



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

Sophia College (Autonomous)

Bhulabhai Desai Road

Mumbai – 400026

Ph: 022-23512642 / 23523304

sophiacollegemumbai.com

MINUTES OF THE PLANNING AND EVALUATION COMMITTEE

HELD ON 18th AUGUST, 2018

The meeting was chaired by Dr. Sr. Ananda Amrimalahal & was attended by:

1. Dr. Yasmin Khan
2. Mrs. Gilda Pereira
3. Dr. Paul Rozario
4. Dr. Anagha Tendulkar
5. Dr. Roshan D'souza
6. Dr. Chinmoyee Vatsyayan

The salient points discussed in the meeting were:

- The system of allocation of academic and other additional credits in various autonomous colleges were discussed. Feedback had been sought from SIES, Jai Hind, Somaiya, St. Xavier's College.
 - Jai Hind College - Mandatory - 1 credit for social component
- 1 credit for additional component
 - St. Xavier's College -
 - Mandatory - 1 credit of 60hrs for Extra Curricular Credit (ECC)
 - 1 credit of 60hrs for Social component SIP (Social involvement Programme)
 - Optional
 - 5 credits for Honors programme
 - 2 credits for interdisciplinary programme
 - Somaiya college has focused as per UGC guidelines on
 - ✓ Ability enhancement
 - ✓ Discipline related (core, general)
 - ✓ Skill Development
- Implementation of the above at Sophia was discussed.



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- It was decided to retain EXSP & EXAP as excellence programmes only so that the rigor will not be diluted.
- The credit summary:
 - ✓ Mandatory Extracurricular Credits (ECC) - 30 hrs 1 credit
 - Kaleidoscope, Ananya, Munsophical, Sports / various clubs / representing college / intercollegiate competitions, Industrial visits?
 - ✓ Mandatory Social outreach credits (SOC) - 30hrs 1 credit
 - SIL, MPFL / Sr. Ananda asked if the municipal school projects could be revived since 3 to 4 schools have shown interest.
 - ✓ Value added course credits VACC - 30 hrs 1 credit?
 - A student needs to complete minimum one VACC & maximum two VACC
- There was a discussion regarding the value added courses. Since Dr. Yasmin was going for a workshop on 20th August, 2018, she asked the members for ideas for possible value added courses. The following suggestions for courses emerged after inputs from Dr. Paul Rozario, Dr. Roshan D'souza and other members.
 - * Wild Life
 - * Nature photography
 - * Ecotourism
 - * Women's empowerment
 - * SRM Social Research Methodology
 - * Creative writing
 - * Science Journalism
 - * Culture Studies
 - * Rationale & religion
 - * Undertaking your rights
 - * Social workers course
 - * Science & philosophy - an interphase
 - * History of science
 - * Understanding film & politics
 - * Psephology – electoral studies
 - * Film appreciation
 - * Interpreting history



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- * History of Mumbai
- * History of textiles
- * Post modernism
- * Subaltern studies
- * Banking & accounting
- * International trade

- The credit pattern to be earned by the students for the present academic year (2018 – 2019) was decided as follows.

➤ Third year - 120 academic credits

➤ Second year - 121 (1 credit either ECC or SOC)

➤ First year - Minimum credits 123 (1 ECC + 1 SOC + 1 VACC)

Maximum credits 124 (1 ECC + 1 SOC + 2 VACC)

Other points discussed:

- Autonomous colleges cannot do away with their university duties
- No formal format for internal assessment is to be followed
- Internal assessment for F.Y.B.Sc. & S.Y.B.Sc. has been scheduled as a block time table
- Birla college is continuing with the old grading system
- Qualifying marks & examination to be discussed after exam committee gives their recommendations
- Strategic planning with staff scheduled during 13th - 15th October 2018
- Campusby attendance & the difficulties being faced was mentioned
- Exit questionnaire and its importance for the College as well as for the students
- Sr. Ananda to address students on 28th & 29th August 2018 to apprise them about autonomy at Sophia.

Date: 18th AUGUST, 2018



Dr. (Sr.) Ananda Amritmahal

Principal

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**MINUTES OF THE PLANNING AND EVALUATION COMMITTEE
HELD ON 15th OCTOBER, 2018**

The meeting was chaired by Dr. Sr. Ananda Amritmahal and was attended by:

1. Mrs. Gilda Pereira
2. Dr. Paul Rozario
3. Dr. Anagha Tendulkar
4. Dr. Roshan D'souza
5. Dr. Chinmoyee Vatsyayan
6. Dr. Tina Chakravarty

Topics Discussed:

H Index

- Details needs to be calculated for staff members using the prescribed process; to measure citation.
- It is a part of RUSA
- Two Crores have to be raised as a part of the RUSA grant

MIS

- Session needs to be organised to explain the MIS system and to optimize its use

Academic Council Meeting

- Two or three possible dates for the Academic Council meeting. Tentatively 27th October Saturday or 29th October Monday 2018

Autonomy Grant

- We have to apply for the Twenty Lakh autonomy grant.
- We also have to draw up a budget (The Governing Body makes suggestions about a Finance Committee)
- Guidelines have to be followed to draw up the budget

Moderation

- Moderation schedules need to be worked out. Date extended up to the 26th of November 2018



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- Work needs to begin by March 2019
- We need to look at the report and examine and work out what we need to procure and look at the sub-heads mentioned.
- Start putting together quotations

Add-On Courses

- Needs to be worked out
- Swayam Courses
- MOOCS- have a Committee to prepare program and budget
- We require consent from the Academic Council and University
- E Pathshala

University of Mumbai

- Our involvement as paper setters only

Non-Academic Credit

- System needs to be worked out
- Non Academic credit courses
- One person totally dedicated to handling records and keeping track

Attendance Committee

- To be put in place

Committees

- Standardise format and process
- Mandate to be decided and formalized
- List out all Committees in operation

Instruction Booklet

- Post autonomy instruction booklet for students
- Soft copy –website and Campusby
- Details of IA and SEE



• Non Academic Credit Courses

• Attendance

• Blank pages

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Plan Book- Improve quality of teaching

- Worked on by each Department
- Written and monitored- will help to address quality of teaching and enhance it.
- Feedback from students
- Enable students to meet the Principal

Next meeting: **22 October 2018**

Members to send inputs about RUSA guidelines, Extra Credit Courses, mandates of Committees, Rules

Date: 15th OCTOBER, 2018

Dr. (Sr.) Ananda Amritmahal
Principal



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MINUTES OF THE PLANNING AND EVALUATION COMMITTEE HELD ON TUESDAY, 6TH FEBRUARY 2019

Members Present: Dr. (Sr.) Ananda, Dr. Y. Khan, Dr. R. D'Souza, Dr. C. Vatsyayan, Dr. P. Rozario,
Dr. A. Tendulkar, and Ms. G. Pereira

1. Additional Credits: Sr. Ananda noted that this point had been taken up for discussion earlier after which Dr. Chakravarty expressed some reservations about making the additional credits mandatory, through a letter, this in turn garnered a number of differing responses. In view of the fact that Dr. Chakravarty was not present, Sr. Ananda deferred discussion on this point as she hoped that the Committee would reach a final decision on the matter at its next meeting.

2. Attendance: Those present were informed by Sr. Ananda that concern about poor attendance had been raised at the Governing Body meeting. The Governing Body indicated its approval of the proposal to debar students, with less than the minimum required attendance of 50%, from the semester end examinations permitting them, however, to appear for the ATKT examinations of the semester, this would also reflect on their marksheet. This would serve as a penalty and a salutary lesson to defaulting students without resulting in the loss of a year. It was proposed to introduce this measure from the next academic year and to ensure that students were informed about the same by printing it in the College handbook and displaying it on the College website.

It was also decided to bring out a mid-term black list by 11th February for the period November 2018 to 31st January 2019. This black list would be displayed on the class notice boards as well as CAMPUSBY. The students would be required to sign an undertaking that they would improve their attendance on 15th, 16th and 17th February 2019. The students could also be informed of this through their WhatsApp and Google groups. Further, it was decided to call for a meeting of the parents of the students still defaulting till Feb end on 2nd March 2019.

