

HANDBOOK

2026-2027



SOPHIA JUNIOR COLLEGE

सोफिया कनिष्ठ महाविद्यालय

"where intellect and conscience thrive together"

सोफिया कॉलेज गीत

नाम सोफिया विवेक है बता रहा (२)

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)

PERSONAL INFORMATION

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

First Name	Middle Name	Last Name (or Surname)

Division: _____ **Roll Number:** _____

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

Your **Address:**

Room/Flat No. /Floor	
Name of Apartment / Building / Chawl	
Landmark (<i>if any</i>)	
Road / Street / Sector	
Place	
District	
State	
Pin Code (<i>6 digits</i>)	

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

APAAR No. _ _ _ _ _ _ _ _ _ _

Blood Group:

DIGILOCKER

General Register (G.R.) No.

PEN No. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Saral No. (19 digits)

UDISE Number of previous school (11 digits):

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _

MY IMPORTANT CONTACTS *(in case of need):*

Name	Specimen Signature	Contact Number and Email address
(MOTHER)		
(FATHER)		
(GUARDIAN)		

Useful Student Contacts:

Class Representative:

.....

Assistant. Class Representative:

.....

SUBJECTS TAKEN

No.	Subject & Code	Teacher/s (Name, Contact Information)
1	ENGLISH	
2	SECOND LANGUAGE: <i>Or</i> Information Tech.	
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 A-155/155
(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, A-76, A-77, 83, 86, 88, 89, C-305
- Buses near Breach Candy Hospital stop:
37, 63, A-76, A-77, 80Ltd, 151



Welcome to Sophia

Sophia College for Women was founded by a religious Christian community of Sisters, called 'Society of the Sacred Heart of Jesus'. The Society was established by St. Madeleine Sophie Barat in France at the start of the 19th century. The Sisters came to India and set up Sophia College in 1940. The college was affiliated to the University of Bombay (now, University of Mumbai) in 1941. This is a *Christian Minority institution* that is managed by the 'Society for the Higher Education of Women in India' (SHEWI).

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. It was accorded 'Empowered Autonomous' status in 2023. The college obtained an 'A' grade in the *fourth* consecutive cycle of the National Assessment & Accreditation Council (NAAC) in June 2025.

The **JUNIOR COLLEGE** section, which started in 1977, is affiliated to the Maharashtra State Board of Secondary & Higher Secondary Education (MSBS&HSE), Pune. We have almost 1200 full-time students in Standards XI and XII (Jr. College). The college prepares learners for the Higher Secondary Certificate (HSC) Examination (Arts/Science), held at the end of Standard XII (SYJC).

The **Academic Year 2026/27** will remain activity-enriched and learner-centred. The Jr. College participates in self-assessments like 'Maaji Shalaa, Sunder Shalaa' (MSSS) and School Quality Assessment and Assurance Framework (SQAAF); these are aligned with NEP guidelines. 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.

Your teachers will reach out to you for academic purposes and guidance. We believe that each one of you will become “contributing citizens for building an equitable, inclusive and plural society as envisaged by our Constitution” (National Education Policy, 2020). It is through the all-around growth and wellness of our students that our educational vision is taken forward.

We hope that you will explore opportunities to grow, interact, develop critical and creative thinking capacities, hone 21st century skills combined with universal human values that integrate people and communities.

Best wishes for dynamic experiences at Sophia!

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CREST & MOTTO



The **crest** is rooted in our Indian ethnic artistic traditions. A circle of pearls, symbolising wisdom, constitute the outer edge, followed by a *lotus* blossom design that symbolises purity. The lotus is a motive of a truth-seeker who overcomes all obstacles to obtain wisdom. The tree at the centre of the crest, with roots upward, symbolises life, 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 living.

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 2026/27

***Building capacities through
creation and collaboration***

JUNIOR COLLEGE STAFF

Principal Dr Anagha Tendulkar Patil
Vice-Principal Sr Annie Peter
Supervisor Ms Jini Joseph

Environment Education & Water Security	Ms Shiney Gonsalves <i>MSc BEd</i>
Health & Physical Education	Ms Shruti Waydande Kadam <i>MA MPed</i>
English	Ms Jini Joseph <i>MA BEd</i> Ms Vaishnavi Sawant <i>MA DTEd BEd</i> Ms Jill Joemon
Hindi	Ms Ramavati Yadav <i>MA MPhil BEd</i> Ms Sunita Gupta <i>MA MPhil BEd</i>
French	Ms Vibha Poojari <i>BCom Diplôme de Alliance Française</i>
Information Technology	Mr Gauri Shankar Singh <i>MCA MPhil</i> Mr Vilas Rodrigues <i>MCA</i>
Sociology	Ms Rochelle Pereira <i>MA Bed</i> Ms Apurva Mayur Pitale <i>MA</i>
Psychology	Ms Susan Johnson <i>MA BEd</i> Ms Sneha Chatterjee <i>MA</i>

Economics	Ms Anuradha Mishra MA BEd PGDET Ms Poonam Yadav MA BEd PGDET
History	Sr Annie Peter MA BEd PGDSLM Ms Firdos Makwana MA BEd
Philosophy & Logic	Ms Supriya Bhiwandkar MA BEd <i>Member, Board of Studies (Philosophy), Balbharati</i>
Political Science	Ms Vandana Dhoop MA
Physics	Mr Anand Tripathi MSc BEd Ms Neena Issac MSc BEd
Chemistry	Ms Sharmistha Rathod MSc BEd Ms Bushra Shaikh MSc BEd Sr Rajani Khandagale MSc BEd
Mathematics	Ms Mayuri Jaguste MSc BEd Ms Janice Gonsalves MSc BEd
Biology	Ms Archana Kulkarni MSc BEd Ms Radhika Patkar MSc BEd Ms Sneha Tripathi MSc BEd
Banking	Ms Shahina Shekhani MCom PGDSLM
Office Management	Ms Neethu Philip MCom MSc 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 MLibSc*

Ms Leena Correia

Ms Shubhara Adarkar

Mr Amit Mestry

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)

Hon. Director:

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

Student Counsellor: Ms Niyati Sanghvi MA

Coordinator of

Student Activities: Ms Eliza Aranha

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

Hon. President : Dr Anagha Tendulkar Patil
Hon. Chairperson: Ms Rajni Desai
Hon. Treasurer : Ms Vinodini Lulla
Hon. Secretary : Ms Roweena Kavadia

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 Ms Aditi Savardekar Ms Saloni Solanki Mr Udayan Kale	Office Superintendent: Mr Savio Fernandes Ms Anita Menezes (Head Clerk) Ms Lovina Fargose Ms Roshal Gonsalves Ms Swidal D'Cunha Mr Vishal Girdhar Mr Callis D'Silva Ms Stevina Carval Mr Prakash Bambarkar

LABORATORY ASSISTANTS

Mr Ramesh Ramane
Mr Chetan Lingayat
Mr Rampratap Yadav
Mr Ajaykumar Yadav

ATTENDANTS & SUPPORT STAFF

Mr Vilas Bambarkar

Mr Ravindra Dhuri

Mr Milind Kadam

Mr Mangesh Lingayat

Mr Mahendra Bhingare

Mr Manohar Gurav

Mr Sachin Khedekar

Mr Rajesh Lanjekar

Mr Pravin Lingayat

Mr Shantaram Tambe

Mr Suresh Bargode

Mr Jaywant Bambarkar

Mr Vilas Gurav

Mr Shobna Waghela

Mr Sanjay Khedekar

Mr Sachin Bhuvad

Mr Kiran Rajput

MANAGEMENT STAFF

Mr Ankush Salkar

Mr Prakash Solanki

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 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 Sujit Kerketta

Personal & Administrative Assistant

Ms Audrey Pereira

Sr Deodita Godinho

Sr Victoria Hapadgara

Receptionists

Ms Manjiri Mhatre

Repair & Maintenance

Sr Josephine Pereira

SOPHIA COLLEGE HOSTEL**Coordinator:**

Sr Josephine Pereira

Ms Sumathy Pinto

Sr Rajani Khandagale,

Dr Lata Pujari

In-charge of Hostel Kitchen: Sr Josephine Pereira

Hostel Kitchen Staff

Mr Ramesh Tambe

Mr Mohd. Moti Rahaman

Mr Amit Kispotta

Mr Vijay Kispotta

Mr Rahul Kujur

Mr Michael Colaco

Mr Tushar Kamble

Mr Ravi Behera

Mr Vinay Bara



<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 hobbies or to explore new interests. '*Glimpses*' is specially organised to introduce you to the plans and annual flagship *events* of each club. Do participate in club events. Note that club events may overlap with your Class Timetable. You are advised to maintain a judicious balance so that your academic goals do not get waylaid.

