



Sophia Girls' College (Autonomous), Ajmer

Affiliated to Maharshi Dayanand Saraswati University, Ajmer
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 8th JULY, 2023

The First Meeting was held on 8th July, 2023 at 2:00 pm in the Board Room 1.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Prof. Sr. Pearl	Chairperson	
2.	Dr. Sr. Rani	Management Representative	
3.	Prof. Monika Kannan	Co-ordinator	
4.	Prof. Jyoti Chandel	Staff Representative	
5.	Prof. Sandra Lee	Staff Representative	
6.	Dr. Taruna Sethi	Staff Representative	
7.	Mr. Gautam Chaturvedi	Staff Representative	
8.	Dr. Deepmala	Staff Representative	
9.	Dr. Mriganka Upadhyay	Staff Representative	
10.	Dr. Persis Latika Dass	Staff Representative	
11.	Mr. Raman Tiwari	Staff Representative	
12.	Dr. Neha Sharma	Staff Representative	
13.	Dr. Satish Kumar	Head Librarian	
14.	Dr. Sr. Swapana	Controller of Examination	
15.	Sr. Asunta	Office Superintendent	
16.	Sr. Carol	Community Representative	
17.	Mrs. Padmini Singh	Alumni Representative	
18.	Supra Pareek	Student Representative	



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Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To plan orientation of NEP for the new students and Parents.
3. To prepare for the upcoming Academic Council Meeting.
4. To assign faculty members to various clubs and forums of the College.
5. To Plan for the conduction of Departmental BOS.
6. To Prepare and formulate the Strategic Plan for the Session 2023-24.
7. To prepare for the upcoming submission of AQAR 2022-23.
8. To check the preparations of the upcoming Academic Audit.
9. 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 orientation of NEP for the new students and Parents**

NEP Orientation Program for the new students and parents is planned to be held in the second week of July.

- 3. To prepare for the upcoming Academic Council Meeting**

The Principal and the IQAC members discussed the agenda and preparations for the upcoming Academic Council meeting scheduled for 4th August, 2023.

- 4. To assign faculty members to the various clubs and forums of the College**

The Principal and the IQAC Coordinator allocated the faculty members to various clubs and forums to plan and organize different activities throughout the new session.

- 5. To Plan for the conduction of Departmental BOS**

It was decided that all the departments will be instructed to conduct their BOS meeting in the coming 15 days.

- 6. To Prepare and formulate the Strategic Plan for the Session 2023-24.**



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The Principal and IQAC members discussed the strategic plan for the upcoming session.

7. To Prepare for the Upcoming submission of AQAR 2022-23

The Principal and the IQAC Coordinator instructed the members for the preparation of forthcoming submission of AQAR for the session 2022-23.

8. To check the preparations of the upcoming Academic Audit

The Principal apprised the IQAC members to check the preparations of the upcoming Internal and External Academic Audit.

9. AOB

IQAC members reviewed the Departmental Profiles prepared by all the departments and suggestions were given for improvement.

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

Prof. Monika Kannan
IQAC Coordinator

Prof. Sr. Pearl
Principal

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

PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER

INTERNAL QUALITY ASSURANCE CELL

Sophia Girls' College (Autonomous), Ajmer



ACTION TAKEN REPORT

Presented in the IQAC meeting held on 8th July, 2023 at 2 p.m. in Board Room 1

1. Annual Function was held on 1st April, 2023 where in the students were awarded with certificates, scholarships and trophies.
2. AQAR 2021-22 was successfully submitted on 19th May, 2023.
3. Two Faculty Development Programs were successfully organized for the teaching staff:
 - Financial Planning and Investments on 10th April, 2023. The resource person was Mr. Narendra Singh Chouhan from Canara Bank, Ajmer
 - Implementation of National Educational Policy 2020: A Step towards transforming Higher Education in India on 26th June, 2023 which focussed upon the key components of the curriculum design of NEP 2020.
4. The prepared Academic Calendar for 2023-24 was prepared and finalised.
5. Six Staff Members have received a seed money grant of 30,000/- to support their endeavours.
6. To support the budding Entrepreneurs, a seed money grant of Rs. 7000/- each was provided to seven students to help flourish their businesses.

