



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

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MINUTES OF THE PLANNING AND EVALUATION COMMITTEE

HELD ON 12th JUNE, 2019

Members present:

1. Dr. (Sr.) Ananda Amritmahal
2. Dr Yasmin Khan
3. Ms. G. Pereira
4. Dr Roshan D' Souza
5. Dr Anagha Tendulkar
6. Dr Paul Rozario
7. Dr Chinmoyee Vatsyayan
8. Dr Tina Chakravarty

Principal, Dr. (Sr.) Ananda Amritmahal welcomed all members to the new semester

Immediate issues that were addressed are as follows:

1. 14th June orientation for SYs and TYs- extra credits, attendance to be addressed
2. First staff meeting on the 21st of June. Agenda needs to be set.
3. Dr Yasmin Khan's approval for Principalship has come through for now. In-Charge Principal for six months.
4. 14th June Orientation : Students to be told that attendance required is 75 percent according to University rules, not 50 percent. Semester wise attendance would be taken for this fulfilment. Therefore, end of First Semester attendance should be in place. However, students target should be 100 percent attendance.
5. Academics: (i) Separate heads of passing IA and SEE. Re Test will require special reason, approved of by the teacher. For Practicals: attend all practicals. Journals have to be certified when all requirements are met or else they cannot sit for Practicals.
(ii) Practical exam is mandatory.
(iii) SEE Exams are compulsory. It is a separate head of passing. Student need to get 40 percent.
(iv) Marksheets: instead of Subject name, subject code could appear. Need to push the MIS to finish the work so that the mark sheets are printed asap



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(v) Attendance: SY and TY will be done on Campusby for this year. For FY first examine MIS software, and then we use it. Internet access is required for MIS. So, use Campusby for all three years for this academic year. Dr Yasmin Khan and Ms Gilda Pereira will talk to Mr. Ravi from MIS about giving Registers. Take manual attendance till 1st of July 2019.

Ty double majors lectures and single major lectures to begin late. Teachers attendance needs following up too.

6. Additional credits: Students will be explained the system. Three sets of credits. Sy and Ty not mandatory but desirable. For FY it will become mandatory. It could be added to CV and hence advisable to do it. Dr. Madhavi will track the system and supervise. The team will have a meeting where some P and E Committee members could attend and give feedback. If student does not complete the number of hours, they will not get the extra credit. They must complete the mandatory thirty hours.

7. Academic calendar needs to be drawn up. This will be also discussed on the 21 June meeting with general staff. Exam dates, term dates cannot be decided as definite schedule as the Assembly elections will come up and we do not have those dates. So, we could draw up a tentative schedule.

Date: 12th JUNE, 2019



Dr. (Sr.) Ananda Amritmahal

Principal

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**MINUTES OF P&E MEETING HELD ON 1ST JULY, 2019 AT 1.15PM IN THE
PRINCIPAL'S CONFERENCE ROOM**

Members present

1. Dr. Sr. Ananda Amritmahal
2. Dr. Yasmin Khan
3. Ms Gilda Pereira
4. Dr. Anagha Tendulkar
5. Dr. Paul Rozario
6. Dr. Chinmoyee Vatsyayan

Dr. Roshan D'Souza and Dr. Tina Chakravarty were not able to attend due to prior commitments.

The salient points discussed were:

- The format and layout of the Record of Additional Credits (RAC) was discussed at length. The format submitted was revised with input from the members. Dr. Anagha Tendulkar volunteered to explain the same to Ms Jaloo and get it formatted and typed.
Some suggestions that came up were:
 - There should be separate provision for record of all the three activities i.e. Extra Curricular Credits (ECC), Social Outreach Credits (SOC), Value Added Course Credits (VACC).
 - RAC can be made in the form a folding booklet.
 - Instead of signature of faculty and HOD columns, it can be *verified by* and *checked by*
 - The front page must have phone number and e-mail id of the College, contact number and e-mail id of the student and space for an attested photograph of the student.
 - The instructions given in the last page were modified.
- The documents in support of the credits earned can be scanned and kept.
- The additional credits have not been made mandatory for second year and third year students.
- The earning of additional credits has been announced as mandatory for the first year students during their orientation. The same needs to be discussed with the senior College staff.
- The mark sheets will have provision for giving the record of credits earned. In case credits have not been earned, marksheets will still be given with a comment.
- Dr. Peppy Miranda has been deputed to be in charge of the add on courses.



