



**The Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of  
Sophia Smt. Manorama Devi Somani College held at 11.30 a.m. on Tuesday, 24th  
May 2022 in the Conference Room**

The following members were present:

Dr. (Sr.) Anila Verghese	-	Chairperson of IQAC
Mrs. Dopati Banerjee	-	Head of Dept. B.Sc. Hosp. Studies & IQAC Coordinator
Mrs. Nirmita Gupta	-	Head, SCM Dept.
Mr. Aspi Daruwalla	-	Faculty Member
Mrs. Meenal Joshi	-	Staff in charge of the Art & Design Dept.
Mrs. Maria D'Souza	-	Admin. Office In-charge
Dr. (Mrs.) Vidita Rakshit	-	Management Representative

Mr. V. Aras was absent.

1. Mrs. Maria D'Souza did a presentation of the AQAR of 2020-2021. She explained that the entire AQAR format has changed. It is highly quantitative and that first the entries have to be done for the undergraduate programmes and once these have been uploaded only then can the data for post graduate programmes be uploaded. To date, we have uploaded the data for BSc in Hospitality Studies.
2. Discussion on the plans for the year 2021-2022 which were included at the end of the AQAR 2020-2021. These were drawn up through consultations with IQAC members of the Hospitality Studies and SCM departments by the Principal because it had been difficult to meet together as an IQAC in order to do the detailed planning due to the pandemic:
  - The SCM department will carry out the renovation of its studios
  - The SCM department will purchase new equipment, namely cameras and equipment to update the Production Control Room.
  - In the Hospitality Department, even if the compulsory Industrial training for the 3<sup>rd</sup>/ 4<sup>th</sup> semester is replaced with a comprehensive Research Project, the students will be encouraged to undertake short-term internships in industry.

- In order to give hands-on training to the students, once they are permitted to return to the College post the lockdown, intensive practical sessions will be conducted and additional 'events' will be held.

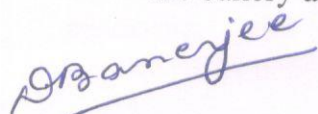
It was noted with satisfaction that all the above had been accomplished in 2021-22.

### 3. Other Business

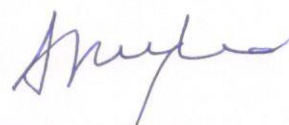
- Online feedback forms to be administered to graduating students: Mrs. Dopati Banerji said that for both the TYBSc and the Craft Bakery classes the online feedback had been taken (i.e. the exit level questionnaires had been administered). SCM will administer the exit level questionnaire to its students within the next few days.
- Theme for the Year 2022-2023:  
Mrs. Nirmita Gupta gave three suggestions:
  - "Embracing Change. Creating Futures"
  - "Embrace Diversity. Create Positivity"
  - "Converging Opportunities. Expanding Horizons"

Of these, the first was selected "Embracing Change. Creating Futures"

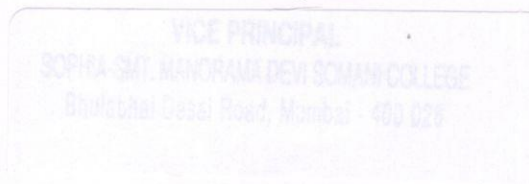
- Some Quality Enhancement plans for 2022-2023:
  - The SCM department will work for the revision of its entire syllabus; the new syllabus will be implemented in 2023
  - Mental health awareness programmes and support will be given to students of both the departments
  - The HAFT department will give Soft Skills and Personality Development training programmes to students
  - The HAFT department will purchase new equipment, e.g. a vacuum machine, sousvide machine, and a smoke gun. New refrigerators will be purchased for the bakery and for the bulk kitchen



Coordinator – IQAC



Chairperson - IQAC



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Bhulabhai Desai Road,  
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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) of Sophia Smt. Manorama Devi Somani College held in the via Zoom (due to the Covid-19 pandemic lockdown) on Wednesday 19<sup>th</sup> May 2021**

**Members present:**

- |                              |   |   |
|------------------------------|---|---|
| 1. Dr. (Sr.) Anila Verghese  | - | Chairperson of IQAC   |
| 2. Mrs. Dopati Banerjee      | - | Head of Department – B.Sc. Hospitality Studies & Coordinator of the IQAC    |
| 3. Mrs. Nirmita Gupta        | - | Head, SCM Department  |
| 4. Mr. Aspi Daruwalla        | - | Faculty Member  |
| 5. Mrs. Meenal Joshi         | - | In-charge - Art & Design Department of Sophia-Shree B.K. Somani Polytechnic |
| 6. Dr. (Mrs.) Vidita Rakshit | - | Management Representative   |
| 7. Mr. V. Aras               | - | ICT expert  |
| 8. Mrs. Maria D'Silva        | - | Administrative office in-charge   |

**1. Presentation and finalization of the AQAR of 2019-2020:**

Dr. Sr. Anila Verghese presented online the AQAR of 2019-2020 which had been drawn up by the IQAC based on inputs from the two departments as well as inputs from the administrative and finance offices and the library.

**2. Implementation of the plans for the year 2020-2021 included at the end of the AQAR of 2019-2021:** The heads of the HAFT and SCM departments shared how far the plans drawn up for 2020-2021 have been implemented.

**3. The Plans for the year 2021-2022 which have to be included at the end of the AQAR of 2020-21** were discussed; to a large extent the plans drawn up at present were mainly those that focused on providing greater visibility to each department.

For example, the Hospitality Department plans to:

- Enhance its visibility on social media (Facebook and Instagram) by sharing funfacts and trivia on various aspects of hospitality. Flyers would be made of the same and shared. This will start from 21<sup>st</sup> July 2021.
- Offline workshops or online webinars to be conducted with at least 3 reputed schools in Mumbai. These workshops /webinars will give the prospective candidates an insight into the various aspects of Hospitality. This will be done through the year and priority will be given to school's convenience while deciding the schedule.

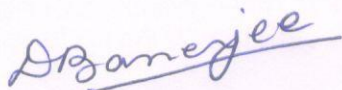
More plans will be drawn up before the next academic year commences.

**4. Other business:**

- a) Both the Hospitality and SCM department heads shared how the feedback from the graduating students of 2020-21 will be done online.

- b) Both the department Heads of Hospitality Studies and SCM shared some of the quality initiatives taken by their respective departments.

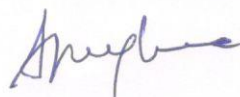
The meeting ended with a vote of thanks to the Chair.



Coordinator – IQAC

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Chairperson - IQAC

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**Minutes of the Meeting of the Internal Quality Assurance Committee (IQAC) of Sophia Smt. Manorama Devi Somani College held in the Principal's office at 12.00 noon on Friday, 29<sup>th</sup> March 2019**

**Members present:**

- |                              |   |   |
|------------------------------|---|---|
| 1. Dr. (Sr.) Anila Verghese  | - | Chairperson of IQAC   |
| 2. Mrs. Dopati Banerjee      | - | Head of Department – B.Sc. Hospitality Studies – Coordinator                |
| 3. Mrs. Nirmita Gupta        | - | Head, SCM Department  |
| 4. Mr. Aspi Daruwalla        | - | Faculty Member  |
| 5. Mrs. Meenal Joshi         | - | Principal - Art & Design Department of Sophia-Shree B.K. Somani Polytechnic |
| 6. Dr. (Mrs.) Vidita Rakshit | - | Management Representative   |
| 7. Mr. V. Aras               | - | ICT expert  |
| 8. Ms Yvonne Rodrigues       | - | Administrative office in-charge   |

- 1) Preparation of the AQAR of 2018-2019: The IQAC carefully went through the new NAAC guidelines of 2018 for the AQAR and held some discussion on the same. Further meetings will be held by the departments and by other smaller groups in order to prepare the draft AQAR for the 2018-2019. The finalization will only take place in the next academic year, once the results of the University examinations are out.
- 2) Plans for the year 2019-2020 to be uploaded on the AQAR of 2018-2019: The following were suggested; these would be concretised before the beginning of the new academic year:
  1. A special half-day workshop will be held at the beginning of the academic year for staff on the basic values and principles that should guide us in our role as teachers.
  2. A three or four day event in order to show-case the work of our departments as well as to promote Indian art and culture will be held in the third week of September; it will be entitled 'Indian Arttryst'.
  3. In order to give our Hospitality Studies students hands-on training in entrepreneurship in the culinary industry the following will be held: a) theme-based lunches which will be organized by groups of students who will budget for, plan and execute these lunches. b) The Hospitality Studies department will also hold a big dinner, with about 400 'covers', on the theme 'Round the World' which will be planned and executed by the third year students under the guidance of the faculty.
  4. The SCM department, in order to give a wider exposure to students in film-making and in writing and editing, will organize workshops for students that will be conducted by MAMI and they will also bring out a small book on 'Lives of Women' with special focus on distinguished women alumnae or staff of the institute. The department will also produce a calendar for the year 2020.
  5. Both departments will conduct outreach and value based activities.



- 3) Theme for the year 2019-2020: There was some discussion on this, but the theme was not finalized.

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

*Pranveerjee*

Coordinator – IQAC

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*A. K. Kulkarni*

Chairperson - IQAC

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**Minutes of the Meeting of the Internal Quality Assurance Committee (IQAC) of Sophia Smt. Manorama Devi Somani College held in the Conference room at 12.00 noon on 21<sup>st</sup> August 2018**

**Members present:**

- |                                |   |
|--------------------------------|---|
| 1. Dr. (Sr.) Anila Verghese -  | Chairperson of IQAC                             |
| 2. Mrs. Dopati Banerjee -      | Head of Department – B.Sc. Hospitality Studies  |
| 3. Mrs. Nirmita Gupta -        | Head, SCM Department                            |
| 4. Mr. Aspi Daruwalla -        | Faculty Member                                  |
| 5. Mr. V. Aras -               | ICT Expert                                      |
| 6. Ms Yvonne Rodrigues -       | Administrative Office in-charge                 |
| 7. Dr. (Mrs.) Vidita Rakshit - | Management Representative & Coordinator Of IQAC |

Mrs. Meenal Joshi was absent

1. The Minutes of the meeting held on 23<sup>rd</sup> March 2018 were read and passed.
2. Presenting of the draft AQAR of 2017-18:  
The draft AQAR of 2017-2018 was shared with the members. Sr. Anila thanked Dr. Vidita Rakshit, Mrs. Nirmita Gupta and Mrs. Dopati Bannerji for having gone through the AQAR while it was being finalized. Mr. Aras was thanked for the input given regarding the computers and the office and library staff for their respective inputs.
3. Plans for the year 2018-2019 to be included at the end of the AQAR of 2018-18:  
After discussion, the following were accepted:
  - a. We will take the theme “**Education as a Process of Humanization**” as the theme for the year 2018-19 for activities both within the departments and for the whole college.
  - b. The HAFT Department will organise if possible some advanced level workshops for the developmentally challenged students of the Hospitality and Catering section of S.P.J. Sadhana School.
  - c. The SCM department will implement the revised syllabus in 2018-19.

- d. A new state of the art kitchen for the HAFT department will be set up and the syllabus will be drawn up of a Certificate Course in Culinary Arts.
- e. Plans will be drawn up by both the HAFT and SCM departments for the suitable celebration of Golden Jubilee of Sophia Polytechnic in 2019-2020.
4. Some Golden Jubilee Plans that were discussed: The one major event will be a common event in September to be called Indian Artryst at which we will showcase some of the regional cuisines, traditional art, media etc... An alumni gathering will also be planned if possible and the Annual Exhibition will be on a grand scale. In addition, if departments can plan another activity each they will do so.

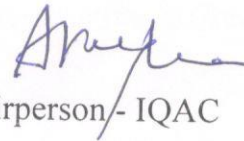
The meeting ended with a vote of thanks to the Chair.



Coordinator – IQAC

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**Members present:**

- |                                |   |
|--------------------------------|---|
| 1. Dr. (Sr.) Anila Verghese -  | Chairperson of IQAC   |
| 2. Mrs. Dopati Banerjee -      | Head of Department – B.Sc. Hospitality Studies                              |
| 3. Dr. Sunitha Chitrapu -      | Head, SCM Department  |
| 4. Mr. Aspi Daruwalla -        | Faculty Member  |
| 5. Mrs. Meenal Joshi -         | Principal - Art & Design Department of Sophia-Shree B.K. Somani Polytechnic |
| 6. Dr. (Mrs.) Vidita Rakshit - | Management Representative & Coordinator Of IQAC                             |
| 7. Mr. V. Aras -               | ICT expert  |
| 8. Ms Yvonne Rodrigues -       | Administrative office in-charge   |

1. The Minutes of the meeting held on 18<sup>th</sup> August 2017 were read and passed.

2. Matters arising out of the Minutes:

- Sr. Anila informed the members that the AQAR 2016-17 took some time to finalise because of the delay in the declaration of the TYBSc results by the University of Mumbai; but it was finally posted on the website and NAAC was informed. The letter from NAAC acknowledging the same was received.
- The setting up of a new state-of-the-art kitchen for HAFT has been delayed by a year.
- HAFT department had drawn up a good outreach cookery course syllabus, but the course could not be held because we did not get necessary intake for the same.
- The workshops for the Hospitality and Catering students and faculty of Sadhana School had been conducted very successfully.
- The workshop conducted by Sr. Sheila McNamara was very much appreciated by those who attended it; unfortunately only few staff members were able to do so. Mrs. Dopati Banerjee commented that the best time to hold staff seminars is at the beginning of the academic year.

3. Exit level questionnaires – HAFT and SCM:

The Exit level questionnaire was drawn up and administered to the Craft Bakery class. The one for the TYBSc Hospitality Studies was revised and was administered. The results of both have been obtained. The Exit level questionnaire for the SCM class is still to be administered.

4. Theme for the year 2018-19:

The following was suggested:

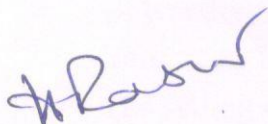
‘EDUCATION AS A PROCESS OF HUMANIZATION’

5. Golden Jubilee of Sophia Polytechnic 2019-2020

The members were reminded that since Sophia Polytechnic was started in 1970 it would be completing 50 years in 2020. It was agreed that 2019-2020 would be celebrated as the ‘Golden Jubilee Year’. Some suggestions were made regarding the celebration:

- Each department will try and organize one big activity during the Golden Jubilee year
- For the whole polytechnic there will be one major event – this could be spread over two-three days, with smaller events (e.g. department wise alumni gatherings) being organized by departments during these days
- Some fund-raising, possibly department wise, for student aid.

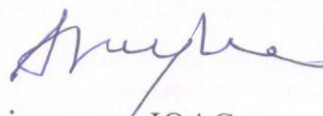
The meeting ended with a vote of thanks to the Chair.



Coordinator – IQAC

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Members present:

- |                                |   |
|--------------------------------|---|
| 1. Dr. (Sr.) Anila Verghese -  | Chairperson of IQAC   |
| 2. Mrs. Dopati Banerjee -      | Head of Department – B.Sc. Hospitality Studies                            |
| 3. Dr. Sunitha Chitrapu -      | Head, SCM Department  |
| 4. Mr. Aspi Daruwalla -        | Faculty Member  |
| 5. Mrs. Meenal Joshi -         | Principal-Art & Design Department of Sophia-Shree B.K. Somani Polytechnic |
| 6. Dr. (Mrs.) Vidita Rakshit - | Management Representative & Coordinator Of IQAC                           |

Mr. V. Aras and Ms Yvonne Rodrigues were absent.

1. The Minutes of the meeting held on 13<sup>th</sup> April 2017 were read and passed.
2. Presenting of the draft AQAR of 2016-17:  
The draft AQAR of 2016-17 was shared with the members. Dr. Sunitha Chitrapu, Ms Dopati Banerjee and Mr. Aspi Daruwalla were asked to go through it carefully and make additions or changes as necessary. Dr. Vidita Rakshit would also check out the details with the office staff.
3. Plans for the year 2017-2018 to be included at the end of the AQAR of 2016-17:  
After discussion, the following were accepted:
  - 1) We will take the theme “Quality Education with Care and Compassion” as the theme for the year 2017-18 for activities both within the departments and for the whole college.
  - 2) We will set up a new state-of-the art kitchen for the HAFT Department.
  - 3) The SCM department will finalise its revised syllabus during the year so that it can be implemented in 2018-19.
  - 4) The Exit questionnaires will be revised if necessary and will be administered not only to the TYBSc and SCM students, but also to the students of the Craft Bakery course.



- 5) The HAFT Department will continue to explore the possibility of conducting some extension activities.
4. Ms Dopati Banerjee gave information about a Consultancy / Extension programme that will be conducted by HAFT for a group of children and teachers from S.P.J Sadhana School for the Developmentally Challenged:
5. It was agreed that some updating and changes were required in the format of the Exit Questionnaires. Also, the format should be suitably modified and administered to the Craft Bakery class as well.
6. Staff workshop by Sr. Sheila McNamara:  
Due to admissions etc that were going on, no staff enrichment workshop could be held at the commencement of the academic year. However, on 3<sup>rd</sup> November 2017 a workshop by Sr. Sheila McNamara would be held for staff.

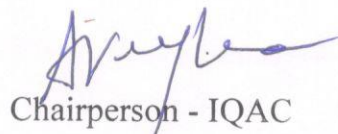
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