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)* | 2016-2017

1. Details of the Institution

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

1.2 Address Line 1 | BHULABHAI DESAI ROAD

Address Line 2 | CUMBALLA HILL POST OFFICE

City/Town | MUMBAI

State | MAHARASHTRA

Pin Code | 400026

Institution e-mail address | sophiamanoramadevi@gmail.com

Contact Nos. | 022-23513157 / 022-23514147

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

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

Mobile:	09821150009

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

Mobile:	09167344399

IQAC e-mail address:	sophiamanoramadevi@gmail.com

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

<div align="center">OR</div>

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/AQAR2016-17.pdf**

1.6 Accreditation Details

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

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 2010-11submitted to NAAC on 12-10-2011)*

  i. AQAR: **AQAR 2015-16 submitted on 26-07-2016**

1.9 Institutional Status

University	State	NA	Central	NA	Deemed	NA	Private	NA

Affiliated College   Yes ✓   No X

Constituent College	Yes	X	No	✔

Autonomous college of UGC	Yes	X	No	✔

Regulatory Agency approved Institution Yes [X] No [✔]
(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✔] Men [X] Women [X]

Urban [✔] Rural [X] Tribal [X]

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

Grant-in-aid + Self Financing [X] Totally Self-financing [✔]

1.10 **Type of Faculty/Programme**

Arts [X]   Science [✔] Commerce [X] Law [X] PEI (Phys Edu) [X]

TEI (Edu) [X]   Engineering [X] Health Science [X] Management [X]

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

1.11 **Name of the Affiliating University** *(for the College)* | University of Mumbai |

1.12 **Special status conferred by Central/ State Government**--
UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [X]

University with Potential for Excellence [X]   UGC-CPE [X]

DST Star Scheme [X]   UGC-CE [X]

UGC-Special Assistance Programme [X]   DST-FIST [X]

UGC-Innovative PG programmes [X]   Any other [X]

UGC-COP Programmes   X

2. IQAC Composition and Activities

2.1 No. of Teachers   **3**

2.2 No. of Administrative/Technical staff   **2**

2.3 No. of students   Nil

2.4 No. of Management representatives   **2**

2.5 No. of Alumni   Nil

2. 6 No. of any other stakeholder and
      community representatives   **1**

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   Nil

2.9 Total No. of members   8

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: No.   **15**   Faculty   **3**   '

Non-Teaching Staff /Students   **7**   Alumni   X   Others   **5**

2.12 Has IQAC received any funding from UGC during the year?   Yes   X   No   ✔

If yes, mention the amount   NA

2.13 Seminars and Conferences (only quality related):

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

Total Nos.   **4**   International   X   National   X   State   X

Institution Level   **4**

(ii) **Themes**

1. An Oration held on 9th December 2016 by Prof. Vibhuti Patel on "Changing Nature of Gender Politics in India"
2. A workshop for the faculty of the Hospitality Studies Department held on by Chef Jason Ling on 23rd-24th March 2017
3. A three-day bakery workshop for FYBSc class, 15th-17th March 2017
4. A three-day bakery workshop for SYBSc class, 3rd-6th April 2017

2.14 Significant Activities and contributions made by IQAC

1. It finalised the theme for the year 2016-2017
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 and BSc Hospitality Studies in April 2017.
6. A newsletter was launched for the HAFT department.
7. All the issues of the SCM student magazine for the past 30 years were digitised and were made available online.
8. The library expanded its WebOpac facility

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 2016-17	Achievements 2016-2017
1. a) The theme chosen for the year 2016-2017: "Living in Harmony with self, with others and with nature".	1. a) A beautiful display board highlighting this theme was put up in the foyer of the building. 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'.
b) In addition to the above theme, there would be a second theme on which departments could focus activities and events. This would be on 'Celebrating India and its rich heritage'.	b) The HAFT department celebrated India's rich culture by holding special demonstrations on Indian Sweets and 'Farsaans'. The annual exhibition dinner for around 400 guests, entitled 'Sanskruti', celebrated the richness and variety of Indian cuisines. Students of the SCM dept produced broadcast features on the theme of 'A Disappearing Slice of Mumbai': 'No Victory for Victorias' on animal rights and ornate silver horse-drawn carriages, 'Ab Bhatti Mein Koyala Nahin' on *brunpav*a traditional bread baked in coal-fired bakeries, The Dissolving Saltpans'

	on the ecological impact of opening salt pan areas for housing, 'Fading Waters' on traditional Dhobi-ghats in the time of modern mechanized laundry services, Counting Cabs' on the classic black and yellow taxies in the time of app-based taxi aggregators such as Uber and Ola, and 'The Thirsty Pyau' on traditional drinking water fountains in the time of bottled water.
2. Both the HAFT and the SCMdepartments will use the social media to publicise their work. They would also embark on a department newsletter, in addition to the department magazine.	2. Social media was used extensively by both departments. The HAFT department launched its departmental newsletter and Vol. 1, no. 1 of the newsletter was published this year.
3. To give more importance to research, both at the level of the faculty and of students. We will explore the possibilities of some in-house research publications with ISBN number. In view of this, as far as faculty research is concerned, the Management would be asked to provide seed money of around Rs. 10,000/ - to staff who are embarking on research and who have need of some resources to do so.	3. Rs. 10,000/- was given by Management to Dr. Sunitha Chitrapu for the field work for a research project that she is engaged in currently. Both Dr. (Sr.) Anila Verghese and Dr. Sunitha Chitrapu were actively engaged in research. The SCM students engaged in research projects.
4. Both SCM and HAFT departments could explore possibilities of offering some sort of consultancy whether on a paid or unpaid basis.	4. The SCM department did one video for the Parkinson's Society for which Rs. 1 lakh was received. Dr. Sunitha Chitrapu (Head of SCM department) is a visiting faculty at TISS. She has also been invited to develop Communications Research courseware for PG media and communication students using e-PG Pathshala under the Massive Open Online Course programme by the UGC and the Ministry of Human Resources Development. The Principal, Dr. (Sr.) Anila Verghese, offered her expertise as an expert on Vijayanagara in different ways including being invited as a guest Professor to the dept. of

	Indology, Würzburg University in October 2016 and by being a special guest lecturer during a visit to Hampi by Professors and research students of the Universities of Erlangen and Würzburg in Feb. 2017.
5. The HAFT department will explore the possibility of introducing a departmental extension or social outreach activities.	5. The HAFT department did work out an outreach course in cookery (three months – part time) for school drop-outs. However, since we did not get sufficient participants, the course could not be run. The department is also planning some extension / outreach classes in cookery for a group of Mentally Challenged children and their teachers.
6. We will continue with our infrastructural improvements.	6. The entire hostel was renovated at a cost of nearly Rs. 12 lakhs. The CCTV network was installed. The SCM department invested in a new Apple computer.
7. We will continue to provide financial aid to needy students and see how we can expand the same.	7. A lot of financial aid was provided to socio-economically needy students. Besides the Trusts and Foundations which were tapped the previous year, this year financial aid was also secured from the Israni Trust.
8. The syllabus of the SCM course will be revised during the year 2016-17 so that the revised syllabus can be implemented in the year 2017-18.	8. The syllabus revision of the SCM course was started, but it could not be completed in time for implementation in 2017-18. It is now planned to be implemented in 2018-19. In addition, the syllabi of the three years of the BSc in Hospitality Studies were revised. Dr. Dopati Bannerji, Head of Department, played a very active role in this since she was appointed the Chairperson of the Ad Hoc Board of Studies in Hospitality Studies in May 2016.
9. Feedback questionnaires to be designed for the Exit level feedback from students.	9. Exit level questionnaires were designed and administered to the graduating students of BSc

	Hospitality Studies and SCM in March-April 2016-17.
10. To study the feasibility of introducing one more certificate course by the HAFT department.	10. This study is still underway of introducing a one-year cookery course.

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

2.15 **Whether the AQAR was placed in statutory body**   Yes ✔   No X

   Management X   Syndicate X   Any other body IQAC

   Provide the details of the action taken   ---

Part – B

Criterion – I

1. Curricular Aspects

1.1 **Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	1	0	1	1
PG Diploma	1	0	1	1
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	1	1
Others – Hobby Course	1	0	1	1
Total	4	0	4	4

Interdisciplinary	1	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	2
Trimester	0
Annual	1

1.3 Feedback from stakeholders*: Alumni ☑ Parents ☑ Employers ☑ Students ☑

(On all aspects) Mode of feedback: Online ☑ Manual ☑ Co-operating NA schools (for PEI)

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

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

Yes, the choice based credit system was introduced in BSc Hospitality Studies. 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.

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

NIL

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 **Total No. of permanent faculty**

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

2.2 **No. of permanent faculty with Ph.D**.

3 (including Principal & Vice-Principal)

2.3 **No. of Faculty Positions Recruited (R) and Vacant (V) during the year**

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 **No. of Guest and Visiting faculty and Temporary faculty** 0   15   0

2.5 **Faculty participation in conferences and symposia**:

No. of Faculty	International level	National level	State level
Attended			**2**
Presented	**3**		
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:
    - July 29th 2016: The Craft Bakery class went on a field trip to City Bakery
    - Aug.19th 2016: All the classes of BSc Hospitality Studies and the Craft Bakery class with faculty went on a field trip to the Go Cheese factory in Pune

- Guest demonstrations / talks / sessions / competitions in college
    - June 6th 2016: Special session by the Concierge Team from top city hotel for SYBSc and TYBSc Hospitality Studies classes
    - June 22nd 2016: Mr. Akhil Krishnan and a colleague from J.W. Marriott gave a talk on Front Office Management to the TYBSc class
    - July 1st 2016: Demonstration on a number of Indian sweets for the Craft Bakery class by Mr. Sanjay Maharaj of Sudama Caterers
    - On July 27th-28th 2016: Demonstration class by Chef Vivek Kadam of Grand Hyatt for the Craft Bakery class
    - Aug. 11th 2016: Demonstration by Pastry Chef Rahul Shetty, from J.W. Marriott, Hyderabad, for selected students of TYBSc
    - Aug. 16th 2016: Craft Bakery class had a lecture-demonstration on gluten-free & lactose-free bakery products
    - Sept. 22nd 2016: Session by a team from Cordon Bleu for TYBSc
    - Oct. 3rd 2016:   Pooja Dhingra conducted a session for the Craft Bakery and Dynamics of Bakery classes on how to set up one's own bakery
    - Nov. 21st 2016:   Demonstration by Chef Oliver Mourelon of Cordon Bleu for the TYBSc class
    - Dec, 2nd 2016: Sugarcraft demonstration by Chef Trudy Remedios for the TYBSc class
    - Jan. 19th-20th:2017: Demonstrations for the Craft Bakery class by a team from Baker's Alley on cake finishes and chocolates
    - March 9th 2017: a presentation by a team from Sofitel (training and HR managers) to the TYBSc class

- Creative displays by students
    - Display of High Tea food items by the Craft Bakery class

- Additional workshops for students
    - Aug. 26th 2016: Workshop for the SYBSc class on Farsaans by Mr. Sanjay Maharaj of Sudama Caterers

- Sept. 16th 2016: workshop by Chef Parimal Sawant of 'Meluha the Fern' on 'molecular gastronomy' and an interactive session by Chef Vernon Coelho, President of WICA
- March 15th -17th 2017: Additional workshop in bakery for FYBSc
- March 23rd-24th 2017: HAFT Staff Enrichment Programme by Chef Jason Ling and his team on Dim Sums and specialized Chinese cuisine in which some students of the SYBSc class also participated
- April 3rd-6th 2017: Additional workshop in bakery for the SYBSc class

- Student events (to give students hands-on experience of hosting an event, with all that it entails)
  - On 22nd July 2016: the HAFT department held a special Theme Dinner, entitled 'Celebrazione', on Italian cuisine
  - On Dec. 14th 2016 there was a special Christmas Lunch (as per the traditional menu) for the TYBSc Hospitality Studies class prepared by the students
  - On Feb. 14th 2017 the TYBSc Hospitality class had a special Valentine's Day lunch prepared by the students
  - On Feb. 23rd 2017 there was the special Brunch for invited guests and all staff prepared by the SYBSc class after the Annual Prize Giving Ceremony
  - On Feb. 24th 2017 there was the Annual HAFT Exhibition Dinner, 'Sanskruti' for around 400 guests on the Sophia Lawns on the theme of Indian cuisines

SCM Department

The entire teaching-learning process at SCM is through direct media related activities:
- Field trips
  - July 2nd 2016: The SCM department took its students for a hands-on experience of rice transplantation to Kamshet
  - Oct. 13th – 22nd 2016: Study tour of the SCM class to Nepal: The tour was to Far West province of Nepal. The students visited Dhangadhi, Tikapur, Bardia National Park in Nepal and Corbett National Park in Uttarakhand on their way back. SCM partnered with *DineshFM*, a community radio station that has been set up by Mr. Gopal Hamal, our student. While on the study tour, the students shot broadcast journalism features that examined the position on the ground in Far West Nepal on various issues. Along with broadcast journalism features, the students also did brand tracking among rural consumers, a communications research project on media consumption habits of rural consumers and photography.

- Guest lectures / demonstrations / sessions
  - Aug. 4th 2016: Dr. Sree Sreenivasan, Head of New York City's Digital Team, conducted a session
  - Aug. 30th 2016: Professor Julie Tharp from the University of Wisconsin shared with the SCM class on her research on gender and violence in films
  - Sept. 22nd 2016: lecture by Anju Venkat on 'Healthy Diets'
  - Oct. 1st (Sat.): SCM had a documentary theatre presentation by Anuja Gosalkar (entitled Lady Anandi!)
  - Nov. 24th 2016: SCM organized a session with Max Mueller

Bhavan entitled 'Poets Translating Poets'
- Dec. 2rd 2016:T.M. Krishna (famous Carnatic musicians and Magsaysay Award winner) conducted a discussion on Art and Society
- Jan. 7th 2017: A collaborative photography session between SCM students and Hongkong University students
- Feb. 9th 2017:   Nutritionist Anju Venkat gave a lecture to the SCM class on the role of natural foods in reducing physical and mental stress which are central to careers in the media industry.

- **Hands-on creative output**
  SCM places great emphasis on student projects since this is the material that students take to job interviews. In 2016-17, the students produced 12 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.

- **Workshops**
  - Aug. 19th -20th 2016: the SCM department organized a two-day workshop by Amruta Patil, Graphic Novelist
  - Aug. 25th 2016: Sameera Khan (an ex-student of SCM) and Shilpa Phadke Ranade conducted a workshop titled 'Why Loiter' about gender and public space for the SCM class
  - Oct. 8th 2016: Cecil de Santa Maria conducted a workshop on KravMaga, the Israeli form of self-defence for the SCM class
  - Feb. 21st 2017:   Prof. Vibhuti Patel conducted a workshop for the SCM class on prevention of sexual harassment at the workplace

- **Special Event**
  On Jan. 20th 2017 the SCM department organized 'Media Mirror'. SCM collaborated with *The Hindu* for the same. During Media Mirror five master classes were conducted: 'Write Smart' with Conde Nast Traveller India's Smitha Menon on writing for smart phone readers; 'Camera Chic' with NDTV reporter Miloni Bhatt; 'Mapping with Stories' with Shriti Das from The People Place Project; 'Build Your Instagram Portfolio' with Nat Geo Traveller India's Chirodeep Chaudhuri; and 'Campaign Beyond Clever Lines' with BBDO's CEO Ajai Jhala and CCO Josy Paul. About 60 students students from 6 colleges – SIES, HR, Sophia College for Women, NM College, Mumbai University and Jai Hind College – participated in the Media Mirror 2017.

- **Research, Writing, publication and paper presentation by SCM students**
  In 2016-17, the students completed three research studies. They examined 30 years of the student magazines for use of sources, they did a content analysis of a web series from the point of view of the Bechdel test, and the last study was a survey of senior citizens' use of mobile internet.

- **Specialistion**
  This year the department conducted specializations in 8 subjects (Print Journalism, Short Film, Feature Writing, TV Production, PR, Photography,

Broadcast Journalism, and Advertising). The students went for these specializations for a month.

2.7 **Total No. of actual teaching days** during this academic year: | **194**

2.8 **Examination/ Evaluation Reforms** initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions):
- In the SCM department, the system of continuous assessment is followed, whereby the students are assessed on each and every activity / project that he /she undertakes as part of the course.
- In the HAFT department too, besides the internal assessment tests etc., there is continuous assessment of all practical work and also on a daily basis on aspects related to punctuality, grooming, discipline etc. all of which are very essential in the field of Hospitality.

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

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

2.10 **Average percentage of attendance of students:** | **84%**

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**	**3**	**33**	**11**	**8**	**98.21%**
Post-graduate Diploma in Social Communications Media	**28**	**0**	**22 (79%)**	**6 (21%)**	**0**	**100%**

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 both the TYBSc Hospitality Studies and the SCM students.

2.13 **Initiatives undertaken towards faculty development**:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
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 Class IV	**5** **8**	**0** **0**	**0** **0**	**0** **0**
Technical Staff	**1**	**0**	**0**	**0**

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Criterion – III

3. <u>Research, Consultancy and Extension</u>

3.1 **Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:**
- Leave is sanctioned, as far as possible, to attend seminars or to present papers and so on.
- Students are encouraged to do research work related to their course. For example, SCM students carried out practical research of a social nature that

will benefit the community, e.g. 'Plot a Pot' project. 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	--	1	--	--
Outlay in Rs. Lakhs	--	2,00,000	--	--

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	--	--
Outlay in Rs. Lakhs	--	10,000	--	--

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	-	1	-

3.5 Details on Impact factor of publications:

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

- The following publications of Dr. (Sr.) Anila Verghese have been cited in publications by other scholars in 2016:
  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:
  - Stoker Valerie, *Polemics and Patronage in the City of Vijayanagara: Vyāsatirtha, Hindu Sectarianism and the Sixteenth Century Vijayanagara Court*. Oakland, California, University of California Press, 2016, pp. 58; 76; 79; 80; 84; 144, notes 4 and 5; 146, note 21; 150, note 2; 151, note 13; 159, note 107; 160, note 114; 163, note 13; 168, note 71; 171, notes 1 and 5; 172, note 6; 173, note 14 and 15; 173, note 16; 174, notes 22 and 23; 177, note 43; 180, not 75; 188, note 3.