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- SWAYAM will make students aware of all kinds of e-courses available.
- Dr. Anagha Tendulkar apprised the members about AQAR, new PBAS format. She was requested to give the explanatory notes.
- A tentative schedule of various activities was planned as given below:

Sr no.	Day and Date	Activity planned
1.	Friday, 5 th July, 2019, during the long break	First Friday mass in memory of late Mr. Noel B. Martis
2.	Friday, 12 th July, 2019, during the long break	Staff brainstorming session on credit system
3.	Friday, 19 th July, 2019, during the long break	Departmental goals and theme sharing
4.	Saturday, 3 rd August, 2019, the Prize Distribution day	Annual lunch 2018-2019
5.	Friday, 9 th August and Saturday, 10 th August, 2019	Induction of new staff members (the staff who have joined in the last five years i.e. since 2014, the year when last NOC's were received for the posts.)
6.	Saturday, 31 st August, 2019	Feedback session after induction
7.	During the study leave	Leadership programme for New HOD's and coordinators
8.	Last day of study leave	Looking ahead in autonomy – the roadmap, (staff can be given a questionnaire and can come prepared with SWOC analysis)
9.	Annual Graduation Ceremony	Immediately after University Degree Conferring ceremony.

Date: 1st JULY, 2019



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Principal

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**MINUTES OF THE PLANNING AND EVALUATION COMMITTEE
HELD ON 12th JULY, 2019**

Planning and Evaluation Committee Meeting

Members present:

1. Dr. (Sr.) Ananda Amritmahal
2. Dr Yasmin Khan
3. Ms. G. Pereira
4. Dr Roshan D' Souza
5. Dr Anagha Tendulkar
6. Dr Paul Rozario
7. Dr Chinmoyee Vatsyayan
8. Dr Tina Chakravarty

Points of discussion:

RUSA:

- Research
- Remedial courses
- Seminars and Conferences
(Give the document out during the HOD meeting.
Deadline: 31st July 2019 for Research Proposal submission.
Research fellowship also)
- Grant for exchange programmes or travel

Honorarium:

- Need to think of UGC honorarium norms: 500 for UG and 700 for PG.
Session for two hours is 1500.
- Rs1000 for an hour for Add-On Courses under RUSA.
(Varies in accordance with who is coming)
- We could call it 'Honorarium'.

Remedial Teaching:

- Remedial Teaching by own students and staff.
(150 per hour)
- If staff takes a lecture it should be 250 per hour.

Conferences and Workshops:

- A Committee needs to be formulated; a Research Advisory Committee
that does level one preliminary scrutiny. Then we have a few external



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members who evaluate in order to maintain objectivity and credibility. (these members can be paid an honorarium too)

Purchase

- Under RUSA we need to have two committees:
Purchasing Committee: (purchase of equipment): Prabha Suresh, Dr Ignat Mendes, Dr Sangeeta Dubey, Dr Chinmoyee Vatsyayan.
- Invite e-tender for all purchases above three lakhs. (Could use the recommended Gem portal)

Project Monitoring

- RUSA Project Monitoring Committee: Dr Roshan D Souza, Prabha Suresh, Dr Anagha Tendulkar, Dr Rashna Poncha, Dr Yasmin Khan
Detailed Project Report has to be sent.

