



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		Sophia College Autonomous
• Name of the Head of the institution	Dr. (Sr.) Ananda Amritmahal	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone No. of the Principal	02223512642	
• Alternate phone No.	02223523304	
• Mobile No. (Principal)	9969305889	
• Registered e-mail ID (Principal)	principal@sophiacollege.edu.in	
• Address	Bhulabhai Desai Road, Mumbai - 400026	
• City/Town	Mumbai	
• State/UT	Maharashtra	
• Pin Code	400026	
<b>2.Institutional status</b>		
• Autonomous Status (Provide the date of conferment of Autonomy)	18/07/2018	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Dr. Anagha Tendulkar Patil				
• Phone No.	02223512642				
• Mobile No:	9322253653				
• IQAC e-mail ID	iqac@sophiacollege.edu.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://sophiacollegemumbai.com/img/AQAR2019-2020.pdf">https://sophiacollegemumbai.com/img/AQAR2019-2020.pdf</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sophiacollegemumbai.com/cal_2020.aspx">https://sophiacollegemumbai.com/cal_2020.aspx</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	88.00	2003	21/03/2003	07/03/2009
Cycle 2	A+	3.61	2009	08/03/2009	07/03/2014
Cycle 3	A++	3.70	2015	01/05/2015	30/04/2022
Cycle 3	A++	3.70	2018 (Extension)	04/12/2018	31/12/2023
<b>6.Date of Establishment of IQAC</b>			24/11/2003		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Sophia College Autonomous	Enhancing Quality and Excellence In Select Autonomous Colleges	RUSA	29/12/2018	5000000	

<b>8. Provide details regarding the composition of the IQAC:</b>		
<ul style="list-style-type: none"> <li>Upload the latest notification regarding the composition of the IQAC by the HEI</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
* IQAC of Sophia College took the initiative to launch "LUCID- A Peer- Reviewed Research Journal." The main theme of the journal was "The Globe on the move: Avenues for the Future".		
* IQAC of Sophia College organized a staff enrichment program on: (a) "Looking Ahead: NAAC 2023" by Dr. Usha Mukundan, Director, Administration Ramniranjan Jhunjhunwala College, Ghatkopar on 29th January 2021. (b) "Blooms Taxonomy for Constructing MCQ" by Dr. Vini Sebastian, Associate Professor, St. Xavier's Institute on 10th April 2021. (c) "Learning Outcomes for MCQs and Developing Assessment Rubrics" on 16th April 2021 by Dr. Andrea Coutinho and Dr. Ivan John.		
* IQAC conducted the Student Body President and Cultural Secretary elections, on 12th April, 2021.		
* IQAC organized for 51 licenses of the Zoom platform.		
* An Online Orientation programme was organized by IQAC which was scheduled for FY Senior College students from all faculties on 2nd September 2020. The programme was streamed live on YouTube. YOUTUBE link for orientation programme (Junior College) -		

<https://www.youtube.com/live/R7NuW8NnLwg?feature=share> YOUTUBE link for orientation programme (Senior College) -  
<https://www.youtube.com/live/GgJiO0qdlJQ?feature=share>

## 12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
<p>LUCID- A Peer- Reviewed Research Journal</p>	<p>IQAC of Sophia College took the initiative to launch "LUCID- A Peer- Reviewed Research Journal." The main theme of the journal was "The Globe on the move: Avenues for the Future". There were different sub-themes/ subtopics from disciplines such as Research, Education, Teaching-learning, Philosophy and Ethics, Religion, Spirituality, Ecology, Economics, Politics, Psychology, Sociology, language, literature, Physical sciences regarding health and hygiene. Research papers were invited from teachers across Universities, Colleges, and Research Institutes in India. Abstracts were submitted by teacher participants. The committee went through the abstracts and authors of the selected abstracts were asked to submit the entire research paper/article. Few Research articles were invited from the following scientific experts/dignitaries: 1. Dr. Anand Ambali, MD, PGDGM, MSc, FGSI, FICP, Professor of Medicine and Geriatric Clinic, Shri BM Patil Medical College Hospital and Research Centre, Karnataka 2. Dr. Mala Pandurang, Principal &amp; Prof. and Head of Department of English, Dr BMN College, Mumbai. 3. Dr.</p>

	<p>Pushpinder Bhatia, Head, Physics Department, GuruNanak College, Mumbai The total number of research abstracts of papers received -20 Peer review committee formed from across Science and Arts disciplines and well-established academic institutions reviewed the papers and the revised papers were resubmitted by the respective authors. The total number of research articles accepted for publication after peer review: 12 Steps are being taken to process application for ISSN Number.</p>
<p>Leadership and Team Building by Shri J.F.Ribeiro organized by NSS Unit and IQAC of Sophia College on 12th September 2020</p>	<p>Public Concern for Governance Trust in association with the NSS Unit and IQAC of Sophia College organized a webinar on Leadership and Team Building by Shri J.F.Ribeiro, Chairman of PCGT, IPS (Retd.), Former Mumbai Police Commissioner. Mr. Ribeiro shared his various personal experiences during his service as an IPS officer and Police Commissioner And delivered an enlightening session on leadership skills and team building. Several questions were asked by students on leadership skills and issues faced by our society today. Mr. Ribeiro answered all the questions positively. The session ended with this. The session was streamed live on YouTube.</p>
<p>Three Staff Enrichment Programmes</p>	<p>1. IQAC of Sophia College organized a staff enrichment program "Looking Ahead: NAAC 2023" by Dr. Usha Mukundan, Director, Administration</p>

Ramniranjan Jhunjunwala College, Ghatkopar on 29th January 2021. This program was organized keeping in mind the upcoming NAAC in 2023 and starting the preparations for the same. Dr. Usha Mukandan discussed all the seven criteria of NAAC. She emphasized the requirements of each criterion in detail and discussed the significance of documentation and the College website. Teachers asked their queries. Dr. Mukundan answered all the queries and the session ended with a Vote of thanks and National Anthem. The session was conducted on Zoom. Number of participants=44. 2. IQAC of Sophia College organized a Staff Enrichment Program on "Blooms Taxonomy for Constructing MCQ" by Dr. Vini Sebastian, Associate Professor, St. Xavier's Institute on 10th April 2021. Dr. Sebastian discussed Bloom's Taxonomy and different types of questions including higher-order thinking questions. She explained the construction of MCQs and showed various examples of different types of MCQs to make teachers understand the different levels of MCQs that can be constructed. The session was followed by a Q and A session where Dr. Sebastian answered all the queries raised by the participants. The session was conducted on Zoom. Number of Participants -64. 3. IQAC of Sophia College organized a Staff Enrichment Program on "Learning Outcomes for MCQs and Developing Assessment Rubrics" on 16th

April 2021 by Dr. Andrea Coutinho and Dr. Ivan John. This was a follow-up to the session conducted by Dr. Vini Sebastian. The first session was conducted by Dr. Andrea Coutinho who explained the relationship between Program objectives, Course objectives, Module objectives, learning outcomes, and Instructional Objectives. She asked the departments and staff members to share their module objectives. She gave an overview of the 4 levels of knowledge dimension and explained the basics of constructing MCQs. She asked participants to construct MCQs in groups. Several teachers posted the MCQs in the chatbox. The second session was conducted by Dr. Ivan John on developing assessment rubrics. He emphasized the assessment criteria and the rubrics to be constructed. The session was conducted on Zoom. Number of participants=44.

IQAC of Sophia College organized the annual conference 2020-2021

IQAC of Sophia College organized the annual conference 2020-2021 "Autonomy-Path Ahead" from 16th-18th February 2021. The three-day conference was held online on Zoom. Day 1: Dr. (Sr.) Ananda Amritmahal, Principal welcomed the resource persons and participants. Dr. (Ms.) AnaghaTendulkar, Vice-Principal (Administration) and IQAC Coordinator addressed the participants. This was followed by Mr. Peeyush Pahade, IQAC cluster giving the introductory remarks. The first session of

the conference was "Inclusive and Successful Strategies: Towards Strengthening Autonomy" by Dr. Bhalchandra Bhole, IQAC Cluster. Dr. Bhole discussed in detail all the strategies related to teaching-learning and administration to strengthen autonomy. The session was followed by a Q and A session.

Dr. Bhole enthusiastically answered all the queries raised by the teacher participants. Day 1 ended with a Vote of thanks.

Day 2: Dr. Anagha Tendulkar welcomed the speaker for the day Mr. Peeyush Pahade, IQAC Cluster who delivered a session on

"Documentation: Towards Strengthening Autonomy" . Mr. Pahade emphasized the importance of documentation and explained data entry of certain proformas which are part of the documentation required for NAAC.

The proformas were shared with participants one day before and they were requested to keep them ready. Participants were given time to fill the proformas during the session to make the session more effective and practical. Mr. Pahade answered all the queries raised by participants and the session ended with a vote of thanks. Day

3- The final day saw a panel discussion on "The future through the lens of Autonomy" by Principals of Autonomous Colleges. The resource people were Dr. Rajendra Shinde, Principal, St. Xavier's College, Dr. Anushree Lokur, Principal, Ramnarain Ruia College, Dr. Uma Shankar, Principal, SIES College



	<p>of Arts, Science, and Commerce and Dr. Ashok Wadia, Principal, Jai Hind College. Dr. (Sr.) Ananda Amritmahal, Principal, Sophia College moderated the session. All Principals discussed the benefits and advantages of autonomy and how the institute can be taken in a positive direction with Autonomy. 145 teachers from various colleges attended the session. Number of certificates =145.</p>
<p>College Elections conducted by IQAC</p>	<p>IQAC helped in conducting the students Student Body President and Cultural Secretary elections, on 12th April, 2021. A Google form link was provided by IQAC to all the students to cast their votes. The candidates contesting for the position of SBP were Aarushi Mathur and Sarah Mathai. The total turnout for SBP elections was 1254 voters. The position was secured by Sarah Mathai, who received a total of 706 votes (Senior and Junior College combined). The number of votes secured by Aarushi Mathur was 490, and NOTA was 58. As there was a significant margin, the CUC Core unanimously decided to declare Sarah Mathai as the Student Body President for the academic year 2021-2022. The sole candidate contesting for the position of Cultural Secretary was Harshini Agarwal. The total turnout for Cultural Secretary elections was 1032 voters. The position was secured by Harshini Agarwal, on receiving a total of 926 votes (Senior and Junior College</p>

	combined), while the number of votes for NOTA was 106. As there was a significant margin, the CUC Core unanimously decided to declare Harshini Agarwal as the Cultural Secretary for the academic year 2021-2022.
College Assessment Questionnaire	At the end of the Academic Year 2020-21 IQAC organized an online assessment questionnaire via google form for all the third year students on 28th May 2021, to know their about specific learning (i.e. curricular) and co-curricular experiences as a student in Sophia College (Autonomous). 1497 students responded to the question on the basis of their actual experiences, on the whole, and not on the basis of select experiences. Students also shared their specific instances/experiences which they had during their year in this assessment.
Zoom Licenses	IQAC organized for 51 new licenses of the Zoom platform and renewed the previous licenses for the current academic 2021 - 2022.
Interactive session with Aditya Kriplani	IQAC and CUC organized a session with Mr. Aditya Kriplani, an internationally acclaimed filmmaker on 25th September 2020 at 3:30 pm. Number of participants - 102.
<b>13. Was the AQAR placed before the statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name of the statutory body	Date of meeting(s)
IQAC	12/04/2023
<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Year</li> </ul>	
Year	Date of Submission
2021	06/06/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Sophia College (Autonomous) offers Bachelor degree programmes in Arts, Science, Strategic Communication &amp; Journalism, and Information Technology; MSc in Biochemistry, Chemistry, Life Sciences and Microbiology; Postgraduate Diplomas in Clinical Analysis, Quality Assurance, Counselling and Safeguarding of Children &amp; Senior Citizens; Diet, Nutrition and Fitness; and PhD in Applied Biology, Microbiology and Zoology.</p>	
<b>16. Academic bank of credits (ABC):</b>	
NA	
<b>17. Skill development:</b>	
<p>Skill development courses and workshops are offered to students of all the programmes. A special focus is on the development of entrepreneurial ability of the women students.</p>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
NA	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<p>Every syllabus (course) has course specific objectives and outcome.</p> <p>1. Program Objectives and Outcomes</p> <p><a href="https://drive.google.com/file/d/1ohgFnJX-hzDke-atg6iRgrH4-o5brpsi/view">https://drive.google.com/file/d/1ohgFnJX-hzDke-atg6iRgrH4-o5brpsi/view</a></p> <p>2. Program Specific Objectives and Outcomes</p>	

<https://sites.google.com/sophiacollege.edu.in/pso/home?authuser=0>

**3. Course Objectives & Outcomes**  
<https://sites.google.com/sophiacollege.edu.in/course-objectives-outcomes/home>

## **20.Distance education/online education:**

Due to the pandemic the college strengthened online connections with students. Every lecturer in college was provided with a zoom licenced account. Lectures were held using zoom platform or/and Google Meet. Every class had a Google Classroom. Compendium and reference material was posted in the google classroom after the completion of unit/module.

Assessment of students was conducted with the help of two mechanisms, continuous internal assessments and semester end examinations. Either of these were conducted online using google classromms and zoom licenced framework.

## **Extended Profile**

### **1.Programme**

1.1 20

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### **2.Student**

2.1 1977

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 638

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3

**3946**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 3.Academic

3.1

**454**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2

**37**

Number of full-time teachers during the year:

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>20</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Total number of students during the year:	<b>1977</b>
File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>
2.2 Number of outgoing / final year students during the year:	<b>638</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	<b>3946</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>454</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2	37
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	0
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	116
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	44
Total number of Classrooms and Seminar halls	
4.3	286
Total number of computers on campus for academic purposes	
4.4	8395031.50
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

As per the goals of the college, the curriculum focuses on holistic development of learners and in the process turn out empowered individuals, sensitive to needs of the society at local level and conscious of issues such as sustainability at the global level. The curriculum is designed to incorporate knowledge of the concerned field with relevant opportunities to generate awareness and sensitivity.

The Arts and Humanities departments equip learners with communication skills as well as knowledge of discipline specific core concepts in the field. Awareness of the regional, national and world historical, cultural, social, philosophical and psychological contexts is an integral aspect of the curriculum. The Pedagogy focuses on development of critical thinking, analytical reasoning as well as problem solving skills through peer discussions within and outside the classrooms during co-curricular and extracurricular activities.

While emphasizing on the core disciplines, the Science departments also focus on building a multidisciplinary knowledge base to enable sustainable approaches in issues related to environment, agriculture and medicine. The emphasis is on providing hands-on training in use of basic laboratory equipment and opportunities to develop research skills in order to meet the requirements of industry and higher education. However, due to the ongoing pandemic in the academic year 2020-21, and the online teaching mode, practical training was through online labs, animations and simulations.

Professional training is imparted to the learners in order to meet the requirements of the industry through various Add-on courses.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	<a href="https://sophiacollegemumbai.com/naac.aspx">https://sophiacollegemumbai.com/naac.aspx</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

257

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year



<b>185</b>	
File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

30

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

222

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The college strives to offer holistic, unbiased and value based education which is reflected in the curriculum of core courses, add-on courses, extension activities and day to day functioning of the college. Professional ethics have their roots in an unbiased environment. The faculty strives to engage learners in classroom discussions related to these issues. Together, these experiences transform learners into rational and level headed individuals who respond sensibly to matters related to ethics, gender equality, social and economic inequality.

The NSS department through its outreach activities sensitizes learners to share resources with those in need. The IT department annually organizes an e-waste collection drive. Some of the activities were curtailed in the academic year 2020-21 due online classes owing to the pandemic.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

5

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

222

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.3.4 - Number of students undertaking field work/projects/ internships / student projects</b>	
45	
File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b>	C. Any 2 of the above
File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://sites.google.com/sophiacollege.edu.in/feedback-2020-2021/home?authuser=2">https://sites.google.com/sophiacollege.edu.in/feedback-2020-2021/home?authuser=2</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded
<b>1.4.2 - The feedback system of the Institution comprises the following</b>	C. Feedback collected and analysed
File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://sites.google.com/sophiacollege.edu.in/feedback-2020-2021/home?authuser=2">https://sites.google.com/sophiacollege.edu.in/feedback-2020-2021/home?authuser=2</a>
Any additional information	No File Uploaded
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment of Students</b>	

<b>2.1.1.1 - Number of students admitted (year-wise) during the year</b>	
<b>2006</b>	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>116</b>	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.	
<p>Learning at Sophia has always been an inclusive practice. Our sensitivity towards a diversity of abilities is reflected best in the system of customized mentoring that is an important aspect of the institution's perspective and focus on the teaching- learning process. This year too, academic mentoring was made available to students through many ways. In our classrooms, teachers strove to identify the learning levels of our students through many ways. Periodic tests in the online mode helped us understand the learning levels of students this year as well. Lectures online were often revised using unmarked and marked tests which were conducted periodically using Google</p> <p>forms to understand the pace and quality of comprehension. Students were also integrated as active participants in the teaching learning process. Tasks were allocated complementing the ability and aptitude of the learners. Many departments encouraged students to present research- based presentations, while others encouraged their students to share videos and engage in lively debates in online lectures. The online medium also allowed departments to use audio visual resources and integrates application-based learning. Learning was therefore made more</p>	

inclusive and sensitive to the needs of a diverse and a vibrant student body.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
10/06/2020	2023	40

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

This was an exceptional year because it caused a paradigm shift in the way in which teachers and learners experienced the educational process. We, at Sophia, tried our best to overcome the

limitations placed upon us by the pandemic by trying to approximate the physical teaching

experience through technology to the best of our ability. Experiential learning was transferred

online, and platforms like GMeet and Zoom were used to organize both regular lectures and

departmental and college activities. Students also participated in college activities through these platforms. The experiences of the world outside were integrated in teaching learning through use of platforms like YouTube. Not only did the students view the outside world through their screens, they also interacted with their teachers regularly within and outside lectures. In order to facilitate participative learning, features on Zoom like Breakout Rooms were used in addition to applications like Padlet. With the

help of such features, online education delivery and reception was made more accessible and interactive. With the aid of apps like Mind-map, Slido and Jam board, the conventional teaching method was made more inclusive and interactive. Students were encouraged to interact and share their ideas with each other and their teachers during and outside lectures. WhatsApp groups were used a prompt and smooth spaces for interaction, doubt-clearing and problem - solving sessions. Smaller groups of students were formed so that peer-learning can also be accommodated along with regular teaching methods.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	Nil

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

With an endeavor to upgrade our teaching methods, this year, the institution explored a plethora of online resources with an aim to overcome the limitations placed upon the teaching- learning processes by the pandemic. The institution enabled its teachers to effectively teach online by organizing workshops on platforms like Google Classroom and Google meet. In these workshops, tools like padlet, jam board etcetera were also discussed. Students too were made comfortable with online mode of learning by both teachers and the institution.

Official Google Classroom and Zoom licenses ensured that the teaching-learning continued in a secure environment. Descriptive and interactive PowerPoint Presentations and PDFs were used to enhance classroom interaction. The college also provided infrastructure with its ICT-enabled classrooms, along with computer labs for teachers who wished to take lectures from college. In

order to nurture a personalized approach to teaching- learning teachers showed PPTs and also encouraged students to make presentations to be shared during online lecture sessions. Students were also encouraged to make videos on topics of their choice and share them with their classmates. In order to ensure that learning is thorough but also interesting the faculty also used gamification as an effective strategy in the online setup.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

37

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	No File Uploaded

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Academic calendar is put together by the Senior Administration in conjunction with various committees like the time-table and examination committee. The Examination Committee prepares a tentative timetable for both semester end and internal examinations. The Academic calendar consists of admission dates, term beginning and term end dates, semester end examination dates, extra-curricular, co-curricular activities, public holidays, vacation dates as well as dates of the last instructional days. The Academic Calendar is prepared at the beginning of the year, and displayed on the college website for the students, teachers and parents to plan their activities for the year in advance.

The teaching faculty creates lesson plans as well as schedules co-curricular and extracurricular activities including field and industrial trips as per the academic calendar. At the college level, the college youth as well as a theme based social fest is planned in accordance with the academic calendar to enable widespread participation.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

40

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

21

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	No File Uploaded

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

41

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	No File Uploaded

## 2.5 - Evaluation Process and Reforms



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

30

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	No File Uploaded

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year**

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	<a href="#">View File</a>

**2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution**

The examination for this academic year were conducted online, and we were informed by the Higher Education Department that these should follow only the MCQ form of questions. The examination committee has worked extremely hard to put systems in place and implement a programme that was both rigorous and realistic. It was decided, after the first semester, that there should be a minimum of three and a maximum of four IA exercises in each subject in order to perform a continuous assessment of the candidate. Students would be awarded the marks of the two best performances in each paper. SEE results were declared within stipulated 45 days from the end of SEE, both semesters. ATKT exams were held once a year - within 90 days of declaring results. The contribution of MIS in aiding the smooth functioning of these examination and assessment processes was very significant. In addition, the process of adding additional (non-academic) credits was put into practice this year. Students could get additional credits for

extra-curricular activities, outreach activities, add-on courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The programme and course outcomes are aligned with the goals of the college. Each student is provided with the college handbook that clearly spells out the college goals. Each department shares a copy of the curriculum that states the programme and course outcomes with the students. Faculty members read out the course specific outcomes to the students during class at the beginning of each semester. These are also displayed on the college website.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	<a href="https://sophiacollegemumbai.com/naac.aspx">https://sophiacollegemumbai.com/naac.aspx</a>

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The attainment of the Course Specific Outcomes is evaluated by various assessment strategies through Internal assessment and semester end examination. A range of strategies are used for Internal assessment such as (multiple choice questions, subjective assignments, quizzes, crosswords, seminars, viva-voce etc.)

The POs, PSOs and COs are aligned with the goals of the college. In addition to incorporating these in the curriculum, each department also conducts relevant goals specific as well as annual theme based co-curricular and extracurricular activities. A culmination of these activities is the social theme based annual fest - ANANYA. A report reflecting the execution of these activities is submitted by all departments each year. The theme

for the year 2020-21 is "Education: A celebration of diversity"

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://sophiacollegemumbai.com/naac.aspx">https://sophiacollegemumbai.com/naac.aspx</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

597

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://sophiacollegemumbai.com/Upload/Student%20Satisfaction%20Survey%20Report%20-%202020%20-%202021.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

We at Sophia aim to cultivate and nurture a culture of research, and to document ongoing research activities, the Research Development Cell, continued to accomplish its aim. Information shared with staff about new projects helped them in applying for various research grants and schemes. Five of our faculty members are registered Ph.D. guides. The departments of Microbiology and Zoology also functioned as PhD centres. Two of our staff members

received grants under the Women Scientist Scheme of the Government of India.

Students' research too was promoted through the EXSP and EXAP programmes through which gifted students are encouraged to improve their capabilities by engaging with various research topics. At the end of this process, they are required to write research papers and present them to teachers and students. This programme continued in spite of the constraints of online functioning. Additionally, our students also took part in Aavishkar, the intercollegiate research festival organised by Mumbai University.

Moreover, Sophia students also remained actively involved in research activities in other colleges. Leading students by example, many staff members too participated in local, state-level, national and international webinars and conferences, and published articles.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://sophiacollegemumbai.com/research_all.aspx">https://sophiacollegemumbai.com/research_all.aspx</a>
Any additional information	No File Uploaded

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

500000

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

635000

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

#### 3.2.2 - Number of teachers having research projects during the year

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	<a href="#">View File</a>

### 3.2.3 - Number of teachers recognised as research guides

2

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	No File Uploaded

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Sophia College has students who come from a varied background and the goals of our college include the need for generating an awareness of women's issues, human rights and environmental issues and to sensitize students to look at the world from the perspective of the less privileged. These are implemented by our active NSS group and several outreach programs of different

departments.

The college has mandated each department to conduct a value-added course each year for students, who are encouraged to join cross-faculty courses to widen their horizons. There is a state-of-art Research Facility as well as high-end equipment (purchased through grants from DST/ DBT) to encourage staff and students to carry out cutting edge research projects. In-house journals, Urdhva Mula and Science Chronicles in Research and Investigation Based Education (SCRIBE) reflect the ecosystem for research.

The college has a dedicated Women's Centre (Sophia Centre for Women's Studies and Development) that offers several certificate and diploma courses, has outreach programmes related to women's issues and empowerment and an extensive library open to all. The college offers two flagship programmes (Excellence in Arts Education Programme and Excellence in Science Education programme also called EXAP and EXSP respectively) for undergraduate students which include a mandatory research component.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

1

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research**

A. All of the above

**Ethics in the research methodology course work Plagiarism check through authenticated software**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

5

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

1

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

0



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	No File Uploaded

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

2

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

In May 2020, at the height of coronavirus pandemic, Sophia volunteers stepped forward to ensure that sanitation drives were conducted in their respective societies and made arrangements to have sanitisers at the entrance of their buildings and organized a drive to donate food grains, masks and other

essentials to the people in need. Our programme officers, Dr Vaishali Pachunde and Ms Rochelle Ferns also distributed Arsenic Album 30, a homoeopathy drug, to help boost immunity in their residential areas to 85 families. Apart from covid-specific endeavours NSS and IQAC have been actively involved in

conducting programmes with a focus on social development. "The Shiksha Project" from September 25, 2020 - October 28, 2020 under which our 91 volunteers created around 200 educational videos which

were shared with the Zilla Parishad School of our adopted village 'Haloli' in Palghar district and Jagganath Shankarsheth Municipal School located at Nanachowk, Mumbai serves as a good example of the same. Moreover, on World AIDS Day, several activities were organised to spread awareness and debunk myths about the condition. The year ended with the Save Water and Save Electricity projects which were organised to spread awareness. The volunteers educated their residential societies and relatives on the importance of saving electricity and water and shared tips to achieve the same.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

23

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

2708

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.7 - Collaboration****3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

5

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

5

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Sophia College building has its heritage structure spreading over 4.5 acres incorporating;

- 1. Staff canteen 2. support staffs changing room/ common room and wash room 3. Gurukul for teaching staff 37 Classrooms
- 17 Laboratories for subjects such as Physics, Chemistry, Zoology, Life Science, Biochemistry, Microbiology and Psychology.
- 1 Library for access of books, e-books, journals and e-journals is automated using Integrated Library Management System (ILMS). The College has also subscribed for e-journals like INFLIBNET, N-LIST, The American Library.
- 4 Seminar Halls
- 4 Computer Labs with 239 computers for the use of students and staff.
- 1 Research Centre (Suman Tulsiani Research Centre)
- 1 Girls Hostel accommodating 105 out station students
- 1 Gymkhana with well-maintained equipment's along with an instructor and a nutritionist.
- 1 Canteen and Coffee Shop
- 1 Book Shop and Facilitating Centre
- 3 Photocopy Centres
- 1 Sophia Centre for Women Studies and Development - the centre is engaged with multidisciplinary activities which happens throughout the year. It runs regular add-on courses for skill development of students.
- 1 J. N. Heredia Centre for Counselling - The Centre provides free counselling to the students to promote their well-being and aid development into the best academic and social versions of themselves. Individual therapy sessions are voluntary.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sophiacollegemumbai.com/facilities_new.aspx">https://sophiacollegemumbai.com/facilities_new.aspx</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

## Sophia's Major Cultural Events:

### KALEIDOSCOPE

Sophia College hosts a humongous inter-collegiate youth festival which has the capacity to host at a national level with over 70 colleges participating with in-station colleges. The workforce comprises of 20 teams, ie. 400 students.

MUNSOPHICAL is Sophia College's Annual Model United Nations Conference was started in the year 2010. MUNSOPHICAL aims to present an idealized environment where delegate can debate and discuss important events and news. Sessions are attended by local, national and international delegates, comprising of (Organising committee): 113 (86 Secretariat members and 27 volunteers) Delegates and IP members from Mumbai: 109.

### ANANYA

The college has an annual event ANANYA. Many departments organize extension events and activities culminating in the Annual Inter and Intra-Collegiate Events.

### Sophia's Gymkhana

Sophia College has good infrastructural facilities for sports and related fitness activities.

#### 1. Indoor Games:

Sophia College has a Multipurpose Hall for indoor games such as Badminton, Table-Tennis, Yoga, Fencing and other combat sports.

#### 2. Outdoor Games:

Sophia College has one synthetic coated standard-size Basketball Court which can be used for multiple games like Volleyball, Throw-Ball, Tennis, Ball Badminton etc.

#### 3. Sports Gymnasium:

Sophia College provides Gym facilities for students and staff, with good instructors and nutritionist. The Gymnasium is facilitated with all types of equipment.

#### Sophia Bhabha Hall/Auditorium and Other Seminar Halls

Sophia has its Bhabha Hall which can host 813.

Sophia has 4 seminar halls which are used to conduct meetings, seminars and conferences. They have a sitting capacity for 150, 200, 204 and 200 people, in the respective halls.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sophiacollegemumbai.com/facilities_new.aspx">https://sophiacollegemumbai.com/facilities_new.aspx</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

43

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

1651756

File Description	Documents
Upload audited utilization statements	No File Uploaded
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

#### Library Computerization:

The library has sixteen computers of which 4 computers are used solely for data entry, 2 for circulation, 5 for OPAC (Online Public AccessCatalog), 3 for Internet browsing, 2 for viewing AV materials.

The SLIM 21 (System for Library & Information Management) software, 21st version, was upgraded to SLIM 21 3.6.0 in all the computers in the library. SLIM is a library Software package from Algorhythms, Pune. It is an integrated. multi-user, multitasking library information software for the Windows. It helps in cataloguing books, films, articles, serials publications etc. One can share data with others effectively. Minimal data entry is required. Retrieval of data is simple, fast and efficient. It has multiple selection criteria for reports.

The library has purchased the following modules of SLIM 21.

- Cataloguing System:
- Article Indexing
- Circulation System
- Acquisition System
- Serials Control System
- Web OPAC



Books and other library resources can be searched through various access points, namely, Author, Title, Keywords, Year of publication, Publisher etc. 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 library software daily. These indexed articles are very useful for students doing projects and seminar work. Various library reports are also generated through the data files stored in the computer. Issue/return of books for staff members are carried out on the computer.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.2.2 - Institution has access to the following:  
e-journals e-ShodhSindhu Shodhganga  
Membership e-books Databases Remote  
access to e-resources**

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**45281**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)****4.2.4.1 - Number of teachers and students using the library per day during the year**

259

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	No File Uploaded

**4.3 - IT Infrastructure**

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Sophia College encourages the use of ICT in the learning process. Almost all classrooms, laboratories and in multi-media rooms which are equipped with laptops, computers, LCD screens, projectors and sound system, smart boards, Wi-Fi, Online classes, video-conferencing, LCD presentations, remote access to library e-resources are some of the methods used as teaching -learning process.

To enable smooth functioning of teaching-learning process, the College regularly updates all softwares and equipments. Annual Maintenance Contract (AMC) is taken every year where a technician from the company is always available in the college to cater to any technical emergencies. Computers/equipments are repaired if possible or are replaced with new ones.

Rs. 7,150.00 was spent on repairs of computers/laptops/printers etc.

Rs. 0.00 was spent on purchase of new computers

Rs. 0.00 was spent on purchase of new computers through RUSA 2.0 grant

Rs. 5,66,400.00 was spent for AMC of computers

Rs. 0.00 was spent on renewal of anti-virus software

Rs. 0.00 was spent on AMC of Library Software

Rs. 6,235.00 was spent for MMC of library digital copier

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Student - Computer ratio**

Number of Students	Number of Computers
3168	239

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus**

	A. 50 Mbps
--	------------

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing**

	D. Any one of the above
--	-------------------------

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**

6743275.5

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

Sophia College building has a heritage maintenance and cleaning of 37 classrooms, 17 laboratories, 5 administrative offices, library and hostel is done by regular staff.

College has an AMC for maintenance of Elevators, Air conditioners, Electrical Fittings & Equipments, Pest-control, Fire Extinguishers, Water Pumping, Solar Panels, Computers and IT related equipments and Software, Lab Equipments, Projectors, Internet and

Intranet facilities etc.

The college is extensively covered under CCTV Surveillance and has Security staff (both male & female) 24X7 on duty.

Other Facilities:

1. Laboratory attendants along with the students ensure safe disposal of the experimental

materials after use.

2. The library undergoes a regular pest control two to four times in a year. There is regular updating of SLIM software, servicing of Photocopying machines, computers and updating of antivirus.

3. The Gymnasium has latest well-maintained equipment.

4. The Computer Centre includes 4 laboratories with computers, internet, printing and scanning facility for all. The computers are installed with antivirus and serviced thrice a year. Log book is maintained.

