



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 IQAC

There will be a meeting of the IQAC at 12.00 noon in the Principal's Conference Room on Monday 22nd October, 2018 for the plans for 2018 - 2019 and to plan the activities of IQAC.

The following members are requested to be present:

1. Dr. (Sr.) Ananda Amritmahal - Principal (Chairperson of IQAC)
2. Ms Gilda Pereira - Vice-Principal (Arts)
3. Dr. (Ms) Yasmin Khan - Vice-Principal (Science)
4. Sr. Annie Peter - Vice-Principal (Junior College)
5. Dr. (Ms) Roshan D'Souza - faculty member
6. Ms Jennie Mendes - faculty member
7. Dr. Anagha Tendulkar - faculty member & CAS
8. Ms Prabha Suresh - Librarian
9. Ms Boskey Martis - representative of office staff
10. Ms Rajni Desai - ex-student
11. Mrs. Nevah D'Mello - ex-student
12. Mrs. Sheila Master - ex-student - Member Co-ordinator IQAC
13. Sr. Teresa Pereira - Management Representative
14. Ms Naomi Viegas - Student Body President - student representative
15. Ms Kirti Borkar - Cultural Secretary - student representative

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

Thank you so much.

Date: 15th October, 2018

(Dr. Sr. Ananda Amritmahal)

Principal





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## IQAC

Minutes of the proceedings of the IQAC meeting held on October 22, 2018 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	Ex-Student Consultant, IQAC
Dr. Anagha Tendulkar	Coordinator, IQAC
Dr. Roshan D'Souza	Faculty Member
Ms. Jennie Mendes	Faculty Member
Mrs. Boskey Martis	Representative of Office Staff
Mr. Ramesh Ramane	Representative of other non-teaching Staff
Ms. Rajni Desai	Ex-Student
Mrs. Nevah D'Mello	Ex-Student
Sr. Teresa Pereira	Management Representative
Ms. Naomi Veigas	Student Body President
Ms. Kirti Borkar	Cultural Secretary

### Minutes

1. The Chairperson Dr. (Sr.) Ananda Amritmahal welcomed the members to the meeting.

2. The following issues were discussed

### **I. AUTONOMY**

Sophia College was awarded autonomy in the third week of July, and the processes of autonomy were put in place. The execution and implementation of academic autonomy was discussed at length. Tentative schedules were discussed for the second round of the Board of Study meetings for departments, and the

meetings of the Academic Council and Governing Body. The composition of new committees as per the UGC guidelines were deliberated upon.

## **II. GREENING OF THE CAMPUS**

Integrating green practices into Sophia Campus life in contribution of the good practices in the college. The members were informed of the following points:

- a. Solar panels have been installed.
- b. A composting machine has been installed and is being used.
- c. The separation of dry and wet garbage was being implemented.
- d. Chemically treated disposal of sanitary pads and provision of special bins, was being explored as we had received funds for this.
- e. Tapping into alternative sources of energy on campus, was being explored.
- f. Maintenance of herbal garden was being done regularly.

## **III. Role of IQAC**

Under Autonomy the revised role of the IQAC was discussed at length. The following initiatives were discussed by the IQAC Coordinator Dr. Anagha Tendulkar –

- a. All details of IQAC Meetings would be posted on the College Website
- b. A separate email ID would be created for IQAC Sophia (Autonomous)
- c. A copy of the new AQAR format to be emailed to the HODs and they were to be briefed about filling in the proforma.
- d. Regular feedback about the institution would be sought from the stakeholders, students, alumne and parents.
- e. TAQs would be administered on an annual basis.
- f. CAS Committee activities would be tracked.
- g. Workshops, conferences for students, inhouse lecturers and lecturers from other colleges on CAS and MOOCs would be organized.
- h. Filling in and submitting PBAS would be made mandatory for all the teaching staff.
- i. IQAC Sophia (Autonomous) would be part of PARAMARSH.

## **IV. NETWORKING WITH COLLEGES**

The need to network with other colleges and universities at National and International levels was discussed. The possibilities are to be explored..

## **V. SWAYAM**

SWAYAM is to be activated to encourage E- learning and preparation of E-content for students.

