

## **Minutes : Internal Quality Assurance Cell (IQAC)**

**Minutes of the proceedings of the IQAC meeting held on August 30, 2019 at 1.30 pm in the Principal's Conference Room, Sophia College (Autonomous)**

### **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)
Mrs. Sheila Master	Consultant, IQAC (Ex-Student)
Dr. Anagha Tendulkar	Coordinator, IQAC
Ms. Sumanika Sethi	Faculty Member (Arts)
Mrs. Boskey Martis	Representative (Office Staff)
Mr. Ramesh Ramane	Representative (Non-teaching Staff)
Ms. Medhavi Chaturvedi	Student Body President
Ms. Shatakshi Mukherjee	Cultural Secretary

### **Members Absent:**

Dr. Roshan D'Souza	Faculty Member (Science)
Ms. Rajni Desai	Ex-Student
Mrs. Nevah D'Mello	Ex-Student
Sr. Teresa Pereira	Management Representative

## **Minutes**

**I.** The Chairperson Dr. (Sr.) Ananda Amritmahal welcomed the new members, Dr. Sumanika Sethi, and the Student Body Present Medhavi Chaturvedi and Shatakshi Mukherjee to the meeting. She spoke of the plans to have smart classrooms. Training sessions and refresher sessions for the staff would be undertaken through the RUSA grant.

### **II. The following matters were discussed at length in the meeting.**

- 1.** The greening of the campus. Much has been done but the plan for a chemically treated disposal system for sanitary napkins has not worked out. We continue to explore this.
- 2.** The Principal also expressed the need to revamp the website and make it more dynamic. All departments should give their inputs in order to do so. The institution should have an official email address (for e.g. sophia.edu). The possibility of providing institution-linked email IDs to the staff was discussed.
- 3.** Dr. Anagha asked Ms. Boskey Martis about the progress of CAS application. The office was still awaiting a response from TAAS Department.
- 4.** The college had identified three colleges from South Mumbai for mentoring under NAAC. This year the Byramjee Jeejebhoy College of Commerce is being mentored by our IQAC Coordinator and Consultant.

### **III. Matters mentioned and discussed**

- 1.** The Entry & Exit Feedback of FY, SY & TY was obtained by using Google forms. The TAQs were administered through a mobile app. The new feedback formats for students, teachers, non-teaching staff, parents and alumnae are being prepared by Dr. Andrea Coutinho and Dr. Ivan John. They will be used for the academic year 2020 – 2021 feedback. A Student Satisfaction Survey report will be prepared.

2. The IQAC conducted 3 programmes:
  - a. **Staff Enrichment Programme**, on 13th October 2018.
  - b. A talk for students on “**Women & Sexual Harassment in Public at the Work Place**”, on 16th October 2018.
  - c. **National Workshop on Revised PBAS Proforma Form and API Calculation**, on 25th January 2019.
3. The role of IQAC as the Centre for documentation, especially for purposes of CAS, was pointed out. The PBAS of the entire staff will be collected and stored.
4. The SBP and Cultural Secretary informed the members that they had missed the dates for participation in University’s “Youth Festival”. Emphasis was laid on the need to participate in this event.
5. SWAYAM and the generation of e-material was not discussed as Dr. Roshan D’Souza was absent. It will be taken up in the next meeting.
6. New certificate courses have been introduced:
  - a. History of Food
  - b. Music Theory
 More courses are to be introduced in the academic year 2019 – 2020.
7. Dr. Anagha Tendulkar informed the members about the expansion of E-cell.
8. The student representatives raised a few points. They were concerned about the lack of responses for participation in co-curricular activities. It was discussed that the record of attendance registered at extra-curricular activities for students, especially when it could earn them credits, should be carefully maintained. Ms. Gilda Pereira explained to the student representatives the process to obtain attendance for such activities.
9. Issues with regard to students using cell phones in classrooms were discussed.
10. The timings when the office was open for the public and the inconvenience this caused to students and visitors was discussed, and it was suggested that the following timings could be altered as follows,
 

**From:** 8:30a.m. to 9:00 a.m.  
 10.00 a.m. to 12.00 noon  
 3:00 p.m. to 3:30 p.m.

**To:** 10:30 a.m. to 12:30 p.m.  
 2:00 p.m. to 3:00 p.m.
11. Mr. Ramesh Ramane suggested that a log book to register entry should also be kept at the Pedder Road entrance, so that visitors do not face inconvenience.
12. **The plans for 2019 – 2020 were briefly discussed:**
  - a. SWAYAM – awareness and activation.
  - b. E-Cell – expansion.
  - c. Training session for the Admin staff in record maintenance and document keeping.
  - d. Holding conferences / seminars / workshops.
  - e. Smart classrooms
  - f. Greening of the campus to continue.

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**Dr. (Sr.) Ananda Amritmahal**  
**Principal (Chairperson IQAC)**