

**The Annual Quality Assurance Report (AQAR)  
of the IQAC**

**SOPHIA GIRLS' COLLEGE  
AJMER – 305001, RAJASTHAN**

**Year  
2014 – 2015**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
2013-2014**

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution

SOPHIA GIRLS' COLLEGE, AJMER

1.2 Address Line 1

MIRSHALI

Address Line 2

JAIPUR ROAD

City/Town

AJMER

State

RAJASTHAN

Pin Code

305001

Institution e-mail address

office@sophiacollegeajmer.in

Contact Nos.

0145-2427243

Name of the Head of the Institution:

DR. SISTER SERENA

Tel. No. with STD Code:

0145-2427243

Mobile:

+919414003600

Name of the IQAC Co-ordinator:

MRS. SANDRA LEE

Mobile:

+919982562214

IQAC e-mail address:

iqac@sophiacollegeajmer.in

1.3 NAAC Track ID

09102

1.4 Website address:

www.sophiacollegeajmer.in

Web-link of the AQAR:

<http://www.sophiacollegeajmer.in/iqac/aqar.pdf>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	81.00	2004	-
2	2 <sup>nd</sup> Cycle	A	3.01	2010	Sept. 03, 2015

1.6 Date of Establishment of IQAC:

DD/MM/YYYY

15/04/2005

1.7 AQAR for the year

2014 -2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC  
**AQAR for the Year 2013-2014 was submitted on 10/11/2014**

1.9 Institutional Status

University

State

☐

Central

☐

Deemed

☐

Private

☐

NA

☒

Affiliated College

Yes

☒

No

☐

Constituent College

Yes

☐

No

☒

Autonomous college of UGC

Yes

☐

No

☒

Regulatory Agency approved Institution

Yes

☐

No

☒

Type of Institution

Co-education

☐

Men

☐

Women

☒

Urban

☐

Rural

☐

Tribal

☐

Backward Area

☒

Financial Status

Grant-in-aid

☐

UGC 2(f)

☒

UGC 12B

☒

Grant-in-aid + Self Financing

☐

Totally Self-financing

☒

### 1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

COMPUTER SCIENCE

### 1.11 Name of the Affiliating University (*for the Colleges*)

MAHARSHI DAYANAND SARASWATI  
UNIVERSITY, AJMER

### 1.12 Special status conferred by Central/ State Government--

**Model College**

Autonomy by State/Central Govt. / University

NIL

University with Potential for Excellence

NIL

UGC-CPE

NIL

DST Star Scheme

NIL

UGC-CE

NIL

UGC-Special Assistance Programme

NIL

DST-FIST

NIL

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

**Model College**

UGC-COP Programmes

NIL

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and

01

community representatives

01

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="29"/>	Faculty	<input type="text" value="13"/>
Non-Teaching Staff / Students	<input type="text" value="9+3"/>	Alumni	<input type="text" value="02"/>
		Others	<input type="text" value="02"/>

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	<input type="text" value="14"/>	International	<input type="text" value="—"/>	National	<input type="text" value="1"/>	State	<input type="text" value="1"/>	Institution Level	<input type="text" value="12"/>
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(ii) Themes

- ***Organised by IQAC***  
**National Conference:**  
Innovative Strategies to Enhance Teaching Learning Process
- **State Level**  
Seminar on SPSS
- **Institutional Seminars/Workshops:**
- ***Department English:***  
Seminar on Renaissance, Reformation and First World War  
Seminar on Partition Literature  
Sr. Mariola, Member State Minority Commission also lectured the students on “Role of Media”
- ***Department of Commerce:***  
Workshops on Money Investment and Banking  
“How Can India become a Developed and Corruption Free Nation” delivered by Mr. Anil Tripathi, a UK based NRI
- ***Department of Zoology:***  
Lecture on ‘Breast Cancer’  
Lecture on ‘Alternatives to Dissections: Live Zoology’
- ***Department of Economics***  
Seminar by Prof. Kanta Ahuja, Ex Vice Chancellor of MDS and Rajasthan university on “Financial Inclusion and it Socio Economical Impact”
- ***Department of Management***  
Seminar on CBCS by Dr. Belinda from Madras Christian College  
Seminar on How to be the Best Manager was conducted by United World School of Business.  
A Seminar on Career options was organised where Prof. Puneet Narula, Director International Studies, Nanyang Business School of Nanyang Technological University, Singapore addressed the students.
- ***Department of Political Science, History and Sociology:***  
A Seminar on ‘Contemporary Relevant Social Issue Plaguing India and the World at Large’ was organised

## 2.14 Significant Activities and contributions made by IQAC

<ul style="list-style-type: none"> <li>Organised a National Conference on <i>Innovative Strategies to Enhance Teaching Learning Process</i> Conducted a Seminar on “How Can India become a Developed and Corrupt Free Nation” delivered by Mr. Anil Tripathi, a UK based NRI</li> <li>Established <i>Research and Development Cell</i></li> <li>Encouraged Faculty to apply for Minor Projects to UGC</li> <li>Looks after Quality Enhancement</li> <li>Planning and Preparing for UGC Expert visit for granting Autonomous Status</li> </ul>	<ul style="list-style-type: none"> <li>Encourages Faculty to pursue Research</li> <li>Academic Audit</li> <li>Research Audit</li> <li>Outreach Programmes</li> <li>Tree Audit</li> <li>Bird Audit</li> <li>Solar Power Plant</li> <li>Bio Gas</li> </ul>
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## 2.15 Plan of Action by IQAC/Outcome

<u>Plan of Action</u>	<u>Achievements</u>
<b>*Refer to Annexure I</b>	<b>*Refer to Annexure I</b>

**\* Academic Calendar of the year - Annexure. III**

2.16 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☒      Syndicate ☐      Any other body ☐

Provide the details of the action taken:

<ul style="list-style-type: none"> <li>A NAAC sponsored National Conference on <i>Innovative Strategies to Enhance Teaching Learning Process</i> was organised</li> <li>Prepared for UGC Expert Committee visit for Autonomy</li> <li>Encouraged faculty to apply for Minor Research Projects. Resultantly, four Members of the faculty applied.</li> </ul>
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## **Part – B**

### **Criterion – I**

#### **1. Curricular Aspects**

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2		2	
UG	8		8	2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	17	4		
Others				
<b>Total</b>	<b>27</b>	<b>4</b>	<b>10</b>	<b>2</b>

Interdisciplinary	21			
Innovative	21	-	21	21

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **ELECTIVE & CORE**

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	-
Annual	8

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☒ Students ☒  
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

(\*Analysis of the feedback – Annexure VIII)

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	18	04	-	01

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	02		-	-	-	-	-	03	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest 3      Visiting 1      Temporary-32

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	43	13
Presented papers	2	2	-
Resource Persons	-	-	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>* ICT enabled classrooms</li><li>* PPTs</li><li>* Open Book Tests</li><li>* Pre University tests</li><li>* Group Dynamics</li><li>* Virtual Learning Techniques</li><li>* Continuous Evaluation</li></ul> | <ul style="list-style-type: none"><li>* Industrial Visits</li><li>* Student Research</li><li>* Projects</li></ul> |
|---|---|

2.7 Total No. of actual teaching days

198

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Final Evaluation is done by the University. The institution conducts the following:

- MCQs
- Open Book Tests
- Presentations
- Projects
- Viva Voce
- Quiz
- Performance Enhancement Tests



2.9 No. of faculty members involved in curriculum

Restructuring /revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

-	-	-
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2.10 Average percentage of attendance of students

69%

2.11 Course/Programme wise distribution of pass percentage:

S. No	Name of Exam	No. Appeared	Distinction		I Division		II Division		III Division		Pass	
			Nos.	%	Nos.	%	Nos.	%	Nos.	%	Nos.	%
1	B.A. Part -I	182	20	11	60	33	78	43	40	22	178	98
2	B.A. Part -II	145	61	42	75	52	52	36	16	11	143	99
3	B.A. Part -III	129	11	9	35	27	69	53	5	4	124	96
4	B.Sc. Part -I	107	45	42	78	73	24	22	2	2	104	97
5	B.Sc. Part -II	104	35	34	61	59	30	29	8	8	99	95
6	B.Sc. Part -III	77	48	62	56	73	10	13	3	4	76	99
7	B.Com. Part -I	148	10	7	28	19	72	49	42	28	142	96
8	B.Com. Part -II	135	9	7	43	32	76	56	16	12	135	100
9	B.Com. Part -III	123	32	26	55	45	54	44	4	3	122	99
10	B.B.A. Part -I	42	31	74	35	83	7	17	0	0	42	100
11	B.B.A. Part -II	26	20	77	19	73	7	27	0	0	26	100
12	B.B.A. Part -III	43	33	77	37	86	5	12	0	0	42	98
13	B.C.A. Part -I	52	31	60	42	81	7	13	1	2	49	94
14	B.C.A. Part -II	49	21	43	47	96	2	4	0	0	49	100
15	B.C.A. Part -III	47	47	100	47	100	0	0	0	0	47	100
16	B.A. Eng. Hons. Part -I	38	12	32	11	29	22	58	3	8	36	95
17	B.A. Eng. Hons. Part -II	29	17	59	20	69	6	21	2	7	28	97
18	B.A. Eng. Hons. Part -III	13	2	15	8	62	5	38	0	0	13	100
19	B.A. Eco. Hons. Part -I	19	7	37	8	42	9	47	1	5	18	95
20	B.A. Eco. Hons. Part -II	19	11	58	13	68	6	32	0	0	19	100
21	B.A. Eco. Hons. Part -III	20	6	30	3	15	14	70	2	10	19	95
22	M.A. Eng. Prev.	24	3	13	20	83	13	54	0	0	24	100
23	M.A. Eng. Final	29	1	3	0	0	20	69	8	28	29	100
24	M.Sc. Com. Sc. Prev.	13	10	77	8	62	0	0	0	0	13	100
25	M.Sc. Com. Sc. Final	19	19	100	19	100	0	0	0	0	19	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Academic Audit
- Staff Feedback/Suggestions
- Student Feedback
- Interaction with Parents
- Interaction with Management
- Interaction with the Alumni

2.13 Initiatives undertaken towards faculty development

<i><b>Faculty / Staff Development Programmes</b></i>	<i><b>Number of faculty benefitted</b></i>
Refresher courses	6
UGC – Faculty Improvement Programme	3
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	1
Staff training conducted by the university	-
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	-
Others( Faculty Development Programmes)	5