## **VI. CERTIFICATE COURSES**

Expansion of the number and scope of Certificate Courses was discussed and it was decided that the possibility of running courses like History of Food, Legal Awareness for Women be explored. Dr. (Sr.) Ananda Amritmahal shared the possibility of conducting a Short-Term Course, 'Encapsulating Gender' for the College lecturers on behalf of the UGC Human Resource Development Centre, University of Mumbai.

## **VII. REMEDIAL COURSES**

It was suggested that the term "Learning Enhancement Programme" should replace the term "remedial teaching". The LEP should be strengthened to reach out to the students who need special academic attention.

## **VIII. PLACEMENT CELL**

The need to have a stronger Placement Cell was discussed. Planned attempts to include more students were discussed. Tracking of progression of students and alumnae and attempts to enhance SCESA membership were considered.

**The meeting ended with a vote of thanks to the chair.**

*A.P. Patil*

*Ananda Amritmahal*

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**Dr. Anagha Tendulkar Patil**

IQAC Coordinator

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**Dr. (Sr) Ananda Amritmahal**

Principal, Sophia College Autonomous





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**Dated: 30.08.2019**

### **Action taken report for the IQAC meeting held on 22<sup>nd</sup> October 2018**

<b>Agenda proposed</b>	<b>Action taken</b>
Continuation of the Green campus initiative: To explore chemically treated disposal of sanitary pads and provision of special bins, to explore the possibility of tapping alternative sources of energy on campus	Much of this worked out but the plan for a chemically treated disposal system for sanitary napkins did not work out. It will be explored in the future
To post all details of the IQAC meetings on the college website	Yes, all the details were posted on the college website
A separate email id would be created for IQAC Sophia College (Autonomous)	Yes, a separate email id was created
To email the copy of the new AQAR format to all the Heads of the departments and to brief them about filling in the proforma.	Yes
To take regular feedback about the institution from the stakeholders, students, alumnae and parents.	Yes
To administer TAQs annually	Yes
To track the activities of the CAS committee	Yes
To organize Workshops, conferences for students, inhouse lecturers and lecturers from other colleges, a workshop on CAS and MOOCS will be organized for teachers	Staff Enrichment Programme conducted in October 2018.  A talk for students on “Women & Sexual Harassment in Public at the Work Place” conducted in October 2018.  A National level Workshop on Revised PBAS Proforma Form and API Calculation under CAS (after the 4 <sup>th</sup> Amendment), & on MOOCs (Development of e-learning delivery process/material) was held on 25 <sup>th</sup> January 2019. The resource persons were Mr. Sunil Mantri, Director (professional, Higher and Technical Education) and Mr. Abhishek Kumar Scientist C (CS), INFLIBNET
To make the submission of PBAS mandatory for all the teaching staff.	Yes

To explore the possibilities to network with other colleges and Universities at National and International level	Mentoring of Colleges for NAAC. The Byramjee Jeejeebhoy College of Commerce was mentored by Sophia College IQAC Coordinator and Consultant.
To activate SWAYAM to encourage e-learning and preparation of e-content for students	Yes
To explore the possibility of expanding the number of certificate courses and running courses like History of Food, Legal awareness for women. To conduct a short-term course 'Encapsulating Gender' for the college lecturers on behalf of the UGC Human Resource Development Centre, University of Mumbai	Yes. New certificate courses introduced on 'History of Food' and 'Music Theory'. More courses will be introduced. A short-term course on 'Encapsulating Gender' was organized and held at Sophia College in Collaboration with the HRDC, University of Mumbai
To replace the term 'Remedial teaching' with the 'Learning Enhancement Programme' (LEP). The LEP should be strengthened to reach out to students who need special academic attention	Yes. 'Learning Enhancement Programme' (LEP) committee was introduced
To have a stronger placement cell	Yes. E-cell was also expanded
To track progression of students and alumnae and to enhance SCESA membership	In continuation

*A.P. Patil*

**Dr. Anagha Tendulkar Patil**

IQAC Coordinator

*Ananda Amritmahal*

**Dr. (Sr) Ananda Amritmahal**

Principal, Sophia College Autonomous

