



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

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

• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Dr. Anagha Tendulkar Patil				
• Phone No.	02223512642				
• Mobile No:	9322253653				
• IQAC e-mail ID	iqac@sophiacollege.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://drive.google.com/file/d/1A20LLqg-Dn0J-Glp2MPt4Jemw6eqWLu/view				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sophiacollegemumbai.com/cal_2021.aspx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	88.00	2003	21/03/2003	07/03/2009
Cycle 2	A+	3.61	2009	08/03/2009	07/03/2014
Cycle 3	A++	3.70	2015	01/05/2015	30/04/2022
Cycle 3	A++	3.70	2018 (Extension)	04/12/2018	31/12/2023
6.Date of Establishment of IQAC			24/11/2003		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Sophia College Autonomous	Enhancing Quality and Excellence In Select Autonomous Colleges	RUSA	29/12/2018	50000000
Sophia College Autonomous	Star Status	DBT	21/01/2022	12600000

8. Provide details regarding the composition of the IQAC:

<ul style="list-style-type: none"> Upload the latest notification regarding the composition of the IQAC by the HEI 	View File	
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9.No. of IQAC meetings held during the year

2

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes
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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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10. Did IQAC receive funding from any funding agency to support its activities during the year?

No

<ul style="list-style-type: none"> If yes, mention the amount 	
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11. Significant contributions made by IQAC during the current year (maximum five bullets)

IQAC organized RUSA supported webinar on faculty development session - "Launching Add on courses: Key components" on 10th July 2021 for the In-house faculty by Dr. Roshan D'Souza

This was the first of the multiple orientation sessions organized by IQAC on Add-on and Swayam courses for all the students.

An Online orientation programme for FYBA, FYBSc, FYBMM and FYBSc IT students on 8th September 2021. The programme was streamed live on YouTube.

Degree conferring ceremony for the 2019-2020 batch was held on 4th December 2021 and was streamed live on YouTube. The online/virtual Prize distribution & Degree Conferring Ceremony for the 2020-2021 batch was held on 16th March 2022 and was streamed live on YouTube.

RUSA Supported IQAC Annual Conference on Wellness Management: Nutrition & Therapy, held on 29th April 2022, was the first event of the academic year 2021-2022 held in the College in offline mode. Resource persons were - Ms. Sukhada Bhatte, Dietician and Nutritionist, Hexagon Nutrition Ltd. and Dr. Tejswi Kamble, Occupational Therapist

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

Plan of Action	Achievements/Outcomes				
Add on courses	This year 25 add on courses were conducted.				
IQAC has planned to launch and publish one more research journal, Luminous	A decision to launch a national level multidisciplinary online student research journal up to M.Phil. researchers was taken in the IQAC meeting, and the necessary pre arrangements have been initiated. An international advisory committee was constituted and the procedure for students editorial board is in process.				
LUCID- A Peer- Reviewed Research Journal	LUCID volume 1 was launched in March 2022				
Research	The Research Development Cell, set up to promote and document research activities, continued in its efforts to promote a culture of research.				
New Website	The IQAC/college launched the newly designed, vibrant, and fully functional website.				
College e-handbook	IQAC successfully published the soft/e-copy of the College handbook for the year 2021-2022 on the new website.				
13.Was the AQAR placed before the statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name of the statutory body</td> <td>Date of meeting(s)</td> </tr> <tr> <td>Governing Body</td> <td>18/10/2022</td> </tr> </table>		Name of the statutory body	Date of meeting(s)	Governing Body	18/10/2022
Name of the statutory body	Date of meeting(s)				
Governing Body	18/10/2022				
14.Was the institutional data submitted to AISHE ?	Yes				

- Year

Year	Date of Submission
2022	19/01/2023

15. Multidisciplinary / interdisciplinary

Sophia College (Autonomous) offers Bachelor degree programmes in Arts, Science, Strategic Communication & Journalism, and Information Technology; MSc in Biochemistry, Chemistry, Life Sciences and Microbiology; MA in Gender Studies, Post Graduate Diploma in Quality Assurance, Diploma Counselling and Safeguarding of Children & Senior Citizens; and PhD in Applied Biology, Microbiology and Zoology.

16. Academic bank of credits (ABC):

NA

17. Skill development:

Skill development courses and workshops are offered to students of all the programmes. A special focus is on the development of entrepreneurial ability of the women students.

Skill development courses offered to students

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<https://docs.google.com/spreadsheets/d/1JgrSWR7MaeOwgCFatkO5annOhMeCs-63/edit?usp=sharing&oid=108027670453837061052&rtpof=true&sd=true>

Value added Courses/ Addon Credit courses offered to students

-

https://docs.google.com/spreadsheets/d/1rwag2noVeHhRg0u5wG8kzfvGKq5SpH5R/edit?usp=drive_link&oid=108027670453837061052&rtpof=true&sd=true

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

<https://docs.google.com/spreadsheets/d/1vN5B0k6ebAlY8PmaSrgL74SkPd-f9Akz/edit?usp=sharing&oid=108027670453837061052&rtpof=true&sd=true>

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

Every syllabus (course) has course specific objectives and outcome.

1. Program Objectives and Outcomes

https://drive.google.com/file/d/1hN4xqBr832qtekH2giUZgFdR48rlaJ_H/view

2. Program Specific Objectives and Outcomes

<https://sites.google.com/sophiacollege.edu.in/pso/home>

3. Course Objectives & Outcomes

<https://sites.google.com/sophiacollege.edu.in/course-objectives-outcomes/home>

20.Distance education/online education:

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

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

Extended Profile

1.Programme

1.1 23

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 2064

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 654

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 4057

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 383

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 54

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1 **23**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1 **2064**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **654**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **4057**

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1 **383**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	54
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	0
Number of sanctioned posts for the year:	
4.Institution	
4.1	112
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	42
Total number of Classrooms and Seminar halls	
4.3	249
Total number of computers on campus for academic purposes	
4.4	16464915.50
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

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

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

The Arts and Humanities departments equip learners with communication skills as well as knowledge of discipline specific core concepts in the field. Awareness of the regional, national and world historical, cultural, social, philosophical and psychological contexts is an integral aspect of the curriculum. The Pedagogy focuses on development of critical thinking, analytical reasoning as well as problem solving skills through peer discussions within and outside the classrooms during co-curricular and extracurricular activities. While emphasizing on the core disciplines, the Science departments also focus on building a multidisciplinary knowledge base to enable sustainable approaches in issues related to environment, agriculture and medicine. The emphasis is on providing hands-on training in use of basic laboratory equipment and opportunities to develop research skills in order to meet the requirement of industry and higher education. However, due to the ongoing pandemic in the academic year 2021-22, and the online/hybrid teaching mode, practical training was primarily through online labs, animations and simulations. Professional training is imparted to the learners in order to meet the requirements of the industry through various Add-on courses.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	https://sophiacollegemumbai.com/naac.aspx

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

9

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

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

248

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

49

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

9

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

The college strives to offer holistic, unbiased and value based

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

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

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

25

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

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

1016

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

157

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni **C. Any 2 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://sites.google.com/sophiacollege.edu.in/feedback2021-2022?usp=sharing
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following **C. Feedback collected and analysed**

File Description	Documents
Provide URL for stakeholders' feedback report	https://sites.google.com/sophiacollege.edu.in/feedback2021-2022?usp=sharing
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2064

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

112

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Learning at Sophia has always been an inclusive practice. The sensitivity towards a diversity of abilities is reflected best in the system of customized mentoring that is an important aspect of the institution's perspective and focus on the teaching- learning process. This year too, academic mentoring was made available to students through many ways. In the classrooms, teachers strove to identify the learning levels of our students through many ways. Periodic tests in the online mode helped the teachers to understand the learning levels of students this year as well. Lectures online were often revised using unmarked and marked tests which were conducted periodically using Google forms to understand the pace and quality of comprehension. Students were also integrated as active participants in the teaching learning process. Tasks were allocated complementing the ability and aptitude of the learners. Many departments encouraged students to present research- based presentations, while others encouraged their students to share videos and engage in lively debates in online lectures. The online medium also allowed departments to use audio visual resources and integrates application-based learning. Learning was therefore made more inclusive and sensitive to the needs of a diverse and a vibrant student body. Towards the end of the academic year many classes were taken offline and a lot could be achieved through the hybrid mode of teaching.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
13/06/2022	2064	54