  2. Verghese, Anila, *Archaeology, Art and Religion: New Perspectives on Vijayanagara* (New Delhi : Oxford University Press, 2000) in:
  - Stoker Valerie, *Polemics and Patronage in the City of Vijayanagara: Vyāsatirtha, Hindu Sectarianism and the Sixteenth Century Vijayanagara Court*. Oakland, California, University of California Press, 2016, pp. 144, note 5; 167, note 71; 171, note 5; and 172, note 11.

3. Verghese, Anila and Eigner, Dieter, "A Monastic Complex in Vitthalapura, Hampi-Vijayanagara", *Journal of South Asian Studies* (Vol.14, 1998, pp.127-140) in:

- Stoker, Valerie, *Polemics and Patronage in the City of Vijayanagara: Vyāsatirtha, Hindu Sectarianism and the Sixteenth Century Vijayanagara Court*. Oakland, California, University of California Press, 2016, p. 172, note 12.

4. Verghese, Anila, "Kṛṣṇadevaraya's pilgrimages and temple benefactions linked with his Kalinga war (1513-1517 AD): Interplay of warfare, religion and assertion of political hegemony", in *Wege Zum Heil(igen)? – Sakralität und Sakralisierung in hinduistischen Traditionen* [Ways to the Sacred (or Holy): Sacrality and Sacralisation in Hinduistic Tradition], edited by Karin Steiner. Wiesbaden: Harrassowitz, 2014, pp. 145-158 and 232-237, in:

- Stoker, Valerie, *Polemics and Patronage in the City of Vijayanagara: Vyāsatirtha, Hindu Sectarianism and the Sixteenth Century Vijayanagara Court*. Oakland, California, University of California Press, 2016, pp. 155, note 68; and 157, note 90.

5. Verghese, Anila, "Court Attire of Vijayanagara (from a Study of Monuments)", Quarterly Journal of the Mythic Society, LXXXII:1–2(1991), pp.46–58, in:

- Bes, Lennart, "Sultan among Dutchmen? Royal dress at court audiences in South India, as portrayed in local works of art and Dutch embassy reports, seventeenth–eighteenth centuries", *Modern Asian Studies* 50,6 (2016), pp.1792–1845, p. 1802, footnotes 15 and 16.

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 - 1	2016-17	Heras Institute of Indian History and Culture	Rs. 2,00,000/-	Rs. 45,000/-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the College – 1	2017	The Management of the college	Rs. 10,000/-	Rs. 10,000/-
Students research projects – 3 (SCM students) *(other than compulsory by the University)*				
Any other(Specify)				
Total			Rs. 2,10,000/-	Rs. 55,000/-

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

ii) Without ISBN No. $\boxed{1}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{\text{NA}}$ CAS $\boxed{\text{NA}}$ DST-FIST $\boxed{\text{NA}}$

DPE $\boxed{\text{NA}}$ DBT Scheme/funds $\boxed{\text{NA}}$

3.9 For colleges   Autonomy $\boxed{\text{NA}}$ CPE $\boxed{\text{NA}}$ DBT Star Scheme $\boxed{\text{NA}}$

INSPIRE $\boxed{\text{NA}}$ CE $\boxed{\text{NA}}$ Any Other $\boxed{\text{X}}$

3.10 **Revenue generated through consultancy**

Level	International	National	State/ City	University	College
Number	-	-	**Rs. 1,00,000**	-	-
Sponsoring agencies	-	-	Parkinson's Society for a video prepared by SCM students	-	-

3.11 No. of conferences / workshops organized by the Institution: $\boxed{9}$

3.12 No. of faculty served as experts, chairpersons or resource persons: $\boxed{3}$

3.13 No. of collaborations   International $\boxed{\text{X}}$ National $\boxed{\text{X}}$ Any other $\boxed{\text{X}}$

3.14 No. of linkages created during this year $\boxed{\text{X}}$

3.15 Total budget for research for current year in lakhs:

From Funding agency $\boxed{\text{X}}$ From Management of College $\boxed{\text{X}}$

Total $\boxed{\text{X}}$

3.16 **No. of patents** received this year:

Type of Patent		Number
National	Applied	NIL
	Granted	Nil
International	Applied	NIL
	Granted	Nil
Commercialised	Applied	NIL
	Granted	NIL

3.17 **No. of research awards/ recognitions   received by faculty** and research fellows
 Of the institute in the year:

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

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

1

2

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

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

JRF | NIL | SR | NIL | Project Fellows | NIL | Any other | NIL |

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

University level | NIL | State level | NIL |

National level | NIL | International level | NIL |

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

University level | NIL | State level | NIL |

National level | NIL | International level | NIL |

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

University level | NIL | State level | NIL |

National level | NIL | International level | NIL |

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

University level   NIL   State level   NIL

National level   NIL   International level   NIL

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

University forum   NIL   College forum   **4**

NCC   NIL   NSS   NIL   Any other   X

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

At the Institute level:
- For the whole institute "the Joy of Giving Week" was celebrated when collections were made for the underprivileged.
- For the whole Institute the "Christmas Outreach" programme was celebrated during which each class carried out one social outreach initiative.
- A blood donation drive was carried out.
- Sophia Smt. Manorama Devi Somani College is a part of Sophia Polytechnic which has been selected by the Government of India for the 'Community Development through Polytechnics Scheme' (CDTP). This is a Government of India scheme with emphasis on SCs, STs, OBCs, women, school dropouts, minorities, physically disabled and other under-privileged persons. It helps in skill development of persons of these weaker sections to provide employment and self employment so that they can earn their livelihood. Under the Community Development Scheme, we run five centres and a total of 520 persons received training.

By the HAFT Department
- The segregation of wet and dry garbage is carried out in the kitchens and bakery of the department.
- The students of all the three classes of BSc Hospitality Studies organised a party for all the primary school children of St. Stephen's School (which is a school for the poor) on 9th Dec. 2016.
- The Craft Bakery class visited Ashadan and held a party there on 9th Dec. 2016.

By the SCM Department
The entire focus of the SCM course is to train its students to be socially responsible media professionals. Hence all their activities are strongly rooted in creating social awareness. Special mention should be made of the following:
- The students, along with faculty members, engaged in rice transplantation at Kamshet.

- During the year the SCM students completed three social awareness campaigns on donating to a wildlife rescue NGO, dropping the surname to fight patriarchy and safety in digital financial transactions.
- This year the students' three radio spots focused on social issues like prevention of honking by drivers, prevention of illegal parking, and a depression helpline.
- The students continued with the Plot-A-Pot project which was introduced in 2015-16. In 2016-17 SCM students identified three public toilets in Mumbai and gathered details including whether they have facilities for men or for women, and what it costs to use them or if there are any other restrictions on entry and took a photograph of the exterior that shows the location. This was uploaded on Google maps along with the address, landmarks and area tags. The idea is that a person who is looking for a public toilet in any area should be able to search and get a list of nearby toilets.
- The students held a party in the children's ward of Tata Memorial (Cancer) Hospital on 12th Dec. 2016

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Criterion – IV

4. Infrastructure and Learning Resources

4.1 **Details of increase in infrastructure facilities**:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.586 acres	-	-	
Class rooms	5	0	0	5
Laboratories (one computer laboratory; three kitchens, one bakery, one front office room, one house-keeping room, two restaurants of HAFT; two studios of SCM)	11	0	0	11
Seminar Halls (AV room and conference room)	2	0	0	2
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		1	College	1
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 243484	College	Rs. 243484
Others	0	0	0	0

4.2 **Computerization of administration and library:**

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

4.3 **Library services**:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	2798		29		2827	--
e-Books	80409 via NLIST		0		80409 via NLIST	--
Journals	02		01		03	
e-Journals	3828 via NLIST	0	0	0	3828 via NLIST	0
Digital Database	8	0	03	0	11*	--
CD & Video	25		01	0	26	--
Others (specify)	0	0	0	0	0	0

*1. Web OPAC   2. NLIST   3. OAJSE   4. Science Direct Open Access Journal   5. OMICS   6. Springer Open Journal   7. Academic Journals   8. Journal of Media Studies 9. Digital Library of India   10. National Digital Library of India   11. Library of Hotel and Business Management

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

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

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

- All faculty members have access to computers and internet in their department rooms, besides the computer laboratory.

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

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

i) ICT (software & hardware)	Rs. 615454.00
ii) Campus Infrastructure and facilities	Rs. 2703949.00
iii) Equipments	Rs. 601548.00
iv) Others (Annual Maintenance Contracts)	Rs. 462671.00
Total :	Rs. 4383622.00

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Criterion – V

5. Student Support and Progression

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

- The IQAC helps in the update of the prospectus and website from time to time. All the Student Support Services are mentioned in these. Also, at the Orientation Programmes for each class as well as for the whole institute mention is made of student support services. Announcements about these are also made over the public address system. The Heads of Departments and the class teachers / mentors keep the students informed about Student Support Services.

5.2 Efforts made by the institution for tracking the progression:

- 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
173	**28**	**0**	**30**

(b) No. of students outside the state

18

(c) No. of international students

0

No	%	
113	49%	Men

No	%	
118	51%	Women

Last Year - 2015-2016						This Year - 2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
217	**9**	**0**	**2**	**7 - LD**	**235**	**215**	**4**	**-**	**2**	**10 - LD**	**231**

Demand ratio | **1.86** | Dropout % | **1.5%** |

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: | **12** |

5.7 **Details of campus placement:**

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1) for TYBSc Hosp. Studies: **8**	**28**	**24**	----
2) for SCM: **5**	**23**	**10**	**14**

5.8 Details of gender sensitization programmes:

- An Oration by Prof. Vibhuti Patel on "Gender Justice" was held on 9th December 2016.
- In the case of the HAFT Department, the staff members take care to sensitise the students on issues of gender and inclusion because for some of the students it is the first time that they are in a co-educational situation, in which the boys and girls have to interact very closely together in practicals, workshops, events etc. The class teachers and student mentors also speak to the students on such issues as and when the need arises.
- In the SCM, the entire curriculum is geared to sensitizing staff, students and the public on issues of gender, inclusion etc. All the student projects related to media focus on such themes. Special mention must be made of a two-day workshop by Prof. Vibhuti Patel on this issue and also on the 'Plot-a-Pot' Project.

5.9 **Students Activities**

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

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

No. of students participated in cultural events

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

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

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

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

5.10 **Scholarships and Financial Support:**

	Number of students	Amount
Financial support from institution (for free meals provided)	**3**	**Rs. 6,120/-**
Financial support from government	--	--

Financial support from other sources (applied for by and through the Institute)
  1. Suman Ramesh Tulsiani Trust
  2. Vinod Saryu Doshi Foundation
  3. Tavescor Trust
  4. Nihchal Israni Trust
  5. Central Solidarity Grant
  6. Priyadarshini Academy
	33	**Rs. 8,16,870/-**

Number of students who received International/ National recognitions	**NIL**	**NIL**

5.11   **Student organised / initiatives:**

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

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

5.12   **No. of social initiatives undertaken by the students**   **3 whole college; 8 by SCM students. Total = 12**

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

     NIL (there were no major grievances)

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Criterion – VI

6. Governance, Leadership and Management

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

VISION STATEMENT
A just and prosperous society
where women and men
are considered equal,
and where, together,
they live in peace, in mutual respect
and
in harmony with nature.

MISSION STATEMENT
Our mission is to empower women and men
to bring about social transformation
by providing them with a dynamic and caring environment
for acquiring professional skills, through an education
that is holistic, student-centred, value-based and creative
in the pursuit of excellence.

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

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

6.3.1 **Curriculum Development**:
- The SCM department designs its own curriculum for its PG Diploma Course in Social Communications Media. The syllabus is revised once in three years. The last revision was before the commencement of the academic year 2014-2015. The next syllabus revision is in process and will be implemented in 2018. 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 students goes through and by the additional events, workshops etc. that are organised.

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

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

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 was invited as a visiting guest professor for eight days to the Department of Indology of the University of Würzburg, Germany in late October – early November 2016 where she delivered 5 lectures and interacted with the faculty of this university as well as of University of Erlangan on their common project on 'Sacrality and Sacralisation during the Middle Ages and the early Modern Period: Intercultural Perspectives in Europe and Asia" and she delivered the following five lectures there:
- Brief history of the Vijayanagara Empire and its capital city and the use of the material-cultural approach in the study of Vijayanagara art and religion. (26th October).
- The cult of Pampa-Virupaksha at Hampi-Vijayanagara (27th October)

- Religion, with the special emphasis on Hinduism, in the Vijayanagara Empire (An Overview) (28th October)
- The Sacred Topography of Hampi-Vijayanagara (28th October)
- The cults of three 'folk' or minor deities at Vijayanagara: Mailara, Madivelaiah and Lajja-Gauri (31st October)

In the connection with the same project she was also invited as an authority on Hampi to give lectures at the site during the recent visit (9th-12th February 2017) of members from these two Universities to Hampi.

Dr. (Sr.) Anila Verghese was also invited to deliver a special lecture on 1st March 2017 on 'The Evolution of Vijayanagara-Nayaka Temple Architecture' at the 'International Seminar on Indian Art Heritage in a Changing World: Challenges and Prospects' (27th February – 1st March 2017) organised by the Department of the History of Art and Tourism of Banaras Hindu University. The abstract of this lecture was published in the conference proceedings.

She was awarded the Heras Institute of Indian History and Culture's senior post-doctoral research fellowship for the period 1st April 2016 to 31st March 2017 for her research on 'Sacred Sites of South India in Literature and Art'.

Dr. (Sr.) Anila Verghese was also invited to evaluate the Ph.D. thesis of Shibi K., entitled "**Transactions and Transformations of *Kalameluttu* in Malabar**", submitted to the Sree Sankaracharya University of Sanskrit, Kalady, Kerala, for the Ph.D. degree in History. The needful was done and the evaluation report was sent on 31st January 2017.

Dr. (Sr.) Anila Verghese's publications during the year:
- Anila Verghese, "Narrative Reliefs: Nilakantheshvara Temple at Jambitige", in the *Chhatrapati Shivaji Maharaj Vastu Sangrahalaya's Research Journal* 2016, pp. 38-47.
- Anila Verghese, "Sculptural Representations of Bhīma in Hampi-Vijayanagara", in *Jnana-Pravaha Research Journal*, No. XIX, 2016, pp. 105-119.

She also completed the editing of a volume of 24 papers, jointly with Dr. Anna L. Dallapiccola. This volume, entitled 'India and Southeast Asia: Cultural Discourses' is being published by the K.R. Cama Oriental Institute, Mumbai.

Dr. Sunitha Chitrapu
Sunitha Chitrapu presented via video conference, a paper on Tamil language television debates on modernity at the panel 'Beyond the Desirable: Critical Perspectives on Media-Modernity' at The Swedish South Asian Studies Network (SASNET) conference titled "Modern Matters: Negotiating the Future in Everyday Life in South Asia" at Lund University, 20th – 22nd September 2016, in Lund, Sweden. This paper has now been accepted for publication in the international journal "Culture Unbound" for a thematic issue preliminary titled "Critical Explorations of Media Modernities in South Asia" scheduled to be published in June 2018. For this research work she received a research grant of Rs. 10,000/- from the Management. She also presented another paper

via video conference on networks in Hindi cinema at the panel 'The Power of Bollywood' at Communicating with Power, the 66th Annual Conference of the International Communication Association, 9th -13th June, 2016, Fukuoka, Japan.

Student Research

The SCM students completed three research studies. They examined 30 years of the student magazines for use of sources, they did a content analysis of a web series from the point of view of the Bechdel test, and the last study was a survey of senior citizens' use of mobile internet. The SCM students also continued with the project called Plot-A-Pot which was introduced in 2015-16. Students identified three public toilets in Mumbai and gathered details including whether they have facilities for men or for women, and what it costs to use them or if there are any other restrictions on entry and took a photograph of the exterior that shows the location. This was uploaded on Google maps along with the address, landmarks and area tags. The idea is that a person who is looking for a public toilet in any area should be able to search and get a list of nearby toilets. Our students learnt invaluable lessons about gender and public space and the important role played by civic authorities and the citizens in a city of this size.

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

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

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

6.3.8 **Industry Interaction / Collaboration:**
Both the HAFT and SCM Departments actively engage with their respective industries on an on-going basis. Personnel from the industry visit the college as guest faculty, as resource persons to conduct workshops and demonstrations, to take part in events that are organised and for recruitment. Besides visits to industry, internships form an integral part of both the BSc in Hospitality as well as the Certificate Course in Craftsmanship in Bakery and Patisserie. Similarly, all the SCM students do a month's specialisation in industry. In the case of both departments, there is an engagement with industry when syllabi revisions are undertaken.

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

6.4 **Welfare schemes for:**

Teaching staff & Non-teaching staff (Class III)	1. Salaries are paid on time on the first of each month. The contributory provident fund scheme is in place. On retirement gratuity is given. Annual increments of salary and DA are given. 2. All the staff members, teaching and non-teaching, are provided with free tea twice a day (i.e. mid-morning and mid-afternoon). 3. Staff (teaching and Class III) have their meals in a fully equipped staff dining room with refrigerator and microwave. 4. The teaching faculty (and Class III staff) receive a small cash gift at Christmas time. 5. Fellowship meals are organized: thus for teaching faculty and for Class III staff there are the lunches on Teachers' Day, prior to Christmas and again on the last working day of the academic

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

	4. First aid is provided in the institute. In case of accidents or any health emergency the students are immediately rushed to a neighbouring hospital (there are four major hospitals in the vicinity of the college). Annual medical tests are conducted for the HAFT students. 5. All BSc Hospitality students have the benefit of an accident insurance scheme.

6.5 **Total corpus fund generated:** | **Rs. 49,86,938.00** |

(The above is the total added to the corpus funds during the year 2016-2017)

6.6 **Whether annual financial audit has been done:** Yes ✔ No X

6.7 **Whether Academic and Administrative Audit** (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**No**	--	**No**	--
Administrative	**No**	--	**No**	--

6.8 **Does the University/ Autonomous College declare results within 30 days**?

