



# Sophia Girls' College (Autonomous), Ajmer

Affiliated to Maharshi Dayanand Saraswati University, Ajmer  
Re-Accredited 'A' Grade by NAAC & registered under 2(f) & 12(B) of UGC  
Website: [sophia.college](http://sophia.college) e-mail: [office@sophiacollegeajmer.in](mailto:office@sophiacollegeajmer.in) Phone No.: 0145-2427243  
Address: Mirshali, Jaipur Road, Ajmer-305001, Rajasthan (India)

## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

### MEETING (IQAC) HELD ON 4<sup>th</sup> JULY, 2019

First Meeting 04<sup>th</sup> July, 2019 at-12:30 pm in the IQAC Room.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Sr. Pearl	Chairperson	<i>Dr. Pearl</i>
2.	Dr. Monika Kannan	Co-ordinator	<i>Dr. Monika Kannan</i>
3.	Dr. Jyoti Chandel	Staff Representative	<i>J. Chandel</i>
4.	Mrs. Sandra Lee	Staff Representative	<i>Sandra Lee</i>
5.	Mr. Gautam Chaturvedi	Staff Representative	<i>Gautam</i>
6.	Mrs. Mriganka Upadhyay	Staff Representative	<i>Mriganka</i>
7.	Dr. Persis Latika Dass	Staff Representative	<i>Persis</i>
8.	Dr. Asha Sharma	Staff Representative	<i>Asha</i>
9.	Mr. Raman Tiwari	Staff Representative	<i>Raman</i>
10.	Dr. Neha Sharma	Staff Representative	<i>Neha</i>
11.	Mr. Satish Kumar	Head Librarian	<i>Satish</i>
12.	Mr. Elver Aubert	Controller of Examination	<i>Elver</i>
13.	Dr. Sr. Rani	Management Representative	<i>Dr. Rani</i>
14.	Sr. Swapana	Management Representative	<i>Sr. Swapana</i>
15.	Sr. Preetam	Office Superintendent	<i>Sr. Preetam</i>
16.	Fr. Vishal	Community Representative	<i>Fr. Vishal</i>
17.	Mrs. Meghna Choudhary	Alumni Representative	<i>Meghna</i>
18.	Ms. Samreen Maharaj	Student Representative	<i>Samreen</i>

### Agenda

1. Reading of the previous minutes
2. Result Analysis of the previous year.
3. Conduction of B.O.S. of all departments.
4. Reviewing Departmental Profiles
5. Assigning Group Teachers/Mentors for the different faculties
6. Coordinating for the Value Added Courses
7. Coordinating for NET coaching
8. Preparing for the upcoming P.T.M
9. To conduct Internal Academic Audit for session 2018-19



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10.AOB

## **Minutes**

### **1. Reading and recording of the previous minutes.**

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

### **2. Result Analysis of the previous year**

Result of all the departments was analysed and the head of departments were asked to conduct remedial classes and even take care of the slow learners and keep the advanced learners occupied in research and peer teaching activities.

### **3. Conduction of B.O.S. of all departments.**

All the departments were asked to conduct their B.O.S meetings in the coming 15 days so that the required amendments could be incorporated.

### **4. Reviewing Departmental Profiles**

Profiles prepared by each Department were reviewed by the IQAC members and suggestions given for improvement

### **5. Assigning Group Teachers/Mentors for the different faculties**

To provide a congenial learning atmosphere and personal counselling for the students, it was decided to assign group teachers for different faculties

### **6. Coordinating for the Value Added Courses**

The IQAC met the in-charges of the various value added courses so as to decide on the dates for a smooth conduction of these courses without overlapping of dates.

### **7. Coordinating for NET coaching**

The members met the faculty of the various departments who were interested in coaching for NET examinations, and a time table of the same was decided so as to commence the classes in earnest

### **8. Preparing for the upcoming P.T.M**

Faculty members were instructed regarding the matters to be discussed in the upcoming P.T.M.

### **9. To conduct Internal Academic Audit**



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The coordinator instructed to conduct Internal Academic audit for results of 2018-19 along with departmental activities and allocated duties.

## **10.AOB**

The Principal appreciated the IQAC for the well organized student orientation program. She informed them that the Staff Orientation Program was planned for 9<sup>th</sup> July, 2019.

The HODs were instructed to submit the lesson plans of their departments by the end of the month.

The meeting ended with a vote of thanks to the Chair.

