



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING (IQAC) HELD ON 27th JUNE 2017**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 27th June 2017 at 2:30 pm in the IQAC Room

The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|----------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Dr. Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Dr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti 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. Mriganka Upadhyay | Member | <i>Mriganka</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Persis</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| 10. | Dr. Anant Bhatnagar | Community Representative | <i>Anant</i> |
| 11. | Mrs. Kirti Pathak | Community Representative | <i>Kirti</i> |
| 12. | Mrs. Ellora Bagchi | Alumni Representative | <i>E. Bagchi</i> |
| 13. | Prof. Adarbad Motafarm | External Expert | <i>Adarbad</i> |
| 14. | Mr. Subin John | Employer | <i>Subin John</i> |
| 15. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 16. | Ms. Hansmita Priyavrat | Student Representative | <i>Hansmita</i> |
| 17. | Mr. Tej Singh | Technical | <i>Tej Singh</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To review BOS Minutes of all the Departments.
3. To plan Internal Academic Audit.
4. To assign Group Teachers/Mentors for the students of different faculties.
5. To plan Student and Staff Orientation program.
6. To propose for Civil Service Coaching.
7. A.O.B



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)


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 review the BOS Minutes of all the Departments**
The BOS minutes of all the Departments were reviewed by the IQAC members so as to ensure that the changes recommended by the subject experts were incorporated in the syllabi.
- 3. To plan Internal Academic Audit**
The members decided to schedule an Internal Academic Audit in the month of July to evaluate the last semester results.
- 4. To assign Group Teachers/Mentors for the students of different faculties**
To provide a congenial learning atmosphere and personal counselling for the students, it was decided to assign Group Teachers for students of different classes.
- 5. To plan Student and Staff Orientation Programs**
Orientation programs were planned in the month of July to acquaint the new staff members and the first-year students with the mission and vision of the College.
- 6. To propose for Civil Services Coaching**
In keeping with the growing interest of students in administrative services, the members of the IQAC unanimously proposed to commence on-campus coaching classes for Civil Services Examinations for the benefit of the students.

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
(Autonomous), Ajmer


Dr. Sr. Pearl
Principal
PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

Presented in the IQAC Meeting held on on 27th June 2017 at 2:30 pm in the IQAC Room

1. The Heads of Departments prepared themselves to organize the BOS meetings for the review and upgradation of the Syllabi.
2. The BOM meeting was held on 22nd April, 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 5th AUGUST, 2017**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 5th August 2017 at 2:10 pm in the IQAC Room

The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|----------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Dr. Sr. Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Dr. Sr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti 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. Mriganka Upadhyay | Member | <i>Mrs. Mriganka</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Persis</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| 10. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 11. | Ms. Hansmita Priyavrat | Student Representative | <i>HP</i> |
| 12. | Mr. Tej Singh | Technical | <i>Tej S.</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To give suggestions for developing an Enterprise Resource Planning Software for e-governance.
3. To plan for Student Council elections.
4. To prepare for the upcoming National Workshop.
5. To introduce a new Club for budding entrepreneurs.
6. A.O.B

Minutes

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



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

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

2. To give suggestion for developing an Enterprise Resource Planning Software for e-governance

The members of the IQAC suggested that the College should have an Enterprise Resource Planning Software for effective e-governance in the administration and examination section to promote transparency in the system.

3. To plan for 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.

4. To prepare for the upcoming National Workshop

To make the necessary arrangements for the upcoming Workshop by the Department of Geography on Research Methodology, the IQAC members formulated various committees and assigned duties to the staff members.

5. To introduce a new Club for budding entrepreneurs

The members of the IQAC suggested the introduction of a special club to encourage budding entrepreneurs to set up their new ventures and earn for themselves.

The meeting concluded with a vote of thanks to the members for their cooperation and support.

Mrs. Sandra Lee

IQAC Coordinator

Coordinator

Internal Quality Assurance Cell

Sophia Girls' College
(Autonomous), Ajmer

Dr. Sr. Pearl

Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



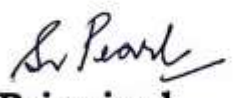
ACTION TAKEN REPORT

**Presented at the IQAC Meeting held on 5th August 2017
at 2:10 pm in the IQAC Room**

1. The IQAC reviewed the suggestions proposed by the Departmental BOS meetings for quality enhancement of the curriculum.
2. Class wise Mentees were allocated to Mentors under the Mentor-Mentee Program for providing guidance and regular counselling.
3. An Internal Academic Audit was held on 17th July, 2017 to evaluate the last semester results and the academic growth of the Departments.
4. Orientation Programs were organized for the new staff members and first-year students.
5. On-campus coaching classes for Civil Services was started for the College students.


