



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER
Name of the head of the Institution	Dr. Sister Pearl
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01452427243
Mobile no.	8058507771
Registered Email	principal@sophiacollegeajmer.in
Alternate Email	iqac@sophiacollegeajmer.in
Address	Mirshali, Jaipur Road
City/Town	Ajmer
State/UT	Rajasthan
Pincode	305001

2. Institutional Status	
Autonomous Status (Provide date of Conformant of Autonomous Status)	29-Apr-2015
Type of Institution	Women
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Monika Kannan
Phone no/Alternate Phone no.	01452427243
Mobile no.	9829506865
Registered Email	iqac@sophiacollegeajmer.in
Alternate Email	monika@sophiacollegeajmer.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://sophia.college/files/uploads/AQAR-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://sophia.college/files/uploads/Academic_calendar2018-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	81.00	2004	16-Feb-2004	15-Feb-2009
2	A	3.01	2010	04-Sep-2010	31-Dec-2020

6. Date of Establishment of IQAC	15-Apr-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC

No Data Entered/Not Applicable!!!

[View File](#)**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Monika Kannan, Dept. of Geography	Impress Scheme	ICSSR, New Delhi	2019 730	900000
Department of Computer Science	National Workshop	Department of Science and Technology, Government of Rajasthan	2018 2	50000
Department of Computer Science	National Workshop	Collaboration with Computer Society of India	2018 2	15000
Department of Commerce & Economics	CSR	Canara Bank, Ajmer (National Conference)	2018 2	50000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Organized Faculty Development Programs: Seven for academic enrichment of Teaching Staff, Three for Administrative Staff and Five for Maintenance Staff to upgrade their skills
 2. Collaborated with Ten Institutes of National as well as

International repute by signing Formal MoUs for the augmentation of collaborative learning initiatives. 3. Facilitated the planning and conduction of Six National as well as International Conferences, Seminars and Workshops for the development and promotion of a cohesive research and innovative culture. 4. Compiled and reviewed the Internal Academic Audit Reports, suggested Examination Reforms and implemented the Online Feedback Mechanism for Students, Teachers, Parents, Employers and Alumni. 5. Developed a mechanism for the Grant of Seed Money for Staff members and constituted Institutional Research and Consultancy Policies.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Sophia College Education Society	16-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

23-Mar-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The Institution has a Management Information System which assists in the implementation of the E Governance in the areas of Administration, Finance and Accounts, Student Admission and Support, and Examination Administration. Information can be availed through the Student and Staff Portal which provides multiple functions via different modules. 1.

Administration: Issuing and Circulation of important notices and reports through emails, Whats App and College ERP. It includes • Learning Management System • Creating subject/ paper wise batches using the ERP • Sharing of assignments, Uploading monthly attendance • E Content shared on students Portal. • Bio metric attendance for staff and students. • Student Information system (SMS Portal) • Office Management System • Maintaining Student Database • Generation of Provisional, Transfer, Bonafide, Migration and Character Certificates • Library Management System • College ERP manages the Cataloging Process. • Bar Code Scanning for Issue/ Return of books • College Website provides Web OPAC to students. • Website: The website displays • Vision and Mission, Courses offered, Admission Process, College Infrastructure, AQAR and NIRF reports, etc. • Links regarding examinations, admission process, notifications, webinars, Faculty Profile etc. • Infrastructure • The College campus has 16 Hikvision CCTV Cameras for security. • Fully computerized, wireless connectivity (BSNL and Airtel) in office, hostel and College Campus with 24x7 internet facility with EPBX Facility with 40MBPS bandwidth. 2. Finance and Accounts: The accounts section is maintained through ACME software and a bank portal. Bill Desk Portal is used for online payment of Admission Fees, Term Fees, Examination Fees, Revaluation Fees, Due Examination, Fee for Diploma and International Certification Courses. 3. Student Admission and Support: College Website, Students Portal, Online Fee Payment System and the College ERP combine to form a highly digital Student support system. • College Website • Admission Notification, Forms and Merits Lists • Hostel allotment. • Students Readmission process • Admission for Vocational Diploma and Certificate Courses • Student Portal o The students portal displays information on: • Monthly attendance • Books issued from Library • No. of Due Papers • Readmission Form • Alumni Form • Feedback Form • Assignments • Submission and downloading of

Examination Form and Hall Tickets • Declaration of Online Result • Online Fee Payment Portal The Online Fee payment portal allows students to fill the fees for • Examination • Admission • Hostel • Revaluation • Due Examination • College ERP • Generating Student Roll No, Form Number, Student ID no • Uploading monthly attendance and marks 4. Examination: The Examination Management System is an automated System. • Generating and Submission of Exam Forms, Hall Ticket and Time Table • Maintaining and Generating Due Papers student list. • Database of Old Question papers on College website • Syllabus on College website. • Attendance list with a fictitious code for End Semester Examination as per seating arrangement. • Online entry of marks by Examiners. • Declaring Online Results via Student Portal • Printing of marksheets using the College ERP.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	English	16/07/2018

MSc	Computer Science	16/07/2018
MA	Geography	16/07/2018
MCom	ABST	16/07/2018
MA	Political Science	16/07/2018
MSc	Chemistry	16/07/2018

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Transferable skills-11	20/07/2018	Nil
Life skills-07	04/01/2019	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Under the supervision of IQAC, the institution has developed a well organised online system which regularly collects feedback, monitors and incorporates the suggestions forwarded in the feedback submitted by the students, parents, alumni and employers to enhance the learning ability, infrastructure facilities, different activities, and library administration of the College. The College also has a provision of having Representation of Teachers, Students, Alumni and Parents on various Statutory Bodies actively contributing in the various aspects of Institutional functioning. The obtained feedback is analysed and the suggestions are reviewed and incorporated. Feedback from Teachers helps in further enhancing and strengthening the overall quality framework of the Institution. Their suggestions in Curriculum design, chalking out the curricular as well co-curricular plans, updation of infrastructural facilities and all other relevant matters are duly appreciated and considered. In accordance to the suggestions offered by the students, the College organizes advanced and remedial classes according to the learning needs of students. Besides, the weekly mentor-mentee program allows the teachers to directly communicate with students and provide additional resources of individual feedback and guidance. The program involves personal care and development of every student refining their innate talents and skills. The opinions and suggestions of students contribute towards academic, professional and technical</p>

