



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE
Name of the head of the Institution	DR. (SR.) ANILA VERGHESE
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02223513157
Mobile no.	9769689309
Registered Email	sophiamanoramadevi@gmail.com
Alternate Email	info@sophiapolytechnic.com
Address	Sophia Campus, Bhulabhai Desai Road, Mumbai
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400026

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Mrs. Dopati Banerjee			
Phone no/Alternate Phone no.		02223511147			
Mobile no.		9823410439			
Registered Email		mhaft@ymail.com			
Alternate Email		sophiamanoramadevi@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.sophiapolytechnic.com			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.03	2016	19-Feb-2016	18-Feb-2021
6. Date of Establishment of IQAC			30-Sep-2014		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.					

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 00	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	No
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Upload latest notification of formation of IQAC	No Files Uploaded !!!
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10. Number of IQAC meetings held during the year :	2
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
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Upload the minutes of meeting and action taken report	No Files Uploaded !!!
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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

• The theme for the year 2018 2019 was finalised and a beautiful poster on it was displayed at the entrance to the institute. • Infrastructure improvements were planned and executed as feasible. • Financial aid was given to needy students. • The Exit level questionnaires for the TYBSc Hospitality Studies, and SCM classes were redesigned and were executed. Their results were analysed and studied. • Plans were drawn up for the golden jubilee year of Sophia Polytechnic (2019 2020)

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date

Governing Body of Managing Trust	21-Sep-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	11-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Management Information System is used for recording of attendance of the HAFT Department in all the classes. The results are also done using an appropriate software and this task is outsourced to an outside agency. The questions papers are sent by the University electronically and the correction of the TYBSc papers is done online. The Student Satisfaction Survey was also done online for both the TYBSc and SCM classes.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Before the commencement of the academic year the curriculum is divided between the staff of the respective departments. The planning is done by the individual staff members semester wise of how the curriculum will be covered. Plan books are maintained of the coverage of the curriculum by each Hospitality Department staff member and log books for each SCM (social communications media) department staff member (both regular and visiting). The plan books/log books are checked weekly by the Head of Department, monthly by the Vice-Principal and once a semester by the Principal. In this way, the planning and execution of the curriculum is monitored. The teachers use a variety of creative methods in order to enliven the curriculum delivery – such as the use of power-points, videos etc. Additional guest lectures or demonstrations are held from time to time. All teaching learning takes place in a hands-on manner because class room teaching and learning is supplemented by the practicals. A system of continuous assessment ensures that students are up to date with their work. To encourage and monitor regularity and punctuality so that the students do not miss out on curriculum delivery and completion, attendance is taken at every lecture and practical. These records are carefully maintained. The Hospitality Departments informs parents of students through letters if there is shortfall in

attendance.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Hospitality Studies	01/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Hospitality Studies	200
BSc	Second Year Hospitality Studies & Craft Bakery	80
BSc	Hospitality Studies Industrial Visit	84
PG Diploma	Social Communications Media	27
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	Yes
Alumni	No

Parents	No
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1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

For the HAFT Hospitality department the Principal, Head of department and faculty of the Hospitality (HAFT) department keep in close touch with hospitality entities and the various allied areas including restaurants, Airlines and offshore catering establishments, who are both the current and future employers of our students. The Head of Department and the Placement Officer of the HAFT department regularly visit the important hotel groups in the city and interact with the training and HRD managers and thus they get formal appraisals (feedback). The Second Year students do a one-semester internship in the industry (luxury hotels) and during this period the officer in charge of industrial training keeps in touch with the training managers. Based on the hotel feedback analysis, a student database is created by the 'Learning Development Department' (LD), based on which job placements are facilitated. Further to this students are selected for the 'Operations Areas' namely Food Beverage Production, Food Beverage Service, Front Office operations, Housekeeping and Bakery, Patisserie Confectionery. The selection process followed by hotels is based on different criteria such as academic scores, attendance, our recommendations, training appraisals, guest interaction skills, communication skills and upselling skills. In the case of HAFT, the top hotel groups come to the campus for recruitment. Important feedback pertaining to professional grooming standards, body language during group discussion rounds, diction and voice modulation and overall command over English is a very important contemporary requirement. The profile of personnel from the hospitality industry and allied areas, who come to our Institute during the course of the year is the very proof of the success of positive analysis of this feedback. Another dimension of analysis of feedback is providing a holistic, value based training to our students, besides equipping them with all the professional skills and knowledge relevant to their respective fields, integral to the 'Mission and vision statement of our institute'. The final analysis of these series of feedback at various levels which is undertaken using different trend analysis is a motivating factor for staff and students. The students enjoy and participate actively in feedback sessions (Teachers Assessment Questionnaire). The graduating students also fill in a detailed feedback questionnaire, the collated results of which are analysed and studied. This continuous and progressive analysis of feedback at all levels enables the management to identify those students in need of professional counselling in addition to personal mentoring by the faculty. Such students are referred to our in-house counsellor. Feedback is also taken from the graduating students of both BSc. Hospitality Studies and SCM in the form of Exit level questionnaires. The SCM Department collects formal feedback from students 4 times a year: At the end of the 1st month, after their study tour, before they start specialisations and at the end of the year. The department uses the feedback to allot the specialisation choices and to take corrective actions and offer help to students as required.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PG Diploma	Social Communications	40	65	28

	Media			
BSc	Hospitality Studies	60	140	60
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	167	27	8	1	9

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Hospitality Department is a very student-centric one. The student is at the heart of all that takes place in it. Each student is known by name by the faculty. They are mentored closely. Those with problems and difficulties, whether related to studies, health, personal issues or financial issues are given help as far as is possible. As a result of the close mentoring and follow up of the students, the drop-out rate is very low. In the HAFT department, each student has a faculty mentor, who meets the student personally. Besides that, each class has a class teacher. There is close personal follow up of each student. From time to time, the Principal also interacts with students, both formally and informally. The students are free to approach not only their teachers and Head of Department but also the Principal. The mentor teachers maintain records of students, especially those who have special needs or problems. The students of the Certificate Course in Bakery and Patisserie have a class-teacher who follows each student closely. All the faculty meet with all the parents to discuss issues of academic performance, overall behaviour and class conduct. In case there is any shortfall pertaining to these, the parents are informed of the added inputs required. Since the incorporation of the mentor system the mentor teachers also speak to the parents and establish a direct channel of communication to closely monitor the performance of the student. If the issue needs to be addressed by professional counselling, the matter is referred to either the in house counsellor or an external counsellor. The mentor teachers liaise with the class teachers and monitor the attendance of the students, academic scores, overall behaviour and discipline. In case of any discrepancy in any of the above the student is made aware of this instance and the parent/ guardian is informed if the need arises. Some students are even referred to the Vice-Principal / Principal for special guidance, advice and / or follow up. Both the Vice-Principal and Principal interact with such students. This continuous mentoring at all levels enables the management to identify those students in need of professional counselling in addition to personal mentoring by the faculty. Students who need professional counselling can avail of the services of the in-house trained counsellor. Academic and career counselling is done by the faculty of the respective department as a part of the mentoring system. The SCM department has a strong mentorship program. Since our students get into diverse fields, we connect them with a senior alumni member from that field. They are connected via mail and they connect with each other for help and guidance. We also have a very active alumni group on mail as well as WhatsApp.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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194

9

22

2.4 – Teacher Profile and Quality**2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
10	10	0	0	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms**2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
PG Diploma	SCM	IInd	22/04/2019	13/05/2019
PG Diploma	SCM	1st	24/11/2018	07/01/2019
BSc	S0426I	VIth	07/05/2019	04/07/2019
BSc	S0425	Vth	22/11/2018	15/04/2019
BSc	S0424	IVth	04/05/2019	07/05/2019
BSc	S0423	IIIrd	02/11/2018	28/11/2018
BSc	S0422	IInd	12/04/2019	23/04/2019
BSc	S0421	Ist	10/12/2018	15/01/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The system of continuous assessment is followed by the Hospitality Department, whereby the students are assessed on each and every activity / project that he /she undertakes as part of the course. Besides the internal assessment tests as prescribed by the Mumbai University, every year the continuous assessment of all practical work on a daily basis on aspects related to punctuality, grooming, discipline is based on the current norms followed by the Hospitality Industry all of which are very essential in the field of Hospitality. For the Three inter-disciplinary programmes for the whole institute as well as three workshops organised by 'Energia Wellbeing' for each class and sponsored by the Cooverji Hormusji Bhabha Programme in Ethics and Spirituality, held keeping in mind the theme of the year, the students are assessed on pro activeness and attendance and are awarded certificates for outstanding and active participation. At SCM, the department follows the continuous assessment and marking scheme for all papers. The internal assessment carries between 60 to 100 weightage for the papers. The students are assessed on a continuous basis for their project work. They maintain their individual logs, which are

submitted daily, noting the subject, nature of work done

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution as a whole and each department draws up its own calendar at the commencement of the year. Of course, in cases where the dates of examinations are fixed by the University of Mumbai, we have to adhere by these dates and these dates are not announced necessarily at the commencement of the year.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PGD-SCM	PG Diploma	Social Communications Media	27	27	100
S0426	BSc	Hospitality Studies	52	52	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.sophiapolytechnic.com/AOAR2018-19/SSS.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Visited "Keshav Shrushti" an innovative organic farm. Our students were given inputs on ecotourism, manufacture of organic paper and soil free and organic cultivation.	B.Sc. Hospitality Studies	27/07/2018

<p>The 'Bridge Connect', a workshop held by the hotel for the discipline 'Food Beverage' on the importance of Technology and Networking', and its impact on Hotels.</p>	<p>B.Sc. Hospitality Studies</p>	<p>14/01/2019</p>
<p>The 'Bridge Connect', a workshop on the importance of "Revenue and Yield", impact of Travel Agents and Wholesale Tour Operators on Hotels, and the 'Concierge' concept.</p>	<p>B.Sc. Hospitality Studies</p>	<p>14/01/2019</p>
<p>A workshop on 'Table Etiquette', was organized in St Mary's School ICSE, Mazagaon for the students of class 7th and class 8th, by Mr. Hoshang Velati our senior faculty member.</p>	<p>B.Sc. Hospitality Studies</p>	<p>19/03/2019</p>
<p>Team "Clefs d'Or" was invited for conducting of a work shop 'The Concierge - an ideal career in Hospitality', exclusively for our third year students.</p>	<p>B.Sc. Hospitality Studies</p>	<p>13/07/2018</p>
<p>Chef Ishrat Bachooally, our very own alumni, conducted a contemporary dessert workshop</p>	<p>B.Sc. Hospitality Studies</p>	<p>17/01/2019</p>
<p>Chef Ishrat Bachooally, our very own alumni, conducted a contemporary dessert workshop</p>	<p>Craftsmanship in Bakery Patisserie</p>	<p>18/01/2019</p>
<p>A Culinary workshop on contemporary modern cuisine-conducted by Chef Tom Milligan, of Le Cordon Bleu Australia, our premises for the 3rd year 'Food Production'specialization batch. A 4 course French Classical Menu was created for sampling presentation</p>	<p>Craftsmanship in Bakery Patisserie</p>	<p>01/10/2018</p>
<p>3 workshops one on 'Lamingtons and Macaroons' and 2 on 'Types of Breads and their Baking Techniques', with the</p>	<p>Craftsmanship in Bakery Patisserie</p>	<p>19/11/2018</p>

differently-abled students of Sadhana School		
3 workshops one on 'Lamingtons and Macroons' and 2 on 'Types of Breads and their Baking Techniques', with the differently-abled students of Sadhana School	Craftsmanship in Bakery Patisserie	20/11/2018
3 workshops one on 'Lamingtons and Macroons' and 2 on 'Types of Breads and their Baking Techniques', with the differently-abled students of Sadhana School.	Craftsmanship in Bakery Patisserie	22/11/2018
An awareness 'fire drill' by the Fire Brigade Dept. A team of firemen demonstrated the use of the 'stand pipe' hose systems how to use them with/without booster pumps, increasing the pressure of the water jet. Use of diff. types of fire extinguishers	Teaching and Support Staff	14/03/2019
A special Bakery Workshop for faculty and a few select students was conducted by bakery chef, Chef Matthew Hodgett, of Cordon Bleu	B.Sc. Hospitality Studies	24/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
0	0
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	2
Presented papers	0	0	0	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
0	0	0	0	0
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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0	192300
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SLIM	Partially	8.0	2004
Koha	Partially	18.11.05.000	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	51	1	51	1	33	4	14	50	0
Added	0	0	0	0	0	0	0	0	0
Total	51	1	51	1	33	4	14	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8889200	6823318	1836000	1212634

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) For the computers we have annual maintenance contracts. We have an institutional website and updates are put on the website from time to time through our web operator. For the library, regular pest control is done and the stock-taking of all books is done once a year. Our Trust has a full-fledged team of maintenance staff (carpenter, plumber, painter and electrician) on its pay-roll and hence regular and quick repairs and maintenance can be done of physical infrastructure. The Institute too has its own electrician cum handyman. We have a regular team of contractors for big civil, carpentry and painting works. A regular team of laboratory attendants and support staff maintained by the institution ensure that classrooms, laboratories and all general spaces are clean and hygienic.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!		
View File		

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	0	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

0	0	0
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5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	0	National	0	0	0	0
2018	0	International	0	0	0	0
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is an active Student Council, comprising of the elected class representatives (two per class). The dean of students and two staff advisors are also members of the Student Council. At the first Student Council Meeting of the year, held on 13th July 2018, Sejal Waghela (TYBSc Hospitality Studies) and Jay Parmar (TYBSc Hospitality Studies) were elected respectively as President and Cultural Secretary for the year. The Student Council organises the following functions which are specifically for students: • Friendship Days

on 6th-7th August 2018 • Teachers' Day on 5th September 2018. The preparation for Teachers' Day began many days prior to the actual date, with various cultural items being prepared by the students. There was a dress rehearsal on 4th September and then the actual celebration on 5th September. On Teachers Day, there is a whole morning's cultural programme held in Sophia Bhabha Hall following this students greet and wish their respective teachers in the classroom and this is followed by a gala staff lunch. • Traditional Day and Dandia Raas on 12th October 2018. This day was also celebrated as a Cultural Day - in the morning a cultural programme was put up by the students in Sophia Bhabha Hall. • Christmas Wishing on 21st December 2018 • Fun-fair on 11th January 2019 each class put up a creative staff of either food items or games. The net profits were contributed by the Student Council to the Director to be utilised for needy students. In addition to the above, the Student Council is also actively involved in the general events of the Institute, such as the Orientation Programme (which was held on 20th July 2018), the three inter-disciplinary programmes and also the Annual Prize Day Programme (which was held on 21st February 2019) Two members of the Student Council, namely Sejal Waghela and Jay Parmar, were members of the College Development Committee (CDC) of the College. They were invited to the meetings held of this committee on 11th September 2018 and on 15th March 2019 At the first meeting, the audited statement for the financial year 2017-2018 was studied and passed. In addition, activities that had been held in BSc Hospitality Studies since the last meeting were analysed. The admissions for the year 2018-2019 were also studied. At the second meeting the budget for the year 2019-20 was discussed and finalized. The various programmes and activities carried out since the previous meeting and those that were planned till the end of the academic year were also discussed, especially the faculty development programme scheduled on 24th April 2019 by Chef Matthew Hodgett, of Cordon Bleu and the additional bakery workshops for students of FY and SY classes.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

(A) Decentralization and participative management in Academic Matters • The departmental academic calendar of events are prepared entirely by the respective departments and only submitted to the Director/Principal for approval. • The internal assessment and examination schedules are also drawn up at the departmental levels. In the case of BSc Hospitality Studies, the examination schedule is drawn up by the Head in conjunction with the Vice-Principal. • Internships and placements are organised entirely at the

departmental levels. • The division of Workload is done at the departmental level and given to the Director for approval and final sanction. • All guest lectures, inviting of outside resource persons etc. are done entirely at the departmental levels. In the case of the SCM department in which there are many guest faculty, the decision about who to invite as guest faculty is left to the discretion of the department. (B) Decentralization and participative management in Finance Related Matters: • When it comes to purchase of equipment, while the budgeting has to be approved and passed by the Director, the entire choice of equipment etc. is done at the departmental levels. • The indenting of all materials for practicals is done by the respective staff concerned with the practicals. The bills are checked and passed by a staff member who has been named in charge of the same. The bills then go to the Vice-Principal for scrutiny. Only the cheques are signed by the Director.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	- The staff of the Hospitality department were on syllabi revision committees of the University. The Head of Department is the Chairperson of the Ad-hoc Board of Studies in Hospitality Studies. Hence, she played an active role in the last revision of syllabi. The Department tries to go beyond the specified syllabus by conducting additional workshops and events. ? The SCM department is continuously updating its syllabus to reflect the fast changing Media industry. There is a big emphasis on digital learnings across subjects, reflecting the digitisation of the media industry.
Teaching and Learning	The Hospitality department organises various demonstrations and workshops by industry personnel Plan books are maintained by staff. The SCM department encourages the use of innovative assignments to reinforce learning. Almost all our assignments are unique and encourage deep learning, while being enjoyable to do. E.g. 1. The week that was: Students look at all the important news of the week and analyse the coverage of a topic in-depth, across all media, forcing them to get into the habit of following news 2. SCM Unplugged: The students are in charge of the SCMUnplugged social media accounts, and learn how to manage and market the content. 3. Hands of Mumbai: Students photograph hands of working people in Mumbai, collecting data about

