



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 on October 20th, 2022 at 11:30 am in the Principal's Conference room.

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#### Members present:

1. Dr. Anagha Tendulkar Patil	Principal (Chairperson, IQAC)
2. Dr. (Sr.) Ananda Amritmahal	Dean & Administrator
3. Dr. Rashna Poncha	Vice-Principal (Arts)
4. Dr. Chinmoyee Vatsyayan	Consultant, IQAC
5. Dr. T.C. Roy	Coordinator, IQAC
6. Dr. Sangeeta Dubey	IQAC Subcommittee
7. Ms. Tanaz Asha	IQAC Subcommittee
8. Mr. Vijay Vig	IQAC Subcommittee
9. Dr. Arjumanara Surti	Senior Faculty member
10. Ms. Sandra Mendes	Senior Faculty member
11. Mrs. Boskey Martis	Representative of Office Staff
12. Ms. Leena Krishnan Staff	Representative of Other Non-Teaching Staff
13. Dr. Medha Rajadhyaksha	Ex-Faculty
14. Ms. Aditi Gupta	Student Body President

#### Members absent

1. Dr. Rajbinder Kaur Dehiya	Vice-Principal (Science)
2. Ms. Rajni Desai	Ex-student
3. Mrs. Nevah D'Mello	Ex-student
4. Ms. Mihika Hajela	Cultural Secretary

- The meeting began with Dr. Anagha Tendulkar welcoming the committee members. Dr. Tendulkar thanked Dr. (Sr.) Ananda Amritmahal for her guidance and handed over the proceedings to Dr. T.C. Roy.
- The agenda of the meeting was to review the activities undertaken by IQAC in the first semester of the academic year 2022-2023 and to plan activities for the second semester of the academic year 2022-2023.
- The minutes of the previous IQAC meeting held online on 8th July 2022 was emailed to all the committee members. Dr. Rashna Poncha proposed the minutes and Dr. Medha Rajadhyaksha seconded it.
- Dr. Roy reviewed the activities of IQAC Activities done during the first half of AY 2022-23:
  - 1) SWAYAM course orientation on 1<sup>st</sup> July 2022 for SYBSc, IT and SYBA Div A. Second orientation was on 2<sup>nd</sup> July 2022 for SYBA Div B and C.
  - 2) The Student Enrichment Program was organized. The event was open to senior college students of Sophia College and was held on Friday, July 22, 2022, at 11:20 am during the long break, at Bhabha Hall. The topic of the program was Strategies for Navigating Uncertain Times and the speaker was Dr. Fr. Roy Pereira.
  - 3) A session on income tax was organized in collaboration with The Income Tax Department. It was held for the FYBA students of the college on Tuesday, 30<sup>th</sup> August in Bhabha Hall. Around 500 students were present.
  - 4) Department of Sociology and IQAC had organized a National Conference on Academia and Contemporary Research: Roots and Routes, on 16<sup>th</sup> September 2022, under the RUSA Grants.
  - 5) Red Dot Foundation conducted two awareness sessions for our FY & SY students on 28th July and 19th October 2022 on Stand Up Against Street Harassment.
  - 6) Orientation on Add-on credits is yet to happen as the discussion on the criteria is in process.

