



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 our Internal Quality Assurance Cell (IQAC), on Friday, 8th July, 2022, at 3:30 p.m.

The AGENDA is as follows:

Planning for the new academic year 2022 – 2023.

The following Core Committee Members are cordially invited to the meeting:

- | | |
|--------------------------------|--|
| 1. Dr. Anagha Tendulkar | Principal (Chairperson, IQAC) |
| 2. Dr. (Sr.) Ananda Amritmahal | Dean & Administrator |
| 3. Dr. Rashna Poncha | Vice Principal (Arts) |
| 4. Dr. Rajbinder Dehiya | Vice Principal (Science) |
| 5. Dr. Chinmoyee Vatsyayan | Consultant, IQAC |
| 6. Dr. T.C. Roymon | Coordinator, IQAC |
| 7. Dr. Sangeeta Dubey | IQAC Subcommittee |
| 8. Ms Tanaz Asha | IQAC Subcommittee |
| 9. Mr. Vijay Vig | IQAC Subcommittee |
| 10. Dr. Arjumanara Surti | Senior Faculty Member |
| 11. Ms Sandra Mendes | Senior Faculty Member |
| 12. Mrs. Boskey Martis | Representative of Office Staff |
| 13. Mr. Ramesh Ramane | Representative of other non-teaching Staff |
| 14. Ms Rajni Desai | Ex-Student |
| 15. Mrs. Nevah D'Mello | Ex-Student |
| 16. Dr. Medha Rajadhyaksha | Ex-faculty |
| 17. Ms Aditi Gupta | Student Body President |
| 18. Ms Mihika Hajela | Cultural Secretary |

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

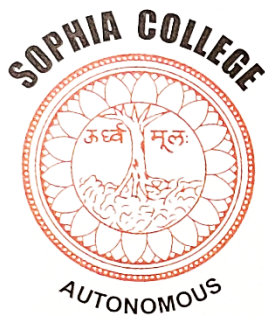
The meeting would be conducted on a ZOOM Platform. The link will be sent prior to the meeting.

Thank you so much.

30 June, 2022



Dr. Anagha Tendulkar Patil
I/C Principal



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Internal Quality Assurance Cell

Minutes of the proceedings of the IQAC meeting held online on 8th July 2022 at 3:30 pm via the Zoom platform.

Members present:

1. Dr. Anagha Tendulkar	I/C Principal (Chairperson, IQAC)
2. Dr. Rashna Poncha	Vice-Principal (Arts)
3. Dr. Rajbinder Kaur Dehiya	Vice-Principal (Science)
4. Dr. Chinmoyee Vatsyayan	Consultant, IQAC
5. Dr. T.C. Roymon	IQAC Coordinator
6. Dr. Sangeeta Dubey	IQAC Subcommittee
7. Mr. Vijay Vig	IQAC Subcommittee
8. Dr. Arjumanara Surti	Senior Faculty member
9. Ms. Sandra Mendes	Senior Faculty member
10. Mrs. Boskey Martis	Representative of Office Staff
11. Dr. Medha Rajadhyaksha	Ex-Faculty
12. Ms. Aditi Gupta	Student Body President
13. Ms. Mihika Hajela	Cultural Secretary

Members Absent:

1. Dr. (Sr.) Ananda Amritmahal	Dean & Administrator
2. Ms. Tanaz Asha	IQAC Subcommittee
3. Ms. Leena Krishnan	Representative of Other Non Teaching Staff
4. Ms. Rajni Desai	Ex-student
5. Mrs. Nevah D'Mello	Ex-student

Minutes

- The meeting began with Dr. Anagha Tendulkar welcoming members of IQAC.
- The agenda of the meeting was to plan for the new academic year 2022 – 2023.

→ The minutes of the previous IQAC meeting, held on 22nd April 2022 was shared, Dr. T.C. Roymon proposed the minutes and Mrs. Boskey Martis seconded it.

1. Dr. Tendulkar then handed over the proceedings to IQAC coordinator, Dr. Roymon, who shared the following plan of action for the academic year 2022-2023:

- Focus will be on the forthcoming NAAC reaccreditation. In view of it, priority will be given to documentation.
- From the academic year 2022-2023, document submissions from faculties will be Google classroom based running submissions throughout the year, which will be closed by the end of the academic year. This means that these forms will be assigned at the beginning of August and data will be collected regularly, rather than posting the forms and collecting the data at the end of the year. An orientation session will be held for the staff members regarding this
- Quality Improvement programmes will be organized for faculty, non-teaching staff, and students. Skill development programs will be organized for the non-teaching staff.
- IQAC will continue to administer the feedback systems (TAQ, CAQ, Parents, alumni, Employees satisfaction surveys)
- Strengthening the placement cell keeping in mind the NAAC guidelines. Industrial tie ups will be looked into for creation of corpus funds for various developments and keeping existing mechanisms in place.
- Academic, Administrative & Green audits will be ensured
- Research activity among staff will be promoted. This will be planned in consultation with the Research cell of the college. Lucid (for teachers and research scholars) and Luminous (for students) research journals have been launched to promote research. ISSN for Lucid will be obtained this year; ISSN for Luminous next year; including the journals in the UGC care listing will be looked into. Areas of research grants will be looked into / explored. Student body is consulted for Luminous.
- In collaboration with NSS to ensure clean campus through Swachh Bharat ambassadors.
- The floor was kept for discussion, and suggestions were invited to build up capacities of stakeholders, to develop mechanisms, and to develop corpus funds.

2. Dr. Anagha Tendulkar said that we have to act immediately on the above-mentioned points. She said that the current challenge for higher educational institutes is NEP (National Education Policy). Keeping in mind, A NEP committee has been formed. Dr. Medha Rajadhyaksha has shared many suggestions in the past which the College has implemented. Dr. Tendulkar mentioned a few features of NEP. The colleges will not be allowed to run as standalone colleges, thus posing many challenges. They will put colleges as clusters or Universities. Sophia College cannot be transformed into a university, but will most probably join a cluster. The NEP will be on the agenda of IQAC.

3. Dr. Roymon said that the IQAC will look for suggestions from the committee members for improving the overall quality of the stakeholders and the College.
4. Dr. C. Vatsyayan said that as far as green audit is concerned, we have met auditor Mr. Ram Patil and submitted the data to him. He has given guidelines and raised a few queries. The college needs documentary evidence for the last five years. Energy management (electricity), waste management, and water management are the primary requirements. Apart from that, safety - disaster management is one very important criterion. The college is doing well in this area, but they are asking for more details. The concerned authorities are also asking for data regarding pollution and travel & transport like, for instance, the number of staff members coming to the College via their own vehicles and whether they are using green vehicles? E-waste management is important. NSS and Sigma club have done activities related to this area. They have asked for photographs. Safety in the College is a must and a requirement for green audit. Fire extinguishers and firefighting equipment are in place and the college has also created ramps. Dr. Vatsyayan invited suggestions from everyone in this area. Solar panels are in place as far as energy management is concerned. Bio-composter takes care of waste management. Water management is good, but the college doesn't have a water harvesting plant in place. Dr. Vatsyayan said that a water harvesting plant can be part of the future plan. She said that it was difficult to get this data during the pandemic time, but Dr. Tendulkar has kindly provided the electricity, water bills of the pandemic period. Documentation and graphs are ready for this. Dr. Vatsyayan said that students have entered data in magazines and she could take data from there, which are documented. She also said that Gender audit data has been collected like the number of female and male teaching and non-teaching staff members and stressed that the college has substantial data and whatever lacunae comes can be put in future plans.
5. Dr. Vatsyayan said that safety should be increased for the students and the college. She invited suggestions from the student body president and the cultural secretary regarding the safety measures to be adopted to increase the safety. She also said that we have fire extinguishers and asked whether we do fire drills. Dr. Rajadhyaksha and Dr. Roymon agreed with Dr. Vatsyayan. Dr. Roymon mentioned that a disaster management workshop was organized by NSS 6-7 years ago where BMC people were invited and similar kinds of workshops can be reorganized.
6. Dr. Tendulkar suggested that safety related programs / webinars can be organized in line with the theme of the year.
7. Dr. Rajadhyaksha said that the science building has two doors but we need to check whether other buildings have alternative exits. Dr. Poncha said that College had discussed creating an escape plan/drill a few years ago for the students to know alternative exits if they have to escape during an emergency. Mock drills are to be conducted regularly. Training for how to use fire extinguishers should also be given.
8. Dr. Roymon said that the College had a rainwater harvesting system in the past and enquired regarding the current status of the same. Dr. Vatsyayan said that the microbiology department had installed the rain water harvesting plant when Mrs. Shah was the head of the department. Dr. Surti said that the department had planned to use harvested water for the preparation of laboratory media. However, when analyzed, it had gastrointestinal organisms and was not safe. The microbiology department suggested using water for gardening and the central lawn, but the process got stuck due to lack of pipelines. Dr. Surti mentioned that Mrs. D'mello enquired regarding the same, but the tank was not cleaned and it had to be cleaned if

