

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

SOPHIA COLLEGE FOR WOMEN

1.2 Address Line 1

BHULABHAI DESAI ROAD

Address Line 2

OPP. BREACH CANDY HOSPITAL

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400026

Institution e-mail address

sophiacollegemumbai@gmail.com

Contact Nos.

022-23512642 / 23523304

Name of the Head of the Institution:

Dr. (Sr.) ANANDA AMRITMAHAL

Tel. No. with STD Code:

022-23512642 / 23523304

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

1.8 AQAR for the year (for example 2010-11)

2016-17

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

- i. AQAR 20/09/2016 (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State NA Central NA Deemed NA Private NA

Affiliated College Yes No X

Constituent College Yes X No ✓

Autonomous college of UGC Yes X No ✓

Regulatory Agency approved Institution Yes X No ✓

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

Type of Institution Co-education X Men X Women ✓

Urban ✓ Rural X Tribal X

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

Grant-in-aid + Self Financing ✓ Totally Self-financing X

1.11 Type of Faculty/Programme

Arts ✓ Science ✓ Commerce X Law X PEI (Phys Edu) X

TEI (Edu) X Engineering X Health Science X Management X

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF MUMBAI

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

Autonomy by State/Central Govt. / University	<input type="text" value="X"/>		
University with Potential for Excellence	<input type="text" value="X"/>	UGC-CPE	<input type="text" value="X"/>
DST Star Scheme	<input type="text" value="✓"/>	UGC-CE	<input type="text" value="X"/>
UGC-Special Assistance Programme	<input type="text" value="X"/>	DST-FIST	<input type="text" value="✓"/>
UGC-Innovative PG programmes	<input type="text" value="X"/>	Any other (<i>Specify</i>)	<input type="text" value="DBT Star Scheme"/>
UGC-COP Programmes	<input type="text" value="X"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. A workshop on 'Working towards Autonomy' was held for the teaching Staff.
2. A workshop on safety in laboratory procedures for the laboratory staff.

2.14 Significant Activities and contributions made by IQAC

- Conducted the computer based student ENTRY feedback for FY BA, B.Sc, BMM, BSc IT
- Conducted the EXIT feedback for all the classes of all the faculties.
- The subject wise Quantitative analysis of the students' responses were given to all the HODs
- Prepared the Qualitative analysis of student feedback.
- The Quantitative analysis of the performance of the offices/library/computer centre was discussed with each department in order to improve services.
- Worked on getting students to fill the online Anti-Ragging declaration.
- Helped in arranging the Internal Audit of all departments.
- Helped in preparing, arranging and co-ordinating with all departments for the visit of the Peer Team for the Academic Audit conducted by the University of Mumbai Quality Assurance Cell (UMQAC)
- Coordinated with all departments and club secretaries to update the college website.
- Coordinated with some committees to help in conducting the Platinum Jubilee events.
- Coordinated the following in-house workshops:
 - i) Workshops on Autonomy
 - ii) A workshop for the teaching staff on preparing for autonomy
 - iii) A workshop for teaching staff and students to orient them on the usage of a new app installed by Campusby.

- Helped in maintaining records of club activities, plans, reports, trips and excursions.
- Shared with the Sophia Polytechnic the type of questionnaires the college administers for student feedback.
- The coordinator was invited to RIZVI COLLEGE OF ARTS, SCIENCE, and COMMERCE, to address and advise the staff on the presentation of data in their SSR report for Reaccreditation.
- Helped in the preparation of the colleges' application for Autonomy.
- Coordinated with HODs to get their lists for the formation of the Board of Studies and submit syllabi details to be forwarded along with the application for Autonomy to the University.
- The Principal, Dr. (Sr.) Ananda Amritmahal is on the IQAC committee of St. Theresa's College of Education, Santacruz Mumbai
- Redid the TY Exit feedback questionnaire taking into consideration the suggestions of last years TY students.
- Held a meeting with the sub-committee of the non-teaching staff created under IQAC to conduct quality enhancement workshops/seminars.
- Held a meeting with the subcommittee of teaching staff created under IQAC, to plan and conduct seminars/workshops at all levels-in-house local state and national.
- Helped in providing data and forwarding the questionnaire for THE WEEK – best College Survey and coordinated with the Student Body President, the Cultural Secretary, the chairperson of Munsophical and the student editor of the magazine to help with documentation of their activities. Also discussed problems faced by them.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To continue our efforts to increase IT facilities. 2. To continue our effort for recycling waste, especially electronic waste.	1. We were able to install LCD facilities in 3 additional classrooms. Computers in lab 3 were upgraded (30 computers and 1 server). The new lab for TYBSc IT students was equipped with 21 computers, 1 server, 1 laptop, a printer and scanner, LCD facilities were provided in 3 new classrooms and in 2 labs. 2. Steps were taken to recycle electronic waste in particular (E-Waste Collection Bin project. An Agreement with Eco Friend Industries to install E-Waste Collection bins, was signed. The company is in the business of Electronic & electrical Waste Management, Disposal and Recycling. This is an attempt to manage E waste. The e-waste from the computer labs was

<p>3. To focus on the Platinum Jubilee Celebration.</p> <p>4. To raise funds for students / staff to avail of academic linkages</p> <p>5. To conduct workshops for administrative staff to streamline office procedures and encourage them to make full use of the MIS software.</p>	<p>recycled through an Electronic Trading company who will be using the electronic components. A certificate has been secured from the company.</p> <p>3. - Inauguration Chief guests , Vice-Chancellor of Mumbai University - Two day International conference Theme: <i>College Education for women in the 21st Century: Opportunities and Challenges.</i> - Grand Alumni Fund Raising dinner. - Fund raising Raffle. - Installation of Solar panels in the science building. - Bringing out a Coffee Table Book – <i>Down the Corridors of Wisdom.</i> - International conference on Evolving Microbes; a Golden Journey “celebrating 50 years of the Department of Micro Sale of memorabilia. -A grand closing ceremony</p> <p>4. An appeal to donors and stakeholders was made as part of the Platinum Jubilee Celebrations, under the heading International Exchange Programmes. The college has international linkages with Purdue and Concordia Universities (USA). The need to build a corpus for students and faculty to avail of these opportunities was felt. The money collected will be used to institute International Exchange scholarships.</p> <p>5. A subcommittee under the IQAC comprising two IQAC members, the Registrar, Lab Attendant and the Head Clerk who was inducted into the committee. The need for the enhancement of the quality of the services of the offices was discussed. Suggestions were made and the need to use the existing MIS system was stressed. Short in-house programmes like the use of the MIS programme for fees and receipts were held. A workshop on Autonomy was held. A SWOC analysis was carried out by all the departments in preparation for both Internal Audit – and University Academic Audit. A workshop for lab attendants was also organised.</p>
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

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

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

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

*Please provide an analysis of the feedback in the Annexure

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

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

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

NONE

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	45	30	14	1	-

2.2 No. of permanent faculty with Ph.D.	24
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	30	3	14	-	1	-	-	-	45	3

2.4 No. of Guest and Visiting faculty and Temporary faculty	48	124	13
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2.5 Faculty participation in conferences and symposia: (English to be added)

No. of Faculty	International level	National level	State level
Attended	15	5	
Presented papers	8	3	
Resource Persons	-	2	

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

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

IT

- Students designed the website for ITechnothon for online registration of various events.
- 13th National Industry Targeted Aptitude Test (popularly also known as NITAT) was conducted for all the BScIT students. This test is designed to identify aptitude of an individual and assess one's career readiness quotient across multiple domains like IT, Banking and Finance.

Workshops conducted:

- Virtual Reality Demonstrations by Ms. Lan Pham, Technology Coordinator, Sacred Heart Prep School, Artherton.
- Two-day workshop on Information Security and Ethical hacking by ATS Infotech Pvt. Ltd. certified by Microsoft .The workshop was attended by 49 students.

Guest lectures:

- **Mr. Devendra Koppikar** from Enterprise Building Training Solutions on “*SAP as a leading tool for running business applications*”.
- “*Digital Transformation: The Future of IT*” by **Ms. Lajawanti** from NIIT Grant Road West. **Ms. Lajwanti Sharma**, Center manager, NIIT India.
- **Mr. Govind Gaundalkar** from Microdevice Technologies, International Partner with SafeTTY Systems, UK, on *The Domain of Embedded Systems Design*.
- **Mr. Arunjit Choudhary** from Enterprise Building Training Solutions on *current trends in IT industry*.

Physics

- Conducted a practical ‘NAND as EX – OR Gate’ and ‘NOR as EX – OR. This experiment was useful to understand the theory related to the syllabus.
- Some students participated in Inter Collegiate event ‘Fizika’ at SIES College of Arts, Science and Commerce, Sion (W), Mumbai

Guest lectures:

- ‘*Newton’s law and its Applications*’ by **Prof. Shekhar Deodhar**, Wilson College, Mumbai.
- “*Demystifying ‘Smart Materials*” by **Dr. Pushpinder Bhattia**, (Vice Principal), Head of Physics Department, Guru Nanak College of Arts, Science and Commerce, Mumbai.

Psychology

Experiential Learning:

- Experience with research design: Students had to come up with a research question using a 2x2 factorial experiment and present hypothetical data indicative of additive/interactive effects.
- TYBA SM students were given an opportunity to understand the working of the tachistoscope – which was much in use in research in cognitive psychology prior to the availability of software in psychological experimentation.
- Placement of students for experience with early intervention for children with Autism Spectrum Disorders (ASD) and developmental disabilities at Com DEALL (Communication Developmental Eclectic Approach to Language Learning), Mumbai. This was in follow-up of an earlier session with **Dr. Matthew Belmonte**, Nottingham Trent University (NTU), U.K.
- Exercises: (i) Interviews conducted with relatives/friends in relation to job analysis (e.g. scuba diving instructor-Shaniah Quadras, Brand Manager: Sneha Jain Corporate Lawyer: Purva Srivastava; to understand the tasks, duties, activities elements of the selected job, presented to the rest of the class. (ii) Application of experiences in relation to performance appraisal of teacher, student, Kaleidoscope – Marketing executive, Creative Team

Guest lectures:

- for TYBA: **Ms. Samantha Dias**: *Career choices and the World of Work: HR Perspective* **Yamini Bellare** (alumna), Ball State University on ‘*The importance of Counselling in Challenging Times*’ where she shared her learning experiences in the USA as a student and as a ‘student in supervision’ counsellor’
- **Shobhika Agarwal Jajoo** (alumna): *On Being a Practicing Psychologist in India today: Personal and Professional Experiences and Reflections*

- **Prof. Vinod Kool** (Professor of Psychology at SUNY Institute of Technology, Utica, New York, USA) Psychology in India and the United States: *Personal and Professional Experiences*.
- **Ms. Deborah Nelson**: Project Executive, Thomas Assessments (alumna) shared her experiences on the 'Design and delivery of assessment centres / development centres'
- for FYBA - **Prof. Vinod Kool**, *Nonviolence: Concepts and Research The Psychology of Technology*.

