



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

Sophia College (Autonomous)

Bhulabhai Desai Road

Mumbai - 400026

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sophiacollegemumbai.com

MINUTES OF THE PLANNING AND EVALUATION COMMITTEE

HELD ON 15th JULY, 2020

The meeting was held online and was chaired by Principal Dr. (Sr.) Ananda Amritmahal. The members present were Dr. Yasmin Khan, Ms. Gilda Pereira, Dr. Anagha Tendulkar, Dr. Paul Rosario and Dr. Roshan D'Souza. Ms. Lavanya Varadarajan could not be present due to other prior commitment.

Agenda: Planning for the new academic year 20-21

1. Dr. (Sr.) Ananda Amritmahal explained how this academic year is going to be challenging from day to day due to the pandemic situation and hence the planning for the various activities has to be considered from a much wider perspective than before.
2. Dr. Yasmin Khan mentioned that the very first and important challenge is the admissions for the First Year programs. She informed that admission forms are getting ready through MIS. As soon as the HSC results are declared, the forms have to be ready or rather they should have been ready by now.
3. It was discussed that University schedule hopefully should come up like every year giving the time line for admission process. Ms. Gilda Pereira suggested that may be a preliminary notice could go up on the website regarding some basic information of admission process for our college.
4. Dr. Yasmin Khan gave an update about the G-suite account registration that 14- days timeline was over and still the registration is pending. Dr. (Sr.) Ananda Amritmahal suggested that a panic note could be sent to the support team to look into the matter.



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5. All the members thought that the departmental orientation for their respective students could be held through Basic Zoom account. Various features of Zoom and Google Meet were also discussed. It was suggested that the steps for installing Zoom, using it for delivering online lectures with effective use of various features like recording, saving chat, uploading recorded lecture on YouTube for the benefit of students who might have missed the class and such other inputs could be shared on Official Sophia WhatsApp group by Dr. Anagha Tendulkar and Dr. Roshan D'Souza.

6. Dr. Anagha Tendulkar informed about the designing of new website for which the work order will be released very soon to Mr. Sandeep Modi. The funding for this is through RUSA, so after Mr. Rafael from SHEWI office completes the transaction; the process will take off immediately. She added that the department profiles will have to be made as per the new NAAC template wherein department vision-mission, update of the activities as soon as they are conducted, photo gallery and such other information will be uploaded on the new website. She further informed that switching over to new website from the already existing one would require two complete days during which the website will be frozen. It was felt by all the members that as we are beginning the admissions, this process could wait for some time.

7. Dr. (Sr.) Ananda Amritmahal mentioned that for NIRF ranking, an attractive and informative college website is very much required and hence we need to really see that our website functions correctly with the given info tabs.

8. It was discussed whether any technical support team is required to manage the college G-suite account. Dr. Paul Rosario enquired if there is a need of an IT advisor who could guide our college staff to carry out effective use of G-suite to its full potential. It was proposed that IT staff member - Ms. Ambreen Shaikh and another senior staff member could also be a part of such a team. It was thought that information regarding the kind and the extent of technical support required could be explored first so that accordingly the team could be formed.

9. The meeting was concluded by Dr. (Sr.) Ananda Amritmahal thanking all the members present.

Date: 15th JULY, 2020



Dr. (Sr.) Ananda Amritmahal

Principal

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MINUTES OF THE PLANNING AND EVALUATION COMMITTEE

HELD ON 16th DECEMBER, 2020

Members of the Committee who attended the Meeting:

Dr. (Sr.) Ananda Amritmahal

Ms. Gilda Pereira

Dr. Yasmin Khan

Dr. Anagha Tendulkar

Dr. Roshan D'Souza

Dr. Paul Rozario

Ms. Lavanya Varadrajan

Due to the current situation only 2 meetings have been held in this semester. The first meeting held in July was essentially to discuss the plans for the semester. This meeting is held to evaluate the activities and challenges of the semester gone by.

DISCUSSION ON EXAMINATIONS:

With Reference to ATKT Exams:

- There is a need to streamline processes prior to the exams
- There have to be ways to streamline documentation with respect to ATKT exams
- There have been issues with data recording and retrieval with regard to registered students which has compounded work for faculty managing ATKT exams
- With scattered information on students who have missed exams, there is no easy way to contact students who have ATKTs owing to incorrect or outdated contact data
- In some cases, there is no acknowledgement from students who are contacted to appear for ATKT exams.
- The teacher-student conversation with regard to pending ATKTs can get very tenuous and difficult, particularly with the possibility of students contacting the Grievance Cell
- It might help to get students with ATKTs to register for their exams and make their fee payment directly through MIS. This will be tried with BSc students in January.



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The problem arises because students register for ATKT exams at the last minute even after the deadline is over and so the lists get modified or updated at the last minute

REVIEW OF SCIENCE AND BMM EXAMS:

- The Science examinations went off smoothly with few, if any, glitches, including the subjective components for TY students
- The BMM examinations had subjective components, the submissions of which had to be monitored closely to ensure that the documents came through without any glitches

UPCOMING EXAMINATIONS IN JANUARY:

- Arts examinations may face problems owing to the large numbers and constraints with regard to proctoring on Zoom
- St. Xavier's has used a platform called exam.net for their semester end examinations, which seems to have worked successfully for them. We could consider exploring that or similar exam delivery platforms for future exams
- There is a suggestion that Arts students be asked to handwrite all their exams to prevent plagiarism
- While there is adequate information circulated in the general exam instructions regarding contact persons for students in case of any exam-related problem or query. The students can contact the two Vice Principals or the coordinators for BA SCJ and BSc-IT.
- The Controller of Examinations has been requested to draw up a notice regarding the key points that students need to follow during exams.
- Domain IDs are being created as soon as possible for all students appearing for semester end examinations, so they can register in their respective exam classroom using those official IDs.
- Jaloo Bharucha from IQAC could be requested for additional help in setting up these IDs.
- In Arts, class representatives in the Foundation Course classes have been tasked with creating Excel sheets comprising the names of students, their contact details and the problem with their login IDs



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PLANNING AHEAD | SEMESTERS II, IV AND VI:

- In broad terms we are probably looking at the next teaching term starting on January 2, 2021, with ninety teaching days ending around April 26, 2020. The study days could be counted within the 90 days.
- Summer vacations could be scheduled possibly between May 15 and June 15, 2021.
- Since in this semester one lecture per paper had been reduced to protect students from long exposure to screen time, departments that felt a need for more lectures should inform the time table committee if they would be requiring additional lectures (between 1 and 4).
- There is a need to re-design teaching methods given the virtual teaching environment with greater emphasis on topics for self-study or internal assessment
- Departments should strategize in keeping with their academic needs, and plan ahead for the entire semester in advance.

OTHER MATTERS:

- The Academic Council meeting could be held in December-January, followed by the Finance Committee and Governing Body Meeting.
- The new college website will be launched in January 2021. Many staff had already sent the personal data but for the beginning the departmental data will be taken from the old website.
- The Principal pointed out that even though lectures can be conducted from anywhere in the online mode, if faculty were going out of Mumbai, they should inform the college before doing so.
- We could consider getting NAAC Inputs from teachers and departments for the upcoming year.
- There is an IQAC Conference on NAAC and API scheduled for February, 2021.
- The Academic Staff College has invited Sophia to conduct a short-term course on Gender Sensitisation: A Shift in Perspective offered online in February, 2021, since the earlier one was highly appreciated.

Date: 16th DECEMBER, 2020




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MINUTES OF THE PLANNING AND EVALUATION COMMITTEE

HELD ON 29th OCTOBER, 2021

The meeting was held online and was chaired by Principal Dr. (Sr.) Ananda Amritmahal. The members present were Ms. Gilda Pereira, Dr. Anagha Tendulkar, Dr. Yasmin Khan, Dr. Paul Rosario, Dr. Rajbinder Kaur Dehiya, Dr. Roshan D'Souza and Ms. Lavanya Varadarajan.

Agenda: To evaluate the odd semester of 2021-22 and plan for the next semester

1. In summarizing the semester that is coming to an end Sr. Ananda mentioned that things had been more settled. The classes had been conducted as per schedule and both staff and students were more settled in the online teaching mode. The evaluation was continued in the 50:50 ratio of IA: SEE. The odd semester SEE just concluded had gone off smoothly.
2. In addition, several Add-on courses have been initiated. Some have already been completed while others are scheduled for the next semester.
3. One important event that is still pending is the Prize distribution and the graduation ceremony for the 2019-20 batch. This is planned for 4th December. This can be followed almost immediately with the batch of 2020-21, probably by January end.
4. Ms. Lavanya reminded that the Academic audit for 2 years was also concluded successfully. And Dr. Yasmin added that a RUSA audit had also been conducted during the term.
5. The BOS meeting of all the departments is pending since the University has not yet given the list of VC nominees for the subjects. Only the Zoology department has received their VC nominee.
6. In addition, the students have adapted well and managed to conduct most of the events in the online mode. Last year Kaleidoscope was not held but this year it is scheduled for December, with 18th and 19th being the final days. This will not be a big



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event with fund raising due to the circumstances. Further, the students have taken an initiative and launched the PeerPal program to help incoming students to settle into the college during their first year.