it had to be taken forward. Dr. Vatsyayan suggested that the College can look into the possibility of setting up a borewell. She added that the priority is that the water should not get wasted. It is not necessary to use the water. The College can harvest, store the water and allow it to go to the groundwater. Dr. Chinmoyee reiterated that the College needs to find a place and invite a specialist so that the rainwater can be directed to a source. Ms. Sandra Mendes said that it was mentioned in the recent NAAC workshop which she had attended along with Dr. Roymon that four aspects are important - how rainwater is harvested, where it is stored, what is the quality of the water being stored and how it is utilized. We need to make things on these lines. Dr. Rajadhyaksha said that Hindmata in Parel where flooding used to happen during the rainy season have made special arrangements and underground tanks and BMC people will have more information on this. Dr. Chinmoyee suggested that what we can do is that water goes to water table as we are not wasting water and pipelines can be arranged. Dr. Poncha said that construction work cannot be undertaken in our buildings to dig anything as it is not structurally safe. Dr. Rajbinder Dehiya said that recharging of the water table is also harvesting as you are not letting the water flow to sea. Dr. Poncha said that the filtration systems for purification of water will also cost the college more. Dr. Roymon suggested that a technician/expert can be invited for this issue and it can be discussed and this will be the one of the agendas for the IQAC.

9. Dr. Sangeeta Dubey said that the CAS committee is looking into the new CAS format, the Assessment report and there have been new amendments in the circular/forms which was pointed out by Dr. Allis. The CAS committee is going to have a meeting on the coming Tuesday to check the new documents, and will accordingly inform staff members whether they have to fill PBAS or AAR. The CAS committee will look into the applications once they receive them. Dr. Tendulkar said the College Office will be requested to make a list of all staff members who have applied for CAS, and will submit the list to the CAS subcommittee. She also said that it needs to be checked if the candidate is ready and eligible, as the CAS application should not be rejected. If rejected, the status 'rejection' appears on the portal in which case the candidate has to wait for one year and it also has a negative reflection on the institute. Dr. Tendulkar also placed it on record that if applicants require directions and guidance, then the IQAC CAS committee should be there to help the candidates with the applications. Dr. Dubey suggested that the staff members should consult/check with the CAS committee before they apply and pay the registration fees whether they have necessary documentation and are eligible for promotion. Dr. Tendulkar said that we should minimize failures and educate people and make them aware of the recent developments.
10. Dr. Rajadhyaksha suggested to Dr. Tendulkar that there are state prizes which are awarded to teachers. Advertisements appear for these awards and applications have to be filled and submitted. These applications have to be filled in the Marathi language. She said that Sr. Anila Verghese is aware of the procedure. There are science academy prizes for science teachers as well. Dr. Rajadhyaksha said that our staff members are deserving and they should apply for these prizes. She suggested that Vice- Principals can keep a track of this. Dr. Tendulkar agreed to this and said that staff members should apply for these prizes.
11. Dr. Tendulkar said that we will continue to conduct academic and exam audits together. She also said that this year, the college has to go for the audit for the academic year 2021-2022 and also for the academic year 2022-2023. The latter will happen in April. Dr. Tendulkar said that the college has to go for internal and external audits in alternate years, but we will go for the external audit this year. Ms. Sandra Mendes pointed out that since the last audit was recorded, can the departments get access to the recording of the audit so that they can

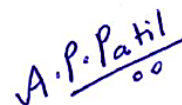
retrieve the comments made by the experts? Dr. Surti said that she has the recordings of the last audit and can share the same with the principal's permission.

Discussions were concluded and Dr. Roymon thanked all the members, and the meeting ended with this.



