Welcome to St. Andrew's College of Arts, Science and Commerce, Bandra(W), Mumbai- 50

Orientation Day
First Year Classes
November 2020

About us

Orientation Day
First Year Classes
November 2020

COLLEGE CREST AND MOTTO

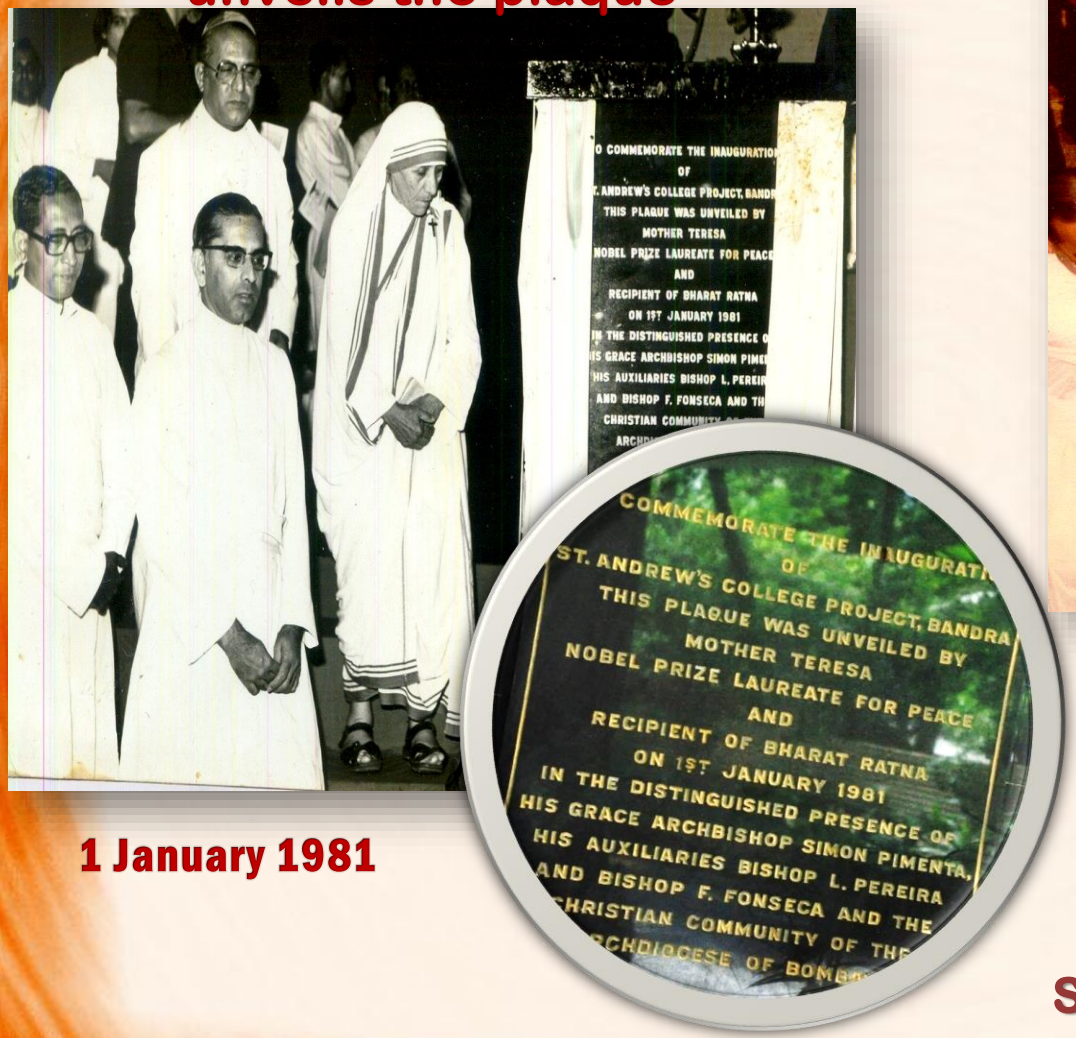
College Vision

A commitment to guide our students to achieve excellence through holistic education

College Mission

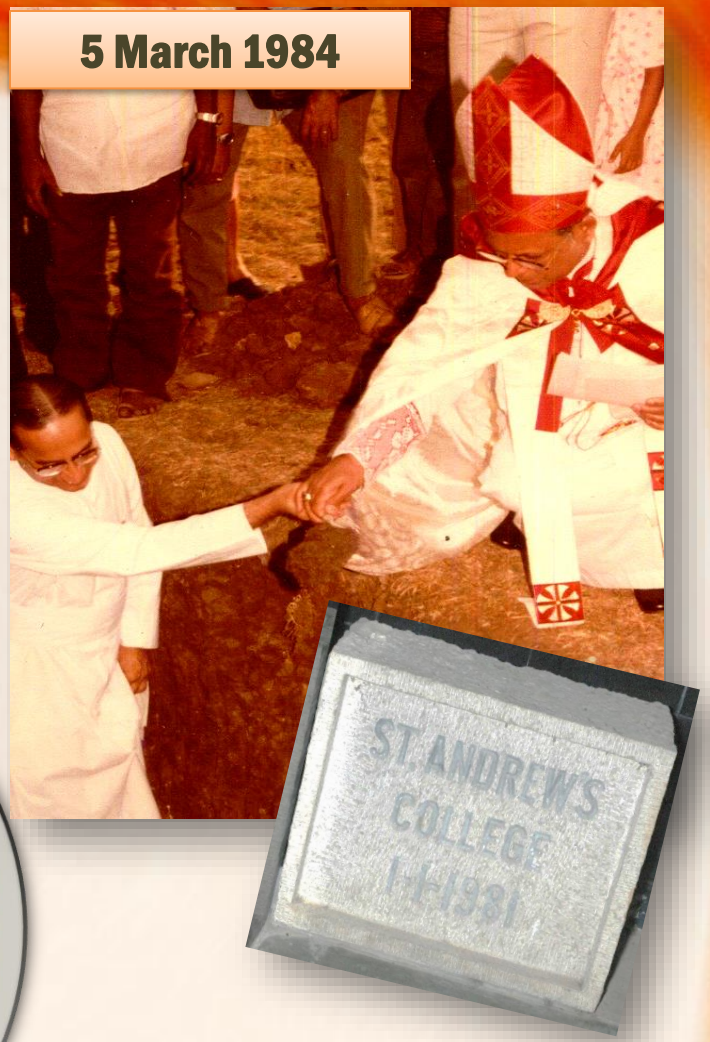
- ✓ To mould students to be morally upright, socially committed and spiritually inspired, by Christian principles, to be responsible citizens of India and the world.
- ✓ To enable students realise their full potential in academic , cultural and sporting pursuits.
- ✓ To foster a scientific temper and encourage students to adopt a rational approach to solve problems.
- ✓ To empower students to be good leaders who will spread the light of knowledge, harmony and equality in all spheres of life.
- ✓ To equip students with the required knowledge and skills to face the challenges of the real world .

