



## Sophia Girls' College (Autonomous), Ajmer Academic Council Meeting held on 10<sup>th</sup> July 2021

An online meeting of the Academic Council of Sophia Girls' College (Autonomous), Ajmer was held on 10<sup>th</sup> July 2021 at 12 noon. The following members joined the meeting online.

| S.No. | Name                        | Designation                               |
|-------|-----------------------------|---|
| 1     | Prof. Sr. Pearl             | Principal and Chairperson                 |
| 2     | Prof. Kanika Sharma         | Vice Chancellor Nominee                   |
| 3     | Prof. Nagendra Singh        | Governing Body Nominee (Research)         |
| 4     | Dr. Sr. Malti               | Governing Body Nominee (Medicine)         |
| 5     | Mrs. Meghna Choudhary       | Governing Body Nominee (Administration)   |
| 6     | Prof. D. K Verma            | Governing Body Nominee (Education)        |
| 7     | Prof. Jyoti Chandel         | Head, Dept. of Political Science          |
| 8     | Prof. Sandra Lee            | Head, Dept. of English Literature         |
| 9     | Mr. Gautam Chaturvedi       | Head, Dept. of Computer Science           |
| 10    | Dr. Mrs. Deepmala Singhal   | Head, Dept. of Physics                    |
| 11    | Dr. Taruna Sethi            | Head, Dept. of Chemistry                  |
| 12    | Prof. Monika Kannan         | Head, Dept. of Geography                  |
| 13    | Mrs. Mriganka Upadhyay      | Head, Dept. of Zoology                    |
| 14    | Dr. Sandhya                 | Head, Dept. of Botany                     |
| 15    | Dr. Mrs. Asha Sharma        | Head, Dept. of Psychology                 |
| 16    | Mr. Raman Tiwari            | Head, Dept. of Commerce and Management    |
| 17    | Ms. Divya Mishra            | Head, Dept. of Economics                  |
| 18    | Dr. Sunita Siyal            | Head, Dept. of Hindi Literature           |
| 19    | Mrs. Geetika Yadav          | Head, Dept. of Sociology                  |
| 20    | Mrs. Ruchi Mathur           | Head, Dept. of Home Science               |
| 21    | Mr. Satish Kumar            | Head, Dept. of Library & Info. Science    |
| 22    | Mrs. Shahina Sherani        | Head, Dept. of Physical Education         |
| 23    | Ms. Shivani Indora          | Head, Dept. of Mathematics                |
| 24    | Dr. Sr. Rani                | Principal's Nominee                       |
| 25    | Dr. Anju Tiwari             | Principal's Nominee                       |
| 26    | Dr. Jyoti Jagwani           | Principal's Nominee                       |
| 27    | Mr. Jitendra Mistry         | Principal's Nominee                       |
| 28    | Sr. Swapna                  | Controller of Examination                 |
| 29    | Dr. Mrs. Persis Latika Dass | Member Secretary & Head, Dept. of History |



**SOPHIA GIRLS' COLLEGE (AUTONOMOUS),  
AJMER**

**Minutes for AC Meeting held on 10<sup>th</sup> July 2021**

| <b>Serial No.</b>     | <b>Description</b>   |
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| 1.                    | <b>To read and approve the Minutes and Action Taken Report of the previous meeting</b>   |
| <b>Decision Taken</b> | The Minutes and Action Taken Report of the previous AC Meeting held on 21st January 2021 were read. Mrs. Meghna Singh proposed the approval of the minutes and Dr Jyoti Chandel seconded the motion.   |
| 2.                    | <b>To discuss and approve syllabi of U.G Sem.-I to VI &amp; P.G Sem.-I to IV 2021-22 passed by the BOS of all the Departments.</b>   |
| <b>Decision Taken</b> | The Principal informed the members of the BOS meetings successfully conducted by all the Departments. The members were shown the minutes of the meetings which did not include any major syllabus revision. The approval of the same was proposed by Prof. Nagendra Singh and seconded by Prof. Kanika Sharma.   |
| 3.                    | <b>To discuss the strategy to conduct End Semester Examination for U.G and P.G Program, 2020-21 and to discuss about the End Semester Exam Pattern</b>   |
| <b>Decision Taken</b> | <p>The members were apprised of the End Semester Examination pattern the College would be adopting for the U.G. and P.G. final year batches. The Principal said the same model has been adopted by MDS University, Ajmer as well. Looking at the gravity of the situation the members suggested that if the condition remains the same in the coming months the same pattern could be followed for the forthcoming exams as well.</p> <p>Prof. Kanika Sharma appreciated the efforts of the College and both Prof. Nagendra Singh and Mrs. Meghna Singh besides applauding the institution for this pro-student initiative, stressed on putting the marks conversion formula in the public domain to maintain the transparency of the examination system under the autonomy scheme. With this suggestion, the scheme below was duly approved by the members.</p> <p style="text-align: center;"><b><u>End Semester Offline Exam 2020-21(EVEN SEMESTER)</u></b><br/><b><u>UG - Sem VI &amp; PG - Sem IV</u></b></p> <p><b><u>Duration - 1 hour 30 min</u></b><br/><b><u>The Question Paper Pattern would be as follows: For 70 marks paper</u></b><br/>Part A – any 8 Questions from 12 Questions (2 marks each)<br/>Part B – any 2 Questions from 6 Questions (5 marks each) (but both the</p> |

