



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER
• Name of the Head of the institution	Prof. Sister Pearl
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	01452427243
• Alternate phone No.	8058507771
• Mobile No. (Principal)	8058507771
• Registered e-mail ID (Principal)	principal@sophiacollegeajmer.in
• Address	Mirshali, Jaipur Road,
• City/Town	Ajmer
• State/UT	Rajasthan
• Pin Code	305001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	08/11/2021
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	Self-financing				
• Name of the IQAC Co-ordinator/Director	Prof. Monika Kannan				
• Phone No.	01452427243				
• Mobile No:	9829506865				
• IQAC e-mail ID	iqac@sophiacollegeajmer.in				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://sophia.college/files/uploads/AOAR_2019-20.pdf				
4. Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sophia.college/files/uploads/Academic_calendar_20-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81.00	2004	16/02/2004	15/02/2009
Cycle 2	A	3.01	2010	04/09/2010	31/12/2020
6. Date of Establishment of IQAC			15/04/2005		
7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Prof. Monika Kannan, Head, Dept. of Geography	Impress Scheme	IMPRESS	15/03/2019	9,00,000	
8. Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI	View File				

9.No. of IQAC meetings held during the year	9	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. For the augmentation of collaborative learning initiatives the IQAC collaborated with Eight Institutions of National as well as International repute by signing Formal MoUs. 2. The IQAC incorporated the minutiae of Revised Assessment and Accreditation Methodology of NAAC by compiling a book titled "NAAC for Quality and Excellence in Higher Education in India" edited by Dr. Sr. Pearl, Principal, Sophia Girls' College (Autonomous), Ajmer and Prof. Monika Kannan, Coordinator, IQAC under Rajesh Publications, New Delhi (ISBN - 978-93-91139-11-7). The book analyzes the evolving and surfacing trends in Higher Education stimulating a self- learning environment through avant-grade approach to intensify and promote an exploration for excellence. 3. The IQAC organized Faculty Development Programs • Six for Academic Enrichment of Teaching Staff, • Three for Administrative Staff & • Four for Maintenance Staff to upgrade their skills 4. The IQAC facilitated the planning and conduction of Departmental International as well as National Conferences, Seminars, Workshops and Webinars for the promotion of a cohesive research and innovative culture. -A Two-Day National Webinar on "Taming the Dragon - A Holistic Review on India-China Ties" was organized by Department of Political Science on 1st - 2nd July 2020. -A Two-Day National Webinar on "Lessons from the Past: Studying Trends and Responses to Epidemics" was organized by Department of History on 10th - 11th July 2020. -A Two-Day International Webinar on "Food and Well Being Challenges of the 21st Century (A Fit Body, A Calm Mind, A House Full Of Love)" was organized by Department of Home Science and Psychology on 17th - 18th July, 2020. -A Two-Day International Webinar on "Impact of</p>		

Digital Threats and Cyber Risk During COVID-19" was organized by Department of Computer Science on 24th - 25th July, 2020. -A Two-Day National Webinar on "Healing Power of Arts" was organized by Department of English on 7th - 8th August, 2020. -A Two-Day National Webinar on "Is the Pandemic Lockdown a Green Moment for Biodiversity?" was organized by Department of Zoology and Botany on 24th - 25th August 2020. -A Two-Day National Webinar on "Making India a Global Sports Powerhouse" was organized by Department of Physical Education and Economics on 5th - 6th January, 2021. -A Two-Day International Webinar on "Exploring the Properties of Materials at Nanoscale" was organized by Department of Physics on 9th - 10th July 2021. -A National Webinar on "?????????? ?????????? ??? ?????????? ?? ????????? ?? ?????????" was organized by Department of Hindi on 19th July 2021. -A Two Day National Webinar on "Spectroscopic Techniques: A Tool for Structure Elucidation" was organized by Department of Chemistry on 21st - 22nd October, 2021. -A Three-Day National Virtual Conference on "Critical Exploration on Indian Drama" was organized by Department of English from 16th - 18th December, 2021."

5. The IQAC supervised the smooth conduction of an Internal as well as an External Academic Audit and compiled their reports after reviewing.

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To establish collaborations and linkages with Institutes of repute for enhancing research quotient among staff and students.	Eight Formal MoUs were signed and forthcoming activities were planned with- 1. ISDC-Institute of Analytics (IoA), U.K-Data Analytics 2. St. Agnes College (Autonomous), Mangalore, Karnataka 3. Guru Nanak College of Arts, Science and Commerce, Mumbai 4. Kamla Nehru College, New Delhi 5. St. Thomas College Bhilai, Chhattisgarh 6. Marian College Kuttikkanam (Autonomous), Idukki, Kerala 7. Pantech E learning Pvt. Ltd. 8. Amity University, Jaipur
Incorporation of E-Governance in Institutional Management	Upgradation and renewal of the E Governance Policy in the areas of Administration, Finance and Accounts, Student Admission and

	Support and Examination Administration has been undertaken.				
Upgradation of the Online Feedback Mechanism for stakeholders	Feedback from Students, Teachers, Parents, Employers and Alumni were collected using the online mechanism. The analysis reports were generated and plan of action was formulated.				
Incorporation of E Learning Tools and Pedagogy for effective Teaching	A Media Lab has been developed with tech-savvy audio-visual recording facilities for the creation of effective E Learning content under the aegis of the Digital Learning Centre of Sophia Girls College.				
Seed Money Grant for research promotion and entrepreneurial development	Under the Institutional Innovation Council recognized by MHRD, New Delhi the Seed Money Grant has been provided to five Staff members to take up Institutional Research projects & to thirteen young entrepreneurs to develop start-ups on campus.				
13. Was the AQAR placed before the statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name of the statutory body</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Sophia College Education Society</td> <td>10/02/2021</td> </tr> </tbody> </table>		Name of the statutory body	Date of meeting(s)	Sophia College Education Society	10/02/2021
Name of the statutory body	Date of meeting(s)				
Sophia College Education Society	10/02/2021				
14. Was the institutional data submitted to AISHE ?	Yes				
<ul style="list-style-type: none"> Year 					

