

## Minutes of the proceedings of the IQAC Meeting

Held on January 15, 2020 at 2.00 p.m. in the Principal's Conference Room,  
Sophia College (Autonomous)

### Members Present:

Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
Ms. Gilda Pereira	Vice Principal (Arts)
Dr. Yasmin Khan	Vice Principal (Science)
Sr. Annie Peter	Vice Principal (Junior College)
Dr. Anagha Tendulkar	Coordinator, IQAC
Ms. Sumanika Sethi	Faculty Member (Arts)
Dr. Roshan D'Souza	Faculty Member (Science)
Ms. Rajni Desai	Ex-Student
Mrs. Nevah D'Mello	Ex-Student
Mrs. Boskey Martis	Representative (Office Staff)
Mr. Ramesh Ramane	Representative (Non-teaching Staff)
Ms. Medhavi Chaturvedi	Student Body President
Ms. Shatakshi Mukherjee	Cultural Secretary

### Members Absent:

Mrs. Sheila Master	Consultant, IQAC (Ex-Student)
Sr. Teresa Pereira	Management Representative

### Minutes

- The meeting commenced with Sr. Ananda in the chair.
- Minutes of the previous meeting held on 30 August 2019 were read and approved, proposed by Ms. Sumanika Sethi and seconded by Ms. Shatakshi Mukherjee.
- The following issues were discussed:

### I. IQAC MEETINGS:

- Sr. Ananda noted that four IQAC meetings are required to be held in an academic year; hence, another IQAC meeting would be held sometime in March 2020 followed by a review meeting to be held after 20<sup>th</sup> April 2020. Sr. Ananda also stated that, in future, the agenda and minutes of the IQAC meetings would be emailed to the committee members.
- It was observed by Sr. Ananda that the IQAC and the IQAC Coordinators were gaining prominence and that there were greater expectations of them. She, further, observed that the role of the IQAC was expanding and that the Committee was no longer giving suggestions alone, but were also taking them forward.

## **II. COLLEGE EMAIL DOMAIN:**

- Dr. Roshan D'Souza remarked that it was essential to obtain an institutional email ID on the .edu domain.
- Dr. Anagha Tendulkar noted that the .com domain is a preferred domain in terms of wider usage and connectivity. She, further, stated that the Web Auditors will be submitting their audit report on the college website. They would, thus, advise us as to whether additional space should be purchased on our domain for individual staff email addresses or whether our website should be changed. This would depend upon how secure our website was determined to be. Dr. Tendulkar also mentioned that purchase of additional space on the .com domain would be expensive.

## **III. DISPOSAL OF WASTE MATERIAL IN COLLEGE:**

- Sr. Ananda informed that the system of using chemical bins for disposal of sanitary napkin had been tested out for a month, but had not prove effective and was rather expensive. It was noted that there is a need to explore methods of disposal which are long term, sustainable and environmentally friendly.

## **IV. CAS:**

- Ms. Boskey Martis reported that CAS interviews were completed on 19<sup>th</sup> December 2019, but the files would be submitted to the University by next week as some signatures had yet to be obtained.
- Dr. Yasmin Khan suggested that there was a need to lay down guidelines in the form of a checklist, to guide CAS applicants in the preparation of their CAS files.  
Sr. Ananda observed that such a checklist would need constant updating in view of the frequent changes.

## **V. MENTORING BY IQAC:**

- Dr. Anagha Tendulkar informed that IQAC Committee mentored Byramjee Jeejeebhoy College in developing their systems for submission of their AQAR and would continuing to mentor them whenever they require.

## **VI. TAQ's AND FEEDBACKS:**

- Since feedback is now mandatory, Dr. Tendulkar reported that TAQs had been administered on Campusby for the last academic year.

- She, further, informed that Dr. Ivan John and Dr. Andrea Coutinho from the Feedback Committee had not yet given a new format for TAQs to the IQAC cell, hence the existing TAQs, with some modifications, would be administered this year in the months of January and February.
- Sr. Ananda suggested that TAQs be administered every semester as it helps provide feedback to lecturers so that they could rectify errors/implement suggestions in the subsequent semester. TAQs would be administered online and that last time problems had been encountered as certain items/fields conditional and this adversely effected statistical simulation. Sr. Ananda indicated that the comments would be and made available to the concerned lecturers.
- The Committee was informed that for the staff feedback about the institution, questionnaires both for teaching and non-teaching staff would be formulated and then ratified by Sr. Ananda before being administered. These would further be translated into Marathi and Hindi by Dr. Roshan D'Souza, Mrs. Boskey Martis and Mr. Ramesh.
- With reference to the Student Satisfactory Survey, Sr. Ananda enquired as to who decides the indices of satisfaction. Dr. Tendulkar replied that these indices were given. The method of administering it would also have to devised. She suggested that a google form could be put up on the college website for this purpose. Dr. Yasmin Khan suggested that CAMPUSBY could also be employed for this purpose.
- Mrs. Rajni Desai stated that the feedback from alumni would be obtained from SCESA. The feedback about placements would be obtained by the BMM and IT departments.

#### **IX. STUDENT PROGRESSION RECORD AFTER GRADUATION:**

- Sr. Ananda noted that placements are not adequately reflected in our data and that it is necessary to obtain and record such data. It was noted that the registration form for the degree conferring ceremony should contain a question asking students what they were engaged in currently. This information needed to be recorded. Sr. Ananda added that we needed to record any “informal” information related to the activities of ex-students.

- Dr. Yasmin Khan informed the members that the Science faculty possess information about TY student progression because of the DBT Star College Programme.
- Sr. Ananda indicated the need to formulate the five-item questionnaire to obtain feedback from parents.

The meeting ended with a vote of thanks to the chair.

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**Dr. (Sr.) Ananda Amritmahal**  
**Principal (Chairperson IQAC)**