

SOPHIA COLLEGE FOR WOMEN

NAAC Reaccredited 'A' Grade (3rd cycle) with 3.7 out of 4 (2015)

HANDBOOK 2018-2019



*"seeking wisdom through
an education that transforms"*

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SOPHIA COLLEGE FOR WOMEN

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Welcome to Sophia

Sophia College for Women was founded by the Sisters of the Sacred Heart of Jesus (RSCJ), in 1940. The Religious Society of the Sacred Heart was itself founded in France by Madeleine Sophie Barat in the year 1800 CE. This is a Christian Minority institution and we welcome students of diverse backgrounds, cultures and identities. At present, we have over 3,000 women students enrolled for various programmes on campus.

The College was affiliated to the University of Mumbai in June 1941, and later, the Junior College section for Arts, Science and Vocational streams was added in 1977. The college marked its Platinum Jubilee (75 years) during the academic year 2016-17.

Presently, the Senior College offers Undergraduate programmes in Arts, Science, Mass Media and Information Technology, MSc in Life Sciences, Chemistry, Biochemistry and Microbiology, Post Graduate Diploma in Clinical Analysis and Quality Assurance and PhD in Applied Biology.

The College is managed by the Governing Body of the 'Society for the Higher Education of Women in India' (SHEWI).

The college staff strives to take a personal interest in the overall growth of students entrusted to their care, through whom, the vision for the *education of women* is taken forward. An underlying guiding principle of the college is, the persistent search for wisdom, through an education that is meaningful, dynamic, holistic and transformative.

CREST

The design of the crest has an Indian aura in keeping with our ethnic artistic traditions. A circle of pearls, symbolising wisdom, constitute the outer edge; followed by a *lotus* blossom design – symbolic of purity. The lotus is a motive of a truth-seeker who overcomes all obstacles to accomplish wisdom. At the heart of the crest lies a tree with root upwards, symbolic of life and growth, strength and shelter.



MOTTO

The motto is “*Urdhva Mula*” i.e. roots upwards, a reminder that our source is God – in whom all our efforts, hopes and ideas are founded. This, for many, provides hope and courage when confronted with the challenges of human experience.

Theme for the Academic Year 2018-2019:

THE PURSUIT OF EXCELLENCE WITH INTEGRITY

EDUCATIONAL GOALS

SOPHIA IS ESSENTIALLY A WOMEN'S COLLEGE
COMMITTED TO
THE INTEGRATED DEVELOPMENT OF WOMEN
FOR INDIVIDUAL AND SOCIETAL TRANSFORMATION

1. To enable each student to develop her full intellectual potential through a focused academic experience that is simultaneously rich, extensive and collaborative.
2. To offer students scope for critical thinking and discernment, leading to the development of value-based convictions.
3. To help students develop a degree of self-reliance and determination to respond with courage and sensitivity to personal and social issues.
4. To generate among students an awareness of women's issues, human rights and environmental issues, so that they understand and respond constructively to these.
5. To sensitise students to look at the world from the perspective of the less privileged and to respond with concern and in a humane manner.
6. In the context of globalisation, to foster in students a sense of national identity that is secular and multicultural, with respect and tolerance of all cultures and religions.
7. To encourage Christian students to develop their religious convictions in an atmosphere of respect for other faiths and for each individual's personal beliefs.

COLLEGE STAFF

Dr (Sister) Ananda Amritmahal, *Principal*

Professor Medha Rajadhyaksha PhD
DALMIA PROFESSOR EMERITUS

SENIOR COLLEGE ARTS FACULTY

Ms Gilda Pereira, *Vice-Principal*

Economics

Dr Sangeeta Dubey MA PhD

Head of the Department

Ms Sunita Jadhav MA

Ms Nisha Yadav MA

Education

Dr Andrea Coutinho MSc MEd MA PGDEM PhD

Head of the Department

Mr Ivan John MA MEd MPhil(Ed) PGDHE PGDET LLCM(TD)

English

Dr Ananda Amritmahal MA BEd LTCL MPhil PhD

Head of the Department

Ms Jihasa Vachharajani MA MPhil

Ms Samrita Sinha MA MPhil

Ms Nishtha Dev MA MPhil

Ms Elwin Susan John MA MPhil

French

Ms Pervine Bhujwala MA BEd

Lecturer-in-charge

Hindi

Dr Sumanika Sethi MA MPhil PhD

Head of the Department

Ms Vaishali Pachunde MA MPhil

Ms Smriti Singh MA

History

Ms Swarupa Kamat MA

- *Head of the Department*

Dr Rashna Poncha MA PhD

Ms Firdos Makwana MA BEd

Philosophy

Dr Trevor Allis* MA MBA PhD
Dr Roymon T C MA (Eng) MA (Phil) PhD

Head of the Department

Political Science

Dr Paul Rozario MA MPhil PhD
Ms Shahnaz Shaikh MA MPhil

Head of the Department

Psychology

Dr Aninha Lobo MA BEd FTCL MPhil PhD

Professor & Head of the Department

Dr Jennie Mendes MA DHE MPhil PhD
Sr Patricia D'Souza MA

Sociology

Dr Perpetua Miranda MA DHE MPhil PhD
Dr Anagha Tendulkar MA PhD

Head of the Department

Mass Media

Dr Margarida Colaço MA MPhil PhD
Dr Tina Chakravarty MA (Soc Wk) MA (Soc) MPhil PhD
Ms Lavanya Vardarajan MA

Coordinator

SENIOR COLLEGE SCIENCE FACULTY

Dr Yasmin Khan, *Vice-Principal*

Biochemistry

Dr Chinmoyee Vatsyayan MSc PhD
Dr Madhavi Kaji MSc PhD

Head of the Department

Chemistry

Dr Ignat A Mendes MSc PhD
Dr Prabha Shetty MSc PhD
Ms Rochelle Ferns MSc MPhil
Dr P Sirisha Murthy MSc PhD
Ms Tanaz Asha MSc BEd
Ms Lynelle Jeysus MSc
Sr Rajani Khandagale MSc

Head of the Department

Life Sciences

Dr Hemalatha Ramachandran* MSc MA PhD

Head of the Department

Dr Hema Subramaniam MSc PhD

Dr Yasmin Khan* MSc PhD

Dr Sree Kumar MSc PhD

Dr Anuttama Kulkarni MSc PhD

Mathematics & Statistics

Ms Sandra Mendes MSc MPhil

Head of the Department

Ms Vidya Konar MSc

Microbiology

Dr Arjumanara Surti* MSc PhD

Head of the Department

Dr Gianni Erelles Mapara MSc PhD

Ms Suparna Dugal MSc

Dr Rajbinder Dehiya MSc PhD

Ms Shraddha Prabhu MSc

Ms Jyoti Mantri MSc MPhil

Mr Vijay Vig MSc

Physics

Dr Meeta Saxena MSc PhD

Head of the Department

Zoology

Dr Roshan D'Souza MSc PhD

Head of the Department

Ms Sandhya Kadiru MSc

Information Technology

Ms Rinjal Jain MSc (IT)

In-charge Coordinator

Mr Gauri Shankar Singh MCA MPhil

Mr Vilas Rodrigues MCA

Ms Saqueba Mistry BE

Ms Sidranaaz Qazi MSc

Ms Shaikh Ambreen ME

* *Guide for PhD, University of Mumbai*

JUNIOR COLLEGE FACULTY

Sister Annie Peter, ***Vice-Principal***
Ms Bina Gonsalves, ***Supervisor***

Arts Faculty

Economics

Ms Anuradha Pandey MA BEd PGDET
Ms Poonam Yadav MA BEd PGDET

English

Ms Jini Joseph MA BEd
Ms Nivedita Iyer MA BEd
Ms Rupoo Srivastava MA BEd

French

Ms Vibha Poojari BCom *Diplôme* de Alliance Française

Health and Physical Education

Ms Suhasini Kulkarni MPED
Ms Shruti Waydande-Kadam MA MPED

Hindi

Ms Ramavati Yadav MA MPhil BEd
Ms Sunita Gupta MA MPhil BEd

History

Sr Annie Peter MA BEd
Ms Firdos Makwana MA BEd

Logic & Philosophy

Ms Supriya Bhiwandkar MA BEd

Political Science

Ms Grace Pereira MA (PolSc) MA (Psy) MEd

Psychology

Ms Grace Pereira MA (Psy) MA (Pol Sc) MEd
Ms Susan Johnson MA BEd

Sociology

Mr Ivan John MA MEd PGDHE MPhil (Soc)

Member, Board of Studies

Ms Rochelle Pereira MA BEd

Science Faculty

Biology

Ms Latika Sethi MSc BEd
Ms Archana Kulkarni MSc BEd
Ms Radhika Patkar MSc BEd

Chemistry

Ms Bina Gonsalves MSc BEd
Ms Sharmistha Rathod MSc BEd
Ms Bushra Shaikh MSc BEd

Environment Education

Ms Shiney Gilbert MSc BEd

Information Technology

Mr Gauri Shankar Singh MCA MPhil
Mr Vilas Rodrigues MCA

Mathematics & Statistics

Ms Sheelamma Xavier MSc BEd
Ms Mayuri Devalekar MSc BEd

Physics

Mr Vernon Barretto MSc BEd
Ms Susan Tharian MSc BEd
Mr Anand Tripathi MSc BEd

Vocational Faculty

Banking

Ms Shaheena Shekhani MCom PGDSL
Ms Sana Qureshi MCom

Office Management

Ms Neethu Philip MCom BEd

COLLEGE LIBRARY & COMPUTER CENTRE

Librarian	Ms Prabha Suresh MA MLIS
Assistant Librarian	Ms Leena Krishnan MA BLIS
Ms Celine Boyle	Mr Louis Oliveira
Ms Leena Correia	Mr Vilas Rodrigues
Ms Shubhara Adarkar	Mr Rajesh Jadhav
Ms Sharon D'souza	Ms Naina Karangutkar

SOPHIA J.N. HEREDIA COUNSELLING CENTRE

Counsellor:	Ms Ayesha Sharma MA
NSS Coordinator:	Ms Rochelle Ferns
Coordinator of Student Activities & In-charge of Value Education:	Sr Rosa Makil

ADMINISTRATIVE OFFICE

Registrar	Mr Noel Martis
Office Superintendent	Ms Boskey Martis
Ms Juliana D'Costa	
Ms Drinal Lopes	Ms Rita Gonsalves
Mr Joseph Fernandes	Ms Ida D'Silva
Mr Domnic D'Souza (BMM)	Ms Thecla Rodrigues
Ms Savia Fernandes	Mr Amit Mestry
Ms Amirabi Khan	Mr Subodh Lad
Mr Deepak Kamble	Mr Hirachand Patil

ACCOUNTS OFFICE

Ms Mary D'Monte	Mr Savio Fernandes
Ms Anita Menezes	Ms Lovina Fargose
Ms Roshal Gonsalves	Ms Swidal D'Cunha
Ms Sandhya Roymon	Mr Kiran Kamble
Mr Vishal Girdhar	
Personal Assistant	Ms Eliza Aranha

Administrative Assistant

Sr Kiran Kumravat

ReceptionistsMs Dakshayini Bhat
Mr Sandeep Kamble**Hostel Staff**Sr Patricia D'Souza (Co-ordinator)
Sr Annie Peter
Sr Rosa Makil
Ms Lata Pujari
Ms Sumathy Pinto**LABORATORY ASSISTANTS**Mr Ramesh Ramane
Mr Rampratap YadavMr Chetan Lingayat
Mr Ajay Yadav**ATTENDANTS & SUPPORT STAFF**Mr Nazir Husain Shaikh
Mr Krishna Wavekar
Mr Vilas Bambarkar
Mr Ravindra Dhuri
Mr Milind Kadam
Mr Kishore Waghela
Mr Mangesh Lingayat
Mr Mahendra Bhingare
Mr Manohar Gurav
Mr Sachin Khedekar
Mr Rajesh LanjekarMr Siddharth Kalambe
Mr Pravin Lingayat
Mr Rajan Perumal
Mr Shantaram Tambe
Mr Suresh Bargode
Mr Jaywant Bambarkar
Mr Vilas Gurav
Ms Shobna Waghela
Mr Sanjay Khedekar
Mr Sachin Bhuvad
Mr Kiran Rajput**MANAGEMENT STAFF**Mr Ankush Salkar
Mr Alex Ludrick
Mr Elias Correia
Mr Gurunath Bambarkar
Mr Himmat Solanki
Mr Avinash Narkar
Mr Gajanan Gurav
Mr Vaibhav Kamble
Ms Daksha Jadhav
Mr Ganesh Jadhav
Ms Balamani Likkimani
Mr Pritam TambeMr Chetan Rathod
Mr Prakash Solanki
Mr Ravindra Pawar
Mr Ashish Kadam
Mr Vishal Kadam
Mr Prakash Patras
Mr Sumit Wavekar
Mr Dilip Karangulkar
Mr Prem Kujur
Mr Shyam Gurav
Mr Rahul Wavekar
Mr Dasharath Khandekar

JUNIOR COLLEGE & UNDERGRADUATE PROGRAMMES

Sophia College for Women, that is, the Senior (Degree) College section offers the following three-year (six semesters) Undergraduate (UG) programmes of study, all of which are designed by the University of Mumbai:

- (a) Bachelor of Arts (BA)
- (b) Bachelor of Science (BSc)
- (c) Bachelor of Mass Media (BMM) – *with specialization in Advertising and Journalism*
- (d) Bachelor of Science in Information Technology (BSc-IT)

The BA and BSc programmes are government-aided whereas the BMM and BSc-IT programmes are self-financed. Those who successfully complete the programmes of study are awarded the degree of the University of Mumbai.