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|                              | <p>questions should be from separate units)<br/> Part C – any 1 Questions from 6 Questions (<b>14 marks</b>)<br/> <u><b>For 70 marks paper</b></u><br/> <b>16 + 10 + 14 = 40</b> ( the formula will convert it to 70 marks)<br/> .....<br/> .....<br/> <u><b>The Question Paper Pattern would be as follows: 50 marks paper</b></u><br/> Part A – any 8 Questions from 12 Questions (<b>2 marks each</b>)<br/> Part B – any 2 Questions from 6 Questions (<b>5 marks each</b>) (but both the questions should be from separate units)<br/> Part C – any 1 Questions from 6 Questions (<b>9 marks</b>)<br/> <u><b>For 50 marks paper</b></u><br/> <b>16 + 10 + 9 = 35</b> ( the formula will convert it to 50 marks)</p> <p><b>The students who are suffering with COVID shall be allowed to appear in the subsequent Special Exam (not considered as due exam.)</b></p>   |
| 4.                           | <p><b>To discuss the promotion criteria for End Semester Examination 2019-20 for U.G - Semester II &amp; Semester IV and PG Program - Semester II.</b></p>  |
| <p><b>Decision Taken</b></p> | <p>The Members were briefed about the marking scheme and promotion rules the College would be following for U.G. II &amp; IV semester and P.G II semester for the academic year 2019-20. The special scheme is based on government guidelines and is being adopted only for this session due to the pandemic situation.<br/> The members unanimously approved the same.</p> <p style="text-align: center;"><b><u>Marking Scheme and Promotion Rules</u></b><br/> <b><u>for semesters II and IV for the Academic Year 2019-2020</u></b></p> <p>The marking scheme and promotion rules, regarding the promotion of students to Semesters II and IV for the Academic Year 2019-2020 has been framed according to the UGC and State Government guidelines.</p> <ol style="list-style-type: none"> <li>1. The mark distribution scheme has 30 percent weightage given to <b>Continuous Internal Assessment (CIA)</b> and 70 percent weightage given to <b>End Semester Examinations (ESE)</b>. <ul style="list-style-type: none"> <li>• The <b>CIA</b> had been conducted much before the onset of COVID-19. These marks will be directly considered with regard to 30 percent weightage.</li> <li>• For <b>End Semester Examinations</b>, the 70 percent weightage shall be given based on the Students’ performance (including theory and CIA) in the previous semester.</li> </ul> </li> <li>2. Similarly, in the <b>Practical</b> also, the previous semesters performance in Practical will be taken into consideration for assigning marks</li> <li>3. In case of students whose previous semester performance does not fulfil the minimum pass percentage are <b>promoted</b> to the next semester</li> </ol> |

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|                       | <p>by awarding 40 percent pass marks in papers, wherever necessary.</p> <p>4. To be promoted to Semester III, a student is required to pass 50 percent of the subjects/ papers offered in both semesters and to be promoted to Semester V, a student is required to pass 75 percent of the subjects/ papers, only then shall they be eligible for promotion to the next academic year.</p> <ul style="list-style-type: none"> <li>• <b>However, this rule has been waived off as per the UGC guidelines for the promotion of the students to the next higher class during the COVID situation. (Hence all students shall be Promoted to the next Semester)</b></li> </ul> <p>5. The status quo of the students remains as per their performance i.e. <b>number of due papers in the earlier examinations remained as they were</b> but in spite of having more number of backs in the Semester II and IV, they were not detained or given year back, but were promoted to Semester III and V respectively.</p> <p>6. <b>In case a student is not satisfied with the marks she receives she can appear in an improvement paper later (this is applicable only during this session) .</b></p> |
| 5.                    | <b>To discuss about the Academic Calendar of the coming Session 2021-22.</b>  |
| <b>Decision Taken</b> | The Principal presented the Academic Calendar for the Session 2021-22. The members approved the same.   |
| 6.                    | <b>Introduction of new programme- M.A. Psychology from the session 2022-2023.</b>   |
| <b>Decision Taken</b> | The Principal informed the members that there was a great demand and scope for Post Graduation in Psychology. The Board of Studies of Psychology proposed the introduction of the Programme - <b>M.A. Psychology</b> from the session 2022-23. The syllabus prepared by the BOS was presented to the members. The members were happy that this programme shall be added from the session 2022-23and approved the same.<br>Dr. Persis Latika Dass proposed the same and Dr. Sr. Rani seconded it and it was passed Unanimously.  |
| 7.                    | <b>To approve new Value Added Courses to be introduced from the session 2021-2022</b>   |

