

# SOPHIA COLLEGE, MUMBAI

*e***HANDBOOK**  
**2021-2022**



## TABLE OF CONTENTS

<i>S. No.</i>	<i>Particulars</i>	<i>Page</i>
1	Title Page	1
2	Table of Contents	2
3	Subjects & Your Teachers	3
4	Welcome to Sophia Crest and Motto & Theme for the Year	4
5	Educational Goals	5
6	College Staff	6
7	Academic Time Table for 2021-2022	11
8	Year Planner	12
9	Test / Examination Schedules 2021-2022	16
10	Club/Association Membership & Events	25
11	IQAC	26
12	Significant Annual College Events	27
13	Student Services	28
14	Campus layout	30
15	Campus Guide	31
16	Personal Information	33
17	Travel Concession Proforma	34
18	Sophia College Song	35
19	Code of Conduct	36

***THIS HANDBOOK BELONGS TO***

Name .....

Class / Department .....

Division .....

Roll Number .....

*Students are requested to fill in this information as it will be useful and necessary, to maintain contact with your teachers, as we explore new ways to communicate in the present circumstances.*

No.	Subject/Course & Code	Teacher/s (Name, Email, Contact no.)
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The **Academic Year 2021-2022** will continue with a blended mode of teaching and learning. It is certain that we will need to continuously adapt to situations that's are quite fluid. There will be plenty of scope for **self-learning with support from teaching staff, experts and various e-resources**. Plans related to these keep evolving; much depends on the situation in India, Maharashtra and more specifically, in our city.

Understandably, some events and activities that would ordinarily have taken place on campus and in-person, may have to be continued exclusively in the online mode (via platforms like Google Classroom, Zoom, Email, WhatsApp, Facebook, Instagram etc.). 'In-person' sessions (lectures, practicals, presentations, tutorials etc) are likely to commence; all precautionary measures will be taken by the college as by directives from the Government and other local authorities, for the health and safety of all persons.

We will be required to strictly adhere to the guidelines for educational institutions as regards term dates, contact sessions, practical work, tests, examinations, Covid-protocol, safety measures etc. Each one of us will have to ensure our personal safety not just for ourselves but in the interests of the wider community. This will necessarily mean adjusting our social lives to an extent.

Each of life's challenges provides us with new opportunities to learn, grow and reinvent ourselves. This one will, too.

*Best wishes for a safe and healthy year.*

## Welcome to Sophia

The Religious Society of the Sacred Heart, (RSCJ), France, founded by Madeleine Sophie Barat, established Sophia College in 1940. The college is a Christian Minority institution that is managed by the ‘Society for the Higher Education of Women in India’ (SHEWI Trust).

Sophia College got affiliated to the University of Mumbai in June 1941. The Junior College section was started in 1977. The college celebrated its Platinum Jubilee recently, in 2017.

After obtaining an ‘A’ Grade rating three-times in a row (see the back cover) Sophia College was granted *academic autonomy* by the University Grants Commission in June 2018. This enables us design curricular experiences for undergraduate and post-graduate programmes, though the degrees continue to be awarded by Mumbai Vidyapeeth. Sophia College (Autonomous) offers Bachelor degree programmes in Science, Information Technology, Strategic Communication & Journalism and Arts; MA in Gender Studies, MSc in Biochemistry, Chemistry, Life Sciences and Microbiology; PG Diploma in Clinical Analysis & PG Diploma in Quality Assurance; and PhD in Applied Biology.

Currently, we have over 3,000 students collectively, in Junior and Senior College. At the Jr. College and UG level we continue to cater to exclusively to girls/women; however, few men are admitted to our PG programmes.

An effort to get involved with the overall growth and well-being of our students is a goal that we strive towards; this being one means by which our educational vision is taken forward. A core principle of the college is the persistent search for wisdom, through a comprehensive education that is relevant for the present and the future. Diversity on Sophia campus should sufficiently motivate you to engage with, appreciate and benefit from its heterogeneity.

**It is our hope that through your varied experiences here in Sophia College, you will find meaning, and that your lives may be positively transformed. *With all good wishes!***



### 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 YEAR 2021-2022

*Hope, Courage & Resilience*

## EDUCATIONAL GOALS

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

## COLLEGE STAFF

Dr Ananda Amritmahal RSCJ, *Principal*

Ms Jennie Mendes PhD, *Dalmia Professor Emeritus*

Dr Anagha Tendulkar, *Vice Principal (Administration)*

### **Senior College - Arts**

Ms Gilda Pereira, *Vice-Principal*

#### **Economics**

Dr Sangeeta Dubey MA PhD

*Head of the Department*

Dr Sunita Jadhav MA PhD

Ms Nisha Yadav MA

#### **Education**

Dr Andrea Coutinho MSc MEd MA PGDEM PhD

*Head of the Department*

#### **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

Dr Elwin Susan John MA MPhil PhD

#### **French**

Ms Pervine Bhujwala MA BEd

*Head of the Department*

#### **Hindi**

Dr Sumanika Sethi MA MPhil PhD

*Head of the Department*

Dr Vaishali Pachunde MA MPhil PhD

Ms Smriti Singh MA

#### **History**

Ms Swarupa Kamat MA

*Head of the Department*

Dr Rashna Poncha MA PhD

Ms Firdos Makwana MA BEd

Dr Lata Pujari MA PhD

#### **Philosophy**

Dr Trevor Allis\* MA MBA PhD

*Head of the Department*

Dr Roymon T C MA (Eng) MA (Phil) PhD

#### **Political Science**

Dr Paul Rozario MA MPhil PhD

*Head of the Department*

Ms Shahnaz Shaikh MA MPhil

#### **Psychology**

Sr Patricia D'Souza MA

*Head of the Department*

Ms Ahana Sharma MA

Ms Radhika Shanbhag MA

#### **Sociology**

Dr Anagha Tendulkar MA PhD

*Head of the Department*

Dr Rajula Nanji Shah MA PhD

Ms Wilma Monteiro MA

**Strategic Communication & Journalism (SCJ) / Mass Media**

Ms Lavanya Varadrajan MA

**Coordinator**

Ms Sonia Khudanpur MA

**Senior College - Science**Dr Rajbinder Kaur Dehiya, **Vice-Principal****Chemistry**

Dr Prabha Shetty MSc PhD

**Head of the Department**

Ms Rochelle Ferns MSc MPhil

Dr P Sirisha Murthy MSc PhD

Ms Tanaz Asha MSc BEd

Ms Lynelle Jeysus MSc

Sr Rajani Khandagale MSc

Ms Anjili Menon MSc

Ms Aiman Quadiri MSc

**Life Sciences**

Dr Hemalatha Ramachandran\* MSc MA PhD

Dr Sree R. Nair MSc PhD

**Head of the Department**

Dr Bhavna Daswani MSc PhD DST Women Scientist – B and Adjunct faculty

Dr Snehal Martin MSc PhD DST Women Scientist – A and Adjunct faculty

Dr Tressa Jacob PhD

Ms Sukaina Abbas MSc

**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 Rajbinder Kaur Dehiya MSc PhD

Ms Shraddha Prabhu MSc

Ms Jyoti Mantri MSc MPhil

Mr Vijay Vig MSc

Ms Ayesha Shaikh MSc

Ms Waheedunnisa Chaudri MSc

Ms Rsoephil Coutinho 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 MSc (IT)

Ms Sidranaaz Qazi MSc

Ms Shaikh Ambreen ME

**Quality Assurance**

Dr Chinmoyee Vatsyayan MSc PhD

**Head of the Department**

Ms Valentina Chettiar MSc

Ms Alifya Ansari MSc

Dr Gail Carneiro PhD

\* *Guide for PhD, University of Mumbai*

## **SOPHIA JUNIOR COLLEGE**

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

### **ARTS**

#### **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 & Physical Education**

Ms Shruti Waydande-Kadam MA MPED

#### **Hindi**

Ms Ramavati Yadav MA BED MPhil  
Ms Sunita Gupta MA BED MPhil

#### **History**

Sr Annie Peter MA BED PGDSLML  
Ms Firdos Makwana MA BED

#### **Philosophy & Logic**

Ms Supriya Bhiwandkar MA BED

#### **Political Science**

Ms Grace Pereira MA (Pol Sc) MA (Psy) MEd

#### **Psychology**

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

#### **Sociology**

Ivan John MA MEd LTCL LLCM(TD) PGDHE PGDET PGDSLML MPhil (Edu) MPhil (Soc) PhD  
Ms Rochelle Pereira MA BED