For information on **Post Graduate Programmes** see page 25 of this Handbook.

The **Sophia Junior College** (Index No. 31.02.011) offers two main streams of study:

- (a) Arts
- (b) Science

In the Arts stream there is a provision for *Vocational* courses:

- (i) Banking
- (ii) Office Management

The subject *Information Technology* which is offered in lieu of Second Language, to both Arts and Science students, is based on merit and is a self-financed subject.

The college prepares Junior College students for the **Higher Secondary Certificate (HSC)** examination of the Maharashtra State Board of Secondary & Higher Secondary Education.

EXAMINATION STRUCTURE/SCHEME

JUNIOR COLLEGE

The academic year is divided into *two terms*.

The Tests/Examinations are as follows:

Standard XI (FYJC, First Year Junior College)

No.	Test/Examination	Approx. month	Marks
1	First Unit Test	August	25
2	First Semester Examination	October	50
3	Second Unit Test	January	25
4	Final Examination	March/April	100*

*except Environment Education: out of 50 marks,
based on Project & Seminar Reports

Standard XII (SYJC, Second Year Junior College)

No.	Test/Examination	Approx. month/s	Marks	
1	Class Test(s)	June-September	30	
2	First Terminal Examination	October	50	
3	Preliminary Examination	January	80 For: Arts subjects, IT, Languages & Maths)	70 For: Physics, Chemistry & Biology)
4	HSC Board Examination	February-March	100*	

*except Environment Education, which is out of 50 marks

FINAL EXAMINATION

In Standard XI the Final Examination is conducted by the College. For Standard XII (HSC) there will be a Board Examination. All subjects are a combination of a Written Examination and another component as shown in the table below:

Subject	Subject Code	THEORY (Written Exam)	2 nd component
Languages: English Hindi French	01 04 13	80 marks	<i>Oral Examination</i> 20 marks
Arts subjects: History Political Science Sociology Philosophy Logic Psychology Economics	38 42 45 46 47 48 49	80 marks	<i>Project Report</i> 20 marks
Mathematics & Statistics	40	80 marks	<i>Practical Exam.</i> 20 marks
Science subjects: Physics Chemistry Biology	54 55 56	70 marks	<i>Practical Exam.</i> 30 marks
Information Technology	97 (Sc) 98 (Arts)	80 marks	<i>Practical Exam.</i> 20 marks
Vocational subjects Banking I & II Office Mgmt. I & II	A5 A7	80 marks (per paper)	<i>Project & Viva</i> 40 marks

Important:

For Standard XII, the ORAL EXAM., PROJECT & PRACTICAL MARKS **will be submitted to the HSC Board.** These marks will be added to the **HSC Written examination (Theory).** (Thus, 80+20 OR 70+30 = 100)

Besides languages which are a compulsory component of the structure, the following subjects are compulsory:

- (i) Environment Education
- (ii) Health & Physical Education

The scheme of evaluation is as follows:

ENVIRONMENT EDUCATION (Standard XI & XII)

Environment Education Seminar Presentations and submission of Projects/Journals/Reports are planned well in advance and students have to follow all guidelines given by the Environment Education teacher.

Project Reports (30 marks) and Seminar Reports/Journal (20 marks) will be assessed by an Internal &/or External Examiner and a Viva will be held as per a given schedule which will be displayed on the Jr. College Notice Boards.

HEALTH & PHYSICAL EDUCATION

Particulars	Std. XI	Std. XII*
Test 1	25	25
Test 2		25
Journal	25	
Practical Examination 1	50	25
Practical Examination 2		25
Total:	100	100*

Important:

- Marks obtained (out of 50) in Standard XII Environment Education, and the Grade obtained in Health and Physical Education will be sent to the HSC Board.
- If you do not obtain at least 'Pass Mark' (18 out of 50) in Environment Education and a 'Pass Grade' (Grade C) in Health and Physical Education, you will *not* be declared 'pass' in the HSC Examination, *even if you have passed in all other subjects.*

[Note: The above information is *subject to change*. Students will be notified as and when the HSC Board announces any modifications in the nature of examination or marking scheme.]

SENIOR COLLEGE

CREDIT- BASED SEMESTER AND GRADING SYSTEM (CBSGS)

The University of Mumbai follows the CBSGS for all the courses of the **BA, BSc, BMM and BSc-IT** programmes.

(Get familiar with some CBSGS related terms.)

LEARNER	refers to Student
COURSE	refers to Subject chosen by the learner
CREDITS	Defined in terms of the learner's time spent in hours which are divided into two parts such as Face-to-Face Instruction and Notional.
CREDIT POINTS	The measured value of a particular course
FINAL RESULT	It comprises of Credits and Grades.
SEMESTER MARKSHEET	It will show Credits, Grades and Grade-points.
COURSE CODE NUMBER	It indicates the Faculty, Subject, Semester and Paper Number For example: UAPHI101 – Undergraduate Arts, Philosophy, Semester I, Paper 1 USIT504 – Undergraduate Science, Information Technology, Semester V, Paper 4
SEE	Semester End Exam
IA	Internal Assessment - For BMM and BSc-IT
RE-TEST	A learner in the Third Year degree, who is absent for the regular IA Test may be allowed to appear for the Re-Test. <i>(TY students have to apply for to the principal for permission to appear for the re-Test.)</i>
ATKT	Allowed To Keep Terms. A learner who is absent or has failed a Course is allowed to appear for the ATKT Examination. <i>(The learner will have to pay the exam fee as per University rules.)</i>

Each academic year will be divided as follows:

Level	Semesters
First Year (FY)	I and II
Second Year (SY)	III and IV
Third Year (TY)	V and VI

The degree of BA/BMM/BSc/BSc-IT is awarded on the basis of the results of ALL semesters and will be awarded after the learner has passed all the courses, in *all* semesters, of the respective programmes.

EXAMINATION SCHEMES

ATKT SEE

A learner who has failed a course may appear for the ATKT Examination. Fees are as per University rules.

- The ATKT of Semesters I, II, III and IV are held at the end of each Semester by the College. A learner will have to check the time table for the schedule of the exams which comes from the University of Mumbai.
- A learner who is absent for, or fails in Semesters V & VI SEE, will appear for the respective papers as per the schedule of examinations of the University.

IA Re-Test (*For BMM & BSc IT*)

A learner who was absent for the regular IA Test, is allowed to appear for IA Re-Test. The learner should submit an application seeking permission from the Principal to appear for the IA Re Test and attach the documents supporting the reason for the absence. Permission to appear for the IA Re-Test is at the discretion of the Principal.

ATKT (for IA)

A learner has to submit a 25-mark assignment which will comprise of 15 marks for the project work (on a topic given by the concerned subject teacher), 5 marks each for presentation and viva respectively. The learner will have to pay fees as per University rules to College Administration Office. The onus of completion of the IA - ATKT examination rests with the learner. With regard to the assignment, the learner is required to contact the concerned lecturer during college hours.

For: BA and BSc

A learner gives SEE of 100 marks per Course. The SEE timetable and question papers are determined by the University. The learner needs to get a minimum of 40 marks per Course.

A learner who is absent or fails to clear SEE will be allowed to re-appear for it, as per the University schedule on payment of prescribed fees to the College Office.

Credits:

Credits are given only when the learner **passes** the course.

GRADE AND GRADE POINTS are based on the marks obtained in SEE. The performance of the learner shall be on a 10-point scale as shown by the table that follows:

Marks	Grade point	Grades	Performance
80 and above	10	O	Outstanding
70 – 79.99	9	A+	Excellent
60 – 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

NOTE: “Passes” means grade D and above in the 10 point scale. “Fails” means F in the 10-point scale; and Grade point shall be considered zero (0) while considering the result with F grade (for the calculation of C x G)

- ❖ The **GRADE POINTS AND CREDITS** earned in each **Course** are used to calculate the **SEMESTER GRADE POINT AVERAGE (SGPA)** for each semester.
- ❖ At the end of the Semester VI, the learner will get a **CUMULATIVE GRADE POINT AVERAGE (CGPA)** based on the SGPA of all semesters.

PROMOTION NORMS

For BA & BMM

Carrying forward of marks in case of a learner who fails in the IA (for BMM) and/or SEE in one or more subjects:

A learner is *Allowed to Keep Terms* (ATKT) i.e. promoted to the next semester according to the following rules:

1. From FY to SY- the learner should have not have failed in more than 2 Courses in each Semester.
2. From SY to TY- the learner should not have failed in more than 2 courses in each Semester and should have cleared all courses in one academic year. Hence, a learner who has Failed in one course in FY and SY will not be promoted to the Third Year degree.
3. A student must pass IA (**for BMM only**) and SEE to be declared passed in a Course.

For BSc & BSc IT

Carrying forward of marks in case of a learner who fails in the IA (for BSc IT) and/or SEE in one or more subjects:

A learner is *Allowed to Keep Terms* (ATKT) i.e. promoted to the next semester according to the following rules:

Semester	Description
II	A learner is ATKT for Semester-II irrespective of the number of heads of failure in Semester-I.
III	A learner is ATKT if she does not fail in more than 3 courses in each Semester, in the BSc programme and not more than 200 marks in the BSc IT programme.
IV	A learner can appear for Semester-IV examination irrespective of her result of Semesters-I, II & III.
V	A learner is ATKT if she passes Semester-I & II & fails in not more than 3 courses in each of Semester-III & IV or passes Semester III and IV and has ATKT of Semester I and/or Semester II. Same is also applicable to IT programme but eligibility criteria for ATKT is as mentioned for Semester III
VI	A learner is ATKT for Semester-VI irrespective of the number of heads of failures in Semester-V. The result of Semester-VI will be held back until the learner passes each of Semesters- I, II, III, IV & V.

COURSE-WISE CREDIT DISTRIBUTION

For BA courses

Foundation Course	2 credits
Communication Skills in English	2 credits
Compulsory Language (Hindi or French)	2 credits
All other courses	3 credits
Total credits per Semester	15 credits
Total credits at the end of First Year BA	30 credits

For BMM courses

The distribution of CREDITS is as follows:

- Each course in Semesters I, II, III & IV carries 3 credits.
- The total number of credits per Semester is 18.
- Each course in Semester V & VI, for Advertising and Journalism, carries 4 credits.
- The total number of credits per semester is 24.

The Distribution of marks for IA is as follows:

S. No.	Particulars	Marks
1	Class Test	10
2	Project	10
3	Class Participation	5
TOTAL		25

For BSc courses

Type of Courses/ SEMESTER	First Year (Credit x No. of Courses)		Second Year (Credit x No. of Courses)		Third Year (Credit x No. of Courses)		Total Credit Value
	I	II	III	IV	V	VI	
Core Course: Theory	4 x 3	4 x 3	6 x 2	6 x 2	2.5 x 4	2.5 x 4	68
Core Course: Practical	2 x 3	2 x 3	3 x 2	3 x 2	1.5 x 4	1.5 x 4	36
Foundation Course	2 x 1	2 x 1	2 x 1	2 x 1			8
Applied Component Courses: Theory					2 x 1	2 x 1	4
Applied Component Courses Practicals					2 x 1	2 x 1	4
Total	20	20	20	20	20	20	120

For BSc (IT) courses

Types of Courses	Semester	Core Course: Theory	Core Course: Practical	Total
First Year (Credit x No of courses)	I	3 x 5	1 x 5	20
	II	3 x 5	1 x 5	20
Second Year (Credit x No of courses)	III	3 x 5	1 x 5	20
	IV	3 x 5	1 x 5	20
Third Year (Credit x No of courses)	V	3 x 5	1 x 5	20
	VI	3 x 5	1 x 5	20
Total		90	30	120

Credit of 3 for Theory and 1 for Practical, for any course, will be awarded only if the learner clears *both components*.

The SEE for Practicals will be of 50 marks each per course. There will be no Internal Assessment for practical courses. The SEE Scheme for Practicals will be as follows:

SEE Practical Examination <i>based on laboratory work</i>	40 marks
Journal	5 marks
Viva	5 marks

RE-EVALUATION PROCEDURE

The **University of Mumbai** has provisions for Re-Evaluation. There are three-levels at which re-evaluation can be applied for and for which the appropriate fee fixed by the University have to be paid.

- (a) Application for Photocopy of the Answer Book
- (b) Verification of Marks in the Answer Book
- (c) Re-evaluation of the Answer Book by an independently appointed Examiner other than the Subject teacher who originally examined the candidate.

Kindly note that applications for the above have to be made within the time limit stipulated, in accordance with Mumbai University Rules: Within 10 days of the date of Declaration of the Result.

The **HSC Board** has a procedure in place for applicants who seek the following services after the declaration of the HSC result:

- (a) Verification of Marks in the Answer Book
- (b) Application for Photocopy of the HSC Answer Book
- (c) Application for Re-evaluation countersigned by the concerned subject teacher

The application forms for the above are available at:

M.S.B.S. & H.S.E.,
Mumbai Divisional Board,
Plot no 27/28, (Next to St. Lawrence School),
Sector 16A, Vashi,
Navi Mumbai 400 703

Applications for the above would have to be made in accordance with the time limits and deadlines set by the State Board.

EXCELLENCE PROGRAMMES

The **Education to Excellence in Sciences Programme (EXSP)** was instituted in 1991 and this was followed by the setting up of the **Education to Excellence in Arts Programme (EXAP)** in 1993. They were started to enable learners go beyond the confines of the university curriculum and are spread across semesters II and V of the three-year university degree programme. Learners who are chosen for the EXAP and EXSP are also expected to fulfill all the requirements of the University of Mumbai. Students of this programme are expected to pursue rigorously, the quest for excellence, taking in their stride the various pressures of the regular academic course.

Education to Excellence in Sciences Programme (EXSP)

Coordinator: Dr P Sirisha Murthy

The EXSP programme is open to all BSc and BSc-IT students. The programme includes a wide range of events and subjects so as to ensure the development of scientific attitudes and skills. The emphasis is on motivation, creativity and independent thought.

The first part of the programme includes a creative aspect, i.e., writing an article, organizing a seminar or paper presentation. This leads progressively to more complex assignments, e.g. an extensive literature survey or minor research project.

To inculcate a sense of social purpose, students are encouraged to participate actively in outreach projects such as the NSS Municipal School Project. Various combinations of credits are also permitted, provided all the aspects of the programme are covered.

Education to Excellence in Arts Programme (EXAP)

Coordinator: Dr Anagha Tendulkar

The EXAP programme is open to First Year BA students of the college. The selection procedure comprises: (i) Written Test (based on General Knowledge, Reasoning Ability and Current Affairs) and (ii) Presentation. Selection for the Final round is based on performance in this test and the SGPA of Semester I. The Presentation is based on a topic selected by the panel. The names of applicants who qualify for the EXAP programme (about 10-15

students) will be announced by the Principal on College Day (i.e. 12th December).

The EXAP programme consists of *three* components: Seminar, Cultural and Research. For each of these, students work in groups and write reports/abstracts/papers and make presentations. In addition they are expected to undertake one organizational activity involving social service. All EXAP students are encouraged to develop presentation, analytical, critical and organizational skills. A good SGPA is necessary to continue in the programme.

Certificates are awarded to students who successfully complete the EXAP/EXSP. There are special prizes and certificates for top rankers in each component of the programme. Performance in *each* component and the SGPA (in the UG degree) is also considered when selecting awardees. A Special Certificate and a Bonus Cash prize is awarded to a student who ranks first in two consecutive components. The Award Ceremony usually takes place during Semester VI of the UG programme.

EXAP & EXSP PRIZES

1. The **Mahindra Search for Talent Scholarship** awarded to outstanding students of both EXAP and EXSP who satisfy all the requirements of either programme.
2. The **Mrs Margaret Rebello Sequeira prizes** awarded to students who secure 2nd & 3rd ranks in the EXSP programme.
3. The **Mrs Geeta Khandelwal prizes** awarded to the students who secure 2nd & 3rd ranks in the EXAP programme.

CAREER-ORIENTED ADD-ON COURSES

The objective of these courses, initially started with UGC sponsorship, is to introduce career and market-oriented, skill-enhancing add-on courses that have utility for jobs, self-employment and empowerment of students.

Senior College students may pursue any of the following Certificate Courses *alongside* the BA, BSc, BSc-IT, or BMM programme.

1. Certificate Course in Women's Empowerment
2. Certificate Course in Social Work focussing on issues related to Women and Girls
3. Certificate Course in Social Research Methods
4. Certificate Course in Baking
5. Certificate course in Knowledge Systems of Ancient India and the World

(For more information please contact the Women's Centre.)

6. Certificate Course in Bioinformatics

(For more information please contact Department of Life Sciences)

NATIONAL SERVICE SCHEME (NSS)

Staff-in-charge:

Co-ordinator : Ms Rochelle Ferns

Programme Officer : Sr Patricia D'Souza

NSS Committee Member : Dr Hemalatha Ramachandran

The youth are a driving force in the progress of a nation. The National Service Scheme gives students an opportunity to be a part of nation building. The motto of the N.S.S. –'Not Me, But You' reflects the essence of selfless service. The N.S.S. unit in collaboration with different government agencies and NGO's organizes a variety of activities ranging from cleanliness drives to blood donation camps. Activities like tree plantation, health and disease awareness, road safety, self-defence, women empowerment programs, education programmes for the less privileged are organized each year.

These activities not only help in community building but also inculcate in students a desire to serve others selflessly. It imbines in them problem solving skills, leadership qualities, importance of team work, a democratic attitude and patriotism. Regular visits and a yearly seven-day residential camp is conducted at our adopted tribal village. Teaching at the tribal school, sanitation awareness among villagers, cleanliness campaigns, *bandhara* building are some components of the NSS camp.

The enrolment for NSS begins in June and is open only to *Senior College Undergraduate students*. You can select activities organized by the NSS in which you wish to participate. Each activity is allocated a certain number of hours. Each NSS student has to complete 120 hours of service (i.e. participation in activities) in an academic year, for which 10 marks will be awarded at the university examination at the end of the year. Students who complete 120 hours for two consecutive years and one residential camp will be awarded the prestigious 'NSS Certificate' of the University of Mumbai.

POST-GRADUATE PROGRAMMES

MSc

Mumbai University post-graduate degree courses (MSc) are conducted by the departments of Life Sciences (with specialization in Neurobiology); Microbiology, Biochemistry and Chemistry (with specialization in Analytical Chemistry). Laboratory facilities are recognised for post-graduate studies by research as well, and have received infra-structural support from the Department of Science and Technology and the UGC. These courses are open to all genders.

PhD Programme

The College has PhD Programme in Applied Biology of the University of Mumbai for research projects supported by various research grants offered by State and Central Government. A total of ten seats are available for this programme. The Suman Tulsiani Centre and Department of Science & Technology (DST-FIST) supported laboratory facility is provided to registered students. Staff from the Life Sciences and Microbiology Departments have recognition as PhD guides.

The **Suman Tulsiani Research Laboratory** serves as a Common Instrumentation Facility for research students. The college has instituted an *Institutional Animal Ethics Committee* (IAEC) which is registered with CPCSEA, Government of India. (1936/PO/Re/S/17/CPCSEA)

PG CERTIFICATE COURSE IN LABORATORY MANAGEMENT (CLM)

Programme Director *Dr Arjumanara Surti MSc PhD*
Programme Coordinator *Ms Ruzbeh Modawala BS.MT(ASCP)*
USA, CLS, NCA(USA)

Preamble

Laboratory Management has become an integral part of a Medical Technologist's life, as Accreditation is now more or less compulsory in most laboratories. Keeping this in mind, we at Sophia College have introduced a **Certificate course in Laboratory Management (CLM)** recognized by the University of Mumbai through **Garware Institute of CAREER Education and Development (GICED)**.

COURSE DETAILS

Title of the Course	PG Certificate Course in Laboratory Management (CLM). Recognized by University of Mumbai through GICED.
Duration	Six months, three days in a week, 6.30 to 8.30 pm
Total Capacity	18 students, Open to Men and Women
Eligibility	Practising Medical Technologist from any laboratory.
Fees	As set by GICED and Mumbai University
Application process	Starts in September each year, Forms can be collected from college office between 10 am to 12pm or department of Microbiology between 10 am to 3 pm on all working days in the month of August.

PG DIPLOMA IN CLINICAL ANALYSIS (DCA) (Medical Lab Technology)

Programme Director *Dr Arjumanara Surti MSc PhD*
Programme Coordinator *Ms Ruzbeh Modawala BS.MT(ASCP)*
USA, CLS, NCA(USA)

Preamble

A Medical Lab Technologist is the practical arm of the Pathologist. Every laboratory and Pathologist needs the Medical Technologist to run their laboratory. These personnel analyse body fluid from blood, to urine, to faeces and other fluids like CSF, pleural, semen etc.

Garware Institute of CAREER Education and Development (GICED) through University of Mumbai and Sophia College now offer you that chance to make your career in Medical Lab Technology through their PG DCA course.

This is a recognised 16th year armed with sufficient credits to go abroad for a Masters or even a PhD program. The sky is the limit! This is a 60 credit programme.

COURSE DETAILS

Title of the Course	PG Diploma in Clinical Analysis (DCA) (Medical Lab Technology) Recognized by GICED, University of Mumbai.
Duration	One year (3 semesters) with Internal Clinical Rotations and External Internship at reputed hospital or laboratory.
Total Capacity	18 students, Open to Men and Women
Eligibility	BSc/MSc with Microbiology, Biochemistry, Life Sciences or Zoology
Fees	As set by GICED and Mumbai University
Application process	Starts after declaration of TYBSc results, Forms can be collected from college office between 10 am to 12pm or department of Microbiology between 10 am to 3 pm on all working days.

PG DIPLOMA IN QUALITY ASSURANCE IN THE FOODS/PHARMACEUTICAL INDUSTRY (QA)

Silver Jubilee: 1993-2018

Programme Coordinator *Dr Chinmoyee Vatsyayan MSc PhD*
Assistant coordinators: *Ms Valentina Chettiar MSc*
 Ms Christal Baptista MSc

Programme Consultant *Dr Gail Carneiro MSc PhD*

The post graduate diploma program, inaugurated in 1993, trains Science graduates to enter Industry as Quality professionals. The one-and-a-half-year program, run in collaboration with leading Food and Pharma industries, is designed to give students comprehensive knowledge of the various aspects of Quality Assurance. The curriculum is regularly refined and updated to include the latest developments in the field.

The course is run in the 'Sophia College-Geeta Israni Centre of Quality Assurance', a modern facility, developed through a generous grant from the Managing Director, Blue Cross Laboratories. Faculty with years of experience in Industry, Academia and the Government give students a holistic view of Quality Assurance, especially current issues. Practical skills and hands-on training in modern instrumentation techniques are imparted during in-house laboratory sessions and through experiential learning in Public Testing Labs. Self-study, creativity and communication skills are enhanced through a variety of activities with personal attention to each student. A Management component introduces students to the basics of management to help them achieve professional success. Emphasis is placed on inculcation of a strong value system, personal development and cooperative learning. The course concludes with direct Industry experience in a four-month internship in Food / Pharma industries.

The growing number of Food and Pharma companies together with rising concern and awareness regarding Quality issues has led to an increased demand for Quality professionals. Over the last twenty-five years this course has attempted to cater to this need and Sophia students of Quality Assurance now occupy a variety of positions in Industry.

Note: Details of course curriculum, eligibility, fees and admission process along with the application form will be available in the Sophia College-Geeta Israni Centre of Quality Assurance immediately after the declaration of the BSc results.

**THE SOPHIA COLLEGE – M K TATA TRUST
INFORMATION & COMMUNICATION TECHNOLOGY**

**LIBRARY
(Sophia–M K Tata Trust Information Centre)**

The Sophia College Library boasts of a collection of over 70,000 books. It meets most demands of a modern information centre and also provides material and services to assist study. The facilities are especially for Sophia College students and staff, but visitors from other colleges are also welcome to use the resources available.

The library resources are as follows:

Reference Books	These include Art books, Atlases, Dictionaries, Encyclopaedias, Multi-volumes, etc. which cannot be borrowed.
Temporary /Overnight Reference Books	Usually one copy of every title is kept in demand for use in the library each day, at least until noon, after which the borrower may take the book overnight, and return it by 9 a.m. the following morning.
Non-fiction Books	Books <i>not in demand</i> may be taken for 2 days, 3 days, 1 week or 2 weeks. Senior College & PG students can borrow 2 books. Junior College students can borrow 1 book.
Periodicals & Project Reports	These are to be referred to, only inside the library.
Fiction library	Books from the Fiction Library will be issued on: Tuesdays: 1 p.m. to 2 p.m. Fridays: 11:30 a.m. to 12:30 p.m. <i>Students can borrow only 1 book at a time, for 2 weeks.</i>
Audio-Visual materials	The AV materials can be viewed in the library. They are not for home issue.
E-resources	Access to e-resources is provided to all users at the internet counter in the library.

Our library is one of the very few city college libraries where users have **open access** to library cupboards. Naturally, it is extremely important for users to replace books in exactly the same location. Maintaining the arrangement and order of books on cupboard shelves is necessary for the interests of the community at large.

The Library has the following services for its users:

- **Information Services & Audio-Visual Section:** It provides catalogue search under various modes – author, title, subject etc., through computers. The audio-visual collection in the library can be viewed in this section.
- **Open Public Access Catalogue (OPAC)** is available for users on the computer. Subject indexing of all articles from magazines, journals and newspapers, subscribed to by the library, is done, and users can have access to them.
- **Reference Section:** Reference books are kept in this section. Users can pursue reference work there.
- **Photocopy Counter:** Photocopying of *select pages* is available to all users. The Librarian reserves the right to refuse to permit the photocopying of certain reference books.
Counter timings
Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m.
Saturday : 9 a.m. - 12 noon.
- **Internet facility:** Access to internet is available, at a nominal fee, to staff and students of the college.
Counter timings
Monday to Friday : 9 a.m. - 12.30 p.m. & 1 - 3.30 p.m.
Saturday : 9 a.m. - 12 noon.

The rules that follow are conceived to ensure that the best service can be given to all our library users.

1. Library Timings

Monday to Friday : 8.30 a.m. to 5.30 p.m.
Saturday : 8.30 a.m. to 2.30 p.m.

