



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 28th JUNE 2016

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 28th June, 2016 at 12:30 pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Sr. Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Sr. Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila Pareek</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Persis</i>
10.	Sr. Carol	Management Representative	<i>Carol</i>
11.	Dr. Anant Bhatnagar	Community Representative	<i>Anant</i>
12.	Prof. Adarbad Motafarm	External Expert	<i>Adarbad</i>
13.	Mrs. Chandana Bijlani	Employer	<i>Chandana Bijlani</i>
14.	Ms. Shehla Afreen	Student Representative	<i>Shehla</i>
15.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To plan for Internal Academic Audit.
3. To plan an Orientation Program for the staff and students.



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4. To orient and introduce autonomous functioning of the Institution to the parents.
5. To promote research activities.
6. A.O.B

Minutes

1. Reading of the previous minutes and Action Taken Report (ATR)

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To plan for Internal Academic Audit

An Internal Academic Audit has been planned on the 22nd July, 2016 to evaluate the last semester results.

3. To plan an Orientation Program for the Staff and Students

To acquaint the new students and staff members with the vision, mission and functioning of the college, an Orientation Program was planned for 1st July and 5th July 2016 respectively.

4. To orient and introduce Autonomy of the Institution to the parents

A team of IQAC members were given the responsibility to address the students and their parents, and orient them regarding the autonomous functioning of the Institution at the Parent-Teacher Meeting to be organised in the first week of July.

5. To promote research activities

It was decided that the permanent staff members will be encouraged by the IQAC to apply for research projects to various funding bodies such as DST, ICSSR, University Grants Commission, etc. The Coordinator informed the members that a Ph.D. program has been introduced in the Department of Geography. In order to encourage Research among the students, Research



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components have been included in the course structure. Furthermore, Dissertation has also been made compulsory for the P.G students.

The meeting concluded with a vote of thanks extended to the members by the Coordinator.

Mrs. Sandra Lee
IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer

Dr. Sr. Serena
Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

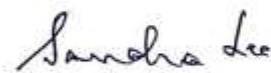
Sophia Girls' College (Autonomous), Ajmer




ACTION TAKEN REPORT

**Presented at the IQAC Meeting held on 28th June, 2016
at 12:30 pm in the IQAC Room**

1. The IQAC members chalked out a list of all the scheduled events for the session 2016-17 and prepared the Academic Calendar. It included planning of the dates for CIA and End Semester Examination as well as various co-curricular and extra circular activities..
2. The College Prospectus was designed and uploaded on the College website.
3. The names of the resource persons and dates for the upcoming FDP on CBCS was finalized.


Coordinator

IQAC
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer


Principal
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 4th AUGUST 2016

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 4th August, 2016 at 1:10 pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Sr Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila Pareek</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Persis</i>
10.	Dr. Anant Bhatnagar	Community Representative	<i>Anant</i>
11.	Ms. Shehla Afreeen	Student Representative	<i>Shehla</i>
12.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To organize a two-day Faculty Development Program on CBCS.
3. To introduce RS-CIT for the staff and students.
4. To conduct Student Council elections
5. To suggest measures to make the Campus Eco-friendly.
6. A.O.B.



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Minutes

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To organize a two-day Faculty Development Program on CBCS

To keep pace with the latest trends in higher education and maintain the academic standards, the members of the IQAC proposed to introduce Choice Based Credit System in the College and plan a two-day FDP for the same. The Principal Dr Sr Serena, proposed to invite Dr. Sr. Annamma Phillip, former Principal, Stella Maris College, Chennai and Prof. Ordetta Mendoza, also from Stella Maris Chennai, as resource persons for the FDP scheduled from 12th – 13th August, 2016.

3. To introduce RS-CIT to staff members and students

Owing to the need to update the staff and students with the functional aspects of computer application required in professional and academic work, the IQAC members recommended the setting up of a RS-CIT Centre in the College to encourage the staff members to pursue the same.

4. To conduct Student Council elections

For the efficient conduction of Student Council elections, the members discussed the criteria for nominations and formulated various committees for the same.

5. To suggest measures to make the Campus Eco-friendly

In order to make the Campus Eco-friendly the members of the IQAC suggested that the College should use non-conventional sources like solar lighting and biogas to fulfil all its fuel and energy requirements.



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6. A.O.B.

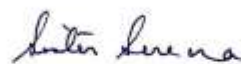
The Principal informed the members that 5 Students were enrolled under the Ph.D. Program in the Department of Geography, adding laurels in the history of the College.

The meeting concluded with the Coordinator thanking the members for their constructive participation and support.