*Monika Kannan*  
**Dr. Monika Kannan**  
**IQAC Coordinator**

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

*Sr Pearl*  
**Dr. Sr. Pearl**  
**Principal**

**PRINCIPAL**  
**SOPHIA GIRLS' COLLEGE**  
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## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

### MEETING (IQAC) HELD ON 2<sup>ND</sup> AUGUST 2019

Second Meeting 2<sup>nd</sup> August 2019 at 1:10 pm in the IQAC Room.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Sr. Pearl	Chairperson	<i>Dr. Sr. Pearl</i>
2.	Dr. Monika Kannan	Co-ordinator	<i>Dr. Monika Kannan</i>
3.	Dr. Jyoti Chandel	Staff Representative	<i>J. Chandel</i>
4.	Mrs. Sandra Lee	Staff Representative	<i>Sandra Lee</i>
5.	Mr. Gautam Chaturvedi	Staff Representative	<i>Gautam</i>
6.	Mrs. Mriganka Upadhyay	Staff Representative	<i>Mr. 18</i>
7.	Dr. Persis Latika Dass	Staff Representative	<i>Dass</i>
8.	Dr. Asha Sharma	Staff Representative	<i>Asha</i>
9.	Mr. Raman Tiwari	Staff Representative	<i>Raman</i>
10.	Dr. Neha Sharma	Staff Representative	<i>Neha</i>
11.	Mr. Satish Kumar	Head Librarian	<i>Satish</i>
12.	Mr. Elver Aubert	Controller of Examination	<i>Elver</i>
13.	Dr. Sr. Rani	Management Representative	<i>Dr. Sr. Rani</i>
14.	Sr. Swapana	Management Representative	<i>Swapana</i>
15.	Sr. Preetam	Office Superintendent	<i>Sr. Preetam</i>
16.	Ms. Samreen Maharaj	Student Representative	<i>Samreen</i>

### Agenda

1. Reading of the previous minutes
2. Commencement of the Classes for Value Added and Diploma Courses
3. Prepare for the conduction of health check up for staff and students.
4. Conduction of Student Council Elections
5. Preparation for the upcoming National Workshop.
6. To allocate duties and plan for FDPS for Teaching Staff & Non-Teaching Staff
7. To apprise the IQAC member about the signing of MOUs
8. AOB



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## **Minutes**

### **1. Reading of the previous minutes**

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

### **2. Commencement of Classes for the Value-added and Diploma Courses**

The members were instructed to commence the Value added as well as Diploma Classes so that they are completed in the stipulated time duration.

### **3. Prepare for the conduction of health check up for staff and students**

To assign the duties for the health check up for the entire staff and students of the college.

### **4. Conduction of 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. Preparation for the upcoming National Workshop and FDP**

To make the necessary arrangements for the upcoming Workshop (Instrumentation techniques for research in Chemical Sciences by the department of Chemistry) and FDP the IQAC members met the staff members and allocated duties for the same.

### **6. To allocate duties and plan for FDPS for Teaching Staff**

The duties for upcoming Faculty Development programs were allocated and the strategy for conduction was planned. The following FDPs are to be organized in the coming months-

For Teaching Staff-Attributes of Balanced Question Paper (As per Bloom's Taxonomy)

For Non- Teaching Staff- Institutional Fund Management through PFMS, S.P.C Govt. College, Ajmer & Workshop on Legal Compliance for NGO and Educational Institution.

### **7. To apprise the IQAC member about the signing of MOUs**



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The Coordinator apprised the IQAC members about the recently signed Two MoUs with St. Aloysius College, Jabalpur (MP) and Bhartiya Skill Development University, Jaipur (Rajasthan).

## **8. AOB**

H.O.D were instructed to submit the updated syllabus for Batch 2019-20 passed by the B.O.S counter signed by H.O.D and to be submitted to Exam Cell.

**Dr. Monika Kannan**

**IQAC Coordinator**

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

**Dr. Sr. Pearl**

**Principal**

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## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

### MEETING (IQAC) HELD ON 2<sup>ND</sup> SEPTEMBER, 2019

The Third Meeting was held on 2<sup>nd</sup> September, 2019 at 1:40 pm in the IQAC Room.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Sr. Pearl	Chairperson	<i>[Signature]</i>
2.	Dr. Monika Kannan	Co-ordinator	<i>[Signature]</i>
3.	Dr. Jyoti Chandel	Staff Representative	<i>[Signature]</i>
4.	Mrs. Sandra Lee	Staff Representative	<i>[Signature]</i>
5.	Mr. Gautam Chaturvedi	Staff Representative	<i>[Signature]</i>
6.	Mrs. Mriganka Upadhyay	Staff Representative	<i>[Signature]</i>
7.	Dr. Persis Latika Dass	Staff Representative	<i>[Signature]</i>
8.	Dr. Asha Sharma	Staff Representative	<i>[Signature]</i>
9.	Mr. Raman Tiwari	Staff Representative	<i>[Signature]</i>
10.	Dr. Neha Sharma	Staff Representative	<i>[Signature]</i>
11.	Mr. Satish Kumar	Head Librarian	<i>[Signature]</i>
12.	Mr. Elver Aubert	Controller of Examination	<i>[Signature]</i>
13.	Dr. Sr. Rani	Management Representative	<i>[Signature]</i>
14.	Sr. Swapana	Management Representative	<i>[Signature]</i>
15.	Sr. Preetam	Office Superintendent	<i>[Signature]</i>
16.	Ms. Samreen Maharaj	Student Representative	<i>[Signature]</i>

### Agenda

1. Reading of the previous minutes
2. Conduction of CIA
3. Prepare for the exchange programme
4. Organize the upcoming Alumni meet
5. To prepare for the Women's Inter Collegiate Tournaments
6. Celebrate the 150<sup>th</sup> birth anniversary of Mahatma Gandhi
7. To prepare for the IGNOU visit.
8. AOB



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## **Minutes**

### **1. Reading of the previous minutes**

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

### **2. Conduction of CIA**

The members along with the Exam Cell discussed the important points regarding the successful conduction of second CIA under autonomous scheme.

### **3. Prepare for the exchange programme**

The IQAC members allocated the duties for the arrangements for the student and faculty of Govt College of Arts & Science Goa visiting the college as a part of the upcoming exchange programme.

### **4. Organize the upcoming Alumni meet**

To organize the 60<sup>th</sup> Alumni meet the IQAC members met the Alumni members and framed various committees for its smooth conduction.

### **5. Prepare for the Women's Inter Collegiate Tournaments**

Duties were allocated to accompany the students for the 33<sup>rd</sup> Inter Collegiate tournaments of M.D.S University, Ajmer.

### **6. Celebrate the 150<sup>th</sup> birth anniversary of Mahatma Gandhi**

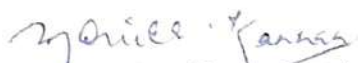
As per the government orders necessary arrangements to celebrate the 150<sup>th</sup> birth anniversary

### **7. Prepare for the upcoming IGNOU visit**

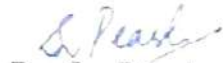
The Coordinator informed the members about the upcoming IGNOU visit on 15<sup>th</sup> October hence the members should be prepared for the same with the required data in hand.

### **8. AOB**

The Team going for the International exchange program was given instructions regarding the visit and were asked to submit a report for the same. The meeting ended with a vote of thanks to the Chair.

  
**Dr. Monika Kannan**  
IQAC Coordinator

Coordinator  
Internal Quality Assurance Cell  
Sophia Girls' College  
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**Dr. Sr. Pearl**  
Principal

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## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

### MEETING (IQAC) HELD ON 4<sup>th</sup> NOVEMBER, 2019

The Fourth Meeting was held on 4<sup>th</sup> November, 2019 at 12:15 pm in the IQAC Room.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Sr. Pearl	Chairperson	<i>Sr. Pearl</i>
2.	Dr. Monika Kannan	Co-ordinator	<i>Monika Kannan</i>
3.	Dr. Jyoti Chandel	Staff Representative	<i>J. Chandel</i>
4.	Mrs. Sandra Lee	Staff Representative	<i>Sandra Lee</i>
5.	Mr. Gautam Chaturvedi	Staff Representative	<i>Gautam</i>
6.	Mrs. Mriganka Upadhyay	Staff Representative	<i>Mriganka</i>
7.	Dr. Persis Latika Dass	Staff Representative	<i>Dass</i>
8.	Dr. Asha Sharma	Staff Representative	<i>Asha</i>
9.	Mr. Raman Tiwari	Staff Representative	<i>Raman</i>
10.	Dr. Neha Sharma	Staff Representative	<i>Neha</i>
11.	Mr. Satish Kumar	Head Librarian	<i>Satish</i>
12.	Mr. Elver Aubert	Controller of Examination	<i>Elver</i>
13.	Dr. Sr. Rani	Management Representative	<i>Sr. Rani</i>
14.	Sr. Swapana	Management Representative	<i>Swapana</i>
15.	Sr. Preetam	Office Superintendent	<i>Preetam</i>
16.	Ms. Samreen Maharaj	Student Representative	<i>Samreen</i>

### Agenda

1. Reading of the previous minutes
2. Discussion of the Final Draft of AQAR
3. To conduct P.T.M for defaulters
4. To start collecting the data for SSR
5. Hosting the Inter Collegiate Taekwondo and chess tournament.
6. Conduction of Term-End Examination
7. To apprise the IQAC member about the signing of MOUs
8. AOB

### Minutes

#### 1. Reading of the previous minutes

The minutes of the previous meeting was read, confirmed and recorded



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## **2. Discussion of the Final Draft of AQAR**

The IQAC members looked into the data requirements for AQAR submissions for the year 2018-19 to cross check whether the data procured from the various departments was as required.

## **3. To conduct P.T.M for defaulters**

The Principal discussed with the IQAC members to conduct a parent teacher meeting for the defaulters before the commencement of End Semester exams.

## **4. To start collecting the data**

The Coordinator IQAC informed the members to prepare for the SSR. The IQAC members were given the in-charge for each criteria and they were requested to procure the data of last 5 years from the various departments and start working on the SSR. The following IQAC members were made responsible for the following criteria.

1. Criteria 1: Dr. Persis Latika Dass
2. Criteria 2: Mrs. Mriganka Upadhyay
3. Criteria 3: Dr. Monika Kannan
4. Criteria 4: Sr. Swapna John
5. Criteria 5: Dr. Jyoti Chandel
6. Criteria 6: Dr. Asha Sharma
7. Criteria 7: Dr. Sr. Rani

## **5. Hosting the Inter Collegiate Taekwondo and Chess Tournament**

Allocation of duties for smooth conduction of the inter collegiate chess and taekwondo tournaments

## **6. Conduction of Term-End Examination**

The members along with the Exam Cell discussed the important points regarding the successful conduction of End Semester Exam and External Practical under autonomous scheme.

## **7. To apprise the IQAC member about the signing of MOUs**

The Coordinator apprised the IQAC members about the recently signed MoUs with St. Xavier's College, Jaipur (Rajasthan) and ISDC-Institute of



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Management Accountants (IMA), USA and ISDC-Institute of Analytics (IoA), U.K to offer courses in Business Analytics.


## **8. AOB**

The Principal congratulated the Members on the fabulous conduction of the Alumni Meet which was a grand success.

The meeting ended with a vote of thanks to the Chair.

  
**Dr. Monika Kannan**  
**IQAC Coordinator**

**Coordinator**  
**Internal Quality Assurance Cell**  
**Sophia Girls' College**  
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## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

### MEETING (IQAC) HELD ON 10<sup>th</sup> DECEMEBER, 2019

The Fifth Meeting was held on 10<sup>th</sup> December, 2019 at 1:00 pm in the IQAC Room.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Sr. Pearl	Chairperson	<i>Dr. Sr. Pearl</i>
2.	Dr. Monika Kannan	Co-ordinator	<i>Dr. Monika Kannan</i>
3.	Dr. Jyoti Chandel	Staff Representative	<i>Dr. Jyoti Chandel</i>
4.	Mrs. Sandra Lee	Staff Representative	<i>Sandra Lee</i>
5.	Mr. Gautam Chaturvedi	Staff Representative	<i>Gautam</i>
6.	Mrs. Mriganka Upadhyay	Staff Representative	<i>Mriganka</i>
7.	Dr. Persis Latika Dass	Staff Representative	<i>Persis</i>
8.	Dr. Asha Sharma	Staff Representative	<i>Asha</i>
9.	Mr. Raman Tiwari	Staff Representative	<i>Raman</i>
10.	Dr. Neha Sharma	Staff Representative	<i>Neha</i>
11.	Mr. Satish Kumar	Head Librarian	<i>Satish</i>
12.	Mr. Elver Aubert	Controller of Examination	<i>Elver</i>
13.	Dr. Sr. Rani	Management Representative	<i>Dr. Sr. Rani</i>
14.	Sr. Swapana	Management Representative	<i>Swapana</i>
15.	Sr. Preetam	Office Superintendent	<i>Preetam</i>
16.	Fr. Vishal	Community Representative	<i>Fr. Vishal</i>
17.	Mrs. Meghna Choudhary	Alumni Representative	<i>Meghna</i>
18.	Ms. Samreen Maharaj	Student Representative	<i>Samreen</i>

### Agenda

1. Reading of the previous minutes
2. Conduction of End Semester Exams and External Practical
3. Pre-Submission review of the AQAR(2018-19).
4. To prepare for the upcoming Intercollegiate Women's cricket Tournament.
5. To place the order for Books, Journals and Instruments and materials
6. To Prepare for the SSR
7. Submission of Course Plans



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8. Coordinate for upcoming International Workshop and Orientation Programme.
9. To allocate duties and plan for FDPS for Teaching Staff & Non-Teaching Staff
10. AOB