Year	Date of Submission
01/07/2020	26/03/2022

Extended Profile

1.Programme

1.1	19
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1	1777
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	636
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	1691
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	685
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File
3.2 Number of full-time teachers during the year:	66
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3 Number of sanctioned posts for the year:	66
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	1199
4.2 Total number of Classrooms and Seminar halls	48
4.3 Total number of computers on campus for academic purposes	246
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	96,90,880
Part B	
CURRICULAR ASPECTS	
1.1 - Curriculum Design and Development	
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.	
Sophia Girls' College, Ajmer is an autonomous institution which designs and undertakes numerous academic programs and diploma courses. The curriculum is regularly updated to cater to the academic trends in each subject. The curriculum focuses on outcome-	

based learning. Value based education, entrepreneurship and skill enhancement form the crux of these outcomes. Continuous evaluation is done through continuous internal assessment, assignments, projects and Term End Examinations. Bloom's Taxonomy is adapted to evaluate the attainment of the POs, PSOs and COs. These outcomes aim at attaining local, regional, national and global competencies. Group discussions, case studies, peer learning, brainstorming, presentations, quiz, and role playing foster analytical thinking. Inter-disciplinary learning outcomes are braided in the subject content of each discipline. Humanities and Social Sciences stress on public policy, governance, environment, sustainability, citizenship, criminology, human past, cinema and caste identities. Vocational Computer Application is offered across the continuum of all the disciplines. French, Advanced Communicational Skills, Basic SPSS, GIS, Yoga, Ornithology, Alternative Medicines, Photography and Personality Development add to the overall growth. Courses in Journalism and Human Rights interlace academics with harsh social realities. Science departments provide experiential learning. Commerce highlights the intricate nuances of economy and society. Computer Science has started a course on Artificial Intelligence. These courses go a long way in widening the gamut of knowledge and skills required for the learners to contribute towards both local and global needs.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://sophia.college/site/PO_PSO_CO

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

4

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

356

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

88

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

19+10

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Inculcating core human values has always been the prime objective of the institution right from its inception. The College curriculum offers specialized courses catering to Gender Equality, Environmental Conservation, Sustainable Development and Professional Ethics. These courses attempt to spread awareness both, theoretically and pragmatically amongst the students. The College ensures the enveloping of these themes in activities conducted by various clubs and fora, giving a pragmatic perspective to these concerns. The outreach programs organized by the different departments as part of their curriculum design focus on the same, making the whole experience tangible and deeply ingrained for the students.

Department of Geography offers courses that deal with the concept of ecosystem, biodiversity, pollution, nuclear hazard and solid waste management. Economics has a course on Environmental Economics. Eco-feminism is an integral part of the readings and papers offered by the Department of English. Sociology and History teach about caste, feminism, labor reforms and environment, sensitizing the students towards such issues. The professional courses offered by Computer Science and Management, condition the students towards a rightful code of conduct, thereby preparing them for the realities of the world.

In addition to the curricula, the Environmental and Energy Committee, Planning and Monitoring Cell, UGC Monitoring Cell, Anti-Sexual Harassment Cell, Cell for Social & Environmental Concern, Gender Sensitization Cell, Equal Opportunities Cell, NSS and NCC also remain engaged in similar pursuits, transforming these compelling issues into the life and breath of Sophia.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

16

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1445

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

902

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://sophia.college/files/uploads/1.4.1_Action_Taken_Report_.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website
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File Description	Documents
Provide URL for stakeholders' feedback report	https://sophia.college/files/uploads/1.4.2_Additional_Information.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1777

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

255

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Group-discussions, brainstorming sessions, quizzes, internal tests, etc., are used to assess the students' learning capabilities and identify the advanced learners and slow learners. Faculties conduct remedial classes and problem-solving sessions for slow learners to improve their basic concepts. Through these sessions, teachers guide

and advice students on how to develop learning skills at both, theoretical as well as practical levels. Teachers also motivate students to set higher goals and to work towards achieving them by conducting regular career counselling seminars.

Advanced learners are also encouraged to pursue internships and other certificate courses. In order to improve their writing and presentation skills and hone their research aptitude, the learners are also encouraged to write research papers and present them at International, National and State level seminars, conferences and workshops.

Under the CBCS scheme, two internal assessment tests, one in each semester, are conducted before the completion of the sixteenth week of the semester. The staff members also make sure that the students regularly solve previous year question papers and conduct regular counselling sessions to guide them in their learning process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/2.3.3._Mentor_mentee_list_.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/07/2020	1777	66

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The institution uses different type of teaching methodologies to help students gain interest as well as knowledge in their subjects.

Departments regularly organize International and National Seminars, Webinars, Talks, Guest Lectures, Workshops, Interactive Sessions

where subject specialists of respective domains share their insights. Hands-on training helps students view experts using various instruments in real situation and be guided in various nuances attached with the practical implementation of their learnings.

Educational and Industrial visits are organized in accordance to the content given in the curriculum wherein students learn about how to apply theoretical knowledge to the real world. Students are regularly guided and encouraged to apply for internships where they can acquire hands-on experience in their respective fields. Surveys are organized for students to assess and analyse the various aspects related to their subjects. By indulging in application based learning, students gain enhanced attentiveness and acquire better understanding of their fields.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://sophia.college/files/uploads/1.3.4_Field_Visit_Internship_Proofs_Master_File.pdf

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

To stay at par with emerging technological trends in education, the College has 43 well equipped classrooms with LCD projectors. Out of these 7 are smart classrooms with smart interactive boards to enhance the teaching-learning process. Overhead Projectors are used to directly display the content on the screen. All departments are provided with a desktop computer for online activities. Some of the ICT tools used are computers, laptops, projectors, digital cameras, printers, pen drives, photocopiers, scanners, microphones, interactive white board, etc. The NPTEL gateway is used to access course materials and videos. Various participative learning exercises like Collaborative Learning Group, Group Discussion, Case Studies, Google Quiz, MOOCS and e-learning technology, etc., help students to improve their skills. Teachers use Moodle to enroll students in the different courses, provide them with course material, give assignments and even grade them on their submitted works. <http://moodle.sophia.college:8080/> ICT enhances the effectivity of teaching-learning process; hence, the College uses an

ERP software named Sophia ERP as well as the College Moodle to achieve the same. The College is connected through high-speed internet with a bandwidth of 40 MBPS.

Students can also make use of the library's wide range of e-resources that are connected with the ERP system. The library is facilitated with an OPAC through which the students and the staff can view and search the availability of books.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://sophia.college/files/uploads/2.3.2_ICT_Enabled_Tools_and_Resources_.pdf
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

66

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

For the perusal of the stakeholders a well-defined prospectus containing institutional information such as courses offered, eligibility criteria, etc., are provided for every programme. A well-planned and structured academic calendar formulated by the consent of the head of the institution is strictly adhered and followed. The students are informed of the contents of the academic calendar by displaying on the notice boards and uploaded on the college website. The examinations are conducted as per their schedule mentioned in the calendar which is supervised by the Controller of Examinations. If any necessary changes are required in the calendar due to any unforeseen circumstances, it may be incorporated only by the approval of the head of the institution. Following the UGC regulations, the academic calendar includes information about major

events of the College, Indian festival holidays, preparation leaves for the exam, the dates of commencement of CIA, tentative dates of End Semester Examination, etc.

All teaching staff members are required to prepare a teaching plan as per the academic calendar of the courses assigned respectively. The lesson plans are comprehensive and include information such as teaching pedagogy, sample questions as per Bloom's taxonomy and the topics covered within the stipulated time.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

66

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

21

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

494 Years 7 Months

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

164

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Examination Department of the College is equipped with all IT facilities like, desktops, photocopier, printers, etc., that are necessary for examination purposes. The IT software IDEX Solutions is used for the examination procedure. The students are required to follow the procedure through the software, to fill the exam forms, the details of which are required to be submitted in both hard and soft copy. Apart from exam forms, the software is also used to develop and print results of the students. The submission of class performance scores and internal assessment are uploaded through the

online portal of the College.

The EMS system is used for examination activities like, generating hall-tickets, marksheets, uploading timetables, etc. This system is effective for paperless communication between the Examination department and other departments. For the authentication of mark sheets, 3-D hologram and digital watermarking has been implemented to avoid counterfeit.

The College follows the semester pattern of examinations that include Continuous Internal Assessments, End Semester Examinations and Mercy Examinations. All the information related with the exams is displayed on the college website (Sophia.college).

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://assessmentonline.naac.gov.in/storage/app/public/agar/18642/18642_224_511.pdf?1649135881

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The College aims at empowering students by enabling them to develop academic, social, professional and ethical competencies, and nurture them into competent and committed individuals.

The College implemented CBCS in the session 2018-19 for PG and in 2019-20 for the UG courses. The Course Outcomes (COs) are designed in accordance to the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs). Every course has a set of achievable goals which would result into attainment of the objectives of that course. The course outcomes are based on Bloom's Taxonomy. The objectives and outcomes are mapped to measure students' attainment. The POs are prepared by the Dean of Academic Affairs in consultation with the Principal, IQAC Coordinator, and Heads of all the Departments.

The PSOs are prepared by the Departments in accordance with the vision of the College, departments, and the expected goals from the programme. The COs are prepared by the course facilitators in their respective departments. The POs, PSOs and COs are discussed in the respective Board of Studies meetings and the suggestions made by the

members are incorporated and all amendments are carried out. Once the syllabus along with POs and COs is sanctioned by the Academic Council, it is displayed on the College website. The students and parents are introduced to the CBCS through the orientation program, held at the commencement of the session. Doing so creates the benchmarks for learning more explicit and also helps the learners make connections across different elements within the course.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://sophia.college/files/uploads/2.6.1_Additional Information .pdf

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The College has well designed Programme, Programme Specific and Course Outcomes for all programmes and courses offered. The course teacher identifies the allied competencies and performance indicators, which can be evaluated through mapping and appropriate testing tools.

Written Mode: CIA and End Semester Examinations, Quiz, MCQs, Worksheets, Projects, Reports, Assignments, Open book tests, Case studies & Dissertations.

Oral Mode: Viva-Voce, Reading Skills, Group Discussion, Public Speaking & Interview Skills.

Practical Mode: Laboratory Experiments, Programming, Designing, Debugging, Poster, Power point presentation, Model-making, Short Clip, Field Work & Internship.

The question paper strictly follows the revised Bloom's Taxonomy and students are evaluated on the basis of their knowledge, application, analysis, and evaluative skills of the topic. To assess the attainment of Programme Outcomes, feedback on the curriculum is obtained from the teachers, students, industrialists, parents and alumni. Attainment of COs is measured by student's performance in the Continuous Internal Assessment and End Semester Examination through different levels of testing. If a student secures more than 60% marks in the CIA and End Semester Examinations, it is taken that

she has understood the course and the respective CO has been attained. The programme outcome attainment level is measured by the credits earned by the student.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://sophia.college/site/PO_PSO_CO

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

636

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://sophia.college/files/uploads/Annual_Report_2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://sophia.college/files/uploads/2.7.1_SSS_.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Sophia Girls' College (Autonomous), Ajmer reckons research to be the foundation and backbone of knowledge that brings in new energy, builds a state-of-the-art infrastructure, promotes intellectual output, develops collaborations and contributes in enhancing an innovative and investigative culture. The Institutional Research

Policy is formulated in consonance with the vision and mission statements of the Research and Development Cell that aim to develop an unerring and accurate kind of research ambience in the College.

The Institution has a well-stacked research section in the Central Library in addition to a Learning and Resource Centre to promote research for both staff and students. To motivate the faculty members to undertake Institutional Research Projects, the College grants Seed Money every year. The Institution provides 'Research Incentives' to faculty members to encourage standard research publications and paper presentations in Conferences/Seminars. The Consultancy Policy spurs the staff members to take up consultancy projects. To foster interdisciplinary research 10 National/International events have been organized by various departments this session. The College has signed 8 MoUs with Institutes of National as well as International repute for mutual collaborations.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://sophia.college/files/uploads/The_Institutional_Research_Policy.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

1.80000

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

9.00000

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

1

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sophia.college/files/uploads/3.2.2Additional_Document_.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

4

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://icssr.org/impact-geographical-space-and-urban-transformation-woman-society-study-ajmer-city-rajasthan
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Sophia Girls' College (Autonomous), Ajmer believes that 21st century belongs to those who dare to explore new avenues of work while pursuing academics. The Institution Innovation Cell (IIC) recognized by MHRD is supportive of its young budding entrepreneurs aspiring to

establish themselves in the global market. To create an ecosystem for innovations, creation and transfer of knowledge, the College provides systematic entrepreneurship training to the promising enterprisers. The Institution monitors and offers financial support as seed money to the student entrepreneurs to launch their start-ups and business ventures.

The Research and Development Cell acts as a stalwart in maintaining the research ethos of the Institution. It reviews and sanctions the Institutional Research Projects and grants Seed money to the staff members to take up their research projects. Several national as well as international collaborations have been developed for mutual research growth and promote intensive extension and outreach activities. The clubs and forums provide community exposure and societal orientation through a plethora of field surveys, visits, internships, etc. The NSS and Women Development Cell organizes workshops and talks to orient students on social issues plaguing the communities and enable them to contribute towards their amelioration in a positive way.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/3.3.1_IC_Report_2020-21.pdf

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check

A. All of the above

through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

6

File Description	Documents
URL to the research page on HEI website	https://sophia.college/files/uploads/RESEARCH_SCHOLARS_DATA_1_.pdf
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

13

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/3.4.4_Additional_Information..pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

1

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

1

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.35500

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

48000

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Sophia Girls' College undertakes extension activities as an integral part of its curricula, providing real-life learning through field visits, educational trips and surveys. The College regularly organizes the following extension activities:

Community Visits: To Central Jail, Minu Manovikas Inclusive School, Hearing Impaired School, nearby villages, orphanages, old age homes, slum areas and several industries.