growth of the Institution. During BOS meetings students of present batch and alumni of the College participate along with the teachers and subject experts to discuss: course applicability, the quality of content delivered, flow of syllabi, marketing scheme for the course, examination pattern, and employability. The invaluable experience of alumni allows the College to regularly advance its facilities making the institution a better space for students. Cognizant of the contribution of alumni, the Annual Alumni Association Meet of the College organised 'Ek Mulakat' an event where the alumni relived, shared, and interacted with the College staff and students. Their feedback and suggestions have been an integral part of curriculum design. Other than collecting the annual feedback responses from parents, the College regularly conducts Parent-Teacher Meetings to gather the opinions of parents. Based on their suggestions Master's Program in Chemistry, Diploma Programs in French and GIS, Journalism and Basics in Yoga were initiated this session. Corroborating the employers' feedback to its practices, the Institution lays special emphasis in grooming every student and enhancing their employability skills through courses like Personality development, Short Films and Documentation, Cambridge English Course, Human Rights and Library Sciences. Courses in English Communication, Diploma programs in French, Journalism, Value added programs in Tally, French language and RSCIT are a few proficiency building programs offered by the Institution in consonance with the market demands. Paying heed to the suggestions and feedback of students, employers, parents, and alumni, the institution has established 'Institutional Innovation Cell' (MHRD) which dedicatedly works towards acknowledging student's innovative ideas and unique talents and facilitates START-UP events on Campus for industrial exposure. They also provide a launching pad to the budding entrepreneurs of Sophia by exposing them to skills like manufacturing, designing, sales and also online marketing.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Literature, Hindi Literature, Political Science, Home Science, Psychology, Mathematics, Economics, Sociology, History, Computer Application, Geography, Physical Education	240	260	215

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1667	115	28	Nil	36

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
64	64	21	27	7	15
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Institution offers an efficacious mentoring system keeping in view the society and low female literacy rate of Rajasthan. A group of approximate twenty to thirty students is assigned to every faculty member at the commencement of different programs. In today's emulous environment mentoring has been turned into a multifaceted task. Not only in academics but it is also needed to provide psychological and emotional support to the students in their crisis. Every year the college makes a sincere effort to-

1. Keep a track of the mentees' performance during the entire course for three years.
2. Bridge the gap between the teachers and students through an effective two way communication.
3. The girls are allowed to approach their mentors for both academic and personal problems with an assurance that secrecy of communication can be maintained.

Academic mentoring: Advanced learners are encouraged to pursue Advanced Courses/ National and International Certifications along with their graduation and post graduation. They are also motivated to pursue different programs like MOOCs, e-PG Pathshala Institutional Competitive Exams coaching, Cambridge English Communicative Courses, to cater to the market demands. Students are also motivated towards undertaking Diploma Programs and Certificate Courses offered by the College whereas post graduate students are initiated to take up additional credit courses. They are encouraged to write and present research papers at national and international forums. Career Guidance: Financial independence plays a pivotal role in women empowerment. The Institution emphasizes active participation of students in several Add-on Job Oriented Courses to ensure their employability. The mentors guide mentees' keeping in view their potential and aptitude. Remedial class: Slow learners need extra attention and motivation. Keeping in view the needs of slow learners, faculty members take regular remedial classes as and when required. Mentors also communicate with fellow faculty to analyze mentees' growth. Value Education: The institution aims at imparting essential human values and ethics which help in strong character building of the young people. Faculty members take value education as an inseparable part of their curriculum. Emotional and Psychological aid: The stressful competitive milieu, lack of proper communication and understanding along with generation gap issues are detrimental to the growth of students. The institution has a full time counsellor and a legal advisor and also provides regular counselling sessions to accomplish mental health and wellness. Mentors enhance the students' confidence by giving them individual recognition and encouragement. 'Once a Sophian, always a Sophian.' implies that the organisation will always be a part of one's life. Parent- teacher Meeting (PTM): A good communication between teacher and parent helps in creating a congenial atmosphere for a student. Parents are called in case of short attendance and if there are dues in subjects. They are also cordially invited to attend annual programmes, award ceremonies and other student activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1789	64	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
6	6	Nil	6	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Sister Pearl	Principal	Certificate of Appreciation
2018	Dr. Sunita Siyal	Assistant Professor	Abhinandan Patra
2019	Dr. Bhawna Sharma	Assistant Professor	Indo-Nepal Samrasta Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
312	3510	8.88

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://sophia.college/site/PO_PSO_CO

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

<https://sophia.college/index.php/site/Teaching-Learning>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes
Name of the teacher getting seed money
Nill
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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	Indian Council of Social Science Research (ICSSR)	900000	360000
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

3

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
FDP on Intellectual Property Rights	IQAC	21/07/2018
Seminar on Roadmap to Company Secretary	Commerce and Management	08/08/2018
Seminar on Career Counselling	Management	18/07/2018

Seminar on Personality Development and Stress Management	Commerce and Management	18/12/2018
Seminar on Employability skills	Commerce and Management	09/01/2019
Seminar on Investment in Mutual Fund	Commerce and Management	24/01/2019
Seminar on Career Counseling in Commerce	Commerce	18/07/2018
Seminar on Career planning in Software Development and interview tips	Computer Science	11/07/2018
Seminar on Career Counseling in Sciences	Botany	20/07/2018
Seminar on Entrepreneurship and benefits of Organic Food	Zoology	12/03/2019
Seminar on Journalism	English	25/07/2018
Seminar on Editorial and Feature Writing	English	13/03/2019
Workshop on Open Source: ARC GIS Software	Geography	16/03/2019
Seminar on 'Importance of Nutrition at various stages of life'	Home Science	19/09/2018
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Institutional Innovation Council	MHRD	Boutique-House of Fashion	Garments	04/07/2018
01	Institutional Innovation Council	MHRD	Online Store on Woopler	Garments	08/08/2018
01	Institutional Innovation Council	MHRD	Handmade Organic Cosmetics	Cosmetics	16/09/2018
01	Institutional	MHRD	Designer Boutique	Garments	24/09/2018

	Innovation Council				
01	Institutional Innovation Council	MHRD	Sells Bookmarks Handmade Cakes	Stationary Culinary	03/02/2019
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Department of Computer Science (Dr. Neha Sharma)- Faculty Member	1
Department of English (Dr. Avantika Gaur)- Faculty Member	1
Department of Geography (Dr. Sunil Tiwari)- Ph.D Scholar	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	2	5.54
International	Physics	9	5.76
International	Management	4	5.17
International	Computer Science	8	4.59
International	Geography	8	5.23
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography- Dr. Monika Kannan	4
Library and Information Science-Mr. Satish Kumar	1
Computer Science-Dr.Ritu Bhargava	1
No file uploaded.	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No data entered/Not applicable !!!						
No file uploaded.						

No Data Entered/Not Applicable !!!

No file uploaded.