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

The changes that were brought about following the lockdown in the previous year continued to help us in conducting lectures online this year as well. In the latter half of the academic year, the college adapted the hybrid model. Vaccinated students and students willing to come to college attended lectures offline, while those still at home joined the same lecture online through Google Meet or Zoom. Wi-Fi routers were installed throughout the college so that lectures went on in an uninterrupted fashion. Online platforms like GMeet and Zoom were used to organize both regular lectures and departmental and college activities. Not only did the students view the outside world through their screens, they also interacted with their teachers regularly within and outside lectures. In order to facilitate participative learning, features on Zoom like Breakout Rooms were used in addition to applications like Padlet. With the help of such features, online education delivery and reception was made more accessible and interactive. Students were encouraged to interact and share their ideas with each other and their teachers during and outside lectures. WhatsApp groups were used as a prompt and smooth space for interaction, doubt-clearing and problem-solving sessions. Smaller groups of students were formed so that peer-learning can also be accommodated. Hybrid teaching revived an old method of

learning, which was combined with online platforms effectively and in a well-balanced manner. The flexibility of online and offline lectures provided to students led them to approach learning in a stress-free and relaxed environment.

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

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

This year, with both online and hybrid learning models, the online resources developed last year continued to be used by students and teachers. Teachers, now comfortable and confident with platforms like Google Classroom and Google meet, learnt to use them as effective tools for hybrid teaching- learning, especially in the latter half of the academic year. In order to aid a smooth online teaching experience, wi-fi routers were installed throughout college. Official domain ids for both students and teachers and official Zoom licenses for teachers ensured that the teaching-learning continued in a secure environment. Descriptive and interactive PowerPoint Presentations and PDFs were used to enhance classroom interaction. The college also provided infrastructure with its ICT-enabled classrooms, along with computer labs. In order to nurture a personalized approach to teaching- learning teachers showed PPTs and also encouraged students to make presentations to be shared during online lecture sessions. Students were also encouraged to make videos on topics of their choice and share them with their classmates.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	View File

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

2.3.3.1 - Number of mentors

54

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

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

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

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

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

54

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

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

24

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

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

670

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

25

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

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

7

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

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

The teaching continued with the online mode and the MCQ/objective type of question papers, with a ratio of 50:50 for internal assessment and semester-end examinations. This was also in keeping with the recommendations of the UGC. It was emphasised that atleast one of the internal assessment exercises should be a subjective type exercise, where students would be expected to apply the information, they had acquired and exercise their critical and analytical skills.

1. The College continued with the practice of having a minimum of three and a maximum of four IA exercises in each subject. Students would be awarded the marks of the two best performances in each paper. The marks were released after the first two exercises, so that students would know where they needed to improve.
2. Results were declared within stipulated 45 days from the end of SEE, both semesters.
3. The committee met after the declaration of results at the end of each semester to review the procedures.
4. ATKT exams were held once a year - within 90 days of

declaration of results.

The process of adding additional (non-academic) credits was put into practice this year. Students could get additional credits for extra-curricular activities, outreach activities, add-on courses.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1_PE1PHxWr_mU0yT3jWA0B2vyOrOTR5fkv/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

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

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

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

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

The attainment of the Course Specific Outcomes is evaluated by various assessment strategies through Internal assessment and semester end examination. A range of strategies are used for Internal assessment such as (multiple choice questions, subjective assignments, quizzes, crosswords, seminars, viva-voce etc.) The POs, PSOs and COs are aligned with the goals of the college. In addition to incorporating these in the curriculum, each department also conducts relevant goals specific as well as annual theme based co-curricular and extracurricular activities. A culmination

of these activities is the social theme based annual fest - ANANYA. A report reflecting the execution of these activities is submitted by all departments each year. The theme for the year 2021-22 was "Hope, Courage and Resilience"

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sophiacollegemumbai.com/naac.aspx

2.6.3 - Pass Percentage of students

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

596

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://drive.google.com/file/d/13mnS5vj5Hqq7TNBWEHJdRoIOzsQ_YK7/view

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

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

Sophia College aim to cultivate and nurture a culture of research, and to document ongoing research activities, the Research Development Cell, continued to accomplish its aim. Information shared with staff about new projects helped them in applying for

various research grants and schemes. Five of our faculty members are recognized Ph.D. guides. The departments of Microbiology and Zoology also functioned as PhD centres. Two of our staff members received grants under the Women Scientist Scheme of the Government of India. Students' research too was promoted through the EXSP and EXAP programmes through which students are encouraged to improve their capabilities by engaging with various research topics. At the end of this process, they are required to write research papers and present them to teachers and students. This programme continued in spite of the constraints of online functioning. Additionally, students also took part in Aavishkar, the intercollegiate research festival organised by Mumbai University. In all the science PG programmes all students do a research project for their degree.

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

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://sophiacollegemumbai.com/research_11.aspx
Any additional information	View File

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

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

500000

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

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

0

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

3.2 - Resource Mobilization for Research

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

20,69,430

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

3.2.2 - Number of teachers having research projects during the year

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

5

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

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

12600000

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

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

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

departments.

The college has mandated each department to conduct a value-added course each year for students, who are encouraged to join cross-faculty courses to widen their horizons. There is a state-of-art Research Facility as well as high-end equipment (purchased through grants from DST/ DBT) to encourage staff and students to carry out cutting edge research projects. In-house journals, Urdhva Mula and Science Chronicles in Research and Investigation Based Education (SCRIBE) reflect the ecosystem for research. The college has a dedicated Women's Centre (Sophia Centre for Women's Studies and Development) that offers several certificate and diploma courses, has outreach programmes related to women's issues and empowerment and an extensive library open to all. The college offers two flagship programmes (Excellence in Arts Education Programme and Excellence in Science Education programme also called EXAP and EXSP respectively) for undergraduate students which include a mandatory research component.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

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

C. Any 2 of the above

work Plagiarism check through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	View File

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

3.4.2.1 - Number of PhD students registered during the year

7

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

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

1

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

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

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

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

0

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

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

0

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

3.6 - Extension Activities

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

The NSS (Sophia College) is dedicated to inculcating a sense of social responsibility within students. The year commenced with the initiation of Flood relief donation to help people overcome the disastrous situation in Mahad and Chiplun in July, 2021. In August, the NSS unit of Sophia College in Collaboration with K.E.M Hospital Blood Bank organized a Blood Donation Camp at Dadar Railway Station. Further, in January, another blood donation camp was organized at Byculla Station wherein 51 units of blood were collected. Another blood donation camp was organized on the occasion of Women's Day at Sophia College, Mumbai. It also organised a Covid-19 Vaccination drive, a Polio immunization

drive. To inculcate a spirit of environment consciousness, NSS organised a tree plantation drive a beach clean-up drive as a part of the Swachha Bharat Abhiyan project, a Street Dog Project. The annual Shiksha Project, cultural events such as the celebrations of the Marathi and Hindi languages and Save Water and Save Electricity projects were organized to spread social awareness.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

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

19

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

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

1100

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

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

8

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

- Classrooms - 38
- Laboratories for subjects such as Physics, Chemistry, Zoology, Life Science, Biochemistry, Microbiology, IT, QA

and Psychology - 18

- Preparations rooms - 6
- Store rooms for laboratory requirement - 2
- 1 central library for access of books, e-books, journals and e-journals is automated using Integrated Library Management System (ILMS). The College has also subscribed for e-journals like INFLIBNET, N-LIST, The American Library. Plus one in the Women centre and one departmental library.
- Seminar Halls - 4
- 4 Computer Labs with 249 desktops, 39 laptops, 57 printers, 18 scanners and 24 Departmental laptops and desktops for the use of students and staff.
- 1 Research Centre (Suman Tulsiani Research Centre), with 4 research laboratories.
- Girls Hostel accommodating 105 out station students - 1
- Gymkhana with well-maintained equipment along with an instructor and a nutritionist - 1
- Canteen - 1 and Coffee Shops - 2
- Book Shop and Facilitating Centre - 1
- Photocopy Centres - 3 and printing centres - 5
- Sophia Centre for Women Studies and Development - the centre is engaged with multidisciplinary activities which happens throughout the year. It runs regular add-on courses for skill development of students - 1
- J. N. Heredia Centre for Counselling - The Centre provides free counselling to the students to promote their well-being and aid development into the best academic and social versions of themselves. Individual therapy sessions are voluntary - 1
- Staff canteen - 1
- Support staffs changing room/ common room and wash room - 1
- Accommodation for teaching staff - Gurukul - 1
- Accommodation for support staff now called Aashirwad - 1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/facilities_new.aspx

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

Sophia's Major Cultural Events:

KALEIDOSCOPE

Sophia College hosts a popular and humongous inter-collegiate youth festival which has the capacity to host at a national level with over 70 colleges participating without-station colleges. The workforce comprises of 20 teams, ie. 400 students.

MUNSOPHICAL - Sophia College's Annual Model United Nations Conference was started in the year 2010. MUNSOPHICAL aims to present an ideal environment where delegates can debate and discuss important events and news. Sessions are attended by local, national and international delegates.

ANANYA

The college has an annual event ANANYA, which usually focusses on the annual theme of the College. Many departments organize extension events and activities culminating in the Annual Inter and Intra-Collegiate Events.

The infrastructure available for conducting the above activities are these:

Sophia Bhabha Hall which has a capacity of 813.

Sophia has 3 seminar halls which are used to conduct meetings, seminars, conferences and other cultural activities. The seating capacity for 150, 200, 204 and 200 people, in the respective halls.

Sophia College has good infrastructural facilities for yoga, sports and games (indoor and outdoor) including gymnasium, auditorium etc.

1. Indoor Games:

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

2. Outdoor Games:

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

3. Sports Gymnasium:

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

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/facilities_new.aspx

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

42

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

6597251

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Library Computerization:

The library has sixteen computers of which 4 computers are used

solely for data entry, 2 for circulation, 5 for OPAC (Online Public AccessCatalog), 3 for Internet browsing, 2 for viewing AV materials.

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

The library has purchased the following modules of SLIM 21.

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

Books and other library resources can be searched through various access points, namely, Author, Title, Keywords, Year of publication, Publisher etc. The library subscribes to several national and international journals, newspapers and magazines. Everyday articles from them are indexed according to the subjects and topics of interest of the users. These articles are then entered in the library software daily. These indexed articles are very useful for students doing projects and seminar work. Various library reports are also generated through the data files stored in the computer. Issue/return of books for staff members are carried out on the computer.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.2.2 - Institution has access to the following: A. Any 4 or more of the above e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

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

255171

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

25

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

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

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

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

a number of training programmes with the staff, to familiarise them with the optimum use of G-Suite and Google Classroom, as well as the Zoom platform. G-Suite and Google Classroom, as well as the Zoom platform continued to be the systems we employed to take our educational efforts forward during this difficult time. Once again, the College was able to tap the goodwill of our donors and invest in 46 Zoom licenses. Zoom membership available to staff and students for extra-curricular activities. The College also launched its own YouTube channel, so that programmes that included more than 300 participants could be streamed live, and also be available for viewing at a later period. Other forms of social media like Instagram and Twitter were also tapped to facilitate connection between staff and students and between the students themselves. The college website was revamped and launched.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2064	249

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus **A. 50 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

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

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

4.4 - Maintenance of Campus Infrastructure

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

9867664.5

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

Sophia College building has a heritage maintenance and cleaning of 38 classrooms, 18 laboratories, 6 preparation rooms, 5 administrative offices, library and hostel is carried out by regular support staff.

College has an AMC for maintenance of Elevators, Air conditioners, Electrical Fittings & Equipments, Pest-control, Fire Extinguishers, Water Pumping, Computers and IT related equipment and Software, Lab Equipment, Projectors, and Internet facilities etc.

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

Other Facilities:

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

materials after use.

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

3. The Gymnasium has latest well-maintained equipment.

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

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

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

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

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

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

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/facilities_new.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

6

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

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

42

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

File Description	Documents
Link to Institutional website	https://sophiacollegemumbai.com/index.aspx
Details of capability development and schemes	View File
Any additional information	No File Uploaded

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

298

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

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

38

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

83

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

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

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

5

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

0

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

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

The Sophia College Students' Association was originally started in July 1944.

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

The CUC organises and assists the organisation and implementation of any activity that comes under the purview of Sophia College (Autonomous) such as Glimpses, Teacher's Day, Independence & Republic Day College Day, Convocation etc.CUC organised many events online, using the digital medium to engage and connect with artists and speakers across the globe. Peerpal 2021 was launched as a digital student orientation program, aiming to help students across subjects in the Zoom classrooms.

The CUC plays a monumental role in bridging the gap between the students and the College. The Core Members of the CUC are also a

part of various college committees, such as the Internal Quality Assurance Cell (IQAC), Grievance Committee, Anti-Ragging Committee, Placement Cell, Kaleidoscope and Canteen Committee, which ensures appropriate representation of the student's voice at every stage.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/u/0/folders/_1HTtOy6ggFFVr9I23KF40jeoTzVU69OfT

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

214

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

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

Due to the COVID Pandemic the Alumni Association could not have any activities.

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

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The MISSION of Sophia College has been to provide women with higher education of an excellent quality, and opportunities for self-growth through a rich academic and co-curricular experience. The management has striven to create an atmosphere within which staff and students are empowered to give of their best. Given the hybrid mode of teaching-learning, a number of training programs were conducted, to familiarize staff with G-Suite, Google Classroom and Zoom. The Boards of Studies, Academic Council and Governing Body functioned as per the guidelines laid down by the UGC. Additionally, examination reforms were carried out and exams were conducted smoothly in accordance with guidelines issued by the Higher Education Department. Mentoring and remedial programs were conducted by Junior and Senior colleges. The Research Development Cell, set up to promote and document research activities, continued in its efforts to promote a culture of research: as a result, many faculty members were enabled to present and publish their work. Research projects were also undertaken as part of the EXSP and EXAP programs. All Academic Management Systems - admissions, merit list generation, Online fees collection - worked smoothly. The Examination Management Module too operated efficiently and helped generate and declare timely results.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://sophiacollegemumbai.com/index.aspx

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

Sophia College (Autonomous) practices decentralization and participative management in all aspects of college governance and administration. At the college level, while the Principal is the

highest authority followed by the Vice Principals, decision-making, planning and execution is carried out by these in consultation with a team (comprised of 53 committees) of teachers, the Registrar and students from the Student Council.

The IQAC played a central role in fulfilling the aforementioned goals. They worked independently, studying the most pressing needs of staff and students, and organizing webinars, staff enrichment programmes and conferences to help students and staff keep pace with the changing times and to promote the growth of the institution. Taking their cue from the IQAC and senior leadership, all other committees took the initiative in their respective areas, striving to realise the institutional goals of excellence and empowerment. For example, the examination committee worked tirelessly to set fair and efficient examination rules for both IAs and SEEs. Along with these reforms, the process of adding additional (non-academic) credits was followed. Academic management and mentoring systems were effectively implemented. Teaching-learning and mentoring activities continued in the online mode through the collective efforts of students, academic and non-academic staff members.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

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

The strategic plan of Sophia College (Autonomous) is focused on excellence and the empowerment of women. Even during the pandemic, the online teaching, examination and assessment systems were utilized effectively by all staff members and students, designed as they were with an inclusive, gender-sensitive and pro-diversity perspective. The process of adding additional (non-academic) credits, so as to facilitate holistic development of the students, was put into practice this year.

These efforts were towards empowerment and excellence were clearly visible in the activities conducted by Sophia Centre for Women's Studies and Development. This year it conducted

- a PG Diploma in Counselling and Safe-guarding of Children and Senior Citizens in collaboration with the Centre for Safeguarding Rights for Children and Senior Citizens(De Nobili College, Pune) and the Psychology Department (Sophia College);
- a Master's programme in Gender Studies in collaboration with the Sociology Department (Sophia College);
- a Certificate course for Diet Trainers;
- a Certificate Course in Women's Empowerment;
- a Certificate Course in Social Work Focusing on Women and Girls;
- a Certificate Course in Personal Finance Management;
- a Certificate Course in Feminist Lawyering.

an annual Women's Leadership Training Programme in collaboration with the Bombay Archdiocesan Women's Commission.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Sophia College (Autonomous) is managed by Society for the Higher Education of Women in India (SHEWI). Its Chairperson, Secretary, Treasurer, and Governing Body oversee its functioning and take policy decisions. The Governing Body of the College, with the Academic Council, Finance Committee, IQAC, College Development Committee, Planning and Evaluation Committee, Boards of Studies, and Examination Committee, work towards the improvement and sustenance of quality within the college. The Principal leads and implements policies to fulfil the College objectives, liaising with various academic and government bodies to ensure the continued growth of the institution. The Vice-Principals of the College, the Coordinators of the self-financed courses, the HODs and staff work together to plan and execute the academic programme

and other activities.

The Registrar, Office Superintendent, Head Clerk, Senior Clerks, Junior Clerks, Assistants, and Peons and other support staff carry out all administrative duties.

Appointments and CAS promotions are done as per University/Government norms and procedures. The management-paid teaching and non-teaching staff appointments and promotions are done as per the Statutes and management guidelines. Service Books and Leave Records are maintained manually and electronically for all. All employees follow the 'Employees Policy' which provides the code of conduct for everyone.

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

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

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

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

development/progression:

- Encouraging teachers to acquire skills in their respective fields by attending; Faculty Development Programmes, workshops and conferences like Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.
- Duty Leave granted for attending various administrative and education-related programs/ events.
- Financial support during medical emergencies.
- Parking space facility given for two wheelers as well as four wheelers of staff.
- Accommodation to staff is also provided on rental basis.
- Morning tea is provided to all the staff members on every working day, free of cost.
- Computer, internet and printing facilities are free of cost to teachers for their departmental work.
- Gymnasium membership for teaching and non-teaching staff are provided to at a very nominal rate.
- Special common room for female and male admin staff, along with changing room and wash room for the support staff in the science building.
- During pandemic, following additional welfare measures were taken:
 - Staff were paid full salary during lock down with no deductions of any kind.
 - Staff or their family members suffering from COVID19 were given Full pay and leave was granted.
 - Work From Home facility was provided to teaching and nonteaching staff.
 - Administrative staff who stayed on campus in lockdown, were provided accommodation for free.
 - Social distancing norms were followed while being in campus post lockdown.
 - Arrangements have been made at checkpoints to measure temperature.
 - Each class room was provided with sanitizer.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops

and towards payment of membership fee of professional bodies during the year

0

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

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

23

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization**6.4.1 - Institution conducts internal and external financial audits regularly**

The College conducts annual financial audits to engender habits of discipline and transparency in financial management. A standard

operating procedure is followed by the accounts department for all financial transactions. Government norms are strictly adhered to in audit of accounts. As per norms, the books of accounts are maintained by the accounts staff. All vouchers & bills of expenses and income i.e fees and other receipts and vouchers of daily expenses are checked and verified. The college has well delineated accounting structure for the funds received from government grants and the funds generated by the institute. The external audits for our college are conducted by Chhotalal H. Shah & CO. The auditors check the receipts/payments of all college accounts, and submit audited statements of income and expenditure to the Management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

13080750

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

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

Funding at Sophia is generated for the purpose of institutional improvement and skill upgradation in order to help us achieve the larger aim of educating and empowering women. Fees collected from students, rents and revenue generated by providing locations for films and TV remain the predominant sources of income. Additionally, admission, services for students, interest on savings/investments, add-on courses, donations, memberships fees and government funds also help us mobilise funds. Since Sophia College Autonomous is a government grant-in-aid college, managed by a charitable educational trust, it has a well-defined financial policy that ensures optimal utilization of finances for academic,

administrative, and research activities. Financial planning done at the beginning of every year ensures that the funds are well-distributed to support academic activities, general maintenance of college and salaries of the management staff. A regular upgradation of all systems, e.g. examination and assessment, is also conducted. Our staff works tirelessly to ensure that the funds are utilised in the most optimal way.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1z_vy4qNsb_uRr-Nrm-p-3JaPGLecHwOhC/view?usp=sharing

6.5 - Internal Quality Assurance System

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

1. IQAC organized RUSA supported webinar on faculty development - "Launching Add on courses: Key components" on 10th July 2021 at 3:30 pm for the In-house faculty. Dr. Roshan D'Souza presented a detailed session on how to launch add-on courses: the design, structure and key components of such courses.

2. Orientation Sessions:

a) Multiple orientation sessions were organized by IQAC on Add-on and Swayam courses: for students of TY and PG students on 1st July 2021 at 3:30 pm; for SY Students on 5th July 2021 at 3:30 pm; for BMM students on 23rd July 2021 at 3:00 pm ; .and for FY (BA, BSc and BMM) and MSc-I students on 22nd (2:30 and 3:30 pm) and 23rd October 2021 (10:00 am). Our in-house faculty members Dr. Roshan D'Souza, Associate professor, Head, Department of Zoology, and Dr. Meeta Saxena, Assistant professor, Head, Department of Physics, were the resource people.

b) An Online orientation programme on College life at Sophia for FYBA, FYBSc, FYBMM and FYBSc IT students on 8th September 2021 at 10:00 am. The programme was streamed live on YouTube.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1EQzDOPVlRDbfdMTbybz5RVQn1S8X-Os7?usp=sharing

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

The institution is dedicated to reviewing its teaching-learning process, structures and methodologies of operation and learning outcomes at regular intervals. This year, the institutional review practices conducted by IQAC included administering Teaching Assessment Questionnaires, conducting Student Satisfaction Surveys,

and collecting alumni and parent feedback regularly. Rigorous self-examination by the departments of their syllabi and teaching methodologies is also undertaken in light of this feedback. Further, in 2021-22, the IQAC aimed at improving the pedagogical practices of the institution and at ensuring the mental wellbeing of the staff members. Many institutional practices and reforms benefited students as well. E.g. In order to sensitize students about their voting rights and duties as adult citizens, a poster-making competition was organized on the occasion of National Voter's Day i.e., 25th January 2022 by IQAC in collaboration with CUC. In addition to the orientation program for FY students, the first orientation session for Add-on and Swayam Courses was held this year. Degree conferring ceremonies for the years 2019-20 and 2020-21 were also organized online, thus helping to bring both years to a satisfactory conclusion after the upheavals of the pandemic. The activities conducted this year, thus, helped both staff and students refine not only their professional skills but also aided in renewing their mental and spiritual health.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/igac_all.a.spx

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

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://drive.google.com/file/d/1kAAcSZ43Mf8aUzgcJtSiwFhdqF9TEhZd/view
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and security of all the stakeholders is a major focus area of the College administration. There are two entry points in the College. The main gate is manned by 24hour vigilant security guards. Sophia College is a women's College. At any point of time there is women security personnel, one at each gate. Since College houses a girls hostel within the campus stringent disciplinary rules are in place. There is an allocated staff roster to look after the locking and opening of all the access points within the College.

The Humanities Staff have a staff common room with basic essential facilities. Their personal lockers are also housed in the common room. The science staff have their respective departmental staff rooms/ rooms.

The College infrastructure provides many niche's where the students are free to sit, study, discuss and generally relax.

Sophia College has a Counselling centre with counsellors. The pandemic and its aftermath had left its indelible mark on many students. Being confined to their homes, mental health was a concern. Students were counselled online and offline as per the requirement .

A number of courses were introduced and activities were carried out to promote gender equity.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management:

The College has over the years tried many ways of Waste Management which included segregation of dry non- biodegradable and wet biodegradable waste and thereafter composting and vermicomposting. The traditional methods were found not to be sustainable on a large scale. Approximately 70 to 80 Kg waste is generated daily from the College Canteen and Hostel kitchen when the College is fully functional. To overcome the problem the College has purchased a Bio composter of 100 Kg capacity which reduces the wet waste by 90%. The compost generated is utilized in enriching the soil of Sophia College garden. Excess amount is for the staff to use.

- Waste recycling system

A 100kg capacity bio composter is in place which converts the biodegradable waste into compost. The compost thus generated is used in the garden. The surplus is used for distribution.

- **E-waste management**

E-waste collection drives are organized by different departments /clubs of the college, but due to pandemic it could not be conducted effectively.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

C. Any 2 of the above

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

A. Any 4 or all of the above

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

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

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

The College has an open and completely inclusive approach and environment. There is no discrimination for any religion, region, culture, language, socio - economic condition.

Many classes/clubs celebrate every festival with zeal and enthusiasm.

In fact the approach and the activities organized are geared towards sensitizing the stake holders.

The International Relations Club's (IRC) flagship event was a two-day panel on International Territorial Conflicts featuring academics who would discuss the role of major stakeholders, status of negotiations and themes of international security and regional conflict.

Down the memory lane with Ashok Row Kavi - A three day session from 20th Jan 2022 to 22nd Jan 2022 was conducted to dive into Mr. Kavi's personal struggles and the holistic view of the community and its struggles. More than 30 students joined each session. Students enlightened to hear on struggles of LGBTQIA community so far and need for safe space in our society.

SAMAJIK SOCIOLOGY 2.0 was a 2 day event held on 29th and 30th April 2022. The theme of the event was 'MULTICULTURALISM'. The department upholds to celebrate diversity to nurture and bring to light the beauty of different identities. More than 60 participants - students & alumni had joined on zoom. Both the days

were filled with lot of introspection, fun, joy and articulation of a vision for the next batches to uphold the ideals of the Department.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

Every effort is made by the College to instill values, rights, duties and responsibilities as citizens of India. The administration, teachers, student bodies and clubs take active efforts in trying to inculcate human values and professional ethics. Activities are organized to reinforce and sensitize the stakeholders.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

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

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

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1 -Title of the Practice:Research and publication.

Best Practice 2 - Title of the Practice:Teaching Learning beyond the curriculum to ensure holistic development of students.

Best Practice 3 - Title of the Practice:Hybrid teaching - learning.

File Description	Documents
Best practices in the Institutional website	https://sophiacollegemumbai.com/img/7.2,%20Best%20Practices,%202021%20-%2022.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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

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

The college was ranked 3rd for Arts and 5th for Science in the Western Region of India by INDIA TODAY. It was important to us to continue to strive to keep the standards high, so as to ensure that the tradition we have inherited may be kept alive and developed for the next generation. With autonomy, the possibilities stretched out before us - we needed to engage with our future in a planned and focussed way, building upon our strengths, minimising weaknesses, grasping every opportunity and addressing our challenges with clarity, courage and faith. The lockdown has put this vision to the test, but as a united body, we have done our best to remain faithful to it. We continued to put in our best efforts to make the College a vibrant and relevant space for the development and empowerment of women.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

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

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

The Arts and Humanities departments equip learners with communication skills as well as knowledge of discipline specific core concepts in the field. Awareness of the regional, national and world historical, cultural, social, philosophical and psychological contexts is an integral aspect of the curriculum. The Pedagogy focuses on development of critical thinking, analytical reasoning as well as problem solving skills through peer discussions within and outside the classrooms during co-curricular and extracurricular activities. While emphasizing on the core disciplines, the Science departments also focus on building a multidisciplinary knowledge base to enable sustainable approaches in issues related to environment, agriculture and medicine. The emphasis is on providing hands-on training in use of basic laboratory equipment and opportunities to develop research skills in order to meet the requirement of industry and higher education. However, due to the ongoing pandemic in the academic year 2021-22, and the online/hybrid teaching mode, practical training was primarily through online labs, animations and simulations. Professional training is imparted to the learners in order to meet the requirements of the industry through various Add-on courses.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	https://sophiacollegemumbai.com/naac.aspx

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

9

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

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

248

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility**1.2.1 - Number of new courses introduced across all programmes offered during the year**

49

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

9

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

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

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

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

25

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

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

1016

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

157

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

C. Any 2 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://sites.google.com/sophiacollege.edu.in/feedback2021-2022?usp=sharing
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

C. Feedback collected and analysed

File Description	Documents
Provide URL for stakeholders' feedback report	https://sites.google.com/sophiacollege.edu.in/feedback2021-2022?usp=sharing
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2064

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

112

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Learning at Sophia has always been an inclusive practice. The sensitivity towards a diversity of abilities is reflected best in the system of customized mentoring that is an important aspect of the institution's perspective and focus on the teaching- learning process. This year too, academic mentoring was made available to students through many ways. In the classrooms, teachers strove to identify the learning levels of our students through many ways. Periodic tests in the online mode helped the teachers to understand the learning levels of students this year as well. Lectures online were often revised using unmarked and marked tests which were conducted periodically using Google forms to understand the pace and quality of comprehension. Students were also integrated as active participants in the teaching learning process. Tasks were allocated complementing the ability and aptitude of the learners. Many departments encouraged students to present research- based presentations, while others encouraged their students to share videos and engage in lively debates in online lectures. The online medium also allowed departments to use audio visual resources and integrates application-based learning. Learning was therefore made more inclusive and sensitive to the needs of a diverse and a vibrant student body. Towards the end of the academic year many classes were taken offline and a lot could be achieved through the hybrid mode of teaching.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
13/06/2022	2064	54

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

The changes that were brought about following the lockdown in the previous year continued to help us in conducting lectures online this year as well. In the latter half of the academic year, the college adapted the hybrid model. Vaccinated students and students willing to come to college attended lectures offline, while those still at home joined the same lecture online through Google Meet or Zoom. Wi-Fi routers were installed throughout the college so that lectures went on in an uninterrupted fashion. Online platforms like GMeet and Zoom were used to organize both regular lectures and departmental and college activities. Not only did the students view the outside world through their screens, they also interacted with their teachers regularly within and outside lectures. In order to facilitate participative learning, features on Zoom like Breakout Rooms were used in addition to applications like Padlet. With the help of such features, online education delivery and reception was made more accessible and interactive. Students were encouraged to interact and share their ideas with each other and their teachers during and outside lectures. WhatsApp groups were used as a prompt and smooth space for interaction, doubt-clearing and problem-solving sessions. Smaller groups of students were formed so that peer-learning can also be accommodated. Hybrid teaching revived an old method of learning, which was combined with online platforms effectively and in a well-balanced manner. The flexibility of online and offline lectures provided to students led them to approach learning in a stress-free and relaxed environment.

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

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

This year, with both online and hybrid learning models, the online resources developed last year continued to be used by students and teachers. Teachers, now comfortable and confident with platforms like Google Classroom and Google meet, learnt to use them as effective tools for hybrid teaching- learning, especially in the latter half of the academic year. In order to aid a smooth online teaching experience, wi-fi routers were installed throughout college. Official domain ids for both students and teachers and official Zoom licenses for teachers ensured that the teaching-learning continued in a secure environment. Descriptive and interactive PowerPoint Presentations and PDFs were used to enhance classroom interaction. The college also provided infrastructure with its ICT-enabled classrooms, along with computer labs. In order to nurture a personalized approach to teaching- learning teachers showed PPTs and also encouraged students to make presentations to be shared during online lecture sessions. Students were also encouraged to make videos on topics of their choice and share them with their classmates.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	View File

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

2.3.3.1 - Number of mentors

54

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

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

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

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

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

54

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

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

24

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

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

670

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

25

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

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

7

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

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

The teaching continued with the online mode and the MCQ/objective type of question papers, with a ratio of 50:50 for internal assessment and semester-end examinations. This was also in keeping with the recommendations of the UGC. It was emphasised that atleast one of the internal assessment exercises should be a subjective type exercise, where students would be expected to apply the information, they had acquired and exercise their critical and analytical skills.

1. The College continued with the practice of having a minimum of three and a maximum of four IA exercises in each subject. Students would be awarded the marks of the two best performances in each paper. The marks were released after the first two exercises, so that students would know where they needed to improve.
2. Results were declared within stipulated 45 days from the end of SEE, both semesters.
3. The committee met after the declaration of results at the end of each semester to review the procedures.
4. ATKT exams were held once a year - within 90 days of

declaration of results.

The process of adding additional (non-academic) credits was put into practice this year. Students could get additional credits for extra-curricular activities, outreach activities, add-on courses.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1_PElPHxWrmU0yT3jWA0B2vyQrQTR5fkv/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

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

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

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

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

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

the college. In addition to incorporating these in the curriculum, each department also conducts relevant goals specific as well as annual theme based co-curricular and extracurricular activities. A culmination of these activities is the social theme based annual fest - ANANYA. A report reflecting the execution of these activities is submitted by all departments each year. The theme for the year 2021-22 was "Hope, Courage and Resilience"

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sophiacollegemumbai.com/naac.aspx

2.6.3 - Pass Percentage of students

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

596

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://drive.google.com/file/d/13mnS5vj5Hqq7TNBWEHNJdRoIOzsO_YK7/view

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

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

implemented

Sophia College aim to cultivate and nurture a culture of research, and to document ongoing research activities, the Research Development Cell, continued to accomplish its aim. Information shared with staff about new projects helped them in applying for various research grants and schemes. Five of our faculty members are recognized Ph.D. guides. The departments of Microbiology and Zoology also functioned as PhD centres. Two of our staff members received grants under the Women Scientist Scheme of the Government of India. Students' research too was promoted through the EXSP and EXAP programmes through which students are encouraged to improve their capabilities by engaging with various research topics. At the end of this process, they are required to write research papers and present them to teachers and students. This programme continued in spite of the constraints of online functioning. Additionally, students also took part in Aavishkar, the intercollegiate research festival organised by Mumbai University. In all the science PG programmes all students do a research project for their degree.

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

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://sophiacollegemumbai.com/research_all.aspx
Any additional information	View File

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

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

500000	
File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded
3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year	
0	
File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded
3.2 - Resource Mobilization for Research	
3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)	
20,69,430	

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

3.2.2 - Number of teachers having research projects during the year

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

5

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

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

12600000

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

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

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

The college has mandated each department to conduct a value-added course each year for students, who are encouraged to join cross-faculty courses to widen their horizons. There is a state-of-art Research Facility as well as high-end equipment (purchased through grants from DST/ DBT) to encourage staff and students to carry out cutting edge research projects. In-house journals, Urdhva Mula and Science Chronicles in Research and Investigation Based Education (SCRIBE) reflect the ecosystem for research. The college has a dedicated Women's Centre (Sophia Centre for Women's Studies and Development) that offers several certificate and diploma courses, has outreach programmes related to women's issues and empowerment and an extensive library open to all. The college offers two flagship programmes (Excellence in Arts Education Programme and Excellence in Science Education programme also called EXAP and EXSP respectively) for undergraduate students which include a mandatory research component.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	No File Uploaded
Any additional information	View File

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

3.4.2.1 - Number of PhD students registered during the year

7

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

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

1

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

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

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**3.4.6.1 - h-index of Scopus during the year**

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

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

0

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

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

0

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

3.6 - Extension Activities

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

The NSS (Sophia College) is dedicated to inculcating a sense of social responsibility within students. The year commenced with the initiation of Flood relief donation to help people overcome the disastrous situation in Mahad and Chiplun in July, 2021. In August, the NSS unit of Sophia College in Collaboration with K.E.M Hospital Blood Bank organized a Blood Donation Camp at Dadar Railway Station. Further, in January, another blood donation camp was organized at Byculla Station wherein 51 units of blood were collected. Another blood donation camp was organized on the occasion of Women's Day at Sophia College, Mumbai. It also organised a Covid-19 Vaccination drive, a Polio immunization drive. To inculcate a spirit of environment consciousness, NSS organised a tree plantation drive a beach clean-up drive as a part of the Swachha Bharat Abhiyan project, a Street Dog Project. The annual Shiksha Project, cultural events such as the celebrations of the Marathi and Hindi languages and Save Water and Save Electricity projects were organized to spread social awareness.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

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

19

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

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

1100

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

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

8

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

- Classrooms - 38
- Laboratories for subjects such as Physics, Chemistry, Zoology, Life Science, Biochemistry, Microbiology, IT, QA and Psychology - 18
- Preparations rooms - 6
- Store rooms for laboratory requirement - 2
- 1 central library for access of books, e-books, journals and e-journals is automated using Integrated Library Management System (ILMS). The College has also subscribed for e-journals like INFLIBNET, N-LIST, The American Library. Plus one in the Women centre and one departmental library.
- Seminar Halls - 4
- 4 Computer Labs with 249 desktops, 39 laptops, 57

printers, 18 scanners and 24 Departmental laptops and desktops for the use of students and staff.

- 1 Research Centre (Suman Tulsiani Research Centre), with 4 research laboratories.
- Girls Hostel accommodating 105 out station students - 1
- Gymkhana with well-maintained equipment along with an instructor and a nutritionist - 1
- Canteen - 1 and Coffee Shops - 2
- Book Shop and Facilitating Centre - 1
- Photocopy Centres - 3 and printing centres - 5
- Sophia Centre for Women Studies and Development - the centre is engaged with multidisciplinary activities which happens throughout the year. It runs regular add-on courses for skill development of students - 1
- J. N. Heredia Centre for Counselling - The Centre provides free counselling to the students to promote their well-being and aid development into the best academic and social versions of themselves. Individual therapy sessions are voluntary - 1
- Staff canteen - 1
- Support staffs changing room/ common room and wash room - 1
- Accommodation for teaching staff - Gurukul - 1
- Accommodation for support staff now called Aashirwad - 1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/facilities_new.aspx

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

Sophia's Major Cultural Events:

KALEIDOSCOPE

Sophia College hosts a popular and humongous inter-collegiate youth festival which has the capacity to host at a national level with over 70 colleges participating without-station colleges. The workforce comprises of 20 teams, ie. 400 students.

MUNSOPHICAL - Sophia College's Annual Model United Nations Conference was started in the year 2010. MUNSOPHICAL aims to present an ideal environment where delegates can debate and discuss important events and news. Sessions are attended by local, national and international delegates.

ANANYA

The college has an annual event ANANYA, which usually focusses on the annual theme of the College. Many departments organize extension events and activities culminating in the Annual Inter and Intra-Collegiate Events.

The infrastructure available for conducting the above activities are these:

Sophia Bhabha Hall which has a capacity of 813.

Sophia has 3 seminar halls which are used to conduct meetings, seminars, conferences and other cultural activities. The seating capacity for 150, 200, 204 and 200 people, in the respective halls.

Sophia College has good infrastructural facilities for yoga, sports and games (indoor and outdoor) including gymnasium, auditorium etc.

1. Indoor Games:

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

2. Outdoor Games:

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

3. Sports Gymnasium:

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

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/facilities_new.aspx

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

42

File Description	Documents
Upload any additional information	No File Uploaded
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

6597251

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Library Computerization:**

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

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

The library has purchased the following modules of SLIM 21.

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

Books and other library resources can be searched through various access points, namely, Author, Title, Keywords, Year of publication, Publisher etc. The library subscribes to several national and international journals, newspapers and magazines. Everyday articles from them are indexed according to the subjects and topics of interest of the users. These articles are then entered in the library software daily. These indexed articles are very useful for students doing projects and seminar work. Various library reports are also generated through the data files stored in the computer. Issue/return of books for staff members are carried out on the computer.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.2.2 - Institution has access to the

A. Any 4 or more of the above

**following: e-journals e-ShodhSindhu
Shodhganga Membership e-books
Databases Remote access to e-resources**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

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

255171

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

25

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

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

Sophia College encourages the use of ICT in the learning process. Almost all classrooms, laboratories and in multi-media rooms which are equipped with laptops, computers, LCD screens,

projectors and sound system, smart boards, Wi-Fi, Online classes, video-conferencing, LCD presentations, remote access to library e-resources are some of the methods used as teaching-learning process.

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

a number of training programmes with the staff, to familiarise them with the optimum use of G-Suite and Google Classroom, as well as the Zoom platform. G-Suite and Google Classroom, as well as the Zoom platform continued to be the systems we employed to take our educational efforts forward during this difficult time. Once again, the College was able to tap the goodwill of our donors and invest in 46 Zoom licenses. Zoom membership available to staff and students for extra-curricular activities. The College also launched its own YouTube channel, so that programmes that included more than 300 participants could be streamed live, and also be available for viewing at a later period. Other forms of social media like Instagram and Twitter were also tapped to facilitate connection between staff and students and between the students themselves. The college website was revamped and launched.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2064	249

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus **A. 750 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

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

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

4.4 - Maintenance of Campus Infrastructure

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

9867664.5

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

etc.

