



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		SOPHIA SMT. MANORAMA DEVI SOMANI COLLEGE
• Name of the Head of the institution		DR. ANILA VERGHESE
• Designation		DIRECTOR/PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		02223513157
• Mobile No:		09769689309
• Registered e-mail		sophiamanoramadevi@gmail.com
• Alternate e-mail		info@sophiapolytechnic.com
• Address		SOPHIA CAMPUS, BHULABHAI DESAI ROAD, CUMBALLA HILL POST-OFFICE
• City/Town		MUMBAI
• State/UT		MAHARASHTRA
• Pin Code		400026
2.Institutional status		
• Affiliated / Constitution Colleges		AFFILIATED
• Type of Institution		Co-education
• Location		Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	UNIVERSITY OF MUMBAI				
• Name of the IQAC Coordinator	MRS. DOPATI BANERJEE				
• Phone No.	02223511147				
• Alternate phone No.	02223513157				
• Mobile	09823419439				
• IQAC e-mail address	mhaft@ymail.com				
• Alternate e-mail address	sophiamanoramadevi@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.sophiahaft.com				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.03	2016	19/02/2016	18/02/2021
Cycle 2	B+	2.66	2023	16/05/2024	15/05/2029
6.Date of Establishment of IQAC			30/09/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			No		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> The AQAR of 2022-2023 was finalised and uploaded. Short-term and Long-term Perspective Plans for the College were drawn up. NEP compliant syllabus would be introduced in BSc. (Hospitality Studies) in 2024-25 in a phased manner beginning with the FYBSc class. Decision was taken for purchase of new equipment to do some repairs and renovations. 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>i) Re-accreditation by NAAC ii) Work towards getting syllabus NEP compliant iii) Mrs. Dopati Banerjee shared that all the students of BSc in Hospitality Studies who are over 18 and who are not yet registered as voters would be encouraged and assisted in getting themselves registered for electoral purposes. iv) Choice of a Theme for the Year 2023-2024: after some discussion the following was chosen as the theme for the year 2023-24 :- "Navigating Challenges with Perseverance for Progress" v) Infrastructural Quality Enhancement: • Mrs. Dopati Banerjee outlined some of the improvements planned in the HAFT department: The department to acquire one more Rational Oven, to purchase new linen and new cutlery; also one more storeroom is being set up which will have metal racks for the storage of the new ceramic chafing dishes etc. which the department hopes to purchase. • Sr. Anila shared that in the hostel the toilet and bathing room block on one side of the hostel is being totally renovated.</p>	<p>This was done as planned</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<p>• Name of the statutory body</p>	
<p>Name</p> <p>Internal Quality Assurance Committee (IQAC)</p>	<p>Date of meeting(s)</p> <p>24/04/2024</p>

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023-2024	08/01/2025

15. Multidisciplinary / interdisciplinary

- The theme " Navigating Challenges with Perseverance for Progress" for the year 2023-2024 was finalised and a beautiful poster on it was displayed at the entrance to the institute. - An Interdisciplinary session was conducted for the staff and students on "Stress Management. Peer Pressure and Social Media Effects" by the Speaker Mrs. Nutan Lohiya

16. Academic bank of credits (ABC):

All the the students(157) of 3 year degree course in of B.Sc.(Hospitality Studies) programme have been registered on the ABC portal and their Academic Bank Credits (ABC) IDs have been generated for the year 2023-24 and the data of the same has been submitted to the University of Mumbai.

17. Skill development:

The programme conducted by our College, namely the 'BSc in Hospitality Studies', by its very nature is totally geared to the skill development of our students. The syllabi of this programme provides for the skill development of the students in all areas of the hospitality industry: cooking, baking, house-keeping, front-office management, basics of accounting etc. Besides the practicals stipulated by the syllabi, in order to hone their skills even better, the College provides them with additional activities. Thus in 2023-2024, besides the one 'event' mandated by the syllabus, in order to provide the students with the skill of event management, we held three additional events, two of which were grand lunches to which industry personnel and other guests were invited, these were 'Shodh' held on 1st October 2023 which was on the 'lost recipes' of India, and 'Magic and Mistletoe' on 17th December 2023 which was a traditional Christmas lunch. Besides these two, the TYBSc students also curated an in-house event, entitled 'La Vie en Amour' on the theme of Valentine, in April 2024. To train the students in entrepreneurship and the skills needed for the same, the SYBSc class put up two stalls for the sale of food items. The first, entitled 'Wok 'n Roll', was on 14th July 2023 and the second, called 'Tadka Trails', was held on 11th January 2024. Two add on courses of five days duration each were held in the month of April 2024, one for the SYBSc class and the second for the FYBSc class, in order to give

students the skills in Advanced Bakery & Patisserie.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

IKS is woven into the syllabus of the BSc in Hospitality Studies programme in so far as that in one semester in the culinary practicals (in the Second Year of the programme) the entire focus is on Indian regional cuisines. At the time of the practical examination in this semester, the students are divided into groups and each group presents one regional cuisine along with cultural aspects relating to that region (costumes, music, dance etc.). Additional experiences in Indian cuisines are also provided. For example, On 1st October 2023, the students, under the guidance of the faculty hosted a grand lunch on the 'Lost Recipes of India'; it was entitled 'Shodh'. A lot of research into traditional regional cuisines of India was done by the students in order to curate such a lunch. On 20th December 2023, all the students of B.Sc. in Hospitality Studies had the opportunity to attend an online presentation by Chef Manjit Gill - President - Chef's Guild of India, on 'The Importance of Millets'. Millets being one of the traditional cereals that is grown in India, and the year 2023 was declared 'Year of the Millets'. On 11th January 2024, the SYBSc class put up a stall on Indian Street Food - 'Tadka Trails', at which traditional street foods which they had prepared were sold. On 13th April 2024, the TYBSc Hospitality Studies students (Food Production batch) were taken on a field trip to a Gurudwara at Andheri for a visit and langar on the occasion of Baisakhi in order to acquaint them with the Sikh practice of langar and how this meal is served and eaten. Also, on 21st June 2023, all the students celebrated 'Yoga Day' with a talk and the practice of Yoga. In addition, our faculty too were enlightened about IKS, for on 24th July 2023, Mr. Hoshang Velati and Mr. Burzis Panthaky attended the Plenary Talk on 'Indian Knowledge Systems: Time to Reclaim the Lost Ground' by Prof. B. Mahadevan, Professor at the Indian Institute of Management, Bengaluru, which was organized by the NEP Cell, UGC HRDC and IQAC of University of Mumbai in Collaboration with RUSA, Maharashtra.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

During the 3 year Degree course, each student gets inputs on life skills including soft skills, basic culinary and hospitality skills, (professional and vocational skills) Intellectual skills and Interpersonal & Personal skills. In order to get the students actively involved in the course activities we do SDL (Self Directed Learning) and SGT (Small Group Tutorials). There is no single

specified style of teaching or assessment in OBE. Instead of just theory and practical classes, workshops/ demonstrations on ethics, outreach programs and study tours develops the overall skill set of the individual. The role of the faculty is multi-faceted involving being an instructor, trainer, facilitator, and/or mentor, based on the outcomes targeted. This facilitates excellent placement opportunities with the Hospitality Industry and allied areas.

20.Distance education/online education:

NOT APPLICABLE

Extended Profile

1.Programme

1.1

1

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

157

Number of students during the year

File Description	Documents
Data Template	View File

2.2

0

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

51

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	11
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	11
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	5
4.2 Total expenditure excluding salary during the year (INR in lakhs)	11569624
4.3 Total number of computers on campus for academic purposes	49

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Before the commencement of the academic year the curriculum is divided between the staff of the respective department. The planning is done by the individual staff member semester wise of how the curriculum will be covered. This work is monitored by the Head of Department and the VicePrincipal. The teachers use a variety of

creative methods in order to enliven the curriculum delivery – such as the use of powerpoints, videos etc. Additional guest lectures or demonstrations are held from time to time. A system of continuous assessment ensures that students are up to date with their work. To encourage and monitor regularity and punctuality so that the students do not miss out on curriculum delivery and completion, attendance is taken at every lecture and practical. These records are carefully maintained. The Hospitality Departments informs parents of students through letters if there is shortfall in attendance. Open day for parents is also held in each semester.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The system of continuous assessment is followed by the Hospitality Department, whereby the students are assessed on each and every activity/project that he/she undertakes as part of the course. Besides the internal assessment tests assessment test as prescribed by the Mumbai University, every year the continuous assessment of all practical work on a daily basis on aspects related to punctuality, grooming, discipline is based on the current norms followed by the Hospitality Industry all of which are very essential in the field of Hospitality.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

37

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

37

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

As a part of the Curriculum the subject ENVIRONMENTAL AND SUSTAINABLE TOURISM is taught in the 3rd year B.Sc.(Hospitality Studies) Semester V

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

51

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sophiahaft.com/_files/ugd/57e47f_17d9ec2f1c244f99a5da5907e3f71be7.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

60

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students with Learning Disabilities are given special attention by the Subject teacher.

Mentor teachers are there to help these students as and when required.

Students with the Learning Disabilities are given extra 30 minutes to complete their exam papers for Semester I, II, III & IV conducted by the College and Semester V and VI exams conducted by the University of Mumbai.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
157	11

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The student is at the centre of all the teaching-learning in our College. The teachers use ICT (power-point presentations, videos etc.) extensively in lectures and even in practicals. The students are not only guided and mentored for all the practical subjects in small groups, but various additional activities and events are organized throughout the year in order to give the students experience of hands-on learning. These additional events include guest talks and demonstrations by experts as well as additional events and displays.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Yes

PPT, Laptops ,Projectors and other resources available for teaching and learning process.

The teachers regularly show PPT or videos while teaching.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sophiahaft.com

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

9

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

11

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The system of continuous assessment is followed by the Hospitality Department, whereby the students are assessed on each and every

activity/ project that he/she undertakes as part of the course. Besides the internal tests as prescribed by the Mumbai University, every year the continuous assessment of all practical work on a daily basis on aspects related to punctuality, grooming, discipline is based on the current norms followed by the Hospitality Industry all of which are very essential in the field of Hospitality.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The College follows a time-bound, efficient assessment method. The internal / external assessment schemes for our three programmes differ. The BSc in Hospitality Studies programme is affiliated to the University of Mumbai and for it the College follows the system of assessment as specified by the University of Mumbai (2016-17 modified CBCS scheme - Choice Based Credit Scheme), namely the pattern of 25 marks for internal assessment and 75 for external assessment, except for the Semester VI paper in 'Event Planning and Management' for which the 100% marks are for the Event that is planned and executed by the students. Of the 25 marks for internal assessment, 20 marks are assigned to class tests and 5 marks for attendance and class participation. The time-table for the internal assessment tests are drawn up each Semester and are displayed on the notice-board and also sent to students on their Class WhatsApp groups. At the Open House / Day held for parents of the students of each class twice a year the performance of the individual student in the internal tests and external examinations and his/her overall performance is discussed with the parent and student and there is scope at these meetings for the redressal of grievances if any.

The Examination and Unfair Means Committees oversee that the internal assessment tests are conducted in an objective and fair manner. In case of any grievance, which practically never occurs, there is the Grievance Redressal Committee.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Information regarding the Courses offered by the Institute is displayed on the College website, notice boards, phamplets are givento students and parents who come to the college for the course inquiries. Enquiures are also received on the college email id for which the a reply is sent . Also students and parents are encourage to have a look at the classrooms and the infrastructure facilities available in the College. Staff are also available at the time of admission to counsell and encourage students who come to the college to find out the informationfor the admission procedure of the course. All the above information reagarding the course and the admission procedure for filling the admission form was uploaded on the college website along with the contact numbers and names of the faculty members to help students for further information.

in the college prospectus Carrer Options are mentioned after completing the course are as follows:

The students can work in all departments of hotels, restauratns, Airlines, Cruiseliners, Hospitals and Industrial Canteens. Also as consultants and food critics

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of POs and COs are evaluated. The measuring of the level

of attainment of the Programme Outcomes (POs) and Course Outcomes (COs) is by explicit as well as implicit means: Every faculty member of the Hospitality Studies Department maintains a weekly Plan Book in which the work planned for the week and whether that has been completed is recorded. The Plan Books are checked by the Head of Department each week, the VicePrincipal from time to time and the Principal at the end of the term. In the SCM Department, every teacher maintains a daily Log Book. The Head of Department checks these regularly and the Vice-Principal and Principal once a semester.

In the Hospitality Studies Department, the internal assessments and external examinations and the feedback given to student and parent during the Open House help faculty, students and parents to evaluate the learning outcomes.

The Exit Questionnaires administered to graduating students of all three programmes also is a form of evaluating the POs and COs. The feedback received from parents, alumni and industry from time to time, whether formally or informally, also is a means of evaluating POs and COs.

The excellent placements of our students implicitly indicate the successful employability outcomes of the POs; placements are at some of the best hotels in the city such as Taj, Oberoi and J.W. Marriott.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

48

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sophiahaft.com/files/ugd/57e47f_034cb54ad7b34fe2a120a62d90631888.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The outreach activities included :

1. The Blood Donation Drive held on 26th September 2023 and
2. The Christmas Outreach held on 7th December 2023 for the below three classes of the BSc in Hospitality Studies :

Our FYBSc (Hospitality Studies) students visited along with their Class Teacher to the Adapt School, Colaba,

SYBSc (Hospitality Studies) students visited to Ahura Foundation Masina Hospital, Byculla, Mumbai and

TYBSc (Hospitality Studies) students had visited to Our Lady's Home Orphanage, Mumbai to spread joy in their lives. The department had organized an event to bring joy to the children of the primary school of St. Stephen's School (a school predominantly for the underprivileged children), who were brought to the college for a morning of games and fun.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

51

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

VIEW FILE

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sophiahaft.com/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Yes the Institution has a Basket Ball Court for the students to play outdoor games and indoor games and a Gymnasium in the campus.

The College conducts Sports day every year in the month of December and students of the college participate in all the sports activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**2643904**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

(1) SLIM++: Automated since 2004, version 8.0.**(2) Koha Version 20.11.06.000.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**117620**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****9**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Yes updated version of Adobe software; all the computers are under Annual Maintenance contracts and have Internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers**49**

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

9973869

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For the computers we have annual maintenance contracts. We have an institutional website and updates are put on the website from time to time through our web operator. For the library, regular pest control is done and the stock-taking of all books is done once a year. Our Trust has a full-fledged team of maintenance staff (carpenter, plumber, painter and electrician) on its pay-roll and hence regular and quick repairs and maintenance can be done of

physical infrastructure. The Institute too has its own electrician cum handyman. We have a regular team of contractors for big civil, carpentry and painting works. A regular team of laboratory attendants and support staff maintained by the institution ensure that classrooms, laboratories and all general spaces are clean and hygienic.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

4

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

View Additional Information

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution does not have a registered Alumni Association but the B.Sc. Hospitality Department organises a Alumni Nite for the passed out students at the Institute level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In our college all students both men and women are equal and that they live harmoniously in peace with each other and with nature and appreciate the natural surrounding of greenery in the campus. The college provides additional sessions in value based education, outreach programmes so that the students are sensitized to reach the marginalised section of the society . Yes the Governance of the Institution is reflective and in tune with the Vision and Mission of the Institution as we create and awareness that in the Society all men and women are equal and they have to live in peace and harmony with each other and with nature In our mission we empower women and men to bring social transformation in the society by providing them with dynamic & caring environment for acquiring professional skills, We provide education which is holistic ,student-centred and value based so that the students become more creative and excellent in their field of work.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

A. Decentralization and participative management in Academic Matters

- The departmental academic calendar of events are prepared entirely by the respective departments and only submitted to the Director/Principal for approval.
- The internal assessment and examination schedules are also drawn up at the departmental levels. In the case of BSc Hospitality Studies, the examination schedule is drawn up by the Head in conjunction with the VicePrincipal.
- Placements are organised entirely at the departmental levels.
- The division of Workload is done at the departmental level and given to the Director for approval and final sanction. All guest lectures, inviting of outside resource persons etc. are done entirely at the departmental levels.

B. Decentralization and participative management in Finance Related Matters:

- When it comes to purchase of equipments, while the budgeting has to be approved and passed by the Director, the choice of equipment etc. is done at the departmental levels.

The indenting of all materials for practicals is done by the respective staff concerned with the practicals. The bills are checked and passed by a staff member who has been named in charge of the same. The bills then go to the Vice-Principal for scrutiny. Only the cheques are signed by the Director.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment**6.2.1 - The institutional Strategic/ perspective plan is effectively deployed**

Our perspective plan is to impart professional education to the students and help the students who come from the middle and lower income groups so that they become employable and to offer financial assistance through scholarships to the deserving students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

YES

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.sophiahaft.com/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching and Class III Non-teaching staff:

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

Class IV non-teaching staff

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. 2. Class IV staff who are facing some financial difficulty apply for interest free loans and these are usually sanctioned. 3. The staff receive a small cash gift at Diwali time & a special lunch prior to Diwali for the staff. After the inaugural of the Annual Exhibition all the staff members are invited to a sumptuous brunch. 4. Class IV staff have an Insurance Scheme, with the Management paying half of the monthly premium on the same for each one. 5. Medical tests are conducted annually for all who are working in the HAFT department and in the canteen. 6. Free set of uniforms are provided once in two years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Confidential Reports for both Teaching and Non-Teaching Staff are done at the end of each academic year, and TAQs (Teachers Assessment Questionnaire) for the Teaching Faculty done by the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Instituion conducts internal and external financial audits regularly . All bill payments have to be checked and passed by the respetive Head or staff deputed for the same and major bill by the Prinipal as well. At the end of the month, the Principal checks the cash and bank balalnces in each account and the Accounts Office-in-charge checks that all data entry is up to date on tally. External audit is done bu the Statutory Auditor appointed by our Trust. The end of the year audited accounts are presented to the Governing Body for study and to the General Body of our Trust for study and passing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

All bill payments have to be checked and passed by the respective Head or staff deputed for the same and major bills by the Director as well. At the end of the month, the Director checks the cash and bank balances in each account and the Accounts Office-in-Charge checks that all data entry is up to date on tally. External audit is done by the Statutory Auditor appointed by our Trust. The end of year audited accounts are presented to the Governing Body for study and to the General Body of our Trust for study and passing. The Institution mobilizes resource for students and scholarships by contacting Charitable Trusts, Foundations and Private Donors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

VIEW FILE

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Among the important contributions of the IQAC of our College during the year under review are the following:

- It introduced the system of monitoring student satisfaction as well as the success of the teaching learning processes and learning outcomes by implementing the system of the 'Exit Level Questionnaires', that are administered online to the graduating students.
- It recommended the expansion of the financial assistance for needy students and of the putting in place of a better system both for the selection of the students requiring financial assistance and of monitoring them.
- It recommended additional workshops, events etc. to be held in order to give students even more hands-on skills or training than are stipulated in the syllabi.
- It has selected the Theme of the Year for the whole College, which provides a focus for the activities of the year and for the value education sessions and inter-disciplinary programmes.
- It recommended various infrastructural improvements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In our college both men and women are provided equal opportunities.

- Men and women develop their professional skills and job opportunities access for both.

- Counselling facility is provided to the students and staff

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>Sophia Smt. Manorama Devi Somani College is run and managed by the 'Society for the Higher Education of Women in India'. The Trustees and all the Governing Body members of this Trust are women. The very name of our parent Trust reveals the commitment of the management to the empowerment of women through education and its firm belief in gender equity. Although our College is a co-educational one, on the whole, on Sophia Campus, girl / women students form the majority. Therefore, our College is deeply committed to gender equity and gender sensitization. This is also highlighted in the 'Vision Statement' of the College: "A just and prosperous society where women and men are considered equal" Our College follows the policy of zero tolerance to gender discrimination or harassment. There are committees to ensure this, such as the 'Women's Cell' and the 'Grievance Redressal Committee'. However, because of our excellent mentorship systems, as well as the dealing of any small issues and problems in a timely manner, there have been no 'grievances' or 'sexual harassment complaints' for these committees to address.</u></p> <p><u>In the Hospitality Studies Department, students join the programme conducted by the department after Std. XII. Therefore, for many of the students it is the first time that they are in a co-educational environment in which male and female students have to work closely together in teams for practicals, events and other activities. Hence, the faculty members guide and counsel students on the appropriate behaviour that has to be followed at all times whether in class or outside class. We sensitize students to be tolerant and</u></p>

accepting of LGBTs, transgenders etc. There are very good facilities for women in our College and campus, and the security of women students and staff are of prime concern. Hence, besides male security guards, we have female security guards at both the gates of the campus. There is a 24 x 7 security on our campus because even at night there are two security guards. There is extensive CCTV coverage in the campus and in our College to ensure the safety of all, particularly of women students. Our College has adequate and clean toilet facilities for girls and women staff. There is a girls' common room and an excellent girls' hostel; the hostel warden lives in the hostel. Girls and female staff can avail of a gym facility that is there on Sophia Campus which is staffed with female gym trainers.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

A composter has been set up for the composting of wet garbage Segregation of wet and dry garbage.

Avoidance of use of plastics as far as possible.

Eco-tourism is taught at the final year of the B.Sc. Hospitality Studies programme.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Though being a Christian Minority Institution we welcome all students of different caste and creed in our Institute.

All National and Regional Festivals are celebrated in the Library .

The events are as follows: 1. Rashtriya Ekta Diwas- Celebrated Rashtriya Ekta Diwas and took pledge

2. Marathi Conservation Fortnight - shared poems of wellknown Marathi poets on instagram, shared links of Marathi book covers on Marathi Vachak Katta on instagram

3. Marathi Bhasha Divas - organised various online events and performances of students and staff, such as singing, poem reading and solo acting etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In order to sensitize students and employees to constitutional duties, rights and responsibilities, all days of national and regional importance are celebrated in the College. These include Constitution Day, Unity Day etc. Unity Day was celebrated on 31st October, the birth anniversary of Sardar Vallabhai Patel. On this day, staff and students took a pledge of Unity in front of the garlanded portrait of Sardar Patel.

The College had celebrated Constitution Day. On this day, the photograph of Dr. B R Ambedkar, the father of the Indian Constitution, was honoured with a garland in the library, where there was also a display of Fundamental duties of Indian Citizens and the Preamble of Indian Constitution. Staff and Students actively participated in the online reading of the Preamble of the Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

VIEW FILE

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

VIEW FILE

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

VIEW FILE

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Before the commencement of the academic year the curriculum is divided between the staff of the respective department. The planning is done by the individual staff member semester wise of how the curriculum will be covered. This work is monitored by the Head of Department and the VicePrincipal. The teachers use a variety of creative methods in order to enliven the curriculum delivery – such as the use of powerpoints, videos etc. Additional guest lectures or demonstrations are held from time to time. A system of continuous assessment ensures that students are up to date with their work. To encourage and monitor regularity and punctuality so that the students do not miss out on curriculum delivery and completion, attendance is taken at every lecture and practical. These records are carefully maintained. The Hospitality Departments informs parents of students through letters if there is shortfall in attendance. Open day for parents is also held in each semester.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The system of continuous assessment is followed by the Hospitality Department, whereby the students are assessed on each and every activity/project that he/she undertakes as part of the course. Besides the internal assessment tests assessment test as prescribed by the Mumbai University, every year the continuousassessment of all practical work on a daily basis on aspects related to punctuality, grooming, discipline is based on the current norms followed by the Hospitality Industry all of which are very essential in the field of Hospitality.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)**2**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**37****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****37**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

As a part of the Curriculum the subject ENVIRONMENTAL AND SUSTAINABLE TOURISM is taught in the 3rd year B.Sc.(Hospitality Studies) Semester V

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**1**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**51**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sophiahaft.com/_files/ugd/57e47f_17d9ec2f1c244f99a5da5907e3f71be7.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

60

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students with Learning Disabilities are given special attention by the Subject teacher.

