

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) Core Committee Meeting, on Wednesday, 12<sup>th</sup> April, 2023, at 11:30 a.m. in the Principal's Conference Room.**

**The AGENDA is as follows:**

1. Review of the activities undertaken by IQAC in the second semester of this academic year 2022 – 2023.
2. Planning for the NAAC in the next academic year 2023 –2024.
3. Discussion on Implementation NEP for academic year 2023 –2024.

**The following Core Committee Members are cordially invited to the meeting:**

- |                                |  |
|--------------------------------|--|
| 1. Dr. Anagha Tendulkar        | Principal (Chairperson, IQAC)              |
| 2. Dr. (Sr.) Ananda Amritmahal | Dean & Administrator                       |
| 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          | IQAC Subcommittee                          |
| 8. Ms Tanaz Asha               | IQAC Subcommittee                          |
| 9. Mr. Vijay Vig               | IQAC Subcommittee                          |
| 10. Dr. Arjumanara Surti       | Senior Faculty Member                      |
| 11. Ms Sandra Mendes           | Senior Faculty Member                      |
| 12. Mrs. Boskey Martis         | Representative of Office Staff             |
| 13. Ms. Leena Krishnan         | Representative of other non-teaching Staff |
| 14. Ms Rajni Desai             | Ex-Student                                 |
| 15. Mrs. Nevah D'Mello         | Ex-Student                                 |
| 16. Dr. Medha Rajadhyaksha     | Ex-faculty                                 |
| 17. Ms Aditi Gupta             | Student Body President                     |
| 18. Ms Mihika Hajela           | Cultural Secretary                         |

If any of you are unable to be present for this meeting, please inform us by email to [iqac@sophiacollege.edu.in](mailto:iqac@sophiacollege.edu.in)

Thank you so much.

1<sup>st</sup> April, 2023

*A.P. Patil*  
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**Dr. Anagha Tendulkar Patil**  
Principal  
**PRINCIPAL SOPHIA COLLEGE**  
**(AUTONOMOUS)**

EMPOWERING WOMEN TO EXCELLENCE



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## Internal Quality Assurance Cell

### Minutes of the proceedings of the IQAC meeting held on

April 12<sup>th</sup>, 2023 at 11:30 am in the Principal's Conference room.

#### Members present:

1. Dr. Anagha Tendulkar Patil	Principal (Chairperson, IQAC)
2. Dr. Rashna Poncha	Vice-Principal (Arts)
3. Dr. Chinmoyee Vatsyayan	Consultant, IQAC
4. Dr. T.C. Roy	Coordinator, IQAC
5. Dr. Sangeeta Dubey	IQAC Subcommittee
6. Ms. Tanaz Asha	IQAC Subcommittee
7. Mr. Vijay Vig	IQAC Subcommittee
8. Dr. Arjumanara Surti	Senior Faculty member
9. Ms. Sandra Mendes	Senior Faculty member
10. Mrs. Boskey Martis	Representative of Office Staff
11. Ms. Leena Krishnan	Representative of Other Non-Teaching Staff
12. Ms. Rajni Desai	Ex-student
13. Dr. Medha Rajadhyaksha	Ex-Faculty
14. Ms. Aditi Gupta	Student Body President

#### Members absent:

1. Dr. (Sr.) Ananda Amritmahal	Dean & Administrator
2. Dr. Rajbinder Kaur Dehiya	Vice-Principal (Science)
3. Mrs. Nevah D'Mello	Ex-student
4. Ms. Mihika Hajela	Cultural Secretary

- The meeting began with Dr. Anagha Tendulkar Patil welcoming the committee members.
- The agenda of the meeting was to review the activities undertaken by IQAC in the second semester of the academic year 2022-2023, planning for the NAAC in the next academic year 2023-2024 and to discuss the implementation of NEP for the academic year 2023-2024.

- Dr Anagha Tendulkar stressed that this academic year was challenging, with some senior teachers and administrative staff getting retired. She reported the following to the meeting
  - NOCs for the teaching and the non-teaching posts are not likely to come.
  - Clock-hour basis appointments were sanctioned. The requirement was that the teachers must be NET/SET qualified for these CHB posts.
  - The maintenance team will paint the Science building during the vacation and they have already completed some renovation work.
  - Degree Conferring ceremony for the graduating batch 2021-2022 will be held on 29th April 2023.
  - We will complete the college calendar for the next academic year in May 2023.

Dr. Tendulkar handed over the proceedings to Dr. T.C. Roymon.