Sophia College building has a heritage maintenance and cleaning of 38 classrooms, 18 laboratories, 6 preparation rooms, 5 administrative offices, library and hostel is carried out by regular support staff.

College has an AMC for maintenance of Elevators, Air conditioners, Electrical Fittings & Equipments, Pest-control, Fire Extinguishers, Water Pumping, Computers and IT related equipment and Software, Lab Equipment, Projectors, and Internet facilities etc.

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

Other Facilities:

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

materials after use.

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

3. The Gymnasium has latest well-maintained equipment.

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

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

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

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

8. The J. N. Heredia Centre for Counselling provides free

counselling to the students.

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

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/facilities_new.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

6

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

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

42

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students'

A. All of the above

capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	https://sophiacollegemumbai.com/index.asp x
Details of capability development and schemes	View File
Any additional information	No File Uploaded

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

298

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

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

38

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

83

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

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

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

5

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

0

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

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

The Sophia College Students' Association was originally started in July 1944.

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

The CUC organises and assists the organisation and implementation of any activity that comes under the purview of Sophia College (Autonomous) such as Glimpses, Teacher's Day, Independence & Republic Day College Day, Convocation etc.CUC organised many events online, using the digital medium to engage and connect with artists and speakers across the globe. Peerpal 2021 was launched as a digital student orientation program, aiming to help students across subjects in the Zoom classrooms.

The CUC plays a monumental role in bridging the gap between the

students and the College. The Core Members of the CUC are also a part of various college committees, such as the Internal Quality Assurance Cell (IQAC), Grievance Committee, Anti-Ragging Committee, Placement Cell, Kaleidoscope and Canteen Committee, which ensures appropriate representation of the student's voice at every stage.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/u/0/folders/1HTtOy6ggFFVr9I23KF40jeoTzVU69OfT

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

214

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

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

Due to the COVID Pandemic the Alumni Association could not have any activities.

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

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The MISSION of Sophia College has been to provide women with higher education of an excellent quality, and opportunities for self-growth through a rich academic and co-curricular experience. The management has striven to create an atmosphere within which staff and students are empowered to give of their best. Given the hybrid mode of teaching-learning, a number of training programs were conducted, to familiarize staff with G-Suite, Google Classroom and Zoom. The Boards of Studies, Academic Council and Governing Body functioned as per the guidelines laid down by the UGC. Additionally, examination reforms were carried out and exams were conducted smoothly in accordance with guidelines issued by the Higher Education Department. Mentoring and remedial programs were conducted by Junior and Senior colleges. The Research Development Cell, set up to promote and document research activities, continued in its efforts to promote a culture of research: as a result, many faculty members were enabled to present and publish their work. Research projects were also undertaken as part of the EXSP and EXAP programs. All Academic Management Systems - admissions, merit list generation, Online fees collection - worked smoothly. The Examination Management Module too operated efficiently and helped generate and declare timely results.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://sophiacollegemumbai.com/index.asp x

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

Sophia College (Autonomous) practices decentralization and participative management in all aspects of college governance

and administration. At the college level, while the Principal is the highest authority followed by the Vice Principals, decision-making, planning and execution is carried out by these in consultation with a team (comprised of 53 committees) of teachers, the Registrar and students from the Student Council.

The IQAC played a central role in fulfilling the aforementioned goals. They worked independently, studying the most pressing needs of staff and students, and organizing webinars, staff enrichment programmes and conferences to help students and staff keep pace with the changing times and to promote the growth of the institution. Taking their cue from the IQAC and senior leadership, all other committees took the initiative in their respective areas, striving to realise the institutional goals of excellence and empowerment. For example, the examination committee worked tirelessly to set fair and efficient examination rules for both IAs and SEEs. Along with these reforms, the process of adding additional (non-academic) credits was followed. Academic management and mentoring systems were effectively implemented. Teaching-learning and mentoring activities continued in the online mode through the collective efforts of students, academic and non-academic staff members.

File Description	Documents
Upload strategic plan and deployment documents on the website	No File Uploaded
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

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

The strategic plan of Sophia College (Autonomous) is focused on excellence and the empowerment of women. Even during the pandemic, the online teaching, examination and assessment systems were utilized effectively by all staff members and students, designed as they were with an inclusive, gender-sensitive and pro-diversity perspective. The process of adding additional (non-academic) credits, so as to facilitate holistic development of the students, was put into practice this year.

These efforts were towards empowerment and excellence were clearly visible in the activities conducted by Sophia Centre for Women's Studies and Development. This year it conducted

- a PG Diploma in Counselling and Safe-guarding of Children and Senior Citizens in collaboration with the Centre for Safeguarding Rights for Children and Senior Citizens (De Nobili College, Pune) and the Psychology Department (Sophia College);
- a Master's programme in Gender Studies in collaboration with the Sociology Department (Sophia College);
- a Certificate course for Diet Trainers;
- a Certificate Course in Women's Empowerment;
- a Certificate Course in Social Work Focusing on Women and Girls;
- a Certificate Course in Personal Finance Management;
- a Certificate Course in Feminist Lawyering.

an annual Women's Leadership Training Programme in collaboration with the Bombay Archdiocesan Women's Commission.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Sophia College (Autonomous) is managed by Society for the Higher Education of Women in India (SHEWI). Its Chairperson, Secretary, Treasurer, and Governing Body oversee its functioning and take policy decisions. The Governing Body of the College, with the Academic Council, Finance Committee, IQAC, College Development Committee, Planning and Evaluation Committee, Boards of Studies, and Examination Committee, work towards the improvement and sustenance of quality within the college. The Principal leads and implements policies to fulfil the College objectives, liaising with various academic and government bodies to ensure the continued growth of the institution. The Vice-Principals of the College, the

Coordinators of the self-financed courses, the HODs and staff work together to plan and execute the academic programme and other activities.

The Registrar, Office Superintendent, Head Clerk, Senior Clerks, Junior Clerks, Assistants, and Peons and other support staff carry out all administrative duties.

Appointments and CAS promotions are done as per University/Government norms and procedures. The management-paid teaching and non-teaching staff appointments and promotions are done as per the Statutes and management guidelines. Service Books and Leave Records are maintained manually and electronically for all. All employees follow the 'Employees Policy' which provides the code of conduct for everyone.

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

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

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

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

- Encouraging teachers to acquire skills in their respective fields by attending; Faculty Development Programmes, workshops and conferences like Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.
- Duty Leave granted for attending various administrative and education-related programs/ events.
- Financial support during medical emergencies.
- Parking space facility given for two wheelers as well as four wheelers of staff.
- Accommodation to staff is also provided on rental basis.
- Morning tea is provided to all the staff members on every working day, free of cost.
- Computer, internet and printing facilities are free of cost to teachers for their departmental work.
- Gymnasium membership for teaching and non-teaching staff are provided to at a very nominal rate.
- Special common room for female and male admin staff, along with changing room and wash room for the support staff in the science building.
- During pandemic, following additional welfare measures were taken:
 - Staff were paid full salary during lock down with no deductions of any kind.
 - Staff or their family members suffering from COVID19 were given Full pay and leave was granted.
 - Work From Home facility was provided to teaching and nonteaching staff.
 - Administrative staff who stayed on campus in lockdown, were provided accommodation for free.
 - Social distancing norms were followed while being in campus post lockdown.
 - Arrangements have been made at checkpoints to measure temperature.
 - Each class room was provided with sanitizer.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

0

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

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

23

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The College conducts annual financial audits to engender habits of discipline and transparency in financial management. A standard operating procedure is followed by the accounts department for all financial transactions. Government norms are strictly adhered to in audit of accounts. As per norms, the books of accounts are maintained by the accounts staff. All vouchers & bills of expenses and income i.e fees and other receipts and vouchers of daily expenses are checked and verified. The college has well delineated accounting structure for the funds received from government grants and the funds generated by the institute. The external audits for our college are conducted by Chhotalal H. Shah & CO. The auditors check the receipts/payments of all college accounts, and submit audited statements of income and expenditure to the Management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

13080750

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

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

Funding at Sophia is generated for the purpose of institutional improvement and skill upgradation in order to help us achieve the larger aim of educating and empowering women. Fees collected from students, rents and revenue generated by providing locations for films and TV remain the predominant sources of income. Additionally, admission, services for

students, interest on savings/investments, add-on courses, donations, memberships fees and government funds also help us mobilise funds. Since Sophia College Autonomous is a government grant-in-aid college, managed by a charitable educational trust, it has a well-defined financial policy that ensures optimal utilization of finances for academic, administrative, and research activities. Financial planning done at the beginning of every year ensures that the funds are well-distributed to support academic activities, general maintenance of college and salaries of the management staff. A regular upgradation of all systems, e.g. examination and assessment, is also conducted. Our staff works tirelessly to ensure that the funds are utilised in the most optimal way.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://drive.google.com/file/d/1z_vy4qNs_buRr-Nrm-p-3JaPGLcHwQhC/view?usp=sharing

6.5 - Internal Quality Assurance System

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

1. IQAC organized RUSA supported webinar on faculty development - "Launching Add on courses: Key components" on 10th July 2021 at 3:30 pm for the In-house faculty. Dr. Roshan D'Souza presented a detailed session on how to launch add-on courses: the design, structure and key components of such courses.