Sr. Ananda suggested a simple method by which the attendance lost due to representing the College in sports, cultural activities and other events ~~event~~ or attending NSS camps, field trips could be factored in the 5 marks being allotted for attendance. She suggested that 0.5 marks be allotted against 1 to 5 days



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of absence and 1 mark against 6 days or more. The number of days could be determined from the record maintained by the students which had been signed by the concerned lecturer/Sr. Rosa. The lecturers would in turn maintain a record of the same in an attendance register to be given to the respective VPs. It was suggested that this attendance could be added to the overall attendance of students by the Attendance Committee.

It was decided to call for an attendance meeting the next day, namely, Wednesday, 7th February 2019 to implement the measures outlined and discuss related matters.

3. Sr. Ananda proceeded to outline the agenda for the Academic Council Meeting to be held on 22nd February 2019

- A one page summary to be presented by each Department covering points such as the nomenclature of the papers offered, changes in their syllabi, list of their BoS members and that this information should be mailed to sophia.autonomy@gmail.com by 15th February
- Examination Committee to compile a list of resolutions framed by it for approval of the AC.
- Resolutions framed by the Vigilance Committee regarding penalties for the use of Unfair Means
- Attendance Committee to submit resolutions regarding steps to be taken against students for inadequate attendance.

The BoS registers are to be brought to the AC Meeting.

4. The meeting of Finance Committee, composed of Sr. Ananda; Dr. H. Ramachandran; Sanjay Shah, the University nominee; Deepali Shah, the meeting will be convened on 14th/15th February 2019

The agenda will be as follows:

- To study the annual budget, the UGC Autonomy Grant budget and the RUSA budget.

5. Sr. Ananda announced that there would be a Staff Meeting on 22nd March during which Dr. Bhole would conduct a session on the 7 NAAC Criteria to be followed by staff group presentations on each of the criteria. Groups to be formed earlier so that they can come prepared

She also announced that there would be a session, conducted by Dr. Vivian Amonkar, on Strategic Planning to draw up a Perspective Plan for the next 10 years of Autonomy to be held on 16th April 2019.



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6. The schedule of forthcoming meetings was as follows:

- Departments to hold BoS meetings between 23rd February 2019 and the end of March 2019.
- Next Governing Body Meeting to be held on 23rd April 2019
- The date of the next AC Meeting will be on 8th or 12th April 2019, the date to be finalized on 22nd April March 2019

7. Sr. Ananda requested the members of the P & E Committee to study the UGC 2018 guidelines on Academic Autonomy. She indicated that she would provide the committee members copies of the Maharashtra State GR on Autonomy.

Date: 6th FEBRUARY 2019



Dr. (Sr.) Ananda Amritmahal

Principal

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**MINUTES OF THE PLANNING AND EVALUATION COMMITTEE
HELD ON 20th APRIL, 2019**

Planning and Evaluation Committee Meeting

Members present:

Dr. (Sr.) Ananda,
Dr. R. D'Souza,
Dr. C. Vatsyayan,
Dr. P. Rozario
Dr. A. Tendulkar,
Ms. G. Pereira
Dr Tina Chakravarty
(Dr. Y. Khan excused herself)

Points of Discussion:

- Update about mark-sheets (Tina): the mark-sheets are to be delivered between the 23rd and 25th of April 2019

ACADEMIC CREDITS

- We are sticking with the University norms for Academic credits namely 30 hours of which 15 are contact and 15 are notional for 1 credit. (We do 30 hours of lectures in reality) This constitutes 1 credit.
- We should explain the credit system in the Handbook and Prospectus.
- Ivan who is handling the Handbook reprinting work to be given a copy of the Exam Rules and Resolutions document that was prepared.
- Also variations need to be determined.
Roshan D Souza and Rinjal Jain will look after Science and Bsc IT
Gilda Pereira and Tina Chakravarty will look at BMM and the Arts.
- The current prospectus can have a supplement (an introduction needs to be written for this)

ACADEMIC COUNCIL MEETING

- Two meetings next week: Monday, 22 April 2019 is Academic Council meeting and Tuesday, 23 April 2019 is Governing Body meeting
- Agenda for Academic Council meeting
- Minutes to be studied, approved, and passed.
- Any changes to be approved. (Put up on a PPT)
- Feedback on exam, decisions about debarred students.
- Additional credits have been put in place and a system is being worked out.
- Titles of the paper to be kept the same; (can suggestions for titles come from the representative in the Academic Council) One suggestion is that we keep the basic name and add the title/name/addition afterwards. Like Zoology I:....., Sociology IV:..... etc
- We are allowed to start a new discipline but it becomes 'unaided'.
- We can experiment with Unaided courses.



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Dr Paul Rozario to find out from his sources how Xaviers manages their credits and workloads. However Xaviers is way ahead in terms of autonomy and is on its way to becoming a University.

GBM: Tuesday 23 April 2019 (agenda)

- Minutes
- Syllabus
- Exam
- Debarred students
- Additional credits being systemized

RUSA

RUSA problems to be spoken about: money has come in. There is a portal through which we have to pay. We have to register. The category under which we have to register has not been operationalized. We have told them about it.

Another problem is a portal for expenditure over three lakhs also has accessibility issues. Meeting RUSA officials next week.
(Also need to put an adv in the newspaper)

Shakti Singh is one point of contact in the Mumbai RUSA office. Next week Principals are meeting with them to sort the problems out. Pramod Lakhe is Joint Director RUSA. Another point of contact.

- Proposal to discuss twenty lakhs for aid to autonomous colleges.
- Any new course/ programme by any Department also needs to be passed here. We don't have any right now.
- MOOC training needs to take place. To inform students. MOOC can be run for remedial teaching, and also additional credits.
We can create MOOC course also for CAS.
- Set up a studio to create content.
- Swayam posters can be put up.
- Room 29 or Room 35. We will get the consultant to give us the right opinion. The Time Table Committee will have to be consulted as well.

ENTREPRENEURSHIP CELL

- Extra Credit to be discussed in a staff meeting. For new FYs it will become mandatory.
- Mrs Masters room to be used. Jhalu can sit downstairs till 2. Post 2 she can sit in Mrs Masters room. I Q A C will need the room too. Simultaneously, Jhalu will have to be monitored. She may not have enough work. Naina is working with her. Naina can come down part of the time for about an hour and they work together. Also she will have systems to work out; we have to work with her and tell her. And someone has to supervise her work.
- We have to run through the various Committees- like Extra Curricular Committee, Social Outreach Committee and Extra Courses Committee
- We need three overall people to help manage these three areas of extra credits.



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EXAMINATION/EVALUATION

- Examination schedule was too tight. Quality of assessment might have been affected.
- We need more dialogue about decisions with the Exam Committee
- Portal needs to be kept open longer. Contingency factors need to be accounted for. Buffer time to be given.
- Committee runs on the assumption that people are not working. It should exist on the assumption that we all help one another.
- Exam Committee has to work with more flexibility.
- Exam Committee on the whole has done some fantastic work. Need to take the learnings forward.
- We need to work together.
- Need feedback about online submission of marks- this feedback needs to be given to the Exam Committee.

ORIENTATION FOR NEW TEACHERS

- Orientation for new teachers: new staff especially. Last five years. Two days programme. 9 to 3. Topics: Ethos of the College, value system, mode of functioning etc. Pedagogical skills: how to conduct a class, voice projection, organising syllabus, breaking it up into various lectures, structure, record keeping, extra curricular work, post autonomy system. We could have a mentoring programme with older experienced teachers.
- Days for orientation: 1st and 3rd of June. Alternative is Diwali vacation. Ideally beginning of the academic year: 14th and 15th of June are alternative dates, spread over three/four afternoon sessions.

MISC

- 6th June 2019: teachers rejoin
1st June – 13th June 2019: ATKT
13th June 2019: Start begins for students
(4th and 5th June 2019: Eid holidays)
17th June: lectures begin



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21st June: general staff meeting.

Call the lab staff on the 10th of June, Monday 2019. (Any session for the lab staff can be done between the 10th and 13th of June)

- Research sharing sessions to start in June: All teachers have to share learnings from courses they may have attended; what they have gained and how will they implement it.
- Time table: for the first two weeks 17th June to 1st July 2019 cannot decide who will get single majors. Only double major timetable to be made for two weeks. 1st July onwards take attendance on the MIS App.

Date: 20th APRIL, 2019

Dr. (Sr.) Ananda Amritmahal
Principal



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