

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC



**SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)**

AJMER-305001

RAJASTHAN

Year: 2017-18

SOPHIA GIRLS' COLLEGE, AJMER (AUTONOMOUS)**The Annual Quality Assurance Report (AQAR) of the IQAC
2017-18****Part – A****1. Details of the Institution**

1.1 Name of the Institution:

SOPHIA GIRLS' COLLEGE, AJMER (AUTONOMOUS)

1.2 Address Line 1:

MIRSHAH ALI

Address Line 2:

JAIPUR ROAD

City/Town:

AJMER

State:

RAJASTHAN

Pin Code:

305001

Institution e-mail address:

sophiagirlscollege@gmail.com

Contact Nos.:

0145-2427243

Name of the Head of the Institution:

DR. SISTER PEARL

Tel. No. with STD Code:

0145-2427243

Mobile:

8058507771

Name of the IQAC Co-ordinator:

DR. MONIKA KANNAN

Mobile:

9829506865

IQAC e-mail address:

iqac@sophiacollegeajmer.in

1.3 NAAC Track ID:

RJCOGN10930

1.4 NAAC Executive Committee No. & Date:

EC\53\RAR\62 dated: 04\09\2010

1.5 Website address:

<https://sophiacollegeajmer.in>
<https://sophia.college/>

Web-link of the AQAR:

<https://sophia.college/wp-content/uploads/2018/12/AQAR-2017-18.pdf>

1.6 Accreditation Details:

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	81.00	2004	-
2	2 nd Cycle	A	3.01	2010	Sep 3, 2015

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15/04/2005

1.8 AQAR for the year:

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

i. AQAR	2011-12	24/03/2014	(DD/MM/YYYY)
ii. AQAR	2012-13	14/05/2014	(DD/MM/YYYY)
iii. AQAR	2013-14	10/11/2014	(DD/MM/YYYY)
iv. AQAR	2014-15	09/01/2016	(DD/MM/YYYY)
v. AQAR	2015-16	14/05/2018	(DD/MM/YYYY)
vi. AQAR	2016-17	06/08/2018	(DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private N.A

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Backward Areas Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science and Bachelor of Library and Information Science(BLIS)

1.12 Name of the Affiliating University (*for the Colleges*)

Maharshi Dayanand Saraswati University,
Ajmer

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers:

2.2 No. of Administrative/Technical staff:

2.3 No. of students :

2.4 No. of Management representatives:

2.5 No. of Alumni:

2. 6 No. of any other stakeholder and

Community representatives:

2.7 No. of Employers/ Industrialists:

2.8 No. of other External Experts:

2.9 Total No. of members:

2.10 No. of IQAC meetings held:

2.11 No. of meetings with various stakeholders: Total No. Faculty

Non-Teaching Staff/Students Alumni Others (PTM)

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution level

(ii) Themes

- The Department of English has organized the College's first International Conference on "Diaspora, Multiculturalism and Quest for Identity".
- A two day National Workshop on "Research Methodology" was organized by the Geography Department.
- Lyceum the forum for Political Science, History and Sociology organized a National Conference on 'Gandhi in Post-Liberalization India'.
- A Seminar on Life Skills, Global Talent Track, a sister concern of NASSCOM was organised for nearly 490 Final year students.
- An Interactive Seminar on Development Dialogue was conducted by Dr. Jyoti Kiran, Chairperson of Rajasthan State Finance Commission for the College students on 18th January 2018.
- Rajasthan Sahitya Akademi organized a Workshop on 'Creative Writing' for 100 students of the College.
- A Seminar on 'Chit Funds and Basics of Investment' by Mrs. Shakuntla Pareek from SEBI was organized for 250 students from B.Com and BBA.
- Dr. M.S. Rathore, Director of Centre for Environment and Development Studies undertook an Interactive Seminar on Rural Development to the students of Economics Department
- Dr. Kerry Kriger, Environmentalist of International repute, organized a seminar on 'Save Frogs' to 200 students of Galaxy, the science faculty.
- Ms. Nishtha Bharti of Khalsa College, Delhi addressed the students of Political Science, History and Sociology on the Relevance of Gandhi in the Twenty-First Century on 8th August 2017.

- Mr. Shiraz Ellis from Mayo College, Ajmer gave a Power Point Presentation on Indo-China Relations for 400 Lyceum Students on 21st September 2017.
- The English Department organized a Lecture on ‘Research Methodology’ by Dr. Lalit Sharma from Banasthali Vidhyapeeth for the PG and Honours classes.
- An Inter-Disciplinary Seminar on ‘Psycho-Analysis by Sigmund Freud’ was conducted by Mrs. Asha Sharma Head, Department of Psychology for the Post-Graduate students of English.
- A week long Value Education Seminar and a two day Spiritual Retreat was conducted by Father Jose K. T. from Hyderabad for the benefit of the entire College.
- Interdisciplinary Seminar: Human Rights by Dr. Anant Bhatnagar, Principal Shramjeevi College, Ajmer & General Secretary PUCL, Rajasthan.
- Interdisciplinary Seminar on Communication Skills by the Department of English.
- A Seminar on ‘Preparing for Research Projects’ was organised by the Department of Geography.
- Department of English organized a Personality Development workshop.

2.14 Significant Activities and contributions made by IQAC

- Preparation of Annual Autonomy Report
- Regular Internal Academic Audit.
- Preparation of AQAR
- An intensive FDP to familiarize the staff members with the revised SSR format and A&A process of NAAC.
- Encourage and Promote successful conduction of an International Conference on “Diaspora, Multiculturalism and Quest for Identity”, a National Workshop on “Research Methodology” and a National Conference on ‘Gandhi in Post-Liberalization India’.
- Encourage research publication
- Preparation for CBCS at post graduate level.
- Organizing Faculty Development Programs on Research Promotion and Working with CBCS.
- Upgradation of Syllabus (Semester I-VI)
- Upgradation of reprography facilities
- Upgradation of ICT facilities
- Updation of feedback questionnaires
- Recommending for the set up of ISRO sponsored Outreach Centre.
- Initiating signing of MOU’s with:
 - Scandinavian International School, Norway
 - Pillai College of Engineering, Mumbai
 - Sagar Central University, Madhya Pradesh
 - Government City College, Hyderabad
 - Parvati Bai Chowgule College of Arts and Science, Goa
 - Kristu Jayanti College, Bangalore
 - Parishkar Global College of Education, Jaipur

- Centre of Environment and Development Studies, Jaipur
- Linkages initiated with:
 - Mahila Kalyan Mandal Sansthan, Chachiyawas
 - RCDSSS, Ajmer
 - Toshniwal Industries, Ajmer
 - HMT, Ajmer
 - Saras Dairy, Ajmer
 - ISRO
 - IIT Mumbai
- Regular Outreach Programs are organized to cater to the needs of under privileged and marginalized sections of society.
- For quality enhancement and infrastructural upgradation of the campus-
 - Air Conditioning of the College Auditorium
 - New Green Shed
 - Additional Staff and Student parking
 - 200 Additional Solar Panel (60KW)
 - 16 Solar Street Lights
 - New Research and Geoinformatics Laboratory

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<i>(Refer to Annexure i for the Action Taken Report of the year.)</i>	
<i>(Refer to Annexure ii for the Academic Calendar of the year.)</i>	

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR report for 2017 - 18 was approved by the Governing Body of the Education Society of the Institution after consultation with IQAC.

Part B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	01	-	01	01
PG	04	01	05	05
UG	08	01	09	09
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	12	01	13	13
Others	-	-	-	-
Total	25	03	28	28

Interdisciplinary	12	01	13	-
Innovative	12	01	13	-

1.2 (i) Flexibility of the Curriculum: CBCS/✓Core/✓Elective option / ✓Open options
Students from all disciplines can join for Add-on programmes

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

(Refer to *Annexure iii* for Feedback of Stakeholders)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- Yes, The College upgraded the syllabus keeping in mind local and regional needs and the demands of the corporate sector.
- Minor changes were made to prepare students for Competitive Exams and the National Eligibility Test.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- Post Graduation in Political Science
- Bachelor in Library and Information Science (BLIS)
- An ISRO sponsored Outreach Centre
- Research Writing Centre
- Innovation and Incubation Centre

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty:	Total	Asst. Professors	Associate Professors	Professors	Others
	23	18	02	03	-

2.2 No. of permanent faculty with Ph.D.: 09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year :	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	04	04	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty:

Ad hoc	Visiting Faculty	Guest Faculty
33	04	04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	46	79	03
Presented papers	08	32	-
Resource Persons	-	03	05

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of LMS- Google Classroom and Campus Management Solution System
- Bloom’s Taxonomy in teaching learning pedagogy
- Bridge transition courses organised
- Hands on Training Sessions
- Scientific Demonstrations in Labs and Fields
- Lectures and Workshops on Data Sampling
- International Exposure Programmes
- Industrial Internships
- Collaborations & MOUs
- Stress on Outreach Programmes
- Projects based Learning
- Case study analysis
- Use of LCDs and PPT presentations
- PPT Presentation competitions

- Educational Games, Quizzes, Role plays
- Use of Audios and Videos
- Group Discussions and Brain storming sessions
- Cultural exhibition
- Field visits
- Mock Group Discussions, Interviews
- Debates
- Practical training on Tally
- Live Demonstration of Stock Market
- Teaching through Drawings
- Earn while Learn Scheme

2.7 Total No. of actual teaching days during this academic year: **~194 DAYS**

2.8 Examination/ Evaluation Reforms initiated by the Institution:

Reforms initiated by the Institution

- Provisions for online class examination/ assignment/ project submission.
- Provisions for online compilation of class performance/ internal assessment and practical examination results.
- Online declaration of End Semester Examination results.
- Mercy Internal Exams conducted for students for those who are absenting due to serious illness.
- Special End Semester Examinations conducted for students representing the College for sports, NCC, NSS and cultural activities in case of absenteeism.
- Dissertation/ Project component is made compulsory at the post graduate level.
- Facility for students to apply for revaluation online.
- Provision for viewing photo copy of end semester examination answers books to students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop:

Restructuring	Revision	Syllabus Development
16 (Head of the Departments)	57 (All Faculty)	57 (All Faculty)

2.10 Average percentage of attendance of students: **73%**

2.11 Course/Programme wise distribution of pass percentage:

Under Graduation

Title of the Programme		Total no. of students appeared	Division					
			Distinction %	I %	II %	III %	Pass %	
B.A.	Semester I	205	7.80	44.88	27.80	27.32	100	
	Semester II	205	20.98	71.22	16.10	12.68	98.53	
	Semester III	203	9.85	57.14	32.02	10.84	100	
	Semester IV	201	25.87	74.63	19.90	5.47	99	
	Semester V	157	27.39	67.52	19.11	13.38	100	
	Semester VI	153	30.72	75.16	22.22	2.61	89.69	
BA (Hons)	Eng	Semester I	34	-	50.00	35.29	14.71	100
		Semester II	34	2.94	52.94	35.29	11.76	97.05
		Semester III	31	12.90	80.65	16.13	3.23	100
		Semester IV	31	22.58	83.87	16.13	-	93.54
		Semester V	24	16.67	75	25	-	100
		Semester VI	24	20.83	87.50	12.50	-	100
	Eco	Semester I	13	30.77	76.92	15.38	7.69	100
		Semester II	13	61.54	100			100
		Semester III	22	22.73	86.36	4.55	9.09	100
		Semester IV	22	59.09	86.36	4.55	9.09	95.45
		Semester V	24	37.5	91.67	4.17	4.17	100
		Semester VI	24	58.33	95.83	4.17	-	95.83
B.Com	Semester I	90	15.55	71.11	23.33	5.5	100	
	Semester II	89	25.21	91.01	6.74	2.25	100	
	Semester III	108	21.30	74.07	21.30	4.63	100	
	Semester IV	108	29.63	90.74	8.33	0.93	100	
	Semester V	103	18.45	84.74	13.59	1.94	100	
	Semester VI	103	28.16	91.27	7.77	0.97	99.03	
B.Sc.	Semester I (B)	71	30.98	74.64	12.67	12.67	100	
	Semester II	64	48.44	85.94	10.94	3.13	98.4	
	Semester III	57	28.07	82.46	17.54	-	100	
	Semester IV	57	45.61	91.23	8.77	-	100	
	Semester V	54	37.04	83.33	12.96	3.70	100	
	Semester VI	54	53.70	98.15	1.85	-	94.44	
	Semester I (M)	63	33.33	66.67	28.57	4.76	100	
	Semester II	60	30	75	18.33	6.67	98.3	
	Semester III	63	38.10	82.54	12.70	4.76	100	
	Semester IV	63	47.62	87.30	6.35	6.35	96.82	

	Semester V	64	56.25	81.25	10.94	7.81	100
	Semester VI	64	60.94	85.94	12.50	1.56	90.62
BCA	Semester I	33	30.30	81.81	15.15	3.03	100
	Semester II	32	68.57	90.63	6.25	3.13	100
	Semester III	53	32.08	86.79	13.21	-	100
	Semester IV	53	62.26	96.23	3.77	-	100
	Semester V	47	36.17	80.85	17.02	2.13	100
	Semester VI	47	55.32	97.87	2.13	-	100
BBA	Semester I	42	23.80	90.48	9.52	-	100
	Semester II	42	26.19	90.48	9.52	-	100
	Semester III	42	28.57	69.05	23.81	7.14	100
	Semester IV	42	28.57	78.57	19.05	2.38	100
	Semester V	46	23.91	89.13	8.70	2.17	100
	Semester VI	46	32.61	91.30	4.35	4.35	95

Post Graduation

Title of the Programme		Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
M.Sc. (Computer Science)	Semester I	08	62.5	87.5	12.5	-	100
	Semester II	08	87.5	100	-	-	100
	Semester III	14	50	85.71	14.29	-	100
	Semester IV	14	71.43	92.86	7.14	-	100
M.A. (English)	Semester I	16	12.5	43.75	31.25	25	100
	Semester II	15	6.67	73.33	20	6.67	100
	Semester III	21	4.76	47.62	38.10	14.29	100
	Semester IV	21	9.52	76.19	23.81	-	93.33
M.A (Geography)	Semester I	14	71.43	85.71	14.29	-	100
	Semester II	13	76.92	92.31	7.69	-	100
	Semester III	08	100	100	-	-	100
	Semester IV	08	100	100	-	-	100
M.Com.(ABST)	Semester I	03	100	100	-	-	100
	Semester II	03	66.67	100	-	-	100
	Semester III	09	11.11	100	-	-	100
	Semester IV	09	-	100	-	-	100
M.A. (Political Science)	Semester I	05	80	100	-	-	100
	Semester II	05	80	100	-	-	100
BLIS	Semester I	06	16.67	66.67	33.33	-	100
	Semester II	06	83.33	83.33	16.67	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Regular Academic Audits
- Restructuring and revising the Syllabus
- Suggesting quality enhancement measures to the departments and encouraging research promotion activities.
- Organizing Conferences, Seminars and suggesting panel for BOM, A.C., and BOS
- Proposing new courses
- Orienting the staff with the latest teaching pedagogy and use of LMS
- Proposing Students as well as Staff Exchange Programs
- Encouraging Staff to participate in Orientation Programs, Refresher Courses, FDPs, Training sessions and recommend financial incentives for the same
- Planning Academic Calendar
- Documentation of data with the help of 'Reporting Desk'.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02+01
UGC – Faculty Improvement Programme	03
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	03
Staff training conducted by the university	-
Staff training conducted by other institutions	55 Lecturers
Summer / Winter schools, Workshops, etc.	-

Others: Faculty Development Program

- i. FDP – Soft Skills – Dr. Rashna David.
- ii. FDP – Enhancement of E-Learning Skills by Mr. Jitendra Mistry
- iii. FDP – Personality Enrichment by Father K. T. Jose.
- iv. FDP – Kristu Jayanti College, Bengaluru
- v. FDP – St. Joseph's College, Bengaluru
- vi. FDP- Revised SSR format and A&A process of NAAC
- vii. FDP- SPSS and Map Making Training

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	-	-	01
Technical Staff	04	-	-	01

Criterion –III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing /Promoting Research Climate in the Institution**

The Institution has a very proactive Internal Quality Assurance Cell which is involved in both quality research and academic growth at the campus. The Cell is sensitive towards the latest research and investigative developments in different fields and work towards the enhancement of the same. In collaboration with the Research and Development Cell it actively organizes many Seminars and Conferences, inviting resource person from different parts of the country & abroad pertaining to their research expertise. The IQAC motivates the faculty members to go in for research projects and publish research papers. The Cell encourages publication of International/National Research Journals and recommends research as an essential component on campus. Research is inbuilt in the curricula to promote capacity development among students for both innovative and integrative thinking, involving advanced academic explorations.

3.2 Details regarding Major Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs Lakhs	-	-	-	-

3.3 Details regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	-	3	
Outlay in Rs Lakhs	6,55,000/-	-	6,65,000/-	

COMPLETED MINOR PROJECTS:

1. Dr. Monika Kannan, Department. of Geography

Title: *‘Role of Rural Irrigation Techniques and Water Recharge in the Development of Rajasthan (With Special reference to Ajmer District)’*

2. Dr. Atiqa Kelsy, Department. of English

Title: *‘Travelling along Indus: Narration and History’*

3. Ms. Geetika Yadav, Department. of Sociology

Title: *‘The Total Way of Life of ‘Chomos’-the Zangskar Nuns(A Sociological Perspective towards the different dimensions of Karsha , a Nunnery particular to conventional Buddhist monasteries of Zangskar in Himalayan Valley near southern part of Kargil in Jammu and Kashmir)’*

ONGOING MINOR PROJECTS:

1. Ms. Asha Sharma, Department of Psychology
Title: '*Exploring the Relationship between Altruism and Emotional, Social and Spiritual Intelligence among Youth of Ajmer City*'.
2. Ms. Mriganka Upadhyaya, Department of Zoology
Title: '*Assessment of Avian Diversity of certain Satellite Wetlands of Central Aravalli Mountain Ranges of Ajmer, Rajasthan*'.
3. Dr. Sunita Siyal, Department of Hindi
Title: '*Naari Uthan Mein Jain Sathitya Ki Bhoomika*'.

3.4 Details on research publication

	International	National	Others
Peer Reviewed Journal	44	03	-
Non-Peer Reviewed Journal	-	-	-
e- Journal	03	-	-
Conference Proceedings	08	07	-
Chapters in Edited Books	-	05	-
Books	-	05	-

3.5 Details on Impact Factor of publications:Range : **0.87-7.3**Average: **3.780**h-index: **3.780**

No. in Scopus: NIL

3.6 Research funds and sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the Funding Agency	Total Grant sanctioned	Received
Major Projects	-	-	-	-
Minor Projects (3 Ongoing)	2016-18	UGC	-	-
Interdisciplinary Projects	July, 2017	Sophia College (IT Mumbai)	55,000/-	55,000/-
Industry Sponsored	July, 2017	Shree Cement, Beawar	6,000/-	6,000/-
Projects Sponsored by the University/College		- Sophia College (International Business School, Jaipur (IBS)) -Research & Development Cell, Sophia College	17,000/- 50,000/-	17,000/- 50,000/-
Students research projects (other than compulsory by the university)		-Sophia College (Psychology) -Sophia College	7,600/- 11,500/-	7,600/- 11,500/-

		(Economics) -Sophia College(Geography)	6,943/-	6,943/-
Any other (Specify)		- Sophia College (Gandhi Vichar Parishad, Wardha)	1,500/-	1,500/-
		-Sophia College(Udaipur, History)	35,060/-	35,060/-
		- Sophia College (Gaur Mental Health Clinic, Ajmer.)	1,800/-	1,800/-
		- Sophia College funded Geoinformatics Research Lab	40,740/-	40,740/-
Total				2,33,143/-
<i>* UGC (2 JRF) 7,20,000/-(30,000/-@ per month per scholar)</i>				

Besides the above mentioned financial aid given to the students, there are numerous other facilities also available to students like Central Library, Infilbnet, Internet facility and Audio-Visual resources etc. Many Depts. of the College support student research projects by financially assisting their research activities and providing them with stationery, snacks, local transport, paying entry fee at museums, institutions etc. for their research projects, case studies and field researches along with printing and binding of the same.

3.7 No. of books published (i) With ISBN No. : **05**

(ii) Chapter in Edited Books: **05**

(iii) Without ISBN No.: **NIL**

3.8 No. of University Departments receiving funds from **NIL**

UGC-SAP	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/Funds	<input type="text" value="-"/>

3.9 For College

Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any other (Specify)	<input type="text" value="-"/>

3. 10 Revenue generated through consultancy

13,680/-

Consultancy is an integral segment of the research policy of the Institution which promotes provisions of assistance with problem solving. Staff members regularly conduct knowledge sessions/seminars/workshops and hands on training as consultants. The College promotes sharing knowledge for mutual benefit of the Institution, Industry and neighbourhood. Most of the consultancy undertaken by the Staff members is done as an honorary service to society.

Major policy objectives are,

- To encourage and develop scholastic/ educational and research interactions, leading to wide engagement with community participation.
- To support and enable departments and faculty to provide knowledge inputs.
- To increase levels of research capacity building, skill enhancement and academic enrichment.

(i) Academic Consultancy:

- As Members of Board of Studies, contribute to curriculum designing and restructuring.
- As External Examiner/Assessor/Moderators/Fine Tuner
- As Subject Experts/Resource persons/Guest lecturer
- As Members of Editorial Boards/Peer Review Committees
- As Member of Social Committees/ Learned Societies/ Research Councils and Organisations.

(ii) Research Consultancy:

- As Resource persons for conducting workshops on Research Methodology/Writings in Research/Use of Statistical Techniques in Social and Life Sciences.
- As Supervisor evaluating Research Thesis and conducting Viva Voce.

iii) Consultancy for Competitive Exams:

The Competitive Examination cell provides both free and paid consultancy services to Civil Service aspirants. Guidance is provided for various competitive exams of Public Service Commission like IAS, State Services, SET, NET, etc. Career Counselling sessions are also taken for personal and academic growth.

iv) Financial Consultancy:

Consultancy services are provided for undertaking financial audits, tax filling, GST and other rebate and tax related issues. Guidance is provided for preparation of CPT, CS and CA.

The other major areas for providing consultancy services are:

- Evening Classes for Needy Children
- Adult Education Evening Classes
- Participatory Rural Appraisal
- Extension Activities

- Self Help Groups
- Research and Innovation
- Community Welfare
- Child Counselling
- Environment Conservation
- Health and Hygiene
- Personality Development
- Family Life Education
- Soft Skills

The following staff members are working in various areas of expertise –

- Principal, Dr. Sr. Pearl provides free consultancy services as a spiritual and social reformer conducting courses on emotional healing. She also conducts Family Life Sessions for womenfolk of the region.
- Vice principal Dr. Sr. Rani offers counselling and conducts motivational sessions for the jail convicts at the Central Jail.
- Prof. Sandra Lee is engaged in organizing sessions on Effective Communication, Self Grooming Skills and Personality Development.
- Dr. Mrs. Jyoti Chandel takes Career Advancement and Counselling sessions imparting Human Rights Education and creates a substantial impact among the youth.
- Dr. Monika Kannan provides research consultancy services and has been enthusiastically involved in taking Career Guidance advancement sessions at various coaching institutes and distinguished government platforms.
- Mr. Raman Tiwari has been conducting Account and Audit Sessions for CA/CS aspirants to develop their knowledge and skills.
- Mrs. Mriganka Upadhaya has been involved in Ornithology and therefore conducts Nature conservation drives and helps organize a Bird Fair in the city.
- Ms. Sumita Gurnani and Ms. Divya Mishra take regular evening classes for villages adopted by the College to reach to the destitute population of Ajmer.
- Mrs. Asha Sharma, a psychologist imparts consultancy for child counselling, marriage counselling and motivational sessions for the jail convicts which helps them to be reformed citizens.
- Dr. Sunita Siyal inculcates knowledge of basic Hindi among the youth who have lost touch with our rich Hindi language through short class modules.
- Ms. Neelam Bhatia, offers both free and paid consultancy services for Civil Services, General Knowledge and Current Affairs in the Competitive Examination Cell.

3. 11 No. of Conferences organized by the Institution

Level	International	National	State	University	College
Number	01	02	-	-	15
Sponsoring agencies	International Conference on Multiculturalism, Diaspora and Quest for Identity (Sponsored by Research & Dev. Cell)	-National Workshop on Research Methodology (Sponsored by Research & Dev. Cell) -National Conference on 'Gandhi in Post-Liberalization India' (Sponsored by Research & Dev. Cell)	-	-	Every Department of the Institution regularly organizes Conferences/ Seminars

College Level Conferences organized by the Institution

- A Seminar on Life Skills, Global Talent Track, a sister concern of NASSCOM was organised for nearly 490 Final year students.
- An Interactive Seminar on Development Dialogue was conducted by Dr. Jyoti Kiran, Chairperson of Rajasthan State Finance Commission for the College students on 18 January 2018.
- *Rajasthan Sahitya Akademi* organized a Workshop on 'Creative Writing' for 100 students of the College.
- A Seminar on 'Chit Funds and Basics of Investment' by Mrs. Shakuntla Pareek from SEBI was organized for 250 students from B.Com and BBA.
- Dr. M.S. Rathore, Director of Centre for Environment and Development Studies undertook an Interactive Seminar on Rural Development to the students of Economics Department
- Dr. Kerry Kriger, Environmentalist of International repute, organized a seminar on 'Save Frogs' to 200 students of Galaxy, the science faculty.
- Nishtha Bharti of Khalsa College, Delhi addressed the students of Political Science, History and Sociology on the Relevance of Gandhi in the Twenty-First Century on 8th August 2017.
- Shiraz Ellis from Mayo College, Ajmer gave a Power Point Presentation on Indo-China Relations for 400 Lyceum Students on 21st September 2017.
- The English Department organized a Lecture on 'Research Methodology' by Dr. Lalit Sharma from Banasthali Vidhyapeeth for the PG and Honours classes.
- An Inter-Disciplinary Seminar on 'Psycho-Analysis by Sigmund Freud' was conducted by Mrs. Asha Sharma Head, Department of Psychology for the Post-Graduate students of English.

- A week long Value Education Seminar and a two day Spiritual Retreat was conducted by Father Jose K. T. from Hyderabad for the benefit of the entire College.
- Interdisciplinary Seminar: Human Rights by Dr. Anant Bhatnagar, Principal Shramjeevi College, Ajmer & General Secretary PUCL, Rajasthan.
- Interdisciplinary Seminar on Communication Skills by the Department of English.
- A Seminar on 'Preparing for Research Projects' was organised by the Department of Geography.
- Department of English organized a Personality Development workshop.

3. 12 No. of Faculty served as experts, chairpersons or resource persons

21

S.No.	Name Of The Faculty	Served As Experts, Chairpersons Or Resource Persons
1.	Mrs. Sandra Lee	<ul style="list-style-type: none"> • Acted as Chairperson Annual English Debate Sophia School Ajmer • Was the judge for the Inter House One Act Play competition at Mayo School, Ajmer
2.	Dr. Jyoti Chandel	<ul style="list-style-type: none"> • Acted as Chief Guest and Expert at Primary Annual Function at St. Stephen's School, Ajmer. • Subject expert to Mayo College, Ajmer for Viva of class XII students.
3.	Mr. Gautam Chaturvedi	<ul style="list-style-type: none"> • Acted as a subject expert for interviews of faculty at DAV College. • Delivered a Lecture on for II Grade Teachers at Teachers' Training College, Ajmer
4.	Mrs Deepmala Singhal	<ul style="list-style-type: none"> • Acted as a Subject Expert for Practical Examinations in Physics at S.P.C Govt. College and Maharshi Dayanand University, Ajmer.
5.	Dr. Taruna Sethi	<ul style="list-style-type: none"> • Acted as a Subject Expert for Practical Examinations in Physics at S.P.C. Govt. College and Maharshi Dayanand University, Ajmer.
6.	Mrs. Mriganka Upadhaya	<ul style="list-style-type: none"> • Acted as a Judge DAV College for PERKS. • External Practical Examiner Govt. College Kishangarh RIE. • Resource Person MDS University. • Resource Person Kishangarh.
7.	Dr. Sandhya Kalera	<ul style="list-style-type: none"> • Acted as a Subject Expert for Practical Examinations in S.P. C. Government College, Ajmer.
8.	Dr. Monika Kannan	<ul style="list-style-type: none"> • Plenary Speaker at National Conference on 'Population, Development and Environment Sustainability with Special Reference to Central India'

		organized by Shri Krishnaji Rao Pawar Government P.G College, Dewas (M.P). 30 th -31 st March, 2017. Title: Women Empowerment: Challenges and Prospects.
9.	Mrs. Persis Latika Dass	<ul style="list-style-type: none"> Delivered a session on 'Role of Gandhi ji' for II Grade Teachers at Teachers' Training College, Hatundi (Ajmer). Delivered a session on 'Ancient Ganika: An Enigma for Modern India' at the National Conference on History at JNVU, Jodhpur Chaired a session at the ICHR Conference.
10.	Mrs. Madhumita Hussain	<ul style="list-style-type: none"> Delivered a session on 'Yoga Techniques' at MDSU, Ajmer.
11.	Mr. Raman Tiwari	<ul style="list-style-type: none"> Acted as a Speaker for ICAI, Ajmer Branch and undertook session on Accounting and Finance. Acted as an Expert for PF Audit, Tax Audit, ESE, Statutory Audit and Internal Audit at HMT, Govt. Engineering College, Govt. Women Engineering College, Apna Bazaar, DB Corp, Hyundai and ISOLEX COURSIAN (Spain) for Kishangarh Toll Plaza.
12.	Mr. Satish Kumar	<ul style="list-style-type: none"> Delivered a session on 'Information and Communication' at the Department of Library Sciences, MDSU, Ajmer. Delivered a session on 'Library Maintenance' at MDS University, Ajmer.
13.	Ms. Sumita Gurnani	<ul style="list-style-type: none"> Acted as a resource person at Kids School, Ajmer and delivered a session on 'Learning Strategies of Accounts and Commerce'
14.	Dr. Anu Bharadwaj	<ul style="list-style-type: none"> Acted as a Subject Expert for Practical Examinations in S.P. C Government College, Ajmer.
15.	Ms. Bhawna Sharma	<ul style="list-style-type: none"> Acted as a Judge and Expert at Sophia Sr. Sec. School Inter House Play Competition and Cultural Competition.
16.	Mrs. Neha Sharma	<ul style="list-style-type: none"> Acted as a Resource Person and Subject Expert at St. Teresa School Ajmer.
17.	Mrs. Shubha Chaturvedi	<ul style="list-style-type: none"> Acted as an External Practical Examiner Mahila Vidhayala Bhilwara.
18.	Ms. Neelam Bhatia	<ul style="list-style-type: none"> Was a for Resource Person for Civil Services Coaching. Acted as Resource Person at Nehru Yuva Kendra Ministry of Youth Affairs and Sports. Was a Subject Expert for General Knowledge and Current Affairs at Vikramaditya Academy of Law.
19.	Mrs. Ruchi Mathur	<ul style="list-style-type: none"> Acted as External Examiner and Paper Setter for IIS University and MDS University.

20.	Dr. Suneeta Rao	<ul style="list-style-type: none"> Acted as a Subject Expert in Rajasthan Public Service Commission.
21.	Ms. Manu Panwar	<ul style="list-style-type: none"> Acted as a Resource person and Trainer for Sports Development Council at the Intercollegiate Tournaments.

3. 13 No. of Collaborations International National Any other

- International Collaboration with Scandinavian International Executive School, Norway (Singapore Academic Partner SIM University)
- National Level with Collaboration with Pillai College of Engineering, Mumbai
- National Level with Hari Singh Gaur University, Sagar (M.P)
- National Level with City Government College, Hyderabad (Andhra Pradesh)
- National Level with Parvatibai Chowgule College of Arts and Science (Goa)
- National Level with Parishkar College of Global Excellence, Jaipur (Rajasthan)
- National Level with Kristu Jayanti College, Bangalore
- National Level with Centre of Environment and Development Studies, Jaipur

3. 14 No. of linkages created during this year

09

- National Level with Indian Institute of Remote Sensing, ISRO, Dehradun
- National Level with Indian Institute of Technology, Mumbai
- National Level with People's Watch, United Nations Initiative
- State Level with Rajasthan State Certificate Course in Information Technology(RSCIT)
- District Level with Mahila Kalyan Mandal Sansthan, Chachiyawas
- District Level with RCDSSS, Ajmer
- District Level with Toshniwal Industries, Ajmer
- District Level with HMT, Ajmer
- District Level with Saras Dairy, Ajmer

3. 15 Total budget for research for current year in lakhs:

From Funding agency:-

6,000/-

From Management of University/College:-

2,00,000/-

Total:-

2,06,000/-

The Institution has a special provision for Research and Development. An amount of Rs. 1,00,000/- is earmarked every year for research activities. Besides, the Institution also sponsors some Departmental Journals and there is also a provision of Pay Protection for Faculty towards attending Course work, Orientation and Refresher courses.

3.16 No. of Patents received this year NIL

Types of Patent		Number
National	Applied	-
	Granted	
International	Applied	-
	Granted	
Commercialized	Applied	-
	Granted	

3.17 No. of research awards/recognitions received by faculty and research fellows of the Institute in the year

Total	International	National	State	University	Dist	College
150	-	-	-	-	-	150 Research initiatives were recognized and acknowledged

Research Awards to faculty members were given in the following fields by the Institution:

- Paper publications in Journals/Books:
 - International 14
 - National 08
- Participation/Presentation in Conferences and Seminars/workshops:
 - International 45
 - National 50
- Research Supervision: 01
- Clearing NET/SET Examinations: 04
- P.G. Teaching Experience: 28

3.18 No. of Faculty from the Institution who are Ph. D. Guides

02

And students registered under them

17

- **Ph.D Guide: Dr. Monika Kannan (Dept. of Geography)**
-Research Guide: Maharshi Dayanand Saraswati University, Ajmer

1. Sunil Tiwari (Ongoing)
2. Kuldeep Vaishnav (Ongoing)
3. Shrawan Gaur (Ongoing)
4. Pinky Vaishnav (Ongoing)
5. Sanjay Rawat (Ongoing)
6. Madhu Kumari (Ongoing)
7. Meet Singh (Ongoing)

- **Research Guide: Bhagwant University, Ajmer**
 1. Mr. Hemant Swaroop Mathur
- **Ph.D Guide: Dr. Ritu Bhargava (Dept. of Computers Science)**
- **Research Guide: Mahatma Jyoti Rao Phule University, Jaipur**

1. Ms. Priyanka	(Ongoing)
2. Ms. Priya	(Ongoing)
3. Ms. Garima	(Ongoing)
4. Mrs. Neha Sharma	(Ongoing)
5. Mr. Rameshwar	(Ongoing)
6. Mr. Praful Chand Naruka	(Awarded)
7. Mr. Prakash Singh Kanwar	(Awarded)
8. Mr. Pooran Singh	(Awarded)
9. Mr. Bhupendra	(Awarded)

3.19 No. of Ph.D. awarded by faculty from the Institution: NONE

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF: 02 SRF: NIL Project Fellows: NIL Any other: NIL

The following students are working as Junior Research Fellow in the Department of Geography,

1. Madhu Kumari

Title: *‘Inter District Water Sharing Disputes in Rajasthan- Analysis of Potential and Prospects of Bisalpur Dam Project’.*

2. Meet Singh

Title: *‘Prostitution: A Canopy of Organized Human Trafficking Webs: An Ethnographic Study of Community Based Human Trafficking in Tonk District of Rajasthan’.*

3.2.1 No. of Students participated in NSS events:

University/Institutional Level: **219**

State Level: **198**

National Level: **151**

International Level: NIL

- **Muskan Bishnoi was selected for the Republic Day Camp in Delhi.**

3.2.2 No. of Students participated in NCC events:

University Level: NIL

State Level: **17**

National Level: **05**

International Level: NIL

State Level: Seventeen cadets attended the Combined Annual Training camp at Dabok, Udaipur.

National Level: Four cadets participated in the Pre Republic Day Camp.

Cadet Deeksha Chauhan was selected to attend the Officers Training Academy Attachment Camp in Chennai.

3.2.3 No. of Awards won in NSS

University Level: NIL

State Level: NIL

National Level: NIL

International Level: NIL

3.2.4 No. of Awards won in NCC

University Level: NIL

State Level: NIL

National Level: **01**

International Level: NIL

Cadet Deeksha Chauhan was selected for Officers Training Academy Attachment Camp in Chennai.

3.2.5 No. of Extension Activities organized

University Level: **NIL**

Conference Forum: **NIL**

NSS: **39**

NCC: **08**

Any Other: **17**

3.2.6 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility?

Extension Activities: The Institution has been continuously working with the aim of extension and community welfare through its various curricular/extra-curricular work. Service learning is a teaching/learning method connecting meaningful community service with academic learning, personal growth, and civic responsibility. Using different techniques such as dialogues, folk media, recreational activities, interactive and participatory programmes, group working and group discussion, we are continuously trying to create awareness among masses about their rights, access to information, exploitation, discrimination, employment opportunities.

- **NSS:** The National Service Scheme is a student-centred programme, complementary to education. It is a noble experiment in academic extension. It inculcates the spirit of voluntary work among students and teachers through sustained community interaction. It brings our academic institutions closer to the society.

- The College has two Units of National Service Scheme (NSS) with 230 active volunteers. Every evening without fail, the neighbourhood children from the lower economic strata of the society come to the College to be taught by the NSS volunteers for at least an hour. The student volunteers diligently and persistently give their best to guide and coach both regular as well as drop-out students.
- All NSS Volunteers taught in the nearby Government school for 100 days.
- The students also participate in a rally and perform Nukkad Nataks to create awareness about the right to vote, the importance of cleanliness and AIDS.
- Red Ribbon Club participated in the AIDS Rally in partnership with Health Ministry.
- To give an extension dimension to higher education system and orient the student youth to community service, 81 students were encouraged to participate in Candle March Rally.
- Sadhbhawna Diwas was celebrated by the NSS students on 24th September in Kankaria Village where more than 150 students participated.
- On Rakhi 50 volunteers visited the Central Jail and tied Rakhis to over 500 male and 25 female prisoners.
- Flash Mobs were organized on 14th -15th August to create awareness about Government Policies.
- To promote outreach and extension service among the youth, students participated in a Rally on Human Rights Day, World AIDS Day and Girl Child Day.
- Nukkad Nataks on different social awareness themes were organized at Kotra Slum, Kankaria Village and Bhoonabhai Village(the adopted villages).
- A seven day NSS Camp was organized which included Socio-Economic Survey, visit to AIDS Hospice, Kanakeri and various student based competitions.
- NSS collaborated with the SVEEP Campaign of the District Administration to create awareness about the importance of exercising our right to vote in more than 18 Colleges.
- 5 NSS volunteers in collaboration with DISHA RCDSSS generated Health Awareness in 8 villages of Ajmer District.
- Weekly classes under the Adult Literacy Programme for the women inmates of Central Jail are conducted by Faculty and students of NSS.

- A Tree Plantation drive was taken up in the adopted village, where more than fifty plants, donated by the Forest Department were planted on Ghoogra Hills as part of Van Mahotsava.
- **NCC:** The unit inculcates the spirit of voluntary work among students and teachers through sustained community interaction. It is a link between the campus and community, the college and village, knowledge and action fulfilling the Gandhian dream of the youth contributing towards the reform and regeneration of the Indian society.
 - The College National Cadet Corps (NCC) Unit functions under 5 Raj Girls Battalion, Udaipur. There are 50 NCC Cadets in the College.
 - This year, twenty cadets appeared in the B Certificate and C Certificate Examination for NCC.
 - Seventeen cadets attended the Combined Annual Training camp at Dabok, Udaipur.
 - Four cadets participated in the Pre Republic Day Camp.
 - NCC Cadets were also selected for the Pre- Inter Group Competition Camp at Jaipur, Rajasthan.
 - The NCC volunteers visited the Red Cross Office and donated blood.
 - Cadet Deeksha Chauhan was selected to attend the Officers Training Academy Attachment Camp in Chennai.
 - The Care Taker Officer (CTC) for 5 Raj Girls Battalion, Sophia College, Ajmer attended a 10 days TSC-II camp at Kayad Vishram Sthali, Ajmer

Institutional Social Responsibility

Institutional Social Responsibility is one of the mainstays of Sophia College and we, as an Institution believe that our role involves something more than simply imparting knowledge and skills to the students. As an active agent of social change, our Institution takes on voluntary actions in the creation of a culture of social responsibility in society through myriad activities that address both our own competitive interests and the welfare of society.

- **Woman Empowerment:** We believe that empowering women to be economically independent and self-reliant is vital for India's future. The skill ecosystem in India, is seeing some great reforms and policy interventions which is reinvigorating and re-energizing the country's workforce today.
 - The institution offers various Add-on and Skill based courses on Campus to help prepare the youth for job and growth opportunities in the competitive market. Courses on Bakery, Needling, Jewellery Designing,

Beautician, Vermiculture etc help the students inculcate proficiency. They are also taught entrepreneurship and advertising skills to market their business. Many of our girls have started their own small scale businesses in the field of Choreography, Designing, Beauty Culture, Card Making, Jewellery Making, Chocolate Making, Confectionary Online Sales and they run Coaching Classes.

- **Social Sensitivity:**

- The College Students visited Bunabhai, Bandiya and Bhopo Ka Bada (All adopted villages). They organized nukkad natak, rallies and social awareness campaigns.
- The College organized a drive on 'How to act during an emergency situation' in collaboration with JLN Medical College.
- To sensitize the public about women security issues in contemporary times, a Candle March was organized outside the Collector's Office.
- To make students and society sensitive and aware towards the rising number of Breast Cancer Patients in India, a session was organized by Dr. Kumkum Singh, President of Breast Cancer Association, India.
- To ensure safety and promote welfare in the society, a Road Safety Campaign was organized by the Rajasthan Transport Organization, Ajmer at Campus.
- To sensitize the students towards differently enabled sections of the society, ten students from Psychology were encouraged to undertake their internship at the Special School Minu Manovikas Vidyalya, Chachias, Ajmer, governed by Rajasthan Mahila Kalyan Mandal.
- The students of the Good News Group went to Jodhpur as an outreach extension Programme. To make the students perceptive to the pains and plight of Old Age and Children with Special Needs, the students were taken to the Mother Teresa's Home, Jodhpur.
- The College in collaboration with Disha-Ahaar, financially contributed towards providing food to the needy twice a week.
- To promote both physical and mental well being, the College students were taken for the movie 'Dangal' and "Mother Teresa".
- To explore and understand the history and culture of Rajasthan, a visit was organized to the historical monuments of Jaipur.
- To generate awareness and familiarize students with village culture, a Socio Economic Survey was organized by the Dept. of Geography to Beer

Village, Ajmer. The students undertook hands-on training at the village community centre for making handicrafts and wood work. They also learnt rural water conservation techniques and the value of simple living.

- **Free Education:**

- We at Sophia believe that education is the greatest wealth that one can ever have. But, the basic cost incurred on educating a child is so high that it becomes difficult for poor people to provide necessary educational materials to their wards. Keeping this in mind, every year the students from the Science Department visit a nearby village and donate books and clothes to the poor and needy.
- The College is very considerate towards the marginalized and deprived sections of society. To help educate their children, it offers fee concessions, no interest loans to its workers, free admission and education for workers' children. It offers financial contribution and additional leave to those workers who are sick and are in need.
- Knowledge is power and has been significant in the growth and development of the youth. Paving the path to the same, the College runs a campaign to educate the youth living in nearby areas by providing them with certain activities which enhance their academic, personal and interpersonal skills. The College students regularly go to teach students of a Government school in the vicinity.

- **Environment Protection:**

- As a part of the Eco-friendly Campaign of the Institution, the College has built up an independent power generation system, which includes a Solar power plant, Bio Gas plant and Rainwater Harvesting system. In addition the College provides the surplus solar power to the Government as a social responsibility.
- Mother Earth has already lost much of its forestlands and this is the major concern of the hour. As an initiative to make the world a greener place, the College often organizes a couple of Tree Plantation Drives in the monsoon. The purpose of the initiative is to grow more and more trees in the campus and the surrounding areas.
- To promote conservation of faunal life, 20 Zoology students participated in an ornithological survey at the Bird Fair, Ajmer to identify birds and spread awareness about the importance of being eco-friendly.

- Attempting to fulfill Mahatma Gandhi's vision of a Clean India, the College has linked with the Swachh Bharat initiative to create a Clean India.
- The College conducted a 'Pollution Check Campaign' for the student and staff vehicles in collaboration with the Pollution Control Board.

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.9 acres	-	-	9.9 acres
Class rooms	72	11	College Fund	83
Laboratories	13	01	College Fund	14
Seminar Halls	01	-	College Fund	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		<ul style="list-style-type: none"> • Computer (46) • Xerox Machine(02) • Solar Plant 60 KW (200 Panel) 	College Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)				
<ul style="list-style-type: none"> • Computer (46) • Xerox Machine(02) • Solar Plant 60 KW (200 Panel) 		3,06,500/- 4,57,820/- 6,42,416/-	College Fund	
Others				
<ul style="list-style-type: none"> • Projector (1) • Furniture Racks • Furniture and Fixtures • Electronic Items • TT Board • Sports Equipment 		36,800/- 11,800/- 49,873/- 69,571/- 30,000/- 72,674/-	College Fund	

4.2 Computerization of administration and library

- Online Admission
- Handling back office admission process
- Wi-Fi enabled campus
- Fully automated office and college administration with Campus Management Solution
- SMS alerts
- Issuing Transfer, Bonafide, Character, Migration certificates
- Readmission forms
- Alumni Forms

- Data Entry of University Results of last three years
- Data Entry of Semester Exam Results under Autonomous scheme
- Fully computerized Examination Cell
- College Website(<http://www.sophiacollegeajmer.in>)
- Internet facility available through LAN on all the computers within the campus
- Network Resource Centre
- ICT enabled Smart Classrooms
- ICT enabled Seminar rooms
- ICT enabled Conference Room
- Staff and student Bio-metric Attendance

Computerization of Library:

- Web-OPAC is available for online access of library books.
- Library has its own website
- Fully automated library with Campus Management Solution. The housekeeping operations, circulation, cataloguing are fully computerized.
- Library has a separate E-resource center.
- Online access of E-journals, E-books and other E-resources provided by the ‘N-List Consortium’ of INFLIBNET Center, Gandhinagar.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33,622	47,11,427.00	120	46,056.00	3,3742	47,57,483.00
Reference Books	4,469	7,69,159.00	17	4,308.75	4,486	7,73,467.75
e-Books	31,35,00 0+	10,750.00	-	-	31,35,00 0+	1,0750.00
Journals	24	28,756.00	01	300.00	24	29,056.00
e-Journals	6,000+	10,750.00	-	-	6,000+	10,750.00
Digital Database	-	-	-	-	-	-
CD & Video	217	Complementary	123	Complementary	340	Complementary
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	211	140	03	8	05	10	38	7
Redundant	42	38	-	-	-	-	-	4
Added	46	40	-	-	-	-	-	6
Total	215	142	3	8	5	10	38	9

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The Institution has the E-governance policy
- E-governance report is prepared annually which covers electronic and technology usage in planning and development finance and administration.
- Training of the staff for new examination software for e- governance
- Training of students for using Online Public Access Catalogue (Web-OPAC) and INFLIBNET facilities to avail the e-library resources.
- Training of office personnel to use the new software for handling online admission, back-office administration, online fee payment,
- Online attendance management system is introduced
- Campus LAN is made functional.
- RSCIT Course is conducted for Students.
- Training on Campus Management Solution upgradation for Staff and Students.
- Orientation for Internal access, Library automation , Browsing Centre
- To promote Geospatial Technology a hands-on training program was organised for staff and students.
- Computer Science Dept. Students prepared projects and undertook hands on training.

4.6 Amount spent on maintenance in lakhs :

i) ICT	18,63,745/-
ii) Campus Infrastructure and facilities	2,25,000/-
iii) Equipments	20,55,800/-
iv) Others	24,30,000/-
Total :	65,74,545/

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Sophia Student Association has a representative from each class. The Student Deputies act as a link between IQAC and the college students.
- The college has different cells like Grievance Redressal Cell, Anti-Ragging Cell, Women Development Cell, Sexual Harassment Prevention Cell, Suggestion Box, etc to look into the students' issues.
- The IQAC along with the Student Deputies generate awareness regarding the student support services through regular College Assemblies, Tag Boards and Orientation Programs.
- Preparing the Academic Calendar.
- Organizing Parent Teacher Meetings
- Organizing Alumni Meetings
- Renovation of the Canteen.
- Extension of Parking Area.
- Launching of Library Website and Web OPAQ
- Organizing Motivational Talks
- Conducting Personality Grooming Sessions
- Conducting Bridge Courses
- Monitoring Remedial Classes
- Preparing the College Prospectus
- Regular updating of College Website
- Updating the Faculty and Student Diary

5.2 Efforts made by the institution for tracking the progression

- Grade tracking and target setting for students.
- The students admitted to various courses are required to set targets towards their performance at each semester and their progress towards the set target is monitored at the mentor-mentee meetings.
- The other methods are:
 - Student Feedback
 - Parent Feedback.
 - Employee Feedback.
 - Continuous and Comprehensive evaluation of students.
 - Remedial Classes.
 - Bridge Courses
 - Tracking weak students

5.3 (a) Total Number of students

Total	UG	PG	Ph. D.	Others
1758	1652	99	07	-

(b) No. of students outside the state: **66**

(c) No. of international students: NIL

No	%	Men	No	%	Women
05	0.28%		1751	99.72%	

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1351	93	36	346	01	1827	1325	88	28	316	01	1758

Demand ratio: **1:0.8** Dropout %: **2%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The College is providing subsidized coaching for competitive examinations Entrance Exam. 48 students benefitted from this scheme.
- It has also organized various Seminars on Current Affairs and relevant topics like
 - ‘Relevance of Gandhi’ by Ms. Nishtha Bharti, Assistant Professor, Khalsa College, New Delhi.
 - ‘Indo-China Relations’ by Mr. Shiraz Ellis, Mayo College, Ajmer.
- The College offers an Add-On course in French. In order to make students aware about various career opportunities in French, the Literary Forum organized a seminar for students of English Hons. and English Literature on ‘Careers for French Speakers’ from 14th to 17th July, 2017. Students from other faculties also attended the same.
- IIT Mumbai collaborated with Sophia College to introduce the ‘Spoken Tutorial Software Training Programme’. This is a Government of India, MHRD initiative offering software training- Basic and Specialized Programming along with certificates. 550 students benefitted from this scheme.
- In order to enhance the personality of students a Workshop on ‘Personality Grooming and Interview Types and Skills’ was conducted by Ms. Sapna Vasudevan, Mumbai. It was attended by 312 final year students.
- GTT, a sister concern of NASSCOM, conducted a Life Skill Building Seminar on 27th July, 2017 and around 400 students benefitted.

No. of students beneficiaries

~1480

5.5 No. of students qualified in these examinations

NET	<input type="text" value="09"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="02"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="01"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- The Literary Forum organized a seminar for students of English Hons. and English Literature on ‘Careers for French Speakers’ from 14th -17th July, 2017. Students from other faculties also attended the same.
- To make the students IT savvy, the College in collaboration with IIT Mumbai conducted a ‘Spoken Tutorial Software Training Programme’.
- Students of MA English were acquainted with another career opportunity in Journalism through a seminar conducted by Ms. Shefali Martins on Editorial and Feature Writing.
- Ms. Leena Upadhyay, an alumni of the College based in Singapore delivered a lecture on the prospects of studying and doing internships abroad.
- GTT, a sister concern of NASSCOM, conducted a Life Skill Building Seminar on 27th July, 2017 and around 400 students benefitted.
- An International Development and Training Programme was conducted in collaboration with Singapore Institute of Management wherein 10 students visited Singapore.
- To give a glimpse of Museums, historical places, traditions and customs of Rajasthan a visit to Udaipur was organized by the Department of History from 12th -14th August, 2017.
- Lt. Col. Mandeep Viridi, an alumnus, addressed the students regarding careers in the Army.
- A National Workshop on Research Methodology was conducted by the Department of Geography from 16th-18th September, 2017.
- EDI- The Entrepreneurship Club was formed on 8th Sept, 2017 with 98 student members. A three day workshop was organized by the Club to create awareness on Entrepreneurship and learn the working and gaining knowledge about the different business models. After the successful completion of the workshop 17 students started their own start-ups.
- A Workshop on ‘Personality Grooming & Interview Types & Skills’ was conducted by Ms. Sapna Vasudevan (Mumbai).
- A Seminar on ‘Corporate Expectations from 21st Century Professionals’ was conducted.
- A visit and interaction by the Admission Team from Kristu Jayanti College, Bangaluru for PG Counseling.
- An Add –on Course on ‘Library & Information Science’ was conducted.
- A Personality Development Program was conducted for final year students.
- A Workshop on ‘Introductory Econometrics through E-views Software’ was conducted by Asst. Prof. Surendra Kulshrestha, on 26th and 27th February, 2018.
- The Department of Chemistry conducted a Career Counseling Seminar.

- As part of Departmental activity all the students from the Commerce Department visited and observed the functioning of local Private and Public sector Banks.

No. of students benefitted : ~1528

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	170	22	28

5.8 Details of gender sensitization programmes

- Self Defense Certificate Course has been made compulsory for the first year students.
- Lt. Col. Mandeep Viridi addressed the students regarding careers for women in the Army.
- The college showcased the movie ‘Toilet-Ek Prem Katha’.
- An Inter Disciplinary lecture on ‘Freud’s Theory of Psycho-Analysis’ was given by Mrs. Asha Sharma, Department of Psychology.
- Family Life Education Program is compulsory for all the Final Year students.
- A Human Rights Seminar was conducted for the students highlighting women and child rights.
- Ms. Aruna Roy’s organization Mazdoor Kisan Shakti Sangathan in collaboration with Chalti Tasveerein screened the movie ‘Turup’ based on Women Empowerment.
- A health check-up on ‘Body Composition Analysis’ was organized for the students to make them aware about their health.
- Annual English Debate was organized by the Department of English on the thought provoking Topic ‘Women are more complex than Men’.
- Student members of the Women Development Cell regularly update the tag-boards on different issues pertaining to women.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 125 National level 51 International level -

No. of students participated in cultural events

State/ University level 40 National level 25 International level 30

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	86	17,23,800/-
Financial support from government	22	60,000/-
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	02	*

* **Deeksha Chauhan participated in a six day National Camp at OTA, Chennai.**

* **Muskan Bishnoi participated in the Republic Day Parade in New Delhi.**

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

* **State Level Entrepreneur Development Fair – 3 groups of 3 students each.**

** **Exhibition by students during the seven days Pushkar Fair.**

5.12 No. of social initiatives undertaken by the students

- Village Visit: NSS – 5 times, Commerce Department – 2 times.
- Slum Visit: Economics Department-1 time.
- Nahargarh Biological Park: Nature’s Club – 1 time.
- AIDS Center visit: NSS – 2 times.
- BadhirVidyalaya visit: Department of Science (Maths) – 1 time, NSS – 1 time.
- Tree Plantation: NSS - 1 time, Prakriti – 1 time, Nature’s Club – 1 time.
- SVEEP camp: visit to 18 different colleges for voting awareness amongst youth.

- Free coaching for seven months to ~200 poor children from the nearby areas in the college campus.
- Teaching Assistance program for 120 hrs by the students in 2 Govt. Schools.
- DISHA- AAHAR: one month campaign to feed homeless poor on the street twice a week (30 students).
- Prison Visit: Rakshabandhan celebration, literacy campaign, distribution of utility articles, awareness campaign through Nukkad-Nataks, personal counselling and spiritual awareness for the inmates.
- Student collaboration with various established NGO's – RMKM Chachiyawas, Mazdoor Kisan Shakti Sangathan, SHUBDHA and Bare Foot College, Tilonia
- Visit to Orphanage
- Visit to Old Age Home.
- Visit to AIDS Hospice

**5.13 Major grievances of students (if any) redressed:
Through Grievance Redressal Cell - 4**

Criterion – VI**6. Governance, Leadership and Management****6.1 State the Vision and Mission of the institution**

The Congregation of the Mission Sisters of Ajmer (a Sisterhood of Indian women) imbued with the love of Christ and inspired by Mary - Seat of Wisdom - the role model of all women, are committed to work in the field of Higher Education and to uplift the girl child and thus empower her by providing a holistic development to make an effective contribution to the community, society and nation.

Knowledge is a continuous quest at Sophia

We are committed to:

- Inspire young women to achieve academic excellence.
- Teach discernment so that our students think for themselves and think correctly.
- Encourage and recognize talent in individual students.
- Create awareness that education is a continuous quest.

Socially we work towards:

- Preparing young women for their role in the future as career women, wives and others.
- Fostering a team spirit and encouraging a sense of responsibility and self- discipline.
- Stressing on individual development bearing in mind the changing needs of society.
- Creating an atmosphere of respect and concern for the welfare of students.
- Moulding young girls into mature, responsible, just and empowered women.
- Teaching them to adjust to the changing social milieu while not forgetting the traditional values.
- Sensitizing them to reach out to the marginalized and the underprivileged.

Spiritually we aim at:

- Leading them to know GOD through the pursuit of truth and knowledge of self.
- Exposing them to values that are eternal.
- Nurturing them to become beacons of light and ambassadors of harmony.

6.2 Does the Institution have a management Information System

Yes, the Institution has a well managed Management Information System.

- Enterprise Resource Planning System is working successfully and it is upgraded annually. A new portal has been launched where in the teachers upload monthly attendance, CIA marks and class performance of the students.

- Administrative procedures including finance are regularly maintained and audited.
- As a fully autonomous institution by the session 2017-18, the Examination Cell maintains the entire records (Attendance, Internal and External marks, Student Database etc.) of the students.
- Continuous Internal Assessment (CIA), End Semester Exams have been successfully organized for semester I-VI.
- Three PTMs were organised to facilitate the parents/guardians about their ward's performance.
- Orientation Program was conducted for the students and parents regarding the innovations in syllabi and pedagogy.
- Students database (personal details, subjects opted, curricular, extracurricular activities, scholarships etc.) are systematically maintained.
- The Annual Report, activities conducted by clubs and forums, merit holders, prize winners, staff notice book, are well documented.
- Every club and forum maintains their minutes and reports of activities.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Syllabus has been further updated.
- (BOS) Board of Studies meetings were conducted for the approval of updated syllabi.
- Academic Council and Board of Management meetings were held. Their inputs and suggestions have been incorporated.

6.3.2 Teaching and Learning

To enhance the teaching learning process the following methodology was adopted:

- Conducting bridge courses
- Conducting remedial classes
- Using A.V. presentations and screening documentary
- Invited talks and group discussions, debates, quizzes, seminar presentations and Paper presentations.
- Twelve Educational Tours were organized for the students.
- Regular Guest Lectures, Symposium, National Workshop, International and National Seminars and Conferences were organized.
- Outreach Programmes, Internships, Socio-Economic Surveys, Industrial Visits, Career Counselling, Talks by eminent personalities were organized to facilitate effective teaching and learning process.
- A Workshop on Effective Studies Techniques was conducted by Mr. Robinson from St. Stephens' College, Delhi.
- A Faculty Exchange Program was organised to Christ University, Kristu Jayanti, St. Joseph's College, Bengaluru.
- Student Exchange was organised to Singapore Institute of Management (SIM), Singapore.
- Clear learning outcomes are stated for course/programmes offered by the Institution.

- Learning outcomes achieved at the department level are monitored by the quality circles of the Departments, IQAC, Principal and the Management.

6.3.3 Examination and Evaluation

- Weekly assignments are given to observe the students progress in the class.
- Regular CIAs are conducted.
- Students are boosted to take part in Power Point Presentations, Group Discussions and submit projects which are evaluated.
- Teachers also use Quizzing techniques and Viva Voce to check the students' comprehension abilities.
- The results of the examination conducted are published through the Campus Management Solution and are made available in the personal webtop as well as the office of COE.

6.3.4 Research and Development

Three Minor Research Projects were submitted and three were sanctioned during the present academic year.

	Completed	Ongoing	Sanctioned	Submitted
Number	03	-	3	
Outlay in Rs Lakhs	6,55,000/-	-	6,65,000/-	

Seminars/Workshops/Symposium/Seminars/Conferences

- An International Conference organised by the Department of English on “Diaspora Multiculturalism and Quest for Identity” from 17th to 19th Feb., 2019.
- A National Workshop on “Research Methodology” was organized by Geography Department from 16th Sept to 18th Sept 2017.
- National Conference on “Relevance of Gandhi in Post Liberalisation Era” was organized by LYCEUM (Forum of Political Science, History and Sociology students) from 13th Jan. to 14th Jan. 2018
- Two peer reviewed international journals, Khoj (Print ISSN: 2454-1745 Online ISSN: 2454-1753) and Motifs (Print ISSN: 2454-1745 Online ISSN: 2454-1753) are regularly published by the Departments of Geography and English respectively.
- A Seminar was organized on “Research Methodology” by Literary Forum in the month of July.
- A Seminar by Literary Forum on “Careers for French Speakers” was held from 14th July to 17th July 2017.

- A Faculty Development Programme on SPSS and Map Making Training was conducted by Dr. Monika Kannan from 16th to 18th September, 2017.
- A Training Workshop on Introductory Econometrics through E-Views Software was conducted by Dr. Surendra Kulshrestha on 26th & 27th Feb'2017.
- Ten students participated/presented papers at a National Seminar on “Urban Environment in the 21st Century: Issues and Challenges” from 27th to 28th March, 2018 held at Jamia Millia.
- Software Training Programme for BCA students in collaboration with IIT Mumbai.
- Twenty one days hands-on training for website development was conducted by the Department of Computer Science.
- Participation in research has been appreciated and acknowledged by the College Management in the form of financial incentives.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To enhance the academic/research environment amongst students and staff members, the following facilities are provided:

Library Services:

At the beginning of the academic session the newly admitted students are oriented with the functioning and facilities provided by the College Library. The following services are offered:

1. **Circulation Service:** Central Library has Open Access Automated Circulation System that operates through Barcode technology (Books Issue - Return System). Circulation counter assists the library users with the location and circulation of library materials.
2. **Reference Services:** It provides the users with directional assistance in locating books and resources. Assistance is given in the use of the Library collections, computerized services, searching of Web-based e-journals, e-books and any other special information requirements.
3. **Current Awareness Service (CAS):** In order to keep users abreast with the latest additions and activities, current awareness service is provided through Current Contents of Journals and New Arrivals.
4. **Selective Dissemination of Information (SDI):** It is a specific user oriented service which informs and updates the interested users on specific themes/areas/topics as required.
5. **E-resource Lab/ Digital Library:** A separate E-Resource Lab has been established in the Library. The E-Resource Lab is exclusively used for the online access of E-journals, E-books and other E-Resources provided by the “National Library and Information Services

Infrastructure for Scholarly Content” (N-LIST consortium) of INFLIBNET Centre, Gandhinagar.

6. **Inter Library Loan:** The Library provides document delivery service to the faculty, students and research scholars to support their research and academic activities. Journal articles which are not available in our library can be procured from INFLIBNET centre through NLIST Consortium.

7. **Book Bank Facility:** The Central Library has a separate Book Bank facility for economically weak and needy students.

8. **Reprographic Service:** The Central Library provides reprographic services to the users for Photocopying/Xerox of library materials with reasonable charges.

9. **New Arrival Service:** The library keeps the students informed about the new arrivals through the Library Website.

10. **Web-OPAC (On-line Public Access Catalogue):** The Central Library has a fully computerized catalogue search facility available to the users through internet. The Online Public Access catalogue allows users to access bibliographic databases of the books available in the central library. Library books can be searched by Author, Title and Accession Number through OPAC.

11. **Resources:**

Print Resources: The Central Library has the following print resources:

i. **Books:** More than 39000+ books in the area related subjects. Beside these, Central Library also has a huge collection of reference books.

ii. **Print Journals:** Central Library subscribes to International & National Print Journals for academic and research needs.

iii. **Magazines & News Papers:** The Library subscribes to various news papers and magazines.

E- Resources:

i. The Central Library is a member of N-LIST (“National Library and Information Services Infrastructure for Scholarly Content” (N-LIST consortium) of INFLIBNET Centre, Gandhinagar, Gujarat for accessing e-journals and e-books.

ii. The users can access the E-Journals and E-Books through user ID and Password.

12. **Open-Access Resources:** The College Library has the following: E-resources, E-Journals, E- Books, E-Databases, E-Dictionaries, E-Reference, E-Thesis, E-News Papers, E-Patent and Digital Libraries.

Other Library Facilities:

- Bar coded library
- Computerised issuing of books
- Reading Room in the Central Library
- Departmental Libraries

ICT Facilities:

- Installation of new software and high configuration computers in the recently established GIS Lab.
- Computers and projectors for every department
- Wi-Fi Campus
- College Website

Infrastructure:

- Knowledge Centre
- Conference Room
- Seminar Room
- Separate Examination Cell
- Multipurpose Hall
- UG & PG Laboratories
- Departmental staff rooms
- Xerox Facility
- Seven new ACs have been installed in the college building.
- Installation of additional water coolers.
- Additional Parking Lots.
- Construction of Sit Outs.
- Renovation of the Canteen.
- Construction of Kabbadi Court.
- Renovation of the Basketball Court.
- Renovation of the Staff Toilet.
- Renovation of the Commerce Block.
- Installation of 16 ground solar pillar lights.

6.3.6 Human Resource Management

- Proper work allocation amongst staff members according to their interest and efficiency.
- Well maintained daily notice book and duty register.

- Staff meetings are conducted on regular basis chaired by the Principal.
- Regular departmental meetings for the smooth working in the departments.
- Staff welfare Schemes
 - a. Academic Staff
 - i. Faculty Development Programs
 - ii. Seed Money
 - iii. Sabbatical Leave
 - iv. Paid Leave
 - v. Incentives given according to research engagements
 - b. Non-Academic Staff
 - i. Higher Education Programmes
 - ii. Vocational Training
 - iii. Concessional Education for children
 - iv. Financial assistance for education of children
 - v. Financial assistance for medical problems
 - vi. Non-Interest Loans
- Shields and Awards for students (Based on merit and Attendance).
- Scholarships for deserving students
- Grievance Cell for the students.
- Regular guidance and counselling sessions for students.
- Introduction of new Skill based Certificate and Add-on Courses.
- Students exhibited their talents in Inter-Collegiate Cultural Competition at MDS University, Ajmer and West-Zone Cultural Competition at MLS University Udaipur).
- Annual salary hike for staff members.
- Recruitment of Adhoc staff members.
- Financial help to economically weak students.
- Maintaining healthy interpersonal relationships
- Pro employees leave policies.

6.3.7 Faculty and Staff recruitment

- Four faculty members were recruited.
- One librarian and one P.T.I. Adhoc staff recruited
- Appointment of Maintenance staff

6.3.8 Industry Interaction / Collaboration

- Barefoot College, Tilonia.
- Shree Cement, Beawer.
- R. K. Marbles Kishangarh.
- Saras (Milk) Dairy, Ajmer.
- Parle G. (biscuit) factory.

- Toshniwal Industries.
- With Red Cross (Blood Donation Camp).

6.3.9 Admission of Students

- Online admission for undergraduate and postgraduate programs were done
- Institution has a transparent admission policy based on the norms laid down by the university and the directorate of college education

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Reduction of workload for research work and infant care • Academic leave • Seed money • Sabbatical leave • Paid leave • Personal counselling • Staff picnics
Non teaching	<ul style="list-style-type: none"> • Interest free loans • Medical care • Free ships and scholarships for wards of the staff
Students	<ul style="list-style-type: none"> • Scholarships • PTMs • Book exhibition • Entrepreneurial bonanza by H. Sc. Department • Educational tour • ICCC • Spiritual retreat • Fashion Show • Music club • Screening of Inspirational movies

6.5 Total corpus fund generated: NIL

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	Yes	Satyendra Vepari & Co.	Yes	Finance Committee

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes: Yes

For PG Programmes: Yes

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Technology is effectively used in the examination management process. Complete automation of examination in the successful execution of examination processes such as online examination forms, generating admit cards, filtering attendance, monitoring of exam, submission of internal and external marks through campus management portal, creating result database, preparation of program wise results, uploading semester examination results in the Campus Management Solution and preparation and printing of Marksheets. Revaluation and due exam are also automated to ensure the effectiveness of the examination process.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent Colleges?

University faculty members are BOS members examiners and evaluators for the institution.

6.11 Activities and support from the Alumni Association

- Many of the alumni contributed as resource persons, Judges for various Intra-college activities career counselling.
- Career counselling for services like the mental health profession, the corporate sector and other careers.
- 70% of teaching staff are Alumni and are members of Academic Council.
- Annual Alumni get-together is organised.

6.12 Activities and support from the Parent – Teacher Association

- Three PTMs were organized by the institution where teachers provided feedback to the parents about their wards performance in the area of curricular, co- curricular and behavioural aspect.
- Parents during an orientation session extended their whole hearted support to autonomy.
- Feedback is taken from the parents which is taken into consideration for further improvement.
- Parents cooperate to uphold the values instilled by the institution.
- Parents help in career counselling of the students and also help to provide placements.

6.13 Development programmes for support staff

- Special training sessions were organised to the support staff members to perform their respective duties.
- They are also encouraged to study further along with their jobs.
- Spiritual enrichment sessions are held on the campus, to morally and spiritually strengthen the individuals.
- College organised maintenance staff day to enhance the bonding.
- On the occasion of Maintenance staff day a special lunch is hosted by the college authorities and gifts are given to them.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The College has installed 200 solar panels in addition to the 144 solar panels installed earlier with battery backup generating 60KW power per day generating electricity for the needs of the entire College and hostel. All the lights, fans, computers, microwave ovens, laboratory apparatus, coolers, air conditioners work on the power generated by the Solar Plant. *In times of excess electricity is supplied to the AVVNL (Ajmer Vidyut Vitran Nigam Limited) through the power grid.*
- The College campus is lit up at night with 16 Solar Street light.
- The College celebrates Eco Week by involving students in a tree donation and plantation drives where in students contributed potted plants.
- The students perform Conservation Campaigns in the College and nearby areas to sensitize the others about the need to save water and electricity.
- Students organize activities like Rallies, Workshops and Mimes to promote ecological consciousness among the citizens of the town.
- Best out of Waste Competitions are held.
- Projects on Water Quality Testing of the nearby water bodies for pollution are done before and after the 'Pushkar Fair'.
- Steam Cooker is installed which caters to cooking food for 160 people in an attempt to conserve energy.
- Students are taken to National parks and Sanctuaries, Botanical gardens for environmental awareness and understanding.
- Ornithological Fairs are organized for students as local Bird Fairs.
- Heritage sites like Kumbalgarh, Menal Waterfall, Todgarh and Nahargarh etc are shown to students to conduct project works.
- Students are trained for Soil testing
- Annual tree audit
- Bird audit
- Kitchen garden
- Vermi Compose pit
- Swachh Bharat rally
- Biogas plant

- Medicinal garden
- Rain Water Harvesting
- Waste Management
- Environmental Studies is a compulsory subject for the students.

Criterion – VII**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Innovations in curricular aspects

- Introduction of new courses in core and elective subjects. M.A in Political Science and Bachelor in Library Science introduced in this session.
- Some other courses like P.G in Chemistry, P.G in Sociology were proposed in the BOM meeting.
- Certificate Courses and other Add-on Courses enhance and widen the knowledge and skills of the students.
- Mandatory project work for UG students.
- ISRO outreach on- line courses on Remote Sensing and GIS.
- Upgradation of Syllabus.
- Many students have opted for RSCIT as it is necessary in Government jobs.
- Field visits and Industrial visits are a part of curriculum.
- The Library database was updated.

2. Innovations in Research, Consultancy and Extension

- The Research Cell of the college motivates and provides guidance in research matters. It also keeps a record of various thesis, dissertations, synopsis etc of the staff members.
- Research journals are subscribed by the College various departments to develop research aptitude among the staff members and students.
- Staff and students presented papers in conferences and seminars in Jamia Islamia, UNESCO-TECH and participated in MUN, at International Management Institute, New Delhi and Modi Institute of Management & Technology.
- Proposals for minor research projects were submitted.
- One National workshop by the Department of Geography, one National conference by the Department of History and Political Science and one International conference by the Department of English has been successfully organized by college.
- Internet facility, e-journals and INFLIBNET are added to the library.

3. Innovations in Infrastructure

- Solar lights on the field (16 solar pillar lights)
- GIS lab was developed in the college with 5 computers and open source software.
- More cameras were installed in the college at various places.

- Good canteen facilities.
- Students gave a facelift to the College Canteen by hand painting the walls. Renovation of the canteen was done.
- This year some ceiling fans, AC, computers were installed in the college.
- A new reception room was set up.
- College provided funds to labs to fulfil their practical needs.
- Introduction of Campus Management Solution for uploading CIA, CP marks and attendance.
- Internet connection was provided to the Departments.

4. Innovations regarding students

- Computerization of student profile.
- SMS alerts for providing information to the students.
- Students are encouraged to apply for their Voter ID.
- Fee concession to needy students.
- Field visits and Excursions were organized for the students.
- Workshop on Family Life Education was conducted by the Principal for the students.
- Remedial classes and Bridge Courses are conducted for slow learners.
- Fashion Show ,Fete , Sophians' Day etc activities were conducted for students to enhance their social and emotional learning

5. Innovation regarding various agenda

- Regular staff meetings were organized by our Principal.
- BOM meeting was held.
- BOS meeting was held by each and every Department to revise the curriculum.
- Department meetings were also conducted by each Department.
- Teacher students meet to discuss forum activities.

6. Collaboration and MOU with

- Initiating signing of MOU's with:
 - Scandinavian International School, Norway
 - Pillai College of Engineering, Mumbai
 - Sagar Central University, Madhya Pradesh
 - Government City College, Hyderabad
 - Parvati Bai Chowgule College of Arts and Science, Goa
 - Kristu Jayanti College, Bangalore
 - Parishkar Global College of Education, Jaipur
 - Centre of Environment and Development Studies, Jaipur
- Linkages initiated with:
 - Mahila Kalyan Mandal Sansthan, Chachiyawas
 - RCDSSS, Ajmer
 - Toshniwal Industries, Ajmer
 - HMT, Ajmer

- Saras Dairy, Ajmer
- ISRO
- IIT Mumbai

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Refer Annexure i

7.3 Give two Best Practices of the institution

TITLE: - CURRICULUM DESIGN

Objective of the practice:

- To update the students with the trends and needs of the industry and society.
- Curriculum is a comprehensive plan for an educational course to offer new or improved manpower to fulfil the rising needs of a society.
- To identify and address professional development needs of student.
- To produce a skilled workforce to meet the challenges of the 21st century so that our students can face increased pressure of global competency and economic efficiency.

Context:

Institutions need to ensure that the education they offer meets the expectation of the students and the requirements of employers both today and for the future.

- Curriculum design is used to describe the purposeful and systematic way of organization of curriculum.
- After autonomy, the college is designing and framing its own curriculum keeping in views, the direction of UGC and MDS University, Ajmer.
- Being an autonomous college, the revision of the curriculum is based mainly on decision by BOS members.
- Curriculum is framed by the department and by taking prior views of all the faculty members of department.
- After framing the curriculum, members of BOS give their views and their suggestions well incorporated in the upcoming semester.
- Even the industrialist and Alumni are well consulted so that content is updated according to the need of the society.
- The curriculum is re-examined once in the year minor and major changes are done according to the need.
- It is an academic plan that includes content, sequence, instructional methods, evaluation and approaches.
- The curriculum which is designed by the Departments and well discussed in BOS meeting and is finally approved by the Academic Council.

- Some new topics and even in some departments new papers were introduced in the syllabus to fulfil the changing technology and scenario.

Evidence of success:

- Academic flexibility with the advent of autonomy.
- Availability of increased options with diversification of courses.
- Industry relevant curriculum with thrust on employability of skills.
- Sophia College is now not a UG college but it is successfully running PG courses in various subjects.
- The upcoming plan of the college is to start PG in Chemistry, Sociology. Last year college has started Bachelors in Library and Information Science and PG in Political Science.
- The college offers different add-on courses, certificate courses, skill based programmes to enhance the aesthetic sense of students.
- Not only PG students but also UG students are involved in research as submission of project, report and dissertation is a part of their curriculum.
- Two or three day's workshop mainly on family life education, soft skill development is done to groom the character of the students and make them ready to be a part of the society.
- Timely completion of scheduled work by teachers according to the teaching plan.
- Daily prayers in assembly and retreat once in a year in inculcate moral values to the students.
- Outreach programmes by the different departments bring social grace within the students.
- Field trips, industrial visits, educational trips, student exchange programmes and intercollegiate fests are organized to uplift personality of students.
- Different add-on courses, certificate courses and language classes are conducted regularly in afternoon, after the classes.

Problems encountered:

- Sometime too much lengthy syllabus suppresses the quality of teaching.
- Lack of interdisciplinary courses because of lack of time.
- Too much pressure of exams on students because of different CIA, end semester, internal practical, external practical, project work, assignment, field trips etc.

Best practice-II**Title- PROMOTING RESEARCH APTITUDE**

GOAL: Research is an academic activity. It is the systematic approach concerning generalization and the formulation of a theory. We believe that research inculcates scientific and inductive thinking and it promotes the development of logical habits of thinking and organisation. Research is an important source of providing guidelines for solving different

business, governmental and social problems. It is a sort of formal training which enables one to understand the new developments in one's field in a better way

Context: All progress is born of enquiry. Increased amount of research make progress possible. The role of research in several fields has greatly increased in modern times. The increasingly complex nature of business and government has focused attention on the use of research in solving operational problems. Research provides the basis for nearly all government policies in our economic system.

Research is equally important for social scientists in studying social relationships and in seeking answers to various social problems because of its social orientation; it is increasingly being looked to for practical guidance in solving immediate problems of human relations

THE PRACTICE:

- Staff and the students are motivated to pursue research and are realized of the following benefits of research.
 - To get a research degree along with its consequential benefits.
 - To face the challenge in solving the unsolved problems.
 - To get intellectual joy of doing some creative work.
 - To help the society get respectability.
 - Research may mean a way to attain a high position in the social structure.
 - It may mean the outlet for new ideas and insights.
 - Teachers are given awards and incentives for their achievements in research.
 - Recognition and incentives are also given to the teachers for attending seminars, conferences.
 - Teachers are motivated to apply for major and minor research projects sponsored by UGC and other funding agencies.
- There is a provision of academic leave for the staff for attending coursework of research as well as for participating in seminars, conferences etc.
- To promote and facilitate research our college has established a 'Research and Development Cell' where a record of various thesis, dissertation, synopsis, research proposal etc is maintained and is made available for reference.
- To keep in touch with current research work each department of the college has been subscribed to research journals.
- In many Departments there is a project based learning which involves research.
- Research portal on the website.
- University approved Research Centre.
- Research Guides.
- To facilitate a conducive research environment a 'Research and Development Cell' is established.
- Innovation and Incubation Cell has been established to promote start ups on campus.
- Research and Promotion Policy has been formulated.
- Consultancy Policy has been formulated.

- Two Institutionally sponsored International Peer Reviewed Research Journals are published.
- Staff is encouraged to attend conferences/workshops/seminars present and publish paper.
- MOU and Linkages.
- College regularly organises National/ International Seminars/Conferences/FDP's and workshops.
- Internet facility and INFLIBNET are added to the other facilities to the library.
- Research component in every curriculum is designed for all students.
- Project work is undertaken on a regular basis by the students.
- Research Writing Cell - Regular sessions for research writings are conducted.
- Students are encouraged to attend National and International conferences.
- Students at U.G & P.G Level give presentations and publish papers.

EVIDENCE OF SUCCESS

- As a result of continuous efforts of the college, minor research projects of three of our faculty members have been completed and submitted to UGC in this session and three are in process.
- Motivated by this other faculty members have also forwarded their minor research projects to UGC.
- Two of our faculty members have been entitled research supervisors by different Universities.
- More than 30% Faculty members are Ph.D. holders.
- Many faculty members are enrolled in various universities for completing their research work.
- Our faculty members are also actively involved in writing and presenting research papers in seminars and conferences. Their research papers are published in national and international journals.
- One national conference (by the Department of Political Science, History and Sociology), one international conference (by the Department of English) and a national workshop (by the Department of Geography) has been successfully organised by the college in the current academic year.
- Several educational tours and surveys were organised and conducted by the clubs and forums of various departments. Students were encouraged to write reports based on these tours and surveys.
- Many of our students are also pursuing higher studies with an aim of making their career in research.
- Internet facility, E-journals and INFLIBNET are added to the other facilities to the library.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- One of the major problems encountered is the paucity of funds.
- As many departments do not offer Post Graduation courses therefore a proper research environment is lacking.
- Lack of scientific training and paucity of competent researchers.
- Insufficient interaction between the University Research Departments and research institutions.
- Long teaching hours and other academic activities occupy teachers more due to which they find the time remaining inadequate for research.

7.4 Contribution to environmental awareness / protection

- College has eco friendly environment
- The College celebrates Eco Week by involving students in a tree donation and plantation drives where in students contributed plants.
- The students perform Conservation Campaigns in the College and nearby areas to sensitize the others about the need to save water and electricity.
- Students organize activities like Rallies, Workshops and Mimes to promote ecological consciousness among the citizens of the town.
- Best out of Waste Competitions are held.
- Projects on Water Quality Testing of the nearby water bodies for pollution are done before and after the 'Pushkar Fair'.
- Exposure to Organic farming by *Azolla* culture maintained by sisters of the college.
- The College has installed 200 solar panels in addition to the 144 solar panels installed earlier with battery backup generating 60KW power per day generating electricity for the needs of the entire College and hostel. All the lights, fans, computers, microwave ovens, laboratory apparatus, coolers, air conditioners work on the power generated by the Solar Plant. *In times of excess electricity is supplied to the AVVNL (Ajmer Vidyut Vitran Nigam Limited) through the power grid.*
- The College campus is lit up at night with 16 Solar Street light.
- Steam Cooker is installed which caters to cooking food for 160 people in an attempt to conserve energy.
- Students are taken to National parks and Sanctuaries, Botanical gardens for environmental awareness and understanding.
- Ornithological Fairs are organized for students as local Bird Fairs.
- Heritage sites like Kumbalgarh, Menal Waterfall, Todgarh and Nahargarh etc are shown to students to conduct project works.
- Students are trained for Soil testing
- Annual tree audit

- Bird audit
- Kitchen garden
- Vermi Compose pit
- Swachh Bharat rally
- Biogas plant
- Medicinal garden
- Rain Water Harvesting
- Waste Management
- Environmental Studies is a compulsory subject for the students.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

(Refer to Annexure iv for SWOT Analysis)

8. Plans of institution for next year

- Introduction of new programmes in UG and PG.
- Diploma Courses in French, Yoga, Geographical Information System (GIS), Journalism.
- Planning for seminars / workshops by the Departments of Economics and Commerce, Computer Science and Chemistry.
- Educational trips by various Departments.
- Outreach programmes.
- Upgradation of ICT facilities.
- Participation in NIRF ranking.

Name: **Dr. Monika Kannan**



Signature of the Coordinator, IQAC

Name: **Dr. Sister Pearl (Principal)**



Signature of the Chairperson, IQAC

List of Annexures

1. Action taken Report
2. Academic Calendar 2017-18
3. Feedback
 - a. Student
 - b. Parents
 - c. Alumni
 - d. Employers
4. SWOT Analysis

ACTION TAKEN REPORT (ATR)

(Annexure i)

PLAN OF ACTION	ACHIEVEMENTS
<p>1. To plan outreach programmes and collaborations as a means to gain academic exposure</p>	<ul style="list-style-type: none"> -Twenty students from the Department of Psychology completed their Internship under the guidance and supervision of Dr. Manisha Gaur, Counsellor/Psychologist, Gaur Mental Health Clinic, Ajmer. - Another ten students from Psychology did their internship at the Special School Minu Manovikas Vidyalaya, Chachiwawas, Ajmer, governed by Rajasthan Mahila Kalyan Mandal . - Forty three Final year students from BBA completed their Internship at ICICI, Shree Cement, Beawar, Dainik Bhaskar, Axis Bank and HMT, Ajmer . -Four students from the Department of Political Science participated in Mock United Nations at International Management Institute, Delhi. -Four students from the Department of History attended a three day Inter-Religious Study Course organized by Gandhi Vichar Parishad, Wardha . -Fifty students and 8 teachers visited World Book Fair at Pragati Maidan, New Delhi. -Twenty Zoology students were part of an Ornithological Survey at Bird Fair, Ajmer. -A team of 6 students participated in Jaro Educational Quiz-Hunar at Jaipur out of which 3 competed at the National level at Lonavala, Pune. -Three hundred students attended a workshop on ‘Personality Grooming for Success in Job Interviews’ conducted by Ms. Sapna Vasudevan, an international speaker from Mumbai. -International Business School, Jaipur in association with Sophia Girls’ College organized a Faculty Development Program on ‘Innovative Approaches for Teaching and Evaluation’ in which Forty faculty from different colleges of Ajmer participated. -IIT Mumbai in collaboration with our College conducted ‘Spoken Tutorial Software Training Program’ for nearly 550 students. This is a Government of India MHRD Initiative. -Global Talent Track, a sister concern of NASSCOM conducted a Seminar on Life Skills which was attended by 490 Final year students. -An Interactive Seminar on ‘Development Dialogue’ was conducted by Dr. Jyoti Kiran, Chairperson, Rajasthan State Finance Commission for the College students on 18th January 2018. -Rajasthan Sahitya Akademi organized a Workshop on ‘Creative Writing’ on 9th January 2018 for 100 students of the College. -A Seminar on ‘Chit Funds and Basics of Investment’ by Mrs. Shakuntla Pareek from SEBI was organized for 250 students from B.Com. and BBA. -Dr. M.S. Rathore, Director of Centre for Environment and Development Studies conducted a Seminar on 23rd September 2017 on ‘Rural Development to the students of Economics Department’ . -Dr. Kerry Kriger, an Environmentalist of international repute, gave a Seminar on 20th January 2018 on ‘Save Frogs’ to 200 students of Galaxy, the Science Forum.

	<p>-Ms. Nishtha Bharti from Khalsa College, Delhi conducted a Seminar for the students of Lyceum on the 'Relevance of Gandhi in the Twenty-First Century' on 8th August 2017.</p> <p>-Mr. Shiraz Ellis from Mayo College, Ajmer conducted a Seminar on 'Indo-China Relations' for 400 Lyceum Students on 21st September 2017</p> <p>-The English Department organized a Workshop on 'Research Methodology' by Dr. Lalit Sharma from Banasthali Vidhyapeeth for the PG and Honours classes in which 140 students participated.</p> <p>-An Inter-Disciplinary Seminar on 'Psycho-Analysis by Sigmund Freud' was conducted by Mrs. Asha Sharma for the Post-Graduate students of English.</p> <p>-A week long Value Education Seminar and a two day Spiritual Retreat was conducted by Father Jose K. T. from Hyderabad for the benefit of the entire College.</p> <p>-The Computer Department celebrated a week long 'DIGIFEST' from 21st to 30th January 2018 in which they had different competitions and activities.</p> <p>- The College has an alliance with ISRO to conduct On-Line exams at Sophia College as an Outreach Centre.</p> <p>- The College is also associated with IIT Mumbai to conduct 'Spoken Tutorial Software Training Program' which is a Government of India MHRD initiative.</p>
<p>2. To sign Memorandums of Understanding with Institutions of International and National repute</p>	<p>The College has signed Memorandums of Understanding with the following reputed Colleges and Universities to avail more academic exposure for the staff and students:</p> <ol style="list-style-type: none"> 1. Scandinavian International School, Norway 2. Pillai College of Engineering, Mumbai 3. Sagar Central University, Madhya Pradesh 4. Government City College, Hyderabad 5. Parvati Bai Chowgule College of Arts and Science, Goa 6. Kristu Jayanti College, Bangalore 7. Parishkar Global College of Education, Jaipur 8. Centre of Environment and Development Studies, Jaipur
<p>3.To augment social responsibility</p>	<p>A. We have two Units of National Service Scheme (NSS) with 230 active volunteers.</p> <ol style="list-style-type: none"> 1. More than fifty plants, donated by the Forest Department were planted in Ghoogra Hills as part of Van Mahotsava. 2. NSS Day was celebrated in Kankaria Village where more than 150 students participated. 3. On Rakhi 50 volunteers visited Central Jail and tied Rakhis to over 500 male and 25 female prisoners. 4. Flash Mobs were organized on 14th and 15th August to create awareness about Government Policies. 5. One volunteer, Muskan Bishnoi was selected for the Republic Day Camp in Delhi. 6. Nukkad Nataks on different social awareness themes were organized at Kankaria Village, Kotra Slum and Bhoonabhai Village.

	<ol style="list-style-type: none"> 7. Red Ribbon Club participated in the AIDS Rally in partnership with the Health Ministry. 8. A seven day NSS Camp was organized which included Socio-Economic Survey, a visit to AIDS Centre and various student based competitions. 9. NSS collaborated with the SVEEP Campaign of the District Administration to create awareness about our Electoral rights in more than 18 Colleges. 10. Fifteen NSS volunteers in collaboration with DISHA RCDSSS (An NGO) generated Health Awareness in 8 villages of Ajmer District. 11. Weekly classes under the Adult Literacy Programme for the women inmates of Central Jail are conducted by Faculty and students of NSS. <p>B. The College National Cadet Corps (NCC) Unit functions under 5 Raj Girls' Battalion, Udaipur. There are 50 NCC Cadets in the college under Caretaker Officer, Ms. Neha Sharma.</p> <ol style="list-style-type: none"> 1. Combined Annual Training Camp at Dabok, Udaipur was attended by seventeen cadets. The cadets participated in various cultural and sports events. 2. Four cadets from this camp were selected for Pre-Republic Day Camps, Jaipur. 3. Our cadets were also selected for Pre-Inter Group Competition Camps at Jaipur. 4. Twenty cadets appeared in B and C Certificate Examination. 5. Cadet Deeksha Chauhan was selected to attend the Officers Training Academy Attachment Camp in Chennai.
<p>4.To provide society with competent women</p>	<ul style="list-style-type: none"> -Self Defence is a compulsory Add- on course for the first year students. -The following Skill Development and Add- on courses make our students competent and confident women capable of taking their place in society. -A number of Seminars, Conferences and Workshops give the students a platform to present their research papers and make them academically sound. -The College organises excursions and tours to provide exposure to the students for travel widens their horizons and teaches them about different regional cultures and cuisines. -The Nature Club of the college provides an opportunity to interact with Mother Nature and teaches the importance to conserve it. -The Health Club inculcates the habit of healthy living. -The Sports culture of the College enthuses the spirit of sportsmanship, team- spirit and integrity. -To enhance the Spiritual Quotient of the students, regular spiritual retreats and healing sessions are conducted.
<p>5.To create a centre with potential for excellence in Library and Information Science (LIS).</p>	<p>At the beginning of the academic session the newly admitted students are oriented with the functioning and facilities provided by the College Library. The following services are offered:</p> <ol style="list-style-type: none"> 1. Circulation Service: <ol style="list-style-type: none"> 1.1 Central Library has Open Access Automated Circulation System that operates through Barcode technology (Books Issue - Return System).

	<p>1.2 Circulation counter assists the library users with the location and circulation of library materials.</p> <p>2. Reference Services:</p> <p>2.1 It provides the users with directional assistance in locating books and resources.</p> <p>2.2 Assistance is given in the use of the Library collections, computerized services, searching of Web-based e-journals, e-books and any other special information requirements.</p> <p>3. Current Awareness Service CAS:</p> <p>3.1 In order to keep users abreast with the latest additions and activities, current awareness service is provided through Current Contents of Journals and New Arrivals.</p> <p>4. Selective Dissemination of Information (SDI):</p> <p>4.1 It is a specific user oriented service which informs and updates the interested users on specific themes/areas/topics as required.</p> <p>5. E-resource Lab/ Digital Library:</p> <p>5.1 A separate E-Resource Lab has been established in the Library.</p> <p>5.2 The E-Resource Lab is exclusively used for the online access of E-journals, E-books and other E-Resources provided by the “National Library and Information Services Infrastructure for Scholarly Content” (N-LIST consortium) of INFLIBNET Centre, Gandhinagar.</p> <p>6. Inter Library Loan:</p> <p>6.1 The Library provides document delivery service to the faculty, students and research scholars to support their research and academic activities.</p> <p>6.2 Journal articles which are not available in our library can be procured from INFLIBNET centre through NLIST Consortium.</p> <p>7. Book Bank Facility:</p> <p>7.1 The Central Library has a separate Book Bank facility for economically weak and needy students.</p> <p>8. Reprographic Service:</p> <p>8.1 The Central Library provides reprographic services to the users for Photocopying/Xerox of library materials with reasonable charges.</p> <p>9. New Arrival Service:</p> <p>9.1 The library keeps the students informed about the new arrivals through the Library Website.</p> <p>Web-OPAC On-line Public Access Catalogue:</p> <p>10.1 The Central Library has a fully computerized catalogue search facility available to the users through internet.</p> <p>10.2 The Online Public Access catalogue allows users to access bibliographic databases of the books available in the central library.</p> <p>10.3 Library books can be searched by Author, Title and Accession</p>
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	<p>Number through OPAC.</p> <p>11. Resources:</p> <p>11.1 Print Resources: The Central Library has the following print resources:</p> <p>i. Books: More then 39000+ books in the area related subjects. Beside these, Central Library also has a huge collection of reference books.</p> <p>ii. Print Journals: Central Library subscribes to International & National Print Journals for academic and research needs</p> <p>iii. Magazines & News Papers: The Library subscribes to various news papers and magazines.</p> <p>11.2 E- Resources:</p> <p>i. The Central Library is a member of N-LIST (“National Library and Information Services Infrastructure for Scholarly Content” (N-LIST consortium) of INFLIBNET Centre, Gandhinagar, Gujarat for accessing e-journals and e-books.</p> <p>ii. The users can access the E-Journals and E-Books through user ID and Password.</p> <p>12. Open-Access Resources: The College Library has the following: E-resources, E-Journals, E- Books, E-Databases, E-Dictionaries, E-Reference, E-Theses, E-News Papers, E-Patent and Digital Libraries.</p>
<p>6.To promote research and publication</p>	<p>-The Department of English has organized the College’s first International Conference on Multiculturalism, Diaspora and Quest for Identity from 17th to 19th February 2018 in which 88 delegates and 425 students from different states and countries participated. International Speakers like Smita Tharoor and Professors from Delhi University, Jamia Milia Islamia, JNU, Banasthali and other prestigious Central, State and Private Universities contributed to the academic discourse</p> <p>-A two day National Workshop on Research Methodology was organized by the Geography Department from 16th to 18th September. This was followed by a Faculty Development Program by Prof Sudesh Nangia, National Co-ordinator, JNU, it was attended by a total of 225 Lecturers, research scholars and students</p> <p>-Lyceum organized a National Conference on ‘Gandhi in Post-Liberalization India’ in which academicians from Gandhi Peace Foundation, Gandhi Smriti, Gandhi Vichar Parishad, Rajshahi University, Bangladesh and Central University Kerala. A total of 500 participants registered</p>
<p>7.To make efforts for maintenance of infrastructure and technological</p>	<p>-An extended parking lot(X) for staff and students was constructed.</p> <p>-Besides the existing panels on the main building solar panels were setups on the Hostel terrace for generation of ----- KW energy.</p> <p>-Renovation of the flooring of Commerce Block (Flooring).</p>

<p>upgradation</p>	<ul style="list-style-type: none"> -The Staff room Toilets were retiled and new sanitary fittings were installed -The Hostel toilets floor on the first and second were completely renovated. -A new Basket Ball Court and Kabbadi Court was constructed. -To add to the greenery on campus a green house with potted plants was added in front of the chapel. -The college canteen was given a new modern look. About 25students spent three to four days for painting the canteen walls. -To accommodate about 500 students the multipurpose hall was renovated six AC's installed. -Renovation of class room furniture. -Installation of 16 ground solar pillar lights. -Installation of the AC's in the Administrative Block. -Construction of Sit Outs. -Installation of steam cooker in hostel -Installation of additional water coolers. -To facilitate technological infrastructure an all-in one printer-scanner-photocopier was provided in the staff room. -Installation of new software and high configuration computers in newly established GIS Lab.
<p>8.To introduce a system of revision of curriculum with participation of teachers</p>	<p>Add-On Courses</p> <ul style="list-style-type: none"> -The College conducts many Add-On Courses in the field of Dramatics, Aerobics, Dance, Human Rights, Personality Development, etc, Besides, many Skill based courses are also organized in Yoga, Jewellery Designing, Short Films and Documentaries, Textile Printing and Designing, Culinary Skills, English Communication and Library Science. -RS-CIT classes are conducted regularly for nearly 30 College students -The College offers a Diploma in French language conducted under the aegis of the French Embassy. The Program is very successful with 28 students clearing A1 Level exam, 15 passing A2 Level and another 20 registered for A2 Level for the next session <p>Career Counselling and Placement</p> <p>To generate awareness amongst the students about the various career opportunities available, the College organized talks by</p> <ul style="list-style-type: none"> -IBS, Jaipur on 'Expectation of Recruiters from Prospective Employees' -Indian Institute of Craft and Design on 'Careers in Dyeing, Printing and Designing' -Zee Films on 'Careers in Media, Film and Television' -Careers for French Speakers -Lieutenant Mandeep Viridi on 'Job Prospects in the Indian Army' -Raffles Academy on 'Careers in the Aviation Industry' -Global Talent Track on 'Group Discussion and Personality Development' -400 students of the College have cleared the NASSCOM Placement Exam -On 22nd February 2018 ICICI Prudential conducted a Placement Drive for 45 students of B.Com and BBA out of which 11 got selected
<p>9.Incentives to teachers and students</p>	<ul style="list-style-type: none"> -3 FDPs were organized to update the faculty members. -Incentives are given to the staff members for their research contribution, seminars/workshops/conferences attended, Research guidance, PH.D

	<p>submission, NET/SLET qualified and P.G teaching.</p> <p>-Academic leave, seed money, sabbatical leave and paid leave.</p>
10.To emphasize on a strong sports culture	<p>-Sophia College hosted the 31st Inter-Collegiate Women’s Tournament under the aegis of Maharshi Dayanand Saraswati University Ajmer from 17th to 19th September 2017 in which 400 players from 24 Colleges participated</p> <p>- The College Cricket Team won the Inter-Collegiate Trophy for the 3 rd consecutive year, similarly the Basket Ball team won the trophy for the 10th consecutive year</p> <p>-Six Players of our College participated in the Senior State Basketball Championship and won a silver medal and two players of our college represented the state in Senior National Basketball Championship held at Chennai.</p> <p>- Our Athletes won medals in Long Jump, Triple Jump, and Relay in the Inter Collegiate Athletic meet in Bhilwara.</p> <p>- Moomal Rathore won the silver medal at the Inter-Collegiate Boxing Competition and another student Shweta got selected at the All India Boxing Championship, Chandigarh</p> <p>- Twenty Two players of our college represented the MDS University at the West Zone Inter University tournaments.</p> <p>- The College bagged the General Championship of MDS University by winning trophies in Basketball, Badminton, Handball, Table Tennis and Cricket</p> <p>- From the 12th to 14th February the College organized Inter-Faculty Tournaments. The students competed in different athletic events along with Volleyball, KhoKho, Handball, Throwball, Basketball, Badminton and Kabaddi.</p>
11.To enhance the Spiritual Intelligence of the students	<p>“Spirituality does not come from religion it comes from our soul”</p> <p>The Good News Group provides a spiritual lifeline to Sophia Girls’ College and conducts Prayer Services and Assemblies at all the important occasions ranging from Sisters feasts to Teachers’ Day, Management Day, Sophians’ Day, Advent Meet, etc.,</p> <p>It organized various competitions for the students like Calligraphy and Biblical Quiz. 45 students of Good News Group went to Tabor Ashram, Maharashtra for a Spiritual Renewal Retreat</p>
12.To strengthen the Campus Management Solution system of the college	<p>- Information regarding the admission merit list, SMS alerts and other important announcements are done by Campus Management Solution system.</p> <p>-Students Attendance is marked Month wise on the portal.</p> <p>-The Internal CIA marks and CP obtained by the students can be viewed.</p> <p>-The results are declared online.</p> <p>-There is a student’s portal wherein the students can upload the assignments and also download notes for their assistance.</p> <p>- The Teacher can post the assignments on the teacher’s portal.</p>

*(Annexure ii)***ACADEMIC CALENDAR 2017-18**

Month	Activities
Saturday, 1 st July 2017	Parent Teacher Meeting
Monday, 3 rd July 2017	Orientation of New Students
Tuesday, 4 th July 2017	Commencement of Classes
3 rd week of September 2017	Commencement of CIA
15 th October- 22 nd October 2017	Preparation Leave and Diwali Break
First week of November 2017	Commencement of I/III/V End Semester Exams(Practical & Theory)
1 st December 2017	Commencement of II/IV/VI Semester Classes
1 st & 2 nd December 2017	Sophiesta
Last week of December 2017	Winter Break
Last week of February 2018	Commencement of CIA
First week of April 2018	Commencement of II/IV/VI End Semester Exams (Practical)
Second week of April 2018	Preparation Leave
Third week of April-Second week of May 2018	Commencement of II/IV/VI End Semester Exams(Theory)

CIA – Continuous Internal Assessment***The above calendar is tentative and it may be changed in any unavoidable circumstances.***



SOPHIA GIRLS' COLLEGE, AJMER
(AUTONOMOUS)

(Annexure iii)

STUDENT FEEDBACK ANALYSIS

2017-18

Points Under Consideration	Below Avg.	Average	Good	Very Good	Excellent
Quality of Course Content	-	11%	34%	52%	3%
Qualified and Experienced Faculty	-	4	18%	48%	30%
Teaching Pedagogy and Research Promotion	-	5%	23%	44%	28%
Approachability and sensitivity of faculty	-	-	29%	45%	26%
Student Mentor System	-	-	7%	64%	29%
Library Facilities	-	7%	17%	59%	17%
Infrastructural facilities like playground, canteen gymnasium, common room etc.	-	4%	32%	42%	22%
Emergency Medical Facility	-	1%	23%	42%	34%
Co-curricular Activities	1%	-	11 %	39%	49%
Extracurricular Activities	-	1%	13%	23%	63%
Grievance Redressal Mechanism	-	15%	7%	40%	38%
Effective Management	4%	9%	8%	49%	30%

Action Taken:

- M.Sc. Chemistry and Physical Education as an optional subject were started this year on student's demand.
- The College inaugurated an ISRO sponsored Outreach Centre setup for conducting Government sponsored geospatial programs on campus.
- National Conferences on "Advances in Science & Technology- an Interdisciplinary Approach" and "Emerging Trend & Scope in the Banking Sector" were organized to develop rational and critical thinking amongst students and create a research environment.

- National workshop on “Research Methodology and Data Analysis using Data Mining Tools” was organized for students to enhance their technical skills in data handling and processing.
- Remedial Classes started on the campus as a regular feature for slow learners.
- Special exams are conducted for students who absent themselves while representing the College at National, International University level in sports or Cultural activities.
- Infrastructural Updation include: Ramps and wash rooms for differently abled students.
- Special sessions were organized for students of all faculties on ‘Writing Methodological Text: Bridging the research/ practice Gap’ by the Research Writing Cell.

PARENT FEEDBACK ANALYSIS 2017-18

S.No.	Points Under Consideration	Below Avg.	Average	Good	Very Good	Excellent
1.	Overall ambiance / infrastructure of the College	-	-	6%	39%	55%
2.	Administrative Office Support and response	-	1%	-	68%	31%
3.	Quality Of Education	-	5%	5%	59%	31%
4.	Additional Facilities Like Library, Games, Co-Curricular and Extra-Curricular activities	-	-	5%	42%	53%
5.	Value added programmes offered	-	-	-	35%	65%
6.	Approachability and sensitivity of faculty	-	-	4%	58%	38%
7.	Completion Of Courses/Tests/Assignments	-	-	2%	36%	62%
8.	Periodicity of PTM's	-	-	-	2%	98%
9.	Regular Updates of The College Happenings	-	4%	2%	36%	58%
10.	Timely updates on attendance	-	1%	4%	31%	64%
11.	Field trips and Industry visits	-	-	1%	7%	92%
12.	Transparent and Reliable Examination System	-	-	2%	54%	44%

Action Taken:

- Special Parent Teacher's meetings with interactive open sessions with both parents and students was organised to discuss student performance and progression during the year.
- Skill based Diploma courses in French, Yoga, Geographical Information System (GIS) and Journalism were started this year (2018-19) on student's demand.

- Annual E-Governance reports highlighted the techno-savvy planning and development, administration and financial functioning process of the Institution. The students/parent portal provides all necessary information about examination alerts, attendance, class performance as well as results.
- Value added programmes were proposed and sanctioned in both BOM and AC for next session at the Post graduate level.
- Students Exchange programs were initiated to Singapore Institute of Technology, Singapore to promote students-industry interface and also give them field exposure.
- Research being an essential component in the curriculum, numerous projects, internships, hands-on training sessions and educational trips were organized to provide academic discourses and enhance investigative culture amongst students.

ALUMNI FEEDBACK ANALYSIS 2017-18

	Points Under Consideration	Below Avg.	Average	Good	Very Good	Excellent
1	Overall ambiance / infrastructure of the College	-	-	15%	40%	45%
2.	Administrative Office Support and response	4%	13%	30%	36%	17%
3.	Quality Of Education	-	2%	26%	34%	38%
4.	Infrastructure in College grown to your satisfaction	-	4%	24%	44%	28%
5.	Sophia has instilled values in you	-	-	2%	30%	68%
6.	Does the College prepare students for the future: Professionally/Personally/Socially	-	3%	23%	48%	26%
7.	Regular Updates of The College Happenings	2%	4%	18%	44%	32%
8.	Regular Alumni Meets Organized	1%	--	23%	13%	63%

Action Taken:

- The Annual Alumni Association meet was organized to discuss, interact and plan for the upcoming activities of the session. The significant alumni achievements were recognised and documented.
- The Alumni Feedback is regularly collected and analyzed to keep a track of their Professionally, Personally and Social accomplishments and skills.
- The Alumni has always contributed to its Alma Mater by performing different roles as counselors, educators, resource persons and employers as well. They are members of important statutory bodies of the Institution contributing in curriculum design and suggesting courses/activities and programs on campus.

EMPLOYERS FEEDBACK ANALYSIS 2017-18

S.No.	Points Under Consideration	Below Avg.	Average	Good	Very Good	Excellent
1.	Do you find Sophians academically /professionally confident	-	2%	9%	42%	47%
2.	Disciplined	-	-	4%	41%	55%
3.	Work Ethics	-	3%	-	52%	45%
Technical Skills						
4.	Understanding Core subjects and their Applications	-	-	11%	51%	38%
5.	Understanding New Technologies	-	11%	15%	38%	36%
Communication Skills						
6.	Oral Communication Skills	-	-	8%	35%	57%
7.	Written Communication Skills	-	-	16%	43%	41%

Action Taken:

- Employer Feedback analysis has been a regular feature of the Institution. Courses are designed and the syllabus is updated owing to its employability generation and entrepreneurship quotient.
- English proficiency has ever since been a mandate of the institution where in special Communication/language classes are planned and organized to train and groom the students for the same.
- The 'Research Writing Cell' of the Institution organizes regular workshops catering to writing skills on campus which benefits the students to enhance their flair for professional writing.

- The 'Innovation cell' of the Institution takes an initiative to acknowledge student's innovative ideas and unique talents and facilitate start-up events on campus for industrial exposure. They also provide a launching pad to the budding entrepreneurs of Sophia by exposing them to skills like manufacturing, designing, sales and also online marketing.

*(Annexure iv)***SWOT ANALYSIS****Strength**

- Decentralised and participative management system
- Autonomous Functioning
- State of Art infrastructure
- Sustainable environment
- Social sensitivity
- Disciplined environment
- Holistic Wellness
- Gender sensitization
- Value Based Education
- Builds global competencies
- National consciousness
- Transparency and accountable examination system
- Learner centric programs
- Smart classrooms
- Semester pattern of examination to promote academic environment throughout the year
- A plethora of curricular and extracurricular activities
- Inspirational talks by eminent speakers.
- Emphasis on spiritual enhancement
- Parent Teacher interaction
- E-alerts to stakeholders, parents , students and staff
- Parental cooperation and confidence
- Rural participatory programs
- Involvement and contribution to National campaigns
- Skill development courses
- Add on courses
- Mentor-mentee system
- Extension and Outreach programs
- Active and vibrant alumni association
- Conscientious staff
- Digitised and automated library
- MOU with:
 - Scandinavian International School, Norway
 - Pillai College of Engineering, Mumbai
 - Sagar Central University, Madhya Pradesh

- Government City College, Hyderabad
- Parvati Bai Chowgule College of Arts and Science, Goa
- Kristu Jayanti College, Bangalore
- Parishkar Global College of Education, Jaipur
- Centre of Environment and Development Studies, Jaipur
- The College is also associated with IIT Mumbai to conduct ‘Spoken Tutorial Software Training Program’ which is a Government of India MHRD initiative.
- The College has an alliance with ISRO to conduct On-Line exams at Sophia College as an Outreach Centre.

Weakness

- Location disadvantage
- Lack of exposure
- Paucity of space
- Cantonment land
- Many students are first generation College goers
- Lack of corporate and industrial houses in the proximity
- Paucity of funds
- Low income group parents
- Traditional and orthodox mindset of the stakeholders
- Funding constraints due to being a self finance institution

Opportunities

- Autonomy to update and upgrade the syllabus
- Faculty Development Programs
- Workshops and seminars
- Organisation of International and National Level workshops, seminars and conferences.
- Use of innovative Pedagogy
- E-learning
- Collaboration and linkages
- Internships and start-ups
- Academic and educational visits
- Industrial interface and exposure
- Emphasis on cross cutting issues such as gender equality and environmental sustainability in the syllabus
- Incorporation of Bridge Courses
- Inclusion of transferable and life skill based courses
- Networking with higher education institutions
- Skill Development Courses
- Student and Faculty Exchange Programs

- Financial assistance to academically bright and needy students.
- Personality Enhancement Programs
- Research innovation and incubation efforts
- Innovation and incubation centre for start-ups

Threats

- Financial constraints
- Bureaucratic interference
- Limited employability avenues
- Migration of students to metropolitan cities
- Pressure of sustenance of Autonomy
- Decline in creativity due to reliance on E- resources.