- Dr Roymon asked everyone whether they are ok with the minutes of the previous meeting held on October 20th 2022. Everyone was fine with it. Dr Rashna Poncha proposed the minutes and Ms. Sandra Mendes seconded.
- Dr Roymon began with the first agenda of the meeting, which was to review the activities done in the second term of 2022-2023. Ms. Tanaz Asha, reported on the activities conducted
  - IQAC annual conference on 'Navigating the National Education Policy: Curriculum, Courses and Credits' was held on 4th February 2023. RUSA supported the conference and was open to both in-house and other college teachers. 71 teachers participated in the conference. Professor Ravindra Kulkarni, Dr Sholapurkar and Dr Vijay Joshi were the resource persons.
  - All heads of the departments, co-ordinators and the NEP committee attended the technical session/workshop by Dr. Bhole.
  - Department of Mathematics collaborated with IQAC on 24th November 2022 to organize a seminar on legal rights and IPR for in-house students.
  - Dr Roshan D'Souza conducted sessions on Add on courses.
- CAS Committee Coordinator, Dr. Sangeeta Dubey updated everyone about the status of promotions under CAS. She mentioned that from our college four applicants have applied for CAS and the CAS committee has scrutinized all the files. Mrs Boskey has written a letter to the University asking for the dates and we are waiting for the University to give us the dates. Mrs. Boskey said that they have submitted the letters to the University. She also said that the University asked for some more details which the Office submitted. We are likely to get the dates in short time. Dr. Tendulkar requested the Registrar to speed-up the process.
- Mr. Vijay Vig updated everyone about the status of documentation. Mr. Vig said that the IQAC has submitted the 2019-2020 AQAR. The Documentation subcommittee has collated all the data for 2020-2021 and 2021-22, received till date. We are awaiting the remaining data and plan to submit the rest of the AQARs by May 2023.
- It was reported by the IQAC Coordinator that the Academic Audit was conducted on 23rd January 2023 for Science and 24th January for Arts. Dr Ignat Mendes, Dr Yasmin Khan, Dr Chinmoyee Vatsyayan, and Ms Gilda Pereira were the auditors. Green audit was held on 10th December 2022. Mr. Ram Patil was the auditor. The report was submitted on 10th December for the last 5 years. Dr Vatsyayan also mentioned that the college can take the suggestions given by the auditor for the next audit. She said that we can add the Action taken report regarding the green audit, so that there is continuous assessment. Dr. Tendulkar said that the institute should get an ISO certification. She also said that the green audit report will be available on the website. Dr Vatsyayan said that there are

points for conducting the audit. Dr Roymon and Ms. Mendes agreed to this and said that there are NAAC points for conducting the green audit and documenting the action taken report and we must add the supporting evidence in criterion VII of AQAR.

- Gender audit was conducted on 27th March 2023. Professor Vibhuti Patel, Dr. Lily Bhushan, and Dr. Hrishikesh Samant were the auditors.
- It was also reported that the annual feedback forms underwent revision. We have already sent entry level feedback forms to FY students of arts, science BMM and IT, at UG and PG Levels, and students of Quality Assurance, and successfully conducted the feedback. We also have successfully administered the Exit questionnaire along with the gender audit questionnaire. IQAC has shared TAQs, which are ongoing. Student Satisfaction survey is ongoing. Employee and Parents' feedback is yet to be sent.
- We have submitted the Data and the applications for the India today, NIRF and the Week.
- Research journals, Luminous and Lucid, should come out by the end of April. Final editing work is going on for Lucid. Printing will happen in the last week of April and we should be able to release the 2nd issue by the end of this month. The title verification process is done and RNI registration is in progress.
- The Research Policy of the Institute has been updated, which is under the research tab on the website. Dr. Tendulkar congratulated the faculties involved in updation on materials on website on R&D.
- It was also reported that an MoU has been signed with the Red Dot Foundation on Safe Inclusive campus. A session/meeting with the people from Netherlands and Red Dot Foundation happened on 19th December 2022.
- We will implement the clean campus initiative in collaboration with the CUC next year.
- Regarding SCESA, Ms. Rajni Desai said that students should continue being part of the Institute and the SCESA, and should contribute to the college even when they are not physically associated with it. It was suggested that the registration for the SCESA mandatory for NAAC points. Dr. Tendulkar said that we will put an effective mechanism in place to attract students to SCESA. Dr. Rajadhyaksha suggested releasing a two-page booklet for advertisement.
- It was also reviewed that even though an investment awareness session was planned for the non-teaching staff in January, it did not happen. It will happen in the next academic year. Two different sessions will happen- one for the teaching staff, one for the non-teaching staff.
- Mentoring system will be taken ahead in the next academic year.
- New committees are in place – Internal complaints Grievance redressal, Sexual harassment redressal committee, anti-ragging, Sophia caste-based discrimination complaints committee. We have created new email ids for these committees.
- It was also taken up that Admin audit should happen in June 2023.
- Dr. Roymon began discussing the second agenda which was planning for NAAC for the next academic year, 2023-2024. Dr Tendulkar said that we will individually approach staff

members if they have not submitted the data. We will follow a humane approach, as everyone is very busy.