	their origin, thereby understanding the issue of urban migration 4. RTI - Students file an RTI application to understand the process, an invaluable tool for a media person for data.
Examination and Evaluation	<ul style="list-style-type: none"> • The Discussion of the examination papers is done with the students after examination results are declared by the HAFT Department. • The SCM department follows a pattern of continuous assessment. There is more weightage on assignments, project work and practical learning, rather than theoretical knowledge.
Research and Development	NIL
Library, ICT and Physical Infrastructure / Instrumentation	NIL
Human Resource Management	NIL
Industry Interaction / Collaboration	<p>- Industry Interaction / Collaboration:</p> <ul style="list-style-type: none"> - The Hospitality Studies Department has very close links with all the major hotel groups in the city, especially with their HR teams. They are invited for major events organised by the department. Industry personnel are invited from time to time to conduct workshops or sessions. - The SCM department has a very strong network with the industry. Almost all of our faculty are practicing, industry professionals, both very senior faculty as well as young and dynamic people, making it a perfect blend between experience and upto date knowledge of industry practices. This makes it easy for us to collaborate on a number of projects, regularly.
Admission of Students	<ul style="list-style-type: none"> - Personal guidance by staff at time of admission. - In the SCM department students are admitted after a rigorous process, involving a written test, group discussion and personal interview.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	NIL
Administration	All administrative work is computerised. A lot of the work is done with outside agencies online.
Finance and Accounts	Finance and accounts are totally computerised. Staff salaries are transferred online directly to their accounts. Many payments are also done

	online.
Student Admission and Support	The SCM department admission form submission and fee payment can be done both online and offline.
Examination	The TYBSc paper correction is done online

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	0	0	0	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	11	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Salaries are paid on time on the first of each month. The contributory provident fund scheme is in place. On retirement gratuity is given. Annual increments	1. Salaries are paid on time on the first of each month. The contributory provident fund scheme is in place. On retirement gratuity is given. Annual increments	Scholarships are provided to needy students some extremely needy students have even been provided with breakfast or lunch free (if necessary) there is mentorship of students

of salary and DA are given. 2. All the teaching staff are provided with free tea twice a day (i.e. mid-morning and mid-afternoon). 3. Staff have their meals in a fully equipped staff dining room with refrigerator and microwave. 4. The teaching faculty receive a small cash gift at Christmas time. 5. Fellowship meals are organized: thus for teaching faculty there are the lunches on Teachers' Day, prior to Christmas and again on the last working day of the academic year. After the inaugural of the Annual Exhibition all the staff members are invited to a sumptuous brunch. Leave and vacation benefits are the same for permanent staff and those on ad hoc or contract appointment.

of salary and DA are given. 2. All the non-teaching staff (Class III IV), are provided with free tea twice a day (i.e. mid-morning and mid-afternoon). 3. Staff (teaching and Class III) have their meals in a fully equipped staff dining room with refrigerator and microwave. 4. The non teaching staff (Class III staff) receive a small cash gift at Christmas time and The Class IV staff members receive a small bonus at Diwali time.. 5. Fellowship meals are organized: thus for for Class III staff there are the lunches on Teachers' Day, prior to Christmas and again on the last working day of the academic year. After the inaugural of the Annual Exhibition all the staff members are invited to a sumptuous brunch and For the Class IV staff there is a special lunch organized prior to Diwali and again they are invited for the lunch held on the last day of the academic term. After the inaugural of the Annual Exhibition the Class IV staff members are also invited to a sumptuous brunch. 6. Class IV staff who are facing some financial difficulty apply for interest free loans and these are usually sanctioned. 7. Leave and vacation benefits are the same for permanent staff and those on contract appointment. 8. Class IV staff have an Insurance Scheme, with the Management paying half of the monthly premium on

by faculty and the services are provided of a trained counsellor. The Hospitality students are given the benefit of insurance against accidents the Hospitality and Craft Bakery students are provided with medical test by the institute uniforms and toolkit is also provided to them as well as their journals by the institute.

the same for each one. 9. Medical tests are conducted annually for all Class IV staff who work in the HAFT department and in the canteen. 10. Free set of uniforms are provided once in two years to Class IV staff.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly (within 100 words each): All bill payments have to be checked and passed by the respective Head or staff deputed for the same and major bills by the Director as well. At the end of the month, the Director checks the cash and bank balances in each account and the Accounts Office-in-Charge checks that all data entry is up to date on tally. External audit is done by the Statutory Auditor appointed by our Trust. The end of year audited accounts are presented to the Governing Body for study and to the General Body of our Trust for study and passing.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

5422702

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	LIC (Local Enquiry Committee)	No	University of Mumbai
Administrative	Yes	MKCL	No	University of Mumbai

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

6.5.3 – Development programmes for support staff (at least three)

- Training in using the fire-fighting equipment

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- The Hospitality Studies Department introduced an annual departmental magazine
- The Hospitality Studies Department introduced a bi-yearly Newsletter
- Online marking of attendance was introduced
- Exit level questionnaires were

introduced

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	01/06/2018	30/04/2019	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
A composter has been set up for the composting of wet garbage solar panels were installed during the year 2018-2019 but the effect of the same will be mainly experienced from 2019-2020. It is expected that half or more of the energy requirements will be met by the electricity generated from the solar panels. In order to create awareness on the environment, the Hospitality Studies Department took its students for a field trip to Keshav Shrusti and eco-part on 27th July 2018.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	212
Braille Software/facilities	No	0
Rest Rooms	Yes	212
Scribes for examination	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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No Data Entered/Not Applicable !!!

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title

Date of publication

Follow up(max 100 words)

No Data Entered/Not Applicable !!!

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity

Duration From

Duration To

Number of participants

No Data Entered/Not Applicable !!!

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Segregation of wet and dry garbage 2. Avoidance of use of plastics as far as possible 3. Composting (in a special composter) of wet garbage 4. Installation of solar panels for electricity generation 5. Conducting talks on environmental issues 6. Eco-tourism is taught at the final year of the BSc Hospitality Studies programme 7. Field trip for all staff and students of the Hospitality Studies Department to Keshav Shrusti and eco-park on 27th July 2018.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. Excellent Industry-Institute Interface B. Mentorship provided to each and every student

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.sophiapolytechnic.com/AOAR2018-19/bestpractices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness: THE SOPHIA COOVERJI HORMUSJI BHABHA PROGRAMME IN ETHICS AND SPIRITUALITY

Provide the weblink of the institution

<http://www.sophiapolytechnic.com/AOAR2018-19/distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. A special half-day workshop will be held at the beginning of the academic year for staff on the basic values and principles that should guide us in our role as teachers. It will be conducted by Dr. (Sr.) Ananda Amritmahal, Principal of Sophia College and Secretary of our Management. The title of this workshop: "The Heart of Education: An Education that Transforms". 2. A three or four day event in order to show-case the work of our departments as well as to promote Indian art and culture will be held in the third week of September (24th-27th September 2019) it will be entitled 'Indian Artryst'. During these days, the Hospitality Department will hold a series of workshops on traditional Indian cuisine and sweets. The traditional Indian cuisines will be Gujrati cuisine and Maharastrian cuisines. The traditional sweets and farsans workshops will be conducted by a 'halwai' who is an expert in this field. The SCM department will hold a day's seminar on 50 years of developments in the field of Indian media. Eminent professionals from the field of media will be invited to be the speakers.

3. In order to give our Hospitality Studies students hands-on training in entrepreneurship in the culinary industry the following will be held: a) theme-based lunches which will be organized by groups of students who will budget for, plan and execute these lunches. This will include a theme based dinner focussing on Far Eastern and South-East Asian Cuisine, entitled 'Oriental Express', and some theme based lunches, perhaps one on an Oriental menu and another on Hyderabadi cuisine b) the department will also organise one 'canteen day' when the students will prepare snack items for sale to the rest of the staff and students c) The Hospitality Studies department will also hold a big dinner, with about 400 'covers', on the theme 'Round the World' which will be planned and executed by the third year students under the guidance of the faculty. This will give the students a hands-on experience of organising such a big event, including the drawing up of the menus, designing the invites, conducting the trials, getting sponsors and the actual trials and execution of the event. The third year students will be assigned different roles, from Manager, to FB Managers, to chefs and sous chefs, to waiting staff etc. They will thus learn the importance of team work also. 4. The SCM department, in order to give a wider exposure to students in film-making and in writing and editing, will organize workshops for students that will be conducted by MAMI and they will also bring out a small book on 'Lives of Women' with special focus on distinguished women alumnae or staff of the institute. The department will also produce a calendar for the year 2020. 5. Both departments will conduct outreach and value based activities. 6. The theme for the year 2019-2020 will be "1970-2020: A Journey of Empowerment through Holistic, Quality Education". A special large poster will be designed