

# **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](mailto: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:

PROF. SANDRA LEE

Mobile:

9982562214

IQAC e-mail address:

iqac@sophiacollegeajmer.in

1.3 NAAC Track ID:

RJCOGN10930

1.4 NAAC Executive Committee No. &amp; 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->

1.6 Accreditation Details:

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	81.00	2004	-
2	2 <sup>nd</sup> 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 ☒

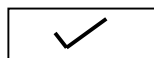
Others (Specify) Computer Science and Bachelor of Library and

### 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

NIL

UGC-CPE

NIL

DST Star Scheme

NIL

UGC-CE

NIL

UGC-Special Assistance Programme

NIL

DST

NIL

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

ISRO sponsored  
EDUSAT  
Outreach Centre

UGC-COP Programmes

NIL

## **2. IOAC Composition and Activities**

2.1 No. of Teachers:

08

2.2 No. of Administrative/Technical staff:

01

2.3 No. of students :

02

2.4 No. of Management representatives:

01

2.5 No. of Alumni:

01

2. 6 No. of any other stakeholder and

02

Community representatives:

2.7 No. of Employers/ Industrialists:

01

2.8 No. of other External Experts:

01

2.9 Total No. of members:

17

2.10 No. of IQAC meetings held:

08

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

22

Faculty

10

Non-Teaching Staff/Students

03+04

Alumni

01

Others (PTM)

04

2.12 Has IQAC received any funding from UGC during the year? Yes

-

No

☒

If yes, mention the amount

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2.13 Seminars and Conferences (only quality related)

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

Total Nos.

17

International

01

National

02

State

-

Institution level

15

(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 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.
- ☐ Rajasthan Sahitya Akademi organized a Workshop on 'Creative Writing' for students of the College.
- ☐ A Seminar on 'SEBI and its Functions' by Mrs. Shakuntla Pareek and Ms. Alka Pareek from SEBI was organized for 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' for students of Galaxy, the Science Forum.
- ☐ Ms. Nishtha Bharti from Delhi addressed the students of Political Science, History and Sociology on the Relevance of Gandhi in the Twenty-First Century on 9<sup>th</sup> September 2017.

- ❑ Mr. Shiraz Ellis from Mayo College, Ajmer gave Seminar on Indo- China Relations for Lyceum Students on 11<sup>th</sup> 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.
- ❑ Following MoUs signed during the academic Year:
  - 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
  - iBirds Software Services Pvt. Ltd.
  - Rajasthan Mahila Kalyan Mandal, Chachiyawas
  - RCDSSS, Ajmer

- ☐ Linkages initiated with:
  - RBI Regional Office, Jaipur
  - ISRO, Dehradun
  - Indian Sewage Treatment Plant, Ajmer
  - Gaur Mental Health Clinic
  - Saras Dairy, Ajmer
- ☐ 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 E-Resource Lab

#### 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	14	01	15	15
Others	-	-	-	-
<b>Total</b>	<b>27</b>	<b>03</b>	<b>30</b>	<b>30</b>

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\* (On all aspects)

Alumni ☒ Parents ☒ Employers ☒ Students ☒

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 (B.Lib.I.Sc.)
- ☐ An ISRO sponsored Outreach Centre
- ☐ Innovation Cell

**Criterion – II****2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors

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
R	V	R	V

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

Ad hoc	Visiting Faculty	Guest Faculty
34	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:**

<b>Restructuring</b>	<b>Revision</b>	<b>Syllabus Development</b>
18 (Head of the Departments)	58 (All Faculty)	58 (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 &amp; 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	56
Summer / Winter schools, Workshops, etc.	-

## Others: Faculty Development Program

- i. Advanced Soft Skills – Dr. Rashna David
- ii. Innovative Approaches for Teaching and Evaluation by Dr. Shweta Jain
- iii. Writing Effective Research Proposals
- iv. Effective Student Data Management by Mr. Jitendra Mistry
- v. Developing Emotional Quotient of Students by Father K. T. Jose.
- vi. Kristu Jayanti College, Bengaluru
- vii. Revised SSR format and A&A process of NAAC
- viii. FDP- SPSS and Map Making Training

## 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	04	-	01	01
Technical Staff	03	-	01	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	03	-	
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	-	03	-
Books	-	01	-

**3.5 Details on Impact Factor of publications:**Range : **0.87-7.3**Average: **3.780**h-index: **NIL**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))	17,000/-	17,000/-
		-Research & Development Cell, Sophia College	50,000/-	50,000/-
Students research projects (other than compulsory by the university)		-Sophia College (Psychology)	7,600/-	7,600/-
		-Sophia College	11,500/-	11,500/-

		(Economics) -Sophia College(Geography)	6,943/-	6,943/-
Any other (Specify)		- Sophia College (Gandhi Vihar 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				<b>2,33,143/-</b>
* UGC (2 JRF) 7,20,000/-(30,000/- @ per month per scholar)				

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. **01**

(ii) Chapter in Edited Books: **03**

(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 and organizes sessions on Life Skill Education
- ☐ 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 Skills and Personality Development.
- ☐ Dr. Mrs. Jyoti Chandel took awareness program on Human Rights Education for school students of Ajmer city and creates a substantial impact among the youth.
- .
- ☐ Dr. Monika Kannan provides consultancy services for developing programs in field of Geospatial Technologies for Women Scientists and also for restructuring Syllabus of Human Geography
- ☐ Mrs. Mriganka Upadhayay has been involved in Ornithology and therefore conducts Nature conservation drives and provides counseling in Bird Identification.
- ☐ Mrs. Asha Sharma, a psychologist imparts consultancy on Juvenile Delinquencies.
- ☐ Dr. Sunita Siyal inculcates knowledge of Functional Hindi among the youth who have lost touch with our rich Hindi language through short class modules.
- ☐ Ms. Neelam Bhatia, offers consultancy services in Career Guidance for Class XI and XII Students.

