

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### Part – A

**AQAR for the year (for example 2013-14)**

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

SOPHIA COLLEGE FOR WOMEN

1.2 Address Line 1

BHULABHAI DESAI ROAD

Address Line 2

OPP. BREACH CANDY HOSPITAL

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400026

Institution e-mail address

sophiacollegemumbai@gmail.com

Contact Nos.

022-23512642 / 23523304

Name of the Head of the Institution:

Dr. (Sr.) ANANDA AMRITMAHAL

Tel. No. with STD Code:

022-23512642 / 23523304

Mobile:

9969305889

Name of the IQAC Co-ordinator:

Ms. S.S. MASTER

Mobile:

9920435842

IQAC e-mail address:

Same as the college

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 10287

OR

1.4 NAAC Executive Committee No. & Date:

EC (SC)/06/RAR/140 dated 1-5-2015

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)*

1.5 Website address:

www.sophiacollegemumbai.com

Web-link of the AQAR:

http://www.sophiacollegemumbai.com/AQARreport\_14-15.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	-	2003	-
2	2 <sup>nd</sup> Cycle	A	3.61	2009	2014
3	3 <sup>rd</sup> Cycle	A	3.70	2015	2020
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

24/11/2003

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR 21/10/2014 (DD/MM/YYYY)

### 1.9 Institutional Status

University ☐ State ☐ NA ☐ Central ☐ NA ☐ Deemed ☐ NA ☐ Private ☐ NA ☐

Affiliated College Yes ☒ No ☒

Constituent College Yes ☒ No ☒

Autonomous college of UGC Yes ☒ No ☒

Regulatory Agency approved Institution Yes ☒ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☒ Women ☒

Urban ☒ Rural ☒ Tribal ☒

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☒

#### 1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="NA"/>								

#### 1.11 Name of the Affiliating University (*for the Colleges*)

#### 1.12 Special status conferred by Central/ State Government -- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

☐

University with Potential for Excellence

☐

UGC-CPE

☐

DST Star Scheme

☐

UGC-CE

☐

UGC-Special Assistance Programme

☐

DST-FIST

☒

UGC-Innovative PG programmes

☐

Any other (*Specify*)

☐

UGC-COP Programmes

☐

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="63"/> Faculty <input type="text" value="36"/>
Non-Teaching Staff / Students <input type="text" value="17"/>	Alumni <input type="text" value="5"/> Others <input type="text" value="5"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="X"/> No <input checked="" type="text" value="✓"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="2"/>	International <input type="text" value="X"/> National <input type="text" value="X"/> State <input type="text" value="X"/> Institution Level <input type="text" value="2"/>
(ii) <b>Themes</b>	
1. A talk by Fr. Frazer Mascarenhas, Principal of St. Xavier's College, who gave guidelines on how to prepare for Accreditation.	
2. A seminar, "Putting the student at the centre of education" was organised for the teaching faculty.	

## 2.14 Significant Activities and contributions made by IQAC

- Computer networked –based software is used to get a feedback from the students at the Entry point for F.Y students and at the Exit point for all classes of all faculties.
- The subject wise Quantitative analysis of the students' responses were given to all the HODs
- Prepared the Qualitative analysis of student feedback on the performance of the offices/library/computer centre. Discussed the responses with each department in order to improve services.
- The MIS system was installed to cover all academic and examination work.
- Worked on the preparation of the NAAC report for the 3<sup>rd</sup> cycle for accreditation of the institution. Coordinated with all the staff committees for this purpose.
- Coordinated with all departments for the preparation of the University of Mumbai's Academic Audit.
- Coordinated with all departments for updating information on the college website, which was redesigned.
- Conducted two events at the Institutional Level. A talk by Fr.Frazer Mascarenhas, Principal of St. Xavier's College, who gave guidelines on how to prepare for Accreditation.
- A seminar, "Putting the student at the centre of education" was organised for the teaching faculty.
- The Principal, Dr. (Sr.) Ananda Amritmahal is on the IQAC committee of St. Theresa's College of Education, Santacruz Mumbai

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action (2013-14)	Achievements (2014-15)
1. To implement schemes for recycling.	1. Plans for recycling paper, plastics (especially pens) and electronics was discussed at the IQAC meeting. It was decided that an agency Recyclekaro.com would be approached to do the needful. This will be implemented in the coming year. As new answer books had to be printed it was decided to use the old ones for tests. This was implemented. The use of Non-chemical or recycled paper was recommended & will be taken up shortly.
2. The Library to motivate reading habits of students.	2. The library has a long tradition of using various strategies to motivate and encourage the reading habit in students. The Open-Access system, the New-book display, the Book Sale, The Book Exhibition and the St. Madeline Sophie Prize, for the most widely-read

	<p>student of the year, are some of them.</p> <p>Students are encouraged to use the well-stocked fiction library and are guided by the staff to explore books from the ancient classics to modern writers. Another initiative to encourage students to read journals, magazines and newspapers for their research projects, is the <b>Subject Indexing</b> facility that provides information from all newspapers and journals subscribed to, by the institutions.</p> <p>Two new initiatives were introduced this year. A <b>BOOK REVIEW COMPETITION</b>, open to all students, was held. Books in English and Hindi were selected and students had to write a review of any of the listed books. Staff members assisted in judging the submitted reviews. Gift vouchers from popular book stores were given to the prize winners. The prize-winning reviews will also be published to the college magazine. The competition helps in motivating reading habits and enhancing writing skills. It will be an annual event.</p> <p><b>A BOOK-READING SESSION</b> was also initiated. A popular book is selected and students are involved in creating posters and reading important sections from the book, to an audience. A short discussion follows. This, too, will be an annual event and staff and students are actively involved.</p>
3. To hold student centred sessions to enhance teaching and learning.	3. An IQAC workshop was conducted for all teaching staff in September. The topic was, <b>“Heart of the Teaching-Learning Process. Putting the learner at the centre of education”</b> . The session was conducted by Dr. Amrita Dass, Director, Institute for Career Studies, Lucknow
4. To install the MIS programme.	4. The MIS programme was installed. The modules selected, covers admissions and evaluation. All examination data is now being processed by the college administrative office and not being out-sourced.
	The programme will also be used for admissions to various classes for the academic year 2015-2016.
5. To develop possibilities of International & national exchange.	5. A letter of agreement, for five years, has been signed in September 2014 between Purdue University West Lafayette, Indiana, USA and Sophia College. The aim is to foster international education and research. Students from Purdue University will be able to enrol in five

<p>6. To work towards autonomy as an institution.</p>	<p>courses at Sophia College, spend one semester at the Sophia Campus and earn credits for their course in the Women's Gender and Sexuality Studies Programme, Purdue.</p> <p>A MOU between Concordia College New York and Sophia College has been signed. The intent of the two educational institutions is to develop a long term mutually beneficial relationship whereby Sophia College for Women students may be eligible to enrol and participate in a Transfer or a dual Undergrad degree Programme of academic study at CCNY. On successful completion of the course the students will be conferred the degree by CCNY. Two research projects in collaboration with the University of Bath, U.K. and TIFR Mumbai were undertaken.</p> <p>6. The college went for the 3rd cycle for accreditation by NAAC in February 2015. We received an A grade CPGA 3.70 on a 4 point scale. We are also going in for the University of Mumbai, Academic Audit. These are our efforts to work towards the autonomy of the institution.</p>
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*\* Attach the Academic Calendar of the year as Annexure. 2014-15*

2.15 Whether the AQAR was placed in statutory body      Yes ☐ No ☒

Management ☒ Syndicate ☒ Any other body ☒

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	-	-
PG	4	-	-	-
UG	2	-	2	-
PG Diploma	-	-	3	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	12	1
Others	-	-	-	-
<b>Total</b>	7	-	17	-
Interdisciplinary	-	-	-	-
Innovative	2	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 (B.A., B.Sc., B.M.M, B.Sc. I.T) 4 M.Sc.
Trimester	---
Annual	---

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☒ Students ☒  
(On all aspects)

Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☒

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As an affiliated college the syllabi and regulations are revised/updated by the university committees of which a large number of our teaching staffs are members.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

**NONE**



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	33	16	-	-

2.2 No. of permanent faculty with Ph.D.

27

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	3	--	--	--	--	--	--	--	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

48

90

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Local	University of Mumbai
Attended	19	27	1	35	5
Presented papers	16	11	-	10	-
Resource Persons	1	1	-	3	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Over and above the regular use of ICT, film screenings, field visits, student presentations, quizzes, class discussion subject-related activities that went beyond the syllabi, were arranged by the following departments.

#### Microbiology

- F.Y.B.Sc, S.Y.B.Sc and T.Y.B.Sc students were motivated to participate in the 13<sup>th</sup> state level Microbiological Contest organized by Changu Kana Thakur Arts, Commerce and Science College, New Panvel.
- UG research paper /case study presentation conducted.
- Self-study exercises on practical syllabus for T.Y.BSc students were discussed and display boards of newspaper articles with recent scientific developments were put up.
- Skit and poster presentations made.

#### Mathematics & Statistics

- Teaching aids such as OHP, power point presentations and workshops in the computer lab using software for the concepts taught, are designed alongside with the lectures.
- MCQ's, graph reading, situational problems like airline timetable schedule, stock exchange transactions evaluation, Sudoku and puzzles using concepts.

- Students are divided into groups of 4 -6 and given topics (Syllabus based) to find out recent developments and research in the mathematical concepts. The students made power point presentations.
- Topics of social relevance and current affairs are given to students for them to create questionnaires and collect the data, tabulate data and analyze the data. The students then present the findings in the class. They also collect articles from magazines and newspapers based on the topic.  
The hardcopy of the presentation together with the feedback (write-up) forms the report of the group.
- Software like Minitab, Mathlab and EXCEL Statistical Software are used to show the students the application of the concepts taught in lectures. The students are also encouraged to use new techniques while analyzing and presenting the data
- After completion of each module, a question-answer session is held in the class. In this session, the teachers discuss with the students the points to be included in the answer for a given question of the module.
- Regular tests are given to the students after the completion of each topic to gauge the level of their understanding. Answers of the test conducted in the class are discussed with the students along with their performance in the class test.
- Remedial sessions are regularly conducted for students who find the subject difficult.

### **Chemistry**

- A pilot study on POGIL (Performance Oriented Guided Inquiry Learning) in Organic Chemistry was done with FYBSc students
- Creative teaching methodologies used with all classes: Chem Housie, Spell-C, Chem Wall Paper, Chem Crosswords.
- Peer Teaching at FYBSc level.

### **Life-Science**

- Use of clay modeling for developmental biology and neurobiology
- Khandala Seminar : Undergraduate and post graduate research interaction
- PG students give regular causeries on their project work that allows all the other students and staff to discuss and give suggestions.
- It has been made mandatory for all final year PG students to present a poster of their project work at a Conference. This gives them an incentive to carry out quality research.

### **Bio-chemistry**

- Peer teaching -
  - Quality Assurance students present assessed seminars on Food Additives to S.Y.B.A. students followed by a feedback questionnaire.
  - Postgraduate students learn and demonstrate some techniques of the syllabus to the T.Y. B.Sc. students to reinforce teaching learning.
- University assignment: Three to four topics are chosen by students, out of which one is approved by staff. Approved topic is written by the students, a rough draft is prepared which is corrected by the staff before finalizing it.
- A Dietary Score card is given to the students at the beginning of the year and they score their weekly intake of types of food which is discussed and analysed in class.
- Journal Jotting: Students refer to various science journals in the library, select one paper, understand it and write notes in their own words. This activity familiarizes the

students with the various journals in the library and they learn independent understanding and interpretation.

- Poem Reading: Subject related poems written by ex-students are read before starting a topic.

### **Psychology**

- Student presentations at conferences/student conventions.
- Discussion on the status of women in India for the SYBA Social Psychology class to clarify issues of equality/power/patriarchy and aggression.
- Prepared SY and TY students to work in groups of two and three, on a small research paper and present it at a conference
- The TYBA S/M students are exposed to Computer based experiments on every topic. This gives them a first-hand exposure to the different experiments, the manipulations and concepts involved which facilitates learning.
- Students were also exposed to a series of different optical illusions as part of the Topic on Perception.
- Students take part in various experiential exercises that make learning a fun filled and stimulating experience.
- The TYBA Class is exposed to a simulation of a test administration, scoring and interpretation as part of their Testing and Statistics paper.
- Discussions of relevant newspaper articles connected to the syllabus were undertaken.

### **Economics**

- Mock stock exchange was conducted for all economics and Investment Analysis students, to provide a simulated understanding of the working of the stock exchange.
- A video summary of the Indian Economy by IMF was shown.

### **Philosophy**

- Two Yoga Garden sessions to practice Dharana (as part of Yoga Application) were conducted for Paper IX Yoga.

### **BMM**

- TYBMM Contemporary Issues paper, internal assessment project work : The class undertook **a social media public service on-line campaign** on on-line and off-line violence faced by women. The project was run in collaboration with two organizations, **“Point of View”** and **Safe City”**. The project focused on violence against women and women’s safety in the city.
- Off-site seminars held yearly for FYBMM and TYBMM students at Khandala and Karnala which include a **rural orientation programme**.
- A documentary film festival to introduce students to documentary film-making as a part of their course, and to acquaint them with social, economic and political issues. Film directors introduced the films and held discussions with the students.

### **Mentoring:**

- The English Department did mentoring in the following manner for the TYBA S/M students: contact groups were created and met regularly. Two Google groups were created for the TYBA students (one for S/M students and the other for both S/M and D/M students) and the members of the faculty to facilitate greater exchange of

academic information. The groups were used to provide e-material (e-books, links to articles etc.) to students. Tutorials were conducted with FYBA students of English Literature over and above the Communication Skills tutorials prescribed by the University.

- The Department of Chemistry has a contact system: Every student of FY and SYBSc was monitored by their practical teacher with regard to academic progress and any major problems. Students of TYBSc were assigned to a particular staff member for similar follow up. The contact teacher also organized extra-curricular activities for the Contact Group.
- The Department of Life-Science holds peer teaching learning workshops/ classes in which senior PG class students teach their juniors. The PG students also demonstrate dissections in Neurobiology to the TYBSc students during the practical. This not only helps them master the technique themselves but also allows each UG student to get personalized attention.
- The Department of Psychology conducts face to face discussion sessions and e-mentoring
- The Department of Economics: WhatsApp groups have been formed and staff email Ids are provided to students for solving any query related to the subject.

### **Annual Theme:**

As in the past few years, a theme for the year for the whole college was selected. The theme for the academic year 2014-15 was Education: A Celebration of Diversity.

### **Co-curricular activities under ANANYA**

#### **Microbiology**

- Keeping in mind the theme of the year '**Education: A celebration of diversity**' the department organized a competition '**Party with Microbes**' to celebrate the DIVERSITY OF FOODS AND BEVERAGES fermented by or made using microorganisms.

#### **Mathematics and Statistics**

The department of Mathematics and Statistics organised a competition and two talks on pursuing a career in teaching, for the privileged and the less advantaged, in **collaboration** with **Department of History**.

#### **Talks on pursuing a career in teaching:**

- **Mrs. Lamiya Tamabawala** (Senior Academic Mentor with JBCN Education) gave a talk on 'Teaching in the 21st century-Meeting the Challenge'.
- **Ms. Prita Kalyansundaram**, a Fellow of Teach For India (TFI), Mumbai, Program Director, Songbound , (a music outreach initiative, which aims at using music to reach out to India's most underprivileged children-www.songbound.com)) on 'Teaching in the 21st century- Making a Difference'.

#### **Competitions:**

- **Mathematical Housie:** This inter-college event was held in December. Each team (of 2 members) were given a housie ticket and an answer sheet. Mathematical questions were displayed in the projector and each team had to answer this question note and tick the number, if found in the housie ticket.

- Poster Competition: Students of F.Y.B.Sc and S.Y.B.Sc were asked to make posters based on Mathematical concepts. The competition was judged by Dr. I. Mendes, Department of Chemistry and Ms. Meeta Saxena, Department of Physics.
- PowerPoint Presentations: Students of FYBA, SYBA and F.Y.B.Sc gave a power-point presentation on, “Application of Statistics”.

### Chemistry

- **Activities for Ananya**
  - 'Oceans, their novelties and We' - lecture by Dr. Mahesh Zhingde, Advisor, Marine Environment, Essar Group.
  - 'Towards a clean environment' -workshop for methodology of disposal of waste thermocole by Ms. Srirupa Mukherjee, IWSA.
  - Poster competition on ‘Safety in the Chemistry Lab’
  - Intercollegiate Treasure Hunt with clues based on environmental issues
- Intra collegiate 'Food fest' for students of all classes. Food stalls were set up in the canteen extension. Food from various states of India/ other countries was made by students and sold and the profit made will be donated to an NGO assisting cancer afflicted children.

### Life Science

The SYBSc students were the major organizers of all the activities with Dr. H. Ramachandran as the main coordinator. These activities were done in **collaboration** with the **Departments of Philosophy and Education**.

- **Sessions dedicated to Dr. Narendra Dabholkar on Andha Shraddha Nirmulan:**
  - **Exhibition by F. Y. B.Sc.:** The students actively collected information about prevailing superstitions, rituals and malpractices targeting women. This culminated in an exhibition put up on 9<sup>th</sup> December. The posters were very well made and appreciated.
  - **Bio-revolution** - A lecture demonstration "**Thamasoma Jyothirgamaya**" *Let light emerge from darkness* was held. This session was conducted by **Ms. Vandana Shinde**, a member of the Andha Shraddha Nirmulan Samiti, who very effectively demonstrated how ‘magic’ is performed to fool the public under the guise of pseudo-religion. Students actively participated in this demonstration and performed some acts themselves.
  - **Intercollegiate Poster making Competition:** A poster making completion was held on the theme “Andha Sharaddha Nirmulan”. A total of 15 teams participated. The judges were invited from Sophia Polytechnic and prizes were given to the three best posters. In addition consolation prizes were given. The posters made were creative and artistic.
- **Intercollegiate Jewelry making Competition:** A creative and fun activity was connected to the session conducted by the Education Department on Jewelry making. The students were asked to make jewelry using simple material on any biological theme.

### Biochemistry

- **Bond It Up** - “Our paths may change as life goes on but the bond between us remains ever strong by growing separately without growing apart”. This philosophy was emphasized as students from diverse backgrounds come to college where education bonds them together.

- **Community Kitchen** – A visit to Annamrit community kitchen which serves midday meals to schools was followed by setting up a kitchen on Ananya day.
- Annual theme related films were shown followed by submission of learning outcome.

### **Psychology**

- The TYBA Industrial-Organization class worked in pairs and each member shared her experience of the uniqueness of her partner in class – followed by a discussion of the relevance of diversity to organizations.
- “Mardaani” a women-centric film was screened and followed by a panel discussion, where the scriptwriter of the movie, Mr. Gopi Puthran was present. The goal of the film was to highlight certain issues of human trafficking and women in the Police force.
- TYBA students in groups belonging to different states or areas of the country made a brief presentation of the history, culture, cuisine and unique features of their respective regions. This experience was educative, interesting, and enriching.
- The TYBA S/M students had various bonding activities to get to know each one and celebrate each one’s uniqueness. Some of these activities were from the point of view of perception which forms part of Cognitive psychology.

### **Economics**

- Movie review writing competition on movies related to business or economics theme was organized for FYBA economics students.
- Screening of the movies ‘UP’ and movie clippings on game theory
- Visit to the RBI museum and Kalaghoda festival
- Visit to BSE
- Visit to NABARD Trade Fair

### **History**

- ‘Teaching in the 21<sup>st</sup> century-Meeting the Challenge’ was a talk organized along with **in association with the Maths/Statistics department.**

### **Hindi**

- FYBA Literature students participated in “Nature Walk” conducted on the college campus, with the main motive of getting the students acquainted with the diversities of nature.
- TYBA students prepared posters on the diversities of Mumbai.

### **Physics**

- As an Ananya Activity, an intercollegiate, Physics Quiz was conducted for the students.
- A working model competition was also organized.

2.7 Total No. of actual teaching days during this academic year

180
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2.8 Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions, unsupervised tests)

- Open Book Tests (Microbiology, Life Science and Economics)

- MCQ test, graph reading, situational problems like airline timetable schedule, stock exchange transactions evaluation, Sudoku and puzzles using concepts (Maths and Stats and Microbiology)
- Submission of Infographics: Online poster on a specific subject submitted for evaluation. Submission of assignments in the form of power-point presentation. (Life Science)
- Practicals, mock examinations, prior to Sem 5 were conducted entirely by the students. Guidance on how to go about the exam was provided. The marking checklists were given to the students. (Psychology)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Member of Board of Studies (Univ./Autonomous)	Member of Board of Faculty	Syllabus Committees	Syllabus Workshops
9	3	15	19

2.10 Average percentage of attendance of students

71

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	GRADE						
		O	A	B	C	D	E	F
T.Y.B.A.	289	30	54	56	57	28	05	59
T.Y.B.Sc.	105	05	36	24	09	-	-	31
T.Y.B.M.M.	56	-	22	18	12	01	-	03

**\* TYBA Semester V results.**

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching and Learning processes:

Every year the IQAC administers the first year entry points, F.Y, S.Y and T.Y exit questionnaires. This year all the feedback questionnaires were administered online. Teachers could thus get a subject-wise response to the various methods and initiatives taken in teaching/learning.



A subject-wise quantitative analysis was also given to all departments. The questionnaires have been reformulated not only to meet the new credit-based system but also the online programme which was created in-house.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	--
Orientation programmes	4
Faculty exchange programme	--
Staff training conducted by the university	1
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	2
Others (Soft skills courses)	4

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	1	-	-
<u>Technical Staff</u>				
Lab Assistant	4	--	3	--
Lab Attendant	18	1	2	--
Library Attendant	6	--	1	--



## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

A Research Development Cell has been set up to promote and document research activities. Information about new projects is circulated among the staff in order to facilitate the application process and to encourage them to pursue their PH.D. The cell also has a system in place to help researchers get import material. The cell is applying for an institutional Animal Ethics Committee.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	4	4	--
Outlay in Rs. Lakhs	--	93.19 Lakhs	93.19 Lakhs	--

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	--	2	2
Outlay in Rs. Lakhs	0.28 Lakhs	0.80 Lakhs	1.08 Lakhs	0.28 Lakhs

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	--	--
Non-Peer Review Journals	--	--	2
e-Journals	--	--	--
Conference proceedings	--	3	--

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (Ongoing)	3 year + 1 year extension	GOI-DST /SERC	28,74,000/-	21,23,000/-
	3 year+ 1 year extension	DST-DBT	18,47,000/-	12,91,000/-
	3 year+ 1 year extension	DST-DBT	32,43,000/-	23,47,000/-

	3 year + 6 months extension	DST- Cognitive	13,55,000/-	7,14,600/-
Minor Projects	2 years	UGC	1,55,000/-	80,000/-
	2 years	UGC	4,09,000/-	--
	2 years	ICSR	80,000/-	60,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
College	1 year	1. Rotary Club Minor R. Scholarship	10,000/-	10,000/-
College	1 year	2. Dhandevi Mahindra R. Fellowships	60,000/-	60,000/-
College	1 year	3. Barbara Naidu Memorial Scholarship	10,000/-	10,000/-
College	1 year	4. Lobo-Dubey Research Scholarship	13,980/- + 2,500/-	13,980/- + 2,500/-
University	1 year		25,000/-	25,000/-
University	1 year		25,000/-	25,000/-
University	1 year		27,500/-	22,000/-
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--		
	--	--	--	--
Total			10,136,980/-	67,84,080/-

3.7 No. of books published i) With ISBN No.

3

Chapters in Edited Books

3

ii) Without ISBN No.

1

3.8 No. of University Departments receiving funds from

UGC-SAP ☐ X CAS ☐ X DST-FIST ☐ X  
DPE ☐ X DBT Scheme/funds ☐ X

3.9 For colleges

Autonomy ☐ X CPE ☐ X DBT Star Scheme ☐ X  
INSPIRE ☐ X CE ☐ X Any Other (specify) ☒

1. DST-FIST
2. DBT-Neuroscience
3. DST-ERC

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State/City	University	College
Number	1	2	1	-	1
Sponsoring agencies	1. International Conference on Ageing (Silvering in the City) Help Age Silver Innings and two individuals funded the programme.	1. Indian Armed Forces and Conflict: Political and Psychological Dimensions. ICSSR. 2. Indian Science Academies Lecture Workshop. 3. National Conference on Young Adult Literature.	1. 13 <sup>th</sup> Annual Sophia Nobel Orations- RC Shukla funds	-	1. The VII Annual Khandala Seminar-In-house 2.” Quest-Wider Than The Sky” – Sophia PG Conference-In-house.

3.12 No. of faculty served as experts, chairpersons or resource persons

24

3.13 No. of collaborations

International

3

National

--

Any other

5

3.14 No. of linkages created during this year

X

3.15 Total budget for research for current year in lakhs:

From Funding Agency

101

From Management of University/College

0.96

Total

101.96

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/recognitions received by faculty & research fellows of the institute in the year.

Total	International	National	State	University	District	College
8	--	1	--	3	--	4

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: University level  State level   
National level  International level

3.22 No. of students participated in NCC events: University level  State level   
National level  International level

3.23 No. of Awards won in NSS: University level  State level   
National level  International level

3.24 No. of Awards won in NCC: University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The following unique extension projects were carried out by:

#### **DEPARTMENTS**

- Educational visit to Shantivan herbal garden to see Vermicomposting and rain water harvesting.
- Food festival organized by TYBSc and M.Sc to help Cancer affected children. An Intra-collegiate 'Food fest' for students of all classes was organised. Food stalls were set up in the canteen extension. Food from various states of India/ other countries was made by students and sold and the profit made will be donated to an NGO assisting cancer afflicted children.
- Students were sensitized towards environmental issues in their laboratory setting. Efforts were made to minimize use of chemicals, lessen generation of toxic fumes and implement safety measures, all in accordance with the principles of 'Green Chemistry'.
- Youth for water – water for life – Project undertaken by Postgraduate students in collaboration with SCESA and SWADES participated in training workshop at Raigarh
- Postgraduate students volunteered for Annamrit community kitchen activities.
- Students are sensitized to the concept of seed saving through film screening followed by learning outcome and follow ups.
- Extension activity with Kripa Foundation, Bandra (the largest NGO in India affiliated with the Union Ministry of Social Justice & Empowerment, working among people afflicted with chemical dependency and HIV infection).
- A Mental health initiative- RAAH-A Campaign on Counselling conducted in 2 schools- Student groups/Teacher groups/and a Parent group. Awareness of mental health issues and information on how to deal with the problems.
- The placement of SYBA students continued (as part of their internal assessment) with any handicapped or underprivileged group, to help sensitize them to the reality of these people and their world, give them an insight into psychology applied in daily life and also make them aware on a first-hand basis of the different career avenues open to them after studying psychology. This also gave students an exposure to different ways of responding to the underprivileged and a spectrum of possibilities to make a difference.
- Students took part in the outreach programme with the NGO Alert India and worked to get funds to help eradicate leprosy from India. They also educated the persons they met that leprosy is curable.
- Students of FYBSc undertook surveys on topics of social concern such as a. Safety and Medical Facilities at the Local Railway Station, Hygiene at the Government Hospitals and Medical Centres and Use of Internet by Students. They analyzed the responses and gave a brief report of the same as their class presentations.
- The collaboration with Sadhana School is continuing. The M.Sc. II students are visiting specific students of Sadhana School regularly with the aim of understanding their problems and (eventually) trying to solve them using their knowledge as neuroscientists. This program has been taken up with lot of sensitivity and hope, in collaboration with teachers of Sadhana School.
- Using biodiversity, photographs, collected by the students, table mats were designed by the staff and students.
- Exhibition and poster making by F. Y. B.Sc. students who actively collected information about prevailing superstitions, rituals and malpractices targeting women. The posters were very well made and appreciated.

- Field Trip to Mahim Nature Park. An ecologically restored area that once was a city garbage dump. Today it is a Mini forest with 38 species of butterflies and more than 80 species of birds. About 200 tree species have been listed of which many are naturally planted by birds and insects. This trip enhanced the students perception of the possibility of restoring the environment.
- Exhibition on the occasion of 100 years of World War I: T.Y.B.Sc. Students put up a poster exhibition entitled 'War is costly, Peace is priceless'.
- BMM students have organised college-wide collection of old clothes and fabrics which were then given to the NGO "Goonj"
- Students participated in programmes for children suffering from cancer.
- BMM students visited a home for the aged, and they have used contributions from the sale of Christmas cards and Christmas sweets to donate money to poor school students.

### **CLUBS:**

- The International Relations Club (IRC). The club affiliated with *Swacch Bharat Abhiyan* for the programme **Cultivating Change**. Initially, they received training in the form of an orientation seminar and an interactive session with the people working in the field of sanitation. A survey in the nearby area regarding the availability of toilets for each household, was then conducted
- **Students for Social Reform Initiative (SSRI). The Slum Betterment Programme.** The club continued its weekly programme of football training and a personal coach has been hired to train the children. As a result of this endeavour four students have recently got selected for *the Bipin Memorial Tournament*. The weekly programme of English Training Sessions for students from the Agripada area in Mumbai, continued. In addition, a batch for girls above 15 years of age and older women was also held. Sports day and a party was held for the children after they finished their exams. Other initiatives included **a health camp, Safecity (a workshop on sexual abuse) and a tree planting drive**. The club also continued with its **Animal Welfare Project**, aimed at Animal Welfare and adoption. Volunteers were also involved in **Spot fixing**. In this initiative, they identify spots in the city that need cleaning, repair work or painting. They were also associated with UGLY INDIA and other similar organizations and assisted them in cleaning their spots. In association with an **NGO-MAJHE MAHAR**, the club also conducted a sanitary pad collection. They distributed the pads and educated women on its usage, hygiene and disposal. They also raised funds for the Kashmir flood victims. A dance, art and design workshop was held for 50 street children along with the **NGO-Hamara Foundation**.

### **NSS:**

- Volunteers attended a session organized by the NGO-United Way of Mumbai that aimed at spreading awareness about brain strokes and health issues leading to them. A session was held in the college and volunteers spread the awareness at various public spots.

### **THE SOPHIA CENTRE FOR WOMENS STUDIES AND DEVELOPMENT – SCWSD:**

The SCWSD collaborated with the following NGOs.

1. **Bombay Mothers' and Children's' Welfare Association- Participants of Women's Empowerment Course visited Rajgurunagar (Pune District of Maharashtra)**

The following activities were carried out with local school students and women of the area

- (i) **Street Plays** on - Eve Teasing, First Aid, Gram Panchayat, Importance of Girl Child.
- (ii) **Story reading** and Analysis Session
- (iii) **Session on Self Esteem:** That's Me, Word Game and 'ME' commercial
- (iv) **Crosswords:** Based on good values and Important Virtues for a strong Personality
- (v) **'Ribbon of Respect' and Balloon activity:** Each Sophia student tied a ribbon on each child from the tribal school and also gave them balloons which as a group they released it in the open.
- (vi) **Johari Window:** Useful for self-Analysis and also to set future goals.
- (vii) **Team Building activities:** 'Stop The Bus', 'Reaching the Island', 'Situations'.

*Students interacted with the villagers to learn and understand their culture and how they face their everyday struggles.*

## **2. Bombay Archdiocesan Women's Commission- Women's Leadership Training Programme (WLTP)**

This programme endeavoured to empower Catholic women. The participants were drawn from different dioceses in Mumbai. The aim of the course is to infuse the participants with leadership qualities.

## **3. The Consulate General of Canada in Mumbai, in partnership with Dasara, Plan India, Sneha and Sophia Centre for Women's Studies and Development at Convention Centre- International Day of the Girl Child**

People and organisations who work directly with young girls, narrated their experiences, challenges and stories. Some young girls were also present to share their experiences.

## **4. L. J. N. J College, Vile Parle East, Mumbai- Aspiring Entrepreneurship Workshop**

*Ms. Lata Pujari* of the SCWSD conducted some sessions on networking qualities of an entrepreneur, trade and types of business at the workshop.

## **5. Navjeevan- Self Esteem and Mind Changing Workshop**

The NGO Navjeevan an organisation, working for sex workers to help them come out of the flesh trade and live a normal life and also gives free education to their children, held a workshop at Nilshi, Talegaon Pune. *Ms. Lata Pujari* of the SCWSD conducted few sessions for 20 women, with the following activities: How to be positive, Mind Changing games, movies, quizzes, Street play performances by the participants etc.

**6. B. P. H. E Society for Management Society, Ahmednagar- Aspiring Entruoprenuership Workshop**

*Ms. Lata Pujari* of the SCWSD was the resource person who conducted sessions on networking, qualities of an entrepreneur, trade, types of businesses, cost, how to get a break-even point and how to calculate profit, networking and advertisement.

**7. An International Conference in collaboration with the Foundation Course department of the College, was held on the topic; Ageing: “Silvering in the Big City- Implications and Concerns”.**

The NGOs involved were Silver Innings and Helpage India. This conference created an awareness of the phenomenon of Population Ageing and sensitised the participants towards the problems of elderly.

## **Criterion – IV**

### **4. Infrastructure and Learning Resources**

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4 acres	--	--	4 acres
Class rooms	25857 sq. ft	1500	Management and Suman Tulsiani Trust	27357 sq. ft.
Laboratories	1211.08 sq. ft.	750		1961.08 sq. ft.
Seminar Halls	—	--	--	--
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	NA	NA	NA	--
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	NA	NA	--
Others	12920.73 sq. ft.	450	--	13370.73

#### 4.2 Computerization of administration and library

**Administration:**

All administrative work pertaining to HSC Board, University and Government departments are computerized Daily administrative tasks are all carried out on the computer. The MIS



programme covers admission and examinations. Most of the information required by government and University is also sent online.

### **Library Computerization:**

The library has sixteen computers of which 4 computers are used solely for data entry, 2 for circulation, 5 for OPAC, 3 for Internet browsing, 2 for viewing AV materials. The SLIM 21 (System for Library & Information Management) software, 21<sup>st</sup> version, was upgraded to SLIM 21 3.0 in all the computers in the library. Books and other library resources can be searched through various access points, namely, Author, Title, Keywords, Year of publication, Publisher etc. Various library reports are also generated through the data files stored in the computer. Issuing of books for staff members are carried out on the computer.

The library subscribes to several national and international journals, newspapers and magazines. Everyday articles from them are indexed according to the subjects and topics of interest of the users. These articles are then entered in the computer daily. These indexes are very useful for students doing projects and seminar work. They save the time of the users by immediately drawing the attention of a user to the availability of the topic of their interest. Students' jot down the list of newspapers and journals that cover their topic; these are then removed by the library staff and given for reference. Question papers of College & University are available on the library computer database. Students avail of this service regularly.

### 4.3 Library services:

	2013-2014		2014-2015		TOTAL	
	EXISTING		NEWLY ADDED			
	NUMBER	VALUE (Rs.)	NUMBER	VALUE (Rs.)	NUMBER	VALUE (Rs.)
Text Books	533	4,46,128.00 (Amount spent on books in 2013-2014)	588	438981.00 (Amount spent on books in 2014-2015)	60622	
Reference Books						
Journals	82 journals 8 newspapers	96,252.00 (Amount spent on journals in 2013-2014)	80 journals 8 newspapers	1,14,126.00 (Amount spent on journals in 2014-2015)		
e-Books	80409+	7,000.00  (Amount spent on Institutional membership for the year 2013-14)	80409+	7,000.00  (Amount spent on Institutional membership for the year 2014-2015)	80409+	
e-Journals	3829+		3829+		3829+	

Digital Database						
CD & Audio	104	22,825.00 (Amount spent on VCD's & DVD's for 2013-14)		24103.00 (Amount spent on VCD's & DVD's for 2013-14)	849	
Others (Specify)						
EXAP/EXSP	616	0.00	5	0.00	621	0.00
Thesis	241	0.00		0.00	241	0.00
Maps	0				251	
Films	0				20	
Film Strips	0				25	
Film Slides	0				50	

#### 4.4 Technology up gradation (Overall)

<b>EXISTING 2013-2014</b>	<b>COMPUTER LAB - 1</b>	<b>COMPUTER LAB - 2</b>	<b>COMPUTER LAB - 3</b>	<b>COMPUTER LAB - 4</b>	<b>BSc (IT) LAB</b>	
COMPUTERS	31	20	14	28	0	
PRINTER	2	0	0	0	0	
SCANNER	1	0	0	0	0	
LAPTOP	1	0	0	0	0	
<b>ADDED 2014-2015</b>	<b>COMPUTER LAB - 1</b>	<b>COMPUTER LAB - 2</b>	<b>COMPUTER LAB - 3</b>	<b>COMPUTER LAB - 4</b>	<b>BSc (IT) LAB</b>	
COMPUTERS	0	0	0	2	32	
PRINTER	0	0	0	0	1	
SCANNER	0	0	0	0	1	
LAPTOP	0	0	0	0	1	

<b>TOTAL 2014-2015</b>	<b>COMPUTER LAB - 1</b>	<b>COMPUTER LAB - 2</b>	<b>COMPUTER LAB - 3</b>	<b>COMPUTER LAB - 4</b>	<b>BSc (IT) LAB</b>	<b>TOTAL</b>
COMPUTERS	31	20	14	30	32	127
PRINTER	2	0	0	0	1	3
SCANNER	1	0	0	0	1	2
LAPTOP	1	0	0	0	1	2

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

Computer, Internet access, training to teachers and students and any other programme for technology application (Networking, e-Governance etc) Teachers, The MSCACIT (Government Certificate Course)

Students MSCIT, and other computer courses such as, MS Word, MS Excel, MS PowerPoint, MS Office, Internet, Corel Draw, Photoshop, PageMaker, Desktop publication, Flash, JavaScript, Dreamweaver, HTML and DHTML, web-designing, programming in C, C++, Core Java and Tally are also available. Administrative staff were trained to upgrade college information on DHEMIS. A workshop was held to familiarize them with the in-house MIS programme.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	4.40
ii) Campus Infrastructure and facilities	3.33
iii) Equipments	7.35
iv) Others	120.33
<b>Total :</b>	<b>135.41</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC helps in getting the handbook and prospectus updated. Student support services are all mentioned there. The feedback questionnaires, too enumerate and ask, students to assess support services. The Sophia J.N. Heredia Counselling Centre, the Placement cell, Student Redressal, Canteen Service, Bookshop, Gymnasium, etc. are some of the support services offered.

Notice boards carry relevant information pertinent to student support services.

#### 5.2 Efforts made by the institution for tracking the progression

Internally student-progression is maintained in the MIS programme. Teachers in touch with ex-students track their progress and request them to give details to the email link that has been established by the Alumni Association. Google groups, Facebook and other social media groups are being used to track the progress of students. A department wise record is maintained of both academic progress and job placements.

#### 5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1547	66	5	52

#### (b) No. of students outside the state

162
-----

#### (c) No. of international students

6
---

Men	No	%	Women	No	%
	--	--		6	--

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1586	6	2	3	-	1597	1536	7	1	3	-	1547

Demand ratio

--
----

Dropout %

12.41%
--------

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

International Relations Club (IRC) conducted sessions to provide information to the students about entrance exams one needs to appear for study abroad. Sessions for GRE and TOEFL were conducted.

No. of students beneficiaries

7
---

### 5.5 No. of students qualified in these examinations

NET	<input checked="" type="checkbox"/>	SET/SLET	<input checked="" type="checkbox"/>	GATE	<input checked="" type="checkbox"/>	CAT	<input checked="" type="checkbox"/>
IAS/IPS etc	<input checked="" type="checkbox"/>	State PSC	<input checked="" type="checkbox"/>	UPSC	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

### 5.6 Details of student counselling and career guidance

Counselling services made available to students at the SOPHIA J N HEREDIA COUNSELLING CENTRE.

- Personal counselling sessions
- Bonding sessions
- Introduction to counselling
- Workshops and talks conducted and organized
  - Stress management
  - Child sexual abuse and Adult Abusive Relationships
  - Building Confidence – A talk
  - Rational Emotive behavioural therapy
  - Teachers as First Line Responders and Counsellors – a talk organized for teachers.
  - Building Social confidence – A talk
  - Counsellors Contribution to Society and Challenges faced by them.
- 265 counselling sessions were held in 2014-15

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Wipro	16	15	24

### 5.8 Details of gender sensitization programmes

- As a women's college, this aspect of gender sensitization is integrated into every academic discipline. The University syllabus, particularly in FC and in the Humanities & Social Sciences also integrates related topics.
- A session on "Sexual abuse" was held for the S.Y.B.Sc students in collaboration with the Sophia college counselling centre. (**Microbiology Department**)
- At the National Conference: **Indian Armed Forces and Conflict: Political and Psychological Dimensions** sessions, entitled '*Leading Women*', '*Women in the Military: Challenges and Hope for the Future*' '*Personnel Selection in the Indian Armed Forces*' were held. (**Psychology Department**)

- A discussion on the *Status of women in India*, for the SYBA Social Psychology class, to clarify issues of equality/power/patriarchy and aggression, was held. (Psychology Department)
- SYBA students are exposed to different aspects of the declining sex ratio through teaching, Screening relevant films, video's like *Mathrubhoomi*, *The silent scream* on abortion. Discussions on different aspects of gender, like theories of gender development, Gender and media, toys, etc. were also conducted. The topic of child abuse and violence against women was extensively covered. (Psychology Department)
- The Women's Centre annually conducts add-on certificate courses in 'Women's Empowerment' and 'Social Work related to Issues Concerning Women and Children'.

