Yearly Status Report - 2019-2020

<table>
<tr><td colspan="2" align="center">Part A</td></tr>
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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_2018-19.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_Calender_2019-20.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**

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		
A Two-Day National workshop on 'Revised Assessment and Accreditation Framework for Higher Education in India' in collaboration with St. Aloysius' College, Jabalpur (Autonomous) and funded by United Board for Christian Higher Education in Asia	28-Feb-2020 2	106
An International Staff and Student Exchange Programme SYNERGY	27-Jan-2020 7	1334
Introduction of Choice Based Credit Scheme in Under Graduate programs (CBCS)	01-Jul-2019 0	0
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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
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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. Initiated International Certification Programs with the following organizations • The Illustrate Official College of Psychologists of Eastern Andalusia (Spain) signed on 01.01.2020 • Association of Chartered Certified Accountants (ACCA), UK signed on 06.02.2020 • ISDCInstitute of Management Accountants (IMA),USA signed on 18.09.2019 • ISDCInstitute of Analytics (IoA), U.KBusiness Analytics signed on18.09.2019 • ISDCDigital Marketing Institute (DMI), Ireland signed on 16.01.2020 • St. Xavier's College, Kathmandu (Nepal) signed on 03.01.2020 2. Introduced Choice Based Credit Scheme in Under Graduate programs (CBCS) 3. Organized Faculty Development Programs: • Seven for Academic Enrichment of Teaching Staff, • Three for Administrative Staff and • One for Maintenance Staff to upgrade their skills 4. Collaborated with Eighteen Institute of National as well as International repute by signing Formal MoUs for the augmentation of collaborative learning initiatives. 5. Facilitated the planning and conduction of Two Departmental National as well as Two International Conferences, Seminars and Workshops for the development and promotion of a cohesive research and innovative culture. 6. Compiled and reviewed the Internal Academic Audit Reports, suggested Examination Reforms and implemented the Online Feedback Mechanism for Students, Teachers, Parents, Employers and Alumni. 7. Developed a mechanism for the Grant of Seed Money for both Staff and Students.

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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
Introduction of International Certification Programs	US-CMA
Introduction of Diploma Courses	Three Diploma Programs: 1. Interior Designing 2. Dyeing and Printing 3.Sustainable Development were introduced this session to develop the innate talents and creativity of the students.
Introduction of New Programs	On the approval of statutory bodies M.A History, M.A Sociology, B.Com. (Hons), I.M.Sc. (C.S) (4 Year Integrated) have been introduced from 2019-20. The formulation of syllabi, evaluation pattern and teaching pedagogy framework for the same was chalked out and approved.
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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	20-Sep-2021

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	2020
Date of Submission	20-Mar-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton 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 for examination purposes. For Teaching and Learning Moodle is being used. 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 Cataloguing 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 Syllabus, Questions Bank, Examinations, Admission Process, Notifications, Webinars, Faculty Profile, Feedback,

	MoUs, Student Satisfactions survey, Department Profiles, Committees 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 The student's 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

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
BA	BAPC-01	13 Subjects	12/12/2018
BCom	BCOM-06	Business Administration, EFM, ABST	12/12/2018
BCA	BCA -07	Bachelor of Computer Application	12/12/2018
BBA	BBA-08	Bachelor of Business Administration	12/12/2018
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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
BA	Psychology	01/07/2015	PSY-502 (DSE-B)- Counseling Psychology- I	01/07/2019
BA	Psychology	01/07/2015	PSY-602 (DSE-B)- Counseling Psychology- II	12/12/2019
BA	History	01/07/2015	HISM-101 Historical Methods and His toriography-I	01/07/2019
BA	History	07/07/2015	HISM-102 Tourism and Heritage with Special Reference to Rajasthan	01/07/2019
BA	History	01/07/2015	HISM- 202 Administrative and Socio- Economic Ideas and Institutions of Ancient India	12/12/2019
BA	History	01/07/2015	HISM-204 Socio-Cultural and Political Trends in Rajasthan	12/12/2019
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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
MA	Sociology	01/07/2019
MSc	Chemistry	01/07/2019
MA	History	01/07/2019
Integrated(PG)	Integrated M.Sc.Computer Science	01/07/2019
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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
BA	Arts	01/07/2019
BSc	Maths	01/07/2019
BSc	Biology	01/07/2019
BCom	Commerce	01/07/2019
BCA	Computer Science	01/07/2019
BCom	Honours	01/07/2019
BA	English Honours	01/07/2019
BA	Economic Honours	01/07/2019
Integrated(PG)	M.Sc.Computer Science	01/07/2019
MA	History	01/07/2019
MA	Sociology	01/07/2019

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
Sketching and Painting	23/07/2019	96
Basics of Tally	01/05/2020	82
Basic Accounting and E commerce	04/05/2020	44
Basic SPSS	02/03/2020	17
English Communication Skills	12/02/2020	63
Basic Yoga	09/07/2019	71
Basic Swimming Techniques	01/06/2019	251
Aerobics	16/02/2020	155
Photography	05/07/2019	67
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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

MSc	Chemistry	30
MSc	Chemistry	30
BSc	Botany	10
BA	Geography	120
BA	Geography	13
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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

The College has a well organised Online Feedback Mechanism which monitors and incorporates the suggestions forwarded in the feedback submitted by the students, parents, alumni and employers to improve and strengthen the teaching-learning pedagogies, infrastructure facilities, various activities, and library management of the Institution. In addition, representatives from the Teachers, Students, Alumni and Parents are also present on various Statutory Bodies intricately associated with the functioning of the Institution. Their valuable feedback on curriculum, co-curricular activities and upkeep of the infrastructure is duly appreciated and considered. In accordance to the suggestions offered by the students, the College organizes advanced and remedial classes as per the learning needs of the students. The weekly mentor-mentee program provides space to the teachers to interact with their mentee in a non-formal way and both guide as well as gather their feedback in a more open and uninhibited environment. The program is a means to cater to the personal needs of the students and refine their innate talents and skills. The opinions and suggestions of students contribute towards academic, professional and technical growth of the Institution. During the BOS meetings of each department, student representatives as well as department alumni are compulsorily present to discuss the course content, syllabi, marking scheme, examination pattern, and most important, the employability quotient of the courses. The invaluable experience of alumni allows the College to regularly advance its facilities making the institution a better space for students. The Annual Alumni Association Meet offers the platform where the alumni share and interact with the College staff and students. Their feedback and suggestions are interwoven in the College Curriculum. The College regularly conducts Parent-Teacher Meetings to interact and converse with the parents keeping in view the best avenues possible for the students. Master's Program in Sociology and History, Diploma Programs in Sustainable Development, Dyeing and Printing, Interior Designing as well as International Certification Courses for the students of Commerce and Management were initiated to make them more employment oriented and techno savvy in the present competitive and globalized world. To make the curriculum adaptable to the employers' feedback, the Institution offers Certificate Courses like Personality Development, Photography, Soft Skills and Library and Information Science etc. Courses in English Communication Skills, Diploma Programs in French, Journalism Value Added

Programs in Tally and RSCIT add up to the students' proficiency in the job market. The valuable suggestions and feedback of the students, employers, parents, and alumni, led to the establishment of the 'Institutional Innovation Cell' (MHRD) which is dedicated to the cause of helping students initiate their START-UPS thereby turning their innovative ideas and unique talents into realities. The feedback mechanism of the institution boosts the productivity level of all the stakeholders leading to the creation of a positive environment and work culture, as well as the enhancement of the learning process the prime objective of any organization committed to the cause of higher education.

