

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)

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

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

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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/AQAR2017-18.pdf>

1.6 Accreditation Details

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

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

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

- i. AQAR 2015-16 submitted on 26-07-2016
- ii. AQAR 2016-17 submitted on 02-11-2017

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)

1.11 Name of the Affiliating University (for the College)

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	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="3"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>		
2.3 No. of students	<input type="text" value="Nil"/>		
2.4 No. of Management representatives	<input type="text" value="2"/>		
2.5 No. of Alumni	<input type="text" value="Nil"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="Nil"/>		
2.9 Total No. of members	<input type="text" value="8"/>		
2.10 No. of IQAC meetings held	<input type="text" value="2"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="16"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff /Students	<input type="text" value="7"/>	Alumni	<input type="text" value="1"/>
		Others	<input type="text" value="7"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>		

2.13 Seminars and Conferences (only quality related):

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

Total Nos. International National State
 Institution Level

(ii) **Themes**

1. A workshop for faculty of Hospitality colleges who teach Semester III/IV – Food and Beverage Service, Hospitality Studies, was organized and it was hosted by the HAFT department on 4th September
2. A workshop for staff members on ‘Educating from the Heart’ conducted by Sr. Sheila McNamara on 3rd November 2017.
3. A workshop for the faculty and selected students of the Hospitality Studies Department on floral arrangements for use in Housekeeping in hotels, by Ms Priyanka Khandekar held on 26th March 2018

2.14 Significant Activities and contributions made by IQAC

1. It finalised the theme for the year 2017-2018
2. Various infrastructural improvements were planned and undertaken.
3. Faculty development initiatives were undertaken
4. Greater expansion in financial aid to needy students was implemented and a system of short-listing and monitoring such students was put in place.
5. Exit level feedback questionnaires were designed and administered to the graduating students of SCM, BSc Hospitality Studies and Craft Bakery classes in March-April 2018.
6. The initial planning for the Golden Jubilee year of Sophia Polytechnic was started

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 2017-18	Achievements 2017-2018
<ol style="list-style-type: none"> 1. We will take the theme “Quality Education with Care and Compassion” as the theme for the year 2017-18 for activities both within the departments and for the whole college. 	<ol style="list-style-type: none"> 1. A beautiful display board highlighting this theme was put up in the foyer of the building. <p>Three inter-disciplinary programmes for 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’.</p>

<p>2. We will set up a new state-of-the art kitchen for the HAFT Department.</p> <p>3. The SCM department will finalise its revised syllabus during the year so that it can be implemented in 2018-19.</p> <p>4. The Exit questionnaires will be revised if necessary and will be administered not only to the TYBSc and SCM students, but also to the students of the Craft Bakery course.</p> <p>5. The HAFT Department will continue to explore the possibility of conducting some extension activities.</p>	<p>2. A large room was made available for this purpose and the room itself was renovated with tiling of the walls and the redoing of the flooring. However, we have had to postpone the setting up of the state-of-the art kitchen due to unforeseen reasons.</p> <p>3. The SCM department began work on the revised syllabus during the year and completed this before the year ended; it is planned that the revised syllabus will be implemented in 2018-19.</p> <p>4. The Exit questionnaires were revised and the revised questionnaires were administered to the TYBSc – Hospitality Studies, Craft Bakery and SCM classes in the end of March-early April 2018.</p> <p>5. The HAFT Department conducted a number of workshops for the developmentally challenged students of the Hospitality and Catering department of S.P.J. Sadhana School in Cookery, Bakery, Housekeeping and Food and Beverage Service.</p>
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** Attach the Academic Calendar of the year as Annexure. (see Annexure I)*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body **IQAC**

Provide the details of the action taken

Part – B

Criterion – I

I. 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 Manual Co-operating schools (for PEI) **NA**

**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 choice based credit system was introduced in BSc Hospitality Studies in June 2016-17 and the same continued this year. The syllabi of the three years were revised to facilitate this. Mrs. Dopati Bannerji, Head of our Department of Hospitality Studies, who had been appointed in May 2016 as the Chairperson of the Ad Hoc Board of Studies in Hospitality Studies at the Mumbai University level, spearheaded this syllabi revision. The SCM introduced digital media in its syllabus in keeping with the current trends.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	16	0
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2.5 Faculty participation in conferences and symposia:

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

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/industrial visits:

- 18th September 2017: the FYBSc class went on a field trip to Hotel Marine Plaza with Mr. Hoshang Velati for an induction tour of the front and back of the house departments of a functioning luxury hotel.
- 29th November: The Craft Bakery class went on a field trip to City Bakery at Worli accompanied by a faculty member, Ms. Mahafrin Sukheswalla, to observe the functioning of a commercial bakery.
- 23rd January 2018: TYBSc F&B specialization batch was taken to the Institute of Flairology at Vile Parle for a demonstration of advanced bar tending. The students were accompanied by the department faculty Ms Dopati Banerjee and Mr. Hoshang Velati who also teach Bar & Beverage components of Advanced F&B Operations Management. The students were exposed to the elaborate showmanship involved in creating cocktails and mocktails and were made aware of the various Beverage Creations trending the industry.
- 31st January: Mrs. Hufriz Bulsara took the TYBSc Food Production batch to the Oriental restaurant 'Fatty Bao' for a demonstration of 'The Art of Sushi Preparation'.
- 5th February: A field trip was organized by the HAFT Department for all three years of BSc. Hospitality Studies and the Craft Bakery class to the Mahananda Dairy along with the entire team of the department faculty. The students were shown the processing of milk and milk products and also got an insight into milk packaging and 'ghee'.
- 13th March: The TYBSc F&B Specialisation batch with Mrs. Dopati Banerjee and Mr. Dilraj Bhamrah went to Drinq Barmen and Academy, Bandra, for a session on bar-tending as a career with demonstrations of 'Mixology' and 'Flair Show'.

- Guest demonstrations / talks / sessions / competitions in college
 - 12th June 2017: Clef d'Or team of concierges from top Hotels conducted a session for the SYBSc and TYBSc classes
 - 25th July 2017: A talk by Mr. Akhil Krishnan (H.R. executive) and Sales Director of J.W. Marriott for the TYBSc and SYBSc classes
 - 28th July 2017: Demonstration on Bengali sweets for the Craft Bakery class by Chef Babubhai Maharaj of Aakash Sweets & Snacks
 - 13th September 2017: Nestle Young Chef Competition
 - 15th September 2017: A seminar on 'a career in culinary' was conducted by Mr. Abhishek Sharma and Mr. Benjamin of the prestigious 'Cordon Bleu' culinary institute.
 - 22nd November 2017: Chef Ishrat Bachaolly, Culinary Associate at J.W.Marriott, Pune, conducted a demonstration on Macaroons and Choux buns for the TYBSc class. Chef Ishrat Bachaolly is an alumna of the Craft bakery batch.
 - 23rd November 2017: Culinary demonstration by Chef Colin Westal from Cordon Bleu.
 - 12th-13th December 2017: Chef Ishrat Bachaolly, Culinary Associate at J.W. Marriott, Pune, conducted another demonstration, this time for the Craft Bakery class
 - 9th January 2018: The TYBSc students had a demonstration on 'French Entremets' by Chef Zarin Shaikh from 'Cake Me Out'.
 - 18th January 2018: Chef Anuja Bhuta of Bakers' Alley gave a demonstration of cream cakes and chocolate garnishes to the Craft Bakery class
 - 22nd March 2018: Chef Shruti Sahni conducted a special demonstration on advanced seafood preparations for the TYBSc Food Production batch.

- Creative displays by students
 - 10th August 2017: Display of International Pies by Craft Bakery class
 - 22nd September 2017: Mocktail display by the SYBSc Hospitality Studies class, on the theme of Hawaii, entitled 'Aloha'
 - 28th September 2017: Display of Breakfast Breads by the Craft Bakery class
 - 12th January 2018: The Craft Bakery class put up a display of Ornamental Breads

 - 21st March 2018: The SYBSc Hospitality Studies class organized a mocktail display entitled 'Copacabana Liquid Lounge'

- Additional workshops for students
 - 26th March 2018: a select group of FYBSc and SYBSc students attended a workshop on flower arrangements by Priyanka Khandekar
 - 24th- 26th April 2018: additional bakery workshop for the FYBSc class
 - 5th-9th and 17th-19th April 2018 (in two batches): additional bakery workshop for the SYBSc class

- Student events (to give students hands-on experience of hosting an event, with all that it entails)
 - 14th July 2017: Theme Dinner on Kashmiri cuisine, entitled 'Khushamdeed'

- 19th December 2017: TYBSc Hospitality Studies Christmas Lunch prepared by the class
- 21st December 2017: HAFT Department Christmas Party (event organized by the SYBSc and Craft Bakery classes)
- 14th February 2018: Valentine's Day lunch organized by the TYBSc class
- 23rd February 2018: Annual Exhibition Dinner on the theme of Mid-Eastern Cuisine entitled 'Marhaba'
- 23rd March 2018: HAFT farewell party organized by the FYBSc Class for the TYBSc and Craft Bakery classes

SCM Department

The entire teaching-learning process at SCM is through direct media related activities:

Field Trips:

1. Mumbai Heritage walk/treasure hunt on 24th June 2017: Sahitya Akademi Award winner Jerry Pinto took the students on a heritage walk, giving them a perspective on Mumbai's history, firsthand. This was followed by a treasure hunt across Mumbai, to help outstation students get familiar with the city of Mumbai, its heritage and major market areas.
2. Rice Transplantation on 8th July 2017: In the first month at SCM, the students were taken to an organic rice plantation where the students got into ankle-deep slush and carried out the back-breaking process of transplanting rice. This was to create an awareness of the hardships faced by the majority of farmers in our country and to help the students better understand agrarian crisis.
3. Television show set visit – 19th – 28th August 2017: This year, our students visited the sets of 'Ted Talks India', anchored by Shahrukh Khan to understand a multi-camera set-up while recording a talk show.
4. 16th September 2017: field trip to Udwada for photography etc.
5. Annual study tour 11th Nov – 22nd Nov 2017: The students went to Telangana on their annual tour. The students had 5 major deliverables on tour:
 1. 90 second Broadcast features
 2. 100 art photographs
 3. Rural Brand tracking study
 4. Faces for the PARI site
 5. Research on media and food consumption in rural households

The students interacted with Deccan Development Society, an NGO involved in preserving indigenous variety of seeds and propagating environment friendly farming practices. This Society also empowers the women farmers by teaching them how to use video cameras to record their work and grievances.

The students also visited the famous Pochampally weavers to understand and appreciate the work of skilled handloom workers and the economics behind the trade.

They also visited the lone surviving artist still practicing the dying art of Cherial painting and understood the efforts taken to modernize in order to survive.

They went for a visit to Balaji Film studios and saw the magnitude of preparation required to shoot a film. They also saw the operation of Eenadu news channels.

The tour was rounded up with a visit to Hyderabad, including a visit and talk by UNESCO Chair Professor Vinod Pavarala on the challenges of community radio and a trek at the beautiful, virgin environs of the Pakhal and Lakhnawaram lakes.

Workshops

- On 20th & 21st June 2017: This year we started the year with a special orientation week where incoming students learned how to make the most of their time at SCM. This week included sessions by Jerry Pinto, Jeroo Mulla, Nirmita Gupta, Smruti Koppikar, Sunitha Chitrapu, Smitha Menon, Shriti Das, Father Terry Quadros and recent alumni Mayanka Goel and Suryasarathi Bhattacharya.
- On 1st August 2017 : Social Surfing, a workshop on how to be safe while using social media was conducted by the Centre for Social Research, New Delhi.
- 16th - 17th August 2017: SCM introduced a two-day documentary film workshop from this year onwards. Titled Long Shorts, this year we screened 9 films by our alumnae including 'Nero's Guests' by Deepa Bhatia; 'Cosmopolis and Morality TV' and the 'Loving Jihad' by Paromita Vohra; 'Chasing Tails' by Madhavi Tangella; 'Fields of Dreams' by Minnie Vaid; 'Supermen of Malegaon' by Faiza Khan; 'Can We See the Baby Bump Please' by Surabhi Sharma; 'Saints of Sin' by Suparna Chatterjee & Aniruddha Sen; 'Zaffar and Tudu' by Kavita Carneiro. The screenings were followed by discussions with the film makers.
- On 22nd February 2018: Workshop on 'Lighting your Photographs' by Mexxy Xavier

Sessions

- On 14th July 2017 - Ashima Narain, a National Geographic photographer addressed the students on photojournalism.
- On 7th August 2017 – R.P. Amudhan, an activist and documentary filmmaker, screened his award-winning film 'Shit' and led a discussion on the heinous and life-threatening practice of manual scavenging.
- On 4th October 2017 - Journalists Kalpana Sharma, Rupa Chinai and Priyanka Borpujari conducted a session on behalf of Network of Women in Media in India about the assassination of journalist Gauri Lankesh.
- On 16th December 2017 - Ankit Vengurlekar, Editor in Chief at Tech2.com, conducted a session on the changes in journalism due to developments in digital technology.
- On 18th December 2017 - Journalist and news anchor, Nupur Basu screened her award-winning film 'Velvet Revolution' and discussed the issue of safety for women journalists who are reporting on contentious issues from conflict zones.
- On 20th December 2017 – The SCM class had sessions by S. Subbramanyeshwar, National Planning Director of Lowe-Lintas, and Anand Patwardhan, film maker.
- On 5th January 2018 – Robert Jensen, an associate professor in the School of Journalism of the College of Communication at the University of Texas at Austin, visited the department and talked about radical feminism and the violence of pornography.
- On 18th January, 2018 - Chandan Gowda, sociologist at Azim Premji University and friend of Gauri Lankesh, presented his views on Lankesh's contribution to journalism and the importance of dissent in a chat with Smruti Koppikar.
- On 23rd February, 2018 - a Panel Discussion on 'Fairytale and their Hidden Meanings' with Shabnam Minwalla (Author), Payal Kapadia (Author) and Tanvi Bhat (Illustrator)

- On 24th February, 2018 – a Panel on ‘Prevention of Sexual Harassment at Work’ with Snehal Velkar (Akshara), Michelle Suradkar (MullenLowe Lintas), Mansi Goda (Journalist), moderated by Michelle Suradkar (Mullen lowe Lintas);
- On 25th February, 2018 – a Discussion on ‘Understanding Consent’ with Paromita Vohra (Documentary film maker and columnist), Suraja Kishore (Executive Vice President - Mccann Mumbai), moderated by RJ Rohini (Radio Nasha, 91.9 Fm)

Paper presentations by students or research work

- This year the students completed three research studies. They examined the experiences of single migrants to the city, working women and obesity; and fifty years of Bollywood Dads. The projects were judged on 20th February 2018 by Dr Mira Desai of SNDT University and Prof FaizUllah of TISS.

Specialisations

This year SCM conducted specializations in 10 subjects. The students found it to be very beneficial judging from their feedback. The list of specializations is given below:

No.	Name	Specialisation	Faculty Mentor
1	Agarwal Shraddha	Print Journalism	Smruti Koppikar
2	Agarwal Prachi	Corporate Communication	Shola Rajachandran
3	Ansari Rameez Mohd.	Camera	Parth Vyas
4	Arora Shivani	Advertising	Nirmita Gupta
5	Bansal Sakshi	Luxury Journalism	Geeta Rao
6	Bhatla Nitipriya	Radio	Rohini Ramnathan
7	Dey Ipshita	Advertising	Nirmita Gupta
8	Dutta Aasmita	Television Production	Parth Vyas
9	Fernandes Vivian	Corporate Communication	Mayank Sen
10	Gupta Apoorva	Advertising	Nirmita Gupta
11	Jain Saloni	Corporate Communication	Mayank Sen
12	Jayakumar Radhika	Corporate Communication	Shola Rajachandran
13	Joseph Lionel	Corporate Communication	Shola Rajachandran
14	Khan Aliya Ajjaz	Film Making	Parth Vyas
15	Lyngwalwanpynkmen Shanlang Meribamon	Corporate Communication	Shola Rajachandran
16	Mudholkar Aaditya	Corporate Communication	Mayank Sen
17	Nakhwa Darshan	Feature Writing	Jerry Pinto
18	Nath Manita	Broadcast Journalism	Sunayana Sadarangani
19	Nizar Haima	Advertising	Nirmita Gupta
20	PatilAishwarya	Broadcast Journalism	Sunayana Sadarangani
21	Pradhan Sarojini	Feature Writing	Jerry Pinto
22	Rajput Amrita	Film Making	Anushka Shivdasani
23	Ramos Dalreen	Feature Writing	Jerry Pinto
24	Rao Krutika	Corporate Communication	Shola Rajachandran
25	Sharma Sneha	Print Journalism	Smruti Koppikar
26	Sharma Karuna	Feature Writing	Jerry Pinto
27	Sharma Monisha	Corporate Communication	Mayank Sen
28	Sood Inayat	Advertising	Nirmita Gupta

29	Tandon Reebu	Film Making	Jeroo Mulla
30	Thattai Tiruvallur	Film Making	Jeroo Mulla
31	Trivedi Natasha	Print Journalism	Smruti Koppikar
32	Vaid Carol	Corporate Communication	Shola Rajachandran

Hands-on creative output

SCM places great emphasis on student projects since this is the material that students take to job interviews. In 2017-18, the students produced 13 broadcast features; 3 documentaries; 3 advertising campaigns; a magazine; 3 communications research projects; and 3 radio spots. The students also completed a photography exhibition from the study tour, did data collection for the 'plot a pot' project, constructive complaints and RTI applications.

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

206

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** restructuring / revision / Syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop:

On Board of Studies	On Syllabus Committees	Attended Syllabus Workshops
1	2	-

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)	56	-	62.5%	28.57%	1.79%	92.86%
Post-graduate Diploma in Social Communications Media	31	-	45.16%	25.81%	22.58%	93.55%

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

- The HAFT department staff members maintain weekly plan books.
- The SCM department staff members maintain log books.
- Teaching Assessment Questionnaires (TAQs) which are administered for teaching faculty which provides feedback on the teaching-learning processes.
- Exit level feedback questionnaires were administered to the TYBSc Hospitality Studies, Craft Bakery and the SCM students.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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	-
Summer / Winter schools, Workshops, etc.	-
Others	One programme for HAFT staff organized within the college

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	6	0	0	0
Class IV	8		0	0
Technical Staff	1	0	0	0

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. 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 Average h-index Nos. in SCOPUS

The following publications of Dr. (Sr.) Anila Verghese have been cited in publications by other scholars in 2017-2018:

1. Verghese, Anila, *Religious Traditions at Vijayanagara: as Revealed through its Monuments* (New Delhi: Manohar Publishers and the American Institute of Indian Studies, 1995) in Seth Powell, "Etched in Stone: sixteenth-century material and visual evidence of Śaiva ascetics and yogis in complex non-seated āsanas at Vijayanagara", *Journal of Yoga Studies*, Vol. 1 (pp. 45-106), 2018, pp. 47, 61, 62, 64, 85, 92, 94, 95.
2. Dallapiccola, Anna and Verghese, Anila, *Sculpture at Vijayanagara: Iconography and Style* (New Delhi: Manohar Publishers and the American Institute of Indian Studies, 1998) in Seth Powell, "Etched in Stone: sixteenth-century material and visual evidence of Śaiva ascetics and yogis in complex non-seated āsanas at Vijayanagara", *Journal of Yoga Studies*, Vol. 1 (pp. 45-106), 2018, pp. 47, 63, 64, 66, 67, 84, 88, 92.
3. Verghese, Anila, "The Tiruvengalanatha Temple in Krishnapura", in *Vijayanagara Progress of Research 1988-1991*, edited by D.V.Devaraj and C.S.Patil. Mysore: Directorate of Archaeology and Museums, 1996, pp.179-191 in Seth Powell, "Etched in Stone: sixteenth-century material and visual evidence of Śaiva ascetics and yogis in complex non-seated āsanas at Vijayanagara", *Journal of Yoga Studies*, Vol. 1 (pp. 45-106), 2018, p. 66.
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6. Verghese, Anila, “A Unique Relief of Vaṭapatraśāyī”, in *Archaeology, Art and Religion: New Perspectives on Vijayanagara* (New Delhi : Oxford University Press, 2000) in Devangana Desai, *Mythology and Art: Krishna Reclining on a Banyan Leaf*, First Dr. Frank C. Chookolingo & Evamaria Chookolingo Memorial Lecture, 2016 (Varanasi: Dept. of History of Art, Banaras Hindu University, 2018), p. 17 and p. 26.

