



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), 22nd April 2022 at 3:30 pm via the Zoom platform.**

**The AGENDA is as follows:**

Review of the activities undertaken by IQAC the academic for the 2021 – 2022.

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. Rajbinder Dehiya        | 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. Ms Sandra Mendes           | 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. Sarah Mathai           | Student Body President                             |
| 18. Ms. Harshini Agarwal       | 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.

18 April, 2022

Dr. (Sr.) Ananda Amritmahal  
Principal



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## Internal Quality Assurance Cell

**Minutes of the proceedings of the IQAC meeting held online on 22<sup>nd</sup> April 2022 at 3:30 pm via the Zoom platform.**

### Members present:

1. Dr. Anagha Tendulkar	Vice Principal (Administration), Coordinator, IQAC
2. Dr. Rajbinder Kaur Dehiya	Vice-Principal (Science)
3. Dr. T.C. Roymon	IQAC Subcommittee
4. Dr. Arjumanara Surti	Senior Faculty member
5. Ms. Sandra Mendes	Senior Faculty member
6. Mrs. Boskey Martis	Representative of Office Staff
7. Dr. Medha Rajadhyaksha	Ex-Faculty
8. Ms. Sarah Mathai	Student Body President
9. Ms. Harshini Agarwal	Cultural Secretary

### Members Absent:

1. Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
2. Ms. Gilda Pereira	Vice Principal (Arts)
3. Mrs. Sheila Master	Ex-Student, Consultant, IQAC
4. Ms. Tanaz Asha	IQAC subcommittee
5. Dr. Trevor Allis	IQAC subcommittee
6. Mr. Ramesh Ramane	Representative of other non-teaching staff
7. Ms. Rajni Desai	Ex-student
8. Mrs. Nevah D'Mello	Ex-student
9. Sr. Teresa Pereira	Management Representative

## Minutes

- The meeting began with Dr. Anagha Tendulkar welcoming members of IQAC.
- The agenda of the meeting was to review the initiatives taken by the IQAC in the second half of the academic year 2021-2022.
- The minutes of the previous IQAC meeting, held on 27th November 2021 was shared, Dr. T.C. Roymon proposed the minutes and Mrs. Boskey Martis seconded it.

Dr. Anagha Tendulkar presented to the committee a PowerPoint presentation showing the review of the activities undertaken by IQAC in the academic year 2021-2022.

1. The IQAC launched the new college website, which appeared to be more organized and vibrant.
2. IQAC successfully published the soft/e-copy of the College handbook for the year 2021-2022 on the new website.
3. IQAC conducted elections for the posts of Student Body President and Cultural Secretary online via google form, with the IQAC coordinator Dr. Anagha Tendulkar acting as a presiding officer.
4. IQAC played a pivotal role in the College's participation in the India Today survey, the Week Survey, and the NIRF rankings. The India Today has published the rankings, the Week never gives the ranking, and the College has received the certificate of participation from the NIRF.
5. The IQAC expanded with the following sub-committees: - The program subcommittee, the Documentation and feedback subcommittee, and the CAS subcommittee. Ms. Tanaz Asha, Dr. T.C. Roymon, and Dr. Trevor Allis acted as the coordinators for the program, documentation & feedback, and CAS subcommittees.
6. IQAC conducted a faculty program on add-on courses on 10th July 2021 to make all staff members aware of the design, structure, and elements of the add-on courses. Dr. Roshan D'Souza, an In-house faculty member, was the resource person.
7. Program committee conducted a series of online orientation sessions on Add-on credits and Swayam courses for students of all classes (FY, SY, TY, and PG). Dr. Roshan D'Souza and Dr. Meeta Saxena were the resource persons.
8. The online orientation program for the first-year degree college students (FYBA, FYBSc, FYBA SCJ, and FYBSc IT) was held successfully on 8th September 2021. It was streamed live on YouTube.
9. The CAS committee scrutinized files for teachers due for promotion, and interviews were successful. The JD's office successfully promoted the staff members.
10. IQAC has played a pivotal role in administering College Assessment questionnaires and parents' feedback via Google forms for the previous year.

11. In the second half of the academic year 2021-2022, IQAC floated the Google forms to collect Covid vaccination data from the students, teachers, and the non-teaching staff and submitted the same whenever the Government, the University of Mumbai, and the Joint Director asked for it. The College met all deadlines and successfully shared the data with the concerned authorities. The College Union Committee and Mrs. Boskey Martis were very helpful in collecting the above data from the students and the non-teaching staff.
12. Re-opening the college post-Covid was challenging. In order to improve the infrastructural quality, the college installed new MTNL internet connections in the Arts, Science, and BMM buildings, and upgraded the existing connections for better Wi-Fi connectivity. Dr. (Sr.) Ananda Amritmahal, Vice-Principals and Mr. Qamar ensured it happened successfully. Dr. Tendulkar stressed that the internet connections continue to give problems sometimes, and the installation of a new Jio connection in the administrative wing is in progress.
13. The IQAC organized the online prize distribution ceremony for the 2019-2020 batch on 4th December 2021 which was streamed live on YouTube, and the IQAC planned for the online screening in the College for the faculty members. The committee also organized the online prize distribution ceremony for the 2020-2021 batch on 16th March 2022, which was streamed live on YouTube as well.
14. The IQAC organized its Annual Conference on Wellness management: Nutrition & Therapy on 29th April 2022 for the teaching faculty. Ms. Sukhada Bhatte, Dietician and Nutritionist, Hexagon Nutrition Ltd, and Dr. Tejsvi Kamble, Occupational Therapist, were the resource persons. Ms. Tanaz Asha, Co-ordinator, IQAC program committee played an instrumental role in holding this conference successfully. RUSA supported this conference.
15. IQAC released its first edition of Lucid - A peer-reviewed multidisciplinary research journal for teachers and research scholars, which is a flagship publication. This research journal is an addition to the existing College research journal Scribe. The IQAC has planned to launch and publish one more research journal for students called Luminous.
16. IQAC held the online elections for student body president and cultural secretary for 2022-23, with the IQAC coordinator Dr. Anagha Tendulkar acting as the presiding officer. Ms. Aditi Gupta was elected as the Student Body President and Ms. Mihika Hajela, the cultural secretary.

