



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SOPHIA COLLEGE (AUTONOMOUS)
Name of the head of the Institution		Dr. (Sr.) Ananda Amritmahal
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02223512642
Mobile no.		9969305889
Registered Email		admin@sophiacollege.edu.in
Alternate Email		principal@sophiacollege.edu.in
Address		Bhulabhai Deasi Road, Mumbai - 400026
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400026
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	18-Jul-2018
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR. ANAGHA TENDULKAR PATIL
Phone no/Alternate Phone no.	02223512642
Mobile no.	9322253653
Registered Email	iqacsophia@sophiacollege.edu.in
Alternate Email	admin@sophiacollege.edu.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sophiacollegemumbai.com/img/AQAR%202017-2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://sophiacollegemumbai.com/calendert.aspx

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.61	2009	08-Mar-2009	08-Mar-2014
3	A	3.70	2015	01-May-2015	01-May-2020
3	A	3.70	2020	01-May-2020	31-Dec-2023

6. Date of Establishment of IQAC	24-Nov-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Online Entry Point Feedback	20-Dec-2018 10	393
Online Exit Feedback	18-Jan-2019 10	514
Teaching Assessment Questionnaire	18-Jan-2019 10	514
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Science	DBT Star College	DBT	2016 1095	4700000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

? Organizing workshops for staff and students. ? Mentoring ? Feedback ? Helped in collecting data for sending reports to RUSA, NIRF and other agencies e.g. India Today. ? Upgrading the systems in view of the newly acquired Autonomous status:

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
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<p>Greening of the campus to be continued.</p>	<p>The use of the existing facilities to keep the campus green was strengthened. The composting unit, the use of solar energy segregation of waste, ewaste bins were fully utilized. The gardens i.e. the Central Lawn and the Herbal Garden are flourishing. No extra facility was introduced.</p>
<p>Streamlining the process and practices for the implementation of Autonomy</p>	<p>The college was given the autonomous status in June 2018. The various requirements to run the college as an autonomous one was put in place. The HOD's of all departments Arts, Science, BMM and IT were requested to submit the compilation of their Board of Studies keeping in mind the requirements and decide on dates when to hold the meeting. They also had to present a tentative plan for the revision of syllabi in different subjects, both UG and PG to be presented for the approval of the BOS. Dates for the meeting were fixed and syllabi formulated or revised in these meetings in both semesters. The Academic Council Reviewed and Approved the deliberations and its new syllabi, UG's and PG's came in force. The Governing body was formulated according to the guidelines given and met. The Examination Committee then setup the whole machinery needed to carry out the examination for both UG and PG. The MIS Programme was modified to meet the needs. The committee revamped the existing rules for conduct of examinations and declaration of results. Ongoing deliberations were held regarding the additional credits. A staff member was approached for tracking and maintaining records of the students as far as credits were concerned.</p>
<p>Exploring networking with other colleges in the city, international and national level.</p>	<p>Ongoing discussions for academic and cultural tie ups.</p>
<p>Bridge courses to be instituted and implemented to span the gap between school and college, to address and help students in difficulties in specific subjects.</p>	<p>Bridge Courses to be instituted and implemented to span the gap between school and college to address and help students in difficulties in specific. The concept of introducing bridge courses did not materialize in a concrete manner. However some departments held session in order to span the gap between school and college, and strengthen fundamental concepts needed to pursue a course in that particular subject. The</p>

	<p>Mathematics and Statistics department held sessions to familiarize and explain difficult concepts. Periodic worksheets were given to enhance their conceptual knowledge and records were maintained. Similarly, the Department of Economics offered session as bridge course to second, third and fourth semester of BA Programme students. They concentrated on the essentials of the subject so that students could not only understand the subject were also led to an appreciation of the subject. Students who enrolled were given special guidance on one to one basis to improve their understanding and style of writing.</p>
<p>Expanding the scope and number of workshops on the following topics: a. Legal Awareness for Women b. History of Food</p>	<p>Legal Awareness -The Sophia Centre for Women's Studies organized a talk by Audrey D'Mello about the legal awareness programme. After the talk a number of students enquired about the course. The centre is exploring the possibility of designing a short course in collaboration with NGO's working in this area. History of Food -- A two-day course on the History of Food was run by the Department of History on the 30th and 31st July 2018. Dr. Kurush Dalal, a well-known archeologist and food anthropologist was the resource person. He discussed the history of food, Man's relationship with food, Lost grains and the History of the writing of recipes. The course was well appreciated and attended by a large number of both staff and students.</p>
<p>Organizing a Short-Term Course (STC), approved by the Academic Staff College, on the theme of "Gender Sensitization", for all degree college teachers - The title is "Encapsulating Gender: An Inner Disciplinary Perspective,"</p>	<p>"Its Natural or is it? Challenging the Gender Normative" by Gita Chadra. The meaning and implications of "Feminism" in social sciences were discussed. ? "Economics of Gender and Development", by Vibhuti Patel. She emphasized the need to study Gender Economics. ? "Mathura to Nirbaya Journey of Indian Women's Moment" by Nandita Gandhi. She discussed the concepts of Violence and drew a distinction between Fear of Violence and Actual Violence. ? "Pop Culture: Gender and Advertising" by Dr. A. L. Sharda. Understanding the patriarchy and construction of gender was the core topic of this session. ? "Patriarchy and Construction of Gender" by Dr. Lalika Dhava. She provided an insight on how patriarchy has been constructed and embraced within the</p>

Indian Family and Society. ? "Women and Politics" by Dr. Kannamma Raman. The topic discussed was the relevance and efficiency of Women's Reservation Bill. ? "Sensitizing Teachers to Gender Issues and ensuring an inclusive stance" by Dr. Anuradha Sovani. She broke certain myths and misconceptions and homosexuality commonly believed in our society. ? "Gender Issues faced by Migrated Women" by Dr. Vijayant Anand. She explained how migrant women became a victim of sexual exploitation. ? "History of Rape Law Reform, Current Legislations and Recent Trends" by Advocate Persis Sidhva. She traced the history of rape law reform, current legislation on reform and current trends in society. ? "Feminist Theory/Theories" Dr. Kanchana Mahadevan. Both the academic and philosophical context of Feminist theories were discussed. ? "Religion and Gender" by Dr. M. T. Joseph. He explained the Marxist understanding of Economic Determination. The documentary film on Patriarchy by Kamala Bhasin was screened. ? A panel discussion on Minority Women and Religious Traditions was chaired by Dr. (Sr.) Ananda Amritmahal, Principal. ? "Ageing Gender" by Anagha Tendulkar. She spoke on ageing and its physical , psychological and social inputs. She questioned what the problem of ageing was the same across gender groups. ? "Gender representations in Media" by Bishaka Datta. She addressed the problems of gender equality and the big gender gap in urban India. o Gender fitness regime. o Is technology bridging the gender gap. o Gender or Genderless (agender). An Identity Controversy. o Trying to inhabit the female voice an account of literacy experiences a paper by Jerry Pinto was read out by Dr. (Sr.) Ananda Amritmahal, as he was unable to attend the session. ? Group discussions were held on the last two days. The following topics were dealt with: o Me Too campaign will it affect the gender equation. o Challenges of Social Media on gender relations. o Gender Disparity among the workers in the unorganized sector. o Workplace discrimination.