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	02	0	00
Technical Staff	04	03	01	01

### Criterion – III

#### **3. Research, Consultancy and Extension**

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encouraged the Departments to publish Journals
- Encouraged the staff to write Proposals for Minor Research Projects
- Encouraged the Staff to present Papers at National/International Seminars

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	4	4
Outlay in Rs. Lakhs	-	Rs. 10 Lakh	Rs. 10 Lakh	-

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	3	-
Non-Peer Review Journals	1	-	-
e-Journals	5	-	-
Conference proceedings	-	2	-

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

##### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	2014-15	Literary Society Prakriti	10,000 25,000	
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the  
Institution

Level	International	National	State	University	College
Number	-	01	-	-	
Sponsoring agencies	-	NAAC	-	-	Respective Departments, IQAC, College Fora

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
03	-	-	-	03	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

02

06

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

-

State level

01

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

24

National level

02

International level

1

3.23 No. of Awards won in NSS:

University level

-

State level

01

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

1

State level

7

National level

2

International level

-

3.25 No. of Extension activities organized

University forum

1

College forum

05

NCC

03

NSS

09

Any other

-

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

<ul style="list-style-type: none"> <li>• Free Coaching for 215 children of Indira Colony</li> <li>• Outreach at two local Government Schools</li> <li>• Visit to the Orphanage</li> <li>• Rally on World AIDS Day</li> <li>• Visit to Chachiawas, home for children with Special Needs</li> <li>• Blood Donation</li> <li>• Street Plays on Social Issues</li> <li>• Visit to Adopted Villages</li> <li>• Tree Audit</li> <li>• Bird Audit</li> <li>• Visit to Bio Gas Plant</li> <li>• Visit to Solar Power Plant</li> <li>• Rally on Girl Child</li> <li>• Tree Plantation</li> <li>• Conservation Week</li> </ul>
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#### **Criterion – IV**

#### **4. Infrastructure and Learning Resources**

##### 4.1 Details of increase in infrastructure facilities:

<b>Facilities</b>	<b>Existing</b>	<b>Newly created</b>	<b>Source of Fund</b>	<b>Total</b>
Campus area	9.9 acres	-	-	9.9 acres
Class rooms	72	11	Education Society of Sophia	83
Laboratories	13	01	-	14
Seminar Halls	1	Reconstructed and modernised the Existing one	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		30computers 8 Psychology Instruments and Test 8 Projectors 8 Audio Tapes	College Fund	
Value of the equipment purchased during the year (Rs. in Lakhs) <ul style="list-style-type: none"> <li>• Computers</li> <li>• Psychology Instruments and Test</li> <li>• Projectors</li> <li>• Audio Tapes</li> </ul>		6 Lakh 40,7300 2 Lakh 25,000	College Fund	

Others <ul style="list-style-type: none"> <li>Solar Power Plant</li> </ul>	140 Solar Panels	45 Lakh	College Fund	-

#### 4.2 Computerization of administration and library

<b>Computerization of Administration:</b> <ul style="list-style-type: none"> <li>Network Resource Centre</li> <li>Data Entry of University Results of last three years</li> <li>Admission Forms</li> <li>Alumni Forms</li> <li>SMS alerts</li> <li>College Website</li> <li>Staff and student Bio-metric Attendance</li> </ul> <b>Computerization of Library:</b> <ul style="list-style-type: none"> <li>Computerized issuing of books</li> <li>Inflibnet</li> <li>Bar Coding of the Library</li> <li>Internet Facility</li> <li>Photocopy Facility</li> </ul>
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	32683	4274545	539	193260.50	33222	4467805
<b>Reference Books</b>	4095	709847	1476	119942	5541	829789
<b>e-Books</b>	-	-				
<b>Journals</b>	21	37,555			21	37,555
<b>e-Journals</b>	-	-				
<b>Digital Database</b>	-	-				
<b>CD &amp; Video</b>	-	-				
<b>Others (specify)</b>	-	-				

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Other s
Existing	164	118	05	05	-	07	31	-
Added	29	22	-	-	-	03	01	-
Total	193	140	03	06	05	07	32	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Seminar on SPSS
- Seminar on ERP III
- Seminar on Financial Literacy
- Seminar on Choice Based Credit System
- Seminar on Thinking Processes and Communication

4.6 Amount spent on maintenance in lakhs:

i) ICT

6,00,000

ii) Campus Infrastructure and facilities

7,20,000

iii) Equipments

61,500

iv) Others

1,50,000

**Total:**

8,01,500

### **Criterion – V**

#### **5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial Classes
- Quiz on ‘History of the College’
- Handing Down College Tradition by Ex-students
- Dance Drama on the History of the Institution

5.2 Efforts made by the institution for tracking the progression

- Through College website
- Academic Audit
- Certificate to students with 15% increase in marks
- Students’ Feedback
- Social Networking Sites
- Personal Contact

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1601	89	-	-

Men

No	%
-	-

Women

No	%
1690	100



(b) No. of students outside the state

67

(c) No. of international students

NIL

Last Year 2013-2014						This Year 2014-2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1256	89	32	334	01	1722+ 10 Defence	1294	84	32	325	-	1690

Demand ratio

1:2.5

Dropout %

1.2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of student beneficiaries

-

5.5 No. of students qualified in these examinations

NET	03	SET/SLET	08	GATE	01	CAT	26
IAS/IPS etc		State PSC	01	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- Family Life Education to prepare for Future Roles
- Human Rights Education
- Value Education
- Personal Counselling
- Career Counselling
- Subject Counselling During Admissions

No. of students benefited

676

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	109	55	112

## 5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"> <li>• Rally on Save Girl Child</li> <li>• NSS volunteers and Officers trained by SURE on Sensitising Youth on Gender Based Violence</li> <li>• Gender Sensitisation</li> <li>• Marriage Encounter</li> <li>• Evils of Abortion</li> <li>• Human Rights Education</li> <li>• Poster Campaign on ‘Saving the Girl Child/Female Infanticide’</li> <li>• Self Defence</li> </ul>
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## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

**Sports:** State/ University level  National level  International level

**Cultural:** State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	3,82,595
Financial support from government	40	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	01	-

### 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

The Congregation of the Mission Sisters of Ajmer (a Sisterhood of Indian women) imbued with the love of Christ and inspired by Mary - Seat of Wisdom - the role model of all women, are committed to work in the field of Higher Education and to uplift the girl child and thus empower her by providing a holistic development to make an effective contribution to the community, society and nation.

#### ***Knowledge is a continuous quest at Sophia***

##### **We are committed to:**

- Inspire young women to achieve academic excellence.
- Teach discernment so that our students think for themselves and think correctly.
- Encourage and recognize talent in individual students.
- Create awareness that education is a continuous quest.

##### **Socially we work towards:**

- Preparing young women for their role in the future as career women, wives and mothers.
- Fostering a team spirit and encouraging a sense of responsibility and self- discipline.
- Stressing on individual development bearing in mind the changing needs of society.
- Creating an atmosphere of respect and concern for the welfare of students.
- Moulding young girls into mature, responsible, just and empowered women.
- Teaching them to adjust to the changing social milieu while not forgetting the traditional values.
- Sensitizing them to reach out to the marginalized and the underprivileged.

##### **Spiritually we aim at:**

- Leading them to know GOD through the pursuit of truth and knowledge of self.
- Exposing them to values that are eternal.
- Nurturing them to become beacons of light and ambassadors of harmony.

## 6.2 Does the Institution have a Management Information System?

### **YES the College has an MIS**

- **Enterprise Resource Planning**
- **Administrative Procedures including finance:** Account books and Ledgers are maintained and Accounts audited
- **Examination Procedures:** University examinations records of duties and attendance is maintained.
- **Parent Teacher Meetings: Three Parent Teacher Meetings are organised to apprise the parents of their ward's performance and attendance in class**
- **Student Admissions: Records are** maintained as admission is done on merit basis
- **Student records:** Personal details, Records of attendance and compilation of marks at the University Examination are maintained.
- **Others:** Details of Participation in Games, Merit Holders, Prize Winners, Annual Report, Reports and records of Clubs and Fora, as well as Staff Notice book are maintained.

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

No new academic programmes were initiated in the last academic session as the college is not autonomous and has to follow the courses offered by the MDS University.

### 6.3.2 Teaching and Learning

- Guest Lectures
- Syllabus Based Exhibitions
- Department Library
- Class Discussions
- Projects
- Remedial Classes
- Viva Voce
- Industrial Visits
- Excursions
- Computer Aided Dissections

### 6.3.3 Examination and Evaluation

Besides University Examination the college conducts:

- Regular Tests
- Viva Voce
- Projects
- Assignments
- PowerPoint Presentation
- Assignments
- Internet Research

#### 6.3.4 Research and Development

- Four Members of Faculty have applied for Minor Research Projects to UGC.
- The Department of English conducted a seminar on Partition Literature.
- The Department of English published a Peer Reviewed International Research Journal with online and print ISSN.
- The Department of Economics conducted a State Level Seminar on SPSS.
- The Geography Forum published a Journal 'Khoj' with 11 papers. They also conducted Power Point Presentation Competition on various topics.
- The Department of Management conducted 'A Talk on financial Inclusion by RBI-HR'
- A Lecture on 'Alternatives to Dissections: Live Zoology' was organised by the Department of Zoology.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Wi-fi
- Intercom
- Xerox
- Inflibnet
- Bar Coding of the Library
- Bio Metric for students
- Enterprise Resource Planning (Centralised database System and Interactive Dynamic Website)
- Internet Facility
- Computerized issuing of books
- Computers for every Department
- Visualizers
- Virtual Classrooms
- College Website
- Staff and Student Bio-metric Attendance

#### 6.3.6 Human Resource Management

- SPSS
- CBCS
- Feedback from staff and students
- Staff Meetings
- Staff Welfare Schemes
- Shields and Awards for Students
- Tutor Ward System
- Faculty Upgradation Programmes
- Guidance and Counselling
- Newly Appointed staff was encouraged to enrol for Ph. D
- Recruitment of Permanent Staff and Adhoc Staff
- Annual Salary Hike
- Staff Loans
- Financial aid to the students belonging to the economically weaker section of the society
- Maintaining Interpersonal Relationship
- Pro Employee leave policy
- Faculty Development Programmes