The meeting ended with Vote of thanks by the Coordinator.

*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

## **Action taken report for the IQAC meeting held on 22<sup>nd</sup> April 2022**

<b>Agenda proposed</b>	<b>Action taken</b>
IQAC has planned to launch and publish one more research journal, Luminous	Yes, interviews were conducted for the selection of students for the editorial board, the editorial board was finalized, brochure was floated, articles were received and processed. The first issue of this online journal was released on 28 <sup>th</sup> April 2023

Following things done in 2021-2022 were reported in the meeting.

1. The IQAC/college launched the newly designed, vibrant, and fully functional website.
2. IQAC successfully published the soft/e-copy of the College handbook for the year 2021-2022 on the new website.
3. IQAC played a pivotal role in the College's participation in the India Today survey, the Week Survey, and the NIRF rankings.
4. IQAC Organized RUSA Supported webinar “Launching add on courses – key components” on 10<sup>th</sup> July 2021 to make all staff members aware of the design, structure, and elements of the add-on courses. The session was conducted by our in-house faculty member Dr. Roshan D’Souza (HOD Zoology). In the session Dr. D’Souza explained to teaching faculty how to launch, form, and float good add on courses.
5. Program committee conducted a series of online orientation sessions on Add-on credits and Swayam courses for students of all classes (FY, SY, TY, and PG). Dr. Roshan D’Souza and Dr. Meeta Saxena were the resource persons. The sessions were conducted on 1<sup>st</sup> July, 5<sup>th</sup> July, 23<sup>rd</sup> July, 22<sup>nd</sup> and 23<sup>rd</sup> October 2021.
6. The online orientation program for the first-year degree college students (FYBA, FYBSc, FYBA SCJ, and FYBSc IT) was held successfully on 8th September 2021. It was streamed live on YouTube. An orientation programme for FYJC students was held on 7<sup>th</sup> October 2021. It was streamed live on YouTube as well.
7. The CAS committee scrutinized files for teachers due for promotion, and interviews were successful. The JD’s office successfully promoted the staff members.
8. There were two audits for the previous academic year done during the year i.e., Examination Audit and Academic Audit.
9. In the second half of the academic year 2021-2022, IQAC floated the Google forms to collect Covid vaccination data from the students, teachers, and the non-teaching staff and submitted the same whenever the Government, the University of Mumbai, and the Joint Director asked for it. The College met all deadlines and successfully shared the data with the concerned authorities.
10. In order to improve the infrastructural quality, the college installed new MTNL internet connections in the Arts, Science, and the Sophia Anderson Annexe buildings, and upgraded the existing connections for better Wi-Fi connectivity and installed routers and wiring to make all the rooms Wi-fi enabled.

11. The IQAC organized the online prize distribution ceremony and the Degree Conferring ceremony for the 2019-2020 batch on 4<sup>th</sup> December 2021 which was streamed live on YouTube, and IQAC planned for the online screening in the College for the faculty members. Rotarian, Mr. Burjor Nariman, president of the Rotary Club of Bombay Midtown was the chief guest for the prize distribution, and Dr. (Sr.) Bernadette Porter, former Vice-Chancellor of Roehampton University, UK, was the chief guest for the Degree conferring ceremony.
12. The committee also organized the online prize distribution ceremony and the Degree Conferring ceremony for the 2020-2021 batch on 16<sup>th</sup> March 2022, which was streamed live on YouTube as well. Professor Dr. John Varghese, Principal, St. Stephen's College, Delhi, was the chief guest for the Degree conferring ceremony.
13. The IQAC organized its Annual Conference on Wellness management: Nutrition & Therapy on 29<sup>th</sup> April 2022 for the teaching faculty. Ms. Sukhada Bhatte, Dietician and Nutritionist, Hexagon Nutrition Ltd, and Dr. Tejsvi Kamble, Occupational Therapist, were the resource persons. This conference was supported by RUSA.
14. IQAC released its first edition of Lucid - A peer-reviewed multidisciplinary research journal for teachers and research scholars, which is a flagship publication.
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*A.P. Patil*

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**Dr. Anagha Tendulkar Patil**

IQAC Coordinator

*Ananda Amritmahal*

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**Dr. (Sr) Ananda Amritmahal**

Principal, Sophia College Autonomous