**Member, Board of Studies**

### **VOCATIONAL**

#### **Banking**

Ms Shaheena Shekhani MCom PGDSLML  
Ms Sana Qureshi MCom

#### **Office Management**

Ms Neethu Philip MCom BED

### **SCIENCE**

#### **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**

Ms Susan Tharian MSc BEd  
 Mr Anand Tripathi MSc BEd

**Registrar:**

Ms/Mr XYZ

**Controller of Examinations:**

Dr Hemalatha Ramachandran

**NSS Coordinator:**

Dr Vaishali Pachunde

**Director, Counselling Centre:  
Counsellors:**

Ms Jennie Mendes PhD  
 Ms Deepika Bhandari MA  
 Ms Avanti Desai MA

**Coordinator of  
Student Activities:**

Sr Rosa Makil

**College Library & Computer Centre****Librarian****Assistant Librarian**

Ms Leena Krishnan MA BLIS

Mr Louis Oliveira  
 Ms Leena Correia  
 Ms Shubhara Adarkar  
 Ms Sharon D'souza  
 Ms Bhavika Parmar

Mr Vilas Rodrigues  
 Mr Rajesh Jadhav  
 Ms Naina Karangutkar  
 Ms Jaloo Bharucha  
 Ms Devyani Dakle

**Administrative Office****Office Superintendent**

Ms Boskey Martis

Ms Juliana D'Costa  
 Ms Drinal Lopes  
 Mr Joseph Fernandes  
 Mr Dominic D'Souza  
 Ms Savia Fernandes  
 Ms Amirabi Khan  
 Mr Deepak Kamble

Ms Rita Gonsalves  
 Ms Ida D'Silva  
 Ms Thecla Rodrigues  
 Mr Amit Mestry  
 Mr Subodh Lad  
 Mr Hirachand Patil

**Accounts Office**

Mr Savio Fernandes  
 Ms Anita Menezes  
 Ms Roshal Gonsalves  
 Mr Vishal Girdhar

Ms Lovina Fargose  
 Ms Swidal D'Cunha  
 Mr Kiran Kamble

**Laboratory Assistants**

Mr Ramesh Ramane  
 Mr Rampratap Yadav

Mr 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 Siddharth Kalambe  
 Mr Pravin Lingayat  
 Mr Rajan Perumal  
 Mr Shantaram Tambe  
 Mr Suresh Bargode  
 Mr Jaywant Bambarkar

Mr Mangesh Lingayat  
 Mr Mahendra Bhingare  
 Mr Manohar Gurav  
 Mr Sachin Khedekar  
 Mr Rajesh Lanjekar

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 Tambe  
 Mr Sachin Shirsekar  
 Ms Sonali Dhaval

Mr Chetan Rathod  
 Mr Prakash Solanki  
 Mr Ravindra Pawar  
 Mr Ashish Kadam

Mr Prakash Lakra  
 Mr Sumit Wavekar  
 Mr Dilip Karangutkar  
 Mr Prem Kujur  
 Mr Shyam Gurav  
 Mr Rahul Wavekar  
 Mr Dasharath Khandekar  
 Mr Sanket Ramane

**Administrative Assistants**

Ms Eliza Aranha  
 Sr Poonam Gaikwad

**Receptionists**

Ms Dakshayini Bhat  
 Ms Munira Khan Ali  
 Mr Sandeep Kamble

**SOPHIA COLLEGE HOSTEL**

Sr Rajani Khandagale, **Coordinator**  
 Dr Lata Pujari  
 Sr Josephine Pereira  
 Ms Sumathy Pinto

**Hostel Kitchen Staff**

Mr Babu Davande  
 Mr Michael Claso  
 Mr Georgei D'costa  
 Mr Walter Kujur  
 Mr Amit Kispotta

Mr Jaanu Tambe  
 Mr Mohd. Moti Rahaman  
 Mr Ramesh Tambe  
 Mr Tushar Kamble  
 Mr Harish More

