



# Sophia Girls' College (Autonomous), Ajmer

Affiliated to Maharshi Dayanand Saraswati University, Ajmer  
Re-Accredited 'A' Grade by NAAC & registered under 2(f) & 12(B) of UGC  
website: [sophia.college](http://sophia.college) e-mail: [office@sophiacollegeajmer.in](mailto:office@sophiacollegeajmer.in) Phone No.: 0145-2427243  
Address: Mirshali, Jaipur Road, Ajmer-305001, Rajasthan (India)

SGCA/Exam/21-22/02

Date:12th January 2022

## NOTIFICATION

### (FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS)

Students are hereby informed that the End Semester Examinations for Undergraduate Programmes - Semester I, III and V and Postgraduate Programmes - Semester III will be conducted in the College through the **Offline Mode (Written Exam)**.

The schedule for filling and submitting of Exam forms is as follows:

- |  |   |   |
|--|---|---|
| 1. Online Exam Form Submission             | - | 12 <sup>th</sup> – 18 <sup>th</sup> Jan. 2022 |
| 2. With Late fee(Rs 200) in College office | - | 19 <sup>th</sup> - 21 <sup>st</sup> Jan. 2022 |
| 3. With Late fee(Rs 500) in College office | - | 22 <sup>nd</sup> – 23 <sup>rd</sup> Jan. 2022 |

*Keeping this in mind the following is hereby being informed to the students:*

- Students are requested to pay all their fees up to the Third Instalment failing which they will not be able to fill / submit the online examination form.
- The exam forms will be available on the student portal. Students can login on the student portal at <https://app.sophia.college/online/student/login>.
- Students having any due paper in Semester 1, 3 or 5 should appear for their due papers in the January Exam. They will be charged Rs 200/- per paper (for due papers only) which has to be submitted in the College Office.
- Ex-Students having due paper in Semester 1, 3 or 5 should appear for their due papers in the January Exam. They will fill the form offline by depositing Rs 2000/- as examination fee in the College Office.
- Students having due in any of their External practical papers of SEM 1,3 or 5 will be allowed to appear for their due External Practical Examination after submitting a fee of Rs 500 in the College Office. Practical Examination dates will be displayed by the respective departments.
- Any eligible student who is unable to appear in the End Semester Examination if she or any immediate family member is suffering from COVID-19 is requested to inform the Principal about her inability to attend the Examination through mail at least one week before the start of the Examination at [principal@sophiacollegeajmer.in](mailto:principal@sophiacollegeajmer.in)
- A Special Examination for such students shall be conducted later. It will be the duty of the student to make sure she appears in the Special Exam.
- External Practical Exams shall be conducted soon after the theory exams.
- The Time Table for the End Semester Examination is declared on the College Website.** The students are requested to check the same.
- The Revised timing and paper pattern is attached along with the Time Table.**
- Students should make sure they have received at least one dose of COVID-19 vaccine. The vaccination certificate is to be submitted along with the Exam Form and Admit Card on the day of the first exam. Any student who is not vaccinated will not be allowed to appear for the exams.
- The exams will be conducted following the norms of social distancing and sanitization.
- No student will be allowed into the College premises without a proper mask.

**Dr. Sr. Pearl**  
Principal  
Sophia Girls' College  
(Autonomous)  
Ajmer