

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

Office of the Principal

Sophia College (Autonomous)

Bhulabhai Desai Road  
Mumbai - 400028

Ph: 022-23512642 / 23523304

sophiacollegemumbai.com

## NOTICE

**There will be an Internal Quality Assurance Cell (IQAC) Committee Meeting,  
on Tuesday, 3<sup>rd</sup> October, 2023, at 2:00 p.m., online via Zoom Platform.**

**The AGENDA is as follows:**

1. Discussing IQAC short term plans for the AY 2023-2024.
2. Sharing of AQAR 2022-2023 draft prepared.
3. Discussions on forthcoming NAAC Preparations

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

- |                                |  |
|--------------------------------|--|
| 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. T.C. Roymon             | Coordinator, IQAC  |
| 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. Dr. Arjumanara Surti       | 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 Shreya Singh            | Student Body President                                   |
| 18. Ms Ishani Sen              | Cultural Secretary                                       |

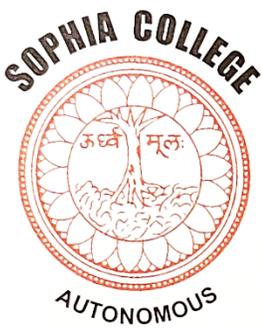
If any of you are unable to be present for this online meeting, please inform us by email to [iqac@sophiacollege.edu.in](mailto:iqac@sophiacollege.edu.in)

Thank you so much.

25<sup>th</sup> September, 2023

*A.P. Patil*  
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Dr. Anagha Tendulkar Patil  
Principal



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## Internal Quality Assurance Cell Minutes of the proceedings of the IQAC online meeting held on October 3rd, 2023 at 2:00 pm.

Platform: Zoom

Meeting link - <https://zoom.us/j/2683153475?pwd=SmhFZzBaL1A4RFZ0VERPUINJN0ptQT09>

Meeting ID: 268 315 3475

Members present:

1. Dr. Anagha Tendulkar Patil 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. T. C. Roy Coordinator, IQAC
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 Subcommittee
10. Dr. Arjumanara Surti Senior Faculty member
11. Ms. Sandra Mendes Senior Faculty member
12. Mrs. Boskey Martis Representative Office Staff
13. Ms. Rajni Desai Ex-student
14. Ms. Shreya Singh Student Body President
15. Ms. Ishani Sen Cultural Secretary

Members absent:

1. Ms. Roweena Kavadia Ex-student
2. Dr. Medha Rajadhyaksha Ex-faculty
3. Mr. Chetan Lingayat Representative of other Non-teaching staff

The meeting began with Dr. Anagha Tendulkar Patil welcoming the committee members.

- ❖ Dr. Anagha Tendulkar Patil said that the preparation for the NAAC is on the agenda, and AQAR for the AY 2022-2023 is almost complete and will be submitted in the next few days. This is the last of the

AQARs to be submitted. Once the final AQAR is submitted, the college has to submit IQA (Institutional Information for Quality Assessment), and once that is accepted, the Self-Study report (SSR) will have to be submitted within 45 days. The SSR is the summary of the five AQARs with a few additional questions. The SSR will also include data for the AY 2023-24. Dr. Tendulkar also said that the NAAC criteria committees are in place, with each committee having 6-7 members, who are working towards the NAAC under the guidelines given by the IQAC cluster. She also said that the SSR will be submitted in the month of January and expressed her concern about having the NAAC Peer team visit in the months of April, May, or June 2024. The institute would not like to have the NAAC Peer team visit in these months as students are not on campus during these months.

- ❖ Dr. (Sr.) Ananda Amritmahal requested to crosscheck the letter/certificate of extension granted to the institute. Dr. Tendulkar and Dr. Roy both assured her that the accreditation is extended to 31st December 2023.
- ❖ Dr Roy shared the minutes of the previous IQAC meeting held on May 10th, 2023. Ms. Tanaz Asha proposed the minutes, whereas Dr. Rashna Poncha seconded the same.
- ❖ Dr Roy shared the activities and events organized by the IQAC in the first term of 2023-2024
  - A teaching methodology workshop for science faculty was organized on 15th September 2023.
  - A session on Add-on credit tracking was organized for the students on 15th September 2023.
- ❖ He then began sharing the plan of activities to be conducted in the second term of 2023-2024
  - A session on financial literacy for the teachers will be held on 16th October 2023. A similar session on financial literacy for the non-teaching staff will be planned tentatively in January/February.
  - An FDP on e-content development and use of studio will be tentatively held on 1st -3rd November 2023.
  - In collaboration with the Research and Development committee of the college, a possibility will be explored of beginning a research centre for humanities and social sciences.
  - The 3rd issue of LUCID and the 2nd issue of Luminous, In-house Sophia journals for teachers and students respectively, will be released. SCRIBE will also be released.
  - Various committees that already exist, such as the grievance redressal committee, internal complaints committee, caste-based discrimination committee, anti-ragging committee, and prevention of sexual harassment committee will be activated, and regular meetings will be held.
  - Ms. Tanaz Asha added that staff members who did a research project under the RUSA grant will present their research in one of the sessions.
- ❖ Dr. Tendulkar highlighted the Mentor-Mentee program launched in the first term of the Academic year 2023-2024. Every mentor has been assigned a list of mentees, and the reports have been received.
- ❖ Dr. Tendulkar suggested having more intense NAAC meetings to which Dr Vatsyayan agreed, saying that NAAC should be the priority.