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 9th SEPTEMBER, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 9th September 2017 at 2:00 pm in the IQAC Room

The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|----------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Sr. Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Sr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti 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. Mriganka Upadhyay | Member | <i>M. Upadhyay</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Dass</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| 10. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 11. | Ms. Hansmita Priyavrat | Student Representative | <i>HP</i> |
| 12. | Mr. Tej Singh | Technical | <i>Tej Singh</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting
2. To make arrangements for the hosting of Intercollegiate Women's Tournaments
3. To plan the organization of three scheduled FDPs for the staff members.
4. A.O.B



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

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 was read, confirmed and recorded.

2. To make arrangements for the hosting of Intercollegiate Women's Tournaments

To organize the 31st Intercollegiate Women's Tournaments of MDS University Ajmer, the IQAC members framed various committees for its smooth conduction.

3. To plan the organization of three scheduled FDPs for the staff members

FDPs on Writing Effective Research Proposals, Innovative Approaches for Teaching and Evaluation, and SPSS and Map Making Training for staff members were planned for the month of September.

The meeting concluded with the Coordinator thanking the members for their support and guidance

Mrs. Sandra Lee
IQAC Coordinator

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

Dr. Sr. Pearl
Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 9th September,
2017 at 2:00 pm in the IQAC Room**

1. An Enterprise Resource Planning (ERP) System has been developed for effective e-governance in the administration and examination section of the College.
2. The Student Council elections were successfully and fairly held on 17th August, 2017.
3. The Dept of Geography is preparing to organize a National Workshop on Research Methodology on 16th -18th September, 2017
4. The Entrepreneur's Club was inaugurated for the benefit of budding entrepreneurs and a three-day camp was organised under its aegis.


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 1st OCTOBER, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 1st October 2017 at 1:40 pm in the IQAC Room

The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|----------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Sr Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Sr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti 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. Mriganka Upadhyay | Member | <i>Mriganka</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Persis</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| 10. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 11. | Ms. Hansmita Priyavrat | Student Representative | <i>Hansmita</i> |
| 12. | Mr. Tej Singh | Technical | <i>Tej Singh</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting
2. To plan for the Mercy Examination
3. To prepare for the upcoming Academic Council meeting
4. A.O.B



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

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 plan for the Mercy Examination

To make the evaluative process more flexible and pro-learner, the Controller of Examination and the IQAC members advised to conduct Mercy Exams for those students who had missed their exams due to sickness or represented the College in some competitive event

3. To prepare for the upcoming Academic Council meeting

The members of the IQAC drafted the list of documents that need to be submitted at the upcoming Academic Council meeting.

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


Mrs. Sandra Lee

IQAC Coordinator

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



Dr. Sr. Pearl
Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 1st October 2017
at 1:40 pm in the IQAC Room**

1. The 31st Intercollegiate Women's Tournaments of MDS University, Ajmer, were successfully organized from 17th -19th September, 2017 on the College campus.
2. The IQAC organized the following FDPs-
 - Writing Effective Research Proposals was conducted by Prof. Sudesh Nagia, Co-ordinator, UGC, New Delhi on 18th September, 2017.
 - Innovative Approaches for Teaching and Evaluation by Dr. Shweta Jain, IBS, Jaipur 25th September, 2017.
 - SPSS and Map Making Training by Dr. Monika Kannan, Head, Department of Geography, Sophia Girls' College (Autonomous), Ajmer on 18th September, 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 12th NOVEMBER, 2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 12th November 2017 at 2:00 pm in the IQAC Room

The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|----------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Sr Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Sr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti 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. Mriganka Upadhyay | Member | <i>Mriganka</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Dass</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| ✓ 10. | Dr. Anant Bhatnagar | Community Representative | <i>3917</i> |
| ✓ 11. | Mrs. Ellora Bagchi | Alumni Representative | <i>E. Bagchi</i> |
| 12. | Mr. Subin John | Employer | <i>John</i> |
| 13. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 14. | Ms. Hansmita Priyavrat | Student Representative | <i>HP</i> |
| 15. | Mr. Tej Singh | Technical | <i>Tej Singh</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting
2. To review the pre-submission format of AQAR 2016-17



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

3. To prepare for the upcoming National Conference
4. To plan FDPs on the new examination software
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 review the pre-submission format of AQAR 2016-17

The final draft of the AQAR to be submitted in the coming months was reviewed and approved by the IQAC members.