- Dr. Rajadhyaksha suggested forming a group of teacher's alumni who have recently retired. They can help the institute with NAAC related or some other work in either online mode or in person. Dr. Anagha Tendulkar and all the other staff members appreciated this idea.
- Ms. Sandra Mendes said that Mr Vijay Vig is meeting QDC regularly and they are going through the filled AQAR reports. She said that they are struggling in the area of SCESA in the AQAR. Dr. Roymon pointed out that NAAC asks whether the SCESA is registered or not. Dr. Tendulkar requested Ms. Tanaz Asha to check with St. Xavier's college regarding this and she herself will check with the SIES College. Dr. Tendulkar also suggested that the Institute can get connected with the students via the Admin Office. Mrs. Boskey said that though their institutional email ids get inactivated once they pass out, their personal email ids are in the MIS databank. Dr. Roymon also pointed out that the email ids collected during the admission can be used. Dr. Rajadhyaksha suggested taking help from the students and give them credits for the documentation work.
- Ms. Rajni Desai mentioned that the college must appoint a SCESA office assistant.
- The last agenda to discuss was NEP. Dr Tendulkar said that we will manage the existing workload. The institute has gone with the department model. Lectures will be of 1 hour duration and there will be a one-time 30-minute break. She said that we will place a person to handle NEP work in the admin office.
- Fourth IQAC meeting for the AY 2022-2023 was proposed to be in the beginning of May. Dr. Roymon requested everyone to think over and come up with valuable suggestions for next meeting for the short term and long term plans for quality enhancement.
- Ms Tanaz Asha said that we expanded the CUC from the next academic year and will include student representatives from PG and QA. However, there will be reservation for women for being part on CUC for PG students. Ms. Gupta said that CUC will be more comfortable with the women representatives.
- Dr. Tendulkar said that we will form a new club from next year onwards who will be involved with the Marathi cultural activities. We will announce this on the Maharashtra Day.
- Ms. Mendes said that she noticed during the academic audit that the departments have done a lot of work but they do not reflect it on the website. Dr. Poncha suggested uploading academic audit PPTs to the College website. Dr Surti suggested sharing Instagram links on the website. Ms. Gupta said that a public relations team is in place. The CR of the class can share the information with the website. She also said that we should share any social media related thing with the PR team.
- A separate classroom for PG will be in place in the Science building.
- Dr. Anagha Tendulkar said that staff members should inform the College about the matters that require maintenance and repair. We will immediately investigate it.
- Dr. Medha Rajadhyaksha said that music as a subject should be re-initiated.
- Dr. Tendulkar said that we will add more routers to the college.

- ➡ She also said that we will send appeal letters to parents and alumni for active involvement, in corpus fund formation etc.

With no more suggestions, the meeting ended with the vote of thanks by the IQAC coordinator.



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**Dr. T.C. Roy**

IQAC Coordinator



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**Dr. Anagha Tendulkar Patil**

Principal, Sophia College Autonomous





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**Dated: 10.05.2023**

**Action taken report for the IQAC meeting held on 12<sup>th</sup> April 2023**

Agenda proposed	Action taken
To complete the college calendar for the next academic year in May 2023	Work is in progress
To submit all the remaining AQARs by the end of May 2023	Work is in progress. 2019-2020 AQAR has been submitted. Data is been collated for 2020-2021 and 2021-2022
To implement the suggestions given by the auditor during the green audit for the next audit	Discussions are yet to be done
To put an effective mechanism in place to attract students to SCESA	Discussions are on-going
To conduct Admin Audit in June 2023	Not yet done
To individually approach staff members to collect data/documentary evidence for NAAC	Yes
To form a group of teacher's alumni who have recently retired. This group can help College in person or in online mode	Discussion on this is yet to be done
To appoint an office assistant for SCESA – Sophia College Ex-students association	Not yet done, this will be done in the next academic year
To continue the work on NEP	Meetings are regularly held, time-table, credits and syllabi are been worked upon. Lectures will be of 1 hour duration and there will be a one-time 30-minute break. A person to handle NEP work will be assigned in the admin office.
College Union Committee (CUC) from the next academic year will be expanded and include student representatives from PG and QA. However, there will be reservation for women for being part on the CUC for PG students.	This will be done from the academic year 2023-2024.
The College will initiate a new club from next year onwards who will be involved with the Marathi cultural activities.	Yes, initiated. This was announced on the Maharashtra day. Ms. Shiney Gilbert and Ms. Wilma Monteiro will be the staff In-charge members.
To ask the departments to share the details of the events, departmental activities, and any social media related data/pictures with the Public Relations (PR) team of the College	This will be done from the academic year 2023-2024



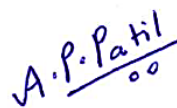
A separate classroom for PG will be in place in the Science building.	This is likely to be in effect from 2023-2024 onwards
More routers will be added in the college.	In the next academic year (i.e., 2023-2024)
Appeal letters will be sent to parents and alumni for active involvement, and corpus fund formation etc.	An attempt will be done to do this as soon as possible. Alternatively, this will be a long-term plan.




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**Dr. T.C. Roy**

IQAC Coordinator




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**Dr. Anagha Tendulkar Patil**

Principal, Sophia College Autonomous

