



SOPHIA

Smt. MANORAMA DEVI
SOMANI COLLEGE

Minutes of the Meeting of the Internal Quality Assurance Committee (IQAC) held in the Principal's office at 12.00 noon on Friday, 29th March 2019

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. 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) IQAC Plans for the year 2019-2020

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 Artryst'.
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.



PRINCIPAL

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IQAC Plan of Action Taken Report 2019-20

1. A special half-day workshop was conducted in beginning of the academic year for staff on the basic values and principles that should guide us in our role as teachers, by Dr. (Sr.) Ananda Amritmahal, Principal of Sophia College and Secretary of our Management. The title of this workshop: "The Heart of Education: An Education that Transforms".
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 was held in the third week of September (24th-27th September 2019); and was entitled 'Indian Artryst'. During these days, the Hospitality Department held a series of workshops on traditional Indian cuisine and sweets. The traditional Indian cuisines were from Gujrati cuisine and Maharastrian cuisines. The traditional sweets and farsans workshops were conducted by a 'halwai' who is an expert in this field.
3. In order to give our Hospitality Studies students hands-on training in entrepreneurship in the culinary industry the following were conducted: theme-based lunches were organized by groups of students who budgeted for, planned and executed these lunches. a) a theme based lunch focussing on Far Eastern and South-East Asian Cuisine, entitled 'Oriental Express', was held on 13th August, 2019 b) the department also organised one 'canteen day' when the students prepared snack items for sale to the rest of the staff and students; c) The Hospitality Studies department also held a big dinner, with about 400 'covers', entitled Global Pavilion on the theme 'Round the World' which was planned and executed by the third year students under the guidance of the faculty. This gave the students a hands-on experience of organising such a big event, including the drawing up of the menus, designing the invites, conducting the trials, getting sponsors and the actual trials and execution of the event. The third year students were assigned different roles, from Manager, to F&B Managers, to chefs and sous chefs, to waiting staff etc. Thus the students learnt the importance of team work also. The canteen day or sale of Indian street food took place on 27th September 2019. The grand dinner for 400 guests, entitled 'Global Pavilion' took place on 21st February 2020.
4. The SCM department, in order to give a wider exposure to students in film-making and in writing and editing, organized workshops for students conducted by MAMI and they also brought out a small book on 'Lives of Women' with special focus on distinguished women alumnae or staff of the institute. The department also produced a calendar for the year 2020. The book 'Lives of Women' focussing on women related to the institute was produced and released on 20th February 2020.
5. Some outreach activities were conducted as well as value based activities by both departments.
6. The theme for the year 2019-2020 was "1970-2020: A Journey of Empowerment through Holistic, Quality Education". A special large poster was designed on this theme and displayed at the entrance of the institution. All activities of the year will focus on this theme.



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