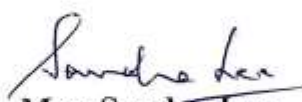
3. To prepare for the upcoming National Conference

The IQAC member's allocated duties to the staff for the successful conduction of the National Conference on Gandhi in Post-Liberalization India organized by the Departments of Political Science, History and Sociology.

4. To plan FDPs on the new examination software

The IQAC members suggested to organize FDPs to orient the staff members with the new examination software.

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



Mrs. Sandra Lee


IQAC Coordinator

Coordinator

Internal Quality Assurance Cell

Sophia Girls' College

(Autonomous), Ajmer



Dr. Sr. Pearl

Principal

PRINCIPAL

SOPHIA GIRLS' COLLEGE

(AUTONOMOUS)

AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



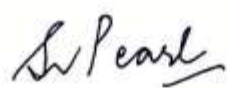
ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 12th November
2017 at 2:00pm in the IQAC Room**

1. The Academic Council Meeting was successfully held on 4th October 2017.
2. Mercy Examinations were held in the first week of November for students who were ill or those who had represented the College at various competition.


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 15th JANUARY, 2018

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 15th January 2018 at 2:30pm in the IQAC Room

The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|----------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Sr Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Sr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti 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. Mriganka Upadhyay | Member | <i>Mriganka</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Dass</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| 10. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 11. | Ms. Hansmita Priyavrat | Student Representative | <i>HP</i> |
| 12. | Mr. Tej Singh | Technical | <i>Tej Singh</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting
2. To prepare for the BOM meeting
3. To plan for the Internal Academic Audit
4. To organize a Value-Education Seminar for staff and students
5. To arrange for the Alumni Meet
6. To prepare for the International Conference



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

7. To apprise the members of the latest MoUs signed by the College
8. To plan a two-week training programme for the Maintenance Staff
9. 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 BOM meeting

The Principal informed the members about the upcoming BOM meeting. The IQAC members prepared the list of documents that needed to be kept ready for the upcoming BOM meeting.

3. To plan for the Internal Academic Audit

An Internal Academic Audit was planned for 15th January, 2018 to evaluate the last semester results.

4. To organize a Value-Education Seminar for staff and students

As per the UGC recommendation, the IQAC members proposed to conduct two programs; a Seminar on Value Education for the students to enhance their emotional quotient and a Faculty Development Programme for the teachers to enable them to conduct value education sessions with their mentees effectively.

5. To arrange for the Alumni Meet

The members of IQAC drafted committees and allotted duties to the staff members and the Alumni Committee for the forthcoming Alumni Meet.

6. To prepare for the International Conference

The IQAC members assigned various duties to the staff members for organizing an International Conference on 'Diaspora, Multiculturalism and Quest for Identity' by the Department of English.



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

7. To apprise the members of the latest MoUs signed by the College

The Coordinator apprised the members that two MOUs were signed with Parvatibai Chowgule College of Arts and Science (Goa) and Parishkar College of Global Excellence, Jaipur, (Rajasthan) to promote collaborative initiatives

8. To plan a two-week training programme for the Maintenance Staff

To help the female maintenance staff generate some extra income, a two-week training program on tailoring was planned for them by the IQAC.

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

Mrs. Sandra Lee
IQAC Coordinator

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

Dr. Sr. Pearl
Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 15th January
2018 at 2:30pm in the IQAC Room**

1. The National Conference on Gandhi in Post-Liberalization India by the Departments of Political Science, History and Sociology was successfully convened on 13th and 14th January 2018.
2. AQAR 2016-17 was compiled and the data for submission was verified.
3. An FDP on the new Examination Software was organized on 19th December, 2017 for the staff members to apprise them with the functioning of the same.


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 8th MARCH, 2018

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 8th March, 2018 at 2:00 pm in the IQAC Room.

The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|----------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Sr. Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Sr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti 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. Mriganka Upadhyay | Member | <i>Mriganka</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Dass</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| 10. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 11. | Ms. Hansmita Priyavrat | Student Representative | <i>HP</i> |
| 12. | Mr. Tej Singh | Technical | <i>Tej Singh</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting
2. To inform about signing of MOUs
3. To plan a training session for the Maintenance Staff
4. A.O.B



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

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 inform about signing of MOUs

The IQAC Coordinator informed the members about the MoU signed with Rajasthan Mahila Kalyan Mandal, Chachiyawas, Ajmer. She also informed that in the coming days MoUs will also be signed with the Centre of Environment and Development Studies, Jaipur (Raj) and Kristu Jayanti College, Autonomous, Bangalore (Karnataka).

3. To plan a training session for the Maintenance Staff

For the skill enhancement of the Maintenance Staff, a training session on Repair and Maintenance of Electrical Appliances was planned by the IQAC.

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

Mrs. Sandra Lee

IQAC Coordinator

Coordinator

Internal Quality Assurance Cell

Sophia Girls' College

(Autonomous), Ajmer

Dr. Sr. Pearl

Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

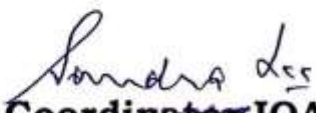
Sophia Girls' College (Autonomous), Ajmer




ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 8th March, 2018
at 2:00 pm in the IQAC Room**

1. The Board of Management Meeting was held on 10th February 2018.
2. An Internal Academic Audit was held on 15th January, 2018 to evaluate the last semester results.
3. The following programs were conducted on Value Education
 - A Seminar on Value Education to enhance the emotional quotient of students was organized from 5th to 8th March 2018.
 - A Faculty Development Program on Value Education for staff members by Father Jose from 5th to 8th March 2018
4. An International Conference on 'Diaspora, Multiculturism and Quest for Identity' by the Department of English was successfully organized from 17th to 19th February 2018.
5. A two-week training program on tailoring was organized for the female maintenance staff from 20th January to 3rd February, 2018.


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


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 27th APRIL, 2018**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 8th March, 2018 at 1:30 pm in the IQAC Room. The following members attended the meeting:

| S.No. | NAME | COMMITTEE | SIGN |
|-------|-------------------------|--|--------------------------|
| 1. | Dr. Sr. Pearl | Chairperson | <i>Sr. Pearl</i> |
| 2. | Dr. Sr. Rani | Vice Principal & Management Representative | <i>Dr. Rani</i> |
| 3. | Mrs. Sandra Lee | Co-ordinator | <i>Sandra Lee</i> |
| 4. | Dr. Jyoti Chandel | Member | <i>J. Chandel</i> |
| 5. | Mr. Gautam Chaturvedi | Member | <i>Gautam</i> |
| 6. | Dr. Monika Kannan | Member | <i>Dr. Monika Kannan</i> |
| 7. | Mrs. Mriganka Upadhyay | Member | <i>Mriganka</i> |
| 8. | Mrs. Persis Latika Dass | Member | <i>Dass</i> |
| 9. | Mrs. Asha Sharma | Member | <i>Asha</i> |
| 10. | Ms. Amreen Ayaz | Student Representative | <i>AMREEN</i> |
| 11. | Ms. Hansmita Priyavrat | Student Representative | <i>HP</i> |
| 12. | Mr. Tej Singh | Technical | <i>Tej Singh</i> |

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting
2. To suggest a Staff Exchange Program
3. To draft the Academic Calendar and allocate duties for the next session
4. A.O.B



Phone 0145-2427243

Sophia Girls College
Ajmer - 305 001
(Autonomous)

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 suggest Staff Exchange Program**

The IQAC members proposed a Staff Exchange Program to Colleges of Bangalore to study their functioning under CBCS scheme as well as incorporate the latest teaching pedagogies and evaluation techniques in the College curriculum.

- 3. To draft the Academic Calendar and allocate duties for the next session**

The IQAC members drafted the Academic Calendar for the coming session and framed various committees and allocated the duties for the same.

The Coordinator concluded by thanking the members for their cooperation and support.


Mrs. Sandra Lee

IQAC Coordinator

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



Dr. Sr. Pearl

Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



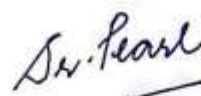
ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 27th April, 2018
at 1:30 pm in the IQAC Room**

1. The College started the Even End Semester Examinations for the students.
2. The future plans of collaborative activities with Centre of Environment and Development Studies, Jaipur (Raj) and Kristu Jayanti College, Autonomous, Bangalore (Karnataka) were carried out.
3. On 17th March, 2018 a training session on Repair and Maintenance of Electrical Appliances was successfully conducted for the Maintenance Staff.


Coordinator IQAC

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



Principal

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER