

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

### **Minutes of the proceedings of the IQAC Meeting held online on November 27, 2021 at 3.30 p.m. via Zoom Platform**

#### **Members Present:**

Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
Ms. Gilda Pereira	Vice Principal (Arts)
Dr. Rajbinder Dehiya	Vice Principal (Science)
Dr. Anagha Tendulkar	Vice Principal (Administration), Coordinator, IQAC
Dr. T.C. Roymon	IQAC Subcommittee
Ms. Tanaz Asha	IQAC Subcommittee
Dr. Trevor Allis	IQAC Subcommittee
Dr. Arjumanara Surti	Senior Faculty Member
Ms Sandra Mendes	Senior Faculty Member
Mrs. Boskey Martis	Representative of Office Staff
Mr. Ramesh Ramane	Representative of other non-teaching Staff
Ms. Rajni Desai	Ex-Student
Dr. Medha Rajadhyaksha	Ex-faculty
Ms. Sarah Mathai	Student Body President
Ms. Harshini Agarwal	Cultural Secretary

#### **Members Absent:**

Sr. Ananda Amritmahal	Principal
Mrs. Sheila Master	Consultant, IQAC (Ex-Student)
Mrs. Nevah D'Mello	Ex-Student
Mr. Ramesh Ramane	Representative of other non-teaching staff
Sr. Teresa Pereira	Management Representative

#### **Minutes**

- The meeting commenced with Dr. Tendulkar welcoming members of IQAC.
- Minutes of the previous meeting held on 12 May 2021 were read and approved. Minutes were proposed by Ms Tanaz Asha and seconded by Ms Gilda Pereira.
- Minutes of the previous meeting held on 31 May 2021 were read and approved. Minutes were proposed by Dr. T.C. Roymon and seconded by Dr. Arjumanara Surti.

The following observations were made by the IQAC Coordinator:

1. Dr. Tendulkar welcomed the new member of the IQAC Committee, Dr. Rajbinder Dehiya, Vice Principal Science.
2. Dr. Tendulkar informed the committee that according to the new UGC guidelines the Internal Quality Assurance Cell which is a statutory body for

the higher education institutions, should meet often enough that the quality controls are in place as planned and also the implementations and execution of the plans are up to the mark. She mentioned that there has to be at least four Core Committee meetings a year.

3. Dr. Tendulkar welcomed Ms Sandra Mendes as a part of the IQAC NAAC Documentation Committee. She also welcomed the new Student Body President (SBP) Ms Sarah Mathai and the Cultural Secretary Ms. Harshini Agarwal to the committee.
4. Dr. Anagha Tendulkar then presented to the committee in the form of a ppt presentation, the plan for the second half for academic year 2021 – 2022 and reviewed the first half of the academic year 2021 – 2022.
  - a. She informed the committee that Sophia College has now come up with a newly designed vibrant and fully functional website. There is also an e-handbook uploaded on the website.
  - b. The elections for the post of Student Body President and Cultural Secretary were conducted online and Dr. Anagha Tendulkar was the presiding officer for the elections.
  - c. Dr. Tendulkar informed that our Sophia College has participated in India Today Survey, The Week Survey, NIRF and AQAR of the previous year.
  - d. The Committee was then informed about the programmes conducted by the IQAC Programme Sub Committee as follows:
    - i. IQAC Organized RUSA Sponsored webinar as faculty development session, “Launching add on courses – key components”. The session was conducted by our in-house faculty member Dr. Roshan D’Souza (HOD Zoology). In the session Dr. D’Souza explained to teaching faculty how to launch, form and float good add on courses.
    - ii. Students were given orientation sessions on SWAYAM and Add on courses by Dr. Roshan D’Souza and Dr. Meeta Saxena. With help from the CUC four orientations were organized for the students.
    - iii. IQAC was also instrumental in organizing orientation for the First Year Students of Arts, Science, BMM and IT via ZOOM platform, and then it went live on Youtube. Same was done for the Junior College Students as well.
    - iv. Ms Tanaz Asha informed the committee that there will be an IQAC Annual Conference towards the end of January 2022 and

the theme proposed would be related to work culture in academia, with webinars or panel discussions on well-being of academicians and occupational hazards associated to their work profile. Second webinar proposed was on the New Educational Policy.

- v. Dr. Tendulkar introduced the IQAC Documentation and Feedback Committee to the Core committee and the things accomplished by this committee are (1) College Assessment Questionnaire, which was a google form circulated among the first, second, third year of Bachelor Degree students and PG course students. It was shared that 1497 responses were received for the same. (2) IQAC also circulated the Parent feedback form to the parents and guardians with 1341 responses received. (3) It was also conveyed that there will be an additional survey which will be conducted from the current year i.e. Employers Satisfaction Survey. (4) There were two audits for the previous academic year done during the year i.e. Examination Audit and Academic Audit. A Green Audit was proposed as an action to be taken up further, may by January or February 2022. (5) It was also proposed that IQAC will also conduct a Gender Audit as well.
- vi. It was reported that for reopening of the college we have managed to bring several new MTNL connections in Arts, Science and BMM buildings, upgrading existing connections for better wi-fi access and installing routers and wiring to make all the rooms Wi-Fi enabled.
- e. The importance of streamlining documentation in view of the forthcoming NAAC Assessment was also taken up for discussion.
- f. Dr. Tendulkar invoked the CAS Sub Committee to see to the new proforma that is under seventh pay Commission and float it among the staff to access it.

With well wishes for the remaining year, the meeting ended with Vote of thanks by the Coordinator.