Nobel Laureate Mother Teresa unveils the plaque



1 January 1981

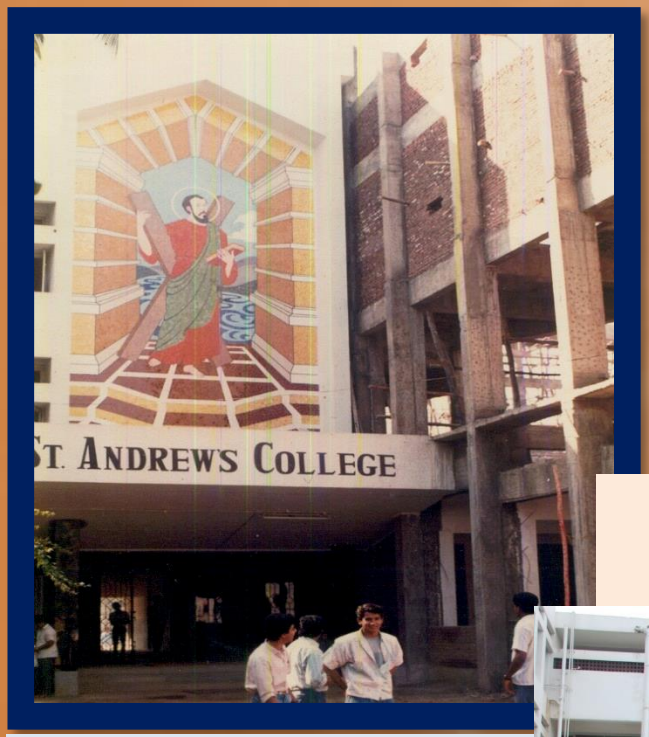
5 March 1984



SETTING A FIRM FOUNDATION

Simon Cardinal Pimenta and Msgr. Nereus Rodrigues

1 June 1986



Completion of
18 classrooms
ground plus two floors

Third Floor 1999-2000
Fourth Floor 2003-2004

Silver Jubilee Year 2007-08

The Andrean Annexe

MANAGEMENT

CHAIRMAN OF BOARD OF TRUSTEES
His Eminence Oswald Cardinal Gracias

Rev. Fr. Clarence Fonseca
Managing Trustee

Rev. Fr. Magi Murzello
Rector

Msgr. Nereus Rodrigues
Trustee

Advocate Joaquim Reis
Trustee

PRINCIPAL

Prof. (Dr.) Marie B. Fernandes

Vice Principal Dr. Charmaine Braganza

RECOGNITION

The Degree College has been Re-Accredited in 2016 with an "A" GRADE by N.A.A.C. (National Accreditation and Assessment Council)

The Degree College was conferred the BEST COLLEGE AWARD Academic Year 2015-16 (Urban Area) By the University of Mumbai

The Curriculum

Orientation Day
First Year Classes
November 2020

PROGRAMMES OFFERED

ARTS

- B.A.
- B.A.(M.M.C)
- Ph.D. in English

COMMERCE

- B.Com.
- B.Com.(A&F)
- B.Com.(B&I)
- B.M.S.
- M.Com.(Bus. Mgmt.)

SCIENCE

- B.Sc.(I.T)
- B.Sc.(H.S)

ARRANGEMENT OF SEMESTERS
FACULTY OF ARTS AND COMMERCE

FIRST SEMESTER

Commencement of Classes

14-09-2020

Diwali Vacation : 12-11-2020 to 18-11-2020

SECOND SEMESTER

Commencement of Classes

27-01-2021

ACADEMIC CALENDAR 2020-2021***

Commencement of Classes (First Year-Semester I)	14 September 2020
Conduct of Examinations	01 January 2021 to 25 January 2021
Commencement of Classes (First Year-Semester II)	27 January 2021
Dispersal of Classes	25 May 2021
Conduct of Examinations	26 May 2021 to 25 June 2021
Summer Vacation	01 July 2021 to 30 July 2021
Next Academic Session	02 August 2021

***Subject to notifications by the University of Mumbai

Scheme for F.Y.B.A. Courses

Semester I

Non-Core Courses

1. Foundation Course - I
2. Communication Skills
3. Hindi / French

Core Courses

(any one group)

4, 5, 6. English I, Psychology I, Sociology I

Or

4, 5, 6. Economics I, Psychology I, Sociology I

Or

4, 5, 6. History I, Psychology I, Sociology I

Semester II

Non-Core Courses

1. Foundation Course - II
2. Communication Skills
3. Hindi / French

Core Courses

(any one group)

4, 5, 6. English II, Psychology II, Sociology II

Or

4, 5, 6. Economics II, Psychology II, Sociology II

Or

4, 5, 6. History II, Psychology II, Sociology II

Scheme for F.Y.B.Com. Courses

Semester I

1. Accountancy and Financial Management I
2. Commerce I
3. Business Economics I
4. Business Communication I
5. Environmental Studies – I
6. Foundation Course – I
7. Mathematical and Statistical Techniques – I

Semester II

1. Accountancy and Financial Management II
2. Commerce II
3. Business Economics II
4. Business Communication II
5. Environmental Studies – II
6. Foundation Course – II
7. Mathematical and Statistical Techniques – II

Learn More: Certified Courses

Our college offers a variety of Certified Courses (20 to 40 hours), After college hours in the following areas and more:

NO.	DURATION	NAME OF COURSE
1	30 HOURS	Tally Accounting Master (Including GST)
2	30 HOURS	Certified Excel Expert
3	30 HOURS	Stock Trading Bootcamp (Technical Analysis)
4	30 HOURS	RGM - Communication Skills
5	30 HOURS	Personal Finance Evangelist (Basic)
6	30 HOURS	Financial Modelling & Valuation

Learn More: Certified Courses

Do encourage your child/ward to register for these courses as it will go a long way in gearing them for employability, post graduating.

NO.	DURATION	NAME OF COURSE
7	30 HOURS	One Intellect - French Course
8	42 HOURS	Advance Web Designing & Development
9	30 HOURS	Cyber Security Management -Attack & Countermeasures
10	30 HOURS	Bridge Course in Psychology
11	30 HOURS	Design Thinking and Innovation
12	**TWO YEARS**	**Diploma in Religion and Society, Peace and Dialogue (Supported by UNESCO)**

St. Andrew's College of Arts, Science and Commerce offers

United Nations Educational, Scientific and Cultural Organization

Diploma Course
Religion and Society, Peace and Dialogue

Recognised by University of Mumbai

Supported by UNESCO and Cardinal Paul Poupard Chair for Inter-Religious and Inter-Cultural Dialogue

- 2 Year Part-Time Diploma
- Classes held on campus/online between 10.20 am and 12 noon every Thursday
- Recognised by Mumbai University
- Supported by UNESCO and Cardinal Paul Poupard Chair
- Useful for careers in Multi-National Companies, Academics and Media
- Creating Global Citizens

Get Awarded for Studying

Get Awarded for Studying

SCHOLARSHIPS FOR BRILLIANT STUDENTS

The Grenville & Vinita Solomon Academic Scholarship (2020-21)

Prof. Maewest Dias Endowment Scholarship (2020-21)

COLLEGE SCHOLARSHIPS DEGREE

Scholarships, Prizes, Freeships

GOVERNMENT

Minority Scholarship Notice

FOR DETAILS VISIT THE COLLEGE WEBSITE

Introducing the Student Services Team

St. Andrew's College of Arts, Science & Commerce

Student Services Team

launches

The 'Student Services Team (SST)'

A ONE STOP SOLUTION FOR ENQUIRIES

"A body OF the Students, BY the Students, FOR the Students."

