



SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

Re-accredited 'A' Grade by NAAC (UGC)

*Affiliated to the Maharshi Dayanand Saraswati
University, Ajmer*

**STUDENT HAND BOOK
2020-2021**

**SOPHIA GIRLS' COLLEGE (AUTONOMOUS),
AJMER
STUDENT'S PERSONAL MEMORANDA
2020-2021**

Student ID Number

Name

Program of study.....

Subjects.....

Student's Mobile Number.....

E-mail.....Blood Group

Identification Mark.....Aadhar No.....

Religion..... Category (SC/ST/OBC/Gen).....

Name and Address of Parent with Phone No:

.....
.....

Name and Address of Guardian/Hostel with Phone No:

.....
.....

Member of.....Club/Forum

I shall abide by all the rules & regulations of the Institution.

.....
Signature of Student

.....
Signature of Parent

affix stamp size photograph
here

OUR FATHER

Our Father in heaven, Holy be your name,
Your kingdom come, your will be done,
On earth as it is in heaven.
Give us this day our daily bread, and forgive us our
sins,
As we forgive those who sin against us,
Do not bring us to the test, but deliver us from all evil.
For the kingdom, the power and the glory are yours
Now and forever, Amen

Mary Seat of Wisdom – Be with us

COLLEGE ANTHEM

The bells of dear Sophia at break of grey dawn,
From slumber deep wake us, ringing gaily on;
They herald a new day of duty and love
To praise our Great Father in Heaven above.
The bells of dear Sophia O hark; they are calling,
The loved ones, the loyal ones, Sophians, one and all;
Come Seek Ye True Wisdom their echoes are pealing
Ring on, ring on, O Sophians hark to their sweet call.
The bells of dear Sophia sound their clarion call,
To Sophians when blazing the noon-day rays fall;
Life's battle to face with courageous glad hearts,
And cherish the ideals which Sophia imparts.
The bells of dear Sophia at calm eventide,
Remind us of God, Who with us doth abide,
"O fear not, dear Sophians", their echo now swells,
"God's blessing is on you", chime softly the bells.

PROFILE OF THE COLLEGE

Sophia Girls' College (Autonomous), Ajmer is a premier **Minority** Institute of Higher Education in Rajasthan which functions under the management of the Mission Sisters of Ajmer. The College is an '**A**' **Grade Autonomous Institution re accredited by NAAC (UGC)** and is affiliated to Maharshi Dayanand Saraswati University.

Since 1959 the College has held a high reputation nationally and internationally for imparting quality higher education through its dedicated and conscientious staff with high academic credentials and diversity of offered courses.

Today, the College is in its 63rd year of serving the nation and providing quality higher education to women, as a full-fledged Autonomous College affiliated to Maharshi Dayanand Saraswati University, Ajmer.

The College offers the following courses- **Bachelors** of Arts, Science, Commerce, Management, Computer Application, Library and Information Science, Integrated M.Sc. Computer Science, Honours in Economics, English and Commerce; **Post Graduation** in English, Geography, Political Science, Sociology, History, Chemistry, Computer Science and Commerce (ABST) and **Doctorate** in Geography, Chemistry, Computer Science and Commerce.

To inculcate scholarly excellence and make globally competent citizens, the Institution offers Generic, Skill Enhancement, Vocational, and Life Skill Courses for students. The Institution envisions building its reputation at par with international standards through its worldwide collaboration and linkages with Institutes of repute. The Institution envisions bringing its students at par with international standards and hence it offers 7 International Certification Courses.

FOUNDERS

Rt. Rev. Msgr. Fortunatus Henri Caumont, First Bishop of Ajmer, (1871-1930) the Founder of the Mission Sisters of Ajmer and his sister Rev. Mother Matilda (1880-1950) are the Founders of the Institution.

VISION

‘Seek Ye Wisdom’ To work for the promotion and empowerment of women in the field of Higher Education by providing ample opportunities for their holistic development so as to enable them to make an effective contribution to the community , society and nation.

MISSION

Sophia Girls’ College seeks to pursue wisdom by nurturing scholastic excellence, instilling moral values, creating responsible citizens and building global competencies.

GOALS

- To lead the students towards the pursuit of truth, knowledge and God.
- To implant eternal values so as to enable them to become beacons of light and ambassadors of humanity.
- To inculcate discernment so that they think with acumen and astuteness.
- To recognize and bolster distinct talents of each student.
- To stress on individual development bearing in mind the changing needs of society.
- To mould young girls into mature, responsible, just and empowered women.
- To acclimatize the learners to the changing social milieu while being conversant with the traditional values.
- To sensitize the students to reach out to the marginalized and the underprivileged.

CORE VALUES

Faith

We believe that we can lead young women to experience the Supreme Being by exposing them to eternal values through the quest of truth and self-knowledge.

Integrity

We are convinced that there is a Supreme Power, the source of wisdom and discernment. As stewards of the Almighty we are responsible to build up a world based on integrity, equity and inclusivity in spite of the diversity and panoptic spectrum of the universe.

Accountability

We believe that in our pilgrimage towards excellence we are accountable to our stake holders and hence transparency in all departments is of paramount importance.

Creativity

College through its curricular, extra-curricular and outreach activities aims to nourish individuals who are creative, innovative and research oriented. Such individuals will contribute to building a more sustainable and equitable world.

TIMINGS:

College Timings: -08:00 am to 02:00 pm

Meeting the Principal:-11:30 am to 03:30 pm

Office Timings: -10:00 am to 04:00 pm

Sports Timings:-05:00 pm to 07:00 pm

Library Timings: -08:00am to 03:30 pm

CODE OF CONDUCT FOR STUDENTS

Admission:

- After admission, if a student is found to have submitted false documents/given false information / deliberately hiding important facts then her admission can be terminated.
- If a student leaves the college in mid-session or is terminated mid-session, fees paid shall not be refunded

Attendance:

- Students are expected to attend lectures punctually as the attendance is registered separately for each class.
- Attendance during examinations is compulsory.
- Moreover, 75% attendance in every subject is a must.

Defaulters will not be allowed to appear for the End Semester Examinations.

- When absenting from class, the leave record in the diary duly signed by the Parent should be submitted to the Principal on the day of return.
- Students going for sports/NCC/NSS/cultural competition/extra-curricular activities/seminars as on duty should get prior permission from the Principal through the Faculty- in-charge of these programmes.
- In case of prolonged absence on account of medical reasons; a medical certificate ought to be submitted to the Principal within ten days of absence.

Discipline:

- Every student shall maintain the decorum of the College and be polite to the Principal, Vice-Principal, the Teaching, Non-teaching and Maintenance Staff and also to their peers.
- No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
- There should be complete silence on the corridors during class hours. Students must not loiter in the corridors during class hours.
- Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.

- Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
- Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
- Students are expected to conduct themselves with dignity and maturity. They must observe norms of decency and propriety.
- Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
- Outsiders are not permitted to attend college functions. Strict action will be taken against those who bring outsiders to the campus.
- Posters, Banners, Flags, Pamphlets, Leaflets and notices must not be put up without the permission of the Principal.
- Printed matter, photographs/videos not approved by the Principal are not to be brought to the College.
- The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class representative will be responsible for the cleanliness of the room allotted to it.
- Identified students/ whole class / batch will be punished, if any property of the college is damaged.
- Vehicle Parking will be allowed on all working days from 8:00 a.m. to 4.00 p.m. The College will not take responsibility of vehicles parked in the premises after 4:00 p.m.
- No money is to be collected from students without the prior permission of the Principal.
- If students have any difficulty that needs to be addressed they can put it through their representative in a disciplined and peaceful manner to the teacher, if very necessary to the Principal. They can also contact their mentor teacher or the Grievance Redressal Cell. However, they cannot by any means contact any outsiders.

- Students shall not indulge in any political activity on the college campus. Violence of any kind shall not be tolerated.
- Students shall not involve any immoral/criminal activity. In case of any such involvement, strict action shall be taken.
- After class hours students are not expected to remain on the campus unless there is a function/programme or rehearsal or games practice.
- Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books, magazines, newspapers, journals and e-resources.

Punctuality: Students must observe Punctuality. If a student is regularly late for classes, she may not be permitted to attend classes. If the concerned lecturer is absent, students are expected to go to the library, e- resource laboratory or re-arrange the class.

Daily assembly: It is mandatory for all the students to attend the daily assembly. All important information is disseminated at the assembly.

Identity cards: Students must wear their identity cards issued by the college at all times in the campus. In the absence of ID-Cards, students shall not be permitted to enter the college, or participate in any college function nor will be allowed to issue library books. In case of loss of original identity card a duplicate will be provided on payment.

Dress code: There is no specific dress code as such but students are expected to dress decently inside the campus.

Mobile phones: Use of Mobile Phones on the Campus is strictly for educational purpose only.

Payment of exam fees: The students shall pay the examination fees for every semester to enable them to write the semester examinations. A notification will be issued for this purpose in each semester. Those students who fail to pay examination fees

within the stipulated time will be given a chance to pay a fine at the rate equivalent to the term fee fine. Those students who fail to pay examination fees will not be permitted to appear for semester examinations. However, the Controller of Examinations may permit such candidates with extra fine, subject to the convenience of conducting the examinations. All students who are currently on roll shall pay the examination fees compulsorily.

EXAMINATION

- **No Dues Certificate:** All those candidates who appear for examinations shall obtain No Dues Certificate from the Department, Hostel, Library, Physical Director and the laboratory concerned.
- **Hall Tickets:** All those candidates who appear for examinations shall be issued hall tickets only when they produce “No Dues Certificate” from the various offices as mentioned above. No candidate will be permitted to appear for semester examinations without the hall ticket.

INSTRUCTIONS FOR EXAMINATION:

- Candidates should be present in the examination hall 30 minutes before the commencement of the examination.
- Candidates should carefully note the date, time and title of the paper to be held on each day. They shall take the allotted places in the examination hall at least 30 minutes before the time fixed for the commencement of the examination.
- Candidates are not permitted to bring electronic watches with memory, laptop computers, personal systems, paging devices, mobile phones, cameras, recording systems or any other gadget / device / object that would in the opinion of the invigilator be of unfair assistance to the candidate.
- Candidates should search their pockets, desks and benches and hand over to the Invigilator any paper, book or note book which they may find therein before starting to answer the paper.
- Candidates who are suffering from infectious diseases will not be admitted into the examination hall but may be allowed to write the examination in a separate place.