**ACADEMIC TIME TABLE 2021-2022**

<b>Day / Timing</b>							
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							
<b>Saturday</b>							

**Class Teacher/Coordinator :**.....

**Class Representative:** .....

**Asst. Class Representative:** .....

**Sophia College Number:** (022) 351 2642 / 2352 3304 *[Between 8 a.m. and 8 p.m.]*

**Email address:** ( Link: <https://sophiacollegemumbai.com/contact.aspx> )

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Month & Year : \_\_\_\_\_

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**SENIOR COLLEGE TEST/EXAMINATION SCHEDULE**

**INTERNAL CLASS TESTS/ SUBMISSIONS/ VIVA etc**

<b>SUBJECT (&amp; Portion)</b>	<b>DATE</b>	<b>TIME</b>	<b>MARKS OBTD.</b>
<b>1</b>			
<b>2</b>			
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<b>18</b>			
<b>19</b>			
<b>20</b>			

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**ODD SEMESTER EXAMINATION TIME TABLE 2021**

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
<b>1</b>			
<b>2</b>			
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<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			

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**EVEN SEMESTER EXAMINATION TIME TABLE 2021**

<b>SUBJECT (&amp; Portion)</b>	<b>DATE</b>	<b>TIME</b>	<b>MARKS OBTD.</b>
<b>1</b>			
<b>2</b>			
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<b>4</b>			
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<b>6</b>			
<b>7</b>			
<b>8</b>			

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**JUNIOR COLLEGE TEST/EXAMINATION SCHEDULE**  
**MID-TERM TEST /FIRST UNIT TEST TIME TABLE 2021**

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
1			
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**JUNIOR COLLEGE TEST/EXAMINATION SCHEDULE**  
**MID-TERM TEST /SECOND UNIT TEST TIME TABLE 2021/2022**

<b>SUBJECT (&amp; Portion)</b>	<b>DATE</b>	<b>TIME</b>	<b>MARKS OBTD.</b>
<b>1</b>			
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**JUNIOR COLLEGE TEST/EXAMINATION SCHEDULE**  
**FIRST TERMINAL EXAMINATION TIME TABLE 2021**

SUBJECT (& Portion)	DATE	TIME	MARKS OBTD.
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			

**STD. XII PRELIMINARY EXAMINATION /  
STD. XI FINAL EXAMINATION  
TIME TABLE 2022**

SUBJECT	DATE	TIME	MARKS OBTD.
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2			
3			
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**MAHARASHTRA STATE - H.S.C. EXAMINATION**  
**Internal Assessment component Schedule 2021-2022**  
**[for Oral Exam. / Practical Exam. / Viva]**

SUBJECT	DATE	TIME	MARK/ GRADE OBTD.
1			
2			
3			
4			
5			
6			
7			
8			

**MAHARASHTRA STATE - H.S.C. EXAMINATION**  
**Internal Assessment Schedule 2021-2022**  
*[for Application Based Test]*

SUBJECT	DATE	TIME	MARK/ GRADE OBTAINED <sup>#</sup>
1			
2			
3			
4			
5			
6			

**MAHARASHTRA STATE H.S.C. EXAMINATION**  
**Written Examination TIME TABLE 2022**  
**[Time Table issued by HSC Board]\***

SUBJECT	DATE	TIME	MARK/ GRADE OBTAINED <sup>#</sup>
1			
2			
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## SIGNIFICANT ANNUAL EVENTS

### PRIZE DAY

The month of August is marked by the College Annual Prize day, where recipients of various academic, sports, cultural and other prizes, awards, scholarships are honoured. Research Scholarships are also awarded to members of staff on this occasion.

### KALEIDOSCOPE

This Sophia College Festival has already completed its Silver Jubilee. It is spearheaded by students with immense energy, ideas, zeal, dreams and a strong vision. The workforce for K'scope is enormous; it includes Junior College, UG and PG students. Planning for this major event begins several months prior to the actual festival - which is held in the early part of September. Kaleidoscope continues to be a prestigious festival in Mumbai city.

### ANANYA

This small-scale festival is held in the month of December and is usually handled / organized by various departments. There are numerous collaborative efforts made to invite specialists/experts to lead various discussions/ games/ competitions/ exhibitions etc. The special 'kichdi' lunch prepared by our QA students, for literally everyone, has become a regular feature of Ananya.