We provide ANSWERS to QUESTIONS about:

Admissions

Lectures

Examinations

And many more college related queries.

Contact the team as per your course:

Degree College:

FYBA/ SYBA: (Sneha Singh) 9082633187
(Christina D'souza) 8879186602

FYBCOM/ SYBCOM: (Divya Vaity) 9930796888
(Shraddha Kadam) 9324566425
(Riya Soosai) 9987179597

TYBA: (Veksharaj Roy) 9004802236
(Erica Menezes) 9769406256

TYBCOM: (Carl Gabriel) 9619226996
(Mark Fernandes) 8369480669
(Saloni Shinde) 9324007858

Self Financing Course:

BMM: (Ashmita Sunil) 9717875103

BMS: (Haile Henriques) 9619731748

BAF: (Shaloni Dsouza) 9167306450

BSc IT: (Supriya Purohit) 9769320233

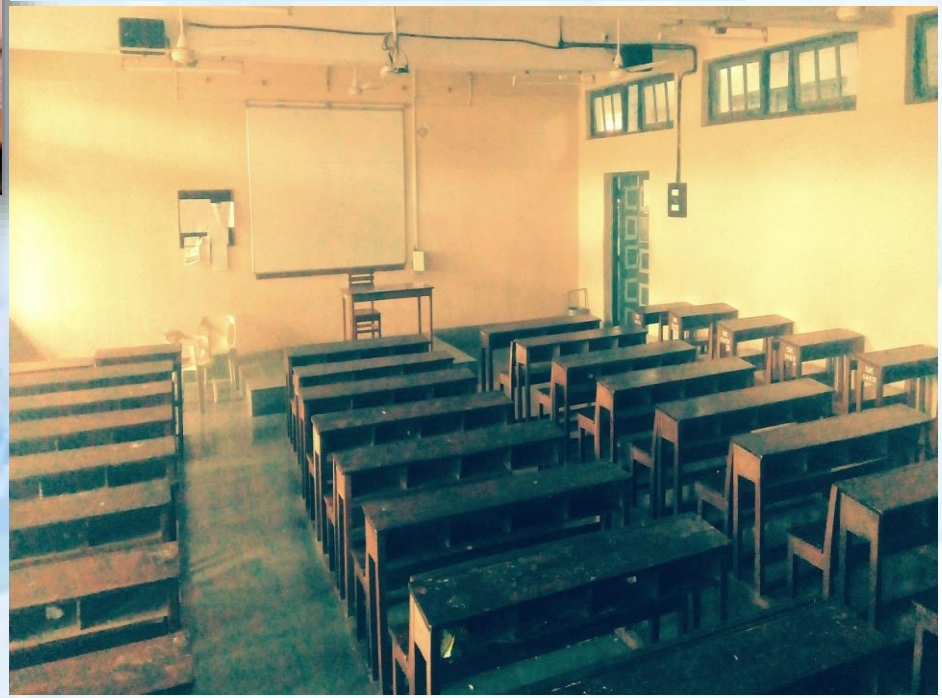
BSc HS: (Rehan Khan) 9619839529

BBI: (Sanjay Prajapat) 8209903027

Infrastructure

Orientation Day
First Year Classes
November 2020

… Lecture Rooms
to facilitate the
teaching-
learning process



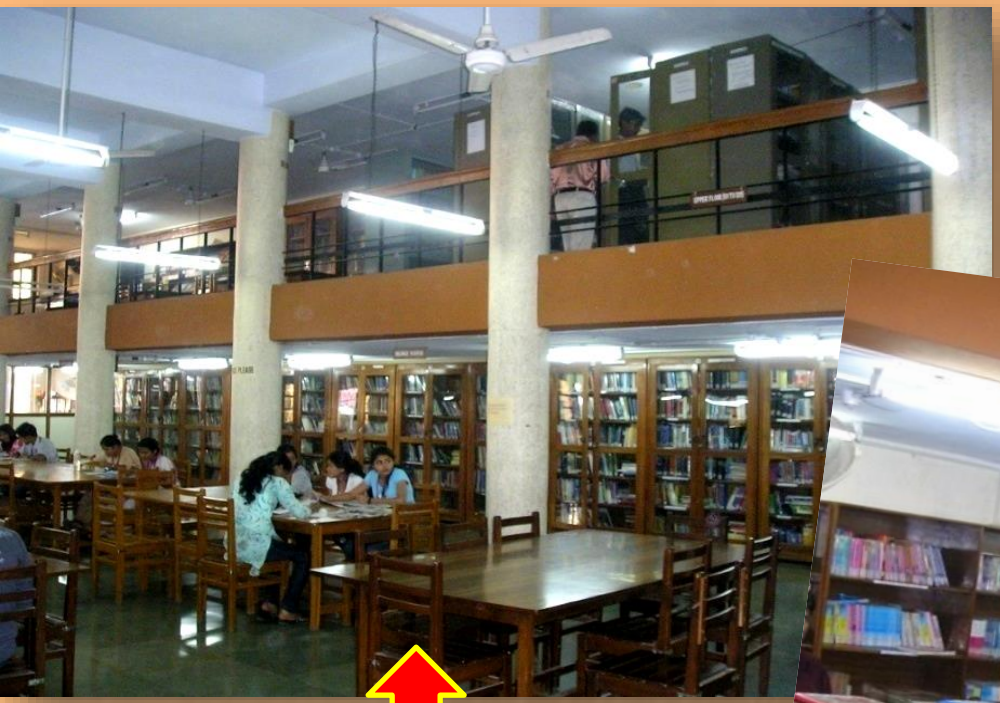
… fully equipped with
… white boards
… overhead projection
facilities