College Committees

- Dr Anagha Tendulka read out the list of Committees pertaining to the College.
- Extra Curricular Activities Committee
- Entrepreneurship and Skill Hub Committee (add Dr Lata Pujari)
- Skills for start-ups: Workshops to handle crisis or conflict resolution and stress management, time management etc.
- The Polytechnic runs a lot of courses. Can these be collaborated with?
- One 'Swayam' and one Add-On Course member to be added: Dr Roshan D Souza and Dr Perpetua Miranda

Others:

- Schedule for Exams: tentative schedule prepared.
- What do we do if deadline is not met?
- Discuss with Exam Committee member.
- For errors to be corrected the University charges a fee. If repeatedly the same person and/or Dept is making the same error, way forward could include talking to them followed by issuing a letter, followed by payment of a fine.
- Reassessment work is additional work. Students must be dissuaded from applying for reassessment.
- Need to examine reevaluation process more closely.



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- Schedule for the Board of Studies and the Academic Council Meetings need to be fixed. First meeting for BOS between 1st Aug and 15th Sept 2019 (have a shorter meeting in case of minor changes; could also discuss add-on courses) followed by second meeting in February/March 2020
- Academic Council Meeting: second half of September
- Also need to have: two IQAC meetings (one per semester) and four College Development Committee meetings (a schedule needs to be prepared)
- 19th July 2019 will be the goal-sharing meeting

Extra Credits

- Extra credits: once printed we give the 'card' to the students. Dr Madhavi Kaji will guide students about choice of courses.
- Credits: mandatory for the Fys.
- Will discuss with the HODs and in a staff meeting separately (26th July 2019)
- The mark sheet will indicate whether extra credit fulfilled or not fulfilled.

Date: 12th JULY, 2019



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MINUTES OF THE PLANNING AND EVALUATION COMMITTEE

HELD ON 24th SEPTEMBER, 2019

Chaired by : Dr. (Sr.) Ananda Amritmahal

Members present: Dr. Yasmin Khan, Ms. Gilda Pereira, Dr. Anagha Tendulkar, Dr. Chinmoyee Vatsyayan, Dr. Roshan D' Souza

Agenda: 1) Decision about attendance defaulters

2) Some students' cases to be discussed

3) Problem of low attendance

4) Grades of TY IT students who had their previous semester under non-autonomous pattern.

1) Discussion about the staff enrichment program to be scheduled from 3rd to 5th October –the study leave period of students:

i) Sharing of the UGC recommendations by Ms. Sandra Mendes and Ms. Swarupa Kamat about the evaluation reforms workshop that they had attended.

ii) 3/10/19 (AM): Pre-exam meeting and research presentation by Ivan, Elwin, Vaishali, Rajbinder and Sandhya.

iii) 3/10/19 (PM): First session Induction program for the new staff members appointed in the last three years.

iv) 4/10/19 (AM): Understanding assessment and evaluation - workshop to be conducted by Dr. Ivan and DR. Andrea

v) 4/10/19 (PM): (9-11.30 AM) to be kept free for department work, IA assessment to be completed, etc.



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vi) 5/10/19 (AM): Workshop on Strategic Planning

vii) 5/10/19 (PM): to be kept free for department work, IA assessment to be completed, etc.

It was decided that the second session of the induction program could be conducted on any of the afternoons – either 4th or 5th Oct.

It was also thought that between 3rd to 5th – training session for Admin staff in Excel and MIS

2) Discussion to decide about the modalities of strategic planning session to be conducted: The objective of planning this session is to focus on the long term planning as to what do we want for the next 10 years from now. It is necessary to step back and reflect upon this from the year 2018-19 to the next ten years. Sr. Ananda mentioned that since it will be an in-house session, the resource persons could be from our own institution. Sr. Ananda requested Dr. Anagha and Dr. Roshan to help out to plan and execute this activity.

3) The case about the marks and grades discrepancy about the IT student was discussed. It was decided that her grades will be reworked accordingly.

