



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 the Internal Quality Assurance Cell (IQAC), on 31st May, 2021, (Monday) at 4.00 p.m.

The AGENDA is as follows:

1. Plans for the upcoming academic year 2021 - 22
2. Discussion on Feedback mechanism from students and parents

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. Dr. Anagha Tendulkar | Vice Principal (Administration), Coordinator, IQAC |
| 5. Mrs. Sheila Master | Ex-Student, Consultant, IQAC |
| 6. Dr. T.C. Roymon | IQAC Subcommittee |
| 7. Ms. Tanaz Asha | IQAC Subcommittee |
| 8. Dr. Trevor Allis | IQAC Subcommittee |
| 9. Dr. Arjumanara Surti | Senior Faculty Member |
| 10. Dr. Sumanika Sethi | Senior Faculty Member |
| 11. Mrs. Boskey Martis | Representative of Office Staff |
| 12. Mr. Ramesh Ramane | Representative of other non-teaching Staff |
| 13. Ms. Rajni Desai | Ex-Student |
| 14. Mrs. Nevah D'Mello | Ex-Student |
| 15. Dr. Medha Rajadhyaksha | Ex-faculty |
| 16. Sr. Teresa Pereira | Management Representative |
| 17. Ms. Syona Roy | Student Body President |
| 18. Ms. Samiksha Jain | Cultural Secretary |

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

If any of the above is unable to be present for this meeting, please write to iqac@sophiacollege.edu.in

Thank you so much.



May 26, 2021

Dr. (Sr.) Ananda Amritmahal
Principal



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Internal Quality Assurance Cell (IQAC)

Minutes of the proceedings of the IQAC Meeting held online on May 31st, 2021 at 4.00 p.m. via Zoom Platform

Members Present:

Dr. (Sr.) Ananda Amritmahal
Ms. Gilda Pereira
Dr. Yasmin Khan
Dr. Anagha Tendulkar

Principal (Chairperson, IQAC)
Vice Principal (Arts)
Vice Principal (Science)
Vice Principal (Administration),
Coordinator, IQAC
IQAC Subcommittee
IQAC Subcommittee
Senior Faculty Member
Representative of Office Staff
Ex-Student
Ex-faculty
Management Representative
Student Body President
Cultural Secretary

Ms. Tanaz Asha
Dr. Trevor Allis
Dr. Arjumanara Surti
Mrs. Boskey Martis
Ms. Rajni Desai
Dr. Medha Rajadhyaksha
Sr. Teresa Pereira
Ms. Syona Roy
Ms. Samiksha Jain

Members Absent:

Mrs. Sheila Master
Dr. T.C. Roymon
Dr. Sumanika Sethi
Mrs. Nevah D'Mello
Mr. Ramesh Ramane

Consultant, IQAC (Ex-Student)
IQAC Subcommittee
Senior Faculty Member
Ex-Student
Representative of other non-teaching Staff

Minutes

- The meeting commenced with Sr. Ananda in the chair. Sr. Ananda welcomed members of IQAC.
- Minutes of the previous meeting held on 12 May 2021 were read and approved. Minutes were proposed by Ms. Asha and seconded by Ms. Martis. .
- The following issues were discussed:

1. USE OF SOCIAL MEDIA PLATFORM

It was discussed in the meeting by Dr. Tendulkar and Dr. Khan different ways in which FY Students can be more exposed to the atmosphere and ethos of Sophia College. Ms. Syona and Ms. Samiksha giving their opinions threw light upon the new trends of utilizing various social media platforms like Instagram to attract more students towards life at Sophia by posting photographs various events held by the college clubs.

Dr. Rajadayaksha shared about a facebook page called Science Theatre which can be used as a reference by the CUC.

2. ACTIVITY PLANNING FOR THE NEXT ACADEMIC YEAR

- Dr. Tendulkar spoke about activities that can be planned for next academic year like the various audits that can be conducted in the college apart from Academic Audit and Examination Audit which are already being done. She also mentioned that the college should start to prepared for Green Audit, Gender Audit and Fire Audit from the next academic year.
- Ms. Asha gave a suggestion to have a workshop for the teachers on the CAS requirements on how to fill the PBAS proforma.
- Ms. Samiksha and Ms. Syona gave a feedback to the committee that the students were facing problems on the schedule given for the IA Exams. There were multiple submissions/tests on the same day which made it difficult for the students.
Dr. Khan suggested that the staff can have a common calendar on which each department can have their dates booked for the IA exam so that less clashing of two exams.
- Dr. Tendulkar then asked the Ms. Syona and Samiksha that why was there only a fifty percent participation of students in various clubs and their activities. Ms. Samiksha said that due to extra hours required for the activities post the lectures some students were not willing to add in those extra hours on social media and

also getting students together on social media platforms was a challenge for the CUC.