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 College	-	-		
Students research projects (<i>other than compulsory by the University</i>)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 **For colleges** Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other

3.10 Revenue generated through consultancy

Level	International	National	State/ City	University	College
Number -1	-	-	Rs. 2,00,000	-	-
Sponsoring agencies	-	-	From Mehlli Ghobai for 3 video prepared by SCM students	-	-

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of College

Total

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
-	-	-	-		-	-

3.18 **No. of faculty from the Institution who are Ph. D. Guides**
and students registered under them

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

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

JRF SR Project Fellows Any other

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

University level State level
National level International level

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

University level State level
National level International level

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

University level State level
National level International level

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

University level State level
National level International level

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

University forum College forum
NCC NSS Any other

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.
- 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 four centres and a total of 607 persons received training in 2017-18.
- A composter for the composting of wet garbage was installed by the Institute

By the HAFT Department

- The segregation of wet and dry garbage is carried out in the kitchens and bakery of the department.
- The HAFT department conducted a number of workshops in food production, F&B, Housekeeping and Bakery. These special workshops spread over a number of months from September 2017 to January 2018 were held by our faculty with the help of select students for the students and faculty of the Hospitality and Catering section of S.P.J. Sadhana School. Ms Nisha Rodrigues shared her housekeeping expertise with a workshop on ‘Housekeeping Techniques’ on 11th September 2017. Mr. Hoshang Velati held a ‘Food and Beverage Service’ workshop on 12th September 2017 in which he taught the basics about the French Classical Menu, Restaurant Etiquette and Napkin Folds. The much awaited workshop on ‘Chocolates and International Desserts’ was handled by Ms. Mahafrin Sukeshwalla on 25th September 2017. The ‘Cocktail Snacks’ demonstration by Mr. Dilraj Bhamrah took place on 12th October 2017. On 15th January 2018 Ms Mafrin held a workshop on ‘International Breads’, while Mr. Linus D’Silva conducted two workshops, one on ‘Breads’ on 16th January and the other on ‘Pies & Tarts’ on 23rd January 2018.

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:

- On 8th July 2017 the students, along with faculty members, engaged in rice transplantation at Kamshet.
- During the year the SCM students completed three social awareness campaigns: on ‘helmet use’, ‘promoting voting’ and ‘safe medical termination of pregnancy’.
- On 15th December 2017 the SCM students participated in a poster competition on removing the social stigma against children living with HIV.

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.		3	College & Management	3
Value of the equipment purchased during the year (costing <u>more</u> than Rs. 1 Lakh)		921055	College & Management	921055
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.

5.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	2827		55		2882	--
e-Books	80409 Via NLIST		0		80409 Via NLIST	--
Journals**	3		0		3**	
e-Journals	3828 via NLIST	0	0	0	3828 via NLIST	0
Digital Database *	11	0	1	0	12 *	--
CD & Video	26	0	1	0	27	--
Others (specify) ***	0	0	8	0	8 ***	0

<u>Digital Database *</u>	9. Digital Library of India	<u>Others (specify) ***</u>
1. Web OPAC	10. National Digital Library of India	1. Globe
2. NLIST	11. Library of Hotel and Business Management	2. Magna Carta
3. OAJSE	12. SCM Sophia	3. 1972 - 25 th Anniversary of Independence Commemorative coin of Rs.10/-
4. Science Direct Open Access Journal	<u>Journals</u> **	4. Sundial Compass
5. OMICS	1. Indian food Industry Magazine	5. The Holy Bible Published in 1878
6. Springer Open Journal	2. PFNDAI	6. Master copies of Question Papers
7. Academic Journals	3. Down to Earth	7. Dokra Artifact
8. Journal of Media Studies		8. Frame - Stylized Thanjavur Peacock Painting

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centre	Offices	Departments	Others
Existing	55	0	55	0	32	6	15	2 in library
Added	0	0	0	0	0	0	0	0
Total	55	0	55	0	32	6	15	2 in library

[In last year's AQAR we had entered a total of 47 computers; the additional 8 are because the following have now been taken into account: 1 laptop in the Computer Centre; 2 laptops and 2 Netbooks in the HAFT department; 2 laptops and 1 Apple Mackintosh in the SCM department]

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.
- Adobe Photoshop and Adobe Illustrator licensed software contracts was renewed.
- All the computers are under annual maintenance contracts.

4.6 Amount spent on maintenance in lakhs (rupees) :

i) ICT (software & hardware)	414134.00
ii) Campus Infrastructure and facilities	3974694.00
iii) Equipments	1179683.00
iv) Others (Annual Maintenance Contracts)	659491.00
Total :	6228002.00

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:

- 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
169	31	-	30

(b) No. of students outside the state

32

(c) No. of international students

0

No	%
103	45%

Men

No	%
127	55%

Women

Last Year - 2016-2017						This Year - 2017-2018					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
215	4	-	2	10 - LD	231	211	4	-	1	12 - LD	228

Demand ratio:

2:1

Dropout %:

1%

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:

11

5.7 Details of campus placement:

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1) for TYBSc Hosp. Studies: - On Campus: 9 - Off Campus: 1	36	24	1
2) for SCM: - On Campus: 6 - Off Campus: 14	30	4	13

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 addition to this a professional counsellor is available once a week free of cost to the students. This facility has been immensely helpful in resolving students issues and has a proven track record of being effective including in dealing with students who needed counselling on how to relate / behave in a co-educational situation.

- In the SCM, the entire curriculum is geared to sensitizing staff, students and the public on issues of gender, inclusion etc.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution (for free meals provided)	2	Rs. 3920/-
Financial support from government	--	--
Financial support from other sources (applied for by and through the Institute), e.g.: 1. Suman Ramesh Tulsiani Trust 2. Vinod Saryu Doshi Foundation 3. Taveskor Trust 4. Nihchal Israni Trust 5. Central Solidarity Grant 6. Priyadarshini Academy 7. SCM Alumni	43	Rs. 15,14,420/-

Number of students who received International/ National recognitions	NIL	NIL
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5.11 Student organised / initiatives:

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

NIL (there were no major grievances)

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:

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 was completed during this year and will be implemented in 2018-2019. 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 on a trial basis in 2017-18, 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. The latest curriculum revision of the syllabi of all three years took place in 2016-17. Mrs. Dopati Banerjee, the Head of our Department, as Chairperson of the Ad-hoc Board of Studies in Hospitality Studies, spearheaded the syllabi revision at the University level. She is also a member of the University's Academic Council and she was thereby involved in getting the revised syllabi passed by the relevant academic authorities as well.

In addition, 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 through guest-lectures, field trips and visits etc. but also through internships / specialisation that each student 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.

In the department of B.Sc. in Hospitality Studies the research undertaken is primarily for the mid-term theme dinner in July and the annual Exhibition Dinner in February. The students do extensive research on the theme selected, invitations and menu design, recipe selection and food trials. Research is also done for exotic and unique food ingredients, Bar & Beverage Management and evolving current cuisines trending in the Industry.

In the SCM department students carry out research projects.

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

Dr. (Sr.) Anila Verghese's publications during the year:

Books (with ISBN) - 2

- Anna L. Dallapiccola and Anila Verghese (editors), *India and South-East Asia: Cultural Discourses*, K.R.Cama Institute, Mumbai 2017.
- Anila Verghese, Swarupa Kamat and Rashna Poncha (Eds.), *Mumbai: Socio-Cultural Perspectives – Contributions of Ethnic Groups and Communities*. Delhi: Primus Books, 2018.

In Journals

- Anila Verghese, "Memorial Stones Commemorating Ritual Suicide at Hampi-Vijayanagara", *Jnana-Pravaha Research Journal*, No. XX, 2016-17, pp. 86-99.
- Anila Verghese, "Sculptural Representations from the Vijayanagara period of the Śaiva Sacred Sites of the Elemental *Liṅgas* and their Modern Counterparts", *Indica*, Vol. 54, September 2017, pp. 112-130.

Dr. Sunitha Chitrapu

- Sunitha Chitrapu, "Associations and Networks: Inequalities in Film and TV Production", in *The Indian Media Economy: Market Dynamics and Social Transactions*, edited by Adrian Athique, Vibodh Parthasarathi and S.V. Srinivas, Oxford University Press, 2017, Vol. 2, pp. 152-169.

Student Research

This year the SCM students completed three research studies. They examined the experiences of single migrants to the city, working women and obesity; and fifty years of Bollywood Dads.

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 32 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)	<ol style="list-style-type: none">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. After the inaugural of the Annual Exhibition all the staff members are invited to a sumptuous brunch.6. Leave and vacation benefits are the same for permanent staff and those on ad hoc or contract appointment.
Non-teaching - Class IV staff	<ol style="list-style-type: none">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.

	<ol style="list-style-type: none"> 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. After the inaugural of the Annual Exhibition the Class IV staff members are also invited to a sumptuous brunch. 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. 7. Medical tests are conducted annually for all who work in the HAFT department and in the canteen. 8. Free set of uniforms are provided once in two years.
Students	<ol style="list-style-type: none"> 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

	<p>major hospitals in the vicinity of the college). Annual medical tests are conducted for the HAFT students.</p> <p>5. All BSc Hospitality students have the benefit of an accident insurance scheme.</p>
--	--

6.5 Total corpus fund generated:

Rs. 48,77,977.00

(The above is the total added to the corpus funds during the year 2017-2018)

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

No

For PG Programmes

Yes

No

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.
- SCM alumni contributed generously to sponsor the fees of one needy student of the course who could afford to pay only one-fifth of the fees.

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.
 - A composter for the composting of wet garbage was installed in January 2018.
-

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 2017-2018:

Plan of Action for 2017-18	Action taken Report - 2017-18
<p>1. We will take the theme “Quality Education with Care and Compassion” as the theme for the year 2017-18 for activities both within the departments and for the whole college.</p> <p>2. We will set up a new state-of-the art kitchen for the HAFT Department.</p> <p>3. The SCM department will finalise its revised syllabus during the year so that it can be implemented in 2018-19.</p> <p>4. The Exit questionnaires will be revised if necessary and will be administered not only to the TYBSc and SCM students, but also to the students of the Craft Bakery course.</p> <p>5. The HAFT Department will continue to explore the</p>	<p>1. A beautiful display board highlighting this theme was put up in the foyer of the building.</p> <p>Three inter-disciplinary programmes for 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’.</p> <p>2. A large room was made available for this purpose and the room itself was renovated with tiling of the walls and the redoing of the flooring. However, we have had to postpone the setting up of the state-of-the art kitchen due to unforeseen reasons.</p> <p>3. The SCM department began work on the revised syllabus and it is planned that it will be implemented in 2018-19.</p> <p>4. The Exit questionnaires were revised and the revised questionnaires were administered to the TYBSc – Hospitality Studies, Craft Bakery and SCM classes in the end of March 2018.</p> <p>5. The HAFT Department conducted a number of workshops for the developmentally challenged students of</p>

possibility of conducting some extension activities.	the Hospitality and Catering department of S.P.J. Sadhana School in Cookery, Bakery, Housekeeping and Food and Beverage Service.
--	--

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 2017 (as was done in the past three years), the SCM Department organised a trip to a farm in Kamshet where the students and staff members took part in rice transplantation.
- 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.
- A 'top of the line' electric high capacity 'Wet garbage Compostor' has been installed on campus and is fully functioning. The wet garbage after being segregated is put in the machine to be composted. The process takes 24 hours and the end product 'powder' is used as fertilizer for the lawns and garden. A working model of part 'self sustainability' is evolving on our campus.
- There is also a paper on **Environmental & Sustainable 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.

2. Plans of institution for next year (2017-18)

- a. We will take the theme “**Education as a Process of Humanization**” as the theme for the year 2018-19 for activities both within the departments and for the whole college.
- b. The HAFT Department will organise if possible some more workshops for the developmentally challenged students of the Hospitality and Catering section of S.P.J. Sadhana School.
- c. The SCM department will implement the revised syllabus in 2018-19.
- d. A new state of the art kitchen for the HAFT department will be set up and the syllabus will be drawn up of a Certificate Course in Culinary Arts.
- e. Plans will be drawn up by both the HAFT and SCM departments for the suitable celebration of Golden Jubilee of Sophia Polytechnic in 2019-2020.

Name: **Dr. Vidita Rakshit**
(Coordinator, IQAC)

Signature of the Coordinator, IQAC

Name: **Dr. (Sr.) Anila Verghese**
(Principal, Chairperson, 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 2017-2018

Theme of the Year: “Quality Education with Care and Compassion”

<u>First term</u>	:	5th June 2017-13th October 2017
June 5 th (Mon.)	:	SCM, HAFT and Computer lab staff reported for duty; classes commenced for TYBSc and SYBSc; the Basic Course of Dynamics of Bakery commenced (and went on till 20 th July)
June 12 th (Mon.)	:	Representatives of the Clef d’Or team of Concierges from top Hotels conducted a session for the SYBSc and TYBSc classes
June 16 th (Fri.)	:	General Staff Meeting for all the teaching and non-teaching staff
June 24 th (Sat.)	:	The SCM class went on a Mumbai Heritage Walk
June 28 th (Wed.)	:	Orientation Programme for the Craft Bakery Class
June 29 th (Thurs.)	:	Classes commenced for the Craft Bakery class
June 29 th (Mon.)	:	Orientation Programme for SCM class and the commencement of classes
July 3 rd (Mon.)	:	Orientation Programme for FYBSc Hospitality Studies (at 9.00 a.m.) and classes commenced for FYBSc Hospitality Studies
July 8 th (Sat.)	:	SCM trip to Kamshet for rice transplanting
July 11 th (Tues.)	:	First Student Council Meeting and election of Student President and Office bearers (Ms Adeline Yang, TYBSc was elected as the Student President, and Mr. Omkar Bhagat, TYBSc, as the Cultural Secretary)
July 13 th (Thurs.)	:	Intermediate course of Dynamics of Bakery commenced (till 16 th Sept.)
July 14 th (Fri.)	:	HAFT Theme Dinner on Kashmiri cuisine, entitled ‘Khushamdeed’; Ashima Narain, photographer for National Geographic addressed the SCM class

- July 21st (Fri.) : Orientation Programme – 11 a.m. to 1 p.m;
HAFT Freshers’ Party on the theme ‘Retro’
- July 25th (Tues.) : Hostel Freshers’ Party; a talk by Mr. Akhil
Krishnan (H.R. executive) and Sales Director of
J.W. Marriott for the TYBSc and SYBSc classes
- July 28th (Fri.) : Demonstration on Bengali sweets for the
Craft Bakery class by Chef Babubhai Maharaj
of Aakash Sweets & Snacks
- Aug. (1st-4th) : Granthotsav organized by the library
- Aug. 1st (Tues.) : ‘Social Surfing’ workshop was held for the SCM
class
- Aug. 2nd (Wed.) : First Interdisciplinary session – 11.30 a.m.- 12.30
Speaker: Rakshita Dwivedi; topic: ‘Inclusive Partnership
- Building a Thriving Ecosystem’
- Aug. 4th (Fri.) : Friendship Day
- Aug. 7th (Mon.) : R.P. Amudhan screened his film ‘Shit;’ for the
SCM class and led a discussion on the horrors of
manual scavenging
- Aug. 10th (Thurs.) : Display of International Pies by Craft Bakery class
- Aug. 11th (Fri.) : The first College Development Committee (CDC)
meeting was held
- Aug. 15th (Sun.) : Independence Day
- Aug. 16th-17th : Documentary film workshop for the SCM class
- Aug. 18th (Fri.) : Open Day for parents of SYBSc Hospitality
Studies; first IQAC meeting of the year
- Aug. 19th (Sat.) : Management trainee placement interviews by the
Park-Apeejay group at their property for TYBSc
students
- Aug. 25th – 29th : Ganeshotsav break for the HAFT Dept.
- Sept. 4th (Mon.) : Teachers’ Day Practice – 9.30 a.m. to 4.30 p.m.;
Four Seasons preliminary placement interviews at the
hotel property for TYBSc students – 19 students
attended; a workshop for faculty of Hospitality colleges

		who teach Semester III/IV – Food and Beverage Service, Hospitality Studies, was organized and hosted by the HAFT department
Sept. 6 th (Wed.)	:	Teachers' Day – 8.30 a.m. to 12.30
Sept. 7 th (Thurs.)	:	Campus interviews for TYBSc students by the Oberoi group (both for their OCER and OCLD recruitments)
Sept. 8 th (Fri.)	:	TYBSc Open Day for parents
Sept. 13 th (Wed.)	:	Nestle Young Chef Competition organized by HAFT
Sept. 14 th (Thurs.)	:	Rashtra Bhasha Diwas celebration in the AV Room; Taj Group of Hotels campus placement interviews were held for TYBSc class
Sept. 15 th (Fri.)	:	A lecture by Cordon Bleu was organized by HAFT
Sept. 16 th (Sat.)	:	Field trip to Udwada of the SCM class
Sept. 18 th (Mon.)	:	Field trip of the FYBSc class to Hotel Marine Plaza
Sept. 21 st (Thurs.)	:	2 nd Interdisciplinary session – 11.00 a.m. to 12.30 Topic: "Creating a win-win situation – Social Entrepreneurship"; resource person: Mr. Gaurav Pradhan
Sept. 22 nd (Fri.)	;	Mocktail display, on the theme of Hawaii by the SYBSc Hospitality Studies class, entitled 'Aloha'
Sept. 25 th (Tues.)	:	Blood donation drive
Sept. 28 th (Thurs)	:	Display of Breakfast Breads by the Craft Bakery class
Sept. 29 th (Fri.)	:	Traditional Day and Dandia Raas
Oct. 3 rd -6 th	:	Practical examination of TYBSc – Sem. V Hospitality Studies
Oct. 3 rd -4 th	:	Term I theory examination of Craft Bakery Class

