

# **SOPHIA COLLEGE (AUTONOMOUS), MUMBAI - 400026**

## **Information for Students regarding Additional Credits**

With the Autonomous status acquired in the academic year 2018 – 2019, many new initiatives were started in order to facilitate holistic development of students. This is also embedded in the Vision, Mission and College Goals. For students to explore their full potential, the concept of additional credits besides the mandatory academic credits was set forth.

These Additional Credits are broadly divided into three categories:

- 1) Value Added Course (VAC)
- 2) Extra-Curricular Credits (ECC)
- 3) Social Outreach Credits (SOC)

One credit is equivalent to 30 hours of learning activity.

The specific details of each category are as follows:

### **Value Added Credits (VAC)**

1. In overall three years of graduations at least three VACs each of minimum one credit should be completed.
2. Online courses offered from all recognized platforms as well as Swayam, Sophia Women's Centre Courses and Sophia Add on courses offered by various departments are valid.
3. In order to claim for the credits earned from any such course, its number of credits and learning hours must be supported by an Authentic Certificate of completion.
4. In case of short duration courses which are of less than 30 hours, students may accordingly enroll in the requisite number of such VACs to fulfill the requirement of additional credits to be earned.
5. The credit for VAC is given for the successful completion of a course and is not dependent on the grades obtained.
6. In three years of graduation course, it is mandatory for students to enroll themselves for at least two value added courses offered by Sophia College.

### **Extra-Curricular Credit (ECC)**

One credit earned from various Extra-Curricular Activities that contribute to a total of 30 hours of active participation could be included in this category. The activities that could be considered for ECC are as follows:

- Active contribution in Placement Cell
- Active contribution in E - cell
- Active participation in Departmental Activities/events
- Active participation as Organizing committee members
- Active participation in events like sports/intercollegiate events etc.

Active participation as a CUC member, contingent member and/ or Club secretary will be eligible for a minimum of one credit. Such participation claimed for ECC will have to be verified by the Dean of students/ CUC In-Charge/ Club secretary as per the case.

All claimed hours of work towards ECC involving departmental activities must be recorded by the student and these will be verified by the committee from the information submitted by the concerned department.

### **Social Outreach Credits (SOC)**

One credit earned from various Social Outreach Activities that contribute to a total of 30 hours of active participation could be included in this category. The activities that could be considered for SOC are as follows:

- Volunteering work for a registered NGO
- Charity program initiated by the society/trust, neighborhood locality
- Online social service offered through a genuine platform for social cause
- Internships, with no monetary benefit, done through registered agencies that work for social awareness
- Extra hours under NSS only after completion of mandatory 240 hours of two years
- Over and above the requirement of Internal Assessment/EXSP/EXAP for the social component, provided such is authenticated by the concerned authority in writing

All hours which are claimed under SOC must be supported by an Authentic Certificate or Letter on the concerned Institution's letterhead, duly signed.

**Points to remember:**

- Certificates for all the categories should be carefully preserved by the students as they will have to be presented at the time of verification of number of hours and the credits claimed.
- Students must maintain a record of number of hours and/or number of credits, after completion of any activity or course that they would like to get benefit of, under the additional credits.
- The credentials for all the additional credits earned over the three years will be given after the completion of Semester VI. However, students must update the entries of various activities regularly in the Additional Credits Record Card provided by our college.
- Students will be required to get these recorded activities verified periodically, as and when informed to do so.
- Any queries related to the Additional Credits could be addressed via official college email id to: [addon.credits@sophiacollege.edu.in](mailto:addon.credits@sophiacollege.edu.in)
- Any queries specific to Swayam and Add on Courses could be addressed via official college email id to: [swayammentorsophia@gmail.com](mailto:swayammentorsophia@gmail.com)
- Please mention the details such as, your year of study, faculty and complete details of the activity regarding which the query has been sought should be mentioned in the email.