2. Orientation Sessions:

a) Multiple orientation sessions were organized by IQAC on Add-on and Swayam courses: for students of TY and PG students on 1st July 2021 at 3:30 pm; for SY Students on 5th July 2021 at 3:30 pm; for BMM students on 23rd July 2021 at 3:00 pm ; .and for FY (BA, BSc and BMM) and MSc-I students on 22nd (2:30 and 3:30 pm) and 23rd October 2021 (10:00 am). Our in-house faculty members Dr. Roshan D'Souza, Associate professor, Head, Department of Zoology, and Dr. Meeta Saxena, Assistant

professor, Head, Department of Physics, were the resource people.

b) An Online orientation programme on College life at Sophia for FYBA, FYBSc, FYBMM and FYBSc IT students on 8th September 2021 at 10:00 am. The programme was streamed live on YouTube.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1EQzDOPVlRDbfdMTbybz5RVQnlS8X-Os7?usp=sharing

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

The institution is dedicated to reviewing its teaching-learning process, structures and methodologies of operation and learning outcomes at regular intervals. This year, the institutional review practices conducted by IQAC included administering Teaching Assessment Questionnaires, conducting Student Satisfaction Surveys,

and collecting alumni and parent feedback regularly. Rigorous self-examination by the departments of their syllabi and teaching methodologies is also undertaken in light of this feedback. Further, in 2021-22, the IQAC aimed at improving the pedagogical practices of the institution and at ensuring the mental wellbeing of the staff members. Many institutional practices and reforms benefited students as well. E.g. In order to sensitize students about their voting rights and duties as adult citizens, a poster-making competition was organized on the occasion of National Voter's Day i.e., 25th January 2022 by IQAC in collaboration with CUC. In addition to the orientation program for FY students, the first orientation session for Add-on and Swayam Courses was held this year. Degree conferring ceremonies for the years 2019-20 and 2020-21 were also organized online, thus helping to bring both years to a satisfactory conclusion after the upheavals of the pandemic. The activities conducted this year, thus, helped both staff and students refine not only their professional skills but also aided in renewing their mental and spiritual health.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophiacollegemumbai.com/igac_all.aspx

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

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://drive.google.com/file/d/1kAAcSZ43Mf8aUzgcJtSiwFhdqF9TEhZd/view
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and security of all the stakeholders is a major focus area of the College administration. There are two entry points in the College. The main gate is manned by 24hour vigilant security guards. Sophia College is a women's College. At any point of time there is women security personnel, one at each gate. Since College houses a girls hostel within the campus stringent disciplinary rules are in place. There is an allocated staff roster to look after the locking and opening of all the access points within the College.

The Humanities Staff have a staff common room with basic essential facilities. Their personal lockers are also housed in the common room. The science staff have their respective departmental staff rooms/ rooms.

The College infrastructure provides many niche's where the students are free to sit, study, discuss and generally relax.

Sophia College has a Counselling centre with counsellors. The pandemic and its aftermath had left its indelible mark on many students. Being confined to their homes, mental health was a concern. Students were counselled online and offline as per the requirement .

A number of courses were introduced and activities were carried out to promote gender equity.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management:

The College has over the years tried many ways of Waste Management which included segregation of dry non- biodegradable and wet biodegradable waste and thereafter composting and vermicomposting. The traditional methods were found not to be sustainable on a large scale. Approximately 70 to 80 Kg waste

is generated daily from the College Canteen and Hostel kitchen when the College is fully functional. To overcome the problem the College has purchased a Bio composter of 100 Kg capacity which reduces the wet waste by 90%. The compost generated is utilized in enriching the soil of Sophia College garden. Excess amount is for the staff to use.

- Waste recycling system

A 100kg capacity bio composter is in place which converts the biodegradable waste into compost. The compost thus generated is used in the garden. The surplus is used for distribution.

- E-waste management

E-waste collection drives are organized by different departments /clubs of the college, but due to pandemic it could not be conducted effectively.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

B. Any 3 of the above

greening the campus are as follows:

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

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has a disabled-

A. Any 4 or all of the above

friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

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

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

The College has an open and completely inclusive approach and environment. There is no discrimination for any religion, region, culture, language, socio - economic condition.

Many classes/clubs celebrate every festival with zeal and enthusiasm.

In fact the approach and the activities organized are geared towards sensitizing the stake holders.

The International Relations Club's (IRC) flagship event was a two-day panel on International Territorial Conflicts featuring academics who would discuss the role of major stakeholders, status of negotiations and themes of international security and regional conflict.

Down the memory lane with Ashok Row Kavi - A three day session

from 20th Jan 2022 to 22nd Jan 2022 was conducted to dive into Mr. Kavi's personal struggles and the holistic view of the community and its struggles. More than 30 students joined each session. Students enlightened to hear on struggles of LGBTQIA community so far and need for safe space in our society.

SAMAJIK SOCIOLOGY 2.0 was a 2 day event held on 29th and 30th April 2022. The theme of the event was 'MULTICULTURALISM'. The department upholds to celebrate diversity to nurture and bring to light the beauty of different identities. More than 60 participants - students & alumni had joined on zoom. Both the days were filled with lot of introspection, fun, joy and articulation of a vision for the next batches to uphold the ideals of the Department.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

Every effort is made by the College to instill values, rights, duties and responsibilities as citizens of India. The administration, teachers, student bodies and clubs take active efforts in trying to inculcate human values and professional ethics. Activities are organized to reinforce and sensitize the stakeholders.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

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

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

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

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1 -Title of the Practice:Research and

publication.

Best Practice 2 - Title of the Practice:Teaching Learning beyond the curriculum to ensure holistic development of students.

Best Practice 3 - Title of the Practice:Hybrid teaching - learning.

File Description	Documents
Best practices in the Institutional website	https://sophiacollegemumbai.com/img/7.2,%20Best%20Practices,%202021%20-%202022.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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

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

The college was ranked 3rd for Arts and 5th for Science in the Western Region of India by INDIA TODAY. It was important to us to continue to strive to keep the standards high, so as to ensure that the tradition we have inherited may be kept alive and developed for the next generation. With autonomy, the possibilities stretched out before us - we needed to engage with our future in a planned and focussed way, building upon our strengths, minimising weaknesses, grasping every opportunity and addressing our challenges with clarity, courage and faith. The lockdown has put this vision to the test, but as

a united body, we have done our best to remain faithful to it. We continued to put in our best efforts to make the College a vibrant and relevant space for the development and empowerment of women.

File Description	Documents
Appropriate link in the institutional website	https://sophiacollegemumbai.com/college_profile.aspx
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year

1. Lucid Volume 2
2. Luminous Volume 1
3. Research grants
4. Student Counselling
5. Focus on NAAC reaccreditation
6. Paperless document submission
7. Quality enhancement programmes
8. Feedback systems
9. Audits
10. CAS promotions
11. National Education Policy

Plan of action for the next academic year - <https://drive.google.com/file/d/1LU2Y0PhaLpsDBcVAgVa4YkHTbDNMSQJm/view?usp=sharing>