Oct. 5 th -12 th	:	BSc Hospitality Studies Semester II ATKT Examination
Oct. 7 th (Sat.)	:	Diwali lunch for Class IV staff
Oct. 10 th (Tues.)	:	TYBSc Hospitality Studies placement interviews by Hilton Hotels group
Oct. 11 th (Wed.)	:	TYBSc Hospitality Studies placement interviews by Mint Hotel group
Oct. 10 th -13 th	:	Practical examinations of Craft Bakery Class
Oct. 13 th (Fri.)	:	Open Day for FYBSc Hospitality Studies

14th October to 29th October (both days inclusive): Diwali vacation

Second term: 30th October 2017 till 1st May 2018

October 30 th (Mon.)	:	Semester I examinations for SCM
October 31 st (Tues.)	:	Lunch Meeting of HAFT Alumni of 1986 batch
Nov. 1 st – 8 th	:	TYBSc Semester V University Examinations
Nov. 3 rd (Fri.)	:	Faculty workshop on ‘Educating from the Heart’ by Sr. Sheila McNamara
Nov. 3 rd (Fri.)	:	Advanced course of Dynamics of Bakery commenced (till 4 th Jan.)
Nov. 9 th (Thurs.)	:	Sofitel Placement Interviews for TYBSc Hospitality Studies; SYBSc Hospitality Studies Semester III examinations commenced
Nov. 11 th -22 nd	:	Study tour of the SCM class to Telengana (Hyderabad and Warangal)
Nov. 13 th (Mon.)	:	TYBSc Sem. VI Repeater examinations began
Nov. 20 th (Mon.)	:	FYBSc Hospitality Studies Semester I examination commenced
Nov. 22 nd (Wed)	:	Ishrat Bachaully, Culinary Associate at J.W.Marriott, Pune, conducted a demonstration on Macaroons and Choux buns for the TYBSc class

- Nov. 23rd (Thurs) : Demonstration for HAFT by Chef Colin Westal from Cordon Bleu
- Nov. 29th (Wed.) : The Craft Bakery class went on a field trip to City Bakery at Worli
- Dec. 4th (Mon.) : 3rd Interdisciplinary session – 11 a.m. to 1 p.m. Topic: “Technology vs Human: the need for an education that is technology based and futuristic but also at the same time holistic, humane and compassionate”- resource person: Mr. C. Sri Ram Kumar; prior to that there was the introduction of the Bi-centenary of St. Philippine Duchesne
- Dec. 7th (Thurs) : FY, SY and TYBSc Hospitality Studies organized a party for the primary school children of Stds. II-IV of St. Stephen’s School (Christmas Outreach);
- Dec. 8th (Thurs.) : SCM organized an ‘Industry-Academia Interactive Panel Discussion’ as part of the International Seminar on the Indian Media Economy: Social Transactions in Digital India’ in association with Institute for Advanced Studies in the Humanities, University of Queensland and IIT – Bombay. Participants included faculty and PhD Students from JNU, Jamia Milia, St. Stephen’s, IIT – Mumbai, Osmania University etc.
- Dec. 12th-13th : Ishrat Bachaully, Culinary Associate at J.W.Marriott, Pune, conducted a demonstration for the Craft Bakery class
- Dec. 15th (Fri.) : SCM students participated in a poster competition on removing the social stigma against children living with HIV, conducted by the NGO Prerana; the Craft Bakery class went for their Christmas Outreach to Salaam Balak orphanage for street children
- Dec. 16th (Sat.) : the SCM class visited the St. Jude Child Care Centre (Christmas Outreach)
- Dec. 18th (Mon.) : Screening of ‘Velvet Revolution’ and discussion by the Project Director, Nupur Basu (former NDTV anchor), for the SCM class
- Dec. 19th (Tues.) : TYBSc Hospitality Studies Christmas Lunch

prepared by the class

- Dec. 20th (Wed.) : The SCM class had talks / sessions by S. Subramanyeshwar, National Planning Director of Lowe-Lintas, and Anand Patwardhan, film maker
- Dec. 21st (Thurs.) : HAFT Department Christmas Party (event Organized by the SYBSc and Craft Bakery classes); Campus placement interviews for TYBSc Hospitality Studies students by Mint Hotel and the team from the Bandra Project; Hostel Christmas dinner
- Dec. 22nd (Fri.) : Christmas Wishing & Xmas lunch for teaching & non-teaching staff
- Dec. 24th to Jan. 1st (both days inclusive): Christmas break**
- Jan. 1st-15th : Marathi Conservation Fortnight (the following activities were conducted during this period: on 8th January Mrs. Deepali Kelkar did a lively one-person show about Marathi words; displays of books were put up in the library)
- Jan. 5th (Fri.) : Fun-fair; Prof. Sonora Jha from City University, Seattle, USA, gave a talk on her new book “New Feminisms in South Asia” to the SCM class; also a talk was given by Prof. Robert Jensen from the University of Texas, Austin, on “The End of Patriarchy”
- Jan. 9th (Tues.) : The TYBSc students had a demonstration on ‘French Entremets’ by Chef Zarin Shaikh from ‘Cake Me Out’
- Jan. 11th (Thurs) : The Library organized a programme in the library of student presentations celebrating the following: National Youth Day, Marathi Conservation Fortnight as well as the World Hindi Day and Jijamata Jayanti
- Jan. 12th (Fri.) : The Craft Bakery class put up a display of Ornamental Breads
- Jan. 18th (Thurs.) : Chef Anuja Bhuta of Bakers’ Alley gave a demonstration of cream cakes and chocolate garnishes to the Craft Bakery class; Prof. Chandan Gowda, of Azim Premji University (Bangaluru) editor of the ‘Gauri Lankesh Reader’ conducted a session for the SCM class
- Jan. 23rd (Tues.) : TYBSc F&B specialization batch was taken to the Institute of Flairology at Vile Parle for a

		demonstration of advanced bar tending.
Jan. 25 th (Tues.)	:	Open Day for TYBSc Hospitality Studies
Jan. 26 th (Wed.)	:	Republic Day
Jan. 31 st (Wed.)	:	Open Day for SYBSc Hospitality Studies; Mrs. Hufriz Bulsara took the TYBSc Food Production batch for a demonstration to the Chinese restaurant 'Fatty Bao'
Feb. 5 th -6 th	:	Placement interviews for TYBSc Hospitality Studies by Taj Sats
Feb. 12 th (Mon.)	:	Field trip was organized by the HAFT Department for all three years of BSc. Hospitality Studies and the Craft Bakery class of a study tour to Mahananda Dairy
Feb. 14 th (Wed.)	:	Open Day for FYBSc Hospitality Studies; Valentine Day lunch organized by the TYBSc class
Feb. 22 nd – 25 th	:	Annual Exhibition inauguration; Workshop on 'Lighting your Photographs' by Mexxy Xavier for the SCM class
Feb. 22 nd (Thurs.)	:	Annual Prize Giving Ceremony & inauguration of the Exhibition
Feb. 23 rd (Fri.)	:	HAFT Exhibition Dinner on the theme of Mid-Eastern Cuisine entitled 'Marhaba'
Feb. 28 th (Thurs.)	:	Hostel Farewell Party for graduating students
Feb. 28 th -March 25 th	:	SCM class went for their 'Specialisations' to Industry
March 1 st (Thurs.)	:	Degree Distribution function for the TYBSc Hospitality Studies batch of 2016-17
March 1-9	:	ATKT Examinations for the SCM class
March 8 th (Thurs.)	:	Women's Day
March 9 th (Fri.)	:	Ashirwad (2.00 p.m. to 4 p.m.); class photographs before Ashirwad; Pot-luck lunch organized by the SCM class;

March 13 th (Tues.)	:	TYBSc F & B Specialisation batch with Mrs. Dopati Banerjee and Mr. Dilraj Bhamrah went to Dring Barmen and Academy, Bandra, for a Session on bar-tending as a career with demonstrations of 'Mixology' and 'Flair Show'
March 19 th (Mon.)	:	The second meeting of the College Development Committee
March 21 st (Wed.)	:	The SYBSc Hospitality Studies class organized A mocktail display entitled 'Copacabana Liquid Lounge'
March 22 nd (Thurs.)	:	Chef Shruti Sahni conducted a special demonstration on Advanced Seafood preparations for the TYBSc Food Production batch
March 23 rd (Fri.)	:	HAFT farewell party organized by the FYBSc Class for the TYBSc and Craft Bakery classes
March 26 th (Mon.)	:	Staff enrichment programme for the staff of the HAFT department, attended also by a select group of students, on flower arrangements by Priyanka Khandekar
March 26 th -27 th	:	SCM class Specialisation Viva
March 28 th (Wed.)	:	SCM placement day
April 2 nd -4 th	:	TYBSc Semester VI University Practical Examinations
April 5 th , 6 th , 9 th	:	Additional Bakery Workshop for first batch of SYBSc Hospitality Studies
April 9 th -23 rd	:	SCM Semester II examinations
April 13 th (Fri.)	:	Commencement of FYBSc University Examinations of Semester II
April 16 th (Mon.)	:	Commencement of TYBSc University Examinations of Semester VI
April 18 th -19 th	:	TYBSc Hospitality Studies admissions for one batch of students
April 24 (Tues.)	:	Commencement of SYBSc University Examinations of Semester IV

- April 17th-19th : Additional Bakery Workshop for second batch of SYBSc Hospitality Studies
- April 24th-26th : Additional Bakery Workshop for FYBSc Hospitality Studies
- April 26th-27th : SYBSc Hospitality Studies admissions
- April 27th (Fri.) : General Staff Meeting and staff lunch
- May 1st (Tues.) : Maharashtra Day
- May 8th (Tues.) : TYBSc Hospitality Studies admissions for the second batch of students
- May 3rd-11th : TYBSc Semester V ATKT examinations



Date: 31st May 2018

(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 of 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.
- Exit level feedback questionnaires were administered to the graduating students of the BSc in Hospitality Studies, Craft Bakery and the SCM. The results of the exit questionnaires are given below.

T.Y.BSc. IN HOSPITALITY STUDIES 2017-2018

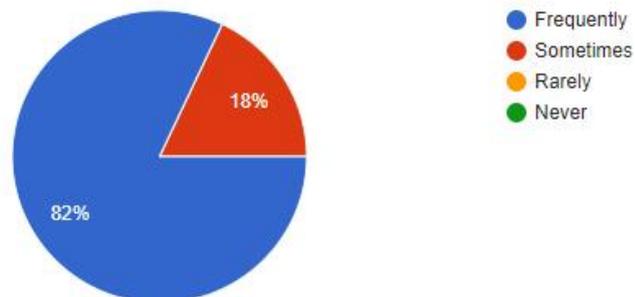
EXIT- POINT QUESTIONNAIRE

TEACHING METHODOLOGY

Usage of computer/ Power Point presentations and LCD projection facilities for theory classes



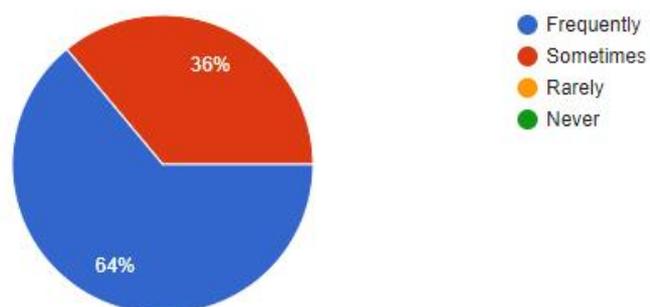
50 responses



Audio visual(films & videos) 'Teaching Aids' used



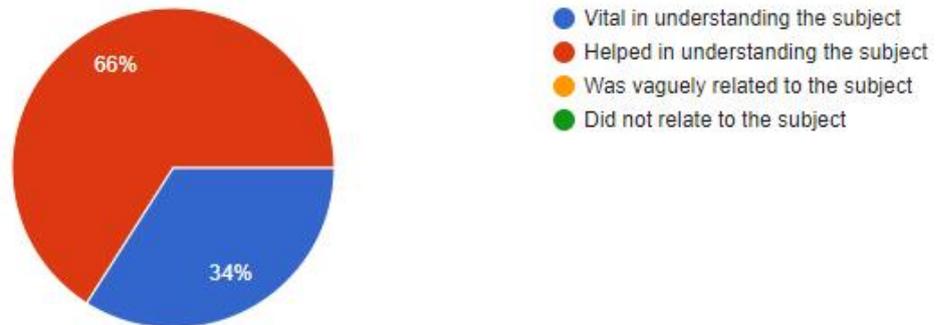
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Were the Power Point presentations and Audio visual Teaching Aids used

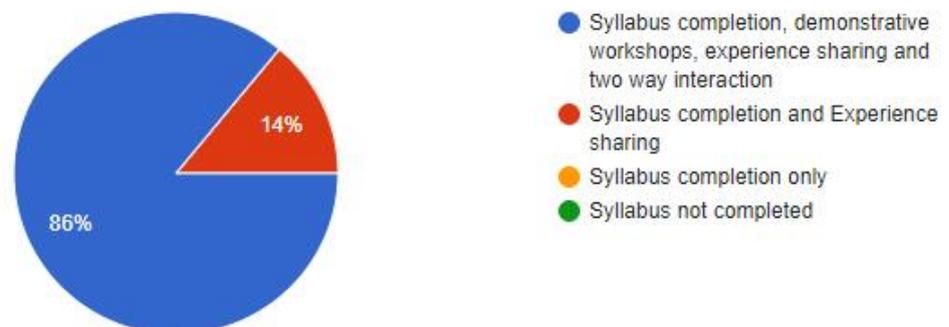


50 responses



Teacher Student Interaction during theory classes and 'practicals' included

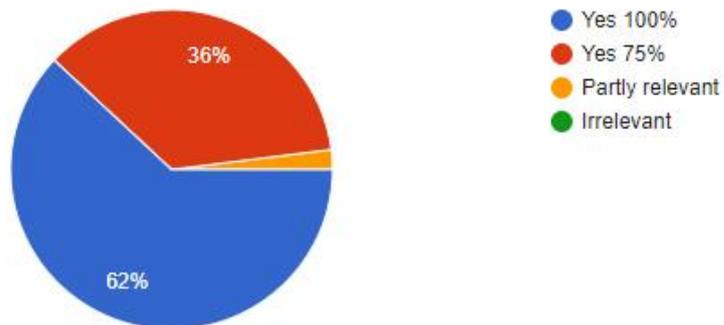
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ACADEMIC ACTIVITIES AND EVALUATION

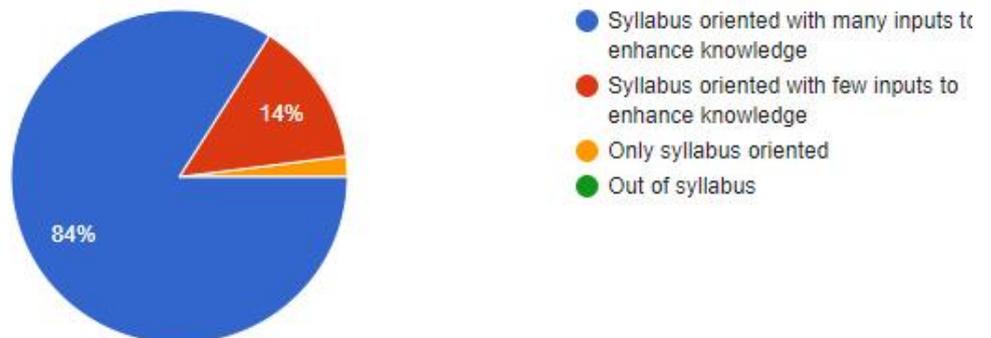
Is the Curriculum content relevant to the Industry requirements?

50 responses



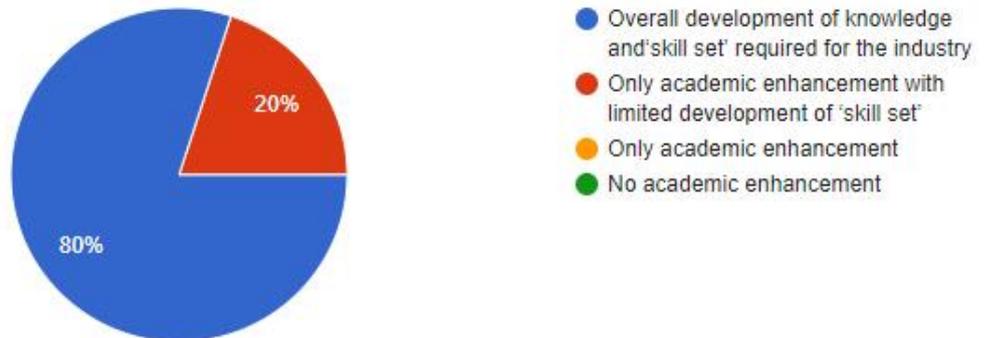
Are the lectures, practicals and other academic activities

50 responses



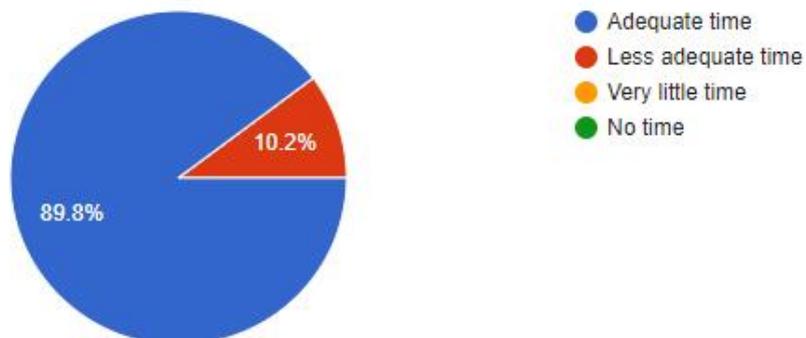
The prescribed syllabus and extra inputs have created

50 responses



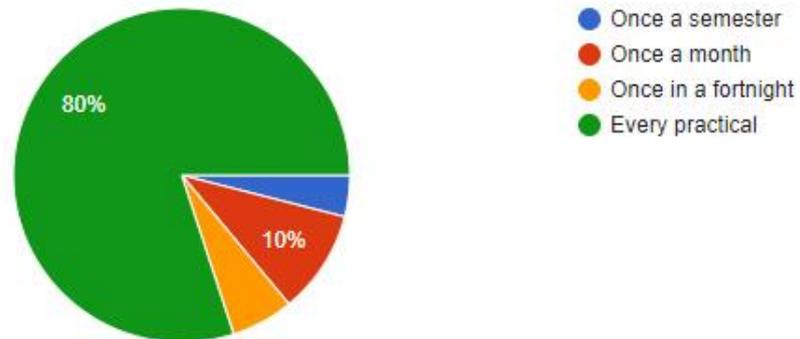
Are the syllabi contents and extra 'add ons' covered within the academic calendar 'time frame' with adequate time for examination preparation?

49 responses



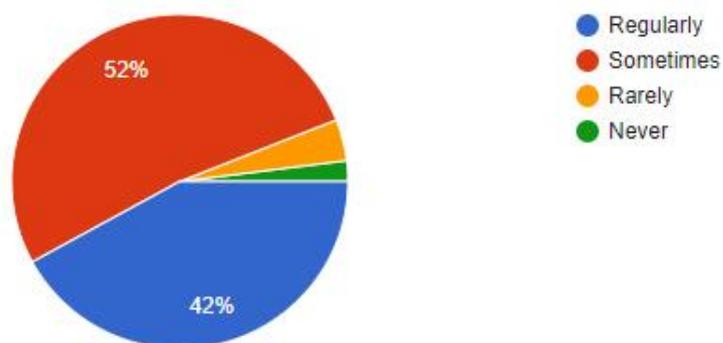
Are the student's journals pertaining to the 'practical' subjects checked at regular intervals?

50 responses



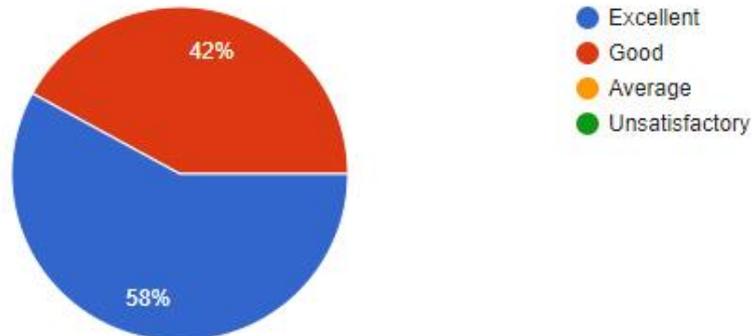
Are 'Project Work Assignments' and 'Case Studies' incorporated in the teaching of the syllabi?

50 responses



How would you rate the Overall Theory Inputs provided to you?

50 responses



PLEASE RATE THE FOLLOWING INFRASTRUCTURE OF OUR INSTITUTE WHICH YOU HAVE UTILIZED DURING DAILY CLASSES/ PRACTICAL SESSIONS

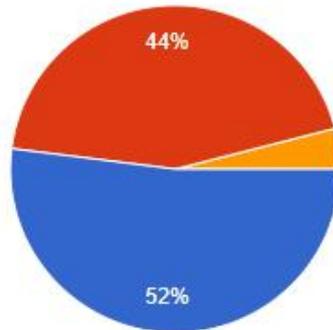
Class rooms

50 responses



International Cuisine Kitchen

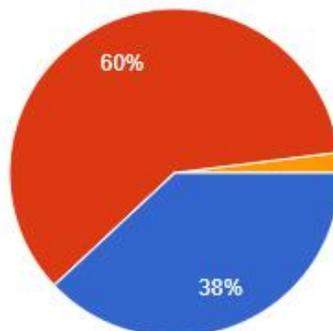
50 responses



- Excellent (with upgraded cooking facilities, kitchen equipment, commercial chilling equipment and...)
- Good (good cooking facilities, kitchen equipment, chilling equipment and ovens)
- Average (with conventional cooking facilities)
- Poor (inadequate and outdated cooking equipment and ovens)

Quantity Cooking Kitchen

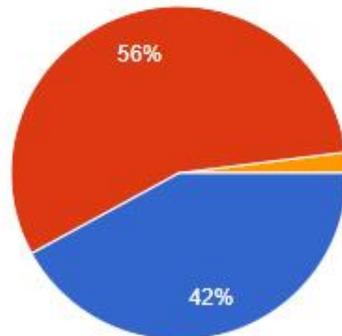
50 responses



- Excellent (with upgraded cooking facilities, kitchen equipment, commercial chilling equipment and...)
- Good (good cooking facilities, kitchen equipment, chilling equipment and ovens)
- Average (with conventional cooking facilities)
- Poor (inadequate and outdated cooking equipment and ovens)

Specialization Kitchen

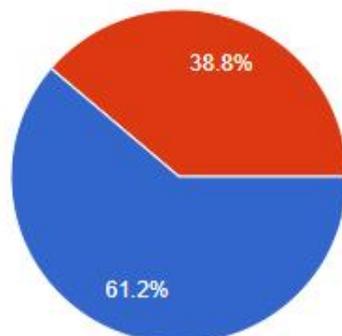
50 responses



- Excellent (with upgraded cooking facilities, kitchen equipment, commercial chilling equipment and...)
- Good (good cooking facilities, kitchen equipment, chilling equipment and ovens)
- Average (with conventional cooking facilities)
- Poor (inadequate and outdated cooking equipment and ovens)

Bakery

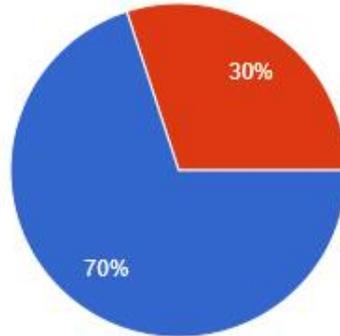
49 responses



- Excellent (with modernized workstations, upgraded baking equipment, efficient refrigeration facilities and computerized tempera...)
- Good (adequate baking facilities, refrigeration equipment and ovens)
- Average (with conventional workstations and ovens)
- Poor (inadequate and outdated baking equipment and ovens)

Training Restaurants

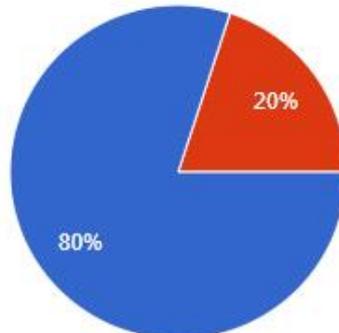
50 responses



- Excellent (clean, well ventilated and maintained with comfortable seating and adequate modern service equip..
- Good(clean, well ventilated and maintained with comfortable seating and sufficient equipment (crocker...
- Average (minimum ventilation with average service equipment (crocker...
- Poor(dirty, inadequate equipment, poor ventilation and rarely maintain...

Computer Laboratory (for Front office 'Property Management Software' practical sessions and computer solutions for office organization –MS Word/ MS Excel etc.)

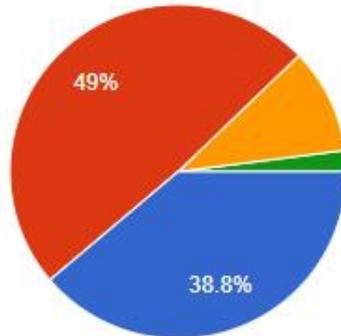
50 responses



- Excellent (air conditioned and well maintained with comfortable seating and adequate work stations (computers with PMS)
- Good (well maintained with adequate seating and work stations)
- Average(minimum work stations (computers with PMS)
- Poor (inadequate infrastructure and no PMS availability)

House Keeping Room (model guest room on 6th Floor)

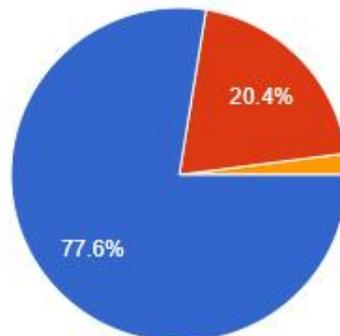
49 responses



- Excellent (large, air conditioned and well maintained with simulated five star accommodation facilities, furnit...
- Good (well maintained with adequate furniture & fittings to simulate a hotel room)
- Average(small and non air conditioned with bare minimum sim...
- Poor (small and non air conditioned and inadequate)

Library

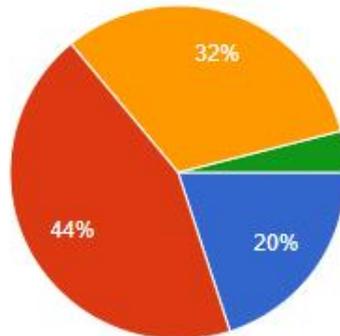
49 responses



- Excellent (Very large & air conditioned having books, reference journals and periodicals on all aspects of the hos.
- Good (large and having adequate reading material- books, reference journals and periodicals on all aspe..
- Average(small and non air conditioned with bare minimum boo..
- Poor (small, non air conditioned with inadequate books and study material

Canteen

50 responses

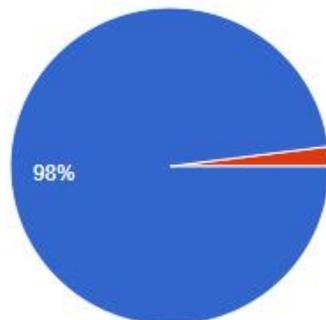


- Excellent (clean, well ventilated and maintained with comfortable seating, providing subsidized mini meals and snacks)
- Good (clean, comfortable seating, providing mini meals and snacks)
- Average (average standard of food and hygiene)
- Poor (poor hygiene standards and food quality)

INDUSTRIAL TRAINING

Are 'Industrial Training' placements arranged in

50 responses

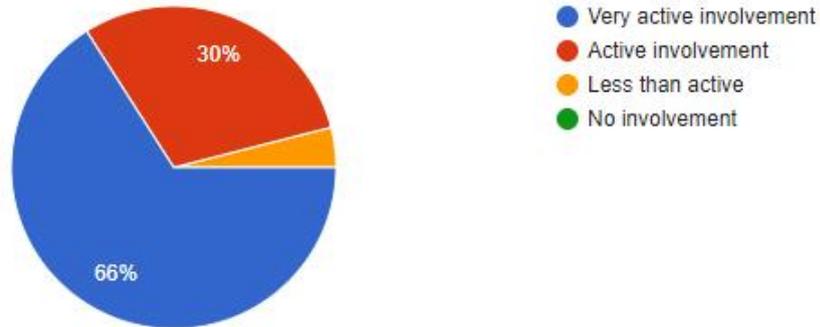


- Five star rated properties
- One star to 4 star rated properties
- Other hospitality related avenues
- organisations indirectly related to hotel industry

Are staff members actively involved in follow up of the 'Industrial Training' progress of each student throughout the training tenure?



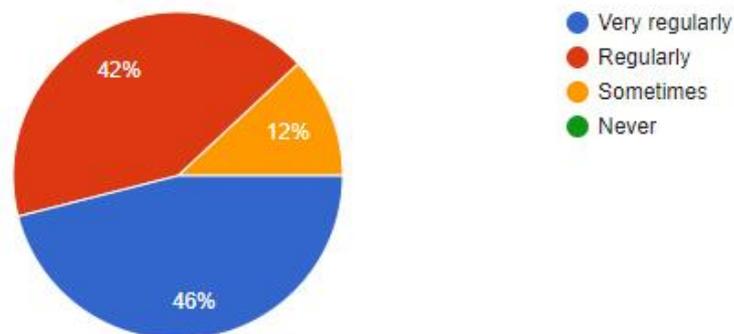
50 responses



Does the Head of Department with the faculty member in charge of 'Industrial Training' liaise with hotels for 'Industrial training' follow up and training issues faced by students?



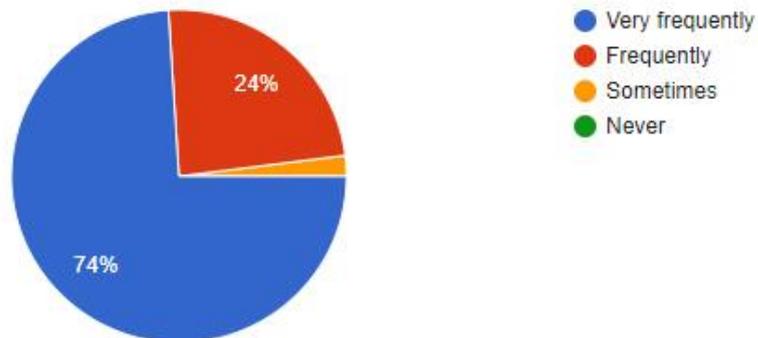
50 responses



JOB PLACEMENTS

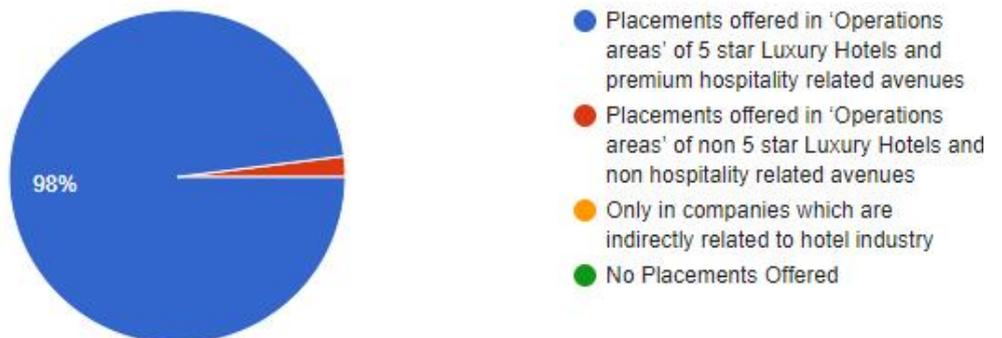
Does the department interact with industry and organize job placement interviews for final year students(on campus / off campus)

50 responses



Job placements opportunities offered to final year students

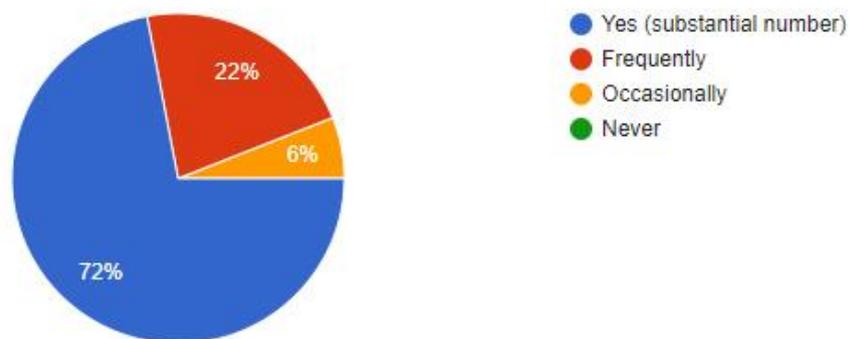
50 responses



PLEASE RATE EACH OF THE FOLLOWING AND PUT A (☐) MARK AGAINST ONE OF THE OPTIONS

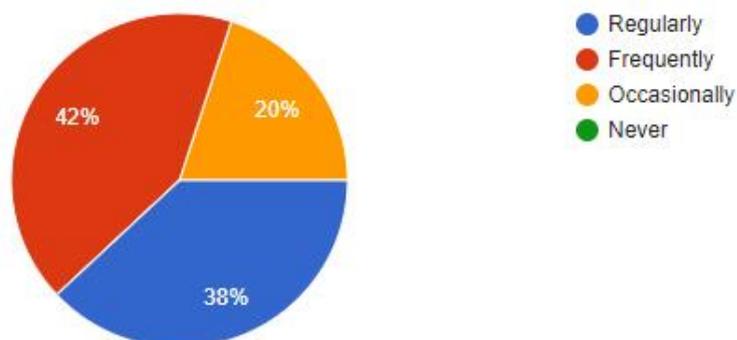
Does the department organise workshops and demonstrations, events and guest lectures over and above the prescribed syllabus?

50 responses



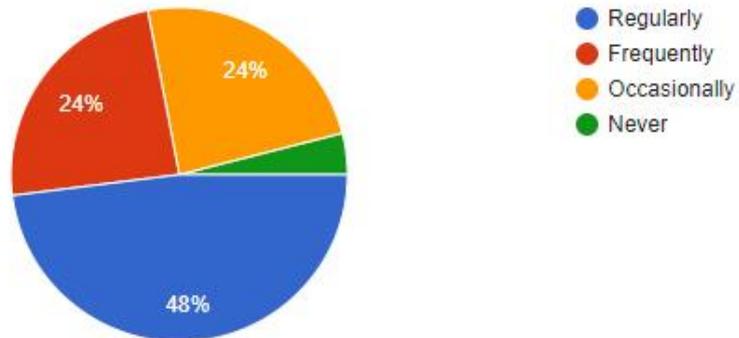
Overall mentoring of a student (e.g by the Principal, Vice Principal, Head of Department, Class teachers and individual subject teachers) regarding general issues, basic counselling, attendance and discipline is done

50 responses



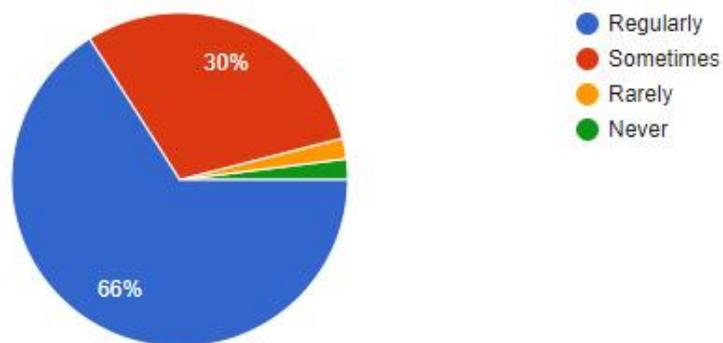
Teacher Student mentoring for guidance in career options is done

50 responses



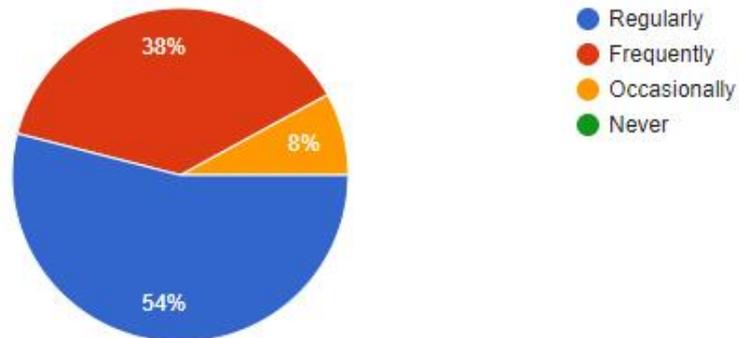
Are services of a trained professional counselor available to students free of cost?

50 responses



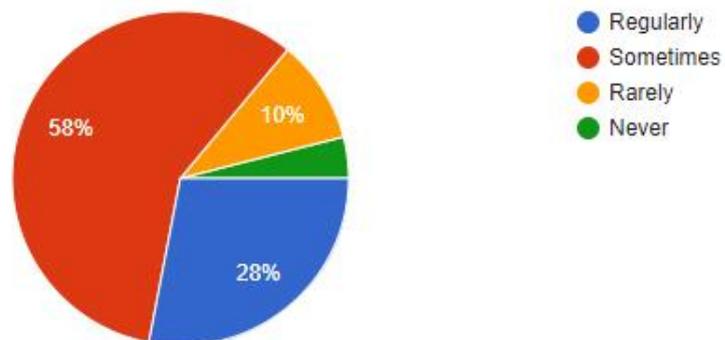
Does the Institute organize special workshops both at the class and institute level regarding values & ethics specifically designed to create awareness in each student and to become better human beings?

50 responses



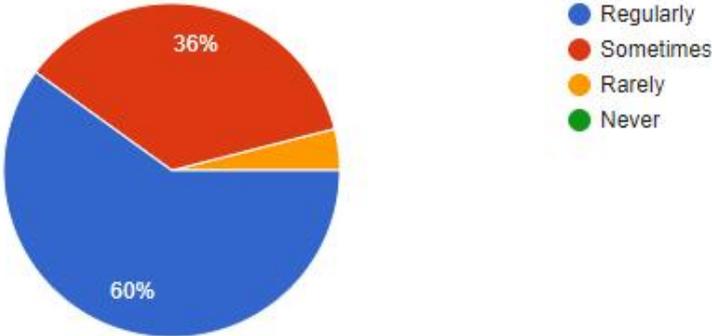
Does the Institute organize field trips and outdoor workshops to industry related enterprises?

50 responses



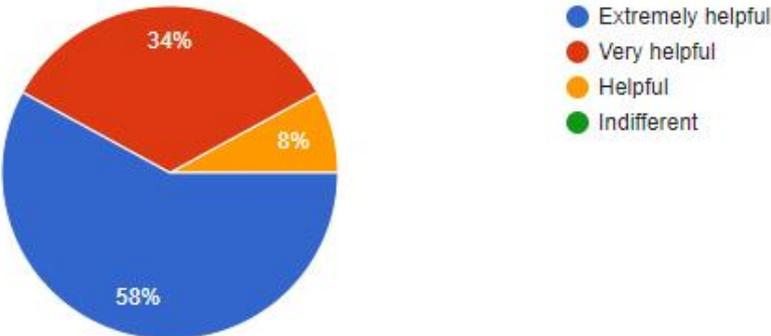
Does the Institute initiate a general awareness in each student regarding the under privileged strata of society, encouraging 'outreach programmes'?

50 responses



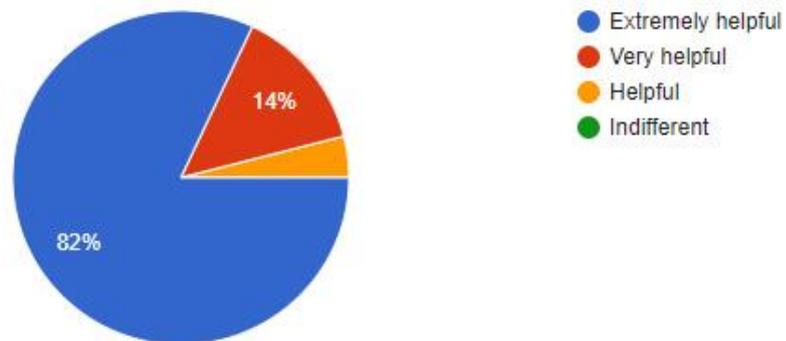
How would you rate the attitude of the teaching staff of the Hospitality department?

50 responses



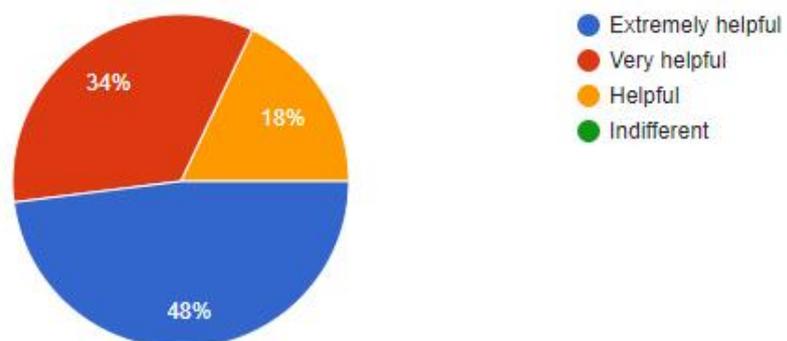
How would you rate the attitude of the support staff of the Hospitality department?

50 responses



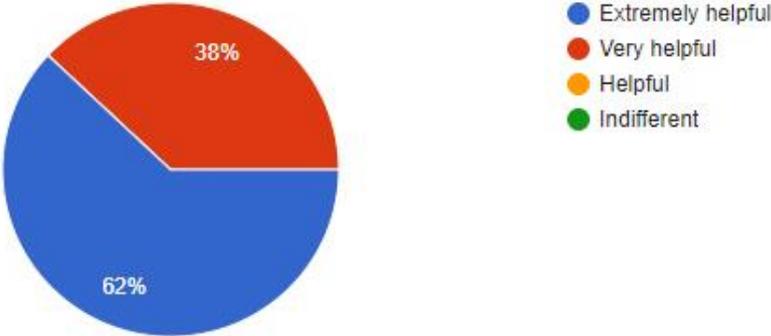
How would you rate the attitude of the administrative staff of the institute?

50 responses



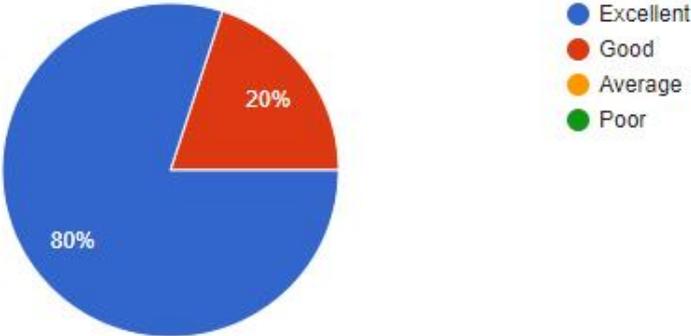
How would you rate the attitude of the library staff of the institute?

50 responses



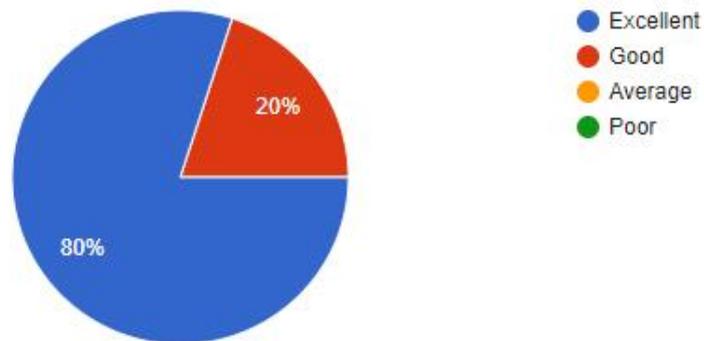
How would you rate the overall campus and general infrastructure?

50 responses



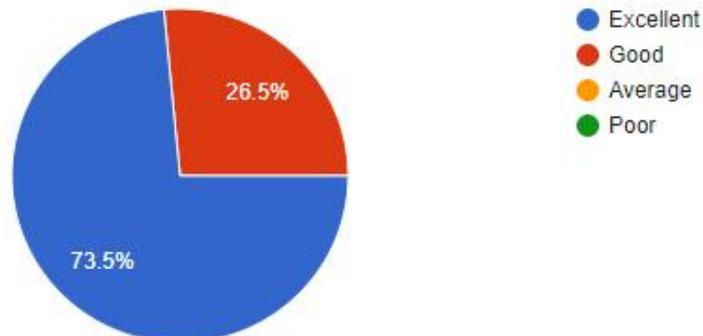
How would you rate this institute with reference to cleanliness, maintenance of the buildings, the lawns, Auditorium, and the common access areas?

50 responses



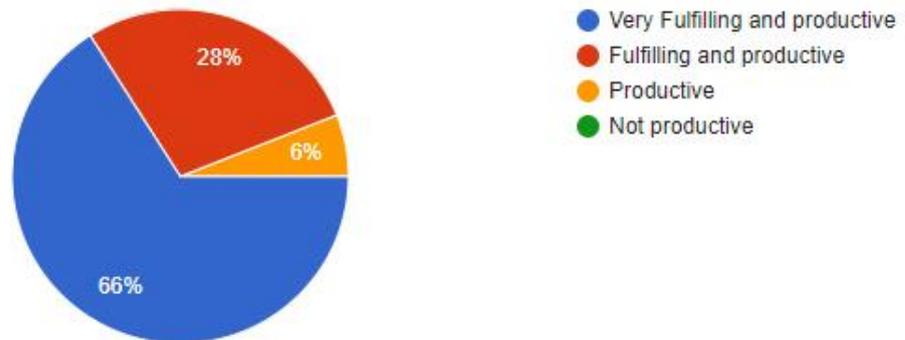
At the conclusion of the third year of B.Sc. in Hospitality Studies, how would you rate the training you have received in our institute for hospitality industry?

49 responses



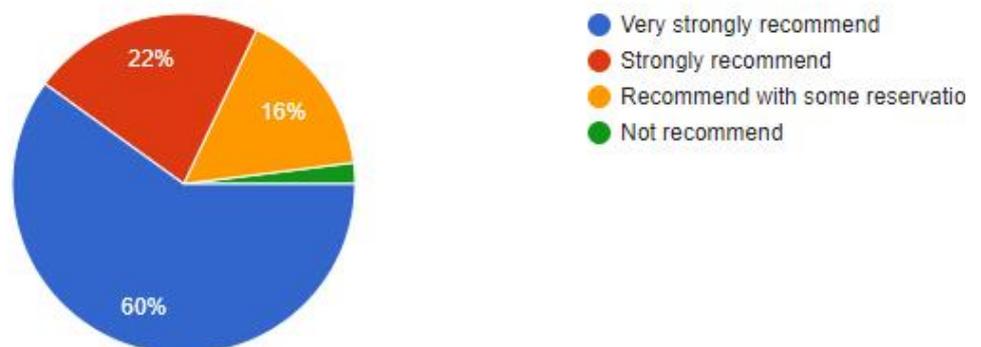
Has your investment of time, money and effort in this course been fulfilling and productive?

50 responses



Would you recommend the B.Sc. in Hospitality Studies course at our Institute, to your friend, relative, family member, acquaintance?

50 responses

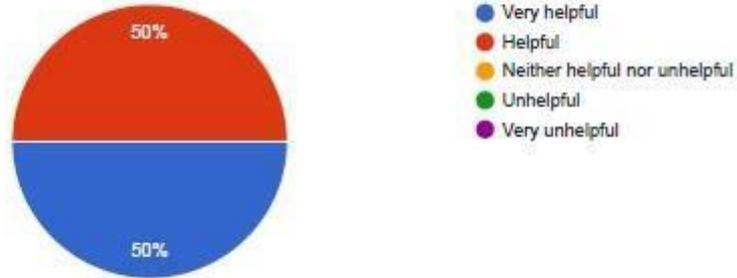


Thank You

SCM EXIT LEVEL QUESTIONNAIRE RESULTS – 2017-2018

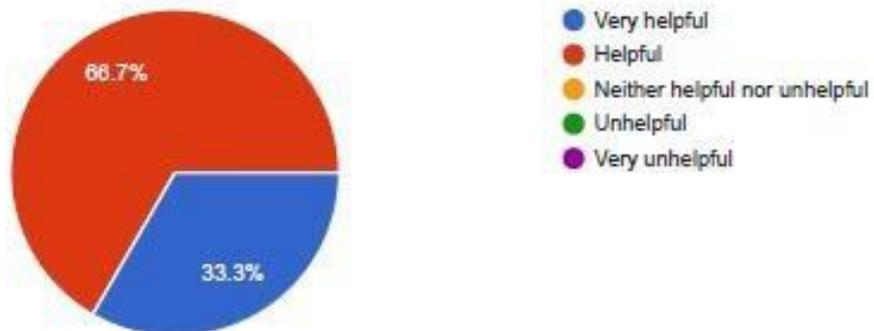
1. To what extent was the integrated curriculum helpful in building your skills for a media career?

30 responses



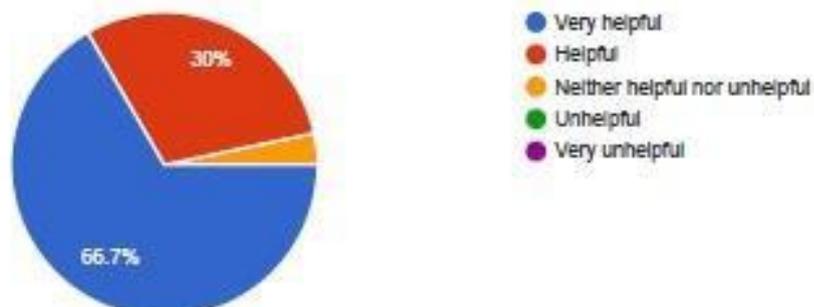
2. To what extent was the variety of subjects offered helpful in building your skills for a media career?

30 responses



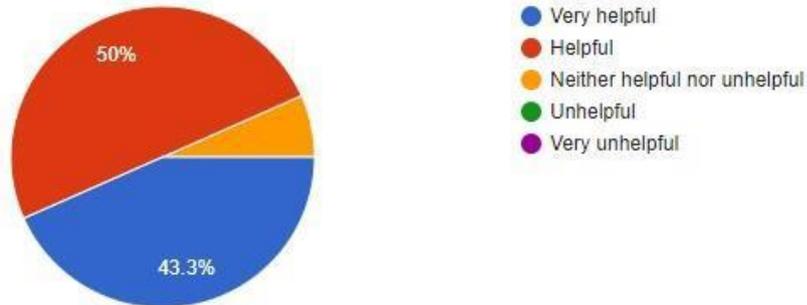
3. How helpful were the INDIVIDUAL assignments that you did throughout the year in building your skills for a media career?

30 responses



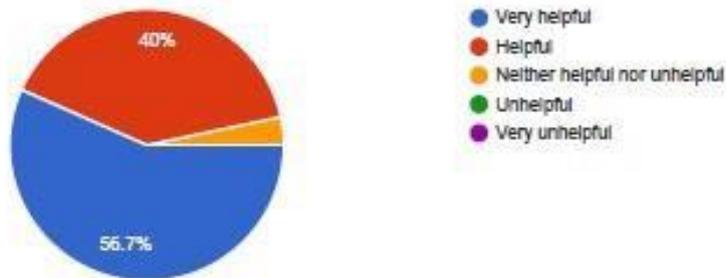
4. How helpful were the GROUP assignments that you did throughout the year in building your skills for a media career?

30 responses



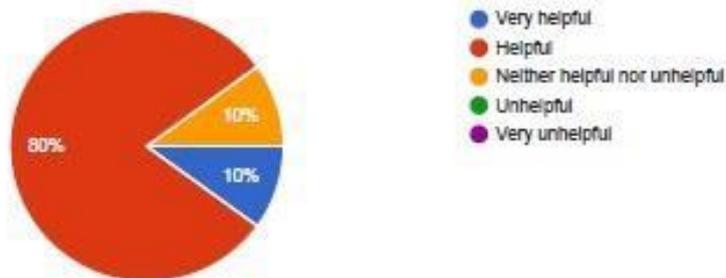
5. How helpful were the PRACTICAL sessions that you did throughout the year in building your skills for a media career?

30 responses



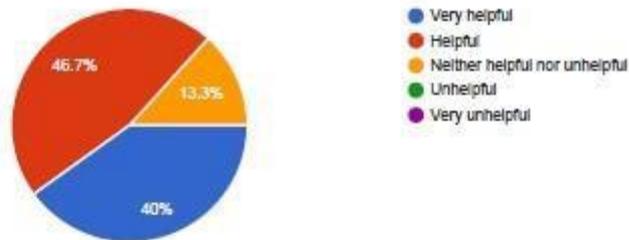
6. How helpful were the THEORY sessions that you did throughout the year in building your skills for a media career?

30 responses



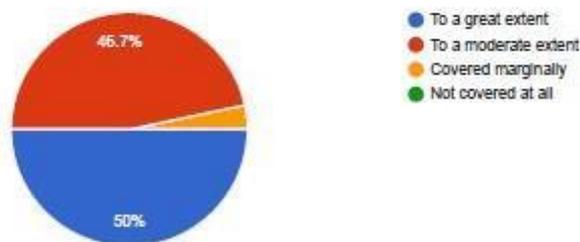
7. How helpful were the guest lectures that you had throughout the year in building your skills for a media career?

30 responses



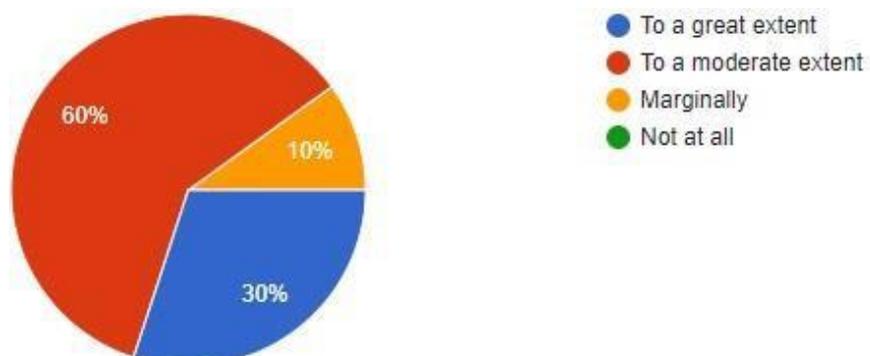
8. To what extent did you feel that current and topical issues were covered over and above the syllabus?

30 responses



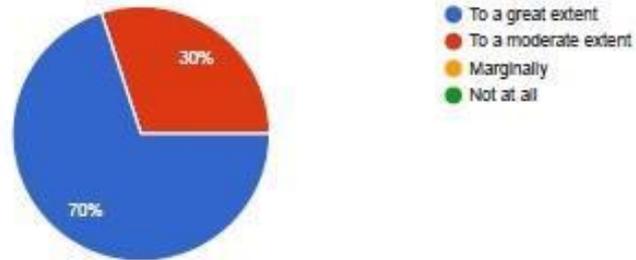
9. To what extent do you feel the skills that you were taught have made you up-to-date with the requirement of this industry?

30 responses



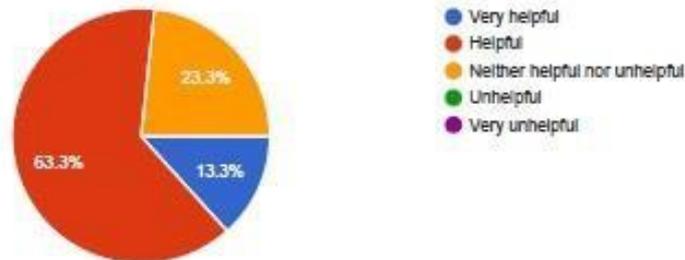
10. To what extent have you benefited from having exposure to leading media professionals as visiting faculty?

30 responses



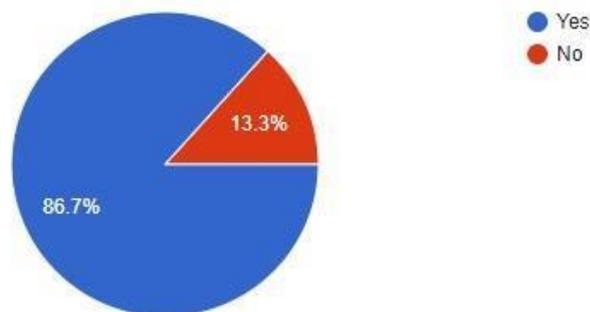
11. How helpful were the WORKSHOPS that you did throughout the year in building your skills for a media career?

30 responses



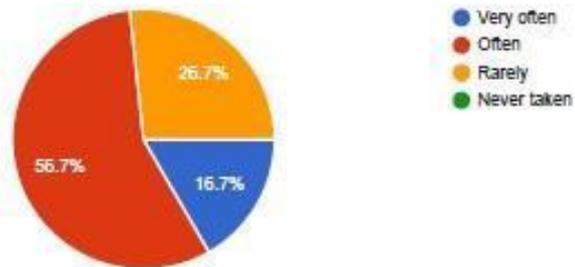
12. Does the department organize field trips and outdoor workshops to for you to gain an understanding of the media industry?

30 responses



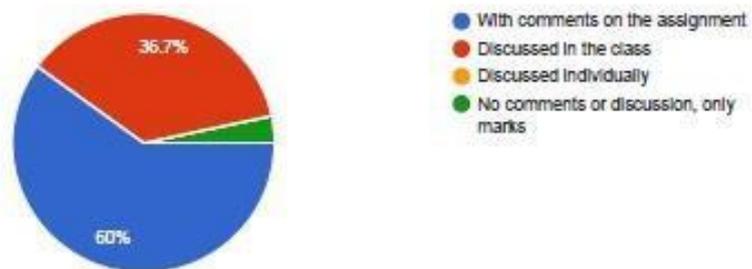
13. How often was your feedback taken?

30 responses



14. When you submitted assignments, how was the feedback given?

30 responses



15. Do you think the specialization period at the end of the course helped you?

30 responses



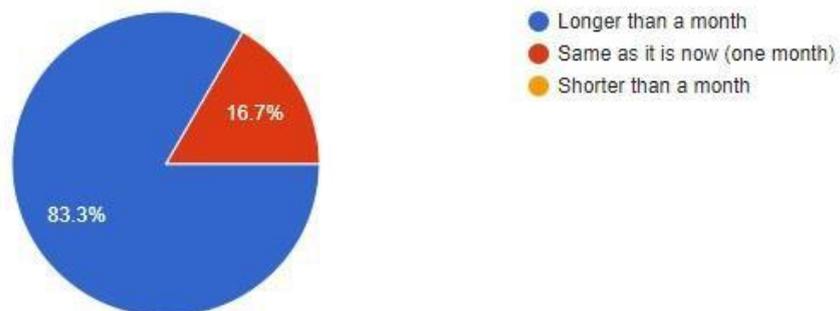
16. Was the specialization of your choice available?

30 responses



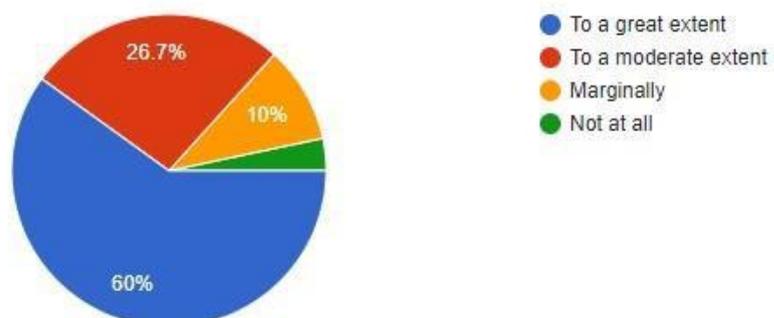
17. Do you think the specialization period should be:

30 responses



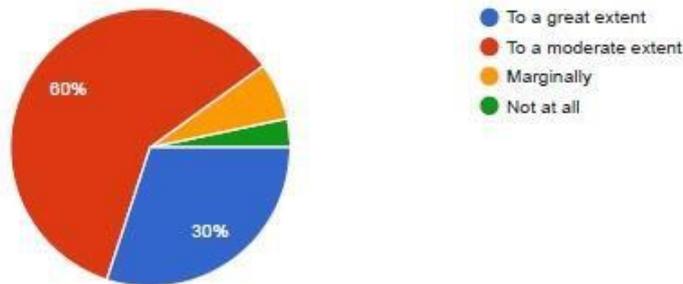
18. To what extent do you feel that the study tour contributed to your learning?

30 responses



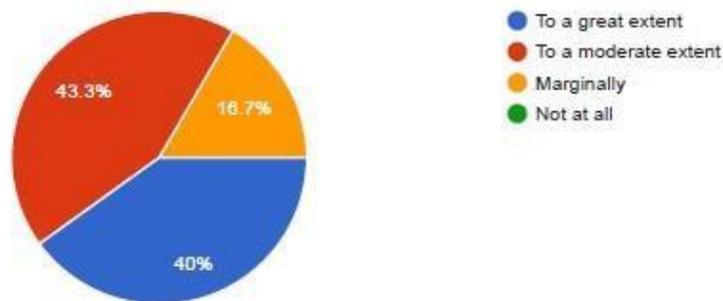
19. To what extent do you feel that assignments like Plot-a-Pot and Hands of Mumbai contributed to your understanding of society and gender?

30 responses



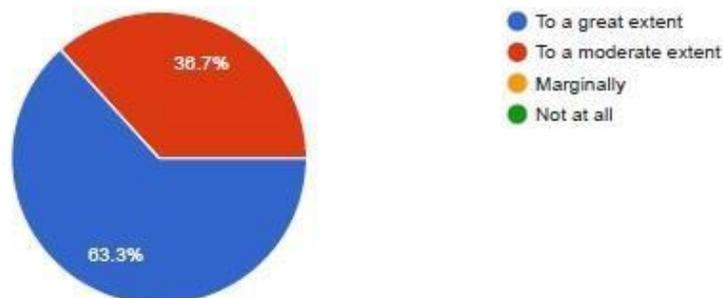
20. To what extent do you feel that the teaching process used in this course is innovative?

30 responses



21. To what extent do you feel that the faculty are up to date in their knowledge of the media industry?

30 responses



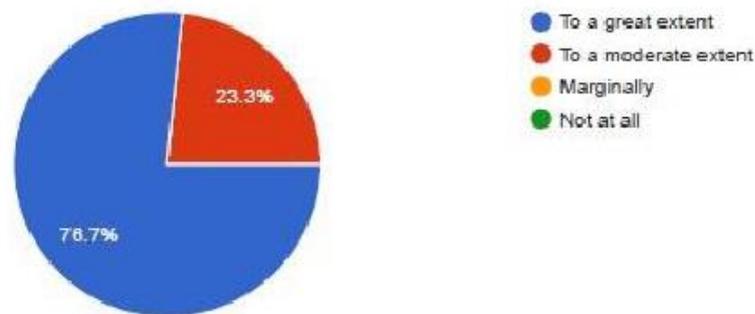
22. To what extent do you feel that the faculty are helpful?

30 responses



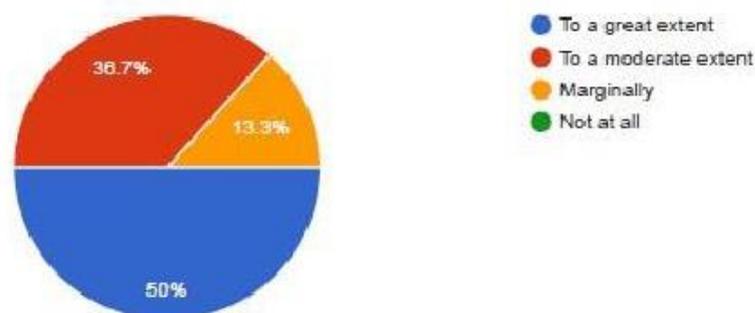
23. To what extent do you feel that the faculty have professional experience in the media industry?

30 responses



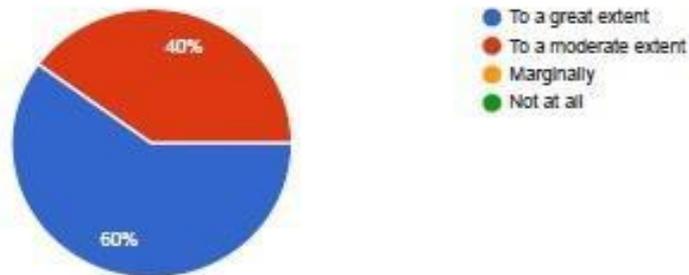
24. To what extent do you feel that the evaluation was done in a fair and transparent manner?

30 responses



25. To what extent do you feel that the SCM course has trained you for a career in the media?

30 responses



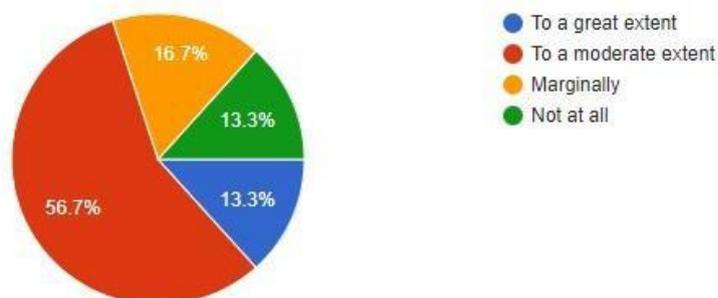
26. To what extent do you feel that the SCM course trained you to be an informed consumer of research in the media industry?

30 responses



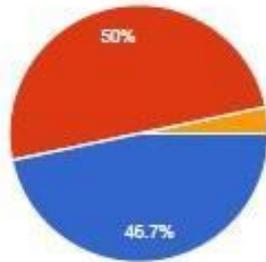
27. To what extent did you find N-LIST to be useful when you did your research projects?

30 responses



28. How did you find the class room?

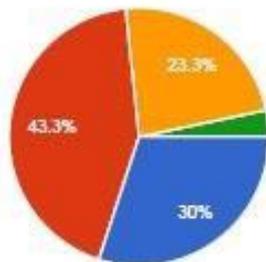
30 responses



- Excellent (clean, very well ventilated and maintained with comfortable seating and clear visual access to subject matter on screen/ board)
- Good (clean, ventilated and maintained well)
- Average (minimum ventilation and sporadic cleaning)
- Poor (dirty, poor ventilation and rarely maintained)

29. How did you find the PCR?

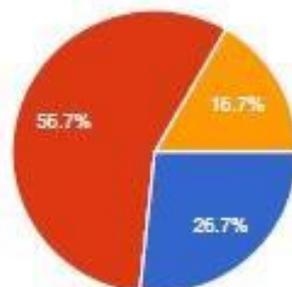
30 responses



- Excellent (with high-quality facilities, equipment, and air-conditioning)
- Good (with good quality facilities, equipment, and air-conditioning)
- Average (with acceptable quality facilities and equipment)
- Poor (Inadequate and outdated facilities and equipment)

30. How did you find the editing studio?

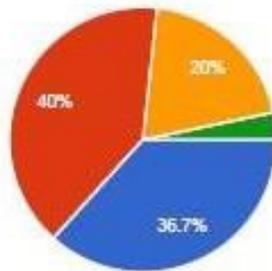
30 responses



- Excellent (with high-quality facilities, equipment, and air-conditioning)
- Good (with good quality facilities, equipment, and air-conditioning)
- Average (with acceptable quality facilities and equipment)
- Poor (Inadequate and outdated facilities and equipment)

31. How did you find the audio studio?

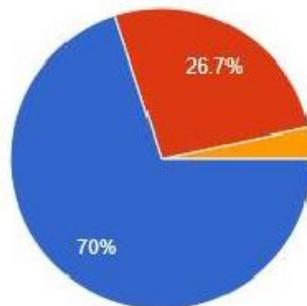
30 responses



- Excellent (with high-quality facilities, equipment, and air-conditioning)
- Good (with good quality facilities, equipment, and air-conditioning)
- Average (with acceptable quality facilities and equipment)
- Poor (Inadequate and outdated facilities and equipment)

32. How did you find the department's collection of DVD films and documentaries?

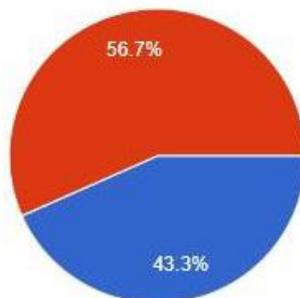
30 responses



- Excellent (all the classic films and documentaries above and beyond what is needed for the syllabus)
- Good (all the films and documentaries needed for the syllabus)
- Average (some films and documentaries needed for the syllabus)
- Poor (inadequate films and documentaries needed for the syllabus)

33. How did you find the library?

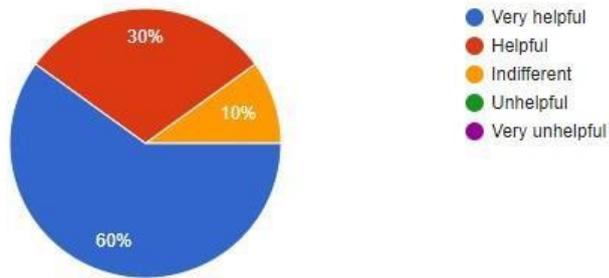
30 responses



- Excellent (Very large & air conditioned having books, reference journals and periodicals on all aspects of the me...)
- Good (large and having adequate reading material- books, reference journals and periodicals on all aspe...)
- Average (small and non air conditioned with bare minimum boo...)
- Poor (small, non air conditioned with inadequate books and study material)

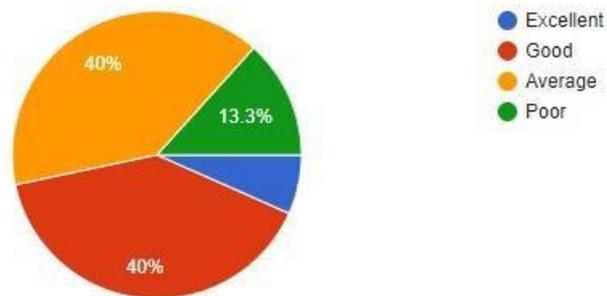
34. How would you rate the library staff of the institute ?

30 responses



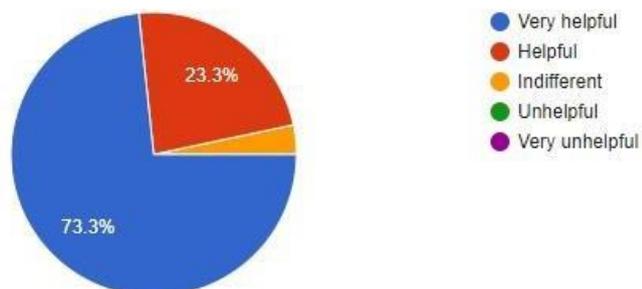
35. How did you find the WIFI at SCM?

30 responses



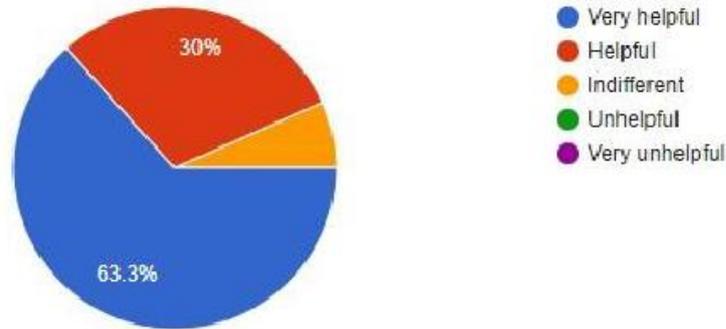
36. How would you rate the support staff of the SCM department?

30 responses



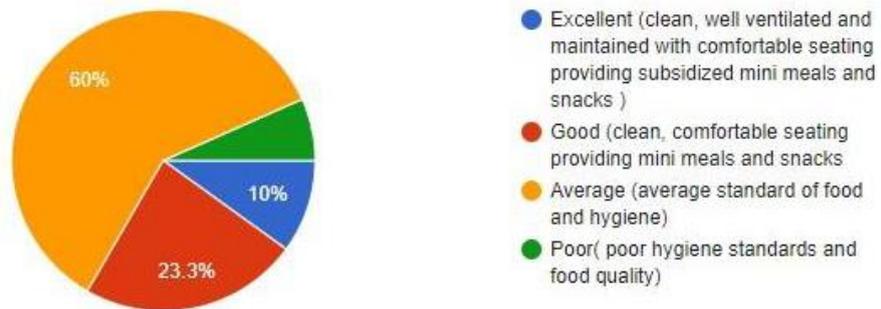
37. How would you rate the administrative staff of the institution?

30 responses



38. How did you find the canteen?

30 responses



39. How did you find the men's toilets? (Ladies, skip to the next question)

8 responses



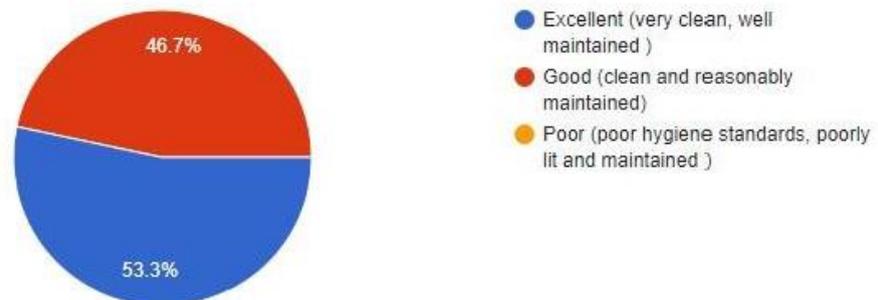
40. How did you find the women's toilets (Gentlemen, skip to the next question)

26 responses



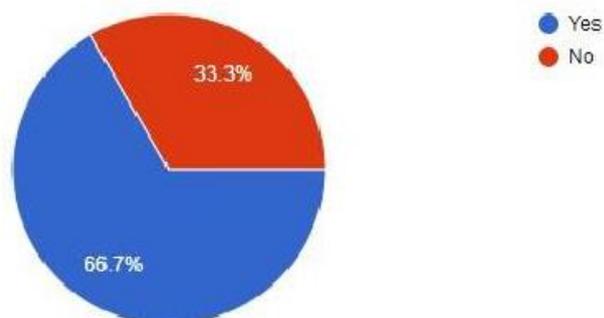
41. How would you rate the overall campus and general infrastructure ?

30 responses



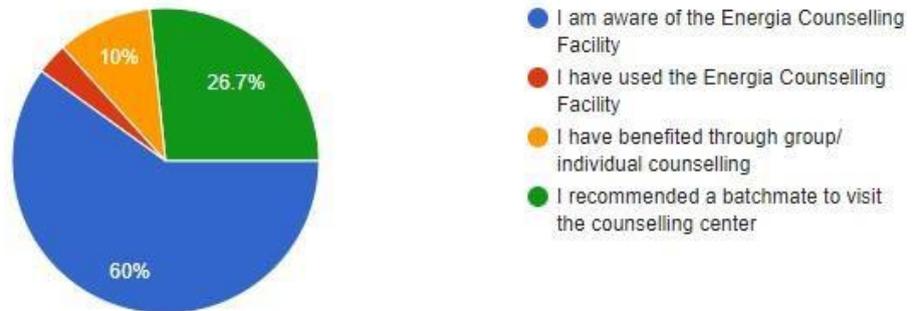
42. Were you aware that the services of a trained professional counsellor are accessible to students free of cost?

30 responses



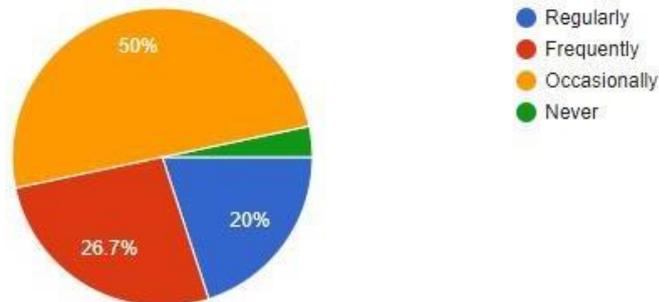
43. Regarding the availability of counselling support:

30 responses



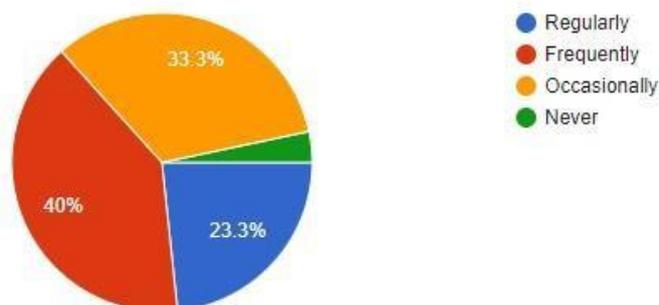
44. I received overall mentoring as a student (e.g by the Principal, Vice Principal, Head of Department, core and visiting faculty) regarding general issues, basic counselling, attendance and discipline.

30 responses



45. I received guidance in career options:

30 responses



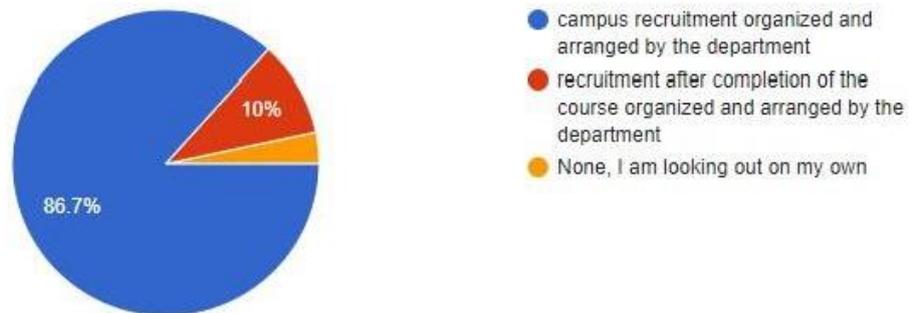
46. Were job placement opportunities offered to you?

30 responses



47. Were job placements opportunities offered by way of:

30 responses



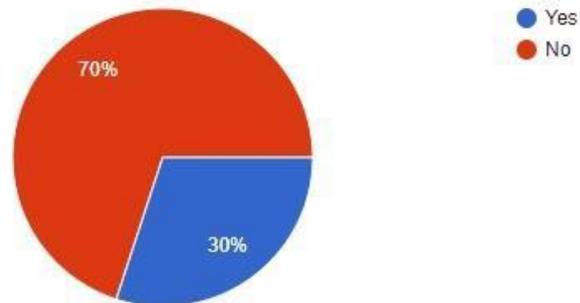
48. Was your Class Representative elected democratically ?

30 responses



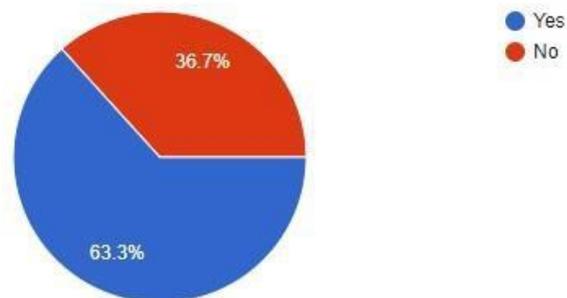
49. I was successful in raising sponsorship funds for the projects

30 responses



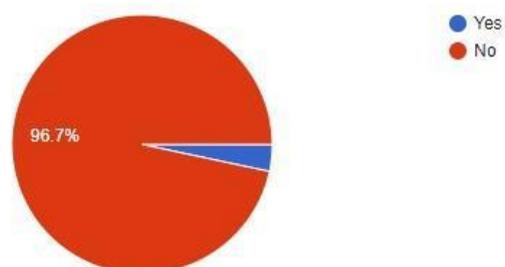
50. I learnt something by trying to raise funds for the projects

30 responses



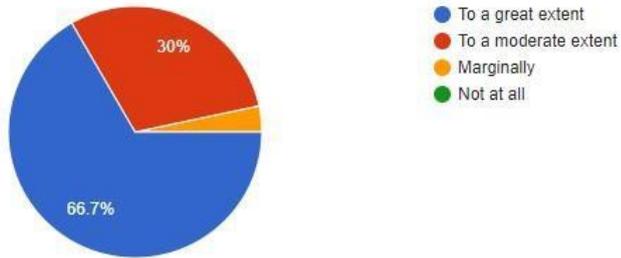
51. I would have preferred to pay higher fees rather than raise funds through sponsorship for projects

30 responses



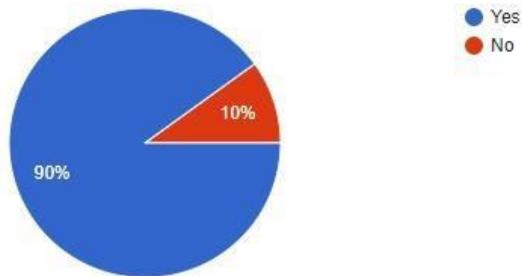
52. This course increased my awareness of environmental issues and I am able to understand and respond constructively to these.

30 responses



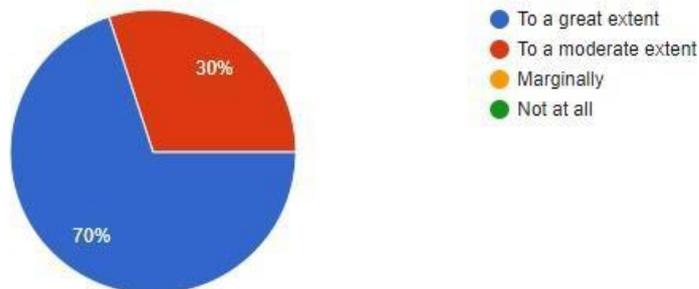
53. I understood gender and civic issues through the Plot-A-Pot assignment, the constructive complaining assignment and the RTI assignment better than if it had been a class room lecture on these topics

30 responses



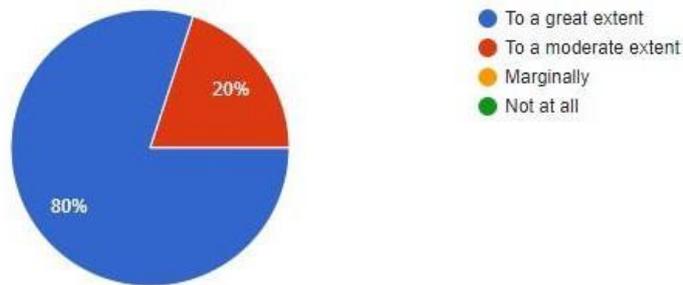
54. I feel this course helped in the development of my intellectual potential through a focused academic experience

30 responses



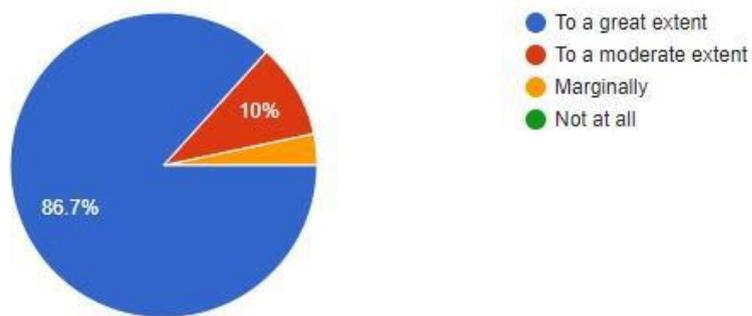
55. I feel this course enhanced the scope of my critical thinking

30 responses



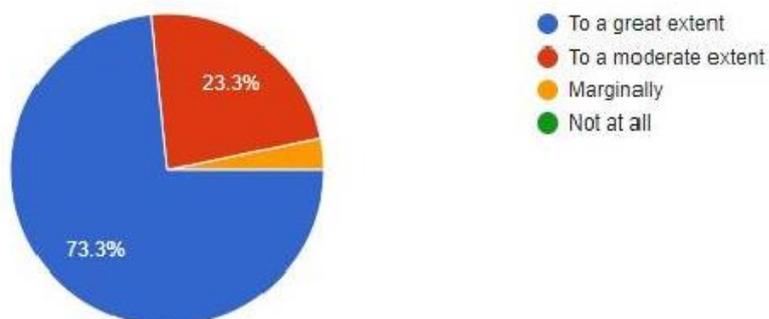
56. I feel this course helped to increase my awareness of gender issues

30 responses



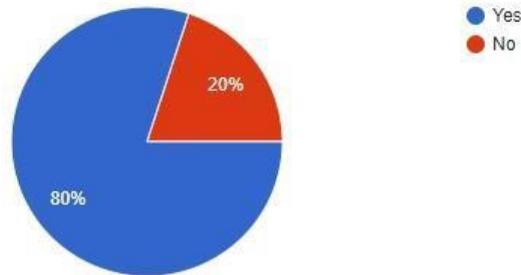
57. I feel this course has increased my ability to look at the world from the perspective of the less privileged and to care about human rights

30 responses



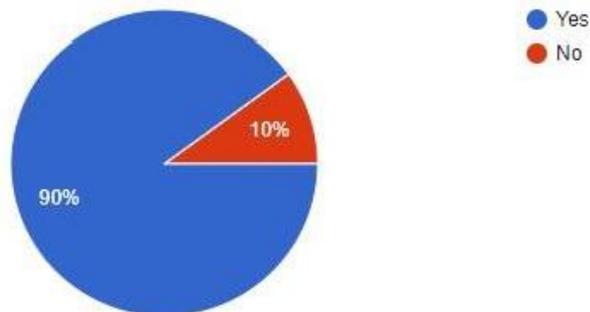
58. Do you think there were enough interactive sessions with media professionals?

30 responses



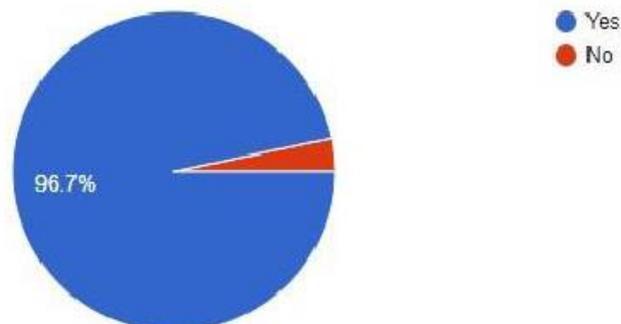
59. Does the institution organize special workshops both at the class and institute level regarding values & ethics specifically designed to create awareness in each student and to become better human beings?

30 responses



60. Has your investment of time, money and effort in this course been fulfilling and productive?

30 responses



61. Would you recommend this institution to your friend, relative, family member, acquaintance?

30 responses



62. Would you recommend the SCM course to your friend, relative, family member, acquaintance?

30 responses

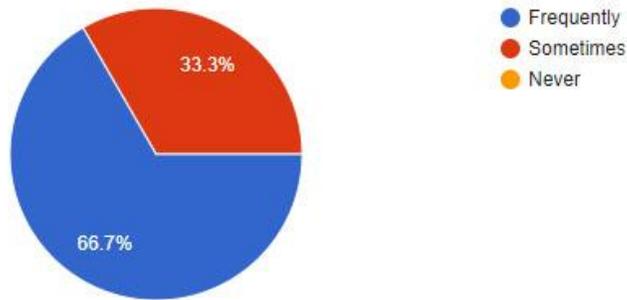


CRAFTSMANSHIP IN BAKERY & PATISSERIE 2017-2018 EXIT- POINT QUESTIONNAIRE

TEACHING METHODOLOGY

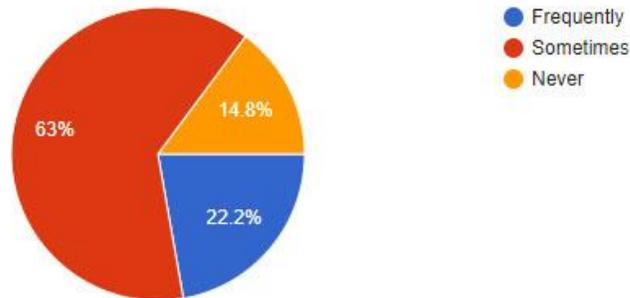
Usage of computer/ Power Point presentations and LCD projection facilities for theory classes

27 responses



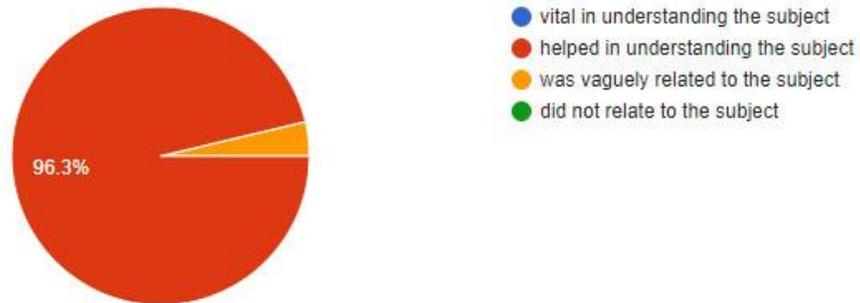
Audio visual (films & videos) 'Teaching Aids' used

27 responses



Were the Power Point presentations and Audio Visual Teaching Aids used

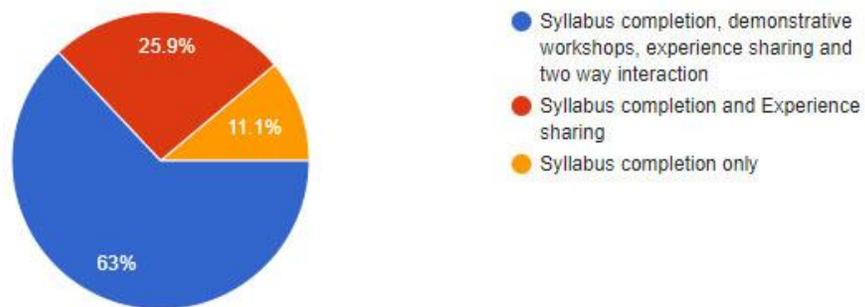
27 responses



Teacher Student Interaction during theory classes and 'practicals' included



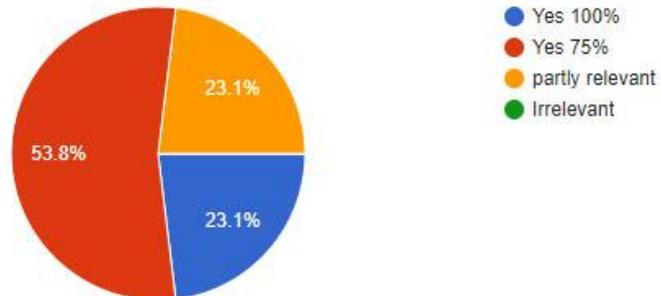
27 responses



ACADEMIC ACTIVITIES AND EVALUATION

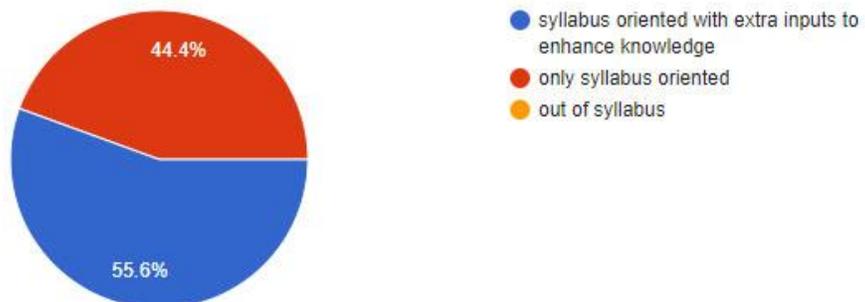
Is the Curriculum content relevant to the Industry requirements?

26 responses



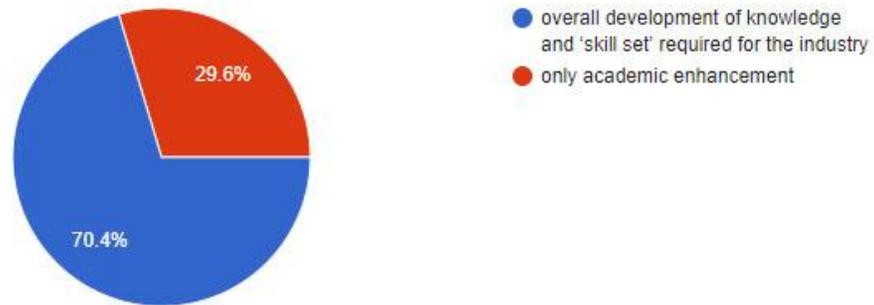
Are the classroom sessions, practical inputs and other academic activities

27 responses



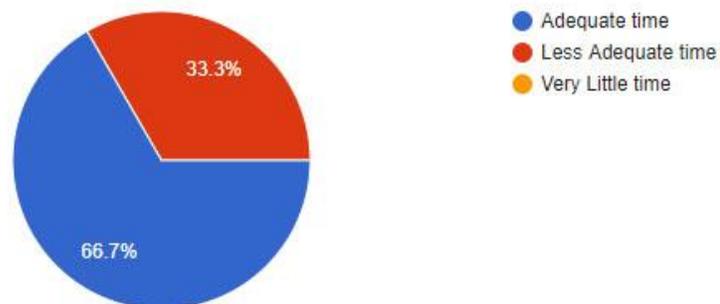
Has the prescribed syllabus and extra inputs created an

27 responses



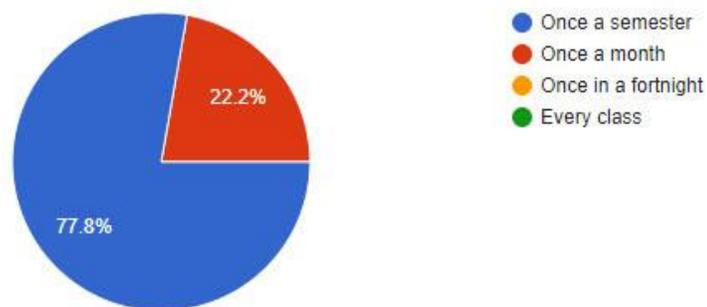
Are the syllabi contents and extra 'add ons' covered within the academic calendar 'time frame' with adequate time for examination preparation?

27 responses



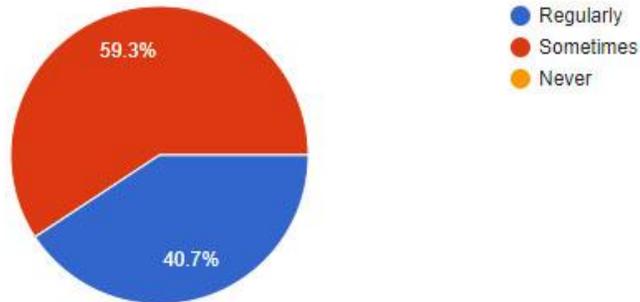
Are the student's journals pertaining to the 'practical' subjects checked at regular intervals?

27 responses



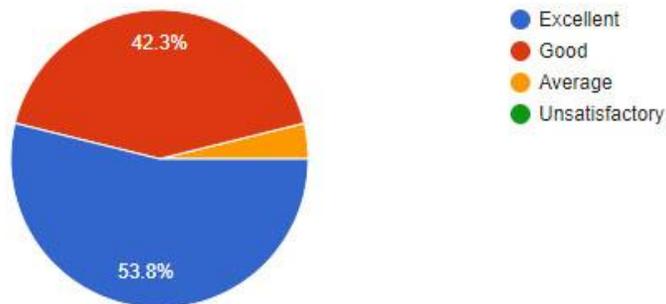
Are 'Project Work Assignments' incorporated in the teaching of the syllabi?

