Internal Quality Assurance Cell (IQAC) ANNUAL REPORT 2023-2024

Internal Quality Assurance Cell Core Committee

- 1. Dr. Anagha Tendulkar Patil, Principal (Chairperson, IQAC)
- 2. Dr. (Sr.) Ananda Amritmahal, Management Representative
- 3. Dr. Rashna Poncha, Vice-Principal (Arts)
- 4. Dr. Rajbinder Dehiya, Vice-Principal (Science)
- 5. Dr. Chinmoyee Vatsyayan, Consultant, IQAC
- 6. Dr. T.C. Roymon, Coordinator, IQAC
- 7. Dr. Sangeeta Dubey, Coordinator, IQAC CAS Sub Committee
- 8. Ms. Tanaz Asha, Coordinator, IQAC Program Sub Committee
- 9. Mr. Vijay Vig, Coordinator, IQAC Documentation, and Feedback Sub Committee
- 10. Dr. Arjumanara Surti, Senior Faculty member
- 11. Ms. Sandra Mendes, Senior Faculty member
- 12. Mrs. Boskey Martis, Representative of Office Staff
- 13. Mr. Chetan Lingayat, Representative of other Non-Teaching Staff
- 14. Ms. Rajni Desai, Ex-student
- 15. Ms. Roweena Kavadia, Ex-student
- 16. Dr. Medha Rajadhyaksha, Ex-Faculty
- 17. Ms. Shreya Singh, Student Body President
- 18. Ms. Ishani Sen, Cultural secretary
- 19. Prof Dr. Vijay Dabholkar, External Panel Expert
- 20. Dr. Ancy Jose, External Panel Expert

IQAC Program Sub Committee

- 1. Ms. Tanaz Asha, Coordinator
- 2. Dr. Elwin Susan John
- 3. Sr. Patricia D'Souza
- 4. Ms. Sukanya Menon



IQAC Documentation and Feedback Sub Committee

- 1. Mr. Vijay Vig, Coordinator
- 2. Mr. Gaurishankar Singh
- 3. Ms. Lynelle Jeysus
- 4. Ms. Sidranaaz Qazi
- 5. Ms. Nishtha Dev
- 6. Ms. Nisha Yadav
- 7. Dr. Geetanjali Ganguly
- 8. Ms. Jaloo Bharucha

IQAC CAS Sub Committee

- 1. Dr. Sangeeta Dubey, Coordinator
- 2. Dr. Trevor Allis
- 3. Ms. Sandhya Kadiru
- 4. Ms. Shraddha Prabhu



In-house workshop for the Non-Teaching staff

IQAC organized a workshop for the non-teaching staff on 12th June 2023 from 9:00 am to 3:30 pm. Resource persons were Ms Swati Rane & Mr Sandesh Lalge. 65 participants participated in this workshop. The objectives of this workshop were

- 1. To strengthen existing relationships and cohesiveness.
- 2. To improve team communication effectiveness.
- 3. To increase the positive attitude towards the work.
- 4. To increase the concentration towards the work.
- 5. To be able to manage stress.

The following topics were covered:

- 1. Teamwork
- 2. Attitude Towards the Work
- 3. Time Management
- 4. Stress Management

Methodology:

- 1. Group Activities
- 2. Individual Activities
- 3. Discussion
- 4. Observation

Contemplative outlook: It was the need of the hour and keeping in mind the well-being of the non-teaching staff, this workshop was organized.

Outcome: It was a very positive experience for the non-teaching staff. All the methods used in this workshop helped the staff to revitalize themselves. The learning happened at the individual and group level. They participated enthusiastically in all the activities. Many of the staff expressed to have a similar session again.















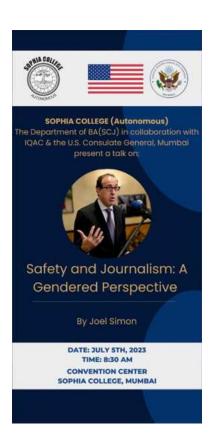




Safety and Journalism: A Gendered Perspective In collaboration with the Department of BA(SCJ) and US Consulate General

The Department of BA(SCJ) in collaboration with IQAC and the US Consulate General, Mumbai organized a talk on Safety and Journalism: A Gendered Perspective by Joel Simon on 5th July 2023. The talk was held in the convention center. The speaker Mr. Joel Simon and US Consulate members Mr. Greg Pardo and Ms. Sabina Mirchandani arrived at the college at 8:45 am. The guests were received by the principal, the IQAC team, and the BASCJ department. The guests had a small discussion with the principal. The audience and the dignitaries were welcomed by Mr Sunil Yadav. The session began with an opening remark by Dr T C Roy. Ms Vaanya (TYBASCJ student) introduced the esteemed speaker for the session, Mr Joel Simon. Mr. Simon delivered a lecture that was very informative and contextual to his experiences. The Q and A session took place with Ms. Shadab Zaveri moderating it. The students had insightful and attentive questions. Ms. Treesa Reena John delivered an appreciative vote of thanks expressing the department's gratitude to all the dignitaries involved. The session ended at 10:30 am. 108 SYBA and TYBA students attended the session. The following student volunteers were the pillars of the task force in ensuring that the session was successful: Poster Design: Selina Nandi, Akshata Shailendra, and Radhika Aggarwal. Certificates: Anushka Chourasia, Anshika Sinha, Sanya Chandel, Sailee Dadarkar. Introducing the speaker: Vaanya Shukla, Hospitality: Himanshi Jain, Aditi Amonkar, Disha Mukhopadhyay, Sneha Jere, Amama, Yamini. Tech and Audience: Anuksha, Harshini, Ishita Chamria, Ishita Srivastava.















SOPHIA COLLEGE (Autonomous)

Department of BA(SCJ) in collaboration with Internal Quality Assurance Cell (IQAC) & the U.S. Consulate General, Mumbai



Certificate of Participation

This is to certify that Ms.	has actively
participated in the interactive talk session	titled "Safety & Journalism: A Gendered
Perspective" by Mr. Joel Simon held at So	phia College (Autonomous), Mumbai, on 5 July
2023.	Charge
Shadab Zaveri, BASC Co-coordinator Sophia College (Autonomous)	Dr. T.C. Roy IQAC, Coordinator Sophia College (Autonomous)

Career Advancement Scheme (CAS)

CAS scrutiny was held on 24th August 2023. There were four candidates, Dr Sree Nair, Dr Meeta Saxena, Ms Nishtha Dev and Mr Vijay Vig. Dr Nair and Dr Saxena had applied for stages 2 to 3, whereas Ms Dev and Mr Vig had applied for stages 1 to 2 (Academic level 10 to 11). Dr. Rohidas Kale was the Joint Director's nominee. All candidates were successfully promoted to the next stage. CAS interview was also conducted for a candidate for a professorship. The process has been initiated and it is in progress. The IQAC CAS Subcommittee was instrumental in ensuring this smoothly.



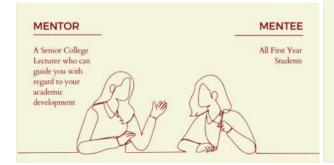
Mentor-Mentee Programme

The Mentor-Mentee Programme for which preliminary work was completed in the last academic year was implemented this year and officially launched on 5th September 2023. Each mentor was assigned a group of mentees from a different subject/stream. Each mentor held meetings with his/her mentees and the details of the meetings were documented.



SMMP COMMITTEE MEMBERS

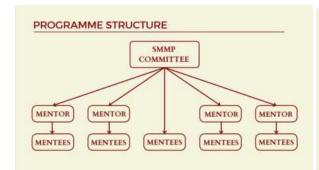
- Swarupa Kamat Coordinator (Dept. of History)
- · Sr. Patricia D'Souza (Dept. of Psychology)
- · Dr. Sree Nair (Dept. of Life Sciences)
- · Lynelle Jeysus (Dept. of Chemistry)
- · Rinial Jain (BSc IT)
- · Dr. Lata Pujari (Sophia Women's Centre)
- · Marlyn Pereira (BA SCJ)
- · The Committee will be assisted by Shradha Solanki, College Office



OUR GOALS

- To help the students have an enriching college experience
- To promote interpersonal relationship between the faculties and students and amongst students
- To enable the college to empower its students through a realisation of their potential





HOW YOUR MENTOR WILL HELP YOU



- Creating Awareness of the facilities, courses, clubs and opportunities provided by the college and encouraging the student to avail of the
- · Guidance for academic-related matters



HOW YOU CAN BENEFIT



Meet the Mentor at least once in a semester in college



Keep in touch via email/ WA, depending on what is the Mentor's preferred means of communication



Use this opportunity to have an honest discussion about personal academic related matters and ask how to avail of the opportunities that the college offers

CONTACT

IN CASE OF ANY CONCERNS DROP AN EMAIL with SUBJECT LINE: SMMP to

swarupa.kamat@sophiacollege.edu.in





Sophia Mentor-Mentee Programme (SMMP)

Sharing. Caring. Supporting

Goals

- . To help the students have an enriching college experience
- To promote interpersonal relationship between the faculties and students
- To enable the college to empower its students through a realisation of their potential

Mentor - a UG senior college lecturer who can guide a student with regard to her academic development

Mentee - a UG student of the college who will work with the assigned Mentor to attempt to realise her full potential



- The SMMP Committee will monitor the Erogramms.

 Each SMMP Committee members will be a second of the second of the
- Each SMMP Committee member will be assigned a group of Mentors and a group of Mentees
 Each Mentor will be assigned a group of Mentees by the Committee Each Mentee will remain with the same Mentor till she graduates, except in the case of unforeseen circumstances (e.g., Voluntary retirement of Mentor, ill-health etc.)

The Mentor will: • Have at lea

Nature of Mentoring

 Have at least one official meeting in a semester in college, during college hours, with the Mentees.

· Awareness of the facilities, courses, clubs and opportunities provided by the

college and encouraging the student to avail of the same

Guidance for academic-related matters and to guide them towards the Management/Administration/Counsellor, if necessary

- Assign a time and day in the week when the Mentor will be available.
- Monitor and guide the Mentees on academic matters through personal meetings and/or Google Classroom, Email. WA Groups
- Maintain confidentiality with regard to the information shared by the Mentee, except if it becomes absolutely necessary to share it with higher authorities
- Document the work done as part of the Programme

Course work - attendance and performance

The Mentee will:

- Meet the Mentor at least once in a semester, in college
- Use her official email address to keep in touch with the Mentor
- Use this opportunity to have an honest discussion about personal academic related matters
- Provide feedback with regard to the <u>Programme</u>

Launched on 5th September 2023

SMMP COMMITTEE



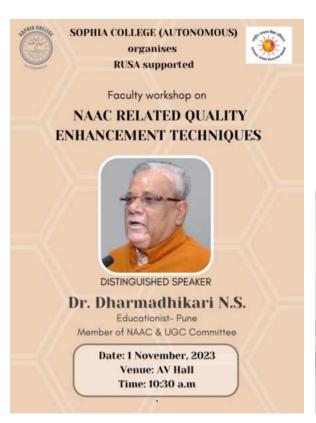
Infrastructure

A terrace space on the first floor of the Science building was renovated to provide space for the students to hang out with their peers, relax or do academic-related work like completing journals and reports. This was inaugurated on 5th September 2023. It was planned to name this space as 'student's deck.' Kindle's Corner in the library was also inaugurated on the same day.

Report for NAAC-Related Quality Enhancement Techniques

IQAC organized a RUSA-supported workshop "NAAC Related Quality Enhancement Techniques" for Sophia College faculty on 1st November 2023 from 10:30 am to 2 pm. Dr Dharmadhikari, a member of the NAAC & UGC Committee was the resource person. The workshop was organized in two sessions for the faculty of the college. Session 1: Plenary Session - In this session, Dr Dharmadhikari addressed the entire senior college staff about the different criteria of NAAC and how to focus on certain sub-criteria to gain maximum scores. A concerted effort will be required by all staff members in the preparation for the forthcoming NAAC and to develop a spirit of teamwork was the takeaway from the session. Session 2: FAQ and questionanswer session for NAAC Criteria Heads, QDC team and IQAC core team. This session was with the NAAC Criteria Committee coordinators, QDC team and IQAC core team. It was a discussion and question answer session where queries were handled by Dr Dharmadhikari and solutions to certain problems were resolved. Also, certain technical details were discussed in the session. It was overall an enriching experience to understand the lacunae in our NAAC preparation and it guided staff on how to move forward positively. **Feedback** https://docs.google.com/spreadsheets/d/1KnKDre16yI4Q6ukWq9NRJAsgP7kCykezvpTrn AXTx9o/edit?usp=sharing

















- ❖ In addition to this, NAAC Criteria committees met several times throughout the year to work on the respective criteria.
- ❖ The NAAC QDC team held several meetings with the IQAC and the Principal to take the Self-Study report forward.
- ❖ The NAAC Criteria Committee coordinators along with their team members presented SWOC analysis and tentative scores for their respective criteria in December.
- ❖ Dr Anagha Tendulkar Patil, Principal, Dr T.C. Roymon, IQAC Coordinator, Ms Sandra Mendes, Coordinator of Quantitative Data Collection (QDC), Mr Vijay Vig, Coordinator of IQAC Documentation and Feedback Sub-Committee, Ms. Nisha Yadav, IQAC Documentation and feedback Sub-committee and QDC member and Dr Geetanjali Ganguly, IQAC Documentation and Feedback Sub-committee and QDC member attended a short term course on 'NAAC Documentation- A Key Insight' on 6th, 13th, 20th and 27th February 2024 organized by the IQAC Cluster India and the White Code.
- IIQA submission is in progress.



IQAC Documentation

- ❖ The IQAC Documentation subcommittee met and updated the NAAC criteria sheets and Google forms for the academic year 2023-2024. They were assigned to the NAAC Documentation and HOD Google classrooms 2023-2024. New Google classrooms were made for this academic year.
- ❖ AQAR for the academic year 2022-2023 was submitted on 17th October 2023. The same has been accepted.
- ❖ IQAC successfully participated in the India today survey, the WEEK and NIRF rankings.
- ❖ Various Feedback forms were administered by the IQAC throughout the year. The following feedback forms were administered

Feedback form	Number of respondents who submitted the form
Student Satisfaction Survey	675
Entry feedback for FY and MSc/MA students	336
Exit feedback for TY and MSc/MA students	303
Alumni feedback	117
Curriculum feedback (Teachers)	23
Curriculum feedback (Students)	933
Curriculum feedback (Parents)	59
Curriculum feedback (Alumni)	55



RUSA-Supported Session for the Non-Teaching Staff

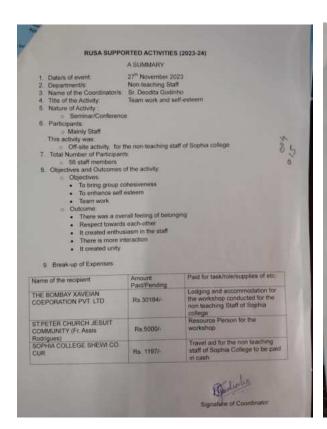
A RUSA-supported session was organized for the non-teaching staff on teamwork and self- esteem on 27th November 2023 at Vinayalaya, Andheri. Sr. Deodita Godinho was the coordinator. 56 participants participated in this session.

Objectives of the activity:

- 1. To bring group cohesiveness
- 2. To enhance self-esteem
- 3. Teamwork

Outcomes of the activity:

- 1. There was an overall feeling of belonging
- 2. Respect towards each other
- 3. It created enthusiasm in the staff
- 4. It led to more interaction
- 5. It created unity







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Empowering Educators: AI Workshop for Academics

IQAC organized a RUSA-supported workshop, "Empowering Educators: AI Workshop for Academics" on 30th November, 2023, from 9.00 am to 3.00 pm. The resource person was Fr Sabu Thomas, Assistant Professor, Sacred Heart College, Kochi. Artificial Intelligence (AI) is now an essential component in Education. It can make the teaching-learning process engaging. Not only students, but teachers can also incorporate AI tools in their daily teaching. With this vision, the IQAC organized a Workshop on Empowering Educators: AI Workshop for Academics for the faculty of Sophia College. Forty senior college staff members participated in the workshop. The entire workshop was a hands-on experience of the different AI tools that can be used in the preparation of lectures, and in designing innovative question papers for the students. The resource person also touched upon a few AI tools which can be incorporated into research writing. The session was very enriching and informative. All staff members acknowledged and agreed that they are grateful to Fr Sabu Thomas for conducting this session. Feedback link https://docs.google.com/spreadsheets/d/luCkwH5D5UPfbdjAKUXBdUF4bT624k-l3MufvuMHXmw4/edit?usp=sharing













Events organized for the students in collaboration with CUC

An event, "Tracking Social Quotient: Essence of a Purposeful Life" was organized by CUC and IQAC on 30th November 2023, and the guest speakers for the event were Aarti Asrani, followed by Moneka Engley. Aarti Asrani is an NLP & Gestalt Master Therapist, Manifestation Coach, Health & Wellness Consultant, Author, and Ted Speaker. She began her session by introducing what she was going to talk about and how she would help her fellow students plan their lives, and work amongst each other. She talked about the 'Values an individual holds and how these values shape us. She also asked the individuals about their priorities in their lives. It was an interesting, and insightful event for everyone! It included an interactive activity as well, where there were groups of 6 people, they were given conflicting situations and were asked to resolve them. This activity helped us to know each other's values, such as honesty, persuasion etc. to solve the problems and made everyone learn how to work together. The session ended by appreciating the speaker with a vote of thanks! The next session was taken by our guest speaker, Moneka Engley, who is a tarot card reader, Gestalt therapist, NLP practitioner, and mindfulness coach. She brought a positive energy to the room, full of excitement and energy. She made the session interactive and focused her talk on Cognitive skills, Resilience and ethical decision-making and how they are integrated and work together. She walked us through these concepts through sportsmanship and how sports include all these values. She took examples from the lives of the audience, which made the session fun and made everyone know each other better. She brought a holistic approach to the transformation of an individual. The session ended with a meditation exercise. The speaker was appreciated by a vote of thanks.











Two more sessions were conducted on 1st December 2023 for the students. The IQAC and College Union Committee (CUC) in collaboration with Teach for India organized "Careers in Social Impact" on 1st December 2023 at 11:30 am. This session was held in the AV room and was mandatory for all TY students. In an increasingly mercantile world, where the thickness of a paycheck is the yardstick for success, and self-centeredness is exhorted as a virtue, we, at Sophia College, believe that now, more than ever, there is a need for socially responsible,

sensitized individuals - individuals with a strong sense of community service - to rise and assume the mantle of responsibility. It was with this objective in mind that this insightful session on careers in the social impact sector was jointly organized by the Internal Quality Assurance Cell and College Union Committee of Sophia College, in collaboration with the non-profit organization, Teach For India. Teach For India has, since 2009, been at the forefront of the social impact sector in India, working to improve the quality of education in government and low-income private schools, through its 2-year fellowship programme for graduates. Mr Keshav Nautiyal, and Ms Riiei Maia, the recruitment managers for TFI for the west and east, respectively, kindly graced the event with their presence; they were accompanied by Ms Astrid Gracias and Ms Radhika Saraf, who were both former TFI Fellows as well as Sophia College alumni. Mr Nautiyal started the session with a heartwarming visual of the impact TFI has had on the lives of students across India; through the video, we heard the story of several student beneficiaries of the Teach For India movement, who shared how the TFI classrooms became a launchpad for their dreams. Mr Nautiyal then led the audience through a sobering exercise, using the people in the room as representative samples of the percentage of children who can complete various levels of schooling, highlighting the chasm-like gap between the number of children in the nation who can receive a quality education, opposed to the total number. It quickly became evident that there is an educational crisis silently simmering in the country; one that TFI has been working to quell. The audience, comprising mostly third-year students across streams, was then walked through the entire process of the twoyear Fellowship program; the application process, the working experience, and the struggles. This was followed up by a panel discussion with Ms Astrid and Ms Radhika. They shared their own experiences, their growth journey as Teach For India Fellows, and answered various questions fielded by the students. They debunked several misconceptions regarding the program and the social impact sector at large, also elucidating how the TFI Fellowship journey opens up several future avenues to its alumni, across the social and corporate sectors. Ms. Astrid also spoke about the community service project she embarked upon during her fellowship tenure; Ms. Rhea spoke about her internship with Smile Foundation. It was evident that the talk had left an indelible impression on the minds of the students, many of whom expressed an eagerness to apply for the fellowship.











Sophia College, in collaboration with CUC and IDP, hosted a session on "Overseas Education" led by Ms Ushma Shah. The event, held on 1st December 2023, aimed to provide students with valuable insights into pursuing higher education in Australia. The session commenced with a warm welcome and introduction, highlighting Ms Ushma Shah's distinguished career as an expert in the field of overseas education. Her reputation for exceptional knowledge and experience sets the stage for an informative and engaging discussion Ms Shah began by emphasizing the global opportunities available for students seeking quality education abroad. She delved into the unique features of Australian universities, shedding light on their academic excellence, diverse courses, and vibrant campus life. One of the key takeaways was the comprehensive overview of the application process, including visa requirements and documentation. Ms Shah navigated through the intricacies, offering advice to aspiring students. Her guidance eased concerns and clarified the complexities often associated with studying overseas. This interactive session allowed students to pose questions and seek personalized advice. The session also highlighted the role of IDP in facilitating study-abroad opportunities. Ms Shah explained how IDP serves as a bridge between students and universities, providing guidance and support throughout the application process. As the session concluded, there was a sense of enthusiasm among the attendees. Ms Ushma Shah's comprehensive presentation not only informed but also inspired students to consider the possibilities awaiting them in Australian universities. The event proved to be a significant step in empowering students with the knowledge and confidence needed to embark on their international academic journeys.









IQAC in collaboration with CUC organized a session on "Volunteering: What's in it for me?" on 2nd February 2024 from 11.15 am to 1.00 pm by Premila Peters, Kindness Unlimited. IQAC and the Department of Psychology organized a second session on "Joy of Volunteering" on 22nd February 2024 from 9 am to 10 am by Sheetal Agarwal, Kindness Unlimited. The two sessions were organized for First-year students of all faculties of Sophia College. Kindness Unlimited is an NGO that gives college students an opportunity for an Internship in Volunteering for two years. The sessions were aimed at creating awareness about the programs run by Kindness Unlimited. The two resource persons shared their personal experiences in the session. The change and impact that the program has made on their life were shared in the sessions. The program was attended by the students who wanted to be a part of the internship being offered. Sr Patricia D'Souza has been appointed as the point of contact for Sophia College to take the program further.

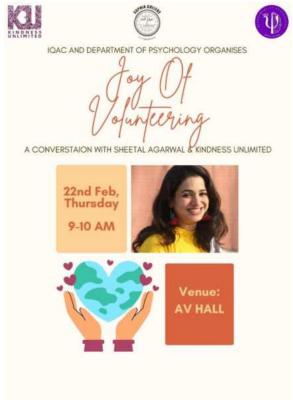














Research Colloquium

Research and Development Cell in association with the IQAC organized a Research Colloquium under the aegis of RUSA on 1st December 2023 from 9 am to 1:30 pm. It was held in the AV Hall. The Colloquium began with the opening remarks by the Principal, Dr Anagha Tendulkar Patil which was followed by the presentations by the recipients of RUSA research projects. The following staff members presented their research work: Dr Hema Subramaniam, Dr Yasmin Khan, Dr Roshan D'Souza, Dr Sree Nair, Dr Andrea Coutinho, Ms Samrita Sinha, Ms Nishtha Dev and Dr Elwin Susan John. The Colloquium also included the presentations by the recipients of Sophia-in-house research grants. Dr Arjumanara Surti, Ms Swarupa Kamat and Sr Patricia D'Souza presented their work. Dr. Smriti Singh presented her PhD research work. The Colloquium was attended by all senior college faculty members who were actively involved during the question-answer session, which followed each of the presentations.





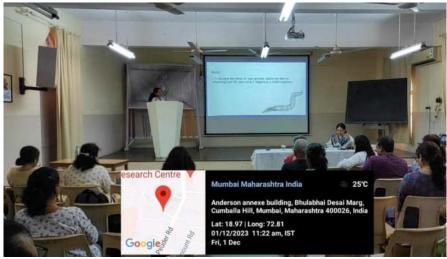


























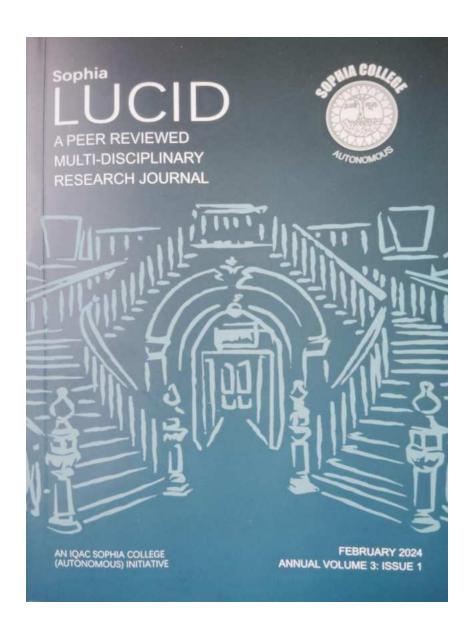






LUCID and Luminous- In-house IQAC Research journals

The 3rd issue of IQAC research journal for teachers, Lucid was released on 14th February 2024, whereas the IQAC journal for students, Luminous was published in print in the month of March 2024.

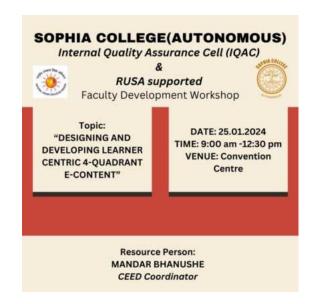




Designing and Developing Learner Centric 4-Quadrant

E-content

IQAC organized a RUSA-supported workshop, "Designing and Developing Learner Centric 4-Quadrant E-content" on 25th January 2024 from 9 am to 12:30 pm. The Resource Person of the session was Mr Mandar Bhanushe, CEED Coordinator, University of Mumbai, Kalina. The faculty development workshop was organized with an objective to equip senior college staff members for designing learner-centric e-content. Mr Mandar Bhanushe gave in-depth knowledge about what should be the pointers to be kept in mind while designing e-content. A detailed explanation of the 4 quadrants of e-content followed by different ways of making e-content was discussed in the session. The session was a preliminary to acquaint staff. All departments had at least one staff member who attended the session. Feedback link: https://docs.google.com/spreadsheets/d/11QeIWRKYTB_pH-aFTRzTm_YgrpP-ZqpLrHnUPBNnP-E/edit?usp=sharing











Activation of already existing grievance redressal committee, internal complaints committee, caste-based discrimination committee, anti-ragging committee, and prevention of sexual harassment committee

These committees were activated and Grievance redressal meeting was held on 16th March 2024 to resolve/address the grievances received.

Dr. Anagha Tendulkar Patil

A.P. Pahl

Chairperson, IQAC
Principal,
Sophia College for Women (Autonomous)