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	35	178	10	Nil
Presented papers	27	25	2	22
Resource persons	2	18	3	Nil

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Mr. Raman Tiwari (Commerce and Management)	GST Training	HMT Machine Tools Limited, Machine Tools Division, Beawar Road, Ajmer 305 003, Telephone 91-145-244 0620 / 2684 200	0

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Geospatial Training	Short Tern Training Program on Applications of GIS in Disaster Management: Responses, Recovery and Reconstruction	Pillai College of Engineering (Mumbai)	0	54

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academia -Government Interface	Training Program	Metrological Department, Ajmer	05/01/2019	Nil	12
Academia -Community Interface	Educational visit	Barefoot College, Tilonia	12/02/2019	Nil	38
Academia -Industry Interface	Educational visit	Shanti Niketan Business School, Ahmedabad	29/01/2019	01/02/2019	23
Academia- Academia	Educational visit	Indian Institute of Management,	28/01/2019	02/02/2019	63

		Ahmedabad			
Academia -Industry Interface	Industrial Visit	Saras Dairy, Ajmer	07/09/2018	Nil	47
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3170000	2783119

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Automated with ERP	Fully	3.0	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	170	100	3	8	5	10	38	40	6
Added	45	40	0	0	0	0	0	0	5
Total	215	140	3	8	5	10	38	40	11

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
There is a dedicated Digital Learning Centre for the development of E Content on Campus	https://sophia.college/files/uploads/Digital_learning_center_report.pdf

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
12205000	11648268	4269000	3697673

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Building/ Maintenance • First the need is analysed • Three quotations are invited, analysed and selected. • The matter is put forward to the Governing body of Sophia College Education Society and approval is sought. • The College takes full care about the protection of the environment while implementing any initiatives. Laboratory Maintenance • The College has 16 laboratories and every year a budget is allocated. • Each Laboratory maintains an order book, stock up-gradation and stock maintenance register. • Before the commencement of the new session, Departments write their requirements in the order book and requisition form and it is forwarded to the Committee. • A certified technician comes to repair the non-working equipments. • At the end of the academic year an external lab audit is done by Faculty members of other Departments. Library • The College has one Central Library along with 19 Departmental Libraries. • Before the end of the session a library audit takes place both in the central and Departmental Library. • The Central library also has its own webpage for displaying all the library materials. • The Librarian sends out requisition forms to the HODs of different departments for the procurement of new Books. • The Library Committee scrutinises and finalizes the purchase order. Sports • A special fund is given to the Sports Department for the procurement of sports materials and equipment. • Before the commencement of the new session the Sports Department writes their requirements in the order book and requisition form and it is forwarded to the Committee. • Before the end of the session a sports audit takes place. Lecture Rooms • The College has 44 Lecture Rooms which are spacious, and well ventilated with sufficient lights and fans also supported with a Computer and a LCD projector. • The College also has 7 smart classrooms along with well maintained furniture for the Students and Faculty members. • Every class has a Class Representative who helps take responsibility

to monitor the cleanliness of the Lecture Room. She also reports to the Committee in case anything in the Lecture Room needs repair, replacement or maintenance. Campus Security • The College and Hostel has security guards who are on duty 24 x 7. • CCTV cameras are installed at strategic locations in the College and Hostel to strengthen the safety and security. • Fire extinguishers are installed in every corridor and especially near electric panels and laboratories which have inflammable material which are inspected and maintained by the Fire department on a regular basis. Others (Support facilities) • Day to day maintenance is carried out by our very own efficient electricians, plumbers and Computer Technicians on the campus. • Maintenance is carried out for computers, LCD projectors, xerox machines, water coolers and purifiers air conditioners, solar panels and lights, plumbing, electrical equipment as and when required or on a yearly basis by qualified technicians. • E waste management policy is followed to discard the worn out and redundant electronics.

<https://sophia.college/files/uploads/4.4.2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships	51	1266500
Financial Support from Other Sources			
a) National	Post Metric Scholarship and Prime Minister's Scholarship Scheme for Central Armed Police Forces and Assam Rifles	58	856100
b) International	Nil	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1. GenX Soft Technologies Pvt Ltd, 2. Fasttrack, 3. ICICI Prudential, 4. Infosys, 5. Concentrix Daksh	375	43	1. ICICI Bank, 2. Ujjivan Small Finance Bank, 3. Converse Placement Service, Jaipur 4. HDFC Bank, Aligarh	4	4
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	226	UG	Humanities, Science, Commerce, Computer Science, Library and Information Science and Management	Institutions recognised under AIU	PG
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	8
CAT	2
Any Other	43
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Ecolloquium: The Eco Fest	Institution level	160
Sophiesta	Institution level	200
West Zone Inter University Camps for Various Games(Cricket, Basketball, Volleyball, Kho- Kho, Kabaddi, Handball, Hockey),,M.D.S University, Ajmer	Inter University	150
Intramural Tournaments,M.D.S University, Ajmer	Inter Faculty	250
32nd Inter Collegiate Handball Tournament,M.D.S University, Ajmer	Inter College	60
32nd Inter Collegiate Kho- Kho Tournament,M.D.S University, Ajmer	Inter College	156
32nd Inter Collegiate Kabaddi Tournament,M.D.S University, Ajmer	Inter College	180
32nd Inter Collegiate Hockey Tournament,M.D.S University, Ajmer	Inter College	96
32nd Inter Collegiate Volleyball Tournament,M.D.S University, Ajmer	Inter College	144
32nd Inter Collegiate Basketball Tournament,M.D.S University, Ajmer	Inter College	84
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Education isn't just limited to the walls of a classroom, what matters more in life are the skills that students pick up when they are in college. Keeping this ideology in mind the Institution provides ample of opportunities to students to build and enhance their skills. By handing responsibility to

students the college wishes to reinforce its goal of moulding young young girls into mature, responsible, just and empowered women. The College has an organized and democratically selected Student Council Body. These students' administrative bodies are selected through election. The student association elects office bearers comprising of Deputy Head Girls, Cultural Head, Sports Captains and Class Representatives. The Student's Association also comprises of various Clubs and Forums. Besides subject specific clubs, there are some clubs and forums open for all like Spectrum -drama club, Nature Club, Speakers Forum, Quizzers Club, Women Development Cell etc. Each of them has their own executive body comprising of President, Vice President, Secretary, Treasurer and Class Representatives. They enrich the cultural and corporate life of the college by providing opportunities to students to expand their horizons and provide a platform for participation of students in Intra-College as well as Inter-College events under the Students' Association. The Staff Advisors chosen from the College Faculty guide and mentor the various clubs and forums. Major Academic and Administrative Bodies have student representatives, to name a few-

- IQAC (Internal Quality Assurance Cell)
- BOS (Board of Studies)
- Anti-Ragging Committee
- Equal Opportunity Cell
- Grievance Redressal Cell
- Gender Sensitization Cell
- Anti- Sexual Harassment Cell
- Centre for Social and Environmental Cell
- Student Incubation Cell
- Cultural Committee
- Discipline Committee

The Student Association is guided by Staff Advisors, Deans and the Head of the Institution. They are also responsible for maintaining discipline on the campus and making sure the student issues are communicated to the Principal. The student council is also responsible for sharing their feedback about the syllabus, infrastructure facilities, teaching quality with the Principal. Their suggestions is valued and implemented after a review. The college has a semi-structured calendar for Student events within the annual cycle. These events are led by the students and conceptualized in consultation with staff advisors. These events broaden the scope of education besides providing students to show-case their talents and learn managerial and organizational competencies. Various events that the Student Council organizes-

National Memorial Day Celebrations: Independence Day and Republic Day Cultural events: Fresher's day, Management day, Teacher's Day, Sophian's Day, Maintenance day, Sports day, Fashion Show, farewell to outgoing students etc. Inter college competitions and campaigns: Students enthusiastically participate in inter- college festivals every year like Inter Collegiate Cultural Competition (ICCC), All India Universities(AIU) -West Zone, and Zest etc. In order to motivate the Student Council members to perform their duties with sincerity and dedication various awards are given to the best of the members after a discussion with the faculty.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

4897

5.4.3 – Alumni contribution during the year (in Rupees) :

96500

5.4.4 – Meetings/activities organized by Alumni Association :

The College has a formal and functional Alumni Association called SOLUMNI. The Association is an integral part of the Institution for upholding the values and maintaining a warm relationship with its ex-students. The Alumni of Sophia

Girls' College have been shining in the fields of education, administration, armed forces, designing, research, writing, journalism etc to name a few. They share a strong bond with the institution and are always more than happy to give back. The Alumni are often invited to take guest lectures and workshops in their areas of expertise as well as to judge the various co-curricular activities. They offer Career Counselling for services like the Mental Health, the Corporate Sector, Media, Armed Forces and other career avenues. It is noteworthy that a majority of Certificate Courses are conducted by our Alumni who are experts in their subjects. The Alumni also sponsor and provide scholarships to academically bright but economically weak students. • 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 delivered
- Flow of syllabi
- Marking scheme for the course
- Examination Pattern
- Employability

The Alumni contributes in instilling values and help the students grow professionally, personally and socially performing different roles as counselors, educators, resource persons and employers as well.

1. A talk on "Career for women in Defence Services" was given by Lieutenant Seema Choudhary on 2nd August 2018.
2. On 3rd August, Ms. Leena Upadhaya, Country Director- India Eada Business School, Barcelona interacted with the students on the prospects of studying abroad through a twinning program.
3. Ms. Pallavi Mishra, Program Associate, Quest Alliance took a practical session for the teachers on creating, developing and publishing google forms for the purpose of surveying.
4. Dr. Neerja Thergaonkar a Consultant Psychologist took a session of the students on the topic "Mental Health of Women and Children" on 28th Jan 2019.
5. Ms. Shefali Martins, a Freelance Journalist gave a lecture on 13th March 2019 on the topic "Editorial and Feature Writing".

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In line with the vision and mission, the Institution follows a democratic and decentralized approach of governance. The Management delegates authority as per the Organogram to the Secretary and the Principal who in turn share it with different echelons of the College. The Deans, Heads of the Departments, Coordinators of different committees, along with other staff representatives play a crucial role in framing and executing the institutional policies. Similarly, the student representatives who are significant stakeholders in the process too are involved at various levels. The Faculty form the crux of Sophia Girls' College. As crusaders of the spirit and ethos of the founding fathers they play an important role in implementing the vision and mission of the College. They enthusiastically perform role of mentors, motivators and guides to ignite social and cultural consciousness among students. The Management at Sophia strongly believes in keeping the Faculty involved in all administrative and academic matters. As members and coordinators of Board of Studies, Academic Council and Board of Management, they are the core participants in curriculum framing, introducing new programs/courses and infrastructure updations.

Internal Quality Assurance Cell, the body responsible for setting up and attaining quality benchmarks and practices in the institution is steered by a team of dedicated senior faculty. Faculty members as Controller of Examination and Deputy Controller coordinate the conduction of internal as well as external examinations. The Committees responsible for admissions, discipline, cultural affairs and library have both senior and junior faculty as members. Such a constitution gives ample exposure of the work ethos to the young faculty. The Research Quotient in the institution is managed by the Research Coordinator and the members of the RD Cell. Senior Faculty are encouraged to take up research

projects with Government organizations whereas Institutional Projects are floated for the young staff. The Coordinators of the Institutional Innovative Cell and Entrepreneurship Cell organize skill-based workshops for both staff and students and encourage the latter to establish their start-ups. The Public Relations Officer and Press Committee form the public face of the College Management and do their duty with the right blend of freedom and responsibility. The Institution's Heads of Departments enjoy considerable administrative as well as academic autonomy in running their disciplinary units. The NCC and NSS units are zealously managed by the Faculty in collaboration with enthusiastic student volunteers. The Program Officer of NSS and ANO of NCC provide guidance to students to prepare them as future leaders and vigilantes. At Sophia the student executive body is the work force behind the implementation of various administrative and academic initiatives. They look after the discipline along with the teachers in-charge during all important College functions, talks and Conferences. Their feedback is considered important while planning out the nuances of every Management policy. Thus, decentralization and participative management is intrinsic to the spirit and psyche of all administrative and academic ventures at Sophia College. Students are part of BOS, IQAC, Clubs Forum, and Executive Bodies.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • The admission procedure of the College is very transparent and as per the state government and Management norms • Admissions are done online • Admission Committee consists of both academic and administrative staff • Admission notifications, forms and the merit list of the admitted students are displayed on the College Website as well • The online fee payment for the Core Programs, Diploma and Certificate Courses and the College Hostel makes it easy for out stationed aspirants to take admission • The choice for subject combination offered is as per the latest academic and career trends • Departmental Screening tests as well as Bridge Course are conducted to guide the students as per their academic aptitude. • Provision for change of subjects within 15 days of admission is permitted to students.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Many of the Departments in the College engage their students in activities involving industrial interaction • Students of Zoology, Botany and Chemistry are taken for visits to local Chemical and dairy industries • Management students visit big out of state Dairy and cloth

industries, like Amul and Denim in Ahmedabad • Commerce, Management and Computer Science students do internship with national and international firms and companies • Regular Seminars and interactive sessions are organized with Company executives for the students of BBA and Commerce • To enhance collaborative research, MoU have been signed with HMT Machine Tools, Ajmer and Bhartiya Skill Development University, Jaipur. • Extensive Field survey at Saras Dairy, Ajmer, Indian Institute of Management, Ahmedabad, Barefoot College, Tilonia, Metrological Department, Ajmer, Vardhman Mahaveer Open University, Kota (RS-CIT), Shanti Niketan Business School, Ahmedabad, Breakthrough Tutorials, Ajmer for DELF Course, ICFAI Business School (IBS), Jaipur, Amul Dairy, Ahmedabad, Industries like NANDAN Denim Ltd., AMUL factory, IIM Ahmadabad, Barefoot College, Tilonia', Ajmer- NGO (Arts and Handicraft), iBirds Software Services Pvt. Ltd., Zeetron Networks Pvt. Ltd, IIHT.