4) Discussion about attendance to be given for the students when they are not in class due to participating in some other extra-curricular activity: It was thought that the teachers will not give the attendance to such students. The list of such students will be given to the Vice-Principal. It will then be added into the overall attendance. It was thought that one more member could be included in the attendance committee of BA. However, there was a question about the attendance to be given if the student was not present physically in the class. Hence it was decided that this will be further discussed in the next meeting.

Date: 24th SEPTEMBER, 2019



Dr. (Sr.) Ananda Amritmahal

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**MINUTES OF THE PLANNING AND EVALUATION COMMITTEE
HELD ON 7th JANUARY, 2020**

Members present:

Dr. (Sr.) Ananda Amritmahal
Ms Gilda Pereira
Dr Yasmin Khan
Dr Paul Rozario
Dr Roshan D Souza
Dr Anagha Tendulkar
Dr Tina Chakravarty

Agenda:

- Degree Conferring Ceremony
- Finalization of dates
- Extra Credit Courses
- Department Dialogue
- Audits
- Others

Degree Conferring Ceremony

- Ms. Phiroza Godrej will be the Guest of Honour
- Lavanya Varadrajani to do the invites
- One parent to accompany student to the ceremony
- Ceremony to start at 2 p.m
- Indian formal and khadi sash to be given to the graduating students (Rs 200 to be charged for the sash)
- Registration stays at Rs. 500; need to confirm the amount
- Letter has to be given to the University to procure the certificates

TO BE NOTED:

No last minute registration
Only one guest allowed per student

Equalization of dates
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- 7th to 13th January 2020 to 13th January 2020 one set of ATKT for the 2018-2019 batch
 - 23rd January 2020 to 3rd February 2020, next set of ATKT exams for 2019-2020 batch
 - No exams on the 1st of Feb: black list meeting with parents. List will be out on the 25th of Jan 2020
 - 10th to 12th January 2020: Munsophical
 - 14th of January 2020: talk about a book on JBS Haldane
 - 15th to 21st January 2020: NSS camp
 - 16th January 2020: SCEDA play
 - 18th January 2020: BSP
 - 24th January 2020: SCESA Bazaar
 - 27th to 31st January 2020: IA ATKT Science
 - SBP election to be held in January 2020
-
- HSC Exams: 15th February to 20th March 2020
 - IA ATKT 2019-2020 batch: 4th February to 8th of February
 - Second black list: 29th of February 2020
 - Final debarred list: 11th March 2020
 - Bsc and B Sc IT: 7th March 2020
 - BA and BMM: 14th March 2020 (last day of lecture)
 - 16th March to 21st March: study leave
 - 16th, 17th and 18th March: complete IA corrections and upload marks
 - 19th, 20th and 21st March 2020: sessions to be held on the following topics.
 - strategic planning
 - renewal of commitment to teaching
 - developing the USP of the college
 - leadership/ AQR
 - developing moocs.
-
- Exams: 23rd March to 3rd April 2020
 - 4 to 19th April 2020: evaluation, moderation and data entry
 - B Sc IT and BMM: 15th April 2020 upload marks
 - 20th April 2020: last date to upload marks
 - ATKT of 2019 - 2020 odd semester of BSc and BSc IT
 - Even semester ATKT is 20th to 27th April 2020 (2018- 2019) (everybody)
 - 7th to 16th April 2020: BSc and BSc IT ATKT odd semester 2019- 2020



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- 27th April 2020: declaration of results
- 28th and 29th April 2020: admission and request for revaluation
- 30th April 2020: single major list to be put up

- ATKT: 28th of May to 6th of June 2020
- Notices will be put up for supervision
- Data entry: 10th of June 2020
- College reopens: 8th June 2020
- Lectures begin: 15th June 2020

- Friday 10th January 2020: meeting with Degree Conferring Committees. Plus Academic and Exam Audit meeting.
- Supervised lecture and TAQs need to be scheduled
- Also results and performance reports need to be prepared

- BOS: Between the 8th of January 2020 to the 15th of March 2020
- Academic Council and Governing Body post that, 1st to 19th April 2020
- I Q A C two meetings to be scheduled. Date is 15th January 2020 at 2 pm. Second meeting in April 2020

Need to schedule two CDC meetings: 13th February 2020.