Prof. Monika Kannan
IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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Prof. Sr. Pearl
Principal

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC) HELD ON 26th AUGUST, 2023

The second meeting was held on 26th August, 2023 at 2:00 pm in the Board Room 1.

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.	Dr. Taruna Sethi	Staff Representative	<i>Taruna</i>
7.	Mr. Gautam Chaturvedi	Staff Representative	<i>Gautam</i>
8.	Dr. Deepmala	Staff Representative	<i>Deep</i>
9.	Dr. Mriganka Upadhyay	Staff Representative	<i>Mriganka</i>
10.	Dr. Persis Latika Dass	Staff Representative	<i>Dass</i>
11.	Mr. Raman Tiwari	Staff Representative	<i>Raman</i>
12.	Dr. Neha Sharma	Staff Representative	<i>Neha</i>
13.	Dr. Satish Kumar	Head Librarian	<i>Satish</i>
14.	Dr. Sr. Swapana	Controller of Examination	<i>Sr. Swapana</i>
15.	Sr. Asunta	Office Superintendent	<i>Sr. Asunta</i>
16.	Sr. Carol	Community Representative	<i>Carol</i>
17.	Mrs. Padmini Singh	Alumni Representative	<i>Padmini</i>
18.	Supra Pareek	Student Representative	<i>Supra Pareek</i>



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Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To prepare for the upcoming activities in accordance with Rajasthan Mission 2030.
3. To plan for the upcoming FDPs for Teaching Staff.
4. To inform about the staff orientation of new staff members.
5. To inform the members about new MOU signed.
6. To check the preparations of the upcoming Administrative Audit.
7. 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 prepare for the upcoming activities in accordance with Rajasthan Mission 2030**

The Principal and the IQAC members discussed the dates and also discussed preparations for the upcoming activities which will be organised by IQAC in accordance with Rajasthan Mission 2030:

- District Council Meet
- Essay Writing Competition
- Essay Writing Competition II
- Speech Competition
- Student survey

This platform will be helpful for the younger generation where they can put forward their visionary blueprints for the state's bright future.



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3. To Plan for the upcoming FDPs and SDP for Teaching Staff and Maintenance Staff

- The IQAC members planned an FDP to familiarize the young staff members with Sophia's ERP-Moodle.
- FDPs on Advanced Excel I and II were also planned by IQAC in collaboration with Digital Learning Cell of the College for the teaching staff to acquaint them with data sorting and analysis techniques which will be helpful for their research and administrative work.
- "Training on Solar Power Maintenance" was also planned for maintenance staff members to upgrade their skills.

4. To inform about the staff orientation of new staff members

Principal informed the members of IQAC about the orientation of the newly appointed staff members. The orientation was done to guide the new staff members about the vision, mission, goals, ethics, rules and policies of the institution.

5. To inform the members about the new MOU signed

Principal informed the members that college has signed two MOUs with St. Bede's College, Shimla and Rajiv Gandhi Centre of Advanced Technology, Jaipur.

6. To check the preparations of the upcoming Administrative Audit.

The Principal apprised the IQAC members to check the preparations of the upcoming Administrative Audit.

7. AOB

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
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Prof. Sr. Pearl
Principal

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ACTION TAKEN REPORT

Presented in the IQAC meeting held on 26th August, 2023 at 2 p.m. in Board Room 1

7. NEP Orientation Program for the New Students and Parents was successfully conducted on 13th July 2023.
8. The Academic Council Meeting was held on 4th August, 2023 wherein the following issues were majorly discussed-
 - Admission status in various courses.
 - Approval of new programme and courses according to NEP guidelines.
 - Approval of Multidisciplinary Courses according to NEP guidelines.
 - Approval of Skill Enhancement Courses according to NEP guidelines.
 - Approval of Value Added Courses according to NEP guidelines.
 - Approval of Internship and Community Engagement component Courses according to NEP guidelines.
9. The Principal released the list of members for various Clubs and Forums for session 2023-24.
10. All the departments conducted their BOS meetings in the month of July.
11. Strategic Plan of the college was formulated for the Session 2023-24.
12. The Principal and the IQAC Coordinator formulated groups for the preparation of forthcoming submission of AQAR for the session 2022-23.
13. Internal Academic Audit was successfully completed on 18th July 2023 and external Academic Audit was successfully completed on 3rd August 2023.

Prof. Monika Kannan
IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC) HELD ON 28th OCTOBER, 2023

The third meeting was held on 28th October, 2023 at 2:00 pm in the Board Room 1.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Prof. Sr. Pearl	Chairperson	
2.	Dr. Sr. Rani	Management Representative	
3.	Prof. Monika Kannan	Co-ordinator	
4.	Prof. Jyoti Chandel	Staff Representative	
5.	Prof. Sandra Lee	Staff Representative	
6.	Dr. Taruna Sethi	Staff Representative	
7.	Mr. Gautam Chaturvedi	Staff Representative	
8.	Dr. Deepmala	Staff Representative	
9.	Dr. Mriganka Upadhyay	Staff Representative	
10.	Dr. Persis Latika Dass	Staff Representative	
11.	Mr. Raman Tiwari	Staff Representative	
12.	Dr. Neha Sharma	Staff Representative	
13.	Dr. Satish Kumar	Head Librarian	
14.	Dr. Sr. Swapana	Controller of Examination	
15.	Sr. Asunta	Office Superintendent	
16.	Sr. Carol	Community Representative	
17.	Mrs. Padmini Singh	Alumni Representative	
18.	Supra Pareek	Student Representative	



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Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To apprise the members about the successful conduction of National Seminar.
3. To prepare for the upcoming Staff and Student Development Programme.
4. To conduct the outreach program.
5. To check the preparations of the upcoming Academic Audit.
6. To inform the members about new MOU signed.
7. 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 apprise the members about the successful conduction of National Seminar**
Principal and IQAC members congratulated the Department of Political Science for successfully organising the National Seminar titled Makers of Indian Independence in Collaboration with Gandhi Mahotsav Samiti on 2nd October 2023.

- 3. To prepare for the upcoming Staff and Student Development Programme**

The IQAC members planned following Staff and Student Development Programme-

- “Training for Disaster Mitigation: Fire Protection and Safety” for maintenance staff members and students.
- “Training Programme of Government Scholarship and Funding” was planned for Administrative staff.



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4. To conduct the Outreach program

The principal instructed the faculty members to organise social outreach program in the month of December for the students. The Joy of Giving programme aims to encourage students to give back to their community. It also aims to instil the values of generosity, kindness and empathy. It strives to prepare citizens who will make a marked difference in the society.

5. To check the preparations of the upcoming Academic Audit

The Principal apprised the IQAC members to check the preparations of the upcoming Academic Audit for session 2023 -24.

6. To inform the members about the new MOU signed

Principal informed the members that college has signed MOUs with the following institutions:

- Jesus and Mary College, New Delhi
- Alliance Francaise De, Jaipur

7. AOB

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
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Prof. Sr. Pearl
Principal

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ACTION TAKEN REPORT

Presented in the IQAC meeting held on 28th October, 2023 at 2 p.m. in Board Room 1

