00 p.m. to 3:00 p.m.
11. Mr. Ramesh Ramane suggested that a log book to register entry should also be kept at the Pedder Road entrance, so that visitors do not face inconvenience.

12. The plans for 2019 – 2020 were briefly discussed:

- a. SWAYAM – awareness and activation.
- b. E-Cell – expansion.
- c. Training session for the Admin staff in record maintenance and document keeping.
- d. Holding conferences / seminars / workshops.
- e. Smart classrooms
- f. Greening of the campus to continue.

A.P. Patil

Dr. Anagha Tendulkar Patil

IQAC Coordinator

Ananda Amritmahal

Dr. (Sr) Ananda Amritmahal

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Action taken report for the IQAC meeting held on 30th August 2019

Agenda proposed	Action taken
Continuation of green campus initiative. To explore chemically treated disposal of sanitary pads and provision of special bins	Yes. The use of chemical bins for disposal of sanitary napkins had been tested out for a month, but had not proven to be effective and was expensive. Methods of disposal which are long term, sustainable and environmentally friendly will be explored in the future.
To make the college website more dynamic	Yes
To have an official email id for the staff members of the institution	Yes
To prepare student satisfaction survey report	Yes
To maintain the record of attendance for extracurricular activities so that students can earn credits	Yes
To alter/revise the timings of the Administrative office to avoid inconvenience to staff and students	Yes, office timings were revised
To have smart classrooms	Yes, smart boards were installed in the classrooms
To have training sessions for staff from the RUSA grant	Yes

A.P. Patil

Dr. Anagha Tendulkar Patil

IQAC Coordinator

Ananda Amritmahal

Dr. (Sr) Ananda Amritmahal

Principal, Sophia College Autonomous