### MUNSOPHICAL

Plenty of excitement fills the air with the yearly Munsophical event, which attracts students from several colleges. It is likened to the Mock UN event. The focus is on issues of national and global concern.

### COLLEGE DAY

December 12<sup>th</sup> is the birth anniversary of Madeliene Sophie Barat, who started the RSCJ community in France; and Life Members of this community founded Sophia College, Mumbai. The day begins with a Mass in the College Chapel, followed by a formal ceremony during which staff who have completed 25 years of service in Sophia College are recognized; and the grand finale is the fun-filled two-hour cultural programme presented by Sophia students from every class as well as college staff. On this occasion, the Sophia Bhabha auditorium is always filled to capacity, so you are strongly urged to get to the event well before time!

### SPORTS DAY

An event that students and staff look forward to is College Sports and Athletic Meet. This takes place at the University of Mumbai Sports Pavilion, near Marine Lines. It begins with a colourful March Past and numerous field and track events for Junior and Senior College students and staff of the college. The CUC versus Staff Tug-of-War is one of the highlights of the day. Prizes, Certificates and Medals for various sport and athletic events are awarded on this day.

### TALENT DAY

The special skills and abilities in music, dance, mimicry, acting, compering, of our junior college learners get showcased on Talent Day, in the third week of December.

### CHRISTMAS WISHING

Two days prior to the Christmas break, a Christmas Wishing program is held in the Multipurpose Hall. It's a wishing program which revolves around the Christmas message through word and song.

### ITECHNOTHON

The Department of Information Technology organizes an intercollegiate techfest which includes events like Gaming, Quiz's, Debates and other competitions. The event usually takes place in January/February.

### QA CONVOCATION

Sophia College confers its PG Diplomas in Quality Assurance (PGDQA) on successful students of the Quality Assurance Department. Their unique invitation to this annual event and personal style have maintained its stamp of difference year after year.

### DEGREE CONFERRING CEREMONY

This event marks the culmination of your Undergraduate or Postgraduate programme of study at Sophia College (Autonomous). Indeed, this is a milestone in the life of every learner who successfully completes their formal education. This solemn event, in appropriate academic dress, takes place in February/March at the Sophia Bhabha Auditorium. A person of eminence is invited to deliver the address and confer the degree on awardees. The degree is awarded and issued by the University of Mumbai.

**Note: Due to the prevalent environment amidst the challenges posed by Covid-19, many of the above events have now moved to a virtual space. Some events can not be held as a result of the restrictions that we are required to follow.**

## STUDENT SERVICES

### Counselling Centre

The Centre is located on the first floor of the Sophia Andersson Annexe. It 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* 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 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/his 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 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 stand in queue when paying for your food tokens or collecting food/beverages. Also keep the canteen clean. Rearranging canteen furniture is only permitted for authorized class/club events. Dispose off waste appropriately in wet/dry bins explicitly kept for this purpose. Return plates, cups and cutlery in the tubs. You are encouraged to carry your own mug (for beverages) to help minimise the use of paper cups.

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 of food that is contaminated or unhygienic.) Please also report such matters directly to the Canteen Manager at the time of your grievance.

### **Sophia College Bookshop**

The College Bookshop caters to the multiple needs of all students and staff of Sophia College and our campus institutions. It was established to serve our requirements on campus. You are encouraged to purchase Textbooks, Reference materials, study materials/notes, stationery from the bookshop. Prescribed Textbooks for all Junior College courses, which are sanctioned and published by Balbharati (Maharashtra State Textbook Bureau), Pune are available. For some courses there are journals and workbooks also.

### **Photocopy Counters**

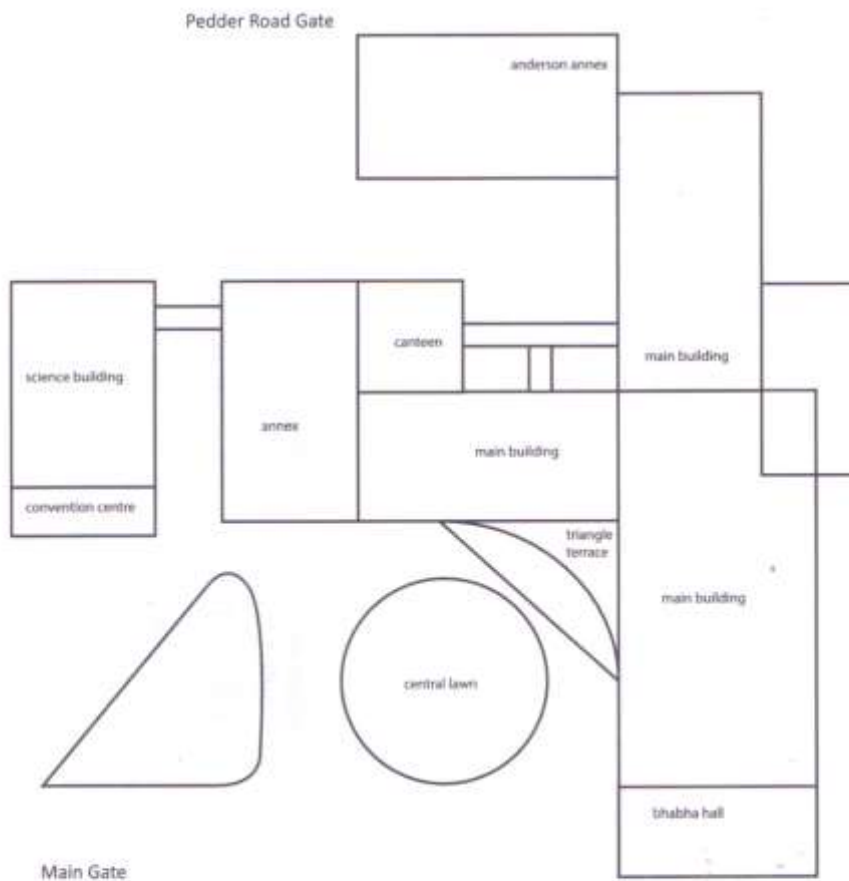
Photocopy Counters are provided for all students and staff. They are located in the College Library, Sophia Andersson Annexe and near the central lawn. Learner resources for Degree college students are available at the counter in Sophia Andersson Annexe. Learner resources for Junior College are available at the counter near the central lawn/Sports Club.



Kindly note: Many of these services are curtailed/unavailable due to the pandemic. Please always enquire **before you travel to college** to avail of these services. You will find information regarding contact numbers and email addresses on the Sophia College website. ([www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com))

## SOPHIA COLLEGE LAYOUT

MAP OF FULL CAMPUS



## Finding your way around Sophia campus ...

### ARTS BUILDING - Main 'Heritage' Block

<b>Basement</b>	Gymnasium/Sophia Sports Club Photocopy Centre, Hot/Cold beverages Stall
<b>Ground floor</b>	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
<b>1<sup>st</sup> floor</b>	Hostel ( <i>access restricted to hostel residents</i> ) Sisters' residence (College Community)
<b>2<sup>nd</sup> floor</b>	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

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

### ARTS BUILDING - Library Extension

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

### BHABHA INSTITUTE OF SCIENCE

<b>Basement</b>	The Suman and Ramesh Tulsiani Convention Centre
<b>Ground floor</b>	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>

<b>1<sup>st</sup> floor</b>	Biochemistry Department and laboratory Chemistry laboratory Microbiology MSc laboratory Room No. 21
<b>2<sup>nd</sup> floor</b>	Physics Department and laboratory Room Nos. 22, 23 and 24 Office of Sophia Jr. College <i>Supervisor</i>
<b>3<sup>rd</sup> floor</b>	Life Sciences Department and laboratories Zoology/Biology Department and laboratory
<b>4<sup>th</sup> floor</b>	Suman Tulsiani Research Centre Psychology laboratory Room No. 27 Chemistry MSc Laboratory

### **SOPHIA ANDERSSON ANNEXE**

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

### **FOR YOUR INFORMATION**

College Address: Sophia College (Autonomous)/ Sophia Jr. College  
Bhulabhai Desai Road  
Mumbai  
Maharashtra  
400 026

**Website:** [www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)  
**Email:** [sophiacollegemumbai@gmail.com](mailto:sophiacollegemumbai@gmail.com)  
**Contact:** 022-2351 2642 / 022-2352 3304 (Only between 8 a.m. and 8 p.m.)

**Access:** Via Breach Candy or Peddar Road  
Closest Railway station: Grant Road (Western Railway)  
BES&T Bus 155 (circular route: Grant Road West via Haji Ali/Jaslok Hospital back to Grant Road.) Buses on Peddar Road (Cumballa Hill PO stop include 28, 33, 57, 83, 84 Ltd, 86, 88, 93. Buses near Breach Candy hospital stop include 63, 80Ltd, 132)

**PLEASE WEAR YOUR MASK CORRECTLY,  
SANITIZE YOUR HANDS & MAINTAIN PHYSICAL  
DISTANCE, WHENEVER YOU LEAVE YOUR HOME.**



## THANK YOU

### YOUR PERSONAL INFORMATION

Your **Name** (as on official College Records):

First Name	
Middle Name	
Last Name (or Surname)	

Your **Address**:

Room/Flat/Floor	
Name of building/apartment/chawl	
Landmark (if any)	
Road/Street/Sector	
Place	
District	
State	
Pin Code	

Your 10-digit **Mobile Number**: .....

Your **Blood Group**: .....

Your 12-digit **Aadhar Number**: .....

Name & Contact information of person(s) to contact **in case of an emergency**:

Name	Relationship	Contact Number and Email address

### VACCINATION INFORMATION

<i>First Dose taken on:</i>	
<i>Second Dose taken on:</i>	

## COLLEGE SONG

## सोफिया कॉलेज गीत

नाम सोफिया विवेक है बता रहा  
 प्रेम ज्योति-हृदय बीच जो जगा रहा  
 मुक्त करो प्रभु! हमको अशुभ भीति से  
 ध्यान रहे सतत प्रभु निकट है यहाँ । नाम.....

भौतिक दुःख-पीडा को दूर हम करें  
 ईशार्पण तन-मन बल हम सदा करें  
 हृदय हमारे प्रभुके चरण में चढ़ें  
 जीवन है सत्यं शिवं के लिए रहा । नाम.....

जीवन-पथ प्रभु-इच्छाधीन हमारा  
 नींव हमारे सुख की प्रेम तुम्हारा  
 निर्मल स्वातंत्र्य रहे ध्येय हमारा  
 साधन मोक्षार्थ तुम्ही, अन्य गति कहां । नाम.....

## SOPHIA COLLEGE SONG

For Wisdom stands Sophia's name  
 And sets our hearts with love aflame.  
 O God, free us from craven fear,  
 And may we know that Thou art near.  
 We long to soothe all earthly pain;  
 We pledge to Thee our might and main;  
 Our hearts we offer Thee anew:  
 Our lives shall stand for all that's true.  
 Thy wisdom shall direct our way;  
 Thy love shall be our joy and stay;  
 Our goal shall be true liberty;  
 Our freedom founded first in Thee.

## CODE OF CONDUCT

1. All students are accountable to the Principal and to the Vice-Principals/Course Coordinators for their conduct on campus.
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. They 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. **Attire:** As an educational institution in an Indian context, 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 organized by faculty members after prior sanction of the Principal. 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. Written parental consent has to be submitted to the Teacher-in-charge in advance. All trips will have a female staff member accompanying the group.
6. **College Canteen:** It is a *self-service canteen*. Please do not litter anywhere on the campus. Consumption of foods and beverages is permitted only in specific areas (Canteen and its extension). You will make yourself liable for penal action if you violate this norm.
7. **Mobile Phone use:** Please do not use mobile phones in the classroom, laboratory or library nor in corridors outside these places, *unless permitted to do so*. Charge your gadgets with your own power banks; you may not 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. **Personal Responsibility:** The College cannot take responsibility for your own belongings - if these are lost or stolen. With over 150 CCTV cameras on campus, we hope they serve as effective deterrents. Please be alert and safeguard your property.
9. **College Property:** The college properties and its infrastructure are for your use and for generations of students yet to come. Please take care of the same and do not deface nor damage it. A student who is found to have damaged college property will have to make good the damage done.