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
BSc	Botany, Zoology, Chemistry, Vocational Computer Application	60	110	69
BSc	Mathematics, Physics, Chemistry, Vocational Computer Application	60	64	43
BBA	NIL	60	70	50
BCA	NIL	60	40	22
BCom	Accountancy & Finance, Business Management, Banking & Financial Mgmt., Vocational Computer Application	120	56	39
BA	English Literature, Hindi Literature, Functional English, Political Science, Home Science, Psychology, Mathematics, Economics, Sociology, History, Vocational	240	245	187

Computer Application, Geography, Physical Education	

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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
2019	1572	160	22	Nill	44

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	Numberof smart classrooms	E-resources and techniques used
66	66	23	36	7	16

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[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Under the mentoring system offered at the Institution each faculty member is assigned a group of twenty-five to thirty students as mentees at the beginning of their respective programs.In these competitive times, mentoring has become a necessity in institutions of higher education, wherein along with regular academics, students are also guided in concerns of their everyday life pertaining to their psychological and emotional well-being. Under the system, an honest effort is made to make sure that the mentees' performance is well tracked and worked upon during the entire duration of their program. There is a two-way communication between the mentors and the mentees that bridges the chasm of communication and creates a liberal atmosphere where students feel free to approach their mentors not just for academics but also for personal issues. Confidentiality is an integral component of this mechanism and is properly maintained by the respective mentors. Students are continuously updated regarding the various Diploma and Add-On courses offered by the College such as Sustainable Development, GIS, SPSS, Cambridge English, Advanced Computers, etc., so that they remain in line with the current industrial requirements. Along with these programs, students are also motivated to take up Skill and Ability Enhancement courses that augment their job profile. Students who are advanced learners are encouraged to follow National and International Certifications in addition to their curriculum. Some are even trained and encouraged to write and present research papers at national and international conferences and seminars. The mentors encourage the students with business acumen to join the Institutional Innovative Cell that helps them in launching their start-ups.Mentors keep track of the students' potential and aptitude, and guide them accordingly towards their life goals. There is a provision of remedial classes for the academically slower students, wherein they are given extra attention and motivation. Besides academics and career counselling, basic values and ethics also form an intrinsic part of the institution that helps in nurturing a strong personality and character required to become responsible citizens and good human beings. Cut-throat competition, peer and family pressure and abundance of distractions associated with globalization end up creating stress disorders among the students that becomes a major hindrance in the growth process of the students. To help the students during such distressed conditions the institution has hired a full-time counsellor as well as a legal advisor on the campus. Regular counselling sessions focusing on mental health are organized to mitigate stress and help students cope with their regular routine while maintaining a healthy state of mind. Every student is given individual and personal attention so as to boost their confidence. Teachers are also in regular contact with the

parents and keep them updated about their ward. They are always encouraged to attend College's annual programs, award functions and other student-centric activities to motivate and appreciate the hard work put in by the staff and students .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1732	66	1:26

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
8	8	Nill	8	1

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	District Administration awarded her for her contribution in special services (Certificate of Appreciation)
2019	Ms. Kumud Khatri	Assistant Professor	Best Research Paper Award in the International Conference on Gandhi :The Eternal Truth Relevance for Future Generations organised by S.P.C.Government College, Ajmer
2019	Ms. Yashasvini Rathore	Assistant Professor	Third Prize for Best Paper Presentation in International Conference on Gandhi :The Eternal Truth Relevance for Future Generations organised by S.P.C.Government College, Ajmer
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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	Date of declaration of

			semester-end/ year-end examination	results of semester-end/ year- end examination
BSc	BSCB-05	1	07/12/2019	09/01/2020
BSc	BSCM-04	1	07/12/2019	09/01/2020
BA	ECOH-03	1	05/12/2019	09/01/2020
BA	ENGH-02	1	05/12/2019	09/01/2020
BA	BAPC-01	1	10/12/2019	09/01/2020
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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
138	2311	5.97

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
BAPC-01	BA	Semester I	187	185	100
BAPC-01	BA	Semester III	206	206	100
BAPC-01	BA	Semester V	187	187	100
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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/files/uploads/SSS_2020.pdf

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
Dr. Persis Latika Das

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
Nill	NA	NA	Nill	NA
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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
Nill	0	NA	0	0
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

1

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
Seminar on Business Analytics and its valuation	Computer Science	16/01/2020
Seminar on Cyber Security and Cyber Awareness	Computer Science	15/02/2020
Workshop on Cinematic Adaptation of Literary works	English	23/08/2019
Seminar on Career Guidance	Chemistry	04/02/2020
Webinar on Industry-Academia Collaborations a Career Perspective	Chemistry	09/06/2020
Seminar On Personality Development and Career Counselling	Commerce and Management	09/08/2019
Seminar on Job Profiles of Corporate World	Commerce and Management	17/09/2019
Webinar on Financial Analysis Landscape and Career Opportunities in Investment Banking	Commerce and Management	11/05/2020
Webinar on Career Options in the Current Scenario and Life after	Commerce and Management	25/05/2020

MBA

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
NA	NA	NA	Nill	NA

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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 Incubation Centre	Institution	Bow it up	Handmade Accessories	01/11/2019
01	Institutional Incubation Centre	Institution	Creativity_p.ranka	Painter	01/10/2019
01	Institutional Incubation Centre	Institution	Quantum Academy	Education	01/08/2019
01	Institutional Incubation Centre	Institution	Tuition Classes	Home Tutor	01/07/2019
01	Institutional Incubation Centre	Institution	Quizzy Edtech	Content Writer	01/07/2019
01	Institutional Incubation Centre	Institution	Heartile-Blog spot	Blogger	20/06/2020
01	Institutional Incubation Centre	Institution	Mittal Classes	Education	22/06/2020
01	Institutional Incubation Centre	Institution	Hair-Chologist	Hair Stylist	11/06/2019
01	Institutional Incubation Centre	Institution	Navdha Ki Duniya	Garments	03/06/2020
01	Institutional Incubation Centre	Institution	Chicago Home Tutor Service	Education	15/06/2020

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 History (Dr. Persis Latika Das)- Faculty Member	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)
National	History	2	3
International	Management	1	8
International	Zoology	6	4
National	Commerce	3	5
International	Commerce	5	6
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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
Mrs. Sonal Sharma (Dept. of English)	1
Dr. Ritu Bhargava (Dept. of Computer Science)	2
Mr. Satish Kumar (Dept. of Library Information Sciences)	1
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NA	Nill	0	Nill
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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
NA	NA	NA	Nill	0	NA	Nill
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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
NA	NA	NA	Nill	Nill	Nill	NA
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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	132	244	2	4
Presented papers	35	17	Nill	Nill
Resource persons	3	7	Nill	Nill
		View File		

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Dr. Monika Kannan, Dept. of Geography	Consultancy for developing and using Spatial Analysis techniques with Open-Source GIS Software	SVNIT, Surat (Gujrat)-	6000
Dr. Monika Kannan, Dept. of Geography	Consultancy for acquiring competency in applying for Institutional Autonomy by Higher Educational Institutes	International School of Informatics Management (IIIM), Jaipur	11000
Mr. Raman Tiwari, Dept. of Management	Consultancy in conducting GST Audit and Tax deduction	HMT, Ajmer	12500
Mr. Raman Tiwari, Dept. of Management	Consultancy towards Orientation services, GMCS	ICAI, Ajmer Chapter	10000
Mr. Raman Tiwari, Dept. of Management	Consultancy for Tax Audit , GST filing and GST Audit	Goyal Auto House, Pvt. Ltd. Honda Motors, Ajmer	12000
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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Dr. Monika Kannan	Training Session on Open-Source GIS Software-Quantum GIS	HNB Garhwal University (CU) Srinagar Garhwal, Uttarakhand in collaboration with, IASE	4000	98

		Deemed University, Churu, Rajasthan		
Dr. Monika Kannan	Map Making, Bhuvan Website, Nakshe	DST Sponsored Training Workshop on Capacity Building through Geospatial Technology, Sophia Girls' College, Ajmer	2000	25
Ms. Shilpi Yadav	Spatial and Non-Spatial Data in GIS, Toposheet Interpretation	DST Sponsored Training Workshop on Capacity Building through Geospatial Technology, Sophia Girls' College, Ajmer	2000	25
Dr.Ritu Bhargava	SAGA GIS	DST Sponsored Training Workshop on Capacity Building through Geospatial Technology, Sophia Girls' College, Ajmer	2000	25
Mrs. Neha Sharma	SAGA GIS-GRASS	DST Sponsored Training Workshop on Capacity Building through Geospatial Technology, Sophia Girls' College, Ajmer	2000	25
Mr. Rishi Saxena	Geospatial Satellites	DST Sponsored Training Workshop on Capacity Building through Geospatial Technology, Sophia Girls' College, Ajmer	2000	25
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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
AIDS Awareness Rally	Sophia Girls' College (Autonomous), Ajmer/ CMHO	3	50
World AIDS Day Candle Light Procession	Sophia Girls' College (Autonomous), Ajmer	3	108
Visit to Asha Niketan the AIDS Centre at Kanakheri	Sophia Girls' College (Autonomous), Ajmer	3	85
NSS volunteers teach students of Govt. Schools for approximately 100 days	Sophia Girls' College (Autonomous), Ajmer	3	80
"Each one Teach one" programme – Daily Coaching provided in the College Campus to school students from nearby villages belonging to families below poverty line.	Sophia Girls' College (Autonomous), Ajmer	2	135
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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
Blood Donation	Certificate of Appreciation	Ajmer Region Thalassemia Welfare Society, Ajmer	1
International Youth Exchange Program, Singapore	Certificate of Appreciation	NCC-Govt. of India	1
Ek Bharat Shreshtha Bharat Camp, Udaipur	Gold Medal-Best Master of Ceremony	5 Raj Girls BN, Udaipur	1
CATC Camp,Udaipur	Best Company Senior Certificate	5 Raj Girls BN, Udaipur	1
Thal Sena Camp, Ajmer	Best Cadet Certificate	NCC-Directorate of NCC Rajasthan, jaipur	1

Thal Sena Camp, Ajmer	Best Company Senior Certificate	NCC-Directorate of NCC Rajasthan, jaipur	1

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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	Sophia Girls' College (Autonomous), Ajmer/ CMHO	Nirogi Abhiyan Programme and Marathon, Ajmer	3	103
NSS	Sophia Girls' College (Autonomous), Ajmer	Visit to Mother Teresa Ashram at Gagwana	1	115
NSS	Sophia Girls' College (Autonomous), Ajmer/ CMHO	AIDS Awareness Rally	3	50
NSS	Sophia Girls' College (Autonomous), Ajmer	World AIDS Day Candle Light Procession at Night	3	108
NSS	Sophia Girls' College (Autonomous), Ajmer	Visit to Asha Niketan the AIDS Centre at Kanakheri	3	85

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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
International Conference on "Advanced Machine Learning Technologies and Applications" (AMLTA 2020) organized by Manipal University)	73	0	1
International Workshop on 'Real Life Application of Machine Learning and Image Processing using MATLAB	100	Department of Science Technology, Government of Rajasthan, in collaboration with Computer Society of India, Udaipur Chapter.	2

Visit to the Grand Finale of the third edition of the Indias biggest Open Innovation Model, Smart India Hackathon (SIH 2019), Hardware Edition by Dept. of Computer Science	26	0	5	
"Internship Program" at "Dot Squares Technologies Pvt. Ltd, Jaipur" organized by Dept. of Computer Science Dot Squares Technologies Pvt. Ltd, Jaipur	11	0	18	
Seminar on "Business Analytics and its Evolution" organised by Dept. of Computer Science	80	0	1	

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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	International Conference on Water - A Focus on Future and Innovation	WAPCOS	24/02/2020	25/02/2020	414
Academia- Community Interface	???????? ???? ? ????? ????????? ??????????	Natyavrind (The Theatre Academy), Jaipur	14/10/2019	Nill	111
Academia- Industry Interface	A Webinar on Effective Presentation Skills	IBS, Jaipur	24/06/2020	Nill	347
Academia- Industry Interface	A Webinar on Emerging Careers Post Covid-19	IBS, Jaipur	13/06/2020	Nill	614

Academia-Industry InterfaceAcademia-Industry Interface	An Outreach Programme and Seminar on Personality Development	IBS, Jaipur	19/12/2019	Nill	66

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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
International Skill Development Corporation (ISDC), (UK)	18/09/2019	Department of Commerce and Management organised International Conference on New Dimensions in Commerce and Management Practices Perspective 2030 on 7th- 8th February, 2020 in association with International Skill Development Corporation (ISDC), (UK)	295
International Skill Development Corporation (ISDC), (UK)	18/09/2019	Webinar on Carving a Successful Career after Plus 2	66
Bhartiya Skill Development University, Jaipur (Rajasthan)	01/07/2019	Students from Department of Computer Science accompanied by Staff visited Smart India Hackathon organized by Bhartiya Skill Development University, Jaipur on 12th July, 2019	26
St. Aloysius College, Jabalpur (MP)	05/07/2019	A group of students from St. Aloysius College, Jabalpur accompanied by Staff participated in an International Staff and Student Exchange Programme Synergy -2020	9

		hosted by Sophia Girls College (Autonomous), Ajmer from 27th January to 2nd February,	
St. Aloysius College, Jabalpur (MP)	05/07/2019	Two Day National Workshop on Revised Assesment and Accreditation Framework for Higher Education Institutions In India was organized by IQAC, Sophia Girls College, Ajmer on 28th - 29th February, 2020	106
International Skill Development Corporation (ISDC), (UK)	18/09/2019	Department of Commerce and Management organised an Orientation Programme of CMA and ACCA on 4th October, 2019	157
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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
53535921	52820068

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
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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 patially)	Version	Year of automation
Library automated with ERP	Fully	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	34168	4937246	713	296694	34881	5233940

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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
Ms.Divya Mishra	Micro Economics	Sophia ERP (LMS)	28/03/2020
Ms.Kumud Khatri	Rajsathan Economy at a Glance	Sophia ERP (LMS)	19/03/2020
Ms. Niharika Sharma	Poverty	Sophia ERP (LMS)	06/04/2020

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	215	138	215	128	13	15	49	40	6
Added	20	6	20	0	0	0	14	0	0
Total	235	144	235	128	13	15	63	40	6

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 Center for the development of E content on Campus.	https://sophia.college/files/uploads/DLC-REPORT_19-20_.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 incurredon maintenance of physical facilites
12561596	12116865.51	6058400	5929989

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)

Laboratory Maintenance: 1) The college has 19 laboratories and every year a budget is allocated. 2) Each Laboratory maintains an order book, stock up-gradation and stock maintenance register. 3) Before the commencement of the new session the Departments write their requirements in the order book and requisition form and it is forwarded to the Committee. 4) A certified technician comes to repair the non-working equipment. 5) At the end of the academic year an external lab audit is done properly. Library: 1) The College has one Central Library along with 19 Departmental Libraries. 2) The Central library also has its own web page for displaying all the library materials. 3) The Librarian sends out requisition forms to the HODs of different departments for the procurement of new Books. 4) The Library Committee meets to scrutinize and finalize the purchase order Sports: 1) A special fund is given to the Sports Department for the procurement of sports materials and equipment. 2) Before the commencement of the new session the Sports Department writes their requirements in the order book and requisition form and is forwarded to the Committee. Lecture Rooms: 1) The college has 43 spacious and well ventilated classrooms with sufficient lightening 2) All Classrooms have a Computer and Wifi and 40 classrooms have LCD projector installed. 3) The College also has 7 smart classrooms. Campus Security: 1) The College and Hostel has security guards 24 x 7 round the clock. 2) CCTV cameras are installed at strategic locations in the College and Hostel to strengthen the safety and security. 3) Fire extinguishers are installed in every corridor and especially near electric panels and laboratories which have inflammable material. All the fire extinguishers are maintained from time to time. Others (Support facilities): 1) 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. 2) A team of housekeepers sweep and clean the corridors, classrooms, laboratories and entire campus. 3) For managing biodegradable waste the institute has compost pits and a bio gas plant. 4) The College has a proper Rain Water Harvesting System and at other places the rooftop water is directed via large pipes to the wells to raise the ground water level. 5) The College has 344 solar panels which generates an astonishing amount of electricity of which 40KWH is stored in inverter off grid with 9000 ampere capacity battery bank and 60 KWH is generated on grid. This is regularly cleaned and maintained by a group of efficient technicians. 6) The College has a team of efficient and experienced gardeners to maintain the lush green lawns and splendid gardens. These gardeners boast an organic vegetable and Fruit Garden, Botanical and medicinal plants Garden and Cacti garden to preserve the biodiversity of the area. 7) The college has hostel security guards to take care for the safety of the girls who reside in the

https://sophia.college/files/uploads/Maintenance_Policy_2019-20.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	Institutional scholarships	58	1576300
Financial Support from Other Sources			
a) National	Balika Shiksha Foundation, BSF, CRPF Education Fund, GRP, Inspire Program, Labour Dept, MDS University, PM Scholarship, Railway technical Scholarship, Rajasthan Board, Rajasthan Police, R.K.Foundation (NGO)	19	298000
b)International	NA	Nill	0
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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 implemetation	Number of students enrolled	Agencies involved
Participation in International Conference on Reimagining Leadership for a Global workforce	17/01/2020	55	Department of Commerce and Management, Sophia Girls College (Autonomous) Ajmer in Jaipuria Institute of Management Jaipur
An Outreach program and Seminar on Personality development	19/12/2019	66	Department of Commerce and Management in collaboration with Personality Development Cell, Sophia Girls College (Autonomous) Ajmer in collaboration with ICFAI, University Jaipur. Resource Preson- Dr Shweta Jain, Prog Head (911412224011)
An Orientation Program of CMA and ACCA	04/10/2019	157	Department of Commerce and Management, Sophia Girls College (Autonomous) Ajmer in collaboration with 1. ISDC.

			Resource Preson- Mr Varun Sharma North Head ISDC. 2. CMA, Resource Person - Shone Babu, Associate Member CMA.
A Seminar on Job Profile of Corporate World	17/09/2019	159	Department of Commerce and Management, Sophia Girls College (Autonomous) Ajmer in collaboration with PIBM, Pune. Resource Preson- CA Nikhil Nainani
A Seminar on Personlity Development and Career Counselling	09/08/2019	132	Department of Commerce and Management in collaboration with Personality Development Cell and Equal Opportunity Cell, Sophia Girls College (Autonomous) Ajmer in collaboration with ICFAI, University Jaipur. Resource Preson- Dr Shweta Jain, Prog Head

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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 passedin the comp. exam	Number of studentsp placed
2019	A Seminar on Personlity Development and Career Counselling	Nill	132	Nill	5
2019	A Seminar on Job Profile of Corporate World	Nill	159	Nill	9
2019	Career Counseling	Nill	139	Nill	7

	on "Expectations from Corporates-Bridge the gap"

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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
3	3	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Dot Square Technologies Pvt.Ltd, Infosys, Capgemini	77	21	nDimensions, Internshala, Shine Projects, Cognizant Technology Solutions India Pvt. Ltd., International Model United Nations, Raj Uro Care Centre, Converse Placement Services, Sophia Girls College (Autonomous), Ajmer, Real Estate Job	26	26

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	166	UG	Humanities, Science, Commerce, Computer Science,	Sophia Girls College (Autonomous), Ajmer, Rajasthan	P.G

| | | | Library Information Science Management | University, Jaipur, Kanoria PG Mahila Mahav idyalaya, Jaipur, SPCGCA, Ajmer, etc. | |

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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	11
Any Other	56

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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
33rd Inter University Basketball (W) Selection Trials	West Zone	20
33rd Inter – Collegiate Cricket (W) Tournament	Inter – Collegiate	112
33rd Inter University Table Tennis (W) Selection Trials	West Zone	20
1st Inter – Collegiate Taekwondo (M W) Tournament	Inter – Collegiate	50
1st Inter – Collegiate Chess (W) Tournament	Inter – Collegiate	24

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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
2019	Gold-Yoga	National	10	Nill	1803034	Harshita Sharma
2019	Bronze-Korf Ball	National	10	Nill	1706078	Kanika Singh Rajawat
2019	Bronze-Shot Put	National	10	Nill	1901292	Rolly Sharma
2019	Bronze-Shooting	National	10	Nill	1701002	Abhilasha Rathore

2019	Gold-Shooting	National	10	Nill	1701002 Abhilasha Rathore

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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)

Someone has rightly said that "Real education should consist of drawing the goodness and the best out of our own students". Sophia college, always lays emphasis on providing adequate opportunities to students to facilitate their physical, social, emotional and psychological development. Sophia believes in the fact that leadership is not about power and politics, but about vision and responsibility. Therefore, it has a systematic and democratically elected Student Council Body and those students who are responsible, active, committed, loyal and hard-working are identified and elected to form the body of this Association. The Students' Council Association is headed by the Principal, followed by the Deputy Head girls, the Cultural Heads, the Sports Captains and the Class Representatives. It also encompasses 16 Departmental Clubs and Forums and 13 College Common Clubs including NSS, NCC and Women Development Cell. Some of these are subject specific clubs, while some are open for all, like Women Development Cell, Nature Club, Spectrum- The Dramatics Club, Speakers Forum, Quizzers Club, etc. These Forums and Clubs function in an independent manner and have their own executive body comprising of the President, Vice President, Secretary, Treasurer and Class Representatives. They play an indispensable role in helping students to unleash their potentials and to rediscover their talents and skills through participation in the Inter- College as well as Intra-college activities. These Clubs and Forums are supervised and counselled by the Staff Advisors. Students form an inevitable part of almost all the Academic and Administrative Bodies of the college, namely- • IQAC (Internal Quality Assurance Cell) • BOS (Board of Studies) • Anti-Ragging Committee • Anti-Sexual Harassment Cell • Cultural Committee • Student Incubation Cell • Grievance Redressal Cell • Student Welfare Committee • Discipline Committee etc. The Student Association is guided by the Head of the Institution, the Deans and the Staff Advisors. The members of the student association are strong pillars who are not only responsible for maintaining discipline but also for bridging the gap between the teachers and students. Due emphasis is given to their opinions and suggestions regarding the curriculum, the teaching quality, the infrastructural facilities, the examination system etc. The college has an Academic calendar stating all the activities and events that are planned for students. These events are organized with the aim of inculcating cooperation, coordination, team spirit and organizational competencies. The Student Council Association makes efforts to celebrate all festivals and occasions of National and local importance, namely, Independence Day and Republic Day, Management Day, Teachers' Day, Sophians' Day, Maintenance Staff Day, Freshers' Day, Sports Day and Farewell to the outgoing students etc. Students also participate in Inter-college competitions and campaigns: for example, Inter Collegiate Cultural Competition (ICCC), All India Universities (AIU), West Zone, and Zest etc. The student leaders are motivated and inspired from time to time to perform their duties with sincerity and dedication and their earnestness is rewarded by felicitating them on the Annual Prize Day.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

5409

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

333218

5.4.4 – Meetings/activities organized by Alumni Association :

The College has a formal and functional Alumni Association called SOLUMNI. This Association plays a crucial role in maintaining cordial relations with the ex-students and implementing the ideas and suggestions given by them. The committee meets twice a year in an academic year. ALUMNI MEET- The alumni meet is conducted from time to time to bridge the gap between the college and the students and to relive the old memories. Since the college completed sixty glorious years of dedicated and committed service in the year 2019, the alumni meet organized in this very year was also glorious. The history of the college was depicted in front of the students which reminded them about their time spent in the College. Sophia was more than happy to meet its alumni from every decade and it was a wonderful experience. MONETARY AND NON-MONETARY HELP-The ex-students share an unbreakable bond with the institution and are always willing to pay a tribute to their alma mater. Therefore, they are more than happy to provide financial and non-financial assistance to the institution in times of need, as a symbol of their appreciation and respect. They also sponsor scholarships for those students who are intelligent and hard-working but are unable to move forward due to their financial positions. This year the alumni contributed 3,33,218/- for financial aid to needy students and infrastructural development of the College. MENTORSHIP PROVIDED BY THE ALUMNI- The alumni are often invited to enlighten the students with their pearls of wisdom in the form of guest lectures, seminars, and workshops as well as to judge the various co-curricular activities. They also conduct Career Counselling sessions in various fields like Armed Forces, Mental health sector, Corporate Sector, Media, and other career avenues. Sophian alumni have been a great blessing to the college. They have gained expertise in their respective fields and often help their alma mater by conducting maximum Certificate Courses. ALUMNI AS ACADEMIC ADVISORS-The ex-students offer their valuable opinions and suggestions regarding the curriculum framework, the syllabus, the examination pattern, the marking scheme and the evaluation criteria. ALUMNI PLAYING A CRUCIAL ROLE IN THE BOARD OF STUDIES- Even in the Board of Studies, one alumni member in compulsorily included and due importance is given to her feedback and recommendations regarding the various curricular and co-curricular activities of the college. In this way, the Alumni of Sophia Girls' College (Autonomous), Ajmer, make various contributions in inculcating personal and professional skills as well as social and moral values within the present students. Students are moulded into cooperative, humane, empowered and socially responsible citizens and are motivated to become change bringers of society.

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)

The Institutions governance is democratic and decentralized, embodying the spirit envisaged in its vision and goal. According to the Organogram, the Management assigns authority to the Secretary and Principal, who then share it with other strata of the College. The Faculty Members as Deans, Heads of Departments, Coordinators of various committees, and other staff representatives all play an important role in developing and implementing

institutional policies. Student representatives, who are important stakeholders in the process, are also participating at different levels. Sophia Girls College is built around its Faculty. They play an essential role in putting the Colleges vision and objectives into action as crusaders of the founding father's spirit and culture. They play the roles of mentors, motivators, and guides with zeal to help pupils develop social and cultural awareness. The Management of Sophia is a firm believer in including the Faculty in both administrative and academic affairs. They are key participants in curriculum development, introduction of new programs/courses, and infrastructural updates as members and coordinators of the Board of Studies, Academic Council, and Board of Management. A group of devoted senior faculty leads the Internal Quality Assurance Cell, which is responsible for establishing and maintaining the quality norms and practices throughout the institution. Faculty members who serve as Controllers of Examination and Deputy Controllers oversee the administration of internal and external exams. Senior and junior Faculty members serve on the committees responsible for admissions, discipline, cultural affairs, and library. Such a decentralized set-up offers a multifaceted exposure to the young academicians, enriching their potentiality as well as work ethics. The College Managements public face is formed by the Public Relations Officer and the Press Committee, who perform their duties with the correct balance of independence and responsibility. In running their disciplinary units, the Institutions Heads of Departments have a lot of administrative and academic freedom. They have full liberty when it comes to planning collaborative activities and exchange programs (with their MOU partners), national and international webinars, and extension events. The Faculty, in partnership with eager student volunteers, is zealously managing the NCC and NSS units. Students are guided by the NSS Program Officer and the NCC ANO as they prepare to be future leaders and vigilantes. The student executive body at Sophia is the driving force behind several administrative and academic activities. They play a vital role in encouraging and overseeing the observance of the Code of Conduct for their fellow-students as well. During all important College occasions, speeches, and conferences, they supervise the discipline alongside the teachers in authority. Their input is valued while formulating the nuances of each Management policy, and they are thus essential members of the several significant committees of the College. The BOS, IQAC, Clubs, Fora, and Executive Bodies have student representation. The active involvement of the faculty and students has made decentralization and participatory management an ingrained aspect in the psyche and practice of all administrative and academic endeavors in the College.

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
Library, ICT and Physical Infrastructure / Instrumentation	College library is fully automated with INFLIBNET NLIST for accessing e-resources. The Integrated Library Management System (ILMS) based on ERP (Enterprise Resource Planning) software works on 2.0 version. Library has an Online Public Access Catalogue, Reference Section, Magazine Room, IT Resource Centre and a Reprographic Centre The Digital Learning Centre helps in developing e- resources/ e-

	content. Regular training programmes update the staff with the latest learning models (four quadrant model) and technological advancements, including ERP and Moodle. In 2019-20 an Indoor Stadium cum Auditorium (180×115. square feet) was constructed with professional lighting and sound system. A New Block was setup on the second floor with 9 classrooms and 4 staffrooms. The College Canteen was extended.
Human Resource Management	The recruitment procedure is as per norms set for minority colleges and UGC prescribed minimum qualifications. Orientation for newly recruited faculty is organized. Teachers Self Appraisal Form and students Feedback form are mandatory. Regular FDPs for Teaching, Non-Teaching and Maintenance Staff are conducted. Work is allotted as per aptitude and expertise. Faculties work as Coordinators or Experts for various Ability and Skill Enhancement Courses. Interdisciplinary Lectures ensure optimum utilization of available human resources. Provision for Academic, Casual, Privilege, Maternity and Medical Leave exist. Institutional Research Incentives and annual increment are provided to the staff. Regular get-togethers promote camaraderie and fraternity among staff members.
Admission of Students	The online admission procedure of the College is very transparent and as per the State Government and Management norms, the notifications, forms and the merit list of the admitted students are displayed on the College Website. The online fee payment makes it easy for out stationed aspirants to take admission. 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. The students' database that includes all the details is maintained properly. AISHE report is also submitted timely. For 2019-20, the admission status was 511/780(UG) and 94/160(PG).
Research and Development	Research and Development Cell sanctions Seed Money for Institutional Projects. About 300 programs were attended by the faculty members. This

	year 60 research papers were presented, around 50 research papers were published and one Ph.D. was awarded this year. 29 dissertations were supervised by the teachers. Research Incentives were given for paper presentations and publications in UGC CARE and Peer reviewed Journals. There is an ongoing ICSSR (IMPRESS GRANT) Major Project in the Dept. of Geography and two International Research Journals by the Departments of Geography and English are published. Academic Leave is given for research activities such as paper presentations, Ph.D. course work, Exams, etc. 17 MoUs with national/international institutions were signed 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 and Due Examination are organized for students who miss their main exams due to unavoidable circumstances. Opportunity of re-evaluation is given to the students. Class Performance is assessed on 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. Provision for special exams is given to students who represented college in co-curricular and extracurricular activities at state and national levels.
Teaching and Learning	Student-centric methods, ICT enabled teaching aids and outcome-based learning is followed. Mentor Mentee system is practiced with the ratio of 1:26. Remedial Classes are conducted for slow as well as advanced learners. Coaching for NET/SET/ Banking/ Civil Services are also offered. Faculty Development Programs are conducted regularly to upgrade the teaching-learning methods and techniques. Regular Students Feedback are collected on classroom teaching pedagogies. Value Added courses on Yoga, Jewelry Designing, Baking and Confectionery, Soft Skills, Personality Development,

	Photography, Basic Dyeing and Printing etc. are conducted. Numerous talks, Seminars, Workshops are organised for students to gain practical exposure and knowledge. In the wake of the Pandemic, the classes for even semesters were conducted online through Zoom and Google meet applications. Study materials, videos lectures etc were uploaded on the students' LMS and Moodle.
Industry Interaction / Collaboration	The College has 18 MOUs with national and international institutions and to keep these functional, various collaborative activities are organized. • Smart India Hackathon by Bhartiya Skill Development University, Jaipur. • Career Counselling Webinar, Orientation Programme of CMA and ACCA and an International Conference in collaboration with ISDC, UK. • An International Staff and Student Exchange Programme Synergy -2020hosted by Sophia Girls' College (Autonomous), Ajmer • International Workshop on Human Rightsin collaboration with PUCL and BARC, Jaipur • National Symposium by St. Xavier's College, Jaipur • Internship programs with different companies- o Dot squares Technologies Pvt. Limited, Jaipur o Budget Analysis Rajasthan Centre, Jaipur, Vienni Training and Consulting LLP, Bangalore.
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 part of the curriculum to provide experiential learning 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. Academic flexibility is given to the students by the inclusion of Discipline Specific Electives, Life Skill and Skill Enhancement Courses.

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

E-governace area	Details
Planning and Development	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 officially mailed to the respective members. The latest policy circulars and guidelines issued by UGC, MHRD and state government are uploaded on the College Website and official staff WhatsApp groups. ERP is used to plan and intimate College events and activities. Academic Calendar is prepared at the beginning of the session to ensure smooth organization of the activities. Choice Based Credit System was introduced in UG programme in the session 2019-20.The requirements of all the departments is taken care by the Purchase Committee of the College.
Administration	The College has high-speed internet of bandwidth 40 MBPS and fully computerized, Wi-fi facility, in the hostel and College Campus. The College uses ERP software for Staff, Students, Examination Cell, Office and Library for effective administration. The attendance for both teaching and non-teaching staff is taken through Biometric System. The College authorities 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 available for the smooth working in the office. All administrative information including notices get regularly published on the College Website.
Finance and Accounts	Complete transparency is practiced in up-keeping the accounts and financial transactions made in the Institutions. The accounts of the College are maintained through the ACME software. Bill Desk software is used for online fees payment making it easy for the outstation or working parents/guardians. Most financial transactions of the government and other organizations are through the PFMS software.
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. 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, forms and the merit list of the admitted students are displayed on the College Website. New D-Link switch and fibre connectivity between switches are used to facilitate faster LAN communication. Attendance, marks and result analysis is maintained by the ERP software. OPAC access is provided through which staff and students can access the availability of books in the Library from anywhere.
Examination	The examination system of the College is fully automated. The syllabus and 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 student 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 and in 2019 for UG 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
2019	Mr. Gautam Chaturvedi	1.International Conference on New Dimensions in Commerce Management Practices Perspective 2030 held at Sophia Girls College (Autonomous), Ajmer, 2.National	NA	850

2019	Mrs. Deepmala Singhal	1.International Conference on Gandhi:The Eternal Truth Relevance for Future Generations organised by S.P.C.Government College,Ajmer	NA	800
2019	Dr.Taruna Sethi	1.National Conference on Scientific World Around You and in Cosmos organised by Govind Guru Tribal Universi ty,Banswara	NA	1000
		[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)
2019	Writing Interdisci plinary Research Proposals	NA	29/01/2019	Nill	60	Nill
2019	Research and Innova tions in Higher Edu cational Institutes : A Pragmatic approach	NA	27/02/2020	Nill	58	Nill
2019	Developm ent of E	NA	20/03/2020	21/03/2020	66	Nill

	Learning Resources					
2019	Building Institutional Values: Prospects and Challenges	NA	01/03/2020	Nill	66	Nill
2019	Attributes of Balanced Question Paper (As per Bloom's Taxonomy)	NA	02/09/2019	Nill	59	Nill
				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
International online FDP How to Write an Effective Case Study -organized by Atmiya University, Rajkot, Gujarat	11	02/05/2021	Nill	1
Faculty Development Program National Webinar entitled e-Content Development Methodology : Four Quadrant Module, OERs and Copyright issues-Guru Angad Dev Teaching and Learning Centre of MHRD, SGTB Khalsa College, University of Delhi	9	15/05/2020	Nill	1

Short Term Course on Material Science Engineering-Mahila Engineering College, Ajmer	2	09/12/2019	13/12/2019	5
National Faculty Development Programme on Outcome Based Learning Approach in Higher Education-IQAC, Kristu Jayanti College (Autonomous), Bengaluru	11	23/04/2020	30/04/2020	8
Training in "LATEX" organized by Dr. N.G.P. Arts and Science College, this training is offered by the Spoken Tutorial Project, IIT Bombay	2	15/05/2020	Nill	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
40	26	9	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The College has been practicing various welfare measures for the academic and overall growth of the faculty members. • Benefit of Maternity / Paternity / Academic / Medical /Privileged / Casual /On Duty Leave • Benefit of Provident Fund and ESI facility • Incentives for participating in Conferences, Seminars, Workshops, Webinars /	The following welfare provisions are availed to the non-teaching staff • ESI facility • Interest free loans • Maternity/Paternity/ Privileged/ Casual/Medical Leave • Regular Health check-ups. • Recreational Activities, get-togethers and Developmental Talks and Programmes • Equal access to the infrastructural	Following welfare initiatives are adopted for the students • Freeships for Academics as well as Co-curricular Activities • Active and vigilant Anti-Ragging Cell • Active Student Welfare Committee • Sexual Harassment Cell • Mentor System for the academic and general advice • Career Guidance Cell to prepare students for future jobs •

| Paper Presentations /Publications/Ph.D. and other research activities. • Free medical check-ups in collaboration with Hospitals in Ajmer and other Hospitals in Rajasthan • Provision for Seed Money to initiate Institutional Research Projects. • Separate staffrooms /space /cubicles for every staff member. • Departmental Computers, Printers/Scanners, Software, Lab equipment, Coolers, Water Campers etc. • Health Club/ Gym/ Swimming facilities are made available to the Staff | facilities at par with the teachers. • A Formal Retirement Program, as a gesture of respect for their services. • Health Club, Gym, Yoga and retreat/meditation sessions to attain balance of body and mind. | Placement Assistance Cell for inviting the prospective employers • Grievance Redressal Cell to address students' issues • Counselling Cell provides personal guidance and emotional help by a trained Counsellor. • 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 • The Alumni Association to interact with established and successful alumni • Parking space for the safety and security of students' vehicles • Legal Awareness Cell • Skill and Value-added courses for the students. |

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

| IMS | 15000 | International Workshop on Human Rights (Theme- Being the other: Recognizing, Accepting and Comprehending Experiences of Diverse Minorities) organized by Departments of Political Science and History, Sophia Girls College (Autonomous), Ajmer in collaboration with PUCL and BARC on 30th Jan to 2nd Feb., 2020 |

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6.4.3 – Total corpus fund generated

0

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	Yes	External Academic Audit Committee	Yes	Internal Academic Audit Committee
Administrative	Yes	External Administrative Audit Committee	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. Parent's feedback is collected every year and their pragmatic suggestions are strictly taken into consideration. 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) Skill based initiatives like a) Training in Two Wheeler Driving b) Training in Basic Manners and Etiquette 2) Weekly Prayer Assemblies for spiritual guidance 3) 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.A. History • M.A. Sociology • I.M.Sc. Computer Science • B. Com. Honours • Diploma in Textile Dyeing and Printing • Diploma in Interior Designing • Diploma in Sustainable Development • International Certification Courses (US-CMA) 2. In Research the following initiatives were undertaken: Seed money and Incentives were given for research projects, publications and presentations. National International Conferences/Workshops/FDPs were organised. Consultancy Services provided by the

faculty members in the field of Life Skills, Dramatics and Map Making. 3. In the Examination department the software as well as the Examination Management System was upgraded. CBCS was adopted in all UG Programs. 4. In Infrastructure, a Chemistry Research Lab was set up, the Fortunatus Indoor Stadium cum auditorium was inaugurated, additional classrooms and staff rooms were attached and the canteen was also extended.

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
2020	SYNERGY- An International Staff and Students Exchange Program	27/01/2020	27/01/2020	02/02/2020	1334
2020	A Two-Day National workshop on Revised Assessment and Accreditation Framework for Higher Education in India based on NAAC guidelines'	28/02/2020	28/02/2020	29/02/2020	106
2019	An International 'Staff and Student Exchange Programme'to Singapore Institute of Management(under MOU)	10/10/2019	10/10/2019	16/10/2019	8
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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
Interactive Session on Conversation about Mental Health	03/08/2019	Nill	89	Nill
Mental Health Awareness: "Identifying symptoms around us"	09/08/2019	Nill	91	Nill
A Seminar on Personality Development	09/08/2019	Nill	132	Nill
Health talk and Multispecialty Camp	10/08/2019	Nill	180	Nill
Workshop & Painting Exhibition on "Dyslexia – The Unseen Suffering"	14/08/2019	Nill	12	Nill
Visit to Women's Cell at Central Jail, Ajmer	13/12/2019	Nill	31	Nill
An Outreach Program and Seminar on Personality Development	19/12/2019	Nill	66	Nill
Lecture on Life Skills	28/01/2020	Nill	41	Nill
Interactive Session on Emotional First Aid	13/02/2020	Nill	60	Nill

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
To be successful to the core, it is necessary that an organization is integrated with its surroundings, taking care of environmental sustainability not only within, but also around it. Hence at Sophia College, we demonstrate our care and concern for global climate by using clean and renewable sources of energy. We are proud that 100 percent of the energy requirements of the College are met by renewable energy sources. Our Institute generates an astonishing amount of 100 KWH of electricity of which 40KWH is stored in inverter off grid with 9000 ampere capacity battery bank, while 60KWH is generated on grid. This is done through 344 solar panels which provide electricity to the entire College besides supplying the surplus to the Government. This electricity generated is used to operate all computer labs, lights, fans, refrigerators,

projectors air conditioners etc., besides 18 individual solar street lights illuminate the campus at night. There is a solar heating system of 3500-liter capacity that is set up at college hostel which provides the entire hostel with hot water. There is a Biogas plant which provides us eco friendly fuel and solar steam cooking system which is used for cooking purpose in hostel. Extracurricular activities are organized by various forums and clubs throughout the year to create awareness among the Staff and students for Environmental Consciousness and Sustainability. Our Campus is pollution free because of the use of renewable energy sources. Hence, it creates a positive impact on the health of students. Entire Sophian family believes that Environmental Consciousness is an integral part of life and is aware of their accountability and responsibility towards the nature. Some of the College students have adopted Environmental Science as their career opportunity and they are pursuing higher studies in Environmental Science . Invaluable, yet a depleting resource in Rajasthan, water is also protected and well preserved via rain water harvesting system which directs all rain water to the rain water harvesting tank of one lakh cubic litres. Thus Sophia Girls' College contributes to the best of its capacity in environmental consciousness and sustainability using renewable energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nill
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nill

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
2019	120	120	08/07/2019	240	Free coaching of Poor and weak students of the vicinity	Remedial classes for the poor and slow learners	137
2019	80	80	10/07/2019	240	Sophian Outreach programme in Govt.	Health, hygiene, basic etiquettes	80

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Code of Conduct and Ethics Policy	10/06/2019	Code of Conduct for Students: The Sophian Code of Conduct epitomizes the highest ethical values of Truth, Integrity, Service and Excellence. The Code of Conduct for students is published on the Website and Students' Hand Book. Various programs on Personality Development, Soft Skills, Life Skills, Professional Ethics, and Personality Development etc., are conducted during the year. The Code of Conduct and Ethics policy is explained in detail to all the newly admitted students during the orientation sessions to enable them to assimilate its content in their daily life. Sophia Student Council is given charge to help their fellow students to fulfill the ethical expectations prescribed in Code of Conduct and Ethics Policy Code of Conduct for Teaching Staff During the induction program for the new faculty, a session was conducted to orient them with the Code of Conduct of the College. The Code of Conduct is periodically reviewed by the Monitoring Committee and follow up programs were organized to ingrain the same among the Teaching Staff. Regular efforts were made to enable them to guide their conduct in accordance with the ethical and moral standards of the

Institution. Faculty Development Programs and Staff meetings too steered them to imbibe the values and ethics of the College and helped them to maintain highest standards of professional ethics. Code of Conduct for Administrative Staff: Various sessions were organized for the Administrative Staff to help them understand the policies of the Institution and carry out the duties delegated to them. At the start of the new Academic session, the Administrative Staff is given 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. Follow-up Programs help the staff to adhere to these principles in their day-to-day activities. Code of Conduct for Maintenance Staff: Awareness Programs were organized for the Maintenance Staff throughout the year to help them maintain high moral and ethical standards of honesty, fairness, equity in interpersonal and professional relationships in the everyday functioning. The Code of Conduct for support staff is published on the website as well as in their hand book. Special follow-up sessions are designed and conducted by the Code of Conduct and Monitoring Committee to update them of the revised terms of the norms for behavior

and contribute constructively and optimally towards the upkeep and security of the Institution. Code of Conduct for Parents: Parents/Guardians are encouraged to play an active role in the formation of good character and holistic development of their wards and cooperate with the Institution through the orientation program conducted during the admission of their wards. The Code of Conduct for parents is published on the website. Parent Teacher Meetings are held many times during the course of the year to familiarize them with the ethical and moral values which the Institution upholds.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Free coaching of the poor and weak children of the vicinity,, adoption of villages - Slums for welfare oriented activities	08/07/2019	10/03/2020	135
Outreach programme in Govt. Schools	10/07/2019	10/03/2020	80
Screening of movie- Super 30	31/07/2019	Nil	92
Visit to Asha Niketan (AIDS centre)	10/08/2019	Nil	85
Green Drive initiative	30/08/2019	Nil	10
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

According to Energy and Environment Audit Report of Sophia Girls' College, (Autonomous), 100 percent of energy requirement of the Institution is fulfilled by renewable energy resources. Sophia Girls' College is located at the uncrowded outskirts of the city of Ajmer, adorning the foothills of the Aravalli Ranges. Consequently, the Ranges' rich biota is preserved in the

aesthetically pleasing and soul enrapturing campus of the institution. 1. Rich Biodiversity: The College campus lovingly nourishes a wide range of trees belonging to 30 different genera along with many medicinal herbs, ornamental flowers, tender succulents, flourishing cacti and an exquisite avian diversity. 2. Use of Alternate Sources of Energy: The College has 344 Solar Panels generating 100 KWH energy, which is used for its own needs while the excess production is supplied to the Government, making the campus 100 self-sufficient in electricity. The Institution owns a highly efficient Biogas Plant which provides us with eco-friendly fuel to be used for cooking purposes. The bio degradable waste from the Hostel-Kitchen is put in the Vermi compost Plant to prepare organic manure as part of our policy of Reduce-Reuse-Recycle. 3. Rainwater Harvesting: The rainwater harvesting system attached with the College terrace replenishes the underground water during the rains by directing it to the wells and to the rain water harvesting tank of one lakh cubic litre capacity. 4. Bird Houses: Bird Houses have been put up all-around the campus to help save the endangered House-Sparrows. 5. Audit of Physical Parameters of Environment: All basic components of life i.e., air, water and soil were examined and measured by Government organizations and the measured values were found to be within the standard permissible limits. 6. Environment Consciousness: Promoting environmental awareness is always an indispensable part of the activities of clubs, forums and the administration of the Institution. The Academic Year is always peppered with curricular, co-curricular and extra – curricular activities like quiz, seminars, competitions and webinars, which aim at making the Sophians into ecologically conscious, responsible and enlightened human beings. Environment protection is also the focus of many Nature Club, NCC and NSS activities conducted by the College. Our students regularly reach out to the common masses, generating awareness through their ventures and rallies. Thus, the administrative initiatives that begin from our campus seep into the personality of our wards, completing the circle of this wholesome 'Go-Green Campaign'.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I. TITLE: INSTITUTIONAL SOCIAL RESPONSIBILITY OBJECTIVES • To inculcate social awareness, and environmentally responsible behavior among staff and students • To nurture students as citizens with moral, ethical and social values so as to provide service to the society • To create awareness among students and staff towards their responsibility for societal development. • To sensitize the students to reach out to the marginalized and underprivileged sections of the society THE CONTEXT Sophia Girls' College is true to its core values by contributing in society's development and promoting inclusive growth. The Institution nurtures the sense of social sensitivity and instills moral, ethical and social values in the staff and students so that they contribute towards nation- building THE PRACTICE Institutional Social Responsibility is one of the mainstays of Sophia Girls' College and we as an Institution believe that our role is not simply limited to imparting knowledge and skills to the students. The Institution is committed to implant eternal values in the Staff and students so as to enable them to become beacons of light and ambassadors of humanity. Stress is given on individual development keeping in mind the changing needs of the society. The College is very considerate towards the marginalized and deprived sections of the society. It offers fee waivers, concessions and other financial aids to the children of the maintenance staff, children of single parents, COVID affected families and other needy students. Medical charity is given to the deserving families. The College students during their free time visit the students of Government Schools of the vicinity and conduct remedial classes for the slow learners besides teaching them health and hygiene. They also give their best efforts to enhance the academic, personal

and interpersonal skills of the students who are coming from economically backward families. The NSS volunteers provide free coaching daily in the evening in the College Campus for one hour to around 200 needy and under-privileged children of the nearby villages. Education is the greatest wealth one can ever have. But in an educationally backward area like Rajasthan where education is not a priority, parents of poor families prefer to keep their children at home as household and farms help or sent them out to work as cheap labour. Keeping this in mind every year the Staff and students of the College visit nearby villages and donate books and clothes to the poor and needy children giving them incentives to go back to school. Blood Donation Camps are organized regularly and the students donate their blood to save the lives of people, especially the Thalassemia patients. The Staff and Students visit the adopted villages and social awareness programmes are organized on a regular basis. In order to make the students more humane and sensitive to the needs of the marginalized sections of the Society, they are taken to AIDS Centers, Destitute Homes, Schools for special children, to Old Age Homes, Prisons etc., where they interact with these less fortunate brethren of our society, distribute sweets and necessary items and conduct programmes on various occasions. EVIDENCE OF SUCCESS Sophia Girls' College (Autonomous), Ajmer has prepared committed responsible women who after graduating from the Institution are competent to undertake the social and community responsibilities with confidence. Many of our ex-students are holding respectful positions in the society and are making an effective contribution to Community, Society and Nation. In order to lend a helping hand to the victims of natural calamities, the Management, Staff and Students have contributed a handsome amount of money as relief funds. As Covid-19 gripped the world and affected the living conditions and morale of millions of people, the Institution actively got involved in combating challenges related to social, economic, psychological and health related issues of the victims. The students were given awareness on topics like social distancing, sanitization, use of face masks, ways to protect people from community spreading of the pandemic, etc., through social media. Sophia College stood true to its core values by engaging in various charitable acts like preparing and distributing food, ration, masks, sanitizers etc., to the poor and needy, especially migrant workers, and people staying in slums, road side, etc. From raising funds for people who lost their livelihoods to distributing ration to the needy, from arranging medical supplies and spreading social awareness to motivating people through free music, dance and yoga classes our Sophian Angels of hope, help and joy left no stone unturned in spreading the message of love and humanity to the Society. Thus, College has given its best to address the Socio-Economic issues faced by the poor and needy of our society PROBLEMS ENCOUNTERED • Time Constraints • Lack of Transport Facilities • Financial Limitations BEST PRACTICES II: TITLE:COLLABORATIVE INITIATIVES OBJECTIVES: • To create a network of Academic and non-Academic platforms that will aid in the holistic development of our students. • To introduce the students to the challenges and opportunities of the professional world and make them globally competitive. • To observe these professional organizations and inculcate their expertise in the future developments of the Institution. • To encourage research among the Staff and students by providing them more inclusive academic exposure. • To encourage appreciation of multidimensional nature of human society among the students. THE CONTEXT: Modern academic institutions must equip the students not only with adequate professional skills but also with enough practical experience to navigate through the competitive and demanding world. Being located in the town of Ajmer, the Institution is perpetually in danger of becoming stagnated due to lack of exposure. To avoid inertia, Sophia has been building a network of MOUs and collaborations with various national and international organizations. THE PRACTICE: Sophia Girls' College has enhanced its competency and research skills through various Collaborations and Linkages. International Staff Student

Exchange Programmes are organized to increase global awareness, to encourage the development of cross-cultural perspectives, and to broaden career skills through direct in-service experiences The Exchange Programmes conducted by the College during the session 2019-2020 were: • An International Staff Student Exchange Program from 27th January, 2020 to 2nd February, 2020.Around eighty students and staff members from 10 Colleges of India and Nepal participated in it. • An International Student Exchange Program at Singapore Institute of Management (SIM) from 10th October to 17th October 2019. Seven students and a staff participated in an International Development Training Programme organized by SIES. A two-day International Workshop on 'Real Life Application of Machine Learning and Image Processing using MATLAB' was organized in collaboration with Computer Society of India, Udaipur Chapter, on 17th and 18th December 2019. A Two-day International Conference on Water was organized in collaboration with Ministry of Jal Shakti, Irrigation, Government of India on 24thand 25th February 2020. A two-day National Workshop on Revised Assessment and Accreditation Framework for Higher Education in India was successfully organized on February 28th – 29th 2020 by IQAC (Internal Quality Assessment Cell) of Sophia Girls College (Autonomous), Ajmer in collaboration with St. Aloysius College (Autonomous), Jabalpur National Level Orientation Program on capacity building in Geospatial Technologies was organized in collaboration with DST from 28th to 30th November 2019 EVIDENCE OF SUCCESS: The College has collaboration with ISDC which is an International Skill Development Company that offers professional course US CMA (Certified Management Accounts).A scholarship test for CMA students was conducted under the guidance of ISDC on 10th January2020 in Sophia College. Many of our students passed the test and each student received a scholarship for Rs.30,000/-. They also received a comprehensive package of benefits like IMA membership for up to three years while pursuing the CMA. Through the collaboration with Father Agnel College, Goa, students of B.Com. and Economics went to participate in National Conference at Goa and students of Sophia Girls' College won the best paper presentation award. The Collaboration with Jaipuria Institute of Management helped the students of B.Com. and BBA to participate in the International Conference organized by them and win the best poster award. Through our linkage with HMT (Hindustan Machine Tools, Ajmer, Rajasthan), every year the students undergo summer training for 25 days free of cost. The partnerships have resulted in various seminars, conferences and workshops, both of national and international repute. By overcoming the various challenges presented by theses encounters, Sophia was able to grow and solidify its image as a vanguard of holistic education. Through various cultural exchanges and dialogues, our staff and students assimilated the spirit of diversity that pervades the modern civilization and promises a better future. Collaborations and Linkages not only enhance the competency and research skills of our students but are also beneficial for the faculty members. National Workshop on 'Revised Assessment and Accreditation Frame work for Higher Education Institutions in India' was organized by Sophia Girls' College in collaboration with St. Aloysius College, Jabalpur. These collaborative initiatives have also enabled the Staff and Students to enhance their Research Quotient and presentation skills. PROBLEMS ENCOUNTERED • Financial Limitations • Time Constraints • Location Disadvantages

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_2019-20.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

Global competence is a multidimensional capacity, an essential prerequisite in

the contemporary world. Reinforcing global competence is vital for individuals to thrive in a rapidly changing world and for societies to progress without leaving anyone behind, especially the citizens of the developing countries. Sophia Girls' College in keeping with its vision seeks to pursue scholastic excellence and instill global competencies among its students. Sophia Girls' College plays a crucial role in helping young people to develop global competence. The College provides a gamut of opportunities for young people to critically examine global developments that are significant to both the world at large and to their own lives. The following are the initiatives taken by the College to enhance the Global competencies of our students 1. A wide range of International Certification Courses are offered to the students to be pursued parallel to the UG Programs they are enrolled in. These courses are open to students across the forced boundaries of streams and disciplines, providing a truly liberal and choice-based academic ambience to the students: a. US-Certified Management Accountant (CMA), DELF and Business Communicative English from Cambridge was introduced in the year 2019-20 and we planned to introduce other courses like ACCA, Digital Marketing, Business Analytics, Data Analytics in the near future. 2. The long list of International MoUs and Collaborations are the Unique Selling Point of Sophia and a major source of academic, cultural and research exposure to its staff and students. Visiting and receiving teachers and students from different parts of the sub-continent goes a long way in giving wings to the spirit and imagination of the traditional, and many a times timid, young girls of orthodox Rajasthan. a. Scandinavian International Executive School (Norway) b. International Skill Development Corporation (ISDC), (UK) c. The Illustrate Official College of Psychologists of Eastern Andalusia (Spain) d. St. Xavier's College, Kathmandu (Nepal) e. Institute of Management Accountants (USA) 3. Add-on / Diploma courses are the need of the hour and have been perquisites for the basic constitution of a global citizen. Command over the language, versatile renaissance styled personality, well-versed in expressing itself emphatically in financial nuances, cultural accomplishments and contemporary socio-political affairs is catered to in the College a. Cambridge Communicative English b. Personality Development c. Tally d. Photography e. Journalism f. French 4. International Seminars, Workshops, Conferences, Webinars, FDPs, etc., provide the essential exposure to the currents and undercurrents of higher education and research. The students are encouraged and guided to make presentations as well as publish papers in reputed journals and periodicals. Internships impart and enrich the practical and utilitarian aspect of the theory taught in classrooms and augments the job potential of the students. Each Department of the College attempts to provide internship for its students.

Provide the weblink of the institution
https://sophia.college/files/uploads/institutional_distinctiveness.pdf

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: Sophia College already has a rich infrastructure but still the Management is always willing to add to it as per the need. I. In line with the other developments, the College also plans to beautify the exteriors by refurnishing and redesigning. II. To cater to the needs of the students, various Labs will be updated and equipped with new equipment. III. Though most of our classes support electronic visual aids, we will be adding more projectors to facilitate better teaching. IV. New furniture will be acquired based on the needs and wants of the students. V. We will be providing our Departmental Staffrooms with facilities like water dispensers, desktops, ACs and coolers. VI. To develop more physical facilities for differentially- able students. VII. To establish a Media Lab 2. Academic: I. Teaching parameters would

change due to the COVID 19 pandemic. Now the demand of time is to adopt blended teaching-learning module. In this context we will be developing more e-content utilizing new software. II. Teachers will be motivated to attend webinars, FDPs, refresher courses, orientation courses, etc., to learn more about online teaching pedagogy. III. Considering the present scenario of pandemic, students would be encouraged to pursue online courses available on platforms like SWAYAM, MOOCs, NPTEL, etc., and they will also be benefitted with credits on completion of these courses. IV. The institution will be introducing new courses at the UG and PG levels. These courses will be guided by the suggestions of the BOS members. They will aim at bringing the students potential at par with the competitive world. V. Introduction of the Integrated Teacher Education Program for students aspiring to be teachers 3. Research: I. At Sophia College, we continuously encourage our Staff members to keep their pedagogy updated with the changing world. We will be organizing seminars, workshops and FDPs for growth of our teachers and support them in their respective research fields. II. Teaching Staff will also be encouraged to pursue their higher studies like Ph.D., Postdoctoral etc. III. Teachers would be motivated to apply for major and minor research projects and also for institutional research projects. IV. Promotion of publication of quality research papers in reputed and recognized UGC listed journals. 4. Add-on / Diploma courses: Every year we have been adding new Add – On and Diploma courses to cater to the new generation of students joining our Institution and will continue to do so next year as well. 5. Enhanced curriculum with entrepreneurship and better programs Our foremost priority, which is also in concurrence with the New Education Policy 2020, is to increase the employability and skill enhancement quotient in our curriculum so as to augment our students' capabilities to fulfill the demands of the job market.