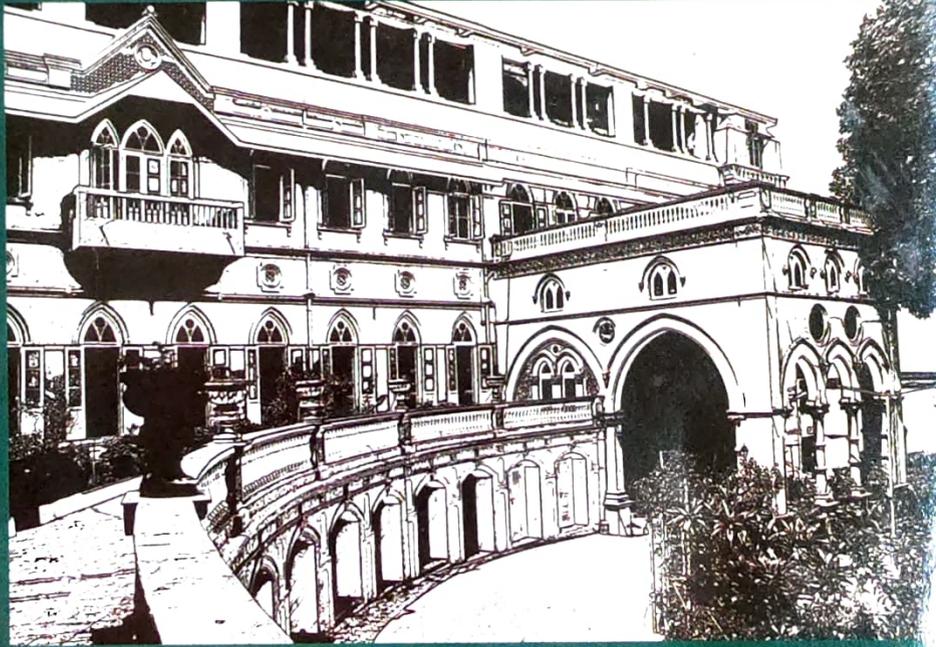




SOPHIA COLLEGE (Autonomous)
सोफिया महाविद्यालय (स्वायत्त)

HANDBOOK
2023-2024



*“seeking wisdom
through an education
that transforms”*

Welcome to Sophia

Madeleine Sophie Barat founded the Society of the Sacred Heart of Jesus (RSCJ), France, in the year 1800. The Sisters came to India and established Sophia College in 1940. The college is a Christian Minority institution that is managed by the 'Society for the Higher Education of Women in India' (SHEWI).

Sophia College got affiliated to the University of Mumbai in June 1941 and celebrated its Platinum Jubilee in 2017.

Having obtained an 'A' Grade rating three-times in a row, Sophia College was granted ***academic autonomy*** by the University Grants Commission (UGC) in June 2018. This enables the college to design curricular experiences and evaluation schemes for Undergraduate (UG) and Post-Graduate (PG) programmes. The degrees continue to be awarded by Mumbai Vidyapeeth.

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

- BA
- BSc
- BA (Strategic Communication & Journalism)
- BSc (Information Technology)
- MSc (in Biochemistry, Chemistry, Life Sciences and Microbiology)
- *Postgraduate Diplomas (in Quality Assurance in the Pharmaceuticals & Allied Industries, Counselling and Safeguarding of Children & Senior Citizens; Diet, Nutrition and Fitness;*
- MA (Gender Studies)
- PhD (*in Microbiology and Zoology*)

At present we have more than 2000 students in Sophia College (Autonomous). At the UG level we continue to

cater exclusively to girls and women students; the PG programmes are open to all persons.

A core principle of the college is the persistent search for wisdom, through a comprehensive education that is relevant for the present as well as the future. Sophia College with its sprawling, and beautiful campus with rich diversity, should sufficiently motivate you to engage with, appreciate and benefit from its heterogeneity. An effort to get involved with the overall growth and well-being of our students is a goal that we strive towards; this being one means by which our educational vision is taken forward.

The Academic Year 2023-2024 is especially significant in that the college will face the 4th cycle of NAAC, by December 2023. It is hoped that the process of Sophia College assessment will help us continue our journey of academic and all round excellence, and commitment to national goals of education as envisaged by the National Education Policy (2020). May your experiences continue to be varied, rich, exciting, dynamic and vibrant in all respects.

We commit ourselves to strive towards new and greater heights, inclusive educational experiences, innovation, creative exploration and wider networking.

Best wishes for a meaningful, safe and healthy year ahead!

All good wishes!

PERSONAL INFORMATION

Name

Class / Department

Division Roll Number

Local Address:

.....

.....

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

10-digit **Mobile Number:** _____

Email:

Aadhar Number: _____

Blood Group:

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

Name	Relationship	Contact No.
1		
2		
3		

Covid Vaccination Information

Dose No.	Date taken on	Type of Vaccine
1 st dose		
2 nd dose		
Booster dose		

COLLEGE INFORMATION

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

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

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

*Please specify **to whom** you are addressing your query (e.g. Senior College Science Vice-Principal); mention **your need** precisely; state your full name, class, roll number, mobile number.*

Website: <https://sophiacollegemumbai.com>

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

BEST Bus 155 (circular route: Grant Road West via Haji Ali/Jaslok Hospital back to Grant Road.) Buses on Peddar Road (Cumballa Hill P.O. stop include 28, 57, 83, 86, 88, 89, 881, C-302. Buses near Breach Candy hospital stop include 37, 63, 77, 80Ltd, 151)

**PLEASE FOLLOW MINISTRY OF
HEALTH DIRECTIVES AS
REGARDS MASKING AND**

SUBJECTS / COURSES TAKEN

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

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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 YEAR 2023-2024

Aspire * Acquire * Inspire

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 Anagha Tendulkar Patil, *Principal*

Dr Ananda Amritmahal, *Dean & Administrator*

Ms Jennie Mendes PhD, *Dalmia Professor Emeritus*

Arts Section

Dr Rashna Poncha, *Vice-Principal*

Economics

Dr Sangeeta Dubey MA PhD *Head of the Department*

Dr Sunita Jadhav MA PhD

Ms Nisha Yadav MA

Education

Dr Andrea Coutinho MA (Psy) MSc MEd PGDEM PhD

Head of the Department

Ms Sofia Edroos MA

English

Ms Jihasa Vachharajani MA MPhil

Head of the Department

Ms Samrita Sinha MA MPhil

Ms Nishtha Dev MA MPhil

Dr Elwin Susan John MA MPhil PhD

French

Mr Ankur Bhimkar MA

Hindi

Dr Vaishali Pachunde MA MPhil PhD

Head of the Department

Dr Smriti Singh MA BEd PhD

Ms Priyanka Chauhan MA MPhil

History

Ms Swarupa Kamat MA

Head of the Department

Dr Rashna Poncha MA PhD

Ms Firdos Makwana MA BEd

Dr Lata Pujari MA PhD

Philosophy

Dr Trevor Allis MA MBA PhD

Head of the Department

Dr Roymon T. C. MA (Eng) MA (Phil) PhD

Political Science

Dr Paul Rozario MA MPhil PhD

Head of the Department

Ms Shahnaz Shaikh MA MPhil

Psychology

Sr Patricia D'Souza MA

Head of the Department

Ms Simi Susan Shibu MA

Ms Lavanya Mohan MA

Sociology

Dr Anagha Tendulkar MA PhD

Head of the Department

Ms Wilma Monteiro MA

Ms Sukanya Menon MA

Dr Rajula Nanji Shah MA PhD

Strategic Communication & Journalism

Ms Treesa Reena John MACJ

Mr Sunil Yadav MACJ

Ms Shadab Zaveri MACJ

Co-Coordinator

Co-Coordinator

Co-Coordinator

Science Section

Dr Rajbinder Dehiya, ***Vice-Principal***

Chemistry

Dr Prabha Shetty MSc PhD

Head of the Department

Dr P Sirisha Murthy MSc PhD

Ms Tanaz Asha MSc BEd

Ms Lynelle Jeysus MSc

Sr Rajani Khandagale MSc

Ms Vaishnavi Ghugare MSc

Ms Sajal Ansari MSc

Information Technology

Ms Rinjal Jain MSc (IT)

In-charge Co-ordinator

Mr Gauri Shankar Singh MCA MPhil

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

Ms Sidranaaz Qazi MSc (IT)

Ms Ambreen Shaikh ME (Computers)

Life Sciences

Dr Sree R Nair MSc PhD

Head of the Department

Dr Tressa Jacob MSc PhD

Dr Geetanjali Ganguli MSc PhD

Mr Mayur Gaikwad MSc

Ms Rhea Nawalkar MSc

Mathematics & Statistics

Ms Sandra Mendes MSc MPhil *Head of the Department*
Ms Vidya Konar MSc

Microbiology

**Dr Arjumanara Surti MSc PhD *Head of the Department*
Dr Rajbinder Dehiya MSc PhD
Ms Shraddha Prabhu MSc
Mr Vijay Vig MSc
Ms Swamini Patade MSc
Ms Priyanka Mithbawkar MSc
Ms Aafreen Ansari MSc

Physics

Dr Meeta Saxena MSc PhD *Head of the Department*

Zoology

**Dr Roshan D'Souza MSc PhD *Head of the Department*
Ms Sandhya Kadiru MSc

Quality Assurance in the Foods, Pharmaceuticals & Allied Industries

Dr Chinmoyee Vatsyayan MSc PhD
Head of the Department

Ms Valentina Chettiar MSc
Ms Alifiya Ansari MSc

(** Recognised PhD Guide, University of Mumbai)

Coordinator of Student Activities: Sr Rosa Makil

Director, Counselling Centre: Ms Jennie Mendes PhD
Counsellors: Ms Jemima Jacob MA
Ms Shazia Shaikh MA
Sr Deodita Godinho MSW

NSS Coordinator: Dr Vaishali Pachunde

College Library & Computer Centre

Assistant Librarian: Ms Leena Krishnan MA BLIS

Ms Leena Correia	Mr Vilas Rodrigues
Ms Shubhara Adarkar	Mr Rajesh Jadhav
Ms Sharon D'souza	Ms Shefali Parab
Mr Amit Mestry	Ms Jaloo Bharucha

College Gym

Director of Sports: Ms Shruti Waydande-Kadam
Trainers: Ms Vrinda Jadhav
Ms Jyothi Jadhav

***Sophia Centre for Women's Studies
& Development (SCWSD)***

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

SCESA (i.e. Alumni Association)

Hon. President: Dr Anagha Tendulkar Patil

Administrative Office

Registrar

Ms Boskey Martis

Ms Juliana D'Costa

Mr Dominic D'Souza

Ms Drinal Lopes

Ms Vidya Khandagale

Ms Rita D'Souza

Ms Shradha Solanki

Mr Joseph Fernandes

Mr Shreekrishna Gupta

Ms Amirabi Khan

Ms Amruta Vedak

Mr Subodh Lad

Mr Satyendra Neman

Mr Deepak Kamble

Accounts Office

Office Superintendent

Mr Savio Fernandes

Ms Anita Menezes

Mr Vishal Girdhar

Ms Lovina Fargose

Ms Fiona Pinto

Ms Roshal Gonsalves

Mr Kiran Kamble

Ms Swidal D'Cunha

Ms Madhuswi Vartak

Laboratory Assistants

Mr Ramesh Ramane

Mr Chetan Lingayat

Mr Rampratap Yadav

Mr Ajay Yadav

Attendants & Support Staff

Mr Vilas Bambarkar

Mr Rajan Perumal

Mr Ravindra Dhuri

Mr Shantaram Tambe

Mr Milind Kadam

Mr Suresh Bargode

Mr Mangesh Lingayat

Mr Jaywant Bambarkar

Mr Mahendra Bhingare

Mr Vilas Gurav

Mr Manohar Gurav

Ms Shobna Waghela

Mr Sachin Khedekar

Mr Sanjay Khedekar

Mr Rajesh Lanjekar

Mr Sachin Bhuvad

Mr Pravin Lingayat

Mr Kiran Rajput

Management Staff

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

Administrative Assistants

Ms Eliza Aranha
Sr Deodita Godinho
Sr Agnes Guria

Receptionists

Ms Munira Khan Ali
Ms Deepika Khade

Repairs & Maintenance

Sr Josephine Pereira

SOPHIA COLLEGE HOSTEL

Coordinator

Sr Annie Peter

Sr Josephine Pereira

Sr Rajani Khandagale,

Dr Lata Pujari

Ms Sumathy Pinto

Hostel Kitchen Staff

In-charge: Sr Josephine Pereira & Sr Teresita Puthiampuram

Mr George D'costa

Mr Michael Colaco

Mr Ramesh Tambe

Mr Amit Kispotta

Mr Janu Tambe

Mr Mohd. Moti Rahaman

Mr Tushar Kamble

Mr John Jaiswar

<https://sophiacollegemumbai.com>

*You are invited to visit the Sophia College, Mumbai
website to obtain details about:*

Admissions

Programme Information & Syllabi

Examination Information

Excellence Programmes (EXAP & EXSP)

Add-On & One-Credit Courses

Swayam (Online learning platform)

Prizes, Awards & Research Scholarships

Internal Quality Assurance Cell (IQAC)

Students' College Union Committee (CUC)

Clubs & Associations

Departmental & Staff Information

Library & Information Centre

Post-Graduate Programmes

Women's Centre

Alumni (Ex-Students/ Ex-Staff) Association (SCESA)

CLUB / ASSOCIATION MEMBERSHIP & CLUB EVENTS

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

Sophia College has many clubs/ associations and you are welcome to join any club, based on your interests and/or motivation. An event called *Glimpses* is specially organized for students to get a peek into the activities of each club/association.

Membership Fee per club/association, for the academic year 2023-24 is Rs 100/- only.

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

ACADEMIC SESSIONS & EVENTS

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

Date	Event/ Session	Your personal remarks/observations/ Reflection

VALUE ADDED COURSE CREDITS (VACC)

ADD-ON / CREDIT COURSE (1)

Registered for:.....

Department/Organization:.....

No. of Hours: No. of Credits:

Course Coordinator:

Contact No.

Fees paid on:

Course start date:.....

Course completion date:

ADD-ON / CREDIT COURSE (2)

Registered for:.....

Department/Organization:.....

No. of Hours: No. of Credits:

Course Coordinator:

Contact No.

Fees paid on:

Course start date:.....

Course completion date:

EXTRACURRICULAR CREDITS (ECC)

No.	Details	Dates	Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

SOCIAL OUTREACH CREDITS (SOC)

No.	Details of Organization	Dates	Hours
1			
2			
3			
4			
5			

IQAC

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

Contact IQAC at: [**iqac@sophiacollege.edu.in**](mailto:iqac@sophiacollege.edu.in)

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

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

Date	Event/ Session	Your personal remarks/observations/ Reflection

LIBRARY

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

The Sophia College Library has a collection of over 70,000 books. The facilities are especially for Sophia College students and staff, but visitors from other colleges are also welcome to use the resources available.

Library Timings

Monday to Friday : 8:30 a.m. to 5:30 p.m.
Saturday : 8:30 a.m. to 2:30 p.m.

Duration Vacations the Library timings are:

Monday to Friday : 8:30 a.m. to 4:00 p.m.
Saturday : 8:30 a.m. to 2:00 p.m.

The library is closed on Sundays and Public Holidays.

A unique facility of the library is that of **open access** to library cupboards for all its members. Maintaining the arrangement and order of books on cupboard shelves is necessary for the interests of all users. Hence it is important for users to replace books in exactly the same location.

Library Rules

1. Library Access:

- 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 and enter your name in the Register.
- Leave your personal belongings at the Bag Counter'. Please do not leave money/valuables

inside your bag. Remember to collect your bag as you exit the library.

- All *borrowed* books must be shown for inspection on leaving the library.

2. Issuing of Books:

- Books are issued strictly in order of application. The Librarian may exercise discretion to limit the issuing of certain books as and when circumstances warrant it.
- Books (and Periodicals for Staff) may only be removed from the library after the loan has been registered at the **Circulation Counter**.
- When a book is issued, 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.
- 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.
- 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.

3. Code of Conduct:

- Maintain silence especially in the reading room area and reference section of the library.
- Smoking, eating, chewing gum is not allowed.
- Mobile phones with earplugs are permitted exclusively for private study.
- 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.

4. Sophia Alumni & Visitors may avail of Library Membership only for the purpose of reference work within the library. Photocopying facility of *select pages* is permitted.

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



COMPUTER CENTRE

Timings:

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

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



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

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

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

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

You can do the course at timings that are suitable for you, during the working hours of the Computer Centre. For further information contact the staff at the Computer Centre or the College Librarian.

SIGNIFICANT ANNUAL COLLEGE EVENTS

ORIENTATION PROGRAMME

To familiarise students with the college as well as expectations and to welcome you to the Sophia family, an orientation session is held for students and their parents/guardians, before the commencement of lectures/practicals. This is also an opportunity for you to clarify doubts and concerns.

PRIZE DAY

(August 2023)

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

KALEIDOSCOPE

(September 2023)

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

ANANYA

(December 2023)

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

MUNSOPHICAL

(December 2023)

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

(12 December 2023)

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

SPORTS DAY

(December 2023)

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

CHRISTMAS WISHING

(23 December 2023)

A festive feeling of Christmas is enhanced through a 'Christmas Wishing' programme that centres around music making, theatre and dance, in the Multipurpose Hall.



STUDENT SERVICES

Counselling Centre

Location: 1st floor, Sophia Andersson Annexe
(near the Peddar Road College entrance)

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

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

To get in touch with the Counsellor:

1. Send an email to:

sophiacounselingcenter@gmail.com
jenniemen@gmail.com

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

(The Diary is kept in the Counselling Centre.)

Mentorship Programme

The college will have a mentoring system. (A Mentor is a member of the UG/PG Teaching Staff.) You are welcome to contact your mentor as and when needed. Please respect and adhere to the protocol established by your respective mentor.

Student Grievance Redressal / Complaints Cell

- In case of any grievance, the concerned student must give one's application in writing to the Principal, for placement before the Students' Grievance Redressal Committee.
- Refer to the Table given below for email addresses for the purpose of submitting your grievances and/or complaints.
- A **Student Grievance Box** is kept at the Office of the Co-ordinator of Student Activities for students who wish to drop their complaints and suggestions, anonymously.
- The Co-ordinator of Student Activities, College Wardens and Counsellors are available, to listen to your grievances and provide help.

Import Contacts for **Complaints Redressal**:

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

Canteen

A centrally-located canteen serves students and staff. It is a reasonably-priced, self-service canteen with vegetarian and non-vegetarian food on offer. There are cold and hot beverage counters too.

- Please stand in queue to obtain food/beverage tokens.
- Dispose-off waste appropriately in wet/dry bins explicitly kept for this purpose. Return plates, cups and cutlery in the tubs.
- Keep the canteen clean.
- Rearranging canteen furniture is only permitted for authorized class and club events.
- **Canteen Suggestion Box:** Drop in your *constructive* suggestions, feedback, and complaints. (Please keep photographic evidence and immediately report such matters directly to the Canteen Manager *at the time* of your grievance.)

Sophia College Bookshop

The College Bookshop was established to cater to the multiple needs of all students and staff of Sophia College and our campus institutions. The book shop has: Textbooks, Workbooks, Laboratory Journals, Reference Books, Novels, Study Resources, Stationery, etc. You are encouraged to purchase from the college bookshop.

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

Student Aid Fund (SAF)

Financial assistance is provided to the needy through the generous contributions of parents, alumnae, and well-wishers.

Applications for SAF must be made on the prescribed form which may be obtained from the **Coordinator of Student Activities**. Your application should be submitted by the stipulated date.

Government Scholarships

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

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

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

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

Photocopy Counters

Photocopy Counters are provided for all students and staff. They are located in the following areas:

Ground floor, Sophia Andersson Annexe
Near the central lawn / spiral staircase
College Library

Learner resources for UG/PG students are usually available at a nominal rate, at the photocopy counter at the Sophia Andersson Annexe.



GUIDELINES

1. **Identity Cards:** All students are required to wear the 2023-24 Sophia College Identity Card in order to enter Sophia campus. Identity cards without photograph, stamp and signature are not valid. Note: Entry on Sophia campus is disallowed without your physical Identity Card.

2. **Administrative Office Timings:**

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

3. **Office Timings of the Vice Principals/ Coordinators:**

	During Term
Vice Principal (Arts)	11:00 a.m. to 1:00 p.m.
Vice Principal (Science)	11:00 a.m. to 1:00 p.m.
Coordinators for BA(SCJ)	
Coordinator for BSc (IT)	

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

The College will be closed on:

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

5. **Applications for Certificates/Testimonials:**

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

RULES AND REGULATIONS

1. All students are accountable to the Principal and to the Vice-Principals / Course Coordinators for their conduct on campus.
2. Students joining the College are, by that very fact, required to accept and adhere to all Rules and Regulations of Sophia College (Autonomous) and the University of Mumbai. They 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. **Dress Code:** As an educational institution in an Indian context, Sophia students are expected to abide by a fairly reasonable and modest dress code while on campus, even if you might be permitted by your families

to dress differently elsewhere. Students are urged to internalize this expectation.

5. **College Excursions/Outings:** These are 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. Written parental consent has to be submitted to the Teacher-in-charge in advance. All trips will have a female staff member accompanying the group.
6. **College Canteen:** It is a *self-service canteen*. Please do not litter anywhere on the campus. Consumption of foods and beverages is permitted only in specific areas (Canteen and its extension). You will make yourself liable for penal action if you violate this norm.
7. **Mobile Phone use:** Please do not use mobile phones in the classroom, laboratory or library nor in corridors outside these places, *unless permitted to do so*. Charge your gadgets with your own power banks; you 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 200 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 have to make good the damage done.

ACADEMIC MATTERS

1. **Course Syllabi:** The syllabi for all courses (Undergraduate and Post-Graduate programmes) are available on the college website.
2. **Announcements:** WhatsApp groups, Google Classroom, College Notice Boards and announcements on the public address system will bring to your attention matters of immediate concern, changes in lecture schedules, room changes, events, Tests, etc.
3. **Class Time Tables:** Time Tables are displayed on the respective Class Notice Boards and shared on Class groups. You are expected to be punctual and regular for all lectures, tutorials, presentations and practicals.

ATTENDANCE NORMS

Commitment to attendance: Upon admission to Junior and Senior College, you will have signed an undertaking relating to **University Ordinances, assuring regular attendance while understanding the consequences of defaulting.** Be consciously aware that 75 percent attendance is expected at Lectures and Practicals.

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:

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

Attendance Records: Attendance is taken daily.

Absence:

You are expected to inform the Vice Principal/Coordinator if you take 3 or more days of absence, at the *time of taking leave or immediately thereafter*. The leave application must be signed by the 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.)

DEFAULTERS' LIST: A list of students whose attendance is unsatisfactory will be displayed on your respective Class Notice Board from time to time. *Defaulting students and their parents/guardians will be called to the college, to meet the concerned authorities.*

Students with *unsatisfactory attendance* 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. If you would like to

meet the Vice Principals/Course Coordinators please do so *during their office hours*.

TEST / EXAMINATION RULES

Test / Examinations

The Test and Examination Schedules and Time Tables for UG & PG programmes are prepared by the Controller of Examinations (COE).

The Examination Time Tables will be displayed on respective College Notice Boards in advance. You are advised to copy your time table carefully.

Reporting Time: You must report to the Examination Room, as per the Seating Plan which will be displayed on College Notice Boards. Report 20 minutes prior to the commencement of Examination.

Late Entry is not permitted after commencement of the Examination.

Candidates are not allowed to reveal their name and religious identity anywhere on the Main Answer Books and Supplements. This is in accordance with University norms.

Students are required to wear/carry their valid Identity Card for each Test / Examination; these will be checked by the Supervisor upon entering the Examination Room. Write your correct and complete Roll Number on the Answer Book and Supplements.

Test / Exam Attendance: Students have to sign their *presence* on the Attendance Sheet for every Test / Examination.

All mobile phones have to be switched off or kept on silent mode *before entering the Test/Examination Room*. Students can NOT take mobile phones to their seats. Mobile phones, smart watches and AI-enabled devices are not permitted in the Examination Room. Keep your personal belongings inside your own bag; the college staff cannot take responsibility for the same, or for any loss.

Use of Unfair Means: CCTV cameras are installed on campus to enhance vigilance, safety and security. The use of unfair means will warrant appropriate disciplinary action, in accordance with University norms enforced through the Unfair Means Committee. The decision of the Principal will be final in this regard.

Students are generally *not permitted* to leave the examination room while an examination is in progress. You are advised to use the washroom prior to commencement of the Test/Exam.

Practical Examinations: Only candidates with *Certified Journals* are eligible to appear for Practical Examinations.

Disabled Students (Divyang)

Students who are certified as having physically or learning disabilities are given additional time at Examinations, as per University Rules. Such students are required to provide the appropriate documentation to the college at the time of admission. Students who are permitted to have writers for tests/examinations, are required to make their

own arrangements for the same, as per rules. The college has some facilities for disabled learners.

HSC Passing Certificate

First Year UG Degree students who appeared for the HSC Examination as a student of Sophia Junior College are reminded to collect their HSC *Passing Certificate after it is received* by the Admin. Office, during their office timings. (The Passing Certificates are usually received 6 months after the HSC Exam. Result is declared.)

ADMISSION NORMS

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.]

Admission validity: Admission is valid for a period of one academic year. At the end of each academic year, after declaration of results, you are required to apply for the subsequent academic class on the prescribed Admission Form and/or Online. Notifications regarding admission processes will be announced. Admissions are based on admission norms and are strictly on merit. Some programmes may have an Entrance Test. Refer to the College Website for Admission announcements/notifications. Late applications cannot be accepted.

Eligibility Cases:

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.

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 Admin. Office. When the Leaving Certificate is issued to the applicant, she/he/they will cease to be our student.

FEE REGULATIONS

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

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.*

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

FINANCIAL AID is available for a limited number of *deserving* students. For more information, contact the Coordinator of Student Activities.

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.

Ordinances Relating to the Refund of Undergraduate Fees for the Colleges in all Faculties. (Circular UG/412 of 2008).

O.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.

TEST / EXAMINATION SCHEDULES

INTERNAL ASSESSMENT (IA) SCHEDULE

(Odd Semesters – I / III / V)

SUBJECT / PAPER	IA 1	IA 2	IA 3
1			
2			
3			
4			
5			
6			
7			
8			

**ODD SEMESTER (I / III / V) EXAMINATION
TIME TABLE**

Exam. Timing:

DATE	SUBJECT / PAPER	MARKS OBTD.
1		
2		
3		
4		
5		
6		
7		
8		

INTERNAL ASSESSMENT (IA) SCHEDULE
(Even Semesters – II / IV / VI)

SUBJECT / PAPER	IA 1	IA 2	IA 3
1			
2			
3			
4			
5			
6			
7			
8			

**EVEN SEMESTER (II / IV / VI) EXAMINATION
TIME TABLE**

Exam. Timing:

DATE	SUBJECT / PAPER
1	
2	
3	
4	
5	
6	
7	
8	

**ADDITIONAL / ATKT EXAMINATION
TIME TABLE**

DATE & TIME	SUBJECT /PAPER
1	
2	
3	
4	
5	
6	
7	
8	

CALENDAR

JUNE 2023		
DAY	DATE	
Mon	12	
Tue	13	College Reopens, Obtain Time Table, Collect IDs
Wed	14	
Thu	15	
Fri	16	SY & TY meet the Principal and Head of Department
Sat	17	
Sun	18	
Mon	19	Lectures & Practicals commence as per TT
Tue	20	
Wed	21	International Yoga Day
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	Holiday – Bakri Eid
Thu	29	
Fri	30	First CUC meeting

JULY 2023		
DAY	DATE	
Sat	1	
Sun	2	
Mon	3	
Tue	4	
Wed	5	
Thu	6	
Fri	7	First Friday Mass
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	Holiday – Moharram
Sun	30	
Mon	31	

AUGUST 2023		
DAY	DATE	
Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	
Mon	7	Inauguration of PEACE fortnight
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	
Tue	15	Independence Day
Wed	16	Holiday – Parsi New Year
Thu	17	
Fri	18	
Sat	19	
Sun	20	
Mon	21	
Tue	22	
Wed	23	
Thu	24	
Fri	25	
Sat	26	
Sun	27	
Mon	28	
Tue	29	
Wed	30	
Thu	31	

SEPTEMBER 2023		
DAY	DATE	
Fri	1	First Friday Mass
Sat	2	Kaleidoscope Festival begins
Sun	3	
Mon	4	
Tue	5	Teachers' Day
Wed	6	
Thu	7	
Fri	8	
Sat	9	Kaleidoscope Festival Main Day
Sun	10	Kaleidoscope Festival Main Day
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	
Tue	19	Holiday – Ganesh Chathurti
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	
Thu	28	Holiday – Eid-E-Milad / Anant Chaturdashi
Fri	29	
Sat	30	Last Day of Lectures BSc & BSc (IT) for Odd Semester

OCTOBER 2023		
DAY	DATE	
Sun	1	
Mon	2	Holiday – Gandhi Jayanti
Tue	3	Practical Examination for Odd Semester begins
Wed	4	
Thu	5	
Fri	6	
Sat	7	Last Day of lectures for Odd Semester BA & BA(SCJ)
Sun	8	
Mon	9	
Tue	10	
Wed	11	
Thu	12	Odd Semester Examinations begin
Fri	13	
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	
Tue	24	Holiday - Dussehra
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	
Tue	31	

NOVEMBER 2023		
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	Holiday – Diwali Balipratipada
Wed	15	Holiday – Diwali Bhaubeej
Thu	16	
Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	Ripples (WMDC)
Sat	25	
Sun	26	
Mon	27	Holiday – Guru Nanak Jayanti
Tue	28	
Wed	29	
Thu	30	

DECEMBER 2023		
DAY	DATE	
Fri	1	Sports Week
Sat	2	
Sun	3	
Mon	4	
Tue	5	Ananya Week
Wed	6	
Thu	7	
Fri	8	
Sat	9	
Sun	10	
Mon	11	
Tue	12	College Day / Principal's Day
Wed	13	
Thu	14	
Fri	15	Sanskriti
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	Christmas Wishing
Sun	24	
Mon	25	Holiday – Christmas
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	
Sun	31	

JANUARY 2024		
DAY	DATE	
Mon	1	
Tue	2	College Re-opens
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	SCEDA Annual play
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	Holiday – Republic Day
Sat	27	
Sun	28	
Mon	29	
Tue	30	
Wed	31	

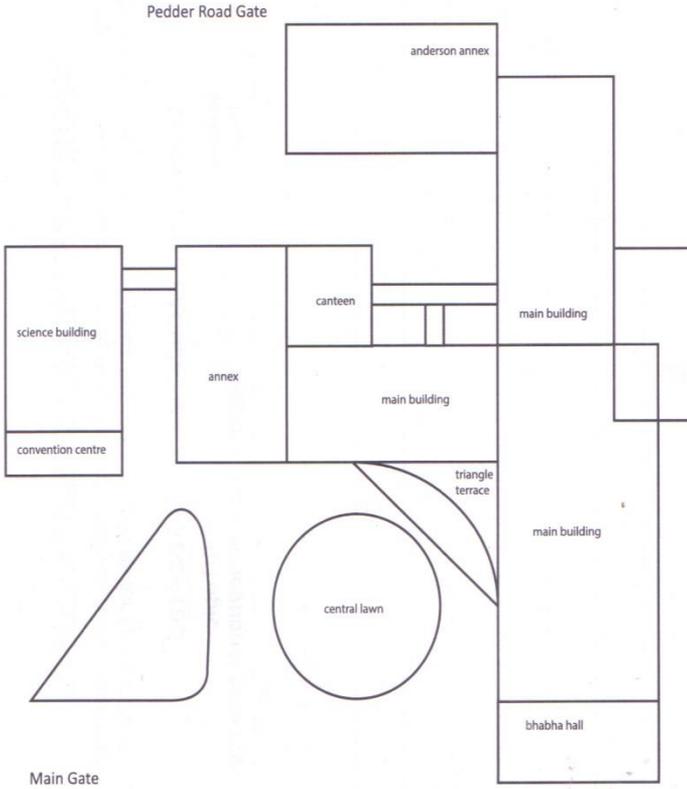
FEBRUARY 2024		
DAY	DATE	
Thu	1	
Fri	2	Student Body President (SBP) Election
Sat	3	
Sun	4	
Mon	5	
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	
Tue	13	
Wed	14	
Thu	15	
Fri	16	
Sat	17	
Sun	18	
Mon	19	Holiday – Shivaji Jayanti
Tue	20	
Wed	21	
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	

MARCH 2024		
DAY	DATE	
Fri	1	
Sat	2	
Sun	3	
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	Holiday – Mahashivratri
Sat	9	
Sun	10	
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	Semester End Examination for SY / TY
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	
Mon	25	Holiday – Holi
Tue	26	
Wed	27	
Thu	28	
Fri	29	Holiday – Good Friday
Sat	30	
Sun	31	

APRIL-MAY 2024		
DAY	DATE	
Mon	1	Semester End Examination for FY
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	
Tue	9	Holiday – Gudi Padwa
Wed	10	
Thu	11	
Fri	12	
Sat	13	
Sun	14	
Mon	15	
Tue	16	
Wed	17	Holiday – Ram Navami
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	
Thu	25	
Fri	26	
Sat	27	
Sun	28	
Mon	29	
Tue	30	
Wed	1st May	Maharashtra Day & Last day of Term
Thu	2	

CAMPUS GUIDE

MAP OF FULL CAMPUS



ARTS BUILDING – Main ‘Heritage’ Block

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

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 Vocational Department Staff Room

ARTS BUILDING – Library Extension

Ground floor	Staff Dining Room, Canteen and Canteen Extension Books & Stationery Shop
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) and Recording Studio
3rd floor	College Library: Librarian's office, Reading room, Internet/Photocopy counter and Fiction Library section

SOPHIA ANDERSSON ANNEXE

Ground floor	Photocopy Centre, Room No. 30 Sophia Centre for Women's Studies & Development, First Aid Facility
1st floor	Room Nos. 31, 32 & 35 J N Heredia Counselling Centre BA (SCJ) Department & 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

BHABHA INSTITUTE OF SCIENCE

Basement	The Suman and Ramesh Tulsiani Convention Centre, Science Store Room
Ground floor	Chemistry Department and Laboratories Microbiology Department and laboratory Room Nos. 25 & 26 Sr. College (Science) Vice-Principal's Office Sick Room, First Aid Facility
1st floor	Postgraduate Class & Laboratory Chemistry Laboratory Microbiology MSc Laboratory Room No. 21
2nd floor	Physics Department & 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

TRAVEL CONCESSION PROFORMA

Affix recent photo of self

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

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL (NAAC)**

RATING OF SOPHIA COLLEGE FOR WOMEN

2003 'A' GRADE with 88%

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

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

'BEST COLLEGE AWARD'

FOR THE ACADEMIC YEAR 2009-2010

BY THE UNIVERSITY OF MUMBAI

AWARDED DEPARTMENT OF BIOTECHNOLOGY

'STAR COLLEGE SCHEME'

IN 2016

GRANTED ACADEMIC AUTONOMY

IN 2018