



## 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 3<sup>rd</sup> JULY, 2021

The seventh meeting was held on 3<sup>rd</sup> 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>Mrs. Upadhyay</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>Mrs. Choudhary</i>
17.	Mr. R. D Tharwani	Industry Representative	<i>Mr. Tharwani</i>
18.	Mr. R.K Balani	Parent Representative	<i>Mr. Balani</i>
19.	Ms. Samreen Maharaj	Student Representative	<i>Ms. Maharaj</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 10<sup>th</sup> 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.

**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

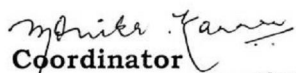
Sophia Girls' College (Autonomous), Ajmer

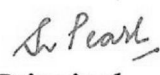


### ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 3<sup>rd</sup> JULY, 2021  
at 12:30 pm in the IQAC Room.**

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

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

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

#### MEETING (IQAC) HELD ON 5<sup>th</sup> AUGUST 2021

The eight meeting was held on 5<sup>th</sup> 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. Sr. Rani</i>
3.	Prof. Monika Kannan	Co-ordinator	<i>Prof. 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>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 14<sup>th</sup> 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.

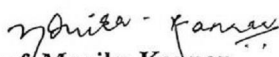
#### **4. To inform about the Media Lab.**

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.

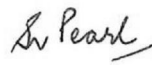
#### **5. To plan orientation for first year students.**

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  
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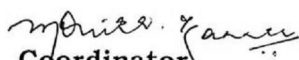


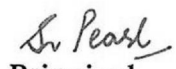
### ACTION TAKEN REPORT

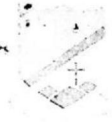
Presented in the IQAC Meeting held on 5<sup>th</sup> AUGUST 2021

at 1:10 pm at IQAC room

1. The Academic Council Meeting was successfully conducted on 10<sup>th</sup> 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 15<sup>th</sup> 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 17<sup>th</sup> 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 12<sup>th</sup>-14<sup>th</sup> July, 2021.

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

#### MEETING (IQAC) HELD ON 3<sup>rd</sup> SEPTEMBER, 2021

The Ninth Meeting was held on 3<sup>rd</sup> 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>M. Upadhyay</i>
8.	Dr. Persis Latika Dass	Staff Representative	<i>D. Dass</i>
9.	Dr. Asha Sharma	Staff Representative	<i>Asha</i>
10.	Mr. Raman Tiwari	Staff Representative	<i>R. Tiwari</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>M. Choudhary</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.

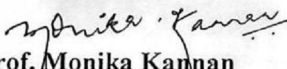
#### 5. To review the first draft of SSR

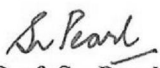
The first draft of SSR was reviewed by the IQAC members and its supporting data was verified and was sent back to different criterions for revision and updation.

#### 6. To review of the policy document of the College

The policy document of the College was reviewed and updated.

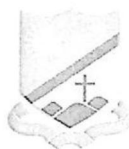
The meeting ended with a vote of thanks to the members for their constant support and cooperation.

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

  
Prof. Sr. Pearl  
Principal  
PRINCIPAL  
SOPHIA GIRLS' COLLEGE<sup>23</sup>  
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## INTERNAL QUALITY ASSURANCE CELL

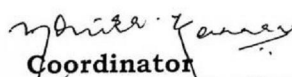
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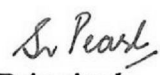


### ACTION TAKEN REPORT

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 14<sup>th</sup> 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 1<sup>st</sup> September 2021 for the first year students using Online Mode.

  
**Coordinator**  
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 18<sup>th</sup> JANUARY, 2022

The fourth Meeting was held on 18<sup>th</sup> January, 2022 at 12:30 pm in the Board Room I

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. Monika Kannan</i>
4.	Prof. Jyoti Chandel	Staff Representative	<i>J. Chandel</i>
5.	Prof. Sandra Lee	Staff Representative	<i>Sandra Lee</i>
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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 discuss and allocate the duties for the upcoming Intercollegiate Tournaments hosted by the College.



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3. To inform about the successful conduction of the National Conference and Webinar
4. To apprise the members about the new Collaborative Initiatives
5. To prepare the Annual Report of different Clubs/Forums/Cells.
6. To commence the LSE/SEC/GE Classes post examinations.
7. To Plan a FDP for Teaching Staff
8. To apprise the Cultural Committee regarding Sophiesta and Fashion Show.
9. To call for the proposals for Institutional Research Projects (IRP)
10. To allocate duties for the Women Entrepreneurship Fair 2022 on 8<sup>th</sup> March
11. To discuss about the submission of SSR.
12. 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 discuss and allocate the duties for the upcoming Intercollegiate Tournaments hosted by the College.**

Duties for the upcoming Handball (W) Tournament to be hosted by the College were allocated for the smooth conduction of the event.

### **3. To inform about the successful conduction of the Virtual National Conference and Webinar**

The members appreciated Department of Chemistry for the successful conduction of National Webinar on "Spectroscopic Techniques – A Tool for Structure Elucidation" on 21<sup>st</sup> and 22<sup>nd</sup> October, 2021 and the Department of English for successfully organizing the first National Virtual Conference on "Critical Explorations on Indian Drama" from 16<sup>th</sup> to 18<sup>th</sup> December, 2021.

### **4. To apprise the members about the new Collaborative Initiatives**

The coordinator apprised the members that two MoUs are signed with Amity University, Jaipur and Krishi Vigyan Kendra, Ajmer to promote collaborative initiatives.

### **5. To prepare the Annual Report of different Clubs/Forums/Cells.**

It was decided to mail the coordinators of various clubs, forums and cells to prepare an Annual Report of the activities conducted by them which could be used for preparation of SSR.

### **6. To commence the LSE/SEC/GE Classes post examinations.**





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It was decided unanimously to commence the LSE/SEC/GE Classes immediately after the exams by conducting 2 hour classes on weekends so that the course could be completed within the stipulated time.

**7. To Plan a FDP for Teaching Staff**

A FDP on E-certificate Generation was planned by the IQAC members for the teaching staff.

**8. To plan and allot duties to the Cultural Committee regarding Sophiesta and Fashion Show.**

The IQAC Coordinator suggested to inform the members of the Cultural Committee to commence with the preparations for the session's Sophiesta and Fashion Show.

**9. To call for the Proposals for Institutional Research Projects ( IRP)**

It was unanimously decided to call for IRP Proposals so that the fund can be allocated on the basis of the number and requirements of the projects.

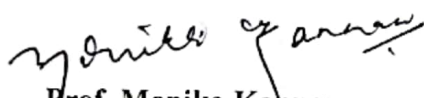
**10. To allocate duties for the Women Entrepreneurship Fair 2022 on 8<sup>th</sup> March**

To explore the talents and creativity and to provide an opportunity to our young budding Entrepreneurs, a Women Entrepreneurship Fair 2022 was planned to be organised on 8<sup>th</sup> March. The duties were allocated for the same.


**11. To discuss the submission of SSR.**

Prof. Monika Kannan, the IQAC Coordinator and Criteria Heads presented the QLM and the progress report of the Criteria's. It was suggested that the compilation of data should be done and streamlined according to NAAC guidelines.

The meeting concluded with a vote of thanks by the coordinator

  
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 18<sup>th</sup> January, 2022  
at 12:30 pm in the Board Room I**

1. A team of 3 external members came for a mock visit to the College and gave their suggestions for further improvement.
2. A Staff Development Programme on Computer Fundamentals was successfully completed.
3. The rough draft of SSR was reviewed and the suggestions made by the members were incorporated.
4. Various policy documents of the College were reviewed and necessary amendments were made.