Human Resource Management

- College follows the recruitment procedure as per norms set for minority colleges and UGC prescribed minimum qualifications for Teaching Staff
- Mandatory filling of Teachers Self Appraisal Form by faculty members
- Teachers Feedback taken from students
- FDPs for Teaching, Non-Teaching and Maintenance Staff
- Orientation for newly recruited faculty
- Decentralization and allocation of work (Academic and Administrative Committee are formed according to the aptitude and expertise of the staff members)
- Provision for Academic, Casual, Privilege, Maternity and Medical Leave for staff
- Annual increment for the teaching and non-teaching staff
- Regular get-togethers and outings to promote camaraderie and fraternity among staff members

Library, ICT and Physical Infrastructure / Instrumentation

- College library is fully automated with 24X7 internet facility and more than 39,600 books
- INFLIBNET NLIST for accessing e-resources
- Library has an Integrated Library Management System (ILMS) based on ERP (Enterprise Resource Planning) software which works on 3.0 version.
- Online Public Access Catalogue is available on the College

website and students and faculty can access all the library books by accession number, author, title etc. • Library has a Reference Section, Magazine Room, IT Resource Centre and a Reprographic Centre for staff and students • Adjacent facility for drinking water and washrooms

Research and Development

• Research and Development Cell to promote research • Geoinformatics Lab managed by Dept. of Geography • Organization of various National and International Seminars, Conferences and Workshops. • Seed Money for Institutional Projects and Pilot Studies for Major Projects • Research Incentives to staff members for paper presentations and publications in UGC Listed and Peer reviewed Journals • Ongoing ICSSR (IMPRESS GRANT) Major Project in Dept. of Geography. • Submitted 06 UGC-Minor Research Projects • Two International Research Journals by the Departments of Geography and English • Provision for Academic Leave • 10 MoU with national/international institutions to encourage collaborative research

Examination and Evaluation

• Continuous Internal Assessment, End Semester and Practical Exams are conducted for evaluating the performance of the students and mapping the course and program outcomes. • Mercy Examination and Due Examination are conducted for those students who miss their main exams due to unavoidable circumstances. • Opportunity of re-evaluation is provided to the students. • Class Performance marks are given to the students on the basis of attendance, project work, PowerPoint Presentation, class participation etc. • Grievances related with the question papers are considered by the exam cell. • Online results are declared within a month of the completion of the examinations.

Teaching and Learning

• Student centric methods and outcome-based learning • Mentor Mentee system with the ratio of 1:28 • ICT enabled teaching aids such as audio-visual aids and smart boards, virtual classroom and development of e-content • Faculty development programs • The innovative methods in teaching learning are lecture-cum-demonstration, problem solving, blended learning, E-content,

audio tutorials, flipped classroom, each-one-teach-one, student presentations, brainstorming group discussion, dramatization (plays, skits, etc.), essays (descriptive, expository, narrative), guest lecturers seminars, laboratory experiments, panel discussions, case studies, student-conceived projects, regular assignments, dissertations, quizzes, problem solving activities, spelling bees, storytelling, educational games and team-building exercises. • Regular Students Feedback is on classroom teaching pedagogies. • Remedial classes for slow and advanced learners (NET and IAS coaching) • Value Added courses on Yoga, Jewelry Designing, French, Personality Development, Human Rights and Family Life Education. • Numerous talks, seminars, workshops to impart practical exposure and knowledge

Curriculum Development

- The syllabus is designed and revised at par with other esteemed Universities, considering its present relevance, applicability and employability.
- Academic Council and BOS includes Industry expert, alumni and student representatives.
- Projects, Dissertation, Internships, Field Visits etc. are included in the curriculum to provide practical knowledge and exposure to the students
- Internal Academic Audit is conducted every year to evaluate the performance of the students.
- Curriculum Feedback is collected from the stakeholders (students, parents, alumni, employers).
- Updated syllabus is uploaded on the college website regularly.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Modern-day institutions cannot function and grow without incorporating ICT tools in their modus operandi. All notices regarding the convening of BOS, Academic Council and BOM are mailed to the faculty members, VC , AC nominee, Industry experts etc. The latest policy circulars and guidelines issued by UGC and MHRD state Government are uploaded on the college Website and also forwarded to the Faculty through mails and official staff WhatsApp groups. Through the ERP software the College is able to plan College events and</p>

	activities and intimate the students about the same.
Administration	<p>The College is connected through high-speed internet of bandwidth 40 MBPS.</p> <p>Fully computerized, wireless connectivity in office, hostel and College campus with 24x7 internet facility. The College uses ERP software with Staff, Students, Examination Cell, Office and Library for effective administrative purposes. The attendance for both teaching and non-teaching staff through Biometric. The College authorities can exercise full supervision of all service modules in the office through the ERP software. The College office is linked through intranet with the Principal's office for online supervision. EPBX Facility is for smooth working in office. All administrative information including notices is regularly published on the College website.</p>
Finance and Accounts	<p>The accounts of the institution are maintained through the ACME software. Bill Desk software is used for online fees payment. Most financial transactions of the government and other organizations are through the PFMS software. The salary transfer of the substantive staff members is managed through the ACME software.</p>
Student Admission and Support	<ul style="list-style-type: none"> • College Website, Students Portal, Online Fee Payment System and the College ERP combine to form a highly digital Student support system. Student Admission is carried out through the Students' Module of the College software in conjunction with the online support provided by the institutional website developer. Admission notifications, form and the merit list of the admitted students are displayed on the College Website as well. New Dlink switch and fiber connectivity between switches are used to facilitate faster LAN communication for the students and staff. Attendance of students, their marks and result analysis is maintained by the ERP software. OPAC access is provided to the staff and students through which students can download and print online books and articles.
Examination	<p>The examination system of the College is fully automated. The syllabus and</p>

old question papers are available on the College website. The generation and submission of Exam Forms, Hall Ticket and Time Table is done through the ERP portal. Attendance list with a fictitious code for End Semester Examination as per seating arrangement is also generated via ERP. Marks are entered online and the result too is declared online. The students marksheets with Digital watermarking and a 3-D Hologram are printed using the students' portal. Since 2018 the College has adopted Choice Based Credit System for PG students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
32	32	29	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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<p>The College has been practicing various welfare measures for the academic and overall growth of the faculty members. • Benefit of Maternity / Paternity / Academic /Paid /Medical /Casual /On Duty Leave • Incentives (in the form of seed money) for participating/Paper presentation/Publications/PhD and other research activities, • Free medical check-ups in collaboration with St, Francis Hospital, Ajmer • Provision for Seed Money to initiate Institutional Research Projects. • Separate staffroom/space/cubicles have been provided to every staff member. • Departments have been provided with Computers, Printers/Scanners, Software, labs. • Benefit of Provident Fund • Fee paid for RSCIT course • College sponsored Faculty Exchange Programme to Kristu Jayanti College, Bengaluru to explore recent advancements in arena of academics and to update the staff members regarding their roles and responsibilities for effective functioning of the institution.</p>	<p>The following welfare provisions are availed to the Non-teaching staff • ESI facility • Interest free loan and an amount of 7000 to all for their children's education (For all Maintenance staff), • Maternity/Paternity/ Paid/ Casual/Medical Leave • Regular Health check-ups are organized for them. • Recreational Activities, get-togethers and conduction of Developmental Talks and Programmes • Equal access to the infrastructural facilities at par with the teachers. • A Formal Retirement Program is organized as a gesture of due respect for their services. • Health Club, Gym, Yoga classes and retreat/meditation sessions are provided to attain balance of body and mind.</p>	<p>• Following welfare initiatives are adopted for the students • Freeships for Academics as well as Co-curricular Activities • Active and vigilant Anti-Ragging Cell • Mentor System for the academic and general advice • Career Guidance and Counselling Cell to prepare students for future jobs • Placement Assistance Cell for inviting the prospective employers • Grievance Redressal Cell to address students' issues • Entrepreneurship Cell to encourage and help students' start-ups • Health Club for physical well-being of the students • Medical Aid through St Francis Hospital • Bank Services ATM Facility available across the road • Solumni-The Alumni Association to interact with established and successful seniors • Parking space for the safety and security of students' vehicles • Personal Counselling of students • Legal Awareness Cell</p>
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution follows a standardized procedure for internal and external audit so as to ensure effective resource mobilization and optimum utilization of resources Both internal and the external audits of the College are conducted regularly. The internal Audits are conducted by the Internal Audit Committee and the data is collated in preparation for the external audit. Two formal internal reviews per year are part of this process. The Internal Audit Committee examines the revenues generated in terms of fees and other sources as against the expenses incurred and the assets purchased or written off. It also ensures the timely preparation of the budgets for the different units and reviews the variances that have occurred during the time of inspection, which is twice a year. A Firm of Chartered Accountants S. Vepari and Company is appointed by the Governing Body to conduct an External Audit which is held at

the end of every Financial Year. Verification of the Bank and fee reconciliation statements are made. Cash Book is checked with the help of bank statement and vouchers maintained by the Institution along with physical cash verification. Expenses incurred on infrastructure improvement are verified against quotations invited and resolutions passed. A physical verification of the assets declared is conducted during the audit. An Annual Statutory Report is prepared by the External Auditor and presented to the Management of the College.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

505807

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NO	Yes	Internal Academic Audit Committee
Administrative	No	NO	Yes	Internal Administrative Audit Committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent Teacher Association is an informal body whose support is crucial in all the ventures of the college viz., academic, non-academic as well as infrastructural development. 1. In Sophia, PTM is conducted twice every semester. One in the beginning of the semester and the other after the declaration of results. 2. Parents feedback is collected every year and their pragmatic suggestions are strictly taken into consideration. 3. Parents are members of important statutory bodies like the IQAC. 3. Parents also constitute a rich repository of resource persons and their expertise is utilized for the benefit of students.

6.5.3 – Development programmes for support staff (at least three)

1)Support Staff is encouraged to register for RSCIT 2) Talks by financial experts on small investment programmes by SEBI(Securities and Exchange Board of India 3) Skill based initiatives like a) Sessions on basic banking skills b) Tailoring course for female staff c) Basic computer training for male staff 4)Weekly prayer assemblies for spiritual guidance 5) Counselling Sessions

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. In Academics the following programs and diplomas were started to keep up with the employability and community demands . M.Sc Chemistry . Diploma in GIS . Diploma in Basics of Yoga . Diploma in Journalism . Diploma in French (Elementary Level- A1) . Diploma in French (Intermediate Level- A2) . Diploma in French (Advanced Level- B1) . Introduction of CBCS in Post Graduate Programs

. Setting up of a GIS Lab 2. In Research the following initiatives were undertaken . Seed money and Incentives for research . Major and Minor Projects . MOUs . Growth in publications . MHRD recognized Institution Innovation Cell to encourage students' start-ups . National International Conferences/Workshops/FDP's were organised 3. In Examination system the following were incorporated . Upgradation of Software and Examination Management System . Adoption of CBCS for PG Programs 4. In Infrastructure the below mentioned additions were made . Setting up of Geo-Informatics Lab . Commencement of construction work for Fortunatus Indoor Stadium and the second floor on top of the Home Science Block

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Formation of Gender Sensitization Cell - 'SAMVEDNA', to address the issues related to gender sensitization.	25/07/2018	25/07/2018	3	2
Screening of movies 'Dor' and discussion on women empowerment and other gender related issues organized by Women's Development Cell	08/09/2018	08/09/2018	75	Nil
Movie Review on 'Water" and	08/03/2019	08/03/2019	83	Nil

discussion on the topic "Women, victims of injustice and atrocities" organized by SAMVEDNA, Gender Sensitization Cell				
Talk by Nisha Jain Grover, the Founder and Director of Vatsalaya Legacy Pvt Ltd., Jaipur on the topic 'Women and their Well-Being'	20/09/2018	20/09/2018	172	Nil
Seminar on 'Mental Health of Women and Children' by Psychologist Neerja Thergaonkar	28/01/2019	28/01/2019	200	Nil
Certificate Course on Family Life Skills for the empowerment of Girl student	01/09/2018	15/02/2019	380	Nil
Poster and Chart Making on women empowerment and gender-based issues	09/01/2019	09/01/2019	58	Nil
Rallies on Girl Child Day	08/09/2018	08/09/2018	114	Nil
Celebration of International Literacy Day and Gender Sensitization Programmes in Gagwana Village and Central Jail, Women's Ward, Ajmer.	09/09/2018	09/09/2018	25	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

100 Percent (Surplus power provided to the Government)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

[View File](#)

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	29/06/2018	The Code of Conduct and Monitoring Committee is set up to sustain the highest ethical standards and values of Sophia Girls' College (Autonomous) Ajmer. The code of conduct for students is published on the Website and Students' Hand Book. The Code of Conduct is explained in detail to all the newly admitted students during the orientation sessions held during the first few working days of the Academic Year which enables every student to assimilate its content and guide their conduct. The follow up programmes are conducted by the Code of Conduct and Monitoring Committee along with the Discipline Committee.
Code of Conduct for Teaching Staff	29/06/2018	The Code of Conduct and Monitoring Committee periodically reviews the Code of Conduct and organizes follow up

		<p>programmes for the Staff.</p> <p>Staff meetings also enable the teaching staff to imbibe the values and ethics of the College and help them to follow it in letter and spirit maintaining the highest standards of professional ethics. The code of conduct for teaching staff is published on the website and Teachers' Hand Book. During the induction programme for new recruits, a session is conducted to orient them with the Code of Conduct of the College.</p>
Code of Conduct for Administrative Staff	29/06/2018	<p>At the onset of the new academic session, the Code of Conduct is explained to the Administrative Staff to provide guidelines for professional, ethical, legal and socially responsible behavior that the institution expects from them. The code of conduct for Administrative Staff is published on the website and a print out is given to each staff at the beginning of the academic session so that the high standards are embodied in their working principles. The follow up sessions are done by the Code of Conduct and Monitoring Committee of the College so that the staff adhere to these principles in their day to day activities.</p>
Code of Conduct for Support Staff	29/06/2018	<p>An Orientation Programme is organized for the support staff of Sophia Girls' College Ajmer before the academic session to help its support staff to maintain high moral and ethical standards of honesty, fairness, equity in</p>

interpersonal and professional relationships in their day-to-day activities. The code of conduct for support staff is published on the website and in their hand book. The follow up sessions are conducted by Code of Conduct and Monitoring Committee of the College to empower them to have a high degree of discretion and astute judgment in their dealings.

Code of Conduct for Parents

29/06/2018

The parents are oriented during the admission of their wards to follow the Code of Conduct that is formulated for them to develop an understanding towards their rights and responsibilities towards the institution. The code of conduct for Parents is published on the website. Parent Teacher Meetings are held at the beginning of the Academic Session as well as many times during the course of the session. All the significant decisions affecting their wards are taken in consultation with the parents. The Code of Conduct and Monitoring Committee of the College do the follow up to maintain a cordial relationship between the institution and the parents.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. 344 Solar Panels which produce 100 KWH energy which is used for the campus needs and excess is supplied to the Govt. making the campus 100 self-sufficient in electricity. 2. The Institution owns a highly efficient Biogas Plant which provides us with eco-friendly fuel to be used for cooking purposes. 3. The bio

degradable waste from the Hostel-Kitchen is put in the Vermicompost Plant to prepare organic manure as part of our policy of Reduce- Reuse- Recycle. 4. The rainwater harvesting system attached with the College terrace replenishes the underground water during the rains. 5. Bird Houses have been put up all-around the campus to help save the endangered House-Sparrows.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. TITLE: TECHNOLOGY ENHANCED LEARNING GOAL: The education in Sophia College is not only focused on simply learning the facts or theories as they are laid out in a curriculum, but internalizing the concepts related to the same and herein comes the role of technology as a pedagogical aid to enhance the teaching-learning process. The use of technology assists in

- Conceptual understanding of the discipline
- Communicating knowledge via easy-to-use platforms
- Reaching wide variety of learners
- Preparing techno-savvy aspirants for the job market

THE CONTEXT: Information Technology is integral to meet the educational needs of a variety of learners. Technology is ubiquitous, touching almost every part of our lives. Technology will help students acquire the skills they need to survive in a complex, highly technological and knowledge-based economy. With technology, education has taken a whole new meaning that it leaves us with no doubt that our educational system has been transformed owing to the ever-advancing technology. Technology is both a tool and a catalyst to transform the human world.

THE PRACTICE: Educational technology is a means to facilitate learning and improving performance by creating, using and managing appropriate technological processes and resources. Our College is implementing this practice through the following approaches:

- ICT enabled classrooms: A number of technological devices and methodologies are used in classrooms to facilitate and enhance teaching-learning. These technologies include computers, the internet, broadcasting technologies and telephony
- Virtual Boards: Technology can add that extra zing and excitement to any lesson. Our College has 7 virtual boards which are used by the teachers to enhance their teaching.
- LCD Projectors: LCD Projectors are used in the classroom because it helps create a visual connection for the students from a variety of devices and programs. In our classrooms, computer technology is being used for presentation, class interaction and collaborative activities
- Biometric Attendance: 75 attendance in every subject is a must and to ensure this our College has taken a step ahead by initiating Biometric Attendance for students.
- Visualizer: The Department of Botany and Zoology have a common visualizer which displays visuals in real-time and is connected to a multimedia projector.
- Enterprise Resource Planning: The College has developed a portal on Website under ERP. It is an online source of communication between teachers and students and the administration. The salient functions of ERP in our College are:
 - It has absolute control on the College processes through 100 automation
 - It facilitates information access for Parents, Students, Teachers, Management and Alumni.
 - It has 24X7 availability
 - It facilitates improved communication
 - The College is connected through high-speed internet of bandwidth 40 MBPS. Fully computerized, wireless connectivity in the office, hostel and College campus with 24x7 internet facility. The College uses ERP software for Staff, Students, Examination Cell, Office and Library for effective administrative purposes.
 - The attendance for both teaching and non-teaching staff is taken through Biometric. The College authorities can exercise full supervision of all service modules in the office through the ERP software. The College office is linked through intranet with the Principal's office for online supervision.

EPBX Facility is for smooth working in office. All important information including notices is regularly published on the College website. ERP is an essential tool to enable our faculty to collaborate closely with learners and share their ideas and resources online. ERP enables us to:

- Automate

admissions: Enable students to apply online through a self-service portal. • Provide one-stop student access: Allow students to enroll, register and pay fees for various courses through the portal. • Simplify records management: With the single system for all the data needs and a single digital record for each student, any department on campus can find the student information they need. • SMS alerts: The office can send SMS to all College students, a particular class or student, parent or teacher at a single click through ERP. • Engage faculty: ERP gives faculty the means to enter and update syllabus, notes, test series etc. and have personalized access to timely, accurate information. In a nutshell the benefits of ERP are: Benefits for Students/Teachers • Exposure to internet • E-Home Assignments • Download e-learning modules • Upload Lecture videos, presentations • Upload 10 minutes Crux videos • Academic as well as non-academic information • Contact with alumni • Events calendar • Website: Information on admissions, details of programs, attendance, conferences scholarships, awards, in-house magazines and faculty wise details are uploaded on the College Website. • Wi-Fi: For providing internet facility in all departments and library we have introduced Wi-Fi in our Campus. The Staff of the College makes extensive use of internet for downloading e-journals, publishing papers and gathering information pertaining to their research work. • INFLIBNET: Library functioning has improved a lot after its automation. Bar coding of all the books has been completed. Our College is linked with the "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)" provided by INFLIBNET Centre, under which we have access to 3000 e-journals and 80000 e-books. Browsing facility is also provided to staff and students. • Network Resource Centre: The College Network Resource Centre is an interactive, online learning environment. It allows students to access Comprehensive Learning Modules using Internet connection. The Library has Web OPAC facility which enables students to search for availability of Books in the Library even from their homes.

EVIDENCE OF SUCCESS: ICT innovations have great potential particularly with regard to access to information, collaboration and sharing of ideas. The sincere and continued efforts of the College in integrating technology in education have been successful which can be evidenced by: • Enhanced teaching and learning • Augmented student performance • More instructional flexibility with the use of LCD projectors • Improved average attendance of students in the College • Easy access to information with Wi-Fi facility • Access to e-journals and e-books saves time and money • Interaction with Parents, Alumni and other stakeholders.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Education needs to figure out how to use technology in a way that doesn't replace knowledge, but reinforces it. Some of the problems that we face in using Technology Enhanced Learning are: • Updating teachers with the necessary user skills • Technical breakdowns • Finance for resources • Disposal of e-waste

2. TITLE: MENTOR MENTEE SYSTEM OBJECTIVES • To understand the obstacles faced by students and guide them in their academic and non-academic activities. • To resolve the impediments of students so as to bring the best out of them • To provide academic, psychological and moral support to the students. • To enable them to be aware of various issues related to their personal and social life and help them to find solution to these issues.

THE CONTEXT: Sophia College is located in Rajasthan where women education is not given due importance because of the traditional and orthodox mindset of people. Most of the students belong to communities which have still not accepted education and careers as a way of living for the girls in their family. Such students have numerous social and psychological issues. The College has adapted a system to identify the various issues faced by students and attempts to promote their academic, psychological and social well-being.

THE PRACTICE: In our College, we have a Mentor-Mentee system, in which every year 25-30 students are allotted to a teacher for mentoring for three years. The role of the Mentor is to encourage the personal and professional development of a Mentee through sharing of knowledge,

expertise and experience. The Mentors are given the task of taking personal care of the students and provide guidance. They observe the students thereby understanding their needs and guide them. Mentor monitors the performance of the students in their curricular, co- curricular and extracurricular activities and solves the difficulties faced by the students by offering relevant solutions. They identify the skills and potentialities, motivate them to develop and use their abilities to the full. The Mentor mentee system is the process of parenting the students and guiding them to become better citizens. In our College Mentor Mentee record is maintained in a hand book and Student Dairy. In case of grave psychological problems students are referred to the Counsellor. EVIDENCE OF SUCCESS: The implementation of Mentor Mentee system has brought changes in social and academic performances of the students. The Mentoring system helps in improving the teacher student relationship. This system causes lesser number of disciplinary issues and there has also been a reduction in reportage of grievance by students. The Mentor System is a perfect tool to improve the morale of the students and it has reduced the rate of absenteeism. Oral and written feedback from students helps in enhancing the effectiveness of the system. PROBLEMS ENCOUNTERED • Psychological resistance on the part of the students has to be properly addressed. • Careful planning and sustained follow up is needed for mentoring system. • Time Constraints.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://sophia.college/files/uploads/best_practice_2018-19.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Since its inception as a Purdah School in 1919, the education of the girl child has been the key thrust of Sophia College. As Ajmer is small town and the people are traditional and still not open to women empowerment most of the girls lack familial support to pursue higher education and careers. The vast majority of students are compelled to get married at an early age as there are not many job opportunities in Ajmer and the men are basically into ancestral business. Besides many girls come from affluent minority communities where education is not consolidated to be an asset. To overcome this mindset the Institution is committed to working in the field of higher education and research to empower the girl child. The institution not only provides quality classroom education but tries to holistically develop the students through several club and forum activities, which expose them to the needs of the society through NSS and NCC. Workshops and activities, help them acquire their dream jobs through the Placement Cell, while the Entrepreneur Club creates opportunities for self-employment. Internships and academic outreach programs acquaint the student with the work culture in different fields. As the main aim of the Mission Sisters is to contribute to the welfare of the society through the upliftment of women who are the nurturers of society, the goal to develop the girl child through education has remained our best hope as we move ahead in the Twenty-First Century. The institution aims to contemporize the education system so as to meet the ever-evolving demands of the outside world. Each department runs its own Club and Forum with a distinct vision to inculcate values among the students and turn them into socially upright, emotionally stable and academically sound individuals. The evidence of the success of the mission of the institution is that the College has been instrumental in empowering many first generation learners- for educating a girl is educating a family. The Institution has evidenced the success of its alumni in different walks of life. Many meritorious and brilliant students have shattered the glass ceiling and are highly placed in a variety of fields. The College can boast of

stellar alumni who are administrative officers, CEO's, writers, entrepreneurs, social activists, counsellors. You can name any field and you'll find a Sophian spreading the values imbibed from her alma mater. The alumni are ever willing to give back generously to their mother institute and willingly educate and inspire the younger generation to pursue their dream and emulate the success of their lodestars.

Provide the weblink of the institution

<https://sophia.college/site/igac>

8.Future Plans of Actions for Next Academic Year

In Sophia, we believe that having aims helps us to focus our energies towards desired progress. Evidently, we have multifaceted objectives to achieve in the coming academic session: 1. Infrastructure: I. We will be working towards our long-envisioned dream of having a multi-purpose Indoor Stadium. II. We plan to add new lecture rooms as the number of new programs have been added. III. A Language Lab will be set up and it will be equipped with advanced software and hardware. IV. In line with the other developments, the College also plans to beautify the exteriors by refurbishing and redesigning. V. A new parking lot will be constructed to cater to the needs of students and staff members. 2. Academic: I. Sophia College will continue its growth trajectory in the coming years from an institution of UG excellence to Mastery in the PG arena by introducing even more courses for the Post Graduate applicants. II. The institution will be introducing new courses at the UG and PG levels. Like every year, we will be adding new Add - On and Diploma courses to cater to the new generation of students joining our College. III. At Sophia College, we continuously encourage our staff members to keep their pedagogy at par with the changing world. We will be organizing seminars, workshops and FDPs for the academic growth of our teachers and support them in their respective research fields.