Workshops: On Women Empowerment, Mental/Physical Health, Sanitation/Hygiene, Entrepreneurship and Spiritual Development

Camps: Blood Donation and Tree Plantation

Donation: Drives during natural calamities and pandemics

The NSS volunteers tutor students of nearby village areas every evening. They put up street plays and rallies on girl education, female feticide, AIDS, etc. Students of various departments conduct field surveys, collect and analyze data for their project work. Educational tours help to sensitize students with the cultural diversity of the nation. In times of need the staff and students extend their services to the community in both cash and kind.

Impact-

- Extension activities develop skills like listening, empathy, problem-solving, gratitude, self-expression and communication.
- Visits to the underprivileged homes instill compassion and care for others
- Students exposed to the grassroot problems often take up careers in administration, social work, armed forces, education, etc.
- Such programs lead to character formation and spread humanism.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/3.6.1_Extension_Report-2020-2021_.pdf

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

27

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in

collaboration with industry, community and NGOs)

23

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

433

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

21

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

19

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

We have always believed in enhancing and modernising teaching and learning facilities to guarantee that students achieve their maximum academic potential.

Class Rooms and Computers - The institution has well-ventilated, large classrooms equipped with projectors and teaching aids, allowing students to study more effectively.

Year : 2020-21

ICT enabled Classrooms: 43 which includes 07 smart Classes.

Computers: 246

Library

Since 2011, the College has had a well automated Central Library that has been upgraded and enhanced with a large, valuable and diverse collection of books, journals, and other knowledge resources.

2020-21

Books: 35249

Reference Books: 4525

e- Books: 760800+

Print Journal: 59

e- Journal: 6000

ERP Version: 2.0

Labs- The College has well equipped laboratories where the students can have hands on training.

Year: 2020-21

No of Laboratories: 20

2020-21- Media Centre, Crèche and Staff Quarters

Seminar Halls - In the session 2020-21 infrastructural up-gradations were undertaken to organize Conferences, Seminars, and FDPs which further enhanced the teacher-student learning skills and knowledge. The College has 1 Auditorium, 1 Conference Room, 2 Board Rooms and 1 Indoor Stadium fully equipped with Projectors and Wifi. In 2020-21 the College has set up a Media Centre that serves the dual purpose of a surveillance room as well as a resource lab to create teaching videos by the Digital Resource Centre.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/4.1.1Additional_Document_.pdf

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

The institution organizes several cultural events for the students' general growth and development. Due to the norms of social distancing and periodic lockdowns various cultural activities were organized online this year.

The College has an Indoor-Stadium with technologically advanced light and sound system and a seating capacity of approx 3000. The College also has an air-conditioned Multipurpose Auditorium with a seating capacity of 500, a theatre screen and high-quality acoustic panels.

Sports and Physical activities have always been an integral part of student life in Sophia College. We provide students with several avenues for daily exercise and lifestyle management. The College has a Gymnasium divided in two sections. The first section has all the latest exercising gadgets and devices while the other has a floor matting and serves as the cardio section. The multipurpose auditorium is generally used for yoga classes, however due to pandemic online yoga sessions were organized for the mental and physical well-being of the students. Sophia has a Khelo India Centre

that functions as an extension centre preparing athletes from outside institutions. Every year the College organizes Intramural and Extramural sports events on its campus. For the session 2020-21 besides the existing facilities a new game - soft ball was introduced. In addition, certain sports purchases were also made like Basketball indoor poles, sports kit, skipping rope, saucer cone, step hurdle, etc.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/4.1.1Additional Document .pdf

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

43 Classrooms + 5 Seminar Halls

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

96,90,880.00

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library automation is extremely important in this age of technological advancement. Sophia College took the initiative to make its library functioning paperless through the use of EBLIS Library Management Software in the year 2006. From 2011 to 2016 the library's automation worked on a module of ERP software managed by Academic Hub. From the year 2017, the library became fully automated using a module of Sophia ERP. Presently the ERP software and library module function with their 2.0 version. The Central Library module has the following sub modules:

1. Acquisition Sub Module: This sub module manages all work related to the purchase of books.
2. Circulation Sub Module: This sub module uses the Barcode technology to handle the Issue - Return of library books of students, faculty and other members.
3. Cataloguing Sub Module: This sub module runs the databases of all the library books.
4. Serial Control sub module: This sub module operates all the databases related to Journals, Magazines, News Papers subscribed by the central library.
5. Web - OPAC: The Web - Online Public Access Catalogue is the unique feature of the entire library automation. It is available on the web for College students and faculty who can access any library book through its accession number, author, title, etc.
6. Reports: This sub module generates all the report related to library members, books, periodicals, circulation of books, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.College /site/library

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

293614.00

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

2081

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Internet is the most useful technology in present times and plays a vital role in the growth and expansion of the education sector. Our institution has an IT policy covering high speed WI-FI and LAN connection of 400 MBPS that helped significantly when the College switched to online mode for its teaching and evaluation during the pandemic. Besides this, all the students and staff have been provided with individual IDs and passwords to access INFLIBNET and Shodhganga for pursuing research in the institution.

The College provides the facility of printing, scanning and photo copy to all the students and faculties. The Central Library is well equipped and has Wi-Fi and internet facility. Advanced IT Labs have been set up to encourage e-learning in the institution. The College Management fixes a standard budget for the purchasing of computers and other IT tools.

During Covid 19 situation the institution was able to provide E-Content to the students through the College Moodle. The institution has its own cyber security system which comprises of Secrite Endpoint Security that offers anti-virus protection and a Mikrotik device that safeguards our hotspot mechanism.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/4.3.1_I_T_POLICY_(ADD_INFO).pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1777	192

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 250 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing

C. Any two of the above

System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/4.3.4 E - Content .pdf
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**

1,67,01,672.6

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The College has always believed in functioning along and within the parameters of well-formulated policies. In consonance with this principle, Academic and Administrative audits are done from time to time. The Management, Planning Committee, Finance Committee, IQAC and the College Council operate in unison, safeguarding the optimal utilization of accessible assets.

The committees bear the responsibility to establish, enhance and maintain the infrastructure of the Institution. The committees assess the infrastructure needs by keeping abreast of industry trends and society needs. Every year a budget is allocated for each laboratory and each department maintains an order book, stock up-gradation and maintenance register.

Lectures are delivered in ICT enabled 43 spacious and well-ventilated classrooms with sufficient lighting, Wi-Fi and LCD projectors which includes 7 smart classrooms. For managing biodegradable waste, the institution has vermicompost pits and a

biogas plant on its campus. A proper Rain Water Harvesting System and a tank of one lakh cubic litres capacity fulfils the water requirements of the campus. 344 solar panels generate 100KWH of electricity which not only covers the College needs but the surplus is even supplied to the government electricity board.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/4.4.2_Additional Document .pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

36

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

77

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills

A. All of the above

Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	https://sophia.college/files/uploads/5.1.3_Additional_Information .pdf
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1409

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

33

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

221

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

65

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

14

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Sophia Girls' College (Autonomous), Ajmer believes that Leadership is not merely limited to positions and titles but an effective means for transforming the Vision into reality. In affirmation of this belief the College has a well-organized Student Council Body, democratically elected with clearly defined duties and responsibilities.

The main objective behind the formation of the Sophia Students' Association is to maintain discipline and bridge the communication chasm between the Principal, teachers and the student fraternity. The Student Council comprises of Deputy Head Girls, Sports Captains and Class Representatives.

Every Club and Forum has a President, Vice President, Secretary, Treasurer and Representatives who work in cooperation and guidance of the teachers in charge of the particular associations. These Clubs and Forums help the students to unleash their potential of being future leaders and inculcate different virtues such as team spirit, cooperation, commitment, discipline and loyalty by managing various curricular and co-curricular activities themselves.

To maintain transparency and accountability, student representatives have also been made an integral part of some of the Pedagogical and Administrative bodies of the College. These are-

- IQAC
- Discipline Committee
- Anti Ragging & Vigilance Committee
- Anti Sexual Harassment Cell
- Grievance Redressal Committee

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/5.3.2.Additional Document .pdf

5.3.3 - Number of sports and cultural events / competitions organised by the institution

12

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The alumni of Sophia College are treated as inseparable entities and have been the pillars of constant support even during the precarious phase of the pandemic.

- They are regularly invited to share their knowledge, expertise and skills with the students and this year too they contributed through various webinars, online guest lectures, online exchange programs, etc.
- Every department in the College has a Board of Studies where one alumni member is compulsorily included. In the session 20-21, the meetings were taken online via, Google meet and the alumni gave valuable suggestions on various aspects of the syllabus and teaching methodologies to be adopted during the pandemic
- The alumni are also an intrinsic part of the online coaching for the government competitive exams offered in the College

and are often invited to share their insights on different career options and civil services.

- The alumni association of the College was registered as The Alumni Association of Sophia Girls' College (Autonomous), Ajmer with Registration No. - COOP/2021/AJMER/200361 under THE RAJASTHAN SOCIETIES REGISTRATION ACT, 1958 on 25-2-2021. The Association is in regular contact with its members and continuously examines their comments and suggestions and takes active measures to implement them.

It is unfortunate, that due to pandemic, the members of this association have been unable to meet physically but they are in constant touch through Facebook, WhatsApp and Instagram and keep each other updated with suggestions for the betterment of their alma mater.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sophia.college/files/uploads/5.4.1_ADDITIONAL_INFORMATION.pdf

5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Foundation of the Institution

- In keeping with the vision of the founders, the College focuses on the holistic development of girls through scholastic excellence, instilling moral values and building global competencies.

Nature of Governance

- Democratic and decentralized approach

- Delegation of authority to the Principal by the Management
- Sharing responsibility with the Deans, Heads of Departments, the Coordinators of various committees and the student representatives

Participation of Teachers

- As mentors and motivators to ignite social and cultural consciousness among students
- Active members and Coordinators of the various committees

Effective leadership is reflected through the following initiatives:

- Development and implementation of quality benchmarks
- Promotion of conducive learning environment
- Updating of syllabus according to the relevance/ employability of the subjects
- Adapting to online and blended learning

Perspective Plans:

- Quality education to students without any discrimination
- Adopt advanced teaching methods
- Sensitizing students towards nature, society and humanity

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sophia.college/files/uploads/6.1.1_Additional_Information.pdf

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution follows a well-defined hierarchy of authority and responsibility which is delegated to different echelons of the

College to ensure effective implementation of the same.

CASE STUDY

ADAPTING TO THE NEW NORMAL (TEACHING-LEARNING & RESEARCH)

Due to COVID-19, Sophia Girls' College had to make major changes in its teaching-learning methodologies as well as research practices. The complete transformation to online and digital functioning required considerable initiative and efforts on part of both the management and the faculty. The following steps have been taken for the effective and efficient integration of the 'New Normal' to the academic functioning of the institution-

- The Management organized various FDPs to train the faculty for online teaching and evaluation.
- The Departments were provided technical aid and expertise to plan and conduct seminars over the internet. The faculty were given complete academic freedom in the organization of these webinars which were appreciated at both national and international level.
- The Departments initiated and signed new MoUs and conducted many collaborative activities with outside institutions.
- The Management was supportive towards all the innovative upgradations done by the Examination Cell and the Computer Science Department in the College ERP and Moodle to ease the teaching-learning and evaluation work of the faculty.
- The new offline evaluation pattern was evolved incorporating the valuable suggestions of the teachers and the academic experts sitting in the College Academic Council.
- Interactive Mentor-mentee sessions and Class WhatsApp groups provided a platform for the students to express their wants and grievances. The student representatives of the classes, clubs and fora worked responsibly towards the proper dissemination of institutional notifications and coordinating various departmental activities.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	https://sophia.college/files/uploads/6.1.2_Strategic_Plan.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Prior to the pandemic, the College used its ERP system for both, teaching-learning as well as evaluation purposes. Moodle was introduced in 2019. The College foresaw the constraints that the pandemic would bring and has taken strategic steps to effectively implement E-Learning through its Moodle and ERP systems.

The implementation included the timely conduction of faculty development programs, seminars, webinars, etc., to make the staff well versed with the systems. The College Moodle is mainly used for the teaching-learning process wherein the teachers upload the relevant study material that is easily accessible to the students. The ERP is specifically used for evaluation purposes like conducting online CIAs, uploading question banks, marks, attendance, etc.

The staff and students have been provided individual IDs and passwords to access their accounts.
(<http://moodle.sophia.college:8080/>).

