

SOPHIA GIRLS' COLLEGE

(AUTONOMOUS), AJMER



IQAC Minutes

Session
2020-2021



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 e-mail: 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 7th JULY, 2020

The first meeting was held on 07th July, 2020 at 12:30 pm in the IQAC room.
The following members were present:

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

Agenda

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



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2. To discuss the mode of conducting the Internal Exams.
3. To discuss about the suggestions of Academic Council meeting.
4. To undertake result analysis of the previous semester.
5. To review the Departmental B.O.S. minutes
6. To plan Internal Academic Audit.
7. To review Departmental Profiles for the current session.
8. To assign Group Teachers/Mentors for the different faculties.
9. To plan the Online Class schedule.
10. To plan for an FDP for the Teaching Staff.
11. To organize collaborative FDPs with MoU institutions.
12. To encourage departments to conduct national and international webinars.
13. AOB

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 discuss the mode of conducting the Internal Exams.

The Principal discussed the mode of conducting the Internal Exams along with the members keeping in mind the Pandemic situation. The members of the Examination Department suggested that the internal exams could be conducted online through our Examination Software module. All the members found this suggestion very good and agreed to the same and planned to conduct the internal exams by online mode.

3. To discuss about the suggestions of Academic Council meeting.

The decisions and suggestions given by the Academic Council members during the meeting conducted on 9th June 2020 were discussed by the members and strategies planned to implement the same.

4. To undertake Result Analysis of the previous year

Result of all the departments was analysed and it was agreed to instruct the heads of departments to conduct remedial classes for the slow learners and



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involve the advanced learners in undertaking Online Courses, supplementary reading and peer-teaching activities.

5. To review the Departmental B.O.S. conduction.

The members reviewed the BOS suggested amendments incorporated by the departments

6. To plan Internal Academic Audit

An Internal Academic Audit was planned to be held on 20th July, 2020 to evaluate the last semester results.

7. To review Departmental Profiles

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

8. To assign Group Teachers/Mentors for the different faculties

To provide a congenial learning atmosphere and personal counselling for the students, as per the Mentor-Mentee Program of the Institution, mentees were assigned to the Mentors of different faculties.

9. To plan the Online Class Schedule

The Principal discussed with the members regarding the conduction of online classes. The Time Table committee presented the Time Tables which were reviewed by the members. The members approved the Time Tables of various classes and were sent to the Website Committee to be uploaded on the College website.

10. To plan for an FDP for the Teaching staff

It was decided that the College Digital Learning Centre would be organizing an FDP on Moodle: An Open-Source Learning Platform- II to train the faculty members to develop E Learning content by recording and uploading on the Sophia Moodle-LMS.

10. To organize collaborative FDPs with MoU institutions.

The members appreciated the successful conduction of a 7 Day Faculty Development Program on Institutional Bench Marking of Best Practices by IQAC of DPM's Shree Mallikarjun Shree Chetan Manju Desai College , Canacona - Goa & Partner Institutes : Sophia Girls' College (Autonomous), Ajmer - Rajasthan, Parvatibai Chowgule College of Arts and Science (Autonomous), Margao-Goa AKI's Poona College of Arts, Commerce and Science, Camp, Poona, K.L.E, Society's Lingaraj College, Belagavi,



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Autonomous Shikshan Prasarak Sanstha Sangamner Nagarpalika Arts, D. J. Malpani Commerce and B.N. Sarada Science College, Sangamner, South Asian Institute for Advanced Research & Development, Kolkata from 8th - 14th June, 2020 by using Google meet platform. It was decided to organize more such academic events in the future with MoU institutions.

11. To encourage departments to conduct International and National Webinars.

The members commended the Dept. of Geography for successfully conducting an International collaborative webinar on Post COVID-19 Development and Challenges in South Asia in collaboration with Social Science Research Association of India (SSRAI), Dept of Politics and International Relations, Central University of Jharkhand, Ranchi, Center for South Asian Studies, Dept. of Geography, Savitribai Phule University, Pune, Maharashtra on 27th and 28th June, 2020.

Similarly, the Dept. of Political Science was appreciated for organizing a National Webinar on Taming the Dragon - A Holistic Review of India - China Ties on 1st and 2nd July, 2020.

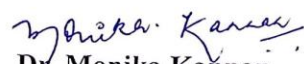
12. AOB

The Industrial Representative suggested on increasing internships and industry-academia interface to provide global exposure to students.

The Principal apprised the members about the upcoming webinars that will be conducted by the various Departments during the session.

It was agreed to notify the HODs to submit the lesson plans of their departments by the end of the month.

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



Dr. Monika Kannan

IQAC Coordinator

Coordinator

Internal Quality Assurance Cell

Sophia Girls' College

(Autonomous), Ajmer



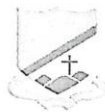
Prof. Sr. Pearl

Principal

**PRINCIPAL
SOPHIA GIRLS' COLLEGE
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AJMER**

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

Presented in the IQAC Meeting held on 07th July, 2020 at 12:30 pm in the IQAC room

1. Successfully organised Two International Conference on "New Dimensions in Commerce and Management Practices - Perspective 2030" by Departments of Commerce & Management on 7th- 8th Feb, 2020 and "Water: A Focus on the Future and Innovation" sponsored by WAPCOS by the Department of Political Science and Economics on 24th - 25th Feb 2020.
2. Successfully organised National Workshop on the "Revised Assessment and Accreditation Framework for Higher Education in India" sponsored by United Board on 28th & 29th February 2020.
3. The stock verification was conducted successfully and the reports were submitted.
4. The Institution signed the following MOUs with organizations for collaborative activities:
 - a) Association of Chartered Certified Accountants (ACCA), UK
 - b) Vienni Training and Consulting LLP, Bangalore
 - c) Budget Analysis and Research Centre, Jaipur
 - d) Faculty of Management Studies, Institute of Rural Management, Jaipur (FMS-IRM) (Rajasthan)
5. AISHE and NIRF data was successfully prepared and submitted.

Monika Kanna

Coordinator

IQAC

Coordinator

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

Principal

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

MEETING (IQAC) HELD ON 8th AUGUST 2020

The second meeting was held on 8th August 2020 at 1:10 pm in the IQAC room.
The following members were present:

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

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To commence classes for Value Added and Diploma Courses.
3. To promote research among staff.
4. To plan orientation sessions for the staff.



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5. To conduct Mentor-Mentee counselling sessions during the pandemic.
6. To organize International and National Webinars.
7. AOB.

Minutes

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

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

2. To commence classes for the Value-added and Diploma Courses

It was decided to commence the Value-added as well as Diploma Classes so that they are completed in the stipulated time duration.

3. To promote Research culture among staff

The members decided to encourage the staff to attend various Webinars, FDPs and Refresher Courses through various online portals.

4. To conduct Mentor-Mentee counselling sessions during the pandemic

It was agreed by the members to encourage the staff to counsel the students about the COVID situation and help them overcome their anxiety and pressure.

5. To plan orientation sessions for the staff

The duties were allotted to the Staff members for the orientation program to be organized for the first year students.

6. To organize International and National Webinars

The members appreciated the successful conduction of the following webinars:

-Dept. of History organized a National Webinar on Lessons from the Past: Studying Trends and Responses to Epidemics on 10th and 11th July, 2020.

-Dept. of Home Science & Psychology organized an International Webinar on Food and Well Being Challenges of the 21st Century (A fit body, a calm mind, a house full of love) on 17th and 18th July, 2020.

-Dept. of Computer Science organized an International Webinar on Impact of Digital Threats and Cyber Risk during COVID-19 on 24th and 25th July, 2020.

-Dept. of English organized a National Webinar on Healing Power of Arts on 7th and 8th August, 2020.



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

Dr. Monika Kannan
IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
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Prof. 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 8th August 2020 at
1:10 pm in the IQAC room**

1. The mode of conduction of internal examination was discussed and finalized with members of examination cell.
2. The suggestions made in the Academic Council meeting held on 9th June 2020 were discussed and implemented.
3. The Remedial Classes were carried out for the slow learners by every department and their performance was monitored. Advanced Learners were encouraged to enrol for online courses, take up supplementary reading and peer-teaching activities.
4. An Internal Academic Audit was successfully held on 20th July, 2020 to evaluate the last semester results.
5. Group Teachers/Mentors for the second and third-year students were allocated to provide counselling and mentoring to their respective wards.
6. Digital Learning Centre effectively organized an FDP on Moodle: An Open Source Learning Platform-II on 25.07.2020 to train the faculty members to develop E Content using the Sophia Moodle-LMS.
7. Online Class Schedule was planned and uploaded on the college website.
8. The activity reports of the following events were prepared and collated-
 - a) A 7 Day Faculty Development Program on 'Institutional Bench Marking of Best Practices' organized in collaboration with 10 Institutions from 8th to 14th June, 2020.
 - b) An International Collaborative Webinar on 'Post COVID-19 Development and Challenges in South Asia' organized by Dept. of Geography on 27th and 28th June, 2020.
 - c) A National Webinar on 'Taming the Dragon - A Holistic Review of India - China Ties' organized by Dept. of Political Science on 1st - 2nd July, 2020.

The departments planned for undertaking Internships and industry-academia interface as their upcoming activity in the tentative activity calendar for the session.


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 7th SEPTEMBER, 2020

The Third Meeting was held on 7th September, 2020 at 1:40 pm in the IQAC Room. The following members were present:

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

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To plan for organizing the Staff-Student exchange program.
3. To inform about the successful completion of the National Webinar organized by Zoology & Botany.
4. To apprise the IQAC member about the signing of MOUs



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5. To assign Mentors to the first year students of different faculties.
6. AOB

Minutes

1. **To read and approve of 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 organizing the Staff-Student exchange program.**

The duties were allotted to the Staff members for the virtual Staff-Student exchange program with St. Aloysius College, Jabalpur, MP.

3. **To inform about the successful completion of the webinar.**

The members appreciated the Departments of Zoology & Botany for successfully conducting the National Webinar on 'Is the Pandemic Lockdown a Green Moment for Biodiversity' on 17th and 18th August, 2020.

4. **To apprise the IQAC member about the signing of MOUs**

The Co-ordinator informed the members about the MoU signed with St. Agnes College (Autonomous), Mangalore, Karnataka on 3rd September, 2020.

5. **To assign Mentors for the different faculties**

To provide a congenial learning atmosphere and personal counselling for the students, as per the Mentor-Mentee Program of the Institution, mentees were assigned to the Mentors to the first year students of different faculties.

6. **AOB**

The Alumni representative and a successful civil servant suggested to impart guidance and coaching for civil service preparations on campus.

The meeting ended with a vote of thanks to the members for their active participation and suggestions.


Dr. Monika Kannan

IQAC Coordinator

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



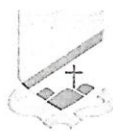
Prof. Sr. Pearl

Principal

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INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 7th September, 2020
at 1:40 pm in the IQAC Room**

1. The syllabus and teaching plan for the upcoming Value-added Courses as well as Diploma Classes were finalized.
2. Many Staff members successfully attended various Webinars, FDP and Refresher Courses through online portals.
3. The Staff members undertook counselling sessions with their mentees during the COVID situation to ensure their well-being and helped them to overcome their anxiety and pressure.
4. The orientation program was successfully carried out on 20th August, 2020 for the first year students.
5. The Feedback analysis and report collation was done for the following four webinars:
 - A National Webinar on Lessons from the Past: Studying Trends and Responses to Epidemics on 10th -11th July, 2020 by Dept. of History.
 - An International Webinar on Food and Well Being Challenges of the 21st Century (A fit body, a calm mind, a house full of love) on 17th - 18th July, 2020 by Dept. of Home Science & Psychology.
 - An International Webinar on Impact of Digital Threats and Cyber Risk during COVID-19 on 24th -25th July, 2020 by Dept. of Computer Science.
 - A National Webinar on Healing Power of Arts on 7th- 8th August, 2020 by Dept. of English.

Manika K. Jaiswal

Coordinator

IQAC

Coordinator

Internal Quality Assurance Cell

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Sr. Pearl

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

MEETING (IQAC) HELD ON 31st OCTOBER, 2020

The Fourth Meeting was held on 31st October, 2020 at 12:15 pm in IQAC room.

The following members were present:

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

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To discuss the final draft of AQAR 2018-19.
3. To instruct about data collection for SSR
4. To apprise the IQAC members about the upcoming FDPs.
5. To plan for the FDP for Teaching and Administrative Staff.
6. AOB



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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 discuss the final draft of AQAR

The IQAC members verified the submitted data as per the format and finalized the draft of AQAR 2018-19.

3. To instruct about data collection for SSR

The Principal informed the members to start preparing for the SSR compilation. The IQAC members were made coordinators for each criterion and were requested to procure data for last 5 years from the various departments and start working on the SSR. The other staff members were allocated under each criteria head accordingly. The following IQAC members were made responsible for the following criteria.

Part A- Prof. Sandra Lee

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: Prof. Jyoti Chandel
6. Criteria 6: Mrs. Asha Sharma
7. Criteria 7: Dr. Sr. Rani



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4. To apprise the IQAC members about the upcoming FDPs

The Coordinator apprised the IQAC members about the scheduled FDP on E-Content development tools, Leadership Skills, Financial Investments and Tax Management during Pandemic.

5. To plan for the FDP for Teaching and Administrative Staff

An FDP on E - Filling and Tax Management was planned for Teaching and Administrative Staff.

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

Dr. Monika Kannan
IQAC Coordinator

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

Prof. Sr. Pearl
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 31st October, 2020
at 12:15 pm in the IQAC room**

1. The Virtual Staff-Student Exchange Program with St. Aloysius College, Jabalpur, M.P. was successfully organized from 21st to 25th September 2020.
2. The feedback analysis and report collation for the National Webinar on Is the Pandemic Lockdown a Green Moment for Biodiversity on 17th-18th August, 2020 organized by Dept. of Zoology and Botany, was successfully undertaken.
3. The Mentors were assigned to the first-year students.

The students were motivated to join the on-campus Civil services coaching to learn the tips and tricks of successfully clearing competitive examinations.

Mr. Anita Kanna
Coordinator

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

S. P. Singh

Principal
PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER



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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

MEETING (IQAC) HELD ON 9th JANUARY, 2021

The Fifth Meeting was held on 9th January, 2021 at 12:30 pm in the IQAC Room.

The following members were present:

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

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To prepare for Internal Academic Audit.
3. To discuss the upcoming Academic Council meeting.
4. To finalize the signing of an MoU.



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5. To inform about the successful conduction of National Webinar to be organized by the Dept. of Economics and Physical Education
6. AOB

Minutes

1. **To read and approve 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 Internal Academic Audit**

The Coordinator informed the members that the Internal Academic Audit Committee would be conducting the Audit shortly; hence all departments need to prepare for the same.

3. **To prepare for the upcoming Academic Council meeting**

The members made preparations for the upcoming Academic Council meeting.

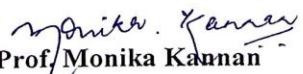
4. **To finalize the signing of an MoU**


The members finalized the details for an MoU to be signed with Kamala Nehru College, New Delhi.

5. **To inform about the successful conduction of a National Webinar**

The members commended the Dept. of Economics and Dept. of Physical Education, for successfully conducting the National Webinar on 'Making India a Global Sports Powerhouse' on 5th and 6th January, 2021.

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


Prof. Monika Kannan
IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer


Prof. Sr. Pearl
Principal
PRINCIPAL
SOPHIA GIRLS' COLLEGE 14
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

Presented in the IQAC Meeting held on 9th January 2021 at 12:30 pm in the IQAC Room.

1. The IQAC members cross checked the data for the AQAR 2018-19 as received from the different criteria heads.
2. The Coordinator IQAC allocated duties for compiling the criteria work of SSR to the Criteria heads.
3. The FDP for teaching Staff on E-Content development tools, Leadership Skills and Financial Investments and Tax Management during Pandemic was successfully conducted on 2nd -12th Nov., 2020, 7th Nov., 2020 and 5th Dec., 2020 respectively.
4. An FDP on E-Filling and Tax Management was conducted on 9th Dec., 2020 for the Administrative Staff.


Coordinator
IQAC 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 5th FEBRUARY, 2021

The Sixth Meeting was held on 5th February, 2021 at 12:30 pm in the IQAC Room.

The following members were present:

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

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To plan for the Board of Management Meeting.
3. To conduct the Stock Verification.
4. To review the final submission of AQAR 2018-19
5. AOB



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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 plan for the BOM.**

The Principal informed that the BOM meeting is scheduled on 13th February 2021 and the preparation for the same should be timely completed.

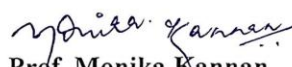
- 3. To conduct the Stock Verification**


It was decided to instruct the different departments to conduct their stock verification and submit their report within the stipulated time period.

- 4. To review the final submission of AQAR 2018-19**

The AQAR was reviewed by the Principal, IQAC coordinators along with the criteria heads before the final submission.

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


Prof. Monika Kannan
IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer


Prof. 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 5th February, 2021
at 12:30pm in the IQAC Room.**

1. The Internal Academic Audit Committee was successfully conducted on 19th January, 2021.
2. The Academic Council meeting was held on 21st January, 2021.
3. An MoU was signed with Kamla Nehru College, New Delhi on 18th January, 2021 and their forthcoming activities were discussed.
4. The feedback analysis and report collation for the National Webinar on 'Making India a Global Sports Powerhouse' on 5th-6th January, 2021 organized by Dept. of Economics and Physical Education was done.

Yanika Kanna
Coordinator

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

Sr Pearl
Principal

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

MEETING (IQAC) HELD ON 3rd JULY, 2021

The seventh meeting was held on 3rd July, 2021 at 12:30 pm at IQAC room.
The following members were present:

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

Agenda

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



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2. To plan for the Academic Council Meeting.
3. To review the collaborative webinars conducted by the College
4. To plan for the conduction of departmental B.O.S.
5. To review the Departmental Profiles
6. To prepare for the UGC inspection.
7. To plan FDPs for the teaching and non teaching staff
8. AOB

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 Academic Council Meeting.**

The Principal informed that the AC meeting is scheduled on 10th July, 2021 and the preparation for the same should be timely completed.

3. **To review the collaborative webinars conducted by the College**

The members appreciated the College's participation in the International Dialogue on Ecological Restoration Webinar organized by Dept. of Zoology on 5th June, 2021.

4. **To plan for the conduction of departmental B.O.S.**

It was decided that all the departments will be instructed to conduct their B.O.S meetings in the coming 15 days.

5. **To review the Departmental Profiles**

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

6. **To prepare for the UGC inspection**

The Principal informed the members about the upcoming UGC inspection for extension of Autonomous status and duties were assigned for the preparation of the same.

7. **To plan about the FDP teaching and non-teaching staff**

An FDP on Financial Management for Research Projects was planned for the teaching staff.

Two FDPs on Provident Fund Management System (PFMS)-II and Office Management & Filing System were planned for the non-teaching staff.



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

Monika Kannan

Prof. Monika Kannan
IQAC Coordinator

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

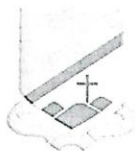
Sr Pearl

Prof. Sr. Pearl
Principal

PRINCIPAL
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Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

Presented in the IQAC Meeting held on 3rd JULY, 2021

at 12:30 pm in the IQAC Room.

1. The BOM meeting was successfully conducted on 13th February 2021.
2. The Stock Verification was conducted effectively by all the departments.
3. The AQAR 2018-19 was submitted on 2nd March, 2021.

M. N. K. J. K.
Coordinator

IQAC Internal Quality Assurance Cell
Sophia Girls' College
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S. Pearl

Principal

PRINCIPAL
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

MEETING (IQAC) HELD ON 5th AUGUST 2021

The eight meeting was held on 5th August 2021 at 1:10 pm at IQAC room.

The following members were present:

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

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To plan for the upcoming BOM meeting.
3. To prepare for AQAR 2019-20.



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4. To inform about the Media Lab.
5. To plan orientation for first year students.
6. AOB

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 the upcoming BOM meeting.

The Principal informed the members that the BOM meeting was scheduled for 14th August, 2021 and members were allotted different duties regarding the same.

3. To prepare for AQAR 2019-20.

The AQAR was prepared and compiled for submission.

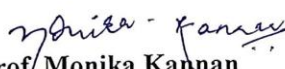
4. To inform about the Media Lab.

The Principal informed the members that the Media Lab has been set up for effectively carrying out the activities of Digital Learning Centre. The Lab has the facility of recording the lectures and even Webinars can be organised in the Media Lab. The members were very appreciative and thanked the Principal.


5. To plan orientation for first year students.

The orientation program was planned for the first-year students and duties were allotted to the staff members for the same.

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

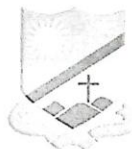

Prof. Monika Kannan
IQAC Coordinator

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


Prof. 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 5th AUGUST 2021

at 1:10 pm at IQAC room

1. The Academic Council Meeting was successfully conducted on 10th July 2021.
2. Online Departmental B.O.S meetings were conducted in the month of July on the Google Meet platform.
3. The Principal and IQAC coordinator assigned duties for the upcoming UGC inspection and chalked out the tentative activity schedule for the same.
4. IQAC facilitated the smooth conduction of three FDPs for the Teaching and Administrative Staff:
 - FDP was conducted on Financial Management for Research Projects and the resource person was Mr. Khurram Iqbal, Office Assistant, S.P.C Govt., Ajmer on 15th July, 2021.
 - FDP was conducted on Provident Fund Management System (PFMS)- II, SPC Govt. College, Ajmer and the resource person was Mr. Sachin, PFMS Office, Govt. of Rajasthan, Jaipur on 17th July, 2021.
 - FDP was conducted on Office Management and Filing System and the resource person was Mr. Khurram Iqbal, Office Assistant, S.P.C Govt., Ajmer on 12th-14th July, 2021.


Coordinator
IQAC Internal Quality Assurance Cell
Sophia Girls' College
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Principal
PRINCIPAL
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL

MEETING (IQAC) HELD ON 3rd SEPTEMBER, 2021

The Ninth Meeting was held on 3rd September, 2021 at 1:40 pm in the IQAC Room.

The following members were present:

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

Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To plan for conduction of classes through offline mode.



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3. To plan for the mock visit in preparation for the upcoming UGC inspection.
4. To organize training sessions for the Maintenance Staff
5. To review the first draft of SSR
6. To review of the policy document of the College.
7. AOB

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 conduction of classes through offline mode.

The IQAC members planned the schedule for the conduction of classes through the offline mode.

3. To plan for the mock visit in preparation for the upcoming UGC inspection.

The Principal and IQAC coordinator planned and chalked out the tentative schedule of the mock visit along with the members for the upcoming UGC inspection.

4. To organize training sessions for the Maintenance Staff

A training session on Computer Fundamentals was planned for the Maintenance Staff.

5. To review the first draft of SSR


The first draft of SSR was reviewed by the IQAC members and its supporting data was verified and was sent back to different criterions for revision and updation.

6. To review of the policy document of the College

The policy document of the College was reviewed and updated.

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


Prof. Monika Kannan
IQAC Coordinator
Coordinator
Internal Quality Assurance Cell
Sophia Girls' College
(Autonomous), Ajmer


Prof. Sr. Pearl
Principal
PRINCIPAL
SOPHIA GIRLS' COLLEGE²³
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AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

Presented in the IQAC Meeting held on 3rd SEPTEMBER, 2021
at 1:40 pm at IQAC room

1. The BOM meeting was successfully conducted on 14th August 2021.
2. The AQAR 2019-20 was under the review process and data verification was done before submission.
3. All Departments started recording of e-lectures successfully in the Media Lab.
4. The orientation program was held on 1st September 2021 for the first year students using Online Mode.


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


Principal
PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
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