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| <b>Decision Taken</b> | The Principal informed the members of the various International Certification courses being run by the College like <b>US-CMA, ACCA, Data Analytics and Business Analytics</b> . These courses have become quite popular with the students and the enrolment graph is on the rise. The members approval was sought to start a new course on <b>Digital Marketing</b> from the session 2021-22. The members were appreciative of the inclusion of professional courses in the curriculum and duly passed the proposal.  |
| 8.                    | <b>To discontinue Functional English course from BA Programme and Basics of Tally as an SEC course.</b>  |
| <b>Decision Taken</b> | The Principal informed the members that the BOS members suggested to discontinue Functional English course from BA Programme and Basics of Tally as an SEC course from this session. After a brief discussion the members approved the same.   |
| 9.                    | <b>To apprise the members about the successful E-Learning classes and development of E- Content.</b>   |
| <b>Decision Taken</b> | The Principal appreciated the College faculty for preparing e-learning content and making it accessible to the students. The members were also informed that the institution has recently <b>integrated Moodle with our ERP system</b> wherein teachers regularly upload their recorded classes, books, notes, hyperlinks for the online learning of the students. The students are also encouraged to register for MOOCs courses as per the requirement of their discipline.<br>The members admired the hard work and dedication of the teaching and technical staff for putting in their best during these precarious times.                   |
| 10.                   | <b>Present status of MoUs and Collaborations during the present academic year 2020-21.</b>   |
| <b>Decision Taken</b> | The members were briefed about the 38 plus functional MoUs and collaborations being signed by the College with various national and international colleges, institutions and NGOs to enrich the academic and research acumen of its staff and students. The Principal informed the members that the College has been assigned a study center for women by IGNOU and would soon be getting approval to become a VMOU (Kota) center for Library Science.<br>The members congratulated the institution on its initiative for reaching out to those learning aspirants who due to individual limitations have been unable to avail regular learning. |
| 11.                   | <b>To notify about the feedback analysis (Infrastructural Facilities /curriculum design / teaching pedagogy / employability) by the stakeholders</b>   |
| <b>Decision Taken</b> | The Principal shared the feedback analysis of the College's stakeholders with the council members. The response analysis from students, parents, alumni and  |

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|     | <p>employers were presented on the screen for the review of the members.</p> <p>The members appreciated the institution for incorporating accountability and transparency in its functioning.</p>  |
| 12. | <p><b>To apprise about the major achievements and events conducted by the College</b></p>  |
|     | <p>The members were briefed regarding the College's achievement in securing 2<sup>nd</sup> rank in the state of Rajasthan and 33<sup>rd</sup> position at national level in a survey of 239 UGC autonomous institutions in the country. They were also informed of the various national awards received by the Principal and staff of Sophia College. A kaleidoscope of various national and international webinars organized by the different departments of the college was also showcased before the members.</p> <p>The members congratulated the Principal and the staff for their diligence and enterprise.</p>  |
| 13. | <p><b>To present the Self Study Report for the 3rd Cycle of Re-Accreditation by NAAC.</b></p>  |
|     | <p>The members were told of the submission of autonomy renewal report by the College and the upcoming inspection by the UGC members for the same. They were also informed of the SSR document being prepared in the College and the due visit by the NAAC team for accreditation.</p> <p>The members praised the teaching and non-teaching staff for their perseverance and tenacity and extended their best wishes to the institution for the upcoming UGC and NAAC visits.</p>   |
| 14. | <p><b>AOB with the permission of the Chair</b></p>   |
|     | <p>The Principal informed the members that this year due to COVID a few of the life skill and ability enhancement skill courses could not be conducted that required practical training on the campus itself for example swimming, gym fitness, textile dyeing and printing, baking and confectionery, therefore the students who had opted for these courses were transferred to other courses.</p> <p>The Principal opened the House for discussion and invited the members for their comments and suggestions.</p> <p>Prof. Nagendra Singh congratulated the members of the institution for imbibing and practicing the values of cooperation, coordination and collaboration in their work culture and turning the adversity of pandemic into a veritable opportunity. Both Mrs. Meghna Singh and Prof. Kanika Sharma praised the teachers and the Principal of the College for their leadership and versatility and adding to the growth and productivity of the institution.</p> <p>The meeting concluded with the Principal thanking the members for their constant support and motivation.</p> |

*Pernis Latika Singh*  
(Secretary)

*S. Pearl*  
PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER