Sophia College for Women
Empowered Autonomous

Bhulabhai Desai Road
Mumbai – 400026
Ph: 022-23512642 / 23523304

www.sophiacollegemumbai.com

An Institution of
the Society for the Higher Education
of Women in India

Student Support and Progression Policy

1.	Administrative Policy Number (APN): SCWAPN/43	**Functional Area:** Student Support and Progression Policy Management.
2.	Brief description of the policy:	Purpose: To ensure comprehensive support for student development and advancement throughout their academic journey. Audience: All stakeholders
3.	Policy applies to:	All academic, administrative and managerial processes in the organization.
4.	Effective from date:	26th November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority:	IQAC coordinator
7.	Superseding Authority:	Principal
8.	Last reviewed / Updated:	New Policy
9.	Reason for the policy:	To promote student success, retention, and holistic growth by providing tailored support services and fostering a conducive learning environment.
10.	References for the policy:	UGC/ NAAC/ University

Aim: This policy aims to foster comprehensive student development, empowering them to make informed decisions and contribute to the enhancement of community and economic networks.

1. **Student Support: -**

   a) **Scholarships, free ships, fee waivers and concessions:**
      - The college will offer government and non-government scholarships to support financially disadvantaged students.
      - Fee concessions will be provided to deserving students in need of financial assistance.
      - Fellowships will also be awarded to students through philanthropic initiatives and support from benefactors.

   b) **Flexible Fee Payment Options:** Students who require flexibility in fee payments can opt for a two-instalment payment plan

   c) **Short-Term Skill Development Courses:** The institution offers free and moderately priced short-term courses aimed at enhancing students' skills and employability.

   d) **Academic Guidance for Program Selection:** Students receive personalized academic advising to make informed choices regarding their program of study, optimizing their career prospects.

   e) **Student Mentoring Program:** Faculty members provide mentoring to students, offering guidance and support in academic, personal, and learning-related matters.

   f) **Accessibility Services:** The institution ensures accessibility for students with disabilities and provides accommodations, such as extra time in examinations, as needed.

   g) **Diversity and Inclusion Initiatives:** Embracing diversity in economic backgrounds, languages, and communities, the institution creates an inclusive learning environment that fosters enriched learning experiences.

   h) **Student Success Workshops and Events:** Various workshops, events, and activities, including soft skill development, life skill programs, and cultural and

sports activities, are organized to promote student success and holistic development.

2. **Student Progression: -**

- The institute will support the higher education endeavors of outgoing students by issuing Letters of Recommendation (LORs).
- Expert-led lectures and sessions will be organized to enhance educational advancement.
- Progress monitoring through mentoring and Course Outcome-Program Outcome (CO-PO) mapping facilitates better understanding of student needs.
- Seminars and workshops will be held to familiarize students with diverse career opportunities both nationally and internationally.
- Encouraging students to enroll in institutional Master's and Ph.D. programs by introducing new academic offerings.

3. **Programs and Activity: -**

- The college will organize diverse initiatives to enhance student fitness and well-being. • It will also facilitate the enhancement of students' digital literacy and proficiency in various computing skills.

4. **Alumni Engagement: -**

- The college will involve alumni in contributing to the overall development of the institution through active participation in various activities.
- Alumni will offer insights for enhancing the quality of academic and administrative endeavors.
- Eligible alumni may be considered for placement opportunities within the college.
- An alumni association may be established to foster and promote alumni engagement.

5. **Financial Support for activities: -**

- The college will collaborate with alumni associations and governmental as well as non-governmental organizations to establish a corpus dedicated to facilitating the aforementioned activities..

6. **Placements:** The institutional placement cell facilitates both on-campus and off-campus placement drives and pre-placement activities, managing employer relations, job postings, recruitment events, career counselling, skill development initiatives, internship programs, and fostering connections between employers and potential candidates. Additionally, the institution offers career services such as guidance, exploring career options, and enhancing job search skills.

IQAC Coordinator

Coordinator
IQAC
Sophia College

Principal

PRINCIPAL, SOPHIA COLLEGE,
BHULABHAI DEASI ROAD,
MUMBAI-400 026.