

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution : St. **Andrew's** College of Arts, Science and Commerce

- Name of the Head of the institution : Dr. (Ms.) Marie B. Fernandes
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 022-26428684/022-26401657
- Mobile no.: +91-9892771657
- Registered e-mail: principal.st.andrews@gmail.com
- Alternate e-mail : dr.marie.fernandes@gmail.com
- Address : St. Dominic Road, Bandra (W)
- City/Town : Mumbai
- State/UT : Maharashtra
- Pin Code : 400050

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Urban

- Financial Status: UGC 2f and 12 (B)
Grant-in-aid + Self financing
- Name of the Affiliating University: University of Mumbai
- Name of the IQAC Co-ordinator : Dr. Amelia Correa
- Mobile: 9820481127
- IQAC e-mail address: sa.iqac1516@gmail.com
- Alternate Email address: a.correa@standrewscollege.ac.in

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

<https://standrewscollege.ac.in/iqac-2/>

4. Whether Academic Calendar prepared during the year?

Yes

<https://standrewscollege.ac.in/wp-content/uploads/2019/09/Calendar-2019-mail.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	78.75	2004	from: 03/05/2004 to: 02/05/2009
2 nd	A	3.14	2010	from: 04/09/2010 to: 03/09/2015
3 rd	A	3.07	2016	from: 16/09/2016 to: 15/09/2021

6. Date of Establishment of IQAC: 17/08/2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1) External Audit Conducted	01/04/2019 to 03/04/ 2019	Academic Staff (38)
2) Internal Audit Conducted	September 2018 & March 2019	Academic Staff (10)\
3) Participated in CPE	December 2018	Academic and Non Academic Staff (38 +58)
4) Participated in NIRF	November 2018	Academic and Non Academic Staff (38 +58)
5) Submission of AQAR Report	October 2018	Academic and Non Academic Staff (38 +58)

6) Regular IQAC meetings	Uploaded on the College Website	IQAC members https://standrewscollege.ac.in/wp-content/uploads/2018/09/Notification-of-IQAC.pdf
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8. Provide the list of funds by Central/ State Government-
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

<https://standrewscollege.ac.in/wp-content/uploads/2018/09/Notification-of-IQAC.pdf>

10. No. of IQAC meetings held during the year: 04

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website Yes

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- ❖ Organised a Staff Advancement Seminar ,“**Brain Reprogramming**” on 19 June 2018 and a lecture by Aruna Roy, author and social activist, “**The RTI Story: Power to the People**” on 20 June 2018.
- ❖ Organised an Annual Conferences, “**The Thoery and Practise of Contemporary Theatre**” on 22 June 2018 and “**Ethics and Economics**” on 15 March 2019.
- ❖ Organised a Socio-History Student Seminar, “**Women and Media**” on 30 August 2018 and Interdepartmental Student Seminar, Land/Earth/Soil on 25 September 2018.
- ❖ Organised an International Symposium, “**A New Utopia: Promoting Dialogue for a Humane & Sustainable Society**” on 22 January 2019 under the aegis of UNESCO and Cardinal Paul Poupard Foundation Chair for Inter-Religious and Inter-Cultural Dialogue.
- ❖ Staff seminars with research paper presentations were held on 9 March 2019. A field trip was organised for staff members to the Nature Park on 3 January 2019.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1) To introduce Certified courses.	Leadership and Citizenship Income from Salaries- Computation and E-filing of Returns. Tally-ERP-9 Communication skills R programming Basic and Advanced Excel (Big Data Analytics) Digital Marketing Research Methodology The Online Marketing Fundamentals by Google. Basic Income Tax Equity Trading Boothcamp Advanced Excel <i>Please refer to 1.1.2</i>
2) To improve student attendance.	Defaulters lists were put up regularly and Messages were sent to parents.
3) To encourage faculty and student exchange programme.	MOUs are in the process of being signed.
4) To improve the quality of research.	Conducted a session on “ IPR in Academic Settings ”.
5) To enhance the effectiveness of the placement cell.	72 students were placed this year.
6) To encourage alumni participation and support.	Registration of alumni is in process.
7) To identify environmentally friendly best practices.	Segregation of garbage and composting.
8) To encourage availing of government scholarships under different categories.	Class to Class Campaigning was undertaken, notices sent & banners displayed. Student participation increased.
9) To document remedial classes undertaken.	Staff members undertook and documented remedial classes

14. Whether the AQAR was placed before statutory body? Yes

Name of the statutory body: College Development Committee

Date of meeting(s):

28 July 2018,

07 October 2018,

16 February 2019,

30 March 2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? No. At our External Academic Audit (1-3 April 2019), Dr. Fr. Davis George member of the NAAC Peer Team interacted with IQAC.

16. Whether institutional data submitted to AISHE: Yes

Year: 2018-19

Date of Submission: 29/12/2018

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

For the year 2018-19, we have 18 modules for which information is provided to the Directorate of Higher Education, Maharashtra. There are two main categories of modules. One related to Staffing Information and the other Academic Information. Staffing Information includes general details of the office and the institute. Another module covers the details of the courses conducted in the institution. Related to this are the modules 3,4 & 5, which deals with total approved seats, details of approved seats designation-wise (grant & non-grant) and the details of the approved seats subject wise. Teaching and Non-teaching requirements are covered under staffing information.

Academic Information covers 13 modules. Details of research activity in the institution deals with Ph.D. and M.Phil. students enrollment. Also included under academic information is the module which provides details of students enrolment in different courses. Another module enumerates enrolment of minority students. Details of physically handicapped students enrolled in the institution is covered in another module. Also provided is a module regarding expenditure incurred on making facilities available for these students. One module covers students availing of scholarships. There are details regarding students availing of Government of India scholarships, Government of Maharashtra scholarships, students availing of freeships and lastly students availing of EBC scholarships. Under Academic information, the availability of physical education facilities are provided. This covers indoor and outdoor facilities. Gymkhana facilities are also provided under this module. We have basketball courts and volleyballs courts as well as playground for hockey and football.

Library details are provided in a separate module. This covers number of books and periodicals as well as audio-visual facilities. Also provided under academic information is details of examination results under the different courses offered in the college. It provides information about total number of boys and girls passing successfully. Breakup of fees received is provided in another module. This covers fees received under different categories like tuition fees, admission fees, examination fees, certificate fees, penalty and other fees.

The last module covers expenditure status of plan/non-plan schemes. This covers grants for expansion of non-government arts, science and commerce colleges. The object-wise expenditure is given in detail. It covers aspects like salary, telephone, electricity, water supply, rent, publications and computer expenditure. It also spells out actual expenditure of

previous year, actual expenditure of the current year and expected expenditure of the current year. It also covers sanctioned outlay for the current year.

Part-B

CRITERION I – CURRICULAR ASPECTS				
1.1 Curriculum Planning and Implementation				
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words				
<p>Our Institution has a mechanism for well-planned curriculum delivery and documentation. Apart from the traditional teaching-learning methods of white board and lecturing method, our college lays great emphasis on curriculum delivery through practical learning. An academic calendar is prepared in advance and published in the college prospectus. Each department invites industry experts to deliver guest lectures in their respective field of work. This enables the students to get an insight into the real business world. The students are encouraged to undertake live projects and internships to supplement learning. The students are encouraged to research on topics within the curriculum as well as on cross-cutting issues and present research papers or presentations with recommendations to solutions. Critical thinking is encouraged through the various debates, role playing and class discussions. The curriculum is enhanced through conduct of projects and field trips giving insights beyond the syllabus. The college arranges an array of co-curricular activities to enrich the curriculum. All classrooms are ICT equipped and Wi-Fi enabled. This provides for interactive classroom learning. The college also has a multimedia library and subscribes to numerous journals so that both students and Professors can keep abreast of changing trends in their respective subjects. We also subscribe to E-journals, INFLIBNET. A record of the students using the numerous library facilities is maintained by the Librarian.</p> <p>To ensure effective curriculum delivery, every faculty member must submit a syllabus teaching plan to the Principal at the beginning of each semester. The Principal conducts regular meetings with all faculty members to ensure that the plans are being implemented. Regular interaction with Student Council members of every class with the Principal ensures that lecturers complete their portion in time and effectively. The responses gathered via the student feedback survey helps us to identify areas of improvement in curriculum delivery and evaluation methods. The Coordinators of the Self-Financed Courses take regular feedback regarding visiting faculty members and accordingly incorporate changes. Representatives from each class must sign an acknowledgement of portion completion at the end of each semester.</p> <p>The progress of the students is maintained through regular tests, presentations and semester end exams. Remedial classes, bridge lectures and tutorials are conducted for the weaker students. The college also focuses on providing certificate courses to the students to enhance the overall development of the students.</p>				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

Basic and Advanced Excel (Big Data Analytics)		2018-19	Data management certification opens new career options in the field of Business analytics.	Data mining, Data processing, Data interpretation and analysis
Communication Skills Course		2018-19	Focus on reading writing, listening and speaking skills	Adapting your communication style to your audience
Leadership and citizenship certificate course		2018-19	Focus on ways communicate efficiently to your team members.	Skills that employers look for in candidates for employment
Tally - ERP-9		2018-19	Accounting software	Skill on basic accounting software package
Advance Excel		2018-19	Skill on Data management in the field of Business analytics.	Data processing, Data interpretation and analysis
Digital Marketing		2018-19	Focus on Data Analysis. Writing and Editing, Listening, Email Social Media Skills	To Align Skills With Job Market Needs through online tools and software.
Equity Trading Boot Camp Course		2018-19	Focus on Learning to trade and invest	Skill on trading and investment
R Programming		2018-19	Focus on Statistical Techniques	Skill on data analysis
‘Income from Salaries – Computation & E-filing of Returns’		2018-19	Focus on E- filing	Basic skill in filing returns
Research Methodology		2018-19	Focus on Statistical Techniques and Report writing	Basic Skills in data collection
The Online Marketing Fundamentals-online certificate course by google		2018-19	Focus on to improve your digital marketing skill	Basic skill on digital marketing
Basic Income Tax		2018-19	Focus on different types of taxes	Basic skill in filing returns and types of tax
1.2.1 New programmes/courses introduced during the Academic year				
Programme with Code	Date of Introduction	Course with Code	Date of Introduction	
-	-	-	-	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.				

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System
BA	Yes		2018-19
B.Com	Yes		2018-19
BMS	Yes		2018-19
BMM	Yes		2018-19
B.Sc IT	Yes		2018-19
B.Com (A & F)	Yes		2018-19
B.Com (B & I)	Yes		2018-19
B.Sc (HS)	Yes		2018-19
M.Com		Yes	2018-19

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

No of Students	Certificate
38	Basic and Advanced Excel (Big Data Analytics)
13	R Programming
20	Communication Skills Course
22	Leadership and Citizenship Course
37	Tally – ERP- 9
51	Advanced Excel
23	Digital Marketing
10	Equity Trading Boot Camp Course
37	Certificate course on 'Income from Salaries – Computation & E-filing of Returns.

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

St. Andrews College strongly believes in holistic development and value building of the student. The various departments of the college carried out a number of activities this year to promote self-development and to reach out to the underprivileged.

The Social Outreach Program provided for the degree and self-financed students is an opportunity to work for the underprivileged and this year it began with the orientation conducted by Prof. **Kevin Miranda, attended by the SY students. This year it is association with St. Catherine's Home, Umang, Muskaan Foundation, Navjeet Community, Spastic Centre to name a few.**

To strengthen our core values and to build our character, Value Education sessions were held even this year for the Degree College under Prof Susan Lobo. **“Emotional Intelligence”** - Ms. Rohini Dsouza, **“Assertive Communication”** - Mr. Jenson Mammoottil, **“Self-Esteem & Positive Affirmations”** - Ms. Sukhmeet Kaur were the speakers for the three respective sessions. Along with this, under Prof. Patricia Lemos, the Life Skill Programme for the FY students of the self-financed courses saw Deacon Ivan and Dr Sukhmeet Kalsi conducting the following sessions that

were indeed very helpful.

- 1) Making Choices.
- 2) Resisting Pornography.
- 3) Six Thinking Hats.

Other sessions are Alcoholism & Drug Addiction and Relationships and Self Awareness, Resource people were the Kripa foundation team, Mr. Aubrey Menzes and Dr. Peter Michael. PI Ch. Mr. Bosco Fernandes, Ms. Elaine Almeida

Value added courses	Date of introduction	Number of students enrolled
Value Education (SFC)	First Year	388
Social Outreach (SFC)	Second Year	334
Value Education (SFC)	Third Year	380
Value Education (Degree)	First Year	552
Social Outreach (Degree)	Second Year	450
Value Education (Degree)	Third Year	407

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Forevision- is a Business and Consulting Company that can improve your lives and shapes your career.	2
Gokruze - Book best local AC bus service in Mumbai.	1
Catking- Coaching class	6
Connecting Dots- reliable background verification for employees from across the globe	2
Techatalyst- software company	2
Chtrbox- community of influencers and content creators that share branded stories on social media.	2
Morgan Stanley- American multinational investment bank and financial services company	9

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Our institution strongly believes in holistic development and value building of the student. Hence their feedback is highly valued. The responses gathered via the student feedback survey helps us to identify areas of improvement in curriculum delivery and evaluation methods. The Coordinators of the Self-Financed Courses take regular informal feedback regarding visiting faculty members and accordingly incorporate changes.

- Students:

The college collects feedback from the students through an automated feedback system at the end of the Semester. This feedback is analyzed and solutions are sought through meetings held with the student council as well as with the other faculty members.

<http://student.standrewserp.com/index.php?/form/studentPerception>

Informal feedback taken from the students by the co-ordinators.

- Alumni:

Alumni Feedback is obtained during the Alumni get together and the final year students are asked to fill an Exit Form. The college alumni members are in varied fields and make suggestions about the curriculum keeping the present industry scenario in mind. These are considered by the college and implemented to the extent possible.

<http://student.standrewserp.com/index.php?/form/alumniFeedback>

- Parents:

The college regularly organizes parent teacher meetings. Suggestions given by the parents are duly taken note of. Parents can meet with the Principal and the faculty by prior appointment. The grievances and suggestions are heard and appropriate action is taken. Mentoring is done to ensure student progress and to help in building bridges between the college and the community.

<http://student.standrewserp.com/index.php?/form/parentPerception>

- Academic Peer Group:

Feedback is obtained from the academic peer group in the seminars, workshops, and meetings organized by the University or on other occasions when they meet during centralized assessment at the university. Some of the professors are involved in Syllabus planning and are also members of the Board of Studies. Some have been appointed as chairpersons for their respective papers. The college also has been a part of AIACHE (All India Association of Christian Higher Education) exchange programme. It allows for an exchange of ideas and learning; to improve the quality of education within the institute by implementing the best practices available in other colleges. The principal is an executive member of this body that meets regularly to share information with regards to best practices that colleges adopt.

- Academic Audit:

We invite experts from the field of education every year to audit the progress made by the institute in every sphere, whether it be academics or infrastructure. These suggestions are carefully studied by the management and steps are taken to improve the quality of the Institution. In 2018-19 Dr. Fr. Davis George- Director & former Principal, St. Aloysius Institute of Technology, Jabalpur and Dr. Angelo Menezes, former Principal **St. Xavier's** College Mumbai.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

2.1.1 DEMAND RATIO DURING THE YEAR

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.	240	932	210
B.Com	360	910	332
BMS	120	1553	123
BAF	60	630	57
BMM	60	1079	61
B.Sc. (I.T)	60	364	54
B.Sc. (Hospitality)	60	146	44
BBI	60	212	48
M.Com	60	33	33

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG) (Degree + S F Courses)	Number of students enrolled in the institution (PG) (M. Com.) (Part I + Part II)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	2620-63=2557	33+30=63	39	00	01

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms
39	39	Moodle Server, LCDs, E-Journal	41	Nil

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

All the students are mentored in each academic year at least once by their respective class teachers. The issues addressed are related to academic, interpersonal, family problems as well as any other relevant personal issues. Any serious cases are referred to the college counsellor for further pursual. Additionally, every student fills up the STUDENT PROFILE FORM consisting of personal and academic data. The same is carried forward to the subsequent years of SY and TY. This form thereby enables access to the student’s information at a glance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2620	39	1:67

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
39	35	04	Vacant post was filled with contractual staff	15

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NIL	NIL	NIL	NIL

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Program me Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A	3A00142	II	13/05/2019	15/06/2019
	3A00144	IV	04/05/2019	13/06/2019
	3A00146	VI	07/05/2019	15/06/2019 (Part)
B.Com	2C00142	II	13/05/2019	15/06/2019
	2C00144	IV	03/05/2019	13/06/2019
	2C00146	VI	25/04/2019	25/05/2019 (Part)
BMM	4O00152	II	11/04/2019	03/06/2019
	4O00154	IV	04/05/2019	10/06/2019
	4O00156	VI	03/05/2019	06/07/2019

BMS	2M00152	II	12/04/2019	03/06/2019
	2M00154	IV	04/05/2019	10/06/2019
	2M00156	VI	09/05/2019	19/06/2019
BAF	2C00352	II	12/04/2019	03/06/2019
	2C00354	IV	05/05/2019	10/06/2019
	2C00356	VI	09/05/2019	18/06/2019
BBI	2C00342	II	12/04/2019	03/06/2019
	2C00344	IV	04/05/2019	10/06/2019
	2C00346	VI	09/05/2019	26/06/2019
B.Sc. (I.T)	1S00252	II	10/04/2019	03/06/2019
	1S00254	IV	02/05/2019	10/06/2019
	1S00256	VI	11/05/2019	24/06/2019
B.Sc. (HS)	1S00422	II	12/04/2019	03/06/2019
	1S00424	IV	04/05/2019	10/06/2019
	1S00426	VI	07/05/2019	06/07/2019
M.Com	2C00532	II	03/06/2019	Result Awaited
	2C00534	IV	10/06/2019	Result Awaited

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation reforms of the University of Mumbai are adopted by the institution.

The Affiliation to the University of Mumbai, does permit us to initiate reforms on our own, but we follow the reforms set by the University, which include a Syllabus Revision Workshop every 3 years conducted by the respective Board of Studies for the various Courses under all Programmes. The objective of the Workshop is to make four amendments regarding: a) Basic syllabi, b) Recommended textbooks and reference books, c) Structure and format of paper pattern and d) Method of conducting Internal assessment (if any)

With effect from 2016-17 ALL SEMESTER INTERNAL ASSESSMENT which were conducted in every Semester for 25 marks for all BA and BCOM Programmes were gradually phased off for all Semesters starting with FY (2016-17), then SY (2017-18) and thereafter TY (2018-19) respectively, as per the University of Mumbai Directive. However, it was retained for the Course – Foundation Course I and II for FY/SY BA/BCOM. The weightage for TYBA/BCOM Applied Component Papers was reduced from 25 marks to 20 marks.

However, ALL SEMESTER INTERNAL ASSESSMENT which was conducted in every Semester for 25 marks for the Self-Financed Programmes continued on the same parameters. BSC.IT and BSC.HOSPITALITY programmes additionally to 25 marks Internals, have also 50 marks Practicals as per the University of Mumbai Directive.

Question papers are submitted to the Heads of Department for monitoring that all modules have been covered and the paper adheres to the pattern provided by the University. Two students are also required to sign on the syllabus copy with regard to its completion by the concerned teacher

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

We are affiliated to the University of Mumbai and so have to adhere to the dates of examinations set

by the University. The evaluation process and reforms are implemented through various committees like Exam Committee, Unfair Means Inquiry Committee, IQAC, LMC, Grievance Cell. The time-table for the examination is displayed on the notice board. The Principal oversees the process of implementation in keeping with the Academic Terms.

With effect from 2016-17, the college conducted the Sem-End Examinations on behalf of the University of Mumbai additionally for FY, SY across all Programmes in progression from FY (2016), then SY (2017) according to the time-table posted by the University of Mumbai on their website.

The Internal Assessment is also scheduled keeping in mind the University of Mumbai time-table and the Marklists for the same are submitted by the concerned faculty according to the deadline given by the college Examination Committee. Details of other scheduled events of each department is also planned and published in our Academic Calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the web-link)

<https://standrewscollege.ac.in/wp-content/uploads/2019/10/Result-Analysis-2018-19.pdf>

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A.	138	110	79.71
	B.Com	267	220	82.39
	BMM	50	46	92
	BMS	116	107	92.24
	BAF	57	53	92.98
	BBI	61	53	86.88
	B.Sc. (I.T)	42	37	88.09
	B.Sc. (HS)	41	28	68.29
	M.Com Sem I Sem III (Sem II & IV Result Awaited)*	35 30	23 24	65.71 80

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://student.standrewserp.com/index.php?/form/studentPerception>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other (Specify)				
Total				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year.				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
Women and Media	Sociology-History		31-07-2019	
Disability Awareness Workshop: Antarchakshu 2.0 with XRCVC	English		11-3-2019 to 16-3-2019	
Floral Arrangement	Hospitality		16-03-2019	
First Aid	Hospitality		15-03-2019	
Ethics and Economics	Economics		15-03-2019	
Demonstration on larder and sandwiches	Hospitality		30-01-2019	
Team Work	Hospitality		22-01-2019	
A New Utopia: Promoting Dialogue for a Humane and Sustainable Society	Inter-religious		22-01-2019	

Floral Arrangement	Hospitality	18-01-2019				
Workshop on Diversity in Human Resources	B.M.S	14-01-2019				
Session on IPR in academic settings	Library	09-01-2019				
Session on ‘Speed Reading by Dr. Sushama Powdwal	Library	20-12-2018				
Seminar on Real Estate Management- The future	B.M.S	20-12-2018				
Sushi and Dumpling Demondstration	Hospitality	12-12-2018				
Chocolate making session	Hospitality	09-12-2018				
“Mediterranean diet”	Hospitality	12-10-2018				
First Aid	Hospitality	02-10-2018				
Seminar on Revenue Management	B.M.S	10-10-2018				
Student Research Seminar on Earth/Land/Soil	Interdisciplinary	25-09-2018				
National Conference on The Theory and Practice of Contemporary Theatre	English	22-09-2018				
Workshop on Entrepreneurship and Advertising	B.M.S	10-08-2018				
Workshop on Financial Wellness	B.M.S	04-08-2018				
TYBA Syllabus Planning Workshop for Sociology Teachers	Sociology	30-07-2018				
One Day Workshop on the Revised Syllabus, TYBA English	English	26-06-2018				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year						
Title of the innovation	Name of the Awardee	Awardin g Agency	Date of Award	Category		
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre	Name	Sponsored by				
Name of the Start-up					Nature of Start-up	Date of commencement
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National			International	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department		No. of Ph. Ds Awarded				

3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National						
International	05	05		5		
	Sociology	02				
	Economics	01				
	Commerce	01				
	BAF	01				
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
English			07			
BAF			02			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NA						
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level		State level	Local level	
Attended Seminars/ Workshops	2	2			24	
Presented papers	4	3			2	
Resource Persons					10	
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and						

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year				
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities	
University Level Activities (21 Nos.)	University of Mumbai, Public Concern for Governance Trust (PCGT),Goonj – Dhaan Utsav.	5	65	
Community Level Activities (5 Nos.)	Bandra Police Station for Bandra Police Station Activity and Bandra Fair Security, Mahim Police Station for Mahim Novena Security, The Movement	5	65	
College Level Activities (20 Nos.)	Holy Family Hospital & MGM Blood Bank for Blood Donation Drive, Datri for Stem Cell Donor Registration, The Movement, Self Defence Workshop, Bandra Police Station, Holy Family Hospital for Palliative Care, Khushiyan Foundation	5	65	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition		Awarding bodies	
UDAAN Festival (Poster Making Competition)	First Prize		DLLE, University of Mumbai	
3.4.3 Students Participating in extension activities with Government Organisations, Non-Government Organisations and Programmes such as Swachh Bharat, Aids Awareness, Gender Issues, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities

DLLE	Mission Green Mumbai (NGO)	Juhu Beach Clean up	01	100
DLLE	The Kerala Catholic Association (Virar Unit)	Kerala Donation Drive	04	25-30
DLLE	Ambagopal Foundation	HOSH Walkathon	02	80
DLLE	St. Andrew's College	Self Defence Workshop for Girls	02	50
DLLE	Goregaon Sports Club	Marathon on the Occasion of World Cancer Day	02	50
DLLE	Lions Club Andheri	Run for Humanity	02	30
DLLE	St. Andrew's College	Women's Day Celebration for Class 3 & 4 Employee of College.	04	15
SOP	St. Catherine's Home, (Bandra)	Teaching Organising Activities	02	18
SOP	Navjeet Community Centre, (Bandra)	Laundry Teaching at School	02	20
SOP	Spastic Society of India, (Bandra)	Organising events for children Teaching Support	02	19
SOP	Umang Foundation Trust (Santacruz)	Education	02	18
SOP	Muskaan Foundation, (Andheri)	Organising Workshops Making Handicrafts	02	17
SOP	Jeevan Asha Old Age Home, (Andheri)	Laundry Kitchen Work Organising Activities for the aged	02	20

SOP	Logic Centre and Community Welfare Association (Powai)	Education Organising Workshops Making Handicrafts	02	19
SOP	Prayatna (Malad)	Remedial Teaching Educating Adults	02	16
SOP	Karuna Hospital, (Borivali)	Laundry Kitchen Work	02	20
SOP	I.C Women's Cell (Borivali)	Organising Workshops Administrative Work	02	20
SOP	Ashray Care Centre, (Gorai)	Providing Stationary Kitchen Work Education	02	18
SOP	Roshini Graha Community Centre, (Kandivali)	Organising Activities (Recreation) Cooking for the poor Teaching Power point	02	14
SOP	St. Theresa's Welfare Trust, (Kandivali)	Teaching handicraft Kitchen Support	02	09
SOP	Vatsalya Trust , (Sanpada)	Organising Activities Administrative Work	02	08
SOP	Bless Foundation (Mira Road)	Organising Activities Cooking for the poor	02	10
SOP	Snehasadan (Vasai)	Organising Workshops	02	10

		Administrative Work		
SOP	Cardinal Gracias Hospital (Vasai)	Administrative Work Kitchen Support	02	09
SOP	Akanksha Foundation (Chinchpokli)	Organising Activities Cooking for the poor	02	09
	Total (SFC)			274
SOP	Asha Kiran Community Centre	Teaching, helping adult skill training		20
SOP	St. Anthony's Church	Parish Social work		20
SOP	Cheshire Home	Reading and conducting activities for the aged		15
SOP	Navjeet Community Centre	Laundry, canteen and skill training assistance		25
SOP	Fatima Ashray for Street Girls	Conducting activities and teaching		15
SOP	Sacred Heart Church	Parish Social work		15
SOP	Ashankur Welfare Centre	Assisting in skill training, teaching		18
SOP	Jeevan Asha Aged Home	Reading to and conducting activities		15
SOP	Shraddha Vihar	Teaching, conducting activities		18
SOP	Stella Cancer Centre	Visiting the sick, aged		12
SOP	UMED (Disabled centre)	Assisting activities and teaching		25

SOP	Don Bosco Shelter	Teaching, conducting activities		18
SOP	House Of Charity (Andheri)	Visiting the sick, aged		12
SOP	House of Charity (Bhayander)	Visiting the sick, aged		17
SOP	Paryavaran Saurakshan Kendra	Environmental awareness and sapling planting		22
SOP	Sneha Sadan, Vasai	Reading, grooming elderly		22
SOP	SVP	Social work – distribution of food grains, clothing, meals		21
SOP	Prayatna	Teaching, conducting activities		20
SOP	Ashray, Bandra	Teaching, conducting activities		26
SOP	Handmaids of the Blessed Trinity Orphanage	Teaching, conducting activities		18
SOP	Shanti Daan	Reading, grooming elderly, sick		19
SOP	Canossa Jeevan Vikas Kendra	Teaching, conducting activities		21
SOP	Karuna Hospital Community Centre	Visiting the sick, reading to them		13
SOP	Urban Community Development Centre	Assisting in adult training programmes, babysitting		28