The Computer Laboratories

The Electronics Laboratory

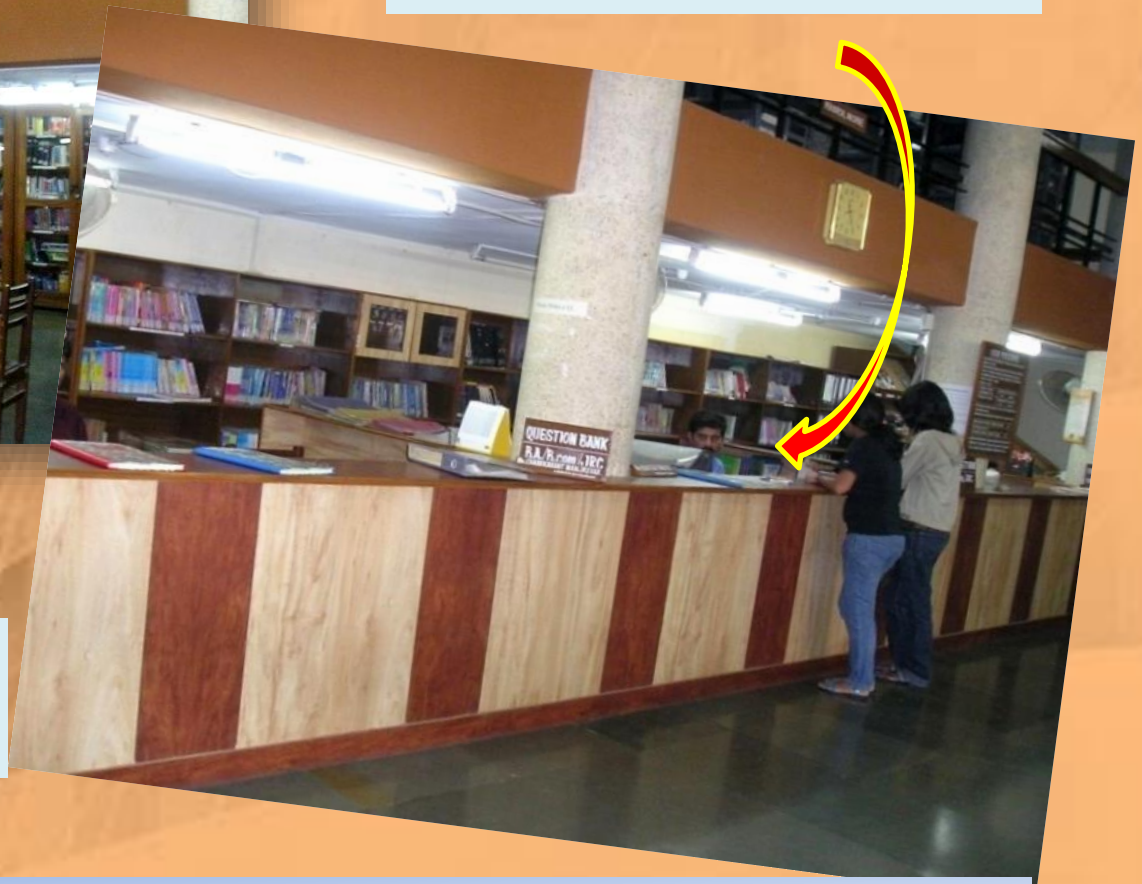
The Conference Room

The Library



Ground and Mezzanine Floor

The book issue counter



The Common Rooms

The Gymkhana (outdoor sports)

The Gymnasium – for boys and girls

The Auditorium

The Hospitality Studies Department

The Kitchens

The Guest Room

The Staff Rooms

1st FLOOR

3RD FLOOR

Hospitality and BMS Depts.

The Office

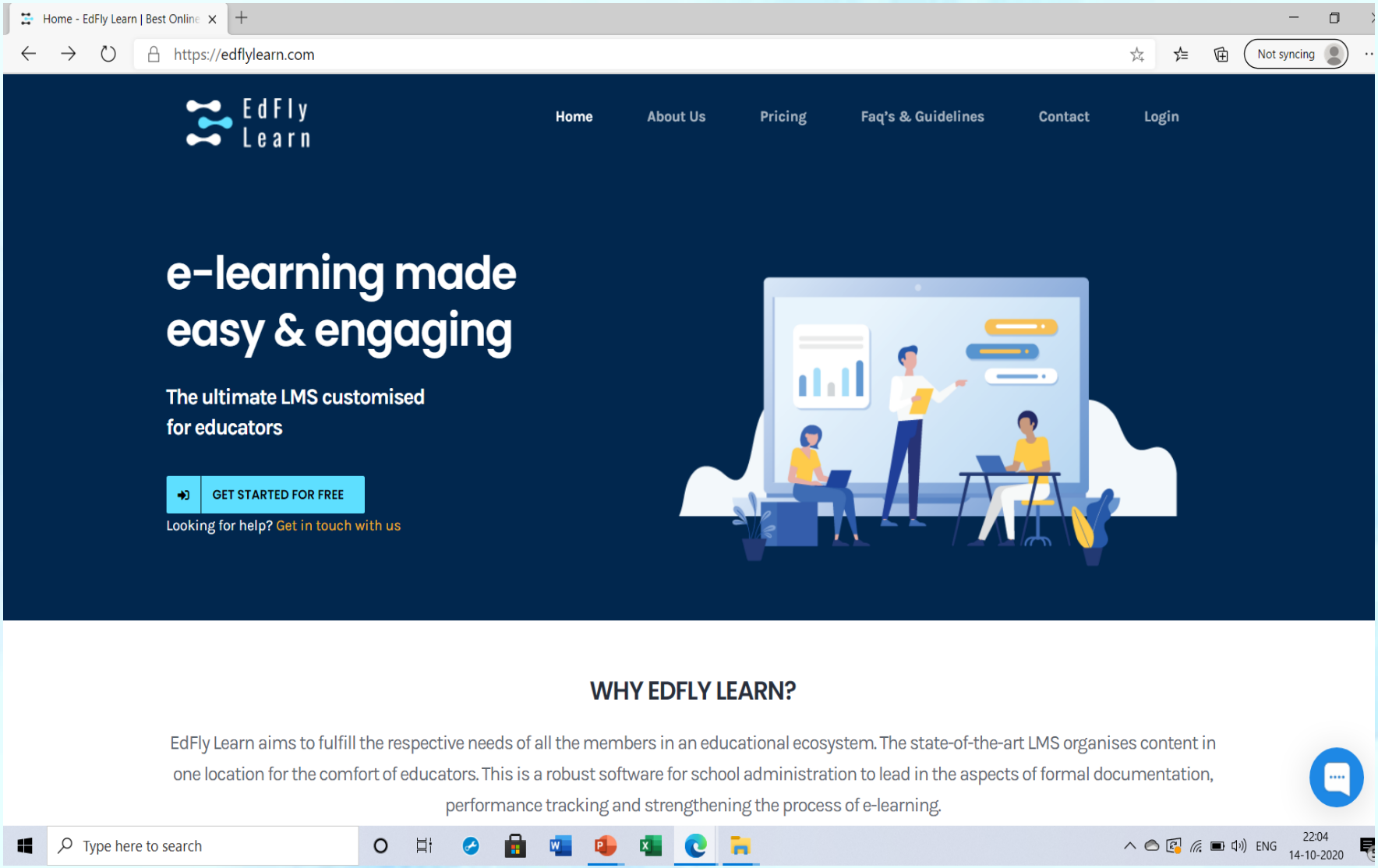
The Photocopy Counter

HD CCTV Camera

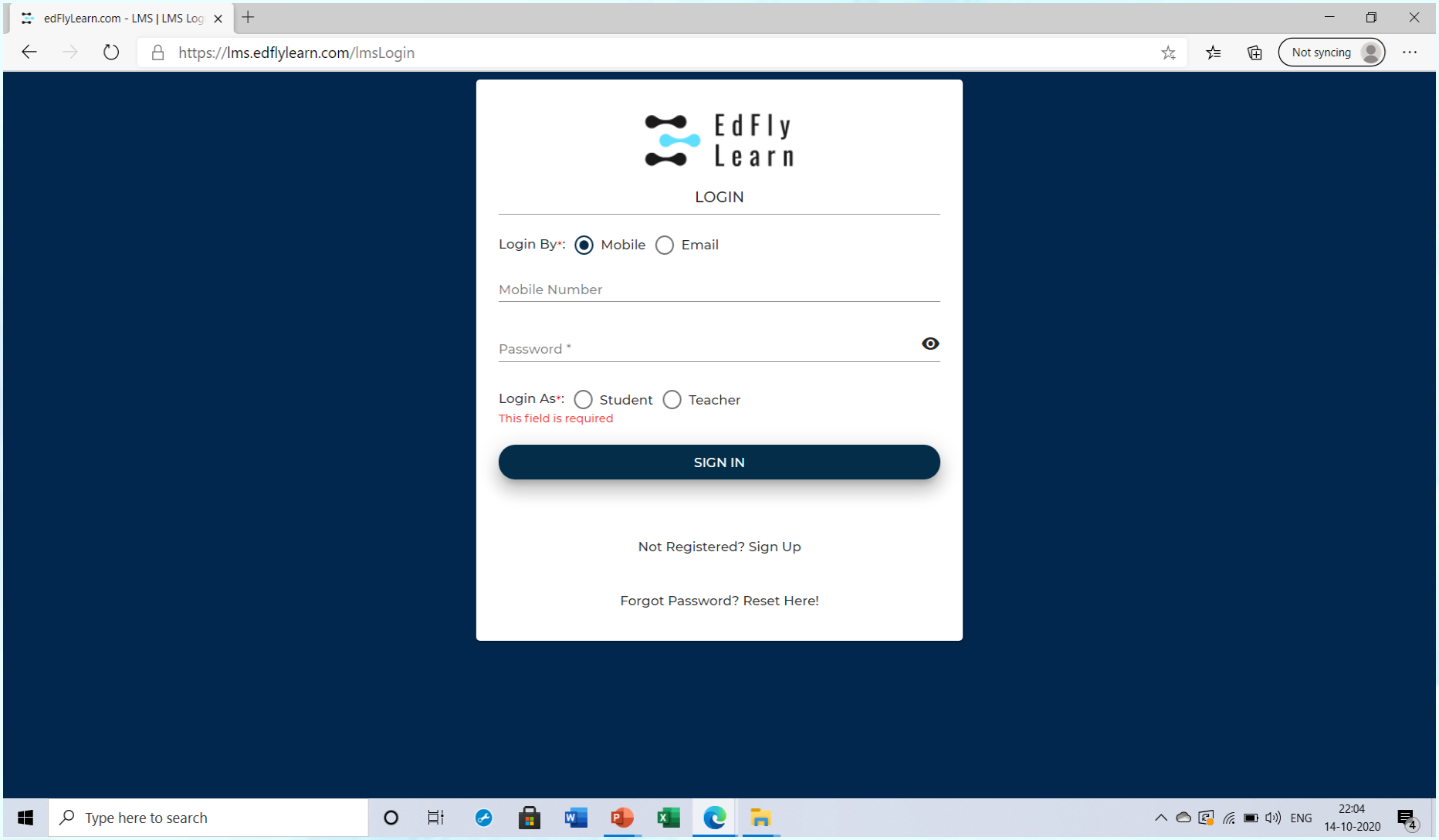
The Chapel

I AM THE LIGHT OF THE WORLD.
WHOEVER FOLLOWS ME
WILL NEVER WALK IN THE DARKNESS
JN:8.12

These days … the new normal is a learning management system



These days … the new normal is a learning management system --- our students and faculty log in for lectures each morning



Attendance

Orientation Day
First Year Classes
November 2020

UNIVERSITY OF MUMBAI

Ordinance with effect from 2014-15

As per O.6086

Every bonafide learner shall be allowed to keep terms for the given semester in a programme of her/his enrolment,

only if s/he fulfills at least seventy five percent (75%) of the attendance taken

as an average of the total number of lectures, practicals, tutorials etc.

The Attendance Committee ensures:

- Attendance records are maintained.
- Warning letters are issued every semester
- Attendance records are displayed on the college notice board and college website

For those falling Short Of Attendance :

- **The defaulting learner and parent/guardian will be called.**
- **Consequences are made clear and the learner encourage to comply with the requirement of the attendance.**
- **At the end of the semester, the list of learners who are not allowed to keep terms will be displayed.**
- **In-Charge of Examinations / the Controller of examinations would be intimated to withdraw the examination forms of such defaulting learner.**

Examination Matters

Orientation Day
First Year Classes
November 2020

Choice Based Credit, Grading and Semester System
(CBCGSS)
Implemented from Academic Year 2016-2017

F.Y.B.A. / B.Com.

F.Y.B.A. / B.Com.
Semester End Paper Pattern

- Maximum Marks: 100 marks*
- Duration: 03 Hours*
- Paper specifics as per individual Boards of Studies
- ** For Foundation Course: 75 Marks and 02 ½ Hours*

F.Y.B.A. / B.Com.

Internal Assessment for Foundation Course

- Projects / Assignments from Modules 1 – 4 in each Semester
- In the form of PowerPoint presentations / street plays / posters or other modes appropriate to the topic
- Students can work in groups of not more than 8 per topic
- Students must submit a hard / soft copy of the Project / Assignment before appearing for the Semester End Examination
- Marks: 25 marks

F.Y.B.A./B.Com.

STANDARD OF PASSING

- A learner shall have to obtain
- a minimum of 40 % marks i.e., 40/100 in each course

- For Foundation Course: there is internal assessment and semester end examination.
- A learner shall obtain a minimum of 40% marks (i.e. 10 out of 25) in the internal assessment
- and obtain a minimum of 40% marks (i.e. 30 out of 75) in semester end examination

SCHEDULE OF EXAMINATIONS

SEMESTER I
F.Y.B.A. /B.Com.

SEMESTER END EXAMINATION

01-01-2021

SEMESTER II
F.Y.B.A. /B.Com.

SEMESTER END EXAMINATION

26-05-2021

- TENTATIVE DATES OF COMMENCEMENT AS ANNOUNCED BY THE UNIVERSITY OF MUMBAI
- A.T.K.T. EXAMINATIONS WILL ALSO BE CONDUCTED AS PER INSTRUCTIONS OF THE UNIVERSITY OF MUMBAI
- THE TIMETABLE WILL BE DISPLAYED 30 DAYS BEFORE THE EXAMINATION OR AS PER INSTRUCTIONS OF THE UNIVERSITY OF MUMBAI

ATTENDANCE REQUIREMENT

10 DAYS BEFORE

THE COMMENCEMENT OF

THE SEMESTER END EXAMINATION

DEFAULTING LEARNERS

WILL BE INTIMATED THAT

THEIR EXAMINATION FORMS

HAVE BEEN WITHDRAWN

F.Y.B.A. / B.Com.
Eligibility for
Additional Semester End Examination*

Conditions:

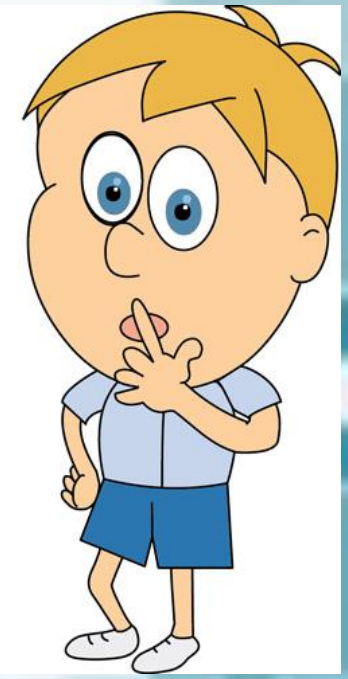
(1) Absent for some / all course exams on

a. Medical grounds

b. Representing college or university for sports/cultural/NSS/NCC activities /camps

(2) Submit application to the college office (addressed to the Principal) within 8 days of the exam/s stating the reason for missing the exam/s with requisite proof/authenticated documents.

* Subject to University notifications



Results – Interpretation of Grades for Courses

GRADES	MARKS	PERFORMANCE
O	80 and above	Outstanding
A+	70 to 79.99	Excellent
A	60 to 69.99	Very Good
B+	55 to 59.99	Good
B	50 to 54.99	Above Average
C	45 to 45.99	Average
D	40 to 44.99	Pass
F	Less than 40	Fail

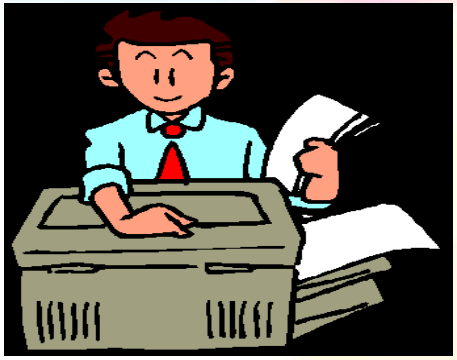
Note: The final grade earned by a learner at the end of three years in college is a cumulative grade point average of all six semester grade point averages.

Results – Interpretation of Overall Grade Table SGPA

SGPA	GRADE
10	O
9 – 9.99	A+
8 – 8.99	A
7 – 7.99	B+
6 – 6.99	B
5 – 5.99	C
4 – 4.99	D

Note: The final grade earned by a learner at the end of three years in college is a cumulative grade point average of all six Semester Grade Point Averages (SGPAs).

Results – Verification, Photocopy, Revaluation



Verification : to request the office to check marks

Photocopy : to request for a copy of assessed answer booklet

Revaluation : can be requested before or after asking for a photocopy if learner feels s/he deserved more marks

***Applications to office within 7 days of declaration of results

When a Student Fails in one or more Courses

A.T.K.T.

Allowed To Keep Terms

(i) If FAIL Internal Assessment and/or additional internal assessment

(ii) If FAIL Semester End or Additional Examination

(iii) Credits of either one are carried forward

When are A.T.K.T. Examinations Conducted?

With effect from 2015-16

ALL SEMESTER INTERNAL ASSESSMENT AND

SEMESTER END EXAMINATIONS

are conducted in every Semester

Thus if a student fails in some/all papers in Semester I s/he can appear for these papers when the Semester II exams are conducted.

Similarly, if a student fails in Semester II examinations s/he can appear for these papers in the following Semester.

Eligibility for Promotion to the Second Year

(1) Passed all Semesters I and II, in full

OR

(2) Passed First Year Semester I in full and
Maximum 2* A.T.K.T. in Semester II

OR

(3) Passed First Year Semester II in full and
Maximum 2* A.T.K.T. in Semester I

OR

(4) Maximum 2* A.T.K.T. in Semester I
And
Maximum 2* A.T.K.T. in Semester II

internal/external/combination of internal and external assessment

Eligibility for Promotion to the Third Year

(1) Passed all Semesters I,II, III and IV in full

OR

(2) Passed First Year Semesters I and II in full and A.T.K.T. in Second Year with
Maximum 2* A.T.K.T. in Semester III and
Maximum 2* A.T.K.T. in Semester IV

OR

(3) Passed Second Year Semesters III and IV in full and A.T.K.T. in First Year with
Maximum 2* A.T.K.T. in Semester I and
Maximum 2* A.T.K.T. in Semester II

internal/external/combination of internal and external assessment

Eligibility for Third Year Semester VI Exam

(1) Passed all Semesters I,II, III, IV and V in full

OR

(2) Passed Semesters I, II, III, IV but

failed all/few courses in Semester V

OR

(3) Not cleared Semesters in either First or Second Year

The learner *can appear* for Semester VI

but the *results will be held in reserve by the University* till all the

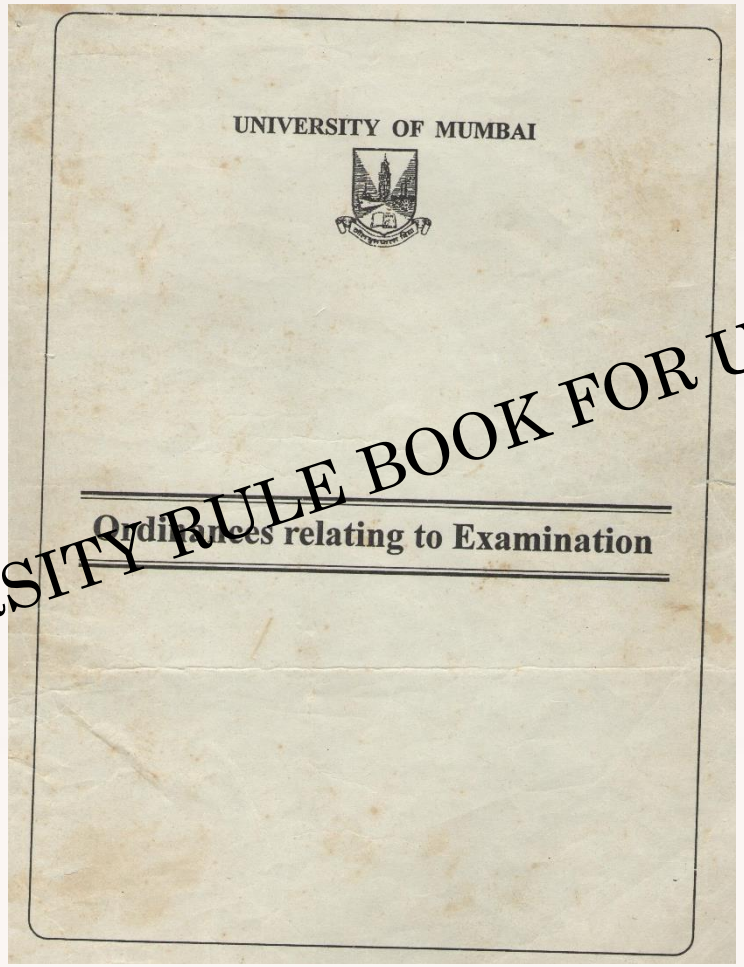
Semesters I, II, III, IV, and V have been cleared in full.

- You should keep in touch with the college notice boards and website for exam related information.
- You should report to the examination hall on time
- You must always carry your identity card and hall ticket
- Please collect your hall ticket from the office on the date and time specified
- Inform the office one week in advance of exams if you need concession as an LD /physically challenged student
- DO NOT INDULGE IN UNFAIR PRACTICES DURING EXAMINATIONS

Unfair Means

Orientation Day
First Year Classes
November 2020

ORDINANCE 5050 Ordinance regarding Unfairmeans Resorted to by the Student



THE UNIVERSITY RULE BOOK FOR UNFAIR MEANS

ORDINANCE 5050 Ordinance regarding Unfairmeans Resorted to by the Student

Appendix A

12. The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category Thereof

S.No.	Nature of Malpractice	Quantum of Punishement
(1)	Possession of copying material e.g., written or printed matter on paper, mobiles, palms, etc.	Annulment of the performance of the student at the University / College / Institution examination in full.* (Note :- This quantum of punishment shall apply also to the following categories of malpractices at Sr.No. (2) to Sr.No. (12) in addition to the punishment prescribed thereat.
(2)	Actual copying from the copying material.	Exclusion of the student from University or College or Institution examination for one additional examination.
(3)	Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4)	Possession of another student's answer-book+actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS).
(5)	Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6)	(i) Smuggling-out or smuggling-in of answerbook as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
	(ii) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations.

Before the commencement of an examination:

- Make sure that there are no books, bits of paper,etc in your possession or on your desk or in the vicinity of your desk.
- Make sure that your mobiles are not with you in the examination hall.
- Do not speak or communicate in any manner with any other candidate during the examination.
- Do not exchange writing materials, calculators etc. with neighbouring candidates.

Make A Note

Orientation Day
First Year Classes
November 2020

Students are required to follow the college dress code at all times.

Please refer to the notice boards for details

BE ECO-FRIENDLY

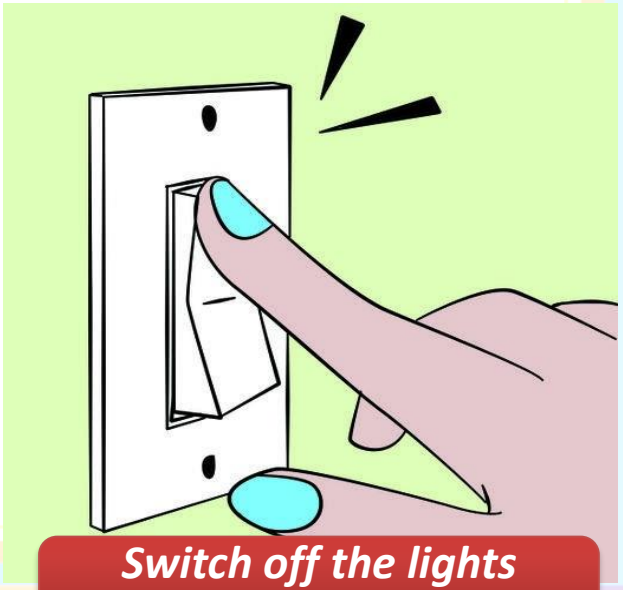
Put your litter in the bin

SEGREGATE WASTE

Love where you study

Put your litter in the bin

Keep Your College Clean



Switch off the lights when not in use

IMPORTANT!

KEEP RECEIPTS FOR FUTURE REFERENCE

Keep all receipts from F.Y. to T.Y. to avail of any refunds of fees or deposits

Important Message

FOR FURTHER DETAILS IN EMERGENCY CONTACT THE COLLEGE OFFICE

TRAINING & PLACEMENT CELL

The training and placement cell of St. Andrew's College aims at providing a platform for students to find the right job and the company to find the right candidate for the job.

For more details visit the college website:

https://placementcell2.wixsite.com/standrewscollege

Special Cells
Anti Ragging Cell

Our college abides by rules and regulations as per Section 6.2 of University of Mumbai.

In our quest to ensure **zero-ragging on campus**

it is mandatory for all students to fill up an on-line anti-ragging affidavit.

Website: www.amanmovement.org

College Women Development Cell

University Women Development Cell set up in response to the Vishaka judgment passed by the Supreme Court in 1997

OBJECTIVES:

-- Sensitise students to the issues related to gender with specific reference to sexual harassment at work place and its legal implications

-- Promotes well being of all the female students and staff members and create a gender sensitised community within campus as well as in the society.

-- To form Internal Compliance Committee (ICC) to scrutinise the complaints

Sexual harassment complaints will be dealt by CWDC

This includes

- Eve Teasing
- Verbal harassment of sexual nature (loaded comments, jokes, phone calls which are sexual in nature)
- Unwanted touching or physical contact
- Cyber bullying (text message, emails, photos which are sexual in nature, showing pornographic films)

Complaints can be reported orally or written to the concerned class teacher which will be forwarded to the Internal Compliance Committee

Serious offences will be registered as Police complaints

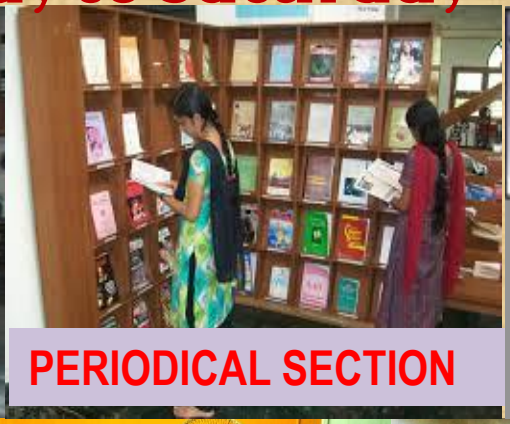
LIBRARY Knowledge Resource Centre

Orientation Day
First Year Classes
November 2020

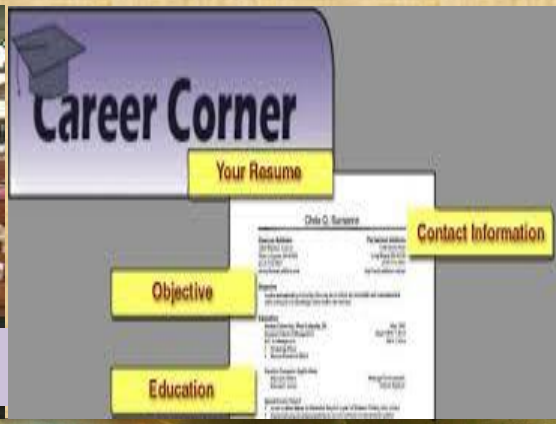
SECTIONS OF THE LIBRARY

Library Timings : 7.30 a.m. to 5.00 p.m.
Monday to Saturday

CIRCULATION COUNTER



PERIODICAL SECTION



Multimedia Library

LANGUAGE LABORATORY

IT ZONE

Librarian: Dr. Sujata Rajpurkar

- **Total Collection : 44400+**
  Reference books, text books and rare books
- **Journals 27**
  Subject specific research type information
- **Magazines 26**
  For general information
- **English newspapers 8**
  For current information of daily happenings
- **E-Resources - CD & VCD (movies, play)**
- **N-list Database for E-journals, E-books & E-database**

Students will have a special Orientation by the Librarian for all matters related to the library including the following:

ACCESS ONLINE LIBRARY CATALOGUE TO KNOW YOUR LIBRARY COLLECTION

INSTITUTIONAL REPOSITORY

MOODLE -
QUESTION PAPER REPOSITORY & SYLLABUS

USEFUL LINKS

LIBRARY SERVICES

Library Best User Award

For students based on their library performance and observation of the library staff.

Important things to remember

- Use of cell phones is strictly prohibited in the library
- Absolute silence is requested in the library.
- Eatables are not allowed inside the library
- Do not sleep in the library.
- Exchange of I-Card or Library card is not allowed.
- If any book is lost the borrower is liable to replace it.

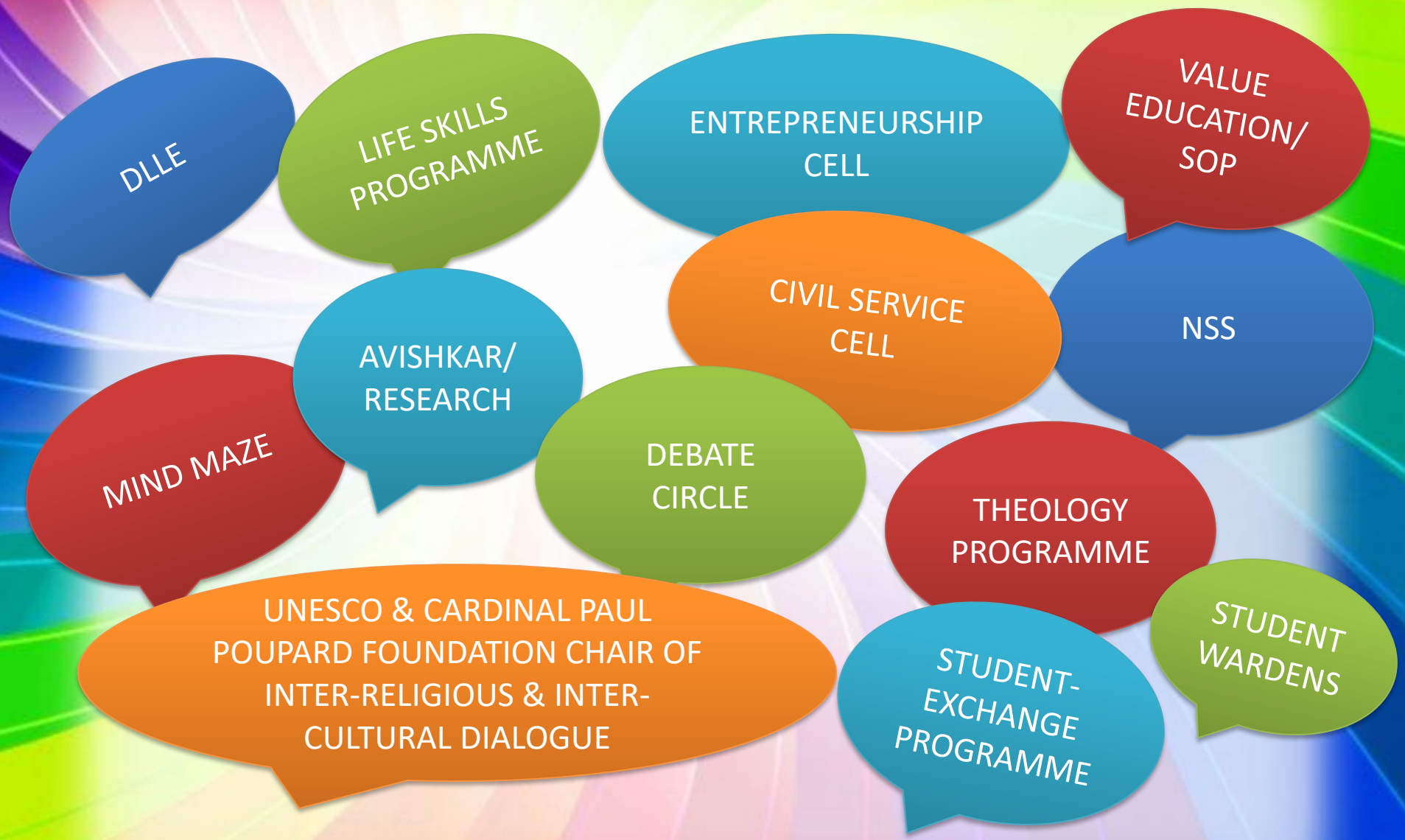
•A late fee of Rs.1 per day per book shall be charged for those who fail to return the book on the due date.

•The reading material like reference books / Question papers / Newspapers / Syllabus issued on the Reading Room card should be returned on the same day.

Co-curricular and Extra-curricular Activities

Orientation Day
First Year Classes
November 2020

ALL ANDREANS HAVE A HOST OF CO-CURRICULAR/EXTRA-CURRICULAR or EXTENSION ACTIVITIES TO CHOOSE TO PARTICIPATE IN……



EVERY DEPARTMENT HAS AN ASSOCIATION THAT ORGANISES ACTIVITIES THROUGH THE ACADEMIC YEAR....

BibleClipart.net

The ASL is the Students' Council Body of St. Andrew's College, and is constituted in accordance with the guidelines of the Maharashtra Act.

The student representatives who form the League will endeavour to uphold its motto – 'To Lead, To Serve'.

They will work for the welfare of fellow Andreans, strive for a better campus life, and also co-ordinate a host of extra-curricular activities in college to empower the student community of St. Andrew's College.

www.DesktopBackground.org

The St. Andrew's College Fest

Mosaic 2020

Focus, Capture, Impress

...and as we conclude, its not all work and no play at St. Andrew's!

We encourage our students to hone their skills, co-curricular and extra-curricular talents with the many events and celebratory days organised.

For any other clarifications, do feel free to ask the 'Professor in charge' of the Class..

Thank You

This presentation will be available on our website
http://standrewscollege.ac.in