- The candidates will not be allowed to leave the examination hall/ room till the expiry of time prescribed by the invigilator after the distribution of question papers. Similarly no candidate will be permitted inside the examination hall after the expiry of thirty minutes from the commencement of examinations.
- Any candidate found guilty of deliberate and premeditated arrangement with the intention to indulge in malpractices in the examination such as possessing unauthorized answer book, impersonation or any other misconduct of a serious nature will be punished severely
- A candidate found guilty of malpractice in the examination hall shall be sent out by the concerned authorities and such a candidate shall not be permitted to appear for the papers / practical and viva examination of that examination for which the candidate has registered, till the appropriate authority clears her.

ANTI RAGGING POLICY

Ragging is a criminal offence as per the Supreme Court verdict.

Sophia Girls College (Autonomous), Ajmer is known for its discipline and moral values. The Institution has zero tolerance towards anything that goes against and degrades these values. Ragging is against the human and ethical values which our institution upholds

Ragging consists of one or more of the following acts:

- Any conduct by any student whether by words spoken, written or by an act which has the effect of teasing, treating, and handling with offensiveness a fresher or any other student.
- Engaging in improper activities by any student or students which causes annoyance, hardship, physical/psychological harm, or to raise fear, apprehension thereof in any fresher or any other student.
- Any action by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving wrong pleasure, distorted or a callous thrill from actively or passively participating in the discomfiture to a fresher or any other student

- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or imposing superiority by a student over any fresher or any other student.
- Asking any student to do any act which the student will not in the ordinary course do and which has the effect of causing or producing a sense of humiliation, or distress or agony so as to adversely affect the physique or psyche of such fresher or any other student.
- Exploiting the services of a fresher or any other student for completing the academic tasks allotted to an individual or a group of students.
- Any act of financial blackmail or forceful expenditure put on a fresher or any other student by the students.

Ragging in any form is totally banned in the entire Institution and strict action is taken against those found guilty of ragging. All complaints pertaining to any kind of ragging by any student/group of students of the College inside or outside the College campus may be reported to the Anti-Ragging and Vigilance Committee by sending a mail to antiraggingcell@sophia.college or putting a slip in the Grievance Box. The students may also fill the online Grievance Form when in need. They may also approach the members of the Committee or their mentors as per their comfort level. The phone numbers of the Anti-Ragging Committee are displayed on the College Notice Board as well the website.

Anti Ragging Measures:

In conformity with the Supreme Court judgments and directions, UGC Guidelines and State Government Instructions, our College follows a 'Zero-Tolerance Policy' towards ragging. Any student of Sophia Girls College (Autonomous), Ajmer if accused and found guilty of ragging, will be severely dealt with as per the College's Policy against Ragging.

The Institution shall punish a student found guilty of ragging by:

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.

- Debarring from representing the institution in any international, national or regional meet, tournament, youth festival, etc.
- Suspension/Expulsion from the hostel.
- Cancellation of admission.
- Expulsion from the Institution and consequent debarring from admission to any other Institution for a specified period

ANTI SEXUAL HARASSMENT POLICY

The Anti Sexual Harassment Policy of Sophia Girls' College (Autonomous), Ajmer is based on the Policy against Sexual Harassment of women at workplace in accordance with Honorable Supreme Court's guidelines with Vishakha vs. State of Rajasthan case. This policy seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Institution.

Sophia Girls' College (Autonomous), Ajmer has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. The Institution condemns and strictly prohibits all forms of gender violence,

Sexual harassment and discrimination on the basis of gender and it strongly supports gender equality.

All complaints pertaining to any kind of sexual harassment by any student/staff of the College or any other person inside or outside the College campus may be reported to the Anti- Sexual Harassment Committee by sending a mail to ***antisexualharassmentcell@sophia.college*** or putting a slip in the Grievance Box. The students may also fill the online Grievance Form when in need. They may also approach the members of the Committee or their mentors as per their comfort level. The phone numbers of the Anti Sexual Harassment Committee are displayed on the College Notice Board as well the website.

OUTSTANDING FEATURES OF THE INSTITUTION

- Qualified and Experienced Faculty
- Co-Curricular Activities
- Innovative Clubs and Forums
- Internships, Outreach Programs and Industrial Visits
- E-Governance through ERP
- Holistic Development through Academics, Sports, NCC, NSS, Social Work and Community-based Activities
- Competitive Exams Preparation
- International and National Conferences, Seminars, Workshops and Webinars
- Placement Drives
- Tours and Educational Trips
- 48 MoU's and Collaboration with National and International Colleges & Organizations
- Mentor- Mentee system & Counselling Cell.
- Free Medical check-up and Group Insurance for students.

IMPRESSIVE INFRASTRUCTURE

- Safe and Aesthetic Campus
- State-of-the-Art Infrastructure
- Eco Friendly Campus
- Excellent Sports Infrastructure
- Half Olympic-size Swimming Pool
- Well-Equipped Gymnasium
- Indoor Stadium cum Auditorium with professional lighting and sound system
- Wi-Fi Connectivity and Smart Class Rooms
- Rich Library
- Cutting Edge Laboratories
- Manicured Gardens and Lawns
- Safe and Secure Hostel Facility
- On-Campus Staff & Student Parking
- Spacious Student Sit-outs
- Hygienic Canteen

CHOICE BASED CREDIT SYSTEM (CBCS)

The CBCS provides a convenient and effective teaching-learning platform where in the student has an opportunity to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses are evaluated following the grading system, which is considered to be better than the conventional marks system. This benefits the students when they move across institutions within India and across countries. The uniform grading system is also beneficial to potential employers in assessing the performance of the candidates.

Advantages of the choice based credit system:

- Shift in focus from the teacher-centric to student-centric education.
- Student may undertake as many credits as they can cope with.
- CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and gives more flexibility for students.
- CBCS makes education broad-based and at par with global standards.

Credit System:

A 'credit' is generally a 'value' used to measure a student's work load in terms of learning time required to complete course units, resulting in learning outcomes. The total credits to be earned by an U.G. and P.G. student for Graduation and Post Graduation is given in the syllabus.

All U.G. and P.G. Programmes under Autonomous System follow Choice Based Credit System.

OUTLINE OF CHOICE BASED CREDIT SYSTEM FOR UG PROGRAMMES:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

1.1 **Discipline Specific Core Course (DSCC)**

1.2 **Discipline Specific Core Project/ Practical (DSCL)**

2. **Elective Course:** Generally a course which can be chosen from a pool of courses.

2.1 **Discipline Specific Elective (DSE) Course or Project:** Elective courses may be offered by the main discipline/subject of study is referred to as *Discipline Specific Elective*.

2.2 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a *Generic Elective*.

3. **Ability Enhancement Courses (AEC):**The Ability Enhancement (AE) Courses are based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines. *Skill Enhancement Courses* (SEC) courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

3.1 ***Ability Enhancement Compulsory Courses (AECC): - (6 Credits)***

- AECC – I - (Semester –I) General English - **2 Credits**
- AECC – II - (Semester –II) General Hindi - **2 Credits**
- AECC– III- (Semester –III) Environmental Studies-**2Credits**

3.2 ***Skill Enhancement Courses (SEC)*** (Semester –IV & V): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and is

aimed at providing hands-on-training, competencies, skills, etc. It is a 2 credit course and the total duration will be 30 hours.

4. Non-CGPA Credit Courses (NCCC): These courses are co-curricular and extra-curricular activity based courses. It is mandatory that an UG student earns 4 credits through NCCC. It comprises of:

4.1 *Life Skills Education (LSE) - 2 Credits* (Semester –I & II)

Students earn 2 credits through LSE during first and second semester.

(**Health & Well Being Courses** - Basic Yoga, Basic Swimming Techniques, Aerobics, Gym Fitness, Self Defense, Games & sports)

4.2 *Extra-curricular & Extension Activities (EEA) - 2 Credits (Maximum 4 credits)*(From Semester –I-V)

In addition, all students should take part in extension/extra-curricular activities (NCC, NSS, Outreach, Research Initiatives, Exchange Programs, Entrepreneurship Programs, specified extra-curricular activities, Internships, Certified Course Completion from MOOCs / Swayam / NPTEL etc.) in order to earn two credits as part of Extra-curricular and Extension Credits.

OUTLINE OF CHOICE BASED CREDIT SYSTEM FOR PG PROGRAMMES:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course:

1.1 Discipline Specific Core Course (DSCC)

1.2 Discipline Specific Core Project (DSCP)

2. **Elective Course:** Generally a course which can be chosen from a pool of courses:

2.1 **Discipline Specific Elective (DSE) Course or Project:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective.

2.2 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

3. **Ability Enhancement Courses (AEC):**The Ability Enhancement (AE) Courses are based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

Ability Enhancement Compulsory Courses (AECC) -(2 Credits)These courses may be chosen from a pool of courses designed to provide value-based or skill-based knowledge and is aimed at providing hands-on-training, competencies, skills, etc. It is a 2 credit course and the total duration will be 30 hours.

4. **Non-CGPA Credit Courses (NCCC):** These courses are co-curricular and extra-curricular activity based courses. It is mandatory that an UG student earns 2 credits through NCCC. It comprises of:

5 **Extra-curricular & Extension Activities (EEA) - 2 Credits (Maximum 4 credits)**

In addition, all students should take part in extension/extra-curricular activities(NCC, NSS, Outreach, Research Initiatives, Exchange Programs, Entrepreneurship Programs, specified

extra-curricular activities, Sports, Cultural activities, Internships, Certified Course Completion from MOOCs/ Swayam / NPTEL etc.) in order to earn two credits as part of Extra-curricular and Extension Credits.

POLICY OF THE COLLEGE FOR AWARDING CREDITS FOR NON-CGPA CREDIT COURSES

(NCCC):

To encourage undergraduate students to participate in extracurricular and co-curricular activities, credits are allotted. Each student must compulsorily earn 2 credits and may earn 2 additional credits. The distribution of credits under different categories is as follows:

1. SPORTS AND GAMES:

Students who are participating in sports and games as members of the College team can get 2 credits per year for 60 hours of practice /training as recorded. For every additional 60 hours of training, these students shall get 1 additional credit. Students get 2 credits for every win whether 1st, 2nd for 3rd in the inter-collegiate competitions. For every subsequent win (only 1st), a student can get 1 credit.

- Students playing for the MDS University, Ajmer can get 2 additional credits
- Students playing for the Rajasthan state can get 3 additional credits
- Students playing in the National teams can get 4 credits.

Note: Students are expected to participate regularly in practice and training to obtain any additional credit for the above.

All these credits must be approved by the Sports Director and scrutinized by the committee constituted by the Principal.

2. PARTICIPATION IN CULTURAL EVENTS

Note: Students are expected to participate regularly in practice and training to obtain any additional credit for the following:

- Dance / Music / Theatre / Choir - For 60 hours of training and practice, students of the College team can get 2 credits
- 2 credits for every win whether 1st, 2nd or 3rd in the Inter-Collegiate Competitions

For every subsequent win (only 1st), a student can get 1 credit.

All these credits must be approved by the Coordinator in charge of cultural activities and scrutinized by the committee constituted by the Principal.

3. OUTREACH PROGRAMME / NSS / OTHER SOCIAL SERVICE ACTIVITY

- For 60 hours of involvement, students get 2 credits
- 2 additional credits for exceptional active involvement for an additional 60 hours
- 2 credits for a ten days work camp

All these credits must be approved by the Coordinator of the respective activity.

4. NCC

- 2 credits for 60 hours of training / parade / other activities
- For an additional 60 hours more, students can get 1 additional credit
- For RD/other such events, students can get an additional 2 credits
- For multiples of the above, students get 1 additional credit
- 1 extra credit for passing B / C / other such Certificate examination.

All these credits must be approved by the NCC officer.

5. EXTRA-ACADEMIC / ASSOCIATION ACTIVITIES/ RESEARCH ACTIVITIES

All extra credit claims under this heading, will require sufficient academic input/contribution from students concerned.

- 2 credits for one academic seminar Paper /PPT presentations / paper reading
- 2 credits for publication in journals / magazines / compilations
- An additional one credit for every subsequent activity of the above.
- 2 credits for participating in two International / National / State level Seminars / Workshops/ Conferences etc
- 2 credits for measureable research work undertaken and Field trips amounting to 30 hours of recorded work.
- 2 credits for creating models in exhibitions / other exhibits.
- 2 credits for any voluntary social service / Nation building exercise which is equivalent to 30 hours

All these credits must be approved by HODs of the respective Departments.

6. ENTREPRENEURSHIP PROGRAM :

Students who have a Start-up / Online Business and have registered with the Institution Innovation Council of the College and have over 30 hours of recorded work can earn 2 credits.

These credits must be approved by the Coordinator of Institution Innovation Council of the College

7. INTERNSHIPS:

Students, who participate summer projects / training / Internships in institutions of repute through a proper selection process, will get 2 credits for each such activity.

This credit must be approved by the HODs of the respective Department.

8. EXCHANGE ACTIVITIES

Students who are part of the MOU Student Exchange Activities have over 30 hours of recorded work can earn 2 credits

This credit must be approved by the HODs of the respective Department.

9. CERTIFIED COURSE COMPLETION FROM MOOCS/ SWAYAM/ NPTEL ETC.

Students who undertake Certified Course from MOOCs / Swayam / NPTEL/ National or International Certification Courses etc. and have

over 30 hours of recorded work can earn 2 credits on submitting the Course Completion Certificate.

This credit must be approved by the HODs of the respective Department.

10. CERTIFICATE COURSE:

- Students can get additional credits (number of credits will depend on the course duration) from certificate courses offered by the College. The student must successfully complete the course.

- *These credits must be approved by the Course Coordinators.*

- There are no credits for organizing or for serving as office bearers or volunteers for Inter-Class / Associations / Sports / Social Service, activities. The Office Bearers and volunteers are given a letter of appreciation by the College.

- All claims for the credit should be approved by the mentor within a fortnight of completing the activity and must be submitted in the prescribed format available in the office of the COE, in the first week of March, of the academic year

EVALUATION SYSTEM

I.Evaluation System.

Evaluation for Semester based programmes shall be done through Continuous Internal Assessment (CIA) and End Semester Examination (ESE). The weightage for the two types of evaluation is given below:

CIA	ESE	Total
30%	70%	100%

II.Continuous Internal Assessment (CIA):

The CIA is based on one exam, assignments, projects, presentations, class performance and attendance. The student is compulsorily expected to participate in all of the above. In case the student is unable to attend the exam due to some grave reason she should submit an application to the Principal in writing within one week of

the exam and obtain permission to appear in the Mercy Examination. There will be no Due Exam for CIA.

III.Criteria for Passing the Semester:

1. Examinations will be conducted for odd and even semesters at the end of each semester.
2. A student is required to score a minimum of 40% marks in a paper (CIA+ESE put together). In the case of subjects with practical paper it is mandatory for the student to score 40% marks in the practical examination to be declared to have passed in that paper. If the student falls in theory or practical she should reappear for theory or practical examination as the case may be.
3. If student does not secure minimum marks in theory paper but clears the practical exam of that paper then practical marks will be carried forward.

4. A candidate is deemed to have failed in a theory / practical paper if the above conditions are not fulfilled.
5. A candidate is considered to have passed the semester if she has cleared all the papers and obtained a minimum of 40% of the total marks in that semester.
6. For Non CGPA Courses a student has to appear in the exam and earn the required credits in order to clear the Semester.

IV.Criteria for Completion of UG/PG Courses:

All students of undergraduate courses must:

1. Pass all examinations and other academic requirements as per the proposed syllabi.
2. Pass the prescribed Ability Enhancement Compulsory Courses (AEC), Skill Enhancement Courses, Non-CGPA Credit Courses (NCCC)- Life Skills Education (LSE), Extra-curricular & Extension Activities (EEA) as instructed in the syllabus.

V.Promotion Policy for UG:

1. A student of Semester-I & III shall automatically be promoted to the next Semester irrespective of her result in Semester-I & III provided that she has registered for the examination by filling the Examination Form.
2. A student is eligible to be promoted to Semester-III only if she obtains 50% of the total credits allotted in Semester-I & Semester-II taken together.
3. A student is eligible to be promoted to Semester-V only if she obtains 75% of total credits allotted in Semester-I to Semester-IV taken together.
4. A student is eligible to be promoted to Semester-VI only if she earns all the credits from Semester-I to Semester –V.

5. If a student is not eligible for Semester-III, V, VI she has to appear in the subsequent Due Examination as an Ex-Student so as to qualify. After fulfilling the necessary criteria for promotion, such students shall be readmitted and promoted to the next
6. semester and follow the prevalent Semester course being run in the College.
7. A student will be eligible to get her Degree only if she earns all the credits from Semester-I to Semester-VI (Degree will be issued by MDS, University, Ajmer as per their norms)

VI.Promotion Policy for PG:

1. A student of Semester-I shall automatically be promoted to Semester-II irrespective of her result in Semester-I provided that she has registered for the examination by filling the Examination Form.
2. A student is eligible to be promoted to Semester-III only if she obtains 50% of the total credits allotted in Semester-I & Semester-II taken together.
3. A student is eligible to be promoted to Semester-IV only if she earns all the credits from Semester-I to Semester-III.
4. If a student is not eligible for Semester-III or IV she has to appear in the subsequent Due Examination as an Ex-Student so as to qualify. After fulfilling the necessary criteria for promotion, such students shall be readmitted and promoted to the next semester and follow the prevalent Semester course being run in the College.
5. A student will be eligible to get her Degree only if she earns all the credits from Semester-I to Semester-IV (Degree will be issued by MDS, University, Ajmer as per their norms)

VII. Due Papers:

1. If a student fulfils the minimum passing criteria in any semester, she will be Eligible for Next Semester and the papers in which she has failed would be treated as 'Due Papers'. The candidate is required to appear in the due papers as and when they are held.
2. A student is eligible to appear for the Due Paper provided that she has registered for the Due Examination by filling the Examination Form.
3. In case of due papers, the candidate is examined in the ESE only and the CIA marks obtained by her in the earlier semester(s) will be taken into account.

VIII. Provision for unsuccessful candidates:

A candidate who is not eligible for promotion to the III / IV / V/ VI Semester, as the case may be, will be allowed to appear in subsequent examinations as an ex-student so as to qualify more papers in the immediately following year. After fulfilling the necessary criteria for promotion, such students would be re-admitted and promoted to the next semester, as and when the relevant semester course is being run at the college.

IX. Rules for Revaluation:

1. A candidate whose result of the main examination has been declared may apply to the Controller of Examination for revaluation of her answer books (only theory examination) in the form prescribed by the college within 5 days from the date of declaration of online results with the prescribed fees
2. A student shall not be allowed to do revaluation in more than 50% of the number of the papers. **No revaluation** shall be allowed

In case of practical, fieldwork, seminar, sessional work, life skill courses, ability enhancement courses, skill enhancement courses, generic elective courses, continuous internal assessment test, thesis / dissertation, project report submitted at the time of examination. When the result of a candidate is withheld for noncompliance of certain conditions on her part (i.e. non submission of migration certificate, original documents, case of unfair means etc) the time limit for accepting her form would not be extended on this account, i.e. it would be within 5 days after the declaration of online results. Revaluation is also not allowed for Due Paper.

3. The fee for revaluation is charged per paper which is not refundable. Provided that if the revaluation has not been done due to unavoidable circumstances, the full amount (except processing charges) of fees paid for revaluation will be refunded for each answer book.

4. The answer books are preserved for 6 months after the results are declared as per the exam rules. No claim will be entertained after the prescribed period.

5. The result of revaluation shall be communicated to the candidate even if there is no change in marks.

X. Grading System:

The students are evaluated on the basis of Continuous Internal Assessment and the End Semester Examinations. For the grading and classification of students, the performance of the students is first marked according to the conventional procedure. Marks are then converted into grades and grades in turn into grade points in accordance with ten point grading system using the following table

Calculation of SGPA:

Calculation of Semester Grade Point Average (SPGA):

$$\text{SGPA (Semester Grade Point Average)} = \frac{\sum \text{CPI}}{\sum \text{Ci}}$$

Total Credit Points in a Semester / Total Credits Allotted for the Semester.

Where CPI is Credit Points and Ci is Credits Allotted for course.

Cumulative Grade Point Average (CGPA) for the Entire Course:

$$\text{CGPA (Cumulative Grade Point Average)} = \frac{\sum \text{CPI}}{\sum \text{Ci}}$$

Total Credit Points of all Semesters / Total Credits Allotted for all Semesters.

The total credits cover the core and elective.

SGPA is calculated at the end of every Semester and CGPA is calculated at the end of every even Semester.

Grade Points				Division Scheme	
Final Result/ Grade Description				Range of Marks Percentage	Division
Marks Range	Grade Point	Grade Letter	Result		
90-100	10	O	Outstanding	Distinction	
80-89.99	9	A+	Excellent		
70-79.99	8	A	Very Good	First	
60-69.99	7	B+	Good		
50-59.99	6	B	Above Average	Second	
46-49.99	5	C	Average		
40-45.99	4	P	Pass	Pass	
Less than 40	0	F	Fail		
Absent	0	AB	Absent		

VALUE ADDED COURSES

DIPLOMAS

Course Duration: 150 Contact hours

In today's fast moving world, diploma courses offer a more practical insight into the subject, strengthen the profile and broaden the skills and personality of an individual. The institution offers these eight diploma courses keeping in mind the need and demand of the outer world.

- **Journalism**
- **Basics of Yoga**
- **French Diploma for 3 levels A1, A2, and B1.**
- **Dyeing and Printing**
- **Basics of Interior Designing**
- **Sustainable Development**
- **Geographical Information System (GIS)**
- **Basics of Graphic Designing**

LIFE SKILL EDUCATION COURSES

(For students of Sem.1)

Course Duration: 30 Contact hours

Learning about health and wellbeing ensures that the students develop the knowledge and understanding needed for their mental, physical and emotional growth. These courses bring about an overall change in the personality of the students. These courses help the body to relax and appease the mind. They bring positivity among the students and also augment the concentration among them. The courses offered by the College are-

- **Basic Yoga**
- **Basic Swimming Techniques**
- **Aerobics**
- **Games and Sports**
- **Self Defense**

SKILL ENHANCEMENT COURSES

(For Students of Sem. 4)

Course Duration: 30 Contact hours

Skill Development Certificate courses are no longer a matter of choice; rather it is the need of the hour. These courses offer a futuristic approach, preparing the students for various industries and job market. The courses offered by the College are-

- **Basic SPSS**
- **Personality Development**
- **Dyeing and Printing**
- **Photography**
- **Soft skills**
- **Alternative Medicines and Home Remedies**
- **Tally.**

VOCATIONAL CERTIFICATE COURSES

(For Students of Semester 5)

In the present world, due to massive competition, students need job oriented courses to sustain them. The institution offers a wide variety of these courses which provides the students a platform to explore. The courses offered by the College are-

- **Communicative English**
- **Functional Hindi**
- **Management of Domestic Gadgets and Appliances**
- **Quantitative Aptitude and Reasoning**
- **Animation Designing.**
- **Business Communication Skills**
- **Baking and Confectionery.**

International Certification Courses

In this globalized world of competition and performance, the companies in the process of hiring new employees give preference to candidates who are Certified Professionals. Certification Courses help an individual to showcase her competency, commitment for the profession, build expertise in her subject area and helps with job advancement. In keeping with the times, Sophia Girls' College (Autonomous), Ajmer offers the following certifications that students can complete along with their regular degree course-

- **Data Analytics** (For the students of BCA, I.M.Sc. (CS) and B.Sc. (Mathematics))
- **US-CMA** (For the students of B.Com, BBA and M.Com.)
- **Digital Marketing** (Open for all students of Undergraduate Programmes except B.Com. Hons.)
- **Business Analytics** (For the students of B.com, BBA and M.Com.)
- **ACCA-UK** (For the students of B.Com. Hons.)
- **DELF** (Diploma in French Language Studies) (Open for all the students of Undergraduate and Postgraduate Programmes)

Games and Sports

The college offers the following Games and Sports:

- | | |
|-----------------|---------------|
| 1. Basket Ball | 10. Kho-Kho |
| 2. Volley Ball | 11. Kabaddi |
| 3. Hand Ball | 12. Boxing |
| 4. Soft Ball | 13. Taekwondo |
| 5. Cricket | 14. Karate |
| 6. Hockey | 15. Swimming |
| 7. Badminton | 16. Athletics |
| 8. Table Tennis | 17. Chess |
| 9. Lawn Tennis | 18. Gymnasium |

National Service Scheme

NSS aims at creating awareness and a humanitarian attitude towards the needs of the less fortunate. The College has two units of NSS. On completion of the 240 hours of work during graduation, the volunteers get a certificate recognized by the Government of India.

National Cadet Corps

In accordance with the aims of NCC of developing character, discipline, a secular outlook, comradeship, spirit of adventure and selfless service amongst the young citizens Sophia Girls College has always actively encouraged its students to become female cadets in the NCC. Our students are inspired to venture beyond the ambits of their home and offer dedicated service to the Nation. The college NCC unit functions under 5 Raj Girls battalion, Udaipur. There are two wings of NCC namely Army and Navy.

Clubs

The Clubs offer limitless opportunities for student participation and leadership beyond classroom setup and academic programme. They also provide a great platform to display their talents and enhance their confidence, experience, leadership skills and achieve holistic development so as to make an effective contribution to the society and nation. The Clubs are open to all the students irrespective of their subjects. The College has the following Clubs-

- BIOSCOPE- The Movie Club
- FRENCH CLUB
- GOOD NEWS GROUP
- HEALTH CLUB
- INSTITUTION INNOVATION COUNCIL
- ANHAD-Music Club

- NATURE CLUB
- PICASSO-The Artists' Club
- PAHELI – The Quizzers' Club
- SPECTRUM- The Drama Club
- SPEAKERS' FORUM
- THE WOMEN'S DEVELOPMENT CELL (W.D.C.)

FORUMS

The Forum aims at developing the personality of the students and deepening their understanding of the subject. Each department of the College has its own Forums. They serve as a platform for the students to express their creative expertise and showcase their talents and skills. The College has following Forums

- AASHIYA- The Home Science Forum-
- ANUBHUTI – The Psychology Forum
- ARTH-NITI- The Economic Planning Forum
- ATHENAEUM - The English Forum
- CATALYST- The Chemistry Forum-
- COMMERCIIUM- The Commerce Forum
- FLORICANS-The Zoology Forum
- GYANODAYA: Department of Hindi
- KALAM- The Science Forum
- KHANQAH – The History Forum
- LYCEUM- The Political Science Forum
- ORCHID- The Botany Forum
- PRAKRITI- The Geography Forum
- RANGANATHAN: Department of Library and Information Science
- SILICON–The IT Forum
- SOCIUS- The Sociology Forum
- SYNERGY - The Management Forum

STUDENTS' SUPPORT SERVICES

Sophia Students' Association

All students are members of the Sophia Students Association. The Sophia Students Council consists of the Deputy Head Girls and Class Representatives who are elected by the students. The members of the Sophia Students' Council develop qualities of leadership and the ability to work as a team.

Election of Candidates follows the given parameters:

- Good academic record
- Good conduct
- Leadership qualities
- Interpersonal Skills
- Regularity and punctuality

Meetings are held between the Principal, Dean Student Welfare and the members of the Council wherein issues of importance are discussed and viable suggestions are implemented.

Anti-Ragging and Vigilance Cell:

Ragging is a heinous crime and a criminal offence as declared by the Supreme Court of India. The Anti-Ragging and Vigilance Cell has been established as per the guidelines of University Grants Commission. The Cell ensures that no student should experience the humiliation of ragging and conducts regular counseling sessions for the benefit of the students. The Cell sensitizes the students about the trauma of ragging and the legal proceedings involved for those found guilty of this crime. The hostel too is under strict vigilance.

False Reporting: Intentionally making a false report or providing false information is considered an act of indiscipline, invoking strict action by the Committee.

Anti-Sexual Harassment Cell

To provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, Sophia Girls' College, Ajmer has constituted a Cell against Sexual Harassment as per the Guidelines issued by the University Grants Commission.

The Cell promotes measures for achieving removal of sexual harassment, gender bias and other acts of gender based violence by organizing various awareness programmes and campaigns for the benefit of all. The Cell assures that the complaints of the students and teaching and non-teaching staff are kept confidential and treated with dignity and respect. Intentionally making a false report or providing false information is considered an act of indiscipline, invoking strict action by the Committee.

Career Counseling Cell

Sophia Girls' College believes in the holistic development of the students and imparting education that helps young girls to explore a career for themselves in their area of interest. The Cell also aims at developing entrepreneurial and innovative minds for which it regularly conducts talks and sessions by prominent speakers in the field.

Coaching Centre

UGC NET Coaching Centre at Sophia Girls' College (Autonomous), Ajmer provides coaching for NET examinations. The Coaching Center provides necessary guidance and counseling to motivate and drive students to clear the exam and achieve their goals.

Coaching for Competitive Examination: The experienced Staff members of Sophia Girls' College (Autonomous), Ajmer offer

tips and tricks to assist students in preparing for different Competitive Exams like CDS, Bank Exams, IAS, RAS etc.

Study material and necessary handouts are also provided to the students as a supplement tutorial along with effective lectures.

Cultural Committee

The institution believes in the holistic development of each and every student. The Cultural Committee looks after the manifestation of this motto. They work round the year for various inter and intra collegiate cultural events. The Committee seeks to build a democratic platform where each child gets to showcase and hone her talents. Some of the events arranged for the students in coordination with the Students Association are Talent Hunt, Freshers' Day, Independence Day, Management Day, Festival Celebrations, Annual Plays, College Fest, Republic Day, Annual Function etc.

Digital Learning Center

To promote strategic priorities related to e-learning and the development of initiatives involving faculty, students, and staff who are open to innovative teaching and learning using academic technology.

Discipline Committee

Discipline plays a vital role in the holistic development of a student's personality. The Discipline Committee aims at making discipline an integral part of the students' life and channelizing their energies in a positive direction through proper guidance. The Committee works with

the Students' Association to ensure that they follow the Code of conduct laid down by the College.

Grievance Redressal Cell

The Grievance Redressal Cell takes care of the grievances and complaints of the students. Grievances are put in a Suggestion/Complaint Box. The Cell analyses and discusses the complaints and problems of the students. Care is taken to satisfy the students and to find a solution for such grievances.

Guidance and Counseling Cell

Counseling is the psychotherapeutic relationship in which an individual receives direct help from an adviser along with an opportunity to release negative feelings and thus clear the way for positive growth in the personality.

Aiming at the well being of students, the institution has initiated the Guidance and Counseling Cell with an RCI Certified Clinical Psychologist as the official College Counselor. The Cell encourages the students to seek help for their personal, emotional, social, family and peer issues while ensuring complete confidentiality to them. The Cell also organizes regular mental health awareness sessions for all the students.

Mentor- Mentee System

The institution has a very unique Mentor- Mentee System in order to build a healthy rapport with the students. Each mentor has the special charge of about 30 students whom she meets once a week in an informal way to discuss their problems or areas of interest. A Value

Education syllabus drawn by the senior teachers for all the faculties enables the inculcation of values in the students. This arrangement turned out to be extremely helpful during these tough times of pandemic and subsequent lockdown.

Personality Development Cell

The College has a Personality Development Cell which provides opportunities for the holistic development of students: fosters skills for interpersonal relationships: improves communication and builds confidence.

Sophia College Alumni Association

The Alumni Committee works to strengthen the ties between Alumni and the College. The College boasts of an extensive Alumni network. The Alumni contributes financially in terms of scholarships and are also invited as resource persons for various events. The Committee is responsible for providing a platform for communication between the alumni, present students, Faculty of the College and the College Administration.

Training and Placement Cell

The Training and Placement Cell works towards bridging the gap between the capabilities of the students and the career opportunities by creating awareness among them regarding the existing options and guiding them in developing skills required to achieve their professional goals.

For this, the Cell conducts various activities like talks on career counseling, workshops, guest lectures by eminent personalities, grooming sessions and mock interviews to boost their confidence. The Cell also provides a plethora of opportunities for internship to the students and placements in companies like TCS, Deutsche Bank, Deloitte, Infosys, ICICI, Concentrix, Capgemini, BYJU'S etc.

Student Welfare Committee

The Student Welfare Committee works to remove any hurdle that might arise in the path of a student's learning process. The goal is to develop the student's proficiency at par with national

and international standards. The committee is responsible to work according to the rules of the institution and nurture confident young ladies in the process. The committee works in close proximity with the Deputy Head Girls of the College.

Website (sophia.college)

There is a Website Committee which constantly updates the upcoming events and news of the Institution. The committee is also responsible for answering queries about the Institution.

Bank Facility

The institution provides banking facility in the vicinity of the College for easy payment of fees. The Sophia School Extension counter of

Canara Bank is across the road. The address and contact number of the bank are given below:

Canara Bank

Sophia School Extension Counter

Jaipur Road, Ajmer.

Ph. No. - 0145-2621155

Online Payment of Fees: To keep pace with Digital India, the College provides the facility of online payment of fees so that parents and students can escape the hassle of waiting in long queues.

SCHOLARSHIPS

The Central and State Government offer several Scholarships to deserving students. **FOR UNDERGRADUATE AND POST GRADUATE STUDENTS**

Central Government Schemes

- Post-Matric Scholarship for Students belonging to the Minority Communities.
- Post-Matric Scholarship for Students belonging to Scheduled Castes.
- Prime Minister Scholarship Scheme (For dependent ward/widow of Ex-Coast Guard or Ex-Servicemen personnel.
- National Fellowship and Scholarship for Higher Education of ST Students.
- Central Sector Scheme of Scholarship for College and University Students. (Meritorious students from low income families).
- Scheme of Scholarship for Students with Disabilities.
- Scheme of Award of Financial Assistance for Education (Scholarship) to the Children of Beedi Workers, Iron Ore, Manganese Ore and Chrome Ore Mine Workers.

Rajasthan Government Scheme

- Dr. Ambedkar Post Matric Scholarship for EBC Students, Rajasthan
- Chief Minister's Higher Education Scholarship Scheme, Rajasthan
- Rajasthan Yuva Vikas Prerak Internship Program (RYVP)
- Post-Matric and CM Scholarship, Rajasthan.

- Post-Matric Scholarship for SBC Students, Rajasthan.

POST GRADUATE STUDENTS ONLY

Central Government Schemes

- Post-Graduate Indira Gandhi Scholarship for Single Girl Child
- Post Graduate Merit Scholarship Scheme for University Rank Holders at Undergraduate Level.
- Scholarships for Top Class Education for Students with Disabilities

Rajasthan Government Scheme

- Ambedkar International Scholarship Scheme for SC Students, Rajasthan.
- Ambedkar Fellowship Scheme for SC Students, Rajasthan.

College awards the following scholarships to meritorious and deserving students.

• Mrs. Lee Scholarship:

It is given to a student from the Good News Group who is regular in class, good in academic, contributes to the Good News activities and is a powerful witness of the Heavenly Father. A scholarship of ₹ 2,000 is given to the awardees.

• Leena Upadhyaya Trophy and Scholarship:

It is given to a student of English Honours B.A. Part III for securing the highest Marks in English Literature in the University Examination. A scholarship of ₹ 2,000 is given to the awardees.

• Mrs. Suchandra Sen Scholarship:

This Scholarship is given to a sincere conscientious, disciplined student of the final year English Honours who secured the

first position in the Previous University Examination. A scholarship of ₹ 1,000 is given to the awardees.

• **Sen Memorial Shield Scholarship:**

It is given to a student of M.A. Final English, who excelled in the previous University examination, has shown a keen interest and a love for the subject and has attended classes regularly. A scholarship of ₹ 2,000 is given to the awardees.

• **Dr. P. S Virdi Trophy:**

It is given to a student of B.Sc. III for securing the highest marks in Physics in the previous University examination. A scholarship of ₹1,000 is given to the awardees.

• **Mrs. T Virdi Award:**

It is given to an outgoing student of Home Science who has keen interest in the subject and is creative. A scholarship of ₹ 1,000 is given to the awardees.

• **Dr. Kusum Sharma Award:**

It is given to a student of B.A final year, for securing the highest marks in Hindi Literature in B.A.I and II at End Semester examination. A scholarship of ₹1,500 is given to the awardees.

• **Anil Kumar Memorial Scholarship:**

It is awarded to a student of Economics who has consistently good academic record, attends classes regularly and has analytic bent of mind. A scholarship of ₹2,000 is given to the awardees.

• **Vivianne Aubert Scholarship:**

It is awarded to a Post Graduate student in English who is regular, conscientious, and academically bright, has a flair for the language and applies Literature to life. A scholarship of ₹ 1,000 is given to the awardees.

• **Mr. Ramesh Yadav Scholarship:**

It is given to a deserving 2nd year student of Sociology, who has keen interest in the subject, attends classes regularly and is academically bright. A scholarship of ₹ 2,000 is given to the awardees.

• **The Leena Upadhyay Scholarship:** It is given to a deserving student who is a conscientious, loyal, has a good code of conduct and has brought laurels to the institution. A scholarship of ₹ 2,000 is given to the awardees.

• **Mr. Deepak Kumar Bhatia Scholarship:** It is given to a conscientious, deserving and meritorious student. A scholarship of ₹ 2,000 is given to the awardees.

• **Mrs. Kirti Tanwar Chauhan Scholarship:** It is given to a conscientious, deserving and meritorious student. A scholarship of ₹ 2,000 is given to the awardees.

• **Col. M.S. Tanwar Trophy and Scholarship:** It is given to a conscientious, deserving and meritorious student. A scholarship of ₹ 2,000 is given to the awardees.

• **Mrs. Moti Tanwar Scholarship:** It is given to a conscientious, deserving and meritorious student. A scholarship of ₹ 1,000 is given to the awardees.

• **Mrs. Manju Mathur Scholarship:** It is given to a conscientious, deserving and meritorious student. A scholarship of ₹ 2,000 is given to the awardees.

• **Shri. P. S. Bhargava Scholarship:** It is given to a conscientious, deserving and meritorious student of BCA - III. A scholarship of ₹ 2,000 is given to the awardees.

- **Shri Rajendra Prasad Sharma Scholarship:** It is given to a conscientious, deserving and meritorious student of BBA - III. A scholarship of ₹ 2,000 is given to the awardees.
- **Mrs. Shakuntala Tiwari Scholarship:** It is given to a conscientious, deserving and meritorious student of B. Com - III. A scholarship of ₹ 2,000 is given to the awardees.
- **Felix & Joy D'Souza Scholarship:** It is given to a conscientious, deserving and meritorious student. A scholarship of ₹ 2,500 is given to the awardees.
- **Master Shivansh Yadav Scholarship:** It is given to a conscientious, deserving and meritorious student of Sociology. A scholarship of ₹ 2,000 is given to the awardees.
- **Late Badri Prasad Sharma Scholarship:** It is given to a deserving student of Geography who has keen interest in the subject and wants to pursue higher education. A scholarship of ₹ 1,000 is given to the awardees.
- **S.O Nath Shield and Scholarship:** It is given to a deserving student for Histrionic Talent. A scholarship of ₹ 5,000 is given to the awardees.
- **Jain Trophy and Scholarship:** It is given to a deserving student for Effective Dramatisation. A scholarship of ₹ 500 is given to the awardees.
- **Guljal Trophy and Scholarship:** It is given to a deserving student for convincing stage performance. A scholarship of ₹ 500 is given to the awardees.

It is to be noted that all scholarships given by the Government and College are subject to regular attendance, good conduct and satisfactory progress shown by the recipient.

ADMINISTRATION AND STAFF

Prof. Sr. Pearl

M.Sc. (FN)., Ph. D, SLET

Principal

Dr. Sr. Rani

M.A, Ph.D., B.Ed., M.Ed.

Vice Principal

Dean Student Welfare: Dr. Sr. Rani

Dean Academics: Prof. Sandra Lee

Dean Cultural Affairs: Prof. Jyoti Chandel

Dean Research: Dr. Monika Kannan

Controller of Examination: Sr. Swapana

FACULTY OF ARTS AND SOCIAL SCIENCE

Department of English

Prof. Sandra Lee HOD	M.Phil., MA(Eng. Lit)
Prof. Elver Aubert	M.A. (English)
Mrs. Sonal Sharma	M.A.(English Lit.), MBA, NET, LLB, Pursuing Ph.D.
Dr. Anshu Joshi	Ph.D., M.A.(English Lit.), B. Ed
Ms. Yashasvini Rathore	M.A. (Psychology), M.A.(English Lit.), NET (English and Psychology)
Sr .Vinita Xalxo	M.A. (English Lit.), NET
Ms. Hansmita Priyavrat	M.A.(English Lit.), NET

Department of Economics

Dr. Sr. Rani	Ph.D., M.A. (Economics) , B.Ed.
Ms. Divya Mishra HOD	M.Phil., MA (Economics), NET
Ms. Kumud Khatri	M.A.(Economics), NET, Pursuing Ph.D.
Ms. Niharika Sharma	M.A. (Economics), B.Ed.

Department of Geography

Prof. Monika Kannan HOD	Ph.D., M.A.(Geog.), NET, SLET, M.Sc.
Dr. Madhumita Hussain	Ph.D., M.A. (Geography), NET, SLET
Ms. Shilpi Yadav	M.A.(Geography), M.Sc.(Remote

	Sensing NET, Pursuing Ph.D.
Ms. Shikha Sharma	M.A.(Geography), NET, Pursuing Ph.D.
Mr. Sabir Khan	M. Sc. (Geography), NET
Ms. Rakshita Sharma	M.A. (Geography) , NET
Ms. Himanshi Parashar	M.A. (Geography) , NET
Department of Hindi	
Dr. Sunita Siyal	Ph.D., M.A.(Hindi), SLET, B.Ed., RTET
Department of History	
Dr. Persis Latika Das HOD	Ph.D., M.A. (History), M.A(English), NET, B.Ed., Diploma in Tourism,
Mr. Shivam Sharma	M.A. (History), NET
Mr. Santosh Kumar	M.A. (History), NET, Pursuing M.Phil.
Ms. Radha Gupta	M.A. (History) , NET
Department of Home Science	
Prof. Sr. Pearl	Ph.D., M.Sc. (Foods & Nutrition),SLET
Mrs. Ruchi Mathur HOD	M.Sc. (Food & Nutrition), SLET, B.Ed., Pursuing Ph.D.
Mrs. Shweta Sharma	M.Sc.(Food & Nutrition), SLET, B.Ed., Pursuing Ph.D.
Department of Physical Education	
Ms. Shahina Sherani HOD	M.Sc.(Remote Sensing & Geo-Infomatics), M. PEd, NET, Pursuing Ph.D.
Department of Political Science	
Prof. Jyoti Chandel HOD	Ph. D, M.Phil., MA (Pol. Sc)
Ms. Neelam Bhatia	M.A. (Political Sc) , NET, Pursuing Ph.D.
Ms. Anukriti Pareek	M.A. (Political Sc) , NET
Ms. Khushboo Dagdi	M.A. (Political Sc) , NET - JRF
Ms. Krishna Badgurjar	M.A. (Political Science) ,NET
Department of Psychology	
Dr. Asha Sharma HOD	Ph.D., M.A.(Psychology), SET
Ms. Syeda Aqsa Chisty	M.A. (Psychology) , Pursuing Ph.D.

Department of Sociology

Mrs. Geetika Yadav M.A. (Sociology), NET, Pursuing Ph.D.

Dr. Tanmay Sharma Ph.D., M.A.(Sociology), NET

Mr. Khushwant Singh M.A. (Sociology) , NET

FACULTY OF SCIENCE**Department of Chemistry**

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Ms. Laveena M.Sc.(Chemistry), NET
Gulabchandani

Ms. Divya Thomas M.Sc. (Chemistry)

Dr. Tanveer Alam Khan Ph. D, M.Sc. (Chemistry), NET

Department of Zoology

Mrs.Mriganka Upadhyay **HOD** M.Phil, M.Sc (Zoology), NET, B.Ed, PG Diploma (Industrial safety Health & Env.), Certificate Course (Ornithology), Pursuing Ph.D.

Sr. Swapana John M.Sc.(Zoo.), NET, GATE, Pursuing Ph.D.

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Mrs. Annu Bhardwaj M.Sc.(Botany), SLET, B.Ed., Pursuing Ph.D.

Department of Physics

Dr. Deepmala **HOD** Ph.D., M.Phil., M.Sc.(Physics), NET

Ms. Yogita Vyas M.Sc. (Physics), B.Ed.

Department of Mathematics

Ms. Shivani Indora **HOD** M.Sc.(Maths), NET-JRF, GATE, Pursuing Ph.D.

FACULTY OF COMMERCE AND MANAGEMENT**Department of Commerce**

Mr. Raman Tiwari **HOD** M.Phil.(ABST), M.Com (ABST), MBA (Dual SP) , NET

	(Management & Commerce), C.A, Pursuing Ph.D.
Dr. Anju Tiwari	Ph.D., M.Com.(ABST)
Dr. Jyoti Jagwani	Ph.D., M.Com.(ABST), NET-JRF
Mr. Deepak Balani	M.Com.(ABST & BADM), NET, Pursuing Ph.D.
Ms. Yuvnika Sogani	M.Com (BADM & ABST),PGDBM., NET(Comm. & Management), CS Executive, Pursuing Ph.D.
Ms. Pooja Balwani	M.Com. (ABST & EAFM), NET
Department of Management	
Mr. Raman Tiwari HOD	M.Phil.(ABST), M.Com (ABST), MBA (Dual SP) , NET (Management & Commerce), C.A, Pursuing Ph.D.
Dr. Bhawna Sharma	Ph.D., M.Com. (BADM), M.B.A, NET (Commerce & Management), PGDHRM,
Mrs. Surbhi Mehra	M.Com. (BADM), MBA, NET, SLET, B.Ed., Pursuing Ph.D.
Dr. Varsha Maheshwari	Ph.D., MBA (Hons.), NET-JRF
Mr. Marcel Choudhary	M.Com, PGDBM, NET, Pursuing Ph.D.
FACULTY OF COMPUTER SCIENCE	
Department of Computer Science	
Mr. Gautam Chaturvedi	M.C.A., M.Com, Pursuing Ph.D.
Mr. Jitendra Mistry	M.Tech., M.Sc.(Computer Science)
Dr.Ritu Bhargava	Ph.D., MCA, M.Phil.
Dr. Neha Sharma	Ph.D., MCA., M.Sc.(Computer Science), , M.Phil
Mrs. Kiran Bhagnani	M.C.A., NET, Pursuing Ph.D.
Mr. Rishi Saxena	MCA., M.Sc, NET, SET, Pursuing Ph.D.
Department of Library & Information Science	
Mr. Satish Kumar	M.Phil, MLIS., NET, Pursuing Ph.D.

COLLEGE COMMITTEES 2020-21

Student Welfare Committee	Prof. Sr. Pearl, Dr. Sr. Rani (Dean) , Dr. Asha Sharma, Mrs. Madhumita Hussain, Dr. Suneeta Rao, Deputy Head Girls
Academic Audit Committee (Internal)	Prof. Sandra Lee (Dean) , Dr. Sr. Rani, Prof. Monika Kannan, Mr. Satish Kumar & Sr. Swapna
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Research Committee	Prof. Monika Kannan (Dean) , Dr. Taruna Sethi, Dr. Jyoti Jagwani & Dr. Ritu Bhargava
NAAC Steering Committee	Prof. Sr. Pearl, Dr.(Sr.) Rani, Prof. Monika Kannan (Coordinator) , Prof. Sandra Lee, Prof. Jyoti Chandel, Mr. Gautam Chaturvedi, Mrs. Mriganka Upadhyay, Dr. Persis Latika, Dr. Asha Sharma, Mr. Raman Tiwari, Mr. Satish Kumar, Sr. Swapana, Dr. Neha Sharma
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	Sharma, Sr. Preetam, Mrs. Alka Panwar, Fr. Vishal, , Mr. Adhiraj Singh, Mr. R K Balani, Mr. R D Tharwani, Ms. Samreen Maharaj (Student Representative)
Ethics Committee	Prof. Monika Kannan (Coordinator) ,Dr. Taruna Sethi,Dr.Persis Latika Das, Dr Jyoti Jagwani, Dr. Bhawna Sharm, Dr. Ritu Bhargava, Mr Satish Kumar, Dr. Sunita Siyal
Code of Conduct Monitoring Committee	Prof. Sr. Pearl, Dr. Sr. Rani(Coordinator) , Prof. Sandra Lee, Prof. (Mrs.) Jyoti Chandel, Dr.(Mrs) Deepmala, Dr.(Mrs.) Taruna Sethi, Prof. (Mrs.) Monika Kannan, Mr. Satish Kumar, Sr. Swapana, Sr. Preetam
Purchase Committee	Sr. Joselyn (Secretary), Prof. Sr. Pearl (Principal), Sr. Preetam (Coordinator) , Mr. Tej Singh
Finance Committee	Prof. Sr. Pearl (Principal), Sr Preetam(Coordinator) , Mr. Gautam Chaturvedi, Dr. Surajmal Rao (University Nominee)
Internal Financial Audit Committee	Prof. Sr. Pearl (Principal), Sr. Aruna, Sr. Lovita
Planning & Monitoring Cell	Prof. Sr. Pearl, Dr.(Sr.) Rani (Coordinator) ,Prof.Monika Kannan , Prof. Sandra Lee, Prof.Jyoti Chandel, Mr. Gautam Chaturvedi, Mrs. Mriganka Upadhyay, Dr. Persis Latika, Dr. Asha Sharma, Mr. Raman Tiwari, Mr Satish Kumar, Sr.

	Swapna, Dr. Neha Sharma, Sr. Preetam
UGC Monitoring Cell	Dr. Asha Sharma (Coordinator) , Dr. Bhawna Sharma, MsLaveena G, Mr. Atul Tiwari
Examination Committee	Prof. (Sr.) Pearl (Chief COE), Sr. Swapna (COE) , Mr.Jitendra Mistry (Deputy COE), Dr. Anju Tiwari, Mr. Syed Anwar, Mr. Hemant Kumar, Ms. Surmai Sharma
Website Committee	Mr. Jitendra Mistry (Coordinator) , Dr. Persis Latika, Mrs. Kiran Bhagnani, Ms. Khushboo Dagdi, Ms. Krishna Badgurjar, Mr. Marcel Chaudhary
Grievance Redressal Committee	Prof. Sr. Pearl, Dr. Sr. Rani, Prof. Sandra Lee, Dr. Taruna Sethi(Coordinator) , Prof. Monika Kannan, Mrs. MrigankaUpadhayay, Dr. Jyoti Jagwani, Dr.Ritu Bhargava, Mansi Jain (Student Representative)
Discipline Committee	Dr. Deepmala Singhal(Coordinator) , Dr. Taruna Sethi, Mrs. Anu Bhardwaj, Dr. Anju Tiwari, Dr. Jyoti Jagwani, Mr Deepak Balani, Sr. Swapna, Dr. Suneeta Rao, Ms. Shikha Sharma, Mrs. ShahinaSherani, Ms. Yuvnika Sogani, Ms.Sonal Sharma, Mrs. Shweta Sharma, Deputy Head Girls

Placement Committee	Mr. Gautam Chaturvedi (Coordinator) , Mr. Raman Tiwari, Mr. Deepak Balani, Dr. Ritu Bhargava, Mrs. Ruchi Mathur, Mr Tanmay Sharma
SOLUMNI- Alumni Committee	Prof. Sr. Pearl, Dr.(Mrs.) Jyoti Chandel, Prof. Sandra Lee, Prof. (Mrs.) Monika Kannan, Mrs. Mriganka Upadhyay (Coordinator) , Dr. Mrs. Persis Latika Das, Sr. Swapana, Mrs. Geetika Yadav, Ms. Neelam Bhatia, Ms. Kiran Bhagnani, Ms. Yuvnika Sogani, Ms. Priya Cornelius
Anti Ragging & Vigilance Committee	Prof. (Sr.) Pearl, Dr. Sr. Rani (Coordinator) , Prof. Elver Aubert, Prof. Sandra Lee, Dr. Deepmala Singhal, Dr. Asha Sharma, Dr. Jyoti Jagwani, Sr. Swapna, Vartika Balani (Student)
Time Table Committee	Prof. (Mrs.) Jyoti Chandel (Coordinator) , Prof. Sandra Lee, Mr. Gautam Chaturvedi, Dr. Deepmala Singhal, Dr. Taruna Sethi, Prof. (Mrs.) Monika Kannan, Mrs. Mriganka Upadhyay, Dr. Mrs. Persis Das, Ms. Divya Mishra Mr. Raman Tiwari, Dr. Jyoti Jagwani.
Anti Sexual Harassment Cell	Prof. Sr. Pearl, Dr. Sr. Rani (Coordinator) , Mr. Gautam,

	<p>Dr.Taruna Sethi, Mrs. Mriganka Upadhyay, Dr. Asha Sharma, Ms. Sonal Sharma Sr. Carol Geeta (NGO), Mrs. Vilencia Patrick, Mrs. Pooja Tunwal- Maintenance Staff, Ms. Samreen Maharaj (Student Representative)</p> <p>Internal Complaint Committee Dr. Sr. Rani(Coordinator),Mr. Gautam, Dr.Taruna Sethi, Mrs. Mriganka Upadhyay, Dr. Asha Sharma, Ms. Sonal Sharma</p>
Career Counselling Cell	Prof. Monika Kannan (Coordinator), Mr. Raman Tiwari, Mr Satish Kumar, Dr. Ritu Bhargava
Media Committee	Facebook & Instagram – Dr. Neha Sharma, Mr. Marcel Chaudhary
	YouTube – Mr.Rishi Saxena
	Press- Ms.Yuvnika Sogani &Mr. Rishi Saxena
Student Incubation Centre(Innovation Cell)	Prof.(Mrs.)Monika Kannan (Coordinator), Dr. Bhawna Sharma, Mrs. Ruchi Mathur, Dr. Varsha Maheshwari
Digital Learning Centre	Dr. (Mrs.) Ritu Bhargava(Coordinator), Mr. Jitendra Mistry, Mr. Rishi Saxena, Ms. Sonal Sharma, Mr. Anwar Kamal, Dr. Varsha Maheshwari
Cell for Social & Environmental Concern	Dr. Sr. Rani, Mrs. Ruchi Mathur(Coordinator) , Mrs. Geetika Yadav, Ms. Shilpi Yadav, Mrs Kiran Rawat, Ms. RavinaJeswani
Gender Sensitization	Dr. Sandhya Kalera (Coordinator),

Cell	Dr. Sunita Siyal, Mr. Jitendra Mistry, Mr. Tanmay, Ms. Priya Cornelius
Equal Opportunities/ SC/ST/OBC Cell	Dr. Sandhya, Mrs. Madhumita Hussain (Coordinator) , Mrs. Anu Bhardwaj & Mrs. Surbhi Mehra, Ms. Shilpi Yadav, Ms. Shivani Indora, Ms. Kumud Khatri
IGNOU Cell	Mr. Satish Kumar (Coordinator) , Mrs. Geetika Yadav, Ms. Shilpi Yadav, Mrs. Kiran Bhagnani
Intellectual Property Rights Cell	Prof. Monika Kannan (Coordinator) , Dr. Taruna Sethi, Mr. Raman Tiwari, Mr. Satish Kumar, Dr. Bhawna Sharma, Dr. Jyoti Jagwani, Dr. Ritu Bhargava
Games	Mrs. Shahina Sherani (Coordinator) , Mr. Tanmay Sharma, Ms. Kumud Khatri, Mr. Khushwant Singh
NSS	Program Officers – Mrs. Ruchi Mathur and Mrs. Geetika Yadav , (Dr. Sr. Rani – Coordinator)
NCC	Ms. Shikha Sharma (ANO- Army Unit) , Ms. Rakshita Sharma- to assist Ms. Kumud Khatri (CTO- Naval Unit) , Mr. Tanveer Khan - to assist
Good News Group	Prof. S. Lee, Sr. Swapna (Coordinator) , Dr. Persis Das, Sr. Vinita, Ms. Divya Thomas, Ms. Priya Cornelius, Mr. Marcel Chaudhary
Spectrum	Prof. S. Lee, Mr. Santosh Kumar, Ms. Anukriti Pareek, Ms. Pratishtha Pandey, Mrs. Karishma Jangid

Nature Club	Mrs. Mriganka Upadhyay(Coordinator) , Mrs. Madhumita Hussain, Dr. Suneeta Rao, Mrs. Shweta Sharma, Ms. Divya Thomas, Ms. Syeda Aqsa Chishty, Ms. Krishna Budgurjar
Speaker's Forum	Prof. Mrs. J. Chandel, Dr. Persis Dass(Coordinator) ,Dr.AshaSharma, Ms. Divya Mishra, Ms. Neelam Bhatia, Ms. Kumud Khatri, Ms. AnukritiPareek,Mr. Sagar Yadav
Women Development Cell	Prof.S.Lee, Ms. Divya Mishra (Coordinator) , Dr. (Mrs.) Sandhya, Dr. Mrs. Persis Dass, Dr. Asha Sharma , Dr. Jyoti Jagwani, Mrs. Surbhi Mehra, Dr. Neha Sharma,Mrs. Kiran Rawat
Health Club	Dr. Bhawna Sharma (Coordinator) , Mrs. ShahinaSherani, Mrs. Madhumita Hussain, Ms. RavinaJeswani, Mr. Khushwant Singh
Music Club	Prof. J. Chandel, Dr. Mrs. Bhawna Sharma, Dr. Tanmay Sharma(Coordinator) , Sr. Vinita Xalxo, Ms. Syeda Aqsa Chishty, Mr. Tanveer Khan
French Club	Mr. Anurag Joshi, Mrs. Sonal Sharma (Coordinator)
BIOSCOPE – the Movie Club	Dr. Mrs. Taruna Sethi(Coordinator) ,Mr.DeepakBalan i, Ms. Shikha Sharma, Mr.Santosh Kumar, Mr. Khushwant Singh

PAHELI-Quizzers Club	Ms. Neelam Bhatia, Ms. Kumud Khatri (Coordinator) , Ms. Anukriti Pareek , Ms. Krishna Badgurjar, Ms. KhusbooDagdi,
PICASSO-The Artist Club	Prof. ElverAubert(Coordinator) , Ms.Shilpi Yadav, Ms.Surmai Sharma, Ms. KhusbooDagdi, Ms. Rakshita Sharma, Ms. YogitaVyas, Ms. Juhi Gurnani
Coaching for Competitive exam	Ms. Neelam Bhatia (Coordinator) , Ms. Kumud Khatri, Ms. Rakshita Sharma, Mr. Santosh Kumar, Ms. Krishna Badgurjar
Coaching for NET exam	Co-ordinators - Mr. Rishi Saxena and Mrs. Sonal Sharma Ms. Divya Mishra, Mr. Satish Kumar, Ms. ShilpiYadav, Ms. Shikha Sharma, Ms. Yuvnika Sogani, Ms. Shivani Indora, Ms. Kumud Khatri,Mr. Santosh Kumar, Ms. Khushboo Dagdi,
Guidance Counselling Cell	Dr. (Mrs.) Asha Sharma(Coordinator) , Ms. Syeda Aqsa Chishty, Ms. DevangiSoni
Environmental and Energy Audit Committee	Dr. Deepmala (Coordinator) , Dr. (Mrs.) Sandhya, Mrs. Madhumita Hussain, Ms. Shivani Indora, Dr. Varsha Maheshwari, Ms. LaveenaGulabchandani, Ms. Yogita Vyas
Personality Development Cell	Dr. (Mrs.) Asha Sharma(Coordinator) , Ms. Syeda Aqsa Chishty, Mr. Marcel Chaudhary,Mr. Akshay Sharma
<u>Publications:</u>	Khoj -Prof. Monika Kannan and

	<p>Teachers from Geography Dept. <u>Motif</u> –Prof. S. Lee, Prof Elver Aubert, Ms. Sonal Sharma (Coordinator), <u>Sophian Communiqué</u>-Prof.S.Lee, ,Sr. Vinita,(Co-ordinator),Ms. Sonal Sharma</p> <p><u>Sophiana</u>- Prof. S.Lee, Dr. Sunita Siyal, Ms. Priya Cornelius (Coordinator), Mrs. Karishma Jangeed, Mr. Akshay Sharma</p> <p><u>Economia</u>- Divya Mishra (Co-ordinator)Kumud Khatri</p>
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ADMISSION COMMITTEE

Admission Co-ordinators	Mr. Gautam Chaturvedi (Coordinator) , Mr. Babulal Verma, Mr. Atul Tiwari , Mr. Tej Singh, Mr. Arvind Jelthani, Mr. Pankaj Patrick, Mr. Jitendra Mistry
Arts	Dr. Asha Sharma, Ms. Madhumita Hussain, Dr. (Mrs.) Sunita Siyal, Mr. Tanmay Sharma
Honours	Ms. Divya Mishra, Ms. Sonal Sharma
Science	Dr. Mrs. Deepmala, Dr. (Mrs.) Taruna Sethi, Mrs. Mriganka Upadhyay, Dr. (Mrs.) Sandhya, Sr. Swapana
Commerce	Dr. Jyoti Jagwani, Mr. Deepak Balani, Ms. Yuvnika Sogani
Management	Mr. Raman Tiwari, Dr. Bhawna Sharma, Mrs. Surbhi Mehra
Computer Science	Dr. Ritu Bhargava, Mr. Rishi Saxena
Post Graduation	Mr. Gautam Chaturvedi, Prof.(Mrs.) Monika Kannan, Dr. Mrs. Persis Latika Das, Mr. Raman Tiwari

DEPARTMENTAL CLUB / FORA INCHARGE

AASHIYA-Home Sc. Forum	Mrs. Ruchi Mathur and Teachers from Department of Home Science
ABDUL KALAM-Science Forum	Dr. Deepmala Singhal and Teachers from Department of Physics & Maths
ANUBHUTI-Psychology Forum	Dr. Asha Sharma and Teachers from Department of Psychology
ARTH-NITI-Economics Planning Forum	Ms. Divya Mishra and Teachers from Department of Economics
ATHENAEUM-English Forum	Prof. Sandra Lee and Teachers from Department of English
CATALYST-Chemistry Forum	Dr. Mrs. Taruna and Teachers from Department of Chemistry
COMMERCIIUM-Commerce Forum	Mr. Raman Tiwari and Teachers from Department of Commerce
KHANQAH-History Forum	Dr. Persis L. Das and Teachers from Department of History
LYCEUM-Political Sc. Forum	Prof. Mrs. Jyoti Chandel and Teachers from Department of Political Science
FLORICANS - Zoology Forum	Mrs. Mriganka Upadhaya and Teachers from Department of Zoology
ORCHID -Botany Forum	Dr. Mrs. Sandhya Kalera and Teachers from Department of Botany
PRAKRITI-Geography Forum	Prof. Mrs. Monika Kannan and Teachers from Department of Geography
SILICON- IT Forum	Mr. Gautam Chaturvedi and Teachers from Department of Computer Science
SOCIUS- Sociology Forum	Mrs. Geetika Yadav and Teachers from Department of Sociology
SYNERGY-Management Forum	Mr. Raman Tiwari and Teachers from Department of Management
GYANODAY- Hindi Forum	Dr. Mrs. Sunita Siyal and Teachers from Department of Hindi
RANGANATHAN-Library & Information Science Forum	Mr. Satish Kumar & Teachers from Department of Library & Information

MENTOR MENTEE 2020-21

UNDER GRADUATION

BA Part - I	Prof. Jyoti Chandel , Ms. Shikha Sharma, Ms. Neelam Bhatia, Mr. Tanmay Sharma, Dr. Anshu Joshi, Sr. Vinita, Ms. Radha Gupta, Ms. Krishna Badgujar.
BA Part - II	Mrs. Asha Sharma , Mrs. Madhumita Hussain, Ms. Shilpi Yadav, Ms. Sonal Sharma Mrs. Shweta Sharma, Ms. Niharika Sharma, Mr. Santosh Kumar, Ms. AnukritiPareekh, Mr. Sabir Khan.
BA Part - III	Prof. Monika Kannan, Dr. Mrs. Persis LatikaDass, Dr. Sunita Siyal, Mrs. Ruchi Mathur, Mrs. Geetika Yadav, Mr. Shivam Sharma, Ms. Khushboo Dagdi.
Honours Part -I	Ms. Divya Mishra , Ms. Yashasvini Rathore
Honours Part - II	Prof. Sandra Lee , Ms. Kumud Khatri
Honours Part - III	Dr. Sr. Rani , Ms. Hansmita
B.Sc. Part - I	Mrs. Annu Bharadwaj , Dr. Suneeta Rao, Ms. LaveenaGulabchandani, Ms. Yogita Vyas
B.Sc. Part - II	Mrs. Deepmala Singhal , Dr. Sandhya Kalera, Sr. Swapna, Ms. Divya Thomas
B.Sc. Part - III	Dr. Taruna Sethi , Ms. Mriganka Upadhyay, Ms. Shivani Indora
B.Com & Hons Part - I	Dr. Jyoti Jagwani , Dr. Anju Tiwari
B.Com & Hons Part -II	Ms. Yuvnika Sogani

B.Com Part - III	Mr. Deepak Balani, Ms. Pooja Balwani
BBA Part - I	Mr. Raman Tiwari, Dr. Varsha Maheshwari
BBA Part – II	Mrs. Surbhi Mehra, Mrs. ShahinaSherani
BBA Part - III	Dr. Bhawna Sharma, Ms. Surmai Sharma
BCA Part - I	Dr. Mrs. Ritu Bhargava, Mr. Jitendra Mistry
BCA &IMSc Part - II	Ms. Kiran Bhagnani, Mr. Rishi Saxena
BCA Part - III	Mr. Gautam Chaturvedi, Mrs. Neha Sharma
B. Lib. I. Sc.	Mr. Satish Kumar

POST GRADUATION

MA (Eng Lit) (Prev. & Final)	Mrs. Sonal Sharma, Mrs. Anshu Joshi
MA (Geog) (Prev. & Final)	Prof. Monika Kannan, Ms. Shikha Sharma
M.Sc. (Comp Sc) Prev. & Final	Dr. Ritu Bhargava, Mrs. Kiran Bhagnani
MA (Pol. Sc) Prev. & Final	Prof. J. Chandel, Ms. Neelam Bhatia
M.Com (ABST) Prev. & Final	Dr. Anju Tiwari, Dr. Jyoti Jagwani
MA (Sociology) Prev. & Final	Mrs. Geetika Yadav, Mr. Tanmay Sharma
M.Sc. (Chemistry) Prev. & Final	Dr. Taruna Sethi, Dr. Suneeta Rao
MA (History) Prev. & Final	Dr. Mrs. Persis Das, Ms. Shivam Sharma

Ph.D.

Ph.D. Geography	Prof. Monika Kannan
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JULY 2020

Date	Day	Particulars
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

“The man who does not read books has no advantage over the one who cannot read them.” — Mark Twain

AUGUST 2020

Date	Day	Particulars
1	SAT	IdulJuha- Holiday
2	SUN	
3	MON	Raksha Bandhan- Holiday
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	
12	WED	JanamAshthmi- Holiday
13	THU	
14	FRI	
15	SAT	Independence Day- Flag Hoisting(8a.m.)
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	Ramdev Jayanti- Holiday
29	SAT	
30	SUN	Moharram- Holiday
31	MON	

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.” — Malcolm X

SEPTEMBER 2020

Date	Day	Particulars
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	Teacher's Day
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	
13	SUN	
14	MON	Feast of the Exaltation of the Cross-Holiday
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	

“The beautiful thing about learning is that no one can take it away from you.” —B.B. King

OCTOBER 2020

Date	Day	Particulars
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	Dusshera Holidays
24	SAT	"
25	SUN	"
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	Barawafath- Holiday
31	SAT	

“The beautiful thing about learning is that no one can take it away from you.” —B.B. King

NOVEMBER 2020

Date	Day	Particulars
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	Diwali Holidays
9	MON	"
10	TUE	"
11	WED	"
12	THU	"
13	FRI	"
14	SAT	"
15	SUN	"
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	

“Never let the fear of striking out stop you from playing the game.” — Babe Ruth

DECEMBER 2020

Date	Day	Particulars
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	Maintenance Staff Day
25	FRI	Christmas Holidays
26	SAT	"
27	SUN	"
28	MON	"
29	TUE	"
30	WED	"
31	THU	"

*“You don’t have to be great to start, but you have to start to be great.” – Zig
Ziglar*

JANUARY 2021

Date	Day	Particulars
1	FRI	NEW YEAR
2	SAT	College Re-opens
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	Republic Day- Flag Hoisting(8a.m.)
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	

“There are no shortcuts to any place worth going.” — Beverly Sills

FEBRUARY 2021

Date	Day	Particulars
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	

“Genius is 10% inspiration, 90% perspiration.” — Thomas Edison

MARCH 2021

Date	Day	Particulars
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	Holika-Dahan- Holiday
29	MON	Dulhandi- Holiday
30	TUE	
31	WED	

“Success is the sum of small efforts, repeated.” — R Collier

APRIL 2021

Date	Day	Particulars
1	THU	
2	FRI	Good Friday- Holiday
3	SAT	
4	SUN	Easter- Holiday
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	Mahaveer Jayanti- Holiday
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	

*“The future belongs to those who believe in the beauty of their dreams.” —
Eleanor Roosevelt*

MAY 2021

Date	Day	Particulars
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	
31	MON	

“Learn from yesterday. Live for today. Hope for tomorrow.” – Albert Einstein

RECORD OF ADD-ON/SKILL DEVELOPMENT COURSES

Date	Add-On / Skill Development Course	Sign. Of Teacher In-charge

LEAVE RECORD

Dates of leave	No. of days of leave	Reason	Sign. Of Parent	Sign. Of Principal

EXEMPTION ON ACCOUNT OF:

Dates of leave	No. of days of leave	Reason	Sign. Of Teacher In-charge	Sign. Of Principal

RECORD OF PARENT- TEACHER INTERACTION

Date	Remarks	Sign. of Student	Sign. Of Parent	Sign. Of Group Teacher

Intellectual Output

Participation/ Presentation/ Publications

RECORDS OF ASSIGNMENT/PROJECTS

Date	Subject	Topic	Date of Submission

CONTRIBUTION TO COLLEGE ACTIVITIES

S.No.	Description	Date	Teacher's Sign

Library Hour

Every student will spend minimum 10 hours in the library in each semester. Attendance is compulsory.

Semester:

S.No	Date	Entry Time	Exit Time	Topic	Librarian's Signature

Signature of Mentor:.....

Semester:

S.No	Date	Entry Time	Exit Time	Topic	Librarian's Signature

Signature of Mentor:.....

NOTES

TIME TABLE 2020-21 (SEMESTER.....)

Day	8:00- 9:00	9:00- 10:00	10:00- 11:00	11:00- 11:15	11:15- 11:30	11:30- 12:30	12:30- 1:30	1:30- 2:30	2:30- 3:30	3:30- 4:30
Monday				ASSEMBLY	LUNCH BREAK					
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

TIME TABLE 2020-21 (SEMESTER.....)

Day	8:00-9:00	9:00-10:00	10:00-11:00	11:00-11:15	11:15-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30
Monday				ASSEMBLY	LUNCH BREAK					
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

Sophia Girls' College (Autonomous), Ajmer

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