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)* | 2015-2016

1. Details of the Institution

1.1 Name of the Institution | SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE

1.2 Address Line 1 | BHULABHAI DESAI ROAD

Address Line 2 | CUMBALLA HILL POST OFFICE

City/Town | MUMBAI

State | MAHARASHTRA

Pin Code | 400026

Institution e-mail address | sophiamanoramadevi@gmail.com

Contact Nos. | 022-23513157 / 022-23514147

Name of the Head of the Institution: | DR. (SISTER) ANILA VERGHESE

Tel. No. with STD Code: | 022-23517765

Mobile: | 09821150009

Name of the IQAC Co-ordinator: | DR. VIDITA RAKSHIT

Mobile: | 09167344399

IQAC e-mail address: | sophiamanoramadevi@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | **MHCOGN22839**

OR

1.4 **NAAC Executive Committee No. & Date:** | EC(SC)/12/A&A/41.1 dated 19-02-2016

1.5 **Website address**: | **www.sophiapolytechnic.com**

Web-link of the AQAR: **http://www.sophiapolytechnic.com/AQAR2015-16.pdf**

1.6 **Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.03	2016	19/02/2016 to 18/02/2021

2

1.7 **Date of Establishment of IQAC**:   DD/MM/YYYY | **30/09/2014** |

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: **Nil** because the college is only recently accredited (first cycle)

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 | ✔ |
(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education | ✔ | Men | X | Women | X |

      Urban | ✔ | Rural | X | Tribal | X |

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

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

1.10 **Type of Faculty/Programme**

Arts | X | Science | ✔ | Commerce | X | Law | X | PEI (Phys Edu) | X |

TEI (Edu) | X | Engineering | X | Health Science | X | Management | X |

Others   (Specify) | . Media (PG diploma course) |

1.11 **Name of the Affiliating University** *(for the College)* | 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 | X | UGC-CE | X |

UGC-Special Assistance Programme | X | DST-FIST | X |

UGC-Innovative PG programmes | X | Any other | X |

UGC-COP Programmes | X |

2. IQAC Composition and Activities

2.1 No. of Teachers | 3 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | Nil |

2.4 No. of Management representatives | 2 |

2.5 No. of Alumni | Nil |

2. 6 No. of any other stakeholder and

community representatives | 1 |

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   Nil

2.9 Total No. of members   8

2.10 No. of IQAC meetings held   3

2.11 No. of meetings with various stakeholders: No.   19   Faculty   9

         Non-Teaching Staff /Students   6   Alumni   1   Others   3

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.   5   International   X   National   X   State   X

      Institution Level   5

   (ii) **Themes**

   1. A Workshop for the teaching faculty held on 12th June 2015 by Dr. Amrita Dass, Founder Director of ICS – Academic Centre for Educators, Institute of Career Studies, Lucknow, on *Together Each One Achieves More – Carpe Diem – Seize the Day!"*
   2. A session held on 14th March 2016 for teaching and non-teaching staff by Sr. Sheila McNamara on "Finding one's inner self and peace".
   3. A workshop for the faculty of the Hospitality Studies Department held on 26th-27th April 2016 by Chef Nimmy Paul on "Kerala Cuisine".
   4. A three-day bakery workshop for FYBSc class – 28th-30th March 2016
   5. A three-day bakery workshop for SYBSc class – 30th-31st March & 1st April

2.14 **Significant Activities and contributions made by IQAC**

1. The IQAC planned and implemented the accreditation process of the college by NAAC (first cycle).
2. It finalised the theme for the year 2015-2016.
3. Various infrastructural improvements were planned and undertaken.
4. Various faculty development initiatives were undertaken.
5. Greater expansion in financial aid to needy students was implemented and a system of short-listing and monitoring such students was put in place.

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 drawn up at the beginning of the year 2015-16	Achievements 2015-2016
1. To go in for NAAC Accreditation, first cycle	1. This was done: the letter of intent had been sent and also the IEQA. Then the SSR was prepared and finally all the preparation took place for the Peer Team visit (4th-6th Feb. 2016). Though ours is a new and small college, through the good efforts of the IQAC and the faculty members, the college received an A Grade.
2. 'Education beyond self' was chosen as the theme for the year 2015-16.	2. Three inter-disciplinary programmes of the whole institute, three workshops for each class, as well as three competitions were held under the theme of the year. The workshops and inter-disciplinary sessions were organised by 'Energia Wellbeing'.
3. Various infrastructural developments were planned.	3. A beautiful display board for the HAFT department was executed and set up outside the classroom area. A new combi-oven and a deep freeze

	were installed in the IC kitchen. As for the SCM department, the production control room (PCR) was set up. The work of the students was displayed strategically. A lot of general infrastructural improvements were also undertaken. The flooring of the Computer laboratory was redone and new computer tables were installed. Renovation of furniture was done in the library and the library subscribed to NLIST and introduced Web OPAC.
4. To hold in-house faculty development programmes.	4. Three faculty development programmes were held: the workshop by Dr. Amrita Dass, the session by Sr. Sheila McNamara, and the workshop for Hospitality Studies faculty by Chef Nimmy Paul.
5. To apply for and get more financial aid for needy students.	5. Many more Trusts and Foundations were contacted successfully. Funding was received for needy students from the Tulsiani Foundation, the Tavescor Trust, the Rayomon Charitable Trust and the R.O Somani Trust. A large number of students benefited from student aid.

Attach the Academic Calendar of the year as Annexure. (**see Annexure I**)

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	0	0	0	0
PG	0	0	0	0
UG	1	0	1	1
PG Diploma	1	0	1	1
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	1	1
Others – Hobby Course	1	0	1	1
Total	4	0	4	4

Interdisciplinary	1	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	1

1.3 Feedback from stakeholders*: Alumni [✔] Parents [✔] Employers [✔] Students [✔]

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

***Please provide an analysis of the feedback in the Annexure* (see Annexure II)**

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

- The HAFT Department revised & updated the syllabi of its two institute level courses, namely the one-year certificate course in Craftsmanship in Bakery and Patisserie and the short-term Dynamics of Bakery and Patisserie Course (in three modules), just prior to the commencement of the academic year 2015-16. The update and revision was done with the help of an expert from industry, namely Chef Savio Fernandes. The revision / update was done keeping in mind new trends in the industry.

- The SCM department had a meeting about syllabus revision towards the end of the academic year 2015-2016 with all the core faculty members as well as visiting faculty from industry. One important decision taken was to introduce Digital Media as a new component in the revised syllabus which would come into effect from 2017-18. It was also decided that, on a trial basis, even though Digital Media is not in the current syllabus, a module on Digital Media would be introduced from 2016-17 onwards itself; a workshop on Digital Media is also being planned for the faculty soon after the commencement of the next academic term.

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

[NIL]

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
9 + 2	9	0	0	2

2.2 No. of permanent faculty with Ph.D.   **3** (including Principal & Vice-Principal)

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
1	0	0	0	0	0	0	0	1	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   0   17   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**1**	-	-
Presented	**1**	-	-
Resource Persons	**1**	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:
Besides the extensive use of ICT, class discussions, student presentations etc. both the HAFT and SCM departments adopted innovative processes in Teaching and Learning. Given the professional nature of the courses, both in HAFT and in SCM teaching-learning takes place in a 'hands-on' manner.

The details of the innovative methods used to enhance the teaching-learning process keeping in mind the needs of their respective industries are given below:

HAFT Department

- Field trips
  - On 10th August there was a field trip for all three classes for the study of eco-tourism to Keshav Shrusti, an ecological farm
  - On 25th August a field trip to Hotel Marine Plaza was organized for the FYBSc class

- Guest demonstrations / sessions / competitions in college
  - On 11th August a session by concierges from Clefs D'Or was held for the TYBSc & FYBSc classes
  - On 12th August Melantha Quadros conducted a workshop on cake decoration for the Craft Bakery class
  - On 21st August a workshop on chocolate and chocolate decoration by Chef James Oliviera of Morde was held for the Craft Bakery class
  - On 11th September there was the Nestle Competition for students of HAFT
  - On 12th October there was a lecture-demonstration by Chef Nicolas Houchet, Patisserie Master Chef from Cordon Bleu, for the TYBSc class (Bakery and F&B batch)
  - On 22nd December 2015 there was a demonstration by Chef Rahul Shetty (Pastry Chef of Trident – BKC)
  - On 28th January 2016 there was a demonstration for the TYBSc Food Production specialization students by Mr. Jason Ling and his chefs of Nanking, Canton Spice and Ling's Pavilion

- Creative displays by students
  - On 28th August the Craft Bakery class did a display of Cup Cakes
  - On 16th September a Mocktail display, entitled 'The Chilled Bucket', was held by the SYBSc Hospitality Studies
  - On 3rd December there was a display of International Desserts by Craft Bakery class
  - During the annual exhibition, from 25th to 28th February 2016, the Craft Bakery students put up a French wedding cake display

- Additional workshops for students
  - From 28th to 30th March 2016 a Bakery Practical Workshop was held for the FYBSc class
  - On 30th-31st March and 1st April was held a Bakery Practical Workshop for the SYBSc class
  - Some students of the FYBSc and SYBSc classes also attended the workshop on Kerala Cuisine conducted by Chef Nimmy Paul on 26th-27th April 2016

- Student events (to give students hands-on experience of hosting an event, with all that it entails)

- On 10th July the TY HAFT class organised the Freshers' Party event for the new students of the First Year and of Craft Bakery
- On 31st July the Theme Dinner – 'Navroze Mubarak' – was organised by the TY HAFT with the help of the other two classes and under the guidance of the faculty
- On 15th December was the traditional Christmas Lunch prepared by the TY HAFT
- On 22nd December the HAFT department had its annual Christmas Party
- On 25th February the SYBSc class planned and executed a special brunch for the inaugural of the Annual Exhibition
- On 26th February was the grand HAFT Exhibition Dinner, entitled 'Zen' on the theme of Oriental Cuisine, held on the Central Lawn of the campus
- On 23rd March was held the HAFT Farewell Party for the TYBSc and Craft Bakery classes, organized by the first year class

SCM Department
The entire teaching-learning process at SCM is through direct media related activities:
- Field trips
  - On 4th July the SCM students did field work of rice transplantation at Kamshet as part of the Fundamental Concepts paper
  - On 10th July SCM faculty and students attended a master class by Prof. Jenkins held at Godrej Culture lab
  - On 11th July SCM class visited the Jamini Roy Exhibition at the National Gallery of Modern Art
  - On 15th August the SCM students participated in the human chain in Bandra to protest against the coastal road
  - On 22nd August SCM students visited the Indian Idol set
  - On 10th September the SCM students went to the Osianama exhibition at the Tao Art Gallery
  - From 19th to 28th October the SCM class went on a study tour to Rudraprayag and Uttarakhand (for broadcast journalism features, photography, communications research, media ethics and advertising assignments)

- Guest lectures / demonstrations / workshops etc.
  - On 2nd July 2015 Prof. Henry Jenkins, Provost Professor of Communication Journalism and Cinematic Arts at the Annenberg School for Communication, University of Southern California came to SCM for an interaction with students and faculty
  - On 25th July was held a workshop on sound equipment and design by Anita Khushwaha, sound engineer of Hindi film NH10
  - On 5th August there was a talk by Darryl D'Monte, former editor of the *Times of India*, on the hazards of the proposed coastal road
  - On 8th August there was a workshop on lighting by Sameer Sabnis
  - On 22nd August SCM students had a demonstration and discussion on using mobile technology for social change by CG Net Swara

- On 5th September there was a film screening and discussion on LGBTQ issues for SCM students by Kashish Forward Campus
- On 16th September the SCM class had a workshop on Women in Public Spaces (by Sameera Khan and Shilpa Phadke, authors of *Why Loiter?*)
- On 19th September the SCM class had a self defence workshop by Elroy Vaz
- On 21st September the SCM class had a guest lecture on 'Missing Half of the Story: Journalism as if Gender Matters' by Kalpana Sharma
- On 23rd September the SCM class had guest lecture by Amrita Shah, author of 'Ahmedabad: a City in the World'
- On 3rd October the SCM class had a workshop on audio storytelling by Parodevi Pictures Team
- On 5th October the SCM class had a guest lecture by Simpreet Singh, RTI activist
- On 10th October a workshop on 'Observing Light' by Ajay Noronha was held for the SCM class
- On 27th November the SCM class had a session on Stress Management by Fr. Terence Quadros
- On 17th December the SCM class had a screening by Siya Chandri, award winner at the 2015 International Children's Film Festival of India
- On 2nd February there was a screening and guest lecture for SCM class by Nakul Sawhney, documentary film maker
- On 3rd February there was a guest lecture for SCM class (arranged by British
- Council) by Benjamin Cook

- Hands-on creative output

This year the students of the SCM department in small groups prepared three meaningful documentaries:
- "Insight" on *White Print* India's first English language lifestyle magazine to be produced in Braille; it documents how this magazine is adding colour to the lives of its visually impaired readers in Mumbai.
- "Aisa Na Hota Toh" about three childhood friends who have survived cancer to emerge as beautiful humans with the need to do good in the world and spread the joy they feel.
- "Step By Step" about the lives of people dealing with Parkinson's, their everyday struggle to overcome it, their acceptance and the role of support groups in encouraging them. This documentary was commissioned and paid for by the Parkinson's Disease and Movement Disorder Society.

The students also prepared six three minute broad-cast features and the six one and half minute rural broadcast reports based on the study tour prepared by the SCM students also touched on aspects of justice, peace and conserving the environment. The following were the broadcast features:
- "Save the Sparrow" takes a look at the efforts of Pramod Mane who is passionately trying to save sparrows in Mumbai.

- "The Co(A)Stly Road to Development" takes a look at the possible fall out of the proposed coastal road project for Mumbai on a Koli village in Juhu and the impact this road will have on the fragile eco system that protects the city of Mumbai from the vagaries of the sea.
- "Uncle's Classes" focuses on Syed Firoz Ashraf — a writer, journalist and an activist who has become a 'Super Uncle' for hundreds of children in the suburbs of Jogeshwari, Mumbai. His 'Uncle's Classes' is a voluntary effort that is transforming lives of these under privileged children.
- "Unmasked" is about Reshma Qureshi, an acid attack survivor who is today the face of a vigorous campaign against the open sale of acids in India.
- "Donating Hair for Cancer Survivors" looks at a silent movement that is on in Mumbai to donate hair to make wigs for survivors and help them regain their confidence and self-esteem.
- "If I Can, You Can" is a feature about Amin Sheikh who is a one man army. Once a street kid, he is now trying to raise funds for an exclusive Library-Café for street children.

The SCM students' rural broadcast reports were as follows:
- "Women Hold the Fort" features the strength of the women of Garhwal who hold the fort in the absence of the men who have migrated to cities for work.
- "Mandakini Ki Goonj" traces the impact of the community radio station, 'Mandakinikiawaaz', on its listeners who inhabit tiny hamlets scattered on the hills of Rudraprayag.
- "Earth Studio": The 2013 deluge of Uttrakhand once again raised the debate between *kaccha* and *pucca* housing in hilly disaster prone areas 'Earth Studio' in Rudraprayag is an example of safe and sustainable housing in that area.
- "Bridging the Gap": The flooded Mandakini River washed away a number of bridges across Rudraprayag in 2013. This news report is on how the locals have no option but to depend on dangerous hand-pulled and mechanized trolleys to cross the river.
- "An RJ in Rudraprayag" features Shivanand Nautiyal has chosen to stay back in Rudraprayag as a radio journalist rather than migrate to a city.
- "Saving Garhwali": Not too many Garhwalis speak their mother tongue today. This is a feature on a community radio station in Rudraprayag is doing its best to save Garhwali

The students also did a photographic project entitled 'Hands of Mumbai'. The best of these were exhibited at the Kalaghoda festival held in February 2016.

- SCM student research projects
  - This year the students explored sexual humour and references to premarital sex in Indian web series as well as completed two oral history projects. The projects were judged by Dr Mira Desai of SNDT University and Faiz Ullah of TISS.

- The SCM Social Outreach project
  - At SCM one of the goals is to do assignments that have a life outside the classroom and don't merely gather dust after submission and grading. To this end, this year in the Fundamental Concepts subject in Semester 1 an assignment called 'Plot-A-Pot was given in which students each identified three public toilets in Mumbai and gathered details including whether they have facilities for men or for women, and what it costs to use them or if there are any other restrictions on entry and a photograph of the exterior that shows the location. This was uploaded on Google maps along with the address, landmarks and area tags. The idea is that a person who is looking for a public toilet in any area should be able to search and get a list of nearby toilets. The department hopes that in a few years it can document all the public toilets in Mumbai and this will be a contribution to the city. By doing this assignment, the students learn invaluable lessons about gender and public space and the important role played by civic authorities and the citizens in a city of this size.

- Student Consultancy
  - The Parkinson's Disease and Movement Disorder Society of India, an NGO asked for a documentary to be made for them and they gave a sum of Rs.1,00,000/- towards the same.
  - SCM were been involved in the beta-testing of a new social media platform called Kanvz. The platform is still invitation only and our students' inputs have helped the designers create interesting tools to curate a wide variety of content online.

- Special Event
  - On 29th January the SCM department organized 'Media Mirror' for its own students as well as students from undergraduate media courses of the city, which included 'master classes' on feature writing by Jerry Pinto, copywriting by Keegan Pinto and anchoring skills by Suresh Venkat; sessions by Naresh Fernandes on 'being at the leading edge of digital media' and Gursimran Khamba on how AIB built their digital presence; there was also an 'interactive panel' on 'Careers in Digital Media' comprising Anagha Rajadhyaksha, Lucy Gadkari, Nowshad Rizwanullah, Paromita Vohra, and T. Ramachandran, moderated by Anahita Mukherji.

- Writing, publication and paper presentation by SCM students
- *Lives of the Women* - Volume 2, a book researched and written by the students of SCM students of 2014-15 and edited by the award-winning author Jerry Pinto, was released 22nd January 2016, at the inauguration of the National Conference on 'Oral Narratives: New Voices, New Tales', organised by the Sophia College for Women. Flavia Agnes (lawyer) and Meera Devidayal (artist), both of whom feature in this volume, were present at the event.

- Research work for *Lives of the Women* – Volume 3 was undertaken by SCM students of 2015-16.
  The SCM class also produced their annual magazine, *Marginalia*. The SCM student magazine, *Marginalia* of 2015-2016 won 6 ICE awards: 1) Best Educational Institution magazine – first runner up; 2) Best Special Edition; 3) Most Imperative Content; 4) Active Participation – first runner up; 5) Best cover page; and 6) Best overall magazine (a cash prize of Rs. 51,000/- was received for this award).
- One oral history paper, titled "Binaca Geetmala and *The Illustrated Weekly*: Oral histories of adolescents' media consumption in India in the 1940s-1980s", was presented on 23rd January 2016 at the National Conference on 'Oral Narratives: New Voices, New Tales' organized by the Sophia College for Women. The second, 'Navigating the Banyan: Breaking into Mumbai's media industries' has been accepted for presentation at the International Oral History Association's Conference titled 'Speaking, Listening, Interpreting: the critical engagements of Oral History' in Bangalore from 27th June to 1st July 2016.

- Specialistion

The SCM class had a month of specialisation in March 2016, as per the individual student's choice, in different fields of media: documentary film making, short film making, print journalism, broadcast journalism, photography, advertising, market research, and TV production.