Application Exercises: examples

- Job Analysis: Interview or observation of tasks involved in a job; ratings of frequency, difficulty, importance, observations of a sequence of tasks, errors (if any), factors that make for efficiency and effectiveness.
- KSAOs and competencies in the context of the world of work in the 21st century
- Performance Appraisal: Application to teacher, student performance appraisal – ultimate and actual criteria: St. Xavier's autonomous and foreign universities. Application to KScope: Marketing Executive, Creative Team: Meritta and Aditi Rego. Internship at Com DEALL: Alisha Merchant
- SWOC analysis for Academic Audit
- Discussion of relevant current news reports in relation to subtopics: examples
- Relevance of I-O Psychology; potential contribution to the education sector.
- Indian Express: 'Centre amends RTE rules: States must now map learning outcomes' 'HRD seeks feedback to measure 'learning curve' of students.' Discussion in relevance to I-O and learning outcomes in college.
- Human Factors Design considerations in e-banking – ATM, Wallet, PayTM . Performance as a function of environmental and personal characteristics – in the context of 'movement to a cashless economy':- task, person, human computer interface, other constraints.

Quality Assurance (QA)

- Sessions on ICT training
- Local visits to industries, institutions and Government institutions.
- One week outstation educational industrial visit to Chandigarh, Mohali, Himachal Pradesh – Tahliwal, Punjab – Nangal, Channo, Delhi.
- Special sessions on soft skill development.
- Attended seminars delivered by special invitee visitors from India and abroad.
- Peer teaching to the S.Y.B.A Nutrition and Dietetics students on the topic related to food additives which was then evaluated.
- Project submission of the Food and Pharma Internship
- Students were asked to review a book of their choice and present it for assessment.

Chemistry

Learning:

- Use of ball and stick molecular models for topics like stereochemistry, molecular symmetry, hybridization.
- PowerPoint presentations by students and staff on topics like spectroscopy, history of natural dyes, fuel cells, nuclear fission green chemistry, Haber process, biofuels, carbon-oxygen cycle, biofuels, petroleum refining
- Practical demonstrations and student practical sessions on application of chemistry to daily life on topics like HPTLC, estimation of aspirin in tablets, physical parameters of waste water and well water samples, estimation of vitamin C in fruits

- Peer teaching sessions for reinforcing difficult topics
- Project work- Application of dyes to fabric
- Crosswords, open book quizzes, chemistry-housie, chemistry quiz, field trips, student presentations
- Experimental Project work on 'Dyes and fabric'
- Experimental Project work on applications of chemistry experiments in syllabus to real life situations.
- Inter-collegiate chemistry activity 'Chemrelathon' - experiments in chemistry.

Economics

- Public Goods Games (in the context Game theory experiments & results) were conducted in the TYBA D/M class.

Bio -Chemistry

Peer Teaching -

- Quality Assurance students presented assessed seminars on Food Additives to S.Y.B.A. students followed by feedback questionnaire.
- Postgraduate students learnt and demonstrated some techniques of the syllabus to the T.Y. B.Sc. students to reinforce teaching learning.
- M.Sc. part I and part II students presented subject related seminars for each paper to each other and submitted scripts for the same. Seminars and scripts were assessed.
- University assignment: Three to four topics were chosen by students, out of which one was approved by staff. Approved topics were written by the students, a rough draft was prepared which was corrected by the staff before finalizing it.
- All the third year students presented seminars accompanied by scripts on topics from the syllabus after an initial input from staff.
- Guest lectures were organized for postgraduate students on the topics beyond the syllabus.
- A DIETARY SCORE CARD was given to the students at the beginning of the year and they scored their weekly intake of type of food which was discussed and analysed in class.
- JOURNAL JOTTING: Students referred to various science journals in the library, selected one paper, analyzed and rewrote it in their words. This activity familiarizes the students with the various journals in the library and they learn independent understanding and interpretation.
- POEM READING: Subject related poem written by an ex-student was read before starting a topic.
- Session on ICT training
- Local educational visit to ACTREC for M.Sc. II and selected T.Y. B. Sc. Students
- Outstation educational industrial visit for the post graduate students to Nashik – Coca Cola Beverages, Gargoti mineral museum, Sula wines, York wines, Blue Cross Laboratories, Hindustan Unilever.
- Postgraduate students presented their research work to peers and teachers in Khandala seminar.
- Essay writing on peace by T.Y.B.Sc. students.
- Essay and slogan writing on Food Hygiene by S.Y.B.A. Nutrition and Dietetics students.

Hindi

Film Screening

- Some episodes of Bharat ek khoj in context of Paper IX which deals with the ideological background of Hindi literature.
- *Bhumika* based on the autobiography of *Hansa Wadekar*.
- *Trishagni* as a reference to the psychological theories of repression.

- Marathi film *Sairat* to make our students understand the deep rooted caste biases of our society.

Meet the Author

- A story reading session was arranged for the students of all three classes. For this an eminent Hindi writer S. R. Harnot read his story keelein .Students were very happy to interact with the writer.

Story Reading in the Class

- Many landmark stories were read out to the students of different classes –
Patni by Jainendra (to TY students)
Toba Tek Singh by Saadat Hasan Manto (to TY students) before the performance of the story.
Apna Apna Bhagya by Jainendra (to FY comp. students), and
Dopahar ka Bhojan by Amarkant (to FY comp. students)
Bade Bhai Sahab, Nasha, Khel and Kafan by Premchand (to FY comp. students).

Presentation by Students

- Students of FYBA (Comp. Lang.) were asked to make presentation on the subject of their choice to the class in Hindi. Two students spoke on areas of Economics & Political Science in one of the programmes.

BMM

- Advanced Software skills Workshops were held for TYBMM Advertising and Journalism students.
- Saturdays are ear-marked for Enrichment Sessions where noted media personalities address the students.
- Advertising guru, **Gangadharan Menon** spoke on ‘*The Only limitation is in your Mind*’
- **Jerry Pinto**, journalist, editor, author and poet spoke on “*Bollywood Cinema*”.
- **Mr. Pablo Tutillo**, US Consulate, spoke on “*The US Election Process*”.
- An ex-student **Shreyashi Das** Gupta spoke on “*The educational Experience at the University of Cambridge, UK.*”
- **Dr. Aloke Thakore** on “*Ethics in Journalism*”.
- **Harini Calamur**, Content programming India Content Business at Le Eco spoke on “*Journalism and Digital Convengance*”.
- **Sam Cutler** and poets **Angelica Freitas** and **Eleanor Hooker** spoke to the students as part of “*Tata LitLive 360 on Campus*”.
- **Abhishek Pattnaik** spoke on his journey from a student actor to directing plays professionally.
- **Aisha de Sequeira**, co-Country Head and Head of Investment banking Morgan Stanley India spoke on “*The Challenges of Contemporary corporate Life for women*”.
- Former BMM student **Aayushi Maira** and **Mayur Matang** from the Kaivalya Education Foundation and Piramal Foundation addressed the students on the Gandhi Fellowship Programme.
- **Sonali Patankar**, founder Ahaan Foundation spoke on “*Responsible Netism*”.
- Students also attended seminars on Women in Politics workshop sessions were organised by SCM Sophia and undergraduate students got a chance of interacting with experienced media professionals.

Microbiology

- Research projects for students under star college
- Essay writing competition
- Use of drama/role play, making songs on topics taught in the syllabus
- Seminars by students.
- Use of Animation and Videos and virtual simulation

- Models made of materials such as bangles and ropes were used to explain concepts such as separation of prokaryotic chromosomes after replication and role of topoisomerase in prokaryotic replication to TYBSc students.
- Instruments like SDS PAGE apparatus were shown to SYBSc students in the class.
- TYBSc students did an online i-activity ‘Unravelling DNA replication’ using software. Students here performed the molecular biology experiments which are generally done in a research laboratory online. They also answered an online quiz which was part of this activity. This was a group activity and report was submitted by the students. Entire TYBSc batch of 39 students were involved in this activity. This activity was done under star college
- ‘Flipped classroom’ teaching method was used to explain animal cell culture. Students recorded videos of themselves explaining the above topic. One student made a powerpoint presentation also. These were sent to the entire class on mobile through Whatsapp and SHAREit. This was different from the regular seminars given by students using OHPs.

Education

- Individual and paired mobile-learning strategies used in FYBA, SYBA and TYBA Education sessions.
- Library sessions for small groups from FYBA, SYBA and TYBA Education.

Philosophy

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

Mathematics and Statistics

- A session on R-Statistical software and its applications in Statistics was conducted for the students of FYBA(Statistics).
- A session on Use of EXCEL in the applications in Statistics was conducted for the students of FYBSc(Statistics).
- A Certificate course on Data Application Using Excel was conducted for students of SYBA and TYBA. The course was of 10 sessions of two hours each and covered varied topics like Introduction to EXCEL, Formatting, Data Presentation and graphs, descriptive data analysis, Statistical Functions, Dispersion Functions, Correlation and Scatter diagrams. Eleven students successfully completed the course.
- The entire module of each syllabus was revised using PowerPoint presentations in order to encapsulate the entire module of the topic.
- Group presentation on different statistical problems is encouraged. Students also undertook to do a literature survey

English

- TYBA Students were asked to write personal narratives in order to make them understand the narratorial strategies employed in Atwood’s novel. Concepts like gender and masculinity were introduced through an analysis of videos like *Vogue’s* “My Choice” and Tony Porter’s “A Call to Men”.
- TYBA students analysed popular fairy-tales and folk-tales and mythological narratives to understand the gender constructs being communicated in a subliminal manner.

- The Department co-ordinated with Dr. Shefali Shah (retired Head, Department of English, St. Xavier's College, Mumbai) to organise a student show of a dramatic performance of Franz Kafka's short stories by The Phoenix Players on September 1, 2016 at the Somaiya Centre for Lifelong Learning, Fort
- A number of films related to the prescribed texts were screened, and were followed by discussions. In addition significant films from the history of cinema were screened for the Mass Communication students.
- As an extension of the syllabus (which makes them think about the limits of literary studies), students attempted three exercises (to make them reflect on not just the limits of literary studies but the role of the Department of English in a system of higher education): Exercise 1 was a vocabulary exercise, Exercise 2 was a short story writing exercise and Exercise 3 required them to summarise the ideas in Spivak's "Can the Subaltern Speak?" in their own words (no word limit was given to them).
- Students presented papers on the texts prescribed to them. They were encouraged to visit libraries and use online journals for their presentations. Some of them were asked to share their experiences in various Mumbai libraries, with the class. Some students also made informal presentations on Manhwa and Manga. They are passionate about Manga and were able to share their passion for the subject with the class.
- During the first class of the semester, the D/Ms were asked to engage in a free writing exercise which was introspective. They were asked to look back upon their college life and write about experiences that they enjoyed, did not enjoy and found challenging. Jhumpa Lahiri's *In Other Words* was discussed in class in order to make students think about language.
- An exercise was formulated to orient TYBA students' thinking towards postcolonial studies. Students were put in pairs/groups of three. Each team was asked to share their views on a picture/ad from an issue of *National Geographic*. The pictures were chosen to facilitate a discussion on the categories of the 'exotic' and the 'other'. Students were also asked to prepare a list of points on a section of *Heart of Darkness* and bring them to class for a discussion in order to make them think about the text independently.
- The Big Interview Project/Life Writing: TYBA S/M students were paired up with classmates they had not interacted with much and were asked to interview them. There was no set format given to them for the interview except for the word limit (3000 words). They emailed the interviews to the teacher with a note on their takeaway from the exercise. A special project within this larger project was Aliya Khan's presentation (in the D/M class) on the life of noted Urdu writer Ismat Chughtai (to whom she is related) through the eyes of her family. This was an oral/family narrative/history project that enabled the students to get a perspective on the writer that the written word does not offer. Aliya gave us a brief overview of the family, a basic history of the family and some insights into the role Chughtai played in shaping it. She then screened a ten-minute long film (which included anecdotes and rare photographs on Chughtai). The screening was followed by a discussion.
- Peer teaching: Some TYBA students took a small teaching session on *Twelfth Night* for the FYBAs.
- "We Love Poetry": Students and teachers shared poems that they liked on the "We Love Poetry" forum set up on the Google group.
- Shantanu Anand's initiative "#LouderThanWords Mission: Use Slam Poetry To Combat The Stigma Around Mental Health" was publicized amongst our students. One of our students, Kaushiki Saraswat, reached the final round of the event. She presented her poem in front of an audience. She received training in slam poetry and mental health awareness from experts.

- The Departments of English and Mass Media in association with Tata Lit Live! organised a poetry reading cum discussion by three poets: Stephen Connolly, Eleanor Hooker (both Irish) and Angelica Freitas (Brazilian) on November 19, 2016 in the Convention Centre.
- The Departments of English and Mass Media in association with Tata Lit Live! organised a talk by Sam Cutler, the tour manager of The Rolling Stones and Grateful Dead on November 19, 2016 in the Convention Centre.
- In association with Tata Lit Live! a talk by Australian author Frank Moorhouse was organised on November 21 in the Convention Centre.
- The Department also organised a reading by author Tejaswini Apte-Rahm on January 11, 2017. She read from her recently-published collection of short stories titled *These Circuses That Sweep Through the Landscape*. The reading was followed by a discussion.
- The Departments of English and Philosophy organised a seminar on postmodernism on January 28, 2017.
- A talk was organised on the romanticisation/glorification of stalking in Bollywood films by Julia Tharp. The talk was held in the Convention Centre.

Mentoring:

History

- Remedial Classes were held for FYBA and SYBA students who had not cleared Semester I and III exams. The SYBA classes were conducted for Paper II by T.Y.B.A students who were supervised by Ms Kamat. R. Poncha conducted the remedial class for Papers III and I

Psychology

Dr. Aninha Lobo:

- Mentoring was done Face-to Face as well as through email: anihalobo@gmail.com and sophiapsych1@gmail.com. For Paper VIII, submissions (discussions, answers to workbook questions) were mailed to sophiapsych1@gmail.com, and online/face-to-face feedback and suggestions for improvement was provided to TYBA SM.
- TYBA Practical Examination related information given to students: marking schemes, question banks etc. mailed to students from sophiapsych1@gmail.com
- College related announcements, invitations to participate in intercollegiate events were forwarded via sophiapsych1@gmail.com and WhatsApp and students were encouraged to participate.

Chemistry

- Every student studying chemistry is assigned a contact teacher who follows up their academic progress/ problems through the year. At FY and SY level the practical teacher conducting the practicals is the contact teacher whereas TYBSc students are divided into groups and assigned one staff member each as their contact teacher. The contact system helps in monitoring the students academic progress and identifying any other psychological/ socio-economical/ subject related problems faced by students.

Economics

- Google groups were formed for TYBA single major students to discuss syllabus related issues and solving numerical problems.

Mathematics & Statistics

- Remedial sessions were conducted for Statistics for students of the current batch and the ATKT students so that they would have a clear understanding of the difficult concepts. Periodic worksheets were given for both the papers to enhance their conceptual knowledge.
- Students of TYBA who excelled in Statistics when they were in FYBA & SYBA were chosen to mentor the weak students of FYBA, FYBSc and SYBA Statistics who had ATKT or required more practice with the concepts taught in the lectures.
- Each mentor was given one or two students to teach and explain the concepts as well as boost the confidence of the weak students. Each mentor took around 8 to 9 sessions (average) of one hour each. The effort of the mentor was acknowledged by the department and the college through a letter of appreciation.
- Records of the sessions (with the mentors and the students) were kept meticulously by the department. It has been noticed that the students' performance has improved after the remedial sessions.

Education

- Library mentoring sessions for small groups from FYBA, SYBA and TYBA Education. Guiding student to use the glossary, index, matching chapters in reference books and journal articles with units/subunits in the syllabus. Creating a detailed bibliography. Noting salient phrases in a log book.
- TYBA students mentored FYBA and SYBA students regarding difficult units in the syllabus, how to balance extra-curricular and c-curricular activities with classroom sessions and assessment.

English

- Google groups were formed in each class to facilitate the sharing of information and to make e-material available to students to enhance and expand the classroom experience. The groups were used to provide e-material (e-books, JSTOR essays, links, newspaper articles, paintings, video clips, short stories, poems, links to TED Talks, online lectures/courses/talks etc.) to students. Google groups were also created for the Communication Skills students this year. Information regarding cultural events, exhibitions, talks, film festivals etc. taking place in the city, job openings etc. was also passed on to students via the Google groups.
- Remedial tutorials were conducted for the weakest students in FYBA Communication Skills in English
- Literature Tutorials were conducted every week. Students were asked to write answers on texts outside the syllabus. These texts were chosen to enhance their analytical skills, to make them think independently and to increase their self-confidence. They were given tips on how to write long, essay-type answers as well as short notes. They were given a long list of practice questions on which they wrote answers.

- The TYBA Single Major students were divided into contact groups, and each group met regularly every week to help the group in handling the reference work required, understanding difficult concepts particularly in literary theory and criticism, and preparing for examinations.

Annual Theme:

As in the past few years, a theme for the year for the whole college was selected. The theme was Education: **Empowering Women to Excellence**

Co-curricular activities under ANANYA

Biochemistry

- Department of Biochemistry along with Quality Assurance batch XXIV organized Ananya'15 "PULSE IT UP" keeping to the theme of the international year of pulses
- As part of Ananya, community kitchen was set up and Platinum Khichdi and papad was served which comprised of pulses as the major ingredient and on the occasion of Makar Sakranti tilgul was also distributed.
- Competitive event, fun filled games, treasure hunt and pulse meal making competition were the various activities that were enjoyed by the staff, students and the audience.

History

- The departments of Economics and History jointly organized a workshop on "Yoga for Stress Management in youngsters" conducted by Sandeep Solanki, a yoga instructor from Kaivalyadham. It was attended by almost 75 students who learnt simple techniques of breathing and correct posture along with some simple stretching exercises which would improve their physical well-being. The breathing techniques focused on how students can improve their concentration, memory and recollection power to reduce the stress caused by examinations. The same exercises would help students deal with their daily stress. The workshop concluded with laughter yoga. The students gave a positive feedback regarding the workshop and declared it to be a success.
- TYBA students were encouraged to showcase their talent before their own classmates. The purpose of this event was to encourage students who had never performed in public to do so and to do something that they may have never done before viz. act, sing, dance. It was hoped that they would gain in confidence. It consisted of the following: 'A Day in the College Hostel' (humorous skit), *Demonetisation* (satirical skit), Medley of Hindi film songs, Two Group Dances, and A scene from a Marathi play 'Char Chaughi'; A Marathi poem from Dharamvir Bharati's Kanupriya.. The skits were written by the students. The programme was a success.

Hindi

- A workshop on advertisement was held as an annual event of Ananya. It was conducted very effectively by **Dr. Asha Naithani Dayama**, ex vice-Principal & HoD of Hindi, St. Xavier's College.

IT

- Organized a two-day workshop on Android App Development Workshop by Robokart.com reach partner of E-cell , IIT Bombay under National Workshop Series 2016-17. The workshop was attended by 38 students.

Zoology

- First Aid workshop by **Mr. Govind Jha** from Civil Defence Department.

Physics

- As an Ananya Event students presented a working Model Exhibition in 'Phiz Fun 2017' under Star College Scheme, on to celebrate 'Science Day' in Canteen Extension.
- The names of models were, Arduino, Steam Power Generator, 7 – segment Display, LASER Security Alarm, Working of Helicopter, Working Robot, See – Saw water Pump & over flow Buzzer, Simple Generator etc.
- Through this activity students were given an opportunity to increase their overall understanding and concepts in physics. Their leadership skills, team work and creativity were also enhanced by this activities.
- Organized a visit to Bhabha Atomic Research Institute, Mumbai (BARC) to provide a platform for excellent and fruitful interaction of students with leading scientists as well as to explore the world of frontier Computer Technology in its varied and multi – disciplinary dimensions with in BARC.

Psychology

- A talk was arranged with **Dr. Prakash Gangdev** (MBBS MD MMed FFPsych MRCPsych (Hon), Consultant Psychiatrist in London, Ontario, Canada, on '*Overcoming Anger through Forgiveness for Positive Outcomes*'
- As co-coordinator of the organizing committee of the conference, special attention was paid to broadening the horizons of the students of Sophia College for Women. Hence the Platinum Jubilee International Conference was organized on 'College Education for Women in the 21st Century: Opportunities and Challenges' with international, national speakers inclusive of dynamic young women (possible role models for inspiration and emulation) speaking on the following:
 - '*Inclusive education for all in the 21st century*'
 - (i) Addressing the learning needs of all: benefits and challenges to students and teachers
 - (ii) Development of the marginalized and nation building
 - (iii) Students with disabilities in higher education: challenges ahead
 - (iv) Mainstreaming of the visually impaired in higher education: tailored transition, through technology and teachers
 - (v) Rights of persons with psychosocial disabilities
 - '*Women, Technology and Empowerment*'
 - (i) Rent a Womb: Biotechnology leading to Women's empowerment?
 - (ii) Women entrepreneurship and empowerment
 - (iii) Women, Technology, Empowerment: The Researcher Experience.
 - '*The Local-Global Education Imperative:*'
 - (i) Developing global citizens with Indian Ethos
 - (ii) Tagore's view on Education and the Local Global Imperative
 - (iii) Local Global Cultural Exchanges and Films
 - (iv) Sex and the World: What Queer studies can teach us about Education

- **Policy, Mindset and Change:**
 - (i) Education for sustainable development through a gender lens – focus on women
 - (ii) Education, peace and sustainable development: can working on mindsets change cultures?
 - (iii) Education for Peace: A Journey through Praxis
- **Industry - Academia Interface:**
 - (i) Industry-Academic Interface: A Perspective from the United States of America
 - (ii) Industry-Academia Partnerships: What, When How
 - (iii) Tips for transitioning from Academia to Business.
- **TYBA VI SM & DM:** In accordance with the theme of the year ‘*Empowering Women to Excellence*’ at the beginning of the year, students were asked to reflect and share their experiences of the opportunities: curricular and co-curricular that Sophia had provided, is providing for women to excel and scope for the future, and its relevance to Industrial-Organizational Psychology and Life .

Chemistry

- A food festival entitled ‘*Zayka*’ was organized by the department.
- A talk on ‘*Ovarian health*’ by **Dr Mukesh Gupta**, Gynecologist.
- A talk on ‘*Legal aspects pertaining to domestic violence and divorce*’ by **Adv. Sharmila Pawar**.
- A talk on ‘*Cyber crime and its prevention*’ by **Mr Sachin Dedhia**, cyber crime investigator.

Economics

- Yoga Session for Students & Staff by Sandeep Solanki
- II. Departmental Students Seminar were conducted on the following topics.
 - Child Labour
 - Malnutrition
 - Social Networking – Boon/Bane
 - Cash Vs. Digital Economy

Microbiology

- Keeping in mind the theme of the year ‘*Education: Empowering Women To Excellence*’ the department organized an intercollegiate competition ‘**Microfestival**’. The event was held on 2nd Sept 2016 in the Canteen extension at 11:30 am. The participants were expected to display food art (based on microbiology/ biology theme) created using any raw or cooked foods or edible ingredients of their choice on the day of the event. An exhibition of the amazing food arts created by student participants was arranged at the same venue. Prizes were given for the best artistic display and creativity. More than hundred students attended the event. Teachers and other visitors also attended. The creativity of the theme and enthusiasm of the participants was appreciated a lot by all visitors as well as judges.
- The department collaborated with the Psychology department and organised a lecture-cum-demonstration on “*Benefits of dance on human health and psychology*” by an ex student, **Ms Dhara Gandhi** an exponent of the Odissi dance form with assistance of their pupils.

Philosophy

- Interdepartmental Students seminar on Bioethics with the department of Life Sciences.
- Interdepartmental Students seminar on Post modernism with the department of English

Mathematics & Statistics

- StatsQuiz- Quiz Competiton : This event was held . The quiz basically tested participant’s statistical knowledge. It was organised by a group of SYBA students . The competition had two rounds – Elimination and Final rounds. The questions were displayed through PPT (LCD Projector). Each team of two members were given a answer sheet to write their answer to the question posed on the screen. The participant had one minute for each question. Participants were from across all classes (FYBA, SYBA and TYBA, FYB.Sc). Prizes were given to the winners for this competition. Participants were given participation certificate for the event and certificate for organisers too.
- Talk on “*Does more education imply more earnings*” by **Prof. Ganeshkumar Munnorcode , Meghnad Desai** Academy of Economics (MDAE) : This talk was held in collaboration with Department of Economics. The speaker explained the application of mathematical model of multivariate regression analysis through this topic. The speaker spoke about the possible multiple independent variables for this given topic , how to determine multicollinearity between the variables and the concept of residuals introduced in the fitting of the model.
- Talk on “*New World Order*” by our ex-student **Ms. Shivani Gayakwad** : This was held in collaboration with Department of Political Science. She shed light on the changing paradigms globally due to the shift in the political scenario in USA, Europe and India. Students of FYBA, FYBSc and SYBA Statistics, Political Science and History attended the interactive talk and benefitted from the information meted by Ms Gayakwad.

Education

The Departments of Education (6 students) and Life Sciences (14 students) visited Rajgurunagar, Pune, and conducted a variety of educational and cultural activities. We visited District schools and hill top ashram shallas. Students were guided to teach, mentor and orally assess school students in English grammar, mathematics, social studies, communication skills, personality development, origami art and personal hygiene.

English

The Departments of English and Life Sciences in association with the British Council organised a one-man show titled *Going Viral* on December 16, 2016 at 1.30 p.m. in the A.V. hall.

2.7 Total No. of actual teaching days

180

during this academic year

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

- Since the examination and evaluation of Undergraduate and Postgraduate programmes of Biochemistry are totally conducted as per the guidelines laid down by Mumbai University there is not much scope for examination or evaluation reforms. (Bio-chemistry)
- Extensive question bank provided by the physics department

- After initial input session the students regularly presented seminars on various topics which were assessed by experts. Open Book examination of a selected topic. Continuous assessment of practicals performed in classes and recordings in the journals. Assessment of the visit reports.
- Regular assessment of individual students in terms of their contribution as an individual and as a team to the conduction, development and Quality enhancement of the course. Internship trainings are assessed and graded by the industry by the Quality Assurance department.
- The Economics department conducted a Surprise Test for Economics P-IV Advanced Economic Theory Time Management Test for writing the answers from The University Exam point of view conducted for Economics P-IV Advanced Economic Theory. Similarly Revision sessions and model answers were discussed with SYBA (Paper II) and TYBA papers (Paper V & VI)
- The Dept. of Political Science held Open Book examinations (Optional) for TYBA students and provided photocopies of a variety of study material for FYBA, SYBA, and TYBA students.
- The Department of English provided extensive question banks in each class for each paper. Revision sessions were conducted at which model answers were discussed. Open Book tests and surprise tests were held on selected topics. Unsupervised tests were also conducted especially with TY Single Major students.

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

7	3	11	12
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2.10 Average percentage of attendance of students

70

2.11 Course/Programme wise distribution of pass percentage : (after the results)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBA	299	10	89	61	63	17
TYBSc	103	17	48	7	-	72
TYBMM	68	-	46	12	-	58
TYBSc IT	32	2	13	1	-	16

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

The major contribution of the IQAC is to upgrade and administer the Entry and Exit feedback of FY, SY and TY students. This is a computer based programme and the coordinator with the help of the staff try to ensure maximum participation.

The questionnaire basically endorses whether the various teaching/learning methods and academic initiatives, taken by the teachers, have had an impact. This year the TY psychology students suggested that a rating scale should be introduced for the TY Exit – so that the institution gets a more authentic feedback of the students learning experience over three years. The TY Exit questionnaire has been redesigned accordingly.

The subjectwise quantitative analysis of the FY and SY students is shared with all departments, so that they can look into areas that need improvement. Teachers also discuss the findings with their colleagues. The IQAC coordinator liaises with heads of departments and invites suggestions regarding the feedback.

The final qualitative analysis at the TY level is done by the coordinator who discusses the outcomes with all concerned.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	5
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	3
Others	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	1	--	8
<u>Technical Staff</u>				
Lab Assistant	4	--	--	--
Lab Attendant	16	4	--	--
Library Attendant	7	1	--	1

Criterion – III

3. Research, Consultancy and Extension

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

A Research Development Cell has been set up to promote and document research activities. Information is given to the staff about new projects. This helped them in the application process. Staff members are also encouraged to their PH.D. The cell also has a system in place to help researchers get import material.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	2	-
Outlay in Rs. Lakhs	-	89.38 lakhs	52.28	-

3.3 Details regarding minor projects/Travel Grant

	Completed	Ongoing	Sanctioned	Submitted
Number	3	3	-	3
Outlay in Rs. Lakhs	10.89 lakhs	9	2.06 lakhs	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	2	--
Non-Peer Review Journals	--	--	--
e-Journals	2	--	--
Conference proceedings	3	1	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years	Dept. of Biotechnology	42,37,100.00	23,283,00.00
	3 years	DBT STAR COLLEGE Scheme	47,00,000.00	29,00,000.00
Minor Projects	1 year	University of Mumbai	30,000.00	15,000.00
	1 year	University of Mumbai	30,000.00	30,000.00
	1 year	University of Mumbai	36,000.00	31,200.00
College	1 year	1. Rotary Club Minor R. Scholarship	10,000/-	10,000/-

College	1 year	2. Dhandevi Mahindra R. Fellowships	60,000/-	60,000/-
College	1 year	3. Barbara Naidu Memorial Scholarship	10,000/-	10,000/-
College	1 year	4. Lobo-Dubey Research Scholarship	20,000/-	20,000/-
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	2	CAMA Oriental	2,50,000/-	93,750/-
Total			93,83,100/-	54,98,250/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1. "College Education for Women in the 21 st century, Opportunities and Challenges" 2. "Evolving Microbes: A golden era" of Sophia College. 3. The institutional Animal	1. "Yeh Hai Mumbai Meri Jaan: Mumbai Through			

	Ethics Committee (IAEC) has got registered with the Committee for the Purpose of Control and supervision on experiments in Animals (CPCSEA) (Reg .No. 1936/PO/Re/S/17/CPCSEA)	the Lens of Hindi Films”			
Sponsoring agencies	1.LIC of India				

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="92"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="X"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="X"/>	International level	<input type="text" value="X"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="X"/>	International level	<input type="text" value="X"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="X"/>	International level	<input type="text" value="X"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="X"/>	College forum	<input type="text" value="07"/>		
NCC	<input type="text" value="X"/>	NSS	<input type="text" value="09"/>	Any other	<input type="text" value="X"/>

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

DEPARTMENTS

Mathematics & Statistics

- Students pursuing their Ph.D programme from research institutes like TIFR underwent a training workshop of twelve lectures on the Applications of Statistics and Statistical Software in Biological Research at Sophia College by Ms S Mendes.
- Ms. S.Mendes gave two talks on Correlation Analysis and Probability distributions for the students of TYBSc Life Science at Jai Hind College in under the aegis of STAR College Activities.
- Lectures on Statistical Methods in Pathology were delivered by the department to the students of Diploma in Clinical Analysis
- Lectures on Statistical Tools used in Quality Control were delivered to the students of Quality Assurance in the Food and Pharmaceutical Industry.

Political Science

- The Lecture content in all classes handled by the Department especially Foundation Course students and the theme of Gender sensitization is at the background of all of the statements and analyses undertaken in class discussions and debates.
- The department made students aware of the need to conserve natural resources while dealing with some topics from their Foundation course syllabus.

THE SOPHIA CENTRE FOR WOMEN'S STUDIES AND DEVELOPMENT – SCWSD:

The Sophia Centre for Women's Studies and Developments SCWSD extension work / collaborations with other Departments /NGO 2015-16

- A one-day awareness workshop on two types "*Ill-effects of junk food on health,*" and "*The Importance of Exercise*" was conducted for the Municipal school children from Pawar Public School, Udan, Chandivali by the participants of the Certificate Course in Basics in food and Nutrition.
- A workshop on Book binding (plain scrap paper used for the book binding) was conducted for students of Vetate village Khed.
- A Street play on "*Crucial Issue of Early Child marriage and the Importance of Education*" in various village in Khed taluka, by the participants of the Certificate Course in Women's Empowerment.
- A workshop on "*Making Paper Bags*" was conducted for the marginalised women from the Navjeevan organization, by the Participants of the Certificate Course in Social Work.
- The SCWSD collaborated with an NGO "*Majlis*" to hold a talk on Muslim laws and Rights of women marriage, divorce, property and custody by **Adv. Flavia Agnes** on the occasion of Women's Day.

ALUMNI ASSOCIATION:

- SCESA has initiated an E-Teach learning programme in Dahanu district and is sponsoring the facilitation.

CLUBS:

MUNSOPHICAL

- Collaborated with teach for India and Make a difference.
 - Held an Arts workshop for girls from the 5th to the 9th standard.
 - Conducted a public speaking workshop
- Partnered with Hamaara Sapna: An initiative of the Jamnalal Bajaj Seva Trust.
 - empowered women from the slums of South Mumbai. 10 workshops were held on different topics.

COLLEGE UNION COMMITTEE (CUC)

- Started a new club Ro
- taract – One of the avenues of this club was community development.

SSRI

- The club along with the NSS organised a workshop on Sexual Harassment with the help of an NGO –Safe City. This made them aware of the problem and the laws connected with it.
- Conducted a programme on Animal Welfare along with an NGO Dhyana Foundation.
- Organised a Board Game day to promote personal hygiene and they raised funds to buy soap dispensers for the college toilets. This was done in collaboration with the International Relation Club (IRC) and the English Literary Society (ELS)

NATURE CLUB

- Organised *'Earth Talk on the topic "Empowering women" through social entrepreneurship*, in collaboration with NSS to sensitise students about Global Warming the movie *"An inconvenient truth-Global Warming"* was screened.
- Waste paper was collected and recycled.
- Students were sensitised on the topic *"truth behind farmed animals"* by an FIAPPO animal activist.
- Art and Design – A T shirt painting workshop was held for orphanage children.
- English Literary Society (ELS)
-a book sale was organised and the books were donated to an NGO bookwallah.

NSS

- Swachh Bharat activities were conducted at four places. Cleanliness was ensured through activities like street plays, anti-spitting campaign, actual cleaning work. Tents for pits were constructed and pits for waste management.
- Several awareness programmes were also conducted e.g. save water and electricity, digital Eco. Campaign and road safety.
- Empowerment programmes for women and weaker sections of society e.g. police help desk for women and senior citizens.
- Green initiatives and eco club e.g. a plantation drive was conducted, recycling and an e-waste management workshop was held.
- Education programmes - A local school support project was conducted at Haloli village.
- Mumbai District Level Disaster Management Workshop
- Voter's Registration Drive
- Blood Donation Drive
- Tree Plantation Drive
- Save Water and Electricity Programme
- Eco club waste management drive

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4 acres	--	--	4 acres
Class rooms	25857 sq. ft	Some were expanded	Management	27357 sq. ft.
Laboratories	1211.08 sq. ft.			1211.08 sq. ft.
Seminar Halls	—	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year. (accounts department)	7	30	DBT STAR SCHEME	37
Value of the equipment purchased during the year (Rs. in Lakhs)	--	Rs. 9,66,224	DBT STAR SCHEME	Rs. 9,66,224
Others	--	--	--	--

4.2 Computerization of administration and library

Library Computerization:

The library has sixteen computers of which 4 computers are used solely for data entry, 2 for circulation, 5 for OPAC, 3 for Internet browsing, 2 for viewing AV materials. The SLIM 21 (System for Library & Information Management) software, 21st version, was upgraded to SLIM 21 3.3 in all the computers in the library. Books and other library resources can be searched through various access points, namely, Author, Title, Keywords, Year of publication, Publisher etc. Various library reports are also generated through the data files stored in the computer. Issuing of books for staff members are carried out on the computer.

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

The library has institutional membership to N-List, American Library and British Council Library which allow access to all e-resources of these libraries.

Question papers of College & University are available on the library computer database. Students avail of this service regularly.

4.3 Library Services

	2015-2016		2016-2017		TOTAL	
	EXISTING		NEWLY ADDED			
	NUMBER	VALUE (Rs.)	NUMBER	VALUE (Rs.)	NUMBER	VALUE (Rs.)
Text Books	61261	4,71,359.00 (Amount spent on books in 2015-2016)	417	4,26,195.00 (Amount spent on books in 2016-2017)	61678	
Reference Books						
Journals	79 journals 8 newspapers	1,09,958.00 (Amount spent on journals in 2015-2016)	86 journals 8 newspapers	1,40,409.00 (Amount spent on journals in 2016-2017)		
e-Books	4,30,409+	6,800.00 (Amount spent on Institutional membership for the year 2015-2016)	3,50,000+	5725.00 (Amount spent on Institutional membership for the year 2016-2017)	3,50,000+	
e-Journals	14829+		11,000+		15,000+	
Digital Database						
CD & Audio	975	16,114.00 (Amount spent on VCDs & DVDs for 2015-2016)	31	9598.00 (Amount spent on DVDs for 2016-2017)	1006	
Others (Specify)						
EXAP/EXSP	671	0.00	39	0.00	710	0.00
Thesis	258	0.00	16	0.00	276	0.00
Maps	251	0.00	0	0.00	251	
Films	20	0.00	0	0.00	20	
Film Strips	25	0.00	0	0.00	25	
Film Slides	50	0.00	0	0.00	50	

4.4 Technology up gradation (Overall)

EXISTING 2015-2016	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB -1		TOTAL
COMPUTERS	31	20	14	30	33		128
PRINTER	2	1	0	0	1		4
SCANNER	1	0	0	0	1		2
LAPTOP	1	0	0	0	1		2
ADDED 2016-2017	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	BSc (IT) LAB - 2	
COMPUTERS	0	0	14 (Rep)	0	0	30	
PRINTER	0	0	1	0	0	0	
SCANNER	0	0	1	0	0	0	
LAPTOP	0	0	0	0	0	1	
TOTAL 2016-2017	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	BSc (IT) LAB -2	TOTAL
COMPUTERS	31	20	14	30	33	30	158
PRINTER	2	1	1	0	1	0	5
SCANNER	1	0	1	0	1	0	3
LAPTOP	1	0	0	0	1	1	3

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

Computer, Internet access, training to teachers and students and any other programme for technology application (Networking, e-Governance etc) Teachers, The MSCACIT (Government Certificate Course). Students MSCIT, and other computer courses such as, MS Word, MS Excel, MS PowerPoint, MS Office, Internet, Corel Draw, Photoshop, PageMaker, Desktop publication, Flash, JavaScript, Dreamweaver, HTML and DHTML, web-designing, programming in C, C++, Core Java and Tally are also available. Administrative staff were

trained to upgrade college information on DHEMIS. A workshop was held to familiarize them with the in-house MIS programme.

4.6 Amount spent on maintenance in lakhs :

i) ICT	212.6611
ii) Campus Infrastructure and facilities	511.6696
iii) Equipments	97.65
iv) Others	644.12
Total :	731.7484

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC helps in getting the handbook and prospectus updated. Student support services are all mentioned there. The feedback questionnaires enumerates and asks students to assess support services. The Sophia J.N. Heredia Counselling Centre, the Placement cell, Student Redressal, Canteen Service, Bookshop, Gymnasium, etc. are some of the support services offered. Notice boards carry relevant information pertinent to student support services.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1876	70	8	-

(b) No. of students outside the state

175

(c) No. of international students

5

Men	No	%	Women	No	%
	--	--		5	--

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1784	8	1	3	-	1796	1941	13	7	29	--	1990

Demand ratio -- Dropout %

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

NONE

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="X"/>	SET/SLET	<input type="text" value="X"/>	GATE	<input type="text" value="X"/>	CAT	<input type="text" value="X"/>
IAS/IPS etc	<input type="text" value="X"/>	State PSC	<input type="text" value="X"/>	UPSC	<input type="text" value="X"/>	Others	<input type="text" value="X"/>

5.6 Details of student counselling and career guidance

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

- Student orientations for FYBSc IT/SYBSc IT, FYBMM/SYBMM/TYBMM
- Bonding sessions
 - 2 hour each – 2 sessions with TYBA Sociology and FYBMM students
- Stress Management for EXAP students
- Child Sexual Abuse and Adult Abusive Relationships with FYBMM, FYJC (Sc) and FYJC Arts students.
- Power Point Presentation on Depression
 - 1 hour each with FYBMM and SYBA students
- Time Management PPT with FYBSc and EXAP students
- Importance of team work
 - 2 hour session with MSc I Life Science students
- Suicide Prevention
 - 1 hour each with SYJC Arts and Science, FYJC Arts and Science and SYBA students
- Goal setting – 2 hour session with TYBSc Life-Science students
- Self Esteem and building confidence
 - 1 hour session with SYBSc students
- Myths and Facts about Sexuality and Depression
 - 1 hour 30 minutes each with SYBSc, FYJC Arts and Science students

- Challenges faced by a counsellor & Future Prospects
 - 2 hour session for SYBA Education students

No. of students benefitted

202

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	24	12	19

5.8 Details of gender sensitization programmes

- The Hindi department used literature as a means for sensitising students to gender issues. Teachers often use the syllabi to emphasise & elucidate gender issues. This is done specifically in the Foundation Course classes.

- The NSS units gender sensitization programmes included documentary screening on Gender Justice and a talk on Economic Reforms Volunteers continues to extend their service to the Police Help Desk for Women and Senior Citizens, Gamdevi Police station.

- The SSRI club sensitised students to the problems of the LGBT community. 700 students participated in the Pride parade. A poster making competition was organised and a movie on the subject was screened.

5.9 Students Activities

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

State/ University level

4

 National level

3

 International level

2

No. of students participated in cultural events

State/ University level

113

 National level

--

 International level

--

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

Sports : State/ University level

2

 National level

8

 International level

2

Cultural: State/ University level

6

 National level

X

 International level

X

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	47	123510
Financial support from government	5	66475
Financial support from other sources	7	63530
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **NONE**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

YES. The MIS programme covers admissions and examination procedures. It is fully operative and results no longer need to be outsourced. The data preceding its installation has also been entered., thus helping the administration to maintain a three year progression of each student.

In order to maintain attendance record and relay any other information the college has installed an app- CAMPUSBY, a web-based analytic platform that ensures that all campus related needs, like club, updates, attendance are taken care of.

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

6.3.1 Curriculum Development

The college follows the curriculum prescribed by the University as we are affiliated to it.

Staff members on the Board of Studies help in framing revised syllabi. Many other staff members also work on syllabi committees.

Curriculum development is possible in two areas – the PG Diploma Courses, run by us, and the Certificate Courses run by Sophia Centre for Women's Studies and Development (SCWSD). The syllabi is revised and upgraded to suit the changing needs.

The Excellence in Art and Science programmes (EXAP and EXSP) help the staff to go beyond the syllabus by endeavouring to develop analytical, critical and organisational skills in the students, who choose to join the programme.

6.3.2 Teaching and Learning

The quality of the teaching and learning experience is enhanced as teachers go beyond the lecture method and strive to involve students in the whole learning process. The use of ICT and power-point presentations add to the learning experience.

Students are encouraged to make PPT presentations, participate in debates and co-curricular activities.

Field trips, screening of films, talks by guest speakers also help the learning process. Peer-teaching is also encouraged. The use of social media has gone a long way to enhance the learning experience – E mentoring, Google groups, forming WhatsApp groups provide a constant interaction between teachers and students, Staff provide their email IDs to students and this helps in solving academic problems and keeping in touch with students.

6.3.3 Examination and Evaluation

Performance at the examinations are improved by the following initiatives: crosswords, quizzes, games, multiple choice questions open-book tests, self-study exercises, posters etc. These initiatives are subject / topic related and help students to understand the topics better.

Teachers discuss the performance at examinations both individually and in the class. Guidelines are also provided to improve performance. Students are encouraged to read diverse topics from current publications to enhance their performance at examinations.

6.3.4 Research and Development

Quality Improvement Strategies

- **Undergraduate Research:** Research is the third and final component undertaken by EXAP students wherein students have to present a Research Paper. The Research Component requires the students to undertake a project that has an element of originality. They must analyse the data and present their findings in a clear and well defined manner, consistently following either APA, MLA or Chicago styles.

In 2016-17 4 Research Projects were presented, on topics related to Politics, Sociology & Psychology. An article 'Description of Matriarchal Communities in India' was also published in URDHVA MULA 2016/ Volume 9. A TYBSc student of Chemistry presented a poster at the University level Research Competition – Avishkar and as a paper at an International Conference at Christ College Gujarat.

- **Post-graduate research:** Research is an integral part of the M.Sc. programme. The department of Biochemistry encourages research – 5 students presented their research papers at the Tata Chemical Laboratory, Pune and Envirocare Laboratories Thane. Eight MSc Life Science students presented their projects at the Khandala Conference. This gives them an incentive to carry out quality research.
- **Staff research:** The College has instituted four research awards to motivate staff to undertake research work. Under the Faculty Improvement Programme (FIP) staff members are encouraged to pursue PhD programmes.

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

The Excellence Programmes

Students who have opted for the Excellence in Science programme submitted 10 research projects e.g. on topics like Birds in Mumbai, Effect of Ayurvedic drug on associative memory using *C elegans* as a model and Antioxidant potential and total phenolic content of selected medicinal plants. 17 Under graduate research projects were undertaken by the different Science departments and presented under the DBT STAR SCHEME and some were presented at University of Mumbai Science Research Meet, 'Avishkar 2017 also during the session on 'Zebrafish in Education', at the Indian Zebrafish Investigators Meet and at the Konark Research Meet

6.3.5 Library, ICT and physical infrastructure / instrumentation

Students are motivated to improve their reading habits by several strategies. The Open-Access system, the New-Book display, the Book Sale, the Book Exhibition and the St. Madeline Sophie Prize for the most widely-read student of the year, are some of them. A Book Review Competition and a Book Reading Session has also been introduced. Students have to write a review in English or Hindi of any of the books listed. Staff members help in judging the reviews. The prize-winners get book gift vouchers and the reviews are also published in the college magazine. For the book reading session a popular –book is chosen and students create posters and read important sections from the book to an audience. The reading session is followed by a discussion.

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

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

Instrumentation

30 computers, 1 printer, 1 scanner and 1 laptop have been added.

ICT

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

6.3.6 Human Resource Management

The management strives to ensure that a harmonious atmosphere and cordial relations are maintained. High operational standards and a strong disciplined work ethic are also insisted on from all employees, whenever problems arise the management tries to handle them in a humane manner. The good of the institution and the individual are both considered.

6.3.7 Faculty and Staff recruitment

Staff are recruited following the guidelines laid down by the government. The management, also employs additional teaching and non-teaching staff for the smooth and effective functioning of academic and administrative work.

6.3.8 Industry Interaction / Collaboration

The QA department that offers a PG Diploma in the Food and Pharmaceutic places their students in internships and training programmes related to their course. They also get a chance to train industry workers in ISO-22000. This interaction gives them a first-hand work experience. Placement after graduation is usually 100%

The BMM department collaborates with various media authors, management personnel to talk to students during their Enrichment sessions.

6.3.9 Admission of Students

The college follows an open-door policy. This is in keeping with the mission of the college, which is, to offer an opportunity to all female students to receive a holistic education that stresses on all round development. As part of pre-admission strategic information about the college is circulated to nearby schools. Staff from the senior college address the junior college students in order to encourage in house admissions.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

54,40,623/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Mumbai Quality Assurance Cell	Yes	2 external experts
Administrative	No	--	No	--

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Activities like the Annual Coffee and Cake with both teaching and non-teaching staff continue to be well attended and appreciated.

The Managing Committee liaises with the College Union Committee on several platforms. All-GLIMPSES the Association made its presence felt by informing the students about the activities of the association. SCESA initiatives like the SCNN – Sophia Campus News Network, Talking Space, a collaboration with CMCA – Children’s Movement for Civic Awareness and Rural Experiential and Education Projects.

On the occasion of the Platinum Jubilee Year of the college SCESA proudly instituted ‘The Spirit of Sophia Award’ as a tribute to the teaching and non-teaching staff who have completed 30 years of service to Sophia College.

The Association organised a gala evening to celebrate the Platinum Jubilee of Sophia College. Two guests were felicitated Sr. Karuna Mary Braganza, for her long, visionary and path-breaking service to the college and Ms Suman Ramesh Tulsiani who has been a great benefactor and loyal alumna of the College.

SCSEA collaborated with the college and organised a series of concert to create awareness about the rich tradition of Indian performing arts. Renowned thumri and ghazal exponent Ms Sraboni Chaudhary, a former teacher of the college enthralled the audience with her renditions of traditional music and Sufi lyrics.

SCESA has continued its support in putting up a reading- room in Odisha.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

One workshop was conducted on safety in laboratory procedures for the laboratory attendants and laboratory assistants.

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

1. Separation of dry and wet waste.
2. Dustbins conveniently placed to discourage littering.

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

Criterion – VII

7. Innovations and Best Practices

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

1. Installation of CCTV cameras in public spaces has been taken up in stages. This has had a positive impact on the behaviour and conduct of students.
2. Installation of solar panels to provide an alternate source of energy has commenced, with the Science building being served with the first set of panels. The remaining will be taken up, gradually, in the coming academic year.

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

1. To continue our efforts to increase ICT facilities

This year all the computers in lab 3 were upgraded. 31 new computers, 1 server, a scanner, 1 laptop and 2 LCD's were added. LCD facilities were also provided in new classrooms.

2. To continue our efforts for recycling e-waste

Library e-waste was handed over to SIGMA – Computer Electronics and Service and the parts of the computers will be recycled. A certificate was obtained. An agreement was signed with Eco-Friend Industries and E-waste bins for Electronic and Electrical waste has been installed on the campus.

3. To focus on the Platinum Jubilee Celebrations

A number of activities were planned and implied. 2 International Conferences, installation of solar panels on the science building and installing new flooring in the gymnasium. Fund raising activities the sale of memorabilia and the bringing out of a Coffee Table Book – Down the Corridors of Wisdom were some other highlights.

4. To raise funds for students/staff to avail of academic linkages.

One of the thrusts during the Fund Raising campaign was to build a corpus to fund students/staff to avail of academic linkages. This was done by both appealing to donors and also putting in proposals to funding agencies. However, this has not proved to be very successful to date, as most donors do not see this as an urgent need.

5. To conduct workshops for administrative staff to streamline office procedures and encourage them to make full use of the MIS software

A subcommittee under the IQAC, comprising of the Registrar, a Lab Attendant and the Head Clerk was formed to suggest the areas that needed to be improved. Stress was made on the full utilisation of the MIS software.

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

1. Encouraging students to handle extra-curricular activities independently.
2. Remedial classes through peer teaching

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

7.4 Contribution to environmental awareness / protection

1. The Q.A. department initiated a Green Audit awareness of the College.
2. Students were sensitized to the concept of sees saving through film screening followed by learning outcomes and follow ups.
3. A talk was organised for the Nobel lecture series to show how we must attain peace by being peaceful in our ways with the environment and that we are responsible for protecting our environment.
4. A talk was organised by the Chemistry department on 'Kitchen waste management and composting.'
5. Students of Life Science were involved in Waste Management presentations.
6. E waste recycling
7. Installation of Solar panels on the Science building.
8. Projects by Life Science students with regard to Environment Projects included; a pollution study of Mumbai Sea water, Sea-shore, Biodiversity, Bird Biodiversity and Tree Mapping of Mumbai city (Worli)
9. Vermiculture, Campus Butterfly Biodiversity

7.5 Whether environmental audit was conducted? Yes X No

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

In preparation for the Academic Audit conducted by the University of Mumbai, a SWOT analysis was conducted. The strengths were our strong student – centered approach and work ethic fostered by the management focuses on the human face of education. The college emphasises on the development of a strong sense of values and an all-round personality. There is also complete transparency and accountability in various processes.

Finance is always an anxiety as we are a charitable trust and not backed by any corporate group. There are constraints on the kind and duration of our co-curricular activities as parents often fear about the safety of their daughters

The Networking and collaborating with other academic institution, developing our academic strengths and working towards the achievement of academic autonomy are some of our opportunities.

The threats posed are, developing financial stability, sustaining the viability of basic science and humanities programme and fostering peace in a world torn by conflict.

The college was ranked 5th in Mumbai for Arts and 4th for Science by INDIA TODAY. The WEEK ranked the college 3rd in Mumbai in ARTS and 9th for Science.

The library has an ongoing engagement with the American Library to screen their films and documentaries on various subjects for college. The library received a donation of several expensive academic journals from the USIS library.

A BOOK DONATION EVENT was held and the US Consul-General, the Cultural Affairs Officer and the Director American Library, visited the college. The staff and students make good use of the books and journals donated by the American Library.

The SIR DINSHAW MANOCKJEE PETIT (First Baronet) Science Prize and The KUMARI VASANJI DATTARAM MUNDALE MEMORIAL PRIZE was awarded to a TYBSc student for securing the highest number in the subject of Microbiology the highest among successful female candidates at the TYBSc Degree examination held in 2016.

8. Plans of institution for next year

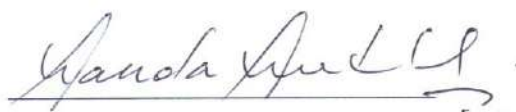
1. A systematic programme of remedial classes in various subjects which involves peer-teaching under faculty supervision to be launched
2. A structured course in legal awareness to be initiated
3. An outreach/extension programme to provide girl students of municipal schools in the vicinity with training in self-defence techniques to be undertaken
4. Application for academic autonomy to be submitted
5. Technology to convert wet garbage and kitchen waste into compost and manure to be installed
6. The process of installation of solar panels to cover most of the electricity needs of the college to be continued and completed

Name Mrs. Sheila Master



Signature of the Coordinator, IQAC
Coordinator
Internal Quality Assurance Cell
Sophia College

Name Dr. (Sr.) Ananda Amritmahal



Signature of the Chairperson, IQAC
PRINCIPAL, SOPHIA COLLEGE



Abbreviations:

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

COLLEGE CALENDAR 2016 – 2017

Theme of the Year: “EMPOWERMENT OF WOMEN TO EXCELLENCE ”

FIRST TERM : 6th JUNE 2016 TO 21st OCTOBER 2016 (Senior College)
15th JUNE 2016 TO 24th OCTOBER 2016 (Junior College)

JUNE 2016

- Monday, 6th : COLLEGE RE-OPENS (Sr. College)
- 9.00 a.m. – 9.30 a.m. Inauguration of academic year for SY/TYBA in the A.V. Hall.
 - 9.30 a.m. – 10.00 a.m. Inauguration of academic year for SY/TYBSc in the A.V. Hall.
 - 10.15 a.m. – 10.45 a.m. Inauguration of academic year for SY/TYBMM in the A.V. Hall.
 - 10.45 a.m. – 11.15 a.m. Inauguration of academic year for SYBSc IT & TYBSc in the A.V. Hall.
 - 11.00 a.m. – 12.00 a.m. Departments to meet to discuss Plans under theme of the year and College Goals.
 - 9.45 a.m. onwards SY/TYBA/BSc students to copy time-tables, get their I.D.cards, library cards, railway concessions etc. and attend the respective orientation programme as per the schedule.
 - 10.45 a.m. SY/TY BMM students to copy time-tables, get their I.D.cards, library cards, railway concessions etc.
 - 12.00 noon General Staff Meeting in the A.V. Hall.
- Tuesday, 7th : • Lectures commence for SYBA/BSc, TYBA/BSc, SYBMM/TYBMM.
- Wednesday, 8th : • 1.30 p.m. Library Orientation for SYBA/BSc/BMM (New students only).
• 1.30 p.m. Library Orientation for TYBA/BSc/BMM (New students only).
- Monday, 13th : • SYBSc, TYBSc, SYBSc (IT) and TYBSc (IT) practicals commence.
- Wednesday, 15th : • Junior College re-opens (SYJC).

