



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 a meeting of the IQAC at 2:00 p.m. in the Principal's Conference Room, on Wednesday 15th January 2020.

The AGENDA is as follows:

1. To inform the members about the activities of the cell.
2. To report on the planning done by the IQAC Sub Committee regarding the national conference to be held on 14th February 2020.
3. To report on the completion of the AQAR Report 2018-2019.

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. Sr. Annie Peter | Vice Principal (Junior College) |
| 5. Mrs. Sheila Master | Consultant, IQAC (Ex-Student) |
| 6. Dr. Anagha Tendulkar | Coordinator, IQAC |
| 7. Dr. Sumanika Sethi | Faculty Member (Arts) |
| 8. Dr. Roshan D'Souza | Faculty Member (Science) |
| 9. Mrs. Boskey Martis | Representative (Office Staff) |
| 10. Mr. Ramesh Ramane | Representative (Non-teaching Staff) |
| 11. Ms. Rajni Desai | Ex-Student |
| 12. Mrs. Nevah D'Mello | Ex-Student |
| 13. Sr. Teresa Pereira | Management Representative |
| 14. Ms. Medhavi Chaturvedi | Student Body President |
| 15. Ms. Shatakshi Mukherji | Cultural Secretary |

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

Thank you so much.



10th January 2020

Dr. (Sr.) Ananda Amritmahal
Principal



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Internal Quality Assurance Cell (IQAC)

Minutes of the proceedings of the IQAC Meeting held on January 15, 2020 at 2.00 p.m. in the Principal's Conference Room

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)
Dr. Anagha Tendulkar	Coordinator, IQAC
Ms. Sumanika Sethi	Faculty Member (Arts)
Dr. Roshan D'Souza	Faculty Member (Science)
Ms. Rajni Desai	Ex-Student (Sophia College)
Mrs. Nevah D'Mello	Ex-Student (Sophia College)
Mrs. Boskey Martis	Representative (Office Staff)
Mr. Ramesh Ramane	Representative (Non-teaching Staff)
Ms. Medhavi Chaturvedi	Student Body President (Sophia College)
Ms. Shatakshi Mukherjee	Cultural Secretary (Sophia College)

Members Absent:

Mrs. Sheila Master	Consultant, IQAC (Ex-Student)
Sr. Teresa Pereira	Management Representative

Minutes

- The meeting commenced with Sr. Ananda in the chair. Sr. Ananda welcomed members of IQAC.
- Minutes of the previous meeting held on 30 August 2019 were read and approved. Minutes were proposed by Dr Sethi and seconded by Miss Shatakshi.
- The following issues were discussed:

I. IQAC MEETINGS:

- Sr. Ananda noted that additional IQAC meetings are required to be held in an academic year; hence, another IQAC meeting would be held sometime at the end of March 2020 followed by a review meeting to be held after 20th April 2020. Sr. Ananda also stated that, in future, the agenda and minutes of the IQAC meetings would be emailed to the committee members to ensure eco-friendly functioning.
- It was observed by Sr. Ananda that the IQAC as a statutory body was gaining increasing prominence particularly in autonomous colleges and that there were greater expectations of them. She, further, observed that the role of the IQAC was expanding and the Committee is expected not only to provide suggestions but also take those forward.

II. COLLEGE EMAIL DOMAIN:

- Dr Roshan D'Souza remarked that it was essential to obtain an institutional email ID on the .edu domain.
- Dr Anagha Tendulkar noted that the.edu.in domain is a probable domain in terms of wider usage and connectivity as the ".edu" is not easily available to UG colleges any more. She, further, stated that the Web Auditors will be submitting their audit report of the college website. They would, thus, advise us as to whether additional space should be purchased on our domain for individual staff email addresses or whether our website should be changed. This would depend upon how secure our website was determined to be. Dr Tendulkar also mentioned that purchase of additional space on the .com domain would be expensive.

III. DISPOSAL OF WASTE MATERIAL IN COLLEGE:

- Sr. Ananda informed that the system of using chemical bins for disposal of sanitary napkin had been tested out for a month, but did not prove effective and was rather expensive. It was noted that there is a need to explore methods of disposal which are long term, sustainable and environment friendly.

IV. CAS:

- Ms. Boskey Martis reported that CAS interviews were completed on 19th December 2019, but the files would be submitted to the University by next week as some missing signatures had to be obtained.

- Dr Yasmin Khan suggested the need to lay down guidelines in the form of a checklist to guide CAS applicants in the preparation of their CAS files. Sr. Ananda observed that such a checklist would need constant updating in view of the frequent changes.

V. MENTORING BY IQAC:

- Dr Anagha Tendulkar informed that IQAC Committee mentored Byramjee Jeejeebhoy College in developing their systems for submission of their AQAR and will continue to mentor whenever the college requires.

