

## Internal Quality Assurance Cell (IQAC)

### **Minutes of the proceedings of the IQAC Meeting held online on May 31st, 2021 at 4.00 p.m. via Zoom Platform**

#### **Members Present:**

Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
Ms. Gilda Pereira	Vice Principal (Arts)
Dr. Yasmin Khan	Vice Principal (Science)
Dr. Anagha Tendulkar	Vice Principal (Administration), Coordinator, IQAC
Ms. Tanaz Asha	IQAC Subcommittee
Dr. Trevor Allis	IQAC Subcommittee
Dr. Arjumanara Surti	Senior Faculty Member
Mrs. Boskey Martis	Representative of Office Staff
Ms. Rajni Desai	Ex-Student
Dr. Medha Rajadhyaksha	Ex-faculty
Sr. Teresa Pereira	Management Representative
Ms. Syona Roy	Student Body President
Ms. Samiksha Jain	Cultural Secretary

#### **Members Absent:**

Mrs. Sheila Master	Consultant, IQAC (Ex-Student)
Dr. T.C. Roymon	IQAC Subcommittee
Dr. Sumanika Sethi	Senior Faculty Member
Mrs. Nevah D'Mello	Ex-Student
Mr. Ramesh Ramane	Representative of other non-teaching Staff

#### **Minutes**

- The meeting commenced with Sr. Ananda in the chair. Sr. Ananda welcomed members of IQAC.
- Minutes of the previous meeting held on 12 May 2021 were read and approved. Minutes were proposed by Ms. Asha and seconded by Ms. Martis.
- The following issues were discussed:

#### **1. USE OF SOCIAL MEDIA PLATFORM**

It was discussed in the meeting by Dr. Tendulkar and Dr. Khan different ways in which FY Students can be more exposed to the atmosphere and ethos of Sophia College. Ms. Syona and Ms. Samiksha giving their opinions threw light upon the new trends of

utilizing various social media platforms like Instagram to attract more students towards life at Sophia by posting photographs various events held by the college clubs.

Dr. Rajadayaksha shared about a facebook page called Science Theatre which can be used as a reference by the CUC.

## **2. ACTIVITY PLANNING FOR THE NEXT ACADEMIC YEAR**

→ Dr. Tendulkar spoke about activities that can be planned for next academic year like the various audits that can be conducted in the college apart from Academic Audit and Examination Audit which are already being done. She also mentioned that the college should start to prepared for Green Audit, Gender Audit and Fire Audit from the next academic year.

→ Ms. Asha gave a suggestion to have a workshop for the teachers on the CAS requirements on how to fill the PBAS proforma.

→ Ms. Samiksha and Ms. Syona gave a feedback to the committee that the students were facing problems on the schedule given for the IA Exams. There were multiple submissions/tests on the same day which made it difficult for the students.

Dr. Khan suggested that the staff can have a common calendar on which each department can have their dates booked for the IA exam so that less clashing of two exams.

→ Dr. Tendulkar then asked the Ms. Syona and Samiksha that why was there only a fifty percent participation of students in various clubs and their activities. Ms. Samiksha said that due to extra hours required for the activities post the lectures some students were not willing to add in those extra hours on social media and also getting students together on social media platforms was a challenge for the CUC.

Ms. Syona added that due to lack of physical connect there was drop in the student count for the events. She also mentioned that earlier before lockdown the students were used to daily announcements form Sr. Rosa of various events which were going to happen on that particular day but now its difficult for the CUC to rope in the students. But apart from the constrains the CRs of each class managed their best to get the students on to attending the events especially the FYs.

Ms. Samiksha and Ms. Syona suggested that atleast once a week an announcement of events can be made in the class by the respective CRs so that the students are made aware of the forthcoming activities.

Dr. Khan recommended if the MIS App can be used for daily announce for the students in the form of a notification. She will check the details of the application and let the committee know if it can be used.

→ Ms. Syona informed the committee that the students are not aware that the institutional ids of gmail come with various features that can be used to enhance their daily experience of using the space available on google cloud of sharing or uploading their work. She therefore suggested that during the FY orientation the students are made aware of the features that come along with their institutional gmail ids.

Dr. Khan informed the students that the institutional gmail ids will not permanently remain with the students and will be deleted once they have passed their TY.

Sr. Ananda therefore suggested that the students should retain their ids for atleast additional two months post their TY so that they can save their work for their future reference.

Dr. Tendulkar mentioned that while filling up the SCESA form, once the students completes their TY they will have to provide their personal email id and not the institutional id as their id will be deleted.

→ Dr. Surti proposed if there can be some sort of class for students for remedial teaching and value education, as students are facing language barriers while expressing their thoughts in the classroom or writing their answers. Ms. Desai mentioned that CMCA has organized value educations sessions for the junior college in the past if that that can help with the senior college as well. These will comprise of 6-8 sessions, one session every month.

→ Dr. Rajadhyksha gave a suggestion of having a vaccination campaign for the students of the college on campus. Sr. Ananda said that depending on the number of students who would be interested in the vaccination in college they can go ahead with the logistics. Ms. Desai agreed to help in the logistics via Reliance hospital but depending on the number of students.

The meeting ended with Vote of Thanks to the chair.