



SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

Minutes for BOM Meeting held on 10th February 2018

A meeting of the Board of Management of Sophia Girls' College (Autonomous), Ajmer was organized on Saturday 10th February 2018 at 1:00 p.m. in the Conference Room of the College.

The following members participated in the meeting:

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|---------------------------|---|---|
| 1. Rev. Sister Savina | - | President, Education Society. |
| 2. Rev Sister Mabel | - | Vice President, Education Society |
| 3. Rev. Sister Janet | - | Secretary, Education Society. |
| 4. Rev Sr. Aruna | - | Treasurer ,Education Society |
| 5. Dr. Sr. Rani | - | Vice Principal ,Member Education Society |
| 6. Dr. Jitendra Tripathi | - | Joint Secretary, UGC |
| 7. Dr. K. B. Sharma | - | Management Nominee |
| 8. Dr. S.K. Dev | - | Principal Govt. College, Govt. Nominee
(Dr. Rashmi Sharma representative of Dr. S. K. Dev) |
| 9. Dr. Jyoti Chandel | - | Staff Representative, Sophia Girls' College (Autonomous) |
| 10. Mrs. Deepmala Singhal | - | Staff Representative, Sophia Girls' College (Autonomous) |
| 11. Dr. Sr. Pearl | - | Principal, Sophia College Ajmer |

Agenda:


1. To read and approve the minutes of the previous meeting.
2. To consider & approve the resolutions passed by the Academic Council of the College.
3. To approve the Semester wise programmes/courses of study leading to the award of degrees.
4. To approve the fees (both admission and tuition) recommended by the Finance Committee.
5. To approve the new courses to be introduced in the Coming Session 2018-19.
6. To inform about the new members appointed for the Examination Cell.
7. To present the Feedback Analysis Report and Action Taken Report of stakeholders.
8. To approve the Strategic plan of the College
9. To present the E-Governance Report of the Institution.
10. To introduce Choice based Credit System (CBCS) at the Post Graduation Level in the session 2018-19.
11. To introduce Diploma Courses in the coming session 2018-19.
12. To approve the Research and Consultancy Policy of the College.
13. To present the report on the Autonomous status of the College for 2015-16 and 2016-17.
14. To inform about the present status of MOU's and Collaboration till 2017-18.
15. Any other Business.

S.No.	Description
1.	<p>The meeting commenced with a prayer after which Sr. Savina, the President welcomed the members.</p> <p>To read and approve the minutes of the previous meeting.</p>
Decision Taken	Dr. Sr. Pearl read the minutes of the previous meeting. All the members approved the minutes which was proposed to be passed by Sr. Aruna Treasurer, Education Society and seconded by Dr. Jitendra Tripathi, the UGC nominee.
2.	To consider and approve the resolutions passed by the Academic Council of the College.
Decision Taken	<p>Dr. Sr. Pearl informed the members about the following resolutions passed at the last Academic Council meeting held on 4th October 2017</p> <ul style="list-style-type: none"> (i) Upgrading the syllabus of the Courses from Semesters I to VI for U.G. and I to IV for P.G. (ii) Approving the syllabus of Diploma Courses (iii) Approving the new members for BOS (iv) Adding the names of examiners (v) Amending and approving the eligibility criteria for UG & PG Courses (vi) Introducing Credit Based Choice System (CBCS) in PG Courses from the coming session 2018-19. <p>The members resolved to pass the decisions taken at the Academic Council Meeting with Dr. Jyoti Chandel proposing and Dr. Sr. Rani seconding the same. Passed Unanimously.</p>
3.	To approve Semester-wise Programs / Courses of study leading to the award of degrees.
Decision Taken	<p>The Principal Dr. Sr. Pearl apprised the house that M.A. (Pol. Sc.) and Bachelor in Library & Information Science (B.L.I.S.) have been introduced in 2017-18. The College already runs an Undergraduate Program in B.A. (Pass Course), B.A. (English Honors), B.A. (Economics Honors), B.Sc. (Biology), B.Sc. (Mathematics), B.Com., B.B.A. & B.C.A., while the Post Graduate courses include M.A. (English Literature), M.A./M.Sc. (Geography), M.Sc. (Computer Science) and M.Com. (A.B.S.T.).</p> <p>The members appreciated the large number of courses offered by the College and approved the Semester-wise programmes of study leading to the award of degree.</p>