VI. TAQ's AND FEEDBACK:

- Since feedback is now mandatory, Dr Tendulkar reported that TAQs had been administered on Campus by for the last academic year.

- She, further, informed that Dr Ivan John and Dr Andrea Coutinho from the Feedback Committee had not yet given a new format for TAQs to the IQAC cell, hence the existing TAQs, with some modifications, would be administered this year in the months of February and March.

- Sr. Ananda suggested that TAQs be administered every semester as it helps provide feedback to lecturers so that they could rectify errors/implement suggestions in the subsequent semester. TAQs would be administered online and that last time problems had been encountered as certain items/fields conditional and this adversely effected statistical simulation. Sr. Ananda indicated that the comments would be and made available to the concerned lecturers.

- The Committee was informed that for the staff feedback about the institution, questionnaires both for teaching and non-teaching staff would be formulated and then ratified by Sr. Ananda before being administered. These would further be translated into Marathi and Hindi by Dr. Roshan D'Souza, Ms. Boskey Martis and Mr. Ramesh.

- With reference to the Student Satisfactory Survey, Sr. Ananda enquired as to who decides the indices of satisfaction. Dr Tendulkar replied that these indices were given. The method of administering it would also have to devised. She suggested that a google form could be put up on the college website for this purpose. Dr Yasmin Khan suggested that CAMPUSBY could also be employed for this purpose.

- Mrs. Rajni Desai stated that the feedback from alumni would be obtained from SCESA. The feedback about placements would be obtained by the BMM and IT departments.

IX. STUDENT PROGRESSION RECORD AFTER GRADUATION:

- Sr. Ananda noted that placements are not adequately reflected in our data and that it is necessary to obtain and record such data. It was noted that the registration form for the degree conferring ceremony should contain a question asking students what they were engaged in currently. This information needed to be recorded. Sr. Ananda added that we needed to record any “informal” information related to the activities of ex-students.

- Dr Yasmin Khan informed that the Science faculty possess information about TY student progression because of the DBT Star College Programme.

- Sr. Ananda indicated the need to formulate the five-item questionnaire to obtain feedback from parents.

The Committee tentatively decided to hold its next meeting in April, 2020.

The meeting ended with Vote of Thanks to the chair.



Dr. (Sr) Ananda Amritmahal
Principal, Sophia College Autonomous



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Dated: 12.05.2021

Action taken report for the IQAC meeting held on 15th January 2020

Agenda proposed	Action taken
To share agenda of the IQAC meetings along with the minutes of the previous meeting with the committee members via email	Yes
To guide CAS applicants in preparing their CAS files	Yes
TAQ forms will be modified	Yes
To administer TAQs online and to make the comments available to the concerned lecturers	Yes
To finalize the method of administering Student Satisfaction survey	Yes
To obtain the data regarding the placement i.e. where the ex-students are placed	Yes
To formulate the five-item questionnaire to obtain feedback from parents	Yes

Details of some more activities organized by IQAC in 2019-2020

1. On 26th July 2019, 400 students of Sophia College (Autonomous) were escorted to movie theatres in South Mumbai, to watch the movie URI- The Surgical Strike. Students were at Central Cinema, Maratha Mandir, Dreamland Cinema and Roxy Cinema. Reporting time was 9.30 am and the show time was 10 am to 12.15 pm
2. IQAC mentored Byramjee Jeejeebhoy College of Commerce to help them fill up their AQAR.
3. A session was conducted on 13th September 2019 for the College Admin staff by Mr. Ravi Shukla to solve the queries of the admin staff regarding the MIS Software. Training was facilitated to use MIS Software in day-to-day work. Topics like fee collection, generating consolidated reports, attendance module was explained.
4. A session was conducted on 4th October, 2019 on Evaluations Reforms by Ms. Swarupa Kamat and Ms. Sandra Mendes.
5. An Induction session for new teaching staff was conducted by Dr. (Sr.) Ananda Amritmahal on 4th October 2019.
6. A workshop on Understanding Assessment and Evaluation, Learning Objectives and Learning Outcomes was conducted by Dr. Andrea Coutinho and Dr. Ivan John on 5th October 2019.

