



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

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Action taken report for the IQAC meeting held on 10th May 2023

Agenda proposed	Action taken
Short term plans for the academic year 2023-2024	
As discussed in the previous meetings, Mentor-Mentee system to be implemented in the academic year 2023-2024	Preliminary considerations have been completed. It will be implemented in this coming year. It will include all students and will go cross-faculty. The possibility of peer mentoring will also be explored
As discussed in the previous meetings, Campus care initiative to be implemented in the academic year 2023-2024.	Preliminary work is completed. 150 students will be part of this initiative. They will be stationed in the campus. This program will be initiated by painting the walls of the college. The logistics will be worked out.
To submit the NAAC Self-study report (SSR)	The last AQAR will be submitted by June 2023 followed by IIQA. SSR will be submitted by September 2023.
To continue with the feedback analysis and to take action for the feedback received i.e., the outcome will be conveyed to the stakeholders. To upload the same on the college website.	This will be done in the next academic year i.e., 2023-2024
To upload the minutes and the action taken reports of the statutory and non-statutory committees on the college website. To decide on the format of minutes and action taken report	Yet to be done
As discussed in the previous meetings, to revive and activate Sophia College Ex-students association (SCESA) and to form a teacher's alumni group. To keep the record and contact details of teaching and non-teaching staff updated so that the details are there when required after the staff member retires.	In progress
To continue with the green campus and Energy Conservation	Yes, it will be done
To conduct Academic and administrative audits every year	Will be conducted
As discussed in the previous meeting, CAS scrutiny/process to be completed in June 2023	The scrutiny will be completed in the second week of June 2023
To constitute a new External IQAC Committee consisting of two professors	Discussions on this are going on
Long Term Plans	
To develop a Research corpus and to mobilize funds to augment research infrastructure	Some of the suggestions given in the meeting are as follows:

	<p>Research committee can look for the advertisements released by the governments for grants, A committee can investigate into the possibility to generate funds, People who are willing to donate funds for the corpus generation will be approached, external staff members can link their research to Sophia College and the College can get 10% of the grant amount, some of the repetitive prize distribution awards can be diverted for research or development of a research centre, some industries will be approached, appeal letters can be uploaded on the college website so that it is visible to the industries. It was mentioned that the corpus fund will be defined and a transparent record will be kept of the utilization of the funds.</p>
<p>Training to Non-Teaching (Personality Development, Soft Skills, Finance Management, health safety, and environment) and Teaching Staff (Computer Skills, Soft Skills, Personality Development Finance Management, health, safety, and environment).</p>	<p>These programmes will be organized via IQAC program sub-committee</p>
<p>To organize training programs on Programme objectives-outcomes, programme specific objectives- outcomes, course objectives-outcomes, Evaluation of the existing syllabi and these objectives and outcomes, Implementation of the same at Department and College level, conveying to students for their skill development and taking their feedback on the same, and uploading it to the website.</p>	<p>IQAC will take this forward in the next academic year via IQAC program sub-committee</p>
<p>Research Orientation of New staff and senior staff members</p>	<p>Few of the suggestions given were: to increase the publications, and to collaborate with research institutes for the research projects which will lead to publications</p>
<p>To focus on Placement and Entrepreneurial Skills of students in order to ensure Employability, Inclusion of industry related concepts in the syllabi so that students are equipped for the jobs. To have placement programs for the MSc students.</p>	<p>The placement cell conveys the career options and internship details to the students. It was suggested in the meeting to have campus interviews. The possibility to conduct campus interviews will be explored.</p>

Dr. T.C. Roy

IQAC Coordinator

Dr. Anagha Tendulkar Patil

Principal, Sophia College Autonomous