



Office of the Principal

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AUTONOMOUS

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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
April 19, 2024 at 11:30 am.

Platform: Zoom

Meeting link -

<https://zoom.us/j/2683153475?pwd=SmhFZzBaL1A4RFZ0VERPUINJN0ptQT09&omn=94225216038>

Meeting ID: 268 315 3475

Passcode: lanje

Members present:

1. Dr. Anagha Tendulkar Patil Principal (Chairperson, IQAC)
2. Dr. Rashna Poncha Vice-Principal (Arts)
3. Dr. Rajbinder Dehiya Vice-Principal (Science)
4. Dr. Chinmoyee Vatsyayan Consultant, IQAC
5. Dr. T. C. Roymon Coordinator, IQAC
6. Ms. Tanaz Asha Coordinator, IQAC Program Sub committee
7. Mr. Vijay Vig Coordinator, IQAC Documentation, Feedback Subcommittee
8. Dr. Arjumanara Surti Senior Faculty member
9. Ms. Sandra Mendes Senior Faculty member
10. Mrs. Boskey Martis Representative Office Staff
11. Mr. Chetan Lingayat Representative of other Non-teaching staff
12. Ms. Rajni Desai Ex-student
13. Ms. Roweena Kavadia Ex-student
14. Dr. Medha Rajadhyaksha Ex-faculty
15. Ms. Shreya Singh Student Body President
16. Ms. Ishani Sen Cultural Secretary
17. Dr Andrea Coutinho External Peer Team Member
18. Prof. Dr. Vijay Dabholkar External Peer Team Member

Members absent:

1. Dr. (Sr.) Ananda Amritmahal Management Representative
2. Dr. Sangeeta Dubey Coordinator, IQAC CAS Sub committee

Following was the agenda of the meeting:

1. Passing the minutes of the previous IQAC Meeting.
2. To review activities conducted by IQAC in the current academic year.
3. To discuss the schedule of quality audits for the academic year
4. To assess the NAAC preparations for submission of IIQA and SSR.

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

1. Minutes of the previous meeting held on October 3rd were read. They were proposed by Ms. Tanaz Asha and seconded by Dr. Arjumanara Surti.
2. Dr. Roymon invited Ms. Tanaz Asha to present the activities done by the IQAC program subcommittee. Ms. Tanaz Asha projected all the workshops, and events conducted for teachers and students. The major highlights were
 - a RUSA-supported workshop, “Empowering Educators: AI Workshop for Academics” on 30th November 2023 for which the resource person was Fr. Sabu Thomas, Assistant Professor, Sacred Heart College, Kochi,
 - a Research Colloquium organized in association with the Research and Development Cell on 1st December 2023 where recipients of RUSA research projects and in-house research grants presented their work, and
 - another RUSA-supported faculty development workshop, “Designing and Developing Learner Centric 4-Quadrant E-content” on 25th January 2024 for which the Resource Person was Mr Mandar Bhanushe, CEED Coordinator, University of Mumbai, Kalina. This was organized to equip senior college staff members for designing learner-centric e-content.
3. Dr. Roymon then invited Mr. Vijay Vig to present the work done by the IQAC documentation committee. Mr. Vig highlighted revising the Google forms and Excel sheets to collect data for the AQAR and surveys for the Academic year 2023-24 and creation of new Google classrooms for teachers and Heads of the department. He informed about the submission of AQAR 2022-23 and the participation of the college in the India Today, NIRF and the Week rankings. Meetings were held regularly, IIQA submission is in progress, and everyone is working towards preparing the SSR report.
4. Academic audit for the year, 2022-23 will be held on 29th and 30th April 2024, 29th April for Arts and 30th April for Science.
5. The examination audit will happen on 30th April and all the Controllers of the Examination since inception of the Autonomy will be present for this audit.
6. In context to the gender audit, everyone was informed about the construction of washrooms that are friendly to LGBTQ and physically disabled people.
7. The green audit will be done. Dr. Chinmoyee Vatsyayan pointed out that water and electricity audits were done. Dr Anagha Tendulkar Patil asked the members for the contact of any agency that can do disaster management/fire drills.

8. Administrative audit will be conducted tentatively in the month of August once the filing system is worked upon and the gaps are filled.
9. It was informed that only two documents are pending for the IIQA which will be submitted very soon followed by the submission of SSR by the 10th of June.
10. Dr. Tendulkar informed the members that a separate registration for SCESA is not possible according to Dr (Sr) Anila Verghese.
11. The meeting ended with a vote of thanks.

A.P. Patil

Dr. Anagha Tendulkar Patil
Principal, Sophia College for Women
(Empowered Autonomous)



Zoom Meeting

Recording...

View

Participants (16)

Q. Find a participant

- Vijay J Vig (Co-host)
- Dr Arjumanara Surti (Co-host)
- Rajbinder Kaur (Co-host)
- Rashna Poncha (Co-host)
- Tanaz Asha (Co-host)
- Andrea Coutinho

Invite Mute All

Meeting Chat

now. I will be back soon. Thank you

You to Andrea Coutinho (Direct Message) 12:24 PM

Sure Dr. Andrea. Thank you so much

Ishani Sen to Everyone 12:47 PM

So sorry sir my camera doesn't work actually

Who can see your messages? Recording On

To: Andrea Coutinho (Direct Message)

Type message here...

Mute Stop Video Security Participants 16 Chat Share Screen Reactions Whiteboards Notes More Leave

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ENG IN 12:47 PM 4/19/2024