Mrs. Sandra Lee

IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer



Dr. Sr. Serena

Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented at the IQAC Meeting held on 4th August, 2016
at 1:10 pm in the IQAC Room**

1. An Internal Academic Audit was held on 22nd July, 2016 to evaluate the last semester results.
2. To acquaint the new staff and students with the vision and mission of the college, an Orientation Program was successfully conducted on 1st July, 2016 and 5th July 2016 respectively.
3. The IQAC Members organized a Parent Teachers Meeting to apprise about the functioning of Autonomy of the Institution to the Parents on 2nd & 5th July, 2016.
4. To promote research culture, Ph.D. program was introduced in the Department of Geography. A Research Component has also been included in a few of the programs. Dissertation has also been made compulsory for the P.G students.


Coordinator

IQAC
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
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Principal
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 6th SEPTEMBER, 2016

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 6th September 2016 at 1:40 pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Sr Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Dass</i>
10.	Ms. Shehla Afreen	Student Representative	<i>Shehla</i>
11.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To prepare for the upcoming Academic Council Meeting.
3. To plan for the Intercollegiate Women's Tournaments.
4. To plan for a visit to IIS University to study the implementation and functioning of CBCS.



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5. A.O.B

Minutes

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To prepare for the Academic Council Meeting

The members of the IQAC planned for the upcoming Academic Council Meeting and prepared a list of the documents to be submitted at the meeting.

3. To host the Intercollegiate Women's Tournaments


To organize the 30th Intercollegiate Women's Tournaments of MDS University, Ajmer, the IQAC members framed various committees for the smooth conduction of the event.

4. To plan for a visit to IIS University to study about the functioning of CBCS.

To get a better understanding of CBCS the members of the IQAC decided to send few members to Jaipur on 24th Sept. 2016 to visit IIS University, and later train the other staff members for the same.

As there were no other points to be discussed, the meeting concluded with a vote of thanks to the members by the IQAC Coordinator.


Mrs. Sandra Lee
IQAC Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
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Dr. Sr. Serena
Principal
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer




ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 6th September,
2016 at 1:40 pm in the IQAC Room**

1. A Faculty Development Program on 'Choice Based Credit System' was organized by IQAC on 12th & 13th August, 2016. Dr. Sr. Annamma Phillip Former Principal and Prof. Ordetta Mendoza from Stella Maris College, Chennai were the resource persons for the same.
2. An RSCIT Centre was started in the campus and both the staff and students availed of the facility to become proficient in IT skills.
3. In an attempt to make the Campus Eco-Friendly, solar panels and biogas plant were setup.
4. Student elections were successfully organized and a new council was framed for the session 2016-17.


Coordinator

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 3rd OCTOBER, 2016

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 3rd October, 2016 at 1:40 pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Sr. Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Sr. Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Persis</i>
10.	Sr. Carol	Management Representative	<i>Carol</i>
11.	Ms. Shehla Afreeen	Student Representative	<i>Shehla</i>
12.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To organize FDPs for the staff to impart Value Education.
3. To plan special talks for the Administrative and Maintenance Staff.
4. To plan for an Alumni Meet.
5. A.O.B



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Minutes

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To organize FDPs for the Teachers to impart value education

In this fast paced and materialistically driven society, the members of the IQAC felt the need to inculcate time-honoured values among the students, and hence decided to organize FDPs on Value Education to equip the teachers to conduct these classes efficiently.

3. To plan special talks for the Administrative and Maintenance Staff


The members planned to have special talks and sessions for the benefit of the Administrative and Maintenance Staff of the College.

4. To plan for an Alumni Meet

The Principal informed the members that the batch of 1989 had specially approached her with the request of visiting the College, therefore the members decided to plan a special alumni meet for the concerned batch and formed various committees for the same.

The IQAC members who visited IIS University for a better understanding of CBCS shared their experiences with the other members.

As there were no other points to be discussed, the meeting concluded with a vote of thanks to the members for their constant support and cooperation.


Mrs. Sandra Lee

IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer



Dr. Sr. Serena
Principal
PRINCIPAL
SOPHIA GIRLS' COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 3rd October,
2016 at 1:40 pm in the IQAC Room**

1. The Academic Council Meeting was successfully held on 28th September, 2016.
2. The 30th Intercollegiate Women's Tournament of MDS University, Ajmer, were successfully held from 15th to 17th September, 2016 in the College campus.
3. Three IQAC members visited IIS University, Jaipur on 24th September, 2016 to study the institutional functioning of CBCS.

