

Rules for utilization of Facilities at Sophia College Autonomous

LIBRARY & COMPUTER CENTRE

(The Sophia College - M K Tata Trust Information & Communication Technology)

The Sophia College Library has a collection of over 70,000 books. 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 from 1 to 3 p.m. (Monday to Friday) <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.

The Sophia College Library is one of the very few city college libraries which provides ***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:

- **Internet facility:** Access to internet is available, at a nominal fee, to staff and students of the college, in the College Library.

Counter timings

Monday to Friday : 9.a.m. - 12.30 p.m. & 1 - 3.30 p.m.

Saturday : 9 a.m. - 12 noon.

- **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.

- **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.

Library Rules

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.

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 money/valuables inside your bag.

Remember to collect your bag as you exit the library. All *borrowed* books must be shown for inspection on leaving the library.

3. Issuing of Books:

- 3.1. 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.
- 3.2. **No books or periodicals may be removed from the library unless the loan has been registered at the Circulation Counter.**
- 3.3. 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.
- 3.4. 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.
- 3.5. The fine for **overdue books** is Rs.10/- per day after the due date. (NOTE: Working days, holidays and Sundays are included.) 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 the reading room area and reference section of the library. Smoking, eating, chewing gum is not allowed. The use of mobile phones (with headphones for listening) exclusively for private study purposes is permitted. 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.

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COMPUTER CENTRE

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

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.

The Computer Centre is located on the 1st Floor of the Arts Building (Opposite the AV Room). There are four laboratories with 95 computers, 3 printers (B/W and colour), 2 scanners and 3 projectors. Internet broadband connection enhanced through fibre optic is available at a nominal rate of Rs 10/- for half hour.

The facilities of the computer laboratories may be used for academic or personal work by students and staff. Lab users are advised to save their data on the personal pen-drive, HDD, email, cloud etc. The computers in the laboratories are formatted from time to time and laboratory staff cannot take responsibility for data loss.

Short-term/One-Credit Certificate courses are available in Computer Basics, Tally, Photoshop, Corel Draw, Flash, Dreamweaver, Pagemaker, Web Designing, and programming in C, C++, Python and Core Java. You can do the course at timings that are suitable for you, during the working hours of the Computer Centre.

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

STUDENT SERVICES

Counselling Centre

The Centre is located on the first floor of the Sophia Andersson Annexe. It offers 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* broad areas:

- **Psychological Counselling** for individuals, as well as group sessions for growth enhancement.
- **Vocational Testing and Guidance** with a view to assisting students to discover their aptitudes and talents, to make suitable subject choices in college, and career choices in the future. (A nominal fee will be charged.)
- **Values Clarification** to enable students reflect on life and various social issues, to arrive at their own convictions and adding meaning/purpose to their lives.

Placement Cell

The college has a 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 concerning job and internship opportunities is also displayed on the Placement Cell Notice Board near the Canteen Extension.

Canteen

A centrally-located canteen serves students and staff. It is a reasonably-priced, self-service canteen with vegetarian and non-vegetarian food on offer. There are cold and hot beverage counters too.

Please stand in queue to obtain food/beverage tokens. Keep the canteen clean. Dispose-off waste appropriately in wet/dry bins explicitly kept for this purpose. Return plates, cups and cutlery in the tubs. Rearranging canteen furniture is only permitted for authorized class and club events.

A **Canteen Suggestion Box** is kept in the canteen, for any student (or staff) to provide *constructive* suggestions, feedback, and/or complaints. (Please keep photographic evidence and immediately report such matters directly to the Canteen Manager *at the time* of your grievance.)

Book shop / Facilitating Centre

The College Bookshop was established to cater to the multiple needs of all students and staff of Sophia College and our campus institutions. You are encouraged to purchase Textbooks, Reference materials, study materials/notes, stationery from the bookshop. Prescribed Textbooks for all Jr. College courses, which are sanctioned and published by Balbharati (i.e. Maharashtra State Textbook Bureau), Pune are available. For some courses there are prescribed journals and workbooks. *Please do not photocopy books or pass on images of pages from printed books because you have a conscience. Unauthorized copying in any format also violates copyright norms.*

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. Learner resources for Degree college students are available at the counter in Sophia Andersson Annexe. For Junior College, they are available at the counter near the central lawn/Sports Club.

Gymkhana

The gymkhana offers opportunities to both Junior and Senior College students to play indoor and outdoor games. Carom, chess and table tennis can be played in the basement of the main building. A badminton court is located in the shed and there are volleyball and basketball courts on the campus. Football and swimming are encouraged and off-campus arrangements are made for these activities. Throwball, tennis and cricket are also popular. Hiking and adventure camps attract many participants. Students are coached to compete in intercollegiate, state and national events.

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Hostel

Sophia College (autonomous) offers efficient, well-managed and clean hostel accommodation to about a hundred and five out-of-town students. The hostel is located on the first floor of the main building and the topmost floor of the rear extension. It is truly a home away from home, where each student receives personal attention and is encouraged not only to develop her academic skills but also to become a well-balanced and caring person. Participation in extra-curricular activities is expected, so that students realize that the learning process goes beyond academic study. The aim of the hostel is to create an enlightened educational atmosphere, to encourage stable emotional growth in keeping with

the goals and mission of the college. The hostel gives students an opportunity to meet peers from other regions and cultures.

The hostel is an integral part of the Sophia College (autonomous). It has a vibrant community, of over one hundred full-time students, from all parts of India and sometimes even abroad.

Admission to the hostel is competitive and there are particularly high expectations from resident students – especially with regard to 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.

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Science Laboratories

On working days all laboratories will be open from 8 a.m. to 4.00p.m.

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 ratified by the Vice-Principal of Science. 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 Vice-Principal of Science.

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