2.7 **Total No. of actual teaching days** during this academic year: | 184 |

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

- In the SCM department, the system of continuous assessment is followed, whereby the students are assessed on each and every activity / project that he /she undertakes as part of the course.
- In the HAFT department too, besides the internal assessment tests etc., there is continuous assessment of all practical work and also on a daily basis on aspects related to punctuality, grooming, discipline etc. all of which are very essential in the field of Hospitality.

2.9 **No. of faculty members involved in curriculum r**estructuring / revision /
      Syllabus development as member of Board of Study/Faculty/
      Curriculum Development workshop:

On Board of Studies	On Syllabus Committees	Attended Syllabus Workshops
0	2	6

2.10 **Average percentage of attendance of students:** 83%

2.11 **Course/Programme wise distribution of pass percentage**:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBSc (Hospitality Studies)	**59**	**2**	**36**	**17**	**4**	___
Post-graduate Diploma in Social Communications Media	**26**	____	**1**	**11**	**9**	**4**

2.12 **How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes**:
- The HAFT department staff maintain weekly plan books.
- The SCM department staff maintain log books.
- Teaching Assessment Questionnaires (TAQs) which are administered for teaching faculty which provides feedback on the teaching-learning processes.

2.13 **Initiatives undertaken towards faculty development**:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-

Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	**7**
Others	-

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	**5**	**0**	**0**	**0**
Class IV	**8**	**0**	**0**	**0**
Technical Staff	**1**	**0**	**0**	**0**

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Criterion – III

3. Research, Consultancy and Extension

3.1 **Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:**
- Leave is sanctioned, as far as possible, to attend seminars or to present papers and so on.
- Students are encouraged to do research work related to their course. For example, SCM students carried out practical research of a social nature that will benefit the community, e.g. 'Plot a Pot' project. They also have a research publication series on *Lives of Women* and they did two oral history projects. The students of Hospitality Studies are encouraged to do research in coming up with innovative recipes etc. related to the events and displays that they organise. The Institute supports them with the materials for the same.

3.2   **Details regarding major projects:**

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3   **Details regarding minor projects:**

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4   **Details on research publications:**

	International	National	Others
In Peer Review Journals	-	**2**	-
In Non-Peer Review Journals	-	**-**	-
In e-Journals	-	-	-
In Conference proceedings	-	-	-

3.5 **Details on Impact factor of publications**:

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

- The following publications of Dr. (Sr.) Anila Verghese have been cited in Crispin Branfoot, "The Tamil Gopura: from temple gateway to global icon", *Ars Orientalis*, 45, 2015, pp. 78-112:
  i)   *Religious Traditions at Vijayanagara as Revealed through its Monuments* (1995).
  ii)   *Archaeology, Art and Religion: New Perspectives on Vijayanagara* (2000).
  iii)   "Aghoresvara temple at Ikkeri: a synthesis of architectural styles", *Journal of the Asiatic Society of Mumbai,* 81 (2008).

- The following publication of Dr. (Sr.) Anila Verghese has been cited in Ajay K. Rao, *Re-Figuring the Ramayana as Theology: A History of Reception in Premodern India.* Abingdon, UK, and New York: Routledge, 2015:
  i)   *Religious Traditions at Vijayanagara as Revealed through its Monuments* (1995).

- The following publications of Dr. (Sr.) Anila Verghese have been mentioned in Noboru Karashima (ed.), *A Concise History of South India: Issues and Interpretations*. New Delhi: Oxford University Press, 2014:
  i)   *Archaeology, Art and Religion: New Perspectives on Vijayanagara* (2000).
  ii)   *South India under Vijayanagara: Art and Archaeology* (2011).

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	1*	The Dallapiccola Foundation		Rs. 34,000/-
Any other(Specify)	1 **	Parkinson's Society	Rs. I lakh	Rs. 1 lakh
Total	2			

- * The cost of the publication of *Lives of the Women* - Volume 2 was from funding received from the Luigi and Laura Dallapiccola Foundation, Edinburgh, UK
- ** The research work for and the production of the SCM documentary "Step By Step", about the lives of people dealing with Parkinson's, their everyday struggle to overcome it, their acceptance and the role of support groups in encouraging them, was commissioned and paid for by the Parkinson's Disease and Movement Disorder Society which gave Rs. 1 lakh for this project.

3.7 **No. of books published**   i) With ISBN No. | X | Chapters in Edited Books | **1** |

ii) Without ISBN No. | 1 |

3.8 **No. of University Departments receiving funds** from

UGC-SAP | **NA** | CAS | **NA** | DST-FIST | **NA** |

DPE | **NA** | DBT Scheme/funds | **NA** |

3.9 **For colleges**   Autonomy | **NA** | CPE | **NA** | DBT Star Scheme | **NA** |

INSPIRE | **NA** | CE | **NA** | Any Other | **X** |

3.10 **Revenue generated through consultancy**

Level	International	National	State/City	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.11 **No. of conferences / workshops organized by the Institution:** | **5** |

3.12 **No. of faculty served as experts, chairpersons or resource persons:** | **3** |

3.13 **No. of collaborations**   International | **1** | National | X | Any other | X |

3.14 **No. of linkages created during this year** | X |

3.15 **Total budget for research for current year in lakhs**:

From Funding agency | X | From Management of College | X |

Total | X |

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** and research fellows
Of the institute in the year:

Total	International	National	State	University	Dist	College
1	**1**	-	-		-	-

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

1

and students registered under them

2

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

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

JRF   NIL   SR   NIL   Project Fellows NIL   Any other NIL

3.21 **No. of students Participated in NSS events**:

University level   NIL   State level   NIL

National level   NIL   International level   NIL

3.22 **No. of students participated in NCC events**:

University level   NIL   State level   NIL

National level   NIL   International level   NIL

3.23 **No. of Awards won in NSS**:

University level   NIL   State level   NIL

National level   NIL   International level NIL

3.24 **No. of Awards won in NCC**:

University level   NIL   State level   NIL

National level   NIL   International level NIL

3.25 **No. of Extension activities organized:**

University forum NIL   College forum **4**

NCC NIL   NSS NIL   Any other X

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

At the Institute level:
- For the whole institute "the Joy of Giving Week" was celebrated when collections were made for the underprivileged.
- For the whole Institute the "Christmas Outreach" programme was celebrated during which each class carried out one social outreach initiative.
- A blood donation drive was carried out.
- A bone marrow registration drive was carried out.
- Sophia Smt. Manorama Devi Somani College is a part of Sophia Polytechnic which has been selected by the Government of India for the 'Community Development through Polytechnics Scheme' (CDTP). This is a Government of India scheme with emphasis on SCs, STs, OBCs, women, school dropouts, minorities, physically disabled and other under-privileged persons. It helps in skill development of persons of these weaker sections to provide employment and self employment so that they can earn their livelihood.

Under the Community Development Scheme, we run five centres:
1. Shyamrao Parulekar Memorial Trust, Ashagad (Dahanu)
2. Saravali Centre, (Dahanu)

3. Reach-out Trust, (Dolarpada – Talasari)
4. Binarpada Centre, (Bhiwandi)
5. Zunadurki Centre, (Bhiwandi)

The courses conducted in these centres are based on the needs of the manpower requirements in the areas. In 2015-16 we carried out a manpower and drinking water survey in 24 villages of Bhiwandi, Dahanu and Talasari. Also feedback surveys are carried out to find the success of training imparted in the same areas.

The following courses are conducted in the above centres: Welding, Tailoring, Beautician, Bag-making, Jewellery-making and Basic of Computers. The total number trained this year in our community polytechnic centres: 425; of these 184 have been employed.

By the HAFT Department
- The segregation of wet and dry garbage is carried out in the kitchens and bakery of the department.
- The students of all the three classes of BSc Hospitality Studies organised a party for all the primary school children of St. Stephen's School (which is a school for the poor) on 4th December.
- The Craft Bakery class conducted a training programme in bakery for the young adults of OM Creations, a sheltered workshop for mentally challenged youth.
- For creating awareness on eco-tourism, all the students of BSc Hospitality Studies along with faculty members spent a day at Keshav Shrusti, an eco-park.

By the SCM Department
The entire focus of the SCM course is to train its students to be socially responsible media professionals. Hence all their activities are strongly rooted in creating social awareness. Special mention should be made of the following:
- The students, along with faculty members, engaging in rice transplantation at Kamshet.
- The students visit to the children's cancer ward in Tata Memorial Hospital.
- The student documentaries on socially relevant themes such as an English language magazine in Braille, the story of three cancer survivors, and a documentary on Parkinson's disease.
- The broadcast features done by students in groups highlighting issues such as saving the sparrow, the dangers of easy access to acid by focussing on one acid attack survivor, the importance of donating hair for making wigs for cancer survivors etc.
- The rural broadcast reports too related to issues such as constructions that can withstand earthquakes in hilly areas, the need to conserve dialects such as Garhwali and so on.
- The assignment called 'Plot-A-Pot, in which students each identified three public toilets in Mumbai and gathered details, including whether they have facilities for

men and women and what it costs to use them and if there are any other restrictions on entry and a photograph of the exterior that shows the location, which was then uploaded on Google maps along with the address, landmarks and area tags.

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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	4.586 acres	-	-	
Class rooms	5	0	0	5
Laboratories (one computer laboratory; three kitchens, one bakery, one front office room, one house-keeping room, two restaurants of HAFT; two studios of SCM)	11	0	0	11
Seminar Halls (AV room and conference room)	2	0	0	2
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		1	College	1
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 606567.00	College	Rs. 606567.00
Others	0	0	0	0

4.2 **Computerization of administration and library:**
- The administration, both in the general office and in the accounts office is fully computerised.

- The library is fully computerised. The catalogue is available not only on OPAC, but also on Web OPAC, whereby all users of the library can access the catalogue online 24x7 from anywhere at any time. A lot of the other data and resources of the library is available online. The library also subscribes to NLIST whereby thousands of e-books and e-journals are available online 24x7 to the library users.

4.3 **Library services**:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	2752		10	14053	2762	--
e-Books	80409 via NLIST		0		80409 via NLIST	--
Journals	02		01		03	
e-Journals	0	0	3828 via NLIST	0	3828 via NLIST	0
Digital Database	0	0	08*	0	08	--
CD & Video	25		01	0	26	--
Others (specify)	0	0	0	0	0	0

*1. Web OPAC   2. NLIST   3. OAJSE   4. Science Direct Open Access Journal
5. OMICS   6. Springer Open Journal   7. Academic Journals
 8. Journal of Media Studies

4.4 **Technology up gradation** (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centre	Office	Depart-ments	Others
Existing	47	0	47	0	31	6	8	2 in Library
Added	0	0	0	0	0	0	0	0
Total	47	0	47	0	31	6	8	2 in Library

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

- All faculty members have access to computers and internet in their department rooms, besides the computer laboratory.
- The students have access to computers and internet in the computer laboratory. In addition, the SCM department has its own computer facility and wi-fi for students.
- Internet facility is available in the hostel.
- Computer training, especially in software relevant to their respective field, is provided in the computer laboratory to the students of BSc Hospitality Studies and the students of the full-time Certificate Course in Craftsmanship in Bakery and Patisserie.
- The library installed Web OPAC this year and subscribed to NLIST.
- Adobe Photoshop and Adobe Illustrator licensed software was purchased.
- All the computers are under annual maintenance contracts.

4.6 **Amount spent on maintenance in lakhs** :

i) ICT (software & hardware) | Rs. 6,45,948.00 |

ii) Campus Infrastructure and facilities | Rs. 36,33,552.00 |

iii) Equipments | Rs. 8,06,167.00 |

iv) Others (Annual Maintenance Contracts) | Rs. 3,51,929.00 |

Total : | Rs. 54,37,596.00 |

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Criterion – V

5. Student Support and Progression

5.1 **Contribution of IQAC in enhancing awareness about Student Support Services:**

- The IQAC helps in the update of the prospectus and website from time to time. All the Student Support Services are mentioned in these. Also, at the Orientation

Programmes for each class as well as for the whole institute mention is made of student support services. Announcements about these are also made over the public address system. The Heads of Departments and the class teachers / mentors keep the students informed about Student Support Services.

5.2 **Efforts made by the institution for tracking the progression:**

- Through the MIS a track is kept of student progression. Both departments also use the social media, such as Facebook and Googlegroup to keep in touch with students and ex-students. Both departments also keep a record of student placements.

5.3 (a)**Total Number of** Students:

UG	PG	Ph. D.	Others
178	**27**	**0**	**30**

(b) No. of students outside the state

19

(c) No. of international students

0

No	%	
123	52%	Men

No	%	
112	48%	Women

Last Year - 2014-15						This Year - 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
224	**7**	**0**	**1**	**6 - LD**	**238**	217	9	0	2	7 - LD	**235**

Demand ratio | **1.73** | Dropout % | **2.30%** |

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

- Our courses are all professional ones. Students who join our courses want to join the respective industry and are not interested in coaching for / appearing for competitive examinations.

No. of students beneficiaries

| NA |

5.5 No. of students qualified in these examinations:

NET | NIL | SET/SLET | NIL | GATE | NIL | CAT | NIL |

IAS/IPS etc | NIL | State PSC | NIL | UPSC | NIL | Others | NIL |

5.6 Details of student counselling and career guidance:

- There is a trained counsellor who is available every Friday during term time. She provides for counselling for personal issues as well as counselling on career related issues. In addition, the teachers of the respective departments provide guidance to students on career related issues.

No. of students benefitted from individual counselling: | 13 |

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
1) **9** for TYBSc Hosp. Studies	38	27	4
2) **6** for SCM	26	18	6

5.8 Details of gender sensitization programmes:
- In the case of the HAFT Department, the staff members take care to sensitise the students on issues of gender and inclusion because for some of the students

it is the first time that they are in a co-educational situation, in which the boys and girls have to interact very closely together in practicals, workshops, events etc. The class teachers and student mentors also speak to the students on such issues as and when the need arises.

- In the SCM, the entire curriculum is geared to sensitizing staff, students and the public on issues of gender, inclusion etc. All the student projects related to media focus on such themes. The department conducted workshops by Kalpana Sharma and Sameera Khan who are authors of books on women's issues. An alumna, Paromita Vohra, through her organisation named "Agents of Ishq", conducted a workshop on sexuality in the digital world. On the study tour students get first-hand experience of social issues through their projects. They realise how women eat last, and are less literate than the male members of their families. A day in the villages teaches our students more than any number of lectures or workshops. Also in their hands-on research project 'Plot a Pot', in which each student plotted the three public toilets and focussed on what was available in these for men and women etc., also made them aware of problems faced by women.

5.9 Students Activities

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

State/ University level | **NIL** | National level | **NIL** | International level | **NIL**

No. of students participated in cultural events

State/ University level | **NIL** | National level | **NIL** | International level | **NIL**

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

Sports : State/ University level | **NIL** | National level | **NIL** | International level | **NIL**

Cultural: State/ University level | **NIL** | National level | **NIL** | International level | **NIL**

5.10 **Scholarships and Financial Support:**

	Number of students	Amount
Financial support from institution (for free meals provided)	**3**	**Rs. 4775/-**
Financial support from government	--	--
Financial support from other sources (applied for by and through the Institute) 1. Suman Ramesh Tulsiani Trust 2. Rayomon Trust 3. Tavescor Trust	**26**	**Rs. 6,05,000/-**
Number of students who received International/ National recognitions	**NIL**	**NIL**

5.11　**Student organised / initiatives:**

Fairs: State/ University level **NIL** National level **NIL** International level **NIL**

Exhibition: State/ University level **NIL** National level **NIL**   International level **NIL**

5.12　**No. of social initiatives undertaken by the students** **5**

5.13 **Major grievances of students (if any) redressed**:

　　NIL (there were no major grievances)

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Criterion – VI

6. Governance, Leadership and Management

6.1 **State the Vision and Mission of the institution**

> VISION STATEMENT
> A just and prosperous society
> where women and men
> are considered equal,
> and where, together,
> they live in peace, in mutual respect
> and
> in harmony with nature.
>
>
> MISSION STATEMENT
> Our mission is to empower women and men
> to bring about social transformation
> by providing them with a dynamic and caring environment
> for acquiring professional skills, through an education
> that is holistic, student-centred, value-based and creative
> in the pursuit of excellence.

6.2 **Does the Institution have a Management Information System**: **Yes**

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

6.3.1 **Curriculum Development**:
- The SCM department designs its own curriculum for its PG Diploma Course in Social Communications Media. The syllabus is revised once in three years. The last revision was before the commencement of the academic year 2014-2015. The next syllabus revision is due prior to the academic year 2017-18. The department began its planning for this forthcoming syllabus revision by having a workshop towards the end of the academic year 2015-16 at which all the core as well as visiting faculty drawn from industry were present. An important decision was to introduce Digital Media, in line with the latest trends in industry.

- In the case of the HAFT department, the syllabus of its three year degree course in Hospitality Studies is fixed by the University of Mumbai. But the faculty members

go beyond the University prescribed syllabus. For example, because there is not sufficient emphasis on bakery in the syllabi of the first and second years, additional three-day bakery workshops are conducted for these two classes. Also, the University syllabus prescribes Event Management as a subject only in Semester VI. But, our faculty introduce the students from the first year onwards in planning and executing events related to the hospitality industry. To facilitate this, around 6 events are held during the year.

The syllabi of the other two courses conducted by the HAFT department, namely the one year full-time Certificate Course in Bakery and Patisserie and the short-term certificate course in Dynamics of Bakery and Patisserie are designed by the department. The last syllabi revision for these two courses took place just before the commencement of the academic year 2015-16.

6.3.2 **Teaching and Learning**:
- Teaching-learning in both the HAFT and SCM departments takes place in a hands-on manner, with the students learning by doing. The teachers provide them with ample opportunities to get exposure to the demands of their respective industries not only by guest-lectures, field trips and visits etc. but also through internships / specialisation that each students goes through and by the additional events, workshops etc. that are organised.

6.3.3 **Examination and Evaluation**:
- Besides the internal assessment and the term end examinations, a system of continuous evaluation is followed both by HAFT and SCM departments.

6.3.4 **Research and Development:**
Institutional infrastructural support in the form of the availability of internet, computers, printers, well-equipped and well-maintained laboratories are available for those who wish to do research. The library is also a support for the same, especially in the availability of e-resources in it. Faculty members are given duty leave to attend seminars in order to improve their professional skills or to present papers. Staff achievements are highlighted in the Institutional Reports.

Faculty Research
Two members are actively engaged in research, namely Dr. (Sr.) Anila Verghese (Principal) and Dr. Sunitha Chitrapu (Head of SCM Department).

Dr. (Sr.) Anila Verghese is currently engaged in the following research projects in collaboration with Dr. Anna L. Dallapiccola, retired professor of Indian Art History, South Asia Institute, Heidelberg University, Germany:

- "Sacred Sites of South India: Continuity, Evolution and Change" for Routledge India's series on 'Archaeology and Religion'
- "Major Themes in the Arts of Southern India under Vijayanagara and its Successors"

In connection with the above, a field trip was undertaken by her between 10th and 20th January 2016, jointly with Dr. Anna L. Dallapiccola and Dr. Purnima Srikrishna, to sites in Karnataka and Andhra. The sites visited included Hampi, Tadpatri, Somapalem, Lepakshi etc.

Sr. Anila Verghese is also engaged in the editing of the following volume of research papers, jointly with Dr. Anna L. Dallapiccola: "Cultural Dialogues between India and South-East Asia from 7th to 16th centuries".

In addition to the above, Sr. Anila has been invited as a senior guest professor by the Department of Indology, University of Würzburg, Germany, from 25th October to 3rd November 2016, to deliver five lectures and to contribute to the department on a DFG sponsored project that this department has along with the University of Erlangan on 'Sacrality and Sacralisation during the Middle Age and Early Modern Period Intercultural Perspectives in Europe and Asia'. She has also been invited to be an expert guide for the visit of the group engaged in this project from both the Universities of Würzburg and Erlangan to Hampi in early February 2017.

The following research papers of Dr. (Sr.) Anila Verghese were published in 2015-16 (the two journals have ISSN numbers and are peer reviewed and the edited volume has an ISBN number):
- Verghese, Anila, "Visual Representations of Four Sacred Sites of Tamil Nadu, *Jnana-Pravaha Research Journal*, No. XVIII, 2014-2015, pp. 88-98.
- Verghese, Anila, "Continuity, Creativity and Change: Selected Themes in Vijayanagara-Nāyaka Sculpture and Painting, *Indica*, Vol. 52, 2016, pp. 3-166.
- Verghese, Anila, "Composite Pillars with three-dimensional sculptures in the Outer Maṇḍapa of the Ātmanātha Temple at Avudayarkoil", in *Temple Architecture and Imagery of South and Southeast Asia. Prāsādanidhi: Papers Presented to Professor M.A. Dhaky*, edited by Parul Pandya Dhar and Gerd J.R. Mevissen. New Delhi: Aryan Books International, 2016, pp. 138-153.

Sr. Anila was invited to participate, with all expenses paid, in a seminar held at the University of Chicago, 7th-8th November 2015, on "Symbolic Everyday Lives: New Directions in the Research on Vijayanagara", at which she presented a paper entitled ""New Forms and Techniques: The Influences from Contemporary Sultanates on Vijayanagara Courtly Art and Culture as revealed through the monuments".

In addition, she has also delivered the following lectures:
- 'Vijayanagara Art and Architecture: An Overview' to a combined group of TY students of History of Sophia College and St. Xavier's College (on 10th September 2015).
- 'Research on Vijayanagara City and Empire and its Successor States', to students of the Research Methodology course of Sophia College (on 25th January 2016).

Dr. Sunitha Chitrapu is currently involved in the following research projects:
- A book to be published by Routledge on "Media Economics and Management", which she is researching and writing jointly with Dr. Sathya Prakash E. Reddy of the Department of Communications, University of Hyderabad.
- A paper entitled "Should you listen to your wife? Tamil language television debates on modernity" for Panel 3. Beyond the Desirable: Critical Perspectives on Media-Modernity to The Swedish South Asian Studies Network (SASNET) conference titled "Modern Matters: Negotiating the Future in Everyday Life in South Asia" at Lund University, 20th-22nd September 2016 in Lund, Sweden
- A paper on "Networked Bollywood: Award-winning families" as a part of the panel 'The Power of Bollywood' to Communicating with Power, the 66th Annual Conference of the International Communication Association, 9th -13th June, 2016, Fukuoka, Japan.

Student Research
- Our courses being of a practical and professional nature, the traditional type of research that is carried out in Arts and Science colleges is not possible. The research done is related to the specific professional fields, namely Hospitality or Media.

  The BSc Hospitality students do research work for their practicals in Food Production, Food and Beverage Services and for the major events that are conducted each year. They also have practicals in which they are presented with a 'mystery basket'of ingredients and have to produce innovative recipes, whether in food production or mocktails / cocktails etc.

  SCM students carried out practical research of a social nature that will benefit the community, namely the 'Plot a Pot' project. This year the department published *Lives of Women*, Volume 2 and the research work was done for *Lives of Women*, Volume 3. The students also did two oral history projects: "Binaca Geetmala and *The Illustrated Weekly*: Oral histories of adolescents' media consumption in India

in the 1940s-1980s" and "Navigating the Banyan: Breaking into Mumbai's media industries".

The SCM also students carry out research for many of their projects and practicals. They also do research under their 'Communications Research' paper.

6.3.5 **Library, ICT and physical infrastructure / instrumentation**:
   - The library is air-conditioned and fully computerised. Library data is available online to all users via the WEBOPAC. Besides books and magazines, newspapers and journals to which it subscribes or buys, the library also subscribes to NLIST whereby thousands of books and research journals are available on-line 24x7.
   - There is a fully air-conditioned computer laboratory with 31 computers as well as printers etc. Internet is available for users free in the computer laboratory. The computer laboratory has licensed software. In addition, both the HAFT and SCM departments have their own computers and internet facility.
   - Both HAFT/SCM departments have excellent classrooms and laboratories / studios equipped with high-level equipment as required for the respective courses.
   - The college and campus is well-maintained and clean.
   - There is a hostel facility for girls.
   - The college also has a seminar room, a conference room etc. and among the shared facilities are a 800 seater auditorium, a basket ball court etc. On Sophia Campus there is also a women's gym, a convention centre etc.
   - The offices are computerised and air-conditioned.

6.3.6 **Human Resource Management:**
   The Principal, Vice-Principal and the Heads engage in a democratic and participatory manner with the staff. All the faculty members are on various committees and thus maximum involvement is encouraged. Further, faculty members are given a lot of freedom in the conduct of lectures and practicals and are also encouraged to update their knowledge and skills.

6.3.7 **Faculty and Staff recruitment:**
   The Management ensures that no faculty or non-teaching positions are left vacant. We have the number of faculty and non-teaching staff as required to run our courses. Visiting faculty are employed for special subjects (such as management, accounts etc.) in HAFT. In SCM visiting faculty drawn from the media industry are taken on in order to give the students updated and relevant knowledge and skills.

6.3.8 **Industry Interaction / Collaboration:**
   Both the HAFT and SCM Departments actively engage with their respective industries on an on-going basis. Personnel from the industry visit the college as

guest faculty, as resource persons to conduct workshops and demonstrations, to take part in events that are organised and for recruitment. Besides visits to industry, internships form an integral part of both the BSc in Hospitality as well as the Certificate Course in Craftsmanship in Bakery and Patisserie. Similarly, all the SCM students do a month's specialisation in industry. In the case of both departments, there is an engagement with industry when syllabi revisions are undertaken.

6.3.9 **Admission of Students**:

Admission is done in a very fair and transparent manner, based on merit. Financially needy students are given financial aid. During admission time faculty members are available to meet students and their parents and to answer any queries etc.

6.4 **Welfare schemes for:**

Teaching staff & Non-teaching staff (Class III)	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 of salary and DA are given. 2. All the staff members, teaching and non-teaching, 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 teaching faculty (and Class III staff) receive a small cash gift at Christmas time. 5. Fellowship meals are organized: thus for teaching faculty and 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. 6. Leave and vacation benefits are the

	same for permanent staff and those on ad hoc or contract appointment.
Non-teaching - Class IV staff	1. Salaries are paid on time on the first of each month. Contributory provident fund scheme is in place. On retirement gratuity is given. Annual increments of salary and DA are given. 2. Class IV staff are provided with free tea twice a day (i.e. mid-morning and mid-afternoon). 3. The Class IV staff members receive a small bonus at Diwali time. 4. 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. 5. Class IV staff who are facing some financial difficulty apply for interest free loans and they are usually sanctioned these. 6. Class IV staff have an Insurance Scheme, with the Management paying half of the monthly premium on the same for each one.
Students	1. Financial aid is given to needy students. 2. Counselling facilities are available. 3. There is a full-time Dean of students who coordinates all student related activities and who is also the staff advisor, along with two faculty members, of the Student Council. 4. First aid is provided in the institute. In case of accidents or any health emergency

	the students are immediately rushed to a neighbouring hospital (there are four major hospitals in the vicinity of the college). 5. All BSc Hospitality students have the benefit of an accident insurance scheme.

6.5 **Total corpus fund generated:** | Rs. 42,65,668.00 |

(the above is the total added to the corpus funds during the year 2015-2016)

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 declare results within 30 days**?

For UG Programmes   Yes | NA | No | NA |

For PG Programmes   Yes | NA | No | NA |

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:

Our alumni, of both departments, help in a variety of ways:

- By giving guest lectures, demonstrations, workshops etc.
- By helping with fund-raising especially towards fees of needy students
- By assisting as and when required with syllabi revision or syllabi enhancement with additional activities.
- With job placements
- In the case of the SCM department, by providing mentoring to current students.

6.12 Activities and support from the Parent – Teacher Association:

We do not have a parent-teacher association. But we interact with parents on the occasion of the orientation programmes, Open Days etc. In addition, parents can contact the faculty regarding issues concerning their children as and when required.

6.13 Development programmes for support staff:

Support staff is encouraged to upgrade their skills as required. All the office and library staff is fully computer literate. The laboratory attendants are trained in the use of all the equipments that the respective department has.

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

- Ours is a well-maintained, clean and green campus. Segregation of garbage is practised. A rag-picker comes daily to collect the dry garbage.
- Care is taken to switch off fans and lights when not in use. Air-conditioning is used sparingly.

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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:

- Having special staff seminars or workshops, because the University does not provide for these for the faculty of our courses.
- Celebration of special days and events in the institute and particularly in the library.
- The introduction of WEBOPAC in the library and the subscription to NLIST by the library.
- Showcasing the work of our students in the institute.

7.2 **Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year 2015-2016**:

Plan of Action for 2015-2016	Action taken Report - 2015-2016
1. To go in for NAAC Accreditation, first cycle	1. This was done from the finalisation of the IEQA and the SSR to the preparation for the Peer Team visit. The college is now accredited by NAAC with an 'A'grade (CGPA of 3.03) for the period 19/02/2016 to 18/02/2021.
2. 'Education beyond self' was chosen as the theme for the year 2015-16 and various activities were planned under this theme.	2. Three inter-disciplinary programmes of the whole institute, three workshops for each class, as well as three competitions were held under the theme of the year. The workshops and inter-disciplinary sessions were organised by 'Energia Wellbeing'.
3. Various infrastructural developments to be carried out.	3. A beautiful display board for the HAFT department was executed and set up outside the classroom area. A new combi-oven and a deep freeze were installed in the IC kitchen.

	The SCM department set up a production control room (PCR) with necessary equipment at a total cost of around Rs. 13 lakhs. The work of the SCM students was displayed strategically in the institute.
	A lot of general infrastructural improvements were also undertaken to the building and furniture.
	The flooring of the Computer laboratory was redone and new computer tables were installed.
	Renovation of furniture was done in the library and the library subscribed to NLIST and introduced WEBOPAC.
4. To hold in-house faculty development programmes.	4. Three faculty development programmes were held: the workshop by Dr. Amrita Dass, the session by Sr. Sheila McNamara and the workshop for Hospitality Studies faculty by Chef Nimmy Paul.
5. To apply for and get more financial aid for needy students.	5. Many more Trusts and Foundations were contacted successfully. Funding was received for needy students from the Tulsiani Foundation, the Tavescor Trust, the Rayomon Charitable Trust and the R.O Somani Trust. A large number of students benefited from student aid.

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

A. Industry-Institute Interface
B. The Sophia Cooverji Hormusji Bhabha Programme in Ethics and Spirituality

Please see Annexure III for details

7.4 **Contribution to environmental awareness / protection**

- The Institute maintains a clean and green environment with its garden and potted plants.
- We practice the segregation of wet and dry garbage. Dry garbage, especially paper, plastics etc. are collected daily by a rag-picker who comes early in the morning to the campus.
- Efforts are made to conserve electricity by using air-conditioning sparingly.
- SCM has used natural materials in the interiors of the classroom and the staff room. Neither is air-conditioned so that electricity can be conserved. Air conditioning is only used sparingly, that too in studio area where equipment needs to be maintained at specific temperatures.
- To give its students an experiential awareness of the back-breaking work of farmers, in the monsoon season of 2015 (as was done in the past two years), the SCM Department organised a trip to a farm in Kamshet where the students and staff members took part in rice transplantation.
- The HAFT department organised a trip for all the students of BSc Hospitality Studies and faculty to Keshav Shrusti, an eco-farm, to generate awareness among students about ecological issues and eco-tourism.
- In the initial stages of integration into our course, the students of BSc in Hospitality Studies are subjected to regular inputs regarding the parameters followed by 'Green/Eco friendly Hotels' these include waste management (dry and wet garbage segregation) using bio-degradable and environment friendly products, rain water harvesting, grey water recycling, renewable energy and recycling aluminium plastic and glass.
- There is also a paper on Eco-tourism in the BSc Hospitality Studies syllabus.

7.5 **Whether environmental audit was conducted**?   Yes ☒   No ☑

7.6 **Any other relevant information the institution wishes to add (for example SWOT Analysis):**

- The College has just gone in for NAAC Accreditation, first cycle in 2015-16 though it is a comparatively new and small college. A detailed institutional SWOT analysis was done for the same. Each department also did its own SWOT analysis. Now we would like to focus on improving in areas where we noticed that there are lacunae.

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8. **Plans of institution for next year**

1. a) The theme chosen for the year 2016-2017: "Living in Harmony with self, with others and with nature":

b) In addition to the above theme, there would be a second theme on which departments could focus activities and events. This would be on 'Celebrating India and its rich heritage'.

2. Both the HAFT and the SCM departments will use the social media to publicise their work. They would also embark on a department newsletter, in addition to the department magazine.

3. To give more importance to research, both at the level of the faculty and of students. We will explore the possibilities of some in-house research publications with ISBN number. In view of this, as far as faculty research is concerned, the Management would be asked to provide seed money of around Rs. 10,000/ - to staff who are embarking on research and who have need of some resources to do so.

4. Both SCM and HAFT departments could explore possibilities of offering some sort of consultancy whether on a paid or unpaid basis.

5. The HAFT department will explore the possibility of introducing a departmental extension or social outreach activities.

6. We will continue with our infrastructural improvements.

7. We will continue to provide financial aid to needy students and see how we can expand the same.

8. The syllabus of the SCM course will be revised during the year 2016-17 so that the revised syllabus can be implemented in the year 2017-18.

9. Feedback questionnaires to be designed for the Exit level feedback from students.

10. To study the feasibility of introducing one more certificate course by the HAFT department.

Name: **Dr. Vidita Rakshit**   *Name:* **Dr. (Sr.) Anila Verghese**
  (*Coordinator, IQAC*)   *(Principal, Chairperson, IQAC)*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Abbreviations:
A. Abbreviations used in IQAC and AQAR Guidelines of NAAC

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

•••

B. Abbreviations used in Sophia Smt. Manoramadevi Somani College

HAFT   -   Hotel Administration and Food Technology (the Hospitality Studies Department is known as HAFT)

SCM   -   Social Communications Media Department / Course

Craft Bakery - The one-year diploma course in Craftsmanship in Bakery & Patisserie

ANNEXURE I

COLLEGE CALENDAR 2015-2016

Theme of the Year: EDUCATION BEYOND SELF

First Term: **8th June to 30th October 2015, both days inclusive**

Second Term: **16th November 2015 to 2nd May 2016, both days inclusive**

June 8th (Monday):	Commencement of the academic year for the Institute; commencement of the classes for TYBSc and SYBSc Hospitality Studies
June 12th (Friday):	Feast of the Sacred Heart of Jesus
June 12th (Friday):	9.00 a.m. General Staff Meeting; followed by staff Seminar conducted by Dr. Amrita Dass on the theme: "Together Each One Achieves More: Seize the Day!"
June 22nd (Monday):	Orientation Programme for the Craft Bakery class
June 24th (Wednesday):	Orientation Programme for FYBSc Hospitality Studies
June 26th (Friday) :	SCM classes commenced
June 30th (Tuesday):	Outlook Magazine Rankings released – SCM Sophia ranked 6th in the country (in *Outlook* dated 6th July 2015)
July 2nd (Thursday):	Prof. Henry Jenkins, Provost Professor of Communication Journalism and Cinematic Arts at the Annenberg School for Communication, University of Southern California came to SCM for an interaction with students and faculty
July 4th (Saturday):	SCM field work of rice transplantation at Kamshet as part of the Fundamental Concepts paper, Prof. Jenkins also joined in this.
July 10th (Friday):	HAFT Freshers' Party organised by the TY class; SCM faculty and students attend a master class by Prof. Jenkins held at Godrej Culture lab, Vikhroli
July 11th (Saturday):	SCM class visited the Jamini Roy Exhibition at the

National Gallery of Modern Art

July 15th (Wednesday):   Visit of a group of students and teachers (about 25) from
                              Baradene College (a Sacred Heart School, Auckland,
                              New Zealand); lunch was hosted for them by the HAFT
                              Department and the canteen

July 16th (Thursday):   Visit of Ms Kristen Kelly, teacher from Atherton School
                              (a Sacred Heart School, California, USA); she interacted
                              with the SCM Department and had lunch which was hosted
                              by HAFT

July 17th (Friday):   First Student Council Meeting and election of
                              SBP and office bearers – Berezida Gandhi of TYBSc class
                              was elected as SBP for 2015-16; Heads of Departments
                              Meeting

July 21st (Tuesday):   Orientation Programme for the whole Institute

July 25th (Saturday):   SCM workshop on sound equipment and design by Anita
                              Khushwaha, sound engineer of Hindi film NH10

July 30th (Thursday):   First Interdisciplinary Programme, Speaker: Mr. Suneel
                              Agarwal; topic: 'Cultural Diversity and its Paradigm'

July 31st (Friday):   HAFT Theme Dinner – 'Navroze Mubarak'

Aug. 4th-7th: BSc Hospitality Studies' ATKT Examinations

Aug. 5th (Wednesday):   SCM Department held a talk by Darryl D'Monte, former
                              editor of *Times of India*, on the hazards of the proposed
                              coastal road

Aug. 7th (Friday):   Friendship Day was celebrated by the Student Council

Aug. 8th (Saturday):   SCM workshop on lighting by Sameer Sabnis

Aug. 10th (Monday):   HAFT Department field trip for all three classes for the study
                              of Eco-tourism to Keshav Shrusti, an ecological farm;
                              Inauguration of the PCR of the SCM Department

Aug. 11th (Tuesday):   Session by concierges from Clefs D'Or for the TYBSc
                              & FYBSc classes

Aug. 11th-14th: Granthotsav organised by the library

Aug. 12th (Wednesday):   LMC Meeting; Melantha Quadros conducted a workshop
                                   on cake decoration for the Craft Bakery class

Aug. 13th (Thursday):   Meeting of the SPOLAA (the ex-students' association)
                                   Core Committee

Aug. 15th (Saturday):   Independence Day – Flag Hoisting on triangular terrace;
                                   SCM students participated in the human chain in Bandra
                                   to protest against the coastal road

Aug. 21st (Friday):   Workshop on chocolate and chocolate decoration by
                                   Chef James Oliviera of Morde was held for the Craft Bakery
                                   class

Aug. 22nd (Saturday):   SCM students had a demonstration and discussion on using
                                   mobile technology for social change by CG Net Swara;
                                   SCM students also visited the Indian Idol set

Aug. 25th (Tuesday):   Field Trip to Hotel Marine Plaza was organized for the
                                   FYBSc class

Aug. 27th (Thursday):   Second Interdisciplinary session – 11 a.m. to 1 p.m.
                                   (Speaker: Ms Ambereen Pradhan; topic: "Nurturing
                                    Leadership")

Aug. 28th (Friday):   Craft Bakery Class did a display of Cup Cakes

Aug. 29th (Saturday):   SCM workshop on editing skills by Jabeen Mercant,
                                   editor of the Hindi film NH10

Sept. 1st (Tuesday):   Four Seasons Hotel Group visited for campus recruitment
                                   for TYBSc Hospitality Studies

Sept. 3rd (Thursday):   Teachers' Day Practice – 8.30 to 12.00

Sept. 4th (Friday)   :   Teachers' Day celebration – 8.30 a.m. to 12.30

Sept. 5th (Saturday):   Kashish Forward Campus Initiative: Film Screening and
                                   Discussion on LGBTQ issues for SCM students

Sept. 10th (Thursday):   SCM students went to the Osianama exhibition at the Tao Art
                                   Gallery

Sept. 11th (Friday):   Nestle Competition was organized by HAFT

Sept. 16th (Wednesday):   Mocktail Display, entitled 'The Chilled Bucket', was
                               held by the SYBSc Hospitality Studies; SCM had a workshop
                               on Women in Public Spaces (by Sameera Khan and Shilpa
                               Phadke, authors of 'Why Loiter')

Sept. 18th (Friday):   Oberoi Hotel Group visited for campus recruitment
                               (TYBSc Hospitality Studies) – Ms Pradnya Shetty and
                               Chef Prakash Pawaskar

Sept. 19th (Saturday):   SCM class had a self defense workshop by Elroy Vaz

Sept. 21st (Monday):   SCM had a guest lecture on 'Missing Half of the Story:
                               Journalism as if Gender Matters' by Kalpana Sharma

Sept. 23rd (Wednesday):   Recruitment by Park Hotels Group at their property in
                               Belapur for TYBSc; SCM guest lecture by Amrita Shah,
                               author of 'Ahmedabad: a City in the World'

Sept. 24th to Oct. 4th: Joy of Giving Week

Sept. 29th (Tuesday):   Blood donation drive conducted by Red Cross

Oct. 1st (Thursday):   Traditional Day and Dandia Raas organised by the
                               Student Council

Oct. 3rd (Saturday):   SCM workshop on audio storytelling by Parodevi
                               Pictures Team

Oct. 5th (Monday):   Semester end examinations commenced for
                               FY and SYBSc Hospitality Studies; SCM guest lecture
                               by Simpreet Singh, RTI activist

Oct. 8th (Thursday):   Orchid Hotel visited for campus recruitment
                               for TYBSc Hospitality Studies

Oct. 10th (Saturday):   SCM workshop on 'Observing Light' by Ajay Noronha

October 12th (Monday):   Demonstration by Chef Nicolas Houchet, Patisserie
                               Master Chef from Cordon Bleu, was organized for the
                               TYBSc class (Bakery and F&B batch)

Oct. 14th (Wednesday):   Hyatt Group visited for campus recruitment
                            for TYBSc Hospitality Studies

Oct. 19th – 23rd: TYBSc Semester V University practical examinations

Oct. 19th – 28th: SCM study tour to Rudraprayag and Uttarakhand (for
                            broadcast journalism features, photography, communications
                            research, media ethics and advertising assignments)

Oct. 23rd (Friday):   IQAC Meeting

Oct. 30th (Friday):   Last of term; General Staff Meeting;
                            Diwali lunch for the domestic staff

(Diwali vacation: 31st October to 15th November, both days inclusive)

Nov.16th (Monday):   Commencement of the Second Term

Nov. 16th – 24th: SCM Semester I examinations

Nov. 18th (Wed.):   Feast of St. Philippine Duchesne (patroness of Sophia
                            Polytechnic)

Nov. 19th – 27th: TYBSc Semester V University theory examinations

Nov. 20th (Friday)   :   Third Interdisciplinary session – 11 a.m. to 1 p.m.
                            (Speaker: Mr. N.S. Ramanathan; topic: "Listening and
                            Reflecting Effectively")

Nov. 27th (Friday):   The SCM class had a session on Stress Management by
                            Fr. Terence Quadros

Dec. 3rd (Thursday):   Display of International Desserts by Craft Bakery class

Dec. 4th (Friday):   HAFT Department organized a party for the little
                            children of St. Stephen's School (Christmas
                            Outreach) – first year, second   year and third year
                            of BSc Hospitality Studies

Dec. 10th (Thursday):   Heads of Departments Meeting, meeting of the IQAC
                            along with Steering Committee of NAAC

Dec. 11 (Friday): Craft Bakery Class invited mentally challenged adults of Om Creations (Christmas Outreach); Open Day for parents of the FYBSc in Hospitality Studies class

Dec. 15th (Tuesday): HAFT Christmas Lunch; SCM class visited the children in the Cancer Ward at Tata Memorial Hospital (Christmas Outreach)

Dec. 17th (Thursday): SCM class had a screening by Siya Chandri, award winner at the 2015 International Children's Film Festival of India; Hostel Christmas Party

Dec. 18th (Friday)   : Fun Fair organised by the Student Council

Dec. 22nd (Tuesday): HAFT Christmas Party; Demonstration by Chef Rahul Shetty (Pastry Chef from Trident – BKC)

Dec. 23rd (Wednesday): Christmas Wishing (11.00 a.m.– 12.30 p.m.) followed by lunch for teaching and non-teaching staff

Jan.4th (Monday): TYBSc Open Day

Jan. 6th (Wednesday): Registration drive for bone marrow donation

Jan. 7th (Thursday)   : Campus Interviews for TYBSc by Radisson Blu

Jan. 8th (Friday): SYBSc Open Day

Jan. 18th (Monday)   : TAJ SATS conducted TYBSc placement interviews

Jan. 19th (Tuesday)   : Trident BKC conducted TYBSc placement interviews

Jan. 20th (Wednesday): TAJ SATS conducted trade tests on campus for the shortlisted TYBSc students

Jan. 22nd (Friday): Degree conferring ceremony for the TYBSc class of 2014-2015

Jan. 26th (Tuesday): Republic Day – Flag Hoisting; SCM class had a guest lecture in Promo Production by Amaya Ubayakar of Colors, Viacom 18

Jan. 28th (Thursday): Demonstration for the TYBSc Food Production Specialization students by chefs of Mr. Jason Ling of

Nanking, Canton Spice and Ling's Pavilion

Jan. 29th (Friday):   Campus Interviews for TYBSc by St. Regis;
                        SCM organized 'Media Mirror': master classes
                        on feature writing by Jerry Pinto, copywriting by Keegan
                        Pinto and anchoring skills by Suresh Venkat; Sessions by
                        Naresh Fernandes on 'being at the leading edge of digital
                        media' and Gursimran Khamba on how AIB built their
                        digital presence; there was also an interactive panel on
                        'Careers in Digital Media' comprising Anagha Rajadhyaksha,
                        Lucy Gadkari, Nowshad Rizwanullah, Paromita Vohra, and
                        T. Ramachandran, moderated by Anahita Mukherji

Feb. 2nd (Tuesday):   Screening and guest lecture for SCM class by Nakul
                        Sawhney, documentary film maker

Feb. 3rd (Wednesday):   Guest lecture for SCM class (arranged by British
                        Council) by Benjamin Cook

Feb. 4th – 6th: NAAC Peer Team visit (Prof. S.C. Bagri, Dr. Bharti Singh
                        and Prof. R.K. Bhandari)

Feb. 4th (Thursday):   a.m. the Hon. Vice-Chancellor of the University of Mumbai,
                        Dr. Sanjay Deshmukh, and the Director of the BCUD, Dr.
                        Anil Patil, came for breakfast with the Peer Team; at lunch
                        the Governing Body interacted with the Peer Team; at 6.00
                        p.m. there was a cultural programme followed by dinner on
                        the Central Lawn; among distinguished visitors who attended
                        this was Mr. P. Sainath, Chef Satish Arora (Director - Food
                        Production, Taj SATS), Sous Chef Sadiq (of Taj Palace) and
                        Principals and staff members of some of the Hospitality
                        colleges in the city.

Feb. 9th (Tuesday):   Heads of Departments Meeting

Feb. 16th (Tuesday):   LMC Meeting; Hostel Seniors' Farewell Party

Feb. 19th (Friday):   NAAC announcement re accreditation – Sophia Smt.
                        Manorama Devi Somani College accredited with 'A' grade

Feb. 22nd (Monday):   Celebration of Mother Language Day

Feb. 23rd (Tuesday):   Heads of Departments Meeting

Feb. 25th to 28th: Annual Exhibition

Feb. 25th (Thursday):   Prize Giving Ceremony and Inauguration of the
                              Exhibition; chief guest: Ms Leena Yadav (Film Director)
                              & SCM alumna

Feb. 26th (Friday)   :   HAFT Exhibition Dinner on the Central Lawn of the campus,
                              Entitled 'Zen' on the theme of Oriental Cuisine

March 3rd (Thursday):   The library celebrated World Wild Life Day and
                              Marathi Bhasha Diwas

March 4th (Friday)   :   Class photographs; Felicitation of Mr. Jerry Pinto
                              (SCM visiting faculty), on being awarded the Windham-
                              Campbell Literature Prize; Aashirvad (11.15 a.m.); staff lunch
                              outing to 'Jewel of India' to celebrate the NAAC 'A' grade

March 7th to 28th: SCM Specialisations

March 8th (Tuesday):   Women's Day – the library commemorated the occasion
                              with a suitable display of books; Semester II and IV
                              examinations of B.Sc. Hospitality Studies commenced

March 8th – 23rd: Semester end examinations for FYBSc and SYBSc

March 14th (Monday):   Session for staff by Sr. Sheila McNamara on "Finding
                              One's Inner Space and Peace"

March 21st (Monday):   World Puppetry Day and World Forest Day were
                              celebrated by the library

March 23rd (Wednesday):   HAFT Farewell party for TYBSc and Craft Bakery classes
                              organized by the first years; Martyrs' Day celebration.