(Before and during examinations: Mon. to Fri. 8.30 a.m. to 6.30 p.m.)

The library will be closed on Sundays and Public Holidays.

2. Library Access: All students may enter and leave the library only from its main entrance, near Room 12 (on the 2nd floor of the Arts Building – Main Heritage Block). Present your College ID card / Library Card to access the facility. All personal belongings would need to be kept at the ‘Bag counter’. Please do not leave any money/valuables inside your bag. Bags must be collected before leaving the library. All borrowed books must be shown for inspection on leaving the library.

3. Issuing of Books:

(a) Books are issued strictly in order of application. The Librarian may exercise discretion to limit the issuing of certain books as and when circumstances warrant it.

(b) No books or periodicals may be removed from the library unless the loan has been registered at the Circulation Counter.

(c) When a book is issued, the reader must examine it; report damages if any, to the Library Attendant immediately, failing which you will be held responsible for any damage that may be detected later.

(d) Books lost, damaged or defaced must be paid for by the reader on whose name they were issued. The value of the books will be assessed by the Librarian.

(e) The fine for **overdue books** is Rs.10/- per day, after the due date. In the case of ‘reserved’ books returned late, the penalty is a fine and a loss of library privileges for one week.

4. Code of Conduct: All users of the library are expected to maintain silence especially in and around the reading room area and reference section of the library. Smoking, eating, chewing gum and the use of mobile phones are not permitted in the library. Furniture must not be rearranged and may only be used for its proper purpose (e.g. no sitting on or resting feet on tables). Keep the library neat. Do not litter. Return newspapers, magazines to their stacks. Disregard of Library rules, indiscipline and misbehaviour will render students liable to be refused access to the Library.

5. Issuing of books to Staff members: At a time, staff can borrow 10 general books for a month, 3 reference books for a week, 3 fiction books for a month and 3 magazines/journals for a week. These can be reissued if there is no demand. Loose issues of Science Journals may be read *only within the Library*.

6. Sophia Ex-students and staff may avail of Library Membership only for the purpose of reference work within the library. Photocopying facility of *select pages* is also permitted.

Note: For all matters vis-à-vis the library, the Librarian's decision is final. The librarian reserves the right to recall any book/journal at any time.

COMPUTER CENTRE

(Sophia – M. K. Tata Communications Technology Centre)

The Computer Centre is located on the 1st Floor of the Arts Building (Opposite the AV Room). It is well equipped with 95 computers, 5 printers (B/W and colour), 2 scanners and 3 projectors. Internet broadband connection is available at a nominal rate.

Users can use the computer laboratory facilities for both academic and personal work.

The Computer Centre offers short-term courses at a nominal fee. These courses include: Computer Basics, Tally, Photoshop, Corel Draw, Flash, Dreamweaver, Pagemaker, Web Designing, and programming language such as C, C++ and Java.

It is also an Authorized Learning Center (ALC) for the following courses certified by Maharashtra Knowledge Commission Limited (MKCL), most of which last 8 weeks.

- (i) **MS-CIT** (Maharashtra State Certificate in Information Technology)
- (ii) **MS-ACIT** (Maharashtra State Advanced Certificate in Information Technology)
- (iii) **KLiC courses** (e.g. Advanced Excel, Financial Accounting with Tally ERP, Graphic Designing, DTP – Adobe & Corel Draw, C programming etc.)

Junior and Senior College students and staff members are encouraged to register for these on-line courses. Upon successful course completion the Certificate is awarded by MKCL and recognized by the Maharashtra State Government. The MS-ACIT Course is a requirement for all Junior College Teachers who have completed 24 years of full-time service.

Some KLiC courses give students Credit points from the Yashwant Rao Chavan Maharashtra Open University (YCMOU) too. You can do the course at timings that are suitable and convenient to you, during the working hours of the Computer Centre in Sophia College.

Registration for all MKCL courses have to be done by the *15th of every month*, at which time a *new* batch is started.

For further information contact the staff at the Computer Centre or the College Librarian.

Computer Centre timings are:

Monday to Friday : 8.30 a.m. to 5.30 p.m.
Saturday : 8.30 a.m. to 3.30 p.m.



ANNUAL PRIZES & SCHOLARSHIPS

A large number of awards, prizes and scholarships have been instituted especially for students, under various categories. It is hoped that they will encourage students to do well, develop their potential and talents. Some Research Scholarships are awarded to Teaching Staff.

The following prizes are awarded at the Annual Prize Distribution held in the month of August, in the Sophia Bhabha Auditorium.

OUTSTANDING AWARDS

COLLEGE SILVER JUBILEE PENDANT

for

*Personal responsibility, Social responsibility to fellow students
and for helping to promote the College's philosophy of education
and participation in co-curricular activities*

ROTARY PRIZES

*Awarded annually by the Rotary Club, Mumbai:
to the Best Student of the year, on the basis of academic record,
service to the College, and qualities of leadership.*

First Ramidevi Murlidhar Jalan-Rotary Midtown Prize

Second Ramidevi Murlidhar Jalan-Rotary Midtown Prize

Third Ramidevi Murlidhar Jalan-Rotary Midtown Prize

Fourth Ramidevi Murlidhar Jalan-Rotary Midtown Prize

SCHOLARSHIPS / PRIZES

(* Prizes for Sophia Junior College students)

1. The Royal Western India Turf Club Scholarship for academic excellence.
2. The Suryalata Doshi Scholarship to the student passing the FYBA examination with the highest marks.
3. The Margaret Menezes Scholarship to a TYBA Goan student.
4. The Mafatlal Scholarship to the student who comes first in the TYBA College examinations in the Economics and Sociology groups (alternately each year).
5. The SCEDA Scholarship to the student who comes first in the TYBA College examinations in the English and Hindi groups (alternately each year).
6. The BSP Scholarship to the student who comes first in the SYBA College examinations in the Applied Component group.
7. The Times of India Femina Scholarship to the student who comes first in the TYBA College examinations in the History and Philosophy groups (alternately each year).
8. The Kamani Foundation Scholarship to the student who passes in the FYBA College examinations with the highest marks in the Compulsory English paper.
9. The Resident Students' Scholarship to a deserving resident student of any class.
10. The Gujarati Mandal Scholarship to a deserving student of any class.
11. The Mirza Ghalib Scholarship to be divided between two Urdu speaking students.
12. The N M Wadia Scholarship to a deserving Parsi student of any class.
13. The Ratanji Ardeshir Dubash Scholarship to a deserving student of any Science class whose family income is less than Rs. 3000/- a year.
14. The Saifee Educational Aid Programme Scholarship to a student who comes first in the TYBSc Microbiology College examinations.
15. The Saifee Educational Aid Programme Scholarship to a student who comes first in the TYBSc Chemistry College examinations.
16. The Madholal Sindhoo Memorial Scholarship to a deserving student of the SYBSc class, offering Zoology/Life Sciences (alternate years).
17. The J Hormusji Scholarship to a deserving student of any class.
18. The Freny Kaikobad Janglewalla Scholarship to a deserving student of any class.

19. The Gloria D'Souza Scholarship to a deserving student of any class.
20. The Bhabha Scholarship to a deserving student of any class.
21. The Joseph John & Mary Agnes Farias Scholarship to a deserving student of any class.
22. *The Ex-students Scholarship to the student securing the highest marks in the HSC (Arts) Board Examination and continuing in Sophia.
23. The Anjali Kulkarni Scholarship to a deserving student of any class.
24. The Sister Winifred Ward Diamond Jubilee Scholarship.
25. 1977-78 CUC Scholarship for talent developed through maximum participation in co-curricular activities in the Senior College.
26. *1977-78 CUC Scholarship for the best all-round student in the Junior College.
27. The Ex-students Association Prize to the student who comes first in the SYBA/BSc college examinations in the Foundation Course.
28. The Mrs Abraham Prize to the student who secures the highest marks in History at the TYBA University Examination.
29. *The Shrimati Radhabhai Phadnis Prize to the student who gets the highest marks in Hindi in the FYJC Final Examination.
30. The Myrtle Noronha Prize to the student who comes first in the FYBSc University Examination.
31. The Miss Oommen Prize to the SYBSc student who comes first in Chemistry in the College.
32. The Wilfred Pereira Prize for the best article in the College Magazine.
33. The St Madeleine Sophie Prize for the most widely-read student of the year.
34. The Mrs Abraham Prize to the best hostelite.
35. *The Mrs I Mahindra Prize for an outstanding student taking Vocational Courses in the Junior College.
36. The Mrs Mani Hormusji Prize to a student who puts in her best effort to learn French in the FYBA.
37. *The B R Pimpalpure Prize to the student who secures the highest marks in Economics at the XII Standard Board Examination.
38. The Mrs Meena Pimpalpure Prize to the student who secures the highest marks in English Literature at the BA. University Examination.
39. The Five Silver Jubilee Prizes :
 - a. Three prizes for service beyond the call of duty.
 - b. Two prizes for special talent (e.g. public speaking, creativity)
40. The Fund Raising Prize—for the student who brings in the largest number of advertisements.

COLLEGE SILVER JUBILEE SCHOLARSHIPS

Eight Silver Jubilee Scholarships will be awarded to students who show remarkable improvement in their studies as well as development of their other gifts and talents.

COLLEGE GOLDEN AND DIAMOND JUBILEE, OTHER SCHOLARSHIPS & PRIZES

1. The Motilalji Agarwal Scholarship for a deserving student of the TYBA class on the basis of academic performance in the FY and SYBA examinations and record of service.
2. *The Suman and Ramesh Tulsiani Golden Jubilee Scholarship for needy and deserving students, four Scholarships:
i) Sr College Arts ii) Sr College Science
iii) Jr College Arts iv) Jr College Science
3. The Delia Albuquerque Scholarship for a student excelling in Sports.
4. Two Watumull Foundation Scholarships for deserving students of any class.
5. The Eric and Lucy Mascarenhas Scholarship for a deserving student of the SYBSc class offering Zoo-Micro/Chem-Micro.
6. The Prof A N Kothare Prize to a deserving Chemistry student of any class.
7. The Bazm-e-Niswan Maharashtra Prize to the student who stands first in the FYBSc class.
8. The Basil and Sophie Furtado Scholarship for a student of TYBSc Biochemistry.
9. The Mrs Kathleen Pereira Scholarship for a deserving student of any class.
10. The Griselda Miranda Dias Scholarship for a TYBA History Special student who in her final year has shown consistent interest and progress in her subject of specialization, i.e. History.
11. The Teresa and John Gonsalves Scholarship to a student of the FYBA class who shows a steady and significant improvement in academic performance during the year.
12. The Mathew and Martha Rodrigues Scholarship for the student who secures the highest marks in Political Science at the SYBA Final examination and who offers at least three papers in Political Science for the TYBA.
13. The Vaishno Mal Malhotra Endowment—Shanti Malhotra Cash Prize for a TYBA student who has had a consistently good academic record — i.e. not less than an average of 50 percent in any year, no absence from any examination, except for some genuine reason, some participation in extra/co-curricular activities and who

- obtains the highest marks in the total of marks acquired in the TYBA University and College Examinations.
14. The Sr Winifred Ward Birth Centenary Cash Prize for a TYBSc student who obtains the highest marks in the total marks acquired in the TYBSc University and College Examinations and has a consistently good academic record – i.e. not less than an average of 50 percent in any year, and no absence from any examination, except for some genuine reason – together with some participation in extra/co-curricular activities.
 15. The NSS Silver Jubilee Scholarship, 1996-97, for the best NSS student.
 16. The Dr Supriya Sengupta Scholarship for a TYBA (English Single Major) student who secures the highest marks in the TYBA University Examination.
 17. The Dr Zaibun Y Jasdhanwalla Scholarship for a TYBA (Economics Single Major) student who secures the highest marks at the TYBA University Examination.
 18. The Mrs Shashikala C Patel Scholarships for the students who secure the highest marks at the TYBA University Examination in:
i) Psychology; ii) Sociology; iii) the Double Major groups; and
iv) TYBSc Life Science University Examination.
 19. The Dr (Sr) Livi Rodrigues Scholarship for the TYBA student who secures the highest marks in the Terminal, Preliminary and University Examinations.
 20. The Dr (Sr) Livi Rodrigues Scholarship for the TYBSc student who secures the highest marks in the Terminal, Preliminary and University Examinations.
 21. The Ms Anupama Byravan Scholarship to a TYBA (Psychology single major) student who secures the highest marks at the TYBA College examinations.
 22. The Y A Jasdhanwalla Scholarship to be awarded to a student of the FYBA who is the daughter of an ex-student of Sophia College and who has secured at least 55% marks at the College end-of-year examination.
 23. The Y A Jasdhanwalla Scholarship to be awarded to a student of the FYBA/SYBA/TYBA class who has shown a sustained and sincere interest in social work and who has secured at least 55% marks at the FYBA/SYBA/TYBA examination.
 24. The Dr Jeanette Pinto Prize for two students who reach out and facilitate the growth of those in need.
 25. The Dinesh Bahl Memorial Prize for "Quality Assurance in the 'Foods' Industry" student who has had consistently good academic grades throughout the four semesters and the highest overall grade in the Post-graduate Diploma Course in "Quality Assurance in the 'Foods' Industry".

26. The Sophia College Quality Assurance Prize for steady and significant academic progress and all-round development during the academic year.
27. The Amar Raicar Prize to the student who secures the highest marks in Biochemistry at the MSc Part I and II University examination.
28. The Sr L Penné Prize for an outstanding TYBA Double Major Sociology student.
29. *The Ms Shobha Theckedath Prize for the FYJC student who obtains the highest mark in Sociology.
30. The Dr Kate E Marre Prize for an outstanding MSc student who has maintained a consistently good academic record and who has participated with a sense of commitment in class and departmental activities.
31. The Dr (Sr) Daphne Furtado Prize to a 'Quality Assurance in the Foods/Pharmaceuticals Industry' outstanding student who has displayed special qualities of academic excellence, leadership and commitment.
32. The Dr Clarissa Rodrigues Prize for an exceptional student of Indian Philosophy in the SYBA class.
33. *The Ms Nayana Sanzgiri Prize for a student of the French language in the Junior College, who has shown a commitment to learning the language, and sensitivity to others.
34. The Prof William Coelho Birth Centenary Scholarship for the student who secures the highest marks in History at the SYBA final examination and who offers at least three papers in History for the TYBA class.
35. Two University of Mumbai's Sesquicentennial Prizes for the TYBMM students who secure the highest marks in Advertising and Journalism.
36. Mrs Alda Ribeiro Colaco Birth Centenary Prizes for two students who excel in English and Education.
37. The Mr & Mrs S M D'Souza Prize for a good academic record and showing keen interest in the subject through organisation participation in Chemistry and related extra-curricular activities.
38. Mr and Mrs Thrity and Keki D Mowdawala Prize to be awarded to a deserving student in the science section.
39. *The Sr Celia Remedios Prize for an FYJC Science student who obtains the highest overall mark at the First Semester Examination.
40. *The Sr Celia Remedios Prize for an SYJC Arts/Vocational student who obtains the highest mark in the SYJC Preliminary Examination, with at least 75 percent marks in aggregate.
41. *The Mr T H Khan Prize for the FYJC Science student who obtains the highest marks in Chemistry, with at least 90 percent.

42. The N T Amritmahal prize to the SYBMM student securing the highest overall marks in the academic year.
43. The Annamma Varghese Prize for a consistently outstanding Zoology student in the FYBSc and SYBSc.
44. The Dr M C Arunan Prize for an outstanding student, excelling in academic and co-curricular activities in the Department of Life Sciences.
45. The Vaishno Malhotra Endowment - Shanti Malhotra Cash Prize for a TYBMM student who has had a consistently good academic record. i.e. not less than an average of 50 percent in any year, no absence from any examination, except for some genuine reason, some participation in extra/ co-curricular activities and who obtains the highest marks in the total of marks acquired in the TYBMM University and College Examinations.
46. The Vaishno Malhotra Endowment - Shanti Malhotra Cash Prize for the best all-round student in BSc/MSc/other post-graduate courses who has had a consistently good academic record, and some participation in extra/co-curricular activities.
47. The Sister Rosa Makil Scholarship for a needy and dedicated student.
48. The Late Shri Kewal Krishan Kapur and Late Smt Shubh Kewal Kapur Prize for BSc (IT) student.
49. The Late Shri. Bhagwandas Mehra and Late Smt Rooprani Mehra Prize for BSc(IT) student.
50. The Late Shri Rajinder Krishan Kapur and Late Smt Kanta Rajinder Kapur Prize for two students who obtain the highest rank in FY and SYBSc(IT) respectively.
51. The Late Shri Dwarkadas Kapur and Late Smt Kaushalyadevi Kapur Prize for the student who obtains the highest rank in TYBSc(IT).
52. *The Sr Mary Mathew Prize for a Junior College Arts student who is outstanding in academics, leadership, class participation and commitment to the college.
53. The Pearl Padamsee Prize for a student who has contributed significantly to theatre/drama in Sophia College, over a period of two academic years.
54. The Mrs Gertrude Rodrigues award for an MSc Chemistry student who has a good academic record and who has shown an eagerness to help others.
55. The Saklatwalla Prize to the student who secured the highest overall marks in MSc Analytical Chemistry University Examinations.

VALUE EDUCATION SCHOLARSHIPS

Scholarships for students who give evidence of seriousness of purpose and the living-out of values imbibed through a serious study of religion, and who help fellow-students to discover values and convictions by questions raised at Value Education classes and at seminars, work-shops, etc.

1. The Sr Catherine Andersson Scholarship.
2. The Sr Winifred Ward Golden Jubilee Scholarship.
3. The Sr Kathleen Snow Scholarship.
4. The Cardinal Gracias Scholarship.
5. The Dona Arcelina Pinto Scholarship.
6. The Pope Paul VI Scholarship.
7. The St Madeleine Sophie Scholarship.
8. The St Philippine Duchesne Scholarship.

INTER-CLASS TROPHIES

1. *The Maude Hilda Baptista Trophy for Junior College, for the Class that secures the highest marks for inter-class and inter-collegiate participation.
2. The Frederick Joseph Baptista Trophy for Senior College, for the class that secures the highest marks for inter-class and inter-collegiate participation.
3. The Sister Mary Braganza Trophy for the student who gives evidence of lived convictions and improvement in her academic record.
4. The Sophia College Fund-Raising Trophy – for the class that brings in the largest number of advertisements.
5. The Sophia Ex-students (Bangalore Chapter) Trophy for a student who has been actively involved in Social Service during her years in college, and has put in the highest number of hours and quality of service in the NSS.

STUDENT AID SCHOLARSHIP CORPUS FUNDS

1. The Sr Anita Horsey Student Aid Fund
2. The Shanti Malhotra Student Aid Fund
3. The Mrs Alda Ribeiro Colaco Student Aid Fund
4. The Sister Teresa Pereira Student Aid Fund
5. The Chaturbhujji Gorbhandas Foundation Scholarship for a deserving Science Student.

6. *The Ms Bandishi Bengali Student Aid Fund for Junior College
7. The N T Amritmahal Student Aid Fund for meritorious and needy students.
8. The Keshav & Daphne Verma Scholarship to support one student each year, through a 3 year degree course of her choice, as a resident (hostelite).
9. The late Smt. Kaushalya Nayar & Late Shri Kahan Chand Nayar scholarship for one or two girls who are needy and have done well in studies.

RESEARCH SCHOLARSHIPS AND AWARDS

1. The Smt Dhandevi Mahindra Scholarship Award for Teachers
2. The Dr (Mrs) Barbara Naidu Memorial Scholarship for any kind of research or social work.
3. The Lobo Dubey Research Scholarship to either a staff member or a post-graduate student for a Research project, preferably from Science.
4. The Smt. Sumitra Devi Jatia research award for Teachers.
5. The M M John Memorial Scholarship for research in Language /Literature.

COLLEGE PLATINUM JUBILEE PRIZES & SCHOLARSHIPS

1. *The Noella D'Souza Prize for an SYJC student who has obtained the highest mark in Psychology at the HSC Examination.
2. *The *Ramanujan* Prize for an SYJC student who has obtained the highest mark in Mathematics & Statistics at the HSC Examination.
3. *The Aruna Dua Prize for an SYJC student who has obtained the highest mark in Hindi at the HSC Examination.
4. *The Dr Charulata Katoley Prize for an FYJC student who has obtained the highest mark in Biology, with at least 90 percent.
5. *The *Schrödinger* Prize for an outstanding Physics student in Sophia Junior College.
6. *The *J Krishnamurti* Prize for an outstanding SYJC Philosophy student.

7. *The Sr Bertha Mascarenhas Prize for a dynamic FYJC resident student.
8. The *Ivan Illich* Prize for an outstanding TYBA Education student.
9. The Anu Srinivasan Prize for an outstanding NSS student in the First Year degree course.
10. The Mr Maurice George Martis prize for a TYBA student who has obtained the highest mark in Economics at the University Examination.
11. *The Mr Maurice George Martis prize for an SYJC student who has obtained the highest mark in Banking at the HSC Examination.
12. *The Jankidevi Shivilal Yadav Prize for a FYJC student who obtains the highest mark in the Final Examination in Hindi with at least 80 percent.
13. The Dr Nirmala Tripathi Prize for an outstanding FYBA Hindi student.
14. *The Dr Sushama Deo Prize for an SYJC student who has obtained the highest mark in Logic at the HSC Examination with at least 90 percent.
15. *The Sheila Kapoor Prize for an SYJC student securing the highest mark in Office Management at the HSC Examination with at least 85 percent.
16. *The Mr Maurice George Martis Prize for a student who secures the second highest mark in Banking at the HSC Board Examination.
17. The Mr Maurice George Martis Prize for an FYBA student who secures the highest mark in Economics.
18. *The Suniti Namjoshi Prize for an SYJC student securing the highest mark in English at the HSC Examination with at least 75 percent.
19. *The Neera Desai Prize for an SYJC student securing the highest mark in Sociology at the HSC Examination with at least 85 percent.
20. *The Kancha Ilaiah Prize for an SYJC student securing the highest mark in Political Science at the HSC Examination with at least 85 percent.
21. *The Pandita Ramabai Prize for an SYJC student securing the highest mark in History at the HSC Examination with at least 85 percent.

Note: Only students who attend the Annual Prize Distribution function can claim their awards, prizes and scholarships.

RULES & REGULATIONS

GENERAL

1. **Identity Cards:** Students should wear their Identity Cards on entering the college campus. Identity cards without photograph, stamp and signature are not valid. Enter your complete and correct permanent Roll Number on the ID card as soon as it is made known to you.
2. **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 on application forms, etc.

Please *do not* approach the Principal/Vice-Principal directly, to obtain their signatures. Nominal charges are applicable for certain special services, details of which you will be informed by the concerned Office staff.

Timings of the Administrative Office:

Day	During Term (i.e. regular working days)	During Vacations
Monday-Friday	8:30 a.m. to 9 a.m. 10 a.m. to 12 noon 3 to 3:30 p.m.	10 a.m. to 12 noon
Saturday	8:30 to 9 a.m. 11 a.m. to 12 noon	11 a.m. to 12 noon

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

The College will be closed on:

- ✓ Sundays and all Public Holidays declared by the Government. These are announced in the Calendar at the end of this Handbook.
- ✓ Holidays prescribed by the Maharashtra State Department of Education or University of Mumbai, for vacations and for mid-term (e.g. Ganesh Festival, Christmas).
- ✓ However, the Principal may declare certain days as 'Non-Instructional Days'. These will be announced as and when required on the College Notice Board or through announcements.

CODE OF CONDUCT

1. As a Sophia student, you are accountable to the Principal and to the Vice-Principals/Course Coordinators for your conduct on the College premises and at college programmes/events.
2. Students joining the College are, by that very fact, required to accept and adhere to all Rules and Regulations of the College, HSC Board and University of Mumbai - and to undertake to submit to the normal enforcement of the same, to the satisfaction of the Principal, whose decision shall be final.
3. **Ragging is strictly prohibited.** Students found indulging in ragging will be expelled. There is zero tolerance for bullying or teasing. Smoking, consumption of alcohol, gutka, tobacco, drugs/psychotropic substances are *not* allowed on the College premises and within a specified distance from the campus boundaries, as per law.
4. As an educational institution within India, all Sophia students are expected to abide by a fairly reasonable and modest dress code while on campus, even if you might be permitted by your families to dress differently elsewhere. Students are urged to internalize this expectation.
5. **College excursions/outings:** These are always organized by faculty members after prior sanction of the Principal. Parents and Guardians are required to sign a Consent Form if they permit their child/ward to attend such events. Accurate information must be provided to the college, and specific information regarding health or other needs prior to the commencement of the field trip/tour/excursion etc. *Students are required to submit a written consent from their parents/guardians to the Teacher-in-charge of such events prior to the event. As a Women's College, all trips will have a female staff member accompanying the group.*
6. The College Canteen is a *self-service canteen*. After you have finished eating, please deposit the used cutlery/crockery in the containers provided for the same. Be a part of the green endeavour to keep our campus clean and green. Please **DO NOT** litter anywhere on the campus, and especially in the canteen area. Consumption of foods and beverages is permitted only in specific areas (Canteen and its extension). For the sake of hygiene and cleanliness, you cannot be permitted to consume food or beverages in the classrooms, laboratories, library, chapel and offices. You will make yourself liable for penal action if you violate this norm.

7. We recognize the need to stay in touch with others, or to access data via cell phones. You may certainly use these devices in the canteen and canteen extension and in the seating areas near the garden. DO NOT use them in any classroom, laboratory or library nor in corridors outside these places. Carry your own power bank to charge your devices; you are not allowed to use the sockets on campus for this purpose. Violation of this rule will lead to confiscation of the device and levy of a fine.
8. *You have to own responsibility* for your cell phones, devices, cards/cash, notes, journals and any other materials that you bring to college. Please note: The College cannot take responsibility if these are lost or stolen. With over 150 CCTVs on campus, we hope they serve as effective deterrents.
9. The college and its properties are for you and the future generations to use effectively. We request you not to deface or damage any property. A student who is found to have damaged college property will naturally have to make good the damage done.