Ms. Syona added that due to lack of physical connect there was drop in the student count for the events. She also mentioned that earlier before lockdown the students were used to daily announcements from Sr. Rosa of various events which were going to happen on that particular day but now its difficult for the CUC to rope in the students. But apart from the constrains the CRs of each class managed their best to get the students on to attending the events especially the FYs.

Ms. Samiksha and Ms. Syona suggested that atleast once a week an announcement of events can be made in the class by the respective CRs so that the students are made aware of the forthcoming activities.

Dr. Khan recommended if the MIS App can be used for daily announce for the students in the form of a notification. She will check the details of the application and let the committee know if it can be used.

→ Ms. Syona informed the committee that the students are not aware that the institutional ids of gmail come with various features that can be used to enhance their daily experience of using the space available on google cloud of sharing or uploading their work. She therefore suggested that during the FY orientation the students are made aware of the features that come along with their institutional gmail ids.

Dr. Khan informed the students that the institutional gmail ids will not permanently remain with the students and will be deleted once they have passed their TY.

Sr. Ananda therefore suggested that the students should retain their ids for atleast additional two months post their TY so that they can save their work for their future reference.

Dr. Tendulkar mentioned that while filling up the SCESA form, once the students completes their TY they will have to provide their personal email id and not the institutional id as their id will be deleted.

→ Dr. Surti proposed if there can be some sort of class for students for remedial teaching and value education, as students are facing language barriers while expressing their thoughts in the classroom or writing their answers. Ms. Desai mentioned that CMCA has organized value educations sessions for the junior college in the past if that that can help with the senior college as well. These will comprise of 6-8 sessions, one session every month.

→ Dr. Rajadhyksha gave a suggestion of having a vaccination campaign for the students of the college on campus. Sr. Ananda said that depending on the number of students who would be interested in the vaccination in college they can go ahead with the logistics. Ms. Desai agreed to help in the logistics via Reliance hospital but depending on the number of students.

The meeting ended with Vote of Thanks to the chair.

A.P. Patil

Dr. Anagha Tendulkar Patil

IQAC Coordinator

Ananda Amritmahal

Dr. (Sr) Ananda Amritmahal

Principal, Sophia College Autonomous





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Dated: 27.11.2021

Action taken report for the IQAC meeting held on 31st May 2021

Agenda proposed	Action taken
To utilize social media platforms such as Instagram to post photographs of various events held by the College clubs. This will be done to expose students of first year degree college to the atmosphere and ethos of the college.	Yes
To conduct audits	Yes
To conduct workshops for teachers on CAS and how to fill the PBAS proforma	Could not happen, will be done in the future
To have a common calendar on which each department can have their dates booked for the IA exam	Yes
To use MIS app to make announcements for students	Yes
To conduct vaccination campaign on the college campus	Yes

Details of some more activities done by IQAC in the Academic year 2020-2021

1. Institutional domain edu.in email IDs were acquired. These institutional email ids were given to all staff and students.
2. Zoom licenses were purchased and renewed for the academic year 2021-2022.
3. Revised time tables were formulated.
4. Instagram page was handled by CUC
5. College participated in the India Today Survey, NIRF, and the Week
6. IQAC was instrumental in planning, administering, and executing the FYBA Orientation, and FYJC Orientation. First Year BA, BSc, BSc IT and BMM Orientation was held on 2nd September 2020. It was streamed live on YouTube. A similar orientation was held in January for the junior college.
7. SWAYAM Orientation was held for students.
8. Department of Chemistry along with IQAC organized a Quiz on World Environment Day i.e., 5th June 2020. 290 students participated in the quiz. Students who got a score of 60% and more received e-certificates.
9. A webinar on Leadership and Team Building was organized by IQAC and NSS for teachers and students on 12th September 2020 where Mr. J.F. Ribeiro, Chairperson of PCGT, IPS (Retd.) and

former Mumbai Police Commissioner shared his personal experiences. This session was streamed live on YouTube.