- ❖ Dr. Roy invited suggestions from the student body president and the cultural secretary. They said that they will surely come up with ideas and suggestions. Dr Tendulkar said that a student action group will be formed for the NAAC so that students can be encouraged to submit the NAAC-related data and feedback forms promptly. This group will also encourage the students and will actively involve them in the NAAC process. Ms. Shreya Singh suggested including everyone from the College Union Committee (CUC) and more members from the student body in this NAAC action group.  
Ms. Ishani Sen added that it would be necessary to have Class representatives (CRs) on this NAAC student action group as they are the representatives elected by the class and can address the issues.  
Dr Vatsyayan added that students have to also focus on the strengths of the institute along with the weaknesses and have to enthusiastically submit the data towards completing the process.  
Sr. Ananda Amritmahal said that a mindset has to be generated so that all the students are committed towards the college. Dr. Poncha agreed with both Dr. Vatsyayan and Sr. Ananda. Dr. Tendulkar said that a meeting will be held of the SBP and the cultural secretary with the Vice-Principals and the IQAC. She also said that a WhatsApp group has been established for the SBPs over the last five years, and they are very active in the group.  
Ms. Desai suggested taking the help of these SBPs to revive the Sophia College Ex-students Association (SCESA). Dr. Tendulkar agreed and said that the group was created to revive SCESA.
- ❖ Sr. Ananda Amritmahal suggested putting a timeline of the NAAC submissions so that everyone can keep a note of it. Dr Tendulkar agreed to this and said that would ensure keeping the deadlines in check.
- ❖ Dr. Tendulkar said that everyone will work constructively towards NAAC. The meeting ended with a vote of thanks.



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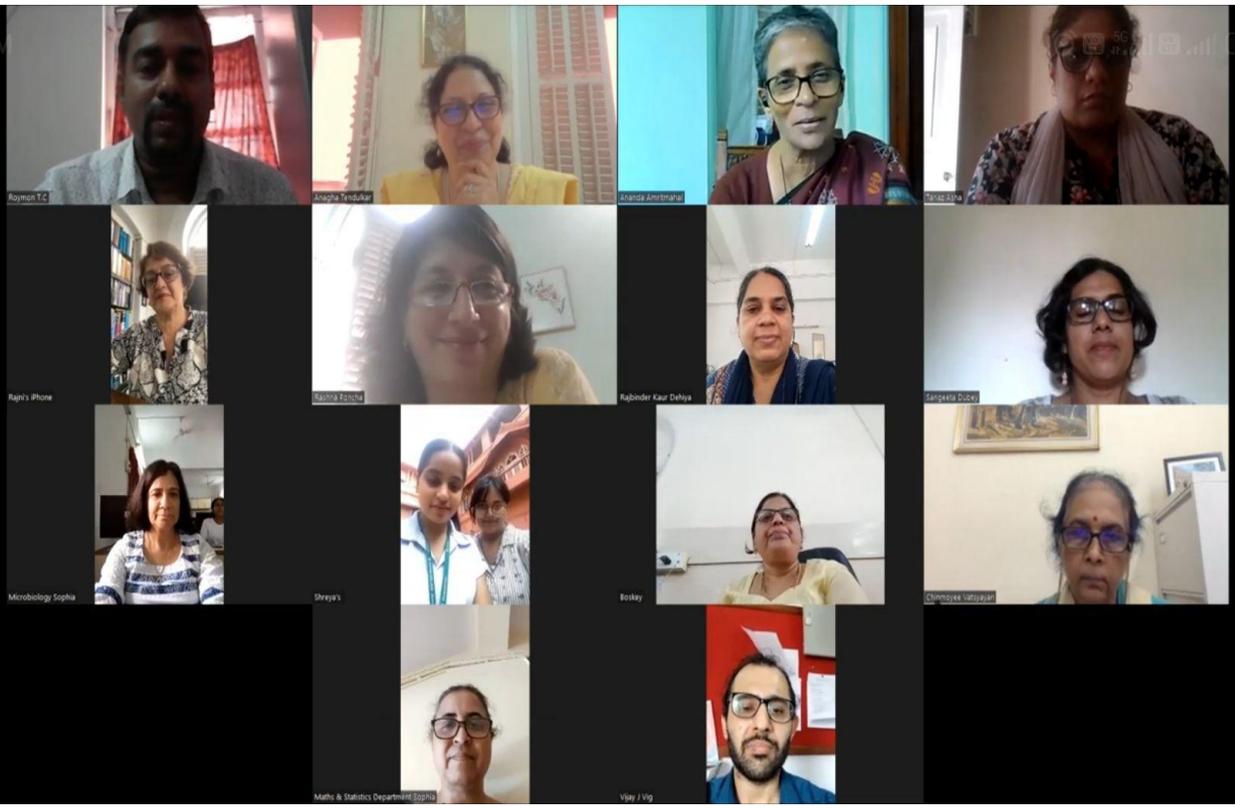
**Dr. T.C. Roy**  
IQAC Coordinator



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**Dr. Anagha Tendulkar Patil**  
Principal, Sophia College Autonomous







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### Action taken report for the IQAC meeting held on 3<sup>rd</sup> October 2023

Agenda proposed	Action taken
To submit AQAR for the academic year 2022-2023	AQAR for the academic year 2022-2023 was submitted on 17 <sup>th</sup> October 2023. The same has been accepted.
To submit IQA (Institutional Information for Quality Assessment)	In progress
To have more NAAC related meetings	NAAC related meetings were held regularly throughout the semester regarding the preparation of the Self-study report (SSR), coordinators of the NAAC criteria committees held meetings with their committees. Meetings were regularly held of QDC team and IQAC with the Principal. IQAC Documentation subcommittee held meetings to collect and collate data for the current academic year 2023-2024. Coordinators of NAAC criteria committees along with their entire team presented SWOC analysis and tentative score for their criteria in November and December.
To organize a session on financial literacy for the teachers on 16th October 2023. To organize a similar session on financial literacy for the non-teaching staff tentatively in January/February.	It was scheduled but was postponed indefinitely due to unavoidable circumstances.
To organize a FDP on e-content development and use of studio tentatively on 1st -3rd November 2023.	A Faculty Development workshop organized by IQAC and supported by RUSA was held on Empowering Educators: AI workshop for Academics on 30 <sup>th</sup> November 2023 from 9 am to 3 pm. The resource person was Fr. Sabu Thomas, Assistant Professor, Department of English, Sacred Heart College, Kochi. A workshop on “Designing and Developing Learner centric 4-quadrant E-content” was organized by IQAC on 25 <sup>th</sup> January 2024 from 9 am to 12:30 pm. The resource person was

	Mr. Mandar Bhanushe, CEED Coordinator, University of Mumbai, Kalina.
In collaboration with the Research and Development committee of the college, a possibility will be explored of beginning a research centre for humanities and social sciences.	The matter was discussed in one of the meetings with the Research and Development committee and the committee members were asked to explore the possibilities of setting up this centre.
To release the 3rd issue of LUCID and the 2nd issue of Luminous, In-house Sophia journals for teachers and students respectively.	The 3 <sup>rd</sup> issue of IQAC research journal for teachers, Lucid was released on 14 <sup>th</sup> February 2024 whereas the IQAC journal for students, Luminous was published in print in the month of March 2024.
To activate various existing committees such as the grievance redressal committee, internal complaints committee, caste-based discrimination committee, anti-ragging committee, and prevention of sexual harassment committee, and have regular meetings.	These committees were activated and Grievance redressal meeting was held on 16 <sup>th</sup> March 2024 to resolve/address the grievances received.
To organize a session where staff members who did a research project under the RUSA grant will present their research.	IQAC in association with the Research and Development cell organized a Research Colloquium (under the aegis of RUSA) on 1 <sup>st</sup> December 2023 where staff members recipient of RUSA and in-house research grants presented their research. Staff members who were awarded PhD degree recently also presented their research.
To form a student action group to encourage students to submit NAAC related data and feedback forms promptly. The SBP and cultural secretary suggested to include students from the CUC and class representatives in this committee.	Preliminary work is completed and it is in progress. BSc IT students completed an internship with IQAC to help with the NAAC documentation and website.

Following events/programmes were organized for students:

1. IQAC in association with College Union Committee (CUC) organized a session on “Tracking Quotient: Essence of a Purposeful Life” on 30<sup>th</sup> November 2023. Resource people were Aarti Asrani, Master NLP Practitioner, Gestalt therapist and Manifestation Coach and Moneka Ingle, Gestalt practitioner and Happiness-Mindfulness Coach.
2. IQAC in association with CUC in collaboration with Teach for India organized Careers in Social Impact on 1<sup>st</sup> December 2023 at 11:30 am. Speakers were Astrid Gracias, Program Manager, Teach for India, Nalika Braganza, Director, Program, Teach for India, and Keshav Nautiyal, Branding and Partnerships Manager, Teach for India.

3. A session was organized by IQAC and CUC in collaboration with IDP (International Education Specialists) on Overseas education by Ushma Shah on 1<sup>st</sup> December 2023 from 9 am to 11 am.
4. Mentor-Mentee programme was launched this year in the 1<sup>st</sup> term, every mentor has been assigned a list of mentees and the reports have been received.



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**Dr. T.C. Roy**

IQAC Coordinator



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**Dr. Anagha Tendulkar Patil**

Principal, Sophia College Autonomous