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 are held before the close of the *previous* academic year. All full-time Sophia College students 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 2026/27 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 70,000 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, CLAT, NEET, NDA, 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. regular 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.)

Internet & Photocopy Counter timings:

Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m.

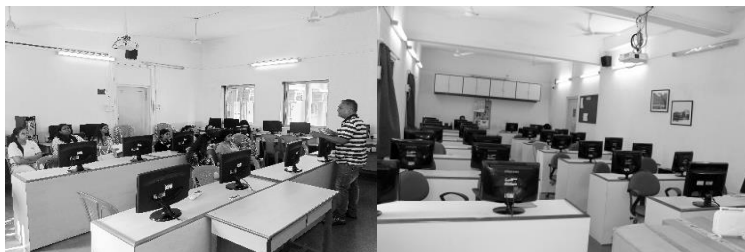
Saturday : 9 a.m. - 12 noon

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 located 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 30 minutes. Computer Laboratory facilities may be used for academic or personal work.

Short-term Certificate courses available 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.

Computer Lab. users are advised to save your data on your 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.

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 commencement of the new academic year. This programme serves as an opportunity to seek clarifications.

Prize Day

Excellence in the areas such as academics, sports and cultural events is recognised at the Annual Prize Function, where outstanding students are felicitated. Research Scholarships are also awarded to Faculty on this occasion. The complete list of prizes is found 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 Jr. College & Sr. College students. Planning for this mega event begins several months before the actual festival, which is usually held in September. Kaleidoscope is a popular college festival in Mumbai.

Open Day

This is an opportunity for parents/guardians to meet the Vice-Principal, Supervisor and Teachers, usually in Nov/Dec. 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, parents/guardians may meet the Vice Principal /Supervisor (Jr. College), during their office hours.

Ananya

This small-scale intra-college festival that includes Guest Talks, activities, competitions, etc. are organized by various Departments in relation to the College 'Theme of the Year' and Goals of Sophia College.

Munsophical

This December event attracts students from several educational institutions. It is likened to the "Mock UN" event focusing on issues of national, regional and global concerns. It always promises to be an exciting experience for participants.

College Day (12th December)

It is the birth anniversary of the French religious sister, Madeleine Sophie Barat who founded the 'RSCJ' community of religious sisters over two centuries ago. The day is marked by solemn and secular celebrations. The service of Sophia College Staff who have completed 25 years are specially honoured. The grand finale is a diverse cultural programme performed by students and staff of the college.

Talent Day

The special skills, talents and abilities of Junior College students are showcased through music, solo dance, group dance, mimicry, acting, and compering on highly-anticipated Talent Day usually held in Nov/Dec. The event is usually a two-hour fun-packed entertaining and competitive 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, and several and Field events and creative team races. The 'CUC *versus* Staff' Tug-of-War continues to be an eagerly-awaited event. Outstanding sportspersons are honoured; 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 on group singing, skit/tableau, dance, in the Multipurpose Hall. The event is organised by the Association of Christian Students' (ACS).



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 must 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.
- The Co-ordinator of Student Activities, College Wardens and Counsellors are available, to listen to student grievances and provide help.

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 urged to purchase from your college bookshop.*

Photocopy Counters

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

PC-1: Gr. Floor, Andersson Annexe

PC-2: Near the central lawn / spiral staircase

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

Standards XI & XII (HSC) syllabi-related learning materials, Module/Unit Revision Worksheets, Worksheets, Question Banks, Practice Qs. Papers, Past Qs. Papers, Specimen Test Papers that are shared by your Teachers are available at a nominal rate.

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 small gate on Vivek Singh Path (lane), off Peddar Road.

- Students 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 working days</i>)
Monday- Friday	1 p.m. to 3 p.m.
Saturday	10 am to 12 noon

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 working days</i>)
Monday- Friday	1 p.m. to 3 p.m.
Saturday	10 am to 12 noon

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 (LOR), 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/>

The HSC Board website provides information on matters pertaining to application for Scan copy of HSC Answer Book, Verification of Marks, Revaluation, Migration Certificate, etc.

The Board office works from 11:00 a.m. to 5:00 p.m. with specific counter timings. Visit the official website of the Board for more information.

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.
4. **Prohibited substances:** 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.
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 Excursions/Outings:** These are organized by faculty members *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)*. A signed *Parental Consent Form* must be submitted *in advance* to the Staff-in-charge. All trips will have at least one female staff member accompanying the group.

7. **College Canteen:** Sophia has a *self-service canteen*. Please do not litter anywhere on the campus. You may consume food/beverages only in the Canteen and Canteen Extension. Violation of this rule will invite a penalty.
8. **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 invite a penalty.
9. **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.
10. **College Property:** The college properties and its infrastructure are for your use and for future generations of students. You are expected to take care of the same; do not deface/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. Minimize the use of paper if it can be avoided.

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 may 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/Examinations.*

2. Attendance Records

Attendance is recorded by Teachers and the records are maintained by the Vice-Principal and Supervisor (Jr. College). And 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:

- a. Purchase the Student Leave Application Form (SLAF) from the photocopy counter.
- b. Fill up the form correctly, signed by your Parent / Guardian.
- c. Meet the Jr. College Vice-Principal / Supervisor (who will sign your application *only if the reason is valid*).
- d. Get the form signed by *all* your Subject Teachers.
- e. Submit the form and its enclosure(s) (if any) to your **Class Teacher, within 3 days** after you resume college.

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 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 can become private candidates by filling up Form 17 in the Admin. Office and appear for the HSC Examination in ensuing February.)

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 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. 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	Preliminary Examination (based on Board Paper Pattern) Prelims. Orals & Practical	70 / 80 20 / 30	December
4	Application Based Test (ABT)	20	<i>Announced by Subj. Tr.</i>
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**
(*Theory Examination + Journal work*)

ii. **Health & Physical Education**
(*Theory and Practical Examination*)

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 not achieved at least Grade 'C' will not be deemed to have passed the HSC Board 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 following HSC Internal components are confidential and sent to the HSC Board.

- (i) **Oral Examination** for English, Hindi and French
- (ii) **Practical Examination** for Biology, Chemistry, Information Technology, Mathematics and Physics
- (iii) **Viva** for Bi-Focal subjects: Banking and Office Management

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 HSC Results will be notified by the Maharashtra State Board of Secondary & Higher Secondary Education, Pune, in advance, through 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

The HSC Passing Certificate is issued by the Board. Enquire with the Admin. Office for details. It is the responsibility of students who have appeared for the HSC Examination, to collect the *original* HSC Marksheet and HSC Passing Certificate.

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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. <i>Do NOT write your name or any religious symbol on Qs. Papers and Ans. Books.</i>
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. Exam Rooms are 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 assigned 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

1. **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 in February, is the final schedule. Do not rely on web-based timetables and messages received via social media.
2. **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 carefully to see if there is any mistake.** If there is any mistake, 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.
3. **Carry the HSC Hall Ticket** for all subjects/papers of the HSC Examination (for Orals, Practical, Viva & Written Exam); also wear your valid Sophia College 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 Written Examination. The HSC Exam. Centre assigned to you may be Sophia College, or any other School/Jr. College in the vicinity.
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 anywhere on, or inside your Main Answer Book and Supplements.
11. When you receive your HSC Exam. Question Paper, you are required to write your complete **HSC Seat Number** (e.g. M123456) in the seven boxes provided for the same, (on Page 1 and inner pages of the Question Paper, top, right-side corner). Nothing else may be written or drawn on the HSC Question Paper.

12. **‘Divyang’ Students:** This includes **Learning Disabled** and other *special categories* of students.

LD/Divyang students should collect their LD / Divyang document from Sophia Admin. Office before the first day of the HSC Written Exam.

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 arrangement will change daily, so you are advised to plan well *and reach your Examination Centre about 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
 - ✓ Google Form Link
 - ✓ Template of HSC Exam. Form
 - ✓ PEN ID number
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. Your face (front view) should be clear. Do not upload a school photo of yourself. Selfie and enhanced photos are NOT acceptable.
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. Your Class Teacher will guide you.
4. You should have the following documents with you:
 - a) Standard X Leaving Certificate (copy)
 - b) Standard X Marksheet (copy)
 - c) Standard XI Marksheet (copy)
 - d) HSC Exam Fee Receipt
 - e) Adhaar Card (copy)
 - f) PEN ID number
 - g) *Latest* Passport size colour photo of yourself

- h) Filled out HSC Exam Form (i.e. Dummy Form)
- i) 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.

No.	Description / Example / Guidelines
1a	Index Number: 3102011
1b	UDISE Number: 27230100968
1c	UDISE + PEN ID (Refer to List)
2	Application Sr. No. (Refer to List)
3	Centre No: 3053
4a	Last name / Surname
4b	Candidate's Name
4c	Middle / Father's Name
4d	Mother's Name
5	Residential Address: Write the Room/Flat No, Name of Building, Road, Place, Pin Code
	UPLOAD YOUR PHOTO & SIGNATURE (Take from Computer Folder, ,D drive)
6	Mobile No: 10-digit number. DO NOT add the code
7	Date of Birth: DD MM YYYY
8	Aadhar Number: 12-digit number
9	Stream: 1) Science (Science students) 2) Arts (Arts and Vocational students)
10	Gender: 2) Female
11	Minority Religion: Choose as applicable to you
12	Category: Choose as applicable to you e.g. (09) OPEN
13	Divyang: Choose as applicable to you [e.g. (00) No Handicap LD Students & PwD, contact your Class Teacher for the specific Code that is applicable to you.

14	Medium of Instruction: 1) English
15	Type of Candidate: A. 1) Fresh B. 1) Regular C. 2) Non Exempted D. <i>Vocational students choose</i> 2) Bifocal <i>I.T. students choose</i> 3) IT <i>Other students choose</i> 4) General E. 2) No
16	<u>SUBJECT DETAILS</u> First, fill up Page 44 of this Handbook Note: The Language of Answer Code for ALL Subjects is 1 ; for Hindi it is 8 . The subjects have to be written in <u>ascending order</u> of Subject Codes (which are given on page 44 of this Handbook). I.T. students should leave item No.16, Sr. No. 2 on the Online Form, blank.
17	Total No. of Exemption Claimed 0
18	Enrollment Certificate (Private candidate) <i>(Not applicable to regular students.)</i>
19	Previous Exam. Passing Details Enter the Exam Seat Number, Month and Name of Board. SSC/10th : Type your SEAT NUMBER (as shown on your Board Mark sheet) Month: (Mar or Jul), Year: <i>(As applicable)</i> Name of Board/Jr. College: <i>(As applicable)</i> Type MAHA BOARD (If you have passed SSC from Maharashtra) / CBSE / ICSE / NIOS / IGCSE / other regional Boards e.g. BSEB, WBCHSE, NBSE
20	Last Exam Seat No. (For Repeaters Only) <i>(Not applicable to regular students.)</i>
21	SSC from Maharashtra State Board: Yes / No <i>(As applicable)</i>
22	Eligibility cases: <i>Choose the relevant response (For Other Boards)</i>
23	Not applicable
	Important note: For item 4abcd : Refer to your School Leaving Certificate); No change can be made. Sophia College can NOT make any changes either.

HSC Subjects, Codes & Components

Subj. taken (Tick)	SUBJECT	SUBJ. CODE	LANG OF ANS. CODE	INTERNAL COMPONENT		WRITTEN EXAM
✓	English	01	1	Oral	20	80
	Hindi	04	8	Oral	20	80
	French	13	1	Oral	20	80
	History	38	1	ABT*	20	80
	Mathematics & Statistics	40	1	Practical	20	80
	Political Science	42	1	ABT	20	80
	Sociology	45	1	ABT	20	80
	Philosophy	46	1	ABT	20	80
	Logic	47	1	ABT	20	80
	Psychology	48	1	ABT	20	80
	Economics	49	1	ABT	20	80
	Physics	54	1	Practical	30	70
	Chemistry	55	1	Practical	30	70
	Biology	56	1	Practical	30	70
	I.T. (Science)	97	1	Practical	20	80
	I.T. (Arts)	98	1	Practical	20	80
	Banking	A5	1	Project & Viva	40	80 + 80 = 160
	Office Management	A7	1	Project & Viva	40	80 + 80 = 160
✓	Health & Physical Education	30	1	Graded Subject		
✓	Environmental Education & Water Security	31	1	Graded Subject		

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 charged for the same.*

LORs are issued for student applicants who have a record of 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 the achievements attained in your previous school or privately. They will be issued *after* teachers whom you have approached have agreed to provide you with an LOR based on defensible records.

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 and/or 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:

- i. Subject of the email (in brief)
- ii. Your Full Name
- iii. Class (Std. XI or XII)
- iv. Stream (Arts or Science)
- v. Division
- vi. Complete Roll Number
- vii. Valid Mobile Number
- viii. **Specific** Purpose / Query / Suggestion / Complaint



Notes:

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ACADEMIC AWARDS

No.	Prize Name	Description / Criteria
General Prizes (SYJC & FYJC)		
1	The 1977-78 CUC Scholarship Prize	<i>Best all-round student in the Junior College</i>
2	The Schroedinger Prize	<i>For an outstanding Physics student in Junior College</i>
3	The Nayana Sanzgiri Prize	<i>For commitment to learning the French language in Junior College</i>
4	The Sr. Mary Mathew Prize	<i>Academic achievement, leadership and commitment to Sophia College for an Arts student.</i>
5	The Indira Mahindra Prize	<i>For an outstanding student taking Vocational Courses in the Junior College</i>
6	The Suman and Ramesh Tulsiani Golden Jubilee Scholarship	<i>For deserving students in: (i) Jr. College (Arts) (ii) Jr. College (Science)</i>
Prizes for SYJC		
7	The Ex-students' Scholarship	<i>Highest marks in HSC Arts Board Exam and continuing at Sophia.</i>
8	The B. R. Pimpalapure Prize	<i>Highest marks in HSC Exam. Economics</i>
9	The Noella D'Souza Prize	<i>Highest marks in HSC Exam. Psychology</i>
10	The Dr. Sushama Deo Prize	<i>Highest marks in HSC Exam. Logic</i>

11	The J. Krishnamurti Prize	<i>Outstanding SYJC Philosophy student</i>
12	The Ramanujan Prize	<i>Highest marks in HSC Exam. – Mathematics & Statistics</i>
13	The Aruna Dua Prize	<i>Highest marks in HSC Exam. Hindi</i>
14	The Maurice George Martis Prize	<i>Highest marks in HSC Exam. Banking</i>
15	The Sheila Kapoor Prize	<i>Highest marks in HSC Exam. Office Management</i>
16	The Santosh Kumar Ghosh Prize	<i>Highest marks in HSC Exam. Information Technology</i>
17	The Maurice George Martis Prize	<i>Second Highest marks in HSC Exam. Banking</i>
18	The Suniti Namjoshi Prize	<i>Highest marks in HSC Exam. English</i>
19	The Neera Desai Prize	<i>Highest marks in HSC Exam. Sociology</i>
20	The Kancha Ilaiah Prize	<i>Highest marks in HSC Exam. Political Science</i>
21	The Pandita Ramabai Prize	<i>Highest marks in HSC Exam. History</i>
22	The Jankidevi Shivilal Yadav Prize	<i>Highest marks in HSC Exam. Hindi</i>
23	The Sr. Celia Remedios Prize	<i>Highest marks in the Preliminary Examination to an SYJC (Arts/Vocational) student</i>

Prizes for FYJC		
24	The Shrimati Radhabai Phadnis Prize	<i>Highest marks in FYJC Final Examination – Hindi</i>
25	The Shobha Theckedath Prize	<i>Highest score in FYJC Sociology</i>
26	The T. H. Khan Prize	<i>Highest marks in FYJC Chemistry</i>
27	The Dr. Charulata Katoley Prize	<i>Highest marks in FYJC Biology</i>
28	The Ajoy Kumar Ghosh Prize	<i>Highest marks in FYJC Information Technology</i>
29	The Sophia College Platinum Jubilee Prize from Sophia Nursery School	<i>Good academic and attendance record in the FYJC</i>
30	The Sr. Bertha Mascarenhas Prize	<i>Dynamic FYJC Resident student</i>
31	The Sr. Celia Remedios Prize	<i>Highest marks in the FYJC First Terminal Examination</i>
32	The Dr. Ivan John Prize	<i>For an outstanding FYJC Arts student</i>

“Today, more than ever, people need to become interior souls, to learn to be the authors of their own lives, with a personal core that sustains and unifies them as valuable, unique, unrepeatable beings, with clear and noble goals that motivate and encourage them to become what they are called to be.”

(Attributed to St. Madeleine Sophie Barat, 1830)

CALENDAR 2026-2027

JUNE 2026		
DAY	DATE	
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	JUNIOR COLLEGE RE-OPENS <i>for</i> Std. XII SYJC ORIENTATION PROGRAMME (in Sophia Bhabha Hall @ 12:30 p.m.)
Tue	16	Lectures for Standard XII commence
Wed	17	
Thu	18	

Fri	19	
Sat	20	
Sun	21	International Yoga Day
Mon	22	
Tue	23	
Wed	24	
Thu	25	
Fri	26	Holiday – Moharram
Sat	27	
Sun	28	
Mon	29	
Tue	30	

JULY 2026		
DAY	DATE	
Wed	1	
Thu	2	
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	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	31	

Std. XII Class Tests

AUGUST 2026		
DAY	DATE	
Sat	1	
Sun	2	
Mon	3	
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	
Sun	9	
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	INDEPENDENCE DAY CELEBRATION – Flag Hoisting and March to August Kranti Maidan Parsi New Year

Sun	16	
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	Holiday – Eid-E-Milad
Thu	27	
Fri	28	
Sat	29	
Sun	30	
Mon	31	

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

SEPTEMBER 2026		
DAY	DATE	
Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	TEACHERS' DAY
Sun	6	
Mon	7	
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	Holiday – Ganesh Chathurti
Tue	15	Holiday – Ganesh Festival

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	

OCTOBER 2026		
DAY	DATE	
Thu	1	
Fri	2	Holiday – Mahatma Gandhi Jayanti
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	Holiday – Daseera
Wed	21	
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	
Sat	31	

Standards XI & XII: First Terminal Examination

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NOVEMBER 2026		
DAY	DATE	
Sun	1	
Mon	2	
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	Diwali Vacation begins
Tue	10	Holiday – Diwali (Balipratipada)
Wed	11	
Thu	12	
Fri	13	
Sat	14	
Sun	15	

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

DECEMBER 2026		
DAY	DATE	
Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	College Day
Sun	13	
Mon	14	Std. XII (SYJC) Preliminary Examination begins
Tue	15	

Wed	16	
Thu	17	
Fri	18	
Sat	19	
Sun	20	
Mon	21	
Tue	22	
Wed	23	Christmas Wishing
Thu	24	Christmas Break begins
Fri	25	
Sat	26	
Sun	27	
Mon	28	
Tue	29	
Wed	30	
Thu	31	

JANUARY 2027		
DAY	DATE	
Fri	1	
Sat	2	Term-reopens after Mid-Term Break
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	
Sat	16	

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

HSC Oral Examination (English, Hindi, French)

HSC Practical Examination (Science, Mathematics, I.T. & HPE)

HSC Viva (Banking, Office Management)

FEBRUARY 2027		
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	
Sat	13	
Sun	14	
Mon	15	
Tue	16	

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

HSC Board Written Examination

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MARCH 2026		
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	
Sat	13	
Sun	14	
Mon	15	

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

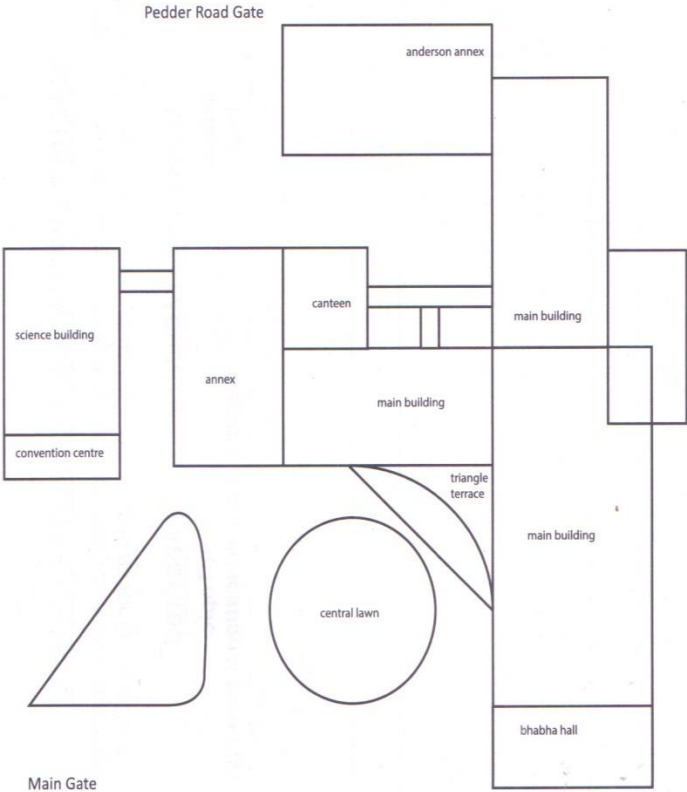
Standard XI (FYJC): Final Examination

APRIL-MAY 2027		
DAY	DATE	
Thu	1	
Fri	2	
Sat	3	
Sun	4	
Mon	5	
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	
Tue	13	
Wed	14	Holiday – Dr. Babasaheb Ambedkar Jayanti
Thu	15	

Fri	16	
Sat	17	
Sun	18	
Mon	19	
Tue	20	
Wed	21	
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	
Sat	1 st May	MAHARASHTRA DAY
Sun	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) 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 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 2026			
July 2026			
Aug 2026			
Sept 2026			
Oct 2026			
Nov 2026			
Dec 2026			
Jan 2027			
Feb 2027			
Mar 2027			
Apr 2027			

RECORD OF ACTIVITIES

(For you to document your involvement in any college event, workshop, field trip, activity that you participated in, or organized.)

Date	Details of Event	Remarks / Reflection

NOTES

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TIME TABLE 2026-2027

(From to)

	TIME	MON	Rm	TUE	Rm	WED	Rm	THU	Rm	FRI	Rm	SAT	Rm
1													
2													
3													
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8													

TIME TABLE 2026-2027

(From to)

	TIME	MON	Rm	TUE	Rm	WED	Rm	THU	Rm	FRI	Rm	SAT	Rm
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7													
8													

TIME TABLE 2026-2027

(From to)

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

TIME TABLE 2026-2027

(From to)

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

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राज्य गीत

जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा ॥धृ॥

भिती न आम्हा तुझी मुळी ही गडगडणाऱ्या नभा
अस्मानाच्या सुलतानीला जबाब देती जिभा
सह्याद्रीचा सिंह गर्जतो शिव शंभू राजा
दरी दरीतून नाद गुंजला महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा ॥१॥

काळ्या छातीवरी कोरली, अभिमानाची लेणी
पोलादी मनगटे खेळती, खेळ जीव घेणी
दारिद्र्याच्या उन्हात शिजला
निढळाच्या घामाने भिजला
देश गौरवासाठी झिजला
दिल्लीचे ही तख्त राखितो, महाराष्ट्र माझा
जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा
जय जय महाराष्ट्र माझा ॥२॥

NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL (NAAC)

RATING OF SOPHIA COLLEGE FOR WOMEN

- 2003 'A' Grade with 88%
- 2009 'A' Grade (2nd cycle 3.61 out of 4)
- 2015 'A' Grade (3rd cycle 3.70 out of 4)
- 2025 'A' Grade (4th cycle 3.16 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