## **Minutes**

### **1. Reading of the previous minutes**

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

### **2. Conduction of End Semester Exams and External Practical**

The members along with the Exam Cell discussed the important points regarding the successful conduction of End Semester Exam and External Practical under autonomous scheme

### **3. Pre-Submission review of the AQAR(2018-19)**

The final draft of the AQAR to be submitted in December was reviewed by the IQAC members

### **4. Prepare for the upcoming Intercollegiate Women's Cricket Tournament**

The IQAC members allocated the duties for hosting the Intercollegiate Women's Cricket Tournament

### **5. To place the order for Books, Journals and Instruments and materials**

The Chief Librarian informed all the members to place order for Books, Journals and Instruments and materials as per need of individual departments.

### **6. Prepare for the SSR**

The members of the IQAC met the Heads of all the criteria and intimated them regarding the documents to be submitted pertaining to SSR

### **7. Submission of Course Plans**

The IQAC members assessed the Course Plans submitted by the various departments.

### **8. Coordinate for upcoming International Workshop and Orientation Programme.**





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The IQAC members allocated the duties for the conduction of the upcoming Orientation Programme (on capacity building with Geospatial Technologies sponsored by DST and organised by Geography department) and the International workshop (on Real Life Application of Machine Learning and Image Processing using MATLAB organised by department of Computer Science).

## **9. To allocate duties and plan for FDPS for Teaching Staff & Non-Teaching Staff**

The duties for upcoming Faculty Development programs were allocated and the strategy for conduction was planned. The following FDPs are to be organized in the coming months-

For Teaching Staff-

- Writing Interdisciplinary Research Proposals
- Research and Innovations in Higher Educational Institutes: A Pragmatic approach
- Building Institutional Values: Prospects and Challenges
- Development of E Learning Resources
- Collaborative FDP on "Institutional Benchmarking of Best Practices"
- Online Teaching Tool Kit

For Non- Teaching Staff-


- Public Finance Management System (PFMS)
- Training in Two-Wheeler Driving

## **10.AOB**

The meeting ended with a vote of thanks to the Chair.

  
**Dr. Monika Kannan**  
IQAC Coordinator

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

  
**Dr. Sr. Pearl**  
Principal

PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER





# Sophia Girls' College (Autonomous), Ajmer

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## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

### MEETING (IQAC) HELD ON 10<sup>th</sup> JANUARY, 2020

The Sixth Meeting was held on 10<sup>th</sup> January, 2020 at 12:30 pm in the IQAC Room.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Sr. Pearl	Chairperson	<i>Dr. Sr. Pearl</i>
2.	Dr. Monika Kannan	Co-ordinator	<i>Dr. Monika Kannan</i>
3.	Dr. Jyoti Chandel	Staff Representative	<i>Dr. Jyoti Chandel</i>
4.	Mrs. Sandra Lee	Staff Representative	<i>Sandra Lee</i>
5.	Mr. Gautam Chaturvedi	Staff Representative	<i>Gautam Chaturvedi</i>
6.	Mrs. Mriganka Upadhyay	Staff Representative	<i>Mrs. Mriganka Upadhyay</i>
7.	Dr. Persis Latika Dass	Staff Representative	<i>Dr. Persis Latika Dass</i>
8.	Dr. Asha Sharma	Staff Representative	<i>Dr. Asha Sharma</i>
9.	Mr. Raman Tiwari	Staff Representative	<i>Mr. Raman Tiwari</i>
10.	Dr. Neha Sharma	Staff Representative	<i>Dr. Neha Sharma</i>
11.	Mr. Satish Kumar	Head Librarian	<i>Mr. Satish Kumar</i>
12.	Mr. Elver Aubert	Controller of Examination	<i>Mr. Elver Aubert</i>
13.	Dr. Sr. Rani	Management Representative	<i>Dr. Sr. Rani</i>
14.	Sr. Swapana	Management Representative	<i>Sr. Swapana</i>
15.	Sr. Preetam	Office Superintendent	<i>Sr. Preetam</i>
16.	Ms. Samreen Maharaj	Student Representative	<i>Ms. Samreen Maharaj</i>

### Agenda

1. Reading of the previous minutes
2. Coordinate International Student and Faculty Exchange Program
3. Preparation for Intercollegiate Economic Fest, FDP and workshop
4. Preparation for Internal Academic Audit
5. To apprise the IQAC member about the successful Collaborative initiatives
6. To conduct Internal Academic Audit
7. AOB



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## **Minutes**

### **1. Reading of the previous minutes**

The minutes of the previous meeting was read, confirmed and recorded

### **2. Coordinate Student and Faculty Exchange Program**

To disseminate knowledge and information and promote academic exchange the members coordinated the student and staff exchange programs with St Xaviers College Kathmandu, Fr Agnel's College Goa, Kristu Jayanti College Bangalore, BSSS Bhopal, Fairfield Institute of Management Delhi, St Aloysius College Jabalpur, St Joseph's College Trichi, Patna Womens College Patna, St Xaviers College, Jaipur. Members formulated the committees for necessary arrangements.

### **3. Preparation for Intercollegiate Economic Fest ,FDP and workshop**

To make the necessary arrangements for the upcoming Intercollegiate Economic fest, FDP and the National Workshop the IQAC members met the staff members and allocated duties for the same.

### **4. Internal Academic Audit**

The Coordinator informed the members that the Internal Academic Audit Committee will be conducting the Audit shortly; hence all departments should be ready for the same.

### **5. To apprise the IQAC member about the successful Collaborative initiatives**

The Coordinator apprised the IQAC members about the recent collaborative initiatives with various national as well as International organizations-

- Fairfield Institute of Management and Technology (New Delhi)
- St. Joseph's Tiruchirappalli (Tamil Nadu)
- The Illustrate Official College of Psychologists of Eastern Andalusia (Spain)
- St. Xavier's College, Kathmandu (Nepal)
- Patna Women's College, Patna (Bihar)
- Holy Cross College, Agartala



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## **6. To conduct Internal Academic Audit**


The coordinator instructed to conduct Internal Academic audit for results 2019-20 along with departmental activities and allocated duties.

## **7. AOB**

The meeting ended with a vote of thanks to the Chair.

  
**Dr. Monika Kannan**  
IQAC Coordinator

**Coordinator**  
Internal Quality Assurance Cell  
Sophia Girls' College  
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**Dr. Sr. Pearl**  
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## MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

### MEETING (IQAC) HELD ON 4<sup>th</sup> FEBRUARY, 2020

The Seventh Meeting was held on 4<sup>th</sup> February, 2020 at 12:30 pm in the IQAC Room.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Dr. Sr. Pearl	Chairperson	<i>Dr. Sr. Pearl</i>
2.	Dr. Monika Kannan	Co-ordinator	<i>Dr. Monika Kannan</i>
3.	Dr. Jyoti Chandel	Staff Representative	<i>Dr. Jyoti Chandel</i>
4.	Mrs. Sandra Lee	Staff Representative	<i>Mrs. Sandra Lee</i>
5.	Mr. Gautam Chaturvedi	Staff Representative	<i>Mr. Gautam Chaturvedi</i>
6.	Mrs. Mriganka Upadhyay	Staff Representative	<i>Mrs. Mriganka Upadhyay</i>
7.	Dr. Persis Latika Dass	Staff Representative	<i>Dr. Persis Latika Dass</i>
8.	Dr. Asha Sharma	Staff Representative	<i>Dr. Asha Sharma</i>
9.	Mr. Raman Tiwari	Staff Representative	<i>Mr. Raman Tiwari</i>
10.	Dr. Neha Sharma	Staff Representative	<i>Dr. Neha Sharma</i>
11.	Mr. Satish Kumar	Head Librarian	<i>Mr. Satish Kumar</i>
12.	Mr. Elver Aubert	Controller of Examination	<i>Mr. Elver Aubert</i>
13.	Dr. Sr. Rani	Management Representative	<i>Dr. Sr. Rani</i>
14.	Sr. Swapana	Management Representative	<i>Sr. Swapana</i>
15.	Sr. Preetam	Office Superintendent	<i>Sr. Preetam</i>
16.	Ms. Samreen Maharaj	Student Representative	<i>Ms. Samreen Maharaj</i>

### Agenda

1. Reading of the previous minutes
2. Conduction of the upcoming International Conferences
3. Organizing National Workshop by IQAC
4. Annual Day Preparation
5. Stock Verification
6. To apprise about the successful Collaborative initiatives
7. Preparation and submission of AISHE and NIRF data
8. AOB

### Minutes

1. Reading of the previous minutes



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The minutes of the previous meeting was read, confirmed and recorded

## **2. Organizing the upcoming International Conferences**

Discussion and allocation of duties for the upcoming International Conferences by department of Commerce & Management and Political Science and Economics on Water: A Focus on the Future and Innovation sponsored by WAPCOS

## **3. Organizing National Workshop By IQAC**

A National Workshop was organized by the IQAC on the revised Assessment and Accreditation Framework for Higher Education in India sponsored by United Board so as to have a better understanding of the NAAC criterions

## **4. Annual Day Preparation**

Duties for the preparation of award lists, certificate writing etc were allocated for the upcoming Annual day

## **5. Stock Verification**

The IQAC members directed the different Departments to conduct their stock verification and submit their report of the same within the stipulated time period.

## **6. To apprise about the successful Collaborative initiatives**

The Coordinator apprised the IQAC members about the recently signed MoUs with Dot squares Technologies Pvt. Limited, Jaipur and ISDC-Digital Marketing Institute (DMI), Ireland. The members were also informed that the Institution plans to develop collaborations with the following organizations very soon-

- Association of Chartered Certified Accountants (ACCA), UK
- Vienni Training and Consulting LLP, Bangalore
- Budget Analysis and Research Centre, Jaipur
- Faculty of Management Studies, Institute of Rural Management, Jaipur (FMS-IRM) (Rajasthan)

## **7. Preparation and submission of AISHE and NIRF data**



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The Principal along with the IQAC Coordinator chalked out the strategic plan for submission of AISHE and NIRF data and divided the IQAC members into different groups to collect the data.

## **8. AOB**

The meeting ended with a vote of thanks to the Chair.

**Dr. Monika Kannan**  
**IQAC Coordinator**

**Coordinator**  
**Internal Quality Assurance Cell**  
**Sophia Girls' College**  
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**Dr. Sr. Pearl**  
**Principal**

**PRINCIPAL**  
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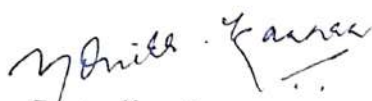
## **INTERNAL QUALITY ASSURANCE CELL**

**Sophia Girls' College (Autonomous), Ajmer**

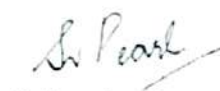
### **ACTION TAKEN REPORT**

**Presented at the IQAC Meeting held on 4<sup>th</sup> July, 2019**

1. A successful and fruitful MHRD-Sponsored National Seminar on E-Learning and MOOCS program was organized by the IQAC in association with Guru Angad Dev Teaching Learning Centre, New Delhi 16<sup>th</sup> March, 2019.
2. A detailed Academic Calendar from the session 2019-20 was chalked out and published on the College website.
3. The Undergraduate Graduate programs commenced successfully with CBCS from 1<sup>st</sup> July, 2019.

  
**Coordinator**

**IQAC** **Coordinator**  
**Internal Quality Assurance Cell**  
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## **INTERNAL QUALITY ASSURANCE CELL**

### **Sophia Girls' College (Autonomous), Ajmer**

#### **ACTION TAKEN REPORT**

**Presented in the IQAC Meeting held on 2<sup>nd</sup> August, 2019**

1. Departmental profiles have been reviewed and suggestions have been conveyed to the respective Departmental Heads.
2. Collaborative ventures have been initiated by signing two MoUs with St. Aloysius College, Jabalpur (MP) and Bhartiya Skill Development University, Jaipur (Rajasthan).
3. Allocation of Mentees to different Mentors has been done faculty wise for the newly admitted students.
4. Internal Academic Audit was conducted for results of 2018-19 along with departmental activities on 9<sup>th</sup> July, 2019.
5. Student and Staff Orientation were smoothly conducted on 4<sup>th</sup> July, 2019 and 6<sup>th</sup> July, 2019 respectively.

  
**Coordinator**

**IQAC** **Coordinator**  
**Internal Quality Assurance Cell**  
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## **INTERNAL QUALITY ASSURANCE CELL**

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### **ACTION TAKEN REPORT**

**Presented in the IQAC Meeting held on 2<sup>nd</sup> September,  
2019**

1. Student Council Elections were conducted efficiently on 27<sup>th</sup> August, 2019.
2. Values added as well as Diploma Classes for the session were commenced.
3. A Medical Health Check-up for the entire Staff and Students of the College was successfully organized on 10<sup>th</sup> August, 2019.
4. An Academic Council meeting was held on 31<sup>st</sup> August, 2019 to discuss various academic issues of the coming session.

  
**Coordinator**

**IQAC**

**Coordinator**  
**Internal Quality Assurance Cell**  
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## **INTERNAL QUALITY ASSURANCE CELL**

### **Sophia Girls' College (Autonomous), Ajmer**

#### **ACTION TAKEN REPORT**

**Presented in the IQAC Meeting held on 4<sup>th</sup> November, 2019**

1. The IQAC successfully organized an FDP on Attributes of Balanced Question Paper (*As per Bloom's Taxonomy*) on 2<sup>nd</sup> September, 2019 Teaching Staff and Training in Basic Manners and Etiquette for Non-Teaching Administrative Staff on 23<sup>rd</sup> September, 2019 to 2<sup>nd</sup> October, 2019.
2. Collaborative ventures have been initiated by signing three MoUs with ISDC-Institute of Management Accountants (IMA), USA, ISDC-Institute of Analytics (IoA), U.K-Business Analytics and St. Xavier's College, Jaipur (Rajasthan).
3. The National Workshop on 'Instrumentation Techniques for Research in Chemical Sciences' was successfully conducted on 6 – 7<sup>th</sup> September, 2019.
4. The Institutional Research Projects were sanctioned and Seed Money was granted to 12 faculty members.
5. The Green Audit was conducted successfully as an initiative towards environment conservation.



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6. The Members reported that they had begun working on compiling the AISHE and NIRF Ranking reports.

7. A Board of Management meeting was held on 7<sup>th</sup> September, 2019 to discuss various academic issues of the coming session.

  
**Coordinator**

**IQAC**

**Coordinator**  
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## **INTERNAL QUALITY ASSURANCE CELL**

### **Sophia Girls' College (Autonomous), Ajmer**

#### **ACTION TAKEN REPORT**

**Presented in the IQAC Meeting held on 10<sup>th</sup> December, 2019**

1. The National Level Orientation Program on Capacity building with Geospatial Technologies organized by NRDMS division of DST, New Delhi was successfully held 28 -30<sup>th</sup> November, 2019.
2. The Inter-Collegiate Taekwondo Tournament and Chess Tournaments were successfully conducted at Sophia Girls' College, Ajmer on 11-November, 2019 & 7<sup>th</sup>-8<sup>th</sup> November, 2019.
3. The IQAC successfully organized two FDPs for Non-Teaching Staff on:
  - Public Finance Management System (PFMS), Canara Bank on 19-11-2019 to 20-11-2019.
  - Workshop on Legal Compliance for NGO and Educational Institution on 29-11-2019 to 30-11-2019.

*Y. Anita Gencer*  
**Coordinator**

**IQAC** Internal Quality Assurance Cell  
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*Sr Pearl*  
**Principal**

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## **INTERNAL QUALITY ASSURANCE CELL**

### **Sophia Girls' College (Autonomous), Ajmer**

#### **ACTION TAKEN REPORT**

**Presented in the IQAC Meeting held on 10<sup>th</sup> January  
2020**

1. Two Day International Workshop was successfully organized on 'Real Life Application of Machine Learning and Image Processing using MATLAB' sponsored by Department of Science and Technology, Govt. of Rajasthan on 17-18<sup>th</sup> December, 2019.
2. Internal Audit of Departments/ clubs and Associations Bi-annual Audit- Even Semester 2019-20 on 7<sup>th</sup> January, 2020.
3. Collaborative initiatives were initiated with-
  - Fairfield Institute of Management and Technology (New Delhi)
  - St. Joseph's Tiruchirappalli (Tamil Nadu)
  - The Illustrate Official College of Psychologists of Eastern Andalusia (Spain)
  - St. Xavier's College, Kathmandu (Nepal)
  - The Bhopal School of Social Sciences (Autonomous), Bhopal (MP)
  - Patna Women's College, Patna (Bihar)
  - Holy Cross College, Agartala

*Dr. Anil Kumar*  
**Coordinator**

**Coordinator**  
**IQAC** Internal Quality Assurance Cell  
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*S. Pearl*  
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## **INTERNAL QUALITY ASSURANCE CELL**

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#### **ACTION TAKEN REPORT**

**Presented in the IQAC Meeting held on 4<sup>th</sup> February  
2020**

1. An International 'Staff and Student Exchange Programme': SYNERGY along with an International Workshop on Human Rights was successfully organized on 27<sup>th</sup> January, 2020 to 2<sup>nd</sup> February, 2020 wherein 60 Students & 8 Teachers from collaborative institutions and 1200 Students and 66 Teachers our Institution participated.
2. MoU was successfully signed with
  - Dot squares Technologies Pvt. Limited, Jaipur
  - ISDC-Digital Marketing Institute (DMI), Ireland
3. The IQAC successfully organized FDPs on Writing Interdisciplinary Research Proposals on 29<sup>th</sup> January, 2020.
4. A Training program in Two-Wheeler Driving was organized for the female maintenance staff members on 2<sup>nd</sup> January to 1<sup>st</sup> February, 2020.

*Sophita Kanwar*  
**Coordinator**

**IQAC** Internal Quality Assurance Cell  
Sophia Girls' College  
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*S. Pearl*  
**Principal** PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
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