



OFFICE OF THE PRINCIPAL

Sophia College for Women
Empowered Autonomous

Bhulabhai Desai Road
Mumbai – 400026

Ph: 022-23512642 / 23523304

www.sophiacollegemumbai.com

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

**Agenda of the meeting of the CDC of Sophia College held at 9 a.m. on
3rd May 2019 in the Principal's Conference Room**

1. Welcome to all the members
2. Scrutiny and passing of the minutes of the last meeting
3. Brief report of the year including the curriculum feedback received from various stakeholders.
4. Planning of the academic calendar for the coming year:
 - a. Dates of term and vacations
 - b. Tentative dates of major events
5. Any other business with the permission of the chair

Dr. (Sr.) Ananda Amritmahal
Principal
Sophia College for Women



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MUMBAI - 400 026.



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Minutes of the meeting of the CDC of Sophia College held at 9.00 a.m. on 3rd May, 2019 in the Principal's Conference Room.

Members present:

1. Dr. (Sr.) Ananda Amritmahal
2. Dr. (Ms.) Vidhita Rakshit
3. Ms. Sheila Master
4. Dr. Madhav Sathe
5. Dr. (Ms.) Yasmin Khan
6. Sr. Patricia D'Souza
7. Dr. (Ms.) Chinmoyee Vatsyayan
8. Mr. Ram Pratap Yadav
9. Ms. Naomi Viegas
10. Dr. (Ms.) Gianni Erevelles Mapara

Sr. Ananda explained that the process of extension of her tenure was underway and the files had been sent to Mantralaya. During this period Dr. Yasmin Khan is officiating as the In-charge Principal.

Sr. Ananda described how busy this year had been since we had received the Autonomy after beginning the current academic year. Due to this the meeting scheduled for December had got missed out and this last meeting was called at short notice.

The minutes were scrutinized and passed by Dr. V. Rakshit and seconded by Sr. Patricia.

Sr. Ananda gave a brief review of the past year and mentioned that 2 BOS meetings, Academic Council and Governing Body meetings had been successfully conducted in the short period. However, most of the year the energy had been directed in streamlining the autonomy process, especially the smooth conduct of the exams. She voiced her appreciation of the efforts put in by all the staff and the students. Despite the hectic schedule all the regular events were held successfully. She also discussed the review of the curriculum feedback taken from the stakeholders - such as students, teachers, alumni and peers.

Sr. Ananda remarked that the examinations were conducted smoothly and that all the correction and mark entry work got done. She said that the pressures of dealing with newly conferred autonomy did not allow the time for a fourth CDC meeting.

Sr. Ananda mentioned that an "Induction Program" or orientation or soft skills workshop would be held for the new staff members and those who had joined in the last five years. She hoped to make it 'most effective and least abrasive'.

Sr. Ananda mentioned that there was a plan to have a session for long term planning for the college after Autonomy. A vision for what the college should aim to be in the next 10 years.



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Sr. Ananda touched upon the election duty and said that everyone of the staff who had election duty did it willingly. She mentioned the importance of voting and how we, at our institution, encourage voting and good citizenship among the youth.

Sr. Ananda explained how this year students who had less than 50% attendance were debarred from sitting for the semester end exams. However, instead of making them lose a year it was decided that they would give their ATKT exams in early June and if they cleared the exams they would be promoted to the next year. Dr. Rakshit asked whether this was permissible by the University. Sr. Ananda mentioned that this resolution was passed in the Academic Council meeting which was then ratified by the Governing Body.

Sr. Patricia asked whether the 4 CDC meetings in a year were mandatory. Sr. Ananda reminded that Dr. Yasmin was supposed to find out however, that is still pending and Dr. Yasmin promised to do so at the earliest.

Regarding the sad demise of our Registrar, Mr. Noel Martis, Sr. Ananda said that the post would now have to be filled by direct recruitment (the post is alternately filled either by promotion or direct recruitment) which meant that the post would require an NOC.

Dr. Khan said that online admissions were underway. The payment would also be online.

The college has received the RUSA grant for Autonomous Colleges. However, we have been unable to spend money since it has to be done through the PFMS portal. First none of the colleges were able to register but now that has happened and purchases can be made. Some snags were encountered and ironed out, such as, not being able to complete transactions with the bank. It was mentioned that an inspection was scheduled by RUSA tomorrow, i.e., on the 4th of May.

Matters arising out of the minutes:

Sr. Ananda informed the members that the Fire Department was now satisfied with all the arrangements made, except that they needed the college to install smoke detectors in the laboratories.

MIS would take over attendance work from Campusby, as, this module was already included in the package bought from Mastersoftware. Also of late, the services of Campusby were not found to be as effective as when they started out. MIS would therefore, now be handling admissions, attendance and have also offered to help with the college website.

The website definitely needs to be upgraded and also it was not secure. In house staff members Rinjal and Lavanya who were approached for help with the website, felt that expertise was required.



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Kashmeera who is currently responsible for up gradation and maintenance of the website had warned of security issues at the time when the domain was given to the college for updating. She warned that the site becomes vulnerable to hacking (the address http should become https). The present day requirement was to make the website both, attractive as well as secure. This however comes at a high cost of about Rs. 3 lakh. It is yet to be determined whether this is a one-time payment or an ongoing one. Mrs. Rita D'Souza's contact Mr. Heet Shah will be approached again for a quotation. The contact given by Ms Naomi was not contactable. It was decided that Mrs. Master would try to contact him again and determine in what way the matter could be taken forward.

The Academic Calendar was reviewed and the dates of the terms and other important dates were put down as follows:

Terms for the academic year 2019-2020

Term beginning dates were as follows:

For teaching staff members – 6th June 2019

For non-teaching staff members – 10th June 2019

For Senior College students–13th June 2019

For Junior College staff members and students – 17th June 2019

From 2nd September to 7th September 2019 there would be the usual break for the Ganpati festival. The 13th of September, Anant Chaturdashi, would also be a holiday.

Diwali vacations commence on 25th October 2019

The college reopens for the second semester on 15th November 2019, these dates being in keeping with University dates for terms.

The second semester extends from 15th November to 2nd May, with a Christmas break from 24th December 2019 to 2nd January 2020.



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College Events:

Kaleidoscope dates: 9th September to 15th September, 2019.

Ananya dates: 9th December to 14th December, 2019.

Degree conferring ceremony/Graduation:

It was decided that students who had passed the examination could be given the college certificate and the mark sheet in June or early July.

College prize distribution could be on a suitable Saturday, either 27th July, 2019 or 3rd August, 2019. (The subsequent year it could be moved forward to June as the problem of outstanding ATKT would be solved)

Examinations:

Board examination dates would be as usual.

The examinations for semesters 1, 3 and 5 will be in the second week of October, 2019. Students will be given one week to study for their exams.

The examinations for semesters 2, 4 and 6 will be in the third or fourth week of April, 2020. Students will again be given one week to study for their exams.

CDC Meeting dates:

The dates for the four meetings are as follows:

1. Friday, 14th June, 2019 at 2.00 pm
2. Friday, 20th September, 2019 at 2.00 pm
3. Thursday, 20th February, 2020 at 2.00 pm
4. A Friday (possibly) in April 2020 depending on dates of examinations.



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Sr. Ananda informed everyone that the new mark sheets had several security features and were tear proof. There was a suggestion to install air-conditioning in the library. However, the cost factor is a deterrent and some discussion would be necessary before taking a decision.

Sr. Ananda mentioned that some issues that could be taken ahead by the CDC was put an awning outside the canteen, set up a digital notice board, canteen hygiene and website.

Sr. Ananda thanked the members and the meeting was concluded.

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