- Shewi meeting: 15th February 2020
- IQAC Conference: Academic and Beyond; includes topics like Nutrition and Health, investment, medicine, journal and research fund and healthy ageing. Will also include an exhibition

- Finance Committee Meeting need to be scheduled
- Purchase Committee Meeting for RUSA needs to be scheduled
- Meet Project Monitoring Committee for entire RUSA project. 16th of January 2020 at 2 pm.

Extra Credit Courses

- Swayam courses need to be propagated (they are free) There is an exam and they will get a certificate. There is a website and as App. Students need to be told about these courses for this academic year. Cross



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faculty courses can also be done.

- Fys and Sys can take up these courses
- Dr Roshan D Souza to talk to students about Swayam
- Senior college faculty can look at the courses from Arts and Science
- Dr. Roshan d Souza will talk to the resource person (Univ Swayam Coordinator) for a possible workshop about Swayam for faculty

- Film making counts as two credits. For BMM; no credit for industrial visit
- Internship will count as Outreach, or Extra Course will have to be decided.
 - Outreach Credit: Vaishali and Lata can suggest a list.

Department Dialogue

- Set up a schedule and set up a one on one meeting between the Principal and Departments. We will need to have an academic audit. We need to talk about challenges and issues.
Ex. large number of failures in one paper maybe. Each Dept. will have issues to discuss.
Therefore, Department Dialogue with the Principal

Audits

- Academic Audit, Exam Audit and Admin Audit to be conducted: February 28th and 29th February 2020
- For Academic audit, suggestions include: Dr. Vivian Amonkar for Science, Prof. Venkat Ramani, Dr Mukandan
- Arts: I Q A C Coordinator list can be referred to. (Need more suggestions)

Others:

- Committee meetings need reports and minutes of meeting
- Streamline admission. Online payment of fees. Auditor will examine this system. There are discrepancies. Indian Bank will do it.
- Streamlining of administration office
- English and History Departments to organize a major conference on the 30th and 31st of January 2020 on Mythology.

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To be noted: 20th April 2020, Sister Ananda is travelling and is back on the 20th of May 2020. The principal will be travelling to the US for a conference and to sign MOUs with a partner University and dialogue with others. Ms. Gilda Pereira and Dr. Yasmin Khan will stand in during this period

Date: 7th JANUARY, 2020



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Principal

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MINUTES OF THE PLANNING AND EVALUATION COMMITTEE HELD ON 17th FEB, 2020

Members present:

1. Dr. (Sr.) Ananda Amritmahal
2. Dr Yasmin Khan
3. Dr Roshan D' Souza
4. Dr Anagha Tendulkar
5. Dr Paul Rozario
6. Dr Tina Chakravarty

Also present:

- Dr Perpetua Miranda
- Dr Madhavi Kaji

Agenda:

- Extra Credit
- RUSA 'twining programme'

Points of discussion:

EXTRA-CREDIT

- Details of the extra credit worked out with Dr Madhavi Kaji and Dr Perpetua Miranda
- List of activities discussed to determine what can qualify for 'extra-credits'
- Internship or summer training will qualify (without stipend however) Students find their own internships.
- Theatre workshop and Film Making workshop for the BMM dept. will qualify for extra-credits
- NSS- over and above the mandatory 120 hours will qualify for extra-credits
- Data entry work has commenced but verification of activity/authenticity is an issue
- Need more guidelines for the 'Social Outreach' credits

Dr Miranda and Dr Kaji left the meeting after the discussion on extra-credits.

