

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.....

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.

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Welcome to Sophia

Sophia College is a Christian Minority institution that was established in 1940 by the Sisters of the Sacred Heart of Jesus. The Religious Society of the Sacred Heart (RSCJ) was itself founded in France by Madeleine Sophie Barat in the year 1800 CE. The College is managed by the Governing Body of the 'Society for the Higher Education of Women in India' (SHEWI).

The College was affiliated to the University of Mumbai in June 1941. In 1977, an aided Junior College was started, which continues to offer the Higher Secondary Certificate course of the Maharashtra State Board of Secondary & Higher Secondary Education. We completed our Platinum Jubilee as a college, in June 2017. Sophia College was granted academic autonomy by the University Grants Commission in June 2018. This now gives us the freedom to design the curriculum for undergraduate and post-graduate programmes, although the degrees will continue to be awarded by the university.

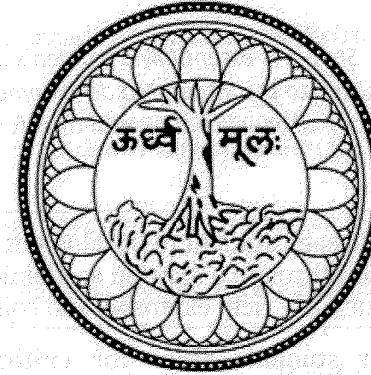
Sophia College (Autonomous) offers Bachelor degree (Undergraduate) programmes in Arts, Science, Mass Media and Information Technology; MSc in Life Sciences, Biochemistry, Microbiology and Chemistry; Post Graduate Diplomas in Clinical Analysis and Quality Assurance; and PhD in Applied Biology.

At present, we have over 3,000 women students in Junior and Senior College. Sophia is a melting pot of cultures. As a student, we urge you to engage with one and all; be enriched by our diversity.

The college staff makes an effort to get involved with the overall growth of students entrusted to their care, through whom, the vision for the *education of women* is taken forward. An underlying guiding principle of the college is, the persistent search for wisdom, through an education that is relevant and holistic.

It is our hope that you thoroughly enjoy your multiple experiences at Sophia. May it be meaningful, positively eventful and transformative.

Best wishes!



CREST

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.

MOTTO

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.

Theme for the Academic Year 2019-2020

Fostering Secularism & Social Responsibility

EDUCATIONAL GOALS

Sophia is essentially a women's college committed to the integrated development of women for individual and societal transformation

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 .

COLLEGE STAFF

Dr Ananda Amritmahal RSCJ, **Principal**

Ms Jennie Mendes PhD
Dalmia Professor Emeritus

SENIOR COLLEGE - ARTS

Ms Gilda Pereira, **Vice-Principal**

Economics

Dr Sangeeta Dubey MA PhD
Dr Sunita Jadhav MA PhD
Ms Nisha Yadav MA

Head of the Department

Education

Dr Andrea Coutinho MSc MEd MA PGDEM PhD

Head of the Department

Ivan John MA MEd MPhil(Ed) PGDHE PGDET PGDSLM LTCL LLCM(TD)

English

Ms Jihasa Vachharajani MA MPhil

Head of the Department

Dr Ananda Amritmahal MA BEd LTCL MPhil PhD

Ms Samrita Sinha MA MPhil

Ms Nishtha Dev MA MPhil

Dr Elwin Susan John MA MPhil PhD

French

Ms Pervine Bhujwala MA BEd

Lecturer-in-charge

Hindi

Dr Sumanika Sethi MA MPhil PhD

Dr Vaishali Pachunde MA MPhil PhD

Ms Smriti Singh MA

Head of the Department

History

Ms Swarupa Kamat MA

Dr Rashna Poncha MA PhD

Ms Firdos Makwana MA BEd

Dr Lata Pujari MA PhD

Head of the Department

Philosophy

Dr Trevor Allis* MA MBA PhD
 Dr Roymon T C MA (Eng) MA (Phil) PhD

Head of the Department**Political Science**

Dr Paul Rozario MA MPhil PhD
 Ms Shahnaz Shaikh MA MPhil

Head of the Department**Psychology**

Sr Patricia D'Souza MA
 Ms Teetash Singhal MSc
 Ms Mihikaa Chaturvedi MA

Head of the Department**Sociology**

Dr Perpetua Miranda MA DHE MPhil PhD

Head of the Department

Dr Anagha Tendulkar MA PhD
 Ms Shraddha Gaikwad MA

Mass Media

Dr Margarida Colaço MA MPhil PhD
 Dr Tina Chakravarty MA (Social Work) MA (Soc) MPhil PhD
 Ms Lavanya Vardarajan MA

Coordinator**SENIOR COLLEGE - SCIENCE**

Dr Yasmin Khan, *Vice-Principal*

Biochemistry

Dr Chinmoyee Vatsyayan MSc PhD
 Dr Madhavi Kaji MSc PhD

Head of the Department**Chemistry**

Dr Ignat A Mendes MSc PhD
 Dr Prabha Shetty MSc PhD
 Ms Rochelle Ferns MSc MPhil
 Dr P Sirisha Murthy MSc PhD
 Ms Tanaz Asha MSc BEd
 Ms Lynelle Jeysus MSc
 Sr Rajani Khandagale MSc

Head of the Department**Life Sciences**

Dr Hemalatha Ramachandran* MSc MA PhD

Head of the Department

Dr Hema Subramaniam MSc PhD

Dr Yasmin Khan* MSc PhD

Dr Sree R. Nair MSc PhD

Dr Bhavna Daswani MSc PhD

Dr Snehal Martin MSc PhD

Mathematics & Statistics

Ms Sandra Mendes MSc MPhil

Ms Vidya Konar MSc

Head of the Department**Microbiology**

Dr Arjumanara Surti* MSc PhD

Dr Gianni Erevelles Mapara MSc PhD

Ms Suparna Dugal MSc

Dr Rajbinder Dehiya MSc PhD

Ms Shraddha Prabhu MSc

Ms Jyoti Mantri MSc MPhil

Mr Vijay Vig MSc

Head of the Department**Physics**

Dr Meeta Saxena MSc PhD

Head of the Department**Zoology**

Dr Roshan D'Souza MSc PhD

Ms Sandhya Kaduru MSc

Head of the Department**Information Technology**

Ms Rinjal Jain MSc (IT)

Mr Gauri Shankar Singh MCA MPhil

Mr Vilas Rodrigues MCA

Ms Saqueba Mistry MSc (IT)

Ms Sidranaaz Qazi MSc

Ms Shaikh Ambreen ME

In-charge Coordinator**QUALITY ASSURANCE DEPARTMENT****Coordinator**

Dr Chinmoyee Vatsyayan MSc PhD

Staff

Ms Valentina Chettiar MSc

Ms Christal Baptista MSc

* *Guide for PhD, University of Mumbai*

JUNIOR COLLEGE

Sr Annie Peter, **Vice-Principal**
Ms Bina Gonsalves, **Supervisor**

Arts

Economics

Ms Anuradha Pandey MA BED PGDET
Ms Poonam Yadav MA BED PGDET

English

Ms Jini Joseph MA BED
Ms Nivedita Iyer MA BED
Ms Rupoo Srivastava MA BED

French

Ms Vibha Poojari BCom *Diplôme de Alliance Française*

Health & Physical Education

Ms Shruti Waydande-Kadam MA MPed

Hindi

Ms Ramavati Yadav MA MPhil BED
Ms Sunita Gupta MA MPhil BED

History

Sr Annie Peter MA BED
Ms Firdos Makwana MA BED

Logic & Philosophy

Ms Supriya Bhiwandkar MA BED

Political Science

Ms Grace Pereira MA (Pol Sc) MA (Psy) MEd

Psychology

Ms Grace Pereira MA (Psy) MA (Pol Sc) MEd
Ms Susan Johnson MA BED

Sociology

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

Member, Board of Studies

Ms Rochelle Pereira MA BED

Vocational

Banking

Ms Shaheena Shekhani MCom PGDSL
Ms Sana Qureshi MCom

Office Management

Ms Neethu Philip MCom BED

Science

Biology

Ms Latika Sethi MSc BED
Ms Archana Kulkarni MSc BED
Ms Radhika Patkar MSc BED

Chemistry

Ms Bina Gonsalves MSc BED
Ms Sharmistha Rathod MSc BED
Ms Bushra Shaikh MSc BED

Environment Education

Ms Shinee Gilbert MSc BED

Information Technology

Mr Gauri Shankar Singh MCA MPhil
Mr Vilas Rodrigues MCA

Mathematics & Statistics

Ms Sheelamma Xavier MSc BED
Ms Mayuri Devalekar MSc BED

Physics

Mr Vernon Barretto MSc BED
Ms Susan Tharian MSc BED
Mr Anand Tripathi MSc BED

COLLEGE LIBRARY & COMPUTER CENTRE

Librarian	Ms Prabha Suresh MA MLIS
Assistant Librarian	Ms Leena Krishnan MA BLIS
Mr Louis Oliveira	Mr Vilas Rodrigues
Ms Leena Correia	Mr Rajesh Jadhav
Ms Shubhara Adarkar	Ms Naina Karangutkar
Ms Sharon D'souza	Ms Jaloo Bharucha
Ms Bhavika Parmar	Ms Devyani Dakle

SOPHIA J.N. HEREDIA COUNSELLING CENTRE

Director: Ms Jennie Mendes PhD

NSS Coordinator: Dr Vaishali Pachunde

Coordinator of Student Activities

& In-charge of Value Education: Sr Rosa Makil

ADMINISTRATIVE OFFICE

Office Superintendent	Ms Boskey Martis
Ms Juliana D'Costa	
Ms Drinal Lopes	Ms Rita Gonsalves
Mr Joseph Fernandes	Ms Ida D'Silva
Mr Domic D'Souza (BMM)	Ms Thecla Rodrigues
Ms Savia Fernandes	Mr Amit Mestry
Ms Amirabi Khan	Mr Subodh Lad
Mr Deepak Kamble	Mr Hirachand Patil

ACCOUNTS OFFICE

Mr Savio Fernandes	
Ms Anita Menezes	Ms Lovina Fargose
Ms Roshal Gonsalves	Ms Swidal D'Cunha
Ms Sandhya Roymon	Mr Kiran Kamble
Mr Vishal Girdhar	

Personal Assistant Ms Eliza Aranha

Administrative Assistant Sr Poonam Gaikwad

Receptionists Ms Dakshayini Bhat
Ms Munira Khan Ali
Mr Sandeep Kamble

HOSTEL STAFF

Coordinator Sr Rajani Khandagale
Sr Annie Peter
Dr Lata Pujari
Sr Josephine Pereira
Ms Sumathy Pinto

LABORATORY ASSISTANTS

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

ATTENDANTS & SUPPORT STAFF

Mr Nazir Husain Shaikh Mr Siddharth Kalambe
Mr Krishna Wavekar Mr Pravin Lingayat
Mr Vilas Bambarkar Mr Rajan Perumal
Mr Ravindra Dhuri Mr Shantaram Tambe
Mr Milind Kadam Mr Suresh Bargode
Mr Kishore Waghela Mr Jaywant Bambarkar
Mr Mangesh Lingayat Mr Vilas Gurav
Mr Mahendra Bhingare Ms Shobna Waghela
Mr Manohar Gurav Mr Sanjay Khedekar
Mr Sachin Khedekar Mr Sachin Bhuvad
Mr Rajesh Lanjekar Mr Kiran Rajput

MANAGEMENT STAFF

Mr Ankush Salkar Mr Chetan Rathod
Mr Alex Ludrick Mr Prakash Solanki
Mr Elias Correia Mr Ravindra Pawar
Mr Gurunath Bambarkar Mr Ashish Kadam
Mr Himmat Solanki Mr Vishal Kadam
Mr Avinash Narkar Mr Prakash Lakra
Mr Gajanan Gurav Mr Sumit Wavekar
Mr Vaibhav Kamble Mr Dilip Karangutkar
Ms Daksha Jadhav Mr Prem Kujur
Mr Ganesh Jadhav Mr Shyam Gurav
Ms Balamani Likkimani Mr Rahul Wavekar
Mr Pritam Tambe Mr Dasharath Khandekar
Mr Sachin Shirsekar Mr Sanket Ramane
Ms Sonali Dhaval

SOPHIA JUNIOR COLLEGE

The **Sophia Junior College** (Index No. J 31.02.011) offers *two* main streams of study: Arts and Science. In the Arts stream there is a provision for *Vocational* subjects: Banking and Office Management

The subject *Information Technology* is offered instead of Second Language, to both Arts and Science students. It is based on merit and is a self-financed subject. *French* is offered at a beginner's level in Standard XI. Students who are certified with Learning Disabilities can opt for *Child Development* instead of a second language.

The college prepares Junior College students for the **Higher Secondary Certificate (HSC)** examination of the Maharashtra State Board of Secondary & Higher Secondary Education. The syllabi for Standards XI and XII are prepared by *Balbharti*, which is the Maharashtra State Bureau of Textbook Production and Curriculum Research.

The syllabi are revised from time to time, to make them relevant and need-based, in keeping with the framework of the NCERT and SCERT. The Boards of Studies for each subject design the syllabi and evaluation scheme. There is a concerted effort to shift from rote learning to application of knowledge and the development of higher order thinking skills.

The academic year is divided into *two terms*, namely, First Term (June to October) and Second term (November to April). The Scheme of Evaluation is as follows:

Test/Exam	Standard XI	Standard XII
Unit Test - 1	25 marks (August)	30 marks (July-August)
First Terminal	50 marks (October)	50 marks (October)
Unit Test - 2	25 marks (January)	
Preliminary		80 or 70 marks (January)
HSC Board Examination		100 marks (February-March)
Final	100 marks (March/April)	

The **Standard XI Result** is based on the *average* mark obtained during tests and examinations conducted throughout the year. These are conducted by the college itself. Students have to obtain a minimum of 70 out of 200 *per subject*, to pass (i.e. 35 percent). An individual Marksheet will be issued by Sophia College to each student, at the end of the academic year (April).

For **Standard XII (HSC)** there will be a *Board Examination*. All subjects are a combination of a Written Examination and another component as shown in the table below:

Subject Code	SUBJECT	THEORY (Written Exam)	2 nd component
01 04 13	Languages: English Hindi French	80 marks	<i>Oral Examination</i> 20 marks
38 42 45 46 47 48 49	Arts subjects: History Political Science Sociology Philosophy Logic Psychology Economics	80 marks	<i>Project Report</i> 20 marks
40	Mathematics & Statistics	80 marks	<i>Practical Exam.</i> 20 marks
54 55 56	Science subjects: Physics Chemistry Biology	70 marks	<i>Practical Exam.</i> 30 marks
97 (Sc) 98 (Arts)	Information Technology	80 marks	<i>Practical Exam.</i> 20 marks
A5 A7	Vocational subjects Banking I & II Office Mgmt. I & II	80 marks (per paper)	<i>Project & Viva</i> 40 marks

Kindly note:

- ✓ For Standard XII, the Oral Exam., Project & Practical Marks will be submitted to the HSC Board.
- ✓ These marks will be added to the HSC Written examination (Theory). (Thus, 80+20 OR 70+30 = 100)

Besides languages, the following subjects are also compulsory:

- (i) **Environment Education**
- (ii) **Health & Physical Education**

The Scheme of Evaluation is as follows:

Environment Education

Environment Education Seminar Presentations and submission of Projects/Journals/Reports are planned well in advance and students have to follow all guidelines given by the Environment Education teacher.

Project Reports	30 marks
Seminar Reports/Journal	20 marks
Total:	50 marks

These will be assessed by an Internal &/or External Examiner and a Viva will be held as per a given schedule which will be displayed on the Jr. College Notice Boards. Students must be present at seminar presentations. Note that absence from the same will lead to no mark for that particular component.

Health & Physical Education

Particulars	Std. XI	Std. XII*
Test 1	25	25
Test 2		25
Journal	25	
Practical Examination 1	50	25
Practical Examination 2		25
Total:	100	100*

IMPORTANT

- Marks obtained (out of 50) in Standard XII Environment Education, and the Grade obtained in Health and Physical Education will be sent to the HSC Board.
- Minimum Pass Mark/Grade are as follows:
 Environment Education : **18** out of 50
 Health & Physical Education : **Grade C**
 Students who do not obtain the *minimum mark/grade* will not be declared as 'Pass' even if you pass all other subjects.

- Information pertaining to syllabi, nature of examination and evaluation scheme are expected to change for Standard XI, with effect from the academic year 2019-20. You will be informed as and when there is an official notification.

Absence at Examinations:

In Standard XI, students who absent themselves from examinations *due to valid medical reasons only*, are required to submit an application to the Junior College Vice-Principal, for permission to be allowed to appear for a Supplementary Terminal/Final Examination.

Physical or Learning Disabilities

Students who are certified with physically or learning disabilities are given additional time at examinations as per Board Rules. It is the responsibility of the student to provide the appropriate certificates to the college. Students who are permitted to have writers for tests/examinations, have to make their own arrangements for the same, as per rules. We do have some facilities for disabled students.

Verification / Photocopy of Answer book / Re-evaluation procedure:

Students who have appeared for the **HSC Board** can avail of the following services *after* the declaration of the HSC result in Maharashtra:

- (a) Verification of Marks in the Answer Book
- (b) Application for Photocopy of the HSC Answer Book
- (c) Application for Re-evaluation countersigned by the concerned subject teacher

The application forms for the above are available at:

M.S.B.S. & H.S.E.,
 Mumbai Divisional Board,
 Plot no 27/28, (Next to St. Lawrence School),
 Sector 16A, Vashi,
 Navi Mumbai 400 703

Applications for the above would have to be made in accordance with the time limits and deadlines set by the State Board.

HSC Passing Certificate

Those candidates who Pass the HSC Examination are requested to collect their HSC *Passing Certificate* from the Admin. Office. Enquire if it has been received by the college and then collect the same during their office timings.

SOPHIA COLLEGE (AUTONOMOUS) UNDER GRADUATE PROGRAMMES

The Senior (Degree) College section offers the following three-year (six semesters) Undergraduate (UG) programmes of study, all of which are designed by Sophia College (Autonomous).

Bachelor of Arts (BA)

This three-year integrated degree programme includes the following components:

- (i) Foundation Courses (2 papers)
- (ii) Languages (Communication Skills in English and Hindi/French)
- (iii) Elective subjects (Economics, Education, English, Hindi, History, Philosophy, Political Science, Psychology, Sociology & Statistics)
- (iv) Applied Component (Gandhism, Nutrition & Dietetics, Mass Communication and Investment Analysis)

At the Third Year BA, learners can specialize in *one* elective subject with six papers (Single Major, SM) or you may choose *two* elective subjects with three papers each (Double Major, DM). At present, Education and Political Science are available only as DM subjects; other elective subjects may be either SM or DM.

Bachelor of Science (BSc)

This three-year integrated degree programme includes the following components:

- (i) Foundation Courses (2 papers)
- (ii) Elective subjects (Biochemistry, Chemistry, Life Sciences, Mathematics, Microbiology, Physics, Statistics & Zoology)
- (iii) Applied Component Papers (Drugs & Dyes, Environmental Science and Food Processing & Preservation)

At the Third Year BSc, learners can specialize in *one* elective subject and related practical courses i.e. six papers (Single Major, SM) or you may choose *two* elective subjects with three papers each (Double Major, DM). At present, Physics, Mathematics and Statistics are available only in FYBSc; Zoology can be offered in FY & SY BSc; Biochemistry is a DM subject available only in TYBSc.

Bachelor of Mass Media (BMM)

With the global surge in the media industry over the last two decades, there has been a distinct need for an academic programme at the undergraduate level that would meet promising career opportunities in the now booming information and communication business. The BMM programme has been designed with this very agenda – to produce professionals armed with specialized skills in either Advertising or Journalism.

The Department of Mass Media introduces its learners to a variety of new disciplines that effectively combine *theory and practical application*, allowing them to approach the media from diverse perspectives. A degree in Mass Media opens up *diverse career options* for students - Journalism (print/broadcast), Advertising and Brand Management, Public Relations, Digital Marketing, Event Management, Photography, Filmmaking, Radio and Television Production, and Content Creation for multiple media platforms.

Bachelor of Science (Information Technology) (BSc (IT))

This programme encompasses the study in the field of software development, software testing, software engineering, web design, databases, programming, computer networking etc. There is a judicious balance of theory and practical application in all courses. Value-added courses and workshops on Ethical Hacking and Information Security, Cyber Security & Advanced Mobile Programming are offered. The programme tries to equip students with the technical skills and knowledge needed for a rapidly expanding and exceptionally diverse industry. The department has had good placements in firms such as Wipro, TCS, Infosys, DELL, L&T Infotech Ltd.

The **Credit-Based Semester and Grading System (CBSGS)** is applicable for all courses of the BA, BSc, BMM, BSc (IT) programmes.

Each academic year in the UG programme is divided as follows:

Level	Odd semester	Even semester
First Year (FY)	I	II
Second Year (SY)	III	IV
Third Year (TY)	V	VI

The BA, BMM, BSc, BSc(IT) **degree of the University of Mumbai** – will be awarded to learners who successfully pass all courses, in all semesters of the degree programme that they are pursuing. The result is based on learner achievement across all six semesters.

Get familiar with various terms related to the CBSGS:

LEARNER	refers to STUDENT
COURSE	refers to SUBJECT chosen by the learner
COURSE CODE NUMBER	It indicates the faculty, subject, semester and paper number <i>For example:</i> SBMMED104 - Sophia BMM, Semester I, Paper 4 SBSZOO201 - Sophia BSc Zoology, Semester II, Paper 1 SBTTEC301 - Sophia BSc IT, Semester III, Paper 1 SBAENG603 - Sophia BA English, Semester VI, Paper 3
CREDITS	Defined in terms of the learner's time spent in hours which are divided into <i>two</i> parts: (i) face-to-face instruction, and (ii) notional. One CREDIT is equivalent to 30 hours.
CREDIT POINTS	The measured value of a particular COURSE
FINAL RESULT	It is a <i>combination</i> of marks, credits and grades.
SEMESTER MARKSHEET	It will show marks, credits, grades and grade-points.
SEE	Semester End Exam

IA	Internal Assessment
RE-TEST	A learner who is absent for the regular IA Test or fails the test may be allowed to appear for a Re-Test under the following conditions: i. Serious sickness backed by a valid and authentic medical certificate ii. Representing the college or University of Mumbai in a sports event iii. Any other valid reason at the discretion of the Principal
ATKT	ALLOWED TO KEEP TERMS. A learner who is absent or has failed a Course is allowed to appear for the ATKT Examination. <i>(The learner will have to pay the Exam Fee as per University rules.)</i>

EXAMINATION SCHEMES

Given below is a general outline of rules that cut across all programmes.

Regular Semester End Exams (SEE) & Internal Assessment (IA)

- Credit based Semester and Grading System has been introduced for FY, SY and TY classes in UG Programmes.
- The examinations in each paper for FY, SY and TY classes have *two components*:

Degree programme	Internal Assessment	Semester End Examination
BA	25%	75%
BSc		
BSc (IT)	40%	60%
BMM		

3. Within the Internal Assessment components the split up is as follows, for each semester:

Degree programme	Class Test and/or Project	Attendance/ Class participation	Total Mark
BA	20	5	25
BSc			
BSc (IT)			
BMM	35	5	40

4. The Duration of the Written Examination for each course is as follows:

For BA/BSc/BSc (IT) : 2.5 hours
 For BMM : 2 hours

5. The IA for all courses will be held *during* each semester and the SEE will be conducted at the *end* of each semester (October/March-April).

6. The *nature* of the IA will be determined by each department. This will be communicated to the learner.

7. The Grades and Grade Points for each COURSE are based on the total marks (IA+SEE) obtained by the learner at the end of each semester. The performance of the learner shall be assessed on a ten-point scale, as shown below:

Marks obtained (out of 100)	Grade Point	Grades	Performance
75-100	10	O	Outstanding
70-74	9	A+	Excellent
65-69	8	A	Very Good
60-64	7	B+	Good
55-59	6	B	Above Average
50-54	5	C+	Average
45-49	4	C	Satisfactory
40-44	3	D	Pass
0 - 40	0	F	Fail

8. The above mentioned Grade Points and their respective Credits earned in each course are used to calculate the **Semester Grade Point Average (SGPA)** for each Semester.

Formula for calculating SGPA is as follows:

$$\frac{\sum (\text{Credit} \times \text{Grade Point})}{\sum (\text{Credit})}$$

$$\sum (\text{Credit})$$

At the end of Semester VI, the learner will get a **Cumulative Grade Point Average (CGPA)** based on the SGPA of all semesters.

Refer to the table that follows:

Grade Points	Grades	Performance
10	O	Outstanding
9.0 - 9.99	A+	Excellent
8.0 - 8.99	A	Very Good
7.0 - 7.99	B+	Good
6.0 - 6.99	B	Above Average
5.0 - 5.99	C+	Average
4.0 - 4.99	C	Satisfactory
3.0 - 3.99	D	Pass
Less than 3.99	F	Fail

9. If a learner fails to score a *minimum* of 40% in IA and /or SEE, such a learner will have to appear for the **ATKT Examination**.

The learner appearing for an ATKT exam is allowed to carry forward all the marks earned in the courses in which the learner has been declared passed.

For BA and BMM:

ATKT Internal Assessment

1. A learner has to submit a 20-mark written/typed project/ test. The 5 marks for attendance/class participation will be carried over from the records of the corresponding semester.

2. In cases where the learner is asked to submit a project, 10 marks will be allotted for the written project, 5 marks for presentation and 5 marks for viva.
3. In cases where the learner is asked to appear for the test in college, she will solely be evaluated on the basis of the written test.
4. It is the prerogative of the department or the subject- teacher to opt for either a test or project, for conducting ATKT IA.
5. **It is the responsibility of the learner to find out date and time, and syllabus for the IA.**

ATKT Semester End Examination

1. A learner who has failed a course may appear for an ATKT SEE held *once for each semester* in the academic year.
2. A learner shall be eligible for ATKT SEE for the subsequent odd semester, as explained in the table given below:

Semester	Condition(s)
II	irrespective of number of heads of failure in Semester I
III	if she passes each of Semester I and Semester II OR if she fails in not more than 2 courses of Semester I and Semester II respectively
IV	irrespective of the number of heads failure in Semester III.
V	if she passes Semester I, Semester II, Semester III and Semester IV OR if she passes Semester I & II and fails in not more than 2 courses of Semester III and Semester IV respectively OR if she has an ATKT in FY by failing in not more than 2 courses in each of Semester I and Semester II and has passed Semester III and Semester IV in full
VI	irrespective of number of heads of failure in the Semester V

3. The Semester VI result will be held in *reserve* until the learner passes *all* courses in semesters I to V (both included).
4. The learner will have to pass the concerned course *within three immediate/consecutive ATKT Examinations.*

Additional SEE

1. Unless unavoidable, learners are not allowed to remain absent the Regular SEE. They may do so only in the following circumstances and with the prior permission of the Principal:
 - a. serious illness authenticated by a Doctor's Certificate and Medical Records submitted within 2 days of the end of the SEE
 - b. other serious reasons, with validating documents (acceptable to the Principal) submitted within 2 days of the end of the SEE
 - c. grave natural calamities
 - d. **No condonation is possible if the attendance for a course, for whatever reason, is below 50%.**
2. The Additional SEE will be conducted by the college *along with the ATKT examination* for the corresponding semester.

Re-Test for IA

1. If the learner fails to appear for the IA Test, for a valid reason *certified by the Principal*, she will be permitted to appear for a Re-Test conducted by the concerned Department.
2. A learner has to submit a 20-mark written/typed project/ test. The 5 marks for class participation will be carried over from the records of the corresponding semester.

REGULATIONS FOR OBTAINING PHOTOCOPY OF ANSWER BOOK, VERIFICATIONS OF MARKS AND REASSESSMENT OF PAPERS

Students may avail of one or more of the following services **within seven working days** after declaration of results. :

- A. Obtain a *Photocopy of their Answer Books* of the SEE.
- B. Apply for *Verification of Marks*.

Verification includes: correction of mistakes in transfer of entries, totalling and correction of unassessed part of answer, if any. Verification does not include reassessment.

- C. Apply for *Reassessment of Papers*

Reassessment of papers will be carried out by an *external* evaluator.

1. In order to avail of the above services, learners must apply on the prescribed form and pay the appropriate fee as stipulated.
2. Change of marks, if any, will be communicated to the learner.
3. A *revised* Marksheet will be given to the applicant, on surrendering the original Marksheet, *if* there is a change in marks.

For BSc & BSc (IT)

Carrying forward of marks in case of a learner who fails in the IA (for BSc IT) and/or SEE in one or more subjects:

A learner is *Allowed to Keep Terms (ATKT)* i.e. promoted to the next semester according to the following rules:

Semester	Condition(s)
II	A learner is ATKT for Semester II irrespective of the number of heads of failure in Semester I.
III	A learner is ATKT if she does not fail in more than 3 courses in each Semester, in the BSc programme; and not more than 200 marks in the BSc IT programme.
IV	A learner can appear for Semester IV examination irrespective of her result of Semesters I, II & III.
V	A learner is ATKT if she passes Semester I & II & fails in not more than 3 courses in each of Semester III & IV OR passes Semester III and IV and has ATKT of Semester I and/or Semester II. Same rules are applicable to IT programme but eligibility criteria for ATKT is as mentioned for Semester III
VI	A learner is ATKT for Semester VI irrespective of the number of heads of failures in Semester V. The result of Semester VI will be held back until the learner passes each of Semesters I, II, III, IV & V.

COURSE-WISE CREDIT DISTRIBUTION

For BA courses

Type of Courses/ SEMESTER	First Year (Credit x No. of Courses)		Second Year (Credit x No. of Courses)		Third Year (Credit x No. of Courses)		Total Credit Value
	I	II	III	IV	V	VI	
Languages	2 x 2	2 x 2					8
Foundation Course	2 x 1	2 x 1	2 x 1	2 x 1			8
Elective Courses	3 x 3	3 x 3	3 x 6	3 x 6	4 x 4	4 x 4	86
Applied Component Courses: Theory			2 x 1	2 x 1	3.5 x 2	3.5 x 2	18
Total	15	15	22	22	23	23	120

For BSc courses

Type of Courses/ SEMESTER	First Year (Credit x No. of Courses)		Second Year (Credit x No. of Courses)		Third Year (Credit x No. of Courses)		Total Credit Value
	I	II	III	IV	V	VI	
Core Course: Theory	4 x 3	4 x 3	6 x 2	6 x 2	2.5 x 4	2.5 x 4	68
Core Course: Practical	2 x 3	2 x 3	3 x 2	3 x 2	1.5 x 4	1.5 x 4	36
Foundation Course	2 x 1	2 x 1	2 x 1	2 x 1			8
Applied Component Courses: Theory					2 x 1	2 x 1	4
Applied Component Courses: Practicals					2 x 1	2 x 1	4
Total	20	20	20	20	20	20	120

For BMM courses

The distribution of credits is as follows:

Type of Courses/ SEMESTER	First Year (Credit x No. of Courses)		Second Year (Credit x No. of Courses)		Third Year (Credit x No. of Courses)		Total Credit Value
	I	II	III	IV	V	VI	
Core Course: Theory	3 x 6	3 x 6	3 x 6	3 x 6	4 x 6	4 x 6	120
Total	18	18	18	18	24	24	120

For BSc (IT) courses

Type of Courses/ SEMESTER	First Year (Credit x No. of Courses)		Second Year (Credit x No. of Courses)		Third Year (Credit x No. of Courses)		Total Credit Value
	I	II	III	IV	V	VI	
Core Course: Theory	2 x 5	2 x 5	2 x 5	2 x 5	2 x 5	2 x 5	60
Core Course: Practical	2 x 5	2 x 5	2 x 5	2 x 5	2 x 5	2 x 5	60
Total	20	20	20	20	20	20	120

Credit of 2 for Theory and 2 for Practical, for any course, will be awarded only if the learner clears *both components*.
The SEE for Practicals will be of 50 marks each per course.
There will be no Internal Assessment for practical courses.
The SEE Scheme for Practicals will be as follows:

SEE Practical Examination <i>based on laboratory work</i>	40 marks
Journal	5 marks
Viva	5 marks

**THE SOPHIA COLLEGE – M K TATA TRUST
INFORMATION & COMMUNICATION TECHNOLOGY**

**LIBRARY
(Sophia–M K Tata Trust Information Centre)**

The Sophia College Library boasts of a collection of over 70,000 books. It meets most demands of a modern information centre and also provides material and services to assist study. The facilities are especially for Sophia College students and staff, but visitors from other colleges are also welcome to use the resources available.

The library resources are as follows:

Reference Books	These include Art books, Atlases, Dictionaries, Encyclopaedias, Multi-volumes, etc. which cannot be borrowed.
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	Books <i>not in demand</i> may be taken for 2 days, 3 days, 1 week or 2 weeks. Senior College & PG students can borrow 2 books. Junior College students can borrow 1 book.
Periodicals & Project Reports	These are to be referred to, only inside the library.
Fiction library	Books from the Fiction Library will be issued on: Tuesdays: 1 p.m. to 2 p.m. Fridays: 11:30 a.m. to 12:30 p.m. <i>Students can borrow only 1 book at a time, for 2 weeks.</i>
Audio-Visual materials	The AV materials can be viewed in the library. They are not for home issue.
E-resources	Access to e-resources is provided to all users at

Our library is one of the very few city college libraries where users have **open access** to library cupboards. Naturally, it is extremely important for users to replace books in exactly the same location. Maintaining the arrangement and order of books on cupboard shelves is necessary for the interests of the community at large.

The Library has the following services for its users:

- **Information Services & Audio-Visual Section:** It provides catalogue search under various modes – author, title, subject etc., through computers. The audio-visual collection in the library can be viewed in this section.
- **Open Public Access Catalogue (OPAC)** is available for users on the computer. Subject indexing of all articles from magazines, journals and newspapers, subscribed to by the library, is done, and users can have access to them.
- **Reference Section:** Reference books are kept in this section. Users can pursue reference work there.
- **Photocopy Counter:** Photocopying of *select pages* is available to all users. The Librarian reserves the right to refuse to permit the photocopying of certain reference books.
Counter timings
Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m.
Saturday : 9 a.m. - 12 noon.
- **Internet facility:** Access to internet is available, at a nominal fee, to staff and students of the college.
Counter timings
Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m.
Saturday : 9 a.m. - 12 noon.

The rules that follow are conceived to ensure that the best service can be given to all our library users.

1. Library Timings

Monday to Friday : 8.30 a.m. to 5.30 p.m.
Saturday : 8.30 a.m. to 2.30 p.m.

2. Library Access: All students may enter and leave the library only from its main entrance, near Room 12 (on the 2nd floor of the Arts Building – Main Heritage Block). Present your College ID card / Library Card to access the facility. All personal belongings would need to be kept at the 'Bag counter'. Please do not leave any money/valuables inside your bag. Bags must be collected before leaving the library. All borrowed books must be shown for inspection on leaving the library.

3. Issuing of Books:

- 3.1. Books are issued strictly in order of application. The Librarian may exercise discretion to limit the issuing of certain books as and when circumstances warrant it.
- 3.2. **No books or periodicals may be removed from the library unless the loan has been registered at the Circulation Counter.**
- 3.3. When a book is issued, the reader must examine it; report damages if any, to the Library Attendant immediately, failing which you will be held responsible for any damage that may be detected later.
- 3.4. Books lost, damaged or defaced must be paid for by the reader on whose name they were issued. The value of the books will be assessed by the Librarian.
- 3.5. The fine for **overdue books** is Rs.10/- per day after the due date. (NOTE: Working days, holidays and Sundays are included.) In the case of 'reserved' books returned late, the penalty is a fine and a loss of library privileges for one week.

4. Code of Conduct: All users of the library are expected to maintain silence especially in and around the reading room area and reference section of the library. Smoking, eating, chewing gum and the use of mobile phones are not permitted in the library. Furniture must not be rearranged and may only be used for its proper purpose (e.g. no sitting on or resting feet on tables). Keep the library neat. Do not litter. Return newspapers, magazines to their stacks. Disregard of Library rules, indiscipline and misbehaviour will render students liable to be refused access to the Library.

5. Issuing of books to Staff members: At a time, staff can borrow 10 general books for a month, 3 reference books for a week, 3 fiction books for a month and 3 magazines/journals for a week. These can be reissued if there is no demand. Loose issues of Science Journals may be read *only within the Library*.

6. Sophia Ex-students and staff may avail of Library Membership only for the purpose of reference work within the library. Photocopying facility of *select pages* is also permitted.

Note: For all matters vis-à-vis the library, the Librarian's decision is final. The librarian reserves the right to recall any book/journal at any time.

COMPUTER CENTRE

(Sophia – M. K. Tata Communications Technology Centre)

The Computer Centre is located on the 1st Floor of the Arts Building (Opposite the AV Room). It is well equipped with 95 computers, 5 printers (B/W and colour), 2 scanners and 3 projectors. Internet broadband connection enhanced through fibre optic is available at a nominal rate.

The facilities of the computer laboratories may be used for academic or personal work. *Users of computer laboratories are advised to save your data in your own pendrive, HDD, email, cloud etc.* The computers in the laboratories may be formatted from time to time.

Courses available in the Computer Centre are as follows:

(i) Short-term Certificate courses in Computer Basics, Tally, Photoshop, Corel Draw, Flash, Dreamweaver, Pagemaker, Web Designing, and programming in C, C++, Python and Core Java.

(ii) Maharashtra Knowledge Commission Limited (MKCL) Certificate Courses, for which we are an Authorized Learning Center (ALC) for:

- i. **MS-CIT** (Maharashtra State Certificate in Information Technology)
- ii. **MS-ACIT** (Maharashtra State Advanced Certificate in Information Technology)
- iii. **KLIC courses** (e.g. Advanced Excel, C programming, DTP – Adobe & Corel Draw, Financial Accounting with Tally ERP, Graphic Designing, Photoshop)

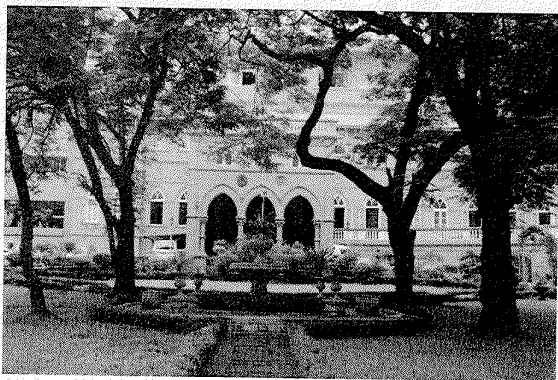
Junior and Senior College students and staff members are encouraged to register for these on-line courses. Upon successful course completion the Certificate is awarded by MKCL and recognized by the Maharashtra State Government. Some **KLIC** courses give students Credit points from the Yashwant Rao Chavan Maharashtra Open University (YCMOU). You can do the course at timings that are suitable and convenient to you, during the working hours of the Computer Centre in Sophia College.

Registration for all MKCL courses have to be done by the 15th of every month, at which time a new batch is started.

For further information contact the staff at the Computer Centre or the College Librarian.

Computer Centre timings are:

Monday to Friday : 8.30 a.m. to 5.30 p.m.
Saturday : 8.30 a.m. to 3.30 p.m.



ANNUAL PRIZES & SCHOLARSHIPS

A large number of awards, prizes and scholarships have been instituted especially for students, under various categories. It is hoped that they will encourage students to do well, develop their potential and talents. Some Research Scholarships are awarded to Teaching Staff.

The following prizes are awarded at the Annual Prize Distribution held in the month of August, in the Sophia Bhabha Auditorium. **Note:** Only students who attend the Annual Prize Distribution function can claim their awards, prizes and scholarships.

OUTSTANDING AWARDS

COLLEGE SILVER JUBILEE PENDANT

for
*Personal responsibility, Social responsibility to fellow students
and for helping to promote the College's philosophy of education
and participation in co-curricular activities*

ROTARY PRIZES

*Awarded annually by the Rotary Club, Mumbai:
to the Best Student of the year, on the basis of academic record,
service to the College, and qualities of leadership.*

- First Ramidevi Murlidhar Jalan-Rotary Midtown Prize
- Second Ramidevi Murlidhar Jalan-Rotary Midtown Prize
- Third Ramidevi Murlidhar Jalan-Rotary Midtown Prize
- Fourth Ramidevi Murlidhar Jalan-Rotary Midtown Prize

SCHOLARSHIPS / PRIZES

(* Prizes for Sophia Junior College students)

1. The Royal Western India Turf Club Scholarship for academic excellence.
2. The Suryalata Doshi Scholarship to the student passing the FYBA examination with the highest marks.
3. The Margaret Menezes Scholarship to a TYBA Goan student.
4. The Mafatalal Scholarship to the student who comes first in the TYBA College examinations in the Economics and Sociology groups (alternately each year).
5. The SCEDA Scholarship to the student who comes first in the TYBA College examinations in the English and Hindi groups (alternately each year).
6. The BSP Scholarship to the student who comes first in the SYBA College examinations in the Applied Component group.
7. The Times of India Femina Scholarship to the student who comes first in the TYBA College examinations in the History and Philosophy groups (alternately each year).
8. The Kamani Foundation Scholarship to the student who passes in the FYBA College examinations with the highest marks in the Compulsory English paper.
9. The Resident Students' Scholarship to a deserving resident student of any class.
10. The Gujarati Mandal Scholarship to a deserving student of any class.
11. The Mirza Ghalib Scholarship to be divided between two Urdu speaking students.
12. The N M Wadia Scholarship to a deserving Parsi student of any class.
13. The Ratanji Ardeshir Dubash Scholarship to a deserving student of any Science class whose family income is less than Rs. 3000/- a year.
14. The Saifee Educational Aid Programme Scholarship to a student who comes first in the TYBSc Microbiology College examinations.
15. The Saifee Educational Aid Programme Scholarship to a student who comes first in the TYBSc Chemistry College examinations.
16. The Madholal Sindhoo Memorial Scholarship to a deserving student of the SYBSc class, offering Zoology/Life Sciences (alternate years).
17. The J Hormusji Scholarship to a deserving student of any class.
18. The Freny Kaikobad Janglewalla Scholarship to a deserving student of any class.
19. The Gloria D'Souza Scholarship to a deserving student of any class.
20. The Bhabha Scholarship to a deserving student of any class.
21. The Joseph John & Mary Agnes Farias Scholarship to a deserving student of any class.
22. *The Ex-students Scholarship to the student securing the highest marks in the HSC (Arts) Board Examination and continuing in Sophia.
23. The Anjali Kulkarni Scholarship to a deserving student of any class.
24. The Sister Winifred Ward Diamond Jubilee Scholarship.
25. 1977-78 CUC Scholarship for talent developed through maximum participation in co-curricular activities in the Senior College.
26. *1977-78 CUC Scholarship for the best all-round student in the Junior College.
27. The Ex-students Association Prize to the student who comes first in the SYBA/BSc college examinations in the Foundation Course.
28. The Mrs Abraham Prize to the student who secures the highest marks in History at the TYBA University Examination.
29. *The Shrimati Radhabhai Phadnis Prize to the student who gets the highest marks in Hindi in the FYJC Final Examination.
30. The Myrtle Noronha Prize to the student who comes first in the FYBSc University Examination.
31. The Miss Oommen Prize to the SYBSc student who comes first in Chemistry in the College.
32. The Wilfred Pereira Prize for the best article in the College Magazine.
33. The St Madeleine Sophie Prize for the most widely-read student of the year.
34. The Mrs Abraham Prize to the best hostelite.
35. *The Mrs I Mahindra Prize for an outstanding student taking Vocational Courses in the Junior College.
36. The Mrs Mani Hormusji Prize to a student who puts in her best effort to learn French in the FYBA.
37. *The B R Pimpalpure Prize to the student who secures the highest marks in Economics at the XII Standard Board Examination.
38. The Mrs Meena Pimpalpure Prize to the student who secures the highest marks in English Literature at the BA. University Examination.
39. The Five Silver Jubilee Prizes :
 - a. Three prizes for service beyond the call of duty.
 - b. Two prizes for special talent (e.g. public speaking, creativity)
40. The Fund Raising Prize—for the student who brings in the largest number of advertisements.

COLLEGE SILVER JUBILEE SCHOLARSHIPS

Eight Silver Jubilee Scholarships will be awarded to students who show remarkable improvement in their studies as well as development of their other gifts and talents.

COLLEGE GOLDEN AND DIAMOND JUBILEE, OTHER SCHOLARSHIPS & PRIZES

1. The Motilalji Agarwal Scholarship for a deserving student of the TYBA class on the basis of academic performance in the FY and SYBA examinations and record of service.
2. *The Suman and Ramesh Tulsiani Golden Jubilee Scholarship for needy and deserving students, four Scholarships:
 - i) Sr College Arts ii) Sr College Science
 - iii) Jr College Arts iv) Jr College Science
3. The Delia Albuquerque Scholarship for a student excelling in Sports.
4. Two Watumull Foundation Scholarships for deserving students of any class.
5. The Eric and Lucy Mascarenhas Scholarship for a deserving student of the SYBSc class offering Zoo-Micro/Chem-Micro.
6. The Prof A N Kothare Prize to a deserving Chemistry student of any class.
7. The Bazm-e-Niswan Maharashtra Prize to the student who stands first in the FYBSc class.
8. The Basil and Sophie Furtado Scholarship for a student of TYBSc Biochemistry.
9. The Mrs Kathleen Pereira Scholarship for a deserving student of any class.
10. The Griselda Miranda Dias Scholarship for a TYBA History Special student who in her final year has shown consistent interest and progress in her subject of specialization, i.e. History.
11. The Teresa and John Gonsalves Scholarship to a student of the FYBA class who shows a steady and significant improvement in academic performance during the year.
12. The Mathew and Martha Rodrigues Scholarship for the student who secures the highest marks in Political Science at the SYBA Final examination and who offers at least three papers in Political Science for the TYBA.
13. The Vaishno Mal Malhotra Endowment—Shanti Malhotra Cash Prize for a TYBA student who has had a consistently good academic record — i.e. not less than an average of 50 percent in any year, no absence from any examination, except for some genuine reason, some participation in extra/co-curricular activities and who

obtains the highest marks in the total of marks acquired in the TYBA University and College Examinations.

14. The Sr Winifred Ward Birth Centenary Cash Prize for a TYBSc student who obtains the highest marks in the total marks acquired in the TYBSc University and College Examinations and has a consistently good academic record — i.e. not less than an average of 50 percent in any year, and no absence from any examination, except for some genuine reason — together with some participation in extra/co-curricular activities.
15. The NSS Silver Jubilee Scholarship, 1996-97, for the best NSS student.
16. The Dr Supriya Sengupta Scholarship for a TYBA (English Single Major) student who secures the highest marks in the TYBA University Examination.
17. The Dr Zaibun Y Jasdhanwalla Scholarship for a TYBA (Economics Single Major) student who secures the highest marks at the TYBA University Examination.
18. The Mrs Shashikala C Patel Scholarships for the students who secure the highest marks at the TYBA University Examination in:
 - i) Psychology; ii) Sociology; iii) the Double Major groups; and
 - iv) TYBSc Life Science University Examination.
19. The Dr (Sr) Livi Rodrigues Scholarship for the TYBA student who secures the highest marks in the Terminal, Preliminary and University Examinations.
20. The Dr (Sr) Livi Rodrigues Scholarship for the TYBSc student who secures the highest marks in the Terminal, Preliminary and University Examinations.
21. The Ms Anupama Byravan Scholarship to a TYBA (Psychology single major) student who secures the highest marks at the TYBA College examinations.
22. The Y A Jasdhanwalla Scholarship to be awarded to a student of the FYBA who is the daughter of an ex-student of Sophia College and who has secured at least 55% marks at the College end-of-year examination.
23. The Y A Jasdhanwalla Scholarship to be awarded to a student of the FYBA/SYBA/TYBA class who has shown a sustained and sincere interest in social work and who has secured at least 55% marks at the FYBA/SYBA/TYBA examination.
24. The Dr Jeanette Pinto Prize for two students who reach out and facilitate the growth of those in need.
25. The Dinesh Bahl Memorial Prize for "Quality Assurance in the 'Foods' Industry" student who has had consistently good academic grades throughout the four semesters and the highest overall grade in the Post-graduate Diploma Course in "Quality Assurance in the 'Foods' Industry".

26. The Sophia College Quality Assurance Prize for steady and significant academic progress and all-round development during the academic year.
27. The Amar Raicar Prize to the student who secures the highest marks in Biochemistry at the MSc Part I and II University examination.
28. The Sr L Penné Prize for an outstanding TYBA Double Major Sociology student.
29. *The Ms Shobha Theckedath Prize for the FYJC student who obtains the highest mark in Sociology.
30. The Dr Kate E Marre Prize for an outstanding MSc student who has maintained a consistently good academic record and who has participated with a sense of commitment in class and departmental activities.
31. The Dr (Sr) Daphne Furtado Prize to a 'Quality Assurance in the Foods/Pharmaceuticals Industry' outstanding student who has displayed special qualities of academic excellence, leadership and commitment.
32. The Dr Clarissa Rodrigues Prize for an exceptional student of Indian Philosophy in the SYBA class.
33. *The Ms Nayana Sanzgiri Prize for a student of the French language in the Junior College, who has shown a commitment to learning the language, and sensitivity to others.
34. The Prof William Coelho Birth Centenary Scholarship for the student who secures the highest marks in History at the SYBA final examination and who offers at least three papers in History for the TYBA class.
35. Two University of Mumbai's Sesquicentennial Prizes for the TYBMM students who secure the highest marks in Advertising and Journalism.
36. Mrs Alda Ribeiro Colaco Birth Centenary Prizes for two students who excel in English and Education.
37. The Mr & Mrs S M D'Souza Prize for a good academic record and showing keen interest in the subject through organisation participation in Chemistry and related extra-curricular activities.
38. Mr and Mrs Thrity and Keki D Mowdawala Prize to be awarded to a deserving student in the science section.
39. *The Sr Celia Remedios Prize for an FYJC Science student who obtains the highest overall mark at the First Semester Examination.
40. *The Sr Celia Remedios Prize for an SYJC Arts/Vocational student who obtains the highest mark in the SYJC Preliminary Examination, with at least 75 percent marks in aggregate.
41. *The Mr T H Khan Prize for the FYJC Science student who obtains the highest marks in Chemistry, with at least 90 percent.

42. The N T Amritmahal prize to the SYBMM student securing the highest overall marks in the academic year.
43. The Annamma Varghese Prize for a consistently outstanding Zoology student in the FYBSc and SYBSc.
44. The Dr M C Arunan Prize for an outstanding student, excelling in academic and co-curricular activities in the Department of Life Sciences.
45. The Vaishno Malhotra Endowment - Shanti Malhotra Cash Prize for a TYBMM student who has had a consistently good academic record. i.e. not less than an average of 50 percent in any year, no absence from any examination, except for some genuine reason, some participation in extra/ co-curricular activities and who obtains the highest marks in the total of marks acquired in the TYBMM University and College Examinations.
46. The Vaishno Malhotra Endowment - Shanti Malhotra Cash Prize for the best all-round student in BSc/MSc/other post-graduate courses who has had a consistently good academic record, and some participation in extra/co-curricular activities.
47. The Sister Rosa Makil Scholarship for a needy and dedicated student.
48. The Late Shri Kewal Krishan Kapur and Late Smt Shubh Kewal Kapur Prize for BSc (IT) student.
49. The Late Shri. Bhagwandas Mehra and Late Smt Rooprani Mehra Prize for BSc(IT) student.
50. The Late Shri Rajinder Krishan Kapur and Late Smt Kanta Rajinder Kapur Prize for two students who obtain the highest rank in FY and SYBSc(IT) respectively.
51. The Late Shri Dwarkadas Kapur and Late Smt Kaushalyadevi Kapur Prize for the student who obtains the highest rank in TYBSc(IT).
52. *The Sr Mary Mathew Prize for a Junior College Arts student who is outstanding in academics, leadership, class participation and commitment to the college.
53. The Pearl Padamsee Prize for a student who has contributed significantly to theatre/drama in Sophia College, over a period of two academic years.
54. The Mrs Gertrude Rodrigues award for an MSc Chemistry student who has a good academic record and who has shown an eagerness to help others.
55. The Saklatwalla Prize to the student who secured the highest overall marks in MSc Analytical Chemistry University Examinations.

VALUE EDUCATION SCHOLARSHIPS

Scholarships for students who give evidence of seriousness of purpose and the living-out of values imbibed through a serious study of religion, and who help fellow-students to discover values and convictions by questions raised at Value Education classes and at seminars, work-shops, etc.

1. The Sr Catherine Andersson Scholarship.
2. The Sr Winifred Ward Golden Jubilee Scholarship.
3. The Sr Kathleen Snow Scholarship.
4. The Cardinal Gracias Scholarship.
5. The Dona Arcelina Pinto Scholarship.
6. The Pope Paul VI Scholarship.
7. The St Madeleine Sophie Scholarship.
8. The St Philippine Duchesne Scholarship.

INTER-CLASS TROPHIES

1. *The Maude Hilda Baptista Trophy for Junior College, for the Class that secures the highest marks for inter-class and inter-collegiate participation.
2. The Frederick Joseph Baptista Trophy for Senior College, for the class that secures the highest marks for inter-class and inter-collegiate participation.
3. The Sister Mary Braganza Trophy for the student who gives evidence of lived convictions and improvement in her academic record.
4. The Sophia College Fund-Raising Trophy — for the class that brings in the largest number of advertisements.
5. The Sophia Ex-students (Bangalore Chapter) Trophy for a student who has been actively involved in Social Service during her years in college, and has put in the highest number of hours and quality of service in the NSS.

STUDENT AID SCHOLARSHIP CORPUS FUNDS

1. The Sr Anita Horsey Student Aid Fund
2. The Shanti Malhotra Student Aid Fund
3. The Mrs Alda Ribeiro Colaco Student Aid Fund
4. The Sister Teresa Pereira Student Aid Fund
5. The Chaturbhuj Gorbhandas Foundation Scholarship for a deserving Science Student.
6. *The Ms Bandishi Bengali Student Aid Fund for Junior College
7. The N T Amritmahal Student Aid Fund for meritorious and needy students.

8. The Keshav & Daphne Verma Scholarship to support one student each year, through a 3 year degree course of her choice, as a resident (hostelite).
9. The late Smt. Kaushalya Nayar & Late Shri Kahan Chand Nayar scholarship for one or two girls who are needy and have done well in studies.

RESEARCH SCHOLARSHIPS AND AWARDS

1. The Smt Dhandevi Mahindra Scholarship Award for Teachers
2. The Dr (Mrs) Barbara Naidu Memorial Scholarship for any kind of research or social work.
3. The Lobo Dubey Research Scholarship to either a staff member or a post-graduate student for a Research project, preferably from Science.
4. The Smt. Sumitra Devi Jatia research award for Teachers.
5. The M M John Memorial Scholarship for research in Language /Literature.

COLLEGE PLATINUM JUBILEE PRIZES & SCHOLARSHIPS

1. *The Noella D'Souza Prize for an SYJC student who has obtained the highest mark in Psychology at the HSC Examination.
2. *The *Ramanujan* Prize for an SYJC student who has obtained the highest mark in Mathematics & Statistics at the HSC Examination.
3. *The Aruna Dua Prize for an SYJC student who has obtained the highest mark in Hindi at the HSC Examination.
4. *The Dr Charulata Katoley Prize for an FYJC student who has obtained the highest mark in Biology, with at least 90 percent.
5. *The *Schrödinger* Prize for an outstanding Physics student in Sophia Junior College.
6. *The *J Krishnamurti* Prize for an outstanding SYJC Philosophy student.
7. *The Sr Bertha Mascarenhas Prize for a dynamic FYJC resident student.
8. The *Ivan Illich* Prize for an outstanding TYBA Education student.
9. The Anu Srinivasan Prize for an outstanding NSS student in the First Year degree course.
10. The Mr Maurice George Martis prize for a TYBA student who has obtained the highest mark in Economics at the University Examination.

11. *The Mr Maurice George Martis prize for an SYJC student who has obtained the highest mark in Banking at the HSC Examination.
12. *The Jankidevi Shivalal Yadav Prize for a FYJC student who obtains the second highest mark in Hindi at the HSC Examination.
13. The Dr Nirmala Tripathi Prize for an outstanding FYBA Hindi student.
14. *The Dr Sushama Deo Prize for an SYJC student who has obtained the highest mark in Logic at the HSC Examination with at least 90 percent.
15. *The Sheila Kapoor Prize for an SYJC student securing the highest mark in Office Management at the HSC Examination with at least 85 percent.
16. *The Mr Santosh Kumar Ghosh Prize to the student who gets the highest mark in I.T. at the HSC Examination.
17. *The Mr Ajoy Kumar Ghose prize for an FYJC student who has obtained the highest mark in I.T.
18. Sophia College Platinum Jubilee Prize from Sophia Shree B. K. Somani Memorial Polytechnic for a student of the FYBA with a good academic record and some participation in extra-curricular activities.
19. Sophia College Platinum Jubilee Prize from Sophia Shree B.K. Somani Memorial Polytechnic for a student of the SYBA with a good academic record and some participation in extra-curricular activities.
20. Sophia College Platinum Jubilee Prize from Sophia Shree B. K. Somani Memorial Polytechnic for an SYBMM Student with a consistently good academic record and an involvement and commitment to departmental and college co-curricular activities.
21. Sophia College Platinum Jubilee Prize from S.P.J. Sadhana School to a TYBSc student for sincerity, hard work and a good academic record.
22. Sophia College Platinum Jubilee Prize from S.P.J. Sadhana School to a TYBSc student for a good academic record and active participation in co-curricular activities.
23. Sophia College Platinum Jubilee Prize from S.P. J. Sadhana School for an SYBMM student for commitment and responsibility towards the BMM Department.
24. Sophia College Platinum Jubilee Prize from Sophia Nursery School to students of TYBSc I.T. for the most innovative project.
25. Sophia College Platinum Jubilee Prize from Sophia Nursery School for a TYBSc I.T. student with a good academic record and active participation in co-curricular activities at the departmental as well as college level.
26. Sophia College Platinum Jubilee Prize from Sophia Nursery

School for an FYJC student who has very good academic and attendance record.ties at the departmental as well as college level.

27. *The Mr Maurice George Martis Prize for a student who secures the second highest mark in Banking at the HSC Board Examination.
28. The Mr Maurice George Martis Prize for an FYBA student who secures the highest mark in Economics.
29. *The Suniti Namjoshi Prize for an SYJC student securing the highest mark in English at the HSC Examination with at least 75 percent.
30. *The Neera Desai Prize for an SYJC student securing the highest mark in Sociology at the HSC Examination with at least 85 percent.
31. *The Kancha Ilaiah Prize for an SYJC student securing the highest mark in Political Science at the HSC Examination with at least 85 percent.
32. *The Pandita Ramabai Prize for an SYJC student securing the highest mark in History at the HSC Examination with at least 85 percent.
33. The Gill-Mohan Gratitude Awards are to be awarded to daughters of Serving /Retired Armed Forces personnel. Three awards (one for each year of the Bachelor of Arts programme). In the event of there not being any daughter of a defence personnel in the BA Programme, the award may be given to the daughter of a defence personnel in the BSc or BMM programmes.
34. The Gill-Mohan Perseverance Awards to students who are placed second in their respective single major courses (Psychology, Economics, Sociology, Philosophy, History, Hindi and English) and encourage them to persevere with their efforts. [7 awards]
35. The Gill-Mohan Double Major Awards to double major students based on the cumulative marks scored in the third year across all combinations of the double major courses. [3 awards]
36. The Mrs Juliana Maurice Martis Prize for an SYBA student who obtains the highest marks in Economics.
37. The Van Drine Kaleidoscope scholarship to the most effective working Kaleidoscope co-ordinator and all round excellent student in the First Year programme.
38. The Van Drine Kaleidoscope scholarship to the most effective Kaleidoscope co-ordinator and all round excellent student in the Second Year programme.
39. The Van Drine Kaleidoscope scholarship to the most effective Kaleidoscope co-ordinator and all round excellent student in the Third Year programme.

40. The Mr Lambert Edmund D'Cruz Memorial Prizes for the two students who secure the highest aggregated marks across 6 semesters in BSc programme Double Major group
41. The Prof Dr Premilla D'cruz and Prof Dr Ernesto Naronha Prize for the two students who secure the highest aggregated marks across 6 semesters in BA programme Double Major group (where one major is Philosophy or Education or Political Science)

RULES & REGULATIONS

GENERAL

1. **Identity Cards:** Students should wear their Identity Cards on entering the college campus. Identity cards without photograph, stamp and signature are not valid.
2. **Applications for Certificates/Testimonials:** Kindly contact the *Administrative Office* during office hours if you wish to obtain the following:

Your original retrievable documents (e.g. Mark sheet, Passing Certificate), Testimonials, Letters of Recommendation, Attestation of documents (with proof), Principal's signature on application forms, etc.

Please *do not* approach the Principal/Vice-Principal directly, to obtain their signatures. Nominal charges are applicable for certain special services, details of which you will be informed by the concerned Office staff.

Timings of the Administrative Office:

Day	During Term (i.e. regular working days)	During Vacations
Monday-Friday	8:30 a.m. to 9 a.m. 10 a.m. to 12 noon 3 to 3:30 p.m.	10 a.m. to 12 noon
Saturday	8:30 to 9 a.m. 11 a.m. to 12 noon	11 a.m. to 12 noon

3. Holidays & Non-instructional days:

The College will be closed on:

- ✓ Sundays and all Public Holidays declared by the Government. These are announced in the Calendar at the end of this Handbook.
- ✓ Holidays prescribed by the Maharashtra State Department of Education or University of Mumbai, for vacations and for mid-term (e.g. Ganesh Festival, Christmas).
- ✓ However, the Principal may declare certain days as 'Non-Instructional Days'. These will be announced on the College Notice Board or through announcements.

CODE OF CONDUCT

1. All students are accountable to the Principal and to the Vice-Principals/Course Coordinators their conduct on campus.
2. Students joining the College are, by that very fact, required to accept and adhere to all Rules and Regulations of the College, HSC Board and University of Mumbai - and to undertake to submit to the normal enforcement of the same, to the satisfaction of the Principal, whose decision shall be final.
3. **Ragging is strictly prohibited.** Students found indulging in ragging will be expelled. There is zero tolerance for bullying or teasing. Smoking, consumption of alcohol, gutka, tobacco, drugs/psychotropic substances are *not* allowed on the College premises and within a specified distance from the campus boundaries, as per law.
4. **Attire:** As an educational institution in an Indian context, Sophia students are expected to abide by a fairly reasonable and modest dress code while on campus, even if you might be permitted by your families to dress differently elsewhere. Students are urged to internalize this expectation.
5. **College Excursions/Outings:** These are always organized by faculty members after prior sanction of the Principal. Accurate information must be provided to the college, and specific information regarding health or other needs prior to the commencement of the field trip/tour/excursion etc. *Students are required to submit a written consent from their parents/guardians to the Teacher-in-charge of such events prior to the event. As a Women's College, all trips will have a female staff member accompanying the group.*
6. **College Canteen:** It is a *self-service canteen*. After you have finished eating, please deposit the used cutlery/crockery in the

containers provided for the same. Be a part of the green endeavour to keep our campus clean and green. Please do not litter anywhere on the campus. Consumption of foods and beverages is permitted only in specific areas (Canteen and its extension). For the sake of hygiene and cleanliness, you cannot be permitted to consume food or beverages in the classrooms, laboratories, library, chapel and offices. You will make yourself liable for penal action if you violate this norm.

7. **Mobile Phone use:** We recognize the need to stay in touch with others, or to access data via cell phones. You may certainly use these devices in the canteen and canteen extension and in the seating areas near the garden. Please do not use them inside the classroom, laboratory or library nor in corridors outside these places, *unless permitted to do so*. Charge your gadgets with your own power banks; you may not use the sockets on campus for this purpose. Violation of this rule will lead to confiscation of the device and levy of a fine.
8. **Personal Responsibility:** The College cannot take responsibility for your own belongings - if these are lost or stolen. With over 150 CCTV cameras on campus, we hope they serve as effective deterrents. Please be alert and safeguard your property.
9. **College Property:** The college properties and its infrastructure are for your use and for generations of students yet to come. Please take care of the same and do not deface nor damage it. A student who is found to have damaged college property will naturally have to make good the damage done.

ACADEMIC MATTERS

1. **Course Syllabi:** For Junior College students, the syllabus for each subject is given in the prescribed Textbooks, all of which are published by *Balbharti*, Pune and which are available in the College Bookshop. Senior College students should make themselves familiar with their subject syllabi (available in the College Library and on the college web-site).
2. **Class Notice Boards:** Junior and Senior College students should check their respective Class Notice Boards daily for announcements. Changes in lecture rooms or timings, and information regarding absence of teachers and events are written on the General Notice Boards in the Arts and Science buildings as and when necessary. Please pay heed to important

announcements that are made twice daily, on the public address system in college.

3. **Class Time Tables:** Time Tables are displayed on the respective Class Notice Boards at the beginning of the academic year. Copies of the same are available at the Photocopy counters. You are expected to be punctual and regular for all lectures/tutorials and practicals.

ATTENDANCE:

4. **Commitment to attendance:** Upon admission to Junior and Senior College, you will have signed an undertaking relating to **HSC Board rules/ University Ordinances, assuring regular attendance while understanding the consequences of defaulting**. You are reminded that 75 percent attendance at Lectures and Practicals respectively, is the basic norm for all students.
5. In the degree programmes, the College is required to strictly follow the University of Mumbai provisions mentioned in Ordinance 6086 (effective from 2014-2015 - Circular UG/01 of 2014).

Please note: Under these Ordinances, **the College may not permit the appearing at College Examinations of those students who do not fulfil the necessary requirements.** These include the following:

- 5.1. A minimum 50% attendance for each Course;
- 5.2. An average attendance in each Semester of 75% of the days on which lectures, practicals, tutorials etc. are delivered; and
- 5.3. Completion of the course of study at the College to the satisfaction of the Principal.

6. **Attendance Records:** Attendance is taken DAILY, for lectures, tutorials, practicals and any other departmental activities (e.g. Field Trips, Presentations). Several teachers also record attendance using the Campusus App through which you get intimation of your presence or absence at lectures/practicals. In the Jr. College, in addition to attendance records maintained by teachers, a daily Attendance Register for all classes is maintained in the Vice Principal's office, which is open to inspection by the HSC Board and Education Inspectors from the State Department of Education.

7. Absence From College:

In the Senior College, if you have been absent due to sickness or other reasons *inform the concerned Vice Principal/Coordinator* at the time of absence or immediately thereafter, by submission of the required form signed by your parent/guardian.

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

Junior College students are required to submit their leave application on a *specific proforma* available at the photocopy desk, if you have been absent for three or more days. Medical leave should be supported with a valid Medical Certificate. Your leave application should be handed over to your respective Class Teacher *after* it has been signed by the Jr. College Vice-Principal/Supervisor and your subject teachers.

It is the responsibility of the STUDENT to report to the Vice Principal/Coordinator regarding long periods of absence, due to whatever reason, at the time of taking leave or immediately thereafter.

As learners at the Higher Secondary stage/Higher Education, we hope that you can shoulder your own responsibilities and self-regulate, and appreciate the importance of class participation at lectures, practicals, tutorials etc.

8. **DEFAULTERS' LIST:** If your attendance is 'unsatisfactory', a list of such students is drawn up; it is called the Defaulters' List. It will be displayed on your respective Class Notice Board from time to time.

You are expected to read your Class Notice Boards to see if your name features on this list. *Defaulting students and their parents/guardians will be called to the college, to meet the concerned authorities during each term.*

Students with *unsatisfactory attendance* may be debarred from appearance at Tests/Examinations.

Parents and guardians are encouraged to keep themselves informed of their daughter's/ward's attendance and academic progress. The Vice Principals/Course Coordinators will be glad to answer your queries, if any, during their office hours.

9. **OPEN DAY** is held for both, Junior and Senior College students, during the Second Term (November/December). Parents/Guardians are welcome to attend the Open Day, and meet the concerned Class Teachers, Subject Teachers and Vice Principals/Supervisor/Course Coordinators.

If parents/guardians wish to meet the Vice Principal/Course Coordinators at other times during the term, they may do so during the 'Office Hours' of the concerned Vice-Principal/Coordinator, or with prior appointment.

10. TEST/EXAMINATION RULES:

10.1 Test/Examination Schedule:

Standard XI	Prepared by Sophia Jr. College
HSC	Prepared by the HSC Board, Maharashtra
UG & PG	Prepared by Sophia College (Autonomous)

These will be displayed on respective College Notice Boards prior to the College/Board Examination.

You are advised to copy your time table carefully, and especially the *timing* of examination.

SYJC 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 upon timetables displayed online and messages received on social media.*

- 10.2 **Reporting Time:** You must report to the Examination Room), as per the Seating Plan, 30 minutes prior to the commencement of examination.
- 10.3 Entry into the Test/Examination Room is not permitted 30 minutes and beyond, *after the commencement of the Test/Examination*. SYJC (Standard XII) students please note: For any HSC Board Examination *LATE ENTRY IS NOT PERMITTED*.
- 10.4 Candidates should NOT reveal their name and religious identity anywhere on the Answer Books and Supplements. This is in accordance with HSC Board and University Rules.
- 10.5 Students are required to wear/carry their valid Identity Card for each Test/Examination; these will be checked by the Supervisor. Write your correct and complete Roll Number (Seat Number) on the Answer Book/Supplement.
- 10.6 **Test/Exam Attendance:** Students have to sign their *presence* on the Attendance Sheet for every Test/Examination.
- 10.7 **All mobile phones have to be switched off or kept on silent mode before entering the Test/Examination**

Room. Students can NOT take mobile phones to their seats. Mobile phones and personal belongings must be kept inside one's personal bag. The Supervisor cannot take responsibility for the same or for any loss.

- 10.8 **Use of Unfair Means:** This will lead to disciplinary action, in accordance with HSC Board/University Rules. Be aware that CCTV cameras are installed on campus to enhance vigilance, safety and security.
- 10.9 For the **HSC Board Examinations**, candidates are required to carry their College Identity Card and Hall Ticket (Examination Admission Card) for each Theory/Oral (Viva)/Practical examination.
- 10.10 Students are generally *not permitted* to leave the examination room while an examination is in progress.
- 10.11 **External Examinations:** For HSC Examinations there are *specific requirements and rules*. These are displayed during the examination periods. You are expected to be aware of the same.
- 10.12 **Practical Examinations:** Only candidates with *Certified Journals* are eligible to appear for Practical Examinations.

FEES: ADMISSION & EXAMINATION

1. As a Christian Minority institution 50% of our seats are reserved for Christian Minority applicants, though based on academic merit (i.e. percentage obtained). [Christian students who apply under this provision will have to submit a copy of the Baptism Certificate.]
2. **Admission:** All applications (of students who have already been in the College) for admission to Junior College, Undergraduate or Post-graduate class, should be submitted *as per the dates and timings notified by the college*. Late applications may not be accepted.
3. **Admission to FYJC** (i.e. Standard XI) is an on-line process in the Mumbai Metropolitan Region; details of this process are announced by the Education Department of the State Government of Maharashtra each year. The deadlines for application and declaration of Merit Lists are fixed by the same department.
4. **Admission from FYJC to SYJC** (Standard XII) is presently conducted by the college immediately after the declaration of the Standard XI Result in April.
5. Admission to UG and PG courses are on-line.

6. Eligibility Cases:

- 6.1 *For FYJC:* Students who come from Boards other than Maharashtra State Board are required to follow Eligibility Procedures as prescribed/announced. (for example: they must have a Migration Certificate, School Leaving Certificate from the previous school/college, Deed of Undertaking on Stamp paper.)
- 6.2 *For First Year Degree:* Students seeking admission to Degree programmes of the University of Mumbai have to complete the University Enrolment Procedure online. Students from other Boards (ISC, AISSCE, NIOS-Year 12, IGCSE, A levels, IB, HSC from other States in India) have to obtain an Eligibility Certificate from the University of Mumbai. Information regarding these procedures will be displayed on the College Notice Boards at the time of Admission.

Important: It is your responsibility to obtain the necessary documents and submit to the Administrative Office, within the time limits prescribed/announced. Failure to submit documents in time leads to penalties and may also result in cancellation of admission.

7. **Leaving Certificate:** Students who have confirmed their admission in Sophia College and who wish to subsequently withdraw (leave) are required to apply for their Leaving Certificate in the Administrative Office during their working hours. Only when the Leaving Certificate is issued to the applicant, will s/he cease to be our student.
8. **Payment of Fees:** As soon as the applicant is notified that admission has been granted, the full fees become payable. Until such payment is made to the Treasurer, or allowed by the Principal to be deferred in full or in part, the offer of admission is liable to be cancelled.
9. All admissions are valid for *one academic year only*, and are therefore to be renewed for each subsequent year of study.
10. In case of withdrawal or failure to attend College, the refund, if any, of the fees (Senior College) already paid will be in accordance with the following rules laid down by the University of Mumbai. **NOTE: Fees once paid will not be carried over for a further academic term.**

11. A student must pay all the prescribed fees (except the Examination Fee) for the year, at the time of admission.
12. FINANCIAL AID is available for a limited number of deserving students. For further information, contact the Coordinator of Student Activities.
13. As per the Circular No. Exam Fee/149 of 2012-13 dated 19th March 2013, a learner is required to pay the Examination Fees for each Semester, whenever s/he appears for an examination.
14. Ordinances Relating to the Refund of Undergraduate Fees for the Colleges in all Faculties. (Circular UG/412 of 2008).

0.2859: Refund of Tuition, Development and all other fees after cancellation of admissions:

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

Refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

Table of Fees deduction on Cancellation of Senior College Admission

S.No.	Period	Deduction*
1	Prior to commencement of academic term	Rs. 500/-
2	Up to 20 days after commencement of academic term	20%
3	From 21 st day up to 50 days after commencement of academic term	30%
4	From 51 st day up to 80 days after commencement of academic term OR August 31 st , whichever is earlier.	50%
5	From 1 st to 30 th September	60%
6	After 30 th September	100%

*on Total Amount of Fees

NOTE: The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following :

- (i) All the fee items chargeable for one year as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).
- (ii) The fees charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor's fund, University fee for sports and cultural activities, E-charges, disaster management

- fund, exam fee and Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- (iii) Fees collected for identity card and library card, admission form and prospectus, enrolment and any other course specific fees are not refundable after the commencement of the academic term.
- (iv) All refundable deposits (Laboratory, Caution Money etc.) shall be fully returned in case of cancellation.

NATIONAL SERVICE SCHEME (NSS)

Co-ordinator : Dr Vaishali Pachunde
Secretary : Nikita Gupta

The youth are a driving force in the progress of a nation. The National Service Scheme gives students an opportunity to be a part of nation building. The motto of the NSS. -'Not Me, But You' reflects the essence of selfless service. The NSS unit in collaboration with different government agencies and NGO's organizes a variety of activities ranging from cleanliness drives to blood donation camps. Activities like tree plantation, health and disease awareness, road safety, self-defence, women empowerment programs, education programmes for the less privileged are organized each year.

These activities not only help in community building but also inculcate in students a desire to serve others selflessly. It imbibes in them problem solving skills, leadership qualities, importance of team work, a democratic attitude and patriotism. Regular visits and a yearly seven-day residential camp is conducted at our adopted tribal village. Teaching at the tribal school, cleanliness campaigns, bandhara building are some components of the NSS camp.

The enrolment for NSS begins in June and is open only to Senior College Undergraduate students. You can select activities organized by the NSS in which you wish to participate. Each activity is allocated a certain number of hours. Each NSS student has to complete 120 hours of service (i.e. participation in activities) in an academic year, for which 10 marks will be awarded at the university examination at the end of the year. Students who complete 120 hours for two consecutive years and one residential camp will be awarded the prestigious 'NSS Certificate' of the University of Mumbai.

EXCELLENCE PROGRAMMES

The **Education to Excellence in Sciences Programme (EXSP)** was instituted in 1991 and this was followed by the setting up of the **Education to Excellence in Arts Programme (EXAP)** in 1993.

Learners who are chosen for the EXAP and EXSP are expected to fulfill all requirements of the degree program that they are pursuing at Sophia College (Autonomous). Students of this programme are expected to pursue rigorously, the quest for excellence, taking in their stride the various pressures of the regular academic course.

Education to Excellence in Sciences Programme (EXSP)

Coordinator: Dr P Sirisha Murthy

The EXSP programme is open to all BSc and BSc-IT students. The programme includes a wide range of events and subjects so as to ensure the development of scientific attitudes and skills. The emphasis is on motivation, creativity and independent thought.

The first part of the programme includes a creative aspect, i.e., writing an article, organizing a seminar or paper presentation. This leads progressively to more complex assignments, e.g. an extensive literature survey or minor research project.

To inculcate a sense of social purpose, students are encouraged to participate actively in outreach projects such as the NSS Municipal School Project. Various combinations of credits are also permitted, provided all the aspects of the programme are covered.

Education to Excellence in Arts Programme (EXAP)

Coordinator: Dr Rashna Poncha

The EXAP programme is open to First Year BA students of the college.

The selection procedure comprises the following:

- i. Written Test (based on General Knowledge, Reasoning Ability and Current Affairs)
- ii. Presentation (based on a topic selected by the panel)
- iii. Selection for the Final round is based on performance in the Test and the SGPA of Semester I.

The names of students who qualify for the EXAP programme will be announced by the Principal on College Day (i.e. 12th December).

The EXAP programme consists of *three* components: Seminar, Cultural and Research. For each of these, students work in groups and write reports/abstracts/papers and make presentations. In addition they are expected to undertake one organizational activity involving social service. All EXAP students are encouraged to develop presentation, analytical, critical and organizational skills. A good SGPA is necessary to continue in the programme.

Certificates are awarded to students who successfully complete the EXAP/EXSP. There are special prizes and certificates for top rankers in *each component* of the programme. Performance in *each component* and the SGPA (in the UG degree) is also considered when selecting awardees.

A Special Certificate and a Bonus Cash prize is awarded to a student who ranks first in two consecutive components.

The Award Ceremony usually takes place during Semester VI of the UG programme.

EXAP & EXSP PRIZES

- The **Mahindra Search for Talent Scholarship** awarded to outstanding students of both EXAP and EXSP who satisfy all the requirements of either programme.
- The **Mrs Margaret Rebello Sequeira prizes** awarded to students who secure 2nd & 3rd ranks in the EXSP programme.
- The **Mrs Geeta Khandelwal prizes** awarded to the students who secure 2nd & 3rd ranks in the EXAP programme.

CAREER-ORIENTED ADD-ON COURSES

The objective of these courses, initially started with UGC sponsorship, is to introduce career and market-oriented, skill-enhancing add-on courses that have utility for jobs, self-employment and empowerment of students.

Senior College students may pursue any of the following Certificate Courses *alongside* the BA, BSc, BSc-IT, or BMM programme.

1. Certificate Course in Women's Empowerment
2. Certificate Course in Social Work focussing on issues related to Women and Girls
3. Certificate Course in Social Research Methods
4. Certificate Course in Baking
5. Certificate course in Knowledge Systems of Ancient India and the World (*For details contact the Women's Centre.*)
6. Certificate Course in Bioinformatics (*For details contact Department of Life Sciences*)
7. Certificate Course in Advance Mobile Programming (*For details contact Department of Information Technology*)

ONE-CREDIT CERTIFICATE COURSES

One-credit Certificate courses are available for all Sophia College students. These are offered by various departments and have a minimum of 30 hours of work. Senior College students who successfully complete such courses will get *one* credit added to their final degree mark sheet. The fees for these courses are separate as they are all self-financed courses.

Watch the notice boards and announcements regarding these courses. Some courses which are on offer include: Gender Inclusivity; Introduction to Music Theory; Scientific Writing; Fitness Trainership, Web Designing, Desk Top Publishing (Corel Draw, Photoshop, and Quark Express), Programming in Core Java, C, C++, MySQL, Python; MKCL's Computer Certificate MSCIT and KLiC courses

POST-GRADUATE PROGRAMMES

MSc

This programme comprises four semesters, spread across two academic years.

Thus,

Year	Odd Semester	Even Semester
MSc (Part I)	I	II
MSc (Part II)	III	IV

We offer the programme in the following Departments:

- Life Sciences (*specialization in Neurobiology*)
- Microbiology
- Biochemistry
- Chemistry (*specialization in Analytical Chemistry; unaided programme*)

Laboratory facilities are recognised for post-graduate studies by research as well, and have received infra-structural support from the Department of Science and Technology and the UGC. These courses are open to all genders.

PhD Programme

The College has PhD Programme in Applied Biology of the University of Mumbai for research projects supported by various research grants offered by State and Central Government. A total of ten seats are available for this programme. The Suman Tulsiani Centre and Department of Science & Technology (DST-FIST) supported laboratory facility is provided to registered students. Staff from the Life Sciences and Microbiology Departments have recognition as PhD guides.

The **Suman Tulsiani Research Centre** serves as a Common Instrumentation Facility (Laboratory) for research students. The college has instituted an *Institutional Animal Ethics Committee* (IAEC) which is registered with CPCSEA, Government of India.

(1936/PO/Re/S/17/CPCSEA). The Staff-in-charge is Dr Hema Sunramaniam.

PG CERTIFICATE COURSE IN LABORATORY MANAGEMENT (CLM)

Programme Director *Dr Arjumanara Surti MSc PhD*
 Programme Coordinator *Ms Ruzbeh Modawala BS.MT(ASCP)*
USA, CLS, NCA(USA)

Preamble

Laboratory Management has become an integral part of a Medical Technologist's life, as Accreditation is now more or less compulsory in most laboratories. Keeping this in mind, we at Sophia College have introduced a **Certificate course in Laboratory Management (CLM)** recognized by the University of Mumbai through **Garware Institute of CAREER Education and Development (GICED)**.

COURSE DETAILS

Title of the Course	PG Certificate Course in Laboratory Management (CLM). Recognized by University of Mumbai through GICED.
Duration	Six months, three days in a week, 6.30 to 8.30 pm
Total Capacity	18 students, Open to Men and Women
Eligibility	Practising Medical Technologist from any laboratory.
Fees	As set by GICED and Mumbai University
Application process	Starts in September each year, Forms can be collected from college office between 10 am to 12pm or department of Microbiology between 10 am to 3 pm on all working days in the month of August.

PG DIPLOMA IN CLINICAL ANALYSIS (DCA) (Medical Lab Technology)

Programme Director *Dr Arjumanara Surti MSc PhD*
 Programme Coordinator *Ms Ruzbeh Modawala BS.MT(ASCP)*
USA, CLS, NCA(USA)

Preamble

A Medical Lab Technologist is the practical arm of the Pathologist. Every laboratory and Pathologist needs the Medical Technologist to run their laboratory. These personnel analyse body fluid from blood, to urine, to faeces and other fluids like CSF, pleural, semen etc.

Garware Institute of CAREER Education and Development (GICED) through University of Mumbai and Sophia College now offer you that chance to make your career in Medical Lab Technology through their PG DCA course.

This is a recognised 16th year armed with sufficient credits to go abroad for a Masters or even a PhD program. This is a 60 credit programme.

COURSE DETAILS

Title of the Course	PG Diploma in Clinical Analysis (DCA) (Medical Lab Technology) Recognized by GICED, University of Mumbai.
Duration	One year (3 semesters) with Internal Clinical Rotations and External Internship at reputed hospital or laboratory.
Total Capacity	18 students, Open to Men and Women
Eligibility	BSc/MSc with Microbiology, Biochemistry, Life Sciences or Zoology
Fees	As set by GICED and Mumbai University
Application process	Starts after declaration of TYBSc results, Forms can be collected from college office between 10 am to 12pm or department of Microbiology between 10 am to 3 pm on all working days.

PG DIPLOMA IN QUALITY ASSURANCE IN THE FOODS/PHARMACEUTICAL INDUSTRY (QA)

Silver Jubilee: 1993-2018

Programme Coordinator: *Dr Chinmoyee Vatsyayan MSc PhD*
Assistant coordinators: *Ms Valentina Chettiar MSc*
Ms Christal Baptista MSc

Programme Consultant: *Dr Gail Carneiro MSc PhD*

The post graduate diploma program, inaugurated in 1993, trains Science graduates to enter Industry as Quality professionals. The one-and-a-half-year program, run in collaboration with leading Food and Pharma industries, is designed to give students comprehensive knowledge of the various aspects of Quality Assurance. The curriculum is regularly refined and updated to include the latest developments in the field.

The course is run in the 'Sophia College-Geeta Israni Centre of Quality Assurance', a modern facility, developed through a generous grant from the Managing Director, Blue Cross Laboratories. Faculty with years of experience in Industry, Academia and the Government give students a holistic view of Quality Assurance, especially current issues. Practical skills and hands-on training in modern instrumentation techniques are imparted during in-house laboratory sessions and through experiential learning in Public Testing Labs. Self-study, creativity and communication skills are enhanced through a variety of activities with personal attention to each student. A Management component introduces students to the basics of management to help them achieve professional success. Emphasis is placed on inculcation of a strong value system, personal development and cooperative learning. The course concludes with direct Industry experience in a four-month internship in Food / Pharma industries.

The growing number of Food and Pharma companies together with rising concern and awareness regarding Quality issues has led to an increased demand for Quality professionals. Over the last twenty-five years this course has attempted to cater to this need and Sophia students of Quality Assurance now occupy a variety of positions in Industry.

Note: Details of course curriculum, eligibility, fees and admission process along with the application form will be available in the Sophia College-Geeta Israni Centre of Quality Assurance immediately after the declaration of the BSc results.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Consultant: Ms Sheila Master
Coordinator: Dr Anagha Tendulkar

As per a directive issued by the Director of NAAC (i.e. National Assessment and Accreditation Council), all accredited colleges are required to set up an **Internal Quality Assurance Cell (IQAC)**. This is a post-accreditation quality sustenance measure to maintain standards. The Sophia College IQAC has been operational since 2003.

All students are invited and expected to provide *honest and sincere* feedback through the IQAC Questionnaires that are administered at the **entry point** (i.e. First Year degree) and also at the **exit points** (i.e. *end of the First Year, Second Year and Third Year degree*) of all UG Degree programmes - BA, BSc, BMM, and BSc-IT.

Participation of Senior College students in the IQAC process is an essential requirement.

You may access the Sophia College **IQAC Annual Report** through a link on the college website.

RESEARCH DEVELOPMENT CELL

Coordinators: Dr Trevor Allis
Dr Arjumanara Surti

The Research Development Cell encourages and facilitates research among the faculty and students of the college. It provides information about available research opportunities and funding agencies. They seek to ensure that all reports are submitted on time and the process culminates in either a publication or a presentation.

COLLEGE UNION COMMITTEE (CUC)

Coordinator: Sister Rosa Makil

Student Body President for 2019-2020: Medhavi Chaturvedi

Cultural secretary: Shatakshi Mukherjee

Student Representatives comprising of Club/Association secretaries, Class representatives of Senior and Junior College as well as co-opted members, headed by an elected Student Body President (SBP) form the College Union.

The Constitution of the Sophia CUC is available for reference with the Co-ordinator of Student Activities. The CUC is responsible for all student activities of the college. CUC members are given training in leadership skills and in working as a team. PRISM is the body that handles participation of Sophia students at inter-collegiate events.

NOTE: You can approach the SBP for any problems connected with student activities and amenities.

ASSOCIATIONS & CLUBS

All full-time students of the college are encouraged to become members of one or more clubs within the college and participate in their programmes and activities. Co-curricular activities are an exciting part of life here in Sophia. They are opportunities for you to interact with other students, faculty or experts; to learn, develop leadership, showcase skills, organize events, volunteer, reach out to others, get sensitized about issues and so much more. Such exposure will help you grow beyond the confines of classrooms and syllabi.

The event, 'GLIMPSES' is specially arranged for you, so that you may feel especially motivated to join more than one college club/association. There is a nominal annual membership fee for each club to cover the expenses of human and material resources.

Important: Activities of a club/association or participation at inter-college events are likely to overlap with your lectures/practicals. It is necessary for **you** to make reasonable choices and shoulder your own responsibility in such matters.

Guidelines:

1. The aim of the Associations is to promote co-curricular activities of an academic and cultural nature. By means of the Associations/Clubs, students learn to manage their club and its activities and to work in cooperation. Keep the Staff-in-charge informed of the activities that are planned and seek their advice from time to time.
2. The Coordinator of Student Activities coordinates all functions and activities of different Associations/Clubs in consultation with the Staff-in-charge of the Associations/Clubs.
3. The funds of each Association/Club, if any, shall be kept with the Co-ordinator of Student Activities and the accounts maintained by the Secretary of the Association/Club, with a staff-in-charge, in collaboration with the Co-ordinator of Student Activities. Either may, if desired, be assisted by a Student Treasurer.
4. Before the end of each academic year, the Secretary of each Association/Club shall submit to the Principal the annual *Statement of Accounts*, and a report of the Club. An *Annual Report* of each association/club is also to be submitted to the Editor of the Sophia College Magazine.
5. Early in the academic year, the secretary shall submit to the Co-ordinator of Student Activities the names of the Executive Committee and brief accounts of the membership strength of each Association/Club.
6. The *prior permission of the Principal is necessary:*
 - ✓ to invite persons from outside the college to address, preside at, or take part in meetings of any association/club.
 - ✓ to hold functions, or to participate in college activities outside the college.
 - ✓ for any non-academic matter that on account of its nature or likely repercussions involves more than ordinary responsibilities.
7. In all matters affecting the associations/clubs, the Principal's decision shall be final, as also with regard to the disposal of funds in case of the dissolution of the same.
8. **Membership Fee for each Association/Club is Rupees Fifty only**, for the Academic Year 2019-2020.

ART AND DESIGN CLUB

In-charge: Sangeeta Dubey

Secretary: Ishita Anand

The Art and Design Club provides a forum for students with an interest in the arts and crafts to give creative expression of their talents.

ASSOCIATION OF CHRISTIAN STUDENTS (ACS)

In charge: Sr Rosa Makil & Sr Patricia D'Souza

Secretary: Astrid Gracias

St. Rose Philippine Duchesne is the patron of this Association. A frontierswoman and a pioneer, her dynamic yet humble life continues to inspire young minds and hearts to grow in a spirit of prayer and loving service. It is a coming together of Christian - to share, enrich and grow in their faith experience.

Activities:

- Reflections: on life's experiences/issues and to facilitate the discovery of self
- Celebration of the Eucharist on First Fridays, and on special occasions
- Bible Study, Outreach ministry and Prayer support
- Student live-in experiences/retreats

BHARATIYA SANSKRITIK PARISHAD (BSP)

In-charge: Samrita Sinha & Nisha Yadav

Secretary: Twisha Tiwari

This association is open to any student who would like to develop her knowledge of Indian culture. The BSP organises "Sanskriti", a festival on different aspects of Indian culture. Other cultural events like a rangoli competition, food-fest etc. brings out the richness, beauty and diversity of our culture.

ENGLISH LITERARY SOCIETY (ELS)

In-charge: Nishtha Dev & Jini Joseph

Secretary: Sanjana Nair

This association aims to instill and nurture interest in, and love for the literary arts, through organizing discussions, readings, talks, screenings and creative writing workshops.

INTERNATIONAL RELATIONS CLUB (IRC)

In-charge: Paul Rozario & Trevor Allis

Secretary: Sara Palnitkar

Its purpose is to draw together students interested in public affairs, both domestic and foreign. Members are expected to read the daily newspaper and to take an active part in discussions on current topics.

The club also runs an IRC news service, and undertakes various research projects of interest to the members.

NATURE CLUB

In-charge: Trevor Allis & Tanaz Asha

Secretary: Ummeayan Mandsaorwala

Technical advances and modern lifestyles may have improved the quality of our lives in some respects but they have also distanced us from raw nature. The Nature Club aims at reconnecting with nature at its best through its treks, excursions, educational tours and discussions. Places recently visited include North-East India, Bhutan, Rajasthan, Uttarakhand, Kerala and Ladakh. These trips not only help us connect with the natural habitat but importantly with people and their varied culture too. Data obtained from the trips are documented and become rich resources for those who wish to jog fond memories.

SIGMA SOPHIA

In-charge: Hema Subramanian, Vijay Vig & Tanaz Asha

Secretary: Sanjana Krishnakumari

Sigma, the Science Club of Sophia College, seeks to bring to all, the wonder of science, be it about every day, mundane issues that are taken for granted, or ground-breaking discoveries and inventions that have changed our lives forever. It tries to foster curiosity and observation by organizing the screening of Science-based movies and through discussions, talks and workshops. It encourages interaction of the Arts and Science streams. 'Sophia Nobel' talks are organized, where scientists are invited to share their thoughts. Recent speakers include Dr Sheeba Vasu & Dr Ravi Manjithaya from JNCASR (Bengaluru), and Dr Vidita Vaidaya from TIFR (Mumbai).

SOPHIA COLLEGE ENGLISH DRAMATIC ASSOCIATION (SCEDA)

*In-charge: Jihasa Vachharajani & Nivedita Iyer
Secretary: Radhika Saraf*

This association is the oldest in the college, and provides opportunities to its members to develop their histrionic abilities and hone their technical skills. It organises workshops and activities through which its members are encouraged to explore stagecraft. The SCEDA Annual Play, produced and directed by members, is the association's flagship event.

SOPHIA SPORTS ASSOCIATION

*Director of Sports: Suhasini Kulkarni
In-charge: Shruti Waydonde-Kadam & Andrea Coutinho
Gym Trainers: Vrinda Jadhav & Jyothi Jadhav
Secretary of Sport Club: Anushka Lakhotia*

Aims and Objectives:

- To bring about general physical fitness in the students, with a view to optimising their output in all fields
- To develop a sense of sportsmanship
- To generate self-confidence and qualities of leadership

Activities of the Association:

- i. Participation in Games: Badminton, Ball badminton, Basketball, Boxing, Carrom, Chess, Fencing, Football, Hockey, Judo, Karate, Skating, Table-Tennis, Taekwondo
- ii. Athletics & Aquatic sports: Facilities are offered for training in athletics and for those interested at suitable venues.
- iii. Hikes/Treks/Yoga: These are organized during the year; they include one-day, multiple days and overnight events.
- iv. Guidance is provided for beginners in various games as well as for the more advanced.
- v. Students are encouraged to participate in the inter-collegiate tournaments.
- vi. **Annual Sports Day:** It is usually held in December.

Many students participate in indoor or outdoor games, sports and gym training for their own pleasure or for health and personal fitness.

STUDENTS' SOCIAL REFORM INITIATIVE (SSRI)

*In-charge: Ivan John & Gianni Erevelles Mapara
Secretary: Hansa Sukheja*

The SSRI is driven by its members' motivation towards various causes. These have in the past included reaching out to the less privileged, spending time with the elderly, communication through art, discussions around gender and sexuality or freedom of speech, participation in the Queer Pride March. The association raises funds through bake sales and newspaper collection drives to enable specific outreach projects. The club associates with other groups like Safe City, Mumbai Smiles and *Kashish Forward*. The activities of the club are based on the initiatives of its student members.

WORLD MUSIC & DANCE CLUB (WMDC)

*In-charge: Ivan John & Rochelle Ferns
Secretary: Geetanjali Dhalia*

The WMDC encourages an interest in world music and the joy of playing, singing and listening to "classical" or popular music. The annual popular event 'Ripples' invites individual and group participation in the vocals and dance categories. Workshops in music and dance are held from time to time, and these are led by professional artistes.



SIGNIFICANT ANNUAL EVENTS

PRIZE DAY

The month of August is marked by the College Annual Prize day, where recipients of various academic, sports, cultural and other prizes, awards, scholarships are honoured. Research Scholarships are also awarded to members of staff on this occasion.

KALEIDOSCOPE

This is an annual inter-collegiate event, hosted by Sophia College. It is almost fully managed by the student workforce – comprising Junior and Senior College students. Planning for this major event begins several months prior to the actual festival - which is held in the early part of September. Kaleidoscope has already celebrated its silver jubilee; it continues to be a prestigious festival in Mumbai city.

ANANYA

This festival is held in the month of December and is usually handled / organized by various departments. There are numerous collaborative efforts made to invite specialists/experts to lead various discussions/ games/ competitions/ exhibitions etc.

MUNSOPHICAL

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

COLLEGE DAY

December 12th is the birth anniversary of Madeliene Sophie Barat, who started the RSCJ community in France; and the community founded Sophia College in 1940. The day is marked by a celebration of the Holy Eucharist in the College Chapel, a formal ceremony during which staff who have completed 25 years of service in Sophia College are specially honoured; followed by a cultural programme put up by almost every class in college, as well as the much sought after, Staff Event.

TALENT DAY

The special skills and abilities in music, dance, mimicry, acting, compering, of our junior college learners get showcased on Talent Day, in the third week of December.

CHRISTMAS WISHING

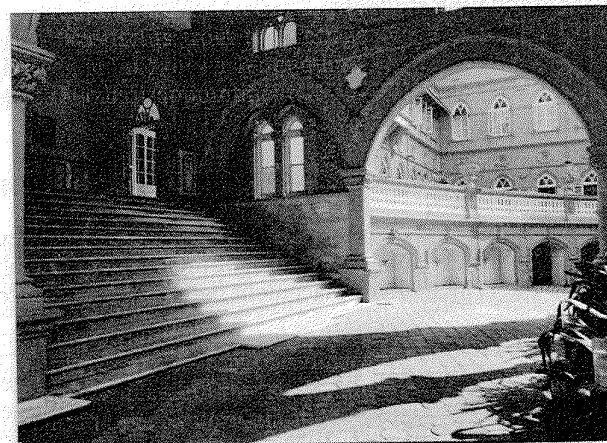
To wind up two days prior to the Christmas break, a Christmas Wishing program is held in the Multipurpose Hall. It's a wishing program which revolves around the Christmas message through word and song.

ITECHNOTHON

The Department of Information Technology organizes an intercollegiate techfest which includes events like Gaming, Quiz's, Debates and other competitions. The event usually takes place in January/February.

DEGREE CONFERRING CEREMONY

This event marks the culmination of your Undergraduate or Postgraduate programme of study at Sophia College (Autonomous). It is indeed a milestone in the life of every learner who successfully completes their formal education. This solemn event, in appropriate academic dress, takes place in February/March at the Sophia Bhabha Auditorium. A person of eminence is invited to deliver the address and confer the degree on awardees. The degree is awarded and issued by the University of Mumbai.



STUDENT SERVICES

The Sophia J.N. Heredia Counselling Centre

The Centre which is located on the first floor of the Sophia Andersson Annexe, offers students a professional and formal resource in times of personal stress as well as opportunities for individual and group enrichment. The activities of the Centre focus on three major areas:

- Psychological Counselling for individuals, as well as group sessions for growth enhancement.
- Values Clarification – Students are encouraged to reflect on life and various social issues in order to form convictions which give meaning and direction to life.
- Vocational Testing and Guidance with a view to assisting students to discover their aptitudes and talents, to make the right subject choices in college, and career choices in the future. A nominal fee will be charged.

Placement Cell

The college has a full-fledged Placement Cell comprising of a committee of staff and students. The office-bearers of the College Union Committee (CUC) in collaboration with the Sophia College Ex-Students/Ex-Staff Association (SCESA) have established 'Career Connections' which focuses on four areas - Placement, Higher Education, Internships and Entrepreneurship. Each area is headed by a student. The cell also organizes workshops, campus interviews, tests for graduating students.

Information received by email concerning job and internship opportunities is also displayed on the Placement Cell notice board.

Student Redressal/Complaints Cell

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

A **Student Grievance Box** is kept at the office of the Co-ordinator of Student Activities for students to deposit their suggestions or complaints, anonymously, if they so wish. Besides these, the Co-ordinator of Student Activities and the College Wardens are available to listen to grievances and to help students in their day-to-day problems.

Student Aid Fund (SAF)

The Student Aid Fund is built up from contributions from fund-raising drives and is enhanced by contributions from parents, well-wishers and alumnae. This is in keeping with the spirit of Sophia College, which has always sought to help the disadvantaged.

Students' Text- Book Association (STA)

This association lends text-books to deserving students for one academic year. Those who wish to apply for some text-books should fill in an application form at the beginning of the academic year. Books should be returned within a week after the end of the final examination.

*NOTE: Applications for both SAF and STA must be made on the prescribed form, obtainable from the **Coordinator of Student Activities** and **Warden** respectively, and should be submitted by the stipulated dates.*

Government Scholarships

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

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

Canteen

A centrally-located canteen serves staff and student needs. Vegetarian and non-vegetarian food is available at the College Canteen. The Canteen is a reasonably-priced, self-service canteen. Hot/Cold Beverage counters are provided in the canteen extension and near the central lawn.

You are requested to keep the canteen clean. You may not rearrange furniture unless it is for an authorized class event. Kindly use bins to dispose wet/dry waste and to return used cutlery. A **Canteen Suggestion Box** is kept in the canteen, for any student (or staff) to provide constructive suggestions, feedback and/or complaints.

Sophia College Bookshop

The College has its own Bookshop and students are encouraged to purchase Textbooks, Reference materials, stationery from the store as it exists to serve the needs of all staff and students of campus institutions.

Photocopy Counters

Photocopy Counters are provided for all students and staff. They are located in the College Library, Sophia Andersson Annexe and near the central lawn.

COLLEGE HOSTEL

The hostel is an integral part of the Sophia College. It is a vibrant community, of over one hundred full-time students, from all parts of India and sometimes even abroad. Admission to the hostel is not easy and there are very high expectations from resident students – especially with regard to behaviour, attendance, academic performance and participation in the life of the college as a whole. Continuation in the hostel is based on the appraisal of each resident on a yearly basis. Selection to the hostel is based on a personal interview of the prospective resident along with her parents/guardians. For further information kindly purchase the Hostel Prospectus from the College Administrative office. You are advised to make early enquires regarding hostel admission procedures, to avoid disappointment.

SCIENCE LABORATORIES

1. **On working days** all laboratories will be open from 8 a.m. to 4 p.m.
2. **During Holidays** laboratories may, if necessary, be kept open under the full responsibility of at least one member of the staff duly authorised by the Head of Department and the Senior College Vice-Principal (Science).
3. **Once a year** laboratories will be closed for not less than a fortnight, the actual dates to be settled by the Head of each Department in consultation with the Senior College Vice-Principal (Science).

SOPHIA CENTRE FOR WOMEN'S STUDIES AND DEVELOPMENT (SCWSD)

Honorary Director	:	Dr Ananda Amritmahal PhD
Coordinator	:	Dr Lata Pujari PhD
Programme Officers	:	Ms Deepti Anil MSc
Library Assistant	:	Ms Sharayu Kamble
Office Assistant	:	
Attendant	:	Mr Hayward Lopes

The Women's Centre was planned as a memorial of the Golden Jubilee of the College (1990-91). Since then, at various stages, there have been a number of ideas and dreams associated with it. It became a reality with the inauguration of the Centre on 6 October 2001.

Goals and Objectives:

The Centre's functioning is in three major areas:

Instruction: General and Outreach

- This includes **academic courses** in the following areas:
 - (a) Women's Empowerment
 - (b) Social Work
 - (c) Social Research Methods
 - (d) Baking
 - (e) Knowledge Systems of Ancient India and the World
- **Non-formal programmes** like seminars, discussions groups, film screening, workshops etc.
- **Outreach/Short Term Certificate Courses** like the Certificate Course for Health Workers, Course in Food-craft, Certificate Course in Functional English, Certificate Course in Repair of Home Appliances. The programmes are open to outsiders and are conveniently timed in the afternoon so that the Sophia College students can also participate.

Documentation and Research

SCWSD has a library which contains printed material (books, magazines, journals) focussing on the theme of women and women's issues. The Centre has a documentation unit, used extensively by students and researchers, on themes like Women's Health, Domestic Violence, and HIV-AIDS etc. Students as well as outsiders can become members of the library and avail of the facilities. Research publications on issues related to women are available for sale and reference. The Centre also undertakes research projects related to gender issues.

Issues related to Social Work

The Centre is involved in Outreach activities which improve the lives of underprivileged women and children. An important aspect of this area is networking with other organisations that are involved in issues of gender justice and empowerment of women.

The Centre is also involved in collaborative ventures with the NSS unit of the College. Sophia College students can sign up as volunteers for these Social Work activities.

Target group:

The Centre was initially envisaged as reaching out to urban women. Whilst the main focus of attention is women, the activities and resources of the Centre are available to anyone who is interested in issues of gender justice, women's development and women's empowerment.

Timings (Mon to Fri) 8:30 a.m. to 5 p.m.
(Saturday) 8:30 a.m. to 3 p.m.

Contact No. (022) 23513280 (after 8:30 a.m.)

E-mail sophiawomencentre@gmail.com
sophia_womencentre@rediffmail.com

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

Honorary President : Dr Ananda Amritmahal

Established in 1945, SCESA now has centres in Pune, Goa and Bengaluru.

Vision Statement: SCESA will be an empowering haven for women, will help women network and bond together for a common good, will be an anchor for women working and supporting each other, will grow and expand in activity-based fellowship.

SCESA Activities encompass: Remedial classes for the underprivileged, development skills for school/college dropouts, fund-raising for the mentally challenged and poverty-stricken, career guidance seminars for students. In collaboration with SHARE (an NGO run by an ex-student), rainwater harvesting, sanitation and educational projects are carried out in the villages of Maharashtra.

An important collaboration with the CUC of the college is Career Connections.

Contribution to Ex-students' Fund:

Life Member

Rs. 500/- (For: students - *within 1 year* after graduation)
Rs 1,000/- (For: students - *after 1 year* of graduation)

Patron Member

(For ex-students, staff members and ex-staff members)
Rs. 5,000/- and above

ALL **graduating** students are invited to become Life/Patron Members of SCESA.

For more information regarding SCESA membership and its programmes please contact:

Ms Rizwana Vapiwalla (SCESA office)
Contact No. (022) 23510903
Email scesa.sophia@gmail.com

Finding your way around Sophia campus ...

ARTS BUILDING – Main ‘Heritage’ Block

Basement	Gymnasium/Sophia Sports Club Photocopy Centre, Hot/Cold beverages Stall
Ground floor	Principal’s Office, Warden’s Desk, Red Chair Room Junior College Vice-Principal’s Office Senior College (Arts) Vice-Principal’s Office National Service Scheme (NSS) Office Accounts’ Office, Administrative Office IQAC (Internal Quality Assurance Control) Cell Hostel Dining Room (<i>access restricted to hostel residents</i>) Multipurpose Hall (MPH) “Students’ Den” (room behind Chapel) Office of the Coordinator of Student Activities, Reception/Telephone Operator College Chapel
1st floor	Hostel (<i>access restricted to hostel residents</i>) Sisters’ residence (College Community)
2nd floor	Room Nos. 1 - 12 M K Tata Information Centre (College Library) – stack area, circulation counter, audio-visual section, and reference room

ARTS BUILDING – Rear Extension

Ground floor	Hostel Kitchen, Room No. 15 Workshop
1st floor	Room Nos. 13 & 14 Geeta Israni Centre for Quality Assurance, BMM (Mass Media Department) Office
2nd floor	Sisters’ residence (K P Community)
3rd floor	Hostel (<i>access restricted to hostel residents</i>)
4th floor	Room Nos. 18, 19 & 20 Staff Common Room

ARTS BUILDING – Library Extension

Ground floor	Staff Dining Room, Canteen and Canteen Extension
1st floor	A V ROOM (Front and Back) Computer Laboratories: Nos. 1 - 4
2nd floor	General Staff Room Room Nos. 28, 28A (BSc IT lab 2) & 29
3rd floor	College Library: Librarian’s office, Reading room, Internet/Photocopy counter and Fiction Library section

BHABHA INSTITUTE OF SCIENCE

Basement	The Suman and Ramesh Tulsiani Convention Centre
Ground floor	Chemistry Department and laboratories Microbiology Department and laboratory Room Nos. 25 & 26 Senior College (Science) Vice-Principal’s Office Indian Bank - <i>Extension Counter</i>
1st floor	Biochemistry Department and laboratory Chemistry laboratory Microbiology MSc laboratory Room No. 21
2nd floor	Physics Department and laboratory Room Nos. 22, 23 and 24 Office of Sophia Jr. College <i>Supervisor</i>
3rd floor	Life Sciences Department and laboratories Zoology/Biology Department and laboratory
4th floor	Suman Tulsiani Research Centre Psychology laboratory Room No. 27 Chemistry MSc Laboratory

SOPHIA ANDERSSON ANNEXE

Ground floor	Photocopy Centre Room No. 30 Sophia Centre for Women’s Studies & Development
1st floor	Room Nos. 31, 32 & 35 J N Heredia Counselling Centre stairs leading to the BMM Department and BMM Office Geeta Israni Centre for Quality Assurance
2nd floor	Room Nos. 33 & 34 A V (Audio Visual) HALL
3rd floor	BSc (Information Technology) Department BSc (IT) Lab. 1 Room Nos. 36 & 37

For Your Information

College: Sophia College (Autonomous)
 Address: Bhulabhai Desai Road
 Mumbai 400 026, Maharashtra.

Website: www.sophiacollegemumbai.com
 Email: sophiacollegemumbai@gmail.com
 Contact: 022-2351 2642 / 022-2352 3304
 (Between 8 a.m. and 8 p.m.)

Access: Via Breach Candy or Peddar Road
 Closest Railway station: Grant Road (Western Rly.)
 BES&T Bus 155 (circular route: Grant Road West via Haji
 Ali/Jaslok Hospital back to Grant Road.) Buses on
 Peddar Road (Cumballa Hill PO stop include 28, 33, 57,
 83, 84 Ltd, 86, 88, 93. Buses near Breach Candy hospital
 stop include 63, 80Ltd, 132)

Your Personal Information:

Name

Address:

.....Pin.....

Email:

Contact No

Name & Mobile phone number of person(s) to contact **in case of an emergency:**

(1).....

(2).....

Your Blood Group:

JUNE 2019						
DAY	DATE					
Sat	1					
Sun	2					
Mon	3					
Tue	4					
Wed	5					HOLIDAY – RAMZAN-ID
Thu	6					
Fri	7					
Sat	8					
Sun	9					
Mon	10					
Tue	11					
Wed	12					
Thu	13					Sr. Coll. re-opens: TY & SY degree
Fri	14					
Sat	15					
Sun	16					
Mon	17					Jr. College re-opens for Std. XII
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					

JULY 2019									
DAY	DATE								
Mon	1								
Tue	2								
Wed	3								
Thu	4								
Fri	5								<i>First Friday Mass</i>
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								GLIMPSES
Sat	27								
Sun	28								
Mon	29								
Tue	30								
Wed	31								

AUGUST 2019									
DAY	DATE								
Thu	1								
Fri	2								
Sat	3								ANNUAL PRIZE DISTRIBUTION
Sun	4								
Mon	5								
Tue	6								
Wed	7								
Thu	8								
Fri	9								
Sat	10								
Sun	11								
Mon	12								HOLIDAY – BAKRI ID
Tue	13								
Wed	14								
Thu	15								INDEPENDENCE DAY
Fri	16								
Sat	17								HOLIDAY - PARSİ NEW YEAR
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	31								

SEPTEMBER 2019									
DAY	DATE								
Sun	1								
Mon	2								HOLIDAY - GANESH CHATHURTI
Tue	3								
Wed	4								
Thu	5								
Fri	6								First Friday Mass
Sat	7								
Sun	8								
Mon	9								KALEIDOSCOPE WEEK
Tue	10								HOLIDAY - MOHARAM
Wed	11								
Thu	12								
Fri	13								
Sat	14								KALEIDOSCOPE 2019
Sun	15								KALEIDOSCOPE 2019
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								

OCTOBER 2019									
DAY	DATE								
Tue	1								
Wed	2								HOLIDAY - MAHATMA GANDHI JAYANTI
Thu	3								
Fri	4								
Sat	5								
Sun	6								
Mon	7								
Tue	8								HOLIDAY - DASARA
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								DIWALI BREAK
Sat	26								
Sun	27								HOLIDAY - DIWALI AMAVASYA
Mon	28								HOLIDAY - DIWALI BALIPRATIPADA
Tue	29								
Wed	30								
Thu	31								

NOVEMBER 2019									
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								HOLIDAY - GURU NANAK JAYANTI
Wed	13								
Thu	14								
Fri	15								Jr. & Sr. College re-opens
Sat	16								
Sun	17								
Mon	18								
Tue	19								
Wed	20								HOLIDAY - ID-E-MILAD
Thu	21								
Fri	22								
Sat	23								
Sun	24								
Mon	25								
Tue	26								
Wed	27								RIPPLES
Thu	28								
Fri	29								
Sat	30								

DECEMBER 2019									
DAY	DATE								
Sun	1								
Mon	2								
Tue	3								
Wed	4								Annual Sports Day
Thu	5								
Fri	6								First Friday Mass/ SANSKRITI
Sat	7								
Sun	8								
Mon	9								
Tue	10								
Wed	11								
Thu	12								COLLEGE DAY / PRINCIPAL'S DAY
Fri	13								MUNSOPHICAL
Sat	14								
Sun	15								
Mon	16								
Tue	17								
Wed	18								
Thu	19								
Fri	20								
Sat	21								TALENT DAY
Sun	22								
Mon	23								
Tue	24								Christmas Wishing Christmas Break begins
Wed	25								CHRISTMAS
Thu	26								
Fri	27								
Sat	28								
Sun	29								
Mon	30								
Tue	31								

JANUARY 2020							
DAY	DATE						
Wed	1						College Re-opens
Thu	2						SYJC Prelims/Std. XI Unit Test 2
Fri	3						<i>First Friday Mass</i>
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						SCEDA Annual Play
Fri	17						
Sat	18						
Sun	19						
Mon	20						
Tue	21						
Wed	22						
Thu	23						
Fri	24						
Sat	25						
Sun	26						REPUBLIC DAY
Mon	27						
Tue	28						
Wed	29						
Thu	30						
Fri	31						

FEBRUARY 2020							
DAY	DATE						
Sat	1						
Sun	2						
Mon	3						
Tue	4						
Wed	5						
Thu	6						
Fri	7						<i>First Friday Mass</i>
Sat	8						
Sun	9						
Mon	10						
Tue	11						
Wed	12						
Thu	13						
Fri	14						
Sat	15						
Sun	16						
Mon	17						
Tue	18						
Wed	19						
Thu	20						
Fri	21						
Sat	22						
Sun	23						
Mon	24						
Tue	25						
Wed	26						
Thu	27						
Fri	28						
Sat	29						

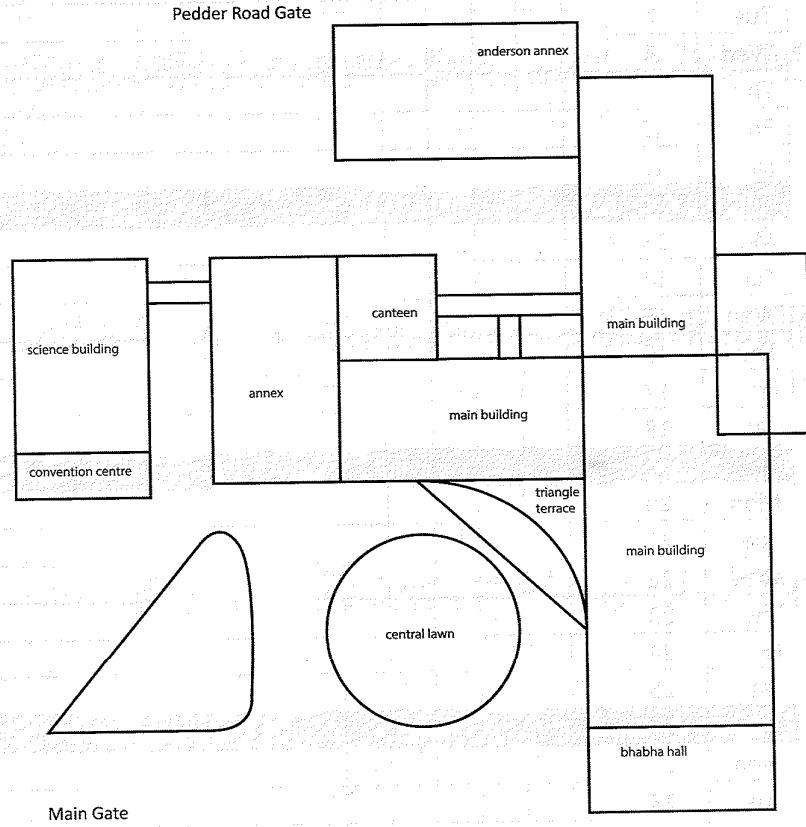
HSC Board Examination (Oral, Viva, Practical and Written)

MARCH 2020							
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						
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Wed	18						
Thu	19						
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Sun	22						
Mon	23						
Tue	24						
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Thu	26						
Fri	27						
Sat	28						
Sun	29						
Mon	30						
Tue	31						

APRIL - MAY 2020							
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	1 st May						MAHARASHTRA DAY & Jr. College: Last Day of Term
Sat	2						

06

MAP OF FULL CAMPUS



TEACHER EVALUATION & QUALITY CONTROL

[Please record **unique** educational practices or testing methods that you have experienced as a learner. This data will be useful when you evaluate your Teachers as well as for Quality Control purposes.]

SIGNIFICANT TEACHING METHODS ADOPTED

TEACHING METHOD	Date	Subject/ Paper	Remark (Your educational benefits)	Unit/Topic
Peer Discussion / Seminar				
Role Play / Dramatization				
Experiment				
Visits / Field Trips				

AIDS USED	Date	Subject/ Paper	INSTRUCTIONAL AIDS
			Unit/Topic Remark (Impact of device on your learning experience)
OHP			
PPT			
Films / YouTube			

Flipped Classroom / Cooperative learning / Collaborative learning			

INSTRUCTIONAL ACTIVITIES

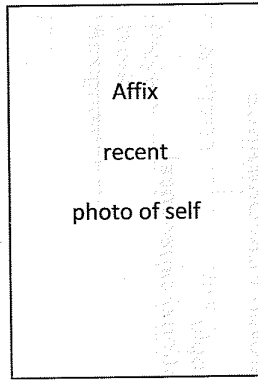
ACTIVITY	Date	Subject/ Paper	Unit/Topic Remark (Educational benefits)
Paper Presentation / Seminar			
Multimedia			
Debate			
Group Discussion / Debate			
Talk / Guest lecture			

ACTIVITY	Date	Subject/ Paper	Unit/Topic Remark (Educational benefits)
Project Work/ Assignment			
Field Trip			
Research work			
Group / Individual presentation			

INSTRUCTIONAL STRATEGIES USED TO ENHANCE LEARNER PERFORMANCE

Strategies	Date	Subject/ Paper	Unit/Topic Remark (Your educational experience)
Learning materials (Resources)			
Cross Words/Quiz			
Multiple Choice Qs (MCQ)			
Question Bank / Rev. exercises			
Open Book Test			

TRAVEL CONCESSION PROFORMA



PRINCIPAL'S SIGN

Name:.....

Class: Roll No:

Local Address

.....
..... Pin.....

Student's signature:

RAILWAY CONCESSION

(To be entered by Admin. Office or designated staff only)

JUN	JUL	AUG	SEP	OCT	NOV
DEC	JAN	FEB	MAR	APR	MAY

TIME TABLE 2019-2020

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY