



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 an online meeting of the Internal Quality Assurance Cell (IQAC), on 12th May, 2021, (Wednesday) at 4.30 p.m.

The AGENDA is as follows:

1. Review of activities conducted/ organised by IQAC in 2020 -21
2. Discussion on Add on Courses introduced & to be introduced under autonomy.
3. Plans for the upcoming academic year

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. Dr. Anagha Tendulkar | Vice Principal (Administration), Coordinator, IQAC |
| 5. Mrs. Sheila Master | Ex-Student, Consultant, IQAC |
| 6. Dr. T.C. Roymon | IQAC Subcommittee |
| 7. Ms. Tanaz Asha | IQAC Subcommittee |
| 8. Dr. Trevor Allis | IQAC Subcommittee |
| 9. Dr. Arjumanara Surti | Senior Faculty Member |
| 10. Dr. Sumanika Sethi | Senior Faculty Member |
| 11. Mrs. Boskey Martis | Representative of Office Staff |
| 12. Mr. Ramesh Ramane | Representative of other non-teaching Staff |
| 13. Ms. Rajni Desai | Ex-Student |
| 14. Mrs. Nevah D'Mello | Ex-Student |
| 15. Dr. Medha Rajadhyaksha | Ex-faculty |
| 16. Sr. Teresa Pereira | Management Representative |
| 17. Ms. Syona Roy | Student Body President |
| 18. Ms. Samiksha Jain | Cultural Secretary |

The meeting would be conducted on a ZOOM Platform. The link will be sent prior to the meeting.

If any of the above is unable to be present for this meeting, please write to iqac@sophiacollege.edu.in

Thank you so much.

May 8, 2021

Dr. (Sr.) Ananda Amritmahal
Principal





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Internal Quality Assurance Cell (IQAC)

Minutes of the proceedings of the IQAC Meeting held online on May 12, 2021 at 4.30 p.m. via Zoom Platform

Members Present:

Dr. (Sr.) Ananda Amritmahal
Ms. Gilda Pereira
Dr. Yasmin Khan
Dr. Anagha Tendulkar

Dr. T.C. Roymon
Ms. Tanaz Asha
Dr. Trevor Allis
Dr. Sumanika Sethi
Dr. Arjumanara Surti
Mrs. Boskey Martis
Ms. Rajni Desai
Dr. Medha Rajadhyaksha
Ms. Syona Roy
Ms. Samiksha Jain

Principal (Chairperson, IQAC)
Vice Principal (Arts)
Vice Principal (Science)
Vice Principal (Administration),
Coordinator, IQAC
IQAC Subcommittee
IQAC Subcommittee
IQAC Subcommittee
Senior Faculty Member
Senior Faculty Member
Representative of Office Staff
Ex-Student
Ex-faculty
Student Body President
Cultural Secretary

Members Absent:

Mrs. Sheila Master
Sr. Teresa Pereira
Mr. Ramesh Ramane

Sr. Teresa Pereira
Mrs. Nevah D'Mello

Consultant, IQAC (Ex-Student)
Management Representative
Representative of other non-teaching
Staff
Management Representative
Ex-Student

Minutes

- The meeting commenced with Sr. Ananda in the chair. She welcomed members of IQAC and a silent prayer was offered by all the members for the loss that the world has faced because of Covid19 pandemic.
- Minutes were proposed by Dr. Khan and seconded by Ms. Pereira.
- The following issues were discussed:

Sr. Ananda mentioned at the meeting that the last IQAC Meeting was held on 15th January 2020 and since then due to the pandemic situation the college faced a lot of challenges which were in a large way successfully overcome. She told the committee to have one more IQAC meeting for this academic year which could be a concluding one and plan activities for the next academic year.

Dr. Tendulkar thanked the three important pillars of IQAC, first and the most important being Sr. Ananda for her efforts and unconditional support towards IQAC. Second being the IQAC Programme Sub Committee without whose support the online programmes organized by IQAC would not have been possible. Lastly the CUC who has supported IQAC with all their hard work.

Dr. Tendulkar then shared the minutes of the previous IQAC Meeting held of 15th January 2020 on the screen. The minutes were proposed by Dr. Khan and seconded by Ms. Pereira.

Dr. Tendulkar then shared with the committee the programmed organized and new initiatives taken by IQAC via an online presentation for the academic year 2019 – 2020 and 2020- 2021.

Programmes done by IQAC for the Academics year 2019 – 2020 were as follows:

- Screening of the movie - URI The Surgical Strike in south Mumbai theatre for the first year students.
- Mentoring Byramjee Jeejeebhoy College of Commerce to help them fill up their AQAR assigned to IQAC by NAAC.
- IQAC organized a talk on Cyber Crime – Dangers and Preventions for the first year students of all the streams.

- IQAC collaborated with the Department of Physics to help them organize the Physics Conference.
- IQAC organized a session for the Admin office staff for an in-depth view to know the additional uses of the MIS Software.
- IQAC shortlisted seven students to attend the CASI Maha Model United Nations to represent Sophia College.
- Activities for the teaching staff conducted during the academic year 2019-2020 were:
 - UGC Recommendations – Evaluations and Reforms
 - Research Presentation
 - Workshop on Understanding Assessment and Evaluation. Learning objectives and learning outcomes.
 - Developing learner competencies and their relation to paper setting. Value of assessment rubrics.
 - Induction programme for the new lectures.
 - Training workshop for admin office staff in excel and MIS.
- IQAC signed an MOU with Red Dot Foundation, who had organized a three-day workshop for Youth Leaders which was attended by Sophia College students.
- IQAC administered entry and exit feedback from the FY, SY and TY students of the arts stream. Teacher assessment questionnaire were also administered through a google form.
- IQAC was also instrumental in organizing the celebration of Marathibhasha Diwas, Matrubhasha Week and Flag Day.

Programmes done by IQAC for the Academics year 2020 – 2021 were as follows:

- IQAC assisted to acquire the following in the academic year 2020-2021:
 - New domain edu.in IDs
 - Zoom portal
 - 40 zoom licences were purchased
 - Institutional email ids were given to all the staff and students.
 - Revised time tables were formulated.

→ Setting up of new Social Media Profiles:

- Launch of official Sophia Youtube channel, with 2.11k subscribers.
- Two Marathi regional new channels have also reported about Sophia's new youtube channel
- IQAC will soon launch the new college website.
- Sophia also has its own Instagram page which is handled by the CUC.

→ IQAC participated in the following:

- India Today Survey
- NIRF
- The Week
- AQAR (will be uploaded as soon as the online portal opens).

→ IQAC was instrumental in planning, administering and executing the following:

- FYBA Orientation
- FYJC Orientation
- SWAYAM Orientation

→ Programmes, Activities and Initiatives of IQAC in 2020-2021:

Ms. Asha then gave the committee a brief view on the programmes and activities conducted by IQAC.

- Department of Chemistry along with IQAC and college organized a Quiz on World Environment Day. 290 students participated in the quiz. Students who got a score of 60% and more received e-certificates.
- IQAC organized First Year BA, BSc, BSc IT and BMM Orientation was held in September. A similar orientation was held in January for the junior college.
- A webinar on Leadership and Team Building was organized by IQAC for teachers and students where Mr. J.F. Ribeiro, Chairperson of PCGT, IPS (Retd.) and former Mumbai Police Commissioner shared his personal experiences. There was also a question answer session at the end of the session with the students.

- IQAC and CUC organized an interactive session for the students with Mr. Aditya Kriplani, an internationally acclaimed filmmaker.
- A Staff Enrichment Programme “Looking Ahead: NAAC 2023” was organized by IQAC. Dr. Usha Mukundan Director, Administration Ramniranjan Jhunjhunwala College, Ghatkopar was invited to discuss all the seven criteria of NAAC keeping in mind NAAC 2023.
- IQAC Annual Conference 2020-2021 – was spread over 3 days from 16th to 18th February 2021. On the first day Dr. Bhalchandra Bhole, from IQAC Cluster was invited to discuss all the strategies of teaching-learning and administration to strengthen autonomy. On the second day Mr. Peeyush Pahade, from the IQAC Cluster was invited to speak on the importance of documentation. On the last day there was a panel discussion on the “Future through the lens of autonomy” by the Principals of Autonomy Colleges. The resource people were Dr. Rajendra Shinde, Principal St. Xavier’s College, Dr. Anushree Lokur, Principal Ramnarain Ruia College, Dr. Uma Shankar, Principal SIES College of Arts Science and Commerce, Dr. Ashok Wadia, Principal Jai Hind College and Dr. Sr. Ananda Amritmahal, Principal Sophia College Autonomous.
- IQAC organized a staff enrichment programme on “Bloom’s Taxonomy for Constructing MCQ” by Dr. Vini Sebastian, Associate Professor, St. Xavier’s Institute. Dr. Sebastian discussed Bloom’s Taxonomy and different types of questions including higher-order thinking questions. She explained the construction of MCQs and showed various examples of different types of MCQs to make teachers understand the different levels of MCQs that can be constructed.
- IQAC organized a Staff Enrichment Program on “Learning Outcomes for MCQs and Developing Assessment Rubrics” by Dr. Andrea Coutinho and Dr. Ivan John. This was a follow-up to the session conducted by Dr. Vini Sebastian.
- IQAC took the initiative to launch “LUCID- A Peer- Reviewed Research Journal.” The main theme of the journal was “The Globe

on the move: Avenues for the Future". on the move: Avenues for the Future". There were different sub-themes/ subtopics from disciplines such as Research, Education, Teaching-learning, Philosophy and Ethics, Religion, Spirituality, Ecology, Economics, Politics, Psychology, Sociology, language, literature, Physical sciences regarding health and hygiene. Research papers were invited from teachers across Universities, Colleges, and Research Institutes in India. Abstracts were submitted by teacher participants. The committee went through the abstracts and authors of the selected abstracts were asked to submit the entire research paper/article. Few Research articles were invited from the following scientific experts/dignitaries:

1. Dr. Anand Ambali, MD, PGDGM, MSc, FGSI, FICP, Professor of Medicine and Geriatric Clinic, Shri BM Patil Medical College Hospital and Research Centre, Karnataka
2. Dr. Mala Pandurang, Principal & Prof. and Head of Department of English, Dr BMN College, Mumbai.
3. Dr. Pushpinder Bhatia, Head, Physics Department, GuruNanak College, Mumbai

The total number of research abstracts of papers received -20

Peer review committee formed from across Science and Arts disciplines and well-established academic institutions reviewed the papers and the revised papers were resubmitted by the respective authors.

The total number of research articles accepted for publication after peer review: 12.

- Ms. Samikasha then told the committee about the two event which the CUC organized. First was Glimpses where the students were given orientation for the different clubs and associations of the college.

Second event was College Day in which the CUC organized various sessions with different departments followed by Misage which was a flagship event in which all the clubs came together to organize an event in which 70 colleges and 1000 students participated in more than twenty plus events. Ms. Syona mention that all the planning, organizing and implementation was done in-house by the students.

Dr. Tendulkar then left this session open for questions and comments.

Dr. Rajadhyksha was overwhelmed with all the work and efforts of IQAC and so was Ms. Desai who appreciated all the efforts of IQAC.

Dr. Khan then asked Syona and Saniksha for ideas and suggestion to increase the number of students in the science stream.

Dr. Tendulkar moved to the second agenda of the meeting being the Add on courses, she mentioned that add on courses is under the head of IQAC so that IQAC can give these courses a better shape and develop it for the future. She also asked the committee members for their suggestions to improve the course. She mentioned that women centre currently offering the maximum number of courses to the students.

Sr. Ananda then suggested that every department in the college can develop their own add on course so that the students can have a wide range of options to choose a course and secondly the resources can be funded through RUSA. She also suggested if the students invest some amount of money in the add on courses there will be a less number of dropouts from these courses. Thirdly Sr. Ananda mentioned that in this way there will be an opportunity for students to choose a course from another stream.

Ms. Desai thanked Sr. Ananda for adding SCESA's membership fees to the extra mural fees. Sr Ananda also mentioned that this year no extra mural fees was charges so there was no SCESA membership fees collected from the students, but sister has agreed to have a membership drive for the students who want to become a SCESA Member. Dr. Tendulkar suggested that this year along with the TAQ and CAQ questionnaire, SCESA membership form can also be sent to the students.

The meeting ended with Vote of Thanks to the chair.



Dr. Anagha Tendulkar Patil

IQAC Coordinator



Dr. (Sr) Ananda Amritmahal

Principal, Sophia College Autonomous





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Dated: 31.05.2021

Action taken report for the IQAC meeting held on 12th May 2021

Agenda proposed	Action taken
To launch new College website	Yes
To encourage every department to develop their own add-on course	Yes

A.P. Patil

Dr. Anagha Tendulkar Patil

IQAC Coordinator

Ananda Amritmahal

Dr. (Sr) Ananda Amritmahal

Principal, Sophia College Autonomous