27 responses



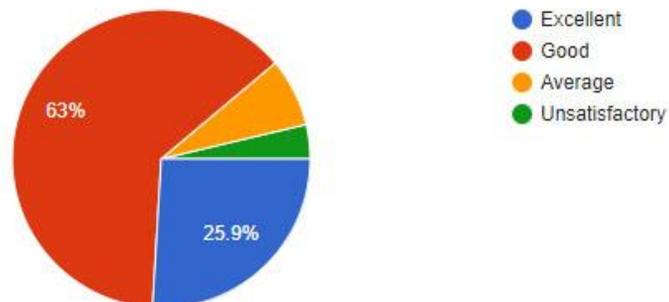
How would you rate the 'Yeast' practicals?

26 responses



How would you rate the 'Confectionery' practicals?

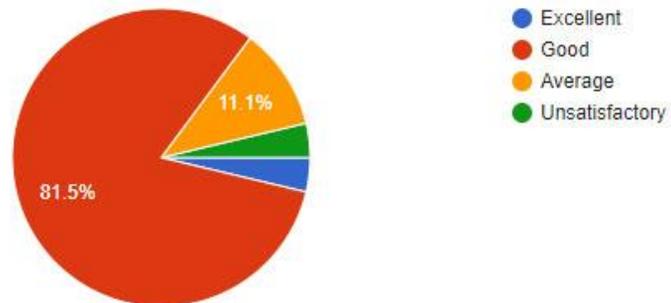
27 responses



How would you rate the Overall Theory Inputs provided to you?



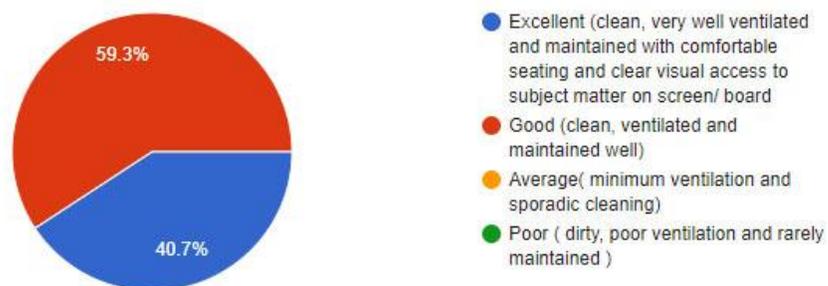
27 responses



PLEASE RATE THE FOLLOWING INFRASTRUCTURE OF OUR INSTITUTE WHICH YOU HAVE UTILIZED DURING DAILY CLASSES/ PRACTICAL SESSIONS

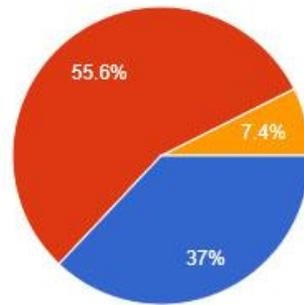
Class rooms

27 responses



Bakery

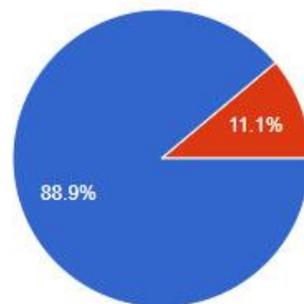
27 responses



- Excellent (with modernized workstations, upgraded baking equipment, efficient refrigeration facilities and computerized tempera...)
- Good (adequate baking facilities, refrigeration equipment and ovens)
- Average (with conventional workstations and ovens)
- Poor (inadequate and outdated baking equipment and ovens)

Computer Laboratory (practical sessions and computer solutions for making presentation and computer graphics)

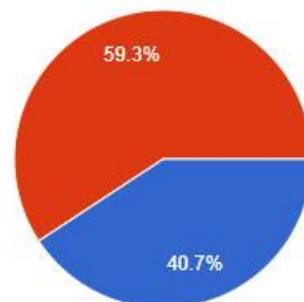
27 responses



- Excellent (air conditioned and well maintained with comfortable seating and adequate work stations (computers with PMS))
- Good (well-maintained with adequate seating and work stations)
- Average (minimum work stations (computers))
- Poor (inadequate infrastructure)

Library

27 responses

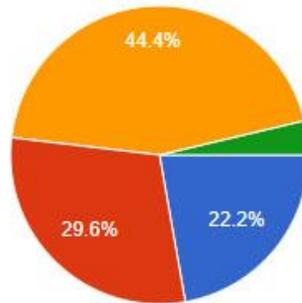


- Excellent (Very large & air conditioned having books, reference journals and periodicals on all aspects of the hos...)
- Good (large and having adequate reading material- books, reference journals and periodicals on all aspe...)
- Average (small and non- air conditioned with bare minimum boo...)
- Poor (small, non air conditioned with inadequate books and study material)



Canteen

27 responses

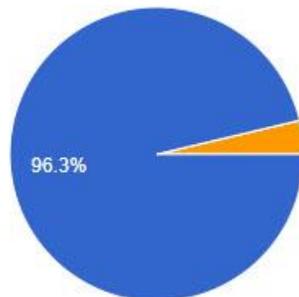


- Excellent (clean, well ventilated and maintained with comfortable seating providing subsidized mini meals and snacks)
- Good (clean, comfortable seating providing mini meals and snacks)
- Average (average standard of food and hygiene)
- Poor(poor hygiene standards and food quality)

INDUSTRIAL TRAINING

Are 'Industrial Training' placements arranged in

27 responses

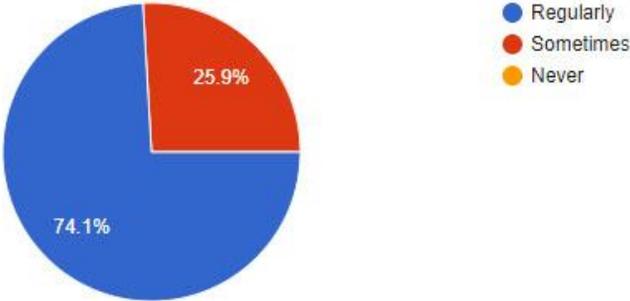


- Five star rated properties
- One star to 4 star rated properties
- Other hospitality related avenues

Does the Head of Department with the faculty member in charge of 'Industrial Training' liaise with hotels for 'Industrial training' follow up and training issues faced by students?



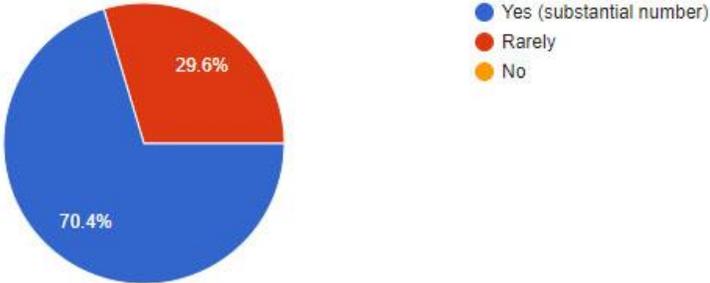
27 responses



PLEASE RATE EACH OF THE FOLLOWING AND PUT A (☐) MARK AGAINST ANY ONE OF THE OPTIONS

Does the course have workshops and demonstrations, events and guest lectures over and above the prescribed syllabus?

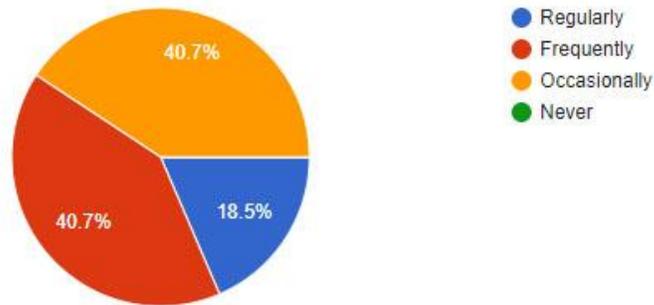
27 responses



Overall mentoring of a student (e.g by the Principal, Vice Principal, Head of Department, Class teachers and individual subject teachers) regarding general issues, basic counselling, attendance and discipline.

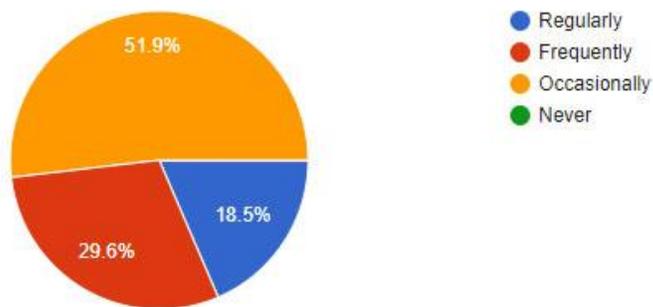


27 responses



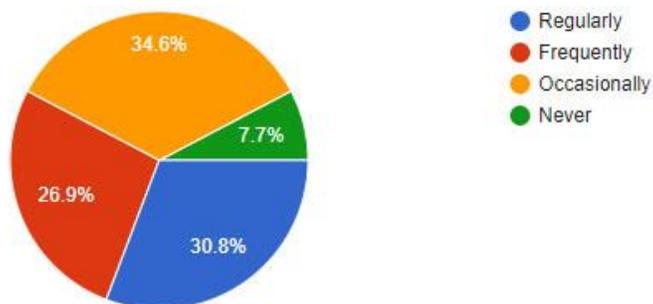
Teacher Student mentoring for guidance in career options

27 responses



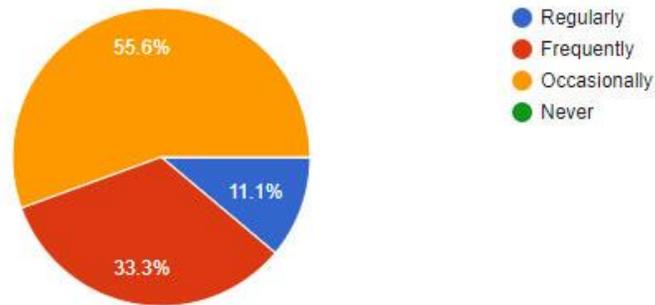
Are services of a trained professional Counselor accessible to students free of cost?

26 responses



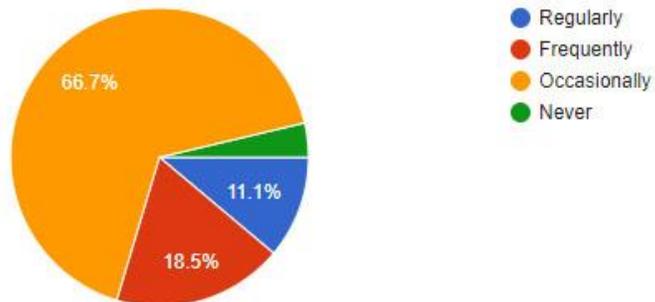
Does the Institute organize special workshops both at the class and institute level regarding values & ethics specifically designed to create awareness in each student and to become better human beings?

27 responses



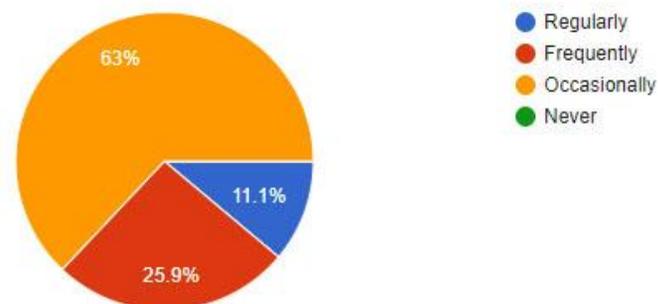
Does the Institute organize field trips and outdoor workshops to industry related enterprises ?

27 responses



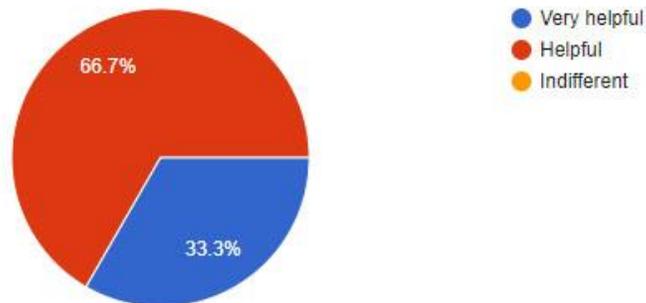
Does the Institute initiate a general awareness in each student regarding the under privileged strata of society, encouraging 'outreach programs'?

27 responses



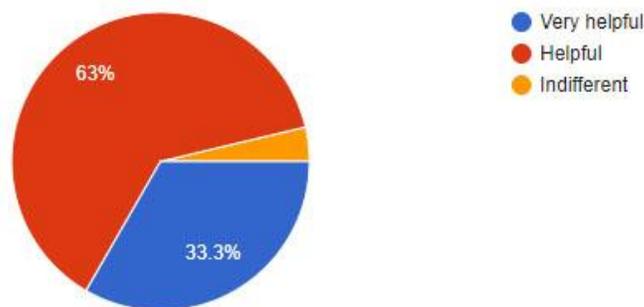
How would you rate the teaching staff of the Hospitality department?

27 responses



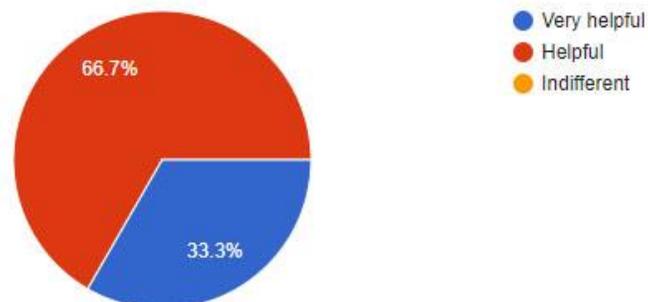
How would you rate the support staff of the Hospitality department?

27 responses



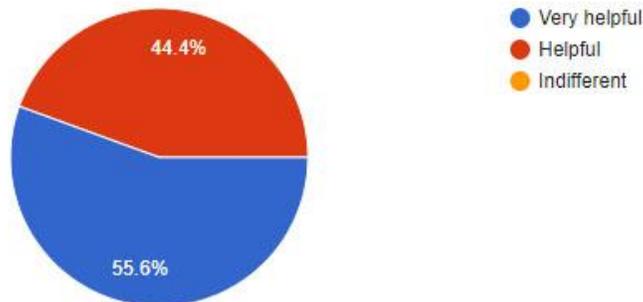
How would you rate the administrative staff of the institute?

27 responses



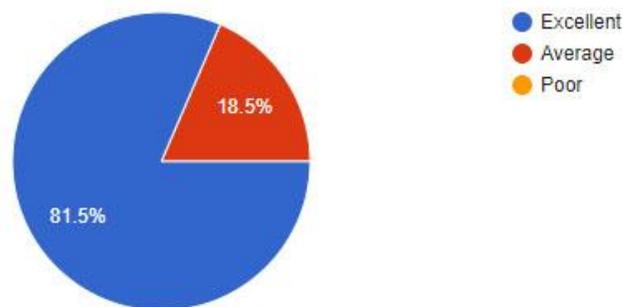
How would you rate the library staff of the institute ?

27 responses



How would you rate the overall campus and general infrastructure ?

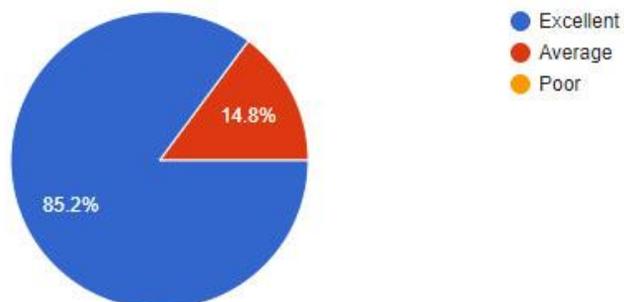
27 responses



How would you rate this institute with reference to cleanliness, maintenance of the buildings, the lawns, Auditorium, and the common access areas?

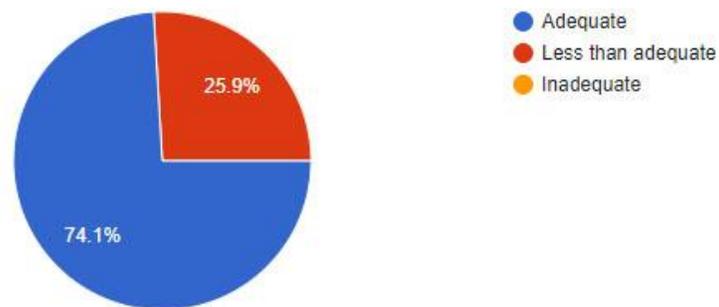


27 responses



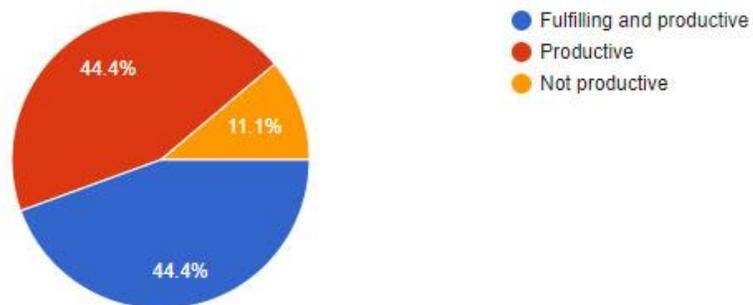
At the conclusion of the year, have you received adequate inputs in our institute for hospitality industry?

27 responses



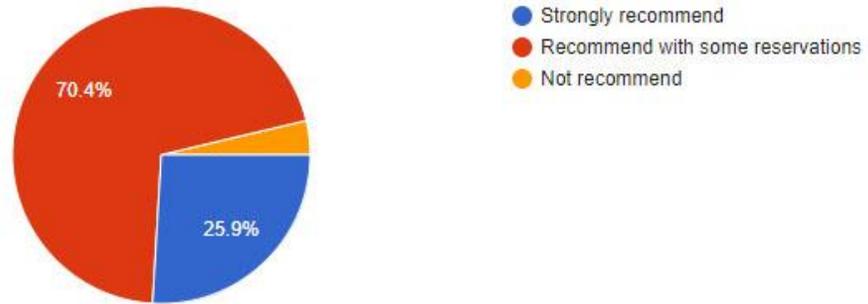
Has your investment of time, money and effort in this course been fulfilling and productive?

27 responses



Would you recommend this Institute and the Craft course to your friend, relative, family member, acquaintance?

27 responses



Thank You

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 and 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 workshop as well as for special panel discussions held during the period of the annual exhibition.
 - 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. Evidence of success: 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. Problems Encountered and Resources Required: 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. Title of the Practice: THE SOPHIA COOVERJI HORMUSJI BHABHA PROGRAMME IN ETHICS AND SPIRITUALITY
2. Goal: 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. The Context: 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. The Practice: 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”
9.	2017-2018	“Quality Education with Care and Compassion”

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. Evidence of success: 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. Problems Encountered and Resources Required: 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 Bhabha Programme in Ethics and Spirituality.