RUSA

- We are to 'twin' with one other pre-selected college, under RUSA



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We have been allotted a Model College in the Raighad district

- We are required to send a weekly/monthly POA for the interface
- Science and Arts could do it separately every alternate month
- Sharing best practices or mentoring could be one form of the interface
- Other areas could be: Pedagogical skills and evaluation, Blooms Taxonomy and administration, women's cell, evaluation, creative ways of enhancing syllabus
- Their students can come visit and we could organize our students going there
- Recce trip by teachers can be organised

Date: 17th FEB, 2020



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**MINUTES OF THE PLANNING AND EVALUATION COMMITTEE
HELD ON 14th MAY, 2020**

Members present:

1. Dr. (Sr.) Ananda Amritmahal
2. Dr Yasmin Khan
3. Dr Roshan D' Souza
4. Dr Anagha Tendulkar
5. Dr Paul Rozario
6. Dr Chinmoyee Vatsyayan
7. Dr Tina Chakravarty

Agenda:

1. Update on examinations and assessment
2. Uploading of IA marks
3. Webinar with TCS
4. Online session with students (academic /non academic through clubs)
5. Other sessions to be organized
6. Dr Alope Thakore's suggestion about Moodle
7. Progress on G Suite and website

Sister welcomed all the members present.

The following issues were discussed:

- Dr Wadia had presented a detailed PPT about plan of action (proposed) in the Principal's meeting
- IA marks can be entered by staff who live on campus.
- If IA marks are kept in lockers and cupboards in college, these can be accessed too. If need be, lockers will be broken in the presence of the Principal. Henceforth duplicate keys can be kept in college too.
- We have to take into account the fact that students might want to change college, post Covid to be closer to home.



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HSC papers are to be dropped for corrections; IA answer scripts can also be taken and dropped.

- Admission form need to be modified for Fy to Sy and Sy to Ty admissions.
- TCS is proposing a webinar addressing challenges for online work and education. Tentatively for the 20th of May 2020 (11- 12 30). IQAC can organise this session.
- 19th May 2020: another webinar on web conferencing and cyber security, organized by the IQAC.
- More such sessions can be organized by the IQAC (Mr Mukesh Gupta on occupational hazards of e learning, how to make enhanced PPTs using animation, talk by entrepreneurs, life coaches etc
- Online sessions for students can begin; sessions academic and non-academic, BSP, magazine work etc
- We need to connect with the students. Sister will record a video message for them soon.
- Session on Moodle will take place; Dr Roshan D Souza, Dr Anagha Tendulkar, the Vice principals can also be a part of the session with Dr Alope Thakore.
- Dr Andrea Coutinho in a conversation with Ms. Gilda Pereira said that Dr Folero was also an expert on Moodle but felt that Google Classroom would be a good option????.
- College website work and G Suite registration work is on-going.

Next meeting: 21st May 2020

Date: 14th MAY, 2020



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**MINUTES OF THE PLANNING AND EVALUATION COMMITTEE
HELD ON 21st MAY, 2020**

Members present:

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2. Dr Yasmin Khan
3. Dr Roshan D' Souza
4. Dr Anagha Tendulkar
5. Dr Paul Rozario
6. Dr Chinmoyee Vatsyayan
7. Dr Tina Chakravarty

Agenda:

1. Update on examinations and assessment, promotion and admission
2. Update on Sophia as containment zone
3. Planning for upcoming webinars and short-term courses
4. Planning for coming academic year.

Sister welcomed all the members present.

The following issues were discussed:

- Sophia college was marked as a 'containment zone', but status has been revoked during the time of the meeting. College, however has been sanitized thoroughly. (One person who lives close to college was tested positive)
- During the Principals meeting, it was observed that not all Principals were okay with passing all TYs without exams; they were afraid that this batch might face discrimination in terms of later course applications or job applications, since they would have passed without appearing an exam. They think that the decision about no exams is premature.
- For autonomous colleges, no decisive decision has been taken with regards to exams yet.
- Perhaps part of the assessment can include hand written assignments that can be sent to the teacher online (photos of the assignment).
- Dr Wadia's document will be sent to colleges via the University, so we have to wait.
- Overall it looks like all students have to be promoted. We could have ATKT/Additional exams at some point too.



