

GENERAL RULES & REGULATIONS OF THE COLLEGE

1. **Identity Cards:** Students should wear their Identity Cards on entering the college campus. Identity cards without photograph, stamp and signature are not valid.

2. **Administrative Office Timings:**

Day	During Term (i.e. regular working days)	During Vacations
Monday- Friday	10:30 a.m. to 12:30 p.m. 2:00 to 3:00 p.m.	10:30 a.m. to 12:30 p.m.
Saturday	10:30 a.m. to 12 p.m.	10:30 a.m. to 12 p.m.

3. **Holidays & Non-instructional days:**

The College will be closed on:

- Sundays and all Public Holidays declared by the Government. Holidays prescribed by the Maharashtra State Department of Education or University of Mumbai, for vacations and for mid-term (e.g. Ganesh Festival, Christmas).
- 'Non-Instructional Days' are declared by the Principal. These will be communicated to all students and staff.

4. **Applications for Certificates/Testimonials:**

Kindly contact the *Administrative Office* during office hours if you wish to obtain the following: Your original retrievable documents (e.g. Mark sheet, Passing Certificate), Testimonials, Letters of Recommendation, Attestation of documents (with proof), Principal's signature, etc. Nominal charges are applicable for certain special services, details of which are displayed on the Admin. Office Notice Board.

ACADEMIC MATTERS

1. **Course Syllabi:** The syllabi for all courses (Junior College, Undergraduate and Post-Graduate programmes) are available on the college website.
2. **Announcements:** WhatsApp groups, Google Classroom, Jr. & Sr. College Notice Boards and announcements on the public address system will bring to your attention matters of immediate concern, changes in lecture schedules, room changes, events, Tests, etc.
3. **Class Time Tables:** Time Tables are displayed on the respective Class Notice Boards and shared on Class groups. You are expected to be punctual and regular for all lectures, tutorials, presentations and practicals.

ATTENDANCE NORMS

Commitment to attendance: Upon admission to Junior and Senior College, you will have signed an undertaking relating to **HSC Board rules/ University Ordinances, assuring regular attendance while understanding the consequences of defaulting.** Be consciously aware that 75 percent attendance is expected at Lectures and Practicals.

In the degree programmes, the College is required to strictly follow the University of Mumbai provisions mentioned in Ordinance 6086 (effective from 2014-2015 - Circular UG/01 of 2014). *Please note:* Under these Ordinances, **the College may not permit the appearing at College Examinations of those students who do not fulfil the necessary requirements.** These include the following:

- (a) A minimum 50% attendance for each Course;
- (b) An average attendance in each Semester of 75% of the days on which lectures, practicals, tutorials etc. are delivered; and
- (c) Completion of the course of study at the College to the satisfaction of the Principal.

Attendance Records: Attendance is taken daily. In the Jr. College, in addition to attendance records maintained by teachers, a daily Attendance Register for all classes is maintained in the Vice Principal's office, which is open to inspection by the HSC Board and Education Inspectors from the State Department of Education.

Absence:

You are expected to inform the Vice Principal/Coordinator if you take 3 and more days of absence, at the *time of taking leave or immediately thereafter*. The leave application must be signed by the parent/guardian.

Medical leave should be supported by a valid Medical Certificate. If you have taken leave to participate in State/National/International events, please support your application with relevant documents (e.g. Certificates of Attendance/Merit, Letter from DSO etc.)

DEFAULTERS' LIST: A list of students whose attendance is unsatisfactory will be displayed on your respective Class Notice Board from time to time. *Defaulting students and their parents/guardians will be called to the college, to meet the concerned authorities.*

Students with *unsatisfactory attendance* may be debarred from appearance at Tests/Examinations.

Parents and guardians are encouraged to keep themselves informed of their daughter's/ward's attendance and academic progress. If you would like to meet the Vice Principals/Course Coordinators please do so *during their office hours*.



A handwritten signature in blue ink, appearing to read "Ananda Amritmahal", is written over a horizontal line.

Dr. (Sr) Ananda Amritmahal
Principal, Sophia College Autonomous