#### 6.3.7 Faculty and Staff Recruitment

The following were recruited at the beginning of the Session:

- Permanent Teaching Staff
- Assistant Librarian
- Maintenance Staff
- Adhoc Teaching Staff

#### 6.3.8 Industry Interaction / Collaboration

- IBM and Genpact conducted interviews for campus placements
- Collaboration with Defence Forces for creating awareness about opportunities in the same field
- Summer Training for BBA Students
- Career Talks from Industrial Sector
- Visit to Tea Plantation and Processing Unit
- Real Time Simulation through C Programming by Hindustan Mechano Solutions
- Science students visited Todgarh Wildlife Sancturay
- Visit by the BBA students to Birla Planetarium Jaipur

#### 6.3.9 Admission of Students

- Admissions for students at graduate and postgraduate levels are done online.
- The college follows a transparent admission policy based on the norms laid down by the University and the Directorate of College Education.
- Counselling of students at the time of admissions regarding choice of subjects

#### 6.4 Welfare schemes for

Teaching	Reduction of Workload for Research Work and Infant care Interest Free Personal Loans
Non teaching	Loans on Non – Interest basis are given as well as medical care, Freeships and scholarships for wards of the staff
Students	Scholarships and book bank

#### 6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done      Yes ☒      No ☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes      Yes ☐      No ☒

For PG Programmes      Yes ☐      No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Inspite of a faulty Examination System no reforms have been made by the University

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University withheld the College's Proposal for Autonomy inspite of the UGC's communication vide letter No. F 2-241(1)/2014 (AC) dated 7<sup>th</sup> March 2014

6.11 Activities and support from the Alumni Association

- Many of the Alumni of the College Contributed as Resource Persons for The UGC Sponsored National Seminar in English and UGC Sponsored National Workshop in Home Science.
- Judging of Various College Competitions – debate, dance and singing.
- Career Counselling for entry into services like the Army, the Corporate Sector and other careers.
- 50% of the Teaching are Alumni

#### 6.12 Activities and support from the Parent – Teacher Association

- Alumni Day
- Interaction with students
- Parents during an Interactive Session extended their whole hearted support to Autonomy.
- Parent –Teacher Interactions are organised quarterly wherein the Teachers give feedback regarding the progress of their wards
- Suggestions are provided by the Parents for further improvement
- Parents co-operate to uphold the values instilled by the Institution
- There is a Parent Representative on the Managing Committee

#### 6.13 Development programmes for support staff

- To keep the staff technically sound, an IT savvy computer training was organized for them.
- Spiritual Enrichment sessions are held on the campus, to morally and religiously strengthen the individuals.
- On days such as Maintenance Staff Day and Management Day, games – sports and cultural events are also organized for the non –teaching staff.
- The college organizes various academic and non –academic sessions for the healthy development and betterment of the non-teaching staff.
- The College organises outings with family members.
- A special lunch is hosted for the Maintenance Staff along with the family members on Maintenance Staff Day.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree Audit.
- Bird Audit
- Solar Power Plant
- Kitchen Garden
- Cacti and Succulent Plants Garden
- Swachh Bhaarat Rally
- Certificates course on Vermiculture and Bonsai.
- Solar Water Heating is used in the Hostel.
- Setting up of Biogas Plant.
- Preparation of Vermi - compost Pit.



## **Criterion – VII**

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Encouraged research: Four teachers applied for Minor Research Projects.
2. The Geography Department published a journal with 11 articles.
3. Publication of Proceedings of the NAAC sponsored National Conference.
4. Online admissions began.
5. Library automation and bar coding was completed.
6. Biometric attendance for staff and students began.
7. Introduction of RFID cards.
8. The department of English published a Journal.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

**\* (Action Taken Report (ATR) Details attached in Annexure I)**

7.3 Give two Best Practices of the institution

**\* (Details attached in Annexure II)**

7.4 Contribution to environmental awareness / protection

- Geography Forum screened the movie '2012'.
- Best out of waste competition was organised to make use of old articles.
- Geography Association presented a dance drama – 'Save the Earth'.
- A lecture on 'Energy Conservation' was organised by NSS.
- Maths Forum conducted a study on 'Pollution in Anasagar'.
- Zoology students studied the Fauna of Kumbalgarh.
- A study of medicinal Plants was conducted by an expert along with the Lecturers from the Department of Botany.
- A medicinal garden was planned.
- A Bio Gas plant was constructed.
- A Vermi-Compost Pit was constructed for Vermi-Culture and is operational.

7.5 Whether environmental audit was conducted? Yes No

☐☒

7.6 Any other relevant information the institution wishes to add.

### **SWOT Analysis**

#### **Strengths:**

- Women Empowerment
- Regular classes
- Encouraging Management
- Aesthetic Ethos
- Numerous platforms (clubs, fora, extra curricular activities) to enhance all round development
- Airy and spacious classrooms
- Updated infra structure to keep pace with changing times
- Provides education to the financially weak section of the society

#### **Weaknesses:**

- Paucity of Funds due to lack of grant from UGC or the Government
- Attract good and qualified staff due to Ajmer being a small town

#### **Opportunities:**

- Introduction of Skill Development Programmes
- To start Job Oriented Diplomas or Certificate courses
- To offer coaching for Competitive Exams

#### **Challenges/ Threats:**

- Students prefer to do PG as private students in non practical subjects
- Good students migrate out of Ajmer after schooling
- Lack of support of parent university in pursuing Autonomy

## 8. Plans of the Institution for next year:

Sophia Girls College functions under the management of the Mission Sisters of Ajmer, a sisterhood of Indian women, whose dedication to God enables them to impart a liberal and enlightened education in the upliftment of humanity. The college is committed to inspire young women to achieve academic excellence and an enriched personality.

- (1) The Institution plans to introduce three ad-on courses in:
  - a. French
  - b. English Proficiency
  - c. Yoga
- (2) The College plans to start the following Certificate courses:
  - a. Dramatics
  - b. Fine Arts
  - c. Short Films and Documentary Making
  - d. Jewellery Designing
  - e. Self Defence
  - f. Personality Development and Counselling
  - g. Travel and Tourism
  - h. Interior Decoration
  - i. Continental Cuisine
  - j. Naturopathy
  - k. Photography
- (3) The Department of Geography has submitted a proposal to the UGC for a National Seminar on 'Water- an unending Quest'.
- (4) The College plans to have various Faculty Development Programmes on :
  - a. Value Based Education in Higher Education
  - b. Relevance and Functioning of Autonomy
  - c. Choice Based Credit System
  - d. Writing Research Papers
  - e. E Governance
- (5) The College plans to invite various Companies for campus interviews
- (6) The College plans to continue Community Extension Programmes
- (7) The college plans to conduct Project Work and Internship at Industrial Units in the vicinity



**(Mrs. Sandra Lee)**



**(Dr. Sr. Serena)**

*Name & Signature of the Coordinator, IQAC*

*Name & Signature of the Chairperson, IQAC*

## **ANNEXURES**

### **LIST OF ANNEXURES**

1. Action Taken Report
2. Two Best Practices
3. Academic Calender
4. College Calender
5. Annual Report
6. Annual Prize Giving List
7. Analysis on Student Feedback

## Annexure I

### **Action Taken Report (ATR)**

#### **Plan of Action 2013-2014**

#### **ATR- 2014-15**

#### **I. Objectives**

1. To sensitise young minds towards their responsibility to mother Earth.	<p>1.1 The Principal herself is an ardent lover of Nature who spends at least an hour every morning surveying the garden and enthusing the gardeners to keep the campus green.</p> <p>1.2 The well manicured lawns, the variety of flora and the greenery are all an outcome of her passion.</p> <p>1.3 The College has a Forum called Nature Club to sensitise the students towards the beauty and importance of Nature.</p> <p>1.4 Ecology Day is celebrated on the 4<sup>th</sup> of October as it coincides with the Feast of St. Francis of Assisi, the patron saint of Ecology.</p> <p>1.5 Prakriti- The Geography Forum also encourages students to protect and sustain Nature.</p> <p>1.6 The Geography Department organized a Conservation Week from 4<sup>th</sup> to 9<sup>th</sup> August, 2014.</p> <p>1.7 The students began a Save Electricity Campaign during the week.</p> <p>1.8 The students motivated to students to make Sophia College a Green and Clean Campus.</p> <p>1.9 They undertook a tree plantation drive on the campus.</p> <p>1.10 The students also contributed 200 potted plants to add to the existing flora in the college garden.</p> <p>1.11 The students also performed Nukkad Nataks in the college to sensitise the students about the need to save electricity and water.</p> <p>1.12 The students visited the Bio Gas Plant, the Solar Plant and the Rain Water Harvesting System to understand the working of the three.</p> <p>1.13 The Department of Botany conducted the Tree Audit to number and name all the trees of the campus.</p> <p>1.14 Name plates displaying the common as well as the Botanical names were put up on every tree.</p> <p>1.15 Students have been made aware of the variety of the flora on the campus.</p> <p>1.16 A picturesque collage showcasing the flowers is displayed at the entrance of the college.</p> <p>1.17 They sensitized to the importance of trees in maintaining an ecological balance</p> <p>1.18 The Botany Students had put up an exhibition showcasing the beauty of cacti and succulent plants.</p> <p>1.19 . The department also surveyed the campus and carved out a patch of land to plant a Medicinal Garden.</p> <p>1.20 The staff and students contributed by bringing plants with medicinal value.</p> <p>1.21 The Sister's have their own kitchen garden to cater to the needs of the hostel.</p> <p>1.22 The students of the hostel and the Sisters thus get to eat organic vegetables fresh from the farm.</p> <p>1.23 The Department of Zoology conducted a Bird Audit to know the number and species of birds visiting the campus.</p> <p>1.24 The students were also updated on the fauna found on the campus.</p> <p>1.25 The students were encouraged to develop bird watching as a hobby.</p>
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	<p>1.26 The students counted at least 45-50 species visiting the college annually.</p> <p>1.27 A big collage showcasing the bird audit is displayed at the entrance of the college.</p> <p>1.28 The students of the Science Department also went to Toddgarh Animal Sanctuary, to study the flora and fauna in its natural habitat.</p>
2. To create awareness about better and eco friendly alternatives to traditional methods of power generation	<p>2.1 The college has set an precedent in the entire state of Rajasthan by being the first educational institution to install a solar power plant to generate electricity.</p> <p>2.2 The Plant generate 40 KVA per day including back up facility. All the lights, fans, computers, microwave ovens, laboratory apparatus, coolers work on the power generated by the Solar Plant.</p> <p>2.3 The college is now saving approximately Rs. 20,000- 25,000 that used to be paid as electricity bills every month. the college does not feel the pinch when there are power cuts in the city.</p> <p>2.4 The hostel runs on water heated in the solar heaters.</p> <p>2.5 Hot water is provided to the inmates of the hostel all through the year.</p> <p>2.6 The management has also installed a bio gas plant.</p> <p>2.7 All the waste of the college and the hostel is used to generate cooking fuel in the hostel kitchen.</p> <p>2.8 The college has also taken the initiative to increase the underground water level on the campus.</p> <p>2.9 The rain water is diverted into the wells to recharge the underground water supply.</p> <p>2.10 Previously the college had to buy water.</p> <p>2.11 Now the college is self sufficient in terms of electricity, water and cooking fuel.</p> <p>2.12 A certificate Course on Vermiculture was organized by the Department of Science.</p> <p>2.13 A Certificate Course on Bonsai was also conducted by the Department of Science.</p>
3. To help the youth realize the urgent need for being value oriented and God centered people.	<p>3.1 The academic session begins by invoking God's blessings for each one of the students and her family; teachers and their family, well wishers for the college and near and dear ones.</p> <p>3.2 67 students went to the 9<sup>th</sup> International Youth Conference "Power-2014" at Muringoor, Kerela.</p> <p>3.3 The Mass of the Holy Spirit was celebrated on 22<sup>nd</sup> August, 2014 to thank God for His Mercies and to pray for the new Academic session.</p> <p>3.4 The Good News Group is an association of like-minded young girls who conduct prayer services and assemblies on all important occasions.</p> <p>3.5 The Good News Group also organized Calligraphy Competition and a Bible Quiz.</p> <p>3.6 The Good News Group also organizes the Advent Meet celebrating the Birth of Christ, wherein they pray for each others' needs and for the needs of the world.</p> <p>3.7 The Good News Group also conducted a prayerful assembly at the end of the academic session to pray for the well being and seek wisdom from the Divine for all the students of the college for the upcoming examinations.</p>

	<p>3.8 A Spiritual Renewal Retreat was organized for the students to receive healings and blessings for themselves and their families on 27-29<sup>th</sup> November, 2014.</p> <p>3.9 Christmas Assemblies were conducted to Pray for Peace and Joy in the world.</p>
4. To empower them so that they can handle personal and professional crisis.	<p>4.1 There is a Guidance and Counselling Cell in the college that caters to the personal needs of the students.</p> <p>4.2 Students seek help regarding personal matters from their mentors.</p> <p>4.3 The Group Teacher System is a hallmark of the college wherein the students interact with their teachers to talk of their personal problems</p> <p>4.4 Every teacher is assigned a fixed number of students with whom she interacts for the next three or five years so that a close rapport is built up and trust is maintained.</p> <p>4.5 The teachers regularly counsel the students about career opportunities.</p> <p>4.6 Even at the beginning of the session, the teachers talk of the various avenues available in their subjects during Subject Orientation.</p> <p>4.7 There is a Grievance Box where the students can bring to the notice of the Authorities their personal grievance at personal level and even in the college.</p> <p>4.8 Students have written about the problems of Eve Teasing, lewd sms and stalking which was taken up very seriously by the Administrations.</p> <p>4.9 The Registration Numbers of vehicles and phone numbers were notified to the police.</p> <p>4.10 The Principal takes Value Education Sessions with the senior students every year</p> <p>4.11 The Principal also takes an informal written feedback from the students about their teachers, classroom teaching, college and peers.</p> <p>4.12 The Vice Principal of the College takes a Certificate Course on Family Life Education where the girls are prepared for marriage.</p> <p>4.13 A qualified gynaecologist gives a special talk on Sexuality.</p> <p>4.14 The girls are even prepared for Family Planning and neo natal care.</p>
5. To help foster a concern for the economically weaker sections of society.	<p>5.1 The Management offers Scholarships to the children of the weaker sections of the Society.</p> <p>5.2 The children of the Maintenance staff are given freeships both in the College and Sophia School, a sister concern.</p> <p>5.3 The hostel fees are very nominal when compared with other institutions only to encourage Higher Education for Girls.</p> <p>5.4 Even in the hostel, concessions are given to the needy.</p> <p>5.5 The College celebrates Maintenance Staff Day on the 23<sup>rd</sup> of December to express gratitude for their services to the students and the college.</p> <p>5.6 Games are organized along with a short cultural programme to entertain them.</p> <p>5.7 The winners of all the games are given prizes and everybody is given a gift at the end of the programmed.</p> <p>5.8 The staff is also treated to a special lunch hosted by the Management.</p> <p>5.9 NSS volunteers organize Street Plays in the adopted Village on social issues like Female Feticide, dowry, the importance of Education for girls, health and hygiene.</p> <p>5.10 NSS volunteers also organized street plays at the crossroads of Police Line and the Collectorate to sensitise the citizens of Ajmer</p>

	<p>on matters pertaining to social issues.</p> <p>5.11 The college participated in Blood Donation Camp at JLN Hospital, Ajmer for Thalassemia patients.</p> <p>5.12 The College participated in a rally protesting against Atrocities on Women.</p> <p>5.13 NSS Volunteers help the children whom they are tutoring to put up an Annual Function to unleash their potential.</p> <p>5.14 The College also participated in a Rally on AIDS on the 1<sup>st</sup> December, 2014 –the International Aids day.</p> <p>5.15 The Psychology and Home Science Students went to Meenu Mano Vokas Kendra Chachiyawas, a school for children with special needs.</p> <p>5.16 The Psychology students visited the Dayanand Bal Sadan and conducted Case Studies of the Orphans.</p> <p>5.17 They conducted Case Studies and were sensitized to the needs of Special Children.</p> <p>5.18 NSS camp was organized from 2<sup>nd</sup>-8<sup>th</sup> of November, 2014 to sensitize the students to the needs of the rural areas.</p>
6. To enthuse them with the love of knowledge which is not just bookish but practical and realistic.	<p>6.1 Prakriti—The Forum of the Geography department celebrated its week entitled ‘Panch Tatva’.</p> <p>6.2 The forum came out with its second issue of its Research Journal for Undergraduates titled ‘Khoj’ to encourage critical thinking and an analytical bent of mind.</p> <p>6.3 The students of Geography went on an Educational trip to Dalhousie, Kangra and Kufri to study the topography of the Temperate Forests.</p> <p>6.4 The Psychology and Home Science Students went to Meenu Mano Vikas Kendra Chachiyawas, a school for children with special needs.</p> <p>6.5 The Psychology students visited the Dayanand Bal Sadan and conducted Case Studies of the Orphans.</p> <p>6.6 They conducted Case Studies and were sensitized to the needs of Special Children</p> <p>6.7 IBM conducted Campus Interviews for the Final Year Students.</p> <p>6.8 The department of English organized a Lecture on “Partition Literature” by Dr. Anita Luther from Mumbai University.</p> <p>6.9 The department of English organized an Interdisciplinary Lecture on “Reformation”, “Renaissance” and “The First World War”.</p> <p>6.10 The Department of English also Organised a Lecture on “The Role of Media” by Sr. Mariola, Member State Minority Commission.</p> <p>6.11 Lyceum—the forum of Political Science, History and Sociology organized a Declamation Competition on Contemporary Relevant Social Issue Plaguing India and the World at Large.</p> <p>6.12 Lyceum—the forum of Political Science, History and Sociology organized a quiz on Current Affairs.</p> <p>6.13 The students of Lyceum went on a field trip to Chittorgarh in collaboration with Rajasthan Tourism Development Corporation.</p> <p>6.14 The Department of Zoology organized a Lecture on Breast Cancer Awareness by Dr. Kumkum Singh, Professor and Head of the Department of Surgery, JLN Hospital, Ajmer.</p> <p>6.15 The Department of Zoology also organized a session on Digital Dissection by Dr. Vivek Sharma, Associate Professor, MDSU, Ajmer.</p> <p>6.16 The Department of Economics in association with Rajasthan Economic Association organized a three day workshop on SPSS for the Member of the Faculty.</p> <p>6.17 The Department of Economics encourage the students to make Documentaries on Social and Economically Relevant Topics.</p>



	<p>6.18 The Department of Commerce organized a Quiz Competition to test the general IQ of the students.</p> <p>6.19 The Department of Commerce had Powerpoint presentations on Share Markets, Capital Markets and Securities and Business Management.</p> <p>6.20 A Career Counselling Seminar was conducted by Dy. S P Narender Choudhary and Mr. Nagender Singh Bhati.</p> <p>6.21 A Best Manager Competition was organized by United World School of Business on 11<sup>th</sup> October.</p> <p>6.22 Cash Prizes were awarded to the best three Managers.</p> <p>6.23 Dr. R. Belinda from Christian Medical College under the aegis of AIACHE Exchange Programmed delivered lectures to the students of BBA, Economics, Sociology and B. Com.</p> <p>6.24 She also conducted a Faculty development Programme on Choice Based Credit System.</p> <p>6.25 Dr. R Belinda also conducted Career Counselling for those interested in opting for Masters in Social Work.</p> <p>6.26 A Lecture for MA Previous on CBCS was delivered by Dr. Belinda.</p> <p>6.27 Prof. Puneet Narula, Director, International Studies Nanyang Business School of Nanyang Technological Univesity, Singapore addressed the students of BBA, BCA and BCOM.</p> <p>6.28 12 teachers attended a one day National Workshop on Excellence Through Good Governenace in higher Education on 14.2.2015 at RK Patni Govt. College, Kishangarh.</p> <p>6.29 The workshop was conducted by the Directorate of College Education, Jaipur.</p>
7. To encourage them to develop thinking minds, a creative bent and a critical viewpoint.	<p>7.1 Prakriti—The Forum of the Geography department organized a story writing competition based on the theme Panch tatva.</p> <p>7.2 The forum also organized a bookmark making competition based on the theme of Nature.</p> <p>7.3 Every department in the college organized Chart and Collage Making Competitions based on themes drawn from their syllabus to help students explore their creativity and critical thinking.</p> <p>7.4 Chronological Charts were made to reflect the history of every subject.</p> <p>7.5 Charts on Career Avenues in every field available were made to help the students choose from the various career options.</p> <p>7.6 Charts on Departmental Activities were made to showcase the talents of the students.</p> <p>7.7 Charts on Historical Figures like famous Kings, Queens , Literary Figures, Thinkers and Philosophers were made to help students know about their past.</p> <p>7.8 Students of English Literature made charts on different Eras ranging from the Celtic to the Greek to the Roman to the Norman Conquest.</p> <p>7.9 Girls also painted portraits of Historical Figures and themes based on Poetry.</p> <p>7.10 The Computer Science Department held a four day IT week titled 'FuTech'</p> <p>7.11 The students displayed their technical skills in Programming.</p> <p>7.12 The students presented creative powerpoint presentations on various topics.</p> <p>7.13 They students made working models based on the technology of computers.</p> <p>7.14 There was a Collage Making Competition to hone their creative skills.</p> <p>7.15 A Two Day workshop on Computer Animation was</p>

	organised by the Department of Computer Science.
7.16	The Literary Forum organized a Creative Writing Competition to help budding writers put forth their thoughts in pen.
7.17	The best articles were chosen for the Annual College Magazine “Sophiana”
7.18	The Annual English Debate was organized by the Department of English on “Peer Pressure is Harmful”
7.19	The Annual Hindi Debate was organized by the Hindi Department on “Achhe Din Aa Gaye Hain”
7.20	Spectrum—the Dramatic Club staged the Annual English Play—The Sound of Music.
7.21	The play was directed by Pooja Sajeesh of BA Eng (Hons.)
III.	
7.22	Spectrum—the Dramatic Club staged the Annual Hindi Play—Andhon Ka Hathi
7.23	The Play was directed by Bhawana R Shekhawat of BA III
7.24	The stage setting, the costumes, the make up, hairstyles, light and sound were managed by the students themselves.
7.25	6 Economics Students went to participate in “Synergy” the Economic Fest at St. Xaviers, Jaipur.
7.26	5 Economic Students went to participate in the Rajasthan Economic Association Conference and 1 presented a paper.
7.27	A Lecture by Prof. Kanta Ahuja, Ex Vice Chancellor, MDSU, Ajmer on “Financial Inclusion”.
7.28	The College organized its first Cultural Fest “Sophiesta” to unleash the creativity of its students from the 9 <sup>th</sup> – 11 <sup>th</sup> October, 2014.
7.29	Sophia College co-hosted ICCC (Intercollegiate Cultural Competition) with MDSU, Ajmer in the month of October for five major categories: Music, Dance, Literary Events, Theatre and Fine Arts.
7.30	The winners of ICCC participated in the National West Zone Competition in 10 categories.
7.31	Winners of the West Zone participated in the International Youth Festival Bani Thani.
7.32	Stuti Beri of Eng. (Hons.) II represented the West Zone at the National Youth Festival at Devi Ahilya Bai Mahavidhyalaya, Indore.
7.33	Kumud Khatri stood second in the State Level Debate Competition organized by Staney Memorial College, Jaipur.
7.34	An Add on Course on Fine Arts was successfully completed to hone the fine arts skills of the students.
7.35	A Certificate Course on Short Films and Documentary Making was conducted by Mr. Stalin B Massey from Mumbai.
7.36	A Certificate Course on Jewellery Designing was conducted to help students gain an extra skill
7.37	An Add on course in French was conducted to increase the Language Proficiency of the students.
7.38	29 students won prizes in different categories at the State Level Cultural Fest.
7.39	A Talent Hunt for the Freshers was organized to find out the latent talents of the Freshers.
7.40	On the Freshers’ Day the new entrants were given a platform to showcase their talents on the stage.
7.41	1656 Students were taken in groups for the woman centric movie Mary Kom
7.42	A Movie Review Competition was organized by the Department of English and Department wise prizes were awarded to encourage budding reviewers.

	7.43 A Career Counselling Session was held on 15 <sup>th</sup> November, 2014 for all the avenues open in the field of designing.
8. To engender a spirit of patriotism and communal harmony.	<p>8.1 9 cadets attended the Combined Annual Training Programmed (CATC) at Bhilwara.</p> <p>8.2 4 students attended the Pre IGC (Inter Group Competition) at Jaipur</p> <p>8.3 2 students attended the Pre Republic Day Camp at Jaipur.</p> <p>8.4 2 students (Priya Mathur of B.Com II and Shrishti Moyal of BAI) attended the Republic Day Camp at Delhi.</p> <p>8.5 1 student (Charul Singh of BA II) participated in the Youth Exchange Programme in Sri Lanka.</p> <p>8.6 The college celebrated Independence Day with zeal and vigour.</p> <p>8.7 The National Flag was hoisted amidst a fervour of patriotism.</p> <p>8.8 Spectrum staged a Nukkad Natak on Corruption—A Menace.</p> <p>8.9 A Patriotic Song Competition was organized for Independence Day.</p> <p>8.10 Republic Day was celebrated with the spirit of patriotism.</p> <p>8.11 Students inspired the audience with their thrilling speeches and songs.</p> <p>8.12 Students of BA II staged a street play on “Communal Harmony—need of the hour”</p> <p>8.13 The students of the Home Science Department captured the culture of India through their costumes, setting and cuisine.</p> <p>8.14 Lyceum—the forum of Political Science, History and Sociology organized a Declamation Competition on Contemporary Relevant Social Issue Plaguing India and the World at Large.</p> <p>8.15 A rally on bikes was organized where the Collector of Ajmer also joined to encourage the citizens of Ajmer to contribute for the Swachh Bhaarat Campaign.</p> <p>8.16 The College organized a talk on “How can India become a Developed and a Corruption Free Nation” by Mr. Anil Tripathi an NRI based in the UK.</p> <p>8.17 Spectrum staged a play on Human Rights on the World Human Rights Day, 10<sup>th</sup> December 2014.</p>
9. To emphasise the need to be catalysts in bringing about a change in the society.	<p>9.1 NSS volunteers organize Street Plays in the adopted Village on social issues like Female Feticide, dowry, the importance of Education for girls, health and hygiene.</p> <p>9.2 NSS volunteers also organized street plays at the crossroads of Police Line and the Collectorate to sensitise the citizens of Ajmer on matters pertaining to social issues.</p> <p>9.3 The college participated in Blood Donation Camp at JLN Hospital, Ajmer for Thalesimia patients.</p> <p>9.4 The College participated in a rally protesting against Atrocities on Women.</p> <p>9.5 NSS Volunteers help the children whom they are tutoring to put up an Annual Function to unleash their potential.</p> <p>9.6 The College also participated in a Rally on AIDS on the 1<sup>st</sup> December, 2014 –the International Aids day.</p> <p>9.7 A rally on bikes was organized where the Collector of Ajmer also joined to encourage the citizens of Ajmer to contribute for the Swachh Bhaarat Campaign.</p> <p>9.8 The Psychology and Home Science Students went to Meenu Mano Vokas Kendra Chachiyawas, a school for children with special needs.</p> <p>9.9 The Psychology students visited the Dayanand Bal Sadan and conducted Case Studies of the Orphans.</p> <p>9.10 They conducted Case Studies and were sensitized to the needs of Special Children.</p> <p>9.11 NSS camp was organized from 2<sup>nd</sup>-8<sup>th</sup> of November, 2014 to sensitize the students to the needs of the rural areas. The Geography Department organized a Conservation Week from 4<sup>th</sup> to</p>

	<p>9<sup>th</sup> August, 2014.</p> <p>9.12 The students began a Save Electricity Campaign during the week.</p> <p>9.13 The students motivated to students to make Sophia College a Green and Clean Campus.</p> <p>9.14 They undertook a tree plantation drive on the campus.</p> <p>9.15 The students also contributed 200 potted plants to add to the existing flora in the college garden.</p> <p>9.16 The students also performed Nukkad Nataks in the college to sensitise the students about the need to save electricity and water.</p> <p>9.17 The college has set an precedent in the entire state of Rajasthan by being the first educational institution to install a solar power plant to generate electricity.</p> <p>9.18 The Plant generates 40 KVA per day including back up facility. All the lights, fans, computers, microwave ovens, refrigerators, laboratory apparatus, coolers work on the power generated by the Solar Plant.</p> <p>9.19 With the installation of Solar Plant, the college is saving approximately Rs. 20,000 to 25,000 per month.</p> <p>9.20 The college is now using Solar heaters to heat water in the hostel. This makes it possible for the students in the hostel to have hot water throughout the year.</p> <p>9.21 A Bio Gas plant has been installed by the Management to make the college more environmental friendly.</p> <p>9.22 For this purpose all the waste of the college is used to generate cooking gas to cook food in the hostel.</p> <p>9.23 As a part of our Environmental friendly drive, the college has also tried to contribute in its own way by trying to increase the underground water level on the campus.</p> <p>9.24 Rain water is diverted into the wells within the college to replenish the water supply.</p> <p>9.25 Due to this reason, the college is now self sufficient in terms of its water needs and does not buy water any more as it used to do previously.</p> <p>9.26 The college thus can now proudly boast of being self sufficient in terms of Water, Electricity and Cooking Fuel.</p>
10. To instill a sense of maturity so that the young minds open up to the realities of life around them.	<p>10.1 National Girl Child Day was celebrated by organizing the rally on the theme Save Girl Child on the 8<sup>th</sup> of September.</p> <p>10.2 To cater to the spiritual needs of the students and their families, a Retreat and healing session was conducted from 27<sup>th</sup>-29<sup>th</sup> November, 2014.</p> <p>10.3 At the 9<sup>th</sup> International Youth Conference titled “Power-2014”, 67 students not only represented the college but were benefitted spiritually.</p> <p>10.4 To cater to the personal needs of the students, the college follows a Group Teacher System where the students can interact with the teacher</p>

	<p>on a personal basis and share their problems.</p> <p>10.5 To encourage the shy ones, a Grievance Box is placed where the students can bring to the notice of the authorities their personal problems or other problems that they find difficult to deal with.</p> <p>10.6 Through the Grievance Box, students have candidly shared problems of Eve Teasing , lewd sms and stalking which was taken up very seriously by the Administration.</p> <p>10.7 In fact, the Registraion numbers of the vehicles and the phone numbers of the miscreants were notified to the police.</p> <p>10.8 the third year students interact closely with the Principal during a Value Education Session held by her every year.</p> <p>10.9 To prepare the outgoing students for their future roles as wives and mothers, the Vice Principal of the college takes a Certificate Course on Family Life Education.</p> <p>10.10 To create awareness about Life and Sexuality, a qualified and practicing Gynecologist conducts another session with the final year students.</p> <p>10.11 during this session, the students are even briefed about Family Planning and Neo natal care.</p> <p>10.12 To sensitise the people of the city, NSS volunteers organize street plays at the crossroads of Police Line and the Collectorate.</p> <p>10.13 Students also donate blood at the Blood Donation Camp at JLN Hospital for Thalesimia patients.</p> <p>10.14 Students were also a part of the rally organized to sensitise people against Atrocities on Women.</p> <p>10.15 On the International AIDS Day i.e. the 1<sup>st</sup> of December, 2014 the college participated in a rally to spread awareness on AIDS.</p> <p>10.16 The students of Psychology and Home Science visited Meenu Mano Vikas Kendra Chachiyawas, a school for children with special needs to sensitise the students to people who need more care and attention.</p> <p>10.17 Besides, the Psychology students also went to Dayanand Bal Sadan to conduct Case Studies on the children residing in the orphanage.</p> <p>10.18 A Certificate Course on Self Defence was conducted successfully to empower our girls even more.</p>
11. To engender a sportsmen spirit and a love for games	<p>The 28<sup>th</sup> Inter Collegiate Women's Tournament was organized by the college from 25<sup>th</sup> to the 27<sup>th</sup> of September, 2014.</p> <p>11.2 The College was the proud winner of the General Championship Trophy for the 8<sup>th</sup> Consecutive Year being winners in Basketball,</p>

	<p>Hockey and Handball.</p> <p>11.3 To encourage sports and sportsmanship, Intra Mural Competitions were also organized.</p> <p>11.4 The College also hosted the Inter Collegiate Women's Cricket Tournament from 11-13<sup>th</sup> September, 2014.</p> <p>11.5 The students of the college excel in sports as well. Resultantly, 4 of our students won medals in various sports at the State Level.</p> <p>11.6 To encourage students to consider self protection and fitness an integral part of their personality, a certificate in Self Defence was conducted.</p>
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## Annexure - II

### **BEST PRACTICES 2014-2015**

- II. Environment Friendly Campus and to cultivate an academic mindset.**
- III. There has been a rise in the average temperatures owing to global warming, melting of glaciers and the Polar caps. The rise in the sea level and the consequent threat of the submergence of coastal areas along with the vagaries of weather and drastic climactic changes have rung a warning bell. The college decided to do its bit by taking an initiative in sensitizing the city and also its students by making the campus eco friendly.**

The college has witnessed a trend of using rote learning and readymade notes for passing examination and less stress is being given to actually imbibing knowledge through extra reading, research and analytical thinking. As a result, many students who rely on this short cut methods fairly poorly in the real world of competition and competitive exams because of lack of concrete knowledge. Thus, the college decided to charge the academic ethos of the college and make it conducive to higher learning.

#### **IV. Objectives**

1. To sensitise young minds towards their responsibility to mother Earth.
2. To create awareness about better and eco friendly alternatives to traditional methods of power generation,.
3. To help foster a concern for the economically weaker sections of society.
4. To empower them so that they can handle personal and professional crisis.
5. To engender a spirit of patriotism and communal harmony.
6. To enthuse them with the love of knowledge which is not just bookish but practical and realistic.
7. To encourage them to develop thinking minds, a creative bent and a critical viewpoint.
8. To instil a sense of maturity so that the young minds open up to the realities of life around them.
9. To emphasise the need to be catalysts in bringing about a change in the society.
10. To help the youth realize the urgent need for being value oriented and God centered people.

#### **V. The Practice**

The college has set a precedent in the entire state of Rajasthan by being the first educational institution to install a solar power plant to generate electricity for the needs of the entire college and hostel.

The Plant generates 48 KVA per day with back up. All the lights, fans, computers, microwave ovens, laboratory apparatus, coolers work on the power generated by the Solar Plant.

Thus, the college is now saving approximately Rs. 25,000/- that used to be paid as electricity bills every month. Moreover, the college does not feel the pinch when there are power cuts in the city.

The hostel runs on water heated in the solar heaters and thus provides warm water to inmates and the Sister community all through the year.

The Management has also installed a Bio Gas Plant wherein the waste of all the college and the hostel is used to generate cooking fuel in the hostel kitchen.

The College has also taken the initiative to increase the underground water level on the campus by diverting the rain water into the wells and thus the hard water has been transformed to soft and the

water level has increased. Previously the college had to buy water but now is self sufficient in terms of electricity, water and cooking fuel.

The Department of Botany conducted the Tree Audit to number and name all the trees of the campus. Students have been made aware of the variety of the flora on the campus and sensitized to the importance of trees in maintaining an ecological balance. The Botany students had put up an exhibition showcasing the beauty of cacti and succulent plants thus in turn adding to the variety of the flora on the campus and spreading the love of cactus. The department also surveyed the campus and carved out a patch of land to plant a Medicinal Garden in which the entire staff contributed by bringing plants with medicinal value.

Prakriti- the Geography Forum celebrated Eco Week by involving themselves in a tree plantation drive on the campus and students also contributed potted plants to add to the huge collection of plants already present in the college.

The Sisters have their own kitchen garden to cater to the needs of the hostel in their own small way. The students of the hostel and the Sisters thus get to eat organic vegetables fresh from the farm.

The Department of Zoology conducted a Bird Audit to know the number and species of birds visiting the campus. Thus, the students were also updated on the fauna found on the campus. The students were encouraged to develop bird watching as a hobby so that they become more aware of the wonders of Nature around them. The students counted at least 45-50 species of birds that visit the college annually.

The students of the Science Department also went to Toddgarh Animal Sanctuary, named after the pioneering explorer Col. James Todd, to study the flora and fauna in its natural habitat.

The Principal, Dr. Sr. Serena has been a major driving force behind pursuing autonomy to bring about academic excellence and developing a research oriented bent of mind for the staff. Resultantly, two teachers have been registered by Maharishi Dayanand Saraswati University, Ajmer as Research Supervisors in English and Geography. Three teachers have been registered by Bhagwant University, Ajmer as Research Supervisors in English, Hindi and Geography.

Four Minor Projects were submitted to the UGC and the sanctions were received during the academic session. Five more Project Proposals are in the pipeline.

Twelve teachers successfully completed their course work for Ph. D. Six faculty members have submitted their synopsis and have begun their Research in earnest. Twelve faculty members went to Shri Ratanlal Kanwarlal Patni Government P.G. College, Kishangarh to participate in a workshop on Good Governance organized by the Directorate of College Education, Jaipur.

IQAC organized a National Conference sponsored by NAAC on Innovative Strategies to Enhance Teaching Learning Process.

A workshop on SPSS was conducted for the Faculty to upgrade themselves in collaboration with Rajasthan Economic Association, Jaipur. Prof. Mahamalik shared his expertise for three days with the teaching staff.

Forty Nine teachers attended workshops, seminars, conferences at the national and regional level all through the year and 8 teachers published papers in reputed Journals. One teacher has co-authored a text book for Computers prescribed by the Board of Secondary Education Rajasthan, Ajmer.

The Geography Department successfully published its second issue of their Research Journal Khoj and also got their ISSN.



The English Department also brought out their maiden issue of Research journal Motifs—An international Journal in English Studies in the month of June. The Journal will be bi annual, publishing papers in June and December. The Journal has an online and a print ISSN.

Economics students went to the Central University, Bandarsindiri Kishangargh to present Papers.

Three faculty members went as panelists and audience to the Central University, Bandarsindiri Kishangargh for an interactive session on Feminism—Canon for her and Canon for Commercialisation.

## **VI. Major Obstacles**

Ever since the Government of Rajasthan enforced the RVRES Scheme and stopped all financial aid for private colleges the college has been facing a major financial crisis. The college also does not receive any aid from the UGC or any other statutory body nor does it have any corpus fund.

Enthusing the staff and students to be more Research centered had been a challenge in the initial stage. Undertaking Research involves a lot of hard work and many people were unwilling to get out of their comfort zones even for their own personal academic advancement. But, gradually, the thrill of presenting papers, and seeing one's name in print or getting a Minor Research Project caught on.

## **VII. Outcome**

The Management has been very cooperative and generous in sanctioning funds for all eco friendly drives of the college.

The Principal has also donated her entire salary for the setting up of the Solar PowerPlant.

Seeing the success of their peers, other faculty members were motivated to follow suit and gradually the Research ethos is being galvanized and strengthened. Now, in fact the desire to write, present and publish papers, apply for Minor Projects, organize seminars, workshops and conferences is seen in the academia of the college. The faculty members compete with each other in a healthy manner deriving inspiration from each other and motivating others in turn.

### Annexure III

#### COMMISSIONARATE OF COLLEGE EDUCATION JAIPUR

#### ACADEMIC CALENDAR FOR THE SESSION 2014-15

- |  |  |
|--|--|
| 1. Formulation and Printing of the Syllabus for 2014-15 by University. | <b>Monday 30.06.14</b>   |
| 2. Commencement of the academic year.                                  | <b>Tuesday 01.07.14</b>  |
| 3. Commencement of theory and practical classes.                       |  |
| (a) All under graduate classes and P.G. (Final)                        | <b>Tuesday 01.07.14</b>  |
| (b) P.G. (Prev) & Law  | According to point 6(B) of Admission Programme.  |
| 4. Students Union Election   | Separate orders will be issued.  |
| 5. Inauguration of Students Union                                      | <b>Upto 31.12.14</b>   |
| 6. Last date for submission of workload                                | <b>Saturday 30.08.14</b>   |
| 7. Filling of Examination forms by regular students                    | According to University  |
| 8. End of Supplementary Examination                                    | According to University  |
| 9. First Class- Test   | In the month of September  |
| 10. Dusshera Holidays  | <b>Thursday 2.10.14 to Saturday 4.10.14</b>  |
| 11. University Nomination  | According to the University  |
| 12. Filling of Examination forms by Private students                   | According to the University  |
| 13. Deepawali Holidays   | <b>Saturday 18.10.14 to Monday 27.10.14</b>  |
| 14. Second class-Tests   | In the month of December   |
| 15. Winter Break   | <b>Thursday 25.12.14 to Wednesday 31.01.15</b>   |
| 16. Educational tours, other Co-curricular activities                  |  |
| And cultural week and Prize Distribution Function                      | <b>Upto Sunday 15.02.15</b>  |
| 17. N.S.S/N.C.C and Rover Scout Guide Camps                            |  |
| And other activities   | Throughout the Session   |
| 18. Pre-University Examination   | From <b>Saturday 17.01.15</b> to two weeks before the commencement of University Examination |

19. Preparation Leave before University Examination	Two-weeks before the commencement of University Examination.
20. Commencement of Annual Examination	
(a) Undergraduate (for private students)	According to University
(b) For Regular students	According to University
(c) Post Graduate	According to University
21. Last Working day of the session	<b>30.04.2015</b>
22. Declaration of Examination Result	According to University
23. Commencement of New Session	<b>Wednesday, 01.07.2015</b>

1. No Co-curricular or extra-curricular activity will be organised by any college of the state after 15.02.15 except N.S.S. / N.C.C.
2. No change is permissible at college level in the academic- calendar for the session.
3. All the practical examinations should be conducted before 28.02.15 or according to the academic calendar issued by the University.
4. Regular classes will be held during Practical Examinations.
5. According to the University Grants Commission 180 academic teaching days are mandatory.

## Annexure IV

### COLLEGE CALENDAR 2014-2015

#### July

- Prayer meeting
- Orientation of Freshers
- Staff Meeting
- Talent Hunt
- Subject Orientation
- Ice Breaking
- Freshers' Day
- International Youth Conference

#### August

- Interclass Tag-board Competition
- Dramatic Workshop
- Patriotic Song Competition
- Photography Competition
- Sophians' Day
- Sophia Students' Association-Nominations
- Installation Ceremony
- National Conference on *Innovative Strategies in Teaching Learning Process* (Sponsored by NAAC)

#### September

- Teachers' Day
- Management Day
- Inter Collegiate Tournaments
- Zoology- Field Visit to Toddgarh
- Extempore Play Competition by Spectrum
- CIA I (First internals for First Years (Under Autonomous Scheme))

#### October

- Eco Week- Best Out of Waste (Nature Club)
- Tours - Geography, Industrial
- Career Counselling for Defence Services
- Campus Placement by Concentric
- Lyceum- Quiz
- Parent Teacher Meeting
- *Sophiesta*- College Cultural Fest

#### November

- CIA I (First internals for First Years (Under Autonomous Scheme))
- IT Week
- Galaxy Seminar
- Class Wise Assembly Competition

## **December**

- Christmas Assemblies
- Maintenance Staff Day
- Annual Hindi Play
- Human Rights Day
- Maintenance Staff day
- End Semester Exams for First Years (Under Autonomous Scheme)

## **January**

- College Excursion
- Annual English Play
- Geography-Prakriti Week
- Annual Prize Giving
- Valedictory
- Farewell
- Republic Day

**Annual report -2014-15****The Annual Prize Giving**

On behalf of the members of the faculty and the students, I welcome Sr. Janet, Secretary, Educational Society of Sophia Girls' College, Ajmer to the Annual Prize Giving for the year 2014-15. Sr. Janet needs no introduction as she is a familiar sight on the campus. A lady with immense experience in education and administration, she has been a guiding force behind all the endeavours not only of the college but also other Sophian institutions in India. Despite her age, she is a bundle of energy and enthusiasm and ever ready to try out innovative ways to keep the college apace with the fast changing world. She is indeed an asset to the congregation and to the college in particular. Sr. Janet, I welcome you to the most awaited event of the college.

**Permit me to present the results for the academic year 2013-14.**

2.11 Course/Programme wise distribution of pass percentage:

S. No	Name of Exam	No. Appeared	Distinction		I Division		II Division		III Division		Pass	
			Nos.	%	Nos	%	Nos	%	Nos	%	Nos	%
1	B.A. Part -I	144	16	11.1	45	31	73	50.6	20	13.8	138	95.8
2	B.A. Part -II	132	31	23.4	59	44	61	46.2	12	9.1	132	100
3	B.A. Part -III	181	25	13.8	50	27	96	53	9	4.9	155	85.6
4	B.Sc. Part -I	118	66	55.9	87	73	16	13.5	5	4.2	105	88.9
5	B.Sc. Part -II	76	37	48.6	52	68	17	22.3	5	6.5	74	97.3
6	B.Sc. Part -III	73	42	57.5	69	94	8	10.9	-	-	73	100
7	B.Com. Part -I	148	13	8.7	47	31	75	50.6	25	16.8	147	99.3
8	B.Com. Part -II	123	29	23.5	57	46.3	61	49.5	4	3.2	122	99.1
9	B.Com. Part - III	137	21	15.3	64	46.7	54	39.4	5	3.6	135	98.5
10	B.B.A. Part -I	28	14	50.0	19	67.8	9	32.1	0	0.0	28	100.0
11	B.B.A. Part -II	45	9	20.0	35	77.7	9	20.0	0	0.00	44	97.7
12	B.B.A. Part -III	52	47	90.3	43	82.6	8	15.3	0	0.00	51	98.0
13	B.C.A. Part -I	49	37	75.5	36	73.4	10	20.4	0	0.00	46	93.8
14	B.C.A. Part -II	47	47	100	47	100	0	0.0	0	0.0	47	100
15	B.C.A. Part -III	51	51	100	50	98.0	1	1.9	0	0.0	51	100
16	B.A. Eng. Hons. Part -I	31	8	25.8	7	22.5	17	54.8	5	16.1	29	93.5
17	B.A. Eng. Hons. Part -II	23	0	0.0	5	21.7	12	52.1	2	8.7	19	82.6
18	B.A. Eng. Hons. Part -III	17	0	0.0	6	35.2	10	58.8	1	5.8	17	100
19	B.A. Eco. Hons. Part -I	19	9	47.3	7	36.8	9	47.3	1	5.2	17	89.4
20	B.A. Eco. Hons. Part -II	14	4	28.5	5	35.7	5	35.7	2	14.2	12	85.7

21	B.A. Eco. Hons. Part -III	16	16	100	16	100	0	0	0	0	16	100
22	M.A. Eng. Prev.	31	0	0	2	6.4	21	67.7	8	25.8	31	100
23	M.A. Eng. Final	31	0	0	0	0	24	77.4	7	22.5	31	100
24	M.Sc. Com. Sc. Prev.	20	14	70	17	85	3	15	0	0	20	100
25	M.Sc. Com. Sc. Final	17	17	100	16	94.1	0	0	0	0	12	70.5

The academic session 2014-15 began by invoking the blessings of the Almighty followed by a short staff meeting where the Principal along with the teachers planned for the new session and also how to welcome the Freshers' to the Sophian family. The admission process continued for the first week of July for the First Years' and readmission for the Second and Third years'. The First years' were oriented about the Vision, Mission and Objectives of the institution through a Power point Presentation. In the meantime, the timetable committee prepared a tentative timetable for the first two days where the new entrants could interact with their subject teachers. The students were also quizzed about their knowledge of the college and also shown the dance drama "Khwab Dar Khwab" which depicts the history of the college right from its inception. A Talent Hunt was organized for the Freshers' so that they could display their talents on the stage. Subject Orientation continued for two days as the subject teacher introduced their subjects with the career options available in their fields along with visit to the Library to acquaint the students to the most important part of the college. Students were also informed about the various Fora and Clubs in the college. Meanwhile 67 students were escorted by the Principal and Mrs. Lee to Muringoor to participate in the 9<sup>th</sup> International Youth Conference—Power-2014. The Freshers' Day was celebrated on the 31<sup>st</sup> of July, 2014 with the theme "Proud to be a Woman" with zeal.

The college took another step towards being techno savvy when attendance in all the classes began through the Bio Metric System. The Final Year students had a career counseling seminar on the 2<sup>nd</sup> of August, 2014 conducted by Dy. S P Mr. Narendra Choudhary and Mr. Nagendra Singh Bhati.

Prakriti—the for a of the Geography Department observed "Conservation Week—Panch Tatva " from 4<sup>th</sup>- 9<sup>th</sup> August. The students began a Save Electricity Campaign during the week. The students motivated the students to make Sophia College a Green and Clean Campus. They undertook a tree plantation drive on the campus. The students also contributed 200 potted plants to add to the existing flora in the college garden. The students also performed Nukkad Nataks in the college to sensitize the students about the need to save electricity and water. The students visited the Bio Gas Plant, the Solar Plant and the Rain Water Harvesting System to understand the working of the three. A story writing competition based on the theme Panch tatva was organized. The forum also organized a bookmark making competition based on the theme of Nature and the bookmarks were distributed to the members of the teaching staff.

As a Pre Independence Day celebration the college organized A Patriotic Song Competition on the 14<sup>th</sup> and the dramatics Workshop also began on the same day. The Flag was hoisted on the 15<sup>th</sup> of August followed by a Nukkad Natak on "Corruption—A Menace" by the members of Spectrum—the dramatic club of the college. The dramatic workshop continued for the whole day on the 15<sup>th</sup> and the next day as well. On the 16<sup>th</sup> the Second years had their Certificate Course on Vermiculture and Bonsai and the Third Years' started with their Add On course on Human Rights Education. On the 19<sup>th</sup> of August nominations were conducted for the Students' Council. After a staff meeting the results were declared and the names of the class representatives and Executive Members of all Clubs and Fora were declared. The instillation Ceremony took place on the 23<sup>rd</sup> of August. A day previous, Sophians' Day was celebrated first by calling upon the blessings of the Holy Spirit on the college and then by a day of festivity. Meanwhile the IQAC was working hard in the background to prepare for the upcoming National Conference on "Innovative Strategies to Enhance Teaching Learning

Process” scheduled for the 29<sup>th</sup> and 30<sup>th</sup> of August. The Conference was a grand success and the resource persons and the participants graded it as A+.

The Department of Zoology organized a session on Digital Dissection –an Alternative to Dissection” by Dr. Vivek Sharma, from Delhi and the Botany Students had put up an exhibition showcasing the beauty of cacti and succulent plants on the 3<sup>rd</sup> of September. As every year, Teachers’ Day was celebrated with gusto and enthusiasm followed by an enjoyable lunch at a Resort hosted by the Sisters. On 8<sup>th</sup> of September—the Girl Child Day, the NSS organized a rally to create awareness about Girl Child. From the 20<sup>th</sup> September to the 10<sup>th</sup> October, 2014 all the Departments were busy in presenting their Departmental and College Profile to IQAC and the Management in preparation for the UGC Expert Team visit. Other members of the staff were involved in tabulating the University results. Website up gradation, medicinal plant garden, tree Audit, Bird Audit and Alumni Association.

On the 10<sup>th</sup> of September, Prof. Kanta Ahuja, Ex Vice Chancellor of MDS and Rajasthan university delivered a Multi Disciplinary Lecture on “Financial Inclusion and it Socio Economical Impact” to the students of Economics, Commerce and Management. On the 11<sup>th</sup> of September, the Home Science Association organized a Cuisine and Costume Competition. The inter collegiate cricket Tournaments were held on the Campus from the 11<sup>th</sup>-13<sup>th</sup> of September. The Sisters’ Day was celebrated on the 13<sup>th</sup> of September beginning with the Eucharistic celebration followed by a solemn celebration and lunch hosted by the staff. the 22<sup>nd</sup> and 23<sup>rd</sup>, the students of the college were taken for the movie “Mary Kom” and the Literary Forum organized a Movie Review Competition for the same. Department wise Prizes were given to the best reviews. On the 22<sup>nd</sup>, 23<sup>rd</sup> and 26<sup>th</sup> September, the Literary Forum conducted an inter disciplinary Lecture on “Renaissance, Reformation and the First World War” by Ms. Persis Latika Dass from the Department of History. Sr. Mariola, Member State Minority Commission also lectured the students on “Role of Media”. On the 24<sup>th</sup> of September, Dr. Anita Luther, an alumnus working with the University of Mumbai delivered a lecture on “Partition Literature”.

The 28<sup>th</sup> Intercollegiate Women’s Tournaments of MDS University, were inaugurated on the 25<sup>th</sup> of September by the District Magistrate and Collector Sh. Bhawani Singh Detha, IAS. The Collector also flagged off the rally on “Swachh Bhaarat Campaign” from the college Campus. The Closing Ceremony was organized on the 27<sup>th</sup> of September and the college won the General Championship for the 8<sup>th</sup> consecutive year. On the 29<sup>th</sup> there was a talk on “How Can India become a Developed and Corrupt Free Nation” delivered by Mr. Anil Tripathi, a UK based NRI.

The Members of the Faculty attended a workshop on SPSS organized by the Department of Economics in collaboration with The Rajasthan Economic Association from the 10<sup>th</sup>-12<sup>th</sup> October. The Final Year Students had a Value Education Seminar on the 10<sup>th</sup> and on the 11<sup>th</sup> there was a Best Manager Competition conducted by United World School of Business. In the meantime, Open Book and Comprehensive Examinations were held for the students to evaluate their progress. The Mathematics Forum inaugurated its Exhibition on the 14<sup>th</sup> of October.

For the first time in the history of Sophia, the college organized “Sophiesta” a cultural fest on the 15<sup>th</sup> and 16<sup>th</sup> of October under which the following Events were organised—Music, Dance, Literary, Theatre and Fine Arts. On the 17<sup>th</sup> of October, there was a Seed Plantation Drive and the Medicinal Plant Garden was inaugurated. After this the college celebrated the Festival of Lights—Deepawali at the Assembly followed by a Seminar on ERP for the staff members.

After the Diwali Break, the consolidation of the College Profile for the UGC Expert team visit began. The college added another feather to its cap by co-hosting the ICCC with the MDS University for the first time in its history. The Inauguration took place in the college and the Vice Chancellor Prof. K C Sodani was the chief Guest. Immediately after the inauguration the events to be hosted by the college began. These were Music, Dance, Literary, Theatre and Fine Arts. In the meanwhile staff members were also on duty helping the MDS University to organize ICCC on the 30<sup>th</sup> and 1<sup>st</sup> of November. The Certificate Course on Short Films and



Documentary Making also commenced on the 30<sup>th</sup> afternoon and culminated with documentary presentations by the students on the 2<sup>nd</sup> of November.

Parent Teacher Meetings for the different Departments began from the 5<sup>th</sup> of November and continued to the 10<sup>th</sup> to apprise the parents about the progress of their wards.

The NSS Camp also began from the 2<sup>nd</sup> to the 8<sup>th</sup> of November; simultaneously the University Exam Forms were also filled. Various Departmental Activities were scheduled for the month of November:

Galaxy, the Science Forum conducted its activities on the 7<sup>th</sup> and 8<sup>th</sup> of November. The Department of Zoology organized a Lecture on Breast Cancer Awareness by Dr. Kumkum Singh, Professor and Head of the Department of Surgery, JLN Hospital, Ajmer. The Department of Zoology also organized a session on Digital Dissection –an Alternative to Dissection” by Dr. Vivek Sharma, from Delhi. Lyceum—the forum of Social Sciences conducted their activities from the 10<sup>th</sup>-12<sup>th</sup>. They organized a Declamation Competition on Contemporary Relevant Social Issue Plaguing India and the World at Large, a quiz on Current Affairs. The students of Lyceum also went on a field trip to Chittorgarh in collaboration with Rajasthan Tourism Development Corporation. The IT week was celebrated from the 26<sup>th</sup> to the 29<sup>th</sup> November and the Management week from the 27<sup>th</sup>-29<sup>th</sup>. The students displayed their technical skills in Programming. They also presented creative powerpoint presentations on various topics and made working models based on the technology of computers. There was a Collage Making and Face Painting Competition to hone their creative skills. A Two Day workshop on Computer Animation was organized. During the Management Week there was an Extempore competition, Poster Making, Management Games, Business Quiz and Group Interview Techniques. The students of Geography went on an Educational trip to Dalhousie, Kangra and Kufri to study the topography of the Temperate Forests from the 12<sup>th</sup>-17<sup>th</sup> of November. On the 15<sup>th</sup> of November a Career Counseling on all sorts of Designing was organized. A quiz for the Good News Group was conducted and the Certificate Course on Self Defense began.

The Winners of ICCF from the college participated in the Inter University West Zone Youth Festival from the 19<sup>th</sup> to the 23<sup>rd</sup> of November. Our represented the University in the following categories—Light Vocal Solo (Hindi), Western Solo, Group Song both in Hindi and English, Group Dance (Folk), One Act Play, Mimicry, Spot Photography, Debate and Elocution.

On the 25<sup>th</sup> November, Spectrum—the dramatic club, staged the famous Musical Extravaganza—the Sound of Music and mesmerized the audience with live singing and direction with a professional touch. A Spiritual Retreat for the students of the college was organized from the 27<sup>th</sup> -29<sup>th</sup> November. Many staff and students received healings and blessings for themselves and their families.

Dr. R Belinda, from Madras Christian University visited the college on an AIACHE Exchange Programmed and interacted with the staff and students. She delivered lectures to students of Commerce, Economics and Management. She took a Faculty Development Seminar on “Choice Based Credit System” for the teaching staff. She also took a career counseling seminar on Careers in Social work.

The Spectrum staged a short skit to create awareness on Human Rights to celebrate the World Human Rights Day. The Annual Hindi Play—Andhon ka Hathi, a social satire, was staged by Spectrum on the 10<sup>th</sup> of December. The Department of English organized its Annual English Debate on “Peer Pressure is Harmful” on the 16<sup>th</sup> of December followed by the Hindi Debate on “Achhe Din aa Gaye Hain” on the 18<sup>th</sup>.

Christmas Assemblies began from the 17<sup>th</sup> of December and concluded on the 23<sup>rd</sup> of December with a soul stirring assembly by the Good News Group. The College celebrates Maintenance Staff Day on the 23<sup>rd</sup> of December to express gratitude for their services to the students and the college.

Games are organized along with a short cultural programme to entertain them.

The winners of all the games are given prizes and everybody is given a gift at the end of the programme. The staff is also treated to a special lunch hosted by the Management.

On the 5<sup>th</sup> of January, 2015 Prof. Puneet Narula, Director International Studies, Nanyang Business School of Nanyang Technological University, Singapore addressed the students of BBA, BCA and BCOM about various career options.

The Mock Visit by the Management to prepare the college for the UGC Expert Team Visit was on the 12<sup>th</sup> of January. The entire college was given a facelift and lacuna in the infra structure was taken care of. The college was charged with the spirit of enthusiasm and anticipation for the visit of the Expert Team. Everybody in the college put in their best to support the efforts of the Principal and the Management. This zeal percolated even to the students who came forward to help wherever there was need. Every department prepared an Exhibition trying to showcase its strengths through the various activities that they conducted during the academic session. A separate exhibition of all the products created during the Skill Development Courses was also exhibited.

A Seminar on Family Life Education for the Final year students was organized on the 17<sup>th</sup> of January. With today's Prize Giving we come to the formal end of the academic session with only the farewell and Valedictory scheduled for the last week of January.

I thank, Sr. Janet for her constant support and guidance and for being present with us not only today but whenever the college needs. I finally thank God for his mercies all through the year.

## **Annexure VIII**

### **Analysis of student Feedback**

- The outgoing students of 5 faculties of Sophia College gave their feedback through a questionnaire.
- The questionnaire had two parts. Each part had 10-15 questions related to-
  - Feedback on courses
  - Feedback on teachers
  - Courses and teaching evaluation
  - Students programme evaluation
  - Overall rating of programmes by students
  - Suggestions by students for improvement
- One questionnaire was for the outgoing students, containing questions related to:-
  - Their future plans
  - Their suggestions for enhancement of the present situation
  - Their opinion on the institution
  - Their expectation from the college
  - The role of the college in the development of their personality
  - Students were asked to evaluate on the scale of 10
- The conclusions drawn were:
  - The students find the courses offered relevant to their needs.
  - The courses included knowledge, adaptability and pertaining to ground reality.
  - The support system in terms of good reference material and books was well maintained in the college as well as department libraries.
  - The syllabus was at par with other institutes and competitive exams.
  - The College does keep pace with technological innovations in the field of academics and provides the latest platforms to the students.
  - Co-curricular activities help in building interest and giving in depth knowledge.
  - Enough exposure through seminars, lectures, talks, counselling sessions, PPTs, field trips and inter disciplinary activities helped in the advancement of teaching learning process
- The suggestions given by the students were:
  - More Post Graduate Courses to be introduced
  - More Exposure programmes to Foreign Universities
  - More Staff and Student Exchange Programmes should be introduced