ACADEMIC MATTERS

1. **Course Syllabi**: For Junior College students, the syllabus for each subject is given in the prescribed Textbooks, all of which are published by the HSC Board, and which are available in the College Bookshop. Senior College students should make themselves familiar with their subject syllabi (available in the College Library).
2. **Class Notice Boards**: Junior and Senior College students should check their respective Class Notice Boards daily for announcements. Changes in lecture rooms or timings, and information regarding absence of teachers and events are written on the General Notice Boards in the Arts and Science buildings as and when necessary. Important announcements are also made twice daily, on the public address system.
3. **Class Time Tables**: Time Tables are displayed on the respective Class Notice Boards at the beginning of the academic year. Copies of the same are usually available at the Photocopy counters. You are expected to make special efforts to be punctual and regular for all lectures/tutorials and practicals.

ATTENDANCE:

4. **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**. You are reminded that 75 percent attendance at Lectures and Practicals respectively, is the basic norm for all students.
5. 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* send up Examination Application Forms for admission to the University Examination, or 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.
6. **Attendance Records:** Attendance is taken DAILY, for lectures, tutorials, practicals and any other departmental activities (e.g. Field Trips, Presentations). Several teachers also record attendance using the Campusby App through which you get intimation of your presence or absence at lectures/practicals. 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.
 7. **Absence From College:**

In the Senior College, if you have been absent due to sickness or other reasons it is *your responsibility to inform the concerned Vice Principal/Coordinator* at the time of absence or immediately thereafter, by submission of the required form signed by your parent/guardian. Medical leave should be supported by a valid Medical Certificate. If you have taken leave to participate in State/National/International events your application must be backed by appropriate documentation.

Junior College students are required to submit their leave application on a specific proforma available at the photocopy desk, if you have been absent for three or more days. Medical leave should be supported with a valid Medical Certificate. Your leave application should be handed over to your respective Class Teacher after it has been signed by the Vice-Principal/Supervisor and all your subject teachers.

As learners at the Higher Secondary stage and Higher Education we hope that you can shoulder your own responsibilities and self-regulate, and appreciate the value of presence at lectures/tutorials and practical work.

8. **DEFAULTERS' LIST:** If your attendance is 'unsatisfactory', a list of such students is drawn up; it is called the Defaulters' List. It will be displayed on your respective Class Notice Board from time to time.

You are expected to read your Class Notice Boards to see if your name features on this list. *Defaulting students and their parents/guardians will be called to the college, to meet the concerned authorities during each term.*

IMPORTANT: Parents and guardians are encouraged to keep themselves informed of their daughter's/ward's attendance and academic progress.

The Vice Principals/Course Coordinators will be glad to answer your queries, if any, during their office hours.

9. **OPEN DAY** is held for both, Junior and Senior College students, during the Second Term (November/December). Parents/Guardians are welcome to attend the Open Day, and meet the concerned Class Teachers, Subject Teachers and Vice Principals/Supervisor/Course Coordinators.

If parents/guardians wish to meet the Vice Principal/Course Coordinators at other times during the term, they may do so during the 'Office Hours' of the concerned Vice-Principal/Coordinator, or with prior appointment.

10. TEST/EXAMINATION RULES:

- a. Examination Time Tables are prepared by the College for Standard XI. The HSC (Standard XII), and all University Examination schedules are prepared by the HSC Board/University of Mumbai. You should note the Test/Examination Schedule (Date, Subject, Paper, Timing) and Seating Plan carefully. These are displayed on the College Notice Boards prior to the Test/Examination.
- b. You must report to the Class Room/Multi-Purpose Hall, as per the Seating Plan, in accordance with the norms for Tests/Examinations.
- c. Entry into the Test/Examination Room is not permitted 30 minutes and beyond, *after the start of the Examination*. SYJC (Standard XII) students please note carefully: For the HSC Board Examination (Oral/Practical/Viva/Written) *LATE ENTRY IS NOT PERMITTED*.
- d. Test/Examination candidates should NOT reveal their name and religious identity anywhere on the Answer Books and Supplements, as per HSC Board and University Rules.
- e. Students are required to wear/carry their valid Identity Card for each Test/Examination, and these will be checked by the Supervisor. *Ensure that you write your correct and complete ROLL NUMBER on your Identity Card.*
- f. Students have to sign their *presence* on the Attendance Sheet for every Test/Examination.
- g. All mobile phones have to be switched off or kept on silent mode before entering the Test/Examination Room. Students can NOT take mobile phones to their seats. Mobile phones and personal belongings must be kept inside one's personal bag. The Supervisor cannot take responsibility for the same or for any loss.
- h. Use of Unfair Means at Tests/Examinations will lead to disciplinary action, in accordance with HSC Board/University Rules. Be aware that CCTV cameras are installed on campus to enhance vigilance, safety and security.
- i. For the *external HSC* (i.e. Standard XII) **Board and Mumbai University Examinations** (Semesters V & VI), candidates are required to carry their College Identity Card *and* Hall Ticket (Examination Admission Card) for each Theory/Oral (Viva)/Practical examination.
- j. Note: Students are not permitted to leave the examination room while the examination is in progress.
- k. For HSC and University of Mumbai Examinations there are *specific requirements and rules*. These are displayed during the examination periods. You are expected to be aware of Board/University norms.

ADMISSION & EXAMINATION FEES

1. **Admission:** All applications (of students who have already been in the College) for admission to Junior College, Undergraduate or Post-graduate class, should be submitted as *per the dates and timings notified by the college*. Late applications may not be accepted.
2. **Admission to the FYJC** (i.e. Standard XI) is an on-line process in the Mumbai Metropolitan Region; details of this process are announced by the Education Department of the State Government of Maharashtra each year. The deadlines for application and declaration of Merit Lists are fixed by the same department.
3. **Admission from FYJC to SYJC** (Standard XII) is presently conducted by the college immediately after the declaration of the Standard XI Result in April.
4. Sophia College is a Christian Minority Institution and therefore fifty percent of its seats are reserved for Christian Minority applicants, and they are also based on Academic Merit (i.e. Percentage obtained). [Christian students who apply under this provision will have to submit a Baptism Certificate.]
5. **Eligibility Cases:**
 - a. For FYJC: Students who come from Boards other than Maharashtra State Board are required to follow Eligibility Procedures as prescribed/announced. (for example: they must have a Migration Certificate, School Leaving Certificate from the previous school/college, Deed of Undertaking on Stamp paper.)
 - b. Students seeking admission to Degree programmes of the University of Mumbai have to complete the University Enrolment Procedure online. Students from other Boards (ISC, AISSCE, NIOS-Year 12, IGCSE, A levels, IB, HSC from other States in India) have to obtain an Eligibility Certificate from the University of Mumbai. Information regarding these procedures will be displayed on the College Notice Boards at the time of Admission.

6. **Leaving Certificate:** Students who have confirmed their admission in Sophia College and who wish to subsequently withdraw (leave) are required to apply for their Leaving Certificate in the Administrative Office during their working hours. Once the Leaving Certificate is issued to the applicant, the student is deemed to have left the college.
7. **Payment of Fees:** As soon as the applicant is notified that admission has been granted, the full fees become payable. Until such payment is made to the Treasurer, or allowed by the Principal to be deferred in full or in part, the offer of admission is liable to be cancelled.
8. All admissions are valid for *one academic year only*, and are therefore to be renewed for each subsequent year of study.
9. In case of withdrawal or failure to attend College, the refund, if any, of the fees (Senior College) already paid will be in accordance with the following rules laid down by the University. **NOTE: FEES ONCE PAID WILL NOT BE CARRIED OVER FOR A FURTHER ACADEMIC TERM.**
10. A student must pay all the prescribed fees (except the Examination Fee) for the year, **at the time of admission.**
11. **FINANCIAL AID** is available for a limited number of *deserving* students. For further information, contact the Coordinator of Student Activities.
12. **As per the Circular No. Exam Fee/149 of 2012-13 dated 19th March 2013, a learner is required to pay the Examination Fees for each Semester whenever s/he appears for an examination; it is also applicable for examinations conducted by the College on behalf of the University of Mumbai.**
13. ***Ordinances Relating to the Refund of Undergraduate Fees for the Colleges in ALL the Faculties. (Circular UG/412 of 2008)***

O.2859: Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in Undergraduate courses in Govt. colleges, in Government-aided and Unaided courses conducted by affiliated colleges, and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course.

Refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter.

The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

Table of Fees deduction on Cancellation of Senior College Admission

S.No.	Period	Deduction*
I	Prior to commencement of academic term	Rs. 500/- lump sum
ii	Up to 20 days after commencement of academic term	20%
iii	From 21 st day up to 50 days after commencement of academic term	30%
iv	From 51 st day up to 80 days after commencement of academic term OR August 31 st , whichever is earlier.	50%
V	From 1 st to 30 th September	60%
vi	After 30 th September	100%

***on Total Amount of Fees**

NOTE: The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following :

- (i) All the fee items chargeable for one year as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities).
- (ii) The fees charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor's fund, University fee for sports and cultural activities, E-charges, disaster management fund, exam fee and Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- (iii) Fees collected for identity card and library card, admission form and prospectus, enrolment and any other course specific fees are not refundable after the commencement of the academic term.
- (iv) All refundable deposits (Laboratory, Caution Money etc.) shall be fully returned in case of cancellation.

STUDENT SERVICES

The Sophia J.N. Heredia Counselling Centre

The Centre which is located on the first floor of the Sophia Andersson Annexe, offers students a professional and formal resource in times of personal stress as well as opportunities for individual and group enrichment. The activities of the Centre focus on three major areas:

- Psychological Counselling for individuals, as well as group sessions for growth enhancement.
- Values Clarification – Students are encouraged to reflect on life and various social issues in order to form convictions which give meaning and direction to life.
- Vocational Testing and Guidance with a view to assisting students to discover their aptitudes and talents, to make the right subject choices in college, and career choices in the future. A nominal fee will be charged.

Placement Cell

The college has a full-fledged Placement Cell comprising of a committee of staff and students. The office-bearers of the College Union Committee (CUC) in collaboration with the Sophia College Ex-Students/Ex-Staff Association (SCESA) have established 'Career Connections' which focuses on four areas - Placement, Higher Education, Internships and Entrepreneurship. Each area is headed by a student. The cell also organizes workshops, campus interviews, tests for graduating students.

Information received by email concerning job and internship opportunities is also displayed on the Placement Cell notice board.

Student Redressal/Complaints Cell

There is a **Students' Grievance Redressal Committee**. In case of any grievance the concerned student must give her application in writing to the Principal, for placement before the Committee.

A **Student Grievance Box** is kept at the office of the Co-ordinator of Student Activities for students to deposit their suggestions or complaints, anonymously, if they so wish. Besides these, the Co-ordinator of Student Activities and the College Wardens are

available to listen to grievances and to help students in their day-to-day problems.

Student Aid Fund (SAF)

The Student Aid Fund is built up from contributions from fund-raising drives and is enhanced by contributions from parents, well-wishers and alumnae. This is in keeping with the spirit of Sophia College, which has always sought to help the disadvantaged.

Students' Text- Book Association (STA)

This association lends text-books to deserving students for one academic year. Those who wish to apply for some text-books should fill in an application form at the beginning of the academic year. Books should be returned within a week after the end of the final examination.

***NOTE:** Applications for both SAF and STA must be made on the prescribed form, obtainable from the **Coordinator of Student Activities** and **Warden** respectively, and should be submitted by the stipulated dates.*

Government Scholarships

- Government of India Freeships for the Economically Backward Class (EBC) are available.
- Full Tuition Scholarship for students of Scheduled Caste (SC) and Scheduled Tribe (ST).
- A student whose parent is a Primary/Secondary school teacher may apply for a scholarship if she has obtained a First Class in the SSC/University Examination.

Eligible students may obtain the relevant Scholarship Application Form from the Accounts Office. The duly filled in forms are to be submitted at the beginning of the academic year.

Canteen

A centrally-located canteen serves staff and student needs. Vegetarian and non-vegetarian food is available at the College Canteen. The Canteen is a reasonably-priced, self-service canteen. Hot/Cold

Beverage counters are provided in the canteen extension and near the central lawn.

You are requested to keep the canteen clean. You may not rearrange furniture unless it is for an authorized class event. Kindly use bins to dispose wet/dry waste and to return used cutlery.

A **Canteen Suggestion Box** is kept in the canteen, for any student (or staff) to provide constructive suggestions, feedback and/or complaints.

Sophia College Bookshop

The College has its own Bookshop and students are encouraged to purchase Textbooks, Reference materials, stationery from the store as it exists to serve the needs of all staff and students of campus institutions.

Photocopy Counters

Photocopy Counters are provided for all students and staff. They are located in the College Library, Sophia Andersson Annexe and near the central lawn.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Coordinators: Ms Sheila Master
Dr Anagha Tendulkar

As per a directive issued by the Director of NAAC (i.e. National Assessment and Accreditation Council), all accredited colleges are required to set up an **Internal Quality Assurance Cell (IQAC)**. This is a post-accreditation quality sustenance measure to maintain standards. The Sophia College IQAC has been operational since 2003.

All students are invited and expected to provide honest and sincere feedback through the IQAC Questionnaires that are administered at the **entry point** (i.e. First Year degree) and also at the **exit points** (i.e. end of the First Year, Second Year and Third Year degree) of all UG Degree programmes - BA, BSc, BMM, and BSc-IT.

Participation of Senior College students in the IQAC process is an essential requirement.

RESEARCH DEVELOPMENT CELL

Coordinators: Dr Trevor Allis
Dr Arjumanara Surti

The Research Development Cell encourages and facilitates research among the faculty and students of the college. It provides information about available research opportunities and funding agencies. They seek to ensure that all reports are submitted on time and the process culminates in either a publication or a presentation.

COLLEGE HOSTEL

The hostel is an integral part of the Sophia College. It is a vibrant community, of over one hundred full-time students, from all parts of India and sometimes even abroad. Admission to the hostel is not easy and there are very high expectations from resident students – especially with regard to behaviour, attendance, academic performance and participation in the life of the college as a whole. Continuation in the hostel is based on the appraisal of each resident on a yearly basis. Selection to the hostel is based on a personal interview of the prospective resident along with her parents/guardians. For further information kindly purchase the Hostel Prospectus from the College Administrative office. You are advised to make early enquires regarding hostel admission procedures, to avoid disappointment.

SCIENCE LABORATORIES

1. **On working days** all laboratories will be open from 8 a.m. to 4 p.m.
2. **During Holidays** laboratories may, if necessary, be kept open under the full responsibility of at least one member of the staff duly authorised by the Head of Department and the Senior College Vice-Principal (Science).
3. **Once a year** laboratories will be closed for not less than a fortnight, the actual dates to be settled by the Head of each Department in consultation with the Senior College Vice-Principal (Science).

COLLEGE UNION COMMITTEE (CUC)

Coordinator: Sister Rosa Makil

Student Representatives comprising of Club/Association secretaries, Class representatives of Senior and Junior College as well as co-opted members, headed by an elected Student Body President (SBP) form the College Union.

The Constitution of the Sophia CUC is available for reference with the Co-ordinator of Student Activities.

The CUC is responsible for all student activities of the college. CUC members are given training in leadership skills and in working as a team.

NOTE: Students can approach the SBP for any problems connected with student activities / amenities.

ASSOCIATIONS & CLUBS

All full-time students of the college are encouraged to become members of one or more clubs within the college and participate in their programmes and activities. Co-curricular activities are an exciting part of life here in Sophia. They are opportunities for you to interact with other students, faculty or experts; to learn, develop leadership, showcase skills, organize events, volunteer, reach out to others, get sensitized about issues and so much more. Such exposure will help you grow beyond the confines of classrooms and syllabi.

The event, 'GLIMPSES' is specially arranged for you, so that you may feel especially motivated to join a college club/association. There is a nominal annual membership fee for each club.

Please note that activities of a club/association may overlap with your lectures/practicals. You would need to shoulder your own responsibility - to make choices; be judicious about decisions that you arrive at.

Guidelines:

1. The aim of the Associations is to promote co-curricular activities of an academic and cultural nature. By means of the Associations/ Clubs, students learn to manage their club and its activities and to work in cooperation. Keep the Staff-in-charge well informed of the activities that are planned and seek their advice from time to time.
2. The Coordinator of Student Activities coordinates all functions and activities of different Associations/Clubs in consultation with the Staff-in-charge of the Associations/Clubs.
3. The funds of each Association/Club, if any, shall be kept with the Co-ordinator of Student Activities and the accounts maintained by the Secretary of the Association/Club, with a staff-in-charge, in collaboration with the Co-ordinator of Student Activities. Either may, if desired, be assisted by a Student Treasurer.
4. Before the end of each academic year, the Secretary of each Association/Club shall submit to the Principal the annual *Statement of Accounts*, and a report of the Club. An *Annual Report* of each association/club is also to be submitted to the Editor of the Sophia College Magazine.
5. Early in the academic year, the secretary shall submit to the Co-ordinator of Student Activities the names of the Executive Committee and brief accounts of the membership strength of each Association/Club.
6. The prior permission of the Principal is necessary:
 - a) to invite persons from outside the College to address, preside at, or take part in meetings of any Association/Club.
 - b) to hold functions, or to participate in college activities outside the College.
 - c) to organise activities beyond, though not contrary to, the objective of the Association/Club concerned (for e.g. a social or picnic for members of the Association/Club, or bake sales to raise funds for club activities, or collections for a deserving cause, etc.)
 - d) for any non-academic matter that on account of its nature or likely repercussions involves more than ordinary responsibilities.
7. In all matters affecting the Associations/Clubs, the Principal's decision shall be final, as also with regard to the disposal of funds in case of the dissolution of the Association/Club.
8. **Membership Fee** for each Association/Club is *Rupees Fifty only*, for the Academic Year 2018-2019.

ART AND DESIGN CLUB

In-charge: Sangeeta Dubey

The Art and Design Club provides a forum for students with an interest in the arts and crafts to give creative expression of their talents.

ASSOCIATION OF CHRISTIAN STUDENTS (ACS)

In charge: Sr Rosa Makil, Sr Patricia D'Souza & Sr Kiran

St. Rose Philippine Duchesne is the patron of this Association. A frontierswoman and a pioneer, her dynamic yet humble life continues to inspire young minds and hearts to grow in a spirit of prayer and loving service. It is a coming together of Christian - to share, enrich and grow in their faith experience.

Activities:

- Reflections: on life's experiences/issues and to facilitate the discovery of self
- Celebration of the Eucharist on First Fridays, and on special occasions
- Bible Study, Outreach ministry and Prayer support
- Student live-in experiences/retreats

BHARATIYA SANSKRITIK PARISHAD (BSP)

In-charge: Samrita Sinha & Nisha Yadav

This association is open to any student who would like to develop her knowledge of Indian culture. The BSP organises "Sanskriti", a festival on different aspects of Indian culture. Other cultural events like a rangoli competition, food-fest etc. brings out the richness, beauty and diversity of our culture.

ENGLISH LITERARY SOCIETY (ELS)

In-charge: Nishtha Dev & Jini Joseph

This association aims to instill and nurture interest in, and love for the literary arts, through organizing discussions, readings, talks, screenings and creative writing workshops.

INTERNATIONAL RELATIONS CLUB (IRC)

In-charge: Paul Rozario & Trevor Allis

Its purpose is to draw together students interested in public affairs, both domestic and foreign. Members are expected to read the daily newspaper and to take an active part in discussions on current topics.

The club also runs an IRC news service, and undertakes various research projects of interest to the members.

NATURE CLUB

In-charge: Trevor Allis & Tanaz Asha

Technical advances and modern lifestyles may have improved the quality of our lives in some respects but they have also distanced us from raw nature. The Nature Club aims at reconnecting with nature at its best through its treks, excursions, educational tours and discussions. Places recently visited include North-East India, Bhutan, Rajasthan, Uttarakhand and Kerala. These trips not only help us connect with the natural habitat but importantly with people and their varied culture too. Data obtained from the trips are documented and become rich resources for those who wish to jog fond memories.

SIGMA SOPHIA

In-charge: Hema Subramanian, Vijay Vig & Tanaz Asha

Sigma, the Science Club of Sophia College, seeks to bring to all, the wonder of science, be it about every day, mundane issues that are taken for granted, or ground-breaking discoveries and inventions that have changed our lives forever. It tries to foster curiosity and observation by organizing the screening of Science-based movies and through discussions, talks and workshops. It encourages interaction of the Arts and Science streams. 'Sophia Nobel' talks are organized, where scientists are invited to share their thoughts. Recent speakers include Dr Sheeba Vasu & Dr Ravi Manjithaya from JNCASR (Bengaluru), and Dr Vidita Vaidaya from TIFR (Mumbai).

SOPHIA COLLEGE ENGLISH DRAMATIC ASSOCIATION (SCEDA)

In-charge: Jihasa Vachharajani & Nivedita Iyer

This association is the oldest in the college, and provides opportunities to its members to develop their histrionic abilities and hone their technical skills. It organises workshops and activities through which its members are encouraged to explore stagecraft. The SCEDA Annual Play, produced and directed by members, is the association's flagship event.

SOPHIA SPORTS ASSOCIATION (SPORTS CLUB)

*In-charge: Suhasini Kulkarni, Shruti Waydonde-Kadam
& Andrea Coutinho*

Aims and Objectives:

- ✓ To bring about general physical fitness in the students, with a view to optimising their output in all fields
- ✓ To develop a sense of sportsmanship
- ✓ To generate self-confidence and qualities of leadership

Activities of the Association:

- Games: Badminton, Basketball, Boxing, Carrom, Chess, Fencing, Football, Hockey, Judo, Table-Tennis
- Athletics: Facilities are offered for training in athletics and there are regular coaches for training table-tennis, hockey, and basketball players, both beginners and those more proficient.
- Aquatic Sports: The Association offers facilities and opportunities for those interested in swimming, in an outdoor swimming pool. Guidance is offered to train both beginners and the more advanced. Students are encouraged to participate in the intercollegiate aquatic sports tournaments.
- Hikes: We also encourage students to participate in one-day and overnight hikes.
- Annual Sports Day: This is held in the month of December.

Besides the many students who take part in these games and sports for their own pleasure, the College also regularly sends representatives to the various Inter-School and Inter-Collegiate Tournaments.

STUDENTS' SOCIAL REFORM INITIATIVE (SSRI)

In-charge: Ivan John & Gianni Erevelles Mapara

The SSRI is driven by its members' motivation towards various causes. These have in the past included reaching out to the less privileged, spending time with the elderly, communication through art, discussions around gender and sexuality or freedom of speech, participation in the Queer Pride March. The association raises funds through bake sales and newspaper collection drives to enable specific outreach projects. The club associates with other groups like Safe City, Mumbai Smiles and *Kashish Forward*. The activities of the club are based on the initiatives of its student members.

WORLD MUSIC CLUB (WMC)

In-charge: Aninha Lobo & Ivan John

The WMC encourages an interest in world music and the joy of playing, singing and listening to "classical" or popular music. The annual popular event 'Ripples' invites individual and group participation in the vocals and dance categories. Workshops in music and dance are held from time to time, and these are conducted by professional artistes.



**SOPHIA CENTRE FOR WOMEN'S STUDIES
AND DEVELOPMENT (SCWSD)**

Honorary Director	:	Dr Ananda Amritmahal PhD
Coordinator	:	Ms Lata Pujari MA
Programme Officers	:	Ms Misbah Bhombal MA Ms Deepti Anil MSc
Library Assistant	:	Ms Lathika Moraes
Office Assistant	:	Ms Merlyn Coutinho
Attendant	:	Mr Hayward Lopes

The Women's Centre was planned as a memorial of the Golden Jubilee of the College (1990-91). Since then, at various stages, there have been a number of ideas and dreams associated with it. It became a reality with the inauguration of the Centre on 6 October 2001.

Goals and Objectives:

The Centre's functioning is in three major areas:

Instruction: General and Outreach

- This includes ***academic courses*** in the following areas:
 - (a) Women's Empowerment
 - (b) Social Work
 - (c) Social Research Methods
 - (d) Baking
 - (e) Knowledge Systems of Ancient India and the World
- ***Non-formal programmes*** like seminars, discussions groups, film screening, workshops etc.
- ***Outreach/Short Term Certificate Courses*** like the Certificate Course for Health Workers, Course in Food-craft, Certificate Course in Functional English, Certificate Course in Repair of Home Appliances. The programmes are open to outsiders and are conveniently timed in the afternoon so that the Sophia College students can also participate.

Documentation and Research

SCWSD has a library which contains printed material (books, magazines, journals) focussing on the theme of women and women's issues. The Centre has a documentation unit, used extensively by students and researchers, on themes like Women's Health, Domestic Violence, and HIV-AIDS etc. Students as well as outsiders can become members of the library and avail of the facilities. Research publications on issues related to women are available for sale and reference. The Centre also undertakes research projects related to gender issues.

Issues related to Social Work

The Centre is involved in Outreach activities which improve the lives of underprivileged women and children. An important aspect of this area is networking with other organisations that are involved in issues of gender justice and empowerment of women.

The Centre is also involved in collaborative ventures with the NSS unit of the College. Sophia College students can sign up as volunteers for these Social Work activities.

Target group:

The Centre was initially envisaged as reaching out to urban women. Whilst the main focus of attention is women, the activities and resources of the Centre are available to anyone who is interested in issues of gender justice, women's development and women's empowerment.

Timings	(Mon to Fri) 8:30 a.m. to 5 p.m. (Saturday) 8:30 a.m. to 3 p.m.
Contact No.	(022) 23513280 (after 8:30 a.m.)
E-mail	sophiawomencentre@gmail.com sophia_womencentre@rediffmail.com

**SOPHIA COLLEGE EX-STUDENTS/
EX-STAFF ASSOCIATION (SCESA)**

Honorary President : (Principal) Dr Ananda Amritmahal

Established in 1945, SCESA now has centres in Pune, Goa and Bengaluru.

Vision Statement: SCESA will be an empowering haven for women, will help women network and bond together for a common good, will be an anchor for women working and supporting each other, will grow and expand in activity-based fellowship.

SCESA Activities encompass: Remedial classes for the underprivileged, development skills for school/college dropouts, fund-raising for the mentally challenged and poverty- stricken, career guidance seminars for students. In collaboration with SHARE (an NGO run by an ex-student), rainwater harvesting, sanitation and educational projects are carried out in the villages of Maharashtra.

An important collaboration with the CUC of the college is Career Connections.

Contribution to Ex-students' Fund:

Life Member

Rs. 500/- (For: students - *within 1 year* after graduation)

Rs 1,000/- (For: students - *after 1 year* of graduation)

Patron Member

(For ex-students, staff members and ex-staff members)

Rs. 5,000/- and above

ALL ***graduating*** students are invited to become Life/Patron Members of SCESA.