Sandra Lee
Coordinator

IQAC
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer

Indira Sharma
Principal

PRINCIPAL
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 7th DECEMBER, 2016

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 7th December, 2016 at 2:00 pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Sr. Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Sr. Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Dass</i>
10.	Ms. Shehla Afreen	Student Representative	<i>Shehla</i>
11.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To arrange for the upcoming Intercollegiate Cultural Competition (ICCC).
3. To plan for the staff and the students visit to the World Book Fair.
4. To organize training sessions and programmes for the Maintenance Staff.
5. A.O.B



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Minutes

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To arrange for the upcoming Intercollegiate Cultural Competition (ICCC).

The Principal informed the members of the IQAC that the Vice Chancellor of M.D.S. University, Ajmer has requested the College to be the co-host of the ICCC. The IQAC members were happy to organize the event and formulated various committees for different categories for the smooth conduction of the event.

3. To plan for the Staff and Students visit to the World Book Fair

To enrich the Central and Departmental Libraries for the academic benefit of the students it was decided to invite names from the staff members interested in attending the World Book Fair at New Delhi along with students.

4. To organize training sessions and programmes for the Maintenance Staff

A two-week training programme on Basic Communication Skills was planned for the Maintenance Staff to be scheduled in the coming month.

As there were no other points to be discussed, the meeting concluded with a vote of thanks to the present members.


Mrs. Sandra Lee

IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
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Dr. Sr. Serena

Principal
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 7th December,
2016 at 2:00 pm in the IQAC Room**

1. A FDP on Value Education was organized on 6th October, 2016 to enable the staff members to conduct these classes efficiently.
2. The IQAC fruitfully convened a special talk on 'Spiritual Enrichment' for the Administrative and Maintenance Staff on 19th November, 2016.
3. The Alumni Meet for the Batch of 1989 was successfully organized on 15th October, 2016 wherein numerous activities were conducted for them.


Coordinator

IQAC
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Principal

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 7th JANUARY, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 7th January, 2017 at 2.30 pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Dr. Sr. Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Dr. Sr. Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Persis</i>
10.	Ms. Shehla Afreen	Student Representative	<i>Shehla</i>
11.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To organize 'Stambh'- The Education Fair.
3. To encourage staff to participate in Conferences and Workshops.
4. To plan the Internal Academic Audit
5. A.O.B.



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Minutes

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To organize 'Stambh'- The Education Fair

The members of the IQAC along with the Placement Cell planned for the organization of **Stambh**-The Education Fair. Various committees were made for the smooth conduction of the event.

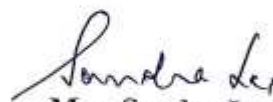
3. To encourage staff to participate in Conferences and Workshops


The IQAC members worked on the strategy to motivate the staff members to participate and present papers in Conferences and Seminars. The Principal suggested that she would request the Management to grant the Staff Members paid Academic Leave so that they could easily participate and present papers in such academic gatherings.

4. To plan the Internal Academic Audit.

The Co-ordinator of the Internal Academic Audit Committee carefully planned out the details for the audit and circulated the proforma to all the Departments to be filled and kept ready.

As there were no other points to be discussed, the Coordinator concluded the meeting and thanked the members for their active participation.


Mrs. Sandra Lee
IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
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Dr. Sr. Serena
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INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer




ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 7th JANUARY,
2017 at 2.30pm in the IQAC Room**

1. The Inter Collegiate Cultural Competition was successfully conducted on 9th December, 2016.
2. The Staff and students gave their consent to attend the World Book Fair at New Delhi which is scheduled from 13th to 15th January, 2017.
3. The End Semester Examination were successfully completed on 7th December, 2016.
4. A two-week Training Programme on Basic Communication Skills was organized for the Maintenance Staff from 21st January, 2017 to 4th February, 2017.


Coordinator

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 9th FEBRUARY, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 9th February, 2017 at 2:30pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Sr Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Dass</i>
10.	Sr. Carol	Management Representative	<i>Carol</i>
11.	Mrs. Chandana Bijlani	Employer	<i>Chandana Bijlani</i>
12.	Ms. Shehla Afreen	Student Representative	<i>Shehla</i>
13.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To make preparations for the Annual Prize Giving Ceremony.
3. To prepare AQAR for the session 2015-16
4. A.O.B



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Minutes

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To make preparations for the Annual Prize Giving Ceremony


The IQAC members decided the names for various trophies and shields and allocated duties for the Annual Prize Giving.

3. To prepare AQAR for the session 2015-16.

The members made various committees to procure the necessary data required for the compilation of AQAR.

As there were no other points to be discussed, the meeting concluded with a vote of thanks by the Coordinator.


Mrs. Sandra Lee
IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
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Dr. Sr. Serena
Principal
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INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



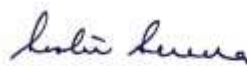
ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 9th February,
2017 at 2:30pm in the IQAC Room**

1. Stambh-The Education Fair was organized by the Placement Cell on 30th & 31st Januray, 2017.
2. The Staff members were granted paid Academic Leave by the Management to encourage them to attend and present papers in various conferences and seminars.
3. The Internal Academic Audit was conducted on 16th January, 2017.


Coordinator

IQAC
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer


Principal
PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 11th MARCH, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 11th March, 2017 at 1:40pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Dr. Sr. Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Dr. Sr. Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Mrs. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila Pareek</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Persis</i>
10.	Ms. Shehla Afreen	Student Representative	<i>Shehla</i>
11.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To purchase new books and equipment
3. To conduct stock verification.
4. A.O.B



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Minutes

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To purchase new books and equipment

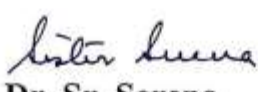
The Principal and the IQAC members encouraged the HoD's to purchase new equipment and books for their Departments.

3. To conduct stock verification

The IQAC members fixed the schedule for stock verification and asked the Departments to submit their report within the stipulated time period.

As there were no other points to be discussed, the Coordinator thanked the members and concluded the meeting


Mrs. Sandra Lee
IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
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Dr. Sr. Serena
Principal
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Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 11th March, 2017
at 1:40pm in the IQAC Room**

1. Annual Prize Giving Ceremony which was successfully organised on 10th February, 2017.
2. Preparations for compiling of AQAR 2015-16 were undertaken.

Sandra Lee
Coordinator

IQAC
Coordinator
Internal Quality Assurance Cell
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Indu Bena
Principal

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 6th APRIL, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 6th April, 2017 at 1:45pm in the IQAC Room

The following members attended the meeting:

S.No.	NAME	COMMITTEE	SIGN
1.	Dr. Sr. Serena	Chairperson	<i>Dr. Sr. Serena</i>
2.	Dr. Sr. Pearl	Vice Principal & Management Representative	<i>Dr. Sr. Pearl</i>
3.	Mrs. Sandra Lee	Co-ordinator	<i>Sandra Lee</i>
4.	Dr. Mrs. J. Chandel	Member	<i>J. Chandel</i>
5.	Mr. Gautam Chaturvedi	Member	<i>Gautam</i>
6.	Dr. Monika Kannan	Member	<i>Monika Kannan</i>
7.	Mrs. Kapila Pareek	Member	<i>Kapila Pareek</i>
8.	Mrs. Mriganka Upadhyay	Alumni Representative	<i>Mriganka</i>
9.	Mrs. Persis Latika Dass	Alumni Representative	<i>Persis</i>
10.	Sr. Carol	Management Representative	<i>Carol</i>
11.	Dr. Anant Bhatnagar	Community Representative	<i>Anant Bhatnagar</i>
12.	Mrs. Chandana Bijlani	Employer	<i>Chandana Bijlani</i>
13.	Ms. Shehla Afreen	Student Representative	<i>Shehla Afreen</i>
14.	Ms. Vimlesh Bhati	Student Representative	<i>Vimlesh Bhati</i>

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To plan Academic Calendar and duty allocation for the next session.
3. To update the syllabus for the next session.
4. To prepare for the upcoming BOM meeting.
5. A.O.B



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Minutes

1. Reading of the previous minutes and Action Taken Report(ATR)

The minutes and ATR of the previous meeting were read, confirmed and recorded.

2. To plan the Academic Calendar and duty allocation for the next session.

The members discussed the Academic Calendar for the next session, framed various committees and allocated duties for the same.

3. To update the syllabus for the next session

It was agreed that the Heads of Departments would be asked to update their syllabi and schedule their BOS meetings before the commencement of the session.

4. To prepare for the upcoming BOM meeting

The Principal informed the IQAC members about the upcoming BOM meeting and ask them to keep the required documents ready for the same.

5. A.O.B

The Principal informed the IQAC members that four Minor Research Projects were successfully submitted to UGC, New Delhi and three new projects have been sanctioned by the UGC for this session. The members appreciated the efforts of the Research Cell towards the promotion of research culture in the College.

As there were no other points to be discussed, the meeting concluded with a vote of thanks by the Coordinator.

Mrs. Sandra Lee
IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
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ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 6th April, 2017 at
1:45pm in the IQAC Room**

1. It was decided to begin the End Semester Examination by 15th April 2017. The preparations for the same were started. The time table was uploaded on the college website for the students.
2. The notice for the conduct of stock verification for the various Departments was issued and duties were allocated.

Sandra Lee
Coordinator

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Antu Leena

Principal
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