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sophia.college/files/uploads/6.2.1_Strategic_Plan.pdf
Upload any additional information	View File

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Institution Service Rule Book lucidly explains the administrative setup, appointment and service rules. The primary institutional entities involved in policy development are listed below.

ADMINISTRATIVE AND ACADEMIC SETUP

The Principal continuously works towards the holistic development of the College.

The College Deans are responsible for academic planning, accreditation, developing research milieu and allocation of resources.

The COE is accountable for the fair conduct of the examinations.

The IQAC Coordinator ensures the efficient execution of the decisions of the IQAC.

The HODs look after the smooth functioning of the departments.

The Office Superintendent guides on all phases of budget development.

The Administrative Staff maintains all records.

The Student Representatives give voice to the collective aspirations of the students.

APPOINTMENT PROCEDURES

- Teaching Staff are appointed on the recommendation of the Selection Board consisting of Principal, Management Representatives and Subject Experts.
- Non-Teaching Staff is appointed on the recommendation of the Selection Board consisting of Principal, Vice-Principal and Financial Administrator.
- Academic qualification, teaching aptitude and experience constitute the criteria for appointment.

SERVICE RULES

- After the appointment, the staff remains on probation for at least one year.
- Minimum age of appointment is 18 years
- Statutory deductions towards Income Tax, Provident Fund or any

other tax payable is deducted at source.

File Description	Documents
Paste link to Organogram on the institution webpage	https://sophia.college/files/uploads/6.2.2_Organogram .pdf
Upload any additional information	View File
Paste link for additional Information	https://sophia.college/files/uploads/6.2.2_Additional Information .pdf

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College has been practicing various welfare measures for the academic growth of the faculty members and the benefit of the supporting staff. Privileged Leave/ Medical Leave/ Casual Leave/On Duty Leave/Provident Fund facility, Free medical check-ups, Maternity and Paternity Leave/ Recreational activities, Spiritual Retreats, Games, Get-togethers, Gifts, etc., are some of the provisions offered by the College

For Teaching Staff

- Academic Leave for 15 days are given to permanent and 7 days is given to the adhoc faculty members.
- Various incentives are given for attending Conferences,

Webinars, Workshops, FDPs, Short-term Courses, etc., as well as for presenting and publishing research papers.

- Complete academic freedom is given to faculty members to apply for projects to government and non-government funding agencies.
- Permission to provide consultancy during College hours.
- Opportunities are given to Staff members to share their expertise as resource persons and they receive remuneration for the same.
- In the year 2020-21, the staff members were given the provision to work from home in case of any medical condition (due to COVID) without any salary deduction.

For Non-Teaching Staff

- Provision of concessions and Freeships for the children of the maintenance staff.
- Conducting training sessions and Faculty Development Programmes.
- Interest free loans.
- Amount of Rs.7000 provided as educational help for the maintenance staff children's
- Term insurance of Rs. 5 lakhs for all the maintenance staff members.
- Non-Teaching Staff members are encouraged for further studies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/6.3.1_Additional_Information.pdf

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

41

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

13

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

42

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Financial auditing ensures the authenticity of the accounts of the institution.

Internal Audit

It is conducted by the Internal Audit Committee which examines the various incomes (fees and other sources) against the expenses (assets purchased or written off). It also warrants the timely preparation of the budgets of different units and reviews the deviations (if any) during the time of inspection (twice a year). Two formal Internal reviews per year form part of this process.

External Audit

It assures that the Institutions' accounts present a true and clear picture of its financial position and certifies that the resources are optimally utilized.

A Firm of Chartered Accountants, S. Vepari & Company is appointed by the Governing Body to conduct an External Audit, held at the end of every Financial Year. The bank and fee reconciliation statements, cash book, vouchers, etc., are verified and checked with the help of bank statements and physical cash verification. Thereafter, the expenses incurred on infrastructural improvement are verified against quotations and passed resolutions. A physical verification of the declared assets is conducted during the audit. An Annual Statutory Report is prepared by the External Auditor and presented to the Management of the College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/6.4.1_Additional_Information.pdf

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0.195

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The College persistently looks for opportunities to receive grants and financial assistance from various Government Agencies. The optimal utilization of the resources in the development and maintenance of the College infrastructure is the responsibility of the college administration. The disbursement of the funds is monitored by the Management and finance committee..

Utilization of resources can be categorized into three domains:

1. Human Resource Mobilization

- Faculty members are also members of various committees and coordinators and resource persons of life skill/ skill enhancement courses.

2. Material or Infrastructure Resources

- Utilization of Smart Boards to make online classes interesting and more interactive
- Construction of Media Room for conducting Webinars and recording e-content more efficiently.

3. Well Established Library

- More than 50 journals and magazines of national and international repute are maintained in the Central library to ensure academic growth of both students and teachers.
- OPAC to ensure the easy accessibility of reference material for the reader.

All resource mobilisation policies are evaluated periodically to ensure their systematic and stringent implementation.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sophia.college/files/uploads/6.4.3_Resource_Mobilization_Policy_.pdf

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

- **Webinars: An Effective Educational tool**

In spite of the Pandemic, the College continued its functioning with the same vigour and organized 14 Online International and National

Conferences and Webinars.902 students actively participated in Internships. 8 MoUs signed during the session kept up the momentum of growth and quality enhancement.

Rising to the occasion, the departments organized webinars on different relevant themes, providing extensive knowledge, wide experience and a vast scope for research to attain academic excellence, innovation and the best use of technology

The staff and students were also encouraged to participate in webinars conducted by other reputed institutions.

- Staff participation in research activities

The Institution through the IQAC and the Research and Development Cell strive hard to enhance professional competencies amongst the faculty members. The following developments are evident in the session 2020-21:

- 5 Faculty Members were awarded Ph.D.
- 6 staff members were supported with 30,000/- each for the Institutional Research Projects.
- 43 teachers received research incentives for paper presentations and publications.
- 80 international and national conferences/ workshops/research initiatives were attended
- 6 Papers were published in UGC CARE and Web of Science Journals
- 2 International Peer Reviewed Journals and 2 E-Journals have been published
- 3 more faculty members were registered as research guides by the affiliating university.
- 13 Faculty Development Programmes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/6.3.4_Summary_of_IQAC_Report_.pdf

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

IQAC acts as a superintendent body that reviews the teaching-learning process and all the major operations of the College.

1. MODIFIED TEACHING LEARNING PROCESS-

Covid-19 made the College lay more emphasis on digital pedagogies than the traditional methodologies. This included:

1. Moodle (Online portal)

1. Blended Learning
2. Flipped-classrooms
3. E-learningProjects
4. Online collaborative activities with MoU institutions
5. Departmental activities on online platforms
6. Online conduction of Sophiesta: The Cultural Fest

Effective Internal Examination: Due to Covid-19, the internal exams were conducted online.

