



An Institution of
the Society for the Higher Education
of Women in India

Office of the Principal

Sophia College (Autonomous)

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Action taken report for the IQAC meeting held on 8th July 2022

Agenda proposed	Action taken
<p>To give priority to documentation in view of NAAC Accreditation</p>	<p>Yes. Meetings have been conducted with NAAC criteria committees for the forthcoming NAAC. The committees met regularly under their coordinators represented by NAAC Consultant / IQAC Coordinator/ QDC. Workshops were conducted on 3rd and 4th October 2022 to discuss specific criteria templates and details. Reporting system has been reorganized. Apart from the clubs, associations and the student initiatives have also been brought under reporting and the templates for the reporting has been revised in accordance with the NAAC requisites.</p>
<p>From the academic year 2022-2023, document submissions from faculties will be Google classroom based running submissions throughout the year, which will be closed by the end of the academic year. These forms will be assigned at the beginning of August and data will be collected regularly, rather than posting the forms and collecting the data at the end of the year. An orientation session will be held for the staff members regarding this.</p>	<p>Yes. The D1 (Teacher's activity/Participation), D2 (Research activity report), D3(Teaching methodologies) and D4 (Departmental activities) Google forms for the academic year 2022-2023 were assigned in the NAAC Documentation Google classroom on 30th August 2022. These were running submissions and staff members were asked to fill and submit these google forms as and when they complete an activity. An orientation session regarding Documentation for the AY 2022-2023 was held on 5th August 2022. Also, Data and the applications for the India today, NIRF and the Week have been submitted.</p>
<p>Quality Improvement programmes will be organized for faculty, non-teaching staff, and students. Skill development programs will be organized for the non-teaching staff.</p>	<p>Yes. 1. A RUSA supported Faculty Development workshop was organized on Integrating Educational Outcomes in the curriculum on 14th June 2022 by Professor Kalpana Chavan, St. Xavier's institute of Education 2. IQAC organized a Student Enrichment Program for senior college students on July 22, 2022, during the</p>

	<p>long break, at Bhabha Hall. The topic of the program was Strategies for Navigating Uncertain Times and the speaker was Dr. Fr. Roy Pereira.</p> <ol style="list-style-type: none"> 3. SWAYAM course orientation was held on 1st July and 2nd July 2022 for SYBSc, IT and SYBA Div. A, B and C 4. A session on income tax was organized by the IQAC in collaboration with The Income Tax Department. It was held for the FYBA students of the college on 30th August in Bhabha Hall. Around 500 students were present. 5. Department of Sociology and IQAC organized a National Conference on Academia and Contemporary Research: Roots and Routes, on 16th September 2022. This conference was supported by RUSA Grant. 6. Red Dot Foundation conducted two awareness sessions for FY & SY students on 28th July and 19th October 2022 on Stand Up Against Street Harassment. 7. An MOU of collaboration has been signed between IQAC Sophia College Autonomous and Red Dot Foundation for Safe, Inclusive, and Diverse Campuses (Rainbow Circles) Program. 8. Orientation on Add-on credits was conducted for the students. 9. Department of Mathematics collaborated with IQAC on 24th November 2022 to organize a seminar on legal rights and IPR for in-house students. 10. RUSA supported Annual IQAC Conference on Navigating the National Education Policy: Curriculum, Courses and Credits was held on 4th February 2023. The conference was open to in-house and teachers of the other colleges. 71 teachers participated in the conference. Professor Ravindra Kulkarni, Dr Sholapurkar and Dr Vijay Joshi were the resource people. 11. A technical session on NEP was conducted by Dr. Bhole which was attended by all heads of the department, co-ordinators, and the NEP committee. <p>Much could not be organized for the non-teaching staff. It will be organized in the next academic year.</p>
<p>IQAC will continue to administer the feedback systems (TAQ, CAQ, Parents, alumni, Employees satisfaction surveys)</p>	<p>Entry level feedback was conducted for the academic year 2022-2023. The forms were shared with FYBA, FYBSc, FY(BASCJ), and FYBSc IT students. Entry level feedback was also conducted for PG students and students of Quality Assurance PG Diploma.</p>

	<p>Exit and Gender audit questionnaire were also successfully conducted. TAQs and the Student Satisfaction survey have been conducted for the AY 2022-2023. Alumni feedback will be conducted later. Parents feedback, and Employee Satisfaction Survey are yet to be conducted.</p>
<p>Strengthening the placement cell keeping in mind the NAAC guidelines. Industrial tie ups will be investigated for creation of corpus funds for various developments and keeping existing mechanisms in place.</p>	<p>Discussions are going on. Planning is in progress.</p>
<p>To conduct Academic, Examination, Administrative & Green audits</p>	<p>Yes. Academic audit for the academic year 2021-2022 was conducted on 23rd and 24th January 2023. Dr Ignat Mendes, Dr Yasmin Khan, Dr Chinmoyee Vatsyayan, and Ms Gilda Pereira were the auditors. Examination audit (external) for the AY 2021-2022 also happened on 23rd January 2023. Dr. Rajendra Shinde, Principal, St. Xavier's College (Autonomous), Mr. Wilson Rao, COE, Jai Hind College (Autonomous), and Mr. Manish Gogari, Convenor of Exam committee, Mithibai College (Autonomous) were the external auditors/experts. Green audit was held on 10th December 2022. Mr. Ram Patil was the auditor. Gender audit was conducted on 27th March 2023. Professor Vibhuti Patel, Dr. Lily Bhushan, and Dr. Hrishikesh Samant were the auditors. Administrative audit is yet to happen.</p>
<p>Research activity among staff will be promoted. This will be planned in consultation with the Research cell of the college. ISSN for Lucid will be obtained this year; ISSN for Luminous next year; including the journals in the UGC care listing will be investigated. Areas of research grants will be looked into / explored.</p>	<p>Yes. The 2nd issue of the IQAC Research journal "LUCID" was released at the end of the academic year. The theme was 'Conflicts, Wars, Tolerance, Peace, and the Emerging World Order.' Many of the In-house faculty members published their research articles. The title verification process is done and RNI registration is in progress. Rest of the work is in progress. The first issue of the student's journal "Luminous" was released online on 28th April 2023. The Research Policy of the Institute has been updated, which is under the research tab on the website.</p>
<p>In collaboration with NSS to ensure clean campus</p>	<p>Discussions are going on. Preliminary work is done. It will be implemented in the next academic year</p>
<p>To work on National Education Policy</p>	<p>Yes. A RUSA supported Annual IQAC Conference on Navigating the National Education Policy: Curriculum, Courses and Credits was held on 4th February 2023. The conference was open to in-house and teachers of the other</p>

	<p>colleges. 71 teachers participated in the conference. Professor Ravindra Kulkarni, Dr Sholapurkar and Dr Vijay Joshi were the resource people. A technical session on NEP was conducted by Dr. Bhole which was attended by all heads of the department, co-ordinators, and the NEP committee.</p> <p>A staff meeting was held on 21st February 2023 to discuss the planning and implementation of NEP. NEP core committee has been formed. Meetings are being held regularly. Time table, credits and syllabi have been worked upon.</p>
To submit data, documentary evidence and details for the green audit	<p>Yes. All details were submitted. Green audit was held on 10th December 2022.</p>
To increase the fire safety, and to organize disaster management workshops by professionals in collaboration with NSS	<p>A training program on disaster management was organized by NSS on 20th February 2023. This 10-hour training program was supported by RUSA. It was conducted under guidance of trainer experts of Principal's Brigade Disaster Management Club, Shri R. L. T. College of Science, Akola. Session I was introduction to disaster management and types of disasters. Session II was on first aid and bandaging. Session III was on CPR. Session IV was use of knots as life saving techniques and Session V was on Fire safety Drill and evacuation method including practical demonstration of fire extinguishers. 86 students participated in this program as participants and there were 22 volunteers.</p>
To assess the emergency exits of all the buildings of the college	<p>Could not be done. It will be done soon/next year.</p>
To conduct mock drills to make students aware of the emergency exits of the college to escape during emergency	<p>Could not be done. It will be done soon/next year.</p>
To train everyone to use fire extinguishers	<p>A separate session could not be organized but this was one of the sessions (session V) of the training program on disaster management organized by NSS on 20th February 2023</p>
To organize safety related programmes keeping in line with the theme of the year	<p>Yes. Keeping in mind the theme of the year "Recover, Discover and Empower" IQAC organized a Student Enrichment Program for senior college students on July 22, 2022. The topic of the program was Strategies for Navigating Uncertain Times and the speaker was Dr. Fr. Roy Pereira. Red Dot Foundation conducted two awareness sessions for FY & SY students on 28th July and 19th October 2022 on Stand Up Against Street Harassment.</p>

	An MOU of collaboration has been signed between IQAC Sophia College Autonomous and Red Dot Foundation for Safe, Inclusive, and Diverse Campuses (Rainbow Circles) Program. A training programme on Disaster management was organized by NSS on 20 th February 2023
To invite a technician/expert to explore the possibility of setting a rain water harvesting plant/a borewell in the College	Could not be done. It will be done in the future.
CAS committee will check the new CAS format and amendments in the circular and will inform staff members about the recent developments	Yes
To explore the state prizes for teachers and to encourage staff members to apply for these prizes	Could not be done. It will be explored in the future.



Dr. T.C. Roy

IQAC Coordinator



Dr. Anagha Tendulkar Patil

Principal, Sophia College Autonomous