The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)*   2015-16

1. Details of the Institution

1.1 Name of the Institution   SOPHIA COLLEGE FOR WOMEN

1.2 Address Line 1   BHULABHAI DESAI ROAD

   Address Line 2   OPP. BREACH CANDY HOSPITAL

   City/Town   MUMBAI

   State   MAHARASHTRA

   Pin Code   400026

   Institution e-mail address   sophiacollegemumbai@gmail.com

   Contact Nos.   022-23512642 / 23523304

   Name of the Head of the Institution: Dr. (Sr.) ANANDA AMRITMAHAL

   Tel. No. with STD Code: 022-23512642 / 23523304

   Mobile: 9969305889

   Name of the IQAC Co-ordinator: Ms. S.S. MASTER

   Mobile: 9920435842

   IQAC e-mail address: Same as the college

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

       MHCOGN 10287

   OR

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

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

1.5 Website address:

www.sophiacollegemumbai.com

Web-link of the AQAR: http://www.sophiacollegemumbai.com/AQAR2015-16.doc

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: DD/MM/YYYY   24/11/2003

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

   i. AQAR ___29/05/2015_____ _____   (DD/MM/YYYY)

1.9 Institutional Status

   University   State   NA   Central   NA   Deemed   NA   Private   NA

   Affiliated College   Yes   ✔   No   X

   Constituent College   Yes   X   No   ✔

   Autonomous college of UGC   Yes   X   No   ✔

   Regulatory Agency approved Institution   Yes   X   No   ✔

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

   Type of Institution   Co-education   X   Men   X   Women   ✔

                         Urban   ✔   Rural   X   Tribal   X

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

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

1.10 Type of Faculty/Programme

Arts [✔] Science [✔] Commerce [X] Law [X] PEI (Phys Edu) [X]

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

Others (Specify) [. NA]

1.11 Name of the Affiliating University *(for the Colleges)* [UNIVERSITY OF MUMBAI]

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

Autonomy by State/Central Govt. / University [X]

University with Potential for Excellence [X]   UGC-CPE [X]

DST Star Scheme [✔]   UGC-CE [X]

UGC-Special Assistance Programme [X]   DST-FIST [✔]

UGC-Innovative PG programmes [X]   Any other (*Specify*) [X]

UGC-COP Programmes [X]

2. IQAC Composition and Activities

2.1 No. of Teachers ⬚ 5

2.2 No. of Administrative/Technical staff ⬚ 3

2.3 No. of students ⬚ 2

2.4 No. of Management representatives ⬚ 1

2.5 No. of Alumni ⬚ 2

2.6 No. of any other stakeholder and

community representatives ⬚ -

2.7 No. of Employers/ Industrialists ⬚ -

2.8 No. of other External Experts ⬚ -

2.9 Total No. of members ⬚ 13

2.10 No. of IQAC meetings held ⬚ 2

2.11 No. of meetings with various stakeholders: No. ⬚ 64   Faculty ⬚ 15

Non-Teaching Staff / Students ⬚ 37   Alumni ⬚ 2   Others ⬚ 10

2.12 Has IQAC received any funding from UGC during the year?   Yes ⬚ X   No ⬚ ✔

If yes, mention the amount ⬚ NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ⬚ 2   International ⬚ X   National ⬚ X   State ⬚ X   Institution Level ⬚ 2

(ii) **Themes**

1. A workshop to plan activities for the Platinum Jubilee Year was held at Save Farm for the teaching staff.

2. A workshop on safety in laboratory procedures for the laboratory staff.

2.14 Significant Activities and contributions made by IQAC

- Conducted the computer based student ENTRY feedback for FY BA, B.Sc, BMM, BSc IT students, and the EXIT feedback for all classes of all the faculties.

- The subject wise Quantitative analysis of the students' responses were given to all the HODs

- Prepared the Qualitative analysis of student feedback.

- Prepared the Qualitative analysis from the feedback regarding the performance of the offices/library/computer centre. Discussed the responses with each department in order to improve services.

- Worked on the preparation and submission of the National Institutional Ranking Framework (NIRF)

- Coordinated with all departments for the preparation of the University of Mumbai's Academic Audit.

- Coordinated with all departments and club secretaries to update the college website.

- A workshop / picnic was held under the auspices of the IQAC on '' 5th February, 2016 at Save Farm, Dahanu.

- The Principal, Dr. (Sr.) Ananda Amritmahal is on the IQAC committee of St. Theresa's College of Education, Santacruz Mumbai

- Addressed fund raising committee – 'to motivate and discuss how to go about raising funds for the Platinum.

- Listened to TYBA Psychology students and the HOD comments on the TYBA Exit feedback questionnaire. They gave their suggestions.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action (2014-15)	Achievements (2015-16)
1. Upgradation of boards & LCD facilities for teaching & learning.	1. We were able to install LCD facilities in 3 additional classrooms. This enhanced the teaching/learning process, as many more teachers could avail these facilities. Boards were improved in 5 classrooms.
2. To continue our effort for recycling waste, especially electronic waste.	2. All the spare answer books were used for internal assignments and test, hence there was no wastage of paper despite the change. No progress was made for recycling electronic waste. We approached Recyclekaro.com, an agency that had made the initial proposal. Alternate avenues are being explored. Non-chemical and recycled paper has not yet been

	introduced.
3. Explore opportunities for academic linkages with Universities in Australia.	3. We were approached by the University of New South Wales, Sydney, Australia, to establish academic links with them. A team of delegates led by the Dean of the University and the heads of various departments visited the college and made a presentation to the staff. They highlighted the various programmes available and suggested ways in which our students could benefit from these courses. After some discussion it was felt that some modifications should be made. Their response to our suggestions is still awaited.
4. Launch a cooperative society for the facilitating financial help for the non-teaching staff.	4. The first step towards forming such a society was taken to the Local Managing Committee (LMC) meeting. The non-teaching representative on the LMC committee was asked to explore this plan. He held meetings with members of the non-teaching staff to concretise a plan. The details are being drawn up and will be presented to the Principal before the cooperative society can be formed.
5. Plan workshops for teaching and non-teaching staff in connection with the Platinum Jubilee Celebrations of the college.	5. The IQAC organised a workshop for the teaching staff at Save Farm, Dahanu. Committees were outlined and the feasibility of carrying them forward was discussed. These committees will be organising events throughout the year. Similar workshops are scheduled for non-teaching and administrative staff in the coming year. The Principal held meetings with the staff regarding plans for the Platinum Jubilee Year. A calendar of events was finalised and put up on the website.

Attach the Academic Calendar of the year as Annexure.   2015-16

2.15 Whether the AQAR was placed in statutory body   Yes | X | No | ✔ |

Management | X | Syndicate | X | Any other body | X |

Provide the details of the action taken | NA |

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	-	-	-	-
Innovative	2		-	-

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

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

1.3 Feedback from stakeholders*   Alumni [✔]   Parents [✔]   Employers [✔]   Students [✔]
    (On all aspects)

       Mode of feedback   :   Online [✔]   Manual [X]   Co-operating schools (for PEI) [X]

*Please provide an analysis of the feedback in the Annexure

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

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

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

   NONE

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	35	16	-	-

2.2 No. of permanent faculty with Ph.D.

27

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	3	--	--	--	--	--	--	4	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

48		124		13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Local	University of Mumbai
Attended	3	12	3	4	1
Presented papers	5	11	-	5	1
Resource Persons	1	1	-	-	1

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

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

Microbiology

- Students made demonstration videos on detection of adulterants in food which were screened during revision. A skit presentation was held on 'The Life of Louis Pasteur'.
- Models were made using materials such as papers and rings to explain concepts in genetics. WhatsApp was used to send short video clips on Genetics and Virology to TYBSc students.

Mathematics & Statistics

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

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

BSc IT

- SAP - ERP Training course for hands on experience in business processes with exposure to SAP ABAP programming language with integration to Sales, Operations, Procurement and Finance using SAP.
- Microsoft International certification course in Ethical Hacking and Information Security.
- Guest lectures – Students were given an orientation about career options of IT in foreign universities. A guest lecture and online entrance exam by NIIT was organised for the fellowship programme for the benefit of the students.
- The annual IT fest – I Technothon – was organised by the students. The students learnt various organization skills which would be of use in the future professional fields.
- Two industrial visits were undertaken to familiarise the students of the application of IT in industry.

Chemistry

- Ball and stick molecular models, chemistry molecular model kit, Paper models.
- To teach the concept of voids in SY B.Sc glass bangles and OHP were used.
- Simple distillation, fractional distillation and soxhlet extraction apparatus was shown in the class in order to have better understanding of the process.
- HPTLC demonstration of separation of dyes- by Precipitation titration- demonstration of Mohr's method and Volhard's method by Demonstration of solvent extraction of iodine.
- Glassware was taken to FY. B.Sc class to explain the topic calibration.
- 'Chemrelathon'- game show based on practical experiments in Physical, Inorganic, Organic and Analytical Chemistry for SY B.Sc students was organized for the SY B.Sc

students where in students had apply their subject knowledge to experimental set ups of the competition.

Life-Science

- Flipped classroom
- Organised a workshop on a new topic, 'Environment Management Tools'. Case studies were used as not sufficient information on the topic is available
- A field trip was arranged to Rajguru Nagar for students to get a first-hand experience of agricultural land, dams, and tribal villages. All MSc students presented their research work on Science Day. This becomes a platform for fostering scientific interaction.

Bio-chemistry

- Peer teaching was encouraged Quality assurance students presented assessed seminars on Food Additive to SYBA students followed by a feedback questionnaire.
- Post graduate students learn and demonstrated some techniques of the syllabus to the TYBSc students to reinforce teaching learning.
- Post graduate students presented subject related seminars for each paper to each other and submitted scripts which were then assessed.
- Student chose topics for University assignments and one of them was approved by the staff. A rough draft of the approved topic was then written by the students which was corrected by the staff before finalizing it.
- A Dietary Score Card was maintained by students who recorded and kept scores of their weekly intake of food. The data was discussed and analysed in class.
- Students were encouraged to refer to various science journals available in the library. They made notes and rewrote the article they chose. This activity familiarized the students not only to the reference material available but also encouraged independent understanding and interpretation.
- Subject related poems written by an ex-student were read out before starting a topic. ICT training sessions were also held. Local and outstation visits were arranged.
- Postgraduate students presented their research work to peers and teachers at the Khandala seminar.
- Students wrote essays and slogan on Peace and on Food Hygiene.

Zoology

- The documentary films were screened the content of which went beyond the syllabus. Study visits were also organised.
- Students gave Power-Point presentations based on the syllabus on Endangered animals and sanctuaries of India.

Quality Assurance Course

- Sessions on ICT training, soft skill development and peer teaching were held. Students attended seminars delivered by special invitees from India and abroad.
- Students had to submit a project after their Food and Pharma internship. They also were asked to review a book of their choice and present it for assessment.

- Local and outstation visits to industries, institutions and Government institutions were undertaken.

Psychology

- In collaboration with the MSc Life Science students, TYBA Single Major students were shown specimens of an avain and mammalian brain.
- Students were given an opportunity to understand the working of a tachistoscope and administer & look at psychological tests available in the laboratory.
- FYBA students participated in the National Conference on Military Psychology and Counselling. They shared their experience with their classmates. Students also participated in the international Conference arranged by the department and presented papers. A dance for the conference was also choreographed for the conference.
- A student presented "Filling up Blank Spaces through the internet" at an intercollegiate competition and won a second prize.
- Students were guided and helped to prepare papers for the Annual Conference of the Bombay Psychological Association and for the National conference on "Contemporary Social issues in India."

Hindi

- Films were screened like Percy, Trikal Gaman to acquaint students of the diversity on Indian society.
- Celebration of Hindi Day. Posters were prepared by students on the Hindi script and literature. Some of the students expressed their views on usages of Hindi and its importance for national integrity. Poem & ghazals of famous poets were also recited.
- TYBA and SYBA students participated in a literary programme organised by the Hindi department of Wilson College
- During the peace Week students celebrated Friendship day Films like Percy Trikal that gave an insight and different perspective to different communities i.e. the Parsee and Goan ones. Gaman acquainted the students with the struggle of the common man vis-à-vis changing situations and environment.
- Guidance was given beyond the syllabus to both literature and compulsory language students. The texts taught at the SY and TY level deal with many issues of our time. Teachers give historical and cultural perspectives of literary movement and students were encouraged to make posters on certain subjects.

BMM

- For the Introduction to Culture Studies paper students were asked to make a short video using their phones to highlight the issue of 'The Articulation of Identity'; students had to look at various occupational groups and examine how identities are interspersed with occupations and gender as well. Students looked at occupations like that of a taxi driver, a male and female selling 'paan' on the street, a male and female B M C worker, a male and female Jain ascetic, a male and female household worker and so on.

Sociology

- Innovative assignments included a power-point presentation by the students on Adventure Tourism and a video presentation by students on Trafficking.

- The department collaborated with the Education department to show a movie followed by discussions and invite a guest speaker to address the students on education.
- Sociology students participated in the book reading session organised by the library.

Philosophy

- Students of the department of Philosophy enacted Plato's Allegory of the cave in the classroom, in groups

English

- ICT and Audio-visual facilities were regularly used to enhance and supplement the lectures, and also during student presentations
- Films related to the texts were screened
- Some guest lecturers were invited, thus enhancing the learning experience of the students
- Additional readings were prescribed and some of the internal assessment was based on these, thus pushing back the boundaries of the syllabus
-

Mentoring:

Hindi

- Through WhatsApp, groups of students were connected with each other. Teachers kept students updated about poets, authors of Hindi Literature and Literary activities in the city, as well as at the national level.

Economics

- A WhatsApp group of TYBA students was formed to convey information and for resolving their doubts and queries related to academics.

Life Science

- A seminar was held at Khandala. This event allows TYBSc students to interact with and understand the MSc programme of the department.

Psychology

- Mentoring was done face-to-face as well as through email, online and face-to-face feedback and suggestions for improvement was provided.
- Information related to practical examinations college related announcements are emailed to students. Research mentoring was done to help students prepare papers for the conference. Multiculturalism. A Celebration of Diversity organised by the department.

- Dr. Jennie Mendes mentored a group of nine students who had LD (Learning Disability). 5 sessions of 2, hours each were held to help develop self-esteem, mindfulness and aspire to be achievers in life.

Chemistry

- All degree college students studying chemistry are assigned a 'Contact teacher' who follows up their progress throughout the year. At the FY, SYBSc level the teacher taking practicals is the contact teacher for that group of students. At the TYBSc level the students are divided into groups and are assigned to different teachers. This is referred to as the Contact System.
- The Contact System helps in monitoring the students' academic progress and identifying any other psychological/ socio-economical/ subject oriented problems.

English

- Google groups were formed in each class and these were actively employed to disseminate readings and references as well as for discussion of relevant points
- Students were kept informed about events in the city that were related to the subject matter being studied and encouraged to attend these where possible
- Tutorials were conducted with the English Literature and Communication Skills in English groups to help students to mediate the gap between Junior and Senior College
- Contact groups were formed in the TYBA to help students prepare for the final year examinations and handle the stress of this last year in college

Annual Theme:

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

Co-curricular activities under ANANYA

Microbiology

- A display of a collection of handcrafts made by SYBSc students was held. The theme was "Best out of recyclable items/waste: a display of Indian handicrafts."
- A competition entitled "Microbes in Fashion" was organised. Participant designed fashion accessories resembling their favourite microbes and presented them in a fashion parade. An exhibition of the designs and best item was also arranged.
- A yoga session for the college teachers was also conducted.

Zoology

- A Treasure Hunt based on the theme of biology was organised. An ongoing activity based on Biodiversity in the form of posters displayed every week on ZooBuzz board entitled Animal of the week.

BSc IT

- Students organised an IT quiz and Treasure Hunt based on the theme.

Mathematics and Statistics

- The department held a SUDOKU competition to enthuse students and show them the interesting games of Mathematics.
- Mathematical Housie aimed at making students solve a mathematical question whose answer is a number. They then had to tick the number on the housie ticket. Students played in pairs.
- **Simulation presentation:** Students made a power-point presentation of the current developments of some statistical concepts like Monte Carlo simulation and the applications in the Social Sciences.
- A movie screening was held along with the Economics department.

Chemistry

- A food festival was organised by the department 'Zaika India Ka', celebrating the theme of the year Education: A Celebration of Diversity.

Political Science

- The department organised an International Conference on "Multiculturism a celebration of Diversity."

Life Science

- The Life Science department focused on the reproductive and health issues of Indian women. The event was titled as "Not without my consent": Ethics of health research in women".

- The aim of this student centered activity has been to create awareness about Young Indian women, the poor access to health facilities alongside the cultural issues.

- The guest speaker Dr. Vibhuti Patel gave an overview about the global and Indian scenario pertaining to women and reproductive health issues.The history of development of hormonal contraceptive developments by pharmaceutical companies. The inadequacies of Family planning policy of India from 1970 onwardswas also mentioned. The attitude of medical professionals in targeting women to achieve the targets set by the central government.

- The talk was an eye-opener for the both the undergraduate and post graduate students.

- Dr. Vibuti Patel, DIRECTOR, CSSEIP, Professor & Head, Department of Economics, SNDT Women's University, Churchgate.

- Also as part of the departments commitment to Conservation of Biodiversity sapling plantations was carried out by T Y B Sc students at Kandala hill slopes and barren land of Rajguru Nagar.

- A poster presentation on the theme was also made and prizes were given.

Biochemistry

- Students of the Biochemistry and quality assurance department organised BOND IT UP-2 Education bonds students from diverse backgrounds together and forever.
- A community kitchen was set up to reinforce bonding. The event had competitive theme-related games, a treasure hunt which helped to bring students of various classes and staff together.

Psychology

- The department along with the Microbiology department arranged a presentation called 'Foods and Moods'. The presentation covered a wide range of intriguing topics, such as foods that alleviate your mood and those that can bust your hunger. The evils of processed and genetically modifies food was also highlighted.
- SYBA students were shown a documentary on eunuchs and special children to increase awareness about how prejudices & misconceptions exist against any group that is a minority.

Economics

- A students' seminar cum competition was organised as part of the Ananya activities.
- An annual fried trip to the NABARD trade fair was also organised.

Hindi

- The department screened the award-winning film – TARA- The Journey of Love and Passion. It was chosen to acquaint students with the diversity of Indian Society. The film deals with the empowerment of women and various social issues.

Physics

- The International Year of light was celebrated by students who prepared posters on light.

Education

- The department organised a students' eco-baazar of food items, stationery and jewellery artifacts, which were made by the students.

History

- The department arranged a talk for all classes on the Rise of the Islamic State.

BMM

- A Creative Writing Competition, an online event was organised. Students had to choose from topics on Fiction and Non-fiction.
- An online film making competition on Roti, Kapda and Sangeet was held.
- A social work event was also organised. The students visited Asha Daan Orphanage and the Old Age home. They had a collection drive and gave the inmates the essentials they required.
- A food stall, game stall and Photo booth stall was set up. Swap-A-Book was another event held. Film screening and review, a photo exhibition 'Cultural Identity', a debate 'The Other Fascade and the Inner Truth of Multiculturalism – in Media Representation was held along with the Political Science and Psychology departments.
- An interactive Session on **The Rise of the Islamic state** by Sameer Patil was also held.

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

180

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

- Regular presentation of seminars by students which were assessed by experts. Open book examinations on selected topics were held. There is a continuous assessment of practicals performed in the classes and recordings in the journals. Students write reports on visits arranged. Students are regularly assessed in terms of their contribution as an individual and as a team member, to the conduction, development and Quality enhancement of the course.

  Internship trainings are assessed and graded by the industry. (Quality Assurance)

- Practicals in Cognitive Processes & Psychological Testing, students were assisted in running a Mock Practical Examination independently. They found it a very useful learning experience. (Psychology)

- Students were provided a photocopy of the syllabus and related reference literature. (Hindi)

- The department held an Open Book examination (optional) for TYBA students. Photocopies of a variety of study material for FY, SY, TYBA students was also provided. (Pol-Science)

- Organised an ISRAPS – IWSA Popular Science Lectures on "Light – Mater Interaction Fundamentals and Applications" by Dr. R.K. Vatsa, BARC and the magic of Light by Dr. Sharmista Dutta Chaudhary BARC Mumbai. Oraganised a two-day workshop on:

SENSO ROBOT in collaboaration with IIT, Madra for students of Physics and IT. (Physics)

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

Member of Board of Studies (Univ./Autonomous)	Member of Board of Faculty	Syllabus Committees	Syllabus Workshops
7	3	6	15

2.10 Average percentage of attendance of students   71

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of students appeared	GRADE						
		O	A	B	C	D	E	F
T.Y.B.A.	239	32	83	51	26	13	2	32
T.Y.B.Sc.	108	24	47	18	6	-	-	13
T.Y.B.M.M.	64	1	30	26	5	1	-	1
T.Y.B.Sc. IT	33	1	12	5	3	-	-	12

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

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	2
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	1
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	1
Others (Soft skills courses)	6

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	1	-	4
Technical Staff Lab Assistant Lab Attendant Library Attendant	2 14 7	2 2 1	-- -- --	-- -- --

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	3	3	4
Outlay in Rs. Lakhs	93.10 Lakhs	16,31,000/-	93.84 Lakhs	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	2	7	5
Outlay in Rs. Lakhs	67,500/-	4,95,000/-	5,62,500/-	67,500/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	2	--
Non-Peer Review Journals	--	--	3
e-Journals	1	--	--
Conference proceedings	--	2	--

3.5 Details on Impact factor of publications:

Range ☐ X   Average ☐ X   h-index ☐ X   Nos. in SCOPUS ☐ X

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (completed)	3 years	DBT	4,60,000/-	1,09,000/-
	3 years	FIST		1,00,000/-
	2 years	Cama Oriental Institute	2,50,000/-	65,000/-
Major projects (ongoing)	3 years	DBT (new equipment grant)	42,37,100/-	11,72,300/-
Minor Projects	2 years	UGC	4,95,000/-	3,22,500/-
	1 year	University	5,500/-	5,500/-
	1 year	University	5,000/-	5,000/-
	1 year	University	5,000/-	5,000/-
	1 year	University	16,000/-	16,000/-
	1 year	University	36,000/-	28,800/-
College	1 year	1. Rotary Club Minor R. Scholarship	10,000/-	10,000/-
College	1 year	2. Dhandevi Mahindra R.	60,000/-	60,000/-

		Fellowships		
College	1 year	3. Barbara Naidu Memorial Scholarship	10,000/-	10,000/-
College	1 year	4. Lobo-Dubey Research Scholarship	13,980/- + 2,500/-	13,980/- + 2,500/-
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--		
	--	--	--	--
Total			56,06,080/-	19,25,580/-

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

ii) Without ISBN No. [1]

3.8 No. of University Departments receiving funds from

UGC-SAP [X]   CAS [X]   DST-FIST [X]

DPE [X]   DBT Scheme/funds [X]

3.9 For colleges   Autonomy [X]   CPE [X]   DBT Star Scheme [✔]

INSPIRE [X]   CE [X]   Any Other (specify) [✔]

1. DST-FIST

3.10   Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State/City	University	College
Number	1	2	1	-	1
Sponsoring agencies	1. Multiculturalism : A Celebration of Diversity – India.com, Godrej Interiors and Godrej Security Solutions	1. Model Systems in Development sponsored by Indian National Academies of Sciences

2. Time and Again Challenging Science sponsored by Indian National Academies

3. ORAL NARRATIVES : New Voices, New Tales Funded by Luigi and Laura Dallapiccola Foundation | 1. 14th Annual Sophia Nobel Orations- KC Shukla funds | - | 1. The VIII Annual Khandala Seminar-In-house 2.” Quest-Wider Than The Sky” – Sophia PG Conference-In-house. 3:‘Chemistry Everywhere’ held at Sophia College on 2nd July 2015. Sponsoring agency: CII- RSC |

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

3.13 No. of collaborations   International [2]   National [--]   Any other [26]   [32]

3.14 No. of linkages created during this year   [X]

3.15 Total budget for research for current year in lakhs:

From Funding Agency [18.06]   From Management of University/College [1]

Total [19.06]

3.16 No. of patents received this

    year

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

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

Total	International	National	State	University	District	College
10	--	1	--	5	--	4

3.18 No. of faculty from the Institution who are Ph. D. Guides   4

    and students registered under them   8

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

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

     JRF   4   SRF   X   Project Fellows   X   Any other   X

3.21 No. of students Participated in NSS events: University level   99   State level   1

                           National level   1   International level   X

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

                           National level   X   International level   X

3.23 No. of Awards won in NSS: University level   1   State level   X

                           National level   X   International level   X

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

                           National level   X   International level   X

3.25 No. of Extension activities organized

     University forum   X   College forum   6

     NCC   X   NSS   6   Any other   10

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

The following unique extension projects were carried out by:

DEPARTMENTS

1. Hindi

- Students are motivated to save energy and water. An awareness was created through the discussion and suggestions to motivate them to make the best use of waste in their day to day life.

- Poetry recitations and story reading sessions were organised in the classroom for gender sensitization.

2. Biochemistry

- 12th standard students of Gopi Birla Memorial School visited the laboratory and got hands on training on practicals in their syllabus by the post-graduate students

- Students were sensitised to the concept of seed saving through film screening followed by a follow up.

3. Maths & Stats

- Both the teachers of the department extend their expertise to the DCA and QAFI departments Statistical methods are explained to the students.