**3. 11 No. of Conferences organized by the Institution**

Level	International	National	State	University	College
Number	01	02	-	-	15
<b>Sponsoring agencies</b>	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 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.
- ☐ Rajasthan Sahitya Akademi organized a Workshop on 'Creative Writing' for students of the College.
- ☐ A Seminar on 'SEBI and its Functions' by Mrs. Shakuntla Pareek and Ms. Alka Pareek from SEBI was organized for 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' for students of Galaxy, the Science Forum.
- ☐ Ms. Nishtha Bharti from Delhi addressed the students of Political Science, History and Sociology on the Relevance of Gandhi in the Twenty-First Century on 9<sup>th</sup> September 2017.
- ☐ Mr. Shiraz Ellis from Mayo College, Ajmer gave Seminar on Indo- China Relations for Lyceum Students on 11<sup>th</sup> 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	<input type="checkbox"/> Acted as Chairperson Annual English Debate Sophia School Ajmer <input type="checkbox"/> Was the judge for the Inter House One Act Play competition at Mayo School, Ajmer
2.	Dr. Jyoti Chandel	<input type="checkbox"/> Acted as Chief Guest and Expert at Primary Annual Function at St. Stephen's School, Ajmer. <input type="checkbox"/> Subject expert to Mayo College, Ajmer for Viva of class XII students.
3.	Mr. Gautam Chaturvedi	<input type="checkbox"/> Acted as a subject expert for interviews of faculty at DAV College. <input type="checkbox"/> Delivered a Lecture on      for II Grade Teachers at Teachers' Training College, Ajmer
4.	Mrs Deepmala Singhal	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> Acted as a Judge DAV College for PERKS. <input type="checkbox"/> External Practical Examiner Govt. College Kishangarh RIE. <input type="checkbox"/> Resource Person MDS University. <input type="checkbox"/> Resource Person Kishangarh.
7.	Dr. Sandhya Kalera	<input type="checkbox"/> Acted as a Subject Expert for Practical Examinations in S.P. C. Government College, Ajmer.
8.	Dr. Monika Kannan	<input type="checkbox"/> 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 <sup>th</sup> -31 <sup>st</sup> March, 2017. Title: Women Empowerment: Challenges and Prospects.
9.	Mrs. Persis Latika Dass	<input type="checkbox"/> Delivered a session on 'Role of Gandhi ji' for II Grade Teachers at Teachers' Training College, Hatundi (Ajmer). <input type="checkbox"/> Delivered a session on 'Ancient Ganika: An Enigma for Modern India' at the National Conference on History at JNVU, Jodhpur <input type="checkbox"/> Chaired a session at the ICHR Conference.
10.	Mrs. Madhumita Hussain	<input type="checkbox"/> Delivered a session on 'Yoga Techniques' at MDSU, Ajmer.
11.	Mr. Raman Tiwari	<input type="checkbox"/> Acted as a Speaker for ICAI, Ajmer Branch and undertook session on Accounting and Finance. <input type="checkbox"/> 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	<input type="checkbox"/> Delivered a session on 'Information and Communication' at the Department of Library Sciences, MDSU, Ajmer. <input type="checkbox"/> Delivered a session on 'Library Maintenance' at MDS University, Ajmer.
13.	Ms. Sumita Gurnani	<input type="checkbox"/> Acted as a resource person at Kids School, Ajmer and delivered a session on 'Learning Strategies of Accounts and Commerce'
14.	Dr. Anu Bharadwaj	<input type="checkbox"/> Acted as a Subject Expert for Practical Examinations in S.P. C Government College, Ajmer.
15.	Ms. Bhawna Sharma	<input type="checkbox"/> Acted as a Judge and Expert at Sophia Sr. Sec. School Inter House Play Competition and Cultural Competition.
16.	Mrs. Neha Sharma	<input type="checkbox"/> Acted as a Resource Person and Subject Expert at St. Teresa School Ajmer.
17.	Mrs. Shubha Chaturvedi	<input type="checkbox"/> Acted as an External Practical Examiner Mahila Vidhayala Bhilwara.
18.	Ms. Neelam Bhatia	<input type="checkbox"/> Was a for Resource Person for Civil Services Coaching. <input type="checkbox"/> Acted as Resource Person at Nehru Yuva Kendra Ministry of Youth Affairs and Sports. <input type="checkbox"/> Was a Subject Expert for General Knowledge and Current Affairs at Vikramaditya Academy of Law.
19.	Mrs. Ruchi Mathur	<input type="checkbox"/> Acted as External Examiner and Paper Setter for IIS University and MDS University.



20.	Dr. Suneeta Rao	<input type="checkbox"/> Acted as a Subject Expert in Rajasthan Public Service Commission.
21.	Ms. Manu Panwar	<input type="checkbox"/> Acted as a Resource person and Trainer for Sports Development Council at the Intercollegiate Tournaments.

**3. 13 No. of Collaborations** International: **01** National: **02** Any other: **05**

1. International Collaboration with Scandinavian International Executive School, Norway
2. National Level with Parvatibai Chowgule College of Arts and Science (Goa)
3. National Level with Kristu Jayanti College, Bangalore
4. State Level with Parishkar College of Global Excellence, Jaipur (Rajasthan)
5. State Level with Centre of Environment and Development Studies, Jaipur
6. State Level with iBirds Software Services Pvt. Ltd.
7. District Level with RCDSSS, Madar, Ajmer
8. District Level with Rajasthan Mahila Kalyan Mandal, Chachiyawas, Ajmer

**3. 14 No. of linkages created during this year** **05**

1. National Level with Indian Institute of Remote Sensing, ISRO, Dehradun
2. State Level with RBI Regional Office, Jaipur
3. District Level with Gaur Mental Health Clinic, Ajmer
4. District Level with Indian Sewage Treatment Plant, Ajmer
5. 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:-

**2,27,143/-**

**Total:-**

**2,33,143/-**

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 Gour (Ongoing)
4. Pinky Vaishnav (Ongoing)
5. Sanjay Rawat (Ongoing)
6. Madhu Devi (Ongoing)
7. Meet Singh (Ongoing)

□ **Research Guide: Bhagwant University, Ajmer**

1. Mr. Hemant Swaroop Mathur

□ **Ph.D Guide: Dr. Ritu Bhargava (Dept. of Computer 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 Devi**

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: **02**

National Level: **137**

International Level: **NIL**

**3.2.2 No. of Students participated in NCC events:**

University Level: **NIL**

State Level: **57**

National Level: **01**

International Level: **NIL**

**3.2.3 No. of Awards won in NSS**

University Level: NIL	State Level: NIL
National Level: 01	International Level: NIL

**3.2.4 No. of Awards won in NCC**

University Level: NIL	State Level: 02
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: <b>NIL</b>	Conference Forum: <b>NIL</b>	
NSS: <b>11</b>	NCC: <b>06</b>	Any Other: <b>17</b>

**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 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.
  - 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.
  - On Rakhi 50 volunteers visited the Central Jail and tied Rakhis to over 500 male and 25 female prisoners.
  - Flash Mobs were organized on 14<sup>th</sup> -15<sup>th</sup> 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 k(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 volunteers in collaboration with DISHA RCDSSS generated Health Awareness in 8 villages of Ajmer District.
  - 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.
  - 17 cadets attended the Combined Annual Training camp at Dabok, Udaipur.
  - 27 cadets participated in the Pre Republic Day Camp.
  - 3 NCC Cadets were also selected for the Pre- Inter Group Competition Camp at Jaipur, Rajasthan.
  - Cadet Deeksha Chauhan was selected to attend the Officers Training Academy Attachment Camp in Chennai.

### **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, students from Psychology visited at the Special School Minu Manovikas Vidyalya, Chachiwadas, Ajmer, governed by Rajasthan Mahila Kalyan Mandal.
  - The College in collaboration with Disha-Ahaa, 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 “ Toilet – Ek Prem Katha”.
- 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 Srinagar Village, Ajmer. The students developed an understanding about village life and were familiarized with the rich cultural heritage of rural India.

□ **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, 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:**

<b>Facilities</b>	<b>Existing</b>	<b>Newly created</b>	<b>Source of Fund</b>	<b>Total</b>
Campus area	9.9 acres	-	-	9.9 acres
Class rooms	46	-	-	46
Laboratories	13	01	College Fund	14
Seminar Halls	02	-	-	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		<input type="checkbox"/> Computer (46) <input type="checkbox"/> Xerox Machine(02) <input type="checkbox"/> Solar Plant 60 KW (200 Panel)	College Fund	
<b>Value of the equipment purchased during the year (Rs. in Lakhs)</b> <input type="checkbox"/> Computer (46) <input type="checkbox"/> Xerox Machine(02) <input type="checkbox"/> Solar Plant 60 KW (200 Panel)		3,06,500/- 4,57,820/- 6,42,416/-	College Fund	
<b>Others</b> <input type="checkbox"/> Projector (1) <input type="checkbox"/> Furniture Racks <input type="checkbox"/> Furniture and Fixtures <input type="checkbox"/> Electronic Items <input type="checkbox"/> TT Board <input type="checkbox"/> 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
<b>Total</b>	<b>215</b>	<b>142</b>	<b>3</b>	<b>8</b>	<b>5</b>	<b>10</b>	<b>38</b>	<b>9</b>

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/-
<b>Total :</b>	<b>65,74,545/</b>

**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
1760	1654	99	07	-

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

(c) No. of international students: NIL

No	%		No	%	
05	0.28%	Men	1753	99.72%	Women

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1160	93	36	267	01	1812	1327	88	28	316	01	1760

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, New Delhi.
  - 'Indo-China Relations' by Mr. Shiraz Ellis, Mayo College, Ajmer.
- ☐ The College offers an Add-On course in French.
- ☐ GTT, a sister concern of NASSCOM, conducted a Life Skill Building Seminar.

No. of students beneficiaries

**~1480**

5.5 No. of students qualified in these examinations

NET	<b>01</b>	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	<b>19</b>

### 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'. Students from other faculties also attended the same.
- ❑ 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.
- ❑ An International Development and Training Programme was conducted in collaboration with Singapore Institute of Management wherein 10 students visited Singapore.
- ❑ A National Workshop on Research Methodology was conducted by the Department of Geography from 16<sup>th</sup>-18<sup>th</sup> September, 2017.
- ❑ A three day workshop was organized by the Innovation Cell to create awareness on Entrepreneurship and learn the working and gaining knowledge about the different business models.
- ❑ An Add –on Course on 'Library & Information Science' was conducted.
- ❑ A Personality Development Program was conducted for final year students.
- ❑ 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 gender sensitization programmes

- ❑ Self Defense Certificate Course has been made compulsory for the first year students.
- ❑ The college showcased the movie 'Toilet-Ek Prem Katha'.
- ❑ Family Life Education Program is compulsory for all the Final Year students.
- ❑ A Women 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.
- ❑ 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.

### 5.8 Students Activities

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

State/ University level **64** National level **08** International level **01**

## No. of students participated in cultural events

State/ University level **22** National level **02** International level **-**

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

Sports: State/ University level **06** National level **04** International level **01**

Cultural: State/ University level **-** National level **02** International level **-**

## 5.9 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	55	12,30,800/-
Financial support from government	19	3,39,000/-
Financial support from other sources	38	83,600/-
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.**

## 5.10 Student organised / initiatives

**Fairs** : State/ University level **1\*** National level **-** International level **-**

**Exhibition:** State/ University level **1\*\*** National level **-** International level **-**

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

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

5.11 No. of social initiatives undertaken by the students **42**

□ 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

**5.12 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.
- ☐ Four 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.
- ☐ 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 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.

### 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.

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
Number	03	03	-	
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 17<sup>th</sup> to 19<sup>th</sup> Feb., 2018.
- ☐ A National Workshop on “Research Methodology” was organized by Geography Department from 16<sup>th</sup> Sept to 18<sup>th</sup> 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 13<sup>th</sup> Jan. to 14<sup>th</sup> 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 .

- ❑ A Faculty Development Programme on SPSS and Map Making Training was conducted by Dr. Monika Kannan on 18<sup>th</sup> September, 2017.
- ❑ Nine students participated/presented papers at a National Seminar on “Urban Environment in the 21<sup>st</sup> Century: Issues and Challenges” from 27<sup>th</sup> to 28<sup>th</sup> March, 2018 held at Jamia Millia Islamia University, New Delhi.
- ❑ Fifty Days Internship Program was organized by iBirds Software Services Pvt. Ltd. Ajmer for the students in the field of Web Development.

#### 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:**

- ☐ 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. Sabbatical Leave
    - iii. Paid Leave
    - iv. 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.
- 10 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.

#### 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

<b>Teaching</b>	<input type="checkbox"/> Reduction of workload for research work and infant care <input type="checkbox"/> Academic leave <input type="checkbox"/> Sabbatical leave <input type="checkbox"/> Paid leave <input type="checkbox"/> Personal counselling <input type="checkbox"/> Staff picnics
<b>Non teaching</b>	<input type="checkbox"/> Interest free loans <input type="checkbox"/> Medical care <input type="checkbox"/> Free ships and scholarships for wards of the staff
<b>Students</b>	<input type="checkbox"/> Scholarships <input type="checkbox"/> PTMs <input type="checkbox"/> Book exhibition <input type="checkbox"/> Educational tour <input type="checkbox"/> ICCS <input type="checkbox"/> Spiritual retreat <input type="checkbox"/> Fashion Show <input type="checkbox"/> Music club <input type="checkbox"/> 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
<b>Academic</b>	Yes	-	Yes	IQAC
<b>Administrative</b>	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

- ☐ Four 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 counseling 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.
- ☐ 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 Compost 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.
- ☐ 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)
- ☐ E- Resource Lab was developed
- ☐ 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**

- ☐ Following MoUs signed during the academic Year:
  - 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
  - iBirds Software Services Pvt. Ltd.
  - Rajasthan Mahila Kalyan Mandal, Chachiyawas
  - RCDSSS, Ajmer
- ☐ ☐ Linkages initiated with:
  - RBI Regional Office, Jaipur
  - ISRO, Dehradun
  - Indian Sewage Treatment Plant, Ajmer
  - Gaur Mental Health Clinic
  - Saras Dairy, Ajmer

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 21<sup>st</sup> 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 SUCESS**

- ☐ 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

☒

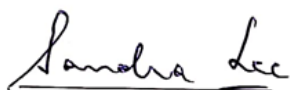
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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**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: **Prof. Sandra Lee**



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
<b>1. To plan outreach programmes and collaborations as a means to gain academic exposure</b>	<ul style="list-style-type: none"> <li>-Fifteen 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.</li> <li>- Final year students from BBA completed their Internship at ICICI, Shree Cement, Beawar, Dainik Bhaskar, Axis Bank and HMT, Ajmer .</li> <li>-Three students from the Department of Political Science participated in MUN at International Management Institute, Delhi.</li> <li>-12 Students accompanied with teachers visited World Book Fair at Pragati Maidan, New Delhi.</li> <li>-Fifty Zoology students were part of an Ornithological Survey at BirdFair, Ajmer.</li> <li>-International Business School, Jaipur in association with Sophia Girls' College organized a Faculty Development Program on 'Innovative Approaches for Teaching and Evaluation'</li> <li>-Global Talent Track, a sister concern of NASSCOM conducted a Seminar on Life Skills which was attended by Final year students.</li> <li>-An Interactive Seminar on 'Development Dialogue' was conducted by Dr. Jyoti Kiran, Chairperson, Rajasthan State Finance Commission for the College students.</li> <li>-Rajasthan Sahitya Akademi organized a Workshop on 'Creative Writing' on for students of the College.</li> <li>-A Seminar on 'SEBI and its Functions' by Mrs. Shakuntla Pareek and Ms. Alka Pareek from SEBI was organized for students from B.Com and BBA.</li> <li>-Dr. M.S. Rathore, Director of Centre for Environment and Development Studies conducted a Seminar on 'Rural Development to the students of Economics Department' .</li> <li>-Dr. Kerry Kriger, an Environmentalist of international repute, gave a Seminar on 20<sup>th</sup> January 2018 on 'Save Frogs' for students of Galaxy, the Science Forum.</li> <li>-- Ms. Nishtha Bharti from Delhi addressed the students of Political Science, History and Sociology on the Relevance of Gandhi in the Twenty-First Century on 9<sup>th</sup> September 2017.</li> <li>- Mr. Shiraz Ellis from Mayo College, Ajmer gave Seminar on Indo-China Relations for Lyceum Students on 11th September 2017.</li> <li>-The English Department organized a Workshop on 'Research Methodology' by Dr. Lalit Sharma from Banasthali Vidhyapeeth for the PG and Honours classes.</li> <li>-An Inter-Disciplinary Seminar on 'Psycho-Analysis by Sigmund Freud' was conducted by Mrs. Asha Sharma for the Post-Graduate students of English.</li> <li>-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.</li> <li>-The Computer Department celebrated a week long 'IT week' in which they had different competitions and activities.</li> </ul>

	- The College has an alliance with ISRO to conduct On-Line exams at Sophia College as an Outreach Centre.
<b>2. To sign Memorandums of Understanding with Institutions of International and National repute</b>	<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"> <li>1. Scandinavian International Executive School, Norway</li> <li>2. Parvatibai Chowgule College of Arts and Science (Goa)</li> <li>3. Kristu Jayanti College, Bangalore</li> <li>4. Parishkar College of Global Excellence, Jaipur(Rajasthan)</li> <li>5. Centre of Environment and Development Studies, Jaipur</li> <li>6. State Level with iBirds Software Services Pvt. Ltd.</li> <li>7. RCDSSS, Madar, Ajmer</li> <li>8. Rajasthan Mahila Kalyan Mandal, Chachiyawas, Ajmer</li> </ol>
<b>3.To augment social responsibility</b>	<p><b>A. We have two Units of National Service Scheme (NSS) with active volunteers.</b></p> <ol style="list-style-type: none"> <li>1. A Tree Plantation Drive was conducted by planting saplings in the Madar hills and in the adopted villages as part of Van Mahotsava.</li> <li>2. NSS day was celebrated with zeal and enthusiasmin the Bhunabai village.</li> <li>3. On Rakhi 50 volunteers visited Central Jail and tied Rakhis to the prisoners there .</li> <li>4. Flash Mobs were organized on 14<sup>th</sup> and 15<sup>th</sup> August to create awareness about Government Policies.</li> <li>5. One volunteer, Muskan Bishnoi was selected for the Republic Day Camp in Delhi.</li> <li>6. Nukkad Nataks on different social awareness themes were organized at Kankaria Village, Kotra Slum and Bhoonabhai Village.</li> <li>7. Red Ribbon Club participated in the AIDS Rally in partnership with the Health Ministry.</li> <li>8. NSS collaborated with the SVEEP Campaign of the District Administration to create awareness about our Electoral rights in more than 18 Colleges.</li> <li>9. Fifteen NSS volunteers in collaboration with DISHA RCDSSS (An NGO) generated Health Awareness in villages of Ajmer District.</li> <li>10. Weekly classes under the Adult Literacy Programme for the women inmates of Central Jail are conducted by Faculty and students of NSS.</li> </ol> <p><b>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.</b></p> <ol style="list-style-type: none"> <li>11. Combined Annual Training Camp at Dabok, Udaipur was attended by seventeen cadets. The cadets participated in various cultural and sports events.</li> <li>12. 27 cadets participated in the Pre Republic Day Camp.</li> <li>13. Our cadets were also selected for Pre-Inter Group Competition Camps at Jaipur.</li> <li>14. Twenty cadets appeared in B and C Certificate Examination.</li> </ol>

	15. Cadet Deeksha Chauhan was selected to attend the Officers Training Academy Attachment Camp in Chennai.
<b>4.To provide society with competent women</b>	<ul style="list-style-type: none"> <li>-Self Defence is a compulsory Add- on course for the first year students.</li> <li>-The following Skill Development and Add- on courses make our students competent and confident women capable of taking their place in society.</li> <li>-A number of Seminars, Conferences and Workshops give the students a platform to present their research papers and make them academically sound.</li> <li>-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.</li> <li>-The Nature Club of the college provides an opportunity to interact with Mother Nature and teaches the importance to conserve it.</li> <li>-The Health Club inculcates the habit of healthy living.</li> <li>-The Sports culture of the College enthuses the spirit of sportsmanship, team- spirit and integrity.</li> <li>-To enhance the Spiritual Quotient of the students, regular spiritual retreats and healing sessions are conducted.</li> </ul>
<b>5.To create a centre with potential for excellence in Library and Information Science (LIS).</b>	<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"> <li><b>1. Circulation Service:</b> <ol style="list-style-type: none"> <li>1.1 Central Library has Open Access Automated Circulation System that operates through Barcode technology (Books Issue - Return System).</li> <li>1.2 Circulation counter assists the library users with the location and circulation of library materials.</li> </ol> </li> <li><b>2. Reference Services:</b> <ol style="list-style-type: none"> <li>2.1 It provides the users with directional assistance in locating books and resources.</li> <li>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.</li> </ol> </li> <li><b>3. Current Awareness Service CAS:</b> <ol style="list-style-type: none"> <li>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.</li> </ol> </li> <li><b>4. Selective Dissemination of Information (SDI):</b> <ol style="list-style-type: none"> <li>4.1 It is a specific user oriented service which informs and updates the interested users on specific themes/areas/topics as required.</li> </ol> </li> <li><b>5. E-resource Lab/ Digital Library:</b> <ol style="list-style-type: none"> <li>5.1 A separate E-Resource Lab has been established in the Library.</li> <li>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.</li> </ol> </li> </ol>



**6. Inter Library Loan:**

6.1 The Library provides document delivery service to the faculty, students and research scholars to support their research and academic activities.

6.2 Journal articles which are not available in our library can be procured from INFLIBNET centre through NLIST Consortium.

**7. Book Bank Facility:**

7.1 The Central Library has a separate Book Bank facility for economically weak and needy students.

**8. Reprographic Service:**

8.1 The Central Library provides reprographic services to the users for Photocopying/Xerox of library materials with reasonable charges.

**9. New Arrival Service:**

9.1 The library keeps the students informed about the new arrivals through the Library Website.

**Web-OPAC On-line Public Access Catalogue:**

10.1 The Central Library has a fully computerized catalogue search facility available to the users through internet.

10.2 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:**

**11.1 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.

**11.2 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:**

1.2 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.
<b>6.To promote research and publication</b>	<p>-The Department of English has organized the College's first International Conference on Multiculturalism, Diaspora and Quest for Identity from 17<sup>th</sup> to 19<sup>th</sup> February 2018 International Speakers like Smita Tharoor and Professors from Delhi University, Jamia Milia Islamia, JNV, 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 16<sup>th</sup> to 18<sup>th</sup> September. This was followed by a Faculty Development Program by Prof Sudesh Nangia, National Co-ordinator, JNU.</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.</p>
<b>7.To make efforts for maintenance of infrastructure and Technological upgradation</b>	<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.</p> <p>-Renovation of the flooring of Commerce Block (Flooring).</p> <p>-The Staff room Toilets were retiled and new sanitary fittings were installed</p> <p>-The Hostel toilets floor on the first and second were completely renovated.</p> <p>-A new Basket Ball Court and Kabbadi Court was constructed.</p> <p>-To add to the greenery on campus a green house with potted plants was added in front of the chapel.</p> <p>-The college canteen was given a new modern look. About 25 students spent three to four days for painting the canteen walls.</p> <p>-To accommodate about 500 students the multipurpose hall was renovated six AC's installed.</p> <p>-Renovation of class room furniture.</p> <p>-Installation of 16 ground solar pillar lights.</p> <p>-Installation of the AC's in the Administrative Block.</p> <p>-Construction of Sit Outs.</p> <p>-Installation of steam cooker in hostel</p> <p>-Installation of additional water coolers.</p> <p>-To facilitate technological infrastructure an all-in one printer-scanner-photocopier was provided in the staff room.</p>

<p><b>8.To introduce a system of revision of curriculum with participation of teachers</b></p>	<p><b>Add-On Courses</b></p> <ul style="list-style-type: none"> <li>-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.</li> <li>-RS-CIT classes are conducted regularly for College students</li> <li>-The College offers a Diploma in French language conducted under the aegis of the French Embassy. The Program is very successful with Many students clearing A1 Level exam, A2 Level and many registered for A2 Level for the next session</li> </ul> <p><b>Career Counselling and Placement</b></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"> <li>- Seminar on Career Counselling by Department of Chemistry</li> <li>- Guest Lecture on Career Opportunities in Library &amp; Information Science organized by Department of Library &amp; Information Science</li> <li>-Global Talent Track on ‘Life skill Building’</li> </ul> <ul style="list-style-type: none"> <li>-On 20<sup>th</sup> February 2018 ICICI Prudential conducted a Placement Drive for 61 students out of which 3 got selected</li> <li>- On 20<sup>th</sup> January, 2018 109 students participated in a Placement Drive conducted by Concentrix out of which 19 students got selected.</li> </ul>
<p><b>9.Incentives to teachers and students</b></p>	<ul style="list-style-type: none"> <li>-FDPs were organized to update the faculty members.</li> <li>-Incentives are given to the staff members for their research contribution, seminars/workshops/conferences attended, Research guidance, Ph.D submission, NET/SLET qualified and P.G teaching.</li> <li>-Academic leave, sabbatical leave and paid leave.</li> </ul>
<p><b>10.To emphasize on a strong sports culture</b></p>	<ul style="list-style-type: none"> <li>-Sophia College hosted the 31st Inter-Collegiate Women’s Tournament under the aegis of Maharshi Dayanand Saraswati University Ajmer. The College Cricket Team won the Inter-Collegiate Trophy for the 3<sup>rd</sup> consecutive year, similarly the Basket Ball team won the trophy for the 10th consecutive year</li> <li>-Players of our College participated in the Senior State Basketball Championship and won a silver medal and players of our college also represented the state in Senior National Basketball Championship held at Chennai.</li> <li>- Our Athletes won medals in Long Jump, Triple Jump, and Relay in the Inter Collegiate Athletic meet in Bhilwara.</li> <li>- players of our college represented the MDS University at the West Zone Inter University tournaments.</li> <li>- The College bagged the General Championship of MDS University by winning trophies in Basketball, Badminton, Handball, Table Tennis and Cricket</li> <li>- The College also organized Inter-Faculty Tournaments. The students competed in different athletic events along with Volleyball, KhoKho, Handball, Throwball, Basketball, Badminton and Kabaddi.</li> </ul>

<b>11.To enhance the Spiritual Intelligence of the students</b>	<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. 35 members of Good News Group went to Tabor Ashram, Maharashtra for a Spiritual Renewal Retreat</p>
<b>12.To strengthen the Campus Management Solution system of the college</b>	<ul style="list-style-type: none"> <li>- Information regarding the admission merit list, SMS alerts and other important announcements are done by Campus Management Solution system.</li> <li>-Students Attendance is marked Month wise on the portal.</li> <li>-The Internal CIA marks and CP obtained by the students can be viewed.</li> <li>-The results are declared online.</li> <li>-There is a student’s portal wherein the students can upload the assignments and also download notes for their assistance.</li> <li>- The Teacher can post the assignments on the teacher’s portal.</li> </ul>

(Annexure ii)

**ACADEMIC CALENDAR 2017-18****For Autonomous Scheme Students**

<b>Month</b>	<b>Activities</b>
Saturday, 1st July 2017	Parent Teacher Meeting (I Year)
Monday, 3rd July 2017	Orientation of New Students
Tuesday, 4th July 2017	Commencement of Classes
Friday 7th and Saturday 8th July 2017	Parent Teacher meeting (II and III year)
Saturday, 29th July 2017	Fresher's Day
Tuesday, 22nd August, 2017	Sophians' Day
16th – 18th September, 2017	National Workshop organized by Department of Geography & Research and Development Cell
First and Second week of October 2017	Commencement of CIA
15th October- 22nd October 2017	Preparation Leave and Diwali Break
Second week of November 2017	Commencement of I/III/V End Semester Practical
Third week of November 2017–First week of December 2017	Commencement of I/III/V End Semester Exams(Theory)
11th December 2017	Commencement of II/IV/V1 Semester Classes
Last week of December 2017	Winter Break
13th – 14th January 2018	National Conference organized by Department of Political Science, Sociology & History
17th January 2018	Fashion Show
17th – 19th February, 2018	International Conference organized by Department of English
18th February 2018	Alumni Meet
Second week of March - Fourth week of March 2018	Commencement of CIA
Second week of April 2018	Commencement of II/IV/V1 End Semester Exams (Practical)
Third week of April 2018	Preparation Leave
Fourth week of April-Second week of May 2018	Commencement of II/IV/V1 End Semester Exams(Theory)

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

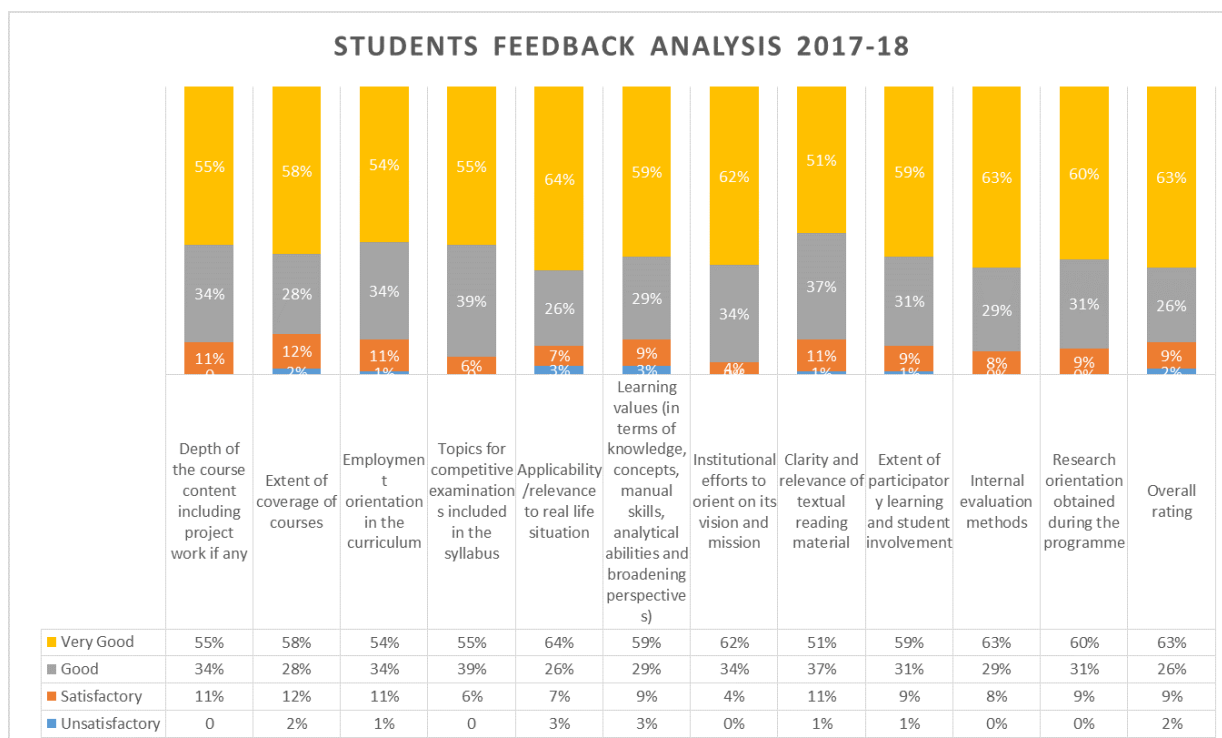


## SOPHIA GIRLS' COLLEGE, AJMER (AUTONOMOUS)

(Annexure iii)

### STUDENT FEEDBACK ANALYSIS

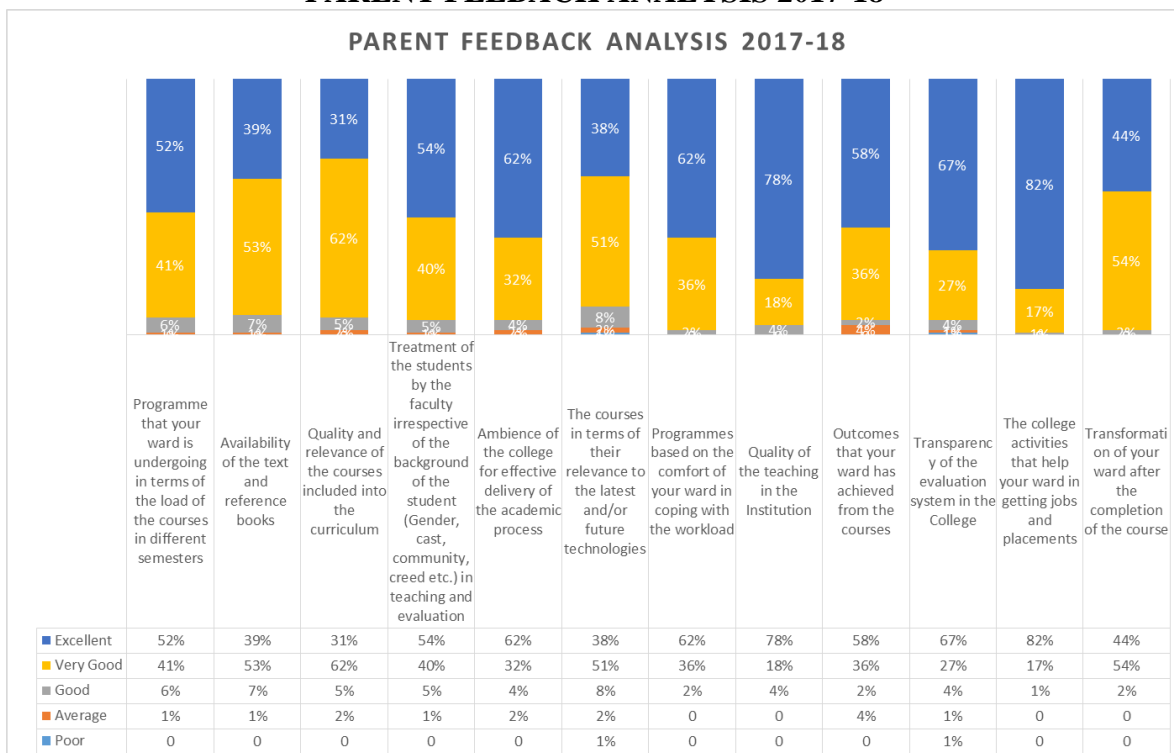
2017-18



### Action Taken

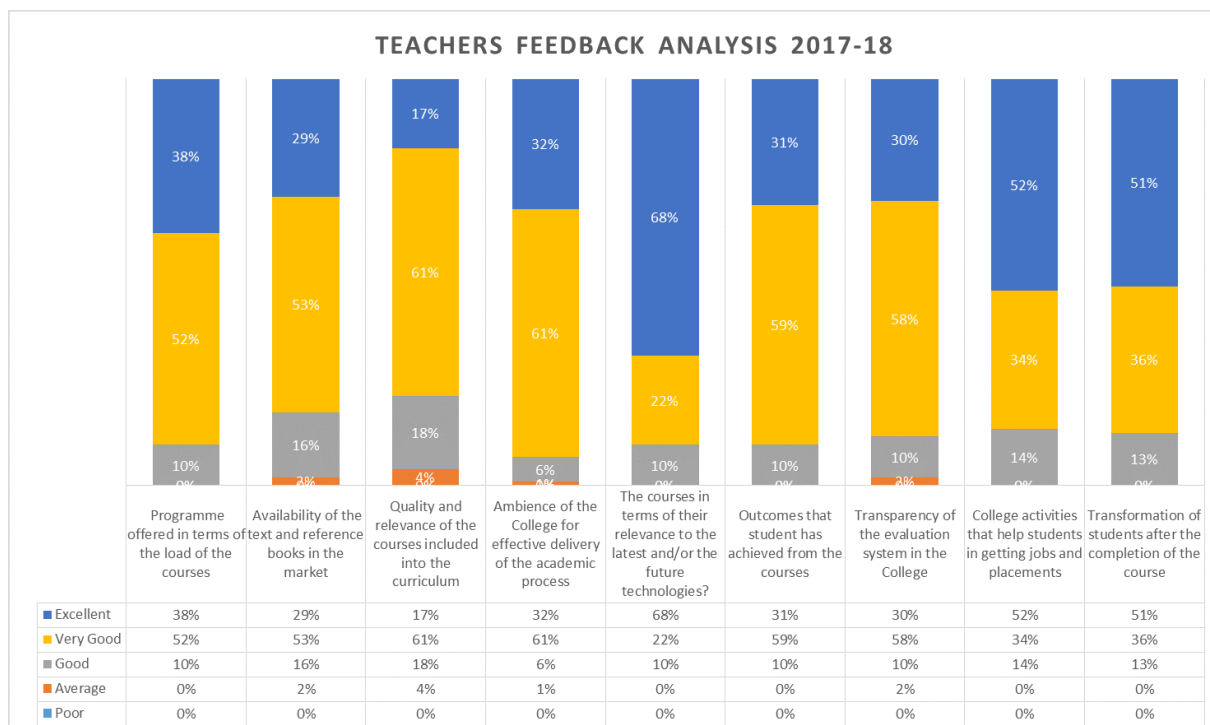
- M.Sc. Chemistry and Physical Education optional subject in B.A. were started this year on student's demand.
- The College inaugurated an ISRO sponsored Outreach Centre setup for conducting Government sponsored Geospatial Programs on Campus.
- National Conferences on "Advances in Science & Technology- an Interdisciplinary Approach" and "Emerging Trend & Scope in the Banking Sector" were organized to augment the research quotient among the students.
- 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.
- 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****Action Taken**

- The Institution lays special emphasis on Parent Feedback which has been its constant feature. We give full regard to their advise and adopt it for the holistic development of students
- Special Parent Teacher Meetings with interactive open sessions was organized to discuss student's performance and progression during this year.
- Skills based Diploma courses in French, Yoga, Geographical Information System (GIS) and Journalism were started this year 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.
- Students Exchange programs were initiated to Singapore Institute of Technology, Singapore to promote students-industry interface and also give them field exposure.
- Teacher Training Sessions are held from time to time where various teaching aids and latest methodology and communication skills are provided to teachers to enhance their objectivity, kindness and dignity during classroom teaching.
- The Parents give their valuable suggestions for academic, professional and technical growth of the Institution.
- Various vocational courses are offered to make our students aware about the work culture, jobs, placements and opportunities.

## TEACHER FEEDBACK ANALYSIS 2017-18

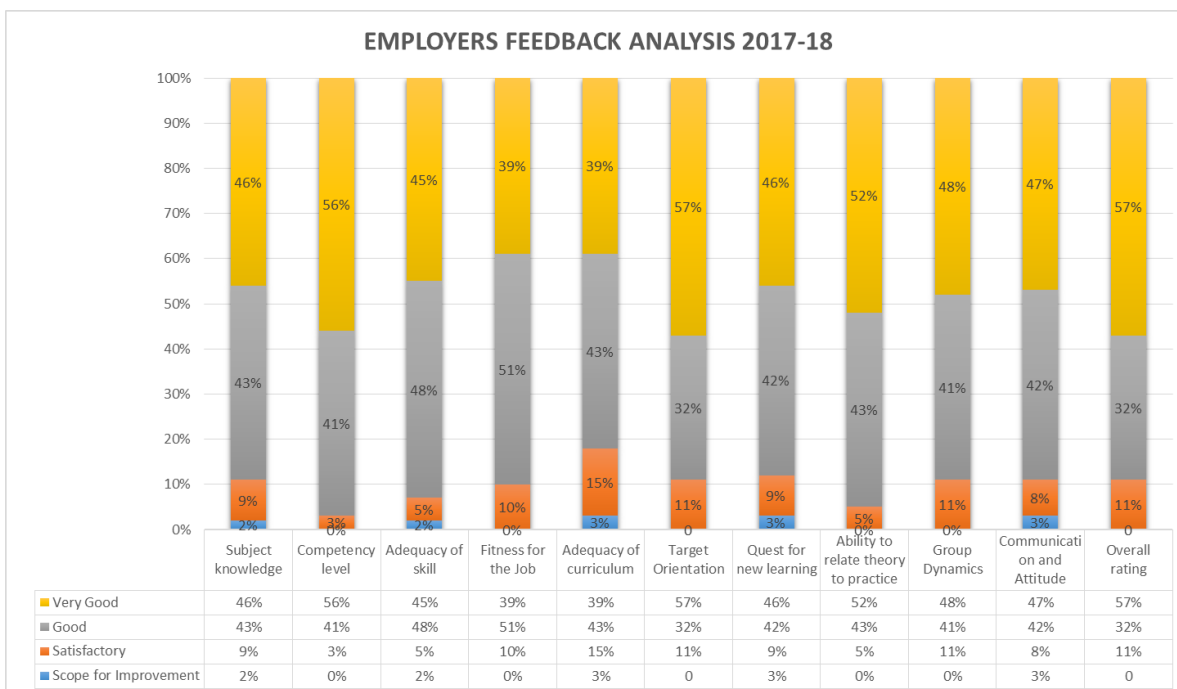


## Action Taken

- The Teachers Feedback is regularly collected and analyzed to keep a track of their Professional, Personal and Social accomplishments and skills.
- As per the suggestions given by the stakeholders, the Institution introduced many new programs such as M.A. Political Science and BLIS (Bachelors in Library and Information Science).
- Group Assignments and Projects were given to the students to enhance their skills. Infilbnet facility is also given to research scholar and P.G. students to enhance their research skills.
- They extend their valuable suggestions in curriculum design and evaluation as BOS members in all departments and substantially contribute in the following,
  - Course Applicability
  - The Quality of Content
  - Flow of Syllabi
  - Marking Scheme for the Course
  - Examination Pattern
  - Employability
- The 'Research Writing Cell' of the Institution organizes regular workshops which benefit the students to enhance their flair for academic articles and papers.
- As per the suggestions 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 and University level in sports or cultural activities.



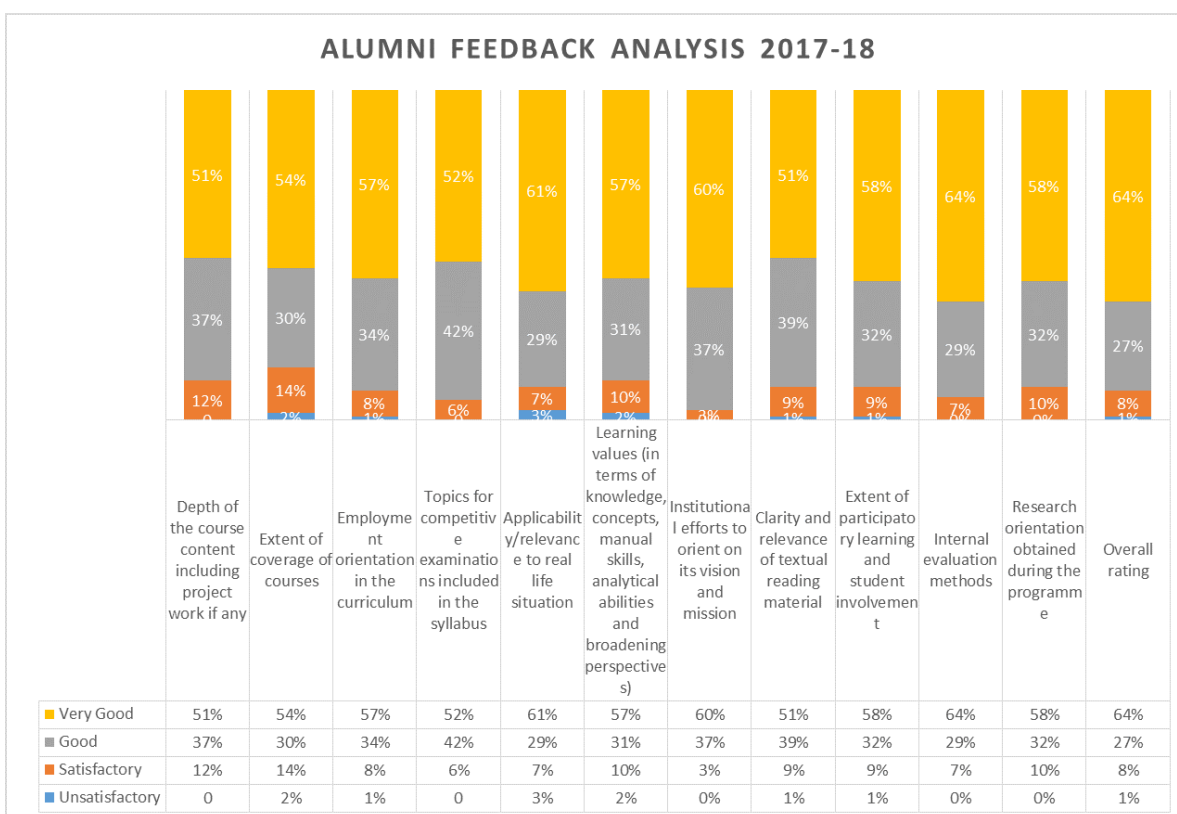
## EMPLOYER FEEDBACK ANALYSIS 2017-18



### Action Taken

- Employer Feedback has been the regular feature of the Institution. The design of our courses is always in line with the latest Feedback we receive from Employers. We consider their share of advice pivotal to the holistic development of our students.
- Analyzing their Feedback, we updated our syllabus in which we focused on increasing their competency skills, subject knowledge, fitness for job, group dynamics, communication skills and inculcating the right attitude.
- English Proficiency has always been mandatory in the Institution for which we provide them with special communication classes and language classes to train and groom them.
- To enhance professional writing of students, the 'Research Writing Cell' of our Institution organizes regular workshops for the same.
- We organized 'Start-up' events on Campus to give Industrial Exposure to our students.
- The 'Innovative Cell' of the Institution takes an initiative to acknowledge student's innovative ideas, unique talents and fares them well in the right direction by exposing them to skills like manufacturing, designing, sales and online marketing.

## ALUMNI FEEDBACK ANALYSIS 2017-18



## Action Taken

- The Alumni Feedback is regularly collected and analyzed to keep a track of their Professional, Personal and Social achievements.
- M.Sc. Chemistry and Physical Education as an optional subject in B.A. were started this year on the Alumni's demand.
- The College inaugurated an ISRO sponsored Outreach Centre for conducting Government sponsored Geospatial Programs on the Campus.
- 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 the Campus.

(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

- Kristu Jayanti College, Bangalore
  - Parishkar Global College of Education, Jaipur
  - Centre of Environment and Development Studies, Jaipur
  - iBirds Software Services Pvt. Ltd.
  - RCDSSS, Madar, Ajmer
  - Rajasthan Mahila Kalyan Mandal, Chachiyawas, Ajmer
- ☐ 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**

**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 cell 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