5. A centrally-located canteen serves staff and student needs. The canteen is cleaned daily and regular pest control is carried out.

6. The bookshop in the college campus caters to the multiple needs of students and staff.

7. Three photocopy counters are provided for all students and staff.

8. The J. N. Heredia Centre for Counselling provides free counselling to the students.

9. The Sophia College Hostel offers well-managed accommodation to about 105 outstation students.

10. Four spacious halls are available for co-curricular and extra-curricular activities, along with one auditorium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sophiacollegemumbai.com/naac.aspx">https://sophiacollegemumbai.com/naac.aspx</a>

## **STUDENT SUPPORT AND PROGRESSION**

### **5.1 - Student Support**

#### **5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year**

23

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

58

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

C. Any 2 of the above

File Description	Documents
Link to Institutional website	<a href="https://sophiacollegemumbai.com/index.aspx">https://sophiacollegemumbai.com/index.aspx</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

401

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

29

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of outgoing students progressing to higher education

95

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

8

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Sophia College Students' Association was originally started in July 1944 as it was felt necessary and expedient that there should be an organisation where students could develop the qualities of leadership and inculcate a spirit of democracy.



The 'College Union Committee' or CUC the is the body which is completely elected and/or nominated by the students of Sophia College (Autonomous). It comprises Class Representatives (CRs), Club Secretaries, Cultural Committee (PRISM) leaders, and the Public Relations Team. It is headed by a Core team which includes the Student Body President, Cultural Secretary, General Secretary and Treasurer. The Principal, Coordinator of Students, and College Warden are ex-officio members, act as advisors, without the right to vote.

The CUC organises and assists the organisation and implementation of any activity that comes under the purview of Sophia College (Autonomous) such as Teacher's Day, College Day, Convocation etc.

The CUC plays a monumental role in bridging the gap between the students and the College. The Core Members of the CUC are also a part of various college committees, such as the Internal Quality Assurance Cell (IQAC), Grievance Committee, Placement Cell, Kaleidoscope etc, which ensures appropriate representation of the student's voice at every stage.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1ltzIuzGoWaSUvyZBJ9fM4DWnT6lvyA56">https://drive.google.com/drive/folders/1ltzIuzGoWaSUvyZBJ9fM4DWnT6lvyA56</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

426

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Due to the COVID Pandemic there were no activities conducted by the Alumni Association.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

**5.4.2 - Alumni's financial contribution during the year**

E. <2 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Our MISSION has been to provide women with higher education of an excellent quality, opportunities for self-growth through an academic and co-curricular experience. In order to realise its vision of women empowerment, the theme for the year- Hope, Courage and Resilience- was decided, which seemed a particularly apposite response to the situation at the local, national and global levels. It was well reflected in the activities organised by various departments and clubs.

Given the online mode of teaching-learning, a number of training programmes were conducted for staff, to familiarise everyone with G-Suite, Google Classroom and licensed Zoom platform. The Boards of Studies, the Academic Council and the Governing Body as met twice in the year, except for the Governing Body, which met only once.

Additionally, examination reforms were carried out and exams were conducted smoothly in accordance with the guidelines issues by the Higher Education Department.

Mentoring and remedial programmes were conducted by Junior and Senior colleges. We were also accorded the Star College status by the Department of Biotechnology.

The Research Development Cell, set up to promote and document research activities, continued in its efforts to promote a culture of research as a result of which many faculty members were enabled to present and publish their work. Research projects were also undertaken as part of the EXSP and EXAP programmes.

All Academic Management Systems like admissions, merit list generation, Online fees collection worked smoothly. The Examination Management Module too operated efficiently and helped generate and declare timely results.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="https://sophiacollegemumbai.com/">https://sophiacollegemumbai.com/</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Sophia College (Autonomous) practices decentralization and participative management in all aspects of college governance and administration. The college is headed by the Governing Body and then the Academic Council. At the college level our Principal vests the highest power of authority followed by the Vice Principals. Both the Principal and Vice Principals participate in all the decision-making processes with a team of teachers the registrar and students from the Student Council, comprising of 53 committees. In addition, whenever there are seminars, workshops, fest the staff and students plan and delegate work by making empowered committees. The IQAC played a central role in fulfilling the aforementioned goals by organizing webinars, staff enrichment programmes and conferences to help students and staff keep pace with the changing times and to promote a well-rounded growth of the institution. Taking cue from IQAC and senior leadership, all other committees too worked tirelessly to realise the institutional goals of excellence and empowerment. The examination committee worked tirelessly to set fair and efficient examination rules for both IAs and SEEs. Along with these reforms, the process of adding additional (non-academic) credits was followed. Following the examples of leadership set by the Principal and the

Vice principals, the committees effectively implemented the Academic management and mentoring systems. Teaching-learning and mentoring activities continued in online mode through the collective efforts of students, academic and non-academic staff members.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Sophia College (Autonomous) continued to strive towards excellence with the help on the online mode during the pandemic. The online teaching, examination and assessment systems were utilised effectively by all staff members and students. The process of adding additional (non-academic) credits was put into practice this year. The teaching of the curriculum and assessment systems are designed with an inclusive, gender-sensitive and pro-diversity perspective which helps us to strive towards excellence and empowerment.

In addition to these curriculum-centered practices, in order to achieve women's empowerment, Sophia Centre for Women's Studies and Development conducted many activities. The courses it offered in the hybrid mode included a Post Graduate Diploma in Counselling and Safeguarding of Children and Senior Citizens in collaboration with the Centre for Safeguarding rights for Children and Senior Citizens (De Nobili College, Pune) and Psychology Department (Sophia College), a Post Graduate Degree programme (MA) in Gender Studies under the aegis of Mumbai University in collaboration with The Sociology Department (Sophia College), a Certificate course for Diet Trainers, a Certificate Course in Women's Empowerment, a Certificate Course in Social Work Focusing on Women and Girls, a Certificate Course in Personal Finance Management, and a Certificate Course in Feminist Lawyering. It also spearheaded the Women's Leadership Training Programme in collaboration with the Bombay Archdiocesan Women's Commission.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Sophia College (Autonomous) is managed by The Society of Higher Education for Women in India (SHEWI). Its chairperson along with the Board of Trustees constituted by the Secretary Trustee and the Treasurer collectively oversee its institutional administration and take policy decisions.

The Governing Body , with Academic Council, Finance Committee, IQAC, College Development Committee, Planning and Evaluation Committee, Board of Studies and Examination Committee, work towards the improvement and sustenance of quality within college.

With the given mandate the Principal leads and implements policies to fulfil the objectives of the College, liaising with various academic and government bodies to ensure the continued growth of the institution. The Vice-Principals of the degree college, Co-ordinators of the self-financed courses, the HODs and staff work together to plan activities and execute them.

Administrative duties are carried out by the Registrar, Office Superintendent, Head clerks, Senior Clerk, Junior Clerks, Assistants, and the Peons.

Appointments and CAS promotions are done as per University norms following due procedures.

Appointment of full- time teachers on consolidated salary is done as per the statutes.

The management paid teaching and non-teaching staff appointments

and their promotions are done as per the Statues and Management Guidelines.

Service Books and Leave Records are maintained electronically for all by the administrative department. All employees follow the 'Employees' Policy' which provides the code of conduct for everyone.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://sophiacollegemumbai.com/college_profile.aspx">https://sophiacollegemumbai.com/college_profile.aspx</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

### 6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Following are the welfare measures taken up by the college for the teaching and non-teaching staff for their career and personal development/progression:

- Encouraging teachers to acquire skills in their respective fields by attending; Faculty Development Programmes, workshops and conferences like Professional Development

Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.

- Duty Leave granted for attending various administrative and education-related programs/ events.
- Admission opportunity to children of employees. The staff can also apply for scholarship.
- Financial support during medical emergencies.
- Providing employment to relative of a deceased staff member.
- Parking space facility given for two wheelers as well as four wheelers of staff.
- Accommodation to staff is also provided on rental basis.
- Free tea daily.
- Computer, internet and Gymnasium facilities for teaching and non-teaching staff members. Special common room for female and male admin staff.
- During pandemic, following additional welfare measures were taken:
  - Staff were paid full salary during lock down with no deductions of any kind.
  - Staff or their family members suffering from COVID19 were given Full pay and leave was granted.
  - Work From Home facility was provided to teaching and nonteaching staff.
  - Administrative staff who stayed on campus in lockdown, were provided accommodation for free.
  - Social distancing norms were followed while being in campus post lockdown.
  - Arrangements have been made at checkpoints to measure

temperature.

- Pedestal sanitizer stands have been installed at prominent places to ensure safety.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	<a href="#">View File</a>

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

34



File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

##### 6.4.1 - Institution conducts internal and external financial audits regularly

The College conducts annual financial audits to engender habits of discipline and transparency in financial management. A standard operating procedure is followed by the accounts department for all financial transactions. Government norms are strictly adhered to in audit of accounts. As per norms, the books of accounts are maintained by the accounts staff.

All vouchers & bills of expenses and income i.e fees and other receipts and vouchers of daily expenses are checked and verified. The college has well delineated accounting structure for the funds received from government grants and the funds generated by the institute.

The external audits for our college are conducted by Chhotalal H. Shah & CO. The auditors check the receipts/payments of all college accounts, and submit audited statements of income and expenditure to the Management.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

##### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

3,136,423/-

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Mobilisation of Funds:

- a. Fees collected, Rental income from hostel and shooting.
- b. Sale of application forms for admission.
- c. Charges for various application forms and fees for services rendered to students.
- d. Interest received on saving deposits.
- e. Addon credit courses
- f. Donations
- g. Sundry income generated through sale of scrap.
- h. Membership fees from associations conducting co-curricular and extracurricular activities, for eg., alumni membership fees annual fest Kaleidoscope etc.
- i. Government funds such as Major and minor research projects, DBT STAR, RUSA. Minor research projects from university.

##### Optimal Utilisation of Resources:

Sophia College Autonomous is a Government grant-in-aid college. It has a well-defined financial policy that ensures optimal utilization of finances for academic, administrative, and research activities. The college is being run with government funds, funds generated from tuition fees, research projects, government grants (RUSA, DBT-STAR etc.), and management funds.

**Financial Resources:**

Financial planning is done at the beginning of the academic year well in advance. The main expenditures are incurred for running and maintaining the academic programs of the college which include salaries of all teaching and non-teaching staff, remuneration of visiting faculties, house-keeping staff salaries, repairs and maintenance expenses, AMC expenses, license fees, developmental work expenditure, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, reimbursement for paper presentations and workshops, electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell plays a significant role in instituting and implementing practices that ensure the health of our institution. Under autonomy, the IQAC has played a central role in securing and nurturing the culture of excellence in all aspects of learning and self-development for both staff and students. The stratification of the committee into sub-committees continued to help it in effectively achieving its goal of improvement of the educational experience at Sophia College.

In addition to the webinars, seminars, orientation sessions organised by the IQAC in the previous cycles, this year the orientations for FYBA, FYBSc, FYBSc IT and FYBMM students was held online. It was telecast live of college's YouTube channel. It also organised a webinar on team building and fostered a spirit of belonging and togetherness at a globally challenging time. Conferences on preparing the college for NAAC and to chart the path towards autonomy were organised to prepare staff for new

challenges lying ahead. Skill-improvement was the new focus of IQAC and staff- enrichment programmes on Bloom's Taxonomy and were organised to this end. In order to enable functioning of the students body, IQAC also helped in organising student elections of the current year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The institution regularly reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals. The acquiring of zoom licenses, and updating the e-learning skill set of the staff members remained the focus of the institutional reforms undertaken in 2020-21. At the beginning of the academic year, orientation programmes for all Sophia College students were organised to initiate students into college life online and in hybrid mode, with its sets of new norms, rules and regulations. In order to sensitise students to issues of environmental and cultural importance, sessions with prominent public personalities were organised online. Teachers were enabled to review their autonomy journey and to plan ahead through the sessions for staff enrichment organised by IQAC. Sessions on assessment techniques, and to help staff members prepare for NAAC, online events were organised by IQAC. The Journal LUCID was also launched to give visibility to and enhance the research potential of Sophia staff members. At the end of the Academic Year 2020-21 IQAC organized an online assessment questionnaire for all the third-year students to review learning (i.e. curricular) and co-curricular experiences from the perspective of Sophia College students. 1497 students responded to the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

<b>6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)</b>	<b>B. Any 3 of the above</b>
--	------------------------------

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://drive.google.com/file/d/1rgpOeTFMxmioGCvEwDAZXjJBZWFrNrlT/view?usp=sharing">https://drive.google.com/file/d/1rgpOeTFMxmioGCvEwDAZXjJBZWFrNrlT/view?usp=sharing</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

A number of activities were organized by the Sophia Center of Women's Studies and Development for promoting gender equity and sensitization.

- A two day online Genderlogue programme was organised. On 14th August 2020, there was an online panel discussion on Gender Stereotypes and Care Economy organised jointly by Friedrich Ebert Stiftung, India & Sophia Centre for Women's Studies & Development, Sophia College, Mumbai.
- An All India programme as a Western region centre for IAWS (Indian Association for Women's Studies) for IAWS (Indian Association for Women's Studies) was organized on the topic "Gender and Challenges: Work Continuum During and After Lockdown" on 26th November 2020.
- A short time course on Gender Sensitization: A shift in perspective was organised in association with UGC Human Resource Development Centre, University of Mumbai, from 4th

To 10th February 2021 for lecturers from different institutions across the country.

- The Sophia Centre for Women's Studies and Development & St. Xavier's Institute of Education in collaboration with The Russian Centre for Science & Culture, Mumbai organized a Panel Discussion on "Emerging Avenues for Women in the 21st Century" under the overarching event theme of celebrating "21st Century Generation Equality" on the occasion of International Women's Day, 8th March 2021.
- On the 13th of March, Students Social Reforms Initiative club organised a Gender Sensitization Workshop with NGO Rohaa.
- A session on Gender Bias in COVID - 19 was conducted on 23rd March 2021.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The college is very sensitive to the issue of waste management and has instituted several initiatives to ensure proper disposal of waste. Most importantly students are encouraged to minimize the use of disposables. The college canteen has stopped use of plastic for packing, serving or as cutlery. There are 3 bio-digesters for handling the biodegradable waste from the canteen and the hostel kitchen. A 100kg capacity bio composter is in place which converts the biodegradable waste into compost. There is minimal biomedical waste generated within the college and its disposal is conducted

as per guidelines from CPCSEA.

Several drives are carried out in the college to collect e-waste generated not only on the campus but also from students' homes and they are then handed over to organizations for proper disposal. Laboratories that handle hazardous chemicals have systems in place for their disposal. This information is provided on our college website. No radioactivity is used in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy undertaken by the institution

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3.Environment audit</b></li> <li><b>4.Clean and green campus recognitions/awards</b></li> <li><b>5.Beyond the campus environmental promotional activities</b></li> </ol>	D. Any 1 of the above
---	-----------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,</b></p>	B. Any 3 of the above
---	-----------------------



reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The College has an open and completely inclusive approach and environment. There is no discrimination for any religion, region, culture, language, socio - economic condition. Many classes/clubs celebrate every festival with zeal and enthusiasm. In fact the approach and the activities organized are geared towards sensitizing the stake holders.

- "Diversity Discourse: a 360 Degree Approach to Gender, Religion, Disability and More" was a series workshops conducted in batches by Krishna Warriar, former journalist, and currently serving with the Xavier's Resource Center for the Visually Challenged, with the BMM students, discussing diversity in lived experience and representation in media.
- An E-Poster competition, on the theme, 'The legal age of Marriage in India' was conducted.
- Celebration of women in Science :Rosalind Franklin the woman behind DNA discovery. This webinar was organised with resource person Dr. Vineeta Bal.(IISER,Pune) on 25th July 2020.
- The Right to Choice, the new legal age of marriage in India a webinar was held in collaboration with the Department of Education by Adv. Lara Jesani on 12th February 2021.
- The French Dept. organised an online cultural exchange programme with the students of the l' Ecole St. Paul-2 . This was on Nov. 4, 2020, at 3.00 pm.It was the first International virtual programme of its kind, The programme culminated with some students & staff singing 'Bom -Bom- Bombay' in French, the words of which were written by Mrs.

P. Bhujwala.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

We, at Sophia College (Autonomous), constantly strive to inculcate in our students a sense of responsibility towards each other, our society and our country. We believe that it is through a spirit of togetherness, cooperation and mutual respect that we can design a better, happier and brighter future for our nation. The NSS at Sophia is motivated by these higher aims. Under the aegis of the NSS, many activities oriented towards social and national growth were designed and planned this year.

Organising donation drives, ranging from donations of food grains and medicines were organised this year. Students were also sensitised about various aspects of the process of organ donation. The year also saw concerted efforts being made to sensitise students about their fundamental rights and duties according to the Constitution of India. Gender sensitisation workshops also proved beneficial as they reminded us that gender equality still needs to be worked hard for. A rich understanding of India was also offered to students through talks and workshops organised for the same.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution**

C. Any 2 of the above

**organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year Sophia college organizes various events to celebrate on the occasion of national and international commemorative days. Though constrained by the pandemic and virtual mode of communication an effort was made and many activities were organized.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

1. Title of the Practice - Health and well - being of the stake holders

2. Title of the Practice - Development of E content/ Creation of resource material for E - learning

File Description	Documents
Best practices in the Institutional website	<a href="https://sophiacollegemumbai.com/img/college-prac/Best%20Practices%202020%20-%202021.pdf">https://sophiacollegemumbai.com/img/college-prac/Best%20Practices%202020%20-%202021.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The year 2020-2021, with the global pandemic caused by the COVID 19 virus, and the resultant lockdowns and consequent economic crises, as well as the toll these have taken on the physical and psychological health of both staff and students placed unprecedented challenges before us.

The theme for the year, Hope, Courage and Resilience, seemed a particularly appropriate response to the situation at the local, national and global levels. Both curricular and co-curricular activities had to be re-conceptualised and redesigned. Our pedagogy had to be reshaped, and the assessment patterns adapted, to align with the exigencies of the online mode.

The college was ranked 2nd in Mumbai for Arts and 3rd in Mumbai for Science by INDIA TODAY for the second consecutive year. It was important to us to continue to strive to keep the standards high, so as to ensure that the tradition we have inherited may be kept alive and developed for the next generation. With autonomy, the possibilities stretched out before us - we needed to engage with our future in a planned and focussed way, building upon our strengths, minimising weaknesses, grasping every opportunity and addressing our challenges with clarity, courage and faith. The lockdown has put this vision to the test, but as a united body, we have done our best to remain faithful to it. We continued to put in our best efforts to make the College a vibrant and relevant space for the development and empowerment of women.

File Description	Documents
Appropriate link in the institutional website	<a href="https://sophiacollegemumbai.com/college_profile.aspx">https://sophiacollegemumbai.com/college_profile.aspx</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Research documentation and enhancement: to publish 2 multidisciplinary peer reviewed Research Journals to augment research among teaching and research faculties.
2. To frame and start Skill Enhancement Add on Courses enabling students to go beyond syllabus for their skill enhancement.
3. To upgrade and strengthen E-learning through new e-learning resources and platforms.
4. To complement pure online MCQ model under COVID scenario with Descriptive exams to bring objective assessment along with ensuring skills in descriptive writing.
5. To Strengthen teaching learning by training and upgrading on Pedagogical tools.
6. Revision of assessment pattern to continue with 50:50 for internal assessment, and semester-end examination with an option for students to improve their grades with the best 2 marks out of 3 Internal assessment components.
7. Formation of a new program in the Arts stream by the Department of Sociology: MA in Gender Studies.