



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

Office of the Principal

Sophia College (Autonomous)

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## Internal Quality Assurance Cell

### Minutes of the proceedings of the IQAC meeting held online on 8<sup>th</sup> July 2022 at 3:30 pm via the Zoom platform.

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#### Members present:

1. Dr. Anagha Tendulkar	I/C Principal (Chairperson, IQAC)
2. Dr. Rashna Poncha	Vice-Principal (Arts)
3. Dr. Rajbinder Kaur Dehiya	Vice-Principal (Science)
4. Dr. Chinmoyee Vatsyayan	Consultant, IQAC
5. Dr. T.C. Roymon	IQAC Coordinator
6. Dr. Sangeeta Dubey	IQAC Subcommittee
7. Mr. Vijay Vig	IQAC Subcommittee
8. Dr. Arjumanara Surti	Senior Faculty member
9. Ms. Sandra Mendes	Senior Faculty member
10. Mrs. Boskey Martis	Representative of Office Staff
11. Dr. Medha Rajadhyaksha	Ex-Faculty
12. Ms. Aditi Gupta	Student Body President
13. Ms. Mihika Hajela	Cultural Secretary

#### Members Absent:

1. Dr. (Sr.) Ananda Amritmahal	Dean & Administrator
2. Ms. Tanaz Asha	IQAC Subcommittee
3. Ms. Leena Krishnan	Representative of Other Non Teaching Staff
4. Ms. Rajni Desai	Ex-student
5. Mrs. Nevah D'Mello	Ex-student

#### Minutes

- The meeting began with Dr. Anagha Tendulkar welcoming members of IQAC.
- The agenda of the meeting was to plan for the new academic year 2022 – 2023.

→ The minutes of the previous IQAC meeting, held on 22<sup>nd</sup> April 2022 was shared, Dr. T.C. Roymon proposed the minutes and Mrs. Boskey Martis seconded it.

1. Dr. Tendulkar then handed over the proceedings to IQAC coordinator, Dr. Roymon, who shared the following plan of action for the academic year 2022-2023:

- Focus will be on the forthcoming NAAC reaccreditation. In view of it, priority will be given to documentation.
- From the academic year 2022-2023, document submissions from faculties will be Google classroom based running submissions throughout the year, which will be closed by the end of the academic year. This means that these forms will be assigned at the beginning of August and data will be collected regularly, rather than posting the forms and collecting the data at the end of the year. An orientation session will be held for the staff members regarding this
- Quality Improvement programmes will be organized for faculty, non-teaching staff, and students. Skill development programs will be organized for the non-teaching staff.
- IQAC will continue to administer the feedback systems (TAQ, CAQ, Parents, alumni, Employees satisfaction surveys)
- Strengthening the placement cell keeping in mind the NAAC guidelines. Industrial tie ups will be looked into for creation of corpus funds for various developments and keeping existing mechanisms in place.
- Academic, Administrative & Green audits will be ensured
- Research activity among staff will be promoted. This will be planned in consultation with the Research cell of the college. Lucid (for teachers and research scholars) and Luminous (for students) research journals have been launched to promote research. ISSN for Lucid will be obtained this year; ISSN for Luminous next year; including the journals in the UGC care listing will be looked into. Areas of research grants will be looked into / explored. Student body is consulted for Luminous.
- In collaboration with NSS to ensure clean campus through Swachh Bharat ambassadors.
- The floor was kept for discussion, and suggestions were invited to build up capacities of stakeholders, to develop mechanisms, and to develop corpus funds.

2. Dr. Anagha Tendulkar said that we have to act immediately on the above-mentioned points. She said that the current challenge for higher educational institutes is NEP (National Education Policy). Keeping in mind, A NEP committee has been formed. Dr. Medha Rajadhyaksha has shared many suggestions in the past which the College has implemented. Dr. Tendulkar mentioned a few features of NEP. The colleges will not be allowed to run as standalone colleges, thus posing many challenges. They will put colleges as clusters or Universities. Sophia College cannot be transformed into a university, but will most probably join a cluster. The NEP will be on the agenda of IQAC.