## 5.9 Student Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (SAF)	86	1,69,130/-
Financial support from government	12	67,737/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No Major grievances were reported.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

The **Vision** of the Institution is the upliftment of women through education, which is perceived to be the means of both individual and societal transformation.

Its **Mission** is to provide a holistic education for all-round development.

#### 6.2 Does the Institution have a Management Information System

**YES.** The MIS software covering admissions and examinations has been installed. It is fully operative and examinations results need not be outsourced. Two dedicated clerks have been assigned to update data from the past two years so that results of three years can be declared.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The college follows the syllabi set by the University of Mumbai. Staff members on the Board of Studies and on syllabi revision committees contribute in framing syllabi. Staff, also, attend workshops to enhance their ability to deal with the curriculum whenever new syllabi is introduced.

The post-graduate diploma courses run by the college, i.e. the DCA (Diploma in Clinical Analysis), DLM (Diploma in Medical Laboratory Management) and the QA (Quality Assurance in the Food and Pharmaceutical Industry), revise and update the syllabi to meet changing needs. The Certificate Courses, run by the SCWSD (Sophia Centre for Women's Studies and Development) also upgrade and revise the syllabi of their courses from time to time.

There is no scope for curriculum development for UG and PG programmes but teachers endeavour to make the syllabi as rich as possible by going beyond it, in an effort to meet our goals of higher education. The Excellence in Science (EXSP) and Arts (EXAP) also endeavour to challenge students, who opt for this programme, to develop analytical, critical and organizational skills.

##### 6.3.2 Teaching and Learning

To improve the quality of the teaching and learning experience, teachers over the years have taken resource to a number of strategies which have proved successful for most. Among them is use of ICT and power point presentations.

Student centred activities like presentations, research, and peer teaching also help in enhancing their learning experience. Guest lectures, films, field trips, interactive sessions like classroom discussions and debates and extension activities are other

strategies employed to improve learning. E mentoring, Google groups and the use of other social media networking Forming of WhatsApp groups, providing staff email Ids to students for solving any query related to the subject help teachers to keep in touch with their students constantly.

### 6.3.3 Examination and Evaluation

Crosswords, quizzes, multiple choice questions, open book tests, self-study exercises, games and poster making are some of the initiatives to improve performance at examinations. After the results, a feedback on student performance is given and model answers read. Reading diverse topics from current publications, encouraging student to participate in class also help to enhance the students' understanding of the subject/topic and this leads to a better performance at examinations.

Online tests (FC) and mock examinations were conducted and evaluated by the students. Guidance on how to go about the exam was provided. The marking checklists were given to the students. These were some initiatives taken to make students aware of the whole examination and evaluation process Exposure to a simulation of a test administration, scoring and interpretation as part of their Testing and Statistics paper was also carried out. (Psychology). Submission of Infographics : Online poster on a specific subject submitted for evaluation (Life-Science), MCQ's, graph reading, situational problems like airline timetable schedule, stock exchange transactions evaluation, Sudoku and puzzles using concepts (Mathematics and Statistics) were other initiatives.

### 6.3.4 Research and Development

#### Quality Improvement Strategies

- **Undergraduate Research:** UG research paper /case study presentation conducted (Microbiology), SY and TY students worked in groups of twos and threes on a small research paper presented at the Indian National Science Congress, Bombay Psychological Association's Annual Conference and Social Research Methods course. Oral presentations were also made by the students (Psychology).
- **Post-graduate research** is an integral part of the M.Sc. programmes. Participation in seminars and conferences and poster presentations of their research work is encouraged. PG students give regular causeries on their project work that allows all the other students and staff to discuss and give suggestions. It has been made mandatory for all final year PG students presented a poster of their project work at a Conference. This gives them an incentive to carry out quality research (Life-Science).
- **Staff research:** The College has instituted four research awards to motivate staff to undertake research work. Under the Faculty Improvement Programme (FIP) staff members are encouraged to pursue PhD programmes.

Members of the staff are invited to present papers at conferences and seminars, give public lectures, and sit as subject experts as university nominees at staff recruitment interviews of other colleges.



- **The Excellence Programmes**

There is a research component in both the EXAP and EXSP programmes.

EXAP Students have to present a research proposal before the Research Committee and Guide followed by viva, feedback and suggestions to facilitate student research focus and develop scientific temper. Evaluation/Assessment sheets are also shared with the students. This helps to narrow down the focus and prompt students to do a more thorough literature review. One example of an EXAP research topic is “ **Effect of the Economic Policies on the Voting Behaviour in the Urban Sector.**”

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The library has a long tradition of using various strategies to motivate and encourage the reading habit in students. The Open-Access system, the New-book display, the Book Sale, The Book Exhibition and the St. Madeline Sophie Prize, for the most widely-read student of the year, are some of them.

Students are encouraged to use the well-stocked fiction library and are guided by the staff to explore books from the ancient classics to modern writers. Another initiative to encourage students to read journals, magazines and newspapers for their research projects, is the **Subject Indexing** facility that provides information from all newspapers and journals subscribed to, by the institutions.

Two new initiatives to motivate reading habits and enhance writing skills were introduced this year. **A Book Review Competition and a Book Reading Session.** *For the book review competition*, books in English and Hindi were selected and students had to write a review of any of the listed books. Staff members assisted in judging the submitted reviews. The prize-winners received gift vouchers. Reviews were also published in the College Magazine. *For the book reading session*, a popular book was selected and students were involved in creating posters and reading important sections from the book, to an audience. A short discussion followed.

The A-View Classroom Software, continues to be appreciated. Students also make use of the referral services offered.

Other strategies to improve research include the use of research work done by EXAP, EXSP students, helping students to photocopy material from reference books, having book exhibitions and enriching the library collection through donations especially from the USIS library.

#### **Instrumentation**

Two computers were replaced in the library. A server and a computer dedicated to the MIS software were installed in the administrative office.

## ICT

The College runs courses in MSCIT and MS-ACIT, Courses in MS Office, Internet, Email, Photoshop, Web designing, PageMaker, HTML, Flash, Tally, C++ and Computer Skills are also conducted in the Computer lab. Wi-Fi connectivity is provided to the hostelites of the college.

### 6.3.6 Human Resource Management

Efforts are made to ensure a harmonious and smooth atmosphere and cordial relations among staff members, as well as to maintain high operational standards and a strong disciplined work ethic. Problems regarding the staff inevitably crop-up from time to time. The management, however, tries to handle them in a humane manner, keeping in mind the need to balance the good of the institution and the individual.

### 6.3.7 Faculty and Staff recruitment

The college follows meticulously the recruitment process that the government lays down. In addition, the management employs a number of additional teaching and non-teaching staff in order to ensure the smooth and effective functioning of academic and administrative work.

### 6.3.8 Industry Interaction / Collaboration

Students of the PG Diploma in Quality Assurance in the Food and Pharmaceutical Industry programme, are placed in internships and training programmes related to their course. They also get a chance to train industry workers in ISO 22000. This interaction gives them a first-hand work experience. All the students are usually absorbed after graduation in the companies where they received training. Students of the Bachelor of Mass Media Programme are regularly placed during the summer break as interns with media related institutions. Notices and flyers are regularly posted on notice boards to make students aware of the availability of these internships.

### 6.3.9 Admission of Students

In keeping with the mission of the college an open door policy is followed. An opportunity is thus given to all female students to avail of a holistic education for all round development. Merit lists are displayed both on the website and notice boards. **Pre admission strategies** In order to attract more academically inclined students information about the college is circulated to nearby schools. Senior college teachers address Junior college students in order to encourage in house admissions.

During the admission process reservation quota for sportswomen and children of defence personnel are prominently displayed. Notices regarding the availability of student aid both from the government and the management, are also displayed. Students are also helped to apply through other trusts for financial aid. These efforts ensure that lack of finance should not hinder a girl from receiving higher education.

#### 6.4 Welfare schemes for

Teaching	<p>Corpus for research</p> <ol style="list-style-type: none"> <li>1. Smt. Dhandevi Mahindra Research Fellowship awarded for minor research Rs.60,000/- per annum.</li> <li>2. The Rotary Club of Bombay Mid-Town Sumitradevi Jalia Award Rs. 10,000/- per annum.</li> <li>3. Lobo-Dubey Research Fellowship award Rs. 20,000/- per annum</li> <li>4. Mrs. Barbara Naidu Research Scholarship Rs. 10,000/- per annum</li> </ol> <p><b>Total: Rs. One Lakh per annum.</b></p>
Non teaching	Symbal Fund Rs. 6,62,623/- Corpus: the interest may be drawn upon for assistance in cases of need.
Students	<p>SAF</p> <ol style="list-style-type: none"> <li>1. Sr. Anita Horsey Fund Rs. 9,78,000/-</li> <li>2. Student Aid Corpus Rs.3,00,000/-</li> <li>3. N.T. Amritmahal prize and Student Aid Fund Rs. 1,00,000/-</li> <li>4. Dr. Meera Verma towards the Keshav and Daphne Verma Scholarship Fund Rs. 33,00,000/-</li> </ol>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done ☒ Yes ☐ No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	--
Administrative	No	--	No	--

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☒ No ☒

For PG Programmes Yes ☒ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

### 6.11 Activities and support from the Alumni Association

The association continued with their annual activities, like interactive events with the College Union Committee, the teaching and non-teaching staff and the annual day for Alumnae. The Life skills programme- ***Energia Well-being*** and support to ***Career Connections*** continued to be supported by the association. A Career Fair was also organised.

The association supported SPIC-MACAY (Society for the Promotion of Indian Classical Music and Culture Amongst Youth) promoting Indian art and Culture in the college.

The new initiative SOPHIA-SCESA-SWADES was launched successfully and students benefited from their interaction with rural communities. They put posters on the Alumni annual day in order to inform ex-students of this activity.

The SCESA BAZAAR – ‘Shop for a Cause’ continues to be a favourite event with the students who throng the stalls to purchase items from various NGO stalls.

The association also initiated TALKING SPACE, for students to meet trained counsellors.

The Convocation Day introduced last year, will continue. Fresh graduates from all streams are felicitated on this occasion. The Association uses social media to interact with both ex-students and current students.

### 6.12 Activities and support from the Parent – Teacher Association

There is no formal Parent-Teacher Association. However, parents and teachers interact on an annual Open-Day, held early in the second semester.

### 6.13 Development programmes for support staff

The management encouraged three support staff members with financial aid and adjustment of work timings and leave schedules to help them to improve their educational status.

### 6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Separation of dry and wet waste.
2. Dustbins conveniently placed to discourage littering.
3. Maintaining gardens – especially the herbal garden where every plant is labelled.
4. Encouraging students to switch off lights & fans to save electricity.
5. Save paper/recycling. The IQAC cell saves paper since online feedbacks were introduced.
6. Water conservation.
7. Students were sensitized towards environmental issues in their laboratory setting. Efforts were made to minimize use of chemicals, lessen generation of toxic fumes and implement safety measures, all in accordance with the principles of ‘Green Chemistry’.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. MIS
2. Library Book Readings
3. In-house Processing of Examination results.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

**1. To implement schemes for recycling.**

As new answer books had to be printed it was decided to use the old ones for tests. This was implemented.

**2. The Library to motivate reading habits of students.**

Two new initiatives were introduced this year. **A BOOK REVIEW COMPETITION AND A BOOK-READING SESSION.** They are open to all students. For the Book-Review Competition books in English and Hindi were selected and students had to write a review of any of the listed books. Staff members assisted in judging the submitted reviews. Gift vouchers from popular book stores were given to the prize winners. The prize-winning reviews will also be published in the college magazine. At the Book-Reading Session a popular book is selected and students are involved in creating posters and reading important sections from the book, to an audience. A short discussion follows. These competitions help in motivating reading habits and enhancing writing skills. They will be annual events.

**3. To hold student centred sessions to enhance teaching and learning.**

An IQAC workshop was conducted for all teaching staff in September. The topic was, **“Heart of the Teaching-Learning Process. Putting the learner at the centre of education.”**

**4. To install the MIS programme.**

The MIS programme was installed. The modules selected, covers admissions and evaluation. All examination data is now being processed by the college administrative office and not being out-sourced.

**5. To develop possibilities of International & National exchange.**

Two MOUs between Purdue University West Lafayette, Indiana, and Concordia College New York, were signed.

Two research projects in collaboration with the University of Bath, UK and TIFR, Mumbai were undertaken.

**6. To work towards autonomy as an institution.**

The college went for the 3rd cycle for accreditation by NAAC in February 2015. We received an A grade CPGA 3.70 on a 4 point scale. We are also going in for the

University of Mumbai, Academic Audit. These are our efforts to work towards the autonomy of the institution.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. The encouragement and facilitation of a dialogue between academic discipline and the environment.
2. The initiation of awareness programme through extension programmes.

***\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection

The annual themes for the year concentrate on many environment issues. This year the theme was 'EDUCATION: A CELEBRATION OF DIVERSITY'.

The campus is very environment-friendly. Gardens are well maintained and cleanliness is given a high priority. Students are thus exposed on a day-to-day basis to the need to preserve the environment. Garbage segregation, care and use of electricity and water is emphasized by the authorities to make students conscious of the need to improve the environment.

Activities undertaken by some departments were:

- 'Towards a clean environment' a workshop for methodology of disposal of waste thermocole was organised.
- A poster competition on 'Safety in the Chemistry Lab' was held
- Intercollegiate Treasure Hunt with clues based on environmental issues was held
- FYBA Hindi Literature students participated in a "Nature Walk" which was conducted on the college campus, with the main motive of getting the students acquainted with the diversities of nature.

7.5 Whether environmental audit was conducted?

Yes

☐ X

No

☒

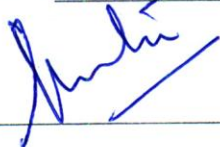
7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

The institution went in for its third cycle for its accreditation. All the departments and various committees were engaged in the massive exercise of the collection and collation of data. A SWOC analysis involving both staff and students was carried out by the departments, in order to get their perception of the strengths, weaknesses, opportunities and challenges. The staff and students of each department had to evaluate the course. The analysis of the results will give a direction to teachers on teaching/learning/evaluation methods. This analysis also provided an important feedback.

**8. Plans of institution for next year (2015-2016)**

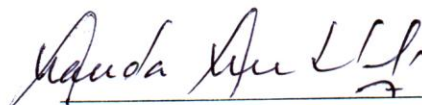
1. Upgradation of boards and LCD facilities for teaching and learning.
2. To continue our effort for recycling waste, especially, electronic waste.
3. Explore opportunities for academic linkages with universities in Australia.
4. Launch a cooperative society for facilitating financial help for the non-teaching staff.
5. Plan workshops for teaching and non-teaching staff, in connection with the Platinum Jubilee Celebrations of the college.

Name Mrs. Sheila Master



Signature of the Coordinator, IQAC

Name Dr. (Sr.) Ananda Amritmahal



Signature of the Chairperson, IQAC

\*\*\*

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*



## Annexure I

### COLLEGE CALENDAR 2014 – 2015

Theme of the Year: “EDUCATION: A CELEBRATION OF DIVERSITY”

**FIRST TERM:**      9<sup>th</sup> JUNE 2014 TO 17<sup>th</sup> OCTOBER 2014 (Senior College)  
                             16<sup>th</sup> JUNE 2014 TO 18<sup>th</sup> OCTOBER 2014 (Junior College)

#### JUNE 2014

- Monday, 9<sup>th</sup> : COLLEGE RE-OPENS (Sr. College)
- 9.00 a.m. – 9.30 a.m. Inauguration of academic year for TY/SYBA/BSc in the A.V. Hall.
  - 9.45 a.m. – 10.15 a.m. Inauguration of academic year for SY/TYBMM in the A.V. Hall.
  - 10.30 a.m. – 11.00 a.m. Inauguration of academic year for SYBSc IT in the A.V. Hall.
  - 10.00 a.m. – 11.00 a.m. Departments to meet to discuss Plans under theme of the year and College Goals.
  - 9.45 a.m. TY/SYBA/BSc students to copy time-tables, get their I.D.cards, library cards, railway concessions etc.
  - 10.30 a.m. TY/SY BMM students to copy time-tables, get their I.D.cards, library cards, railway concessions etc.
  - 11.00 a.m. onwards TY/SYBA/BSc/BMM students to meet staff.
  - 11.45 a.m. General Staff Meeting in the A.V. Hall.
- Tuesday, 10<sup>th</sup> : Lectures commence for TYBA/BSc, SYBA/BSc, TYBMM/SYBMM.
- Wednesday, 11<sup>th</sup> :
  - 1.30 p.m. Library Orientation for TYBA/BSc/BMM (New students only).
  - 1.30 p.m. Library Orientation for SYBA/BSc/BMM (New students only).
- Monday, 16<sup>th</sup> :
  - College re-opens (Junior SYJC College). SYJC students to copy timetable, get their ID cards, library cards and railway concessions etc.

- 11.00 a.m. – 11.35 a.m. General Staff Meeting for Senior & Junior College Staff in the A.V. Hall.
  - Library orientation for SYJC at 1.30 p.m. (new students only).
  - TYBSc and SYBSc practicals commence.
- Tuesday, 17<sup>th</sup> : • 10.00 a.m. SYJC Orientation in Sophia Bhabha Hall.  
11.20 a.m. onwards lectures commence for SYJC students.
- Friday, 20<sup>th</sup> : • 11.35 a.m. to 12.25 p.m. Departments to share plans on the theme of the year and implementation of goals at a General Staff Meeting.
- Tuesday, 24<sup>th</sup> : • 1.30 p.m. – First Heads of Departments meeting.

## **JULY 2014**

- Early July : • 10.00 a.m. FYBA/BSc/BMM/BSc IT Orientation in Sophia Bhabha Hall.  
• Lectures commence for FYBA/FYBSc.  
• Lectures commence for FYBMM  
• Lectures commence for FYBSc (IT)
- Mid July : FYBSc practicals commence
- Thursday, 3<sup>rd</sup> : First IQAC Meeting.
- Friday, 4<sup>th</sup> : First Friday Mass
- Mid July : 10.00 a.m. FYJC Orientation in Sophia Bhabha Hall.
- Friday, 25<sup>th</sup> : Glimpses into Associations.  
(11.00 a.m. – 1.00 p.m.) in Sophia Bhabha Hall.
- Tuesday, 29<sup>th</sup> : Ramzan Id

## **AUGUST 2014**

- Friday, 1<sup>st</sup> : Inauguration of Peace Fortnight.
- Monday, 4<sup>th</sup> to Monday, 14<sup>th</sup> : ATKT (Old Course)
- Saturday, 9<sup>th</sup> : Annual Prize Distribution  
(8.00 a.m. – 12.00 noon) in Sophia Bhabha Hall.
- Friday, 15<sup>th</sup> : Independence Day – Mass, Flag Hoisting, Peace March.
- Monday, 18<sup>th</sup> : Parsi New Year
- Tuesday, 19<sup>th</sup> : Mid-term attendance, defaulters lists to be submitted.

Friday, 29<sup>th</sup> : Ganesh Chaturthi

## **SEPTEMBER 2014**

Thursday, 4<sup>th</sup> : General Staff meeting regarding Kaleidoscope (1.30 p.m.)

Thursday, 5<sup>th</sup> : Teachers' Day, First Friday Mass.

Tuesday, 9<sup>th</sup> to Friday, 12<sup>th</sup> : Kaleidoscope Eliminations commence.

Friday, 12<sup>th</sup> : Last day of lectures for Senior College Science.

Saturday, 13<sup>th</sup> & Sunday, 14<sup>th</sup> : Main days of Kaleidoscope 2014.

Tuesday, 16<sup>th</sup> : Senior College Science practical exams begin.

Friday, 19<sup>th</sup> : Ripples (W.M.C.) (1.00p.m. – 4.00 p.m.).

Saturday, 27<sup>th</sup> : Last day of lectures for Senior College Arts.  
28<sup>th</sup> & 29<sup>th</sup> : Preparation holidays for students.

Monday, 29<sup>th</sup> : Staff Presentations on Best Practices/Research.

Monday, 29<sup>th</sup> : General Staff Meeting.

Tuesday, 30<sup>th</sup> : I/III/V Semester exam for Senior College & SYJC exams

## **OCTOBER 2014**

Thursday, 2<sup>nd</sup> : Mahatma Gandhi Jayanti.

Friday, 3<sup>rd</sup> : Dassera.

Saturday, 4<sup>th</sup> : Last day of lectures for Junior College.

Monday, 6<sup>th</sup> : Bakri Id.

Monday, 11<sup>th</sup> to 17<sup>th</sup> : 1<sup>st</sup> Semester exams for Junior College.

Wednesday, 15<sup>th</sup> to Saturday, 18<sup>th</sup> : Correction & moderation days.

Friday, 17<sup>th</sup> : Last day of the term.

Monday, 20<sup>th</sup> : Entry of marks in computerized marksheets.

Thursday, 23<sup>rd</sup> & Friday, 24<sup>th</sup> : Diwali

**SECOND TERM : 10<sup>th</sup> NOVEMBER 2014 TO 30<sup>TH</sup> APRIL 2014 (Senior College)**  
**7<sup>th</sup> NOVEMBER 2014 TO 1ST MAY 2014 (Junior College)**

**NOVEMBER 2014**

Monday, 10<sup>th</sup> : College re-opens.  
Friday, 14<sup>th</sup> : General Staff Meeting  
Saturday, 15<sup>th</sup> : Declaration of Results of First/Third/Fifth Semester.  
Friday, 28<sup>th</sup> : Sanskriti (1.00 p.m. – 4.00 p.m.)  
Saturday, 29<sup>th</sup> : Open day (Senior & Junior College)

**DECEMBER 2014**

1<sup>st</sup> week : Sports Day.  
Monday, 8<sup>th</sup> to Saturday, 13<sup>th</sup> : ANANYA.  
Monday, 8<sup>th</sup> onwards: Additional exams  
Friday, 12<sup>th</sup> : College Day/Principal's Day.  
Friday, 19<sup>th</sup> to Sunday, 21<sup>st</sup> : MUNSOPHICAL (1.00 a.m. to 3.30 p.m. - opening)  
Saturday, 20<sup>th</sup> : Junior College Talent Day (11.00 a.m. – 2.00 p.m.)  
Monday, 22<sup>nd</sup> : Submission of marks  
Tuesday, 23<sup>rd</sup> : Christmas Wishing (12.00 noon).  
Wednesday, 24<sup>th</sup> Dec.: Christmas Break  
to  
Thursday, 1<sup>st</sup> Jan. 2015  
Thursday, 25<sup>th</sup> : Christmas

**JANUARY 2015**

Friday, 2<sup>nd</sup> : College re-opens after Christmas break  
Saturday, 3<sup>rd</sup> : SYJC Preliminary examination, FYJC 2<sup>nd</sup> Unit test  
: Mumbai Conference  
Monday, 5<sup>th</sup> to : 2<sup>nd</sup> ATKT exam (old course)

Thursday, 15 <sup>th</sup>		FY/SY/BA/BSc
Friday, 16 <sup>th</sup>	:	SCEDA Annual Play (1.00 – 4.00 p.m.)
	:	FY/SY/TYBA/BSc Mid Term attendance and defaulters list & consolidated registers.
Tuesday, 20 <sup>th</sup>	:	Submission of marks (Old ATKT Exam)
Friday, 23 <sup>rd</sup>	:	TY & M.Sc II Class Photographs
Monday, 26 <sup>th</sup>	:	Republic Day
<b>February, 2015</b>		
Saturday, 7 <sup>th</sup>	:	SYBSc Practicals for Sem II after Theory Exams.
Thursday, 12 <sup>th</sup> :		Attendance Registers of FY/SYBA, BSc BMM, & BSc (IT) to be submitted
Wednesday, 18 <sup>th</sup>	:	FY/SY/BSc/BA Attendance Meeting.
Friday, 20 <sup>th</sup> :		Question papers of Sem II & IV to be submitted to HODs
Saturday, 21 <sup>st</sup>	:	HSC Board examinations
Saturday, 21 <sup>st</sup>	:	EXAP/EXSP Prize Day. (1.30 p.m.)
Monday, 23 <sup>rd</sup>	:	HODs to submit FY/SY Sem II & IV papers to Admin office.
Wednesday, 25 <sup>th</sup>	:	<ul style="list-style-type: none"> <li>- Prayer of Thanksgiving</li> <li>- Handing of CUC (1.30 p.m.)</li> <li>- Sending forth of TY students</li> </ul>
Wednesday, 25 <sup>th</sup>	:	TY Farewell
Saturday, 28 <sup>th</sup>	:	Last date of lectures for FYBA/SYBA/FYBSc/SYBSc
<b>MARCH 2015</b>		
Thursday, 5 <sup>th</sup>	:	Sem. II & IV FYBA/BSc/BMM/BSc IT SYBA/BSc/BMM/BSc IT exam of CBSGS
Friday, 13 <sup>th</sup>	:	TYBA Attendance Meeting
Saturday, 14 <sup>th</sup>	:	FYJC Final exams.
<b>APRIL 2015</b>		
Saturday, 25 <sup>th</sup>	:	Six monthly reports to be submitted to the respective Vice Principals.

Saturday, 25 <sup>th</sup>	:	Declaration of results of Sem I & II (BA/BSc/BMM/BSc (IT))
Monday, 27 <sup>th</sup>	:	Declaration of results of Sem III & IV (BA/BSc/BMM/BSc IT)
Monday, 27 <sup>th</sup>	:	Declaration of results of FYJC
Wednesday, 29 <sup>th</sup>	:	Annual Self assessment for PBAS for the year to be collected from the Admin Office, filled in & submitted

**MAY 2015**

Friday, 1 <sup>st</sup>	:	LAST DAY OF TERM (JUNIOR COLLEGE)
Tuesday, 6 <sup>th</sup>	:	Additional exams of Sem. II & IV.

Date May 29, 2014

(Dr. (Sr.) Ananda Amritmahal)  
Principal

## **ANNEXURE (II)**

### **FEEDBACK**

#### **ALUMNI**

The Sophia College Ex-students Association continued liaising with the college through events like Coffee and Cake, Tea with the CUC, SPIC-MACAY and SCESA BAZAAR – shop for a cause, Lecture - Performance Fusion concert was organised featuring renowned Thumri exponent Ms.Dhanashree Pandit and Jazz pianist Dr.Aninha Lobo, HOD Department of Psychology, an appreciative audience of 500 strong enjoyed the fusion of Indian and Western Classical Music.

An important new project SOPHIA-SCESA-SWADES Experiential Education Project was launched. The group, consisting of post-graduate, under graduate and junior college student stayed for 3 days in Khamgaon, Maharashtra. Research activities included Water Testing, the Panchayati Raj System Rural Cuisine and the Community Centre. The students interacted well with the multi-cultural local communities who overwhelmed the group with their generous hospitality. They shared their experience with the entire college at a photo exhibition during ANANYA – the annual college festival.

The Life Skills Programme – ENERGIA WELLBEING conducted a survey to understand the student's awareness level about writing a resume, group discussions and personal interview. Desk activities to increase student awareness about the programme, Mission Survival competition and junior college workshops were also held.

SCESA initiated TALKING SPACE for students to meet with trained counselors 'just to talk' in a friendly and relaxed environment.

#### **PARENTS AND EMPLOYERS**

The Open-Day continues to be an important interactive event. Parents meet Vice-Principals when called to do so and they are free to express their views.

#### **STUDENTS**

The entry point questionnaire tries to ascertain the background of the students, parental education, occupation, boards from which they passed, medium of instruction, language spoken at home and general academic and co-curricular interests.

Every year a similar pattern emerges. Parental education is low as 50% of the parents have not been educated beyond the HSC. Mothers are mainly home makers with a few being in service (18%) and entrepreneurs. The fathers are mostly in service (46%) business (42%). There are very few professionals.

The above information reflects the heterogeneous composition of the students and helps teachers to impart education and guide their academic activities taking this into consideration.

The command over the English language remains a concern. There is a consistent pattern when you analyze their response to what they consider the most important goals of higher education. The three most important goals emerge in the following order; to acquire knowledge, choose a career and obtain a degree. This signals an awareness among the students that the degree alone is not sufficient.

The computer based online Exit-feedback was administered to the TY BA/B.Sc/BMM students. Around 50% of the Arts and Science students responded while 84% of the BMM students gave their feedback.

Teaching methods Power-point presentations; All teachers do not use this method of teaching, however the students endorsed that this method was used effectively by those who did. The use of the overhead projector (OHP) is more frequently used by teachers and most students felt that this teaching method helped them to understand the topic. It was helpful to take down notes and was a convenient way to cover the syllabus. However a small percentage of the respondees felt that the method was not at all helpful.

In response to the use of films/videos DVDs as a method of teaching, most of the students felt that this method helped them to understand the subject and increased their awareness to issues related to the subject. Science students felt that teachers limited the use of films etc to the area of their subjects. A few Arts, Science, BMM students did endorse that this method encouraged them to know more about the subject.

Academic Activities range from students taking part in debates, seminars, making power-point presentations and undertaking some form of research. Student participation in these activities is quite high, Arts and BMM students, especially actively took part in seminars and made power-point presentation. Science students were more involved in research projects and almost all (97.78%) had made power-point presentations.

Almost all the respondents endorsed that the activities were syllabus based but also went beyond it. The Arts and BMM students felt that these academic activities helped them to think for themselves and work independently.

Tests, reading Model Answers, solving textual problems, encouraging students to answer questions from university papers of previous years and correcting and commenting on written assignments, are some of the initiatives taken by teachers to improve academic performance. Students endorsed that all these initiatives were used by teachers, with tests topping the list. Model answers were seldom read out in the BMM classes. The majority were also encouraged to answer question papers and their assignments were corrected and commented on.

All the respondents had appeared for tests (98%) and teachers often had made comments. However many respondents had received papers with only marks entered (40%).It should



be noted that official tests under the credit based system only have marks entered, while correction and comments are usually made for additional tests. The same is true for assignments. Thus queries need to be reworded in order to reflect the present system.

It was heartening to note that most Arts students (74%), Science students (89%) and BMM students (81%) felt that they had gained knowledge in the subject opted for and had improved their learning and study skills. The BMM students especially felt that their scope of critical thinking had been enhanced. They also agreed that they had improved their research abilities. The students were also asked if the college goals of education had made any impact on them. For Arts students the goal that aimed to increase their awareness of women's issues, human rights and environmental issues had made the greatest impact on them. They had also developed self-reliance, determination courage and sensitivity to personal and social issues (about 60%). The other goal that had made its impact was the development of national identity that was both secular and multicultural with respect and tolerance of all cultures and religions. The BMM students felt that the college had helped them to inculcate a value system and that the quest for excellence had been institutionalized. The respondents, also, appreciated the colleges' attempts to promote the use of information and computer technology.

Science students were happy with the laboratory facilities, attention given by teachers and non-teaching staff. Answering the query asking them to suggest which areas in the laboratory needed improvement, a few (40%) felt that more instruments should be available and the maintenance of instruments needed improvement.

All the students had visited the library mainly to borrow books related to their subject, to refer to college and university papers, and to refer to study material/project work. Not many science students borrowed books from the fiction section. A few Arts and Science students searched on the computer for articles from the subject index data base. This use of this facility offered by the library needs to be encouraged.

Students did not rate the performance of both the accounts and administration offices very highly. The visiting hours never seem to please the students. Only half of the respondents felt that their queries had been answered adequately and only one third felt that they were helpful and cooperative. Sessions have been held to improve the image of the office but the fact remains that students, too, should maintain some decorum and meet deadlines. Often their behaviour towards the staff is overbearing. The warden has to help in maintaining lines and avoid overcrowding at the counter.

The upkeep and hygiene of the classroom, corridors and gardens was appreciated by all respondents. However the toilets and the canteen were two areas which fell short of their expectations. The fault often again lies with students who mess up the toilets and canteen. An awareness campaign has been initiated by the students themselves to keep these areas clean.

Most of the students used the computer lab for their project work, accessing the internet and for the printing facilities. Very few had enrolled in computer courses but those who

did, have found them useful. Most of the respondents were happy with the availability of computers and their maintenance. Very few students had approached the Student Body President (SBP) for matters related to academic issues, sports, Kaleidescope, Ananya the canteen etc. However they felt that the CUC did represent the matters of the students in a satisfactory manner. The class representation role was largely appreciated with half of the respondents feeling that they were effective leaders who helped in liaising with the teachers and encouraged them to participate in extra-curricular activities.

All the students were aware of the counselling centre, though only one-third of them had used their services.

## **ANNEXURE (III)**

### **A. TITLE OF THE PRACTICE**

The encouragement and facilitation of a dialogue between academic discipline and the environment.

#### **1. GOAL**

In keeping with goal of the institutional goals laid down by the college – the generation of an awareness of women’s issues, human rights and environmental issues are emphasized. This is an ongoing commitment to help students understand and respond constructively to these issues. Teaching is taken beyond syllabus by linking topics to wider, national and international issues concerning the environment.

#### **2. THE CONTEXT**

Teachers link academic study to various environmental issues. Topics in the syllabi, the themes of the year, the excellence in arts and science programmes, club activities are various ways in which the link is established.

#### **3. THE PRACTICE**

The annual theme of the year of ten focuses on relating academic study to the environment e.g. Themes like Education for Justice, Peace and the Integrity of Nature. Youth for Sustainable change, and Education a Celebration of diversity, focus directly or indirectly on the need to understand man’s connection with the environment. This dialogue is facilitated through different departmental activities, workshops, talks, nature treks research, film and CD screenings to mention a few.

The consciousness of our link with nature is strengthened by arranging nature treks. The aim of this activity is to sensitize students to the rich bio-diversity found in parts like the Sanjay Gandhi National Park. The importance of conservation of the natural resources of flora and fauna are, thereby, highlighted. A visit to a village to study environmental issues and a field trip to the ghats to study the fauna and ecology in the monsoon, were also organised. Students also get a hands-on experience of nature by helping to maintain the college gardens.

Some departments also conduct various activities to emphasize the link between academic discipline and the environment. The observance of Green day, “Go Green, Be Green, Wear Green and the celebration of “International Year of the Forests of India’ - a UN theme also help in this effort. The Green Scene – a talk on “Mangroves, Coastal regions and Climate Change: Impacts, Challenges and Mitigation Measures” was an event that brought to light environment issues.

Students are encouraged to make power-point presentations on Air Pollution, Global Warming, Carbon Credits, Renewable sources of energy and water quality parameters. Staff members, too have made presentations on Waste water treatment.

The Excellence Programmes encourage environmental research and one batch studied the Flora on the campus, while another studied Pollution in the Mithi River. The latter research was presented at two international conferences. Under the Creative Activity segment students who opted for the Excellence in Science programme presented a slide show on conservation and wild life.

Screening of film like the inconvenient Truth by Al Gore on Global warming, exhibitions, staff seminars on “Gender and Climate Change” are other activities that have been undertaken. Beach cleaning by NSS students a Rangoli competition on the theme of environment, anti-littering campaigns and energy saving project (also held to increase an awareness of environmental issues) “Say no to Plastic A cycle rally – Ride the green wave - to generate awareness of vehicular pollution.

#### **4. EVIDENCE OF SUCCESS**

As most of the programmes are linked with academic study, student participation is total. Innovative and creative activities are often the idea of students especially when they form part of the excellence programmes e.g. one batch of EXSP students produced a slide show on Conservation of Forest and Wild Life. Students also organised exhibition and sale of goods made from handmade or recycled objects.

#### **5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Sophia has a beautiful and well maintained campus and this itself inspires students to explore and understand the environment.

As the activities linked to the theme of the year are undertaken during the course of study, no resources are needed (students pay for the trips). The management helps to fund activities that are showcased under the annual inter-collegiate event Ananya.

## **B. TITLE OF THE PRACTICE**

The initiation of awareness programmes through extension activities

### **1. GOAL**

Sensitizing students to look at the world from the perspective of the less privileged and to respond with concern and in a humane manner, is a goal clearly stated by the institution.

### **2. THE CONTEXT**

Co-Curricular and extra-curricular activities have always kept this goal in mind. Departments, clubs, NSS activities and the Women Centre, conduct extension activities and endeavor to involve students actively in this aspect of education.

### **3. THE PRACTICE**

Some departments have extension activities as part of the academic programme. A few examples follow.

- Postgraduate students volunteered for Annamrit community kitchen activities.
- Extension activity with Kripa Foundation, Bandra (the largest NGO in India affiliated with the Union Ministry of Social Justice & Empowerment, working among people afflicted with chemical dependency and HIV infection).
- The placement of SYBA students continued (as part of their internal assessment) with any handicapped or underprivileged group, to help sensitize them to the reality of these people and their world, give them an insight into psychology applied in daily life and also make them aware on a first-hand basis of the different career avenues open to them after studying psychology. This also gave students an exposure to different ways of responding to the underprivileged and a spectrum of possibilities to make a difference.
- Students took part in the outreach programme with the NGO Alert India and worked to get funds to help eradicate leprosy from India. They also educated the persons they met that leprosy is curable.
- Students of FYBSc undertook surveys on topics of social concern such as a. Safety and Medical Facilities at the Local Railway Station, Hygiene at the Government Hospitals and Medical Centres and Use of Internet by Students. They analyzed the responses and gave a brief report of the same as their class presentations.
- The collaboration with Sadhana School is continuing. The M.Sc. II students are visiting specific students of Sadhana School regularly with the aim of understanding their problems and (eventually) trying to solve them using their knowledge as neuroscientists. This program has

been taken up with lot of sensitivity and hope, in collaboration with teachers of Sadhana School.

#### **CLUBS:**

- The International Relations Club (IRC). The club affiliated with *Swacch Bharat Abhiyan* for the programme **Cultivating Change**. Initially, they received training in the form of an orientation seminar and an interactive session with the people working in the field of sanitation. A survey in the nearby area regarding the availability of toilets for each household, was then conducted
- **Students for Social Reform Initiative (SSRI). The Slum Betterment Programme.** The club runs a weekly programme of football training and English Training Sessions for students and older women of the slum. A football coach was hired to train the children. Other initiatives included **a health camp, Safecity (a workshop on sexual abuse) and a tree planting drive.** The club has an **Animal Welfare Project**. Volunteers are involved in **Spot fixing**. In this initiative, they identify spots in the city that need cleaning, repair work or painting. They are also associated with UGLY INDIA and other similar organizations and assisted them in cleaning their spots.

Also funds were raised for the Kashmir flood victims.

A dance, art and design workshop was held for 50 street children along with the **NGO-Hamara Foundation**.

**The SCWSD collaborated with the following NGOs.**

- **Bombay Mothers' and Children's' Welfare Association- Participants of Women's Empowerment Course visited Rajgurunagar (Pune District of Maharashtra)**  
Personality development and team building activities were carried out with local school students and women of the area. Students interacted with the villagers to learn and understand their culture and how they face their everyday struggles.
- **An International Conference in collaboration with the Foundation Course department of the College, was held on the topic; Ageing: "Silvering in the Big City- Implications and Concerns".**

The NGOs involved were Silver Innings and Helpage. This conference created an awareness of the phenomenon of Population Ageing and sensitized the participants towards the problems of the elderly.

#### **4. EVIDENCE OF SUCCESS**

Students' interest in extension activities can be gauged by their active participation in these activities, whether they are conducted by the departments or clubs. The success of the Slum

Betterment Programme can be seen by the fact that after football coaching, four students got selected for the *Bipin Memorial Trophy*.

The SCWSD decided that the programme officer would participate and share her expertise at various fora, instead of getting women to attend workshops held in the college. This effort has made extension work of the centre very successful. Earlier women had to travel a long way to reach the venue. Now a larger attendance at these workshops is ensured as it saves them both time and money.

#### **5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Some students from conservative backgrounds find it difficult to stay back, after college hours, to participate in extension activities, especially when they are voluntary. Resources are no problem as either they are self-funded or funds are raised to make donations. For example: Money collected from the sale of Christmas cards and Christmas sweets were donated to poor school students.