SOP	Youth Social Service Centre	Distributing meals		15
SOP	Misc. Centres (such as Angels School for Mentally Challenged children...selected by individual students)	Conducting sports days for special children, surveys for health, cleanliness, Juhu beach clean-up etc		12
Total (Aided)			482	
N.S.S.				
Swachh Bharat	Beach Warriors	Beach Cleaning	4	65
Gender Issues	The Movement	Human Trafficking	4	65
Mind Health	The Movement	Depression	4	65
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year (Refer Annexure 1a and 1b)				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
	Placement	INDUSIND BANK	June 2019	Prisca Fernandes Michell Helena Dsouza Michelle Mathias Elma Bandya Lenita Dsouza Tania Rodrigues Alrich Gonsalves Darshan Sakpal Pujari Padma Durga Avelon Gonsalves
	Placement	ADEPT GLOBAL	June 2019	Natasha waghela Marusha Fernandes Tanesha D'souza
	Placement	ICICI PRUDENTIAL LIFE INSURANCE	June 2019	Jason Fernandes Franciya Lobo

				Eldridge Ribeiro Vaishnavi Pandey Avelon Gonsalves Militia D'sa
	Placement	GODREJ	June 2019	Ganga Nair Cleo Menezes Ishan Rajput
	Placement	MEDIA.NET	June 2019	Ganga Nair Cleo Menezes Ishan Rajput
	Placement	IKS HEALTH	June 2019	Adrin Pinto Ambika Dubey Deepti Negi Kirk Alvares Ralph S. Dsouza Rohan Dsouza Nivedita Purushotham Nayak Reece Rosario Manisha Jadi
	Placement	MORGAN STANLEY	June 2019	Kimberley Crasto Royston Gomes Anahita Patrao Elrica Rodrgiues Gabrielle Dlima Isha Sharma Andrea Quadras Ashley Mathias Diana Dsouza
	Internship	FOREVISION		Ann Lawrence Jovita Mendonca
	Placement	PIRAMAL	June 2019	Anselm Mendes Chris Rodrigues Carol Braggs Zeanna Baptista
	Internship	GOKRUZE	16 August to 30 August 2018	Larson Dmello
	Internship	CATKING		Chriselle Coelho Kriselle Fernandes Aparajita Singhania Pranav Bhati Pearl Ivy Dsouza Nicholette Fernandes
	Internship	CONNECTING DOTS		Samantha Crasto Elita Mendoca
	Internship	TECHATALYST	13 August	Cleo Menzes

			13 September 2018	Shreya Poojari
	Internship	ADAGIO		Delwyn Matthews Janvi Shinde
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation		Date of MoU signed		Purpose and Activities

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing		Newly added	
Campus area			6 acres			
Class rooms			42			
Laboratories			02			
Seminar Halls			02			
Classrooms with LCD facilities			40			
Classrooms with Wi-Fi/ LAN			42			
Seminar halls with ICT facilities			02			
Video Centre			01			
No. of important equipment’s purchased (≥ 1-0 lakh) during the current year.			10 (raspberry kits) 9 computers			
Value of the equipment purchased during the year (Rs. in Lakhs)			Rs.9,27,000 Rs.1.65,200			
Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation
SLIM 21		Fully		3.5.0		2015-2016
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	369	73801	321	85,198	690	158999
Reference Books	709	10,13804	126	721804.97	835	1735608
e-Books	-	-	-	-		
Journals	25	46230	26	53908	51	100138
e-Journals	10	Paid with print	10 With print	Paid with print	10	
Digital Database	01	5900	01	5900	1	5900
CD & Video	05	100				
Library automation	-	-	RFID	-		
Weeding (Hard & Soft)	889	55861.75	222	37049	1111	92910
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Comp uter Labs	Interne t	Browsing Centres	Com puter Cent res	Office	Departmen ts	Availabl e band width (MBPS)	Others
Existin g	263	2 labs (60 comp uters in each)	All compu ters have interne t connec tion	19 (in library)	Nil	19	Nil	16	105
Added	18 (desktops) 6(laptops)	-	-	-	-	-	-	50MBP S	
Total	287	120		19		19			105
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
16 MBPS /GBPS - <u>50MBPS</u>									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
Nil					Nil				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e – content	
Nil		Nil			Nil			Nil	

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs.9453215.17	Rs.9453215.17	Rs. 5502152.70	Rs. 5502152.70
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website,			
https://standrewscollege.ac.in/annual-maintenance-contract-2018-19/			

CRITERION V - STUDENT SUPPORT AND PROGRESSION					
5.1 Student Support					
5.1.1 Scholarships and Financial Support					
	Name /Title of the scheme		Number of students	Amount in Rupees	
Financial support from institution	Grenville and Vinita Soloman Academic Scholarship		3	90,000	
	Prof. Mavis Dias Endowment Scholarship		2	66,666	
Financial support from other sources					
a) National	Reserved Category Post Metric Minority Scholarship Shahu Maharaj Scholarship		26 (applied) 46 22	In process Money dispersed directly to students' accounts In Process	
b) International	NA		NA	NA	
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
International Yoga Day		21 June 2018	50	Meenakshi Agarwal (Certified Yoga Trainer, TQ Cert Services Private Limited)	
Mentoring		Throughout the Year	Mentor-Mentee Ratio. BA- 1:30 BCOM- 1:39 SFC – 1:32	Class Teachers	
Counselling		Throughout the Year	12	Andrean Counselling Unit	
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	NA	NIL	NIL	NIL	NIL
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for	

			grievance redressal		
Nil		0	Within the academic year		
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
1.Go Kruze 2.Piramal 3. Morgan Stanley 4. CATKing 5. IKS Health 6. Media.Net 7. DeltaX 8. Godrej 9. IKEA 10. ICICI Prudential Life Insurance 11. Adept Global	* 423 (total)	*96 (overall total)	https://standrewscollege.ac.in/iqac-2/	* 423 (total)	*96 (overall total)
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from #	Name of institution joined #	Name of Programme admitted to #
2018-19	38	BA	https://standrewscollege.ac.in/iqac-2/		
2018-19	155	B.Com.			
2018-19	03	BMM			
2018-19	14	BSc IT			
2018-19	26	BMS			
2018-19	22	BAF			
2018-19	14	BBI			
2018-19	01	BSc Hospitality			
2018-19	05	M.Com			
5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items		No. of Students selected/		Registration	

	qualifying	number/roll number for the exam
NET	NA	NA
SET	NA	NA
SLET	NA	NA
GATE	NA	NA
GMAT	NA	NA
CAT	NA	NA
GRE	NA	NA
TOFEL	NA	NA
Civil Services	NA	NA
State Government Services	NA	NA
Any Other	NA	NA

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Mosaic (College Cultural Festival)	Inter-College	31 colleges
Mind Maze (Quiz)	Inter College	36 participants
Cardinal Paul Poupard Chair for InterReligious Studies and Intercultural Dialogue	College Level: Film Screenings (2)	180 students
	College Level: Strings of Peace	120 students
	College Level: Activity Week	25 students (Inauguration)
	College Level: Colours of God	40
	College Level: Debate	15
	College Level: Workshop on Sustainability	50
	College Level: PPT Competition	8 teams (16 students)
	International Symposium: A New Utopia; Promoting Dialogue for a Humane and Sustainable Society	700 students

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	Gold Medal	National	Judo	–	(FYBA) 101	Adnan Shaikh
2018-19	Gold Medal	University	Athletics	–	(FYBA) 247	Siddharth Fernandes
2018-19	Bonze Medal	State	Athletics	–	(FYBA) 247	Siddharth Fernandes
2018-19	Gold	Zonal	Judo	–	(FYBA) 101	Adnan Shaikh
2018-19	Silver	University	Football	–	** See table	Girls Team

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words) Almost every committee of the college including the College Development Committee and the Internal Quality Assurance Cell have student representatives.

The Students' Council of St. Andrew's College worked throughout the year, discussing and highlighting student-related issues across the different streams. The Council helped to voice the concerns and thoughts of the students to the Principal, and the periodic meetings enabled us to coordinate and execute various events that helped ensure the smooth functioning of the college. The teaching faculty was felicitated on **Teachers' Day** on 5 September, 2018. On 22 December, 2018, Christmas was celebrated in the form of a Christmas Fair, with over 20 stalls. We also had an inter-departmental carol singing competition which was organized in association with the Faith on Campus group to add some extra zing to the celebrations. Seven departments of the institution participated in this event.

The aim of the various programs of the **Students' Council** is to bring to fruition the motto of the institution, **'Enlighten the Darkness.'** Towards this goal, some members of the Council participated in the Leadership Training Course conducted from 19 September, 2018. The members also participated in the intra-collegiate presentation at the seminar on **'Land, Earth and Soil'**. To celebrate the various cultural talents that our students possess, an Open Mic was organized for the first time on 11 October, 2018. This stage provided an opportunity for new artists to present themselves before an audience of peers. Two subsequent Open Mics were also hosted (on 11 October 2018 and 17 January 2019), with over 20 students participating in each session, displaying their talent in music, dance, and performance poetry.

The Students' Council also spearheaded a campaign to improve the college canteen, developing a system to collect and analyse student feedback to bring systematic and necessary changes to the canteen. Periodic reviews of the canteen facilities and hygiene was also conducted under the leadership of the Hospitality representatives of the Council. The much-awaited Traditional Day was celebrated on 19 January, 2019, preceded by the Loop Week, a week of events that included Twinning Day, Pyjama Day, Hoodie Day, a treasure hunt and a second Open Mic. Students from all departments participated actively in these events, making the Loop Week a grand success. The **Students' Council** played an active leadership role in other events in college such as the First Year Orientation programme during which they helped parents and students familiarize themselves with the institution. **Students' Council members helped in the smooth run of** the Convocation programme and also did their bit on the Annual Prize Distribution Day. They served in various capacities in other organizations including the Cultural Cell, the cultural festival, Mosaic, and the Scholarship Committee.

As a whole, **the Students' Council made a sincere attempt at the** holistic development of all students of the institution, and helped facilitate communication between the management and students of the institution. In this capacity, the Council served both the management, staff and students, under the leadership of the Principal and the Vice-Principal.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): NO

5.3.2 No. of registered enrolled Alumni: 93 (registered online)

No current Information

5.3.3 Alumni contribution during the year (in Rupees) : 90,000 (Grenville and Vinita Soloman)

Academic Scholarship)
NIL
5.3.4 Meetings/activities organized by Alumni Association :
<p>This academic year the main focus of the Alumni Association was to get registered as a society, therefore the core committee members along with Profs in-charge had series of meetings from July 2108 to December 2018 to arrive at the final document of the Alumni Association and submit it for the Principal's and Management's approval.</p> <p>The association also conducted a special interaction with the third year students on 12 January 2019. Mr. Derrick, Mrs. Dorelle and Mr. Daniel spearheaded this initiative. The sole aim of the session was to instill in our students the need for networking and to network with them as alumni. The session started with Mr. Derrick striking informal conversations to make the students feel at ease. Mrs. Dorelle then animated the most needed presentation and communication skills. She gave tips on grooming for interview purposes. Mr. Derrick then shared his personal experiences to support the need for networking at the work place. Mr. Daniel, being a relatively younger alumnus, shared how networking at college level helped him discover his career path. Mr. Derrick then invited the students to join the vast network of alumni of the college, whose advice and strong contacts, he added, would definitely set them on the road to success in achieving their future goals.</p> <p>All the three alumni then had a one on one interaction with most of the students to offer advice and connect them to the right people to help them in their career planning. The session left the students with a strong feeling that even after they graduate they have a group of experts, who share the same feelings for their alma mater and will be a support system to them.</p>

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

An initiative towards decentralised and participative management is carried out through the IQAC (Internal Quality Assurance Cell) and the CDC (College Development Committee). These bodies provide a platform for systematic deliberations on matters that affect the institution, and play a crucial role in insuring that all the administrative and academic concerns of the institution are dealt with through a process of collective thinking and decision-making. Both the bodies are constituted in accordance with specifications laid down by the University of Mumbai, and consist of representatives from the teaching and non-teaching staff, current students, alumni, the Principal, the Management and experts from the industry.

The matters deliberated upon at the IQAC meetings are in accordance with the criteria specified for the NAAC accreditation, namely curricular aspects; teaching-learning and evaluation; research, innovation and extension; infrastructure and learning resources; student support and progression; governance, leadership and management; and institutional values and best practices. The IQAC meetings thus enable the institution to ensure quality control according to the parameters set by the NAAC to facilitate student-centric activities and an enriched academic environment in the institution.

The CDC meets to plan and report on academic, administrative and infrastructural matters. The Academic and Administrative Calendar of Events are prepared in advance to ensure focussed deliberations and optimal use of time. The Committee discusses the introduction of new courses; evaluates the performance of the self-financed courses; suggests improvements in teaching aids, and makes recommendations to foster academic collaborations and strengthen research. It considers ways of using technology to improve the admission procedure for students as also the use of RFID cards in the library. Matters related to the staff such as placements, requests for leave, grievances etc. are forwarded by the concerned faculty members to the nominated representatives who then raise the issues at the CDC meetings on their behalf. The outcome of the deliberations is then communicated to the concerned individuals by the nominated representatives. The audited statement of accounts of the previous year is presented, and also discusses the budget for the new academic year. The CDC makes the necessary recommendations to the management about matters pertaining to the welfare of the college in terms of requirements related to infrastructure and the betterment of the teaching and non-teaching staff and the student population. Matters raised at the IQAC meetings are taken forward at the CDC meetings.

Both the IQAC and the CDC met twice each semester of the academic year. An agenda for the meetings to be held, and the minutes of the previous meeting are circulated to all the members on the IQAC and CDC committees to ensure informed discussions and transparency in decision-making. Both these forums, the IQAC and the CDC, are characterised by an open atmosphere that allows members to freely express their ideas, suggestions, and concerns. The cross-section of opinions expressed at these meetings helps in acquiring a 360 degree perspective on the items slotted for discussion at the meeting. The presence of different stakeholders in the institution, and of external representatives from the industry in particular, ensures that our institution benefits from their useful

recommendations and guidance.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
Yes (certificate attached)
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<ul style="list-style-type: none"> • <u>Curriculum Development:</u> <ul style="list-style-type: none"> ➤ As a non-autonomous institution, the college is required to follow the curriculum prescribed by the University of Mumbai. However, since some of our faculty members have been appointed on various Boards of Studies and syllabus revision committees, they have played a part in the framing of the syllabi for their respective subjects. <ul style="list-style-type: none"> ▪ The Principal Dr. Marie Fernandes is a Member of the Academic Council, University of Mumbai. <p>The following faculty members were appointed to syllabus revision committees in the year 2018-19:</p> <ul style="list-style-type: none"> ▪ Dr. Marie Fernandes (Department of English) - for TYBA (Paper IV, 16th-18th century English Literature). She is also the Vice Chancellor's nominee on Statutory Bodies (Board of Studies in English) of Autonomous Colleges. ▪ Dr. Susan Lobo (Department of English) – for TYBA (Paper VI, Grammar and Art of Writing) ▪ Ms. Samira Nadkarni (Department of English) – Board of Studies, Sophia College (Autonomous) ▪ Dr. Vatika Sibal (Department of Sociology) - Board of Studies, Department of Sociology, University of Mumbai. ▪ CA Kevin Miranda (Department of Accountancy) – Board of Studies, Department of Accountancy, University of Mumbai. ➤ Last year, the department of English and Sociology hosted syllabus revision workshops for the newly introduced TYBA syllabus, University of Mumbai, for their respective subjects. ➤ Faculty members also act as resource persons at syllabus revision workshops conducted to ensure the successful implementation of the new syllabi adopted by the University of Mumbai. The following faculty members acted as resource persons at syllabus revision workshops in the year 2018-19: <ul style="list-style-type: none"> ▪ Dr. Marie Fernandes - for TYBA (Paper IV – 16th to 18th Century English Literature) ▪ Susan Lobo – for TYBA (Paper VI, Grammar and Art of Writing) ▪ Dr. Shirly George – for TYBA (Paper IV, Theoretical Sociology)

- Dr. Vatika Sibal – for TYBA (Paper VII, Sociology)
- Dr. Graciela Tavares – for TYBA (Economics)
- Dr. Harmeet Bhasin – for TYB.Com Sem VI (Marketing Research)

- Teaching and Learning

- All staff members have adopted the use of PowerPoint presentations You Tube Videos to supplement & add values to regular lectures and guest lectures as pedagogical aids.
- Staff members also upload documents, PPTs, PDFs, and other audio visual material on the college Moodle which can be accessed by students from the website.

- Examination and Evaluation

- Examinations and evaluation are conducted as per the guidelines laid down by the University of Mumbai.
- The college is a micro-center for online assessment, and teachers have the option of comfortably assessing papers in the college computer labs.

- Research and Development

- Faculty members engage in a range of research-oriented activities to make a contribution to the academic community. These activities take different forms such as presenting papers at national and international seminars and conferences, publications in journals and edited anthologies, delivering lectures as invited speakers at various forums, and being on editorial teams of journals and anthologies.
- This academic year, 17 papers were presented at national and international seminars and conferences, 11 research papers were published in journals, 4 chapters were published in books, 4 co-edited books were published, and 5 faculty members acted as invited speakers at seminars and at colleges. 2 faculty members were also on editorial teams and 1 faculty member was appointed Chairperson for her subject by the University of Mumbai. One faculty member also acquired a Ph.D this year.
 - Presented papers at national and international seminars and conferences -
 - Dr.Preeti Oza, Assistant Professor, Department of English (6)
 - Ms.Samira Nadkarni, Assistant Professor, Department of English (5)
 - Dr. S.George, Associate Professor, Department of Sociology (1)
 - Dr. Vatika Sibal, Associate Professor, Department of Sociology (1)
 - Mrs. Janine Coelho Assistant Professor, Department of History (2)
 - Mrs. Vineetha Nair Assistant Professor, Department of Environmental Study (1)
 - Mr. Ritesh Sheth, Assistant Professor, Department of BBI (1)

