

# SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER



## SESSION 2023-24

### Criterion 1: Circular Aspects

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS)/ Elective Course System has been implemented.

- *Proof of CBCS – Minutes of BOM Meeting.*



**SOPHIA GIRLS' COLLEGE (AUTONOMOUS),  
AJMER**

**Minutes for BOM Meeting held on 22nd December 2018**

A meeting of the Board of Management of Sophia Girls College (Autonomous), Ajmer was organized on Saturday 22<sup>nd</sup> December 2018 at 11:00am in the Conference Room of the College .

The following members participated in the meeting:

- |                           |   |
|---------------------------|---|
| 1. Rev. Sister Savina     | - President, Education Society.                             |
| 2. Rev Sister Mabel       | - Vice President, Education Society                         |
| 3. Rev. Sister Janet      | - Secretary, Education Society.                             |
| 4. Rev Sr. Aruna          | - Treasurer ,Education Society                              |
| 5. Dr. Sr. Rani           | - Vice Principal Member Education Society                   |
| 6. Prof. Subroto Dutta    | - University Nominee  |
| 7. Dr. Sneh Saxena        | - Government Nominee  |
| 8. Dr. K.B.Sharma         | - Management Nominee  |
| 9. Dr. Jyoti Chandel      | - Staff Representative, Sophia Girls' College (Autonomous), |
| 10. Mrs. Deepmala Singhal | - Staff Representative, Sophia Girls' College (Autonomous), |
| 11. Dr. Sr. Pearl         | - Principal Sophia Girls' College (Autonomous),             |

**Agenda:**

1. To read and approve the minutes of the previous meeting.
2. To consider and approve the resolutions passed by the Academic Council of the College .
3. To approve semester wise programmes /courses of study leading to the award of Degrees and Diplomas.
4. Successful completion of Sem. I-VI in U.G. and Sem. I-IV in P.G. during the session 2017-18 and presentation of results.
5. Status of admission in various courses for the session 2018-19.
6. Commencement of M.Sc.(Chemistry) and Physical Education as a subject in B.A. and B.A.(Hons.) at the Undergraduate level in the session 2018-19.
7. Commencement of C.B.C.S. at the Post Graduate level in the session 2018-19.
8. Commencement of Diploma Courses in Journalism, French, G.I.S. and Basics in Yoga in this session 2018-19.
9. To approve new courses to be introduced from the coming session 2019-20.
10. To inform the members about the preparation for 3<sup>rd</sup> cycle of Re-accreditation from NAAC.
11. To present the Feedback Analysis Report and Action Taken Report of Stakeholders (Parents, Employers, Alumni, Teachers and Students).
12. To Present the E-Governance Report of the Institution.
13. To propose the initiation of scholarships in the sixtieth year of the College 's Existence.

14. To apprise about the upgradation of existing infrastructure with special attention to differently abled students.
15. To inform about the present status of MoU's and collaborations during the present Academic Year 2018-19.
16. Upgradation of Code of Conduct manual and Research and Consultancy Policy of the College .
17. To present the report of Autonomy for 2017-18.
18. To approve the fee structure recommended by the Finance Committee.
19. AOB

S. No.	Description
1.	The meeting commenced with a prayer after which Sr. Savina, the President welcomed the members. <b>To read and approve the minutes of the previous meeting.</b>
<b>Decision Taken</b>	Dr. Sr. Pearl read the minutes of the previous meeting. All the members unanimously approved the minutes of the meeting. This was proposed to be passed by Dr. Jyoti Chandel - Staff Nominee and seconded by Dr.Sneh Saxena – Govt. Nominee. Passed unanimously.
2.	<b>To consider and approve the resolutions passed by the Academic Council of the College.</b>
<b>Decision Taken</b>	Dr. Sr. Pearl informed the members about the following resolutions passed at the last Academic Council meeting held on 12 <sup>th</sup> December 2018 Upgrading the syllabus from Sem I to VI (i) Upgrading the syllabus of the Courses from Semesters I to VI for U.G. and I to IV for P.G. (ii) Approving the Syllabus of Diploma Courses (iii) Adding new members to the existing list of examiners. (iv) Approving new BOS members  The above decisions were passed unanimously by the members with Dr. K. B. Sharma proposing and Sr. Janet seconding the same.
3.	<b>To approve Semester-wise Programs of study leading to the award of degrees and diplomas.</b>
<b>Decision Taken</b>	The Principal Dr. Sr. Pearl apprised the house that M.A. (Political Science ) and Bachelor in Library & Information Science (B.L.I.S.) have been introduced in 2017-18. The Principal apprised the house of the present semester wise Under Graduate programmes running in the College which are B.A. (Pass Courses) , B.A. (Eng Honours), B.A.(Economics Honours), B.Sc. (Biology), B.Sc.(Mathematics), B.Com,



	<p>B.B.A., B.C.A. &amp; B.L.I.S. (for undergraduate students) while the Post Graduate Programmes are M.A. (English Literature), M.A./M.Sc.(Geography), M.A. (Political Science), M.Sc. (Computer Science), M.Com.(A.B.S.T.).</p> <p>The Diploma Programmes which are run by the College are Journalism, G.I.S., Basics of Yoga and French (A1, A2, B1 Level)</p> <p>The members appreciated the large number of courses offered by the College and unanimously approved the same.</p>
<b>4.</b>	<b>Successful completion of Sem. I to VI of UG and Sem. I to IV of PG in the session 2017-18 and presentation of results.</b>
<b>Decision Taken</b>	<p>Dr. Sr. Pearl informed the house about the successful completion of Sem. I to VI of U.G. and Sem. I to IV of P.G. and presented the semester result to the members.</p> <p>The members appreciated the academic performance of the students and congratulated the Principal and her team.</p>
<b>5.</b>	<b>Status of admission in various courses for the session 2018-19.</b>
<b>Decision Taken</b>	<p>The Principal presented the status of admission in various programmes for the session 2018-19 and discussed the increase in number of admission in B.A., B.A.(Eco Hons) and M.A. (Eng. Literature).</p> <p>The members congratulated the departments for their dedication and hard work.</p>
<b>6.</b>	<b>Commencement of M.Sc.(Chemistry) and Physical Education as a subject in B.A. and B.A.(Hons) at the Undergraduate level in the session 2018-19.</b>
<b>Decision Taken</b>	<p>The members were apprised that M.Sc. (Chemistry) and Physical Education as a subject in B.A. and B.A. Honours have been introduced from 2018-19. However, MA (Sociology) could not begin due to lack of admission.</p> <p>The members advised to try for admissions in MA (Sociology) next year (19-20).</p>
<b>7.</b>	<b>Commencement of C.B.C.S. at the Post Graduate level in the session 2018-19.</b>
<b>Decision Taken</b>	<p>Sr. Pearl informed the members that the Choice Based Credit System has been introduced in the Post-Graduation Programmes from this session 2018-19. The members suggested that it should be introduced in Under Graduate Programmes from session 2019-20.</p> <p>The members praised the College for its efforts to stay updated and at par with other autonomous institutions. Passed Unanimously.</p>
<b>8.</b>	<b>Commencement of Diploma Courses in Journalism, French, G.I.S. and Basics of Yoga in this session 2018-19.</b>
<b>Decision Taken</b>	<p>The house was informed that the following Diploma Courses – Journalism, Basics of Yoga, GIS, French (A1, A2 &amp; B1 Level) have been introduced from this session</p>

	2018-19. The members appreciated the same.																
9.	<b>To approve new courses to be introduced from the coming session 2019-20.</b>																
<b>Decision Taken</b>	<p>It was informed to the House that the Board of Studies of various departments and the Academic Council had proposed to introduce the following programmes from the coming session 2019-20:</p> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Number of Seats</th> </tr> </thead> <tbody> <tr> <td>B.A. B.Ed. / B.Sc. B.Ed.</td> <td>100+100</td> </tr> <tr> <td>M.A. (History)</td> <td>20</td> </tr> <tr> <td>M.Sc. (Computer Sc.) Lateral Entry</td> <td>20</td> </tr> <tr> <td>B.C.A. M.Sc. (C.S.) 4 Year Integrated</td> <td>40</td> </tr> <tr> <td>B.Com. (Honours)</td> <td>40</td> </tr> <tr> <td>P.G. Diploma in G.I.S.</td> <td>20</td> </tr> <tr> <td>Functional English as a Subject in B.A.</td> <td>80</td> </tr> </tbody> </table> <p>Besides the above, the following was also proposed by the BOS and Academic Council-</p> <p>6 - Health and well-being certificate courses for the I year students (30 hours). 10 - Skill Development Certificate Courses for the II year students (30 hours). 10 - Vocational Certificate Courses for the III year students (30 hours)</p> <p>At length the members discussed the proposal and were pleased that many career and skill-oriented programmes &amp; courses were suggested to be introduced. One member suggested that as 40 seats were being allotted to B.Com. Hons. the number of seats in B.Com. Pass Course could be reduced from 180 to 120. The members agreed to the suggestion and unanimously resolved to approve the new courses.</p> <p>The approval was proposed by Sr. Mabel (Vice President of Education Society) and seconded by Mrs. Deepmala Singhal (Staff Nominee). Passed Unanimously.</p> <p>The Principal also informed the members that the Academic Council had also proposed to introduce the following Value Added Diploma Courses in the session 2019-20: Dyeing and Printing, Basics of Interior Designing, Sustainable Development.</p> <p>At length the members discussed the proposal. The House felt that with the forthcoming decision to close stand alone B.Ed. College s – The College should urgently apply for integrated B.A. B.Ed. / B.Sc. B.Ed. to N.C.T.E. either in 2018-19 or 2019-20 so that it can be introduced at the earliest either in 2019-20 or in 2020-21.</p> <p>The members were very appreciative of the efforts of the institution to upgrade its curriculum as per the requirements of the job market and unanimously approved the same with Dr Jyoti Chandel floating the proposal and Sr. Aruna seconding it.</p>	Course Name	Number of Seats	B.A. B.Ed. / B.Sc. B.Ed.	100+100	M.A. (History)	20	M.Sc. (Computer Sc.) Lateral Entry	20	B.C.A. M.Sc. (C.S.) 4 Year Integrated	40	B.Com. (Honours)	40	P.G. Diploma in G.I.S.	20	Functional English as a Subject in B.A.	80
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10.	<b>To inform the members about the preparation for 3<sup>rd</sup> cycle of Re-accreditation from NAAC.</b>																



<b>Decision Taken</b>	Sr. Pearl informed the honourable members that the College received an extension of the A Grade for the NAAC Accreditation till December 2020 and 5 batches of Autonomous students have already passed out from the institution. She informed that the College submits the yearly Annual Quality Assurance Report as per the UGC Guidelines and has also participated in the NIRF Ranking.
<b>11.</b>	<b>To present the Feedback Analysis Report and Action Taken Report of Stakeholders (Parents, Employers, Alumni, Teachers and Students).</b>
<b>Decision Taken</b>	The Feedback Analysis Report and Action Taken Report of the stakeholders (Parents, Employers, Alumni, Staff and Students) regarding introduction of new programmes, diplomas, certificates courses, curriculum design and other aspects of the College were shared with the members. The members were appreciative of the work done.
<b>12.</b>	<b>To Present the E-Governance Report of the Institution.</b>
<b>Decision Taken</b>	Dr. Sr. Pearl presented the E-governance report of the Institution in areas of planning, development, administration, and finance. The College had a functional ERP system right from 2011 which has been completely automated and used for online admission and printing of marksheets. The College also has a Learning Management System - 'SOPHIA ERP' that is used for administrative work, documentation, tracking and delivery of educational resources to the students.  The honourable members were highly appreciative of this initiative by the College.
<b>13.</b>	<b>To propose the initiation of scholarships in the sixtieth year of the College's Existence.</b>
<b>Decision Taken</b>	Sr. Pearl intimated the house that 2019 would be the 60 <sup>th</sup> year of the College's existence and the Staff Council had suggested that the College would initiate 60 Scholarships for needy and deserving students. The members extended their best wishes and praised the fund-raising initiative for the needy students.
<b>14.</b>	<b>To apprise about the upgradation of existing infrastructure with special attention to differently abled students.</b>
<b>Decision Taken</b>	The Board members were briefed about the upgradation of the existing infrastructure for the differently abled students. The College has added two ramps for access to the ground floor of the building and wash rooms have also been renovated to for the ease of the differently abled.
<b>15.</b>	<b>To inform about the present status of MOU's and collaborations during the present Academic Year 2018-19.</b>

