



सोफिया कनिष्ठ महाविद्यालय

SOPHIA JUNIOR COLLEGE HANDBOOK

2025-2026



*“seeking wisdom through
an education that transforms”*

PERSONAL INFORMATION

Your **Name** (as on official College Records):

First Name	
Middle Name	
Last Name (or Surname)	

Your **Address**:

Room/Flat/Floor	
Name of Apartment / Building / Chawl	
Landmark <i>(if any)</i>	
Road / Street / Sector	
Place	
District	
State	
Pin Code	

Division: _____ Roll Number: _____

10-digit **Mobile Number**: _____

Blood Group:

Aadhar Number: _____

Your previous School **UDISE Number:**

Saral No.

G.R. No.

APAAR No. _____

Important contact details (*in case of need or emergency*):

Name	Specimen Signature	Contact Number and Email address
(Mother)		
(Father)		
(Guardian)		

Useful Student Contacts:

(i) Elected Class Representative:

.....

(ii) Elected Assistant. Class Representative:

.....

SUBJECTS TAKEN

No.	Subject & Code	Teacher/s (Name, Email, Contact no.)
1	ENGLISH	
2	Second Language: Or I. T.	
3	ENVIRONMENT EDUCATION & WATER SECURITY	
4	HEALTH & PHYSICAL EDUCATION	
5		
6		
7		
8		

COLLEGE INFORMATION

College: **Sophia College**
Index No. J31.02.011
UDISE No. 27230100968

Address: Bhulabhai Desai Road
Mumbai
Maharashtra
400 026

Website: **www.sophiacollegemumbai.com**

Contact: **022-2351 2642 / 022-2352 3304**
(On weekdays, from 8 a.m. to 8 p.m.)

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

BEST Bus 155

(This is a circular bus route from Grant Road West via Haji Ali / Jaslok Hospital back to Grant Road station.)

Buses on Cumballa Hill Post Office (Peddar Road) stop:
28, 57, 62, 83, 86, 88, 89, C-305

Buses near Breach Candy Hospital stop:
37, 63, 77, 80Ltd, 151

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).

The **JUNIOR COLLEGE** section, which began in 1977, is affiliated to the Maharashtra State Board of Secondary & Higher Secondary Education (MSBS&HSE), Pune. About 1100 students are registered as full-time students in Standards XI and XII (Jr. College), which prepares students for the Higher Secondary Certificate (HSC) Examination in the Arts and Science streams.

It is hoped that our beautiful and biodiverse campus will serve as a motivational force to learn amidst such an environment. The staff strive to make a mindful effort to enable students become “contributing citizens for building an equitable, inclusive and plural society as envisaged by our Constitution” (National Education Policy, 2020). The all-around growth and wellness of our students is valued, and through which our educational vision is taken forward.

The **Academic Year 2025/26** will continue to be activity-enriched and learner-centred. As an institution, we adjust to changing needs, especially curricular changes, as Standards XI and XII (‘Secondary stage’) come in for revision in subsequent years.

Sophia College follows the directives and guidelines issued by the Government of Maharashtra and other local Education Authorities regarding Term dates, Holidays, Public Examinations, etc.

We have faith that you will find meaning through your experiences as a Sophia student and that your lives may be positively transformed through this association.

Best wishes for an enriching year ahead!

TABLE OF CONTENTS

S. No.	Particulars	Page
1	Crest and Motto Mission and Vision	1
2	Educational Goals Theme for the Year	2
3	Junior College Staff	3
4	Club / Association Membership & Events	10
5	Library	11
6	Computer Centre	14
7	Significant Annual College Events	15
8	Student Services	18
9	Guidelines, Rules & Regulations, Academic Matters, Attendance Norms, Admissions	22
10	Evaluation Scheme	34
11	Test / Examination Rules	37
12	HSC Written Examination	38
13	Guidance for HSC Examination Online Form Filling	41
14	Letter of Recommendation, Enquiries & Grievance Redressal	45
15	Academic Prizes	47
16	Calendar	50
17	Campus Guide	72
18	Attendance & Leave Record	77
	Notes & Time Table	78

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 2025/26

Building minds, Bridging differences

JUNIOR COLLEGE STAFF

Principal Dr Anagha Tendulkar Patil

Vice-Principal Sr Annie Peter

Supervisor Ms Susan Tharian

Banking

Ms Shahina Shekhani MCom PGDSLM

Biology

Ms Archana Kulkarni MSc BEd

Ms Radhika Patkar MSc BEd

Ms Sneha Tripathi MSc BEd

Chemistry

Ms Sharmistha Rathod MSc BEd

Ms Bushra Shaikh MSc BEd

Sr Rajani Khandagale MSc BEd

Economics

Ms Anuradha Mishra MA BEd PGDET

Ms Poonam Yadav MA BEd PGDET

English

Ms Jini Joseph MA BEd

Ms Vaishnavi Sawant MA DTED BEd

Ms Fatema Golwala MA BEd

Environment Education & Water Security

Ms Shiney Gonsalves MSc BEd

French

Ms Vibha Poojari BCom *Diplôme de Alliance Française*

Hindi

Ms Ramavati Yadav MA MPhil BEd

Ms Sunita Gupta MA MPhil BEd

History

Sr Annie Peter MA BEd PGDSLM

Ms Firdos Makwana MA BEd

Information Technology

Mr Gauri Shankar Singh MCA MPhil

Mr Vilas Rodrigues MCA

Mathematics & Statistics

Ms Mayuri Jaguste MSc BEd

Ms Janice Gonsalves MSc BEd

Office Management

Ms Neethu Philip MCom MSc BEd

Philosophy & Logic

Ms Supriya Bhiwandkar MA BEd

Member, Board of Studies (Philosophy), Balbharati

Physical Education and Sports

Ms Shruti Waydande Kadam MA MPED

Physics

Ms Susan Tharian MSc BEd

Mr Anand Tripathi MSc BEd

Ms Neena Issac MSc BEd

Political Science

Ms Vandana Dhoop MA

Psychology

Ms Susan Johnson MA BEd

Ms Sneha Chatterjee MA

Sociology

Mr Ivan John MA MEd MPhil (Edu) MPhil (Soc) PhD (Soc)

Member, Board of Studies (Sociology), Balbharati

Ms Rochelle Pereira MA BEd

COLLEGE GYM

Director of Sports Ms Shruti Waydande Kadam MA MPEd

Gym Instructors Ms Vrinda Jadhav
Ms Jyothi Jadhav

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

COMPUTER CENTRE

Mr Vilas Rodrigues

Mr Rajesh Jadhav

Ms Sayali Patil

Ms Jaloo Bharucha

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

Honorary Director: Dr (Sr) Ananda Amritmahal

Coordinator: Dr Lata Pujari PhD

Programme Officer: Ms Deepti Anil MSc

Office Assistant: Ms Shraddha Satam

Attendant: Mr Hayward Lopes

COUNSELLING CENTRE

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

Coordinator of

Student Activities: Ms Eliza Aranha

GYMNASIUM

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

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 Vilas Gurav
Mr Manohar Gurav	Mr Shobna Waghela
Mr Sachin Khedekar	Mr Sanjay Khedekar
Mr Rajesh Lanjekar	Mr Sachin Bhuvad
Mr Pravin Lingayat	Mr Kiran Rajput

MANAGEMENT STAFF

Mr Ankush Salkar	Mr Chetan Rathod
Mr Alex Rodrigues	Mr Prakash Solanki
Mr Elias Correia	Mr Ravindra Pawar
Mr Gurunath Bambarkar	Mr Ashish Kadam
Mr Himmat Solanki	Mr Sumit Wavekar
Mr Avinash Narkar	Mr Dilip Karangutkar
Mr Gajanan Gurav	Mr Prem Kujur
Mr Vaibhav Kamble	Mr Shyam Gurav
Ms Daksha Jadhav	Mr Rahul Wavekar
Mr Ganesh Jadhav	Mr Dasharath Khandekar
Ms Balamani Likkimani	Mr Sanket Ramane
Mr Pritam Tambe	Mr Sachin Shirsekar
Mr Harish More	Mr Maruti Bingler
Mr Anand Shelke	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



<https://sophiacollegemumbai.com>

Visit the Sophia College website for details about:

Admissions

Subject Syllabi

Prizes, Awards & Scholarships

Students' College Union Committee (CUC)

Clubs & Associations

Library & Information Centre

Centre for Women's Studies & Development

Alumni Association (SCESA)

**Sophia College for Women
(Empowered Autonomous)**

For information related to Undergraduate Programmes

CLUBS & ASSOCIATIONS

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 or to explore new possibilities. '*Glimpses*' is specially organized to introduce you to the plans and annual *signature-events* of each club. Do engage in club events, however, the schedules may overlap with your academic timetable. You are advised to maintain a judicious balance so that your academic goals continue to be a priority.

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

Membership Fee per Club/Association, for the academic year 2025/26 is Rs.100/- only.

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	Junior College students can be issued 1 book 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 at the internet counter in the library.

A remarkable feature of Sophia Library is that users have *open access* to the cupboards. It is therefore important to replace books in the same location, within the shelves / cupboards in the interests of 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. If there are any damages notify the *Library Attendant* immediately, 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:

- Maintain silence in 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 misused or rearranged.
- Keep the library neat. Do not litter.
- Eating and chewing gum are not permitted.
- Disregard of Library Rules, indiscipline and misbehaviour will lead to suspension of library access.

Note:

For all matters about the library, the Librarian's decision is final. The Librarian reserves the right to recall any book/journal when required.

Days	During Term (i.e. <i>regular</i> working days)	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

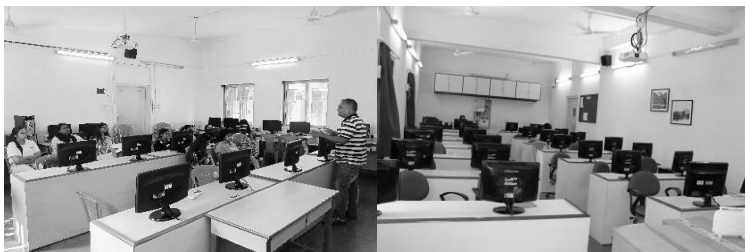
(The library is closed on Sundays and Public Holidays.)

COMPUTER CENTRE

Timings:

Monday to Friday : 8:30 am to 5:30 pm

Saturday : 8:30 am to 3:30 pm



The Computer Centre is situated on the 1st Floor of the Arts Building (Opposite the AV Room/above the Canteen.) There are four laboratories with 105 computers, 5 printers, 2 scanners and 3 projectors. Internet access is available at a nominal rate of Rs 10/- for half an hour. Computer laboratory facilities may be used for academic or personal work.

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

Short-term Certificate courses are available. They include: MS Office (Word, Excel, PowerPoint), Professional Tally, Graphic Designing, Web Designing, Advance Excel, Programming in C, Programming in Python.

You can do the 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.

SIGNIFICANT ANNUAL COLLEGE EVENTS

Orientation Programme

To familiarise students with the college and to welcome you to the Sophia family, an Orientation Programme is held for you and your parents (or guardians), at the beginning of the academic year. This programme is an opportunity to seek clarifications.

Prize Day

Excellence in the areas such as academics, sports and cultural events are recognized at the Annual Prize Function where outstanding students are felicitated. Research Scholarships are also awarded to Faculty members on this occasion. The list of Junior College Prizes *for academic achievements* is given in this Handbook but the complete list can be accessed on the Sophia College website. Prize Day is usually held in August.

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 massive; it includes Junior College, UG and PG students. Planning for this mega event begins several months before the actual festival, which is usually held in September. Kaleidoscope continues to be a popular college festival in Mumbai. The festival lasts one week but the main days are on a weekend.

Open Day

This is an occasion for Parents/Guardians to meet the Vice-Principal, Supervisor and/or Teachers. Students will be informed of the dates and timing. Parents (or Guardians) are encouraged to attend Open Day and keep themselves up-to-date about their daughter's/ward's attendance and academic progress. During the term, you may meet the Vice Principal /Supervisor (Jr. College), during their office hours.

College Day (12th December)

It is the birth anniversary of St. Madeliene Sophie Barat. The day is marked by solemn and secular celebrations. Teaching and Support Staff who have completed 25 years of service in Sophia College are honoured. The grand finale is a diverse cultural programme performed by students and staff of the college.

Talent Day

The special skills and abilities of Standard XI and XII students are showcased through solo dance, group dance, vocal and instrumental music, fashion show and compering that takes place on Talent Day. This event is held during the 2nd Term. There is healthy competition and it has become a much practised-for and sought-after event.

Sports Day

The Annual College Sports and Athletic Meet is held at the Sports Pavilion of the University of Mumbai, Marine Lines. It begins with a colourful March Past, Track and Field events, and creative team races. The 'CUC *versus* Staff' Tug-of-War continues to be an eagerly-awaited event. Sportspersons who have done Sophia College proud are honoured; they are awarded Prizes,

Certificates, Medals and Trophies for various sports and athletic events.

Community Kitchen

This is a sharing of nutritious and a wholesome meal - 'khichdi'. It is prepared by the PG students of Quality Assurance (QA) 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.

Christmas Wishing

A festive feeling of Christmas is enhanced through a 'Christmas Wishing' programme that centres around music making, skit and/or dance, in the Multipurpose Hall. The event is organised by the Association of Christian Students' (ACS). The hostel residents regularly fill the stage to present a medley of secular and sacred Christmas carols. This is also a regular means by which they go carolling to raise funds for a worthwhile and charitable cause.



STUDENT SERVICES

Counselling Centre

Location: 1st floor, Sophia Andersson Annexe

It offers professional services for individual counselling, and 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

(Kept in the Counselling Centre.)

Student Grievance Redressal

- In case of any grievance, the concerned student is required to give her application in writing to the Principal, for placement before the Students' Grievance Redressal Committee.

- A **Student Grievance Box** is kept at the Office of the Co-ordinator of Student Activities for students who wish to drop their complaints and suggestions, anonymously.
- Students may also directly approach the **Coordinator of Student Activities, College Wardens**, or their **Teachers** if they need a patient hearing.

Canteen

The canteen provides gastronomical services to all students and staff of Sophia College. It is a reasonably-priced, self-service canteen with vegetarian and non-vegetarian food on offer. 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 after prior permission 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 book and stationery needs of students and staff on Sophia campus. It stocks **Standard XI and XII Textbooks for all Subjects and Workbooks** which are published by 'Balbharati' (i.e. Maharashtra State Textbook and Curriculum Bureau, Pune) and sanctioned by the Maharashtra State HSC Board. The book shop also has Journals for specific subjects, Subject Workbooks, Reference Books, Novels, Study Resources, Stationery, Learning Resources for Competitive Exams., etc. *You are encouraged to purchase from our college bookshop.*

Photocopy Counters

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

PC-2: Near the central lawn / spiral staircase

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

Syllabi-related learning materials, Sample Test Papers, Module/Unit Revision Sheets, Worksheets, Question Banks, Practice Qs. Papers that are shared by the Teaching Faculty for Standards XI & XII students, are available at a nominal rate, at **PC-2**.

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 given 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 they have obtained a First Class in the SSC/University Examination.

Students who are eligible and wish to apply for **National Scholarships & Freeships** may apply for them at the *portal* **-scholarship.gov.in**

You may seek guidance/clarification from the *Accounts Office* regarding Government Scholarships, at the beginning of the Academic Year.

GUIDELINES

1. Identity Cards:

- All Students and Staff are provided with a Sophia College Identity Card.
- Students are required to wear their Identity Card upon entering the College campus.
- Identity cards without photograph, stamp and signature are invalid.
- *Student* Identity Cards are valid for a period of one Academic Year only.

2. Campus Entry: Students and Staff are permitted to enter Sophia College campus from the Main Gate or the gate on Vivek Singh lane, off Peddar Road.

- Please ensure that you carry your College Identity card when you leave your residence.
- In rare circumstances, if you forget your Identity Card, you may only enter the campus from the Main Gate, using your Library Card / Gym Membership Card.
- Tampering the Student Identity Card and Impersonation is a serious offence and will have severe consequences.
- These measures are taken in the interest of your safety and security, and that of the institution.

3. Administrative Office Timings:

Day	During Term (i.e. <i>regular</i> working days)	During Vacations
Monday-Friday	10:30 am to 12:30 pm 2:00 to 3:00 p.m.	10:30 am to 12:30 pm
Saturday	10:30 am to 12 noon	10:30 am to 12 noon

4. **Office Timings of the Vice-Principal (Jr. College):**
The office is located near the Principal's Office, on the Ground floor of the Main Arts (Heritage) building.

Day	During Term (i.e. <i>regular</i> working days)
Monday- Saturday	1 pm to 3 pm

5. **Office Timings of the Supervisor (Jr. College):**
The office is located on the 2nd floor of the Science Building (*opposite the Canteen Extension*).

Day	During Term (i.e. <i>regular</i> working days)
Monday- Saturday	1 pm to 3 pm

6. **Holidays & Non-instructional days:**

The College will be closed on:

- **Sundays and all Public Holidays** declared by the Government.
- **Holidays** prescribed by the Maharashtra State Department of Education or University of Bombay, for vacations and for mid-term. (e.g. Ganesh Festival, Christmas), or other exigencies.
- **Non-Instructional Days** are declared by the Principal. These will be communicated *in advance*, to all students and staff.

7. **Applications for Certificates, Transcripts, Letters of Recommendation, Testimonials, etc.:**

Kindly contact the *Administrative Office* during office hours 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, Transcripts, Bonafide Student

certificate, Character certificate, etc. Nominal charges are applicable for certain special services, details of which are displayed on the Admin. Office Notice Board.

HSC MUMBAI DIVISIONAL BOARD

Divisional Chairman / Secretary
Maharashtra State Board of Secondary & Higher Secondary
Education (MSBS&HSE)
Plot No. 27 & 28
Sector 16-A
Vashi (East)
Navi Mumbai 400 703

Phone: (022) 27881075 / 27881077

Email: sschsc.mumbaiboard@gmail.com

Website: <https://www.mahahsscboard.in/>

After the HSC Result is declared, if a candidate is unsatisfied with the marks obtained, the HSC Board has made provisions for the following:

- (i) **Verification of Marks** (where only mark entries and totals are checked; it does NOT mean re-assessment of the Answer Book)
- (ii) **Photocopy of the Answer Book(s)**
- (iii) **Revaluation** of the Paper IF recommended by the concerned subject-teacher.

Visit the official website of the HSC Board, for more information regarding the above *online processes*. Go to 'Verification of Marks HSC' tab, register with your HSC Seat Number and Password, and do the needful. Each process has a prescribed fee that can also be paid online.

<https://mahahsscboard.in/en/verification>

INFORMATION OFFICERS UNDER RIGHT TO INFORMATION (RTI)

Appellate Officer:

Dr Anagha Tendulkar Patil (Principal)

Information Officer:

Dr Roshan D'Souza (IQAC Coordinator)

Assistant Information Officer:

Ms Boskey Martis (Registrar)



RULES AND REGULATIONS

1. Acceptance of admission in Sophia College implies your willingness to follow and accept the normal enforcement of all Rules and Regulations of Sophia College, HSC Board, and the Education Department of the Government of Maharashtra to the satisfaction of the Principal, whose decision shall be final.
2. All students are accountable to the Principal, Jr. College Vice-Principal, and Jr. College Supervisor for their conduct on campus. ***Treat all persons with respect.*** Violation of codes, rules and regulations will lead to consequences.
3. **Zero Tolerance for Ragging:** Ragging is strictly prohibited by law. Bullying, teasing, harassment, rude behaviour and abuse *on various grounds* are prohibited. Students found indulging in ragging will be expelled. Smoking, consumption of alcohol, gutka, tobacco, drugs/psychotropic substances and possession of weapons are *not* allowed on the College premises and within a specified distance from the campus boundaries, as per law.
4. **Misuse of ID cards:** Students will be fined and the ID card will be confiscated if the student is found misusing the Identity/Library/Gym membership cards.
5. **Dress Code:** While Sophia College does not have a prescribed school uniform, all students are expected to follow a reasonable and modest dress code *while on campus and for any college event/excursion*

organised by the College, in the interest of decorum and your personal safety.

6. **College Canteen:** Sophia has a *self-service canteen*. You may consume food/beverages only in the Canteen and Canteen Extension. Please do not litter anywhere on the campus.
7. **Mobile Phone use:** Mobile phones may be used appropriately and for legitimate purposes only, in the canteen and common open spaces, without causing disturbance to others. It may be used for academic purposes in the college library. Mobile phones may be used in the classroom, laboratory, and corridors, with permission. Use your power bank to charge devices. Do not charge your devices using college sockets. Violation of this rule will lead to payment of a fine.
8. **Personal Responsibility:** You will take responsibility for your personal belongings, if these are lost or stolen. The college campus is under CCTV surveillance. With over 200 CCTV cameras, we hope they serve as effective deterrents to theft, bullying, antisocial and disruptive behaviour. Be alert and safeguard your personal belongings.
9. **College Property:** The college properties and its infrastructure are for your use and for future generations of students. We believe you will take care of the same; not deface/damage it. A student who is found to have damaged college property will have to make good the damage done.

10. **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. Minimize the use of paper if it can be avoided.
11. **College Excursions/Outings:** These are organized by Sophia College Teachers *after* prior sanction of the Principal. It is necessary to provide accurate information to the college, especially regarding health and special needs, *prior to* the commencement of the field trip (tour or excursion). All trips will have at least one female staff member accompanying the group. A signed Parental Consent Form must be submitted in advance to the Staff-in-charge.

ACADEMIC MATTERS

1. **Availability of Subjects:** There are Compulsory Subjects and Optional Subjects available in the Arts and Science streams. These norms are based on rules of the Maharashtra State Board of Secondary & Higher Secondary Education. The subject 'Information Technology' (I.T.) is offered as a self-financed course instead of 'Second' Language. Admission is based on merit and there are limited seats for the same.
2. **Subject, Syllabi and Faculty Information:** Basic information about Subjects, Faculty and Syllabi for Standards XI and XII are accessible on the Sophia College website.

Website: sophiacollegemumbai.com

Go to: Junior College >Subjects >Syllabus

3. **Announcements:** WhatsApp groups, Google Classroom, Jr. 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, Tests, etc.
4. **Class Time Tables:** Time Tables are displayed on the Jr. College Class Notice Boards and shared on Class WhatsApp groups. The Time Table does change during the course of the academic year, to adapt to changing needs and circumstances. Changes, if any, will be communicated to students. You are expected to be punctual and regular for all lectures, tutorials, orals, presentations and practical work.

ATTENDANCE NORMS

1. Attendance Undertaking

All students are required to maintain a minimum of 75% attendance in each Term. An undertaking assuring regular attendance as per HSC Board rules is received from you on the Std. XI / XII Admission Form at the beginning of the Academic Year. Ensure that your participation in cocurricular activities and college events does not adversely affect your attendance record and academic performance. (*Absence from lectures, Tutorials, Practicals, for personal, health or other reasons, are a part of the remaining 25%.*) Note: *Consistent unsatisfactory attendance may lead to debarring students from Tests and/or Examinations.*

2. Attendance Records

Attendance is recorded by Teachers and the records are maintained by the Vice-Principal and Supervisor (Jr. College). These records are open to inspection by the HSC Board and Education Inspectors from the Education Department of the Maharashtra State Government.

3. Leave Notes

If you are absent for 3 and more days, you are required to intimate the Vice-Principal / Supervisor (Jr. College) at the *time of taking leave, or as soon as you resume college.*

Procedure:

Step	Description
1	Purchase the Student Leave Application Form (SLAF) from the photocopy counter near the Central lawn (PC-2).
2	Fill up the form correctly. It should be signed by your Parent / Guardian.
3	Meet the Jr. College Vice-Principal / Supervisor (who will sign your application only if the reason is valid).
4	Get the form signed by <i>all</i> your Subject Teachers.
5	Submit the form and its enclosure(s) (if any) to your Class Teacher (who will submit the same to the Admin. Office, for the record).

4. Documentation for absence

- For medical reasons, attach a *valid* Medical Certificate if you have been treated for physical or mental health care. *(The certificate must include the doctor's name, qualifications, Hospital, Medical Registration/Licence Number, etc.)*
- For representation in Sports and Cultural events, submit *valid* certificates from the concerned authorities.

Example: Certificate of Attendance, Certificate of Merit, or Letter from the District Sports Officer (DSO).

- Documents lacking these data will be considered invalid.
- **Important note: Leave applications and documentation do not amount to leave being sanctioned. You are still expected to fulfil the 75% attendance norm.**

5. Defaulters' List

- A list of students whose attendance is *unsatisfactory* will be displayed on the respective Jr. College Class Notice Boards from time to time.
- *Defaulting students and their parents/guardians will be called to the College to meet the concerned authorities.*
- Students with *unsatisfactory attendance* make themselves liable to be debarred from Examinations.

ADMISSIONS

Christian Minority Institution: Sophia College is a Christian Minority institution, but students of all persuasions and identities are welcome. Fifty percent of our seats are reserved for Christian Minority applicants, though solely based on academic merit. (Christian students who apply under this provision are required to submit a copy of the Baptism Certificate.)

Standard XI admission is based on the *Online Admission process*, Rules and Schedules announced by the State Education Department. They are strictly based on academic

performance in the Standard X Board Examination. Late applications cannot be accepted.

Standard XII admission is for Sophia students who pass Standard XI and get promoted to Standard XII. Those who *do not obtain a 'Pass' Result in Std. XI* are eligible to become 'HSC Private Candidates', who will appear through Sophia College and appear for the HSC Examination to be held in the following February. Such students are required to fill up 'Form 17' in the Admin. Office.

Validity of admission: Admission is valid for a period of one Academic Year only.

Subject Change: For **Std. XI**, requests for subject *change (if any)* must be given in writing to the Vice-Principal (Jr. College) within one week of commencement of lectures. For **Std. XII**, change in the 'Second' Language may be permitted in exceptional circumstances, on a case-by-case basis, and subject to availability. *Std. XII Science students* are allowed to study Economics, Psychology or Sociology *instead of Mathematics*.

Note: Permission for change in Subject will *only* be sanctioned by the Vice-Principal, Jr. College.

Eligibility cases

Standard XI (i.e. FYJC) students who come from Boards other than 'Maharashtra SSC Board,' have to follow Eligibility Procedures as prescribed. (e.g. they must have a Migration Certificate from the Board, School Leaving Certificate from the previous School, Deed of Undertaking on Legal Stamp paper, etc.)

It is the student's responsibility to obtain all the necessary documents and submit them to the Jr. College Clerk in the Admin. Office, *within the time limits prescribed*. Failure to

submit documents in time leads to penalties and may result in cancellation of admission.

PAYMENT OF FEES

Course Fee: The full Course Fee becomes payable as soon as the applicant is notified that admission has been granted. Fees are to be paid within the stipulated time frame at the time of admission. *Fees once paid will not be carried over for a subsequent academic term.*

Extra-Mural Fee & Development Fee: These fees are collected in the Second Term. Students of various classes will be duly notified by their respective Class Teachers, Class Notice Boards and Class WhatsApp groups.

Refundable Deposits: All refundable deposits (Laboratory Deposit, Caution Money) shall be fully returned in case of cancellation of admission. However, fees collected for College Identity Card, Library Card, Admission Form, Prospectus, and any other course-specific fees are not refundable *after* commencement of the academic term.

FINANCIAL ASSISTANCE is available for a limited number of students with genuine economic need. For further information, contact the Vice-Principal, Junior College.

Leaving Certificate: Students who have confirmed their admission to Sophia College and who wish to subsequently withdraw (leave) should apply for their Leaving Certificate (LC) in the Admin. Office. The Leaving Certificate will be issued *within 15 days* from the time of application. *Applicants who receive their Sophia College*

Leaving Certificate will cease to be our students and cannot claim any college benefits/privileges.

HSC Board Examination Fees

All Standard XII students are required to pay the prescribed HSC Examination Fee in the Accounts Office *before* filling up the Online HSC Examination Application Form in the designated Computer Laboratory, on Sophia campus. (This form can NOT be filled from your residence or elsewhere.) *The payment and submission of the HSC Online Form does not guarantee the right to appear for the HSC Board Examination in February-March.*

Intimation regarding HSC Exam Fee Payment and Online HSC Examination Form filling will be given by the Class Teacher. This usually takes place in October as per notification sent by the HSC Mumbai Divisional Board, Vashi.

EVALUATION SCHEME

The assessments for Standards XI & XII are different. The *tentative* schedule for Tests & Examinations is as follows:

Standard XI

No.	Test / Examination	Marks	Tentative Month
1	First Unit Test	25	Aug / Sept
2	First Terminal Examination	50	Oct / Nov
3	Second Unit Test	25	January
4	Orals/Practical/Application Based Test (ABT)	20 / 30	Jan / Feb
5	Final Examination	70 / 80	March / April

Standard XII

No.	Test / Examination	Marks	Tentative Month
1	Class Tests	30	June-Sept
2	First Terminal Examination	50	October
3	Application Based Test (ABT)	20	Nov / Dec
4	Preliminary Examination (based on Board Paper Pattern) Prelims. Orals & Practical	70 / 80 20 / 30	December
5	HSC Oral / Practical / Viva	20 / 30	January
6	HSC Written Examination	80	Feb-March

(When the Test/Examination dates are announced, please enter them into the Calendar, at the end of this Handbook.)

Graded Subjects

The following Subjects are *compulsory* for all Standard XI and XII students.

i. Environment Education & Water Security

(based on Theory Exam. + Journal)

ii. Health & Physical Education

(based on Theory Exam. + Practical Exam.)

The Grades obtained are forwarded to the HSC Board and are confidential.

Note: Grades A, B & C are considered as 'Pass' (A student who has obtained Grade 'D' is considered 'Failed' in the Standard XI / HSC Examination.)

HSC Examination

There are *specific requirements and rules*. These are displayed through printed posters issued by the HSC Board. You are expected to be aware of the same.

HSC Language Orals, Viva & Practical Examinations

The marks obtained in the HSC Internal components – ***Oral Examination*** for English, Hindi, and French, ***Viva*** for Bi-Focal subjects - Banking and Office Management and ***Practical Examination*** for Biology, Chemistry, I.T., Maths and Physics are *confidential*. The marks obtained are submitted to the HSC Board.

HSC Written Examination Time-Table

The HSC Time-Table that is displayed on the Jr. College Notice Board, *before* the HSC Board Examination is considered as the actual Time Table. Do not rely on Time-Tables that circulate on social media, various WhatsApp groups, or hearsay.

HSC Result

The Date, Time and Official links for declaration of the HSC Result will be notified by the Maharashtra State Board of Secondary & Higher Secondary Education, Pune, in advance, through its official website, local newspapers and other media.

HSC Marksheet

The online version of the Marksheet can be downloaded from the specified online portals after Declaration of the HSC Result Online. The hardcopy of the HSC Individual Marksheet will be issued to students, soon after they are received by Sophia College. (Standard XII Class Teachers will notify students through Class WhatsApp groups.)

HSC Passing Certificate

Students who have passed the HSC Examination are requested to collect their HSC Passing Certificate from the Admin. Office. (The certificates are usually received *six months after declaration of the HSC Exam. Result.*)

TEST / EXAMINATION RULES

1	Test / Exam. Time Table	Displayed on Class Notice Boards and through the official Class WhatsApp groups.
2	Reporting Time	20 minutes before the start of the Exam. Late Entry is not allowed.
3	ID card	Must be worn for every Test and Examination.
4.	On the Exam Paper	Write your complete Roll No on the Question Paper and Answer Books. Do NOT write your name or any religious symbol.
5	Attendance	Sign your presence on the Exam. Attendance Sheet
6	Use of Unfair Means	There are strict disciplinary consequences for violating exam norms. Writing Boards, if used, must be transparent and clean. You will be under CCTV surveillance.
7	Devices	All mobile phones are to be switched off/silent and in your bag. Smartphones and AI-enabled gadgets are disallowed.
8	Personal bag	To be kept in front of or outside the Exam Room allocated to you.
9	Leaving the Exam Room	To have to be seated for the first one hour. (Use the toilet facility if required <i>before</i> the exam.)

10	Learning Disability candidates	LD & PwD students get ONE extra hour for a 3-hour exam, as per Board Rules. <i>(Submit valid documents at the time of admission.)</i> Those who need writers should make their own arrangements to obtain a writer, as per norms.
11	Practical Exams	Only students with Certified Journals are permitted to appear for Practical Exams.

HSC WRITTEN EXAMINATION

conducted by the

***Maharashtra State Board of Secondary & Higher
Secondary Education, Pune***

- HSC Examination Time Table:** Standard XII students especially note that the HSC Examination Time Table that is issued by the Board, and which will be displayed in college, is the final schedule. *Do not rely on web-based timetables and messages received via social media.*
- HSC Examination Hall Ticket (i.e. Admit Card):** The Hall Ticket is signed by the Principal of Sophia College. It will be issued by the college in January. Check your Hall Ticket to see if there is any mistake. **If there is any error, bring it to the notice of the Jr. College Clerk in the Admin. Office immediately.** The error will be corrected. *Do not laminate the HSC Hall Ticket.*
- Carry the HSC Hall Ticket** for all subjects/papers of the HSC Examination (for Orals, Practical, Viva & Written Exam) and wear your Sophia College 2025/26 Identity Card for every Exam.

4. The Hall Ticket lists the Subjects, Dates of Examination and the Reporting Time for each Written (Theory) Exam.
5. You must report for the Examination at the Reporting Time indicated. Late Entry will not be allowed at HSC Exam centres.
6. The State Board will assign **Examination Centres** for the Written Examination. The HSC Exam. Centre assigned to you may be Sophia College, or any other School/Jr. College.
7. **Use of Unfair means:** You are required to be well aware of the Board's Rules regarding the use of any unfair means at the HSC Examination. The Board Rules will be displayed on the Exam. Board at every Exam. Centre.
8. You are not permitted to carry bags, mobile phones, smart watches and AI-enabled devices into the examination room. Do not carry any materials on your person or in your stationery pouches. IF you carry a Writing Board, it must be clean and transparent.
9. Carry your own writing materials. Only ball pens, (either Blue or Black colour ink) can be used when writing your exam. (The use of gel pens, colour pens are not permitted by the Board.)
10. You can NOT reveal your name and religious identity on/inside the Main Answer Book and Supplements.

11. When you receive your HSC Exam. Question Paper, write only your **6-digit HSC Seat Number** in the boxes provided for the same on Page 1 of the Question Paper (top, right-side corner). Nothing else can be written or drawn on the HSC Question Paper.
12. **‘Divyang’ Students:** The HSC Board uses the term ‘Divyang’ to include various kinds of disabilities, including **Learning Disabled** candidates.

You should collect your LD / Divyang document from the Sophia Admin. Office *before* the commencement of the HSC Written Examination.

It must be submitted to the Deputy Conductor of your designated HSC Examination Centre *on or before the first day* of your HSC Written Examination.

13. The **HSC Examination Seating Plan** will be displayed at your HSC Examination Centre. The seating plan changes daily, so you are advised to reach your Examination Centre at least 20 minutes before the ‘Reporting Time’ shown on your Hall Ticket (Admit Card).
14. HSC Examination candidates have to remain in the allotted Exam. Room till the end of the Written Examination. No candidate can leave the Exam. Room before the end of the Written Examination.

GUIDANCE FOR HSC EXAM. ONLINE FORM FILLING

1. You will have received several materials on your Class (Division) **WhatsApp group**:
 - ✓ Application No. / Eligibility No. List
 - ✓ Saral Number List
 - ✓ Google Form Link
 - ✓ Template of HSC Exam. Form
2. Fill up and SUBMIT the **Google Form** (Use the link that has been sent.)

It is very important that you upload a recent color photo and your signature, *as per the size stipulated for each*, respectively.
3. Pay your **HSC Examination Fee** at the *Accounts Office* (Ground Floor, Arts Building, near the Admin. Office) and then proceed to the designated Computer Lab.
4. You should have the following documents with you:
 - a) *HSC Exam Fee Receipt*
 - b) *Standard XI marksheet (copy)*
 - c) *Standard X marksheet (copy)*
 - d) *Filled out HSC Exam Form*
 - e) *Eligibility Certificate (applicable for students who have passed Std. X from outside Maharashtra State SSC Board)*

5. Type your data correctly and check what you have typed. Teachers will be on duty, to provide you assistance.

Sr. No.	Description/Example/Remark
1a	Jr. College Index Number: 3102011
1b	Sophia College UDISE Number: 27230100968
1c	Type your Saral No. , by referring to the LIST
2a	Type your Application Sr. No. , by referring to the LIST
2b	Centre No: 3053
3a	<ul style="list-style-type: none"> ➤ REFER TO YOUR SCHOOL LEAVING CERTIFICATE. ➤ YOU HAVE TO WRITE THE SAME NAME. ➤ NO CHANGES ARE PERMITTED. ➤ NO CHANGES CAN BE MADE BY SOPHIA COLLEGE
3b	➤ REFER TO YOUR SCHOOL LEAVING CERTIFICATE.
3c	➤ REFER TO YOUR SCHOOL LEAVING CERTIFICATE
3d	➤ REFER TO YOUR SCHOOL LEAVING CERTIFICATE.
4	Residential Address: Write the Room/Flat No, Name of Building, Road, Place, Pin Code
	Upload Recent Candidates Photo & Candidate Signature
5	Mobile No: 10-digit number. DO NOT add the code
6	Date of Birth: DD MM YYYY
7	Aadhar Number: 12-digit number
8	Stream: Arts students: <i>Select: 2) Arts</i> Vocational students: <i>Select: 2) Arts</i> Science students: <i>Select: 3) Science</i>
9	Gender: 2) Female
10	Minority Religion: <i>Choose as applicable to you</i>
11	Category: <i>Choose as applicable to you e.g. (09) OPEN</i>
12	Divyang: <i>Choose as applicable to you [e.g. (00) No Handicap</i> <i>LD Students & PwD, contact your Class Teacher for the specific Code</i> <i>that is applicable to you.</i>

13	Medium of Instruction: 1) English
14	<p>Type of candidate:</p> <p>A. 1) Fresh</p> <p>B. 1) Regular</p> <p>C. 2) Non Exempted</p> <p>D. Vocational students choose 2) Bifocal</p> <p style="padding-left: 40px;">I.T. students choose 3) IT</p> <p style="padding-left: 40px;">Other students choose 4) General</p> <p>E. 2) No</p>
15	<p>SUBJECT INFORMATION</p> <p>Fill up Page 44 of this Handbook</p> <p>Language of Answering for <u>all</u> subjects, <i>except Hindi</i>, is 1 (i.e. English medium)</p> <p>For HINDI, the language of answering is 8 (i.e. Hindi medium)</p> <p>The subjects have to be written in ascending order of Subject Code.</p> <p>The Subject Codes are mentioned on Page 44 of this Handbook.</p> <p><u>Note:</u> IT students: Do not enter any data at Sr. No. 2</p>
16	0
17	Enrollment Certificate (Private candidate)
18	<p>Enter the Exam Seat Number, Month and name of Board.</p> <p>Example,</p> <p>SSC from Maharashtra State, MAHA BOARD</p> <p>CBSE students write → CBSE Board</p> <p>ICSE students → ICSE Board</p> <p>NIOS students → NIOS Board</p> <p>SSC from another State, e.g. Board of Secondary Education, Odisha</p> <p>IGCSE students → IGCSE Board</p>
19	Not applicable to 'Regular students' (i.e. full-time students)
20	Choose relevant response
21	(Only Eligibility cases have to provide this information)

22	Not applicable
23	delete July / July-August 2026 Place: Mumbai Date: <u> </u> / <u> </u> /2025 Signature: Your signature

HSC Subjects, Codes & Components

Subj. taken (Tick)	SUBJ CODE	SUBJECT	Internal component		External Written Exam
✓	01	English	Oral	20	80
	04	Hindi	Oral	20	80
	13	French	Oral	20	80
	38	History	ABT*	20	80
	40	Mathematics & Statistics	Practical	20	80
	42	Political Science	ABT	20	80
	45	Sociology	ABT	20	80
	46	Philosophy	ABT	20	80
	47	Logic	ABT	20	80
	48	Psychology	ABT	20	80
	49	Economics	ABT	20	80
	54	Physics	Practical	30	70
	55	Chemistry	Practical	30	70
	56	Biology	Practical	30	70
	97	I.T. (Science)	Practical	20	80
	98	I.T. (Arts)	Practical	20	80
	A5	Banking	Project & Viva	40	80 + 80 = 160
	A7	Office Management	Project & Viva	40	80 + 80 = 160
✓	30	Health & Physical Education	Graded Subject		-
✓	31	Environmental Education & Water Security	Graded Subject		-

*ABT = Application Based Test

LETTER OF RECOMMENDATION

If you require a Letter of Recommendation (LOR), Academic Transcript, Attested Documents, Predicted Scores, etc. for application in other educational institutions in India or abroad, you are required to contact the **Admin. Office** (during the Office timings). Enquire *well in advance*, about the process and fees for the same.

LORs are likely to be issued only for applicants who have regular attendance, class participation, and remarkable academic and/or co-curricular achievements during their time of study in Sophia College. The college cannot vouch for your achievements attained in your previous school or privately. LORs can only be issued after teachers whom you have approached have agreed to provide you with an LOR.

Students must keep themselves abreast of *requirements and deadlines* set by the respective educational institutions, Funding Agencies, Universities where they are planning to apply.

ENQUIRIES / GRIEVANCES

For enquiries/grievances related to Sophia College please email the following address:

junior.college@sophiacollege.edu.in

All emails to the college should necessarily include the following data:

- ✓ Subject of the email (in brief)
- ✓ Your Full Name

- ✓ Class (Std. XI or XII)
- ✓ Stream (Arts or Science)
- ✓ Division
- ✓ Complete Roll Number
- ✓ Valid Mobile Number
- ✓ *Specific Purpose / Query / Suggestion / Complaint*

Notes:

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ACADEMIC AWARDS

No.	Prize Name	Description/Criteria
1	The Ex-students' Scholarship	<i>Highest marks in HSC Arts Board Exam and continuing at Sophia.</i>
2	The Sr. Mary Mathew Prize	<i>Academic achievement, leadership and commitment to Sophia College for an Arts student</i>
3	The B. R. Pimpalpure Prize	<i>Highest marks in HSC Exam. – Economics</i>
4	The Noella D'Souza Prize	<i>Highest marks in HSC Exam. – Psychology</i>
5	The Dr. Sushama Deo Prize	<i>Highest marks in HSC Exam. – Logic</i>
6	The J. Krishnamurti Prize	<i>Outstanding SYJC Philosophy student</i>
7	The Ramanujan Prize	<i>Highest marks in HSC Exam. – Mathematics & Statistics</i>
8	The Aruna Dua Prize	<i>Highest marks in HSC Exam. – Hindi</i>
9	The Maurice George Martis Prize	<i>Highest marks in HSC Exam. – Banking</i>
10	The Sheila Kapoor Prize	<i>Highest marks in HSC Exam. – Office Management</i>
11	The Santosh Kumar Ghosh Prize	<i>Highest marks in HSC Exam. – Information Technology</i>
12	The Maurice George Martis Prize	<i>Second Highest marks in HSC Exam. – Banking</i>
13	The Suniti Namjoshi Prize	<i>Highest marks in HSC Exam. – English</i>
14	The Neera Desai Prize	<i>Highest marks in HSC Exam. – Sociology</i>

No.	Prize Name	Description/Criteria
15	The Kancha Ilaiah Prize	<i>Highest marks in HSC Exam. – Political Science</i>
16	The Pandita Ramabai Prize	<i>Highest marks in HSC Exam. – History</i>
17	The Jankidevi Shivilal Yadav Prize	<i>Highest marks in HSC Exam. – Hindi</i>
18	The Shrimati Radhabai Phadnis Prize	<i>Highest marks in FYJC Final Examination – Hindi</i>
19	The Shobha Theckedath Prize	<i>Highest score in FYJC – Sociology</i>
20	The T. H. Khan Prize	<i>Highest marks in FYJC – Chemistry</i>
21	The Dr. Charulata Katoley Prize	<i>Highest marks in FYJC – Biology</i>
22	The Ajoy Kumar Ghosh Prize	<i>Highest marks in FYJC – Information Technology</i>
23	The Sophia College Platinum Jubilee Prize from Sophia Nursery School	<i>Good academic and attendance record in the FYJC</i>
24	The 1977-78 CUC Scholarship Prize	<i>Best all-round student in the Junior College</i>
25	The Schroedinger Prize	<i>For an outstanding Physics student in Junior College</i>
26	The Nayana Sanzgiri Prize	<i>For commitment to learning the French language in Junior College</i>
27	The Indira Mahindra Prize	<i>For an outstanding student taking Vocational Courses in the Junior College</i>
28	The Suman and Ramesh Tulsiani Golden Jubilee Scholarship	<i>For deserving students in: (i) Jr. College (Arts) (ii) Jr. College (Science)</i>

29	The Sr. Celia Remedias Prize	<i>Highest marks in the preliminary exam to an SYJC (Arts/Vocational) student</i>
30	The Sr. Celia Remedias Prize	<i>Highest marks in the FYJC First Semester Exam</i>
31	The Sr. Bertha Masarenhas Prize	<i>Dynamic FYJC Resident student.</i>



CALENDAR 2025-2026

JUNE 2025		
DAY	DATE	
Tue	10	
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	
Mon	16	JUNIOR COLLEGE RE-OPENS <i>for</i> Std. XII Standard XII ORIENTATION PROGRAMME (in Sophia Bhabha Hall @ 12:30 p.m.)
Tue	17	Lectures for Standard XII commence
Wed	18	
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	

Std. XII Class Tests

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 & 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	Holiday – Ganesh Chathurti
Wed	27	Holiday – Ganesh Chathurti
Thu	28	Holiday – Ganesh Festival
Fri	29	Holiday – Ganesh Festival
Sat	30	Holiday – Ganesh Festival
Sun	31	

Std. XI First Unit Test & Std. XII Class Tests

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	

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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	First Terminal Examination ends
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	

Std. XI & XII: First Terminal Examination

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NOVEMBER 2025		
DAY	DATE	
Sat	1	
Sun	2	
Mon	3	
Tue	4	
Wed	5	Holiday – Guru Nanak Jayanti
Thu	6	
Fri	7	
Sat	8	Diwali Vacation Ends
Sun	9	
Mon	10	Term re-opens after Diwali Vacation
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	Std. XII Preliminary Examination begins
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	

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JANUARY 2026		
DAY	DATE	
Thu	1	Christmas Break Ends
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	

HSC Oral Examination (English, French, Hindi)
HSC Practical Examination (HPE, I.T., Mathematics & Science)
HSC Viva (Banking, Office Management)

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	

HSC Board Written Examination

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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)

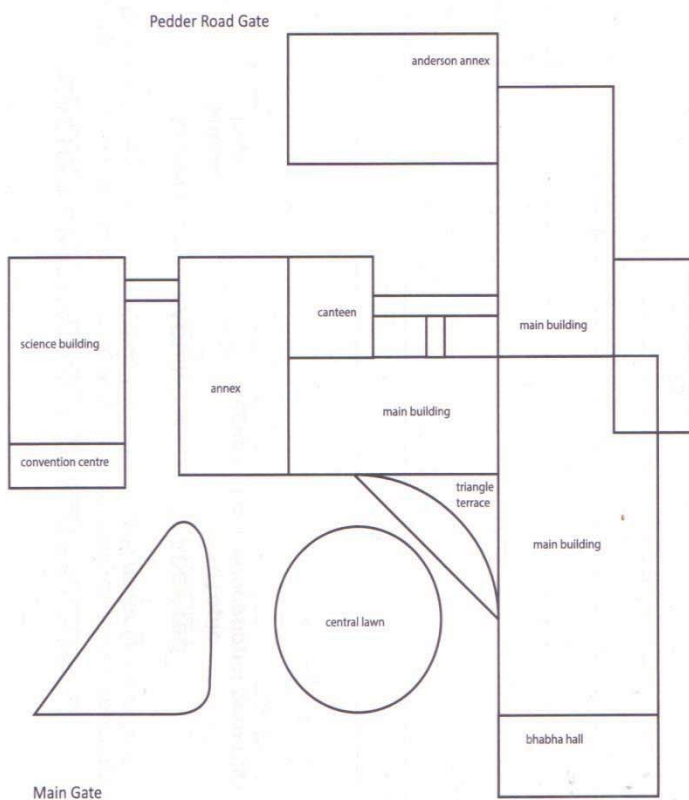
Standard XI: Final Examination

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. The Academic Year 2026-2027 will begin on 15th June 2026

CAMPUS GUIDE

MAP OF FULL CAMPUS



ARTS BUILDING – Main ‘Heritage’ Block

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

ARTS BUILDING – Rear Extension

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

ARTS BUILDING – Library Extension

Ground floor	Staff Dining Room Students' Canteen and Canteen Extension <i>Toilets (for Female students or Persons with Disability)</i>
1st floor	A.V. Room Front [AV(F)] A.V. Room Front [AV(B)] Computer Laboratories 1, 2, 3 & 4 <i>Toilets (for Female students, near AV Room)</i>
2nd floor	Toilet (for Male Staff) Toilet (for 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 <i>Toilets (for Females)</i>
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BHABHA INSTITUTE OF SCIENCE

Basement	The Suman & Ramesh Tulsiani Convention Centre Toilets (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)
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, Laboratory Store Room & Dark Room, Mathematics Room, Classrooms 22, 23 and 24 Toilets (for Female Staff & 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 lab, Suman Tulsiani Centre

SOPHIA ANDERSSON ANNEXE

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

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			

TIME TABLE 2025-2026

(From to)

	TIME	MON	Rm	TUE	Rm	WED	Rm	THU	Rm	FRI	Rm	SAT	Rm
1													
2													
3													
4													
5													
6													
7													
8													

TIME TABLE 2025-2026

(From to)

	TIME	MON	Rm	TUE	Rm	WED	Rm	THU	Rm	FRI	Rm	SAT	Rm
1													
2													
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5													
6													
7													
8													

TIME TABLE 2025-2026

(From to)

	TIME	MON	Rm	TUE	Rm	WED	Rm	THU	Rm	FRI	Rm	SAT	Rm
1													
2													
3													
4													
5													
6													
7													
8													

TIME TABLE 2025-2026

(From to)

	TIME	MON	Rm	TUE	Rm	WED	Rm	THU	Rm	FRI	Rm	SAT	Rm
1													
2													
3													
4													
5													
6													
7													
8													

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