For UG Programmes   Yes **NA**   No **NA**

For PG Programmes   Yes **NA**   No **NA**

6.9 **What efforts are made by the University/ Autonomous College for Examination Reforms**? **NA**

6.10 **What efforts are made by the University to promote autonomy in the affiliated/constituent colleges**? **NA**

6.11 **Activities and support from the Alumni Association**:
Our alumni, of both departments, help in a variety of ways:

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

6.12 Activities and support from the Parent – Teacher Association:

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

6.13 Development programmes for support staff:

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

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

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

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Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details:

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

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the   beginning of the year 2016-2017:

Plan of Action for 2016-17	Action taken Report - 2016-2017
1.a) The theme chosen for the year 2016-2017: "Living in Harmony with self, with others and with nature".	1.a) A beautiful display board highlighting this theme was put up in the foyer of the building. Three inter-disciplinary programmes of the whole institute, three workshops for each class, as well as three competitions were held under the theme of the year. The workshops and inter-disciplinary sessions were organised by 'Energia Wellbeing'.
b) In addition to the above theme,there would be a second theme on which departments could focus activities and events. This would be on 'Celebrating India and its rich heritage'.	b) The HAFT department celebrated India's rich culture by holding special demonstrations on Indian Sweets and Farsaans. The annual exhibition dinner for around 400 guests, entitled 'Sanskruti', celebrated the richness and variety of Indian cuisines. Students of the SCM dept produced broadcast features on the theme of 'A Disappearing Slice of Mumbai': 'No Victory for Victorias' on animal rights and ornate silver horse-drawn carriages, 'Ab Bhatti Mein Koyala Nahin' on *brunpav*a traditional bread baked in coal-fired bakeries, The Dissolving Saltpans' on the ecological impact of opening salt pan areas for housing, 'Fading Waters' on traditional Dhobi-ghats in the time of modern mechanized laundry services, Counting Cabs' on the classic black and yellow taxies in the time of app-based taxi aggregators such as Uber and Ola, and 'The Thirsty Pyau' on traditional drinking water fountains in the time of bottled water.
2. Both the HAFT and the SCM departments will use the social media to publicise their work. They would also embark on a department newsletter, in	2. Social media was used extensively by both departments. The HAFT department launched its departmental newsletter and Vol. 1, no. 1 of the newsletter was

addition to the department magazine.	published this year.
3. To give more importance to research, both at the level of the faculty and of students. We will explore the possibilities of some in-house research publications with ISBN number. In view of this, as far as faculty research is concerned, the Management would be asked to provide seed money of around Rs. 10,000/ - to staff who are embarking on research and who have need of some resources to do so.	3. Rs. 10,000/- was given by Management to Dr. Sunitha Chitrapu for the field work for a research project that she is engaged in currently. Both Dr. (Sr.) Anila Verghese and Dr. Sunitha Chitrapu were actively engaged in research. The SCM students engaged in research projects.
4. Both SCM and HAFT departments could explore possibilities of offering some sort of consultancy whether on a paid or unpaid basis.	4. The SCM department did one video for the Parkinson's Society for which Rs. 1 lakh was received. Dr. Sunitha Chitrapu (Head of SCM department) is a visiting faculty at TISS. She has also been invited to develop Communications Research courseware for PG media and communication students using e-PG Pathshala under the Massive Open Online Course programme by the UGC and the Ministry of Human Resources Development. The Principal, Dr. (Sr.) Anila Verghese, offered her expertise as an expert on Vijayanagara in different ways including being invited as a guest Professor to dept. of Indology, Würzburg University in October 2016 and by being special guest lecturer during a visit to Hampi by Professors and research students of the Universities of Erlangan and Würzburg in Feb. 2017.
5. The HAFT department will explore the possibility of introducing a departmental extension or social outreach activities.	5. The HAFT department did work out an outreach course in cookery (three months – part time) for school drop-outs. If we get sufficient participants, the course would be run between June and September

	2017. The department is also planning some extension / outreach classes in cookery for a group of Mentally Challenged children and their teachers.
6. We will continue with our infrastructural improvements.	6. The entire hostel was renovated at a cost of nearly Rs. 12 lakhs. The CCTV network was installed. The SCM department invested in a new Apple computer.
7. We will continue to provide financial aid to needy students and see how we can expand the same.	7. A lot of financial aid was provided to socio-economically needy students. Besides the Trusts and Foundations which were tapped the previous year, this year financial aid was also secured from the Israni Trust.
8. The syllabus of the SCM course will be revised during the year 2016-17 so that the revised syllabus can be implemented in the year 2017-18.	8. The syllabus revision of the SCM course was started, but it could not be completed in time for implementation in 2017-18. It is now planned to be implemented in 2018-19. In addition, the syllabi of the three years of the BSc in Hospitality Studies were revised. Dr. Dopati Bannerji, Head of Department, played a very active role in this since she was appointed the Chairperson of the Ad Hoc Board of Studies in Hospitality Studies in May 2016.
9. Feedback questionnaires to be designed for the Exit level feedback from students.	9. Exit level questionnaires were designed and administered to the graduating students of BSc Hospitality Studies and SCM in March-April 2016-17.
10. To study the feasibility of introducing one more certificate course by the HAFT department.	10. This study is still underway of introducing a one-year cookery course.

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 2016 (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.
- There is also a paper on Eco-tourism in the BSc Hospitality Studies syllabus.

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

7.6 **Any other relevant information the institution wishes to add (for example SWOT Analysis):**
- The College has just gone in for NAAC Accreditation, first cycle in 2015-16 though it is a comparatively new and small college. A detailed institutional SWOT analysis was done for the same. Each department also did its own SWOT analysis. Now we would like to focus on improving in areas where we noticed that there are lacunae.

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

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.

2. We will set up a new state-of-the art kitchen for the HAFT Department.

3. The SCM department will finalise its revised syllabus during the year so that it can be implemented in 2018-19.

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.

5. The HAFT Department will continue to explore the possibility of conducting some extension activities.

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

Name: **Dr. (Sr.) Anila**
(*Principal, Chairperson, IQAC*)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

B. Abbreviations used in Sophia Smt. Manoramadevi Somani College

HAFT	-	Hotel Administration and Food Technology (the Hospitality Studies Department is known as HAFT)
SCM	-	Social Communications Media Department / Course
Craft Bakery	-	The one-year diploma course in Craftsmanship in Bakery & Patisserie

ANNEXURE I

COLLEGE CALENDAR 2016-2017
Theme: "Living in Harmony with self, with others and with nature"

June 1st (Wed.):   SY and TYBSc Hospitality Studies and staff of the HAFT department reported back

June 3rd (Fri.):   Basic course of Dynamics of Bakery commenced (Course duration: June 3rd to 20th July)

June 6th (Mon.):   Session by the Concierge Team for SYBSc and TYBSc Hospitality Studies classes; SCM admission process commenced; Craft Bakery interviews

June 14th (Tues.):   General Staff Meeting for all teaching and non-teaching staff at 9.30 a.m.

June 15th (Wed.):   Orientation Programme for the Craft Bakery class

June 16th (Thurs.): Classes commenced for the Craft Bakery class

June 20th (Mon.):   Orientation Programme for SCM class

June 21st (Tues.):   Celebration of International Yoga Day (11.30 a.m. to 12.30 in Sophia Bhabha Hall)

June 22nd (Wed.):   Mr. Akhil Krishnan and colleague from J.W. Marriott gave a talk on Front Office to the TYBSc class

July 1st (Fri.):   Orientation programme for FYBSc Hospitality Studies; Demonstration on a number of Indian sweets for the Craft Bakery class by Mr. Sanjay Maharaj of Sudama Caterers

July 2nd (Fri.):   SCM department took its students for rice transplantation to Kamshet

July 21st (Thurs.): Orientation Programme for all classes – 11 a.m. to 1 p.m.

July 22nd (Fri.):   Intermediate course of Dynamics of Bakery commenced (course duration: July 22nd to 16th Sept.)

July 22nd (Fri.):   HAFT Theme Dinner, entitled 'Celebrazione', on Italian cuisine

July 27th-28th: Demonstration class by Chef Vivek Kadam of Grand Hyatt for the Craft Bakery class

July 29th (Fri.):   The Craft Bakery class went on a field trip to City Bakery

August 2 (Tues.):   First Interdisciplinary session – 11.15 a.m. to 12.30
                     (Topic: 'Making Happitude a way of life';
                      Resource Person: Mr. Sumeet Singh Arora)

Aug. 3rd, 4th, 5th: Nestle Yokuta Programme first stage for a selected group of
                     TYBSc and SYBSc Hospitality Studies students

Aug. 4th (Thurs.):   Dr. Sree Sreenivasan, Head of New York City's Digital
                     Team, conducted a session with SCM

Aug. 5th (Fri.):   Friendship Day was celebrated

Aug. 11th (Thurs.): Demonstration by Pastry Chef Rahul Shetty, from
                     J.W. Marriott – Hyderabad, for selected students of TYBSc

Aug. 15th (Mon.):   Independence Day

Aug. 16th (Tues.): Craft Bakery class had a lecture-demonstration on
                     gluten-free &lactose-free bakery products

Aug. 18th (Thurs.): First LMC Meeting; High Tea Display by Craft Bakery class

Aug.19th (Fri.):   HAFT Department field trip to the Go Cheese factory
                     in Pune

Aug. 19th -20th: SCM department organized a two-day workshop by Amruta
                     Patil, Graphic Novelist

Aug. 22nd – 26th: Granthotsav was organised and held in the library

Aug. 23rd (Tues.): Hostel Freshers' Party

Aug. 25th (Thurs.): Sameera Khan (an ex-student of SCM) and Shilpa Phadke
                     Ranade conducted a workshop titled 'Why Loiter' about
                     gender and public space for the SCM class

Aug. 26th (Fri.):   Workshop for SYBSc on Farsaans by Mr. Sanjay Maharaj of
                     Sudama Caterers

Aug. 29th (Mon.):   Finals of the Nestle Yokuta Programme (Young Chefs
                     Competition).

Aug. 30th (Tues.): Professor Julie Tharp from the University of Wisconsin
                     shared with the SCM class on her research on gender and
                     violence in films

Sept. 1st (Thurs.): Teachers' Day Practice – 10.00 a.m. to 4.00 p.m.

Sept. 2nd (Fri.): Teachers' Day Celebration – 8.30 a.m. to 12.30

Sept. 6th – 12th: Ganeshotsav break

Sept. 16th (Fri.): Nestle Yokuta (Young Culinary Talents) Programme Awards Ceremony; prior to it a workshop by Chef Parimal Sawant of 'Meluha The Fern' on 'molecular gastronomy' and an interactive session by Chef Vernon Coelho, President of WICA were conducted.

Sept. 19th (Mon.): The celebration 'Hindi Bhasha Diwas' with a special reading entitled 'Sawan Bhadon' was held in the library

Sept. 20th (Tues.): Second Interdisciplinary session – 11.30 a.m. to 12.30 Topic: "Building Healthy Relations", Speaker: Dr Hozefa Bhinderwala

Sept. 22 (Thurs.): Session by Cordon Bleu for TYDDGM; lecture by Anju Venkat on 'Healthy Diets' for the SCM class

Sept. 23rd (Fri.) : TYBSc Placement Interview by the Oberoi Hotel group

Sept. 26th (Mon.): Blood Donation drive, Open Day for parents of TYBSc class

Sept. 26th – Sept. 30th: Joy of Giving Week

Sept. 28th: (Wed.): Taj Group came for Campus Interviews for the TYBSc class

Oct. 1st (Sat.): SCM had a documentary theatre presentation by Anuja Gosalkar (entitled Lady Anandi!)

Oct. 3rd (Mon.): Pooja Dhingra conducted a session for the Craft Bakery and Dynamics of Bakery classes on how to set up one's own bakery

Oct. 6th (Thurs.): 'Traditional Day' was celebrated

Oct. 8th (Sat.): Cecil de Santa Maria conducted a workshop on KravMaga, the Israeli form of self-defence for the SCM class

Oct. 13th – 22nd: Study tour of the SCM class to Nepal

Oct. 17th (Mon.): Placement interviews at Grand Hyatt for TYBSc Hospitality Studies

Oct. 18th (Tues.):   First IQAC Meeting of the year

26th Oct. to 8th November (both days inclusive): Diwali vacation
Nov. 9th – 22nd: Semester I examinations for SCM

Nov. 9th (Wed.):   Advanced course of Dynamics of Bakery commenced
                   (Course duration: Nov. 9th to 4th Jan.)

Nov. 10th-18th: TYBSc Semester V University Examinations

Nov. 21st (Mon.):   Demonstration by Chef Oliver Mourelon of Cordon Bleu for
                   TYBSc Hospitality Studies class

Nov. 22nd-30th: FYBSc Semester I University Examinations

Nov. 24th (Thurs.): 11.30 to 1.00 p.m. SCM organized a session with
                   Max Mueller Bhavan entitled 'Poets Translating Poets'

Nov. 25th (Fri.):   Third Interdisciplinary session – 11.15 a.m. to 12.30 noon on
                   'Living in Harmony with Nature' by Vinodini Lulla

Dec. 2nd (Fri.):   T.M. Krishna (famous Carnatic musicians and Magsaysay
                   Award winner)) conducted a discussion on Art and Society
                    (11.00 – 1.00 p.m.) organised by SCM; Sugarcraft
                   demonstration by Chef Trudy Remedios for the TYBSc class

Dec.7th (Wed.):   Visit to Sophia Smt. Manorama Devi Somani College of the
                   LIC (comprising Dr. Geeta Ibrahim and Mrs. Sayongita
                   Morarji) appointed by the University of Mumbai regarding
                   the continuation of affiliation of the BSc in Hospitality
                   Studies

Dec. 9th (Fri,):   Oration by Dr. Vibhuti Patel on 'Changing Nature of Gender
                   Politics in India'; meeting with Heads of Depts.; the three
                   classes of BSc Hosp. Studies had a party for children of St.
                   Stephen's primary School (Christmas Outreach); Craft
                   Bakery class went to Ashadan, Colaba (Christmas Outreach)

Dec. 12th (Mon.):   SCM went to Tata Memorial Hospital's children's ward
                   (Christmas Outreach)

Dec. 14th (Wed.):   Christmas Lunch for TYBSc Hospitality Studies

Dec. 16th (Fri.):   Fun Fair; TYBSc Sofitel Placement Interviews at the
                   hotel property

Dec. 20th (Tues.): Hostel Christmas Party

Dec. 23rd (Fri.): Christmas Wishing (11.00 a.m. to 12.30 p.m.) and Xmas lunch for teaching & non-teaching staff

Dec. 24th to Jan. 1st (both days inclusive): Christmas break

Jan. 1st – 15th: Marathi Conservation Fortnight; connected with this activities were on 5th and 12th Jan.

Jan. 7th (Sat.): A collaborative photography session between SCM students and Hongkong University students

Jan. 10th (Tues.): Celebration of Vishwa Hindi Diwas

Jan. 19th-20th: Demonstrations for the Craft Bakery class by Baker's Alley on cake finishes and chocolates

Jan. 20th (Fri.): Media Mirror – SCM department

Jan. 23rd (Mon.): Open Day for FYBSc Hospitality Studies

Jan. 26th (Thurs.): Republic Day

Jan. 27th (Fri.): Open Day for SYBSc Hospitality Studies class

Feb. 3rd (Fri.): Open Day for TYBSc Hospitality Studies class

Feb. 9th (Thurs.): Nutritionist Anju Venkat gave a lecture to the SCM class on the role of natural foods in reducing physical and mental stress which are central to careers in the media industry.

Feb. 14th (Tues.): TYBSc Hospitality class had a Valentine Day lunch

Feb. 16th (Thurs.): Degree distribution ceremony for TYBSc Hospitality Studies (2013-16 batch)

Feb. 17th (Fri.): Hostel Farewell Party

Feb. 21st (Tues.): Prof. Vibhuti Patel conducted a workshop for the SCM class on prevention of sexual harassment at the workplace

Feb. 23rd to 26th: Annual Exhibition

Feb. 23rd (Thurs.): Annual Prize Giving Ceremony & inauguration of the Exhibition (Chief Guest: Mrs. Suman Tulsiani - philanthropist)

Feb. 24th (Fri.): HAFT Exhibition Dinner (Chief Guest: Chef Irfan Parbaney)

March 3rd (Fri.): Aashirvad – sending forth of the graduating classes

March 9th (Thurs.): a presentation by a team from Sofitel (training and HR managers) to the TYBSc class; 'Katha Maifal' organised to commemorate Marathi Bhasha Diwas

March 1st - 22nd: SCM specializations

March 3rd (Fri.):   Second LMC Meeting

March 6th – 15th: SYBSc Semester IV theory Examinations

March 8th (Wed.):   Women's Day

March 8th -17th: FYBSc Semester I – ATKT examinations

March 15th -17th: Additional workshop in bakery for FYBSc

March 20th-22nd: FYBSc Semester II Practical Examinations

March 23rd-24th: HAFT Staff Enrichment Programme by Chef Jason Ling and his team on Dim Sums & specialized Chinese cuisine

March 29th (Wed.): SCM placement day

April 3rd-6th   :   Additional workshop in bakery for SYBSc

April 3rd – 12th: FYBSc Semester II theory Examinations

April 10th- 12th: TYBSc Semester VI Practical Examinations

April 10th – 24th: SCM Semester II examinations

April 13th (Thurs): Second IQAC Meeting

April 24th (Mon.): General Staff Meeting and staff lunch

April 25th- 5th May: TYBSc Semester VI examinations

May 1st (Mon.):   Maharashtra Day

Date: 31st May 2017   (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.
- For the first time Exit level feedback questionnaires were administered to the graduating students of both the BSc in Hospitality Studies and the SCM. The results of the exit questionnaires are given below.

TYBSc HOSPITALITY STUDIES RESULTS OF THE EXIT QUESTIONNAIRE 2016-2017

TEACHING METHODOLOGY

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

56 responses

- Frequently
- Sometimes
- Never

87.5%
12.5%
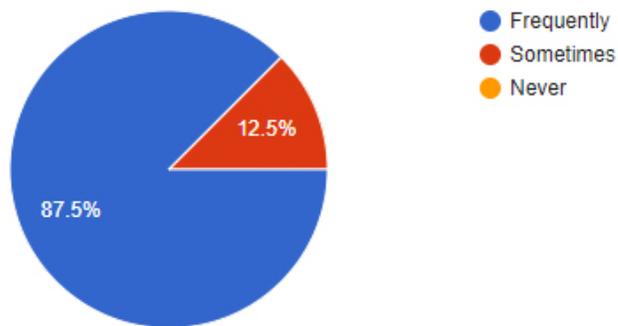
Audio visual(films & videos) 'Teaching Aids' used

54 responses

- Frequently
- Sometimes
- Never

79.6%
20.4%
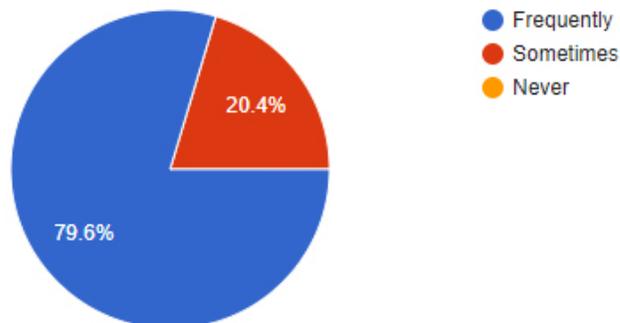
Were the Power Point presentations and Audio visual Teaching Aids

56 responses

- ● vital in understanding the subject
- ● helped in understanding the subject
- ● was vaguely related to the subject
- ● did not relate to the subject

73.2%

26.8%
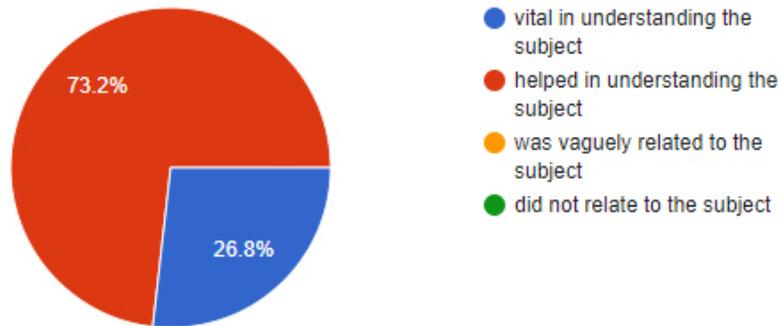
Teacher Student Interaction during theory classes and 'practicals' included

56 responses

- ● Syllabus completion, demonstrative workshops, experience sharing and two way interaction
- ● Syllabus completion and Experience sharing
- ● Syllabus completion only

14.3%

85.7%
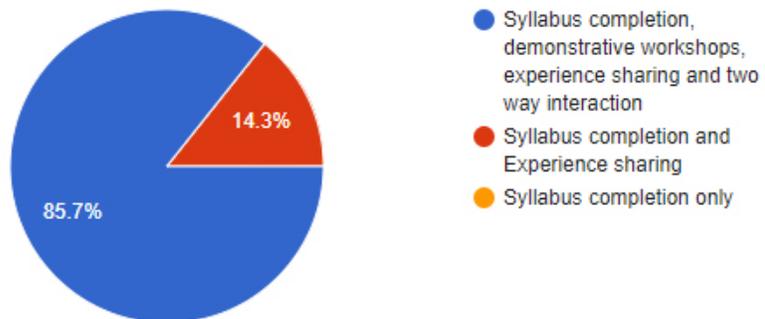
ACADEMIC ACTIVITIES AND EVALUATION

Is the Curriculum content relevant to the Industry requirements?

56 responses

- Yes 100%
- Yes 75%
- partly relevant
- Irrelevant

26.3%

71.9%
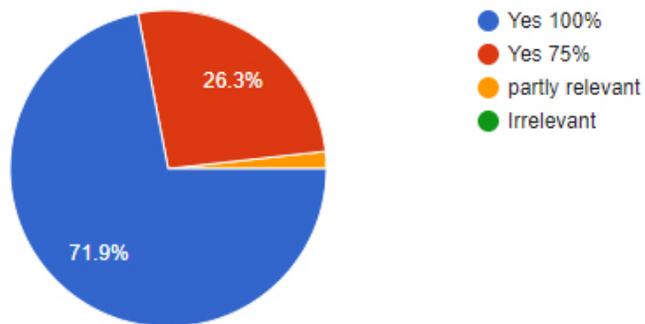
Are the lectures, practicals and other academic activities

56 responses

- syllabus oriented with extra inputs to enhance knowledge
- only syllabus oriented
- out of syllabus

8.9%

91.1%
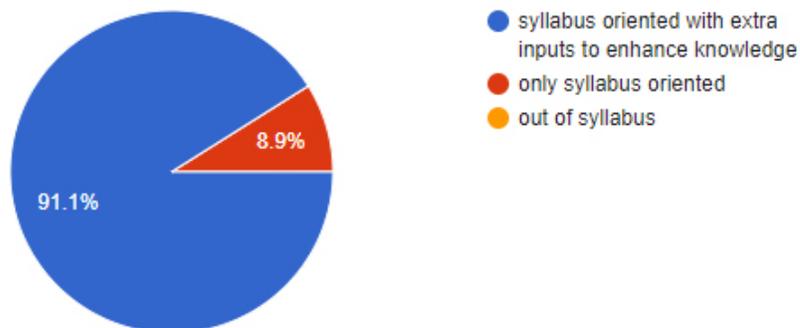
The prescribed syllabus and extra inputs have created

56 responses

- overall development of knowledge and 'skill set' required for the industry
- only academic enhancement

10.7%

89.3%
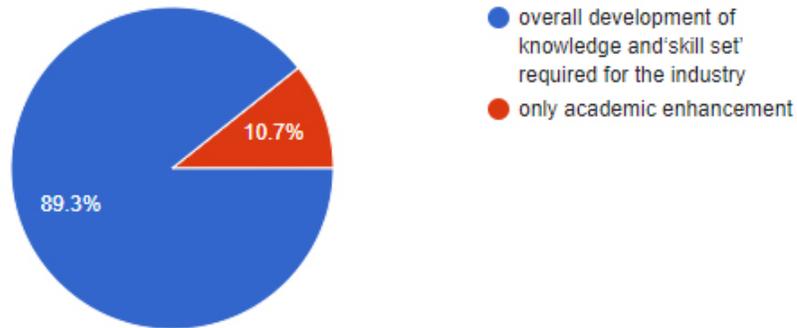
Are the syllabi contents and extra 'add ons' covered within the academic calendar 'time frame' with adequate time for examination preparation?

56 responses

- Yes
- No

10.7%

89.3%
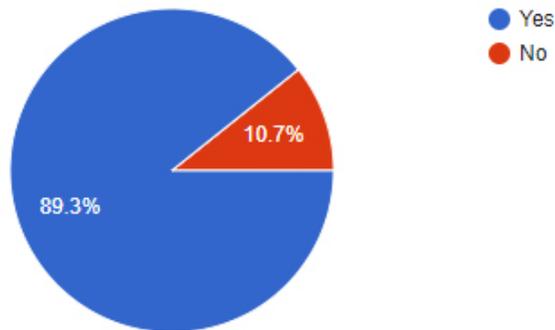
Are the student's journals pertaining to the 'practical' subjects checked at regular intervals?

56 responses

- Yes
- No

100%

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

56 responses

Yes
No

96.4%
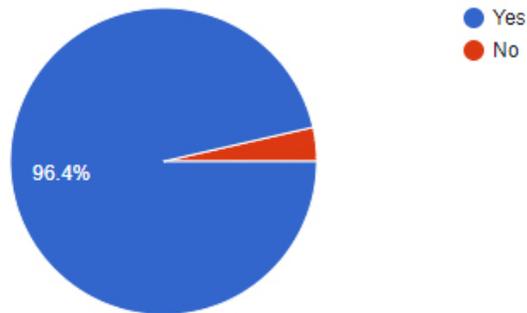
PLEASE RATE THE FOLLOWING INFRASTRUCTURE OF OUR INSTITUTE WHICH YOU HAVE UTILIZED DURING DAILY CLASSES/ PRACTICAL SESSIONS

Class rooms

56 responses

52.6%

8.8%

36.8%

Excellent (clean, very well ventilated and maintained with comfortable seating and clear visual access to subje...

Good (clean, ventilated and maintained well)

Average(minimum ventilation and sporadic cleaning)

Poor (dirty, poor ventilation and rarely maintained)
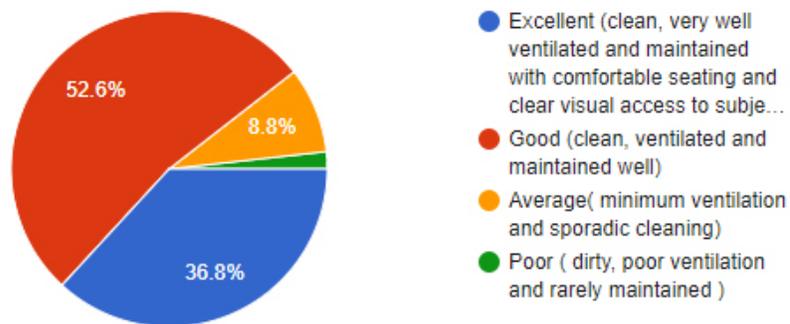
International Cuisine Kitchen

55 responses
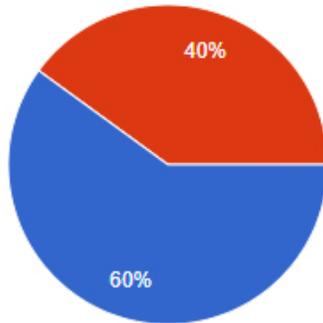
- ● Excellent (with upgraded cooking facilities, kitchen equipment, commercial chil...
- ● Good (good cooking facilities, kitchen equipment, chilling equipment and ove...
- ● Average (with conventional cooking facilities)
- ● Poor (inadequate and outdated cooking equipme...

Quantity Cooking Kitchen

55 responses
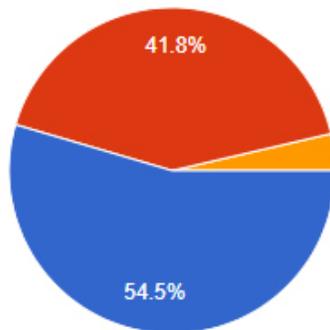
- ● Excellent (with upgraded cooking facilities, kitchen equipment, commercial chil...
- ● Good (good cooking facilities, kitchen equipment, chilling equipment and ove...
- ● Average (with conventional cooking facilities)
- ● Poor (inadequate and outdated cooking equipme...

Specialization Kitchen

56 responses
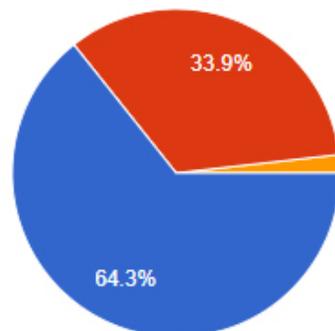
- ● Excellent (with upgraded cooking facilities, kitchen equipment, commercial chil...
- ● Good (good cooking facilities, kitchen equipment, chilling equipment and ove...
- ● Average (with conventional cooking facilities)
- ● Poor (inadequate and outdated cooking equipme...

Bakery

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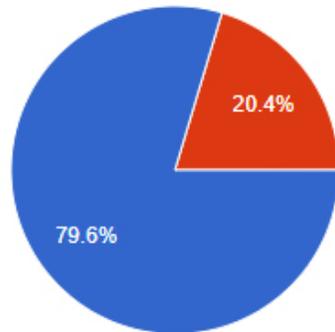
- ● Excellent (with modernized workstations, upgraded baking equipment, efficient...
- ● Good (adequate baking facilities, refrigeration equipment and ovens
- ● Average(with conventional workstations and ovens)
- ● Poor (inadequate and outdated baking equipment...

20.4%

79.6%

Training Restaurants

55 responses
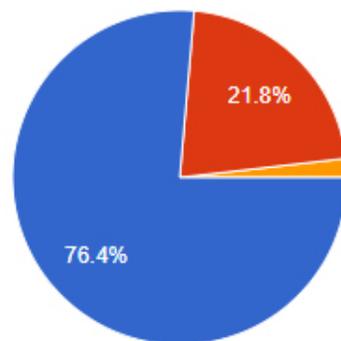
- ● Excellent (clean, well ventilated and maintained with comfortable seating an...
- ● Good(clean, well ventilated and maintained with comfortable seating and su...
- ● Average (minimum ventilation with average ser...
- ● Poor(dirty, inadequate equipment, poor ventilation...

21.8%

76.4%

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

55 responses

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

14.5%
83.6%
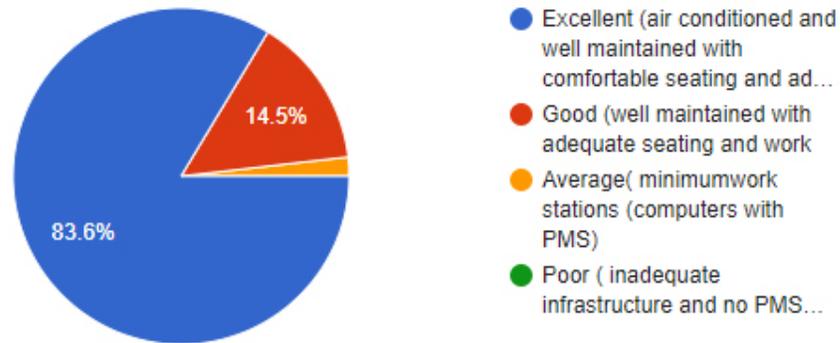
House Keeping Room (model guest room on 6th Floor)

55 responses

- Excellent (large, air conditioned and well maintained with simulated f...
- Good (well maintained with adequate furniture & fittings to simulate a hotel room
- Average(small and non air conditioned with bare mini...
- Poor (small and non air conditioned and inadequate)

60%
32.7%
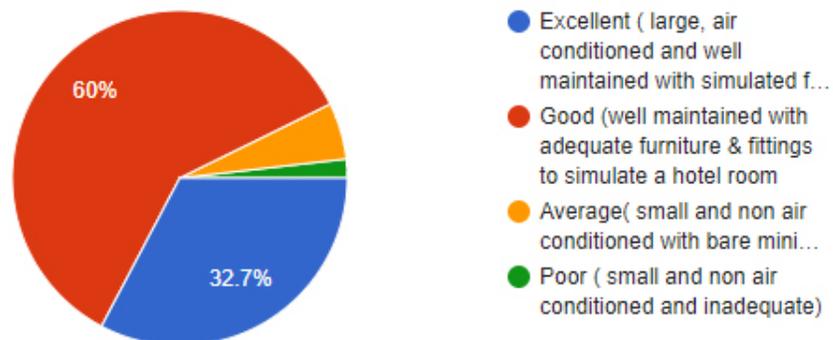
Library

55 responses
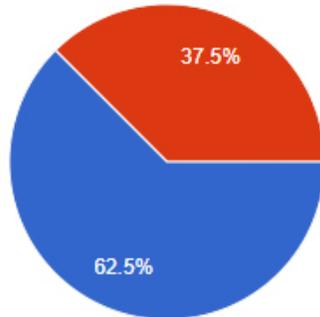
- ● Excellent (Very large &air conditioned having books, reference journals and peri...
- ● Good (large and having adequate reading material- books, reference journals a...
- ● Average(small and non air conditioned with bare mini...
- ● Poor (small, non air conditioned with inadequat...

37.5%

62.5%

Canteen

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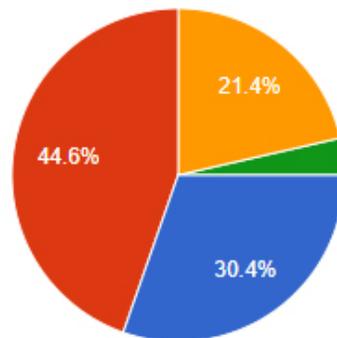
- ● Excellent (clean, well ventilated and maintained with comfortable seating pr...
- ● Good (clean, comfortable seating providing mini meals and snacks)
- ● Average (average standard of food and hygiene)
- ● Poor(poor hygiene standards and food quality)

21.4%

44.6%

30.4%

56

Are 'Industrial Training' placements arranged in

55 responses

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

96.4%
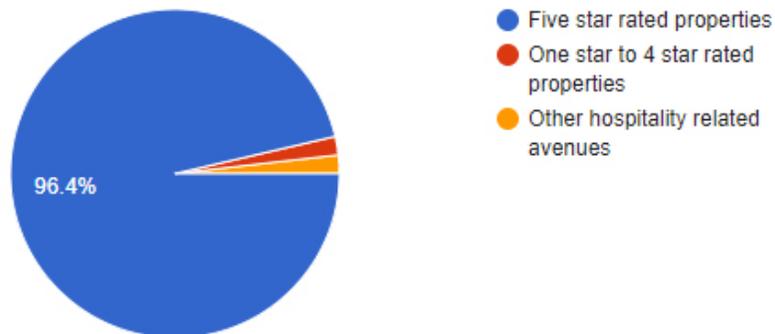
Are staff members actively involved in follow up of the 'Industrial Training' progress of each student throughout the training tenure?

56 responses

- ● Yes
- ● No
- ● Other hospitality related avenues

94.6%
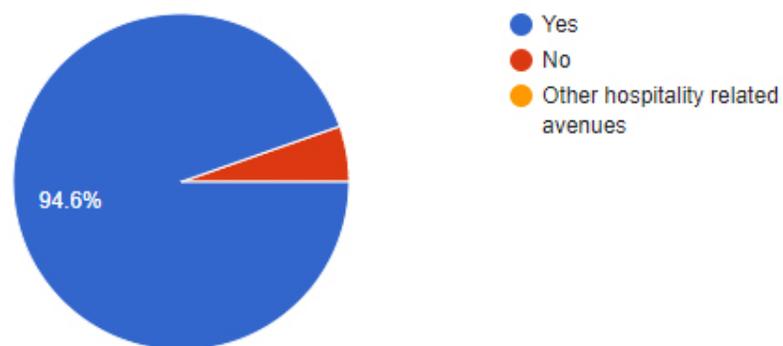
Does the Head of Department with the faculty member in charge of 'Industrial Training' liaise with hotels for 'Industrial training' follow upand training issues faced by students?

55 responses

Legend:
- Yes
- No
- Other hospitality related avenues

94.5%
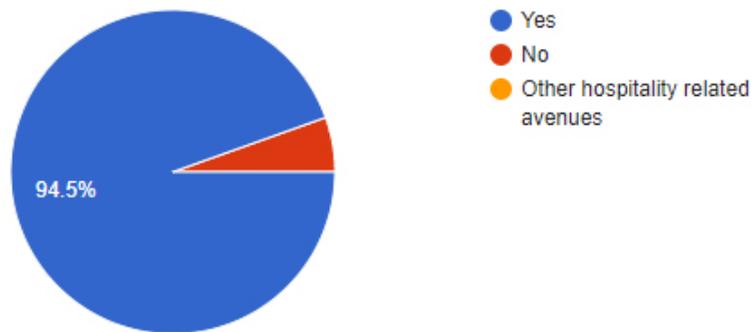
Do staff members actively 'mentor' students during their Industrial training, meeting the students and take an active regular 'feedback' from them?

56 responses

Legend:
- Yes
- No
- Other hospitality related avenues

94.6%
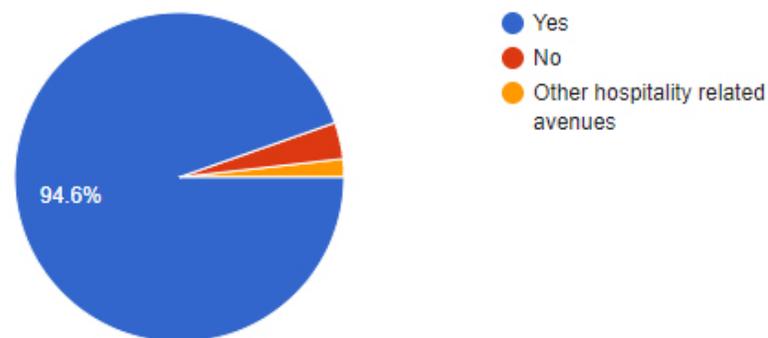
Are job placements opportunities offered to final year students?

56 responses

- Yes
- No

98.2%
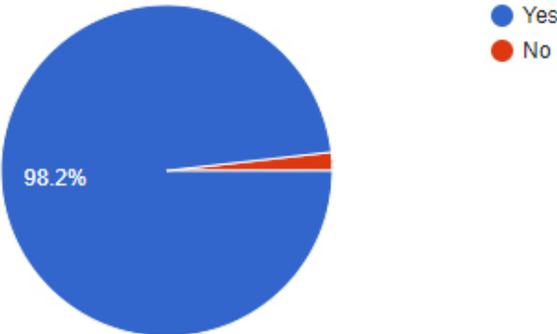
Are job placements opportunities offered mostly in

55 responses

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

96.4%
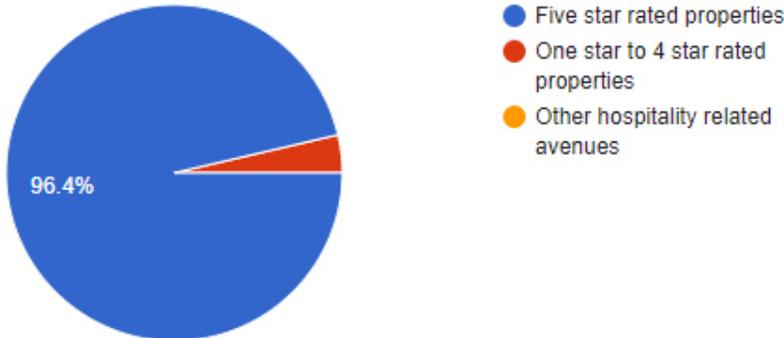
Are job placements opportunities offered by way of

56 responses

- campus recruitment during the course of the final year organized and arranged by the institute
- recruitment after completion of the course arranged by the student on his own

96.5%
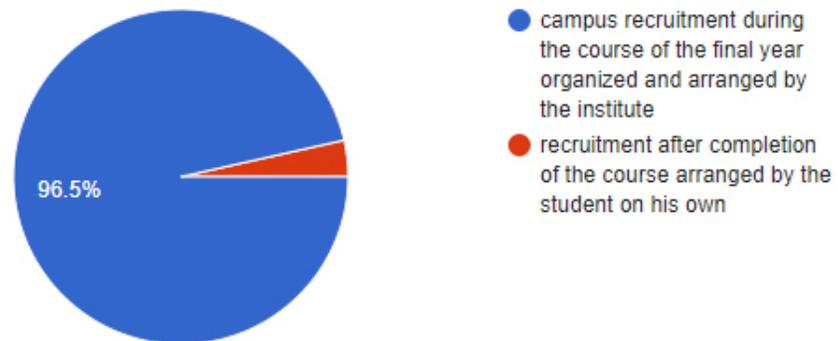
Are job placements opportunities offered by the department specifically for

56 responses

- Operations areas such as Food Production, F&B Service, Front Office &
- Other 'Non Operations' areas in the hotel un related to the course

96.5%
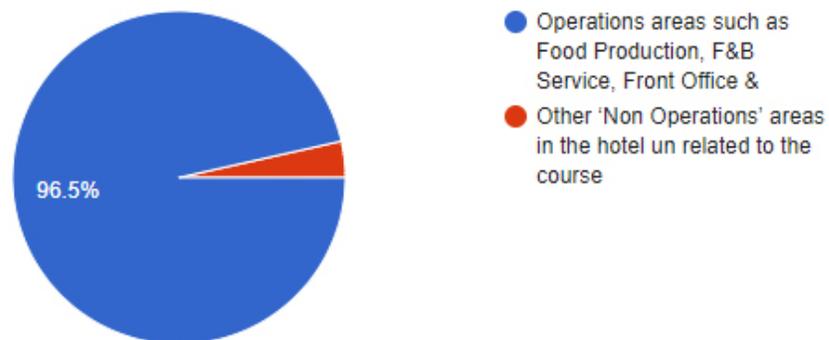
PLEASE RATE EACH OF THE FOLLOWING AND PUT A (□) MARK AGAINST ANY ONE OF THE OPTIONS

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

56 responses

- Yes (substantial number)
- Rarely
- No

94.6%
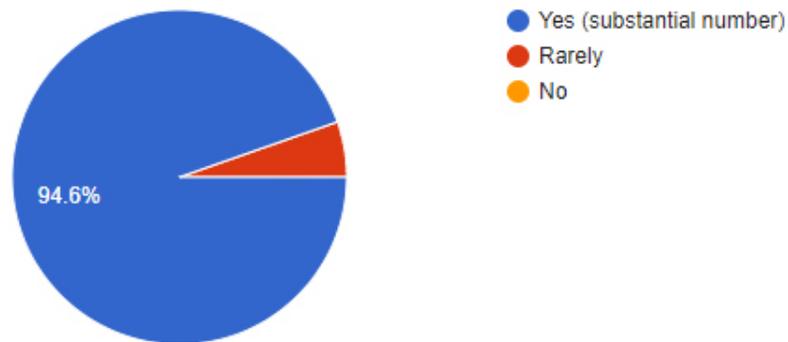
Overall mentoring of a student (e.g by the Principal, Vice Principal, Head of Department, Class teachers and individual subject teachers) regarding general issues, basic counselling, attendance and discipline.

56 responses

- Regularly
- Frequently
- Occasionally
- Never

35.7%
8.9%
51.8%
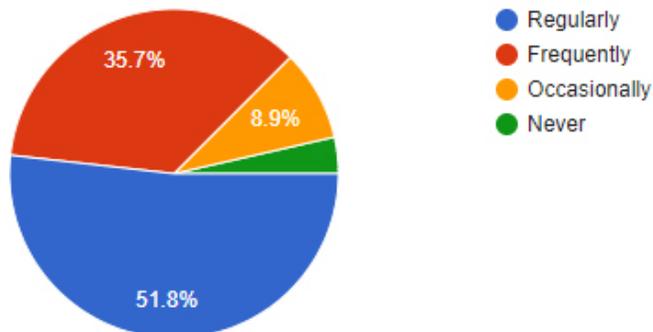
Teacher Student mentoring for guidance in career options

56 responses

- ● Regularly
- ● Frequently
- ● Occasionally
- ● Never

44.8%
8.6%
44.8%
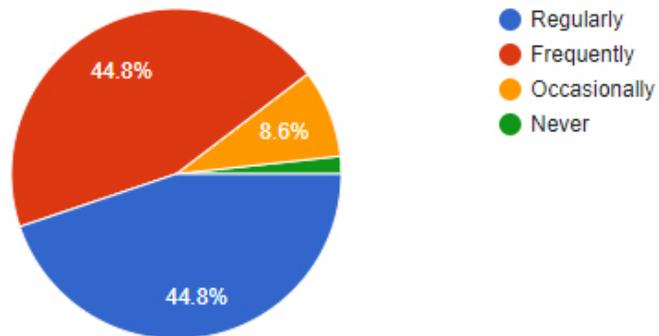
Are services of a trained professional Counselor accessible to students free of cost?

56 responses

- ● Yes
- ● No

98.2%
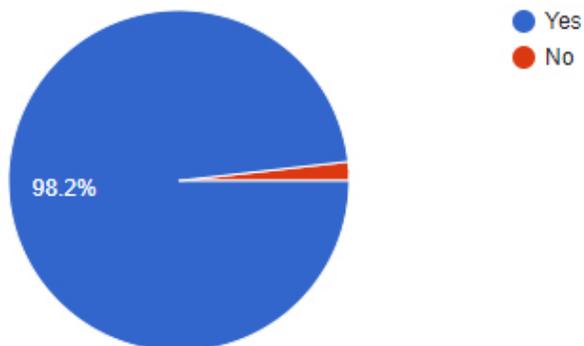
Does the Institute organize special workshops both at the class and institute level regarding values & ethics specifically designed to create awareness in each student and to become better human beings?

56 responses

- Yes
- No

96.4%
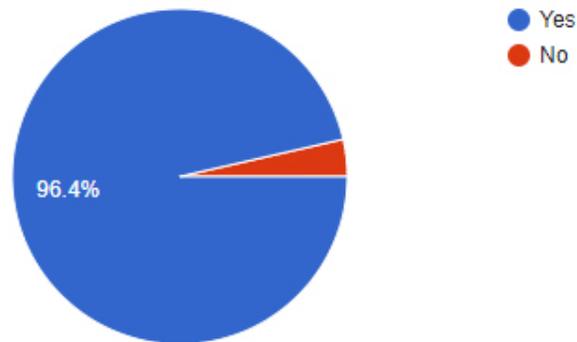
Does the Institute organize field trips and outdoor workshops to industry related enterprises ?

55 responses

- Yes
- No

14.5%

85.5%
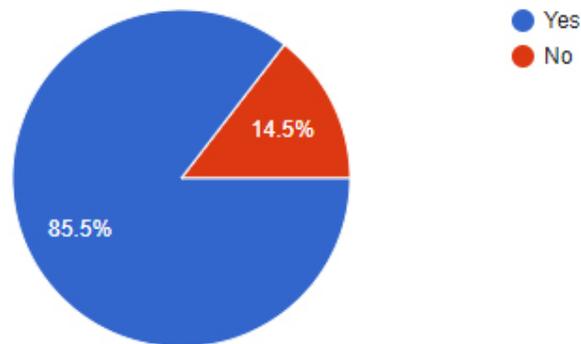
Does the Institute initiate a general awareness in each student regarding the under privileged strata of society, encouraging 'outreach programmes'?

56 responses

- Yes
- No

96.4%
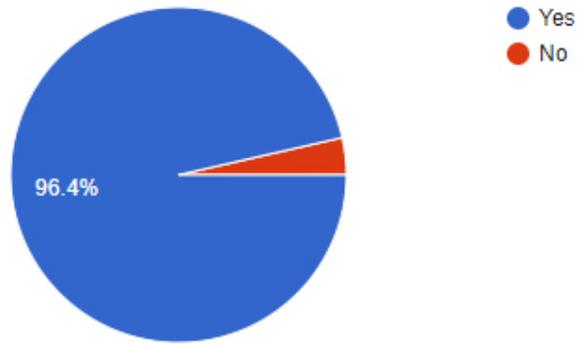
How would you rate the teaching staff of the Hospitality department?

56 responses

- Very helpful
- Helpful
- Indifferent

30.4%

69.6%
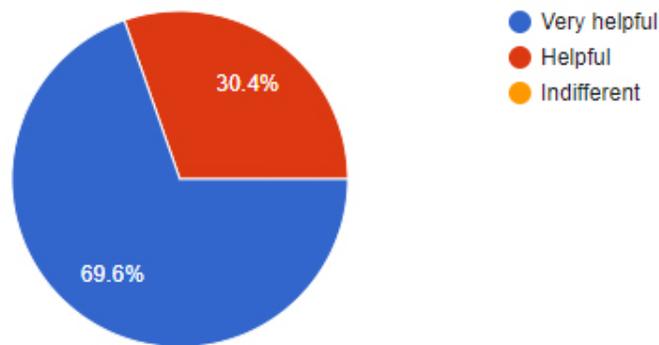
How would you rate the support staff of the Hospitality department?

55 responses

- ● Very helpful
- ● Helpful
- ● Indifferent

27.3%

72.7%
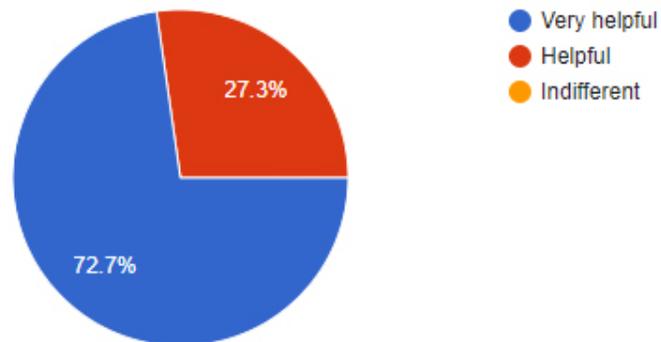
How would you rate the administrative staff of the institute?

55 responses

- ● Very helpful
- ● Helpful
- ● Indifferent

37.5%

57.1%
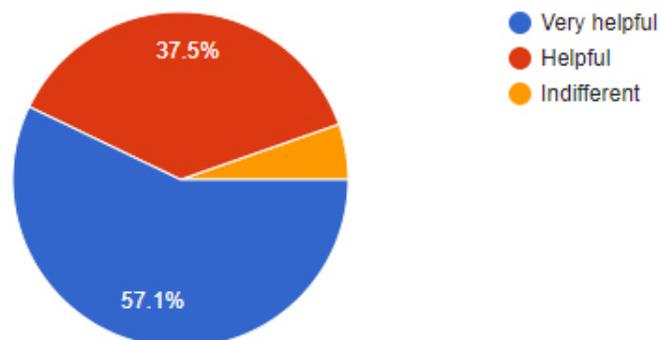
How would you rate the library staff of the institute ?

56 responses

- ● Very helpful
- ● Helpful
- ● Indifferent

28.1%

71.9%
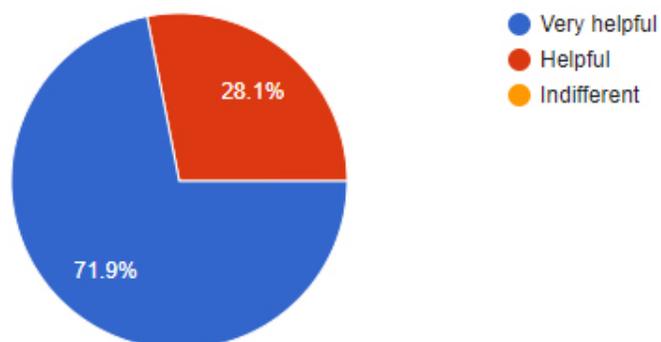
How would you rate the overall campus and general infrastructure ?

56 responses

- Excellent
- Average
- Poor

10.7%

89.3%
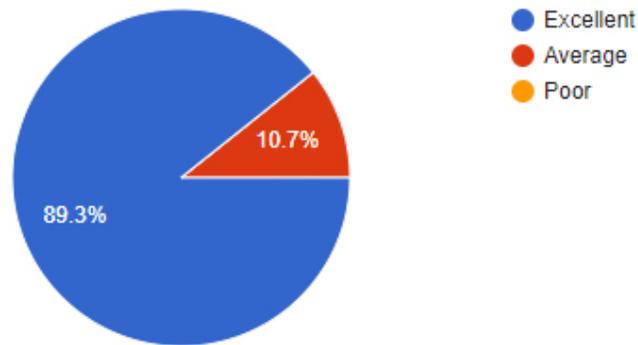
How would you rate this institute with reference to cleanliness, maintenance of the buildings, the lawns, Auditorium, and the common access areas?

56 responses

- Excellent
- Average
- Poor

12.5%

85.7%
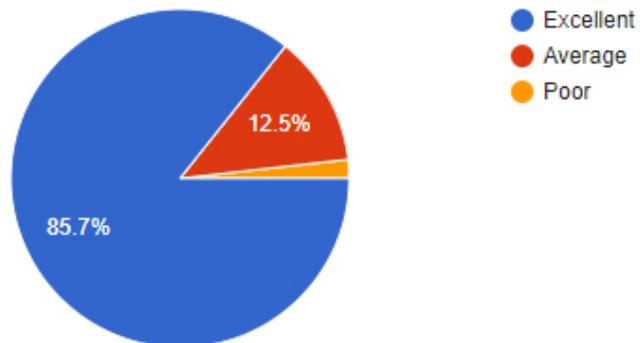
At the conclusion of the third year of B.Sc. in Hospitality Studies, have you received adequate inputs in our institute for hospitality industry?

56 responses
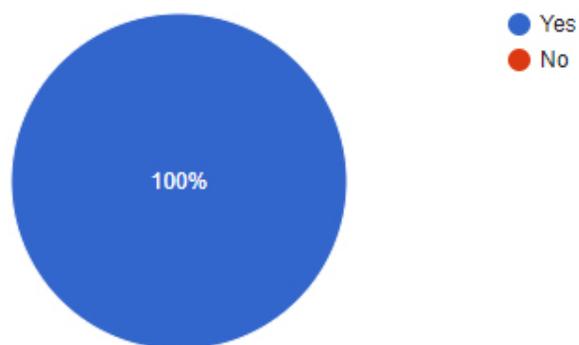
- Yes
- No

100%

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

56 responses

- Yes
- No

98.2%
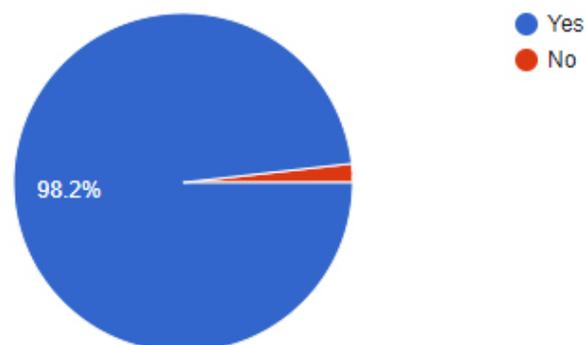
Would you recommend this Institute to your friend, relative, family member, acquaintance?

56 responses

Yes
No

96.4%
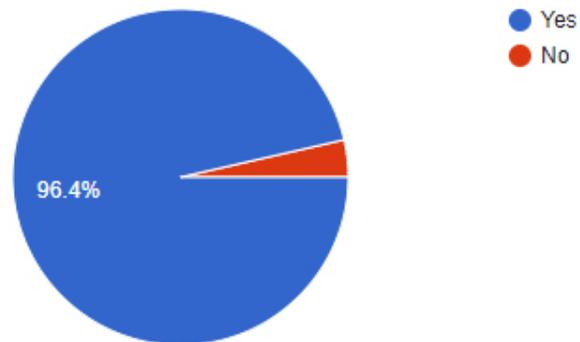
Would you recommend the B.Sc. in Hospitality course at our Institute, to your friend, relative, family member, acquaintance?

56 responses

Yes
No

98.2%
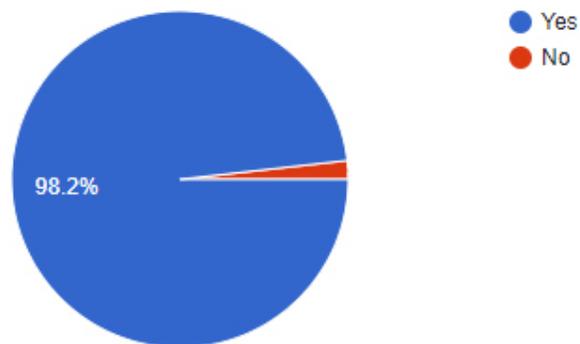
SCM RESULTS OF THE EXIT QUESTIONNAIRE 2016-2017

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

28 responses

- ● Very helpful
- ● Helpful
- ● Neither helpful nor unhelpful
- ● Unhelpful
- ● Very unhelpful
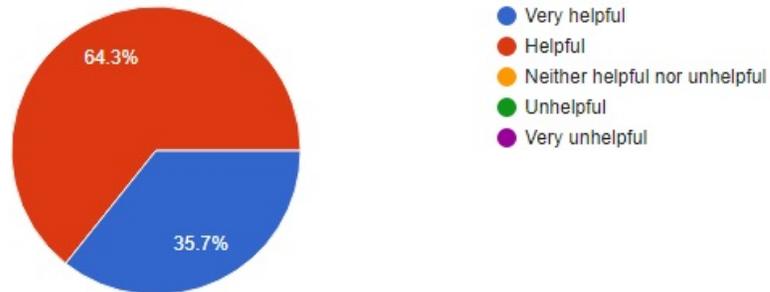
2. To what extent was the variety of subjects offered helpful in building your skills for a media career?

28 responses

- ● Very helpful
- ● Helpful
- ● Neither helpful nor unhelpful
- ● Unhelpful
- ● Very unhelpful
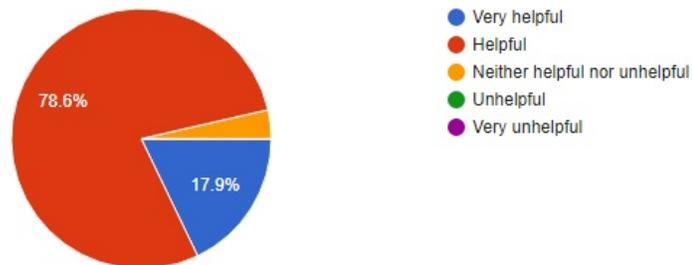
3. How helpful were the INDIVIDUAL assignments that you did throughout the year in building your skills for a media career?

28 responses

- Very helpful
- Helpful
- Neither helpful nor unhelpful
- Unhelpful
- Very unhelpful

46.4%

50%
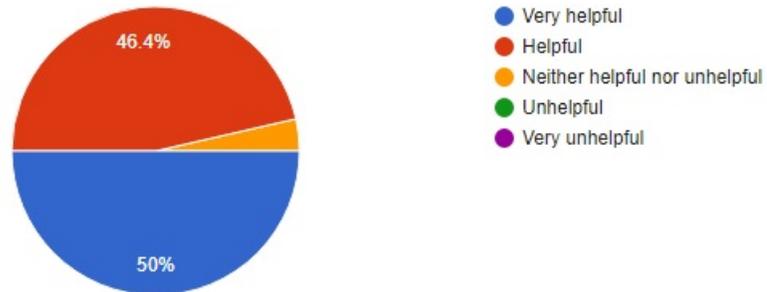
4. How helpful were the GROUP assignments that you did throughout the year in building your skills for a media career?

28 responses

- Very helpful
- Helpful
- Neither helpful nor unhelpful
- Unhelpful
- Very unhelpful

53.6%

10.7%

35.7%
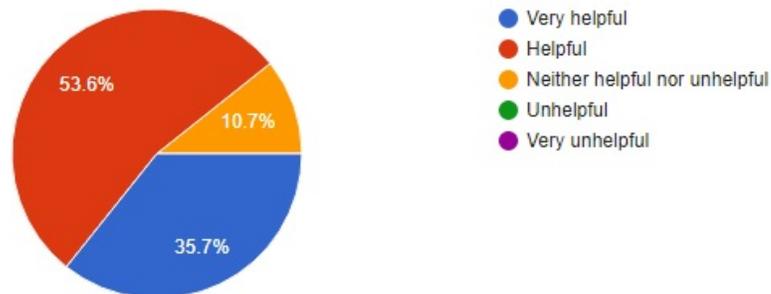
5. How helpful were the PRACTICAL sessions that you did throughout the year in building your skills for a media career?

28 responses

- Very helpful
- Helpful
- Neither helpful nor unhelpful
- Unhelpful
- Very unhelpful

39.3%

60.7%
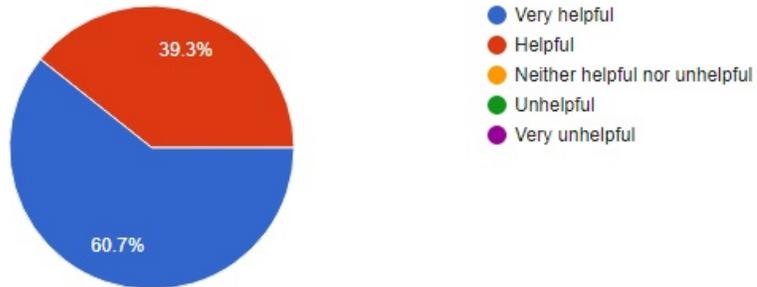
6. How helpful were the THEORY sessions that you did throughout the year in building your skills for a media career?

28 responses

- Very helpful
- Helpful
- Neither helpful nor unhelpful
- Unhelpful
- Very unhelpful

28.6%

50%

21.4%
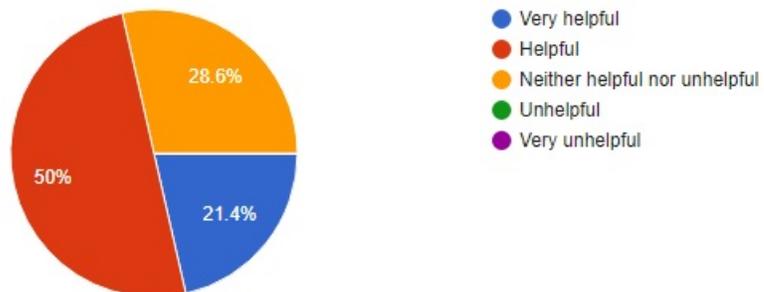
7. How helpful were the guest lectures that you had throughout the year in building your skills for a media career?

28 responses

- Very helpful
- Helpful
- Neither helpful nor unhelpful
- Unhelpful
- Very unhelpful

46.4%

50%
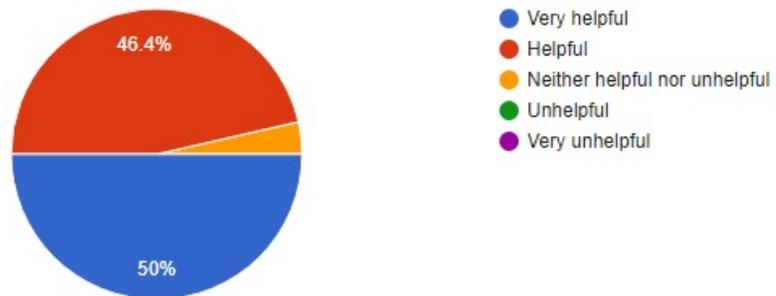
8. To what extent did you feel that current and topical issues were covered over and above the syllabus?

28 responses

- To a great extent
- To a moderate extent
- Covered marginally
- Not covered at all

39.3%

60.7%
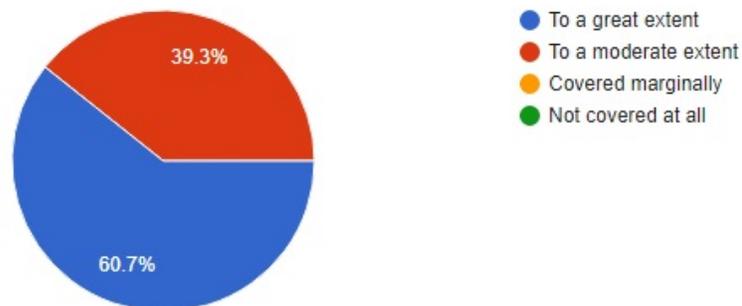
9. To what extent do you feel the skills that you were taught have made you up-to-date with the requirement of this industry?

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

39.3%
7.1%
57.1%
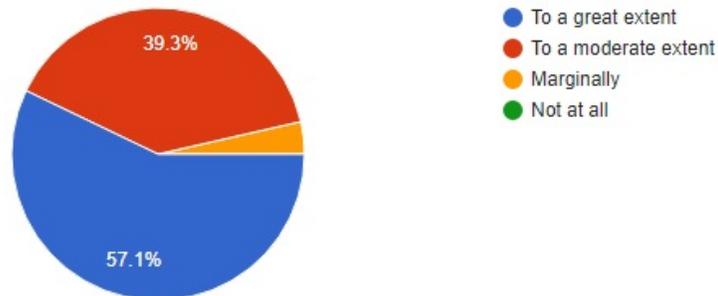
10. To what extent have you benefited from having exposure to leading media professionals as visiting faculty?

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

28.6%
67.9%
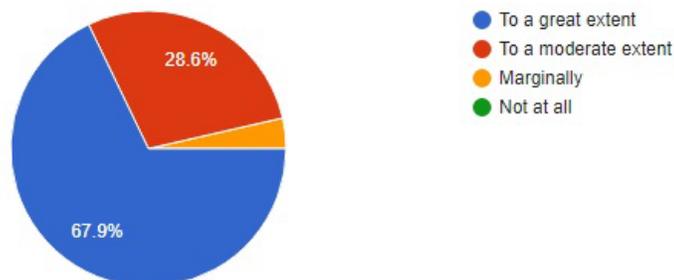
11. How helpful were the WORKSHOPS that you did throughout the year in building your skills for a media career?

28 responses

- Very helpful
- Helpful
- Neither helpful nor unhelpful
- Unhelpful
- Very unhelpful

57.1%
7.1%
35.7%
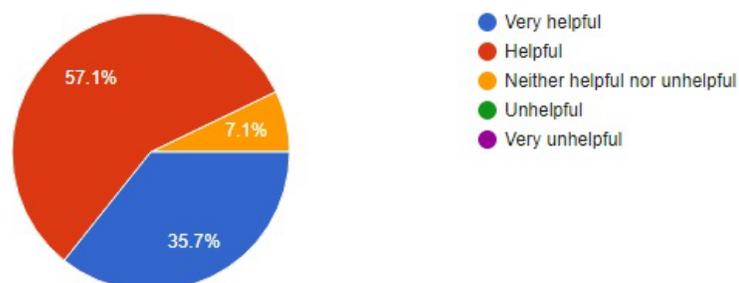
12. Does the department organize field trips and outdoor workshops to for you to gain an understanding of the media industry?

28 responses

- Yes
- No

7.1%

92.9%
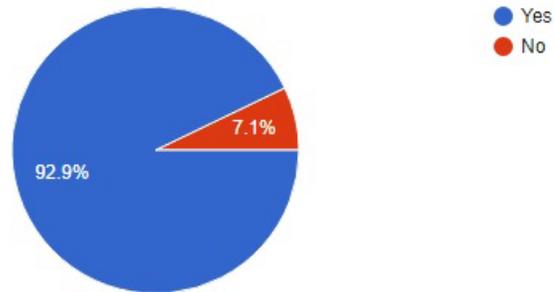
13. How often was your feedback taken?

28 responses

- Very often
- Often
- Rarely
- Never taken

67.9%

7.1%

25%
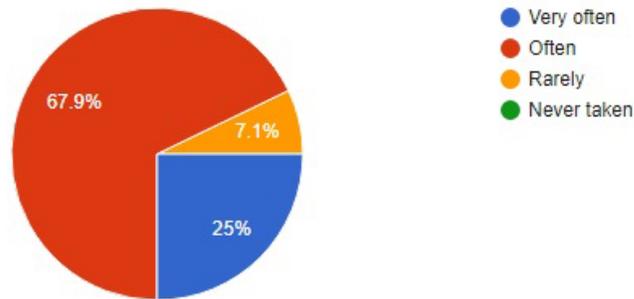
14. When you submitted assignments, how was the feedback given?

28 responses

- With comments on the assignment
- Discussed in the class
- Discussed individually
- No comments or discussion, only marks

7.1%

85.7%
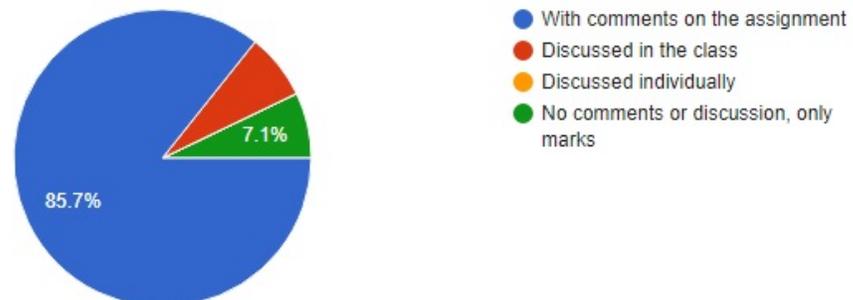
15. Do you think the specialization period at the end of the course helped you?

28 responses

- Yes
- No

96.4%
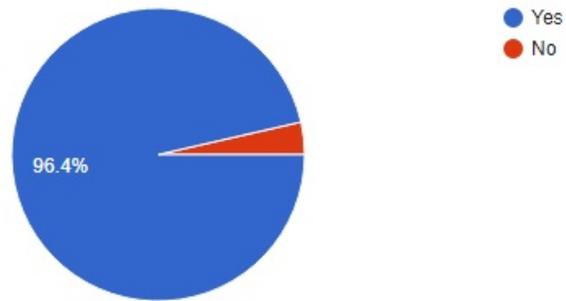
16. Was the specialization of your choice available?

28 responses

- Yes
- No

96.4%
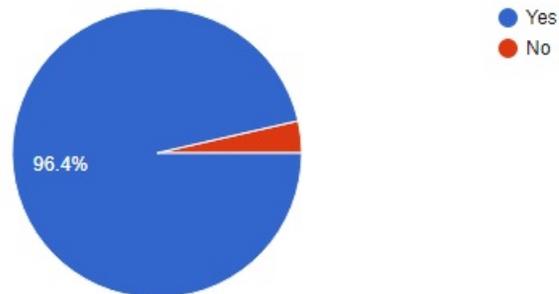
17. Do you think the specialization period should be:

28 responses

- ● Longer than a month
- ● Same as it is now (one month)
- ● Shorter than a month

89.3%

10.7%
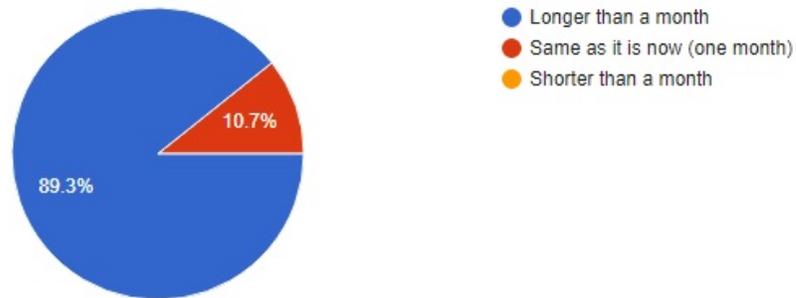
18. To what extent do you feel that the study tour contributed to your learning?

28 responses

- ● To a great extent
- ● To a moderate extent
- ● Marginally
- ● Not at all

35.7%

64.3%
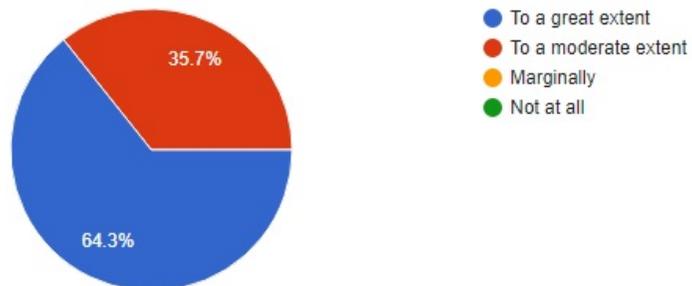
19. To what extent do you feel that assignments like Plot-a-Pot and Hands of Mumbai contributed to your understanding of society and gender?

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

53.6%
10.7%
32.1%
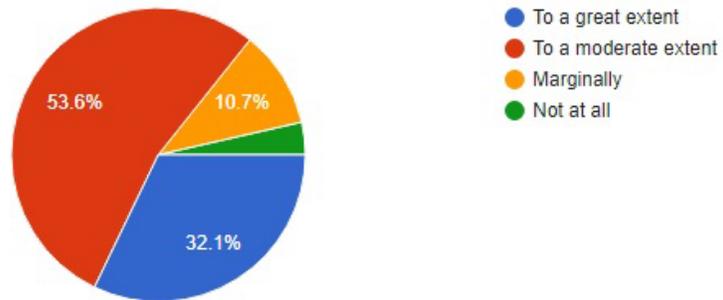
20. To what extent do you feel that the teaching process used in this course is innovative?

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

53.6%
10.7%
35.7%
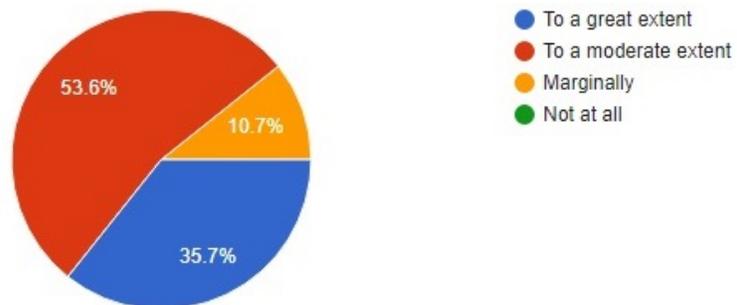
21. To what extent do you feel that the faculty are up to date in their knowledge of the media industry?

28 responses

- 🔵 To a great extent
- 🔴 To a moderate extent
- 🟠 Marginally
- 🟢 Not at all

17.9%
82.1%
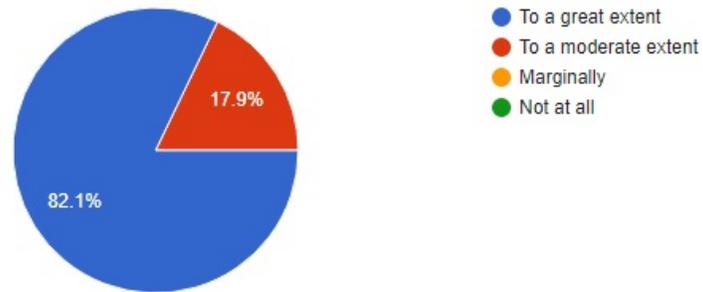
22. To what extent do you feel that the faculty are helpful?

28 responses

- 🔵 To a great extent
- 🔴 To a moderate extent
- 🟠 Marginally
- 🟢 Not at all

10.7%
89.3%
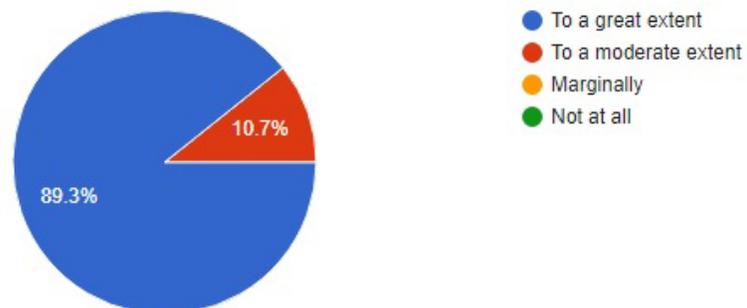
23. To what extent do you feel that the faculty have professional experience in the media industry?

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

21.4%

78.6%
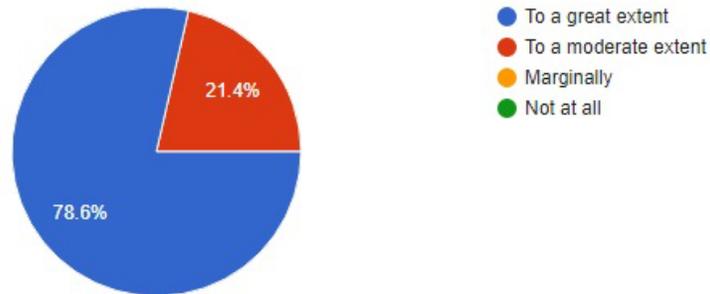
24. To what extent do you feel that the evaluation was done in a fair and transparent manner?

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

39.3%

57.1%
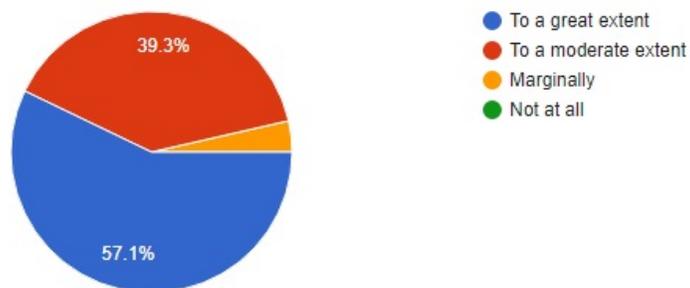
25. To what extent do you feel that the SCM course has trained you for a career in the media?

28 responses

- ● To a great extent
- ● To a moderate extent
- ● Marginally
- ● Not at all

35.7%

64.3%
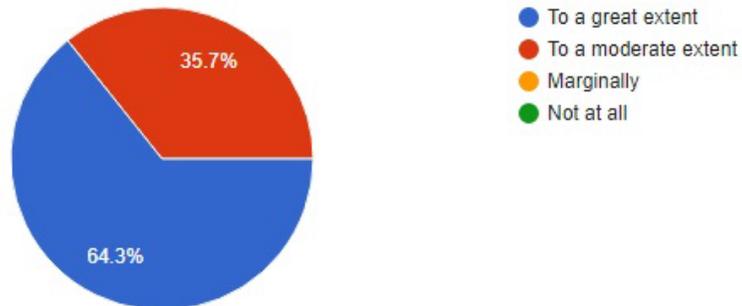
26. To what extent do you feel that the SCM course trained you to be an informed consumer of research in the media industry?

28 responses

- ● To a great extent
- ● To a moderate extent
- ● Marginally
- ● Not at all

35.7%

64.3%
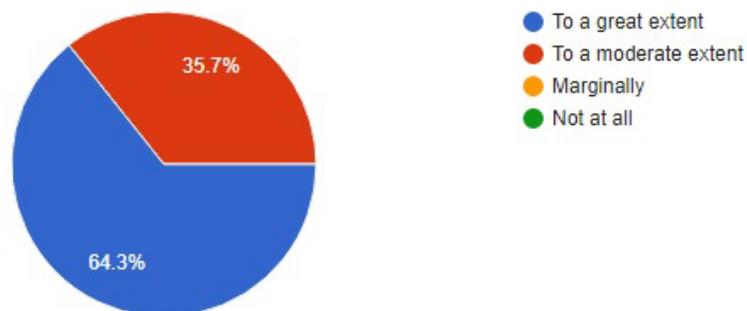
27. To what extent did you find N-LIST to be useful when you did your research projects?

28 responses

- ● To a great extent
- ● To a moderate extent
- ● Marginally
- ● Not at all

17.9%

46.4%

32.1%
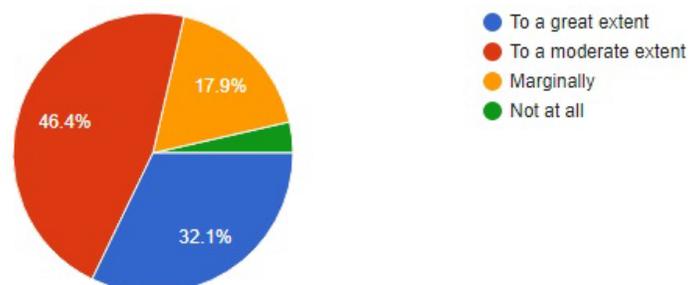
28. How did you find the class room?

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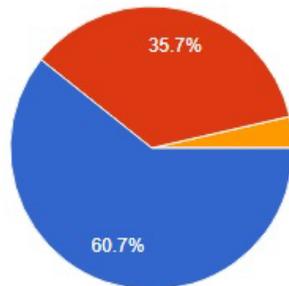
- Excellent (clean, very well ventilated and maintained with comfortable seating and clear visual access to subject matter on screen/ board
- Good (clean, ventilated and maintained well)
- Average(minimum ventilation and sporadic cleaning)
- Poor (dirty, poor ventilation and rarely maintained)

35.7%
60.7%

29. How did you find the PCR?

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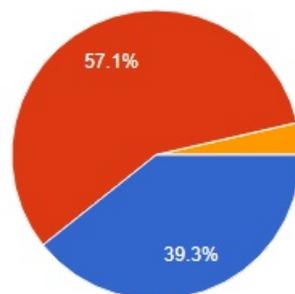
- Excellent (with high-quality facilities, equipment, and air-conditioning)
- Good(with good quality facilities, equipment, and air-conditioning)
- Average (with acceptable quality facilities and equipment)
- Poor (inadequate and outdated facilities and equipment)

57.1%
39.3%

30. How did you find the editing studio?

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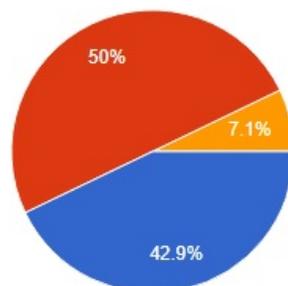
- Excellent (with high-quality facilities, equipment, and air-conditioning)
- Good(with good quality facilities, equipment, and air-conditioning)
- Average (with acceptable quality facilities and equipment)
- Poor (inadequate and outdated facilities and equipment)

50%
7.1%
42.9%

31. How did you find the audio studio?

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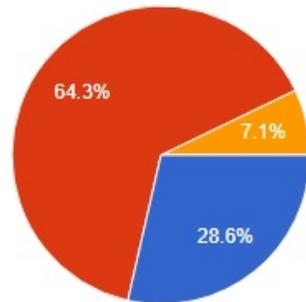
- Excellent (with high-quality facilities, equipment, and air-conditioning)
- Good(with good quality facilities, equipment, and air-conditioning)
- Average (with acceptable quality facilities and equipment)
- Poor (inadequate and outdated facilities and equipment)

64.3%
7.1%
28.6%

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

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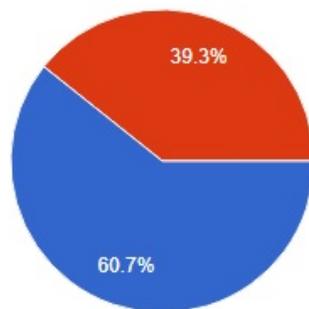
- Excellent (all the classic films and documentaries above and beyond what is needed for the syllabus)
- Good (all the films and documentaries needed for the syllabus)
- Average (some films and documentaries needed for the syllabus)
- Poor (inadequate films and documentaries needed for the sylla…

39.3%
60.7%

33. How did you find the library?

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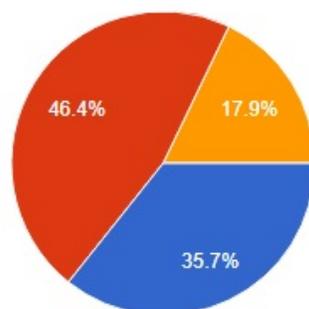
- Excellent (Very large & air conditioned having books, reference journals and periodicals on all aspects of the me…
- Good (large and having adequate reading material- books, reference journals and periodicals on all aspe…
- Average(small and non air conditioned with bare minimum boo…
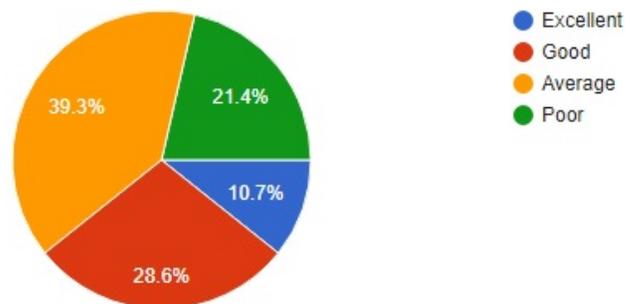- Poor (small, non air conditioned with inadequate books and study material)

46.4%
17.9%
35.7%

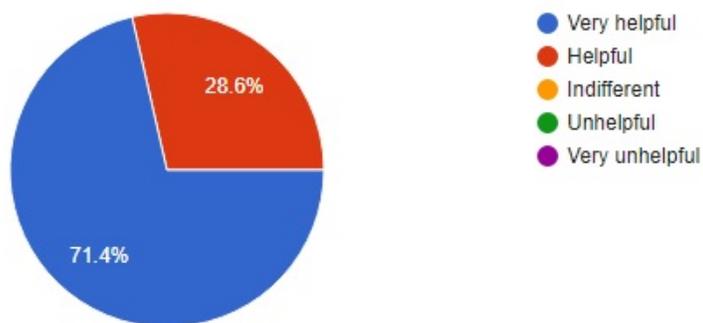## 34. How would you rate the library staff of the institute ?

28 responses

- Very helpful
- Helpful
- Indifferent
- Unhelpful
- Very unhelpful

39.3%

7.1%

46.4%
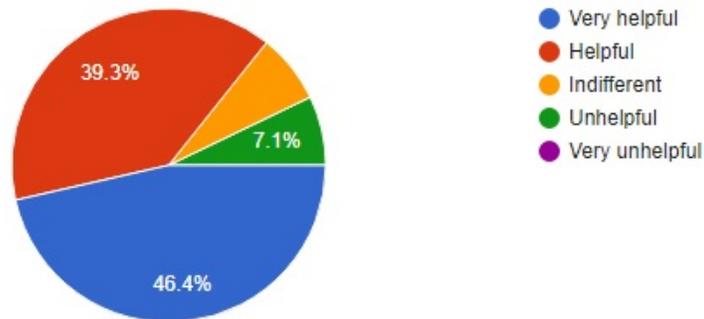
35. How did you find the WIFI at SCM?

28 responses

- Excellent
- Good
- Average
- Poor

39.3%

21.4%

10.7%

28.6%

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

28 responses

- Very helpful
- Helpful
- Indifferent
- Unhelpful
- Very unhelpful

28.6%

71.4%

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

28 responses

- Very helpful
- Helpful
- Indifferent
- Unhelpful
- Very unhelpful

32.1%
7.1%
60.7%
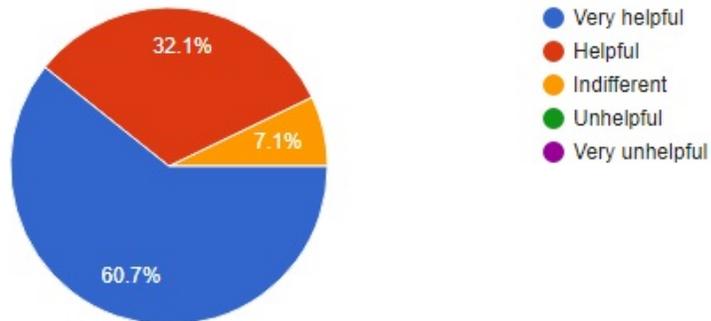
38. How did you find the canteen?

28 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)

28.6%
7.1%
10.7%
53.6%
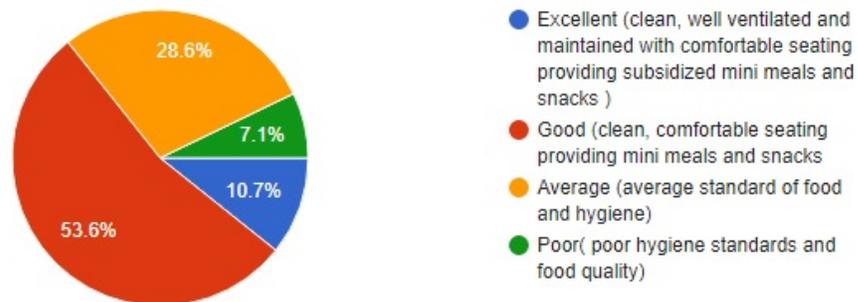
39. How did you find the men's toilets? (Ladies, skip to the next question)

7 responses

- Excellent (very clean, well ventilated and maintained)
- Good (clean and maintained)
- Poor (poor hygiene standards, poorly lit and maintained)
- Very poor (not fit for use)

42.9%
14.3%
42.9%
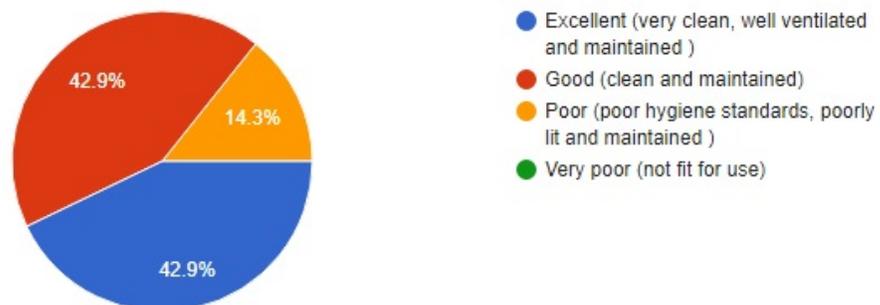
40. How did you find the women's toilets (Gentlemen, skip to the next question)

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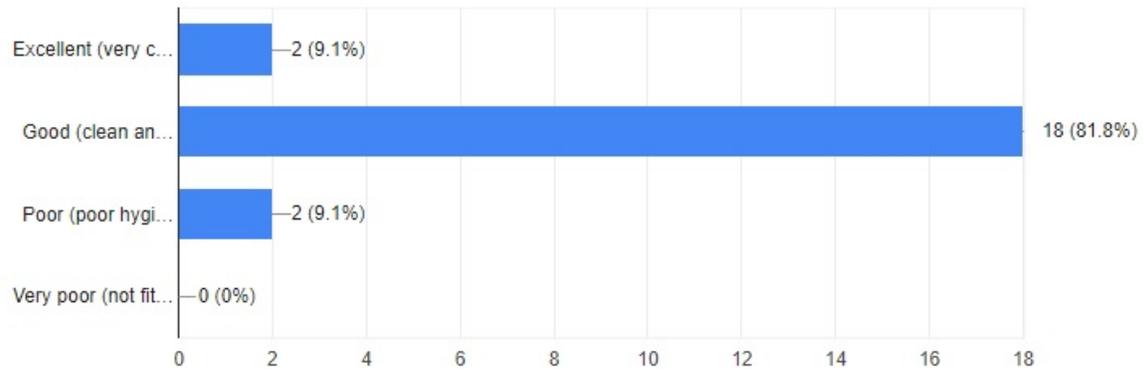
41. How would you rate the overall campus and general infrastructure ?

28 responses
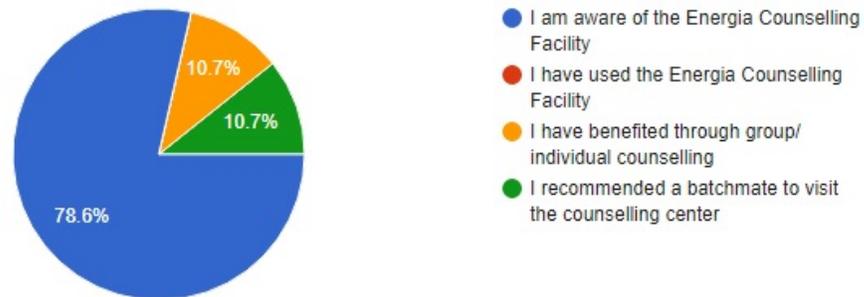

- Excellent (very clean, well maintained)
- Good (clean and reasonably maintained)
- Poor (poor hygiene standards, poorly lit and maintained)
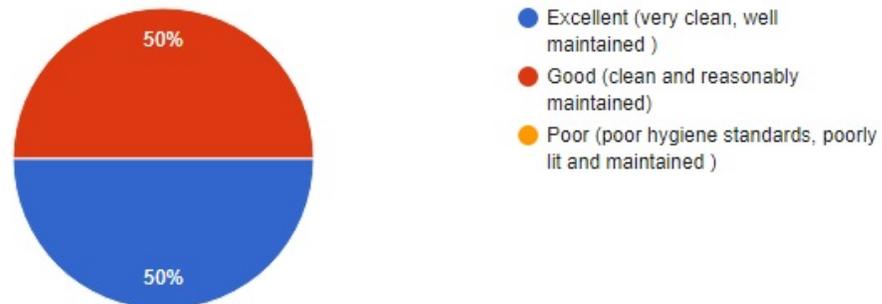
42. Were you aware that the services of a trained professional counsellor are accessible to students free of cost?
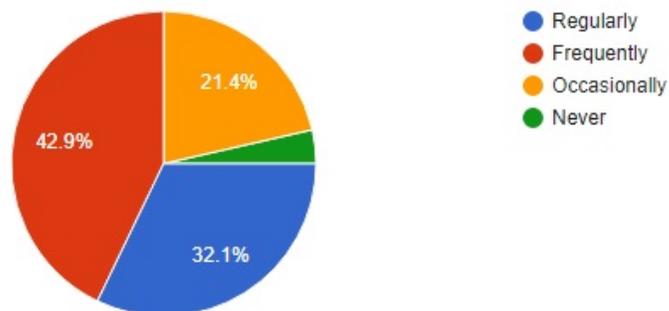
28 responses

- Yes
- No
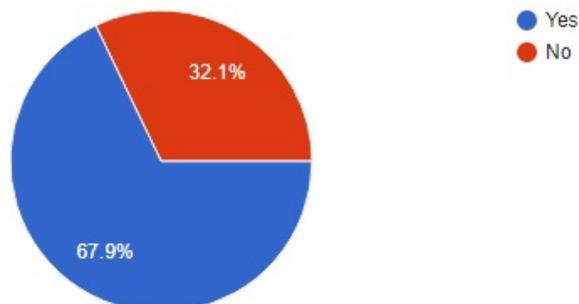
43. Regarding the availability of counselling support:

28 responses

- ● I am aware of the Energia Counselling Facility
- ● I have used the Energia Counselling Facility
- ● I have benefited through group/ individual counselling
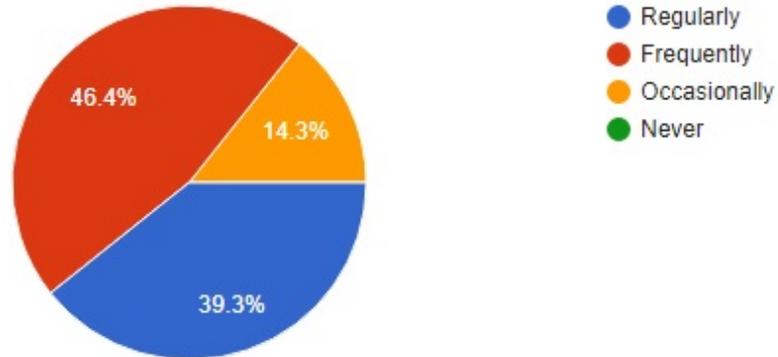- ● I recommended a batchmate to visit the counselling center

10.7%
10.7%
78.6%

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.

28 responses

- ● Regularly
- ● Frequently
- ● Occasionally
- ● Never

21.4%
42.9%
32.1%

45. I received guidance in career options:

28 responses

- ● Regularly
- ● Frequently
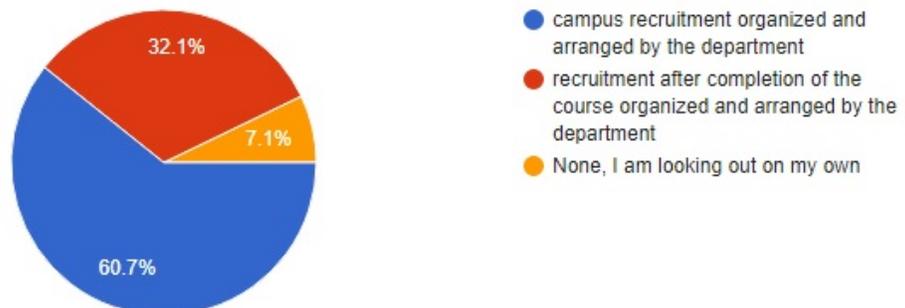- ● Occasionally
- ● Never

46.4%
14.3%
39.3%

46.Were job placement opportunities offered to you?

28 responses

- ● Yes
- ● No

96.4%
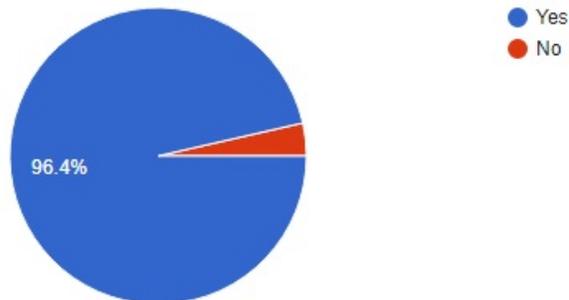
## 47.Were job placements opportunities offered by way of:

28 responses

- ● campus recruitment organized and arranged by the department
- ● recruitment after completion of the course organized and arranged by the department
- ● None, I am looking out on my own

32.1%
7.1%
60.7%

48. Was your Class Representative elected democratically ?
28 responses

- Yes
- No

100%
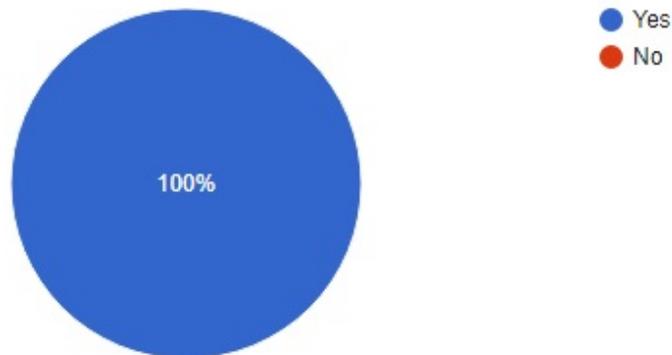
49. I was successful in raising sponsorship funds for the projects
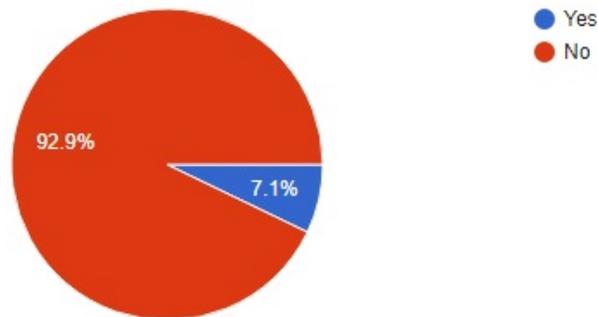28 responses

- Yes
- No

46.4%

53.6%
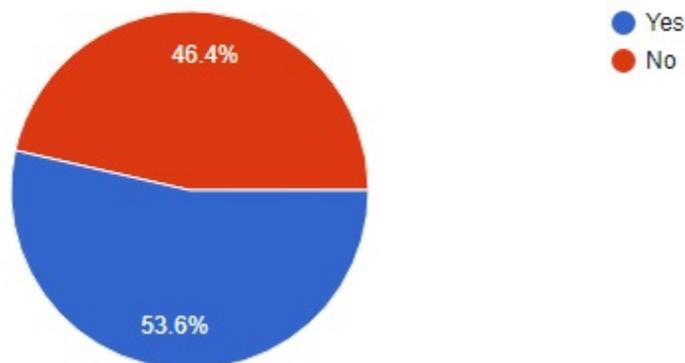
50. I learnt something by trying to raise funds for the projects
28 responses

- Yes
- No

17.9%

82.1%
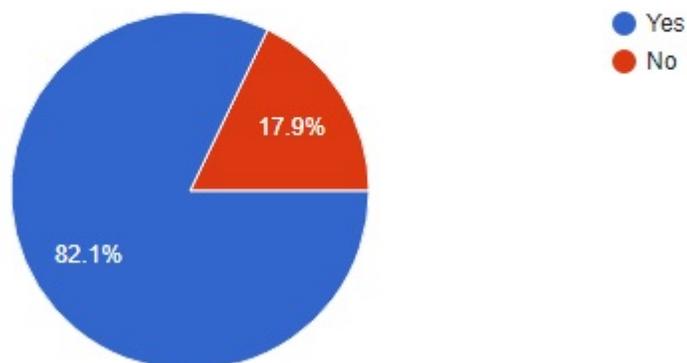
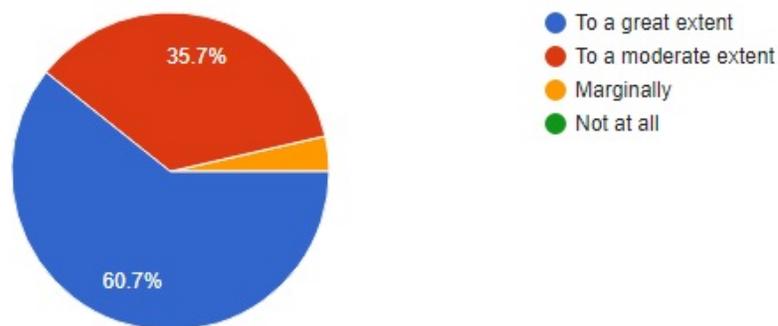## 51. I would have preferred to pay higher fees rather than raise funds through sponsorship for projects
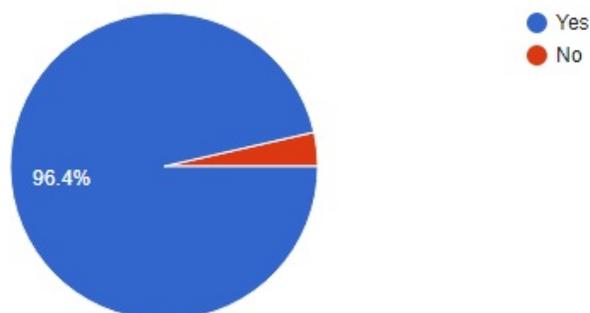
28 responses

- Yes
- No

92.9%

7.1%

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

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

35.7%

60.7%

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
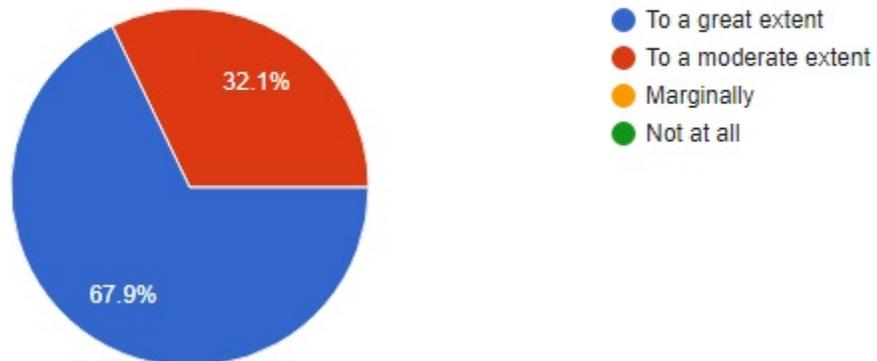
28 responses

- Yes
- No

96.4%

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

28 responses

- To a great extent
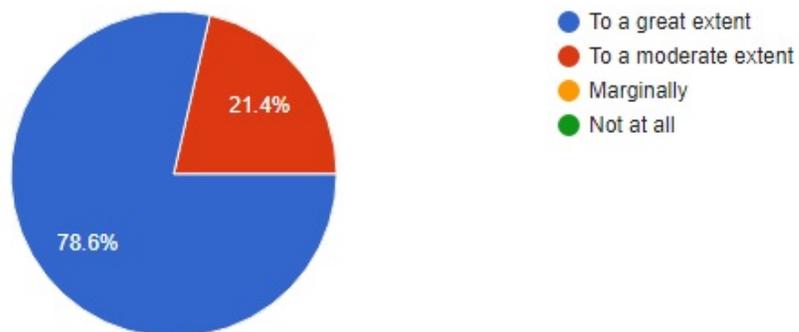- To a moderate extent
- Marginally
- Not at all

28.6%

67.9%
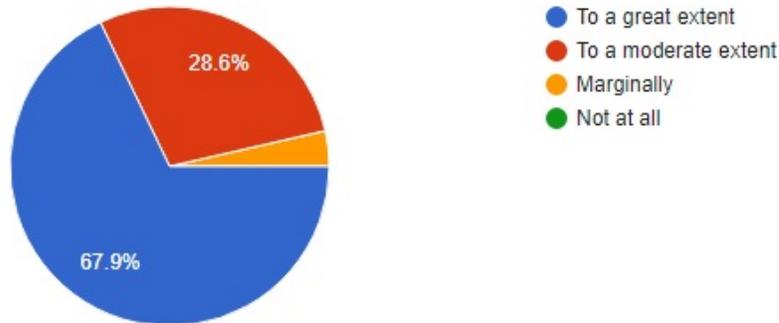
55. I feel this course enhanced the scope of my critical thinking

28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

32.1%

67.9%

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

28 responses

- To a great extent
- To a moderate extent
- Marginally
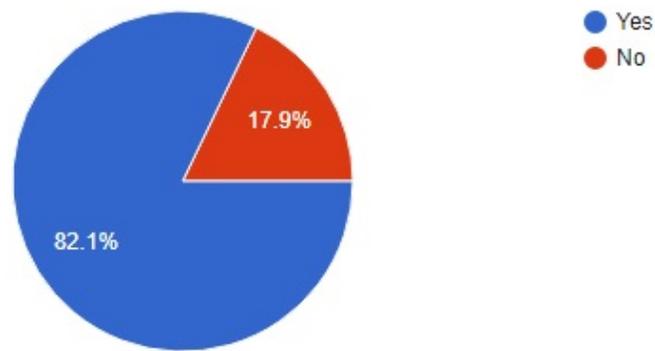- Not at all

21.4%

78.6%

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
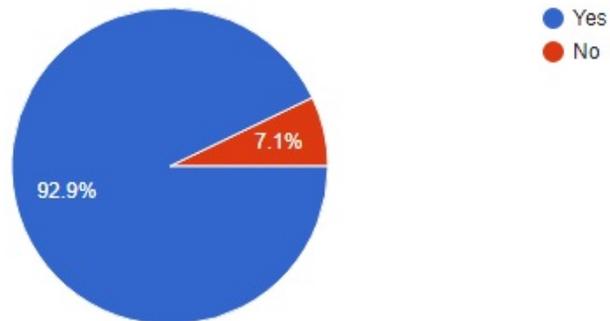
28 responses

- To a great extent
- To a moderate extent
- Marginally
- Not at all

85.7%

14.3%
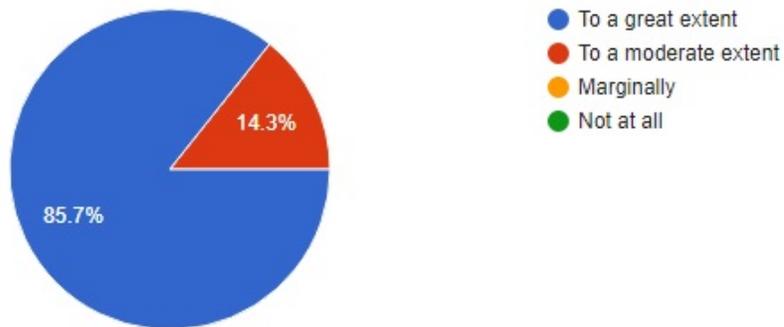
58. Do you think there were enough interactive sessions with media professionals?

28 responses

- Yes
- No

82.1%

17.9%

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?

28 responses

- Yes
- No

92.9%
7.1%

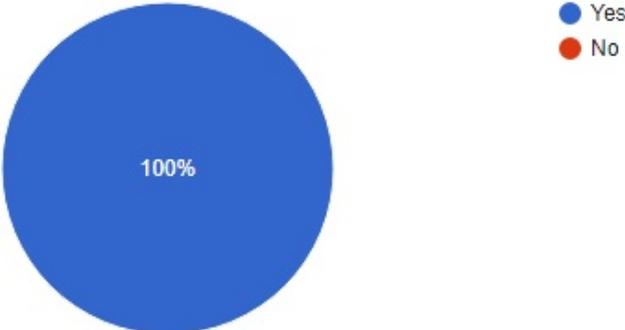## 60. Has your investment of time, money and effort in this course been fulfilling and productive?

28 responses

- Yes
- No

96.4%

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

28 responses

- Yes
- No

100%

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

28 responses

- Yes
- No

100%

ANNEXURE III
Two Best Practices

A

1. <u>Title of the Practice</u>: INDUSTRY-INSTITUTE INTERFACE

2. <u>Goal</u>: 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. <u>The Context</u>: 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. <u>The Practice</u>: 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 events such as 'Media Mirror'.
   b) Personnel from the hospitality industry regularly visit the HAFT Department for various events such as the Theme Dinner and the Annual Exhibition Dinner as well as for special workshops, lectures, demonstrations etc.
   c) The help of personnel from industry is sought at the time of syllabi revisions.
   d) Internships / one-month specialisations, in the case of HAFT and SCM respectively, can be arranged with the top establishments of the respective industries.
   e) Job placements are facilitated. In the case of HAFT, the top hotel groups come to the campus for recruitment while in the case of SCM there are more requests for candidates for job placements than there are candidates to offer. Industry also comes to campus for recruitment of SCM students.
   f) In the case of SCM, some of the big names from the media industry are on the advisory body of the department. These include Shyam Benegal, P. Sainath and Jerry Pinto.

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

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

B

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

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

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

4. <u>The Practice</u>: The Sophia Cooverji Hormusji Bhabha Programme in Ethics and Spirituality is a unique programme of our institute. Cooverji Hormusji Bhabha was a good friend and benefactor of our campus. Hence this programme is named after him. The programme is funded by a Charitable Trust connected with the Bhabha family, namely the Bai Alamai and Seth Ardershir Talati & Seth Sarosh B. Mody Charity Trust which gives Rs. 2 lakhs per year for this programme. This amount is spent on the expenses related to this programme.

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

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

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

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

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

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

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

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

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