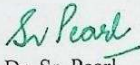
<b>Decision Taken</b>	<p>The Principal updated the members about the present status of MOU's and Collaborations signed with other institutions of repute, nationally and internationally, to enrich the academic and research ambience of the College.</p> <p>The College also regularly organises International and National Conferences/ Workshops/ Seminars to promote a Research milieu among the staff and students.</p> <p>These endeavours of the College were greatly applauded by the members.</p>
<b>16.</b>	<b>Upgradation of Code of Conduct manual and Research and Consultancy Policy of the College.</b>
<b>Decision Taken</b>	<p>The honourable members went through the Code of Conduct manual which was updated by the IQAC.</p> <p>They also examined the Research and Consultancy Policy of the College wherein the Management of the College decided to give Academic Leave to all staff members to attend and present Research Papers at Conferences /Seminars.</p> <p>The Management has also decided to continue providing seed money to Staff members to take up Institutional Research Projects and to students to begin start-ups and become Entrepreneurs. This will be initiated from 2019-20.</p> <p>This initiative to develop a Research Environment on the Campus amongst the Staff and students by the Management was congratulated by the members.</p>
<b>17.</b>	<b>To present the report of Autonomy for 2017-18.</b>
<b>Decision Taken</b>	<p>The Principal apprised the Board members that the College was in the Fourth year of Autonomy. She presented the yearly progress report on Autonomy for 2017-18. The members were happy to see the advances taking places and congratulated the College on the initiatives taken.</p>
<b>18.</b>	<b>To approve the fee structure recommended by the Finance Committee.</b>
<b>Decision Taken</b>	<p>The members studied the recommendation for a yearly increase of Rs.1000/- in the Tuition Fee for all U.G. Programmes and resolved to pass the same.</p> <p>The approval was proposed by Sr. Aruna and seconded by Sr. Rani. Passed Unanimously.</p>
<b>19.</b>	<b>AOB</b>
<b>Decision Taken</b>	<p>Under any other business the Principal informed the members that the Staff Representatives – Dr. Jyoti Chandel and Mrs. Deepmala Singhal had completed their term for two years and proposed the names of two other staff members according to seniority-</p> <p>Dr. Taruna Sethi - Head, Dept. of Chemistry</p> <p>Dr. Monika Kannan - Head, Dept. of Geography</p>



They will hold office for a period of two years.

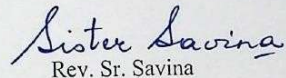
Sr. Pearl also informed the members that as Sr. Aruna will be transferred hence another member from the Management had to be appointed. The members suggested the name of Sr. Swapna – Asst. Professor in Zoology. The members unanimously approved the new appointments.

As there was no other matter to be discussed the meeting ended with a vote of thanks to the Chair and all the members.



Dr. Sr. Pearl

**PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER**



Rev. Sr. Savina

**President  
Sophia College Education Society  
Ajmer**





## SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

### Minutes for BOM Meeting held on 7<sup>th</sup> September 2019

A meeting of the Board of Management of Sophia Girls College (Autonomous), Ajmer was organized on Saturday, 7<sup>th</sup> September 2019 at 12:30 pm in the Conference Room of the College.

The following members participated in the meeting:

- |                        |   |
|------------------------|---|
| 1. Rev. Sister Savina  | -President, Sophia College Education Society.                     |
| 2. Rev Sister Mabel    | -Vice President, Sophia College Education Society                 |
| 3. Sr. Janet           | -Secretary, Sophia College Education Society.                     |
| 4. Dr. Sr. Rani        | -Vice Principal, Sophia Girls' College (Autonomous), Ajmer        |
| 5. Sr. Swapna          | -Member, Sophia College Education Society                         |
| 6. Prof. Subroto Dutta | -University Nominee   |
| 7. Prof. M. L. Agarwal | -Government Nominee   |
| 8. Dr. Taruna Sethi    | - Staff Representative, Sophia Girls' College (Autonomous), Ajmer |
| 9. Dr. Monika Kannan   | - Staff Representative, Sophia Girls' College (Autonomous), Ajmer |
| 10. Dr. Sr. Pearl      | -Secretary, Principal Sophia Girls' College (Autonomous), Ajmer   |

#### Agenda:

- To read and approve the minutes and Action Taken Report of the previous meeting
- To consider and approve the resolutions passed by the Academic Council of the College.
- To approve semester wise programmes / courses of study leading to the award of Degrees , Diplomas and Certificates.
- Successful completion of I-VI semester in U.G. and I to IV Semester in P.G. and presentation of results for the session 2018-19.
- Status of admission in various courses for the session 2019-20.
- Commencement of new courses in the session 2019-20.
- To amend the Nomenclature of some of the proposed courses.
- Commencement of New Diploma Courses in the session 2019 - 20.
- Commencement of C.B.C.S. at the Under Graduate level in the session 2019-20.
- Any other Business with the permission of the chair.

S. No.	Description
1.	The meeting commenced with a prayer. At the outset the Honourable chairperson Rev. Sr. Savina welcomed the members. <b>To read and approve the minutes and Action Taken Report of the previous meeting</b>
Decision Taken	Dr. Sr. Pearl the Principal and Secretary read the minutes and Action Taken Report of the previous meeting. All the members approved the minutes and Action Taken Report of the meeting. This was proposed to be passed by Dr. Monika Kannan - Staff Nominee and seconded by Dr. Sr. Rani – Manager of the College.

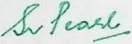
2.	<b>To consider and approve the resolutions passed by the Academic Council of the College.</b>
Decision Taken	The resolutions and decisions of the Academic Council Meeting held on 31 <sup>st</sup> August 2019 were discussed and passed. The approval was proposed by Rev. Sr. Mabel and seconded by Dr. Taruna Sethi. Passed Unanimously.
3.	<b>To approve semester wise programmes / courses of study leading to the award of Degrees, Diplomas and Certificates</b>
Decision Taken	The Principal apprised the house of the present semester wise programs, diplomas and courses running in the College – The <b>Under Graduate Programs</b> are B.A. (Pass Courses) , BA (Eng Honours), B.A. (Economics Honours), B.Sc. (Biology), B.Sc.(Mathematics), B.Com , B.B.A, B.C.A. & B.L.I.S. The <b>Post Graduate Programmes</b> are M.A. (English Literature), M.A. / M.Sc. (Geography), M.A. (Political Science), M.Sc. (Computer Science), M.Com.(ABST) and M.Sc. Chemistry.  The <b>Diploma Programmes</b> are Journalism, GIS, Basics of Yoga and French (A1, A2, B1 Level), Dyeing and Printing, Basics of Interior Designing, Sustainable Development and the various Value Added Certificate Courses.  The members appreciated the great number of academic programmes offered by the College and approved the same.
4.	<b>Successful completion of I-VI semester in UG and I to IV in PG and presentation of results for the session 2018-19.</b>
Decision Taken	Dr. Sr. Pearl informed the house about the successful completion of Sem. I to VI in U.G. and Sem. I-IV in P.G. and presented the semester results for the session 2018-19. The members were pleased with the academic performance of the students and congratulated the Principal and the Staff for their efforts.
5.	<b>Status of admission in various courses for the session 2019-20.</b>
Decision Taken	The Principal presented the status of admission in various programmes for the session 2019-20. The members congratulated the teachers for their dedication and hard work and the annual increase in admissions in their respective departments.
6.	<b>Commencement of new courses in the session 2019-20.</b>
Decision Taken	The members were apprised that MA (History), MA (Sociology), B. Com Honours, Integrated M.Sc. (Computer Science) 4-year Programme and Functional English (as a subject in B.A) have been introduced from this session 2019-20.



	<p>Sr. Pearl informed the members that due to change in government regulations the College could not start the 4-year integrated B.A. B.Ed. and B.Sc. B.Ed. Program. Similarly, the introduction of M.Sc. (Computer Science) Lateral Entry and Diploma in GIS could not be opened as they were not found feasible.</p> <p>The introduction of new courses was approved with Prof. S Dutta proposing and Sr. Swapna seconding the proposal. Passed Unanimously.</p>
7.	<b>To amend the nomenclature of some of the proposed courses.</b>
Decision Taken	<p>Sr. Pearl informed the members of the amendment in the nomenclature of the following programs-</p> <p>(i) 4-year integrated B.A.B.Ed. and B.Sc. B.Ed. to be renamed as Four-Year Integrated Teacher Education Programme (Pre-Primary to Primary) and (Upper Primary to Secondary)</p> <p>(ii) BCA- M.Sc. (Computer Science) 4-year Integrated Programme should be referred to as Integrated M.Sc. (Computer Science) 4-year Programme as this was the nomenclature proposed by M.D.S. University, Ajmer</p> <p>The members agreed to the same and the approval was proposed by Sr. Janet and seconded by Dr. Sr. Rani., Passed Unanimously.</p>
8.	<b>Commencement of New Diploma Courses in the session 2019 - 20.</b>
Decision Taken	<p>The Principal informed the members that keeping in mind the skill development initiative of the government, the Academic Council of the College had proposed the introduction of Value Added Diploma Courses in Dyeing and Printing, Basics of Interior Designing and Sustainable Development from this session 2019-20. They also proposed the introduction of US-CMA (International Certification).</p> <p>The members were very appreciative of the introduction of Skill Based Vocational Courses and approved the same. Passed Unanimously.</p>
9.	<b>Commencement of CBCS at the Under Graduate level in the session 2019-20.</b>
Decision Taken	<p>Sr. Pearl informed the members that Choice Based Credit System had been successfully implemented in the Post Graduate Programmes from session 2018-19 and as was resolved in the previous meeting Choice Based Credit System has been introduced in Under Graduate Programmes from the session 2019-20. The members were appreciative of the College adopting the credit system.</p> <p>The approval was proposed by Dr Taruna Sethi and seconded by Dr Monika Kannan. Passed Unanimously.</p>
10.	<b>Any other Business with the permission of the chair.</b>
Decision Taken	<p>The University Nominee Prof. Subroto Dutta brought to the notice of the House that the Passing Criteria of students needs to be updated – that in the passing policy besides the check in Semester II and IV in U.G. and Semester II in P.G., a student should clear all her due papers by the Fifth Semester in U.G. and Third Semester in P.G. before</p>

being promoted to the Final Semester. He enlightened the members that this has also been applied as a passing policy in MDS University Ajmer. After a brief discussion the members approved the same. The approval was proposed by Sr. Rani and seconded by Sr. Swapna.

As there was no other matter to be discussed the meeting ended with a vote of thanks to the Chairperson and all the members.

  
Dr. Sr. Pearl  
PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
(AUTONOMOUS)  
AJMER

  
Rev. Sr. Savina  
President  
Sophia College Education Society  
Ajmer

  
Dr. Sr. Pearl  
PRINCIPAL  
SOPHIA GIRLS' COLLEGE  
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