- IQAC revised the D1, D2, D3 and D4 Documentation Google forms for the academic year 2022-2023. The data is to be submitted regularly and we expect staff members to submit the forms as and when they complete an activity. This data will be used for filling up AQAR. An Orientation session for this was conducted on 5th August 2022.
- Reporting system has been reorganized. Apart from the clubs, associations and the student initiatives have also been brought under reporting and the templates for the reporting has been revised in accordance with the NAAC requisites.
- In order to augment research, IQAC has taken an initiative to encourage teachers and students to publish their articles in our journals, LUCID and LUMINOUS. We published Sophia LUCID last year and the second issue (current year's volume) is in progress. The plan to start a national level research journal for students from graduation to MPhil has taken a definite shape. We have launched Luminous and its first volume will come out in February. Urdhva Mula Research journal by Women's Center has been forwarded for UGC Care List inclusion. This encouraged students and Staff members to do research. Many articles in this year's LUCID will be from Sophia's. The Sociology Department & IQAC conference on research gave a lot of ideas to teachers to apply for grants. Dr. Medha Rajadhyaksha enquired about ISSN Numbers for these journals. Dr. Roymon said that we are working towards the process of ISSN number and RNI number registration. Research sub centers for Arts are planned.
- Meetings have been conducted with NAAC criteria committees for the forthcoming NAAC. The committees met regularly under their coordinators represented by NAAC Consultant / IQAC Coordinator/ QDC. Workshops were conducted on 3<sup>rd</sup> and 4<sup>th</sup> October 2022 to discuss specific criteria templates and details.
- An MOU of collaboration has been signed between IQAC Sophia College Autonomous and Red Dot Foundation for Safe, Inclusive, and Diverse Campuses (Rainbow Circles) Program.
- 'Clean campus initiative' program will begin in the next semester which will be in collaboration with College Union Committee (CUC), Nature club, NSS and SSRI. 150 students will be part of this program. Students will get extra credits. Dr. Rajadhyaksha suggested giving emphasis to the canteen cleanliness.

- Dr. Anagha Tendulkar invited the Student Body President, Ms. Aditi Gupta, to speak. Ms. Aditi said that workshops such as the one conducted on income tax should be kept open to all classes. Similarly, FYs should have been involved in the Teach India program.
- Everyone agreed that the Grievance committee email is outdated, and the College will renew it.
- Dr. Rajadhyaksha enquired about EXSP and EXAP programs. Dr. Tendulkar said that the EXAP and EXSP programs were running during the pandemic time.
- Dr. (Sr.) Ananda Amritmahal pointed out that everyone should take photocopies/printouts on both sides to save paper.
- Dr. Anagha Tendulkar said that minimum use of electricity should be the priority and agreed with Sr. Ananda that there should be minimum use of paper as well. Dr Surti suggested displaying placards saying “put off lights and fans” to save electricity.
- With the point of view to save paper, Dr. Poncha said that many students do not use the entire answer booklet, resulting in a waste of paper. Many members suggested making new answer booklets of fewer pages instead of the 20-page booklet to save paper. Dr. Poncha pointed out that a lot of answer booklets are left in the stock and it will take at least 2-3 years to use the remaining stock of booklets. Some members suggested tearing off the unused pages from the answer booklets after the assessment is over, and to use them for personal/office work. Dr. Poncha raised her concerns over who will invest time to tear off the unused pages and we cannot give students this task as they cannot handle answer books. Sr. Ananda said that we cannot give Hamals more work. Dr. Surti pointed out that the examiners strike out the pages not used by the student during the assessment. Sr. Ananda said that we can use it for our work as the rest of the page is blank.
- Dr. Chinmoyee Vatsyayan said that we should save water as well. She also mentioned that LED lights have to be purchased when tube lights stop working/fuse. Dr. Poncha agreed on this and said that some classrooms are dark

and they require LED lights. Dr. Anagha Tendulkar said that we can look for sponsors for LED lights. Sr. Ananda said that we can invest in LED lights.

- Dr Chinmoyee Vatsyayan suggested installing flushes in the washrooms to save water. She also suggested installing sanitary pad dispensers/ disposers in the washrooms. Dr. Anagha Tendulkar said that this is in progress and a trial for the same will be done. Sr. Ananda pointed out that we tried earlier the use of sanitary pad dispensers, but they were not regularly cleaned, raising a few concerns. Dr. Vatsyayan suggested installing the dispenser in any one washroom. Sr. Ananda said that we can install two dispensers along with an incinerator for disposal.
- Dr. Surti suggested installing wall clocks in the classrooms as students ask for time during the exams.
- Future plans were discussed. IQAC will organize a conference on NEP either in November or December 2022. Ms. Tanaz Asha pointed out that December is not a good time to have the conference as we will conduct FY semester 1 exams. Everyone agreed upon the idea to hold the conference in January 2023.
- We will organize an investment awareness session for the Non-teaching staff. Ms. Mendes suggested organizing for the teaching staff as well.
- The College renovated the Servant quarters on the campus for the non-teaching staff. It is called as 'Aashirwad.'
- Dr. Medha Rajadhyaksha suggested shifting the toilet next to the Vice-Principal's science office to some other building. Sr. Ananda said that we will look into this.
- The work for the mentoring system has already begun and will be finalized.
- IQAC will complete CAS proceedings every year. Dr Anagha Tendulkar said that Mrs. Boskey will give the list of all lecturers who have applied to Dr. Dubey. Mrs. Boskey agreed and said that she will submit the list.
- SCESA will have to be revived. Dr. Rajadhyaksha suggested involving the younger alumni group in SCESA. She further suggested involving alumni who are not very busy and interested in joining SCESA. Dr. Dubey mentioned that many institutes

have their alumni meet every year. Our college can do the same, according to Dr. Tendulkar. Ms. Sandra suggested taking help from the College Union Committee (CUC) of the concerned year to get contacts. Dr. Tendulkar said that the Student Body President (SBP) of the current year, Ms. Aditi Gupta, can help to start this process. She also said that the SBP of the previous year, Ms. Syona, also has good connections and can help us in contacting students. Dr. Surti suggested creating WhatsApp groups for this. Ms. Aditi Gupta suggested making an Instagram or a Telegram group for alumni/SCESA. Dr. Rajadhyaksha pointed out that someone from the administration has to write letters to the alumni association (SCESA). Staff members who were Sophia alumni and have recently retired can become part of SCESA. Dr. Chinmoyee Vatsyayan said that the College website will have a link to the alumni.

- Dr. Roy said that a Parent-Teacher association has to be formed as per the NAAC requirement. Dr. Tendulkar said that there will be opportunities as the parents can contribute valuable suggestions. Dr. Roy agreed with Dr. Tendulkar and mentioned that this may also help in raising funds for the college. Many members expressed their concerns. Dr. Roy said that it is mandatory. It was decided that the work for forming the parent-teacher association will begin.
- Dr. Rajadhyaksha suggested reviving the practice of unsupervised exams. Sr. Ananda said that we grade each examination in the credit system. Dr. Rajadhyaksha suggested having it as an uncounted/ungraded exam. Ms. Tanaz Asha pointed out that it is difficult to schedule unsupervised exams due to time availability. Sr. Ananda said that we can start it with postgraduate students as it is a smaller group. Everyone agreed that although not possible now, we will look into the possibility of having unsupervised exams in the future.
- We are in the process of formulating a Research Advisory Committee and a Research Review Committee for the College. We will revive some more committees.
- Students are not completely clear with the mechanisms of reporting internal complaints and grievances. We will make a mechanism for this.
- There will be an academic audit on 29th and 30th of November. Academic audit for all Science departments will happen on 29th November along with the Examination audit, whereas we will hold the audit for the Arts on 30th November. There will be

internal auditors for Science and Arts, whereas external auditors for the examination committee. Sr. Ananda suggested contacting an external agency for the audit.

- Dr. Rajadhyaksha enquired whether NAAC is not asking for the first aid. She also enquired about the sick room. Dr. Vatsyayan mentioned that people who are experts in first aid should conduct mock drills for the staff and students to train everyone. Sr. Ananda said that IQAC can help in organizing such mock drills
- The Green audit is for 5 years. Dr. Roy said that there will be three external auditors for the Green audit. Ms. Sandra Mendes said that the committee is of 7 members, including 3 externals. Dr. Rajadhyaksha asked about the animal ethics committee. Sr. Ananda said that it is in place. Administrative audit should happen every year, internal and external alternatively. Gender audit will be conducted. An external professional agency did the website audit.
- Dr. Rajadhyaksha spoke about the various exits and fire safety.
- Ms. Sandra Mendes suggested tracking the library visits by staff and students as the data will be required. Dr. Roy suggested pulling out the data during the COVID pandemic time period. It might be difficult, according to Dr. Poncha. Dr. Tendulkar said that this will be done.

The meeting ended with vote of thanks by the Coordinator.

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