*Manita Kanna*  
**Coordinator, IQAC**

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

*S. Pearl*  
**Principal**

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# 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 21<sup>st</sup> March, 2022

The Fifth Meeting was held on 21<sup>st</sup> March, 2022 at 2:00 pm in the Board Room I

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. Monika Kannan</i>
4.	Prof. Jyoti Chandel	Staff Representative	<i>J. Chandel</i>
5.	Prof. Sandra Lee	Staff Representative	
6.	Mr. Gautam Chaturvedi	Staff Representative	<i>Gautam</i>
7.	Dr. Mriganka Upadhyay	Staff Representative	<i>Dr. Mriganka</i>
8.	Dr. Persis Latika Dass	Staff Representative	<i>Dr. Persis</i>
9.	Dr. Asha Sharma	Staff Representative	<i>Dr. Asha</i>
10.	Mr. Raman Tiwari	Staff Representative	<i>Mr. Raman</i>
11.	Dr. Neha Sharma	Staff Representative	<i>Dr. Neha</i>
12.	Mr. Satish Kumar	Head Librarian	<i>Mr. 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>Mrs. Meghna</i>
17.	Ms. Samreen Maharaj	Student Representative	<i>Ms. Samreen</i>

### Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To discuss and prepare the data for IQA submission.





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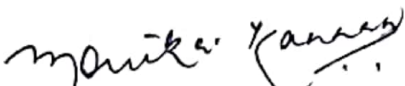
Address: Mirshali, Jaipur Road, Ajmer-305001, Rajasthan (India)


3. To review final draft of AQAR 20-21 for the upcoming submission.
4. To review and verify the data for submission of AISHE and NIRF.
5. To assess the IRP proposals for the allocation of seed money
6. To make necessary arrangements for the upcoming Colloquium.
7. To complete the stock verification by the end of the month.
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 discuss and prepare the data for IQAC submission**  
The members of the IQAC discussed the data required for IQAC submission and prepare for the same.
3. **To review final draft of AQAR 20-21 for the upcoming submission**  
The members of the IQAC reviewed the final AQAR 2020-21 criteria wise. The few additional documents to be uploaded were carefully scrutinized before scanning.
4. **To review and verify the data for submission of AISHE and NIRF**  
The data compiled for submission of AISHE and NIRF was reviewed by the IQAC members.
5. **To assess the IRP proposals for the allocation of seed money**  
The team members assessed the IRP proposals submitted by the faculty members for a fair allocation of the seed money. The members even suggested to make amendments wherever necessary.
6. **To make necessary arrangements for the upcoming Colloquium**  
The Principal framed a committee for the preparation of the upcoming National Level Research Colloquium in collaboration with Gurunanak College of Arts, Science and Commerce, Mumbai. The committee was instructed to assess the presentations of the students and provide suggestions to improve.
7. **To complete the stock verification by the end of the month**  
The Head of the Institution allocated the duties for stock verification of all the departments.

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

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

  
Prof. Sr. Pearl  
Principal  
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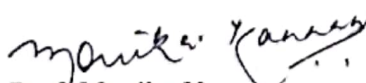
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## Minutes

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 and prepare the data for IQA submission**  
The members of the IQAC discussed the data required for IQA submission and prepare for the same.
3. **To review final draft of AQAR 20-21 for the upcoming submission**  
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Prof. Monika Kannan  
IQAC Coordinator  
Coordinator  
Internal Quality Assurance Cell  
Sophia Girls' College  
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Prof. Sr. Pearl  
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# INTERNAL QUALITY ASSURANCE CELL


Sophia Girls' College (Autonomous), Ajmer



## ACTION TAKEN REPORT

**Presented in the IQAC Meeting held on 21<sup>st</sup> March, 2022 at  
2:00 pm in the Board Room I**

1. The following Intercollegiate tournaments were hosted by the College: Handball (W) and Softball(W).
2. Feedback Analysis and Report Collation was done for the following events:
  - a. National Webinar on "Spectroscopic Techniques – A Tool for Structure Elucidation" on 21<sup>st</sup> and 22<sup>nd</sup> October, 2021 by Department of Chemistry
  - b. National Virtual Conference on "Critical Explorations on Indian Drama" from 16<sup>th</sup> to 18<sup>th</sup> December, 2021.
3. The Annual Report of various Clubs, Forums and Cells were submitted by the coordinators to the IQAC.
4. Time slot for the LSE/SEC/GE classes was allotted so that the classes could be conducted smoothly.
5. The FDP on E-certificate Generation was successfully organized on 5<sup>th</sup> and 7<sup>th</sup> March, 2022
6. The Sophiesta and the Fashion show were conducted successfully. The students had participated enthusiastically in all the events.
7. The staff members submitted proposals for their Institutional Research Projects to the Research and Development Cell.
8. The Women Entrepreneurship Fair 2022 conducted on 8<sup>th</sup> March was a resounding success.

  
**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 16<sup>th</sup> April, 2022

The sixth Meeting was held on 16<sup>th</sup> April, 2022 at 2:00 pm in the Board Room I

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. 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.	Dr. Mriganka Upadhyay	Staff Representative	<i>Dr. Mriganka</i>
8.	Dr. Persis Latika Dass	Staff Representative	<i>Dr. 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 review the IQA for the upcoming submission.





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3. To make the necessary preparations for the upcoming Academic Council Meet.
4. To prepare for the upcoming Internal Academic Audit.
5. To review final draft of the SSR.
6. To discuss the scholarships and trophies of achievement for the Annual Function.
7. To assign duties for the Farewell.
8. To Organize the Alumni Meet.
9. To prepare Academic Calendar for the next session.
10. 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 review the IIQA for the upcoming submission.**  
A thorough study of the IIQA was done by the members of the IQAC twice before the submission.
3. **To make the necessary preparations for the upcoming Academic Council Meet.**  
The members of the IQAC discussed the agenda for the upcoming Academic Council Meet. The heads of various departments were asked to mail the required documents to the IQAC.
4. **To prepare for the upcoming Internal Academic Audit**  
Necessary preparations were made for the upcoming Internal Academic Audit. The departments were instructed to keep the relevant documents ready for the same.
5. **To review final draft of the SSR**  
The Principal and the IQAC Coordinator reviewed the SSR Criteria wise before the final submission.
6. **To discuss the scholarships and trophies of achievement for the Annual Function**  
The norms for the scholarships and trophies were decided by the panel of members so that there is a fair selection of the deserving candidate.
7. **To assign duties for the farewell**  
The mentors of the third years and second years were given responsibility for the arrangement of the farewell function.
8. **Organizing the Alumni Meet**  
The Principal along with the members of the Alumni Association of Sophia College planned for the Silver Jubilee Alumni Meet of the '97 Batch.
9. **To prepare Academic Calendar for the next session**  
The IQAC Members drafted the Academic Calendar for the coming session.



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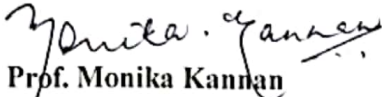
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The Coordinator concluded the meeting with a vote of thanks to the members.

  
Prof. Monika Kannan  
IQAC Coordinator

**Coordinator**  
**Internal Quality Assurance Cell**  
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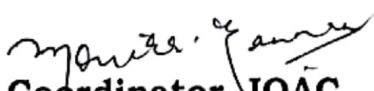
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## ACTION TAKEN REPORT

**Presented in the IQAC meeting held on 16<sup>th</sup> July, 2022 at 2 p.m. in  
Board Room 1**

1. The IQA was successfully reviewed and submitted on 27<sup>th</sup> April, 2022 to NAAC.
2. The Academic Council Meeting was held on 12<sup>th</sup> May, 2022 wherein the following issues were majorly discussed-
  - Admission status in various courses
  - Approval of new Board of Studies members in different subjects
  - Introduction of a compulsory paper - Life and Philosophy of Gandhi
3. The Internal Audit was undertaken for all the departments and their data was collated and compiled.
4. The Self Study Report for the 3rd Cycle of Re-Accreditation by NAAC was prepared and submitted on 21<sup>st</sup> June, 2022.
5. The Annual Function was held on 14<sup>th</sup> May, 2022 where in the meritorious students were awarded with the trophies and scholarships.
6. The Farewell for the Passing batches was successfully held on 7<sup>th</sup> June, 2022.
7. The Alumni Meet was successfully held for the Batch 1997 on 29<sup>th</sup> May, 2022 in the College.
8. The Academic Calendar was drafted and presented during the Academic Council Meeting held on 12<sup>th</sup> May, 2022.

  
**Coordinator, IQAC**  
Coordinator  
Internal Quality Assurance Cell  
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