Dr. T.C. Roy

IQAC Coordinator



Dr. Anagha Tendulkar Patil

Principal, Sophia College Autonomous





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Dated: 20.10.2022

Action taken report for the IQAC meeting held on 8th July 2022

Agenda proposed	Action taken
To give priority to documentation in view of NAAC Accreditation	Yes. Meetings have been conducted with NAAC criteria committees for the forthcoming NAAC. The committees met regularly under their coordinators represented by NAAC Consultant / IQAC Coordinator/ QDC. Workshops were conducted on 3 rd and 4 th October 2022 to discuss specific criteria templates and details. Reporting system has been reorganized. Apart from the clubs, associations and the student initiatives have also been brought under reporting and the templates for the reporting has been revised in accordance with the NAAC requisites.
From the academic year 2022-2023, document submissions from faculties will be Google classroom based running submissions throughout the year, which will be closed by the end of the academic year. These forms will be assigned at the beginning of August and data will be collected regularly, rather than posting the forms and collecting the data at the end of the year. An orientation session will be held for the staff members regarding this.	Yes. The D1 (Teacher's activity/Participation), D2 (Research activity report), D3(Teaching methodologies) and D4 (Departmental activities) Google forms for the academic year 2022-2023 were assigned in the NAAC Documentation Google classroom on 30 th August 2022. These were running submissions and staff members were asked to fill and submit these google forms as and when they complete an activity. An orientation session regarding Documentation for the AY 2022-2023 was held on 5 th August 2022. Also, Data and the applications for the India today, NIRF and the Week have been submitted.
Quality Improvement programmes will be organized for faculty, non-teaching staff, and students. Skill development programs will be organized for the non-teaching staff.	Yes. 1. A RUSA supported Faculty Development workshop was organized on Integrating Educational Outcomes in the curriculum on 14th June 2022 by Professor Kalpana Chavan, St. Xavier's institute of Education 2. IQAC organized a Student Enrichment Program for senior college students on July 22, 2022, during the

	<p>long break, at Bhabha Hall. The topic of the program was Strategies for Navigating Uncertain Times and the speaker was Dr. Fr. Roy Pereira.</p> <ol style="list-style-type: none"> 3. SWAYAM course orientation was held on 1st July and 2nd July 2022 for SYBSc, IT and SYBA Div. A, B and C 4. A session on income tax was organized by the IQAC in collaboration with The Income Tax Department. It was held for the FYBA students of the college on 30th August in Bhabha Hall. Around 500 students were present. 5. Department of Sociology and IQAC organized a National Conference on Academia and Contemporary Research: Roots and Routes, on 16th September 2022. This conference was supported by RUSA Grant. 6. Red Dot Foundation conducted two awareness sessions for FY & SY students on 28th July and 19th October 2022 on Stand Up Against Street Harassment. 7. An MOU of collaboration has been signed between IQAC Sophia College Autonomous and Red Dot Foundation for Safe, Inclusive, and Diverse Campuses (Rainbow Circles) Program. 8. Orientation on Add-on credits was conducted for the students. 9. Department of Mathematics collaborated with IQAC on 24th November 2022 to organize a seminar on legal rights and IPR for in-house students. 10. RUSA supported Annual IQAC Conference on Navigating the National Education Policy: Curriculum, Courses and Credits was held on 4th February 2023. The conference was open to in-house and teachers of the other colleges. 71 teachers participated in the conference. Professor Ravindra Kulkarni, Dr Sholapurkar and Dr Vijay Joshi were the resource people. 11. A technical session on NEP was conducted by Dr. Bhole which was attended by all heads of the department, co-ordinators, and the NEP committee. <p>Much could not be organized for the non-teaching staff. It will be organized in the next academic year.</p>
<p>IQAC will continue to administer the feedback systems (TAQ, CAQ, Parents, alumni, Employees satisfaction surveys)</p>	<p>Entry level feedback was conducted for the academic year 2022-2023. The forms were shared with FYBA, FYBSc, FY(BASCJ), and FYBSc IT students. Entry level feedback was also conducted for PG students and students of Quality Assurance PG Diploma.</p>

	<p>Exit and Gender audit questionnaire were also successfully conducted. TAQs and the Student Satisfaction survey have been conducted for the AY 2022-2023. Alumni feedback will be conducted later. Parents feedback, and Employee Satisfaction Survey are yet to be conducted.</p>
Strengthening the placement cell keeping in mind the NAAC guidelines. Industrial tie ups will be investigated for creation of corpus funds for various developments and keeping existing mechanisms in place.	<p>Discussions are going on. Planning is in progress.</p>
To conduct Academic, Examination, Administrative & Green audits	<p>Yes. Academic audit for the academic year 2021-2022 was conducted on 23rd and 24th January 2023. Dr Ignat Mendes, Dr Yasmin Khan, Dr Chinmoyee Vatsyayan, and Ms Gilda Pereira were the auditors. Examination audit (external) for the AY 2021-2022 also happened on 23rd January 2023. Dr. Rajendra Shinde, Principal, St. Xavier's College (Autonomous), Mr. Wilson Rao, COE, Jai Hind College (Autonomous), and Mr. Manish Gogari, Convenor of Exam committee, Mithibai College (Autonomous) were the external auditors/experts. Green audit was held on 10th December 2022. Mr. Ram Patil was the auditor. Gender audit was conducted on 27th March 2023. Professor Vibhuti Patel, Dr. Lily Bhushan, and Dr. Hrishikesh Samant were the auditors. Administrative audit is yet to happen.</p>
Research activity among staff will be promoted. This will be planned in consultation with the Research cell of the college. ISSN for Lucid will be obtained this year; ISSN for Luminous next year; including the journals in the UGC care listing will be investigated. Areas of research grants will be looked into / explored.	<p>Yes. The 2nd issue of the IQAC Research journal "LUCID" was released at the end of the academic year. The theme was 'Conflicts, Wars, Tolerance, Peace, and the Emerging World Order.' Many of the In-house faculty members published their research articles. The title verification process is done and RNI registration is in progress. Rest of the work is in progress. The first issue of the student's journal "Luminous" was released online on 28th April 2023. The Research Policy of the Institute has been updated, which is under the research tab on the website.</p>
In collaboration with NSS to ensure clean campus	<p>Discussions are going on. Preliminary work is done. It will be implemented in the next academic year</p>
To work on National Education Policy	<p>Yes. A RUSA supported Annual IQAC Conference on Navigating the National Education Policy: Curriculum, Courses and Credits was held on 4th February 2023. The conference was open to in-house and teachers of the other</p>

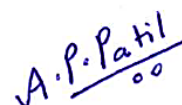
	<p>colleges. 71 teachers participated in the conference. Professor Ravindra Kulkarni, Dr Sholapurkar and Dr Vijay Joshi were the resource people. A technical session on NEP was conducted by Dr. Bhole which was attended by all heads of the department, co-ordinators, and the NEP committee.</p> <p>A staff meeting was held on 21st February 2023 to discuss the planning and implementation of NEP. NEP core committee has been formed. Meetings are being held regularly. Time table, credits and syllabi have been worked upon.</p>
To submit data, documentary evidence and details for the green audit	<p>Yes. All details were submitted.</p> <p>Green audit was held on 10th December 2022.</p>
To increase the fire safety, and to organize disaster management workshops by professionals in collaboration with NSS	<p>A training program on disaster management was organized by NSS on 20th February 2023. This 10-hour training program was supported by RUSA. It was conducted under guidance of trainer experts of Principal's Brigade Disaster Management Club, Shri R. L. T. College of Science, Akola. Session I was introduction to disaster management and types of disasters. Session II was on first aid and bandaging. Session III was on CPR. Session IV was use of knots as life saving techniques and Session V was on Fire safety Drill and evacuation method including practical demonstration of fire extinguishers. 86 students participated in this program as participants and there were 22 volunteers.</p>
To assess the emergency exits of all the buildings of the college	<p>Could not be done.</p> <p>It will be done soon/next year.</p>
To conduct mock drills to make students aware of the emergency exits of the college to escape during emergency	<p>Could not be done.</p> <p>It will be done soon/next year.</p>
To train everyone to use fire extinguishers	<p>A separate session could not be organized but this was one of the sessions (session V) of the training program on disaster management organized by NSS on 20th February 2023</p>
To organize safety related programmes keeping in line with the theme of the year	<p>Yes.</p> <p>Keeping in mind the theme of the year "Recover, Discover and Empower" IQAC organized a Student Enrichment Program for senior college students on July 22, 2022. The topic of the program was Strategies for Navigating Uncertain Times and the speaker was Dr. Fr. Roy Pereira.</p> <p>Red Dot Foundation conducted two awareness sessions for FY & SY students on 28th July and 19th October 2022 on Stand Up Against Street Harassment.</p>

	An MOU of collaboration has been signed between IQAC Sophia College Autonomous and Red Dot Foundation for Safe, Inclusive, and Diverse Campuses (Rainbow Circles) Program. A training programme on Disaster management was organized by NSS on 20 th February 2023
To invite a technician/expert to explore the possibility of setting a rain water harvesting plant/a borewell in the College	Could not be done. It will be done in the future.
CAS committee will check the new CAS format and amendments in the circular and will inform staff members about the recent developments	Yes
To explore the state prizes for teachers and to encourage staff members to apply for these prizes	Could not be done. It will be explored in the future.



Dr. T.C. Roy

IQAC Coordinator



Dr. Anagha Tendulkar Patil

Principal, Sophia College Autonomous

