



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

Office of the Principal

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Action taken report for the IQAC meeting held on 3rd October 2023

Agenda proposed	Action taken
To submit AQAR for the academic year 2022-2023	AQAR for the academic year 2022-2023 was submitted on 17 th October 2023. The same has been accepted.
To submit IQA (Institutional Information for Quality Assessment)	In progress
To have more NAAC related meetings	NAAC related meetings were held regularly throughout the semester regarding the preparation of the Self-study report (SSR), coordinators of the NAAC criteria committees held meetings with their committees. Meetings were regularly held of QDC team and IQAC with the Principal. IQAC Documentation subcommittee held meetings to collect and collate data for the current academic year 2023-2024. Coordinators of NAAC criteria committees along with their entire team presented SWOC analysis and tentative score for their criteria in November and December.
To organize a session on financial literacy for the teachers on 16th October 2023. To organize a similar session on financial literacy for the non-teaching staff tentatively in January/February.	It was scheduled but was postponed indefinitely due to unavoidable circumstances.
To organize a FDP on e-content development and use of studio tentatively on 1st -3rd November 2023.	A Faculty Development workshop organized by IQAC and supported by RUSA was held on Empowering Educators: AI workshop for Academics on 30 th November 2023 from 9 am to 3 pm. The resource person was Fr. Sabu Thomas, Assistant Professor, Department of English, Sacred Heart College, Kochi. A workshop on “Designing and Developing Learner centric 4-quadrant E-content” was organized by IQAC on 25 th January 2024 from 9 am to 12:30 pm. The resource person was

	Mr. Mandar Bhanushe, CEED Coordinator, University of Mumbai, Kalina.
In collaboration with the Research and Development committee of the college, a possibility will be explored of beginning a research centre for humanities and social sciences.	The matter was discussed in one of the meetings with the Research and Development committee and the committee members were asked to explore the possibilities of setting up this centre.
To release the 3rd issue of LUCID and the 2nd issue of Luminous, In-house Sophia journals for teachers and students respectively.	The 3 rd issue of IQAC research journal for teachers, Lucid was released on 14 th February 2024 whereas the IQAC journal for students, Luminous was published in print in the month of March 2024.
To activate various existing committees such as the grievance redressal committee, internal complaints committee, caste-based discrimination committee, anti-ragging committee, and prevention of sexual harassment committee, and have regular meetings.	These committees were activated and Grievance redressal meeting was held on 16 th March 2024 to resolve/address the grievances received.
To organize a session where staff members who did a research project under the RUSA grant will present their research.	IQAC in association with the Research and Development cell organized a Research Colloquium (under the aegis of RUSA) on 1 st December 2023 where staff members recipient of RUSA and in-house research grants presented their research. Staff members who were awarded PhD degree recently also presented their research.
To form a student action group to encourage students to submit NAAC related data and feedback forms promptly. The SBP and cultural secretary suggested to include students from the CUC and class representatives in this committee.	Preliminary work is completed and it is in progress. BSc IT students completed an internship with IQAC to help with the NAAC documentation and website.

Following events/programmes were organized for students:

1. IQAC in association with College Union Committee (CUC) organized a session on “Tracking Quotient: Essence of a Purposeful Life” on 30th November 2023. Resource people were Aarti Asrani, Master NLP Practitioner, Gestalt therapist and Manifestation Coach and Moneka Ingle, Gestalt practitioner and Happiness-Mindfulness Coach.
2. IQAC in association with CUC in collaboration with Teach for India organized Careers in Social Impact on 1st December 2023 at 11:30 am. Speakers were Astrid Gracias, Program Manager, Teach for India, Nalika Braganza, Director, Program, Teach for India, and Keshav Nautiyal, Branding and Partnerships Manager, Teach for India.

3. A session was organized by IQAC and CUC in collaboration with IDP (International Education Specialists) on Overseas education by Ushma Shah on 1st December 2023 from 9 am to 11 am.
4. Mentor-Mentee programme was launched this year in the 1st term, every mentor has been assigned a list of mentees and the reports have been received.



Dr. T.C. Roy

IQAC Coordinator



Dr. Anagha Tendulkar Patil

Principal, Sophia College Autonomous