Mentor teachers are there to help these students as and when required.

Students with the Learning Disabilities are given extra 30 minutes to complete their exam papers for Semester I, II, III & IV conducted by the College and Semester V and VI exams conducted by the University of Mumbai.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
157	11

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The student is at the centre of all the teaching-learning in our College. The teachers use ICT (power-point presentations, videos etc.) extensively in lectures and even in practicals. The students are not only guided and mentored for all the practical

subjects in small groups, but various additional activities and events are organized throughout the year in order to give the students experience of hands-on learning. These additional events include guest talks and demonstrations by experts as well as additional events and displays.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Yes

PPT, Laptops ,Projectors and other resources available for teaching and learning process.

The teachers regularly show PPT or videos while teaching.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sophiahaft.com

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

9

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****11**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****2**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****11**

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The system of continuous assessment is followed by the Hospitality Department, whereby the students are assessed on each and every activity/ project that he/she undertakes as part of the course. Besides the internal tests as prescribed by the Mumbai University, every year the continuous assessment of all practical work on a daily basis on aspects related to punctuality, grooming, discipline is based on the current norms followed by the Hospitality Industry all of which are very essential in the field of Hospitality.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The College follows a time-bound, efficient assessment method. The internal / external assessment schemes for our three programmes differ. The BSc in Hospitality Studies programme is affiliated to the University of Mumbai and for it the College follows the system of assessment as specified by the University of Mumbai (2016-17 modified CBCS scheme – Choice Based Credit Scheme), namely the pattern of 25 marks for internal assessment and 75 for external assessment, except for the Semester VI paper in 'Event Planning and Management' for which the 100% marks are for the Event that is planned and executed by the students. Of the 25 marks for internal assessment, 20 marks are assigned to class tests and 5 marks for attendance and class participation. The time-table for the internal assessment tests are drawn up each Semester and are displayed on the notice-board and also sent to students on their Class WhatsApp groups. At the Open House / Day held for parents of the students of each class twice a year the performance of the individual student in the internal tests and external examinations and his/her overall performance is discussed with the parent and student and there is scope at these meetings for the redressal of grievances if any.

The Examination and Unfair Means Committees oversee that the

internal assessment tests are conducted in an objective and fair manner. In case of any grievance, which practically never occurs, there is the Grievance Redressal Committee.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Information regarding the Courses offered by the Institute is displayed on the College website, notice boards, phamplets are givento students and parents who come to the college for the course inquiries. Enquiures are also received on the college email id for which the a reply is sent . Also students and parents are encourage to have a look at the classrooms and the infrastructure facilities available in the College. Staff are also availiable at the time of admission to counsell and encourage students who come to the college to find out the informationfor the admission procedure of the course. All the above information reagarding the course and the admission procedure for filling the admission form was uploaded on the college website along with the contact numbers and names of the faculty members to help students for further information.

in the college prospectus Carrer Options are mentioned after completing the course are as follows:

The students can work in all departments of hotels, restauratns, Airlines, Cruiseliners, Hospitals and Industrial Canteens. Also as consultants and food critics

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of POs and COs are evaluated. The measuring of the level of attainment of the Programme Outcomes (POs) and Course Outcomes (COs) is by explicit as well as implicit means: Every faculty member of the Hospitality Studies Department maintains a weekly Plan Book in which the work planned for the week and whether that has been completed is recorded. The Plan Books are checked by the Head of Department each week, the VicePrincipal from time to time and the Principal at the end of the term. In the SCM Department, every teacher maintains a daily Log Book. The Head of Department checks these regularly and the Vice-Principal and Principal once a semester.

In the Hospitality Studies Department, the internal assessments and external examinations and the feedback given to student and parent during the Open House help faculty, students and parents to evaluate the learning outcomes.

The Exit Questionnaires administered to graduating students of all three programmes also is a form of evaluating the POs and COs. The feedback received from parents, alumni and industry from time to time, whether formally or informally, also is a means of evaluating POs and COs.

The excellent placements of our students implicitly indicate the successful employability outcomes of the POs; placements are at some of the best hotels in the city such as Taj, Oberoi and J.W. Marriott.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****48**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://www.sophiahaft.com/_files/ugd/57e47f_034cb54ad7b34fe2a120a62d90631888.pdf

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The outreach activities included :

1. The Blood Donation Drive held on 26th September 2023 and
2. The Christmas Outreach held on 7th December 2023 for the below three classes of the BSc in Hospitality Studies :

Our FYBSc (Hospitality Studies) students visited along with their Class Teacher to the Adapt School, Colaba,

SYBSc (Hospitality Studies) students visited to Ahura Foundation Masina Hospital, Byculla, Mumbai and

TYBSc (Hospitality Studies) students had visited to Our Lady's Home Orphanage, Mumbai to spread joy in their lives. The department had organized an event to bring joy to the children of the primary school of St. Stephen's School (a school predominantly for the underprivileged children), who were brought to the college for a morning of games and fun.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

51

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

VIEW FILE

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sophiahaft.com/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Yes the Institution has a Basket Ball Court for the students to play outdoor games and indoor games and a Gymnasium in the campus.

The College conducts Sports day every year in the month of December and students of the college participate in all the sports activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****4**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****2643904**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****(1) SLIM++: Automated since 2004, version 8.0.****(2) Koha Version 20.11.06.000.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
--	--------------------------------------

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
117620

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year
9

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Yes updated version of Adobe software; all the computers are under Annual Maintainance contracts and have Internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

49

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

academic support facilities) excluding salary component during the year (INR in lakhs)**9973869**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

4

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)**View Additional Information**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year****8**

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution does not have a registered Alumni Association but the B.Sc. Hospitality Department organises a Alumni Nite for the passed out students at the Institute level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of

the institution

In our college all students both men and women are equal and that they live harmoniously in peace with each other and with nature and appreciate the natural surrounding of greenery in the campus. The college provides additional sessions in value based education, outreach programmes so that the students are sensitized to reach the marginalised section of the society . Yes the Governance of the Institution is reflective and in tune with the Vision and Mission of the Institution as we create and awareness that in the Society all men and women are equal and they have to live in peace and harmony with each other and with nature In our mission we empower women and men to bring social transformation in the society by providing them with dynamic & caring environment for acquiring professional skills, We provide education which is holistic ,student-centred and value based so that the students become more creative and excellent in their field of work.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

A. Decentralization and participative management in Academic Matters

- The departmental academic calendar of events are prepared entirely by the respective departments and only submitted to the Director/Principal for approval.
- The internal assessment and examination schedules are also drawn up at the departmental levels. In the case of BSc Hospitality Studies, the examination schedule is drawn up by the Head in conjunction with the VicePrincipal.
- Placements are organised entirely at the departmental levels.
- The division of Workload is done at the departmental level and given to the Director for approval and final sanction. All guest lectures, inviting of outside resource persons etc. are done entirely at the departmental levels.

B. Decentralization and participative management in Finance Related Matters:

- When it comes to purchase of equipments, while the budgeting has to be approved and passed by the Director, the choice of equipment etc. is done at the departmental levels.

The indenting of all materials for practicals is done by the respective staff concerned with the practicals. The bills are checked and passed by a staff member who has been named in charge of the same. The bills then go to the Vice-Principal for scrutiny. Only the cheques are signed by the Director.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our perspective plan is to impart professional education to the students and help the students who come from the middle and lower income groups so that they become employable and to offer financial assistance through scholarships to the deserving students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

YES

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.sophiahaft.com/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching and Class III Non-teaching staff:

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

Class IV non-teaching staff

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. 2. Class IV staff who are facing some financial difficulty apply for interest free loans and these are usually sanctioned. 3. The staff receive a small cash gift at Diwali time & a special lunch prior to Diwali for the staff. After the inauguration of the Annual Exhibition all the staff members are invited to a sumptuous brunch. 4. Class IV staff have an Insurance Scheme, with the Management paying half of the monthly premium on the same for each one. 5. Medical tests are conducted annually for all who are working in the HAFS department and in the canteen. 6. Free set of uniforms are provided once in two years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Confidential Reports for both Teaching and Non-Teaching Staff are done at the end of each academic year, and TAQs (Teachers Assessment Questionnaire) for the Teaching Faculty done by the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Instituion conducts internal and external financial audits regularly . All bill payments have to be checked and passed by the respetive Head or staff deputed for the same and major bill by the Prinipal as well. At the end of the month, the Principal checks the cash and bank balalnces in each account and the Accounts Office-in-charge checks that all data entry is up to date on tally. External audit is done bu the Statutory Auditor appointed by our Trust. The end of the year audited accounts are presented to the Governing Body for study and to the General Body of our Trust for study and passing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

All bill payments have to be checked and passed by the respective Head or staff deputed for the same and major bills by the Director as well. At the end of the month, the Director checks the cash and bank balances in each account and the Accounts Office-in-Charge checks that all data entry is up to date on tally. External audit is done by the Statutory Auditor appointed by our Trust. The end of year audited accounts are presented to the Governing Body for study and to the General Body of our Trust for study and passing. The Institution mobilizes resource for students and scholarships by contacting Charitable Trusts, Foundations and Private Donors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

VIEW FILE

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

Among the important contributions of the IQAC of our College during the year under review are the following:

- It introduced the system of monitoring student satisfaction as well as the success of the teaching learning processes and learning outcomes by implementing the system of the 'Exit Level Questionnaires', that are administered online to the graduating students.
- It recommended the expansion of the financial assistance for needy students and of the putting in place of a better system both for the selection of the students requiring financial assistance and of monitoring them.
- It recommended additional workshops, events etc. to be held in order to give students even more hands-on skills or training than are stipulated in the syllabi.
- It has selected the Theme of the Year for the whole College, which provides a focus for the activities of the year and for the value education sessions and inter-disciplinary programmes.
- It recommended various infrastructural improvements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In our college both men and women are provided equal opportunities.

- Men and women develop their professional skills and job opportunities access for both.
- Counselling facility is provided to the students and staff

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>Sophia Smt. Manorama Devi Somani College is run and managed by the 'Society for the Higher Education of Women in India'. The Trustees and all the Governing Body members of this Trust are women. The very name of our parent Trust reveals the commitment of the management to the empowerment of women through education and its firm belief in gender equity. Although our College is a co-educational one, on the whole, on Sophia Campus, girl / women students form the majority. Therefore, our College is deeply committed to gender equity and gender sensitization. This is also highlighted in the 'Vision Statement' of the College: "A just and prosperous society where women and men are considered equal" Our College follows the policy of zero tolerance to gender discrimination or harassment. There are committees to ensure this, such as the 'Women's Cell' and the 'Grievance Redressal Committee'.</u></p> <p><u>However, because of our excellent mentorship systems, as well as the dealing of any small issues and problems in a timely manner, there have been no 'grievances' or 'sexual harassment complaints' for these committees to address. In the Hospitality Studies Department, students join the programme conducted by the department after Std. XII. Therefore, for many of the students it is the first time that they are in a co-educational environment in which male and female students have to work closely together in teams for practicals, events and other activities. Hence, the faculty members guide and counsel students on the appropriate behaviour that has to be followed at all times whether in class or</u></p>

	<p><u>outside class. We sensitize students to be tolerant and accepting of LGBTs, transgenders etc. There are very good facilities for women in our College and campus, and the security of women students and staff are of prime concern. Hence, besides male security guards, we have female security guards at both the gates of the campus. There is a 24 x 7 security on our campus because even at night there are two security guards. There is extensive CCTV coverage in the campus and in our College to ensure the safety of all, particularly of women students. Our College has adequate and clean toilet facilities for girls and women staff. There is a girls' common room and an excellent girls' hostel; the hostel warden lives in the hostel. Girls and female staff can avail of a gym facility that is there on Sophia Campus which is staffed with female gym trainers.</u></p>
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7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

A composter has been set up for the composting of wet garbage Segregation of wet and dry garbage.

Avoidance of use of plastics as far as possible.

Eco-tourism is taught at the final year of the B.Sc. Hospitality

Studies programme.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Though being a Christian Minority Institution we welcome all students of different caste and creed in our Institute.

All National and Regional Festivals are celebrated in the Library .

The events are as follows: 1. Rashtriya Ekta Diwas- Celebrated Rashtriya Ekta Diwas and took pledge

2. Marathi Conservation Fortnight - shared poems of well known Marathi poets on instagram, shared links of Marathi book covers on Marathi Vachak Katta on instagram

3. Marathi Bhasha Divas - organised various online events and performances of students and staff, such as singing, poem reading and solo acting etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In order to sensitize students and employees to constitutional duties, rights and responsibilities, all days of national and regional importance are celebrated in the College. These include Constitution Day, Unity Day etc. Unity Day was celebrated on 31st October, the birth anniversary of Sardar Vallabhai Patel. On this day, staff and students took a pledge of Unity in front of the garlanded portrait of Sardar Patel.

The College had celebrated Constitution Day. On this day, the photograph of Dr. B R Ambedkar, the father of the Indian Constitution, was honoured with a garland in the library, where there was also a display of Fundamental duties of Indian Citizens and the Preamble of Indian Constitution. Staff and Students actively participated in the online reading of the Preamble of the Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

VIEW FILE

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

VIEW FILE

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

VIEW FILE

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

i. A theme "Building Resilience and Welcoming Change" would be chosen for the year 2024-2025 in view of stresses that students are still facing post pandemic and the challenges that all would face with the changes due to NEP etc.

ii. NEP compliant syllabus would be introduced in BSc(Hospitality Studies) in 2024-25 in a phased manner beginning with FYBSc class.

Mrs. Dopati Banerjee, our Head of Department & as Chairperson of the

Ad-hoc Board of Studies in Hospitality Studies, was actively involved in the drawing up of the NEP compliant syllabus for FYBSc. The same has been submitted for approval to the University of Mumbai & the University may make changes to what has been proposed by the Ad-Hoc Board of Studies

iii. The College would conduct a five-day Faculty Development Programme (FDP) for the faculty of Hospitality Studies.

It was proposed that the FDP should be on latest developments in digital technology that would be relevant for upgrading the skills of the teachers in the use of ICT - e.g. the use of AI, ChatGBT and Canva.

iv. Some infrastructural improvements and upgrading of facilities would be carried out:

- Repair and painting of one section of the exterior the College building.
- Painting of all the rooms in one wing of the hostel.
- Upgrading of the lift
- Bar-coding to be done in the College library