For the coming semester:

7. Sr. Ananda mentioned that she retires within 5 months from now. As per requirements, an application has been made for an NOC exactly 6 months prior to the date of retirement. However, if no NOC is received then an In-charge Principal will be appointed. If an NOC is received, then the procedure includes sending a draft advertisement to the University, followed by the procedure of interviewing and selecting a new Principal. Here too the VC nominees for the scrutiny and selection committee have to be appointed by the University. The entire process would take a minimum of 6 months.
8. From 8th November to 2nd December, both days inclusive, Sr. Ananda mentioned that she would be attending the Special General Chapter of the Society. Though she will be in college since the meeting is online and not at an international destination, as would normally happen, she would not be available for regular college duties. The VPs would take turns to handle the situation. She would keep a window every morning for completing the signatures.
9. Ms. Lavanya suggested that a SOP could be made for the conduct of offline + online (hybrid) classes from the next semester. Sr. Ananda mentioned that the Wi-Fi capability has been enhanced. In the initial days the BSc and BSc-IT would only be calling their students for practical, while only TYBA students would come in small groups for tutorials and few lectures. She mentioned that for the junior college classes that have started, the teachers sit at their computer and take the class with the students also using their devices to attend, including the ones sitting in the classroom. However, discussion with these students should be encouraged. Dr. Yasmin suggested that it might be better if the presentation used by the teacher could be screened using a projector for the attending students while the others could view it online. It was agreed that it would be a better method and also the load on WiFi usage would be less.



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10. Dr. Rajbinder mentioned that very few students in the Science stream were vaccinated and ready to come to college. Also, during the vaccination camp held today, only 32 students availed the facility.
11. There was an elaborate discussion on the Additional credits and Add-on courses since there is still lack of clarity regarding the rules due to the changing situation due to the pandemic. It has been made mandatory that each department should conduct at least one add-on course each year with a fee between Rs. 2000 -3000. In response to Dr. Paul's query regarding the finances, it was explained that this year the honorarium for the faculty would be borne through RUSA funds since that has already been committed in the plan, and the fees collected would help to sustain the courses in following years. If a student approaches to say that she is unable to bear the cost then the college would try and get a scholarship for the student. For TY students, due to the pandemic situation, if they have not done the ECC and SOC component they would be excused this year, however, they have to do one VAC offered by the college. For SY students they must complete 2 VAC (of which one should be a college course) and one credit through ECC. SOC would not be mandatory for this batch. For FY students 3 VACs were mandatory of which 2 should be offered by the college. In addition, they would get one credit from ECC and one from SOC. PG students who have joined this year would have to complete 2 VAC (of which one should be a college course). They would also have to get one credit from either ECC or SOC or half credits from each of them. The current Part II students would have to do a VAC. Since the courses were mostly targeted to UG students it was suggested that they could take advantage of a cross faculty course. There was a discussion whether students who were unable to bear the cost should be given a scholarship or they should be asked to pay with a promise of a refund (50 or 100%) on successful completion of the course. It was felt that they could be asked to pay some fees initially and the scholarship could be used to refund that money. Ms. Lavanya pointed out that students thought that since the college assists with funds it must be flush with money and many did not really appreciate the assistance provided. It was also mentioned that students who availed of SAF should be monitored and the aid should not be continued for those defaulting



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in attendance or carrying an ATKT. Dr. Roshan mentioned that this term the response for SWAYAM had been poor. Though 415 students had registered for various courses only 8 finally registered for the exam and completed the course. She said that when a mentor was there for a course the students completed the course properly. Sr. Ananda mentioned that she would bring this up in the Staff meeting tomorrow and ask staff to register as mentors for some courses. Dr. Roshan also mentioned that during their BOS meeting when the discussion for VAC was done there was a suggestion that the department faculty could contribute and take a couple of modules of the course. This would help during their CAS and promotions. Dr. Anagha mentioned that Dr. Rajula and she had made some videos for their course on Research Methodology. Dr. Roshan suggested that in addition they could have an evaluation module and a forum for Q & A for students.

12. Sr. Ananda mentioned that Shruti was going to start with some sports activities too. She also mentioned that following her presentation of the activities of the college the Governing Body members were highly impressed at the amount and variety of activities conducted even under pandemic conditions.
13. The meeting was concluded by Dr. (Sr.) Ananda Amritmahal thanking all the members present.

Date: 29th OCTOBER, 2021

Dr. (Sr.) Ananda Amritmahal

Principal

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