7. A training workshop on Excel and MIS was conducted for Admin Office Staff by Mr. Vilas Rodrigues on 10th October 2019.
8. A workshop cum session on Cyber security was organized for the In-house students (FYBA, SYBA, SYBSc) by Mr Sachin Dedhia on 19th November 2019. Two sessions were held – morning and afternoon.
9. Seven students from Sophia College (Autonomous) participated as delegates in the CASI Maha Model United Nations 2019 organized at the University of Mumbai on 6th and 7th December 2019. This event was organised by CASI Global in collaboration with the Government of Maharashtra - Public Works Department, Environment Department, Pollution Control Board, Maharashtra Motor Vehicle Department, Forest Department, Tribal Development Department, and CSR Diary
10. Sophia College in association with Jadavpur University Alumni Association, Mumbai (JUAAM) organised a one-day symposium on “Frontiers in Science” on 14 December, 2019. This was organized by the Department of Physics in collaboration with the IQAC.
11. IQAC Coordinator Dr. Anagha Tendulkar initiated a Flag Day collection drive in the college. The ‘Armed Forces Flag Day’ was observed on the 6th December, 2019 throughout the Country. Kendriya Sainik Board, Ministry of Defence has requested for raising funds through distribution of Token flags, booklets and brochures and collection of contributions by volunteers from amongst the staff of the Ministry for the noble cause of support to the families of our martyrs, the disabled ex-servicemen, and their dependents.
12. FYBA students of Foundation Course celebrated Marathi Bhasha Diwas on 27th and 28th February 2020. The event started with a ten minutes talk on the importance of learning Marathi by Dr. T. C. Roy. A soft Poster on "Marathi Bhasha Diwas was prepared by a student of the class which was projected in the hall using LCD projector. Another student, Ms. Isha Sankhe gave a beautiful presentation on 'significance of Marathi language, and the contribution of Marathi literature to Indian culture. Marathi Language Promotion fortnight was celebrated in the library from 17th February 2020 to 29th February 2020 as part of Marathi Din which is celebrated in the College on 27th February 2020. NSS unit of Sophia College also celebrated Marathi Bhasha Divas.
13. Planning and Execution of Additional credits - Class wise all the students were briefed about the new Additional Credit System wherein they were explained the three types of credits which are as follows: (1) Extra-Curricular Credits (ECC) - which involved the cocurricular activities done by students like Kaleidoscope, sports, courses from Sophia Women Centre, dancing, singing etc. (2) Value-Added Course Credits (VACC) (3) Social Outreach Credits (SOC) – are received by the student when they have completed their thirty hours service in any NGO.
14. MoU with Red Dot foundation - Sophia College (Autonomous) was selected by the Red Dot Foundation to collaborate on a 3-day workshop for Youth Leaders. This was so that the students could better understand the policies and laws associated with respect to Sexual Harassment, which would thereby allow them to create and lead through better awareness within their campus. The workshop took place in One India Bulls Centre, in Lower Parel, and involved multiple sessions related to the POCSO (Prevention of Children from Sexual Offenses) Act, POSH (Prevention of Sexual

Harassment) Act and its legislature, use of technology on creating safe public spaces, awareness and precautions on cyber-crime, and techniques on basic self defense. The students were also introduced to the Safe City App. They were given a brief on how to file complaints and use the app to learn more about the safety of the area they were visiting. Based on what they learnt in the three-day workshop, students conducted smaller sessions within the college, to explain and create larger awareness on the issue. Sessions were conducted for students from various years, to educate them on the Acts and its measures, so that they could have greater civic sense and responsibility. At the end of these sessions, the audience was also shown how to use the Safe City App, and why it would be beneficial to use the same.

15. The Internal Quality Assurance Cell of the Sophia College Autonomous has organized the exhibition cum interaction programme of documentary film Nibhratochari on 14th February 2020, inviting the director of the said film Mr. Sourav Sarkar at the college. The film was based on active and positive ageing, reflecting the emerging aspects of gerontology in modern sociological studies.
16. Entry, exit feedback and alumni feedback was obtained.
17. A Staff enrichment programme on Optimal use of Google classroom was organized by IQAC on 09th May 2020 by Mr. Mahimal to help staff members in exploring online teaching and pedagogical tools with online teaching to be adapted for the next semester due to COVID crisis.
18. A webinar on “Cyber awareness and Security for Academicians in the New Normal” was organized by the IQAC on 19th May 2020 by Mr. Sachin Dedhia. 583 teacher participants registered from various Colleges including Sophia College.
19. An official YouTube channel titled ‘Sophia College Autonomous’ was launched to host the webinar and promote further such activities.
20. A webinar was organized by the NSS unit of Sophia College in collaboration with IQAC on 22nd May 2020 by Dr. Monali Chopade, Assistant Medical Officer MCGM, Frontline Covid 19 worker, Coordinator of all BMC COVID 19 hospitals, Stress management workshop trainer.
21. IQAC and CUC organized a session on “What Lies Ahead” by Ms. Payal Kapadia, Author and former journalist, bestselling Author, and former journalist with Outlook magazine on 25th May 2020.
22. IQAC and CUC organized a session on “What Lies Ahead” by Ms. Indrani Goswami, General Manager, Fortune 500 company and Certified trainer ISTD on 26th May 2020. The focus of the session was corporate life after college, changing streams and effects of the pandemic on the industry.

A.P. Patil

Dr. Anagha Tendulkar Patil

IQAC Coordinator

Ananda Amritmahal

Dr. (Sr) Ananda Amritmahal

Principal, Sophia College Autonomous