- A talk was arranged on 'Euro Crisis' for the students of Statistics.

4. Psychology

- A talk was held by Deepti Kanade Modak, head New Horizon Health and Research Foundation – alumnae providing students information on the work done there. Internships and research opportunities were offered.

- One of the speakers at the International Conference focused on gender in the presentation on 'Leveraging Diversity by Leading inclusively'

5. Quality Assurance

- Propose to initiate training of the canteen staff in HACCP

- Initiated Green Audit awareness of the college.

- An awareness about effluent treatment in industries through visits was created.

- Created an awareness about waste management through an annual exhibition.

6. Micro

- A display of handicrafts made by students on the theme of 'Best of recyclable items/wastes, a display of Indian Handicrafts' was arranged.

- The coordinator of the SSRI club, facilitated the work done by the students keeping in mind gender sensitization

7. **Life Science**

- SEED – for Gopi Birla Memorial School student. DNA the molecule of Life a talk was held. TY students visited two rural schools in Rajguru Nagar and power-point video and slide presentations were made. Vegetable seeds were distributed and workshops were held for teachers and students of more than 20 schools. Work experience classes – a part of the secondary school curriculum - were held on soft toy making, flower making, fabric painting diya painting & quilting

- Tree plantation drive – TY students planted trees around the school and fetched water for irrigation.

CLUBS:

- Members of Association of Christian Students (ACS) visited the house of charity at Uttan. They interacted with the inmates who are mentally and physically challenged, distributed food, clothing and books. They also interacted with the staff and learnt about the history of the institution and about the way these disadvantaged people had to be cared for. (They were touched by the warmth extended to them and came away deeply moved.) The experience made them sensitive to a section of humanity who are ignored.

SSRI:

- The Students' Social reform Initiative (SSRI) provides a platform for students who are committed to reaching out to the wider community. Their activities aim at bringing about change and transformation in the lives of others. This year in their Slum Betterment Programme, volunteers held a party for slum children, an education programme, football training and Wall Graffiti project. In the education programme volunteers knowledge environmental science to students for 2 hours every Saturday. On Sundays 15 boys from the area were coached, by a trained professional, in football.

- In association with an NGO – Mumbai Smiles members of the club – collected sanitary napkins from the college girls. They also went from class to class talking about the importance of feminine hygiene. The packets were then donated to the NGO, and were passed on to girls in slums.

NSS:

- Cleanliness drives were conducted in areas adopted by the college. Street plays, anti-spitting campaigns, actual cleaning work were also organised.
- Awareness programmes included Road Safety, Safe City, Suicide Prevention & Organ donation projects.

- Green initiatives – Tree plantation, Sophia Garden Project, wetland Day activities, Vanrai Bandharas Construction were significant activities. At the NSS special camp at Haloli 3 Vanrai Bandharas were constructed. Volunteers also helped with deweeding and cleaning the plants in the forest department nursery. They performed street plays on topics like dengue, malaria, Swachh Bharat. They planted saplings throughout the village to promote afforestation.
- Health & Hygiene Awareness programmes – Dengue Malaria Awareness in the college and Wadala Campaign Sensitization on sanitation, Nutrition Mela were other extension programmes conducted by the volunteers.
- Educational extension activities included, the Sadhana School project, an adopted village school project, Cankids School support, personality Development and Social Leadership Programmes
- NSS Awards – An NSS student was part of the University. NSS team & won the State level NSS competitions in February, 2016.

ALUMNI ASSOCAITION:

- The Alumni Association of the College – SCESA helped in putting up a reading-room in a tribal area in Orissa.

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

Extension work/Collaborations with other Departments/NGOs 2015-2016

1. Program Officer Lata Pujari was one of the Judges to judge a business plan competition held on 7th of May 2015 at an NGO Life Manpasand which works for underprivileged youth and women. The program was a four days workshop and the competition was held on the last day to assess the participants understanding and the knowledge acquired from the 3 days workshop. It was organised by **I Create, Mumbai.**

2. A group discussion was organised on 30th May 2015 Betsy H. shared her experience on 'Condition of Women in India'. Various experts and activists working for the upliftment of women attended the event.

3. Lata Pujari was one of the resource persons to conduct a workshop on 'Aspiring Entrepreneurs' Training' for the students of Hospitality Department, Don Bosco College, Kurla, on 15th & 16th June 2015.

4. A group discussion organised by **U.S. Consulate** in collaboration with SCWSD on 'Women's Empowerment' on 5th August 2015. The panellists were Ms. Sadira Khan, Ms Trupti, Ms Jyoti Dhawale. The panellists shared their experiences and there was an open discussion session with the participants.

5. A 'Nutrition Mela' was organised by SCWSD in collaboration with NSS & Dept. of Psychology, for Sophia College students on 11th September 2015. A Nutrition

awareness exhibition and demonstration was conducted as part of the outreach nutrition program.

6. A one day workshop on 'Need of Women's Empowerment' was organised for a group of Social Workers from **Akanksha Foundation**, 30th October 2015. Adv. Veena Johari, Ms. Madhuri Mohindar, Dr. S. Limjerwala, and Ms. Lata Pujari conducted the workshop.

7. One-day training programme on 'Candle Making' was conducted for underprivileged women from **Niramay Health Foundation**, on 4th November 2015.

8. SCWSD organised a 5 days training in 'Basics in Massage' for disadvantaged women from **Navjeevan organisation**, from 23rd to 29th November 2015.

9. Organised 6 days Certificate Course in 'Cooking (Breakfast menus) for a group of underprivileged women from Akanksha Foundation, Ms. Kavita Sardana conducted the course from 29th Feb. to 5th March, 2016.

10. SCWSD organised The Leadership Training programme in collaboration with Archdiocesan Women's Commission, Bombay. The programme was conducted for the Catholic community women. The training commenced with 52 participants and was held from 25th July to 6th Sept., 2015, at Dr Antonio D'Silva High School, Dadar. Some sessions were conducted by Sr Ananda and by Sr Patricia.

11. Participants of Social Work and Women's Empowerment course were taken for rural visit to Rajgurunagar, Khed Taluka on 4th Dec. to 6th Dec.2015. Around 28 participants actively took part in various activities such as, interaction with villagers, street-play on Sex-selection, Health and Hygiene etc.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4 acres	--	--	4 acres
Class rooms	25857 sq. ft	Some were expanded	Management	27357 sq. ft.
Laboratories	1211.08 sq. ft.			1211.08 sq. ft.
Seminar Halls	—	--	--	--
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	—	44	FIST II	4
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	1,18,700/- 1,20,000/-	NA	2,38,700/-
Others	12920.73 sq. ft.	450	--	13370.73

4.2 Computerization of administration and library

Administration:
All administrative work pertaining to HSC Board, University and Government departments are computerized Daily administrative tasks are all carried out on the computer. The MIS programme covers admission and examinations. Most of the information required by government and University is also sent online.

Library Computerization:

The library has sixteen computers of which 4 computers are used solely for data entry, 2 for circulation, 5 for OPAC, 3 for Internet browsing, 2 for viewing AV materials. The SLIM 21 (System for Library & Information Management) software, 21st version, was upgraded to SLIM 21 3.2.0 in all the computers in the library. Books and other library resources can be searched through various access points, namely, Author, Title, Keywords, Year of publication, Publisher etc. Various library reports are also generated through the data files stored in the computer. Issuing of books for staff members are carried out on the computer.

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

journals that cover their topic; these are then removed by the library staff and given for reference. Question papers of College & University are available on the library computer database. Students avail of this service regularly.

4.3 Library Services

| | 2014-2015 | | 2015-2016 | | TOTAL | |
| | EXISTING | | NEWLY ADDED | | | |
	NUMBER	VALUE (Rs.)	NUMBER	VALUE (Rs.)	NUMBER	VALUE (Rs.)
Text Books	60622	4,38,981.00 (Amount spent on books in 2014-2015)	639	4,71, 359.00 (Amount spent on books in 2015-2016)	61261	
Reference Books						
Journals	80 journals 8 newspapers	1,14,126.00 (Amount spent on journals in 2014-2015)	79 journals 8 newspapers	1,09,958.00 (Amount spent on journals in 2015-2016)		
e-Books	80409+	7,000.00 (Amount spent on Institutional membership for the year 2014-2015)	3,50,000+	6,800.00 (Amount spent on Institutional membership for the year 2015-2016)	430409+	
e-Journals	3829+		11,000+		14829+	
Digital Database						
CD & Audio	857	24,103.00 (Amount spent on VCDs & DVDs for 2014-2015)	118	16,114.00 (Amount spent on VCDs & DVDs for 2015-2016)	975	
Others (Specify)						
EXAP/EXSP	633	0.00	37	0.00		0.00
Thesis	241	0.00	0	0.00		0.00
Maps	251	0.00	0	0.00		

Films	20	0.00	0	0.00		
Film Strips	25	0.00	0	0.00		
Film Slides	50	0.00	0	0.00		

4.4 Technology up gradation (Overall)

EXISTING 2014-2015	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	
COMPUTERS	31	20	14	30	32	
PRINTER	2	0	0	0	1	
SCANNER	1	0	0	0	1	
LAPTOP	1	0	0	0	1	

ADDED 2014-2015	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	
COMPUTERS	0	0	-2	0	1	
PRINTER	0	0	0	0	0	
SCANNER	0	0	0	0	0	
LAPTOP	0	0	0	0	0	

TOTAL 2014-2015	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	TOTAL
COMPUTERS	31	20	12	30	33	126
PRINTER	2	0	0	0	1	3
SCANNER	1	0	0	0	1	2
LAPTOP	1	0	0	0	1	2

EXISTING 2014-2015	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	

COMPUTERS	31	20	12	30	33	126
PRINTER	2	0	0	0	1	3
SCANNER	1	0	0	0	1	2
LAPTOP	1	0	0	0	1	2
ADDED 2015-2016	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	
COMPUTERS	0	0	14 (new)	0	0	
PRINTER	1	1	1	0	0	
SCANNER	0	0	1	0	0	
LAPTOP	0	0	0	0	0	
TOTAL 2015-2016	COMPUTER LAB - 1	COMPUTER LAB - 2	COMPUTER LAB - 3	COMPUTER LAB - 4	BSc (IT) LAB	TOTAL
COMPUTERS	31	20	14 (new)	30	33	128
PRINTER	2	1	0	0	1	4
SCANNER	1	0	0	0	1	2
LAPTOP	1	0	0	0	1	2

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

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

| 14.32 |

ii) Campus Infrastructure and facilities

| 27.01 |

iii) Equipments

| 94.72 |

iv) Others

| 138.50 |

Total :

| 274.55 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

Notice boards carry relevant information pertinent to student support services.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1796	68	5	55

(b) No. of students outside the state

| 195 |

(c) No. of international students

3

Men	No	%
	--	--

Women	No	%
	3	--

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC/ SBC	Physically Challenged	Total
1536	7	1	3	-	1547	1784	8	1	3	-	1796

Demand ratio --   Dropout % 12.41%

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

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

No. of students beneficiaries   7

5.5 No. of students qualified in these examinations

NET	X	SET/SLET	X	GATE	X	CAT	X
IAS/IPS etc	X	State PSC	X	UPSC	X	Others	X

5.6 Details of student counselling and career guidance

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

- Stress Management
  - ➢ 2 hour each – 2 batches. SYBSc Microbiology students
- Child Sexual Abuse and Adult Abusive Relationships
  - ➢ 3 hour session with FYBMM
- Goal setting – 50 minutes each with SYBA, TYBSc Life-Science and FYBA students
- Personal Guidance
  - ➢ 2 hour session with SYBA Education students
- Counselling Skills & Counsellors Contribution to Society
  - ➢ 3 hour session with SYBA education students
- Myths and Facts about Depression
  - ➢ 1 hour session for SYBSc Microbiology students
- Myths and Facts on Sexuality and information on various contraception
  - ➢ 1 hour session for SYBSc Microbiology students
- Challenges faced by a counsellor & Future Prospects

> ➢ 1 hour session for SYBA Education students

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	40	31	24

5.8 Details of gender sensitization programmes

- NSS Gender Sensitization programmes include a debate on reservation for Women Empowerment programmes for women and other weaker sections of the society, like a Self-defence workshop, Police Help Desks for Women and Senior citizens was also held. Volunteers also helped, on a regular basis at the Police Help Desk, Gamdevi and other police stations.
- The lecture content in all classes handled by the Department of Political Science, especially Foundation Course, focus on both the need to conserve natural resources and protect the environment and gender sensitization. They form the background of all statements and analyses undertaken in class discussions and debates.

5.9 Student Activities

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

   State/ University level   2   National level   2   International level   X

   No. of students participated in cultural events

   State/ University level   150   National level   X   International level   X

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

   Sports : State/ University level   2   National level   2   International level   X

   Cultural: State/ University level   9   National level   X   International level   X

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (SAF)	65	1,23,550/-
Financial support from government	12	1,69,020/-
Financial support from other sources	12	1,65,000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level $\boxed{X}$ National level $\boxed{X}$ International level $\boxed{X}$

Exhibition: State/ University level $\boxed{X}$ National level $\boxed{X}$ International level $\boxed{X}$

5.12 No. of social initiatives undertaken by the students $\boxed{10}$

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution have a Management Information System

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

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

6.3.1 Curriculum Development

As we are a college affiliated to the University of Mumbai we have to follow the curriculum designed by them. We have to follow the curriculum designed by them.

However members of the staff who are on the Board of Studies help in framing revised syllabi. Staff also attend workshops on syllabus revision.

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

Even though there is no scope for curriculum development at the UG and PG levels, teachers strive to enrich the syllabi, in an effort to meet the goals of our institution. The Excellence programmes for Arts students (EXAP) and Science students (EXSP) endeavour to develop analytical, critical and organizational skills in the students, who opt for them.

6.3.2 Teaching and Learning

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

Students are actively involved in making presentations, taking part in debates, discussions and extension activities.

Subject related activities include organising field trips, showing films and inviting guest speakers. Peer teaching is encouraged. The use of social media has gone a long way to enhance the learning experience – E mentoring, Google groups, forming WhatsApp groups provide a constant interaction between teachers and students, Staff provide their email IDs to students and this helps in solving academic problems and keeping in touch with students.

6.3.3 Examination and Evaluation

In order to improve performance at examinations several initiatives, such as solving subject/topic related, crosswords, quizzes, games, answering multiple-choice questions, holding open-book tests, giving self-study exercises and encouraging them to make posters, are tried. Examination results are discussed and guidelines provided to improve performance. Students are encouraged to read diverse topics from current publications and this not only increases their understanding of the subject but also leads to better performance.

6.3.4 Research and Development

Quality Improvement Strategies

- **Undergraduate Research:** Research papers were presented by students at the International Conference Multiculturism – A Celebration of Diversity. Students of the Excellence in Arts and Science programmes do a research project, either presenting

papers or reports, under the Research Component. The Arts students submitted 5 research papers on topics ranging from the purchase of mobile phones from online shopping- to choices of careers among Mumbai students. The application of SWARAJ in the present day context and a study of the story-telling tradition were other topics. The reports of the Science students covered topics from IT, chemistry, Zoology and Microbiology.

- **Post-graduate research** is an integral part of the M.Sc. programmes. Participation in seminars and conferences and poster presentations of their research work is encouraged. PG students give regular causeries on their project work that allows all the other students and staff to discuss and give suggestions. It has been made mandatory for all final year PG students presented a poster of their project work at a Conference. This gives them an incentive to carry out quality research (Life-Science).

- **Staff research:** The College has instituted four research awards to motivate staff to undertake research work. Under the Faculty Improvement Programme (FIP) staff members are encouraged to pursue PhD programmes.

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

- **The Excellence Programmes**
  Students of the Excellence in Arts and Science programmes do a project under the research component. The Arts students submitted 5 research papers on various topics like – the purchase of mobile phones from online shopping sites in India, Fizz, that a good option – factor influencing career choices among under graduate students in Mumbai Swaraj in MK Gandhi and KC Bhattacharya – Its application to India society today. A study of the story telling tradition and its impact on tales (Guides Statistic S.Mendes. Education – A. Coutinho, Philosophy – Roy, English Literature – S. Sinha)

  Nine students submitted their research reports under the Research Component. The reports – 3 were IT students who chose the subject Autopay. The other reports covered Chemistry, Zoology and Microbiology. The prize-winning EXSP project was, 'Degradation of phenol by bacteria and yeast isolated from soil near petrol stations.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

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

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

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

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

Instrumentation

14 new computers were installed in Lab 4.

ICT

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

6.3.6   Human Resource Management

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

6.3.7   Faculty and Staff recruitment

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

6.3.8   Industry Interaction / Collaboration

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

media related institutions. Notices and flyers are regularly posted on notice boards to make students aware of the availability of these internships.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	Corpus for research 1. Smt. Dhandevi Mahindra Research Fellowship awarded for minor research Rs.60,000/- per annum. 2. The Rotary Club of Bombay Mid-Town Sumitradevi Jalia Award Rs. 10,000/- per annum. 3. Lobo-Dubey Research Fellowship award Rs. 20,000/- per annum 4. Mrs. Barbara Naidu Research Scholarship Rs. 10,000/- per annum **Total: Rs. One Lakh per annum.**
Non teaching	Symbal Fund Rs. 6,62,623/- Corpus: the interest may be drawn upon for assistance in cases of need.
Students	SAF 1. Sr. Anita Horsey Fund Rs. 9,78,000/- 2. Student Aid Corpus Rs.3,00,000/- 3. N.T. Amritmahal prize and Student Aid Fund Rs. 1,00,000/- 4. Dr. Meera Verma towards the Keshav and Daphne Verma Scholarship Fund Rs. 33,00,000/-

6.5 Total corpus fund generated   54,40,623/-

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

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

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

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

For UG Programmes   Yes | X | No | X |

For PG Programmes   Yes | X | No | X |

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

| NA |

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

| NA |

6.11 Activities and support from the Alumni Association

Activities like interactive events with the College Union Committee, the teaching and non-teaching staff and the annual day for Alumnae were organised.

The SCESA BAZAAR – 'Shop for a Cause' continues to be a favourite event. Various NGOs put up stalls and the event is very popular with the students.

Activities like CMCA (Children's Movement for Civic Awareness) and new initiatives like Sophia Campus News Network, Talking Space and Rural Experiential Projects were also conducted.

The association has been instrumental in bringing many concerts to the college. This year an ex-student Smt. Gauri Sharma Tripathi an exponent of the Indian Classical Dance Form of Kathak, along with her Guru and mother Smt.Padma Sharma gave an excellent rendition with a lively commentary to an enthralled audience. The event was a fusion of the ancient and contemporary.

SECSA also made its presence felt at the annual event GLIMPSES when all clubs and associations are introduced.

SCESA helped in putting up a reading-room in a tribal area in Orissa.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

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

Criterion – VII

7. Innovations and Best Practices

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

1. MIS programme was put in place which has helped to streamline the recording of data regarding students.
2. Library Book Readings and book review competitions which have helped to strengthen the culture of reading among the students.
3. In-house Processing of Examination results which has helped to speed up the process and reduce the number of mistakes made and corrections needed.

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

1. **Upgradation of boards & LCD facilities for teaching & Learning.**

   Boards were improved in 5 classrooms and LCD facilities were installed in 3 additional classroom

2. **To continue our effort for recycling waste, especially electronic waste.**

   Though we approached Recyclekaro.com we were not able to implement this plan. Recycling paper, however, was successful as all extra answer booklets were utilised for tests.

3. **Explore opportunities for academic linkages with Universities in Australia.**

One university approached us and made a presentation. Suggestions have been made as their proposal does not fit into the requirements of our university system. We are awaiting their response

4. **Launch a cooperative society for the facilitating financial help for the non-teaching staff.**

   The non-teaching staff have formed a committee who are looking into the ways to start this project.

5. **Plan workshops for teaching and non-teaching staff in connection with the Platinum Jubilee Celebrations of the college.**

   A workshop was organised by the IQAC to form committees that would be in charge of the various activities planned. The Principal held meetings with the staff.

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

1. Special attention to students at all levels.
2. Fostering a sense of social commitment and responsibility.

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

7.4 Contribution to environmental awareness / protection

- NSS Environment awareness programmes – Wetland day was celebrated by organising a talk on the Flora & Fauna around the wetlands and a screening of the documentary film 'Incredible Wetlands'. NSS volunteers participated in the Save Aarey Community Tree Plantation Drive. The S. garden Project was also taken up.

- The Life Science department organised a workshop using case studies on Environment Management Tools. Students were exposed to the rural environment on the Rajgurunagar trip – they visited tribal villages and irrigation sites. They also visited two rural schools and presented several power-point presentations on various environment issues. As part of the Rajguru Nagar trip students planted trees around a school, and fetched water from a pond 2 kms away. This gave them a hands-on experience of village life.

- Students of the Microbiology used recyclable items to make handicrafts.

- BSc IT students were encouraged to do project wok based on environmental issues. They did a project on how Swacch Bharat Abhiyan could be implemented effectively at the institutional level.

- Biochemistry students are sensitized to the concept of seed saving through film screening followed by learning outcome and follow up.

- The students of the PG Quality assurance diploma course initiated a Green Audit awareness of the college. An awareness about effluent treatment in industries through visits was created.

- An annual exhibition is held to create an awareness about waste management.

- Students were motivated to save energy and water and an awareness was created through discussions, suggestions were made on how to create the best out of waste in their day to day life.

7.6   Whether environmental audit was conducted?   Yes   [X]   No [✔]

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

The IQAC assessed (from both oral and written feedback) the strengths, weaknesses, opportunities and challenges the institution faces.

A dedicated and well qualified teaching staff is the main strength of the college. In their feedback, students consistently appreciated the efforts made by the staff, not only to cover the syllabus on time, but also to encourage students to think independently and hone their critical and analytical skills. The personal contact and concern for students underlines the goal of the institution – to provide a holistic approach to higher education.

The state of the art infrastructure also is one of our strengths. Though there are many academic, curricular and extra-curricular activities offered to the students, the percentage of those who avail of them remains low. This situation is made more difficult because they often come from conservative backgrounds or live far away.

Opportunities to improve their communication skills, develop their leadership qualities and join extension programmes do not meet the desired response. Consistent efforts are being made but all departments to inspire a greater involvement by students.

Our challenge thus remains one in which every student understands the true significance of higher education.

In continuation with our endeavour to establish international academic linkages, a team of 18 University Vice-Chancellors from the UK along with the Minister of Education visited the college. They highlighted possible programmes for the students. A few students have enrolled in some programmes.

The Prof. Anima Sen Award – 2015 was awarded to Aninha Lobo, Hemalatha Ramachandran & Arpit Tiwari for the best paper published in the Journal of Indian Academy of Applied Psychology (IAAP), during the year 2015. The paper was entitled, The Effect of viewing Nature and Urban pictures on '*Affect and Cognition'*.

Students are encouraged to voice their opinions on various issues like canteen conditions, feedback questionnaire etc. As a result the TYBA Psychology students carried out a comparative study between the previous questionnaire and the current one. They gave suggestions on how to improve the TY exit questionnaire.
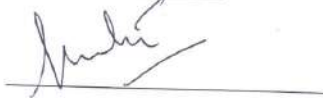
Two students from the department of Sociology and one from the department of Psychology have secured University ranks at the TYBA

The college has been included in the prestigious STAR COLLEGE SCHEME sponsored by DBT, Government of India.

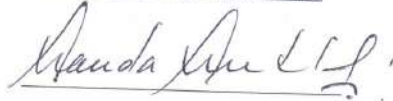8. **Plans of institution for next year (2016-2017)**

1. To continue our efforts to increase ICT facilities.

2. To continue our effort for recycling waste, especially, electronic waste.

3. To focus on the Platinum Jubilee Celebrations of the college.

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

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

Name _Mrs. Sheila Master_

Signature of the Coordinator, IQAC

Name _Dr. (Sr.) Ananda Amritmahal_

Signature of the Chairperson, IQAC

Abbreviations:

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

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COLLEGE CALENDAR 2016 – 2017

Theme of the Year: "EMPOWERMENT OF WOMEN TO EXCELLENCE "

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

JUNE 2016

Monday, 6ᵗʰ   :   COLLEGE RE-OPENS (Sr. College)

- 9.00 a.m. – 9.30 a.m. Inauguration of academic year for SY/TYBA in the A.V. Hall.

- 9.30 a.m. – 10.00 a.m. Inauguration of academic year for
SY/TYBSc in the A.V. Hall.

- 10.15 a.m. – 10.45 a.m. Inauguration of academic year for SY/TYBMM in the A.V. Hall.
- 10.45 a.m. – 11.15 a.m. Inauguration of academic year for SYBSc IT & TYBSc in the A.V. Hall.
- 11.00 a.m. – 12.00 a.m. Departments to meet to discuss Plans under theme of the year and College Goals.
- 9.45 a.m. onwards SY/TYBA/BSc students to copy time-tables, get their I.D.cards, library cards, railway concessions etc. and attend the respective orientation programme as per the schedule.
- 10.45 a.m. SY/TY BMM students to copy time-tables, get their I.D.cards, library cards, railway concessions etc.
- 12.00 noon General Staff Meeting in the A.V. Hall.

Tuesday, 7ᵗʰ   :   Lectures commence for SYBA/BSc, TYBA/BSc,

SYBMM/TYBMM.

Wednesday, 8ᵗʰ   :   1.30 p.m. Library Orientation for SYBA/BSc/BMM (New students only).
1.30 p.m. Library Orientation for TYBA/BSc/BMM (New students only).

Monday, 13ᵗʰ   :   SYBSc, TYBSc, SYBSc (IT) and TYBSc (IT)
practicals commence.

Wednesday, 15th	:	Junior College re-opens (SYJC).

- SYJC students to copy timetable, get their ID cards, library cards and railway concessions etc.
- 11.00 a.m. – 11.35 a.m. General Staff Meeting for Senior & Junior College Staff in the A.V. Hall.
- Library orientation for SYJC at 1.30 p.m. (new students only).

Thursday, 16th	:	10.00 a.m. SYJC Orientation in Sophia Bhabha Hall.
		11.20 a.m. onwards lectures commence for SYJC students.
Friday, 17th	:	1st C.U.C. meeting
Friday, 17th	:	11.35 a.m. to 12.25 p.m. Departments to share plans on the theme of the year and implementation of goals at a General Staff Meeting.
Monday, 20th	:	• Inauguration of Platinum Jubilee – Bhabha Hall
Thursday, 23rd	:	• 1.30 p.m. – First Heads of Departments meeting.

JULY 2016

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

Friday, 22nd   :   Glimpses into Associations.(11.00 a.m. – 1.00 p.m.) in
                                     Sophia Bhabha Hall.

AUGUST 2016

Monday, 1st   :   Inauguration of Peace Fortnight.

Friday, 5th   :   First Friday Mass

Saturday, 6th   :   Annual Prize Distribution(10.00 a.m. – 12.00 noon) in
                                     Sophia Bhabha Hall.

Saturday, 6th   :   1.30 p.m. meeting the parents of defaulters.

Monday, 15th   :   Independence Day – Mass, Flag Hoisting,
                                     Peace March.

Wednesday, 17th   :   Parsi New Year

SEPTEMBER 2016

Friday, 2nd   :   First Friday Mass

Saturday, 3rd   :   Teachers' Day

Monday, 5th   :   Ganesh Chaturthi

Friday, 9th   :   General Staff meeting regarding Kaleidoscope
                                     (1.30 p.m.).

6th – 12th   :   Midterm break

Tuesday, 13th   :   Bakri-Id

Tuesday, 13th,   :   Kaleidoscope Eliminations commence.

Wednesday, 14th,

Friday, 16th

Friday, 16th   :   Last day of lectures for Senior College Science

Saturday, 17th and   :   Main days of Kaleidoscope 2016.
Sunday, 18th

                            :   Senior College Science practical exams begin.

                            :   Last day of lectures for Senior College Science (SYBSc
                                     & FYBSc.)

	:	SYBSc Practical exams.
Friday, 30th	:	Last day of lectures for Senior College (Arts).

OCTOBER 2016

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

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

NOVEMBER 2016

Friday, 4th or Saturday, 5th	:	Declaration of Consolidated Results of First/Third Semester.
Monday, 14th	:	Guru Nanak Jayanti
Tuesday, 15th	:	College re-opens
Thursday, 17th	:	Distribution of Marksheets of First/Third Semester
Friday, 18th	:	General Staff Meeting
Saturday, 26th	:	Open day (Senior & Junior College)

DECEMBER 2016

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

Saturday, 24th Dec. :		Christmas Break
to		
Sunday, 1st Jan, 2017		
Sunday, 25th	:	Christmas

JANUARY 2017

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

FEBRUARY 2017

Friday, 3rd	:	TY & M.Sc II Class Photographs
	:	Question Papers of Sem II & IV to be submitted to HODs.
	:	FY/SY Sem. II and IV papers to be submitted to the Respective Vice-Principals.
Tuesday, 21st	:	HSC Board examinations.
	:	TY Farewell.
	:	Attendance Registers of FY/SYBA, BSc, and BMM & BSc (IT) to be submitted.
	:	- Prayer of Thanksgiving - Handing over of CUC (1.30 p.m.) - Sending forth of TY students
	:	FY/SY/BSc/BA Attendance Meeting.

	:	EXAP/EXSP Prize Day. (1.30 p.m.)

MARCH 2017

	:	Practical examinations of Sem. II & IV of BSc.
	:	Last date of lectures for FY/SYBA FY/SYBSc
	:	Preparation Holidays (Senior College)
	:	Staff Workshop
	:	Last day of Lectures for TYBA/BSc
	:	Sem. II & IV FYBA/BSc/BMM/BSc IT SYBA/BSc/BMM/BSc IT exam of CBSGS
	:	TYBA Attendance Meeting
Monday, 27th	:	FYJC Final exams.
	:	Centralized Assessment/moderation FY/SYBA/BSc.
	:	Entry of online marks on excel sheet.

APRIL 2017

	:	Exam. Committee meeting (Arts).
	:	Six monthly reports to be submitted to the respective Vice Principals.
	:	Annual Self-Assessment for PBAS for the year to be collected from the Admin. Office, filled in and submitted.
	:	Declaration of results of Sem. II & IV -　　　FYBMM & SYBMM -　　　FYBSc & SYBSc -　　　FYBA & SYBA -　　　FYBSc IT & SYBSc IT
	:	Declaration of results of FYJC.

| | : | LAST DAY OF TERM (SENIOR COLLEGE) |

MAY 2017

1st   :   LAST DAY OF TERM (JUNIOR COLLEGE)

Date: June 6, 2016   (Sr. Ananda Amritmahal)
                                                       Principal

ANNEXURE (II)

FEEDBACK

ALUMNI

The Sophia College Ex-students Association (SCESA) continued liaising with the college. The annual tea-party for non-teaching staff and COFFEE AND CAKE for the teaching staff got a very good response: SCESA facilitates retired staff members and this gives the present staff members an opportunity to meet retired staff.

SCESA also made its presence felt at the annual event GLIMPSES when all clubs and association are introduced to the students. Activities like CMCA and new initiatives like Sophia Campus News Network, Talking Space and Rural Experiential Projects were highlighted.

A Kathak dance recital was held in the college. The performer was a proud alumni of the college. Her troupe presented a wonderful fusion of the ancient and contemporary dance form and was much appreciated by the audience.

The AGM cum Annual day was well attended and a new initiative was launched – WOW-Women of the World Programme in India.

PARENTS AND EMPLOYERS

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

STUDENTS

Every year the IQAC conducts a computer based feedback from students at the FY entry level and the SY and TY exit levels. A subject wise quantitative analysis of the responses is made and the results are given to each department for their perusal.

A qualitative analysis of the entry-point feedback reveals that more than 50% of the respondees came from families where the maximum education of their parents was a HSC. One third were graduates and the rest were professionals with a postgraduate degree. Most of the mothers were homemakers, a few in service and some were self-employed or professionals. With regards to the fathers' occupation, it was revealed that half of them was in service but a large number (40%) were self-employed.

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

Though the majority of students have studied in English (95%) and around half of them speak English at home, the command over the language is still a concern. The majority of the students are from Maharashtra, while the others have appeared from diverse boards.

The three most important goals of higher education according to the respondees were acquiring knowledge, obtaining a degree and helping them to choose a career. Only 8% thought that education gave one a value system to live by while even fewer felt that it encouraged reading habits. Their concept of higher education still seems to be rooted in stereotypical attitudes.

We try to find out in this feedback, which areas in academics, co-curricular and leisure activities the incoming students are interested in. Interest in field trips, attending guest lectures, music, hiking and trekking, watching television, reading and chatting with friends, surfaced as their preferences. This information helps both teachers and club secretaries to conduct activities.

The computer based TY BA, BSc, BMM, BSc IT and FY/SY exit feedback for all classes is conducted at the end of the academic year. Around 43% of Arts students, 60% of science students and 92% BMM students responded to the questionnaire.

The use of diverse teaching methods vary from subject to subject. Students endorsed that the use of power-point was very effective. When the OHP was used the majority felt that it helped them to understand the topic, to take down notes and was a convenient way to cover the syllabus. Both the Arts and BMM students felt that the use of films, videos, DVDs etc., helped in increasing their awareness. The science and IT students felt that it helped in understanding the subject. All the students felt that these visual aids were relevant and were not limited to the area of their subjects but went beyond them. Many felt that this method of teaching encouraged them to know more about the subject.

All the students had experienced academic activities such as debates, seminars, student power-point presentations and some research. However the power-point presentations and research were two academic activities in which a large number of Science & Arts students participated. Students attended seminars. They endorsed that though most of these activities were syllabus oriented. Those activities that went beyond the syllabus and encouraged them to think for themselves helped them to work independently.

Teachers use many initiatives to improve performance. The students endorsed that tests were conducted, some teachers read model answers (around 25%) all of them encouraged students to answer questions from previous university papers. They corrected and commented on written assignments.

Most of the BA students had submitted assignments for evaluation. The Arts teachers often added comments and discussed the contents both individually and in class. With the credit based system assignments are not returned so the FY & SY students so these queries are no longer valid and have to be omitted from the questionnaire.

The TY students were asked if the goals of education set out in the handbook had been fulfilled. Most of the Arts students felt that their awareness of human rights and environmental issues and their scope of critical thinking had been enhanced. Science students endorsed that their stay in the college had increased their ability to respond with self-reliance, determination, courage and sensitivity to personal and social issues. They also felt that the college inculcates values in students and promotes the use of information and computer technology.

Science students were satisfied with the organisation of laboratory facilities and all of them praised the cooperation of the non-teaching staff. Most of the students had visited the library to borrow books related to their subjects and many referred to study material for project work and university question papers.

Though the majority felt that the office staff answered their queries satisfactorily there were some who felt that they should be more helpful and cooperative. The staff have been given this feedback. The overwhelming majority felt that the classrooms, corridors and gardens were very well maintained. However areas like toilets and canteen need attention. The maintenance staff clean toilets regularly, yet students have still to learn to leave them clean. The canteen manager has also been advised to maintain higher standards of cleanliness.

Most of the students had used the computer lab for their project work and for its printing facilities. This was followed by the use of internet. There was no complaint against time slots, charges and the availability of computers and their maintenance. Less than one-third of the respondents had enrolled for in-house computer courses.

Students seldom approached the Student Body President (SBP) for any academic or co-curricular issue. However above 48% had approached her regarding matters connected with Kaleidescope. Though they had issues with the maintenance of toilets and canteen very few approached her with their complaints. They have to be encouraged to present their problems to her so that speedy attention can be given. On the whole the role of the class representatives has been appreciated. It was heartening to note that 90% if the respondents were aware of the counselling centre and quite a few of the BScIT and BMM students availed of its services.

A few PG students rated laboratory facilities as excellent while others found them average or just satisfactory. The Common Instrument lab had been used by some Life Science students.

All the queries regarding the accessibility, cleanliness, method of record maintenance, repair and demonstration of usage of instruments met with approval. However some Life Science students rated the cleanliness and method of cataloguing in their labs as average or just satisfactory. Students were aware of what Good lab practices entail especially fire safety rules and the location of fire extinguishers. However nearly half of the respondents did not know where the emergency exit door was (Chemistry students). They were not

aware of emergency numbers displayed in the labs. Attention must be drawn to lab safety rules especially for the Life Science students.

As theory lectures are not conducted by the Chemistry department in the college this section was not answered. Most of the Life Science students endorsed that teachers encouraged them to read research articles and went beyond the syllabus. They, however felt that they were not trained as per their career interests and teachers were not always positive to solve their academic problems. This feedback has been given to the Life Science Department.

Life Science students used the library more than the Chemistry ones. They enjoyed the easy accessibility of books and appreciate the photocopying services. The majority of PG students had used the Computer lab for internet access. They found the timings convenient and the staff helpful.

Around 50% of the students had attended career counselling and had benefitted from them. Audio-visual facilities were also appreciated. The students had some negative remarks to make about the canteen. They commented on the hygiene and wanted a greater variety of meals at lower prices.

The college offices, too, got a negative response as far as cooperation was concerned. Some students had participated in academic activities but the majority had not joined any club or association nor had they taken part in any cultural activity. However over 80% had participated in departmental activities.

Most of the students agreed that the college campus its upkeep security, clean and accessible washrooms, and its peaceful ambience was a hallmark of Sophia. All the students praised the departments and felt that they had improved in their academic pursuits and communication skills. They wanted to pursue a career in their chosen subject.

<div align="center">**ANNEXURE (III)**</div>

A. TITLE OF THE PRACTICE

Special attention to students at all levels.

1. GOAL

One of the goals of the institution is to enable each student to develop her full intellectual potential through a focused academic experience that is simultaneously rich, extensive and collaborative.

2. THE CONTEXT

The college has a heterogeneous student population. We have to cater to a dversity of students. A large number of our students come from backgrounds which do not lay emphasis on academic excellence. Their communication skills are poor, especially their grasp of English language. On the other hand, there are students who are gifted and have excelled academically and need to be encouraged and challenged to achieve greater skills and further widen their horizons.

3. THE PRACTICE

Students who are below expected standards are given special attention through remedial teaching which helps students who have a communication problem or are slow learners. Staff members encourage interaction with students outside the class. Social media helps to maintain contact groups. Students can get in touch with their teachers and have any academic doubts resolved.

They can opt for the excellence in Arts and Science programmes which encourage them to write seminar papers, cultural component papers and research papers, make literature surveys and power-point presentations. Analytical artical and organizational skills are thus developed. Students are expected to pursue rigorously the quest for excellence taking in their stride the various pressures of their regular academic course. They are also expected to take part in outreach activities involving social service to the less privileged. The number and range of extra-curricular activities also gives all students the opportunity to develop their talents and hone their organisational and leadership qualities.

Students with academic potential and willingness to go beyond the syllabus are identified at the beginning of the first year of all courses.

Collaborative learning is encouraged through group study and peer teaching. Groups are formed to study and solve examples together. Social media groups also help students to share with each other academic problems & find solutions.

4. EVIDENCE OF SUCCESS

Student performance is enhanced. The results show that many students have improved their grades (This depends on the sincerity and commitment of students). Gifted students who opt for the excellence programmes give a very positive feedback at the end of the 4th Semester programme.

5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

The major hurdle is that these efforts rely to a large extent, on the sincerity and commitment of students. Some students who need more help do not respond to the opportunities for improvement available to them. This is seen especially at the entry level.

No resources are needed as these programmes are part of the endeavours made to maintain high quality standards and give a chance to all the students to acquire a quality education.

B. TITLE OF THE PRACTICE

Fostering a sense of social commitment and responsibility

1. GOAL

This practice is keeping with the institutional goal of sensitizing students to look at the world from the perspective of the less privileged and to respond with concern and in a humane manner.

2. THE CONTEXT

The hallmark of a quality education is to produce a sensitive citizen. In keeping with our holistic view of education, fostering a sense of social commitment and responsibility has always been of primary importance.

3. THE PRACTICE

A sense of social commitment and responsibility is fostered through the NSS, club, departmental and women's centre activities.

Even before NSS was instituted, in all colleges, Sophia had a tradition of involving students in social work. Through the years the NSS unit has been involving students in outreach programmes – the most significant being the Municipal School project. This project was an ongoing one and catered to municipal school children from the Std VIII onwards. They were taught Maths, Science and English by our students. Initially the children came to the campus instruction for 7 days. They were also given meals and cultural component was introduced.

The NSS unit ties up with NGOs like Cankids and volunteers take part in awareness programmes, like Road Safety, Safe City, Suicide Prevention and organ donation projects.

The club entitled 'Students for Social Reform Initiative' (SSRI) has been undertaking a ground breaking Slum Betterment Programme. They hold weekly programmes of football training by a professional coach, and English training sessions. The educational programme includes English, General Knowledge and Environmental Science.

The members of the Association of Christian Students (ACS) reach out to the mentally and physically challenged to learn the ways in which these disadvantaged people have to be cared for. The experience make them sensitive to a section of society that is usually ignored.

Some departments, like the Psychology department, give students an exposure to the different ways of responding to the under-privileged. Extension activities include working among people afflicted with chemical dependency and HIV infection and the way students reach out to the disadvantaged is by collecting old clothes and fabrics, Money collected from the sale of Christmas cards and sweets is donated to poor school children.

The Sophia centre for Women's Studies and Development SCWSD collaborates with several NGOs. Students who joined the Women's Empowerment Course visited Rajgurunagar and interacted with the villagers to learn and understand their culture and the way they face their everyday struggles. The Centre also collaborates with several departments for various extension work.

4. **EVIDENCE OF SUCCESS**

The impact of the Municipal School project could be seen when one school produced highly motivated student from a Nomadic tribe, who did very well in the SSC and went on to get an engineering degree. The football training resulted in 4 boys getting selected to the Bipin Memorial Tournament. Students who are exposed to different programmes are sensitised to the needs of the underprivileged and often choose a career in social work, by joining post graduate courses or opting for the Teach for India Programme.

5. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

The initiatives are grounded in club activities. More students need to be encouraged to join these clubs. Students who study Psychology or Sociology have to participate in extension activities as a part of their internal assessment.

No resources are needed, as expenses are met from club or personal resources. In case of need, the management is prepared to meet the additional expenditure.