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

Internal Quality Assurance Cell

Minutes of the proceedings of the IQAC online meeting held on

May 10th, 2023 at 10:00 am.

Platform: Zoom

Meeting link -
https://zoom.us/j/94649569250?pwd=YU9WaVhZOUlZODhFVjFsSHN1Mk1OUT09

Meeting ID: 946 4956 9250
Passcode: 591271

Members present:

1.	Dr. Anagha Tendulkar Patil	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. 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.	Mrs. Boskey Martis	Representative of Office Staff
11.	Ms. Leena Krishnan	Representative of Other Non-Teaching Staff
12.	Dr. Medha Rajadhyaksha	Ex-Faculty
13.	Ms. Aditi Gupta	Student Body President

Members absent:

1.	Dr. (Sr.) Ananda Amritmahal	Dean & Administrator
2.	Ms. Sandra Mendes	Senior Faculty member
3.	Ms. Rajni Desai	Ex-student
4.	Mrs. Nevah D'Mello	Ex-student
5.	Ms. Mihika Hajela	Cultural Secretary

The meeting began with Dr. Anagha Tendulkar Patil welcoming the committee members.

- o Dr. T.C. Roymon shared the minutes of the previous meeting held on 12th April, 2023, with everyone. Ms. Tanaz Asha proposed the minutes and Dr. Poncha seconded it.
- o Dr. Roymon discussed the following plans with all the members.

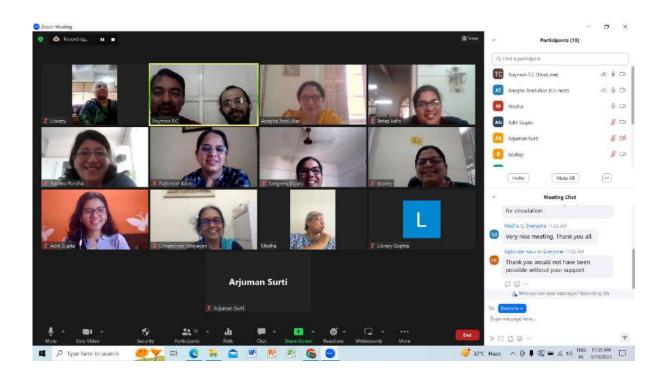**Short-term plans for the academic year 2023-2024**

- o **Mentor- Mentee system:** The Mentor-Mentee system will be finalized. Preliminary considerations have been completed. It will be implemented in this academic year (2023-2024). It will go across faculty and will include all students. Work definition of the Mentors will be defined. Dr. Roymon suggested assigning a limited number of students to each staff member. He also suggested the idea of peer mentoring along with the mentoring by the teachers. Dr. Medha Rajadhyaksha agreed and said that peer mentoring works well and the department of life sciences had done that in the past, with MSc students acting as peers for UG students. Dr. Poncha said that during the online mode, Ex-SBP had initiated the system Peerpal. The possibility of reviving the same will be explored.
- o **Campus Care initiative:** It will be implemented in the academic year 2023-2024. It will involve 150 student volunteers. Ms. Gupta said that these student volunteers will be stationed on the campus. This initiative/program will begin with painting the walls of the college with the vision of beautifying the campus. The logistics will be worked out.
- o **NAAC SSR:** Tentative timelines have been decided. The last AQAR (for the AY 2022-2023) will be submitted by June 2023, followed by the submission of IIQA. The Self Study report (SSR) will be submitted by September 2023.
- o **Feedback analysis and action:** Feedback forms have been sent for the Academic year 2022-2023. Feedback analysis and outcomes will be conveyed to the stakeholders and will be uploaded to the website. The feedback forms will be evaluated to check whether they require any revision. Dr. Dubey mentioned that all forms are precise and compact. The feedback forms will be sent for the next academic year as well.
- o **Format of the minutes and action taken reports**: Dr. Roymon suggested that action taken reports of all the meetings of the Statutory and Non-statutory committees should be made and uploaded to the College website along with the minutes of the meeting. Dr. Tendulkar said that IQAC can decide the broad format of the action taken report which is flexible. It will be approved/ratified by the principal and then shared with all the lecturers/committee members.
- o **SCESA and Teacher alumni:** SCESA will be revived. A teacher's alumni group will be formed for all the teachers who have retired. Records and contact details of teaching and non-teaching staff will be kept updated so that the data is available whenever it is required after the staff member retires.
- o **Green campus and Energy conservation:** The college will continue with the green campus initiative and conservation of energy.
- o **Academic and Admin audits:** Academic and Admin audits will be conducted every year.
- o **CAS:** The CAS process is completed, and the scrutiny is scheduled for the second week of June.

- **Constitution of the new external IQAC committee**: A new external IQAC committee will be formed. This committee will have two members and the minimum qualification is a professor.

  Long-term plans

- **Research Corpus and mobilization of funds: –**A Research Corpus will be formed and funds will be mobilized to augment the research infrastructure. Dr. Medha Rajadhyaksha suggested that the research committee can look for the advertisements released by the governments for grants, and a committee can investigate into the possibility of generating funds. Some other suggestions were also given: People who are willing to donate funds for the corpus generation will be approached, external staff members can link their research to Sophia College and the College can get 10% of the grant amount, some of the repetitive prize distribution awards can be diverted for research or development of a research centre, some industries will be approached, appeal letters can be uploaded on the college website so that it is visible to the industries. Dr. Vatsyayan pointed out that industries ask for the justification of the funds utilized. It was mentioned that a transparent record will be kept of the utilization of the funds so it can be presented whenever required.
- **Training of Teaching and Non-Teaching staff**: Training of teaching and non-teaching staff will be done in the following areas: Personality Development, Soft skills, Finance management, Computer skills, health safety and environment. This will be a long-term plan.
- **Training, evaluation, and Implementation of POs, PSOs and COs**: Training programs on Programme objectives-outcomes, programme specific objectives-outcomes, and course objectives- outcomes will be organized, existing syllabi and the objectives and outcomes will be evaluated, revised, and implemented at the departmental and College level. These changes will be conveyed to students in order to develop their skills and their feedback will be collected on the same. These objectives and outcomes will be uploaded to the College website. IQAC will take this forward in the next academic year via IQAC program sub-committee.
- **Research Orientation of new staff:** Research orientation will be given to the new staff members. It will be given to the other teachers as well. It was suggested to encourage staff members to publish their research work, and to collaborate with research institutes for the research projects which will lead to publications.
- **Focus on placement and entrepreneurial skills**–Student Employability is one of the long-term plans of the IQAC and industry related concepts will be included in the syllabi so that students are equipped for the jobs. Dr. Dubey mentioned that the placement cell conveys the career options with the internship details to the students. Dr. Surti suggested having campus interviews. Though challenging, the possibility of having campus interviews will be explored. Ms. Gupta suggested having placement programs for MSc students. She also said that teachers can spot the employability skills of students in the mentor-mentee program.

Dr. Anagha Tendulkar thanked the IQAC members, the Vice-Principals, NEP committee and the meeting ended with the vote of thanks by the IQAC Coordinator.

A.P.Patil

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Dr. Anagha Tendulkar Patil
Principal, Sophia College Autonomous