- SYJC students to copy timetable, get their ID cards, library cards and railway concessions etc.
 - 11.00 a.m. – 11.35 a.m. General Staff Meeting for Senior & Junior College Staff in the A.V. Hall.
 - Library orientation for SYJC at 1.30 p.m. (new students only).
- Thursday, 16th : • 10.00 a.m. SYJC Orientation in Sophia Bhabha Hall.
- Friday, 17th : • 11.20 a.m. onwards lectures commence for SYJC students.
- Friday, 17th : • 1st C.U.C. meeting
- Friday, 17th : 11.35 a.m. to 12.25 p.m. Departments to share plans on the theme of the year and implementation of goals at a General Staff Meeting.
- Monday, 20th : • Inauguration of Platinum Jubilee – Bhabha Hall.
- Thursday, 23rd : • 1.30 p.m. – First Heads of Departments meeting.

JULY 2016

- Friday, 1st : First Friday Mass
- Wednesday, 6th : Ramzan Id
- Early July : • 10.00 a.m. FYBA/BSc/BMM/BSc IT Orientation in Sophia Bhabha Hall.
- : • Lectures commence for FYBA/FYBSc.
• Lectures commence for FYBMM
• Lectures commence for FYBSc (IT)
- Mid July : • FYBSc practicals commence
- Thursday, 7th : First IQAC Meeting.
- Mid/End July : 10.00 a.m. FYJC classes to begin. FYJC Orientation in Sophia Bhabha Hall.
- Friday, 22nd : Glimpses into Associations.

(11.00 a.m. – 1.00 p.m.) in Sophia Bhabha Hall.

AUGUST 2016

Monday, 1 st	:	Inauguration of Peace Fortnight.
Friday, 5 th	:	First Friday Mass
Saturday, 6 th	:	Annual Prize Distribution (10.00 a.m. – 12.00 noon) in Sophia Bhabha Hall.
Saturday, 6 th	:	1.30 p.m. meeting the parents of defaulters.
Monday, 15 th	:	Independence Day – Mass, Flag Hoisting, Peace March.
Wednesday, 17 th	:	Parsi New Year

SEPTEMBER 2016

Friday, 2 nd	:	First Friday Mass
Saturday, 3 rd	:	Teachers' Day
Monday, 5 th	:	Ganesh Chaturthi
Friday, 9 th	:	General Staff meeting regarding Kaleidoscope (1.30 p.m.).
6 th – 12 th	:	Midterm break
Tuesday, 13 th	:	Bakri-Id
Tuesday, 13 th , Wednesday, 14 th , Friday, 16 th	:	Kaleidoscope Eliminations commence.
Friday, 16 th	:	Last day of lectures for Senior College Science
Saturday, 17 th and Sunday, 18 th	:	Main days of Kaleidoscope 2016.
	:	Senior College Science practical exams begin.
	:	Last day of lectures for Senior College Science (SYBSc & FYBSc.)
	:	SYBSc Practical exams.
Friday, 30 th	:	Last day of lectures for Senior College (Arts).

OCTOBER 2016

Saturday, 1 st to Monday, 3 rd	:	Preparation holidays for students.
Sunday, 2 nd	:	Mahatma Gandhi Jayanti.
Saturday, 1 st or Monday, 3 rd	:	Workshops for teaching/non-teaching staff
Monday, 3 rd	:	General Staff Meeting.
Tuesday, 4 th	:	I/III/V Semester exam for Senior College & SYJC exams.
Saturday, 8 th	:	Last day of lectures for Junior College.
Monday, 10 th	:	1 st Semester exams for Junior College.
Tuesday, 11 th	:	Dassera
Wednesday, 12 th	:	Muharram
	:	FYBSc. Practical examination.
Saturday, 15 th to Saturday, 22 nd	:	Correction & moderation day
Monday, 24 th to Tuesday, 25 th	:	Entry of marks in Excel marksheets
Tuesday, 25 th	:	Last day of Term
Sunday, 30 th & Monday, 31 st	:	Diwali – Lakshmi Puja – Balipratipada

SECOND TERM : **15th NOVEMBER 2016 TO 30TH APRIL 2017 (Senior College)**
15th NOVEMBER 2016 TO 1ST MAY 2017 (Junior College)

NOVEMBER 2016

Friday, 4 th or Saturday, 5 th	:	Declaration of Consolidated Results of First/Third Semester.
Monday, 14 th	:	Guru Nanak Jayanti
Tuesday, 15 th	:	College re-opens

Thursday, 17 th	:	Distribution of Marksheets of First/Third Semester
Friday, 18 th	:	General Staff Meeting
Saturday, 26 th	:	Open day (Senior & Junior College)

DECEMBER 2016

1 st week	:	Sports Day.
Friday, 2 nd & Saturday, 3 rd	:	Conference ANANYA.
Saturday, 10 th	:	College Day/Principal's Day
Monday, 12 th	:	Id-E-Milad
Friday, 16 th , Saturday, 17 th & Sunday, 18 th	:	MUNSOPHICAL (1.00 p.m. to 3.30 p.m. – opening ceremony Bhabha hall.)
Tuesday, 20 th	:	Sanskriti (1.00 p.m. – 4.00 p.m.)
Thursday, 22 nd	:	Junior College Talent Day (11.00 a.m. – 2.00 p.m.) Submission of marks
Friday, 23 rd	:	Christmas Wishing (12.00 noon).
Saturday, 24 th Dec. to Sunday, 1 st Jan, 2017	:	Christmas Break
Sunday, 25 th	:	Christmas

JANUARY 2017

Monday, 2 nd	:	College re-opens after Christmas break
Tuesday, 3 rd	:	SYJC Preliminary examination, FYJC 2 nd Unit test
Saturday, 14 th	:	SCEDA Annual Play (1.00 – 4.00 p.m.)
Friday, 20 th	:	Ripples (W.M.C.) (1.00p.m. – 4.00 p.m.).
Thursday, 26 th	:	Republic Day

FEBRUARY 2017

Thursday, 2 nd	:	Attendance Registers of FY/SYBA, BSc, and BMM & BSc (IT) to be submitted.
Friday, 3 rd	:	TY & M.Sc II Class Photographs
	:	FY/SY Sem. II and IV papers to be submitted to the respective Vice-Principals.
Tuesday, 21 st	:	HSC Board examinations.
Monday, 27 th	:	EXAP/EXSP Prize Day. (1.30 p.m.)
Tuesday, 28 th	:	Last date of lectures for FYBSc/SYBSc/TYBSc
	:	TY Farewell.
		<ul style="list-style-type: none">- Prayer of Thanksgiving- Handing over of CUC (1.30 p.m.)- Sending forth of TY students

MARCH 2017

Saturday, 4 th	:	FY/SY/TY BSc Attendance meeting
Monday, 6 th	:	FY/SY/TY BSc IT Attendance Meeting.
Thursday, 9 th	:	Sem. II FYBSc exam
Friday, 10 th	:	Question Papers of Sem IV to be submitted to HODs.
Saturday, 11 th	:	Last date of lectures for SYBA/TYBA, FY/SY/TY BSc IT
Saturday, 11 th	:	TYBA Attendance Meeting
Tuesday, 14 th	:	Sem. II FYBSc IT exam
Saturday, 18 th	:	Sem. IV SYBA/SYBSc IT exam
Saturday, 18 th	:	Last date of lectures for FYBA
	:	Preparation Holidays (Senior College)
	:	Staff Workshop
	:	Last day of Lectures for TYBA/BSc
	:	Sem. II & IV FYBA/BSc/BMM/BSc IT

- Thursday, 23rd
& Saturday, 25th : SYBA/BSc/BMM/BSc IT exam of CBSGS
Practical examinations of Sem. II & IV of BSc.
- Monday, 27th : FYJC Final exams.
: Centralized Assessment/moderation
FY/SYBA/BSc.
: Entry of online marks on excel sheet.
- APRIL 2017**
- : Exam. Committee meeting (Arts).
: Annual Self-Assessment for PBAS for the year to be
collected from the Admin. Office, filled in and submitted.
: Declaration of results of Sem. II & IV
- FYBMM
Friday, 21st : - SYBSc
Tuesday, 25th - SYBA/SYBSc IT/SYBMM
- FYBSc IT
Friday, 28th : Declaration of results of FYJC.
: LAST DAY OF TERM (SENIOR COLLEGE)
- MAY 2017**
- 1st : LAST DAY OF TERM (JUNIOR COLLEGE)
Thursday, 4th : Declaration of FYBMM results
Thursday, 4th : Six monthly reports to be submitted to the respective
Vice Principals.
Friday, 12th : Declaration of FYBA results
- JUNE 2017**
- Friday, 2nd : Declaration of FYBSc IT results

Date: June 6, 2016

(Sr. Ananda Amritmahal)
Principal

ANNEXURE (II)

FEEDBACK

ALUMNI

The Sophia College Ex-students Association (SCESA) liaises with the college. The annual Coffee and Cake with the teaching staff of the college was held at the beginning of the year. The event gives the present staff members a chance to meet retired staff.

SCESA – also participated in GLIMPSES an event which introduces students to clubs and associations. The ex-students made a power-point presentation that gave a glimpse of the activities of the association. Initiatives SCNN – Sophia Campus Network, collaboration with CMCA (Children’s Movement for Civic Awareness) and Rural Experiential and Education projects were also highlighted.

An ex-student Ms Naini Setalvad gave a talk on “Eat the Powerful Indian Diet and Maintain Your Health and Weight.”

The Spirit of Sophia Award was instituted by SCESA, on the occasion of the Platinum Jubilee Year of the College. The award will be given to staff members who have inspired generations of students with their wisdom,, devotion, commitment and loyalty for 30 years.

SCESA also organised a gala evening to celebrate the Platinum Jubilee of the college. A coffee table book on the History of Sophia College, ‘Down the Corridors of Wisdom’ was launched. Prominent role in helping the college were also present.

The association in collaboration with the college organised a Ghazal and Sufi concert. These concerts are held to create awareness among students about the rich tradition of Indian performing arts.

PARENTS AND EMPLOYERS

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

STUDENTS

The IQAC conducted the computer based feedback at FY entry levels and the SY & TY Exit levels. The quantitative analysis of the responses were given to all the departments.

The FY entry point gives us an idea of the background of the student especially their parents educational background and language spoken at home. This year it was noted that a large number of parents were HSC certificate holders or below. This was specially noted among the FY Science students. The students of the BMM class came from a more educated

background with a large number of their parents being graduates or post-graduates. The rest of the students from the Arts & IT faculties came from backgrounds with some parents being graduates while the majority were not.

There are very few professionals among the students' parents. Most mothers are home makers while an average of 47% fathers are in service and 41% are self – employed – of the FYBSc & BSc IT. Most students stayed at home with parents while 61% of BMM students were out of state girls who lived in hostels or paying guest accommodation. These girls often need special attention.