1. IQAC successfully organised following activities in collaboration with Rajasthan Mission 2030:
 - District Council Meet on 1st September, 2023.
 - Essay Writing Competition on 4th September, 2023
 - Essay Writing Competition II on 5th September, 2023
 - Speech Competition on 6th September, 2023.
 - Student survey on 12th September, 2023
2. FDP on Sophia's ERP Moodle: The Learning management system successfully organised on 2nd September 2023 and FDPs on Advanced Excel I and II were organised on 22nd and 23rd September 2023. "Training on Solar Power Maintenance" was also organised for Maintenance Staff on 26th October 2023.
3. Staff orientation of new staff Members was successfully organised on 30th September 2023.
4. College signed MOU with St. Bede's College, Shimla on 25th July 2023 and Rajiv Gandhi Centre of Advanced Technology, Jaipur on 24th August 2023.
5. Administrative Audit successfully completed on 9th September 2023.

Prof. Monika Kannan
IQAC Coordinator

Coordinator
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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC) HELD ON 17th JANUARY, 2024

The fourth meeting was held on 17th January, 2024 at 2:00 pm in the Board Room 1.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Prof. Sr. Pearl	Chairperson	
2.	Dr. Sr. Rani	Management Representative	
3.	Prof. Monika Kannan	Co-ordinator	
4.	Prof. Jyoti Chandel	Staff Representative	
5.	Prof. Sandra Lee	Staff Representative	
6.	Dr. Taruna Sethi	Staff Representative	
7.	Mr. Gautam Chaturvedi	Staff Representative	
8.	Dr. Deepmala	Staff Representative	
9.	Dr. Mriganka Upadhyay	Staff Representative	
10.	Dr. Persis Latika Dass	Staff Representative	
11.	Mr. Raman Tiwari	Staff Representative	
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Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To prepare for the upcoming Staff and Student Training Programme.
3. To prepare for the upcoming submission of NIRF 2022-23.
4. To prepare for the upcoming National Seminar.
5. To inform the members about the new MOU signed.
6. 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 prepare for the upcoming Staff and Student Development Programme**

The IQAC members planned Staff and Student Development Programme on “To Create Awareness and to Train the Future Generation for Cardio Pulmonary Resuscitation (COLS-CPR) Training. This emergency life-saving procedure is done when someone's breathing or heartbeat has stopped. It is an important life skill for all to acquire.

- 3. To Prepare for the Upcoming submission of NIRF 2022-23**

The Principal and the IQAC Coordinator instructed the members for the preparation of forthcoming submission of NIRF for the session 2022-23.

- 4. To prepare for the upcoming National Seminar**

The IQAC members planned National Seminar on “Revamping the Higher Education System: An Insight into NEP – 2020”. The main objective of conducting a National Seminar on NEP 2020 is to create awareness among educators and academicians about the key changes and provision of the NEP 2020.

- 5. To inform the members about the new MOU signed**

Principal informed the members that college has signed four MOUs with the following institutions:



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- Loyola Academy Degree and PG College, Secunderabad, Telangana
- Holy Cross College (Autonomous) Tiruchirappalli
- St. Philomena's College (Autonomous), Mysuru
- IACT Education Private Limited, Jaipur

6. AOB

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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Prof. Sr. Pearl
Principal

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ACTION TAKEN REPORT

Presented in the IQAC meeting held on 17th January, 2024 at 2 p.m. in Board Room 1

6. IQAC successfully organised following Staff and Student Development Programme-
 - “Training for Disaster Mitigation: Fire Protection and Safety” for Maintenance Staff on 26th November, 2023.
 - “Training Programme of Government Scholarship and Funding” for Administrative Staff on 12th Dec 2023.
7. IQAC successfully conducted outreach programs under the Joy of Giving Week in the month of December.
8. Internal Academic Audit was successfully completed on 9th December 2023 and External Academic Audit was successfully completed on 21st December 2023.

Prof. Monika Kannan
IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
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Prof. Sr. Pearl
Principal

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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC) HELD ON 28th FEBRUARY, 2024

The meeting was held on 28th February, 2024 at 2:00 pm in the Board Room 1.