3. Dr. Roymon said that the IQAC will look for suggestions from the committee members for improving the overall quality of the stakeholders and the College.
4. Dr. C. Vatsyayan said that as far as green audit is concerned, we have met auditor Mr. Ram Patil and submitted the data to him. He has given guidelines and raised a few queries. The college needs documentary evidence for the last five years. Energy management (electricity), waste management, and water management are the primary requirements. Apart from that, safety - disaster management is one very important criterion. The college is doing well in this area, but they are asking for more details. The concerned authorities are also asking for data regarding pollution and travel & transport like, for instance, the number of staff members coming to the College via their own vehicles and whether they are using green vehicles? E-waste management is important. NSS and Sigma club have done activities related to this area. They have asked for photographs. Safety in the College is a must and a requirement for green audit. Fire extinguishers and firefighting equipment are in place and the college has also created ramps. Dr. Vatsyayan invited suggestions from everyone in this area. Solar panels are in place as far as energy management is concerned. Bio-composter takes care of waste management. Water management is good, but the college doesn't have a water harvesting plant in place. Dr. Vatsyayan said that a water harvesting plant can be part of the future plan. She said that it was difficult to get this data during the pandemic time, but Dr. Tendulkar has kindly provided the electricity, water bills of the pandemic period. Documentation and graphs are ready for this. Dr. Vatsyayan said that students have entered data in magazines and she could take data from there, which are documented. She also said that Gender audit data has been collected like the number of female and male teaching and non-teaching staff members and stressed that the college has substantial data and whatever lacunae comes can be put in future plans.
5. Dr. Vatsyayan said that safety should be increased for the students and the college. She invited suggestions from the student body president and the cultural secretary regarding the safety measures to be adopted to increase the safety. She also said that we have fire extinguishers and asked whether we do fire drills. Dr. Rajadhyaksha and Dr. Roymon agreed with Dr. Vatsyayan. Dr. Roymon mentioned that a disaster management workshop was organized by NSS 6-7 years ago where BMC people were invited and similar kinds of workshops can be reorganized.
6. Dr. Tendulkar suggested that safety related programs / webinars can be organized in line with the theme of the year.
7. Dr. Rajadhyaksha said that the science building has two doors but we need to check whether other buildings have alternative exits. Dr. Poncha said that College had discussed creating an escape plan/drill a few years ago for the students to know alternative exits if they have to escape during an emergency. Mock drills are to be conducted regularly. Training for how to use fire extinguishers should also be given.
8. Dr. Roymon said that the College had a rainwater harvesting system in the past and enquired regarding the current status of the same. Dr. Vatsyayan said that the microbiology department had installed the rain water harvesting plant when Mrs. Shah was the head of the department. Dr. Surti said that the department had planned to use harvested water for the preparation of laboratory media. However, when analyzed, it had gastrointestinal organisms and was not safe. The microbiology department suggested using water for gardening and the central lawn, but the process got stuck due to lack of pipelines. Dr. Surti mentioned that Mrs. D'mello enquired regarding the same, but the tank was not cleaned and it had to be cleaned if

it had to be taken forward. Dr. Vatsyayan suggested that the College can look into the possibility of setting up a borewell. She added that the priority is that the water should not get wasted. It is not necessary to use the water. The College can harvest, store the water and allow it to go to the groundwater. Dr. Chinmoyee reiterated that the College needs to find a place and invite a specialist so that the rainwater can be directed to a source. Ms. Sandra Mendes said that it was mentioned in the recent NAAC workshop which she had attended along with Dr. Roymon that four aspects are important - how rainwater is harvested, where it is stored, what is the quality of the water being stored and how it is utilized. We need to make things on these lines. Dr. Rajadhyaksha said that Hindmata in Parel where flooding used to happen during the rainy season have made special arrangements and underground tanks and BMC people will have more information on this. Dr. Chinmoyee suggested that what we can do is that water goes to water table as we are not wasting water and pipelines can be arranged. Dr. Poncha said that construction work cannot be undertaken in our buildings to dig anything as it is not structurally safe. Dr. Rajbinder Dehiya said that recharging of the water table is also harvesting as you are not letting the water flow to sea. Dr. Poncha said that the filtration systems for purification of water will also cost the college more. Dr. Roymon suggested that a technician/expert can be invited for this issue and it can be discussed and this will be the one of the agendas for the IQAC.

9. Dr. Sangeeta Dubey said that the CAS committee is looking into the new CAS format, the Assessment report and there have been new amendments in the circular/forms which was pointed out by Dr. Allis. The CAS committee is going to have a meeting on the coming Tuesday to check the new documents, and will accordingly inform staff members whether they have to fill PBAS or AAR. The CAS committee will look into the applications once they receive them. Dr. Tendulkar said the College Office will be requested to make a list of all staff members who have applied for CAS, and will submit the list to the CAS subcommittee. She also said that it needs to be checked if the candidate is ready and eligible, as the CAS application should not be rejected. If rejected, the status 'rejection' appears on the portal in which case the candidate has to wait for one year and it also has a negative reflection on the institute. Dr. Tendulkar also placed it on record that if applicants require directions and guidance, then the IQAC CAS committee should be there to help the candidates with the applications. Dr. Dubey suggested that the staff members should consult/check with the CAS committee before they apply and pay the registration fees whether they have necessary documentation and are eligible for promotion. Dr. Tendulkar said that we should minimize failures and educate people and make them aware of the recent developments.
10. Dr. Rajadhyaksha suggested to Dr. Tendulkar that there are state prizes which are awarded to teachers. Advertisements appear for these awards and applications have to be filled and submitted. These applications have to be filled in the Marathi language. She said that Sr. Anila Verghese is aware of the procedure. There are science academy prizes for science teachers as well. Dr. Rajadhyaksha said that our staff members are deserving and they should apply for these prizes. She suggested that Vice- Principals can keep a track of this. Dr. Tendulkar agreed to this and said that staff members should apply for these prizes.
11. Dr. Tendulkar said that we will continue to conduct academic and exam audits together. She also said that this year, the college has to go for the audit for the academic year 2021-2022 and also for the academic year 2022-2023. The latter will happen in April. Dr. Tendulkar said that the college has to go for internal and external audits in alternate years, but we will go for the external audit this year. Ms. Sandra Mendes pointed out that since the last audit was recorded, can the departments get access to the recording of the audit so that they can

retrieve the comments made by the experts? Dr. Surti said that she has the recordings of the last audit and can share the same with the principal's permission.

Discussions were concluded and Dr. Roymon thanked all the members, and the meeting ended with this.

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**Dr. Anagha Tendulkar Patil**  
Principal, Sophia College Autonomous