Teachers often face classes where the communication skills in English are weak, this is despite the fact that most students come from English medium schools. They often communicate in the vernacular either at home or with friends. Students who have passed out from boards like the CBSE, ISCE, IB etc. have better communication skills. The feedback helps teachers to know the composition of their class. Classes are broken up with tutorial; batches according to the language competence of the students.

Out of the ten goals listed in the questionnaire, students could choose any three goals that they considered the most important ones. Most students rated acquiring knowledge (66%), obtaining a degree (43%), promoting independent thought (41%) and choosing a career (52.81%) as important goals. The career-oriented courses like BMM and BSc IT regarded choosing a career as the most important goal. It was interesting to note that BMM students felt that the promotion of independent thought was an important goal. Students did not seem to consider that instilling a sense of social commitment (8.75%) giving one a value system (10.5%) were important goals. However goals like producing good citizens (17.25%) and acquiring a sense of discipline saw a little better response (17%).

Some interesting facts emerged from the queries on why students chose a particular course on subject. Preparing for a career (44%) was of prime importance. Very few students joined a course just to obtain a degree (11%) FYBA and FYBSc students endorsed that to acquire knowledge was also an important reason. An average of 87% were interested in the subject they chose. The influence of past scores (6%), parents and friends (8%) did not play an important part in their decision. However the reputation of the department did not play an important role in their choice of subject.

When students enter the college it is good to know their interests in academic activities, so that teachers can focus on these activities to ensure maximum participation. However 75% of the students were just interested in field trips and visits. Attending talks by guest speakers interested 47%. Only the BMM students showed interest in the other activities listed. Creating an interest in participating in debates, seminars, writing articles, participating in quiz competitions, paper and project presentations and departmental projects is now the challenge the teacher faces.

Most students (52%) were interested in hiking and trekking, music and dance. The BMM and BSc It students seem to have more varied interests in co-curricular activities.

The students have to choose from a list their favourite leisure activities. They spend a lot of time on computer and internet related activities. Surprisingly they prefer reading (49%) to chatting with friends or watching TV.

The three reasons why students chose Sophia College were for its faculty (70%), for its beautiful campus (65%) and for its excellent infrastructure. It was surprising to know that there was hardly any parental pressure to join a woman's college.

Nearly all the BSc, BMM and BSc IT student had read the handbook. All the students found the information adequate. Suggestions have been sought from students.

The computer based TYBA, BSc, BMM, BSc IT and FY/SY Exit Feedback for all classes is conducted at the end of the academic year. The response at the TY level was around 74%. Most of the students endorsed that the teaching methods especially the use of power-point presentations were effective. More science students than arts students experienced this method of teaching. Similarly science teachers use the OHP more frequently, and students found this method a convenient way to cover the syllabus. The use of films and videos met with different responses. The majority of Arts & BMM students felt that the method helped in increasing their awareness of the subject while most of the science students felt that it helped in understanding the subject. All however endorsed that the films they viewed were relevant and were not limited to the area of their subjects but went beyond them.

The academic activity that all students had experienced was power-point presentations. Debates, seminars and research were not frequently used as an aca only a few subjects could utilise as a class activity and thus more Arts and BMM students participated in them. The use of multiple-choice questions which were often syllabus oriented helped most of them to work independently. The BMM students that often the questions were not from the syllabus and thus helped them to think for themselves.

Initiatives taken by teachers to improve performance, mainly centred on tests followed by solving textual problems related to the text. All students were encouraged to answer questions from earlier University papers.

Some teachers were found to be particular in correcting and commenting on the students performance. Similarly there was a difference between the Arts and Science teachers as for assignments were concerned. Most Arts teachers discussed them in class and individually while the science teachers discussed performance individually. This could be because the size of the large Arts classes makes it difficult to do so.

Most TYBA & BMM students felt that in the three years they were in the institution they had gained knowledge in the subjects they opted for and improved their research skills. Research is not a common activity for BSc IT students. Both Arts and Science students felt that they had improved their learning and study skills.

The TY students were asked to choose two goals of the institution that they felt had been fulfilled. There were varied response but the majority felt that their ability to respond with self-reliance, determination, courage and sensitivity to personal and social issues was one of

the goals that had impacted them. Enhancement of their scope of critical thinking and an increased awareness of women's issues, human rights and environmental issues were other goals that they felt had been fulfilled.

Most of the services offered by the college e.g. the Library and Computer lab met with a positive response, though it seemed the Arts students used the Library more frequently than the other students. This could be because of the availability of a lot of information on the internet. However those who visited both the library and computer lab were happy with the services rendered.

The interaction with office staff and laboratory staff was positive though some felt that they could be more helpful and cooperative. College maintenance was applauded but some areas like toilets and canteen need attention. A committee comprising of both students and staff members are keeping an eye on kitchen cleanliness and standard of food.

Students were aware that there was a counselling centre and a gymnasium. Some of them had used these facilities and were happy with the services rendered.

The feedback received at the FY and SY levels showed that the 97% BMM students responded of an average of 40% of Arts & Science students responded. Only 29% of the FYBSc class responded to the feedback.

Efforts are being made to increase student awareness of the importance of feedback and motivate larger numbers to respond.

Regarding the first section of the questionnaire that deals with Teaching, learning and Evaluation, most FY and SY students endorsed the positive impact the use of ICT had on them. The use of power-point, overhead projectors and films as methods of teaching were effectively used. Activities like debates and seminars were also endorsed positively especially by the Arts and BMM students.

Science students did not experience some initiatives to improve performance such as crosswords and quizzes. All students had attempted multiple choice questions.

Most Arts & Science & BMM students participated in the classroom. Discussions and through Question/Answer sessions. Many teachers also invited suggestions especially at the SY level. Inviting suggestion was another forum of student participation.

Students were satisfied with the working of library, computer lab and administrative and account offices. Some however felt that the office staff should be more helpful. The canteen too found the same negative remarks.

Both the Undergraduate and post-graduate students found the services of the office, laboratories, counselling centre satisfactory. The staff have been apprised about the students response and will look into areas that need improvement.

The Postgraduate students found the lab facilities satisfactory. The students were positive about the accessibility, maintenance, usage of lab. Instruments. They all endorsed that the lab

followed strict- good lab practicals. They did not face any problem as regards to availability of chemicals and we were made aware of safe handling and disposal of chemicals.

Though most of the students had visited the library they did not make much use of the reference section. Most of them referred to the books for preparing for competitive exams like JRF GATE or MBA. They were very satisfied with the services and helpfulness with the services and helpfulness of the library staff. All the other facilities like Counselling Centre, AV facilities, Canteen and offices were found to be good. They praised their respective departments and stated that they had enjoyed the course.

ANNEXURE (III)

A. TITLE OF THE PRACTICE

Encouraging students to handle extra-curricular events independently.

1. GOAL

To develop a sense of responsibility and self-confidence, and make students discover their inherent leadership qualities through participation in extra-curricular activities, keeping in mind their academic responsibilities.

2. THE CONTEXT

Students often do not realise that an all-round education includes both curricular and extra-curricular activities club membership revealed that the percentage of students who joined clubs was quite low. Hence the need not only to motivate students to join clubs but also to encourage the leaders to take on a more proactive role.

3. THE PRACTICE

At the beginning of the year club secretaries, the College Union Committee (CUC) the teams for Kaleidoscope and Munsophical are briefed about their duties and responsibilities. Though each association has teacher advisers, the students are expected to plan and implement their activities and submit an annual report. The college has a coordinator for student activities and students incharge of various activities have to liaise with her and the IQAC coordinator. Glimpses, is the first event held for clubs to showcase their activities and enrol members.

Students run main events like, Kaleidoscope and Munsophical on their own, however some areas like sponsorship and the use of funds are under the supervision of the Principal.

The Kaliedoscope team establishes its own website (linked to the college website) their own publicity team plan events, get sponsors enrol contestants and deal with all the administrative work involved in running this huge event. They enrol volunteers who help out during the festival. The event has been the platform for students to learn many skills , organisational, administrative and inter-personal.

Munsophical is another event that is run by the students. They organise workshops, form committees, collaborate with NGO's, secure national and international linkages. The event has 28 secretaries and 20 volunteers, who ensure that all the sessions are run smoothly.Clubs collaborate with each other for certain events e.g. the students for Social Reform Initiative (SSRI) and NSS worked together in association with an NGO-Safecity

4. EVIDENCE OF SUCCESS

Every year secretaries of most clubs and associations strive to increase membership. This year there has been a significant rise in the number of student members. They also strive to widen their activities. This was apparent when this year the College Union Committee established a Public Relations Team to make students aware of all activities organised by the CUC. They also conducted a fan Sabha where students could give suggestions to enrich students experiences of college life. As a result soap dispensers were installed in the washrooms within a period of 2-3 weeks after the suggestions. This was funded through a Boards Game Day, conducted in collaboration with the English Literary Society (ELS) and students of the Social Reform Initiative (SSRI)

A Tshirt collection drive helped students of an orphanage to participate in a Tshirt painting workshop. The Nature Club undertook the recycling of paper, the International Relations Club started its official facebook page and the World Music Club made their annual music event 'Ripples'- an intercollegiate event.

Kaleidoscope through its association with Mumbai Mirror was able to ensure larger participatipn and showcase the varied talents of their participants. Munsophical also succeeded in forging links with 3 NGO's, to make the social component of the event- Cultivating Change- a meaningful one. They also collaborated with different clubs to help them organise events.

Ms Urja Jain, Secretary General Munsophical, was on the Executive Committee at the MONTREAL Model UN-March 2017, which she attended.

5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

It is sometimes difficult to motivate secretaries and class representatives not only to plan and execute vibrant events with a social theme, but also to ensure larger student participation.

Resources do not pose a problem-funds collected through membership fees, sponsors sale of student-made items and other events help to finance the projects.

B. TITLE OF THE PRACTICE

Remedial classes through peer teaching

1. **GOAL**

To improve the academic performance of students who continue to fare poorly in some subjects, through a remedial programme.

2. **THE CONTEXT**

The college has an open-door policy for admissions. There is no cut-off percentage and we often get students who cannot cope with their courses. They repeatedly fail in some subjects despite strenuous efforts on the part of teachers. As the situation did not improve the need to hold remedial classes was felt. Peer-teaching seemed to be the answer.

3. **THE PRACTICE**

This experiment was introduced tentatively during the academic year 2016-17. Initially 3 subjects where there were a large number of failures have been chosen i.e Economics, History and Statistics. Students from the senior classes who had performed very well in these subjects and were known for their dedication were identified and requested to conduct these remedial classes. Teachers chose the areas that needed attention gave them modules and guided them.

As an initiative students were also offered a stipend for volunteering and conducting the classes. This gave them a sense of purpose and a professional stature.

4. **EVIDENCE OF SUCCESS**

The experiment has been found to be a good one as the response from both the weaker students and their peer teachers has been quite positive. Their results will ultimately show their improvement.

This year we plan to put a system in place so that remedial teaching by peers is strengthened and more students benefit.

5. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Initial reluctance on the part of students who had failed was encountered. Finding suitable timings and venues was also a challenge.

At present the management supplies the resources to fund the programme . we hope to get a UGC grant to hold Remedial classes and meet these expenses.