10. IQAC and CUC organized an interactive session for the students with Mr. Aditya Kriplani, an internationally acclaimed filmmaker on 25th September 2020.
11. A Staff Enrichment Programme “Looking Ahead: NAAC 2023” was organized by IQAC on 29th January 2021. Dr. Usha Mukundan Director, Administration Ramniranjan Jhunjhunwala College, Ghatkopar was invited to discuss all the seven criteria of NAAC keeping in mind NAAC 2023.
12. IQAC RUSA Supported Annual Conference 2020-2021 “Autonomy-Path ahead” – was held from 16th to 18th February 2021. On the first day Dr. Bhalchandra Bhole, from IQAC Cluster was invited to discuss all the strategies of teaching-learning and administration to strengthen autonomy. On the second day Mr. Peeyush Pahade, from the IQAC Cluster was invited to speak on the importance of documentation. On the last day there was a panel discussion on the “Future through the lens of autonomy” by the Principals of Autonomy Colleges. The resource people were Dr. Rajendra Shinde, Principal St. Xavier’s College, Dr. Anushree Lokur, Principal Ramnarain Ruia College, Dr. Uma Shankar, Principal SIES College of Arts Science and Commerce, Dr. Ashok Wadia, Principal Jai Hind College, and Dr. Sr. Ananda Amritmahal, Principal Sophia College Autonomous.
13. IQAC organized a staff enrichment programme on “Blooms Taxonomy for Constructing MCQ” on 10th April 2021 by Dr. Vini Sebastian, Associate Professor, St. Xavier’s Institute. Dr. Sebastian discussed Bloom’s Taxonomy and different types of questions including higher-order thinking questions. She explained the construction of MCQs and showed various examples of different types to make teachers understand the different levels of MCQs that can be constructed.
14. A Staff Enrichment Program on “Learning Outcomes for MCQs and Developing Assessment Rubrics” was organized on 16th April 2021 by Dr. Andrea Coutinho and Dr. Ivan John. This was a follow-up to the session conducted by Dr. Vini Sebastian.
15. IQAC took the initiative to launch “LUCID- A Peer- Reviewed Research Journal.” The main theme of the journal was “The Globe on the move: Avenues for the Future.” There were different sub-themes/ subtopics from disciplines such as Research, Education, Teaching-learning, Philosophy and Ethics, Religion, Spirituality, Ecology, Economics, Politics, Psychology, Sociology, language, literature, Physical sciences regarding health and hygiene. Research papers were invited from teachers across Universities, Colleges, and Research Institutes in India. Abstracts were submitted by teacher participants. The committee went through the abstracts and authors of the selected abstracts were asked to submit the entire research paper/article. Few Research articles were invited from the following scientific experts/dignitaries: 1. Dr. Anand Ambali, MD, PGDGM, MSc, FGSI, FICP, Professor of Medicine and Geriatric Clinic, Shri BM Patil Medical College Hospital and Research Centre, Karnataka 2. Dr. Mala Pandurang, Principal & Prof. and Head of Department of English, Dr BMN College, Mumbai. Dr. Pushpinder Bhatia, Head, Physics Department, Guru Nanak College, Mumbai. The total number of research abstracts of papers received were 20. Peer review committee formed from across Science and Arts disciplines and well-established academic institutions reviewed the papers and the revised papers were resubmitted by the respective authors. The total number of research articles accepted for publication after peer review were 12.
16. CUC organized “Mizaaj” which was a flagship event in which all the clubs came together to organize an event in which 70 colleges and 1000 students participated in more than twenty plus events. All the planning, organizing and implementation was done by the in-house students.
17. IQAC conducted the elections for the Student Body President and Cultural Secretary successfully.

18. College Assessment Questionnaire, was administered which was a google form circulated among the first, second, third year of Batchelor Degree students and PG course students.

A.P. Patil

Dr. Anagha Tendulkar Patil

IQAC Coordinator

Ananda Amritmahal

Dr. (Sr) Ananda Amritmahal

Principal, Sophia College Autonomous