For more information regarding SCESA membership and its programmes please contact:

Ms Rizwana Vapiwalla

Contact No.

Email

(SCESA office)

(022) 23510903

scesa.sophia@gmail.com

Finding your way around Sophia campus ...

ARTS BUILDING – Main ‘Heritage’ Block

Basement	Gymnasium/Sophia Sports Club Photocopy Centre, Hot/Cold beverages Stall
Ground floor	Principal’s Office, Warden’s Desk, Red Chair Room Junior College Vice-Principal’s Office Senior College (Arts) Vice-Principal’s Office National Service Scheme (NSS) Office Accounts’ Office, Administrative Office IQAC (Internal Quality Assurance Control) Cell Hostel Dining Room (<i>access restricted to hostel residents</i>) Multipurpose Hall (MPH) “Students’ Den” (room behind Chapel) Office of the Coordinator of Student Activities, Reception/Telephone Operator College Chapel
1st floor	Hostel (<i>access restricted to hostel residents</i>) Sisters’ residence (College Community)
2nd floor	Room Nos. 1 - 12 M K Tata Information Centre (College Library) – stack area, circulation counter, audio-visual section, and reference room

ARTS BUILDING – Rear Extension

Ground floor	Hostel Kitchen, Room No. 15 Workshop
1st floor	Room Nos. 13 & 14 Geeta Israni Centre for Quality Assurance, BMM (Mass Media Department) Office
2nd floor	Sisters’ residence (K P Community)
3rd floor	Hostel (<i>access restricted to hostel residents</i>)
4th floor	Room Nos. 18, 19 & 20 Staff Common Room

ARTS BUILDING – Library Extension

Ground floor	Staff Dining Room, Canteen and Canteen Extension
1st floor	A V ROOM (Front and Back) Computer Laboratories: Nos. 1 - 4
2nd floor	General Staff Room Room Nos. 28, 28A (BSc IT lab 2) & 29
3rd floor	College Library: Librarian’s office, Reading room, Internet/Photocopy counter and Fiction Library section

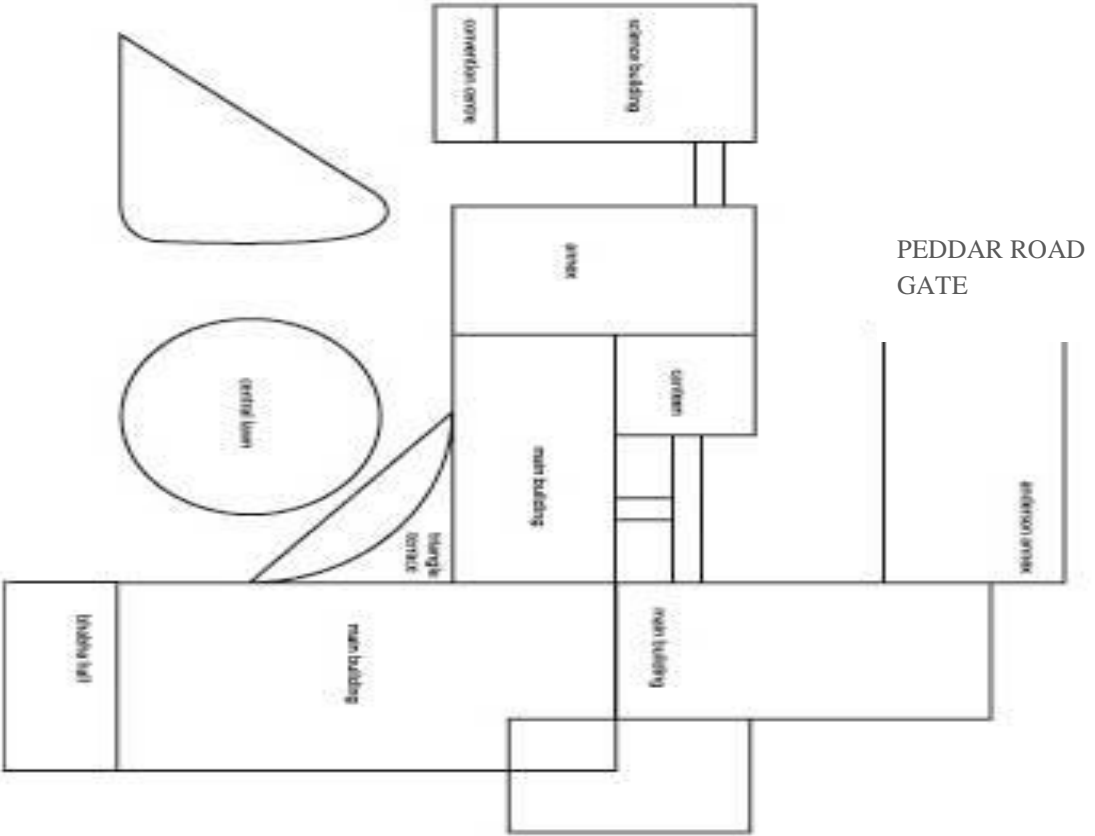
BHABHA INSTITUTE OF SCIENCE

Basement	The Suman and Ramesh Tulsiani Convention Centre
Ground floor	Chemistry Department and laboratories Microbiology Department and laboratory Room Nos. 25 & 26 Senior College (Science) Vice-Principal's Office Indian Bank - <i>Extension Counter</i>
1st floor	Biochemistry Department and laboratory Chemistry laboratory Microbiology MSc laboratory Room No. 21
2nd floor	Physics Department and laboratory Room Nos. 22, 23 and 24 Office of Sophia Jr. College <i>Supervisor</i>
3rd floor	Life Sciences Department and laboratories Zoology/Biology Department and laboratory
4th floor	Suman Tulsiani Research Centre Psychology laboratory Room No. 27 Chemistry MSc Laboratory

SOPHIA ANDERSSON ANNEXE

Ground floor	Photocopy Centre Room No. 30 Sophia Centre for Women's Studies & Development
1st floor	Room Nos. 31, 32 & 35 J N Heredia Counselling Centre stairs leading to the BMM Department and BMM Office Geeta Israni Centre for Quality Assurance
2nd floor	Room Nos. 33 & 34 A V (Audio Visual) HALL
3rd floor	BSc (Information Technology) Department BSc (IT) Lab. 1 Room Nos. 36 & 37

MAP OF FULL CAMPUS



MAIN GATE

PEDDAR ROAD
GATE

TEACHER EVALUATION & QUALITY CONTROL

*[Please record **unique** educational practices or testing methods that you have experienced as a learner. This data will be useful when you evaluate your Teachers as well as for Quality Control purposes.]*

SIGNIFICANT TEACHING METHODS ADOPTED

TEACHING METHOD	Date	Subject/ Paper	Unit/Topic Remark (<i>Your educational benefits</i>)
Peer Discussion / Seminar			
Role Play / Dramatization			
Experiment			
Visits / Field Trips			

Flipped Classroom / Cooperative learning /			
Collaborative learning			

INSTRUCTIONAL AIDS

AIDS USED	Date	Subject/ Paper	Unit/Topic Remark (<i>Impact of device on your learning experience</i>)
OHP			
PPT			
Films / YouTube			

INSTRUCTIONAL ACTIVITIES

ACTIVITY	Date	Subject/ Paper	Unit/Topic Remark (<i>Educational benefits</i>)
Paper Presentation / Seminar			
Multimedia			
Debate			
Group Discussion / Debate			
Talk / Guest lecture			

ACTIVITY	Date	Subject/ Paper	Unit/Topic Remark (<i>Educational benefits</i>)
Project Work/ Assignment			
Field Trip			
Research work			
Group / Individual presentation			

INSTRUCTIONAL STRATEGIES USED TO ENHANCE LEARNER PERFORMANCE

Strategies	Date	Subject/ Paper	Unit/Topic Remark (<i>Your educational experience</i>)
Learning materials (Resources)			
Cross Words/Quiz			
Multiple Choice Qs (MCQ)			
Question Bank / Rev. exercises			
Open Book Test			

JUNE 2018								
DAY	DATE							
Fri	1							
Sat	2							
Sun	3							
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Mon	11							
Tue	12							
Wed	13							
Thu	14							
Fri	15							Jr. College re-opens <i>for</i> Std. XII
Sat	16							HOLIDAY – RAMZAN-ID
Sun	17							
Mon	18							Sr. Coll. re-opens: TY & SY degree
Tue	19							
Wed	20							
Thu	21							
Fri	22							
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Sun	24							
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JULY 2018							
DAY	DATE						
Sun	1						
Mon	2						
Tue	3						
Wed	4						
Thu	5						
Fri	6						<i>First Friday Mass</i>
Sat	7						
Sun	8						
Mon	9						
Tue	10						
Wed	11						
Thu	12						
Fri	13						
Sat	14						
Sun	15						
Mon	16						
Tue	17						
Wed	18						
Thu	19						
Fri	20						
Sat	21						
Sun	22						
Mon	23						
Tue	24						
Wed	25						
Thu	26						
Fri	27						GLIMPSES
Sat	28						
Sun	29						
Mon	30						
Tue	31						

AUGUST 2018							
DAY	DATE						
Wed	1						Peace Fortnight
Thu	2						
Fri	3						GLIMPSES
Sat	4						ANNUAL PRIZE DISTRIBUTION
Sun	5						
Mon	6						
Tue	7						
Wed	8						
Thu	9						
Fri	10						
Sat	11						
Sun	12						
Mon	13						
Tue	14						
Wed	15						INDEPENDENCE DAY
Thu	16						
Fri	17						HOLIDAY - PARSİ NEW YEAR
Sat	18						
Sun	19						
Mon	20						
Tue	21						
Wed	22						HOLIDAY - BAKRI-ID
Thu	23						
Fri	24						
Sat	25						
Sun	26						
Mon	27						
Tue	28						
Wed	29						
Thu	30						
Fri	31						

SEPTEMBER 2018								
DAY	DATE							
Sat	1							
Sun	2							
Mon	3							KALEIDOSCOPE WEEK
Tue	4							
Wed	5							
Thu	6							
Fri	7							<i>First Friday Mass</i>
Sat	8							KALEIDOSCOPE 2018
Sun	9							KALEIDOSCOPE 2018
Mon	10							
Tue	11							
Wed	12							
Thu	13							HOLIDAY - GANESH CHATHURTI
Fri	14							
Sat	15							
Sun	16							
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Thu	20							HOLIDAY - MOHARAM
Fri	21							
Sat	22							
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OCTOBER 2018							
DAY	DATE						
Mon	1						
Tue	2						HOLIDAY - MAHATMA GANDHI JAYANTI
Wed	3						
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Wed	17						
Thu	18						HOLIDAY - DASARA
Fri	19						
Sat	20						
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Fri	26						
Sat	27						
Sun	28						
Mon	29						
Tue	30						
Wed	31						

NOVEMBER 2018								
DAY	DATE							
Thu	1							
Fri	2							
Sat	3							
Sun	4							
Mon	5							Diwali Break
Tue	6							
Wed	7							HOLIDAY - DIWALI AMAVASYA
Thu	8							HOLIDAY - DIWALI BALIPRATIPADA
Fri	9							
Sat	10							
Sun	11							
Mon	12							
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Wed	14							
Thu	15							
Fri	16							
Sat	17							
Sun	18							
Mon	19							
Tue	20							Jr. College re-opens
Wed	21							HOLIDAY – ID-E-MILAD
Thu	22							
Fri	23							HOLIDAY - GURU NANAK JAYANTI
Sat	24							
Sun	25							
Mon	26							Sr. College re-opens
Tue	27							
Wed	28							RIPPLES
Thu	29							
Fri	30							

DECEMBER 2018							
DAY	DATE						
Sat	1						
Sun	2						
Mon	3						
Tue	4						Annual Sports Day
Wed	5						
Thu	6						
Fri	7						<i>First Friday Mass/ SANSKRITI</i>
Sat	8						
Sun	9						
Mon	10						
Tue	11						
Wed	12						College Day / Principal's Day
Thu	13						
Fri	14						Munsophical
Sat	15						
Sun	16						
Mon	17						
Tue	18						
Wed	19						
Thu	20						
Fri	21						Talent Day
Sat	22						Christmas Wishing
Sun	23						
Mon	24						Christmas Break begins
Tue	25						CHRISTMAS
Wed	26						
Thu	27						
Fri	28						
Sat	29						
Sun	30						
Mon	31						

JANUARY 2019							
DAY	DATE						
Tue	1						
Wed	2						College Re-opens
Thu	3						SYJC Prelims/Std. XI Unit Test 2
Fri	4						<i>First Friday Mass</i>
Sat	5						
Sun	6						
Mon	7						
Tue	8						
Wed	9						
Thu	10						
Fri	11						
Sat	12						
Sun	13						
Mon	14						
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Fri	18						SCEDA Annual Play
Sat	19						
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Sat	26						REPUBLIC DAY
Sun	27						
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Wed	30						
Thu	31						

FEBRUARY 2019								
DAY	DATE							
Fri	1							
Sat	2							
Sun	3							
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Fri	8							<i>First Friday Mass</i>
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HSC Board Examination (Oral, Viva, Practical and Written)

MARCH 2019								
DAY	DATE							
Fri	1							
Sat	2							
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APRIL 2019							
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Wed	1 st May						MAHARASHTRA DAY & Jr. College: Last Day of Term
Sat	4 th						Sr. College Last Day of Term