The following members were present:

S.No.	Name of the Member	IQAC	Signature
1.	Prof. Sr. Pearl	Chairperson	
2.	Dr. Sr. Rani	Management Representative	
3.	Prof. Monika Kannan	Co-ordinator	
4.	Prof. Jyoti Chandel	Staff Representative	
5.	Prof. Sandra Lee	Staff Representative	
6.	Dr. Taruna Sethi	Staff Representative	
7.	Mr. Gautam Chaturvedi	Staff Representative	
8.	Dr. Deepmala	Staff Representative	
9.	Dr. Mriganka Upadhyay	Staff Representative	
10.	Dr. Persis Latika Dass	Staff Representative	
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12.	Dr. Neha Sharma	Staff Representative	
13.	Dr. Satish Kumar	Head Librarian	
14.	Dr. Sr. Swapana	Controller of Examination	
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Agenda

1. To read and approve the minutes and Action Taken Report (ATR) of the previous meeting.
2. To prepare for the upcoming International Staff and Student Exchange Programme.
3. To prepare for the upcoming National Workshop on Research Methodology and Data Analysis.
4. To check the preparation of the upcoming National Seminar.
5. To prepare for the upcoming submission of All India Survey on Higher Education (AISHE) 2022-23.
6. To inform the members about new MOU signed.
7. 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 prepare for the upcoming International Staff and Student Exchange Programme**

The IQAC members planned an International Staff and Student Exchange Programme – Synergy 2024. Staff and students of the Collaborative Institutes will be invited for this event. IQAC members decided to organize the following activities in the 3 days programme-

- Quiz Competition
- Face Painting Competition
- Movie Screening and Review writing Competition
- PPT Competition
- Extempore
- Reel Making Competition



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- Cultural Extravaganza wherein each college will give 3 performance - Dance, Group Song and Standup Comedy
- Ajmer Visit

3. To prepare for the upcoming National Workshop on Research Methodology and Data Analysis

The IQAC members planned a National Workshop on Research Methodology and Data Analysis. The main objective of this workshop is to help the researchers, students and academicians to understand the basics of research methodology, research gap, research question, research problem, research design, qualitative data collection, selecting the topic for research and different methods of data collection.

4. To check the preparation of the upcoming National Seminar

The Principal and IQAC members checked the preparation of upcoming National Seminar being organised by Department of Computer Science on “Generative Artificial intelligence Use, Cases and Application”.

5. To Prepare for the Upcoming submission of All India Survey on Higher Education (AISHE) 2022-23

The Principal apprised the members to check the preparation of upcoming submission of All India Survey on Higher Education (AISHE) 2022-23.

6. To inform the members about the new MOU signed

Principal informed the members that college has signed MOU with the following institutions:

- Trinity College, Jalandhar.
- Ch. S. D. St. Theresa's College for Women (Autonomous), Eluru, Telangana

The Principal also informed that college will be signing MOUs with the S.S. Jain Subodh P.G. College (Autonomous) Jaipur in the upcoming Month.



Sophia Girls' College (Autonomous), Ajmer

Affiliated to Maharshi Dayanand Saraswati University, Ajmer

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)

7. AOB

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 28th February, 2024 at 2 p.m. in Board Room 1

1. IQAC successfully organised Staff and Student Development Programme on “To Create Awareness and to Train the Future Generation for COLS-CPR” on 20th January, 2024. Teaching Staff, Administrative Staff and Students benefitted with this training programme.
2. NIRF data for the session 2022-23 was successfully submitted on 30th January, 2024.
3. IQAC successfully organised National Seminar on “Revamping the Higher Education System: An Insight into NEP – 2020” on 17th February, 2024. Total 98 Participants attended and understood the vision of NEP-2020 through this seminar.

Prof. Monika Kannan
IQAC Coordinator

Prof. Sr. Pearl
Principal

Coordinator
Internal Quality Assurance Cell
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