

## **NOTICE**

**There will be an Internal Quality Assurance Cell (IQAC) Committee Meeting, on Thursday, 9th October, 2025 at 2.30 p.m., online via Zoom Platform.**

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

- |                                 |                                                            |
|---------------------------------|------------------------------------------------------------|
| 1. Dr. Anagha Tendulkar         | Principal (Chairperson, IQAC)                              |
| 2. Dr. Rashna Poncha            | Vice Principal (Arts)                                      |
| 3. Ms Sandra Mendes             | Vice Principal (Science)                                   |
| 4. Dr. Chinmoyee Vatsyayan      | Consultant, IQAC                                           |
| 5. Dr. Roshan D'Souza           | Coordinator, IQAC                                          |
| 6. Dr. Sangeeta Dubey           | Coordinator, IQAC CAS Sub Committee                        |
| 7. Ms Tanaz Asha                | Coordinator, IQAC Program Sub Committee                    |
| 8. Mr. Nisha Yadav              | Coordinator, IQAC Documentation, & Feedback -Sub Committee |
| 9. Ms. Jihasa Vaccharajani      | Senior Faculty Member                                      |
| 10. Dr. Rajbinder Dehiya        | Senior Faculty Member                                      |
| 11. Mrs. Boskey Martis          | Representative of Office Staff                             |
| 12. Mr. Chetan Lingayat         | Representative of non-teaching Staff                       |
| 13. Ms Rajni Desai              | Ex-Student                                                 |
| 14. Ms. Roweena Kavadia         | Ex-Student                                                 |
| 15. Dr. Medha Rajadhyaksha      | Ex-faculty                                                 |
| 16. Ms Aditri Srivastava        | Student Body President                                     |
| 17. Ms Twinkle Srivastav        | Cultural Secretary                                         |
| 18. Prof. (Dr.) Vaishali Somani | External Panel Expert                                      |
| 19. Dr. Andrea Coutinho         | External Panel Expert                                      |

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)

**Dated: 06.10.2025**



*A.P. Patil*  
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**Dr. Anagha Tendulkar Patil**  
**Principal**  
**Sophia College for Women**  
**(Empowered Autonomous)**



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Ph: 022-23512642 / 23523304

[www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)

06.10.2025

### **AGENDA**

**The AGENDA for IQAC meeting proposed to be held on Thursday, 9th October, 2025 at 2.30 p.m., online via Zoom Platform.**

1. Welcome and Opening Remarks by the Chair
2. Confirmation of the Minutes of the previous IQAC meeting held on 13<sup>th</sup> March, 2025
3. Discussion on NAAC Peer Team Feedback and NAAC score
4. Review of activities conducted so far during the current academic year
5. Review of the documentation process
6. Planning for upcoming CAS cases
7. Planning for upcoming quality initiatives
8. Any other item with the permission of the Chair

*A.P. Patil*  
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## Internal Quality Assurance Cell

### Minutes of the IQAC online meeting held on 9th October, 2025 at 2.30 p.m., online via Zoom Platform.

Platform: Zoom

Meeting link -

<https://zoom.us/j/92050860600?pwd=rpxswD9aFAJpVDcvs7yytZx5m8LkKz.1>

Meeting ID: 920 5086 0600

Passcode: Zoology123

Members present:

|                                 |                                         |
|---------------------------------|-----------------------------------------|
| 1. Dr. Anagha Tendulkar         | Principal (Chairperson, IQAC)           |
| 2. Dr. Rashna Poncha            | Vice Principal (Arts)                   |
| 3. Dr. Chinmoyee Vatsyayan      | Consultant, IQAC                        |
| 4. Dr. Roshan D'Souza           | Coordinator, IQAC                       |
| 5. Dr. Sangeeta Dubey           | Coordinator, IQAC CAS Sub Committee     |
| 6. Ms Tanaz Asha                | Coordinator, IQAC Program Sub Committee |
| 7. Ms. Jihasa Vaccharajani      | Senior Faculty Member                   |
| 8. Dr. Rajbinder Dehiya         | Senior Faculty Member                   |
| 9. Mrs. Boskey Martis           | Representative of Office Staff          |
| 10. Mr. Chetan Lingayat         | Representative of non-teaching Staff    |
| 11. Ms Rajni Desai              | Ex-Student                              |
| 12. Ms Aditri Srivastava        | Student Body President                  |
| 13. Ms Twinkle Srivastav        | Cultural Secretary                      |
| 14. Prof. (Dr.) Vaishali Somani | External Panel Expert                   |
| 15. Dr. Andrea Coutinho         | External Panel Expert                   |

Following was the agenda of the meeting:

1. Confirmation of the Minutes of the previous IQAC meeting held on 13<sup>th</sup> March, 2025
2. Discussion on NAAC Peer Team Feedback and NAAC score
3. Review of activities conducted so far during the current academic year
4. Review of the documentation process
5. Planning for upcoming CAS cases

6. Planning for upcoming quality initiatives
7. Any other item with the permission of the Chair

1. Dr. Roshan D'Souza welcomed all the members.

2. Dr D'Souza then welcomed the Principal Dr. Anagha Tendulkar Patil to share the feedback of the NAAC cycle 4.

3. Dr. Tendulkar said that this is the first IQAC Meeting after NAAC, where we are looking at the composition again, and taking stock of what we have done, and how far we have come, in terms of NAAC guidelines as well, and in terms of our autonomy that has been conferred upon us, and the faith that we will take this college in an autonomous manner, on a qualitative matrix, very efficiently and effectively.

4. Dr. Tendulkar thanked all the IQAC members who had joined hands to ensure that our NAAC fourth cycle goes smoothly. Further more she told the members that the final dates for the NAAC Peer Team Visit was 19th and 20th June via a virtual PTV. She said that the college got a fairly good, immediate response from the peer team members. The peer team members were very encouraging. And the results came in a week's time, and we were happy that we continued to be in the A grade. Our PTV was excellent, besides, of course, this time limit that there was, the responses were very wonderful, and we have always been a high performer.

5. All the stakeholders were in sync when it came to the understanding and gauging of the capacities of Sophia College and the capacities of the IQAC, which is the face and the only statutory body of Sophia College.

6. The peer team members of NAAC have given us 10 broad lines, and the college has to start working towards it. The Principal mentioned that our next step is ensuring that we move upwards in NIRF and IQAC has to have an action plan for ensuring that we move upwards in NIRF.

7. Dr. Roshan D'Souza mentioned that the IQAC Documentation sub-committee has now come up with, proformas, which will be given to the staff members.

8. Dr. Roshan D'Souza informed that our academic, administrative and examination audits, is completed, and the report of which are also up there on our website.

9. The minutes of the previous meeting were passed by Ms. Tanaz Asha and seconded by Mr. Chetan Lingayat.

10. Dr. Roshan D'Souza invited Ms. Tanaz Asha to present the programs that we have conducted. Ms. Asha mentioned that, the first activity that was planned in this semester was a student-teacher workshop in collaboration with ISSER Pune and the MS-DEED. It was a workshop on critical thinking in STEM. It was basically for the science faculty, where 81 participants were there which comprised of 71 students from the SYBSc class, and 10 staff members from the different departments of science. It was a 3-day workshop on campus from 22<sup>nd</sup> to 24<sup>th</sup> July 2024 where theory sessions, bonding sessions and different activities were conducted. A full-day session on hands-on training, where biological sciences and chemical sciences conducted different experiment. The students were allowed to select biology or chemistry, depending upon

their liking. This three-day workshop was very well received by both students and the teachers of the various departments.

On 1<sup>st</sup> August 2025 a faculty development session with Mr. Jamin Shah, who's the founder and CEO of the Teachers app was conducted. The TeachUs is an app that Sophia College uses for recording of attendance, but we were not using it to its full potential. So, through this session, Mr. Jamin showed us how we can use the app for, different purposes beyond attendance, how it can be used for like a plan book where we can note down these sessions taken, and some more other features which we were unaware of.

In the month of September, 22<sup>nd</sup> September 2025 we had another faculty development session with Dr. Rajendra Shinde, the Former Principal of St. Xavier's College Mumbai, titled 'Building Educator Capacity for Excellence'. All senior college staff members attended the programme. This session was basically focused on two main things. One is how we can build up our NIRF ranking, and therefore what kind of things should be looked at. Also, the new generation students that we are getting, and therefore the kind of ways we should be approaching them. So it was, again, very enriching experience for the senior college faculty members who attended this faculty development session. 81 Members attended the programme.

IQAC, in collaboration with CUC, had a session on the 22nd August, 2025 in collaboration with the Rotary Club, focusing on the mental health problems that the youth today are facing. The session was open to all senior college students, and about 65 students participated. It was a very interactive session.

11. Dr Roshan D'Souza the invited Dr. Sangeeta Dubey to share the information of CAS process. She mentioned that in the month July we received applications and the files of the candidates. There are five candidates, this year, and it's a very mixed group. We have one faculty member, Dr. Prabha Shetty, who is applied to move from Stage 4 to 5, that is, for Professorship; two faculty members, Dr. Sandhya Kadiru and Dr. Sr. Patricia, who have, applied to move from Stage 3 to 4, that is, from assistant to associate professor. We have two faculty members, Dr. Elvin John and Mr. Vijay Vig, who have applied to move from Stage 2 to Stage 3, and. They have just submitted their files recently, and in the next coming few weeks, we'll be looking at their files and scrutinizing it, and asking for the details if needed, and so the files will be processed in another couple of months.

As far as the earlier CAS process was concerned, we are waiting for the university letters to come. They have almost reached the final stage of, processing.

12. Mr. Chetan Lingayat who was present as the member of non-teaching staff mentioned that like CAS happens for the teaching staff, promotions for the non-teaching staff are also due. The principal said that it has been looked into and that will also be speeded up.

13. Dr. Roshan D'Souza informed the committee that following will be the future plans of IQAC for this academic year:

- Academic, administrative, examination, green, gender and laboratory audits.
- More programmes to be conducted by IQAC Programme sub- committee.
- NIRF
- A re-looking at ex-Students Association of Sophia College.

14 Ms. Rajni Desai, Chairperson of SCESA, told the IQAC members that to rebuilt SCESA, we need new ideas, a new way forward, engaging the younger, the more recent alumni, because currently we have everybody

who are in the 50-60 age bracket. She also mentioned that, every batch should have an annual meeting and mark milestones, and maybe we can help with things like that.

15. Our current SBP Ms. Aditri mentioned that a special edition of CareerScope with SCESA can be planned. This could help out academically and career-wise as well, and people who have graduated through this college and built a good career will be showcased, and this will have impact on our current students. Aditri also suggested to have a WhatsApp community with previous ex-students.

16. Dr. Andrea Coutinho mentioned that at St. Xavier's Institute of Teacher Education Mumbai, they reach out to their alumni, in batches and ask them to extend their newly developed skills, be it in instruction, or assessment, or even in whatever measure of action research that they are implementing in their classrooms.

Dr Andrea also mentioned that we also use AI in instruction as well as in internal assessment. They also use which enables them to use biometric and how to look at the data embedded in it. Other than that, what they are also looking at is capacity building. So, they reach out to the ex-students who are encouraged to provide what we consider to be new initiatives in learning and teaching approaches. They are looking forward to an Alumnus Congress, which will be at the larger institutional level in November.

17. Dr Roshan D'Souza also mentioned regarding placement and progression cell. She invited Dr. Chinmoyee to address the gathering about the self- financed PG diploma in Quality Assurance in Food, Pharmaceutical and Allied Industry. Dr. Chinmoyee mentioned that over the last 30 years, this course has now developed its ecosystem in such a manner that many ex-students who are placed in the industries offer internships and jobs to their current students. That is also the way they give back to their college

18. For the placement and progression cell Dr. Dubey and Dr. Dehiya mentioned that they still in the process of ideation, although the placement cell has been there, but now we want to strengthen our links, through the SCESA, because, so that we can map out our, progression. Dr. Rashna Poncha informed that with the help of Sr. Ananda we have had a few MOUs, and so we are now looking to see if we can have some sort of teacher program, teacher exchange program, and student exchange program for our undergraduates. But yes, it is very much in the pipeline as yet.

18. Cultural Secretary, Ms. Twinkle Shrivastav mentioned about the interest of students in participation in other college events has been decreasing which has an impact also on our college events that are inter-collegiate. She requested the staff members to encourage the students to participate.

19. Dr. Roshan D'Souza thanked all members and ended the meeting.



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**Dr. Roshan D'Souza**  
IQAC Coordinator



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## **Action taken report for the IQAC meeting held on 9<sup>th</sup> October 2025**

### **1. NIRF**

NIRF has been successfully submitted on 25<sup>th</sup> February 2026. Also, we have successfully submitted India Today Ranking on 13<sup>th</sup> March 2026 and The Week Survey on 20<sup>th</sup> March 2026.

### **2. IQAC Documentation Performa**

IQAC has send these the following proformas to the departments:

- Six Monthly reports
- Cumulative Department Activity Report
- Research Spread sheet
- PO CO Attainment and Mapping
- Addon courses
- Syllabus

These will be sent latest by 25<sup>th</sup> April 2026 to IQAC.

### **3. Student Activity Reports from Clubs and Associations**

IQAC had send performa to all the clubs and associations to give their reports on the activities done throughout the year. They have been received.

### **4. Carrier Advancement Scheme (CAS)**

The completed files have been received from the candidates. The letter has been sent to the university regarding the names of the experts. The reply has been awaited.

### **5. Audit**

i] **Gender Audit** – The Gender Audit will be conducted on 16<sup>th</sup> April 2026.

ii] **Laboratory Audit** – Laboratory Audit will be done on 21<sup>st</sup> April 2026.

**Dr. Roshan D'Souza**  
IQAC Coordinator



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