

SOPHIA COLLEGE FOR WOMEN

(EMPOWERED AUTONOMOUS)

सोफिया कॉलेज फॉर विमेन
(सक्षम स्वायत्त)



HANDBOOK
2025-2026

"seeking wisdom through an education that transforms"

Welcome to Sophia



Madeleine Sophie Barat founded the Society of the Sacred Heart of Jesus (RSCJ), France, in the year 1800. The Sisters came to India and established Sophia College in 1940. The college is a Christian Minority institution that is managed by the 'Society for the Higher Education of Women in India' (SHEWI). **Sophia College for Women** became affiliated to the University of Bombay in June 1941 and celebrated its Platinum Jubilee in 2017.

Having obtained an 'A' Grade from the National Assessment and Accreditation Council, three times in a row, the college was granted ***academic autonomy*** by the University Grants Commission (UGC) in June 2018. This enables the college to design its unique Undergraduate (UG) and Post-Graduate (PG) Degree Programmes and Assessment Schemes. The college was accorded 'Empowered Autonomous' status in 2023. The college continues its glorious legacy by achieving an 'A' grade in

the fourth consecutive cycle of National Assessment & Accreditation Council (NAAC).

Sophia College for Women (Empowered Autonomous) offers the following programmes of study:

UNDERGRADUATE PROGRAMMES:

BA, BSc, BA (Strategic Communication & Journalism) & BSc (Information Technology)

POSTGRADUATE PROGRAMMES:

MSc(Microbiology), MSc Life Sciences (Neurobiology), MSc Analytical Chemistry, MA (Gender Studies), PhD (Microbiology), PhD (Zoology), Postgraduate Diploma in Quality Assurance (PGDQA), Postgraduate Diploma in Diet, Nutrition and Fitness; Postgraduate Diploma in in Therapeutic Dietetics.

At the UG level, our programmes cater exclusively to girls and women students; the PG programmes are open to all persons. At present we have nearly 2000 students.

The college provides students with rich and extensive curricular experiences. An effort to get involved with the overall growth of our students is a means by which our educational vision is taken forward. Academic and all-around excellence is what we strive for. We will further our commitment to the goals of education as envisaged by the National Education Policy (2020). We commit ourselves to inclusive and dynamic educational experiences at Sophia.

Best wishes for the year ahead!

PERSONAL INFORMATION

Name

Class / Department

Division Roll Number

Local Address:

.....

.....

.....Pin Code:.....

10-digit **Mobile Number:** _ _ _ _ _ _ _ _ _ _

Email:

Aadhar Number: _ _ _ _ _ _ _ _ _ _

Blood Group:

Name & Contact No. of Person(s) in an emergency:

Name	Relationship	Contact No.
1		
2		
3		

COLLEGE INFORMATION

College: Sophia College for Women
Status: Empowered Autonomous
Address: Bhulabhai Desai Road
Mumbai
Maharashtra 400 026

Contact: (Code: 022) 2351 2642 / 2352 3304
[Between 8 a.m. and 8 p.m.]

Email: admin@sophiacollege.edu.in
(For web-based enquiries)

*Please specify **to whom** you are addressing your query (e.g. Coordinator, BSc I.T. programme); mention **your need** precisely; state your full name, class, roll number & mobile number.*

Website: <https://sophiacollegemumbai.com>

Access: Via Breach Candy or Peddar Road
Closest Railway station: Grant Road
(Western Railway)

BEST Bus 155 (circular route: Grant Road West via Haji Ali/Jaslok Hospital back to Grant Road.) Buses on Cumballa Hill (Peddar Road) P.O. stop include 28, 57, 62, 83, 86, 88, 89, 881, C-305. Buses near Breach Candy hospital stop include 37, 63, 77, 80Ltd, 151)

SUBJECTS / COURSES TAKEN

No.	Subject / Course & Code	Teacher/s (Name, Contact Info.)
1		
2		
3		
4		
5		
6		
7		
8		

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CREST & MOTTO



The design of the **crest** has an Indian aura in keeping with our ethnic artistic traditions. A circle of pearls, symbolising wisdom, constitute the outer edge; followed by a *lotus* blossom design – symbolic of purity. The lotus is a motive of a truth-seeker who overcomes all obstacles to accomplish wisdom. At the heart of the crest lies a tree with root upwards, symbolic of life and growth, strength, and shelter.

The **motto** is “*Urdhva Mula*” i.e. roots upwards, a reminder that our source is God – in whom all our efforts, hopes and ideas are founded. This, for many, provides hope and courage when confronted with the challenges of human experience.

MISSION

To provide women with higher education of an excellent quality together with opportunities for self-growth through an academic experience combining curricular and extra-curricular activities.

VISION

The empowerment of women through a holistic education which fosters independent thought and responsible action.

EDUCATIONAL GOALS

1	To enable each student to develop one's full intellectual potential through a focused academic experience that is simultaneously rich, extensive and collaborative.
2	To offer students scope for critical thinking and discernment, leading to the development of value-based convictions.
3	To help students develop a degree of self-reliance and determination to respond with courage and sensitivity to personal and social issues.
4	To generate among students an awareness of women's issues, human rights and environmental issues, so that they understand and respond constructively to these.
5	To sensitise students to look at the world from the perspective of the less privileged and to respond with concern and in a humane manner.
6	In the context of globalisation, to foster in students a sense of national identity that is secular and multicultural, with respect and tolerance of all cultures and religions.
7	To encourage Christian students to develop their religious convictions in an atmosphere of respect for other faiths and for each individual's personal beliefs.

THEME FOR THE YEAR 2025-2026

Building minds, Bridging differences

COLLEGE STAFF

Principal

Dr Anagha Tendulkar Patil

Dalmia Professor Emeritus

Ms Jennie Mendes, PhD

ARTS & HUMANITIES

Dr Rashna Poncha, ***Vice-Principal***

Economics

Dr Sangeeta Dubey MA PhD

***Head of the Department
& Associate Professor
Associate Professor***

Dr Sunita Jadhav MA PhD

Ms Nisha Yadav MA

Education

Ms Sofia Edroos MSc MEd DMLT PGDEM

English

Ms Jihasa Vachharajani MA MPhil

Head of the Department

Dr Samrita Sinha MA MPhil PhD

Ms Nishtha Dev MA MPhil

Dr Elwin Susan John MA MPhil PhD

French

Mr Ankur Bhimkar MA

Hindi

Dr Vaishali Pachunde MA LLM MPhil PhD

Head of the Department

Dr Smriti Singh MA BEd PhD

Dr Priyanka Chauhan MA MPhil PhD

History

Ms Swarupa Kamat MA

***Head of the Department
& Associate Professor
Associate Professor***

Dr Rashna Poncha MA PhD

Ms Trishala Worlikar MA

Dr Lata Pujari MA PhD

Philosophy

Dr Trevor Allis MA MBA PhD[#]

***Head of the Department
& Associate Professor***

Mr Amit Hattiangadi MA

Political Science

Ms Shahnaz Shaikh MA MPhil

Head of the Department

Psychology

Dr (Sr) Patricia D'Souza MA PhD

Head of the Department

Ms Teetash Singhal MSc

Ms Malvika Dixit MA

Sociology

Dr Anagha Tendulkar MA PhD

***Head of the Department
& Associate Professor***

Dr Chitra Adkar MA MPhil PhD

Ms Sukanya Menon MA

Strategic Communication & Journalism

Ms Nirmiti Gupta

Senior Consultant

Ms Shadab Zaveri MA

Co-Coordinator

Ms Aaliya Sayed MA

Co-Coordinator

SCIENCE

Ms Sandra Mendes, *Vice-Principal*

Chemistry

Dr Prabha Shetty MSc PhD

*Head of the Department
& Associate Professor
Associate Professor*

Dr P Sirisha Murthy MSc PhD

Ms Tanaz Asha MSc BEd

Ms Lynelle Jeysus MSc

Ms Vaishnavi Ghugare MSc

Dr Aruna Sudapalli MSc PhD

Ms Fleme Rodrigues MSc

Information Technology

Ms Rinjal Jain MSc (IT)

Co-ordinator

Mr Gauri Shankar Singh MCA MPhil

Ms Saqueba Shaikh BE (Comp Sc) MSc (IT)

Ms Sidranaaz Qazi MSc (IT)

Ms Ambreen Shaikh ME (Computers)

Life Sciences

Dr Sree R Nair MSc PhD

Head of the Department

Dr Geetanjali Ganguli MSc PhD

Ms Rhea Nawalkar MSc

Ms Archana Jethwa MSc

Mr Riddesh Ahire MSc

Mathematics & Statistics

Ms Sandra Mendes MSc MPhil

*Head of the Department
& Associate Professor*

Ms Vidya Konar MSc

Microbiology

Dr Rajbinder Dehiya MSc PhD

***Head of the Department
& Associate Professor***

Ms Shraddha Prabhu MSc

Mr Vijay Vig MSc

Ms Rohini Priya MSc

Ms Shefaa Khan MSc

Ms Sejal Botale MSc

Physics

Dr Meeta Saxena MSc PhD[#]

Head of the Department

Zoology

Prof Dr Roshan D'Souza MSc PhD[#]

Head of the Department & Professor

Ms Sandhya Kadiru MSc

([#] Recognised PhD Guide, University of Mumbai)

COLLEGE LIBRARY

Librarian: Ms Tanuja Chormale MA BEd MLib ISc

Assistant Librarian: Ms Leena Krishnan MA BLIS

Ms Leena Correia

Ms Shubhara Adarkar

Mr Amit Mestry

Ms Sharon D'souza

Ms Varsha Jadhav

SOPHIA IRENE HEREDIA CENTRE FOR WOMEN'S STUDIES & DEVELOPMENT (SIHCWSD)

Honorary Director: Dr (Sr) Ananda Amritmahal PhD
Coordinator: Dr Lata Pujari PhD
Programme Officer: Ms Deepti Anil MSc
Office Assistant: Ms Shraddha Satam
Attendant: Mr Hayward Lopes

GEETA ISRANI CENTRE OF QUALITY ASSURANCE

Hon. Director: Dr Anagha Tendulkar PhD
Jt. Director &
Coordinator: Dr Chinmoyee Vatsyayan MSc PhD
Asst. Coordinator: Ms Valentina Chettiar MSc
Ms Alifiya Ansari MSc
Consultant Dr Gail Carneiro MSc PhD

COMPUTER CENTRE

Mr Vilas Rodrigues
Mr Rajesh Jadhav
Ms Sayali Patil
Ms Jaloo Bharucha

COUNSELLING CENTRE

Director: Ms Jennie Mendes PhD
Counsellor: Ms Sukrutee Bhosale MFA

GYMNASIUM

In-charge: Ms Shruti Waydande Kadam MA MPED
Gym Instructors: Ms Vrinda Jadhav
Ms Jyothi Jadhav

NSS Coordinator: Dr Vaishali Pachunde
Coordinator of
Student Activities: Ms Eliza Aranha

**SOPHIA COLLEGE EX-STUDENTS/STAFF ASSOCIATION
(SCESA)**

Hon. President:

Dr Anagha Tendulkar Patil

ADMINISTRATIVE OFFICE	ACCOUNTS OFFICE
Registrar: Ms Boskey Martis Ms Drinal Lopes (Senior Clerk) Ms Rita D'Souza Mr Dominic D'Souza Mr Joseph Fernandes Ms Amirabi Khan Mr Subodh Lad Mr Deepak Kamble Ms Rizwana Vapiwala Mr Shreekrishna Gupta Ms Noella Pereira Ms Aditi Savardekar	Office Superintendent: Mr Savio Fernandes Ms Anita Menezes (Head Clerk) Ms Lovina Fargose Ms Roshal Gonsalves Ms Swidal D'Cunha Ms Fiona Pinto Mr Vishal Girdhar Mr Callis D'Silva Mr Prakash Bambarkar

LABORATORY ASSISTANTS

Mr Ramesh Ramane
Mr Chetan Lingayat
Mr Rampratap Yadav
Mr Ajay Yadav

ATTENDANTS & SUPPORT STAFF

Mr Vilas Bambarkar	Mr Rajan Perumal
Mr Ravindra Dhuri	Mr Shantaram Tambe
Mr Milind Kadam	Mr Suresh Bargode
Mr Mangesh Lingayat	Mr Jaywant Bambarkar

Mr Mahendra Bhingare
Mr Manohar Gurav
Mr Sachin Khedekar
Mr Rajesh Lanjekar
Mr Pravin Lingayat

Mr Vilas Gurav
Mr Shobna Waghela
Mr Sanjay Khedekar
Mr Sachin Bhuvad
Mr Kiran Rajput

MANAGEMENT STAFF

Mr Ankush Salkar
Mr Alex Rodrigues
Mr Elias Correia
Mr Gurunath Bambarkar
Mr Himmat Solanki
Mr Avinash Narkar
Mr Gajanan Gurav
Mr Vaibhav Kamble
Ms Daksha Jadhav
Mr Ganesh Jadhav
Ms Balamani Likkimani
Mr Pritam Tambe
Mr Harish More
Mr Anand Shelke

Mr Chetan Rathod
Mr Prakash Solanki
Mr Ravindra Pawar
Mr Ashish Kadam
Mr Sumit Wavekar
Mr Dilip Karangutkar
Mr Prem Kujur
Mr Shyam Gurav
Mr Rahul Wavekar
Mr Dasharath Khandekar
Mr Sanket Ramane
Mr Sachin Shirsekar
Mr Maruti Bingler
Mr Walter Kujur

Personal & Administrative Assistant

Ms Audrey Pereira
Sr Anita Hamsoy

Receptionists

Ms Munira Khan Ali
Ms Manjiri Mhatre

Repair & Maintenance

Sr Josephine Pereira

SOPHIA COLLEGE HOSTEL

Coordinator:

Sr Anita Hamsoy
Sr Josephine Pereira

Sr Rajani Khandagale,
Dr Lata Pujari
Ms Sumathy Pinto

In-charge of Hostel Kitchen: Sr Josephine Pereira

Hostel Kitchen Staff

Mr George D'costa

Mr Michael Colaco

Mr Tushar Kamble

Mr Ravi Behera

Mr Vijay Kispotta

Mr Ramesh Tambe

Mr Mohd. Moti Rahaman

Mr Amit Kispotta

Mr Ribbon Kispotta

***Visit Sophia College for Women website
<https://sophiacollegemumbai.com>***

to access information related to:

Admissions, Programme Information & Course Syllabi,
Examinations, Excellence Programmes (EXAP & EXSP)

Add-On & One-Credit Courses,

Swayam (Online learning platform),

Annual Prizes, Awards & Research Scholarships,

Internal Quality Assurance Cell (IQAC),

Annual Quality Assurance Reports (AQAR),

NAAC Reports,

College Magazine,

Students' College Union Committee (CUC),

Clubs & Associations,

Departmental & Staff Information,

Post-Graduate Programmes,

Sophia Irene Heredia Centre for Women's Studies &

Development (SIHCWSD),

SCESA, etc.

Course Structure under NEP

The **National Education Policy 2020 (NEP-2020)** is aimed to make India a global knowledge superpower with equitable access to the highest-quality education for all learners. The holistic and multidisciplinary education proposed under NEP-2020 is expected to facilitate the all-round development of learners with enhancement in employability potential and skills for new jobs in emerging fields. NEP envisages the development of guidelines for curriculum and credit framework for undergraduate programmes, regulations prescribing a minimum standard and the procedure for the award of the Bachelor's and Master's Degrees.*

The Directive of the Government of Maharashtra dated 20th April 2023 gave a practical direction to the launching of NEP-2020 in the Autonomous HEIs (Higher Educational Institutes) in Maharashtra. Based on these guidelines Sophia College launched the programme for the First Year (FY) batch of 2023-24. NEP-2020 has been implemented across all disciplines at the Senior College level. The structure of the Master's programmes was revised in accordance with NEP 2020, as detailed in the circular dated 16th May 2023.

Under the revised guidelines issued by the Government of Maharashtra, Learners now choose a MAJOR and a MINOR Course as well as the following COMMON COURSES:

- Vocational Skills Course (VSC)
- Skill Enhancement Course (SEC)
- Open Electives (OE)
- Ability Enhancement Course (AEC)
- Indian Knowledge System (IKS)
- Value Education Course (VEC)

In addition to these, Learners will also have to take NON-ACADEMIC COURSES for earned credits:

- Co-Curricular Courses
- Field Projects
- Community Enhancement Projects
- Internship / On Job Training (OJT)

An **Academic Credit** is a unit by which the course work is measured. This can be either Theory, Practical or Training. Each Course is allotted Credits in proportion to the time expected to be devoted by the Learner for the Course. In other words, it determines the number of hours per week. **One credit** means a commitment of one hour per week for Theory or Tutorial, and two hours per week for Laboratory work.

Every Learner at the Undergraduate Level must accumulate 22 Credits per Semester and must have a total of 132 Credits in order to be granted a Degree.

* Source: Report on Structure and Curriculum of Four Year and Dual Multidisciplinary Degree Programme with Multiple Entry and Exit Options for Implementation in State Universities of Maharashtra (October 2023).

Undergraduate Degree in Arts / Humanities

Subjects offered for MAJOR	Economics, English Literature, Hindi Literature, History, Philosophy, Psychology, Sociology
Subjects offered for MINOR	Economics, Education, English Literature, Hindi Literature, History, Philosophy, Political Science, Psychology, Sociology, Statistics

Refer to Table 1 (page 22) for Course and Credit Structure for the 3-year BA programme.

Undergraduate Degree in Science

As per the GR of the Government of Maharashtra dated 13th March 2024, the BSc Programme will be offered with three subjects at the entry level starting from the year 2024-25.

Subject 1 (offered as 'Major')	Chemistry, Life Sciences, Microbiology
Subject 2 (offered as 'Minor')	Chemistry, Life Sciences, Microbiology, Statistics, Zoology
Subject 3 (offered in the First Year only)	Chemistry, Life Sciences, Mathematics, Microbiology, Physics, Statistics, Zoology

Refer to Table 3 (page 24) for Course and Credit Structure for the 3-year BSc programme.

Undergraduate Degree in Strategic Communication and Journalism

Refer to Table 2 (page 23) for Course and Credit Structure for the 3-year BA (SCJ) programme.

Undergraduate Degree in Information Technology

Refer to Table 4 (page 25) for Course and Credit Structure for the 3-year BSc (I.T.) programme.

Post-Graduate Degree in Gender Studies

Course and Credit Structure for 2-Year MA in Gender Studies

Sem I	Course	DSC	DSE	RM	Total
	Credits	4 + 4 + 4	4	6	22
Sem II	Course	DSC	DSE	FP	
	Credits	4 + 4 + 4	4	6	22
Sem III	Course	DSC	DSE	RP	
	Credits	4 + 4 + 4	4	6	22
Sem IV	Course	DSC	DSE	RP	
	Credits	4 + 4 + 4	4	6	22

DSC: Discipline Specific Core

DSE: Discipline Specific Elective

RP: Research Project

RM: Research Methodology

Post-Graduate Degree in Science

Course and Credit Structure for 2 Year MSc Programme

Sem I	Course	DSC	DSE	RM	Total
	Credits	6 + 6	4	4	20
Sem II	Course	DSC	DSE	OJT/FP	
	Credits	6 + 6	4	4	20
Sem III	Course	DSC	DSE	RP	
	Credits	6 + 6	4	4	20
Sem IV	Course	DSC	DSE	RP	
	Credits	6 + 4	4	6	20

DSC: Discipline Specific Core

DSE: Discipline Specific Elective

RP: Research Project

RM: Research Methodology

OJT: On Job Training

Assessment Pattern under NEP

Evaluation of MAJOR and MINOR COURSES for the Undergraduate Degree under NEP:

1. Assessment for Major and Minor Courses is done under two subheads, namely, Continuous Assessment (CA) and Summative Assessment (SA) of 50 marks.
2. There is no minimum marks requirement for passing under individual heads for SA and CA.
3. The passing on 100 marks (40%) will mandatorily be calculated from the *total* of the two subheads - 50 marks SA and 50 marks CA i.e. a **Single Head of Passing**
4. It is **mandatory** for learners to appear for both SA and CA components.
5. For BSc and BSc (IT), **Practicals are a separate Head of Passing.**

Continuous Assessments (CAs) for MAJOR & MINOR

1. CA activities will be planned and conducted by the respective departments.
2. There will be two CA activities of 25 marks each.
3. It is mandatory for learners to appear for at least one of the two CAs to be eligible for appearing for SA at the end of the Semester. Learners who have not completed any of their CA activities will **NOT BE ALLOWED** to appear for the SA and will have to appear for the ATKIT SA.

4. Learners who have missed one activity due to genuine reasons may apply for an ADDITIONAL CA. The decision of the respective Head of Department is final in this case.
5. Learners' CA activity-related scores will be shared with them after both the activities are completed.

Summative Assessments (SAs) FOR MAJOR & MINOR

1. If a learner fails in the Summative assessment, she will have to appear for a 100 marks **ATKT SA** paper of three hours duration, covering the entire syllabus of the Semester.
2. Learners who have not appeared for any of their CA activities are **NOT ALLOWED** to appear for the SA and will have to give the 100 marks ATKT.
3. Learners who have missed the SA for a genuine issue (supported with a document, subject to approval by the authorities) will appear for an **Additional SA of 50 marks**.
4. The ATKT and Additional SA will be held after the declaration of the respective semester results.
5. Learners who obtain less than 40 marks out of 100 marks will be declared 'Fail'.
6. After the Odd Semester Examinations, Learners will be allowed to see their assessed answer papers of SA on a day fixed by the Examination Committee.
7. *Grievance Redressal Mechanism* for addressing grievances related to SA:
Learners may apply for Reassessment, Photocopying and Revaluation of the SA answer books *after the declaration of results in response to the notice posted by the College Office for the same*.
8. Student with Learning Disability (LD) will be given extra time for SA, as per the University Rules.

Continuous Assessments (CAs) for COMMON COURSES:

1. CA activities will be planned and conducted by the respective teachers.
2. There will be two CA activities of 20 marks each and 10 marks are assigned for class participation.
3. The passing mark is 20 out of 50 (i.e. 40%).
4. Learners who have missed one activity due to genuine reasons, may apply for an ADDITIONAL CA. The decision of the respective Head of Department is final in this case. The student must have adequate attendance to be allowed to give the additional CA.
5. Learners' CA activity-related scores will be shared with them after both the activities are completed.
6. Learners who have not cleared their CA in the Common Courses will have to appear for an ATKIT CA. These will be held after the declaration of the respective Semester results.

Co-Curricular Courses, Field Projects, Community Engagement Projects and Internships

The responsibility of completing the two credit Co-Curricular Courses, Field Projects, Community Engagement Projects and Internships satisfactorily, as per the rules of the College, falls to the student. Students who do not complete these will not be awarded the requisite credits and will have to do the course again, in the next semester.

IMPORTANT: A Learner must get *minimum 12 credits in each semester* to be promoted to the next level.

Evaluation Pattern for Post-Graduate Degree in Science under NEP

Evaluation of Mandatory, Elective Courses and Common Course(Research Methodology) for MSc Part -1:

- A.** Assessment and evaluation pattern will be 50:50. There will be two sub-heads, namely, Summative Assessment (SA) and Continuous Assessment (CA) of 50 marks each for Mandatory courses.
1. Mandatory Subjects, Electives and Practicals will have **separate heads of passing**.
 2. A student needs to secure 40% marks for passing individually in SA and CA.
 3. If a student fails, she/he will have to appear for an ATKT examination.
 4. Students who have missed the SA for a genuine reason (supported with a document subject to approval by the authorities) will appear for an **Additional SA of 50 marks**. This Additional/ATKT SA will be held after the declaration of the respective semester results and at the discretion of the PG Examination Committee.
 5. Students will be declared FAIL if they scores less than 20 marks out of 50 marks.
 6. After the Odd Semester Examinations, teachers will show assessed answer papers of SA to students and discuss the rubric of assessment with them as per a date and time schedule fixed by the PG Examination Committee.
 7. *Grievance Redressal Mechanism* for addressing grievances related to SA:
Students may apply for Reassessment, Photocopying and Revaluation of the SA answer books after the declaration of results in response to the notice posted by the College Office for the same.

8. Student with Learning Disability (LD) will be given extra time for SA, as per the University Rules.

B. Continuous Assessment (CA) for Mandatory Courses:

1. CA activities will be planned and conducted by the respective Departments. The Departments are required to share the details of the CA activities with the Deputy Controller of PG Examinations and PG Co-ordinator (VP- Science).
2. Students' CA Activity-related scores, with Assessed papers and feedback on their work (I.e. Tests, other Activities, Assignments etc.) must be shared with students.
3. Format of **CA for Mandatory courses**: Two CA activities of 25 marks each.

CA 1: Test (25 marks)

(Duration for answering the Test: Max. 60 minutes)

CA 2: Any Activity (25 marks)

4. The minimum score to Pass the Course is 20 marks out of 50 marks.
5. If a student does not obtain a Pass mark (i.e. 20 marks) then, she/he will have to appear for a 50-mark ATKT i.e. **one IA Test (25 marks) + one Assignment (25 marks)**.

C. Evaluation for Elective and Common Courses (Research Methodology) under NEP:

1. Format of **CA for Elective Courses**: Two tests of 25 marks each of **subjective type**.

Only CA is to be conducted out of 50 marks.

CA 1: Test (25 marks)

(Duration for answering the Test: Max. 60 Minutes)

CA 2: Test (25 marks)

(Duration for answering the Test: Max. 60 Minutes)

2. Format of **CA for Common Courses**:

CA 1: Test (25 marks)

(Duration for answering the Test: Max. 60 Minutes)

CA 2: Any Activity (25 marks)

3. If a student does not obtain a Pass mark (i.e. 20 marks) then, she/he will have to appear for a 50-mark ATKT i.e. **one IA Test** (25 marks) + **one Assignment** (25 marks).
4. The minimum score to pass the Course will be 20 marks out of 50 marks.
5. Students' CA Activity-related scores with Assessed papers and Feedback (for Tests, Activities, Assignments, etc.) will be shared individually with students.
6. *Grievance Redressal Mechanism* for addressing grievances related to CAs:
Students are required to apply in a prescribed format to the respective Vice Principals. The grievance will be addressed by involving the concerned faculty and the other Exam Committee member/s deputed by the Principal.

