



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 Internal Quality Assurance Cell (IQAC) Committee Meeting,
on Friday, 19 April, 2024, at 11:30 a.m., online via Zoom Platform.**

The AGENDA is as follows:

1. Passing the minutes of the previous IQAC Meeting.
2. To review activities conducted by IQAC in the current academic year.
3. To discuss the schedule of quality audits for the academic year
4. To assess the NAAC preparations for submission of IQA and SSR.

The following Committee Members are cordially invited to the meeting:

- | | |
|--------------------------------|--|
| 1. Dr. Anagha Tendulkar | Principal (Chairperson, IQAC) |
| 2. Dr. (Sr.) Ananda Amritmahal | Management Representative |
| 3. Dr. Rashna Poncha | Vice Principal (Arts) |
| 4. Dr. Rajbinder Dehiya | Vice Principal (Science) |
| 5. Dr. Chinmoyee Vatsyayan | Consultant, IQAC |
| 6. Dr. T.C. Roymon | Coordinator, IQAC |
| 7. Dr. Sangeeta Dubey | Coordinator, IQAC CAS Sub Committee |
| 8. Ms Tanaz Asha | Coordinator, IQAC Program Sub Committee |
| 9. Mr. Vijay Vig | Coordinator, IQAC Documentation, Feedback -Sub Committee |
| 10. Dr. Arjumanara Surti | Senior Faculty Member |
| 11. Ms Sandra Mendes | Senior Faculty Member |
| 12. Mrs. Boskey Martis | Representative of Office Staff |
| 13. Mr. Chetan Lingayat | Representative of other non-teaching Staff |
| 14. Ms Rajni Desai | Ex-Student |
| 15. Ms. Roweena Kavadia | Ex-Student |
| 16. Dr. Medha Rajadhyaksha | Ex-faculty |
| 17. Ms Shreya Singh | Student Body President |
| 18. Ms Ishani Sen | Cultural Secretary |
| 19. Dr. Andrea Coutinho | External Peer Team Member |
| 20. Prof Dr. Vijay Dabholkar | External Peer Team Member |

If any of you are unable to be present for this online meeting, please inform us by email to iqac@sophiacollege.edu.in

Thank you so much.

12th April, 2024

A-P. Patil
00

Dr. Anagha Tendulkar Patil
Principal



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Internal Quality Assurance Cell
Minutes of the proceedings of the IQAC online meeting held on
April 19, 2024 at 11:30 am.

Platform: Zoom

Meeting link -

<https://zoom.us/j/2683153475?pwd=SmhFZzBaL1A4RFZ0VERPUINJN0ptQT09&omn=94225216038>

Meeting ID: 268 315 3475

Passcode: lanje

Members present:

- | | |
|-------------------------------|--|
| 1. Dr. Anagha Tendulkar Patil | Principal (Chairperson, IQAC) |
| 2. Dr. Rashna Poncha | Vice-Principal (Arts) |
| 3. Dr. Rajbinder Dehiya | Vice-Principal (Science) |
| 4. Dr. Chinmoyee Vatsyayan | Consultant, IQAC |
| 5. Dr. T. C. Roymon | Coordinator, IQAC |
| 6. Ms. Tanaz Asha | Coordinator, IQAC Program Sub committee |
| 7. Mr. Vijay Vig | Coordinator, IQAC Documentation, Feedback Subcommittee |
| 8. Dr. Arjumanara Surti | Senior Faculty member |
| 9. Ms. Sandra Mendes | Senior Faculty member |
| 10. Mrs. Boskey Martis | Representative Office Staff |
| 11. Mr. Chetan Lingayat | Representative of other Non-teaching staff |
| 12. Ms. Rajni Desai | Ex-student |
| 13. Ms. Roweena Kavadia | Ex-student |
| 14. Dr. Medha Rajadhyaksha | Ex-faculty |
| 15. Ms. Shreya Singh | Student Body President |
| 16. Ms. Ishani Sen | Cultural Secretary |
| 17. Dr Andrea Coutinho | External Peer Team Member |
| 18. Prof. Dr. Vijay Dabholkar | External Peer Team Member |

Members absent:

- | | |
|--------------------------------|-------------------------------------|
| 1. Dr. (Sr.) Ananda Amritmahal | Management Representative |
| 2. Dr. Sangeeta Dubey | Coordinator, IQAC CAS Sub committee |

Following was the agenda of the meeting:

1. Passing the minutes of the previous IQAC Meeting.
2. To review activities conducted by IQAC in the current academic year.
3. To discuss the schedule of quality audits for the academic year
4. To assess the NAAC preparations for submission of IIQA and SSR.

The meeting began with Dr. Anagha Tendulkar Patil welcoming the committee members.

1. Minutes of the previous meeting held on October 3rd were read. They were proposed by Ms. Tanaz Asha and seconded by Dr. Arjumanara Surti.
2. Dr. Roymon invited Ms. Tanaz Asha to present the activities done by the IQAC program subcommittee. Ms. Tanaz Asha projected all the workshops, and events conducted for teachers and students. The major highlights were
 - a RUSA-supported workshop, “Empowering Educators: AI Workshop for Academics” on 30th November 2023 for which the resource person was Fr. Sabu Thomas, Assistant Professor, Sacred Heart College, Kochi,
 - a Research Colloquium organized in association with the Research and Development Cell on 1st December 2023 where recipients of RUSA research projects and in-house research grants presented their work, and
 - another RUSA-supported faculty development workshop, “Designing and Developing Learner Centric 4-Quadrant E-content” on 25th January 2024 for which the Resource Person was Mr Mandar Bhanushe, CEED Coordinator, University of Mumbai, Kalina. This was organized to equip senior college staff members for designing learner-centric e-content.
3. Dr. Roymon then invited Mr. Vijay Vig to present the work done by the IQAC documentation committee. Mr. Vig highlighted revising the Google forms and Excel sheets to collect data for the AQAR and surveys for the Academic year 2023-24 and creation of new Google classrooms for teachers and Heads of the department. He informed about the submission of AQAR 2022-23 and the participation of the college in the India Today, NIRF and the Week rankings. Meetings were held regularly, IIQA submission is in progress, and everyone is working towards preparing the SSR report.
4. Academic audit for the year, 2022-23 will be held on 29th and 30th April 2024, 29th April for Arts and 30th April for Science.
5. The examination audit will happen on 30th April and all the Controllers of the Examination since inception of the Autonomy will be present for this audit.
6. In context to the gender audit, everyone was informed about the construction of washrooms that are friendly to LGBTQ and physically disabled people.
7. The green audit will be done. Dr. Chinmoyee Vatsyayan pointed out that water and electricity audits were done. Dr Anagha Tendulkar Patil asked the members for the contact of any agency that can do disaster management/fire drills.

8. Administrative audit will be conducted tentatively in the month of August once the filing system is worked upon and the gaps are filled.
9. It was informed that only two documents are pending for the IIQA which will be submitted very soon followed by the submission of SSR by the 10th of June.
10. Dr. Tendulkar informed the members that a separate registration for SCESA is not possible according to Dr (Sr) Anila Verghese.
11. The meeting ended with a vote of thanks.



Dr. T.C. Roy
IQAC Coordinator



Dr. Anagha Tendulkar Patil
Principal, Sophia College Autonomous
(Empowered Autonomous)



Zoom Meeting

Recording...

View

Participants (16)

Find a participant

- Vijay J Vig (Co-host)
- Dr Arjumanara Surti (Co-host)
- Rajbinder Kaur (Co-host)
- Rashna Poncha (Co-host)
- Tanaz Asha (Co-host)
- Andrea Coutinho

Invite Mute All

Meeting Chat

now. I will be back soon. Thank you

You to Andrea Coutinho (Direct Message) 12:24 PM

Sure Dr. Andrea. Thank you so much

Ishani Sen to Everyone 12:47 PM

So sorry sir my camera doesn't work actually

Who can see your messages? Recording On

To: Andrea Coutinho (Direct Message)

Type message here...

Mute Stop Video Security Participants Chat Share Screen Reactions Whiteboards Notes More Leave

88°F Haze

Search

ENG IN 12:47 PM 4/19/2024



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Action taken report for the IQAC meeting held on 19th April 2024

Agenda Proposed	Action taken
To conduct the Academic audit for the year 2022-2023	Academic audit for the Academic year 2022-2023 was held on 29th and 30th April 2024, 29th April for Arts and 30th April for Science.
To conduct the examination audit for the Academic year 2022-2023 and 2023-24	Examination audit for the academic year 2022-23 and 2023-24 was conducted on 30th April 2024
To conduct Green audit	This will be done in the near future
To conduct a disaster management/fire drill	This will be done in the near future
To conduct an Administrative audit	This will be done soon
To submit IIQA	IIQA was submitted on 23rd April 2024. DVV began after that, all the queries were sorted out, and the IIQA was accepted on 15th July 2024.
To submit the SSR report by 10th of June	It is in progress and will be submitted tentatively by the end of August 2024.

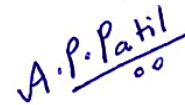
Apart from the above, following activities were done in the academic year 2023-24 and were discussed in the meeting

1. The major events organized by the programme committee were
 - a RUSA-supported workshop, “Empowering Educators: AI Workshop for Academics” held on 30th November 2023 for which the resource person was Fr. Sabu Thomas, Assistant Professor, Sacred Heart College, Kochi,

- a Research Colloquium organized in association with the Research and Development Cell on 1st December 2023 where recipients of RUSA research projects and in-house research grants presented their work, and
 - a RUSA-supported faculty development workshop, “Designing and Developing Learner Centric 4-Quadrant E-content” held on 25th January 2024 for which the Resource Person was Mr Mandar Bhanushe, CEED Coordinator, University of Mumbai, Kalina. This was organized to equip senior college staff members for designing learner-centric e-content.
2. Documentation - Google forms and Excel sheets to collect data for the AQAR and surveys were revised for the Academic year 2023-24 and new Google classrooms for teachers and Heads of the department were created. AQAR 2022-23 was submitted and the college participated in the India Today, NIRF and the Week rankings. Meetings were held regularly.
 3. Washrooms that are friendly to LGBTQ and physically disabled people were constructed.



Dr. T.C. Roy
IQAC Coordinator



Dr. Anagha Tendulkar Patil
Principal, Sophia College Autonomous