Working towards collecting funds and getting all the necessary permissions

Working towards collecting funds and greeting all the necessary permissions

for infrastructure development i.e. building new classrooms to meet the needs of the growing student strength.

for infrastructure development.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	30-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

01-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The existing MIS programme has been upgraded and a cloudbased ERP CCM (Centralized Management System) has been installed. It consists of the following modules: ? Academic Management System that facilitates Online Registration, Merit list generation, Online fees collection and transfer to tally. The admission online forms had to be customized as it needed to meet our requirements as autonomous college. We give a number of subject combinations and the software had to be designed to meet our needs. Change of subject can too be registered and attendance registers have been generated. ? Student Administration: Transcripts, transfer Certificates (TCs) and Leaving Certificate (LCs), Recommendations and Bonafede Certificates can be applied online and payment for these services can be made online. ? The Examination Management Module is design to meet the needs of the college. The Annual Student's Management and Result Processing Module is designed to meet the needs of the college. The Annual Student's

Management and Result Processing module also generates ATKT Results under Autonomy. This module is in place, results, marksheets and progression reports are being generated. ? Student Attendance is maintained through CCMS and it has been operational since last year. This mobile based app maintains. Attendance records, defaulters list and circulates notices and important information to students. Students fill up the feedback questionnaires on this app and a qualitative analysis of their responses is generated and sent to the IQAC for qualitative analysis.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BA	SBAECO101	Economics	23/03/2019
BA	SBAECO201	Economics	23/03/2019
BA	SBAECO301	Economics	23/03/2019
BA	SBAECO302	Economics	23/03/2019
BA	SBAECO201	Economics	23/03/2019
BA	SBAEDU101	Education	24/09/2018

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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BA	HINDI - Saral Hindi classes by Hindustani Prachar Sabha	18/06/2018	SACSHC	18/06/2018
BSc	LIFE SCIENCE - Add on Course started by UGC - Certificate course in Bioinformatics	09/08/2018	SACBF	09/08/2018
BSc	MICROBIOLOGY -Introduction to scientific writing	12/01/2019	SACSCW	12/01/2019

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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	MICROBIOLOGY- Introduction to scientific writing	12/01/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	History Department - in - History of Food	30/07/2018
BA	Education Department - in - Gender Inclusivity	16/01/2019
BA	Education Department - in - Music Theory	22/01/2019

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Music Theory	16/01/2019	33
Advance Mobile Programming	28/07/2018	36
Certificate Course in Bioinformatics	09/08/2018	16
Advanced Computer Skills Workshop	17/07/2018	36
Filmmaking Workshop	23/11/2018	21
Knowledge systems of Ancient India and the World.	03/03/2019	15
History of Food	30/07/2018	15
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	History -Cilpa Archives Internship	2
BA	Psychology - placement/volunteer activity	165
BSc	Microbiology Industrial visit to CETP plant	55
MSc	M.Sc. I (Biochemistry) Two days in Tata Pathology Laboratory One and a half week in	5

	Invochem Laboratories	
MSc	M.Sc. II (Biochemistry) Two months in SRL Diagnostics Two weeks in Tata Pathology Laboratory One and a half week in Invochem Laboratories	3
MSc	MSc II (Life Sciences) Internship at Sadhana School	9
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Student Feedback: To obtain the feedback we switched from a computer-based system to an online phone-based app. The entry point feedback was processed and a qualitative analysis prepared. This helped the teachers to know the composition of their class, their students parental and school background, medium of instruction, and their interest and awareness of the goals of higher education. Since average to poor communication skills could be identified, teachers could take recourse to serve several methods to improve language competence. The TY exit form requires students to rate their academic, extra-curricular activities, the infrastructure of the college and learning resources available. On the whole the response was positive though some areas, such as, cleanliness of the canteen and their experience while interacting with the office got some negative responses. Those responses have been brought to the attention of the canteen committee and the office staff. A feedback of what steps have been taken to improve, will be obtained. None of the responders approached the Redressal Cell with a complaint. On the academic front, a large number of students had made class presentations and participated activity in interactive sessions. The TAQ (Teachers Assessment Questionnaire) was made compulsory this year. All students had to fill the questionnaire on an online app was administered in the classroom. They had to access the performance of their teachers in the interest of the student, in the subject. Their responses will help in introducing improvements to enhance the learning process.

ALUMNI
This year in order to get a feedback from our alumni, The Sophia College Ex-Students Association (SCESA) along with IQAC designed a feedback questionnaire which was sent to the email addresses of the past students. Though many email IDs were no longer valid, we got a fairly good response. The majority of the alumni responses felt that the teaching methods helped them to understand the subject - All had a good time in college. Interestingly 75 had been employed and 30 were self-employed. Only 5.61 were homemakers. this information broke the myth that most of our girls get married and donot go for further information or employment. A large number (92) of the respondents have gone on for higher education. This feedback made us realize that unless questionnaires

go out to students it is difficult to get details of their progress both academically and professionally. We intend to concentrate on all new graduates not only members of the association, and trace their progresses more effectively. This feedback will help teachers to concentrate on developing professional skills. Employees and parents - we were not able to get a written feedback. Efforts will be made especially from parents. On open day parents do give a verbal feedback. We need to get them to answer a short questionnaire. This will be useful to identify and deal with areas that need to be looked into.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	FYBA	530	549	480
BA	SYBA	480	412	412
BA	TYBA	360	297	297
BSc	FYBSC	138	160	120
BSc	SYBSC	120	108	108
BSc	TYBSC	120	109	109
MSc	MSC Part I	35	50	35
MSc	MSC Part II	35	35	35
BA (Journalism)	FYBMM	72	65	60
BA (Journalism)	SYBMM	72	64	64

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1836	70	42	9	51

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
57	35	Nil	20	0	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The response to the earlier programme, on mentoring students who had failed in the examinations, was not very positive. This year academic mentoring was approached through different ways. The sessions concentrated on eliciting concepts improving the performance in examinations and guiding them how to study. Peer teachers were either students from a senior class, who excelled in the subject or even ex-students. Biochemistry - Third year and post graduate students comprise a small group, hence teachers concentrated on career counselling and mentored students when required. The students of BMM Department were divided into Academic 'Study Groups', consisting of four and five students. The team leader of each group was helped by a teacher who monitored and records the proceedings. The group also extended help to students who came from out of the city, to adjust to the programme, the college and Mumbai city. All the students of the Chemistry department have a contact who follows up their academic progress and helps in guiding them when problems arise. The essentials and fundamentals of economics were explained through a bridge course. Personal attention on a one to one basis. Peer teaching helps students prepare for the ATKT Examinations. E-Mentoring kept teachers in touch with students and helped them solve their academic problems. The English Department used several methods for academic mentoring. Remedial classes for those who had failed in the examinations, the formation of contact groups for students specializing in the subject, tutorial groups for first year students for both communication skills and English literature. Contact groups provide a space outside the workings of the daily lectures and help students to find solutions to any challenges they face in the third year. A member of the department is assigned to each group. The History department teachers held remedial classes for all FYBA SYBA students. Life Science PG students were guided in completing their research projects with one teacher taking charge of two students. Peer teaching was encouraged. The Mathematics Statistics department conducted remedial sessions for the current and ATKT students to explain difficult concepts. Periodic worksheets helped to enhance their conceptual knowledge. Peer mentors from the TYBA helped one or two students of all the classes to understand concepts and practice exercises. Records were maintained. All Psychology Single Major TYBA students are given one-to-one guidance for the Practical component. The Sociology department held Learning Enhancement Tutorials and special sessions conducted on Saturdays to teach quantitative data analysis and Qualitative Research report writing. Students were encouraged to work on Google drive where peer reviewing was involved.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1906	81	1 : 24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	41	10	0	26

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	SBA	Semester 1 -	08/12/2018	10/01/2019

		2018		
BA	SBA	Semester 2 - 2019	24/04/2019	24/04/2019
BA	SBA	Semester 3 - 2018	25/10/2018	18/12/2018
BA	SBA	Semester 4 - 2019	03/04/2019	25/04/2019
BA	SBA	Semester 5 - 2018	26/10/2018	20/12/2018
BA	SBA	Semester 6 - 2019	03/04/2019	25/04/2019
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
488	3646	13.38

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://sophiacollegemumbai.com/Degree%20College1.aspx?pid=12&cid=53>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SBA	BA	Bachelor of Arts	289	205	70.93
SBS	BSc	Bachelor of Science	73	55	75.33
SBMM	BA (Journalism)	Bachelor of Mass Media	65	51	78.46
SBT	BSc	Bachelor of Information Technology	43	37	86.5
SMS	MSc	Master of Science	28	27	96.3
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://docs.google.com/document/d/li-E6rz35tu6Kx2yBkGbBrm8uUwbnTUBz/edit>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
Nil	NIL	NIL	Nil	NIL
No file uploaded.				

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	Department of Biotechnology	4237100	770634
Major Projects	1095	DBT Star College Scheme	4700000	621301
Major Projects	710	ICSSR	800000	560360
Minor Projects	365	University of Mumbai	41600	41600
Any Other (Specify)	365	Shri Dhandevi Mahendra Scholarship	60000	60000
Any Other (Specify)	365	Lobo Dubey Research Scholarship	20000	20000
Any Other (Specify)	365	Lobo Dubey Research Scholarship	20000	20000
International Projects	365	University of California San Diego, CHEH - EMERGE	345210	317190
Any Other (Specify)	1	Bank of Baroda	20000	20000
Major Projects	15	UGC	50000	47500
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

3

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	Nil
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Applied Biology	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Life Sciences	1	0
International	Life Sciences	2	0
International	Chemistry	2	0
National	Microbiology	2	7.95
International	Microbiology	1	3.12
National	Psychology	1	0
National	Philosophy	1	0
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Life Science (National)	1
No file uploaded.	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Nil	Nil	Nil
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NIL	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	Nil
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	19	9	37
Presented papers	3	9	0	0
Resource persons	0	4	2	0
No file uploaded.				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
NIL	NIL	NIL	Nil
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NIL	NIL	NIL	Nil	Nil
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Volunteers for General Animal Awareness at Local Byculla Zoo.	Life Science Chemistry Department - Along with College NSS and BMC.	1	32
WWF Creating	Chemistry	1	34

awareness about environment at BMC schools.	Department - T.Y students volunteered		
Placement/volunteer Activity	Different NGO's, Schools, Institutions in the city	1	160
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Maha Walkathon	Community Leadership Award	PWD, MMYD, CASI Global and CR Diary	200
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Mumbai Pride Parade Event	Student Social Reform Initiative	Poster Making Competition	2	5
Ek Prithvi	WWF	Teaching different subjects to various school children	2	32
Talking about menstruation	NGO Red is the New Green	Red is the new Green	1	100
Swachh Bharat Area Project	NSS	Swachh Bharat introduction session	2	47
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	Nil
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Internship	Analytical Chemistry	ACG Associated Capsules Pvt Ltd.	24/10/2018	24/11/2018	Ms. Jennifer Fernandes and Ms. Harita Menon
Internship	Analytical Chemistry	Rashtriya Chemical and Fertilizers Ltd.	16/10/2018	15/11/2018	Ms. Dhanashree Jadhav and Ms. Kirti Patil
Internship	Analytical Chemistry	IPCA Laboratories	15/10/2018	15/11/2018	Ms. Raveena Perrira
Internship	Analytical Chemistry	Haffkine Laboratories	22/10/2018	24/11/2018	Ms. Shilpa Perreira
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
University of Sacred Heart Tokyo	25/01/2019	1. Short term faculty or student exchange. 2. Joint conferences and educational visits. 3. Research Activities. 4. Community service activities. 5. Other common areas of educational cooperation.	Nil
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1885000	1882053

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SLIM21-Library Management Software	Partially	3.6.0	2000

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	62044	272761	439	311988	62483	584749
Reference Books	62044	272761	439	311988	62483	584749
e-Books	350000	6950	350000	5900	700000	12850
e-Journals	11000	6950	11000	5900	22000	12850
Journals	96	123651	138	151089	234	274740
Digital Database	0	0	0	0	0	0
CD & Video	1083	16904	9555	1130	10638	18034
Library Automation	3	62757	3	63335	6	126092
Weeding (hard & soft)	0	0	0	0	0	0
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	224	7	184	7	1	18	12	0	244
Added	0	0	31	0	0	0	0	0	0
Total	224	7	215	7	1	18	12	0	244

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
33481	197650	2015766	1982756

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Sophia College has a set of rules and regulations which are followed for the maintenance and utilization of physical, academic and support facilities. The College has a systematic approach towards providing access to the infrastructure needed for Curricular and Extracurricular activities.

1. Science Laboratory The number of laboratories (UG, PG, category-wise physical, chemistry lab, etc): The department has one spacious UG lab which can accommodate about 40 students in one session. The Department of Chemistry has 3 UG labs - 2 wet labs, a balance room (now used as analytical lab) and 1 physical lab, 2 PG labs - 1 wet lab (previously balance room) and 1 dry lab and Suman Tulsiani Staff Research lab.

2. Library The Sophia College Library boasts of a collection of over 70,000 books. It meets most demands of a modern information centre and also provides material and services to assist study. The library offers: Open Public Access Catalogue Photocopy Counter Reference Section

3. Gymnasium The gymkhana offers opportunities to both Junior and Senior College students to play indoor and outdoor games. Carom, chess and table tennis can be played. A badminton court, volleyball, throwball, tennis and basketball courts on the campus. The Gymnasium has the latest equipment and the services of instructors and a nutritionist are included in the nominal fee. Aerobics, Yoga and Martial Arts (Karate and Judo) classes are also conducted.

4. Computer Centre The Computer Centre comprises four air-conditioned laboratories. These laboratories are equipped with 95 computers, 5 printers (B/W and colour), 2 scanners and 3 projectors. Access to internet facility is available at a nominal rate.

5. Canteen and Coffee Shop A centrally-located canteen serves staff and student needs. Veg-vegetarian and non-vegetarian food is available at the College Canteen. The Canteen is a reasonably-priced, self-service canteen.

6. Book Shop and Facilitating Centre The College Bookshop caters to the multiple needs of all students and staff of the institutions. It was established to serve our requirements on campus. You are encouraged to

purchase Textbooks, Reference materials, study materials/notes, stationery from the bookshop. 7. Photocopy Counter Photocopy Counters are provided for all students and staff. They are located in the College Library, Sophia Andersson Annexe and near the central lawn. 8. Sophia Centre for Womens Studies and Development The Centre was launched in 2001 has proven to be a stimulating and engaging centre with multidisciplinary activities happening throughout the year. The centre is rooted firmly in the principles of academics, advocacy and action. 9. J. N. Heredia Centre for Counselling The Counselling Centre provides free counselling services to all students to promote their holistic well-being and aid development into the best academic and social versions of themselves. Individual therapy sessions are voluntary. 10. Hostel Sophia College offers efficient, well-managed and clean hostel accommodation to almost 105 out-of-town students. It is truly a home away from home, where each student receives personal attention and is encouraged not only to develop her academic and extracurricular skills.

https://sophiacollegemumbai.com/facilities_new.aspx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund (SAF)	12	53250
Financial Support from Other Sources			
a) National	Suman Ramesh Tulsiani Charitable Trust (Private)	15	118000
b) International	NIL	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	21/06/2018	350	Sophia College Gymkhana
Personal Counselling	01/07/2018	160	J.N. Heredia Centre for Counselling - Personal Counselling
Personal Counselling	20/12/2018	20	J.N. Heredia Centre for Counselling - Self Enhancement Workshop
Personal Counselling	29/10/2018	8	J.N. Heredia Centre for Counselling - Goal setting, time management stress

			management Workshop
Personal Counselling	01/11/2018	8	J.N. Heredia Centre for Counselling - Raising self esteem
Personal Counselling	22/10/2018	70	J.N. Heredia Centre for Counselling - Group bonding session
Remedial coaching	16/07/2018	190	History Department
Remedial coaching	15/07/2018	15	Maths and Stats Department
Remedial coaching	02/07/2018	192	English
Remedial coaching	16/07/2018	55	BMM
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nill	NIL	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
J.P. Morgan	30	4	Johnson and Johnson, Mumbai	13	5
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	142	BA	English	Goa	Masters of

				University	Arts in English
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kaleidoscope	Inter-collegiate	200
MUNSOPHICAL	National	150
Sports Day	Local	500
Dodge Ball Event	Local	132
Sports Department - organized treks River rafting	Local	60

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	All India Chess Competition	National	1	Nil	A16029	Grishma Ashar
2018	All India Football Competition	National	1	Nil	A17363	Anoushka Thakkar
2018	All India Basketball Competition	National	1	Nil	A17458	Vishakha Deshpande
2018	All India Fencing Competition	National	1	Nil	M18018	Stuti Saha

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council is known in Sophia as the College Union Committee (CUC). It is an elected body led by the Student President (SBP). Their duties included

helping the college to organize and a lot of duties to its member, who comprise of all elected club secretaries and class representatives. The CUC elects its Treasurer and General Secretary at the first meeting held at the beginning of the academic year. They hold briefing session before any event where their cooperation is needed, e.g. Orientation programme, Convocation Day, College Day. They form the contingent that welcome dignitaries to the college, e.g. during the installation of the Godrej Solar Panels, the visit of the delegates from Rome, that had come to promote higher studies in their country, the visit of Sadhguru through the youth and truth initiatives and during college festivals. They also brief students through the class representatives, regarding club interviews, important events and other announcements. Meeting are held regularly, the first important one not only the election of the Treasurer and General Secretary, but also to read their constitution and familiarize the members with the rules they will have to abide by. The constitution also spells out the Composition and objectives of the CUC, the role of SBP, rules for election, formation of the Core Committee, rules pertaining to class representation and the formation of PRISM, the cultural body of the college. At this meeting a suggestion box was installed inviting a feedback on canteen maintenance and menu. The suggestions made are discussed at the next meeting. Meetings are held to discuss preparations for College Day where the theme date and rules regarding song time limits, theatrical sets etc are announced. rehearsals for College Day are conducted after auditions. They also invite articles for the College Magazine from all classes and divisions. Sports Day timings and schedules are circulated to all classes through the class representatives to ensure better participation. Preparation for the Convocation includes briefing members on the duties allotted to them and instructions for class photographs are discussed with the graduating class of students. Two workshops were held during the academic year, one on Financial Planning and Investment and the other on C.V. building and resume writing. The CUC played an important role in reviving the placement cell. A team of six members were formed to help organize workshops and events based on career guidance. Placement drives were also held with the following companies: Teach for India, J.P. Morgan and Chase, D.E. Shaw and Viacom 18. They installed feminine hygiene bins. SBP and Cultural Secretaries are members of the College Development Council (CDC), the IQAC and Canteen Committee. The Placement Cell has 3 student members. The SBP was also part of the Grievance Redressal/Sexual Harassment/ Anti Ragging Committee. She was a member of the Academic Audit Committee. The Cultural Secretary was part of Extra-Curricular Activities Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

SOPHIA COLLEGE (AUTONOMOUS) EX-STUDENTS/ EX-STAFF ASSOCIATION (SCESA) SCESA was established in 1945. It has centres in Pune, Goa and Bengaluru. Vision Statement: SCESA will be an empowering haven for women, will help women network and bond together for a common good, will be an anchor for women working and supporting each other, will grow and expand in activity-based fellowship. SCESA Activities encompass: Remedial classes for the underprivileged, development skills for school/college dropouts, fund-raising for the mentally challenged and poverty-stricken, career guidance seminars for students. In collaboration with SHARE (an NGO run by an ex-student), rainwater harvesting, sanitation and educational projects are carried out in the villages of Maharashtra. An important collaboration with the CUC of the college is Career Connections.

5.4.2 – No. of registered Alumni:

5.4.3 – Alumni contribution during the year (in Rupees) :

100000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Managing Committee Meeting is held once every month. 2. Annual General Meeting (A.G.M.) is held once a year to share with the General body the events of the year. 3. Tea with C.U.C. is held once a year to collaborate with the students and help them with the ongoing program.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

To encourage decentralisation and participative management, as per the guidelines of autonomy granted to college on 18th July, 2018 the following committees are formulated: Statutory bodies those were placed in action include Governing Body, Academic Council, Board of Studies, College Development Committee and Finance Committee In addition, the following non-Statutory committees were revised and they continue to operate in college in order to fulfil the goals of autonomy > Planning and Evaluation Committee > Grievance Redressal Committee > Academic Audit Committee > Extra Curricular Committee Representatives of students were also included into IQAC and CDC Committee. > Curriculum Revision: Reviewed existing courses/programs, and restructured and redesigned and prescribed our own courses/programs of study and syllabi. All the departments undertook a revision of their syllabi step by step remaining faithful to the rigours of each discipline, factoring in new developments responding to the needs and profile of our student body. It has been an exciting process, and with autonomy, we hope to revitalise our teaching-learning processes over the next ten years. While we have our own Boards of Studies, a number of our teaching faculty are on the Boards of Studies of other autonomous colleges and of the University of Mumbai. This also keeps us aware of new directions and changes being followed in our subjects, while allowing us to contribute creatively and realistically to the development of each discipline. > MIS format was updated to accommodate additional data and make it more easily accessible, and cloud storage was introduced. Students could apply for revaluation / re-external/ verification / photo copy. The existing MIS programme has been upgraded and a cloud-based ERP CCM (Centralized Management System) has been installed It consists of the following modules: ? Academic Management System that facilitates Online Registration, Merit list generation, Online fees collection and transfer to Tally. The admission online forms had to be customized as it needed to meet our requirements as autonomous college. We give a number of subject combinations and the software had to be designed to meet our needs. Change of subject can too be registered and attendance registers have been generated. ? Student Administration: Transcripts, transfer Certificates (TCs) and Leaving Certificate (LCs), Recommendations and Bonafide Certificates can be applied for online and payment for these services can be made online. ? The Examination Management Module is design to meet the needs of the college. The Annual Student's Management and Result Processing Module is designed to meet the needs of the college. The Annual Student's Management and Result Processing module also generates ATKT Results under Autonomy. This module is in place, results, marksheets and progression reports are being generated. ? Student Attendance is maintained through Campusby, and it has been operational since last year. This mobile based app maintains. Attendance records, defaulters list and circulates notices and important information to

students. Students fill up the feedback questionnaires on this app and a qualitative analysis of their responses is generated and sent to the IQAC for qualitative analysis.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	<p>? Examination and Evaluation - the schedules for both examination, Internal Assessment (IA) and Semester End Examination (SEE) were discussed and finalized at the commencement of the Academic year. Moderation was introduced for all papers irrespective of the number of students. The answer keys were prepared and given in hard and soft copy when the teachers took the answer sheets for assessment. The whole system of sending letter of invitation and remuneration to external examiners was organized. Reassessment of papers was given only to external examiners. Class participation as part of the internal assessment as one of the new methods of evaluation adopted.</p>
Curriculum Development	<p>? Curriculum Development - All the departments undertook a revision of their syllabi. While planning changes, it was necessary to keep in mind that we had already completed nearly two months of teaching with the old syllabus. In some cases it was possible to implement the changes immediately, and across all the years. In others, where texts had already been purchased, it was necessary to introduce the changes in phased manner, so as to ensure a smooth transition to the new syllabus over a period of time. In all cases, we sought to remain faithful to the rigours of each discipline, factoring in new developments, while ensuring that we respond to the needs and profile of our student body. It has been an exciting process, and with autonomy, we hope to revitalise our teaching-learning processes over the next ten years. While we have our own Boards of Studies, a number of our teaching faculty are on the Boards of Studies of other autonomous colleges and of the University of Mumbai. This also keeps us aware of new directions</p>

and changes being followed in our subjects, while allowing us to contribute creatively and realistically to the development of each discipline.

Teaching and Learning

? Teaching and Learning - Over and above the regular use of ICT, film screening, fields visits, student presentations, quizzes, crosswords and class discussions, other innovative methods are tried to make the teaching-learning process more meaningful. Strategies that go beyond the curriculum and classroom experience include individual and paired mobile learning, library sessions, taking students to attend seminars, in other colleges, yoga workshop and sessions, placement and volunteer work with NGO's, the BMM Enrichment programme, the book club, the film society, and sessions on software applications, e-learning and flipped classrooms. The EXAP and EXSP Programmes also provide a platform for an extended educational experience.

Research and Development

? Research and Development - There are Four research scholarships to encourage staff research. The department Biotechnology, DBT Star College Scheme, ICSSR, and University of California San Diego, CHEHEMERGE funded major Research Project was financed by the University of Mumbai. A Research committee encourages staff to undertake research by providing information and sharing experiences. Excellence in Arts and Excellence in Science Programmes (EXAP EXSP) have a research component activity in which students who have qualified for the programmes choose and present topics. A workshop in research methodology was conducted for them. Records of EXAP EXSP are maintained by the library. Post-Graduate and Under-Graduate Students present research papers at conferences.

Library, ICT and Physical Infrastructure / Instrumentation

? Library, ICT and Physical Infrastructure / Instrumentation - Library activities encourage the reading habit, for e.g. the College Library Award, the Book Review Competition, the Book Reading Sessions and the Annual Book Sale and Exhibition. The number of computers, printers, LCD's installed in classrooms and wi-fi accessibility, have been

enhanced to meet the growing need of the digital age. The cloud-based MIS Programme and the mobile based app, help to carry out all the activities of examination, evaluation, attendance, sending of notices and other administrative needs. The infrastructure includes a hostel, canteen, gymkhana, gymnasium, a book shop, computer labs and plenty of recreational areas. There is a state-of-the-art instrumentation room for science researchers.

Human Resource Management

? Human Resource Management - There is an atmosphere of cordiality prevailing on our campus. The management ensures that there is a disciplined work ethic. Problems arising are handled by the management in a humane manner. The management needs to employ extra teaching and non-teaching staff and strives to see that all sections work in tandem. The goal of the institution is to look after the welfare of all its stakeholders. Our human resources are utilized to the maximum to ensure meaningful participation. Teachers are involved in academic, administrative and cocurricular activities. Non-teaching staff and students are members of important bodies (IQAC and CDC), where they can voice their opinions. Students are also given responsibility to organize activities under clubs and associations.

Industry Interaction / Collaboration

? Industry Interaction / Collaboration - Interaction with the industry is limited at the UG level students. The chemistry department were offered internships in the following companies: ACG Associated Capsules Pvt Ltd., Rashtriya Chemical and Fertilizers Ltd., IPCA Laboratories, Haffkine Laboratories and Athena Drugs. Industrial visits were organized by some departments. The PG course in Quality Assurance in the food and pharmaceutical industries have industrial collaborations with major public testing labs, food and pharma allied industries, training in diagnostic labs. Johnson and Johnson, Abbot Laboratories, Blue Cross, Allena, Sanotin-Aventis (Goa), Parle Agro are some of the industries.

Admission of Students

? Admission of Students - The

empowerment of women through education is reflected by our admission policy. The admission procedure followed (2018-2019) was manual. Admissions forms were collected and merit lists were displayed on the notice boards and website. Students who had secured admission were then counselled about the choice of subject. After the counselling session they paid the required fees at the cash counter. Once the seats were filled up the admission process was complete. Online registration of students on the university portal was completed by the office staff. University rules were followed for Post Graduate students. The diploma DCA, DLM and QA hold test and interviews when they admit students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	<p>? Examination - The whole process of holding examinations at all levels is done online. The hall tickets, time-tables and supervision charts are all generated by the MIS Programme. The question papers are set by respective teachers and sent to the office on excel sheets. All marks for IA and SEE are entered online by the teachers. The entry of marks is checked on the portal. Marks are then consolidated by the programme and entered. The generation of results, the application of gracing and grade improvement was also handled by the programme. The results were declared on time, and marksheets processed and printed to be distributed to the students.</p>
Planning and Development	<p>? Planning and Development - Intimations of all Faculty meets, BOS, Academic Council and Governing are sent through mail. Attendance of students is compiled online from Campusby application. Attendance defaulters were intimated through bulk SMS using MIS software module. The entire teaching and non-teaching staff students have institutional log-in IDs (i.e. @sophia.edu.in) which enable them to connect with the institution and have a comprehensive educational and institutional arrangement. Social media like official Sophia College Whatsapp groups, Facebook, Instagram are also</p>

used for communication. The college communicates with the students using a website and student portal Campusby. Academic Calendar was also made available on the website.

Administration

? Administration - students filled the college admission form, after they had registered their names with Mumbai University. In 2018-19 online admissions were not introduced. The forms were submitted and processed on the excel programme by the administrative staff. Merit lists were generated and posted on the website. Final admission was given after counselling for choice of subject took place. Student's data was uploaded on the MKCL portal for university enrolment. All computers in the offices have a LAN connection. Data is shared by all concerned staff. After the data is verified it is then transferred to the MIS programme for processing all examination related work.

Finance and Accounts

? Finance and Accounts - The accounts office uses the function Tally, for entering the cheque/cash payments, head wise and ledger wise. Receipts are generated and balance sheets obtained. The tally data are emailed to the Auditor, who checks the entries and finalizes the balance sheet. The Excel programme is to prepare the budget. The FIMS Programme is used for generating utilization certificate and maintaining the accounts of the UGC grants. A separate account is maintained for RUSA grants. As we are a grant-in-aid college the source of funds are student's fees and the State Government imbursement of Salary Grants from the UGC.

Student Admission and Support

? Student Admission and Support - the college follows an open-door policy in keeping with the educational goals of empowering women students. There is no cut off marks and merit lists are generated for all the admission forms submitted to the Government rules are adhered to. In-house students are given first preference. The college provides financial support to needy students through the Student Aid Fund. Academic support is provided by a well-stocked and user-friendly library, computer lab, other support services include a counselling centre, placement cell,

Student redressal. The infrastructure includes a state-of-art instrumentation centre and LCD enabled classrooms.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Roshan D'Souza	UGC Orientation workshop for MOOCs course for SWAYAM programme	College	14407
2018	Dr. Anagha Tendulkar	UGC Orientation workshop for MOOCs course for SWAYAM programme	College	14407
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	9	01/06/2018	24/10/2019	485
Principal's Workshop	1	13/07/2018	13/07/2018	1
Research Methodology in Science	1	20/11/2018	25/11/2019	370
Capital Markets	1	05/03/2018	15/03/2018	10
Encapsulating	1	14/11/2018	20/11/2018	7

Gender: An Interdisciplinary Perspective				
MOOC's, E-Content Development and order	1	11/03/2018	16/12/2020	6
Research Methodology	1	22/02/2018	28/02/2018	7
Orientation Programme	1	16/08/2018	12/09/2018	26
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Rotary Club Minor Research Scholarship, for a year. Total grants sanctioned Rs. 10,000/-.</p> <p>2. Dhandevi Mahendra Research Fellowship, for a year. Total grants sanctioned Rs. 60,000/-.</p> <p>3. Barbara Naidu Memorial Scholarship, for a year. Total grants sanctioned Rs. 10,000/-.</p> <p>4. Lobo Dubey Research Scholarship, for a year. Total grants sanctioned Rs. 20,000/-.</p>	<p>Symbal Fund Rs. 6,62,623/- Corpus: the interest may be drawn upon for assistance in cases of need.</p>	<p>Student Aid Fund: 1. Sr. Anita Horsey Fund Rs. 9,78,000/- 2. Student Aid Corpus Rs. 300,000/- 3. N.T. Amritmahal Prize and student aid fund Rs. 100,000/- 4. Dr. Meena Verma towards the Keshav and Daphne Verma Scholarship Fund Rs. 33,00,000/-</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

As a grant-in-aid college the internal and external audit is undertaken following the government rules. Internal audit includes checking if GST and other payments are made on time. Data from the various sources e.g. receipts and payments, are also carefully checked. External audit is carried out by the auditor engaged by the college, who checks all the accounts, bills, vouchers, statements and prepare and finalize the balance sheet. The salary payment is sent online to the Government staff. Management employees are paid through NEFT. Utilization certificates are certified by the auditor.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Rotary Club Minor	10000	Research Scholarship

Research Scholarship

[View File](#)

6.4.3 – Total corpus fund generated

5340623

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents are contacted frequently and are consulted in important policy decisions and they are invited to a part of the First Year Orientation Program, Annual Prize Distribution Day and Degree Conferring Ceremony etc.

6.5.3 – Development programmes for support staff (at least three)

Skill development workshops and seminars.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. To understand the process of autonomy and its responsibilities, a 'Steering Committee for Autonomy' was constituted to spearhead the transition. New post of Controller of Examination was introduced. Staff Enrichment Programmes were organized by IQAC on "Strategic Planning" and a National Workshop on Revised PBAS Proforma Form and API Calculation under CAS and on MOOCs. Applied for RUSA grant. 2. Expansion of skill development activities and entrepreneurship based courses were organized for the students. E-governance was expanded in many areas of the college like ERP in examinations, upgradation in MIS programme, online admission process 3. Expansion of national and international collaborations were done. An MOU was signed between Sophia College and The Sacred Heart Tokyo for as an opportunity for staff and students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Staff Enrichment Programme	13/10/2018	13/10/2018	13/10/2018	50
2019	Online Feedback - TYBA	Null	18/01/2019	23/01/2019	297
2019	Online Feedback -	Null	05/03/2019	09/03/2019	109

	TYBSc				
2019	Online Feedback - TYBMM	Nil	05/03/2019	09/03/2019	65
2019	Online Feedback - TYBSc IT	Nil	05/03/2019	09/03/2019	43
2019	Feedback - M. Sc.	Nil	03/04/2019	09/08/2019	63
2019	National workshop on Revised PBAS Proforma Form and API Calculations under CAS on MOOC's	25/01/2019	25/01/2019	25/01/2019	71
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Encapsulating Gender	14/11/2018	20/11/2018	35	0
Pride Parade	02/02/2019	02/02/2019	21	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>? Solar Panels: Godrej Agrovet recently commissioned a 64.02 kW rooftop solar power plant at Sophia College for Women in Mumbai. The solar power plant will help Sophia College to reduce the greenhouse gas footprint by 75 tonnes of CO2 equivalent and generate around one lakh units of electricity per annum.</p> <p>Speaking at the inauguration, Balram Singh Yadav, Managing Director, Godrej Agrovet said, "At Godrej, we have actively championed social responsibility. We are committed to building 'Greener India' and this step towards a greener India is not only going to reduce the energy bills of Sophia College but also help in making educational institutes more aware of their surroundings." Dr. (Sr) Ananda Amritmahal, Principal, Sophia College said, The installation of solar panels here at Sophia College is a wonderful initiative of the CSR unit of Godrej Agrovet Ltd. Harnessing solar energy indicates the way forward for all of us who take seriously our commitment to preserving the environment - and serves a dual purpose: helps in the greening of the campus, and also contributes to our effort towards women's empowerment by reducing our electricity bills! A heartfelt thank you to Godrej!</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1

Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	09/01/2019	27	Sugar Spice (A SCESA Initiative)	1. Life enhancing experience for seniors. 2. Weight Health Maintenance with delicious food. 3. The joys of book reading and storytelling. 4. Zen tangle and pencil art. 5. Move with rhythm and music	22
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Handbook	01/06/2018	Every year the college handbook contains the code of conduct for the students. The students

are expected to read both the code of conduct and rules and regulations stated in the handbook. It covers dress code, ragging, permissions for excursions, the use of cell phones, proper use of the amenities given, self-service rules in the college canteen, littering and prohibition of consumption of food or beverages in class rooms, library, chapel and offices. As we are a government aided college, the staff have to adhere to the government rules (GR's) issued from time to time. This covers hours of work, leave and requirements for promotions.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Peace Fortnight	01/08/2018	15/08/2018	400
MUNSOPHICAL	15/12/2018	16/12/2018	150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of Solar Panels. 2. Segregation of waste. 3. E-Waste collection bins. 4. Composting 5. Regular maintenance of gardens especially the herbal garden.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Networking with NGO's. Goal: To sensitise our students and encourage them to participate in extra-curricular activities involving a concern for the needy and the environment. Context: In-keeping with our educational goal we endeavour to sensitise to look at the world from the perspective of the less privileged and to respond with concern and a humane manner. Departments and clubs are encouraged to participate in extension activities by collaborating with NGO's. The Practice: involves both academic activities and club participation. There is a thrust to increase collaboration with NGO's especially those involved in environmental issues and those lending a helping hand to the less privileged. The college has an annual event ANANYA, which provides a platform for such activities and collaborations. Many departments carry out extension activities along with the NSS. collaboration with NGO's something takes the form of helping them to raise funds, for example students of Sociology help ALERT INDIA in their fund-raising campaigns. Under the DBT Star College Scheme Students collaborated with WWF in their activity Ek Prithvi. Clubs like Students' Social Reform Initiative (SSRI) collaborate with NGOs for various activities, like World for All and Animal Angel's Foundation.

The Sophia Centre for Women's Studies and Development (SCWSD) collaborates with organizations like UNICEF. Their outreach programmes are directed towards economically disadvantaged young girls and women, who have not been able to continue their formal education for a variety of reasons. The participants for these programmes are affiliated to various NGOs whom SCWSD collaborates with.

The Alumni Association has ties with various NGOs and holds events several times a year under the banner SCESA Bazaar – Shop for a Cause. The NGOs put up stalls and sell their products on the campus. Evidence of Success: the practice of collaborating with NGOs has been a part of our USP, since the establishment of our institution and had survived and thrived through the years. Problems encountered and resources required: The only problem faced is that sometimes when an NGO's is approached the collaboration does not materialise, for various reasons. Expenditure are met for the SCWSD activities via a corpus fund. No other expenditure is needed. 2. Title of the Practice: Annual Theme of the Year Goal: to channelize the department activities and programmes towards a concrete objective/goal in a pre-planned, inclusive and democratic manner so that the result is tangible and useful to students. Context: we believe that Sophia College intentions, ideas and thoughts have to translate into practices. The educational goals are spelt out in our college handbook. These work as guidelines to plan our annual activities and programmes. Practice: at the beginning of every academic year the Annual Theme is finalized collectively and democratically. Faculties of all the departments, Arts, Science, Information Technology and Mass Media deliberates, discuss and arrive at a theme for the given academic year. The theme agreed upon directs the faculty to think and plan their departmental activities as per the short-listed goals for the department in a given academic year. The theme therefore acts like a departure point for different to ideate, explore and plan activities in the form of workshops, seminars, field visits and lectures in accordance with the overarching theme for the year. 2018 – 2019: The Pursuit of Excellence with Integrity. 2019 – 2020: Fostering Secularism and Social Responsibility. Evidence of Success: Having the activities in conformity with the theme of the year enables the college to ensure that there is a common thread, thought process in planning and implementing activities. The impact is unitary and holistic. Problems encountered and resources required: All the activities committed for are sometimes not completely accomplished at the end of the given academic year due to unforeseen hurdles or problems. No extra resources are needed as they fall under the routine departmental activities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://sophiacollegemumbai.com/img/Best%20Practices%20of%20Sophia%20College%202018.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In pursuance of the theme of the year namely, "The Pursuit of Integrity with Excellence" our college worked to bring in more rigor in academic pursuit by focusing on revising the syllabus using the freedom that autonomy conferred to our institution to formulate our syllabi with special focus on the unique nature and needs of our students. Revision of syllabi was taken up by Board of Studies of various departments, namely Economics, Education, English, Communication Skills, Mass Communication, Foundation Course, Hindi, History, Philosophy, Pol Science, Psychology, Sociology, Mass Media, Chemistry, Life Science, Statistics and Mathematics, Microbiology, Zoology, Physics and IT. Excellence needed to happen with integrity. Hence, focus was placed on ensuring transparency and efficiency in the processes involved in admission, learning-

teaching practices and assessment, to name a few areas of focus during the academic year. MIS format was updated to accommodate additional data and make it more easily accessible, and cloud storage was introduced. Students could apply for reevaluation / re-external/ verification / photo copy. A notice was put up on the day of declaration giving students 7 days to apply. Results were declared within stipulated 45 days from the end of both Semester end exams (SEE). New marksheets with additional security features were designed and introduced. Passing certificates for TYs were designed and introduced. Forms for Supervisor Reports/attendance, Staff Remuneration, Students reassessment, grievance was simplified. The committee met after the declaration of results at the end of each semester to review the procedures. ATKT of the SEE Exams were held once a year - within 90 days of declaring results. These measures and processes with checks and balances substantially improved quality. Another step undertaken was to revise existing feedback mechanism and create new ones which seemed would essentially aid quality in teaching learning and quality education in general. Feedback was taken in well prepared forms from various stakeholders including students (at entry and exit levels) and alumni about college via (College Assessment Questionnaire (CAQ) and Teaching learning (via Teacher Assessment Questionnaire (TAQ)). Further, quality could be also improved by participative decision making. With this aim in mind, inclusion of student representatives in important college Statutory Committees like College Development Cell (CDC) and Internal Quality Assurance Cell (IQAC) as well as on Non statutory committees like Anti-Ragging Committee and Student Grievance Redressal Committee. This has facilitated the process of strategic planning on the basis of student feedback and inclusion of new ideas from the student representatives who were part of these committees. It gave vent to evolving student friendly mechanisms and has enhanced student satisfaction considerably. Moreover, this participative approach has also been instrumental in strengthening the bonds of relationship between the student-teacher community in our college.

Provide the weblink of the institution

<https://sophiacollegemumbai.com/gernalinfo.aspx>

8.Future Plans of Actions for Next Academic Year

1. SWAYAM The Swayam platform available for the students as well as faculty for pursuing various online courses will be informed during Orientation program and through Campusby App. Under the recently acquired autonomous status of the college, students are encouraged to take up additional credits through value-added courses. Such courses available on the Swayam portal will be informed regularly to the students so that they can register and complete these courses with the flexible schedule. The follow-up on the students' progress about enrolment as well as completion will be done by the email communication with the Swayam mentor of the college. 2. E-CELL The Digital Launch of the Entrepreneurship Cell was successfully done on 3/02/2019. The primary objective of the E Cell is to help, guide students (Preferably First year and Second year students) to explore their entrepreneurial potential and to set up their personal ventures. In line with the primary goal the event called START UP was organized to inaugurate the Cell. The event helped to spread awareness and motivate students to ideate on the possibilities of starting one's venture. In the coming academic year, a training programme which is scheduled to begin in January 2020 will run its full course. The entrepreneurship ventures would be launched with active assistance provided to the aspirants. We are in the process of generating a data base with regard to the aspiring and established student entrepreneurs so as to facilitate sharing of data as well as effective hand holding so as to ensure optimal success. 3. Trainings sessions for the administrative staff, in record maintenance and MIS. Training sessions in record keeping and MIS. The office staff needs to be trained in streamlining all the office procedures such

as filing, record keeping and retrieval of information, as much of the work is online. We plan to train the administrative staff in the use of MIS programme. Staff also need to be guided in modern methods of management. Hence training sessions will be planned. 4. Holding conferences seminars and workshops. A number of in-house, local and national conferences, seminars and workshops are on the anvil. We plan to hold at least one national workshop on a topic that fulfils both personal and academic needs. We also have plans to hold talks/sessions for students on relevant topics. 5. Smart classrooms As there is an urgent need to increase the use of ICT in classrooms activities. the installation of smart classrooms is to be considered. Software and infrastructure needs, will be put in place to facilitate the use of ICT. 6. Greening of the campus to be continued. Separation of wet waste for composting will continue, to include all areas where wet waste is generated. Chemically treated disposal of sanitary pads and provision of special bins, will be explored. More energy saving methods will be put in place. Awareness campaigns to save energy by switching off lights and fans will be encouraged. Alternative energy sources like solar panels to be increased. The recycling of e-waste.