Evaluation of Students' Performance- The institution regularly monitors the performance of each and every student. If any lacuna is observed, necessary measures are taken for improvement.

1. ESTABLISHMENT OF MEDIA LAB-

The initiative with regard to the establishment of Media Lab was taken by the IQAC to cater to the pedagogic practices of the future. The idea of the lab was conceived in 2019 and it started functioning in 2020. It has been equipped with the following facilities and implements-

1. Professional Video Recording Room (Sound Proof)
2. HI-Definition Professional Video Camera
3. Projector Screen 6*8, Interactive New Line 185 Panel
4. Two Desktop Computers with i5 Andi7 Processor
5. Boya Wireless Mic

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sophia.college/files/uploads/6.5.2_Additional_Information.pdf

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://sophia.college/files/uploads/Annual_Report_2020-21.pdf
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity and Sensitization is an essential part of all the aspects of curricular and co-curricular activities for girls at Sophia Girls' College (Autonomous), Ajmer. The College promotes gender equality which it imparts through its various clubs and cells that conduct a variety of programs under the aegis of Associations, Forums, Women Development Cell, Anti-ragging Cell, Anti-Sexual Harassment Cell, etc.

SAFETY AND SECURITY MEASURES INITIATED BY THE INSTITUTION IN 2020-21

SOCIAL DISTANCING DURING EXAMS- In spite of the numerous limitations and health risks attached with the offline conduction of End Semester Exams, the Examination Department of the College managed the offline exams most meticulously by calling students in two shifts and maintaining all the norms of social-distancing as prescribed in the government guidelines.

PROVIDING MASKS, SANITIZERS, ETC.- Every corridor in the College has an contactless sanitizer dispenser to make it easily accessible for everyone on the Campus. Similarly, the wearing of masks has also been made mandatory inside the College premises.

CCTV SURVEILLANCE- In the year 20-21, the number of CCTV cameras have been increased and a Surveillance Room has also been established to ensure discipline and an ethical code of conduct by everyone inside the Campus.

BLENDED MODE OF LEARNING- The teaching staff has taken all their classes through Blended mode (Online & Offline), have recorded their lectures and uploaded the same along with the study material on the College Moodle.

COUNSELLING SESSIONS BY TRAINED EXPERT-A number of Counselling sessions have been taken by both professionals and the Faculty to help students overcome stress, depression, fatigue, etc., during the corona lockdown.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://sophia.college/files/uploads/7.1.1_Geotagged_Photos.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Sophia College, Ajmer facilitates several methods for the management of degradable and non-degradable waste. The main focus being on the three R's - "Reduce, Recycle, Reuse". In Sophia College the following waste management strategies are endorsed to combat or deal with College waste.

Solid Waste Management

- Labeled dustbins are placed for dry and wet waste collection, which is then disposed off at identified place for recycle and manure conversion.
- College garbage is collected by Municipal Corporation of Ajmer.
- Organic Waste is utilized for Vermi-composting and Biogas plant.
- Awareness Programs are conducted.

Liquid Waste Management

- The liquid wastes generated in the College Campus include Sewage, Laboratory, Laundry, hostel and canteen effluent waste. Effective measures are adopted for disposal without causing harm to the environment.

E-Waste Management

E-waste mainly includes obsolete electronic devices. The Institution adopts following methods for management of E-waste.

- Regular service for maintenance of e-devices by technical staff.
- Reuse of working components of damaged computers.
- Condemned E-waste is disposed off through vendors.

Hazardous Chemicals and Radioactive Waste Management:

- Chemical waste generated from the laboratories is very small

- in quantity; hence they are handled along with septic sewage.
- Reuse of acidic waste by solvent crystallization.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution	
<p>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>A. Any 4 or all of the above</p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</p>	<p>A. Any 4 or all of the above</p>

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

- Our Institution visions to achieve "UnityAmidst Diversity" which is the state of working together harmoniously despite having immense diversity.
- The entire admission process to UG and PG programmes is done through single window system with certain provisions included for differently abled students and socially disadvantaged students. There is also provision of reservation of seats for SC,ST, OBC & students of other underprivileged communities.
- Commemorative events which were conducted online this year were Human Rights Day, International Women's Day, Constitution Day, National Youth Day, World Health Day etc in which students participated actively which helps them work together in groups and which leads them to practice tolerance and accepting one another's differences, behaviour and beliefs
- The Good News Group of the College organized activities like Holly Jolly Carol Competition during the Christmas Week. Such activities, encourage the development of cross- cultural perspectives and also encourages the students to collaborate with the students from different cultures and religions.
- Sadhbhawna Diwas was celebrated on the 20thAugust, 2020. Volunteers of NSS educated the people of village on issues like Menstrual Hygiene and Gender Sensitization Good Touch - Bad Touch. The NSS Wing of the College meticulously follows the policy of 'Each One Teach One' where each student volunteer takes the responsibility of teaching one less privileged child.
- Cultural tolerance, tolerance, peace, human rights, dignity, respect, cooperation, understanding, appreciation and human values are a vital part of our curriculum. Several talks and activities are conducted on a regular basis mainly to create an inclusive work environment and to instil the values of

tolerance and harmony amongst students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

India is a great country which consists of individuals with different background; cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, creed, religion, race, gender. During the session 2020-2021, even in the midst of pandemic induced lockdown, Sophia Girls' College (Autonomous), Ajmer made conscientious effort to sensitize the Staff and students about the constitutional obligations, values, rights, duties, and responsibilities as citizens. The Code of Conduct and Ethics Policy of the college clearly Depicts the constitutional obligations and rights of its stake holders

On 15th August, 2020, the 74th Independence Day, the students were encouraged to prepare Posters, Power Point Presentations, Slogans and Dances on the theme of Patriotism.

An awareness programme was organized on 20th August, 2020, on Sadhbhawna Diwas. The students were motivated to prepare a video on the occasion, pointing out the importance of "Sadhbhawna" towards each other. The volunteers and the co-ordinators took the pledge at their respective places i.e., to work for the emotional oneness and harmony of all the people of India regardless of caste, region, religion or language. They further pledged that they will resolve all differences through dialogue and constitutional means without resorting to violence."

On 26th November Prof. Sr. Pearl, the Principal of the College sensitized the Teaching and other Staff of the Institution on Constitutional obligations: values, rights, duties and responsibilities towards the Nation. A Constitutional awareness programme was organized for the students. The resource person Mr. Alok Shrivastava, Controller of Examination, H.J. University of Journalism and Mass Communication, Jaipur, motivated the students to be committed to the values of Indian Constitution.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Observing and celebrating days of social, economic and festive importance has always been part of the Sophian culture and tradition.

NATIONAL DAYS:

- The Independence Day (15th August) was celebrated with full fervor by hoisting the Tricolor and maintaining social distancing.**
- The students expressed their gratitude on Teachers Day (5th September) through videos of their speeches and cultural performances**

- Rallies and various online competitions were organized on Gandhi Jayanti (2nd October)
- The Principal led the College in the community reading of the Preamble on the Constitution Day (26th November) followed by online debates and Quiz for the students.
- The College assembled together for flag hoisting and singing patriotic songs on Republic Day (26th January)

INTERNATIONAL DAYS AND FESTIVALS:

- The World Environment Day (5th June) was observed by organizing rallies and various competitions.
- The College community came together for the International Day of Yoga (21st June) to highlight its health benefits.
- The World AIDS Day (1ST December) was observed by organizing rallies and talks to create awareness about the fatal disease.
- The Human Rights Day (10th December) was marked by speeches, nukkud natak, distribution of food, clothes, etc.
- The NSS celebrated the International Women's Day (8th March) through rallies and street plays. The College celebrated Rakhi, Diwali & Christmas with great enthusiasm and joy.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

1. Title -

Altruism and Institutional responsibility towards the students' well-being

2. Objectives -

- To understand the academic and psychological needs of the students.

- To initiate various schemes through which help could be rendered to the students and their families.

3. Context -

Empathy and concern towards the plight of the students has always been part of the Sophian ethos yet when COVID-19 affected the world, the management and staff felt the need to make serious efforts towards helping the students sail through these precarious times.

4. Practice -

As part of its concern towards the welfare of its students the College offered-

FINANCIAL SUPPORT: - Fee concession given to students whose parents became jobless during the pandemic.

PHYSICAL SUPPORT: - Oxygen cylinders, ambulances, and food packets arranged for the afflicted students and their families.

EMOTIONAL SUPPORT: - Regular interaction through Mentor-Mentee meets, motivational videos, healing prayers, etc., helped in embalming the hurt.

ACADEMIC SUPPORT: - Additional Remedial Classes are taken by teachers both online and offline

5. Evidence of Success -

In spite of the numerous academic and financial limitations, majority of the students attended classes took part in competitions and other activities, finally appearing in the end semester exams conducted offline.

6. Problems Faced-

- Lack of information and awareness
- Insufficiency of resources
- Bridging the gap between the professional and personal
- Emotional blocks harbored by the needy students.

2. Title:Enhanced Digital Learning and Teaching

- Objective of the Practice

- To deliver excellence in education amidst the pandemic restrictions and lockdowns
- To adapt the educational process to online mode for the easy accessibility of the students

- The Context

Covid-19 pandemic ceased the traditional teaching in educational institutions all over the world, therefore Sophia College decided to enhance its resources, both technological and human, to deliver e-learning effectively through various digital platforms.

The Practice

- Online education platforms redirect the focus of the institution on delivering alternative learning and teaching methods by using applications like Google Meet, Zoom etc.
- Learners have complete access to course content, recorded lectures, notes & PPT's using Moodle application.
- Internal assessments, quiz and activities are carried out through online platforms.

- Evidences of Success

- Completion of entire syllabus
- Addressing student grievances through online Mentor Mentee sessions
- Various competitions conducted on Online Mode.
- Recording and uploading of Lectures on Moodle.
- Online Webinars, Seminars and Internships

- Problems Encountered and Resources Required

Faculties faced several obstacles while implementing the online education process such as:

- Dearth of e-resources and online education platforms
- Unstable Internet connection
- Technical glitches in submission of online assignments
- Limited means of keeping check on unfair means during online exams
- Issues of cyber security

File Description	Documents
Best practices in the Institutional website	https://sophia.college/files/uploads/Best_Practices_2020-21.pdf
Any other relevant information	https://sophia.college/files/uploads/7.2.1_Additional_Information.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Social Consciousness and Societal Responsibilities

Fostering values is a gradual process which takes time, and for the past 62 years Sophia College, under the aegis of Mission Sisters of Ajmer is imparting education for values. The teaching-learning process at Sophia College has been devised and implemented in such a way that the learners are inspired to bring about change and being humane.

Amidst the confusion and anxiety of the COVID 19 pandemic, the Staff and students of Sophia College were beacons of hope and solidarity. The entire Sophian fraternity came forward voluntarily to spread hope and joy in their own capacities. They contributed in many ways like-

- Forwarded genuine and authentic information on social media regarding Oxygen, Beds and other medical aid.
- Solicited donations for distribution of rations and other necessities to the destitute, spreading awareness on vaccination etc.
- The staff contributed one-day's salary to help COVID affected people.
- Supported students' emotional well-being through Mentor-Mentee system and personal counseling.
- Provided Fee concessions to the needy students.
- Organized Vaccination drives under the 'Sophia Cares' initiative.

Every situation is a possibility and the Sophian way of education unlocked new avenues of teaching-learning and societal responsibilities during the COVID 19 pandemic and continues to excel in all the arenas of life.

File Description	Documents
Appropriate link in the institutional website	https://sophia.college/files/uploads/7.3.1_Additional_Information.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Sophia Girls' College (Autonomous), Ajmer is an educational hub for girls which not only attracts students from Rajasthan but also from other states of India. Learner-centric curriculum, latest pedagogical tools, competent faculty and innovative research work makes this College outstanding in the field of education. Covid-19 pandemic has affected the education sector badly and therefore the responsibility of those catering higher education has been increased many fold. The constraints born of the present pandemic make it imperative for us to adopt such strategies for 2021-22 that Z-generation students effectively face the challenges of an unpredictable future.

For the session 2021-22 some future plans are:

- To collaborate with foreign universities to compete globally.
 - To introduce professional courses.
 - To enhance the Placement Cell programs to augment the students' employability quotient.
 - To upgrade the soft skill courses for better entrepreneurship.
 - To develop the infrastructure by allocating funds.
 - To promote the research environment and innovation by
1. Publishing quality research papers in reputed Journals.
 2. Conducting more FDPs, Conferences and Seminars.
 3. Sending research proposals to DST, ICSSR, ICHR, etc.
- Applying for centre for potential of excellence.
 - Strengthening extension activities.
 - Augmenting blended teaching-learning methods and resources (ICT)