- Published research papers in different journals -
 - Dr. Preeti Oza, Assistant Professor, Department of English (4)
 - Ms. Samira Nadkarni, Assistant Professor, Department of English (2)
 - Dr. Kashmira Mody Associate Professor, Department of Economics (1)
 - Dr. Vatika Sibal, Associate Professor, Department of Sociology (2)
 - Dr. Desiree, Vice Principal, Department of Commerce (1)
 - Ms. Jyoti Bhatia Assistant Professor, Department of Accountancy (1)
 - Chapters in books – Dr. Preeti Oza, Assistant Professor, Department of English (4)
 - They also acted as invited speakers at seminars and colleges -
 - Dr. Preeti Oza, Assistant Professor, Department of English (8)
 - Ms. Samira Nadkarni, Assistant Professor, Department of English (3)
 - Mrs. Sharmila Dhote Associate Professor, Department of Psychology (1)
 - Mrs. Janine Cohelo Assistant Professor, Department of History (1)
 - Savina Shenoy, Assistant Professor, Department of Hospitality (1)
 - Co-edited books – Dr. Preeti Oza (Assistant Professor) (4)
 - Editorial teams – Dr. Preeti Oza (Assistant Professor) (2), Ms. Samira Nadkarni (1)
 - Mrs. Savita Giri, Assistant Professor, Department of Hospitality – appointed Chairperson for Housekeeping II and Front Office Hospitality Studies UOM
- An added contribution to research and development is made by hosting conferences on campus. **This year, the department of English hosted a conference on ‘The Theory and Practice of Contemporary Theatre’, the department of Economics hosted a conference on ‘Ethics and Economics’, and the department of Accountancy hosted a seminar on ‘Financial Goal Planning’. The UNESCO and the Cardinal Paul Poupard Foundation for Inter-religious and Inter-Cultural Dialogue hosted an international symposium on ‘A New Utopia: Promoting Dialogue for a Humane and Sustainable Society’.**
- The college hosts the Inter-Religious Diploma Course approved by the University of Mumbai for which 33 students registered last year. A PG Diploma in Inter-Religious Dialogue is also conducted on Water for Sustainable Development in conjunction with the College of Social Work, Nirmala Niketan and the Indian Institute of Culture for which nine students registered last year.

- The Staff Advancement committee hosts a seminar that encourages faculty members to present research papers for in-house staff. Four staff members presented papers at the seminar this year.
- Students are also inducted into a research culture and is encouraged to participate in seminars hosted by the college. To this end, the college hosts two student research seminars, one organised jointly by the History and Sociology departments, and an inter-departmental student research seminar. The theme for the Socio-History seminar was **‘Women and Media’** while the theme for the inter-departmental student research seminar was **‘Land/Earth/Soil’**. In addition, four students from Psychology department presented papers at the annual Psychology Convention at Doshi College Ghatkopar on diversity, inclusion, and psychology.
- The college regularly publishes journals such as Ruminations (by the department of English), Lumiere (the student research journal which publishes the papers presented at the student seminar), and Journal of Ethics and Society: an international journal, religion, culture, peace and harmony, the journal released by the Paul Poupard Foundation.
- The college encourages student and faculty exchange between itself and other reputed educational institutions. Last year, Dr. Shirley George (HOD, Department of Sociology) together with two students, Susheel Verghese (TYBA) and Janet Sojan (TYBMS) visited Marian College in Kerala to participate in the National Youth Conference for Christian Higher Education (9-13 January) based on the theme **‘Third Millenium Youth: Challenges and Possibilities’**.

- Library, ICT and Physical Infrastructure / Instrumentation:

- The Library is fully automated with the SLIM 21 library software version 3.5.0.
- Keeping in mind security of library resources, the RFID data capturing process was initiated this year with nearly 12000 books being provided with RFID tags.
- Receipt printers were installed on the circulation counters for the purpose of issuing fine receipts.
- The institutional repository was updated with faculty publications. A bibliographic compilation of publications by faculty members of the last five years was thus initiated.
- A link to E-pgpathshala and the SWAYAM program was provided on the library webpage on the college website.
- Fresh resources were added to the digital library along with a brief summary of the books uploaded on the data base to enable quick and easy searches in the webopac.
- Article indexing was supported by adding abstracts of articles in the library database for prompt retrieval of articles.
- Subscriptions to the American Library and the NList database were continued for staff and students. 149 students became members of the NList database to supplement their research work.

- Human Resource Management

- The college has a Staff Advancement Programme (SAP) that seeks to enhance the potential of

staff and students. Other than organising the annual staff seminar and sessions that help the staff in terms of career advancement (refer to 6.3.2), the SAP also organises an annual field for the teaching faculty. This event allows the faculty to bond together while simultaneously engaging in a learning experience beyond the confines of the campus. This year, the SAP organised a visit to Maharashtra Nature Park, Dharavi on 3 January 2019.

- For students, the institution has been conducting Value Education sessions at the level of the senior college and the self-financed courses. First year students have a Life Skills Programme **that included sessions on ‘Emotional Intelligence’, ‘Assertive Communication’ and ‘Self-Esteem and Positive Affirmation’**, ‘Making Choices’, ‘Resisting Pornography’ and ‘Six Thinking Hats’. The second year students were sensitised to social issues and problems through a 20-hour **voluntary service programme known as the ‘Social Outreach Programme’ (SOP) that requires** them to render their services at NGOs and other institutions that house marginalised groups such as the aged, street children and the disabled. Students who do exceptionally well in this programme are awarded Social Outreach Programme Scholarships. Four such students were felicitated with such scholarships at the Annual Day programme in January 2019. The third year **students had sessions on ‘Emotional Intelligence’, ‘Attitudes and Values’, ‘Boost your Self-Esteem’, ‘Cyber Ethics’, ‘Youth Relationships’ and ‘Soft Skills’**. These sessions collectively ensure that students grow into more confident and sensitive individuals, well-prepared to tackle challenges at the workplace and in society.

- Faculty and staff recruitment:

- The college follows the University and Director of Higher Education guidelines while recruiting new personnel for the aided as well as self-financed staff. For aided divisions, staff recruitments are undertaken after the required NOCs are obtained.

- Industry Interaction / Collaboration

- Opportunities for interaction with industry are provided to students through industrial visits and/or guest lectures.
- Students are exposed to the industry through companies that regularly visit the college to recruit students for internships and jobs as organised by the Placement Cell of the college.

- Admission of Students

- Admission of the students is now conducted via an online process.
- The institution provides information about admission to various courses through its website and the prospectus, posters/notices on campus, and announcements made and posters displayed in various parishes in Mumbai.

6.2.2 : Implementation of e-governance in areas of operations:

- Planning and Development

- (a) Time tables for staff and students are formulated using the ERP (Enterprise Resource Plan) software.
 - (b) Individual staff members email soft copies of their annual syllabus plan, list of subjects and other association activities, and annual PBAS forms to the IQAC-in-charge and the office.

- Administration

- The day-to-day affairs of the institution are managed largely by communication through emails and WhatsApp groups. Each staff member has an official email address and is a member of staff WhatsApp groups, and information about all scheduled events and meetings are channelled through these media. Staff members also themselves post circulars and other staff and student related information regularly on their respective WhatsApp groups.
 - Each class also has its own WhatsApp groups for ease of communication between staff and students.
 - In addition, the website also contains information that the students require to keep abreast of information about various activities and courses available for their benefit.
 - Data pertaining to the staff is now uploaded on a portal that not only enables attendance to be taken online but also provides staff with information such as their individual leave records. The On Fees team is currently working on uploading all staff related data online for anytime and anywhere access by the staff.

- Finance and Accounts

- The office uses Tally 9.
 - The collection of fees from students is carried out online by the On Fees team.
 - The office uses Easy TDS for income tax calculations.

- Student Admission and Support

- The entire admission process from filling of forms to payment of fees is done online, and is being taken care of by the On Fees team, an external agency that has been working towards complete digitization of data related to the staff and students. The agency has also initiated the process of preparing a student data base that will maintain digital records of students from the first to the third year.
 - In addition, the On Fees team began sending regular SMSes to the students and their parents to **keep them updated about students' attendance.**

- Examination

- Students can access exam -related information on the college website.
 - Staff members have access to a WhatsApp group dedicated exclusively for examination related information such as examination timetables, and deadlines for submission of question papers

and mark sheets.

- Since the college is a micro-centre, online assessment of TYBA/TYB.Com papers is carried out in computer laboratories on campus.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018-19	Dr. Kashmira Mody	Central Bank Crypto Currencies		2000
2018-19	Mr. Ritesh Sheth			1000
2018-19	Dr. Shirley Pillai	Workshop on TYBBI Revised Syllabus.		500
2018-19	Ms. Patricia Lemos	Workshop on TYBBI Revised Syllabus.		500
2018-19	Dr. Shirley Pillai	Management Development Programme on "How to Do Data Analysis.		1500
2018-19	Ms. Patricia Lemos	Management Development Programme on "How to Do Data Analysis.		1500
2018-19	Ms. Melanie Dsouza	Workshop on TYBMS Revised Syllabus.		300
2018-19	Ms. Melanie Dsouza	One day National Conference on " Student Satisfaction Survey		1000
2018-19	Ms. Rachel Shinde	Workshop on TYBSC-IT Revised Syllabus.		600
2018-19	Mr. Neeraj Shukla	Workshop on TYBSC-IT Revised Syllabus.		600
2018-19	Mr. Neeraj Shukla	Workshop on Enterprise Java		600

2018-19	Ms. Rachel Shinde	Linux Administration course.		600
2018-19	Ms. Rachel Shinde	Workshop on Enterprise Networking.		600
2018-19	Mrs ANS Sarvani	Workshop on Moodle Learning Management System.		100
2018-19	Dr. Graciella Tavares	Revised Syllabus in the subject of TYBA, Economics		1000
2018-19	Dr. Amelia Correa	Revised Syllabus in the subject of TYBA, Economics		1000
2018-19	Dr. Kashmira Mody	Revised Syllabus in the subject of TYBA, Economics		500
2018-19	Dr. Charmaine Braganza	Revised Syllabus for TYBCOM in the subject of Commerce		600
2018-19	Dr. Desiree Gonsalves	Revised Syllabus for TYBCOM in the subject of Commerce		600
2018-19	CA Kevin Miranda	Revised Syllabus for TYBCOM in the subject of Accountancy & Tax		300
2018-19	Ms. Sharmilla Dhote	Revised PBAS Form and API Calculation based on the 3rd and 4th amendment of UGC		500
2018-19	Dr. Shirly Abraham	Revised TYBA syllabi		500
2018-19	Dr. Vatika Sibal	Workshop for the revised TYBA Syllabi		500
2018-19	Dr. Amelia Correa	Revised PBAS Form and API Calculation based on the 3rd and 4th amendment of UGC		500
2018-19	Ms. Jyoti Bhatia	Revised syllabus of TYBCOM		500
2018-19	Ms. Rachel George	Revised Syllabus of TYBCOM (Commerce papers),		300

2018-19	Dr. Graciella Tavares	Revised PBAS Form and API Calculation based on the 3rd and 4th amendment of UGC		500
2018-19	Dr. Graciella Tavares	Workshop on Revised Syllabus for TYBCOM in the Subject of Business Economics		300
2018-19	Dr. Kashmira Mody	Workshop on PBAS, API, Online Process of CAS (as per New Amendments in the UGC Act) & Affiliation & Continuation of Course		400
2018-19	Ms. Jyoti Bhatia	Workshop on PBAS, API, Online Process of CAS (as per New Amendments in the UGC Act) & Affiliation & Continuation of Course		400
2018-19	Ms. Samira Nadkarni	International Seminar on "Literature and Marginalization"		1000
2018-19	Ms. Rachel George	One day Syllabus Revision of workshop on Indirect Taxation for TYBCOM and Department of commerce (B.Com)		300
2018-19	Dr. Graciella Tavares	National Conference on "Students Satisfaction Survey as a Quality Practice"		1000
2018-19	Dr. Amelia Correa	Workshop on TYBA Semester VI Syllabus		500
2018-19	Dr. Kashmira Mody	Workshop on TYBA Semester VI Syllabus		500
2018-19	Dr. Graciella Tavares	TYBA Economics workshop on the Syllabus for Semester VI.		500
2018-19	Dr. Sujata Rajpurkar	Workshop on Innovative Information Literacy : Active Learning and Engaging Pedagogies		1000
Total Expenditure: Rs. 24,600/-				

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year			
<p>➤ “Intellectual Property Rights” on 9 January 2019</p> <p>➤ ‘Revised API format (third and fourth amendment) under direct service/CAS’. On 30 January 2019.</p>			
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year			
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)
A Refresher course on ‘Library and Information Science’.		01	23 August -12 September 2018
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
No Permanent Staff recruited for the year 2018-19.			
6.3.5 Welfare schemes for			
Teaching and Non-Teaching	<p>✓ Teaching and Non-teaching staff: The college runs a Credit Cooperative Society that allows both teaching and non-teaching staff the opportunity to acquire a good return on their investments and to also avail of loans at low interest rates according to their needs.</p> <p>✓ Non teaching: Rs. 150 is paid to the peons in college towards cell phone bill expenses in each quarter.</p> <p>✓ Non-Teaching Staff are encouraged to do their MS-CIT course and typing course by giving them early leaving time concession in order to complete their course without hindrance. The non-teaching staff are also given a time concession of half to an hour for leaving early or coming in late in times of emergency so as not to lose out on Casual Leave. On occasions when the college requires the staff to stay in late the non-teaching staff is accommodating.</p>		
Students	<p>✓ Financially needy students from the Commerce faculty are loaned textbooks for each semester under the Book Bank Service in the library.</p> <p>✓ Financially needy students are allowed to pay their fees on an instalment basis if unable to make a one-time payment.</p> <p>✓ Counselling services are offered to students free-of-cost. Two counsellors visited the campus twice a week each, and offered their services to in-house</p>		

	students last year.			
	<ul style="list-style-type: none">✓ Placement facilities are offered to the students through the Placement Cell – the Cell offers training sessions on resume writing and interview skills to prepare students for successful recruitment. An official website solely for placements was initiated to enable students to learn about vacancies that matched their qualifications and needs. Internship opportunities were also provided. Students were familiarised with more modern methods of recruitment such as video resumes, answering OATs (Online Aptitude Test) and Skype interviews. Approximately 72 students were placed this year.✓ Students are provided free access to the internet on all the computers made available for them in the college library.			
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly				
An external audit was conducted on 16th October 2018 by C.A Ashok. R. Melmane, who observed that the trust had maintained proper books of accounts.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Jack. B Alves		2,00,000		Scholarship
Principal (Dr.) Marie Fernandes		1,00,000		Scholarship
Grenville. S. Solomon		3,00,000		Scholarship
Maewest Dias Endowment Scholarship		33,000		Scholarship
6.4.2 Total corpus fund generated				
Rs 6,33,000				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management	Yes	Management
Administrative	Yes	Management	Yes	Management
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
➤ The institution does not have a Parent – Teacher Association.				
6.5.3 Development programmes for support staff (at least three)				
➤ No development programmes for support staff were conducted in 2018-19.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
➤ Increased digitisation in matters related to staff and student related data, library resources, and in				

areas of administration such as admission procedures and governance.

- Enhanced infrastructure to enable greater use of ICT facilities in the teaching-learning process.
- A concerted effort to ensure that all faculty members acquire a doctoral degree.
- Introduction of short term courses to enhance student employability

6.5.5

- a. Submission of Data for AISHE portal : Yes
 b. Participation in NIRF : Yes
 c. ISO Certification : No
 d. NBA or any other quality audit : No

6.5.6 Number of Quality Initiatives undertaken during the year

1.	Introduction of online Attendance	December 18 to 02 May 2019	05 Months	All Degree and Self Finance Classes
2.	Introduction of short term course on 'Goods and Services Tax for empowerment and skill development of women. '	1 July 2018 to 10 July 2018	10 days	62
3.	Introduction of certificate course on ' Income from Salaries – Computation and E- filing of Returns '	19 July 2018 to 10 August 2018	22 days	37

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Workshop on Self Defence Training for Women	August 2018	150	NIL
GST training for women empowerment	July 2018	62	NIL
Workshop on sexual harassment and legal implication	September 2018	50	30
Guest Lecture by Save and Pearl Foundation on saving the Girl Child	January 2019	50	30
Screening of Documentaries to raise awareness of Gender Issues.	June 2018-March 2019	50	30

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Solar PV Panels of 100KW capacity which is expected to offset 60% of Annual energy consumption is in process
Renewable energy generated and used -Expected to be approx. 1,60,000 Kwh – 1,80,000 kwh
Energy supplied to the grid-NDMC, EESL Documents awaited

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2

Ramp/ Rails				Yes	2	
Braille Software/facilities				No	2	
Rest Rooms				Yes	2	
Scribes for examination				Yes	2	
Special skill development for differently abled students				No		
Any other similar facility (XRCVC conducted a workshop to sensitize students to the needs of the visually disabled)				Yes	60	
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local communities	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	1	1	June 2018-March 2019	Social Outreach programme	Needs of the Marginalized	500 students 2 staff
2018-19	1	1	Sept 2018-Feb 2018	Leadership programme	To build up leadership potentials among students and community	22 students 2 staff
2018-19	1	1	July 2018	Visit to Dosti House	Fostering international relations with US consulate	55 students 1 staff
2018-19	1	1	Feb 2019	Visit to Pune Tribal and Kelkar Museums	Fostering local knowledge of History and Community.	40 students 2 staff
2018-19	1	1	Feb 2019	Visit to Godrej	Gender studies for ‘So Many	9 students

				Culture Lab	Feminisms!'	1 staff
2018-19	1	1	June 2019	Visit to watch 'Kaala' and discussion with Dalit film maker	Student awareness of Dharavi and Dalit Issues	12 students 1 staff
2018-2019	1	1	Feb 2019	Visit to the TISS Tribal Collective	Discussion of Tribal Issues	6 students
2018-2019	1	1	Feb 2019	4 workshops conducted by Xavier's Resource Centre for the Visually Challenged (XRCVC), Antarchakshu	Training students for sensitisation and practical skills to help blind or visually challenged students	65 students + 1 staff member

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Student Prospectus	2018-2019	Establishes codes of conduct for students and gives them information about reparative measures such as the Anti-Ragging Cell, the CWDC, the ICC, the Anti-Caste Cell, etc.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration	Number of participants
Introductory lecture on leadership by Mr. Hansel D'souza	19/9/2018 12-1.30pm	22 students 2 staff
Talk on Citizen Awareness and BMC by Mr. Hansel D'Souza	22-9-18	22 students 2 staff

	12-1.30pm	
Session on Reporting the other India (Comfest) by Mr. P. Sainath	29-9-18 12-4pm	22 students 2 staff
Talk on Consumer rights by Mr. Walter Viera	3-10-18 12-1.30pm	22 students 2 staff
Talk on Policing and Government by Mr. Dolphy D'Souza	6-10-18 12-1.30pm	22 students 2 staff
Talk on India of their Nightmare by Mr. Tushar Gandhi	22-1-19 International Conference in Auditorium “A New Utopia: Promoting Dialogue for a Humane and Sustainable Society”	700 students Staff from our college (15) and Nirmala Niketan (5)
Prof. Nicolas Gravel : Globalization and Inequality among World Citizens	Same as above	Same as above
Dr. Armida Fernandes: Sustainability in Health care and Medicine	Same as above	Same as above
Mr. Sidney Gonsalves Teach India	Same as above	Same as above
Dr. Avinash Desouza: Digital Hygiene in the Modern Era	Same as above	Same as above
Deacon Ivan: Loss of Interpersonal Relationships Due to Consumption	Same as above	Same as above
Talk on Active participation and role of citizens by Mr. Asif Zakaria	2-2-19	22 students 2 staff
Talk on Role of NGO's in villages at Navjeet Community Health Center	6-2-19	22 students 2 staff

<https://standrewscollege.ac.in/iqac-2/>

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
1. Robert Sequeira, a member of the college's maintenance staff, processes degradable waste produced on campus by shredding it and transferring this into bins for composting. This compost is used to fertilise the campus green areas. Any run-off liquid is gathered and used to water plants.
2. In 2018, the college canteen went plastic free and no longer offers plastic spoons or plates, only paper plates and spoons.
3. In February 2018, students of the Nature Club were taken to Sagunabaug to learn eco-friendly

practices such as rainwater harvesting, eco-friendly pest control, and farming practices. Students were encouraged to apply these practices to their own homes.
4. On 21 February 2018, the students of the Nature Club were taken to Maharashtra Nature Park to discuss the value of reclaimed land, sustainability, and locally grown spices for local means of production.
5. The office made the transition to OnFees, an online system of record keeping, which meant that the college went paperless.
7.2 Best Practices
<p>Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p> <p>Weblinks:</p> <p>https://standrewscollege.ac.in/value-education/, https://standrewscollege.ac.in/social-outreach-programme/, https://standrewscollege.ac.in/unesco/, https://standrewscollege.ac.in/value-education/</p> <p>We live in a world of strife and intolerance. St. Andrews College is committed to advance global peace and understanding. The college firmly believes that the application of classroom training and instruction to the outside community especially by reaching out to the marginalized sections of society. In this endeavour the college has instituted a variety of programmes.</p> <p>Incorporating the concept of service learning, St. Andrews College offers a compulsory Social Outreach programme to all its second-year degree college students. The college has a tie up with Institute for Community Organization Research (ICOR) for the Degree College Students. The students are subdivided into smaller groups and are placed at various NGOs. Some of the students contribute their services to their local parishes and extend their help for the social service activities conducted by the Parish. It has been observed that students build lasting relationships and bonds with the children they mentor. Some have been encouraged by this to join NGOs and contribute some time every day to the welfare of the downtrodden. The students have to commit to a minimum of 20 hours of social work.</p> <p>There has been a global boom in the digital social media and this has resulted in the younger generation slowly but definitely becoming more distanced and there is a steady decrease in EQ (Emotional Quotient). It has also been a cause for concern as the values that hold together the fabric of society are being corrupted. In an attempt to limit this, the College conducts Value Education Programmes for the students of First Year and Third Year, sessions on various topics are conducted. These sessions address student concerns and challenges that they should be prepared to face when they join the work force. (see attachment for session details)</p> <p>We strive to mould our students into exemplary young citizens with high emotional intelligence and spiritual quotient. The college has constituted the Faith on Campus which conducts various morally and spiritually enriching programmes throughout the year. This is in keeping with the mission and vision statement of the college.</p>

St. Andrew's College has the honour of being appointed as the Chair for International Dialogue by UNESCO. We also have the Chair for Inter Religious and Inter Cultural Dialogue constituted by the Cardinal Paul Poupard Foundation. In keeping with the vision of our esteemed associates, the college has introduced a 2year Diploma in Inter Religious with recognition from Mumbai University. We have also collaborated with Nirmala Niketan to create wider awareness. Tolerance and Peace are the need of the hour.

As of 2018-19, the Social Outreach Programme is now in its 13th year, and was conducted for students of SYBA/B.Com. The objective of the programme is sensitize students to the various hardships faced by poor and marginalised people in society in keeping with the teachings of Christ. As a college of the **Archdiocese of Bombay, the SOP was started in 2006 with the collaboration of Fr. Allwyn D'Silva**, (now Auxiliary Bishop of Bombay). The college now collaborates with Ms. Deepika Singh of the Institute for Community Organization Research, St. Pius Seminary, Goregaon for organising the Social Outreach Programme.

The students are divided into groups and assigned to our NGO and institutional partners. These include old age homes, slum community programmes, municipal schools and educational programmes, hospitals and orphanages. Every student must complete 20 hours of service which includes teaching street or municipal school children, reading/ grooming/ assisting the elderly, assisting in the kitchens/ laundry of hospitals, assisting in home visits by palliative caregivers, conducting slum surveys for sanitation/ energy usage/health and taking up environment issues etc. Since the programme is compulsory, it has an almost cent percent compliance. At the end of the programme, students hand in a self-report along with their completion certificates. The reports invariably indicate that our students are deeply moved by the people they meet and their circumstances. From compassion to empathy and a burning desire to help, most students begin to be grateful for what they have and to be generous with their time and resources. **It has been our experience that even when their 20 hours' service is complete, many students return to** their centers having developed a bond with the children or elderly. The Social Outreach Programme requires dedication and service but it is truly a rewarding experience

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

Weblink: <https://standrewscollege.ac.in/social-outreach-programme/>

St. Andrew's College conducts a social outreach programme (SOP) which completed its 13th year in 2018-19. The programme is intended to awaken students to the different needs of the poor and the marginalised, to respect what they themselves have, and share their surplus resources with the poor. This is done to inculcate concern and sensitivity in the students for the marginalized and educate them about their social responsibility as citizens. **The students of the college's second year Bachelor of Arts and Commerce students, numbering roughly 500 in total, are required to complete a minimum of 20 hours of social service.**

The list of NGOs that the students in the Social Outreach Programme volunteer with cover a vast portion of Mumbai. For example, in 2018-2019, **the NGOs were St. Catherine's Home (Bandra),**

Navjeet Community Centre (Bandra), Karuna Hospital (Borivali), Snehasadan (Vasai), Muskaan Foundation (Andheri E), Spastic Society of India (Bandra), Jeevan Asha Old Age Home (Andheri), Ashray Care Centre (Gorai), **Roshini Graha Community Centre (Kandivali)**, **St. Theresa's Welfare Trust (Kandivali)**, Vatsalya Trust (Sanpada), Umang Foundation Trust (Santacruz East), Snehalaya (Mira Road), Prayatna (Malad), and **Cardinal Gracia's Hospital (Vasai)**. **Aside from the roughly 24 centres offered by the Social Outreach Programme, students who identified their own centres—such as Aarna Foundation, Thane, Aashish Foundation, Prabhadevi, Akansha Foundation, Asha Kiran, Assissi Bhavan, Goregan, Bless Foundation, Mira Road, Cannossa Convent, Andheri (E), Janvi Charitable Trust, Ghatkopar Justice H K Chenani Elders Home, Logic Centre And Community Welfare Association, Shelter Don Bosco, Wadala, Sri Ravi Shankar Vidya Mandir, Dharavi, St. Vincent Palotti, Andheri (E), Umed, Vasai, Visa Anmol, Mira Road, YMCA. Andheri & Missionaries of Charity, Vileparle -were allowed to secure approval from the college committee and the School's board before completing their 20 hours of service there.**

Students may volunteer for a variety of activities dependent upon the NGO in question. This can include teaching the under-privileged, kitchen work, laundry, handicraft, educating teenagers on information and communication technology, organising workshops, events and recreational activities, cooking for the poor, and laughter sessions for patients. Students who are part of the Social Outreach Programme have reported that the experience was fulfilling and that they often found that their entire perspective on life seemed to shift after being exposed to these people and spaces. Several students have mentioned forging bonds of friendship, and have even returned to volunteer with these NGOs during their vacations.

At the end of the academic year, students are required to submit a report of their experience along with certification from the NGO in question that confirms their having completed 20 hours of service. These reports, wherein students candidly share their experience of the Social Outreach Programme, show its **real value**. **“The experience of teaching these young children is one that I will cherish for a long time. This programme has helped to put into perspective how fortunate I am to be born into the lap of luxury and given me a renewed outlook on giving back to those who are not so fortunate.”**

8. Future Plans of action for next academic year (500 words)

- To ensure that activities are outcome based.
- More Skill development and software courses to be introduced department wise.
- To improve the performance of slow learners by introducing the “Buddy Project”.
- To explore new avenues for advanced learners.
- To enhance extension activities linked to woman's empowerment.
- To pursue quality research.
- To increase placement activities.

- To introduce coaching for professional courses.
 - To enhance the number of MOUs and linkages.
 - To adopt more environmental friendly practices.
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Name AMELIA CORREA

Name Dr. Marie Fernandes

Alomea

Signature of the Coordinator, IQAC

Fernandes

Signature of the Chairperson, IQAC