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- Admission forms need to be revised and finalized. MIS needs to work on that urgently.
- We also need an Admission Committee meeting.
- An HOD meeting is to be scheduled as well.
- Academic Council meeting also needs to be scheduled. College needs to figure out how payments will be done for members who attend the meeting.
- IQAC event (webinar) went off well. More webinars are to be similarly organized.
- College needs to figure out official access of Zoom, U Tube , Google Meet etc We also need a technical team.
- IA marks to be finalized and entered.
- Sister will record a video message for all students.

Date: 21ST MAY, 2020

Dr. (Sr.) Ananda Amritmahal
Principal



PRINCIPAL SOPHIA COLLEGE
(AUTONOMOUS)



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

Sophia College (Autonomous)

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**MINUTES OF THE PLANNING AND EVALUATION COMMITTEE
HELD ON 07th MAY, 2020**

Members present:

1. Dr. (Sr.) Ananda Amritmahal, Principal
2. Dr Yasmin Khan
3. Dr Roshan D' Souza
4. Dr Anagha Tendulkar
5. Dr Paul Rozario
6. Dr Chinmoyee Vatsyayan
7. Dr Tina Chakravarty

Agenda:

1. Impact of Covid 19 crisis on examinations and admissions
2. The way forward- technology, blended learning etc
3. Maximizing the use of lockdown period to hone skills
4. Activities that can be undertaken

Sister welcomed all the members present.

The following issues were discussed:

COVID 19

- The Principal has been trying to get information from various sources, including the UGC, University of Mumbai, Vice Chancellor, other autonomous college Principals in the city etc- to try and formulate a set of guidelines and norms, given the current Covid 19 situation in the city.

EXAMS

- **M Sc and TY SEE will need to be held.** Need to explore alternatives of conducting these exams: online, physical exams using shift system following norms like social distancing, perhaps shorter duration of exams, multiple question papers, open book exams etc
- Students may also be given the option of doing an additional exam later if they are not able to attend this exam.
- Tentatively July/Aug and then Sept/Oct
- Online exams: biggest challenge is lack of access to infrastructure for students
- Fy/Sy: take IA marks (all semesters so far?)
- Offer additional exams as an option?
- Practical exams? Ty Bio Chemistry yet to be done. M Sc not done (but it is a small group of students)



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ADMISSIONS

- College needs funds that come in partly through the admission process
- Will we have enough students taking admissions?
- What will be the admission process

WEBSITE

- We need to urgently update the college website
- Provide latest updated information for students
- We need to address website management
- Dr Anagha Tendulkar to explore possibilities of locating personnel to help revamp the college website at an affordable cost

ACADEMIC YEAR

- When will the academic year actually begin? Aug/Sept according to UGC recommendation.
- No vacations all of this year and probably next year (Mid-Jan to mid-May 2021)

STAFF CAPACITY/SKILL ENHANCEMENT

- Staff members have been participating in a plethora of online learning activities, individually and as teams/departments

ONLINE RESOURCES/TRAINING

- G Suite institutional registration, to enable the use of Google Classroom etc
- Teachers have sent in recommendations for learning sessions for staff. Ex. Dr Roshan D Souza has recommended **Mr Leonard Mahimal** doing a session on Google Classroom (scheduled for the 9th of May 2020), or **Mr Swapnil More** for a session on Moodle
- Dr Madhavi Kaji has recommended **TCS** for online training resource
- **MIS**
- **IQAC**
- Can we organize sessions for other non-Sophia teachers/staff organize a series of webinars on various topics. It will add to the visibility of the College.

OTHERS

- Workload definition for teachers with online classes. What will count as one lecture, for instance?

Date: 07TH MAY, 2020



Dr. (Sr.) Ananda Amritmahal
Principal

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