Declaration of Results under NEP:

The declaration of the result is based on the Semester Grade Point Average (SGPA) earned towards the end of each Semester. At the end of six Semesters, the student earns the Cumulative Grade Point Average (CGPA).

Grade Points and Letter Grades*

% of Marks	Grade Point	Letter Grade Result
90.0 - 100	9.00 - 10.00	O (Outstanding)
80.0 - <90.0	8.00 - <9.00	A+ (Excellent)
70.0 - <80.0	7.00 - <8.00	A (Very Good)
60.0 - <70.0	6.00 - <7.00	B+ (Good)
55.0 - <60.0	5.50 - <6.00	B (Above Average)
50.0 - <55.0	5.00 - <5.50	C (Average)
40.0 - <50.0	4.00 - <5.00	P (Pass)
Below 40	Below 4.00	F (Fail)

Computation of SGPA and CGPA*

The SGPA is the ratio of the sum of the product of the number of Credits with the Grade Points scored by the learner in all the Courses taken by a learner, and the sum of the number of Credits of all the Courses undergone by a learner.

$$\text{SGPA } (S_i) = [\sum (C_i \times G_i)] / (\sum C_i)$$

where,

C_i is the number of Credits of the **ith** Course

G_i is the Grade Point scored by the learner in the **ith** Course.

The CGPA is also calculated in the same manner, taking into account all the Courses undergone by the learner over all the Semesters of the Programme.

$$\text{CGPA} = [\sum (C_i \times S_i)] / (\sum C)$$

where,

S_i is the SGPA of the **ith** Semester,

C_i is the Total Number of Credits in that particular Semester

∑C are the Total Number of Credits for the entire programme

* Source: Report on Structure and Curriculum of Four Year and Dual Multidisciplinary Degree Programme with Multiple Entry and Exit Options for Implementation in State Universities of Maharashtra (October 2023).

Table 1
Course and Credit Structure for 3 Year BA Programme

Sem	Course	Sub 1	Sub 2	OE	VSC	AEC	VEC	SEC	IKS	Total
Sem I	<i>Credits</i>	4	4	2 + 2	2	2	2	2	2	22
Sem II	Course	Sub 1	Sub 2	OE	SEC	AEC	VEC	SEC	CC	
	<i>Credits</i>	4	4	2 + 2	2	2	2	2	2	22
Sem III	Course	Major	Major	Minor	OE	VSC	AEC	FP	CC	
	<i>Credits</i>	4	4	4	2	2	2	2	2	22
Sem IV	Course	Major	Major	Minor	OE	SEC	AEC	CEP	CC	
	<i>Credits</i>	4	4	4	2	2	2	2	2	22
Sem V	Course	Major	Major	Major	Elective	Minor	VSC	FP		
	<i>Credits</i>	4	4	4	4	2	2	2		22
Sem VI	Course	Major	Major	Major	Elective	Minor	Internship			
	<i>Credits</i>	4	4	4	4	2	4			22
									Total Credits	132

Table 2
Course and Credit Structure for 3 Year BA (SCJ) Programme

Sem I	Course	Major	Minor	OE	VSC	AEC	VEC	SEC	IKS	Total
	<i>Credits</i>	4	4	2 + 2	2 + 2	2	2	-	2	22
Sem II	Course	Major	Minor	OE	VSC	AEC	VEC	SEC	CC	
	<i>Credits</i>	4	4	2 + 2	-	2	2	2 + 2	2	22
Sem III	Course	Major	Major	Minor	OE	VSC	AEC	FP	CC	
	<i>Credits</i>	4	4	4	2	2	2	2	2	22
Sem IV	Course	Major	Major	Minor	OE	SEC	AEC	FP	CC	
	<i>Credits</i>	4	4	4	2	2	2	2	2	22
Sem V	Course	Major	Major	Major	Elective	Minor	VSC	CEP		
	<i>Credits</i>	4	4	4	4	2	2	2		22
Sem VI	Course	Major	Major	Major	Elective	Minor	OJT			
	<i>Credits</i>	4	4	4	4	2	4			22
									Total Credits	132

Table 3
Course and Credit Structure for 3 Year BSc Programme

Sem	Course	Subject 1 (Major)	Subject 2 (Minor)	Subject 3 (to be discontinued after FY)	OE	AEC	VEC	IKS	Total
Sem I	Credits	4	4	4	2 + 2	2	2	2	22
	Course	Subject 1 (Major)	Subject 2 (Minor)	Subject 3 (to be discontinued after FY)	OE	AEC	VEC	CC	
Sem II	Credits	4	4	4	2 + 2	2	2	2	22
	Course	Major	Major	Minor	OE	VSC	AEC	FP	CC
Sem III	Credits	4	4	4	2	2	2	2	22
	Course	Major	Major	Minor	OE	SEC	AEC	FP	CC
Sem IV	Credits	4	4	4	2	2	2	2	22
	Course	Major	Major	Major	Elective	Minor	VSC	CEP	
Sem V	Credits	4	4	4	4	2	2	2	22
	Course	Major	Major	Major	Elective	Minor	OJT		
Sem VI	Credits	4	4	4	4	2	4		22
								Total Credits	132

* In accordance with NEP 2020 and the three-subject option, the transition from Semester III to Semester IV will be implemented in the year 2025-26.

Table 4
Course and Credit Structure for 3 Year BSc (IT) Programme

Sem	Course	DSC	DSC	OE	VSC 1	AEC	VEC	VSC 2	IKS	Total
I	Credits	4	4	2+ 2	2	2	2	2	2	22
Sem II	Course	DSC	DSC	OE	SEC 1	AEC	VEC	SEC 2	CC	
	Credits	4	4	2+ 2	2	2	2	2	2	22
Sem III	Course	DSC	DSC	DSC	OE	VSC	AEC	FP	CC	
	Credits	4	4	4	2	2	2	2	2	22
Sem IV	Course	DSC	DSC	DSC	OE	SEC	AEC	CEP	CC	
	Credits	4	4	4	2	2	2	2	2	22
Sem V	Course	DSC	DSC	DSC	DSE	DSC	VSC	FP		
	Credits	4	4	4	4	2	2	2		22
Sem VI	Course	DSC	DSC	DSC	DSE	DSC	Project			
	Credits	4	4	4	4	2	4			22
DSC – Discipline Specific Core/DSE – Discipline Specific Elective										Total Credits
										132

CLUB / ASSOCIATION MEMBERSHIP & CLUB EVENTS

No.	Club	'Go To' person (Contact information)
1		
2		
3		
4		

At Sophia, there are many Clubs (also called, Associations) that you may join, based on your interests. 'Glimpses' is a specially organized event, to introduce you to their plans and flagship events. Do participate enthusiastically at club events. Sometimes, the schedules may overlap with your timetable; you need to maintain a judicious balance, so that your academic routine does not get waylaid.

Clubs and Associations are student-driven by their Elected Club Secretaries and Executive Committees. They report to and consult their Staff Advisors. Elections for the posts of Student Body President (SBP) and Club Secretary are held *before* the close of the *previous* academic year. All Sophia College students (Jr. & Sr. College) have Voting Rights. Elected Club Secretaries will coordinate with the Coordinator of Students' Activities, submit Club Reports and Accounts periodically.

Membership Fee per Club/Association, for the academic year 2025-2026 is Rs.100/- only.

Club funds are used for the activities organized by each club/association. Elected Club Secretaries will coordinate with the Coordinator of Students’ Activities; submit Reports and Accounts periodically.

Date	Club	Event details

ACADEMIC EVENTS

*Enter details of academic sessions / events / experiences that
YOU found unique or significant.*

Date	Events	Your personal reflection

IQAC

IQAC is the Internal Quality Assurance Cell that is constituted for assuring quality standards in the institution. Students, teaching and non-teaching staff of the institution can access IQAC with suggestions and grievances for improvement in mechanisms for quality maintenance. IQAC also prepares important documents like AQAR (Annual Quality Assurance Report) for NAAC accreditation. The honest feedback that you give, will help us engage better with quality improvement measures.

Contact IQAC at: **iqac@sophiacollege.edu.in**

Enter details of **academic sessions / events / experiences that YOU found unique or significant.**

(This may be with regard to the methodology used, guest lectures, unique practices, etc. This data will be useful for assessing your Teachers and Programmes, for Quality Control purposes.)

Date	Event/ Session	Your personal remarks/observations/ Reflection

LIBRARY

(The Sophia College – M K Tata Trust Information Centre)

The facilities available in Sophia College Library are for Sophia students and staff. Visitors and alumni are also welcome to use the resources available. The library has a collection of around 89,000 books – academic, fiction, non-fiction, etc.

Library Resources:

Textbooks	Books prescribed for Standards XI & XII and for competitive examinations e.g. MH-CET, IIT-JEE, CUET, NEET, etc.
Reference Books	These include Atlases, Dictionaries, Encyclopaedias, Multi-volumes, Art books, etc. <i>which cannot be borrowed.</i>
Temporary /Overnight Reference Books	Usually, one copy of every title is kept in demand for use in the library each day, at least until noon, after which the borrower may take the book overnight, and return it by 9 a.m. the following morning.
Non-fiction Books	Senior College & PG students can borrow 2 books at a time. Books <i>not in demand</i> may be taken for 2 days, 3 days, 1 week or 2 weeks.
Fiction library	Books from the Fiction Library will be issued from 1 to 3 p.m. (Monday to Friday) <i>Students can borrow only 1 book at a time, for 2 weeks.</i>
Periodicals & Project Reports	These are to be referred to, only inside the library.
Audio-Visual materials	The AV materials and Kindle Readers can only be viewed in the library.
E-resources	Access to e-resources is provided to all users in the library.

A remarkable feature of Sophia Library is that users have *open access* to the cupboards. It therefore becomes imperative to replace books in the same location, within the shelves/cupboards, in the interests of library users.

Library Rules:

1. Entry to the Library:

- Main Entrance, near Room 12 (3rd floor, Arts Building).
- Show your valid College ID card or Library Card.
- Enter details in the Library Register.
- Submit your bags at the Bag Counter.
- All borrowed books must be shown for inspection, on leaving the library.
- Collect your bag as you leave the library.

2. Issuing of Books:

- Books are issued strictly in *order of application*.
- The Librarian may exercise discretion to limit the issuing of certain books under certain circumstances.
- Books may only be taken *after the loan has been registered* at the Circulation Counter.
- Examine the book when it is issued. Immediately notify the *Library Attendant* if there are any damages, failing which you will be held responsible for any damage that may be detected later.
- Note: Books lost, damaged, or defaced must be paid for by the user on whose name they were issued. The value of the book will be assessed by the Librarian.

3. Overdue Books:

A fine of Rs. 10 per book, per day from 'after' the Due Date is levied, for late return of issued books. (Note: Working days, holidays and Sundays will get included.) In the case of 'reserved' books that are returned late, the

penalty is a fine and a loss of library privileges for one week.

4. Code of Conduct:

- Silence should be maintained in all Reading Areas.
- Return newspapers and magazines to their stacks.
- Mobile phones/Laptops may be used for private study.
- Use headphones if you are listening to audio data.
- Library furniture should not be rearranged or misused.
- Keep the library neat. Do not litter.
- Eating and chewing gum is not permitted.
- Disregard of Library Rules, indiscipline and misbehaviour will render students liable to be refused access to the library.

Note:

For all matters pertaining to the library, the decision of the **Librarian** is final. The Librarian reserves the right to recall any book/journal when required.

Days	During Term (i.e. <i>regular working days</i>)	During Vacations
Monday-Friday	8:30 am to 5:30 pm	8:30 am to 4 pm
Saturday	8.30 am to 2:30 pm	8:30 am to 2 pm

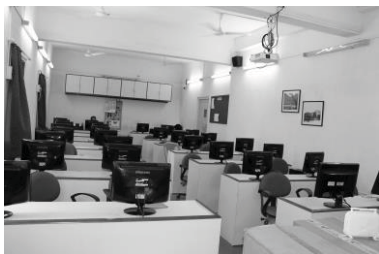
(The library is closed on Sundays and Public Holidays.)

COMPUTER CENTRE

Timings:

Monday to Friday : 8.30 a.m. to 5.30 p.m.

Saturday : 8.30 a.m. to 3.30 p.m.



The Computer Centre is located on the 1st Floor of the Arts Building (Opposite the AV Room). There are four laboratories with 105 computers, 5 printers, 2 scanners and 3 projectors.

Internet broadband connection enhanced through fibre optic is available at a nominal rate of Rs 10/- for half hour. The facilities of the computer laboratories may be used for academic or personal work.

Lab users are advised to save their data on the personal pen-drive, HDD, email, cloud etc. as the computers are formatted from time to time. The laboratory staff cannot take responsibility for data loss.

Short-term Certificate courses are available include: Computer Basics, Tally, Photoshop, Corel Draw, Web Designing, and programming in C, C++, Python and Core Java, Digital Marketing, Data Science with Excel, Data Science with Python.

You can do any course, at timings that are suitable for you, during the working hours of the Computer Centre. Fees once paid, will not be refunded and it is valid for a specific time-period only. For further information contact the staff at the Computer Centre or the College Librarian.

ANNUAL COLLEGE EVENTS

ORIENTATION PROGRAMME

To familiarise students with the college as well as expectations and to welcome you to the Sophia family, an orientation session is held for students and their parents/guardians, at the beginning of the Academic Year. This is an opportunity for you to clarify doubts and concerns.

PRIZE DAY

Students are awarded Prizes and Scholarships for excellence in academic, sports and cultural events. Research Scholarships are also awarded to faculty members on this occasion. The complete list of awards can be accessed on the Sophia College website.

KALEIDOSCOPE

This Inter-College Festival has already completed its Silver Jubilee. It is almost entirely student-driven and managed. The workforce for *K'scope* is enormous; it includes Junior College, UG and PG students. Planning for this mega event begins several months prior to the dates of the festival. Kaleidoscope continues to be a popular college festival in Mumbai city. The festival usually lasts for one week, culminating in the main days, which is a Saturday and Sunday.

ANANYA

This small-scale intra-college festival is usually organized by various Departments, in relation to the College 'Theme of the Year' and/or College Goals.

MUNSOPHICAL

Plenty of excitement fills the air with the yearly Munsophical event, which attracts students from several colleges. It is likened to the Mock UN event with a focus on issues of national and global concern.

COLLEGE DAY

(12th December)

It is the birth anniversary of St. Madeliene Sophie Barat, who started the RSCJ community in France, and whose Life Members founded Sophia College for Women, Mumbai. The day begins with a Mass in the College Chapel, followed by a formal ceremony during which staff who have completed 25 years of service in Sophia College are recognized. It culminates with a cultural programme featuring Sophia students and staff.

SPORTS DAY

A much sought after event is the Annual Sports and Athletic Meet, which is held at the Sports Pavilion of the University of Mumbai, at Marine Lines. It begins with a huge and colourful March Past, track and field events and creative races. The CUC versus Staff Tug-of-War is one of the highlights of the event. Sportspersons who have done Sophia College proud are honoured on this occasion; they are awarded Prizes, Certificates, Medals and Trophies for various sports and athletic events.

CHRISTMAS WISHING

A festive feeling of Christmas is enhanced through a 'Christmas Wishing' programme that centres around the message of Christmas and music-making together. The residents of Sophia College Hostel literally fill the stage, to present a medley of secular and sacred Christmas carols. They spiritedly go carolling in the week prior and raise funds to support a charitable cause.

ITECHNOTHON

The Department of Information Technology organizes an intercollegiate techfest that includes events like Gaming, Quiz, Debate and other competitions.

COMMUNITY KITCHEN

This is a sharing of a nutritious and wholesome meal - 'khichdi'. It is lovingly prepared by the QA students and shared with all college staff and students. It is a much-awaited event that usually takes place at the end of the academic year and is a moment of fun and frolic.

QA DIPLOMA CONFERRING CEREMONY

Sophia College for Women confers the Postgraduate Diploma in Quality Assurance in the Foods, Pharmaceuticals and Allied Industries (PGDQA) on successful students of the **Geeta Israni Centre of Quality Assurance**. Their unique invitation to this annual event and personal style have maintained its stamp of difference year after year.

DEGREE CONFERRING CEREMONY

This event marks the culmination of the Undergraduate and Postgraduate study at Sophia College for Women (Empowered Autonomous). This solemn event in appropriate academic attire, serves as a milestone in the life of every learner who successfully completes their formal education. A person of eminence is invited to deliver the address and confer degrees on the awardees. The degree is issued under the seal of the University of Mumbai.



STUDENT SERVICES

Counselling Centre

Location: 1st floor, Sophia Andersson Annexe

It offers a professional and formal resource in times of personal stress, as well as opportunities for individual and group enrichment. The following services are available:

- Individual Psychological Counselling
- Group Counselling Sessions
- Personal Adjustment
- Student Support
- Vocational Testing (A nominal fee is charged.)
- Career Counselling & Guidance

To get in touch with the Counsellor:

1. Send an email to:

sophiacounselingcenter@gmail.com
jenniemen@gmail.com

2. Book an appointment for a free consultation in the Counselling Centre Appointments Diary

(The Diary is kept in the Counselling Centre.)

Mentorship Programme

The college has a mentoring system. (A Mentor is a UG/PG Teaching staff member.) You may contact your mentor for guidance. Please respect and follow to the established protocol.

Student Grievance Redressal / Complaints Cell

Sophia Grievance Redressal Cell <i>Email: grievance.redressal@sophiacollege.edu.in</i>
Internal Complaints Committee <i>Email: internal.complaints@sophiacollege.edu.in</i>
Sophia Caste-based Discrimination Complaints <i>Email: caste.complaints@sophiacollege.edu.in</i>
Sophia Anti-Ragging Committee <i>Email: anti.ragging@sophiacollege.edu.in</i>
Sexual Harassment Compliance Committee <i>Email: sexualharassment.complaints@sophiacollege.edu.in</i>

- If any Sophia College student has a grievance, the concerned student must send her/his/their grievance/complaint to the appropriate Cell/Committee at the above email address. The matter will then be placed before the respective Cell/Committee.
- A **STUDENT GRIEVANCE BOX** is kept outside the Office of the Co-ordinator of Student Activities for students who wish to drop their complaints and suggestions, anonymously.
- The Co-ordinator of Student Activities, College Wardens and Counsellors are available, to listen to your concerns and provide help/guidance.

Canteen

The canteen provides a variety of food choices to all students and staff of Sophia College. It is a self-service facility providing vegetarian and non-vegetarian food, with reasonable rates. There are cold and hot beverage counters.

- Please stand in queue to obtain food/beverage tokens before collecting your food/drink.
- Dispose-off waste appropriately in wet/dry bins explicitly kept for this purpose. Return plates, cups and cutlery in the tubs.
- Keep the canteen clean.
- Canteen furniture may be rearranged for authorized Class, Department and Club events *after prior permission has been obtained* from the College Warden.
- **CANTEEN SUGGESTION BOX:** Drop in your *constructive* suggestions, feedback, and complaints. Grievances regarding food, if any, must be backed by photographic evidence whenever possible. *Bring it to the notice of the Canteen Manager immediately.*

Sophia College Bookshop

The College Bookshop caters to the multiple needs of all students and staff of Sophia College, and our campus institutions. The book shop also has Journals for specific subjects, Subject Workbooks, Reference Books, Novels, Study Resources, Stationery, etc. *You are encouraged to purchase from our college bookshop.*

Photocopy Counters

Photocopy Counters are provided for Degree College students and staff in the following locations:

PC-1: Ground floor, Sophia Andersson Annexe

PC-3: Inside the College Library (3rd floor)

Specific learning resources, Question Banks, Study Materials, etc., shared by Degree College Teaching Faculty are available at a nominal rate, only at PC-1.

Please do not photocopy published resources without permission. Unauthorized copying in any format violates Copyright norms.

Student Aid Fund (SAF)

The Student Aid Fund has been built through the generous contributions of parents, alumnae, and well-wishers of Sophia College over many decades. Applications for SAF may be made by any bonafide student who has a *need* for financial support. The prescribed SAF Form may be obtained from the **Coordinator of Student Activities**.

Applicants have to provide *evidence of their need* and they will be interviewed by a panel, before being provided financial *assistance* on a case-by-case basis. SAF recipients undertake to be committed to regular attendance, satisfactory academic performance and involvement in college life.

Government Scholarships

- Government of India Freeships for the Economically Backward Class (EBC).
- Full Tuition Scholarship for Scheduled Caste (SC) and Scheduled Tribe (ST) students.
- Children of Primary/Secondary school teachers may apply for a scholarship if she has obtained a First Class in the SSC/University Examination.

Eligible students who wish to apply for these Freeships/Scholarships can apply for them at **Mahadbt** portal via:

1. www.scholarship.gov.in
2. <https://mahadbtmahait.gov.in>
3. <https://mahadbt.maharashtra.gov.in/login/login>

You may also obtain the relevant Scholarship Application Form from the Accounts Office. The duly filled in forms are to be submitted at the beginning of the academic year.



GUIDELINES

1. Administrative Office Timings:

Day	During Term (i.e. regular working days)	During Vacations
Monday-Friday	10:30 a.m. to 12:30 p.m. 2:00 to 3:00 p.m.	10:30 a.m. to 12:30 p.m.
Saturday	10:30 a.m. to 12 p.m.	10:30 a.m. to 12 p.m.

2. Office Timings of the Principal & Vice Principals:

	During Term
Principal	11 a.m. to 1 p.m.
Vice Principal (Arts)	11 a.m. to 1 p.m.
Vice Principal (Science)	11 a.m. to 1 p.m.

3. Holidays & Non-instructional days:

The College will be closed on:

- Sundays and all Public Holidays declared by the Central and/or State Government. Holidays/Vacations and Mid-Term Breaks are announced by the University of Mumbai (e.g. Ganesh Festival, Christmas).
- 'Non-Instructional Days' are declared by the Principal. These will be communicated to all students and staff.

4. Applications for Certificates/Testimonials:

Kindly contact the *Administrative Office* during office hours if you wish to obtain the following: Your original retrievable documents (e.g. Mark sheet, Passing Certificate), Testimonials, Letters of Recommendation, Attestation of documents (with proof), Principal's signature, etc. Nominal charges are applicable for certain special services, details of which are displayed on the Admin. Office Notice Board.

RULES AND REGULATIONS

1. All students are accountable to the Principal and to the Vice-Principals / Course Coordinators for their conduct on campus.
2. Students joining the College are, by that very fact, required to accept and adhere to all Rules and Regulations of Sophia College (Autonomous) and the University of Mumbai. ***You are expected to treat all persons with respect.*** Students undertake to submit to the normal enforcement of the same, to the satisfaction of the Principal, whose decision shall be final.
3. **Identity Cards:** All students are required to wear the Sophia College Identity Card 2025-2026 in order to enter Sophia campus. Identity cards without a photograph, stamp and signature are not valid. Entry on Sophia campus is *not permitted* without your valid Identity Card. (Your valid Library Card/Gym Membership Card may be accepted, *in an emergency.*)
Misuse of ID cards: Students will be fined and the ID card will be confiscated if the student is found to be misusing the Identity/Library/Gym Membership cards.
4. **Ragging is strictly prohibited.** Students found indulging in ragging will be expelled. There is zero tolerance for bullying, teasing and rude behaviour. Smoking, consumption of alcohol, gutka, tobacco, drugs/psychotropic substances are *not* allowed on the College premises and within a specified distance from the campus boundaries, as per law.
5. **Dress Code:** As an educational institution in an Indian context, Sophia students are expected to abide by a

fairly reasonable and modest dress code while on campus, even if you might be permitted by your families to dress differently elsewhere. Students are urged to internalize this expectation.

6. **College Excursions/Outings:** These are organised by faculty members *after* prior sanction of the Principal. Accurate information must be provided to the college, and specific information regarding health or other needs *prior to* the commencement of the field trip/tour/excursion etc. On all trips, a female staff member will accompany the group. A signed Parental Consent Form has to be submitted *in advance* to the Staff-in-charge.
7. **College Canteen:** It is a *self-service canteen*. Please do not litter anywhere on the campus. Consumption of foods and beverages is permitted only in specific areas (Canteen and its extension). You will make yourself liable for penal action if you violate this norm.
8. **Mobile Phone use:** Please do not use mobile phones in the classroom, laboratory or library nor in corridors outside these places, *unless permitted to do so*. Charge your gadgets with your own power banks; you are not allowed to use the sockets on campus for this purpose. Violation of this rule will lead to confiscation of the device and levy of a fine.
9. **Personal Responsibility:** Be alert and safeguard your personal belongings. The College cannot take responsibility for the same. With over 200 CCTV cameras on campus, we hope they serve as effective deterrents.

10. **College Property:** The college properties and its infrastructure are for your use and for the future generation of students. Please take care of the same and do not deface and damage it. A student who is found to have damaged college property will have to make good the damage done.
11. **Go-green:** Be mindful of the need to conserve energy, use less plastic and paper, and use water sparingly. Please save electricity - put off light and fan switches when not essential. Segregate waste in appropriate bins.

ACADEMIC MATTERS

1. **Course Syllabi:** The syllabi for all courses (Undergraduate and Post-Graduate programmes) can be accessed on the Sophia College for Women website. **<https://sophiacollegemumbai.com>**
Go to: *Sophia College > Departments*
2. **Announcements:** WhatsApp groups, Google Classroom, Notices on the cloud diary Domain ID, College Notice Boards and announcements on the public address system will bring to your attention matters of immediate concern, changes in lecture schedules, room changes, Events, Test Schedules, etc.
3. **Class Time Tables:** Time-Tables are displayed on the respective Class Notice Boards. You are expected to be punctual and regular for all lectures, tutorials, presentations, vivas and practicals.

ATTENDANCE NORMS

Attendance Requirement:

- Upon admission to Sophia College, you will have signed an undertaking relating to **University Ordinances, assuring regular attendance while understanding the consequences of defaulting.**
- Seventy-five percent (75%) attendance is required at Lectures and Practicals. (Know that absence on account of personal, health or other reasons can only amount to 25% of the total number of lectures/practicals.)

University Regulation:

- The College is required to strictly follow the University of Mumbai provisions mentioned under Ordinance 6086 (effective from 2014-2015 - Circular UG/01 of 2014).
- Under these Ordinances, the college may disallow students who *do not satisfy the necessary requirements*, from appearing for Written and/or Practical Examinations.
- These include the following:
 - a. A minimum 50% attendance for each Course;
 - b. An average attendance in each Semester of **75%** of the day on which Lectures, Practicals, Tutorials, Presentations, etc. are conducted; and
 - c. Completion of the course of study at the College to the satisfaction of the Principal.

Attendance Records: Attendance is taken daily at all lectures/practicals.

Absence:

You are expected to inform the Vice Principal/Coordinator if you take 3 or more days of absence, at the *time of taking leave or*

immediately thereafter. Your notification of absence must be signed by the Parent/Guardian.

Absence on **medical** grounds should be supported by a *valid* Medical Certificate. If you have been absent in order to participate in **State/National/International events**, please support your application with relevant documents (e.g. Certificates of Attendance/Merit, Letter from DSO, etc.)

Defaulters' List:

- A list of students whose attendance is unsatisfactory will be displayed on the respective Class Notice Board periodically.
- *Defaulting students and their Parents/Guardians will be called to the college, to meet the concerned authorities.*
- Students with *unsatisfactory attendance* may be debarred from appearance at Examinations.
- Parents and Guardians are encouraged to keep themselves informed of their daughter's/ward's attendance and academic progress. If you would like to meet the Vice Principals/Course Coordinators you may do so *during their office hours.*

TEST / EXAMINATION RULES

1. **Schedule:** The Test and Examination Time-Tables for UG & PG programmes are prepared by the **Controller of Examinations** (COE). Time Tables will be displayed on respective College Notice Boards in advance. You are advised to copy your time table carefully.

2. **Reporting Time:** You must report to the Examination Room, as per the Seating Plan which will be displayed on College Notice Boards. Report 20 minutes prior to the commencement of an Examination.
3. Late Entry is not permitted after commencement of the Examination.
4. Candidates are not allowed to reveal their name and religious identity anywhere on the Main Answer Books and Supplements. This is in accordance with University norms.
5. Students are required to wear/carry their valid Identity Card for each Test/Examination; these will be checked by the Supervisor upon entering the designated Room. Write the correct and complete Roll Number on the Answer Book and Supplements.
6. **Attendance:** Students have to sign their *presence* on the Attendance Sheet for every Test / Examination.
7. **All mobile phones have to be switched off or kept on silent mode *before entering the Test/Examination Room*.** Students can NOT take mobile phones to their seats. Mobile phones, smart watches and AI-enabled devices are not permitted in the Test/Examination Room.
8. Keep your belongings inside your bag; the college staff cannot take responsibility for the same, or for

any loss. Writing boards and pouches are *not* permitted during exams.

9. **Use of Unfair Means:** CCTV cameras are installed on campus to enhance vigilance, safety and security. The use of unfair means will warrant appropriate disciplinary action, in accordance with University norms enforced through the Unfair Means Committee. The decision of the Principal will be final in this regard.
10. Students are generally *not permitted* to leave the examination room while an examination is in progress. You are advised to use the washroom prior to commencement of the Test/Exam, if needed.
11. **Practical Examinations:** Only candidates with *Certified Journals* are permitted to appear for Practical Examinations.
12. **Disabled Students (Divyang)**
Students who are certified as having a physical and/or learning disability, are given additional time at Examinations, as per University Rules. Such students are required to provide the appropriate documentation to the college at the time of admission. Students who are permitted to have writers for Tests/Examinations, writers can be provided for students with learning disabilities. The college has some facilities for Disabled Learners.

REGULATIONS RELATED TO FEES

Payment of Fees: As soon as the applicant is notified that admission has been granted, the full fees become payable within a specific time frame.

In case of withdrawal or failure to attend College, the refund, if any, of the Senior College Fees already paid, will be in accordance with rules laid down by the University of Mumbai. Fees once paid cannot be carried over for a subsequent academic term.

A student must pay all the prescribed fees (except the Examination Fee) for the year, *at the time of admission*.

As per the Circular No. Exam Fee/149 of 2012-13 dated 19th March 2013, a learner is required to pay the Examination Fees for each Semester, whenever s/he appears for an examination.

FINANCIAL ASSISTANCE is available for a limited number of Sophia College students who are in need of support. Contact the Coordinator of Student Activities if you need help in this regard.

Cancellation of Admission:

Candidates who have taken admission in Undergraduate courses in Govt. colleges, in Government-aided and Unaided courses conducted by affiliated colleges, and recognized Institutions may request for refund of fees *after applying in writing for cancellation of their admission to the course*.

Leaving Certificate: Students who have confirmed their admission in Sophia College for Women and who wish to subsequently withdraw (leave) are required to apply for their Leaving Certificate in the Admin. Office. When the Leaving Certificate is issued to the applicant, she/he/they will cease to be our student.



CALENDAR 2025-2026

JUNE 2025		
DAY	DATE	
Tue	10	
Wed	11	
Thu	12	
Fri	13	College Re-opens
Sat	14	
Sun	15	
Mon	16	
Tue	17	Orientation Programme for First Year
Wed	18	NEP Orientation Programme for First Year
Thu	19	
Fri	20	

Sat	21	International Yoga Day
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	

JULY 2025		
DAY	DATE	
Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	Holiday – Moharram
Mon	7	
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	
Tue	15	
Wed	16	

Thu	17	
Fri	18	
Sat	19	
Sun	20	
Mon	21	
Tue	22	
Wed	23	
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	
Tue	29	
Wed	30	
Thu	31	

AUGUST 2025		
DAY	DATE	
Fri	1	
Sat	2	
Sun	3	
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	
Sat	9	
Sun	10	
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	INDEPENDENCE DAY CELEBRATION – Flag Hoisting and March to August Kranti Maidan Parsi New Year

Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	Holiday – Ganesh Chathurti
Thu	28	Holiday – Ganesh Festival
Fri	29	Holiday – Ganesh Festival
Sat	30	Holiday – Ganesh Festival
Sun	31	Holiday – Ganesh Festival

SEPTEMBER 2025		
DAY	DATE	
Mon	1	
Tue	2	
Wed	3	
Thu	4	
Fri	5	TEACHERS' DAY Holiday – Eid-E-Milad
Sat	6	
Sun	7	
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	Kaleidoscope begins

Wed	17	
Thu	18	
Fri	19	
Sat	20	Kaleidoscope (main day)
Sun	21	Kaleidoscope (main day)
Mon	22	
Tue	23	
Wed	24	
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	
Tue	30	

OCTOBER 2025		
DAY	DATE	
Wed	1	
Thu	2	Holiday – Mahatma Gandhi Jayanti & Daseera
Fri	3	
Sat	4	
Sun	5	
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	
Sun	12	
Mon	13	
Tue	14	
Wed	15	
Thu	16	

Fri	17	
Sat	18	
Sun	19	
Mon	20	Diwali Vacation begins
Tue	21	Holiday – Diwali (Amavasya)
Wed	22	Holiday – Diwali (Balipratipada)
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	31	

NOVEMBER 2025		
DAY	DATE	
Sat	1	
Sun	2	
Mon	3	
Tue	4	
Wed	5	Holiday – Guru Nanak Jayanti
Thu	6	Term re-opens after Diwali Vacation
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	

Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thu	27	
Fri	28	
Sat	29	
Sun	30	

DECEMBER 2025		
DAY	DATE	
Mon	1	
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	College Day
Sat	13	
Sun	14	
Mon	15	
Tue	16	

Wed	17	
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	Christmas Wishing
Wed	24	Christmas Break begins
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	
Tue	30	
Wed	31	

JANUARY 2026		
DAY	DATE	
Thu	1	
Fri	2	Term-reopens after Mid-Term Break
Sat	3	
Sun	4	
Mon	5	
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	
Tue	13	
Wed	14	
Thu	15	
Fri	16	
Sat	17	

Sun	18	
Mon	19	
Tue	20	
Wed	21	
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	REPUBLIC DAY
Tue	27	
Wed	28	
Thu	29	
Fri	30	
Sat	31	

FEBRUARY 2026		
DAY	DATE	
Sun	1	
Mon	2	
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	

Tue	17	
Wed	18	
Thu	19	Holiday – Chhatrapati Shivaji Maharaj Jayanti
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	Holiday – Mahashivratri
Fri	27	
Sat	28	

MARCH 2026		
DAY	DATE	
Sun	1	
Mon	2	
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	Holiday – Holi
Sun	15	
Mon	16	

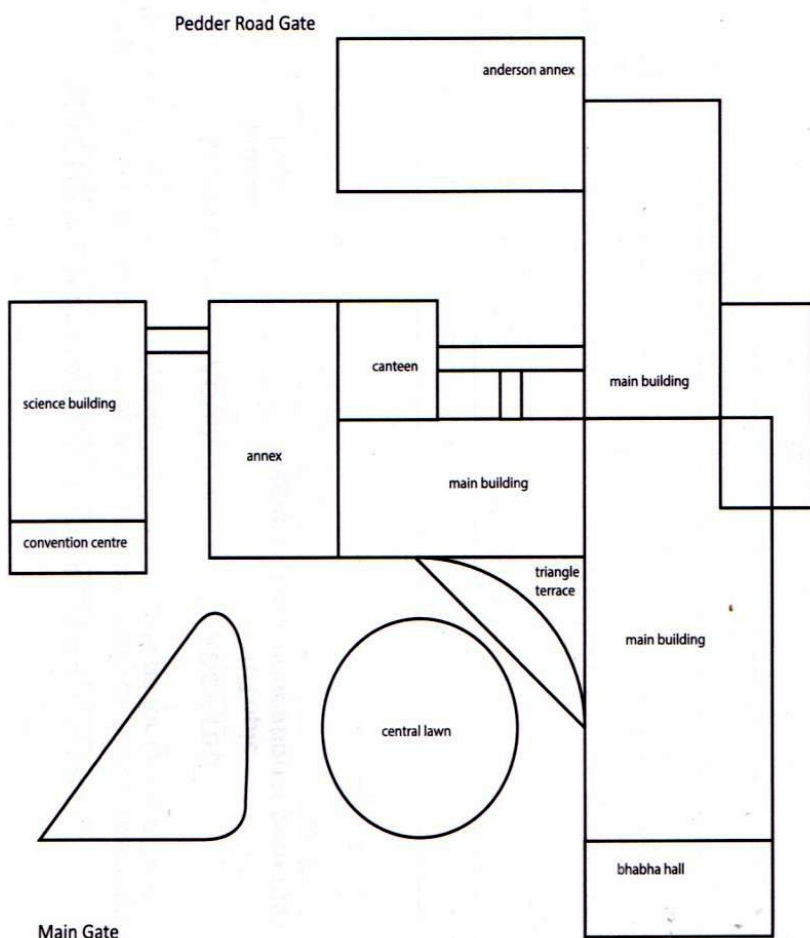
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	Holiday – Gudi Padwa
Tue	31	Holiday – Ramzan Eid (Eid-ul-Fitr)

APRIL-MAY 2026		
DAY	DATE	
Wed	1	
Thu	2	
Fri	3	Holiday – Good Friday
Sat	4	
Sun	5	
Mon	6	Holiday – Ram Navmi
Tue	7	
Wed	8	
Thu	9	
Fri	10	Holiday – Mahavir Jayanti
Sat	11	
Sun	12	
Mon	13	
Tue	14	Holiday – Dr. Babasaheb Ambedkar Jayanti
Wed	15	
Thu	16	

Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	1 st May	MAHARASHTRA DAY
Sat	2	Summer Vacation begins

CAMPUS GUIDE

MAP OF FULL CAMPUS



ARTS BUILDING – Main ‘Heritage’ Block

Basement	Gymnasium / Sophia Sports Club e-Cell Photocopy Centre (PC-2 for Jr. College) Hot / Cold beverages Stall
Ground floor	Principal's Office Warden's Desk Red Chair Room Junior College Vice-Principal's Office Senior College Vice-Principal's Office (Arts) Accounts' Office Administrative Office Toilets (for Female students) Multipurpose Hall (MPH) "Students' Den" (room behind Chapel) Office of the Coordinator of Student Activities, Reception / Telephone Operator College Chapel
1st floor	College Hostel 30-Corridor
2nd floor	Classrooms 1 - 12 M. K. Tata Information Centre (College Library) Toilets (for Female students, near Rooms 3 &4) Toilet (for Male Staff, near Room 7)

ARTS BUILDING – Rear Extension

Ground floor	Classroom 15, Hostel Kitchen & Store Room Toilets (for Males)
1st floor	Classroom 13 Classroom 14
3rd floor	College Hostel 40-Corridor
4th floor	Classrooms 18, 19 & 20 Vocational Department Staff Room Washroom (for Staff, inside Voc. Staff Room)) Toilet (for Female students, near Room 20)

ARTS BUILDING – Library Extension

Ground floor	Staff Dining Room Students' Canteen and Canteen Extension Toilets (for Female students or Persons with Disability)
1st floor	A.V. Room Front [AV(F)] A.V. Room Front [AV(B)] Computer Laboratories 1, 2, 3 & 4 Toilets (for Female students, near AV Room)
2nd floor	Toilets (for Male Staff, Female Staff) General Staff Room, Recording Studio, Classroom 28, Computer Lab (Room 28A)
3rd floor	College Library Librarian's Office, Reading Room Internet/Photocopy Counter (PC-3) Fiction Library Section Toilets (for Female Staff)

BHABHA INSTITUTE OF SCIENCE

Basement	The Suman & Ramesh Tulsiani Convention Centre Toilet for Females (For Convention Centre Events), Toilet for Males (For Convention Centre Events), 'Voice of Sophia' Radio Station Chemical Storage Room Science Store Room Microbiology Preparation Room
Ground floor	Chemistry Department Microbiology Department and Laboratory Senior College Vice-Principal's Office Classroom 25 (Near bldg. entrance) Classroom 26 (Behind the Lift) Sick room (First Aid Room) Toilets (for Males) (outside the bldg.)
1st floor	Chemistry Laboratory, Classroom 21 MSc Microbiology laboratory, Students Deck Support Staff Changing Room Toilet (for Female students) Toilet (for Male Support Staff)
2nd floor	Physics Department, Physics Laboratory Store Room & Dark Room, Mathematics Room, Classrooms 22, 23 and 24 Toilet (for Female Staff) Toilet (for Male Staff) Office of the Jr. College Supervisor
3rd floor	Biology Department and Biology Laboratory Life Sciences Department Life Sciences Laboratory
4th floor	Classroom 27 Psychology Laboratory Suman Tulsiani Centre

SOPHIA ANDERSSON ANNEXE

Ground floor	Photocopy Centre (PC-1) Classroom 30 Sophia Irene Heredia Centre for Women's Studies & Development (SIHCWSD) Toilets (for Female Students) Washroom (for Male Staff) Repair & Maintenance Department Workshop
1st floor	Classrooms 31, 32 & 35 J. N. Heredia Counselling Centre BA(SCJ) Department and Admin. Office. GEETA ISRANI CENTRE OF QUALITY ASSURANCE Classroom 17 QA Laboratory (Wet & Dry) QA Office, QA Reading Room Toilets (for Staff)
2nd floor	Classrooms 33 & 34 A.V. (Audio Visual) HALL Toilets (for Females)
3rd floor	Classrooms 36 & 37, BSc (IT) Coordinator's Office & Staff Room Toilets (for Females) Toilets (for Staff)

ATTENDANCE & LEAVE RECORD

Month	PRESENT Total No. of days	ABSENT DATES (with Reason)	Total No. of Absent days
June 2025			
July 2025			
Aug 2025			
Sept 2025			
Oct 2025			
Nov 2025			
Dec 2025			
Jan 2026			
Feb 2026			
Mar 2026			
Apr 2026			

NOTES

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

सोफिया कॉलेज गीत

नाम सोफिया विवेक है बता रहा
प्रेम ज्योति-हृदय बीच जो जगा रहा
मुक्त करो प्रभु! हमको अशुभ भीति से
ध्यान रहे सतत प्रभु निकट है यहाँ।

नाम.....

भौतिक दुःख-पीडा को दूर हम करें
ईशार्पण तन-मन बल हम सदा करें
हृदय हमारे प्रभुके चरण में चढ़ें
जीवन है सत्यं शिवं के लिए रहा।

नाम.....

जीवन-पथ प्रभु-इच्छाधीन हमारा
नींव हमारे सुख की प्रेम तुम्हारा
निर्मल स्वातंत्र्य रहे ध्येय हमारा
साधन मोक्षार्थ तुम्ही, अन्य गति कहां।

नाम.....

Translation & Music by: S. Phadnis (1957)

SOPHIA COLLEGE SONG

For Wisdom stands Sophia's name
And sets our hearts with love aflame.
O God, free us from craven fear,
And may we know that Thou art near.
We long to soothe all earthly pain;
We pledge to Thee our might and main;
Our hearts we offer Thee anew:
Our lives shall stand for all that's true.
Thy wisdom shall direct our way;
Thy love shall be our joy and stay;
Our goal shall be true liberty;
Our freedom founded first in Thee.

Lyrics: Catherine Andersson, rscj

Music: Winifred Ward, rscj (1946)

NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL (NAAC)

RATING OF SOPHIA COLLEGE FOR WOMEN

2003 'A' GRADE with 88%

2009 (2nd cycle) 'A' GRADE with 3.61 out of 4

2015 (3rd cycle) 'A' GRADE with 3.70 out of 4

'BEST COLLEGE AWARD'

FOR THE ACADEMIC YEAR 2009-2010

BY THE UNIVERSITY OF MUMBAI

AWARDED DEPARTMENT OF BIOTECHNOLOGY

'STAR COLLEGE SCHEME'

IN 2016

GRANTED ACADEMIC AUTONOMY

IN 2018 (NAAC)

GRANTED 'EMPOWERED AUTONOMOUS'

STATUS IN 2023