4.	To approve the fees (both admission and tuition) recommended by the Finance Committee.
Decision Taken	The members studied the fee structure proposed by the Finance Committee and agreed that the Annual Fee be increased by Rs.1000/- for both U.G. & P.G. and the Annual Tuition Fee be increased by Rs.1000/- for U.G. Programs namely B.A./Hons./B.Sc. (Bio.+ Maths.) /B.Com. /B.B.A. & B.C.A. The approval was proposed by Sr. Aruna and seconded by Mrs Deepmala Singhal.
5.	To approve the new courses to be introduced in the coming session 2018-19.
Decision Taken	The members were informed that the Board of Studies and the Academic Council had proposed to introduce M.A. (Sociology) and Physical Education as a subject for B.A. and Hons. from the coming session 2018-19. One of the members recommended the introduction of M.Sc. (Chemistry) due to its high employability quotient. The members discussed and agreed to introduce M.A. (Sociology), M.Sc. (Chemistry) and Physical Education as a subject in B.A. & Hons. from 2018-19. The members also approved 20 seats for the P.G. courses and B.L.I.S. It was also agreed that a minimum of 3 students will be required to begin any program. Proposed by Sr. Janet (Secretary, Education Society) and seconded by Mrs. Deepmala Singhal, the decisions were unanimously passed by the members.
6.	To inform about the new members appointed for the Examination Cell.
Decision Taken	Sr. Pearl informed the house that due to the increase in technical work, Mr. Hemant Kumar (Pursuing MCA) has been appointed to replace Sr. Swapna in the Examination Cell. His name was unanimously approved by the members.
7.	To present the Feedback Analysis Report and Action Taken Report of stakeholders.
Decision Taken	The Principal presented the Feedback Report and the Action Taken Report of the stakeholders (the Parents, Employers, Alumni, Staff and Students) regarding the curriculum design, courses and other aspects of the College. The members duly appreciated the initiatives taken.
8.	To approve the Strategic plan of the College
Decision Taken	The Principal presented the Strategic Plan of 2018-19 for approval. The members studied the plans and gave a few suggestions to be incorporated. They acknowledged the initiatives of the College and approved the same. Passed Unanimously
9.	To present the E-Governance Report of the Institution

Decision Taken	Dr. Sr. Pearl presented the E-Governance report of the Institution in the planning, development, administration, finances, students' admission and other procedures through the ERP system which has been successfully running for the last 5 years, i.e., from 2013-14. The members were also apprised of the efforts being made to completely automate the Exam Software. The members were highly appreciative of the E-governance mechanism used by the College.
10.	To introduce Choice based Credit System (C.B.C.S.) at the Post Graduation Level from the session 2018-19.
Decision Taken	Dr. Sr. Pearl informed the house that the College is ready to introduce C.B.C.S. in the coming session 2018-19 in Post Graduate Programs. The members congratulated the College Principal and teachers and approved the same. The approval was proposed by Sr. Aruna and seconded by Dr. Sr. Pearl. This was passed unanimously.
11.	To introduce Diploma Courses in the coming session 2018-19.
Decision Taken	The house was notified that the Academic Council has proposed to introduce Diploma Courses in Journalism, Geographic Information System (G.I.S.), Basics of Yoga and French (A1, A2 & B1 Level) from the coming session 2018-19. The honorable members discussed the employability quotient of the courses and gave their consent for courses. The approval was proposed by Dr. Sr. Rani and seconded by Dr. Jyoti Chandel. Passed unanimously.
12.	To approve the Research and Consultancy Policy of the College.
Decision Taken	Dr. Sr. Pearl informed the house that the Research and Development Cell in collaboration with the IQAC has compiled a Research and Consultancy Policy for the College. The aim of the policy is to develop a research environment on the campus, to promote critical thinking and an investigative approach among the staff and both U.G. and P.G. students The members studied the policy and approved the same.
13.	To present the report on the Autonomous status of the College for 2015-16 and 2016-17.
Decision Taken	The Principal apprised the house that the College was in the Third year of Autonomy and presented the yearly report on Autonomy. The honorable members duly acknowledged the hard work of the staff and management and congratulated the College on the initiatives taken.

14.	To inform about the present status of MOU's and Collaboration till 2017-18.								
Decision Taken	<p>The Principal updated the members with the present status of the MOU's and collaborations signed with other Colleges, University Departments and Institutes of Repute to encourage staff and student exchange, collaborative research projects, workshops, etc.</p> <p>The endeavor of the College to provide academic and cultural exposure to the staff and students was much praised by the honorable members.</p>								
15.	Any other Business.								
Decision Taken	<p>Under AOB Sr. Pearl informed the house that the Management Nominees appointed to the Academic Council had completed their term and proposed the following names:</p> <table border="0"> <tr> <td>1. Prof. D.K. Verma</td><td>- Education</td></tr> <tr> <td>2. Dr. Malti Bundela</td><td>- Medicine</td></tr> <tr> <td>3. Mrs. Meghna Choudhary</td><td>- Administrative Service</td></tr> <tr> <td>4. Prof. Nagendra Singh</td><td>- Education</td></tr> </table> <p>The members unanimously approved the proposed names</p> <p>The meeting ended with a formal vote of thanks by Dr. Sr. Pearl.</p>	1. Prof. D.K. Verma	- Education	2. Dr. Malti Bundela	- Medicine	3. Mrs. Meghna Choudhary	- Administrative Service	4. Prof. Nagendra Singh	- Education
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 Dr. Sr. Pearl
 PRINCIPAL
 SOPHIA GIRLS' COLLEGE
 (AUTONOMOUS)
 AJMER


 Rev. Sr. Savina
 President
 Sophia College Education Society
 Ajmer