March 28th-30th: Additional Bakery Practical Workshop for FYBSc class

March 29th (Wednesday):   Viva of SCM Specialisations

March 30th (Thursday):   Campus Placements of SCM

March 30th-31st and 1st April: Additional Bakery Practical Workshop for SYBSc

April 11th – 13th: TYBSc Semester VI University practical examinations

April 11th – 23rd: SCM Semester II examinations

April 19th (Tuesday):   Dr. (Sr.) Anila Verghese went as Convenor of an Expert
                             Committee, appointed by the University of Mumbai, to visit
                             Sir Mohammed Yusuf Seamen Welfare Foundation -
                             Training Ship Rahaman regarding the introduction of
                             a new course   (namely, B.A. Culinary Arts)

April 26th-27th: Faculty Development Programme for HAFT faculty by
                             Mrs. Nimmy Paul on Kerala Cuisine

April 29th (Friday):   General Staff Meeting; IQAC Meeting

May 1st (Sunday):   Maharashtra Day

May 2nd (Monday):   Last Day of Term

May 2nd to 12th :   TYBSc Semester VI University theory examinations

Date: 31st May 2016   (Dr. (Sr.) Anila Verghese)
                                              Principal

ANNEXURE II

FEEDBACK

From Alumni and Employers

- Both the HAFT and the SCM departments keep in touch with alumni of their respective departments through use of social media groups (Facebook / Googlegroup). In this way they not only keep the alumni updated on what is happening in the department but they also get feedback from alumni about how the respective course has helped them in their professional careers and about new developments in industry and could be incorporated into the courses. In the case of SCM, each student has an alumnae mentor.
- The faculty of both HAFT and SCM departments keep in close touch with their respective industries 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 informal feedback. The Second Year students do a one-semester internship in industry and during this period the officer in charge of industrial training keeps in touch with the training managers.

From Parents

- Informal, verbal feedback is taken from parents when they come for the Open Day that is held for each class of the BSc Hospitality Studies. Parents are also free to contact the Head department or the class teacher, Vice-Principal and even the Principal in order to discuss their child's progress and other related matters.

From Students

- The SCM department takes feedback from its students four times during the course. Points from the feedback are noted and appropriate action taken.
- The HAFT department keeps in constant touch with the students via social media groups and feedback is taken informally.
- There is also the system of Teacher Assessment Questionnaires (TAQs) in which students give feedback about teachers and points made by students, especially regarding areas for growth or improvement are duly noted.

ANNEXURE III
Two Best Practices

A

1. Title of the Practice: INDUSTRY-INSTITUTE INTERFACE

2. Goal: The goal of this practice is to benefit the staff and students as well as the teaching-learning processes of both the HAFT and SCM Departments as well as to foster job placements for our students.

3. The Context: The context is obvious, namely that our courses are of a highly professional nature and they aim at equipping the students with the skills and knowledge required for placement in industry on the completion of the course. Hence, for both departments the close interaction with the respective industry is a must. We are blessed by our very location, namely that we are situated in South Mumbai, which facilitates this industry-institute interface. Mumbai is a centre of both the media industry but also of the hospitality industry. We have built up our links with industry over the years for our faculty members regularly interact with industry and persons from industry are invited to the institute from time to time; also many of our ex-students are also well placed both in the media and in the hospitality industries and this makes this interface easier.

4. The Practice: This industry-institute interface is an on-going one and it takes place at various levels and in different ways:
   a) Personnel from the media industry regularly visit the SCM department and engage in lectures, either on a regular basis or as a special lecture or workshops as well as for events such as 'Media Mirror'.
   b) Personnel from the hospitality industry regularly visit the HAFT Department for various events such as the Theme Dinner and the Annual Exhibition Dinner as well as for special workshops, lectures, demonstrations etc.
   c) The help of personnel from industry is sought at the time of syllabi revisions.
   d) Internships / one-month specialisations, in the case of HAFT and SCM respectively, can be arranged with the top establishments of the respective industries.
   e) Job placements are facilitated. In the case of HAFT, the top hotel groups come to the campus for recruitment while in the case of SCM there are more requests for candidates for job placements than there are candidates to offer. Industry also comes to campus for recruitment of SCM students.

f) In the case of SCM, some of the big names from the media industry are on the advisory body of the department. These include Shyam Benegal, P. Sainath and Jerry Pinto.

5. <u>Evidence of success</u>: The number of personnel from industry who come to our Institute during the course of the year is proof of the success of this practice. Besides that both departments are highly rated and are well-recognised by their respective industries. The best evidence of success is, of course, the excellent record of job placements that we have.

6. <u>Problems Encountered and Resources Required</u>: Both the HAFT and SCM Departments are small in size and the number of staff members in each is limited. We do not have personnel within the department who are exclusively available for the industry-institute interface. The Heads of the respective departments and the teachers have to engage in the industry-institute interface along with all their teaching and administrative commitments.   There is no special PR Department in the College to facilitate such an interface, nor do we have the financial resources to set up such a unit.

B

1. <u>Title of the Practice</u>: THE SOPHIA COOVERJI HORMUSJI BHABHA PROGRAMME IN ETHICS AND SPIRITUALITY

2. <u>Goal</u>: Our courses are highly professional in nature. Hence the need was felt of having a programme that would help the students to stop and think on wider, socially relevant issues and particularly on aspects related to values and ethics. This is integral to our goal of providing a holistic, value based training to our students, besides equipping them with all the professional skills and knowledge relevant to their respective fields.

3. <u>The Context</u>: Education today is often compartmentalized and confined within the boundaries of specific disciplines and syllabi. Students can live in ivory towers, far removed from the social reality. This is all the more true in the case of highly professional courses such as those we run in our Institute.   More importantly, in a developing country like ours, the need to provide ethics and values to the youth, who will be the citizens of tomorrow and who are the future of our nation, is of vital importance.

4. <u>The Practice</u>: The Sophia Cooverji Hormusji Bhabha Programme in Ethics and Spirituality is a unique programme of our institute. Cooverji Hormusji Bhabha was a good friend and benefactor of our campus.   Hence this programme is

named after him. The programme is funded by a Charitable Trust connected with the Bhabha family, namely the Bai Alamai and Seth Ardershir Talati & Seth Sarosh B. Mody Charity Trust which gives Rs. 2 lakhs per year for this programme. This amount is spent on the expenses related to this programme.

Under this programme, a Theme is chosen for each academic year for the whole institute. The Annual Themes are always chosen keeping in mind the vision, mission, goals and objectives of the institute. The theme for the year is displayed in a special display board at the entrance to the institute. The following are the Annual Themes from 2009 onwards:

1.	2009-2010	"Let us Build Bridges of Reconciliation & Peace"
2.	2010-2011	"It's the voice of hope & peace: You, me, let us nurture our biodiversity"
3.	2011-2012	"Let the radiance of our values illuminate the world around us"
4.	2012-2013	"Educating for a New Global Order"
5.	2013-2014	"The STILL POINT in a whirling Universe"
6.	2014-2015	"Educating to Wholeness"
7.	2015-2016	"Education Beyond Self"
8.	2016-2017	"Living in Harmony with self, with others and with nature"

Under this programme, the following activities are held each year:

a) Three workshops or sessions for each class
b) Three interdisciplinary programmes for all the students of the Institute, held in Sophia Bhabha Auditorium
c) Three competitions for students : i) An Art Work based on the theme of the year (ii) An Essay on the Theme of the Year (iii) a Book Review from a value-based book from the Sophia Cooverji Bhabha cupboard in the library
d) Outreach Programmes, of which two are held each year: (i) "Joy of Giving Week" during September-October (to coincide with the festivals of Ganesh Chaturthi, Dassera and Diwali) (ii) The "Christmas Outreach" in the month of December (coinciding with Christmas and New Year)

e) In addition, counselling facilities for individual counselling (for personal, psychological, study related or career related issues) are also offered.

Students who successfully complete the programme are given a certificate on their graduation from the Institute.

An annual report of the activities conducted under the programme is sent to the Bai Alamai and Seth Ardershir Talati & Seth Sarosh B. Mody Charity Trust.

Since 2014, the workshops and counselling services under this programme are conducted by a team of trained professionals from 'Energia Wellbeing'.

5. <u>Evidence of success</u>: The annual theme has been a motivating factor for staff and students. The students enjoy and participate actively in the class sessions that are held under this programme. They avail of the counselling facilities that are offered under this programme. All the students and staff members attend the three interdisciplinary programmes organised during the year and the feedback received of these have been positive. The Trustee of the sponsoring Trust also attends these interdisciplinary programmes faithfully and she has expressed her great satisfaction about the sessions. She also reads the reports sent each year with much interest. The very fact that the Bai Alamai and Seth Ardershir Talati & Seth Sarosh B. Mody Charity Trust has continued to sponsor this programme year after year is a proof of its success.

6. <u>Problems Encountered and Resources Required</u>: While we have the necessary financial resources to run this programme, the main problem is of suitable personnel to conduct the programme. For the first few years, the Management appointed a Sister to be in charge of this programme, but since June 2014, it has not been able to do so. Since then, we have entered into an agreement with Energia Wellbeing to conduct this programme and to provide a trained counsellor. It is also not easy to find suitable speakers to conduct the three inter-disciplinary sessions held under the Sophia Cooverji Hormusji Programme in Ethics and Spirituality.