

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution	St. Andrew's College of Arts, Science & Commerce
1.2 Address Line 1	St. Dominic Road
Address Line 2	Bandra (W)
City/Town	Mumbai
State	Maharashtra
Pin Code	400 050
Institution e-mail address	principal.st.andrews@gmail.com
Contact Nos.	022-26428684 / 022-26401657
Name of the Head of the Institution:	Dr. (Ms.) Marie B. Fernandes
Tel. No. with STD Code:	022-26428684 / 022-26401657
Mobile:	+91 - 9892771657

Name of the IQAC Co-ordinator:

Dr. Shirly George

Mobile:

+91- 9930783767

IQAC e-mail address:

iqacstandrews@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

**MHCOGN11012.**

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC / 32 / 001 dated 03/05/2004

1.5 Website address:

www.standrewscollege.ac.in

Web-link of the AQAR:

www.standrewscollege.ac.in/iqac.html

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	78.75	2004	5 yrs
2	2 <sup>nd</sup> Cycle	A	3.14	2010	5 yrs
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

17/08/2004

1.8 AQAR for the year (for example 2010-11)

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR2010-11 (20/08/2010)

ii. AQAR2011-12(06/09/2012)

iii. AQAR2012-13(01/11/2013)

iv. AQAR 2013-14 (21/08/2014)

#### 1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing Totally ☒ Self-financing ☐

#### 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ PE ☐ Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

#### 1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

#### 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme DST-FIST

NA

NA

UGC-Innovative PG programmes

NA

r (Specify)

UGC-COP Programmes

NA

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2. 6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

19

2.10 No. of IQAC meetings held – 03 meetings a year

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☒ No

If yes, mention the amount

Rs.3,00,000/-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

International- Media: Impact on Culture and Religion

National- 1. National seminar on Pulitzer Prize-winning women writers  
2. Gender Matters

Institutional – 1. Paper presentation by College Teachers as part of Staff Advancement programme  
2. Legal – Aid workshop for students  
3. Workshop on Quark Express of Afternoon Dispatch & Courier  
4. Workshop on Short Film Appreciation by SHAMIANA  
5. Seminar on “Big Data Appl.” By Col. Vinay Gupta Wind World  
6. Workshop on 26 Feb. 2014:- Ms Harinakshi Mistry- Founder of Floral Design Institution  
7. Hospitality World – organized by Times of India  
8. Seminar on “Bank your assurance” an Entrepreneurship  
9. A “Gender discrimination workshop” on the occasion of Women’s day celebration with the collaboration of women’s development cell of the college

## 2.14 Significant Activities and contributions made by IQAC

- Organised Seminars and workshops
- Maintained statistics of students' attendance and the same was uploaded on college website every month
- Mentoring done as part of student support service
- Analysed exam result data
- LCD and sound system provided in all classes as part of improving teaching learning process

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
<b>INFRASTRUCTURE DEVELOPMENT</b> 1. To increase the campus area.  2. Increase canteen space  3. To make space for a new Audio-Visual room  4. Staff members to be provided with power cords to enhance ICT Teaching  5. Library i. To get membership of American and British library ii. Facility to upload important books on Moodle server to facilitate the Students iii. Data of the students attending/visiting library to be maintained iv. Maintaining the data on number of books issued to students v. Library committee to analyse softwares and submit report for	<b>INFRASTRUCTURE DEVELOPMENT</b> 1. Six class rooms from school building have been allotted for BMS classes  2. Canteen has been shifted to larger area and the old canteen area to be used as the reading room for students  3. G1 cubicle has been converted in to a AV Room  4. Implemented  i. Done ii. Done iii. Done iv. Done

<p>purchase of the same</p> <p>vi. Software and technology upgradation</p>	<p>v. Quotations given</p> <p>vi. In the process</p>
<p><b>TEACHING, LEARNING &amp; EVALUATION</b></p> <p>1. to apply for research centre for PhD in English</p> <p>2. To increase the number of documents on the moodle server</p> <p>3. To invite more guest lectures and increase the number of field visit</p> <p>4. Propose to study the feasibility of starting a masters degree in Entertainment and Advertising</p> <p>5. To decide guidelines to improve attendance of students</p> <p>6. To analyse the exam result of SC/ST/OBC category students to provide assistance</p> <p>7. To start an Add-on Course on 'Risk Management' (20 hrs programme)</p> <p>8. Proposed to have sessions on 'Education to Employability'</p> <p>9. Proposed to study the feasibility for Add-on course 'Stock Markets Operations Management' and 'Family Business management.</p> <p>10. Based on Students Council's recommendation it was decided to conduct First year and Second Year exams on alternate days</p> <p>11. To analyse the academic progression made by the students in the last three years and make a comparative study of the grades at the entry and exit points.</p>	<p><b>TEACHING, LEARNING &amp; EVALUATION</b></p> <p>1. Waiting for University Approval</p> <p>2. Implemented</p> <p>3. implemented</p> <p>4. In the process</p> <p>5. Action taken in terms of issuing letters, arranging meeting with the parents and uploading monthly cumulative attendance records on the website</p> <p>6. Implemented</p> <p>7. Completed under the aegis of KPMG</p> <p>8. Completed in collaboration with Bombay Stock Exchange</p> <p>9. In the process</p> <p>10. Implemented</p> <p>11. In the process</p>

<b>FACULTY DEVELOPMENT PROGRAMMES</b>  1. Recommended to conduct faculty improvement programmes	<b>FACULTY DEVELOPMENT PROGRAMMES</b>  1. Under the aegis of RBI, a session was conducted on 'Understanding National Budget'  - A session on De-stressing techniques was done
<b>RESEARCH CONSULTANCY AND EXTENTION</b>  1. Proposed to conduct national and international seminars  2. Proposed to start a Student Journal  3. To encourage students to participate in Avishkar ( Research competition instituted by University of Mumbai)	<b>RESEARCH CONSULTANCY AND EXTENTION</b>  1. One international and two national seminars were conducted  2. Student Journal 'Luminere' was started with the theme 'Commemorating World war I'  3. Five students presented research papers at district level and one student (Vivek Dsouza) was selected to represent at university level
<b>STUDENT SUPPORT ACTIVITIES</b> 1.Mentoring identified as an important student support activity  2.Career guidance programmes to be conducted  3. To constitute a separate grievance cell for students  4. To strengthen the functioning of the outreach programmes existing in college  5. To conduct training programme for civil services for students	<b>STUDENT SUPPORT ACTIVITIES</b> 1. Class Teachers to be responsible for mentoring the students assigned to them  2. -The college Alumni conducted sessions on career guidance for students  - Counselling centre conducted career guidance for students  -KPMG and Amazon has provided summer internship for students  3. Implemented  4.-ICOR (Institute of Community Organization and Research) conducted a training programme for Second Year students  5. Implemented
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>  1. To collect feedback from the stakeholders (parents, students) for effective governance.	<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>  1.Feedback collected and suggestions implemented



2. To implement Provident Fund for management employed non-teaching staff earning below Rs 15000/- per month	2. Implemented
3. To conduct medical check up for non-teaching staff	3. Implemented
<b>INNOVATIONS AND BEST PRACTICES</b>	<b>INNOVATIONS AND BEST PRACTICES</b>
1. To look into the feasibility of adopting a village as part of extension activity.	1. In the process
2. To identify eco-friendly initiatives	2. Conducted an environment audit to start the process
	3. Provision of wheelchair
	-Ramp built
3. To enable disabled friendly infrastructure	-In the process of converting a toilet which are disabled friendly

\* See – Annexure 1. (Academic Calendar)

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

As per UGC requirement a committee consisting of members from teaching staff, non teaching staff, industrial and local communities has been constituted

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG			01	
UG	02		06	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	02		07	
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: **CBGS**/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	
Annual	

##### 1.3 Feedback from stakeholders\* Alumni

☒

Parents

☒

Employers

☐

Students

☒

(On all aspects)

Mode of feedback :Online

☒

Manual

☒

Co-operating schools (for PEI)

☐

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes as per University Curriculum the syllabi is revised every three years

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes. Diploma in Religion and Society, Peace and Dialogue

## Criterion – II

### 2. Teaching, Learning and Evaluation (2014-15)

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	15	08	----	----

2.2 No. of permanent faculty with Ph.D.

9

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	01( Mat hs & Stats	--	---	----	-----		-		

2.4 No. of Guest and Visiting faculty and Temporary faculty

55

68

23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	06	28
Presented papers	07	13	01
Resource Persons	01	-	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- a) Provided LCD in every class
- b) Access to E-Journals through Inflib Net
- c) Applied for research centre for PhD in English
- d) Invite more guest lectures and increase the number of field visit
- e) Started an add-on 'Diploma in Inter-religious and Inter-cultural Studies'

2.7 Total No. of actual teaching days during this academic year

235

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Follows Mumbai University Rules and Regulations

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01

05

-

2.10 Average percentage of attendance of students

50%

2.11 Course/Programme wise distribution of pass percentage : Process not completed

Title of the Programme	Total no. of students appeared ( Oct 2014)	Division						
		Grade O	Grade A	Grade B	Grade C	Grade D	Grade E	Pass %
TYBA (Sem V)	129	06	26	21	28	12	04	87.72
TYB.Com (Sem V)	331	26	133	87	41	17	-	91.84
TYBMS (Sem V)	115	02	40	39	16	01	-	85.21
TYBMM (Sem V)	59	-	17	30	08	01	-	94.90
TYBSc(IT) (Sem V)	49	03	20	09	02	-	-	69.38
TYBCom (A&F) (Sem V)	59	13	36	07	-	-	-	94.91
TYBSc(HS) (Sem V)	24	-	06	09	05	-	-	83.33
TYBCom(B&I) (Sem V)	57	01	13	28	05	-	-	82.45
M.Com-I (Sem I)	39	-	11	12	03	01	-	84.80
M.Com-II (Sem III)	44	02	05	07	05	07	-	74.30

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

*IQAC monitors examinations, conducts evaluation of teaching process through feedback forms*

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	All teachers (staff enhancement talks)
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	03 (Soft Skill)
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	31	13	06	08
Technical Staff	NIL	NIL	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Conducts staff advance programs and seminars
- Three Journals with ISBN numbers published every year
- One international and two national seminars were conducted
- Student Journal 'Luminere' was started with the theme 'Commemorating World war I'
- Encouraged students to participate in Avishkar- Research competition instituted by the University of Mumbai

#### 3.2 Details regarding major projects **NA**

	Completed	Ongoing	Sanctioned	Submitted
Number	----	----	----	----
Outlay in Rs. Lakhs	----	----	----	----

#### 3.3 Details regarding minor projects

Name	Completed	Ongoing	Sanctioned	Submitted
Principal Dr. Marie Fernandes	✓		35,000/-	✓
Dr. K. Mody	✓		90,000/-	✓
Susan Lobo	✓		60,000/-	✓
Ayesha Imran Gundagi		✓	72,500/-	
Dr. Madhu Rai	✓		70,000/-	✓
Jyoti Bhatia		✓	75,000/-	
Dr. Preeti Oza	✓		40,000/-	✓

### 3.4 Details on research publications

	International	National	Local
Peer Review Journals	09	03	04
Non-Peer Review Journals	07	05	14
e-Journals			
Conference proceedings			

### 3.5 Details on Impact factor of publications:

h-index
Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects		-	-	-
Minor Projects	1) 2009-11 2) 2011-13 3) 2012-14	UGC	1) 35,000/- 2) 70,000/- 3) 60,000/-	1) 35,000/- 2) 70,000/- 3) 45,000/-
Interdisciplinary Projects	---	---	---	---
Industry sponsored	----	---	---	---
Projects sponsored by the University/ College	----	---	---	---
Students research projects <i>(other than compulsory by the University)</i>	---	---	---	---
Any other(Specify)	--	---	---	---
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE DBT Scheme/funds

3.9 For colleges

Autonomy	<input type="text" value="---"/>	CPE	<input type="text" value="---"/>	DBT Star Scheme	<input type="text" value="---"/>
INSPIRE	<input type="text" value="---"/>	CE	<input type="text" value="---"/>	Any Other (specify)	<input type="text" value="---"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	01	02			
	Sponsoring agencies	Paul Poupard foundation	UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	N.A.
	Granted	N.A.
International	Applied	N.A.
	Granted	N.A.
Commercialised	Applied	N.A.
	Granted	N.A.

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year : **N.A.**

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them



3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

National level	University level	<input type="text" value="63"/>	State level	<input type="text" value=""/>
	International level	<input type="text" value="---"/>		<input type="text" value="---"/>

3.22 No. of students participated in NCC events:

National level	University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
	International level	<input type="text" value="---"/>		<input type="text" value="---"/>

3.23 No. of Awards won in NSS:

National level	University level	<input type="text" value="---"/>	State level	<input type="text" value="01"/>
	International level	<input type="text" value="---"/>		<input type="text" value="---"/>

3.24 No. of Awards won in NCC:

National level	University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
	International level	<input type="text" value="---"/>		

3.25 No. of Extension activities organized

University forum	<input type="text" value="---"/>	College forum	<input type="text" value="01"/>	
NCC	<input type="text" value="---"/>	NSS	<input type="text" value="03"/>	Any other <input type="text" value="---"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility : [See Annexure 2,3 &4](#)

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12900 sq.mtr.	---	---	---
Class rooms	33	03	Mgmt	36
Laboratories – Chem.,Phy., Bio., Comp. I.T.	05	---	---	05
Seminar Halls – A.V. Room	02	---	---	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	---	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.2,67,850/-	---	Admission Fees	Rs.2,79,27,450/-
Others	---	---	---	---

#### 4.2 Computerization of administration and library

Administration -18 computers

Library- 25 computers

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	101	20230	238	57400	339	Rs. 77,630/-
Reference Books	2000	1250000	714	860616	27140	Rs. 21,10,616/-
e-Books						
Journals	41	335321	41	435321	82	Rs.7,70,642/-
e-Journals	5	5000		5000	5	Rs. 10,000/-
Digital Database						
CD & Video						
Others (specify)	10	15679	-	-	10	15679

Note : E journals Five journals subscription is print + online version

E books and digital Database available on INFLIBNET N- List program me.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office computers	Dept.
Existing	222	02	all	08(Library)	NIL	18	12
Added	----	----	----	----	----	---	----
Total	222	02	all	08	NIL	18	12

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Audio-Visual room, and Staff room on first and third floor are  
WIFI connected.

Internet facility is available for students in the library

#### 4.6 Amount spent on maintenance in lakhs :

i) Maintenance  
ICT

Rs.1,45,76,023/-

Rs. 1,38,940/-

ii) Campus Infrastructure and facilities

Rs. 1.61.897/-

iii) Equipments

Rs.43,33,137/-

iv) Others

NIL

**Total :**

Rs. 1,92,09,997/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

<ul style="list-style-type: none"> <li>a) Orientation programme for new students</li> <li>b) Student council</li> <li>c) Book Bank, scholarships and freeships are available</li> <li>d) Mentoring identified as an important student support activity. Class Teachers to be responsible for mentoring the students assigned to them</li> <li>e) The college Alumni and counseling centre conducted sessions on career guidance for students</li> <li>f) KPMG and Amazon has provided summer internship for students</li> </ul>
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#### 5.2 Efforts made by the institution for tracking the progression

Ex-Student Alumni
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#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2711	68	---	---

#### Men

No	%
1102	39.65

#### Women

No	%
1677	60.34

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2641	23	06	43	05	2718	2704	34	04	31	06	2779

(b) No. of students outside the state

76

(c) No. of international students

03

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Civil Service Coaching

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

See Annexure 5

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	319	114	Details not available

## 5.8 Details of gender sensitization programmes

See Annexure 6

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	Rs.1,52,420.00/-
Financial support from government	Data Awaited	
Financial support from other sources	None	
Number of students who received International/ National recognitions	None	

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level   
Exhibition: State/ University level  National level  International level

### 5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Non reported to the committee

## **Criterion – VI**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

See Annexure 7

6.2 Does the Institution has a management Information System

Yes- Information to Joint Director's Office

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Workshops Seminars

6.3.2 Teaching and Learning

Use of ICT, Movies, Documentaries, Audio Visual,  
Moodle Server. Power Point Presentation

6.3.3 Examination and Evaluation

As per Mumbai University Ordinance

#### 6.3.4 Research and Development

Seminars, Guest Lectures

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library committee / ICT and physical infrastructure functions on the basis of the recommendations made by the IQAC.

#### 6.3.6 Human Resource Management

Workshops on De Stress management organized for teaching and non teaching staff

#### 6.3.7 Faculty and Staff recruitment

As per University Guideline

#### 6.3.8 Industry Interaction / Collaboration

Field visit

#### 6.3.9 Admission of Students

As per University Guidelines



6.4 Welfare schemes for

Teaching	NIL
Non teaching	Co-op Society
Students	Health Insurance

6.5 Total corpus fund generated

NIL
-----

6.6 Whether annual financial audit has been done Yes

✓
---

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Private	---	---
Administrative	NO	Management	Yes	Dr. Fr. Roy Pereira (Convenor) Dr. Parvathi Venkatesh, Dr. Vijay Dhabolkar, Mr. Maurice Monis

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes      

✓
---

      No      

--

For PG Programmes      Yes      

✓
---

      No      

--

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Exam conducted by the College on behalf of the University of Mumbai

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

See Annexure 8

6.12 Activities and support from the Parent – Teacher Association

N.A.

6.13 Development programmes for support staff

Workshops are conducted and teachers are sent for skilled training programmes

6.14 Initiatives taken by the institution to make the campus eco-friendly

See Annexure 9- chk criteria 7

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Team Building sessions conducted by the Principal

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

See Annexure 9- Plan of action taken in IQAC meeting

7.3 Give two Best Practices of the institution

See Annexure 10

7.4 Contribution to environmental awareness / protection

See Annexure 11

7.5 Whether environmental audit was conducted?      Yes ☒ No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Annexure 12

## 8. Plans of institution for next year

- To start Ph.D. centre by Department of English
- Conduct Local, National and International Seminars
- Conduct Faculty Development Programmes

Name: Prof. Shirly George

Name: Dr. (Ms.) Marie B. Fernandes

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_

## **Annexure 1**

### **Calendar of events**

### **General College Activities**

- Andreamz : College Fest – 25/8/2014 to 27/8/2014
- Celebration of St. Andrews Feast – 30/11/2014
- Mumbai University Academic Audit – 10/12/2014
- Sports Day – 11/12/2014
- Programme commemorating 100 years of World War I –13/12/2014
- Christmas Celebrations – 22/12/2014
- Traditional Day – 21/1/2015
- Annual Prize Distribution Day – 25/1/2015
- Degree Distribution Day – 2/2/2015
- Management Audit – 24/2/2015 and 26/2/2015

### **June 2014**

- 31st May 2014 to 2nd June 2014- Education Fair at Kalina University. (NSS)
- 5th June 2014- Tree Plantation at Kalina University. (NSS)
- 21st June- World Yoga Day Workshop; Yoga Shibir at University Sports ground, Marine Lines. (NSS)
- Orientation Programme of Social Outreach – 22/06/2014 to 26/06/2014
- Self Awareness by Fr. Anthony Fernandes
- Social Media Addiction by Fr. Ryan Alex
- Sex Education by Gynaecologists from Holy Family Hospital
- Relationships by Dr. Wilona Annunciation, Psychiatrist
- Making Life Choices by Ivan Fernandes
- Attended a seminar on ‘Careers in Journalism Challenges and Thrills’ – 24/06/2014
- Represented as Delegate(Vivek D’souza, SYBA): Open Working Group on Sustainable Development Goals, at UNHQ, New York – 28/06/2014

### **July 2014**

- Visits to allocated social centers for social service (Homes for the aged, Special children homes, Orphan homes etc) – July 2014 to Feb 2015
- Workshop : ‘Women’s Rights and Identity’ by Kamyani – 1/07/2014 (Gender cell)
- Workshop : ‘Gender Issues’ by Adv. Kamyani – 01/07/2014
- Orientation Session : Understanding Counselling – 5/7/2014
- Guest Lecture : ‘Pursuing an MA in Linguistics’ by ShireenIrani- 05/07/2014 (English Association)
- 8th July 2014- Planning Session at V.V Bhavan, Churchgate. (NSS)
- 10th July – 19th July 2014- Registration for the NSS Unit.
- Orientation -10/07/2014 (Cardinal Paul Poupard Foundation)
- 14th July 2014- Addiction Eradication Rally at Gateway of India. (NSS)
- Guest lecture – Resume Building and Techniques for an Interview by Prof.Navin Punjabi and Jharna Sheth – 16/07/2014 (BMM)
- Iftaari Celebrations -18/07/2014 (Cardinal Paul Poupard Foundation)
- Guest Lecture : ‘B.ED-CET and New B.ED Format’ by Chantelle D’souza – 19/07/2014 (History Association)

- 19th July 2014- Orientation at MPV Walia College, Borivali (NSS)
- Poster Display: Budget 2014 highlights – 21/07/2014 to 31/07/2014 (Accounts Association)
- Presentation Competition : ‘Religion in the 21st Century’ (-21/07/2014)
- (Cardinal Paul Poupard Foundation)
- Poster Display: Budget 2014 highlights – 21/07/2014 to 31/07/2014 (Accounts Association)
- Essay-writing competition : Topics: Marketing of FIFA, Marketing of Modi Campaign – 23/07/2014 (BMS)
- Street Play : ‘Women’s Issues’ – 24/07/2014 (Sociology Association)
- Visits to allocated social centers for social service (Homes for the aged, Special children homes, Orphan homes etc) – July 2014 to Feb 2015 (Social Outreach)
- Andreamz : College Fest – 25/8/2014 to 27/8/2014
- High Level meeting (ICUF) : Political Forum – 25/07/2014
- Intra Collegiate Eliminations (Mind-Maze) – 26/07/2014
- 28th July 2014- MAVA meet at Ruparel college (NSS)

### **August 2014**

- Guest Lecture : ‘Musicals as a Genre in Film Studies’ by Dr. Indrance Chakravarty (FIII Pune) – 02/08/2014 (English Association)
- 2nd August 2014 –Session on personality development attended by 73 volunteers (NSS)
- Guest Lecture on : How to improve concentration and memory power through music by Kamakshi Khurana – 04/08/2014 (BMS)
- Test administration of Self-esteem 05/08/2014 (Psychology Association)
- Presentation : ‘Female Foeticide’ -07/08/2014 (Gender cell)
- 7 August 2014 - Peace rally organised at Azad Maidan. Attended by 12 volunteers (NSS)
- 7th – 9th August, 2014 – Yuvak Bhiradari (40 yrs Celebration) at Bhaidas and rally from Bhavans. At tended – 8 volunteers (NSS)
- Workshop : Preparing for the Civil Services by Tukaram Mundhe, IAS, Abhay Kumar, IRS, Arvind Kumar, IRS, Krishna Prakash, and Rajmohan Prasad, IPS. –07/08/2014 (UPSC –Civil Services)
- Educational Psychology-based game: Law of individual differences and
- Sense of Self-worth – 08/08/2014 (Psychology Association)
- 9th August, 2014 – Session on First Aid by Dr. Annapurna Attended by 75 volunteers (NSS)
- Guest lecture on : Handling Interviews Pressure by Mrs. Shetty, Oberoi Hotel – 09/08/2014- BSc. Hospitality
- Educational Psychology based game : Principle of Law of Effect – 12/08/2014
- (Psychology Association)
- 12th August, 2014 – Parade Practice for Independence Day at K.J Somaiya College. Attended by 7 volunteers. (NSS)
- 13th August, 2014 – Session on Team work by the Ex-Leaders . Attended by 50 volunteer.(NSS)
- Essay Competition : ‘Concept of Life and Death across Religion’ – 13/08/2014 -(Cardinal Paul Poupard Foundation)
- Talks and Theatre Presentation : ‘Resurrecting Draupadi and Sita- Feminist’ by Prof. Omkar and Group from London School of Economics – 14/08/2014 (Sociology Association)
- 15th August, 2014- Independence Day celebration at St Andrews college. Attended by 50 volunteers. (NSS)
- Independence Day Celebrations – Poster Display and Video clips -15/08/2014 (BSc.IT)

- Guest lecture on : : Latest Trends in Hotel in Working Concierge's Department by Mr. Noel, Courtyard, Marriott Hotel – 15/08/2014 - BSc. Hospitality
- 16th August to 20th August – LTC Camp at Ram-Krishna mission, Sakvar District. Attended by 2 volunteers. (NSS)
- Field Trip to Old Age Home, SnehaSagar – 19/08/2014 (Sociology Association)
- 19th August- Orientation at ADAPT Spastic Society. Attended by 40 volunteers.
- Study cum Career Development Visit to Bombay Stock Exchange (BSE) – 19/08/2014 (BMS)
- Screening of Students Films – OUTBOX IDEAS – Judged by Adhiraj Bose Director and Mr Gautam, script analyst – 19/08/2014 (BMM)
- 20th August – Orientation of Bandra Fair.
- 20th August – Adapt attended by Wednesday group. Attended by 12 volunteers.
- 20th August – Meeting of YuvakBhiradari. Attended by 1 volunteer.
- Intra College Quiz Competition : 'Religion in General'- 20/08/2014-(Cardinal Paul Poupard Foundation)
- Guest Lecture : 'Energy Conservation' by Mr. Nariani, Petroleum Conservation Research Association, Ministry of Petroleum and Natural Gas, Government of India – 20/08/2014 (Environmental Studies)
- 21st August – Adapt. Attended by Thursday group.
- 21st August – Tree plantation at Madh, Malad. Attended by 15 volunteers.
- Talk by Director of National Award Winning film: 'Crossing Bridges' by Mr. Sange Dorjee Thongdok – 21/08/2014 (BMM)
- 22nd August – Adapt. Attended by the Friday group.
- Eliminations - 22/8/2014 and 23/8/2014 ( In-Tune)
- Finals – 25/8/2014 ( In-Tune)
- Commfest – 2014 Theme: Media Creativity and Innovation -23/08/2014 (BMM)
- Inter collegiate Dance Festival, Theme : 'Life in Mumbai' – 26/8/2014 – (Jhankaar)
- 25th August – Security provided for Intunes in the college (Andreamz).
- 25th August – Adapt. Attended by Monday group.
- Workshop – 'Quark Express' by Mrs. Bhakti – 25/26/08/2014 (BMS)
- 26th August – Security provided for JHANKAAR in the college (Andreamz).
- 26th August – Adapt. Attended by Tuesday group.
- 26th August – Yuvak Bhiradari Ek Sur EkTaal at Dadar. Attended by 7 volunteers.
- Inter Collegiate Competition – 26/08/2014 (Mind-Maze)
- Guest Lecture on 'Building Brands' by Ms Delzeen Watcha Mistry – 26/08/2014 (BMS)
- The Inter Collegiate Drama Competition, Theme : 'Comedy of Errors' - 27/8/2014 – OLIO
- 27th August – Security provided for Olío in the college (Andreamz).
- 27th August – Adapt. Attended by the Wednesday group.

### **September 2014**

- 1st September – GanpatiVisarjan meeting. (NSS)
- 2nd September - GanpatiVisarjan at Bandstand (Bandra). Attended by 15 volunteers. (NSS)
- Screening of Documentary : 'Body Language' by Nat Geo – 02/09/2014 (English Association)
- Presentation : 'Crisis in the Middle East' by Vivek D'souza-03/09/2014-(Cardinal Paul Poupard Foundation)
- 4th September - GanpatiVisarjan at Bandstand (Bandra). Attended by 20 volunteers (NSS)
- Guest Lecture on : Waste Management Initiative by Mr. Subodh Bedre- 04/09/2014 (BMS)

- 6th September- Orientation at Blue Ribbon. Attended by 58 volunteers.(NSS)
- 8th September - Ganpati Visarjan at Bandstand (Bandra). Attended by 15 volunteers.(NSS)
- Talks and Theatre Presentation : 'Mount of Faith' by Mr. E. Coutinho – Director and Fr. Aniceto Periera – 09/09/2014 (Sociology Association)
- Documentary Screening and Presentation : 'Mount of Faith' by Director E. Coutinho – 09/09/2014 (History Association)
- Presentation : 'The Mount of Faith' by Sunny Rodricks-09/09/2014-(Cardinal Paul Poupard Foundation)
- Training Workshop : 'Inclusive Education' – 12/09/2014 (Sociology Association)
- Conference : 'Women Pulitzer Prize Winners' – 12-13/09/2014 (English Association)
- 13th September – Disaster Management Session. Attended by 60 volunteers. (NSS)
- 14th September- 18th September – Bandra Fair Security at Mount Mary. Attended by all volunteers. (NSS)
- Attended Award Function : 'Annual Global Peace Awards' – 14/09/2014- (Cardinal Paul Poupard Foundation)
- Field Trip to Mount Mary 15/09/2014-(Cardinal Paul Poupard Foundation)
- 16th September- EkChalo Re- YuvakBiradari- Attended by 5 volunteers. (NSS)
- Guest Lecture on : Advanced Java by Prof. Tushar Sambhare of S.M. Shetty college , Powai – 17/09/2014 (BSc. IT)
- 18th September – Spastic Kids taken to Bandra fair Attended by 40 volunteers. (NSS)
- Guest lecture on Linux Administration Part I by Prof. Tirup Parmar, National College – 23/09/2014 (BSc. IT)
- Guest lecture on Linux Administration Part II by Prof. Tirup Parmar, National College – 26/09/2014 (BSc. IT)

### **October 2014**

- 1st October- Nasha Mukti rally (NSS)
- 2nd October- Bhajan sandhya at Gateway of India(NSS)
- 11th October- "Should Politicians have eligibility criteria"(NSS)
- 13th October- Diya Painting (NSS)
- 14th October- Poster Making Competition (NSS)
- 16th October- celebration of World Food Day (NSS)
- 16th October- Yuvak Biradari donation of Toys. (NSS)
- Cultural Dance Program for National Symposium at St. Pius College, Goregaon 17/10/2014 - (Cardinal Paul Poupard Foundation)
- Heritage Walk from Churchgate-Asiatic Society – Ballard Estate- Kala Ghoda- Oval Maidan – 18/11/2014 – ( History Association)
- 21st October- Started senior Citizen Project with Mumbai Police (NSS)
- Guest Lecture : 'Prayer and Ethics of Death Penalty' by Alberto Quattrucci, Secretary General, Community of Sant'Egidio – 24/11/2014-(Cardinal Paul Poupard Foundation)
- 31st October- Run for Unity at Hotel Trident, Fort.(NSS)
- 31st October- Event on Lights for Parkinson at Amphi theatre Carter Road.(NSS)



## **November 2014**

- 8th November- Yuvak baradari event at Ravindra Natya Mandir(NSS)
- 10th Nov- Rock band by Yuvak Biradari (NSS)
- Manjunath- Panel Discussion – 14/11/2014- (BMM)
- Visit to National Stock Exchange – 18/11/2014 (Accounts Association)
- 15th November- Team Building Session in college (NSS)
- 19th Nov- Mock Parliament and Dance Event by Yuvak Biradari (NSS)
- 19th Nov—24th Nov- Note Making and Distribution (NSS)
- Converse camp on : Creativity – 20/11/2014 (BMM)
- Annual I.T. Exhibition – 22/11/2014 (BSc. IT)
- 26th Nov- Anti Dowry rally (NSS)
- 27th November- Swach Bharat Abhiyan (NSS)
- 27th November- BRM Open Workshop (NSS)

## **December 2014**

- 1st Dec- Session on Aids. (NSS)
- Street Play in collaboration with Dilkhush Special School students-01/12/2014 (Psychology Association)
- Quiz on the Blog : ‘ 21 Day Challenge’ for FYBA/FYBCOM – 01/12/2014 to 21/12/2014 (Economics Association)
- Suleimani Keeda- Director’s take by Mr. Amit Masurkar- 02/12/2014 (BMM)
- Guest Lecture : ‘Bloodline Bandra’ by Godfrey Joseph Pereira – 04/12/2014 (English Association)
- Organised Non-Core Certification Programme : Risk Management by KPMG – 04/12/2014 to 08/12/2014 (BMS)
- 5th December- Talk on Cancer (NSS)
- 5th- 6th Dec- Session on Public Service Examination attended by 1 Volunteer. (NSS)
- Field Visit to Eucharistic Congress Exhibition – 06/12/2014 -(Cardinal Paul Poupard Foundation)
- Guest lecture on ‘Creating awareness towards marginalized sections of the society’ -08/12/2014- (Psychology Association)
- Workshop on Short films : ‘Shamiana’ by Cyrus Dastur – 08/12/2014 to 08/01/2015
- 9th December- Blood Donation Camp.(NSS)
- Guest Lecture : Grooming in Hospitality Industry by Mr. Adrian Rosario, HR Consultant – 09/12/2014
- AICUF Inauguration –10/12/2014
- Guest Lecture : Importance of Industrial Training by Mr. Allan Mathais, Training Manager, Keys Nestor, Berg Gruen Hotels Pvt Ltd- 12/12/2014
- Skit Performance in World War I Seminar – 13/12/2014 (English Association)
- Power-point presentation : ‘Psychological Disorders and World War I’ – 13/12/2014 (Psychology Association)
- . Visit to Eucharistic Congress – 14/12/2014 (Sociology Association)
- 14th Dec- Security at Mastrun Marathon (NSS)
- Green Ribbon Week (15-18/12/2014) (Counselling unit)
- Day 1: Awareness Presentation Sessions, What is addiction
- Day 2: Art Attack, Guest lecture : ‘Psychological Interpretation on Art and Photography’
- Day 4: ‘Know yourself better’
- Day 5: ‘Sing and Dance for a Cause’

- Guest Lecture : ‘Racism in American Literature’ by Dr. Sunanda Pal – 17/12/2014 (English Association)
- I.T. Puzzle Games and Quiz – 17/12/2014 (BSc.IT)
- Sports Tournament for Peace and Harmony : Rink Hockey – 17/12/2014 to 19/12/2014 (Cardinal Paul Poupard Foundation)
- Colors of God Competition : ‘Candle Decoration and Gift Wrapping’ – 19/12/2014 (Cardinal Paul Poupard Foundation)
- Film Week : The Color Purple, Crash, Guess Who’s Coming to Dinner – 18-22/12/2014 (English Association)
- Christmas Celebration – 22/12/2014
- 24th Dec 2014- Talk on Staff Selection at Convocation Hall (NSS)

### **January 2015**

- 7th Jan- Indian Science Congress (NSS)
- Guest Lecture on :C.V. Making by Mr. Adrian Rosario - HR Consultant 08/01/2015
- Guest Lecture on: How To Present Yourself For A Group Discussion by Mr. Adrian Rosario - HR Consultant 09/01/2015
- Guest Lecture For The SY Students On “Career Opportunities In Banking And Insurance by Prof Jinesh Shah – 10/01/2015
- 10th Jan- Paper Bag Making and Distribution.(NSS)
- 12th jan- Yuvak Biradari Programme at Bhaidas Hall (NSS)
- Guest Lecture: Religion And Media by Alberto Quattruci -13/01/2015 (BMM)
- Quiz competition : Psychology and General topics’ – 15/01/2015 (Psychology Association)
- 17th Jan- Tree Plantation. (NSS)
- Inter-Collegiate Seminar : Data Ware Housing by Col. Vinay Gupta From Wind World India Ltd. – 17/01/2015 (BSc.IT)
- Shamiana: Voice And Enunciation by Tom Alter- 19/01/2015 (BMM)
- Career Fair – 20/01/2014 and 21/01/2015 (Psychology Association)
- Administration of Psychological Tests: Type –A personality Scale – 20/01/2015 (Psychology Association)
- Visit to ‘SARAS MELA’ organized by NABARD –21/01/2015 (Economics Association)
- Guest Lecture : ‘Challenges and Opportunities: Working in the Education Sector’ by Jennifer Thomas – 21/01/2015 ) (Psychology Association)
- Talk by Dr. Tamil D.S. Research Centre – 22/01/2015 (Gender cell)
- Presentation : ‘Diet and Nutrition’ by Ms. V. Maniar-22/01/2015 (Gender cell)
- 23th Jan- Security for Annual Day (NSS)
- 24th Jan - Convocation ceremony at Kalina University (NSS)
- Guest lecture : ‘Challenges faced by people with special needs’ by Mr. Christopher, Institute of Special Education, Germany. – 27/01/2015 (Psychology Association)
- International Symposium : ‘Impact of Media on Religion and Culture’ – 27/01/2015 (Cardinal Paul Poupard Foundation)
- Guest lecture : ‘Digital Marketing’ by Chief Creative Officer , Hungama – 28/01/2015 (Commerce Circle)
- Mock Interview Session by Brian Pinto, Royal Bank of Scotland, Manchester – 29/01/2015 (Commerce Circle)
- Field visit to ‘Maharashtra Nature Club’, Mahim – 30/01/2015(Economics Association)

- Guest Lecture on :Engineering And Maintenance Of Hospitality Department by Mr. Eric Pereira.
- Project Planning Management -31/01/2015 (BSc.Hospitality)
- Talks and Theatre Presentations : ‘Gender role and handling sexual/abusive relationships’ by Prof. Vrijendra – Activist Resource person WDC University of Mumbai and Dr. Wilona, Annunciation .Medical Psychiatrist- 29/01/2015 (Sociology Association)
- Field Trip to ChhatrapatiShivajiMaharajVaastusangrahalya – 30/01/2015 (History Association)
- Guest Lecture : ‘Careers in Travel and Tourism’ by Mr. Amit Nambiar of Thomas Cook- 31/01/2015 (History Association)
- Guest lecture : ‘ Stock Markets in India’ by Nigel D’Souza, Anchor and Research Analyst, CNBC – 31/01/2015 (Commerce Circle)
- Guest Lecture on :Engineering And Maintenance Of Hospitality Department by Mr. Eric Pereira.
- Project Planning Management -31/01/2015 (BSc.Hospitality)
- Guest Lecture : ‘Slam Poetry Workshop’ by Alfred Lee – 31/01/2015 (English Association)
- Guest Lecture : ‘Adaptation of Shakespeare in Films’ by Prof. Indraneel (English Association)

## **February 2015**

- Released ELAN (News Letter) 2014-15 – February (English Association)
- 1st – 7th Feb- NSS Rural Camp
- Field Trip to Vasai Fort – 03/02/2015-(History Association)
- Field Trip to RBI Museum- 04/02/2015-(History Association)
- Workshop on ‘Awareness about the subconscious mind’ by Mr. A.Desai – 05/02/2015 (Psychology Association)
- Field Trip to Karnala Fort Bird Sanctuary- 07/02/2015(Environmental Studies)
- Lecture on Preparing Of Industrial Training Interview by Mr. Ashish Shetty - Training Manager – Palladium Hotel – 7/02/2015 (B.Sc. Hospitality)
- Workshop on Script Writing For Radio by Ramiz Sheikh – 8/02/2015(BMM)
- Guest Lecture On “Process Of Recruitment And Selection In Banking Sector” by Ms. Andrea (B DM In Citizen Credit Co-Operative Bank – 10/02/2015(BBI)
- Green Day on Campus : Dustbin Decoration,Slogan Writing and Best out of Waste Competitions - 13/02/2015(Environmental Studies)
- Street Play on Green Campus Day – 13/02/2015 (BMM)
- Exhibition on F.Y.B.M.S. - Environment Based Working Models – 13/02/2015(ABYO)
- Literary Week : Spell Bee, Sing That Rhyme, Second Performance of Waiting for Godot, Jam, Treasure Hunt – 16/02/2015 to 21/02/2015 (English Association)
- Industrial Visit at Parle factory at Igatpuri- 16/02/2015(BMM)
- Three Day Workshop On “Turnaround Strategies & Entrepreneurship” – 17/2/2015 to 19/2/2015(BBI)
- Student Seminar : ‘100 Years of War and After Effects’ – 18/02/2015(Sociology Association)
- Peace Meal – 19/02/2015(Cardinal Paul Poupard Foundation)
- Seminar : ‘Earth Democracy & Ecology’ by Sr. Patricia Siemen – 20/02/2015 (AICUF)
- Screening and Discussion on Bhopal – A Prayer For Rain- 20 Feb (BMM)
- Master Class : Deconstruction of Films – February 2015 (English Association)
- Debate competition on: ‘Does Gaming fine tune individuals towards aggression’21/02/2015 (Psychology Association)
- Organised a National Seminar : ‘Gender Matters’ – 21/02/2015(Economics Association)
- Lecture on ‘Broadcast and TY ‘ by Ruddhi Abhyankar – 23/02/2015 (BMM)

- Lecture on Multiplying Your Fortune by Dharmendra of Next Level & NSE – 24/02/2015(BMM)
- Lecture : Career Opportunities in Banking, Finance, Marketing, Digital Media & Journalism by FINPLAN & SPICE – 27/02/2015 (Commerce Circle)
- Visit To BARC Physics Utsav BARC Mumbai 27/02/2015(B.Sc.-I.T )
- Guest Lecture On “Career Planning by Fin plan Institution Pvt Ltd – 27/02/2015(BBI)
- Guest Lecture On “ How To Crack An Interview” by Prof. Rahul Shah – 28/02/2015(BBI)

### **March 2015**

- Guest Lecture on How To Use Statistics In Research Methodology? by Prof. Mahesh Naik – 4/03/2015(ABYO)
- Selected Delegate(Vivek D'souza SYBA) for Conference : 3rd UN World Conference on ‘Disaster Risk Reduction’ Sendai, Japan – 09-18/03/2015 (AICUF)
- Guest Lecture On “University Paper Solving Techniques By Dr Nishikanth Jha – 12/03/2015(BBI)
- Guest Lecture on Code Development by Melwyn Pawar by 24/03/2015(B.ScI.T)

## **Annexure 2: NSS**

### **NSS (NATIONAL SERVICE SCHEME)**

2014-15 was yet another fulfilling year for the NSS Unit of St. Andrew's College. Like every year we began with an orientation programme for first year students where the professors -in-charge briefed students about the NSS, its activities and the criteria to complete 120 hrs per year.

On 5<sup>th</sup> June, 2014, students participated in a Tree plantation Drive organized by the University of Mumbai at Kalina University, Santracruz (East). It was a fun- filled event as volunteers from almost all colleges around Mumbai came together at one place to celebrate Mother Nature and planted trees. We planted around 50 trees at Kalina Campus, and later on watered the plants. We also met the authority who was assigned the job of following up on the trees that we had planted. The event was a huge success and a great way to celebrate Environment Day. This year, students started their community service in the month of August at the well-known NGO ADAPT- Spastic Society, Bandra (West), where they helped disabled students and their teachers in writing, story reading, speaking, playing, and drawing activities and interpretation of notes. Working with the NGO made students sensitive towards the spastic kids. We also celebrated various festivals such as World Yoga Day, Independence Day, World Food Day, World AIDS Day, etc.

On 14<sup>th</sup> July, 2014, the volunteers participated in the Addiction Eradication Rally and on 7 August we participated in the Peace Rally held at Azad Maidan organized by the University. Another Peace Rally was organized by Yuvak Biradri on 9 August to celebrate the Foundation Day of their organization. We also provided security in our inter-collegiate fest- ANDREAMZ. On 1 October, volunteers participated in the Nasha Mukti Rally at Azad Maid, CST, and also conducted a poster making competition on the theme "Election" to spread awareness in college about the importance of voting as elections were about to be held.

Another major activity taken up this year was the Mt. Mary Fair. The volunteers helped the Mumbai Police by assisting them with security, in crowd management and disaster management.

The NSS unit organized various talks such as First Aid, Cancer Awareness, HIV/AIDS, and Dengue, making students aware about how to prevent it. A workshop on Disaster Management was organized in conjunction with the BMC. Students found the workshop enjoyable as well as informative..

In order to spread smiles all around Mumbai during Diwali, we contributed in Yuvak Biradri's Toy Donation activity. We spread the news of this donation all over our neighborhood and college. We received an overwhelming response and about 136 toys were donated. These toys were distributed to three different orphanages in Mumbai, and we celebrated Diwali with the children. At the college level, we organized Diya painting. The beautifully- painted diyas were later distributed to people living in the slums.

The Blood Donation Drive on the 9<sup>th</sup> December 2014 was a massive event for the NSS unit. Holy Family Hospital and Mahatma Gandhi Trust were invited to college to collect blood. The drive was held in collaboration with Think Foundation who conducted free thalassemia tests for all blood donors and Third year students. Mr. Vinay Shetty from Think Foundation was invited to the college, and he spoke to all the classes to make students aware about Thalassemia and motivating them to donate blood. We collected a total of 244 Units of blood

On 2 October, students participated in the Bhajan Sandhya organised by the University of Mumbai at the Gateway of India to celebrate the birthday of Mahatma Gandhi. Our volunteers participated in the Run for Unity Marathon conducted on 31 October to celebrate the birthday of Sardar Vallabh Bhai Patel, also known as the Iron Man of India, bearing in mind his role in the unification of our nation. The Marathon started from Trident hotel and ended at Parsi Gym Khana. This year, the University launched the Swachh Bharat Abhiyan. In accordance with their request, we organized a cleanliness drive in our college premises. Paper bag -making and distribution amongst the vendors at Bandra Bazaar was also taken up by the unit. 300 paper bags were made by the Unit. Volunteers also took up the activity of Notebook- Making. Note Books were made from waste paper and were then distributed at Municipality schools.

The most looked forward NSS rural camp was held at Sane Guruji Rashtra Smarak, Mangoan, Raigad from 1 Feb 2015 to 7 Feb 2015. 47 students participated in the camp, assisted by three professors. The students provided community service in the nearby villages. Various motivational talks and lectures on topics such as Human Trafficking, Self Defense, Need to Save Money, Superstition, Star Watching, Social Media, War and Eve- Teasing were organized. Students also performed street plays based on themes such as Swach Bharat Abhiyan, Human Trafficking, Education, Need to Vote and Women Empowerment for the residents of the area.



### **Annexure 3: Social Outreach**

#### **SOCIAL OUTREACH PROGRAMME**

*Whatsoever you do to the least of my people, you do it unto me* (Mathew 25: 40). This verse from the scripture reminds us of our social responsibility. Keeping this in mind, the Social Outreach Programme was introduced to SYBA/BCom students. It has completed its ninth year. Through the Social Outreach Programme, the students are given an opportunity to empathize with the sufferings of the poor, marginalized and underprivileged sections of society.

The Orientation Programme for students was conducted in the month of June in the Conference Room. Students were required to choose various centres from where they would complete their Outreach Programme. These centres were identified by the Institute for Community Organization Research (ICOR) with the help of Fr. Allwyn D'Silva and Deepika Singh who coordinated with the various centres. Prof. Kevin Miranda and Prof. Janine Coelho co-ordinated with the students and ICOR to allocate centres to the students.

The various centres where the students did their outreach programmes were Shelter Don Bosco, Auxilium Convent, Cheshire Home, Bombay Urban Industrial League for Development, Shanti Daan, Sneha Sadan, Paryavaran Saurakshan Kendra, House of Charity, BUILD, ICOR, UMED, IDOBRO, Asha Kiran Community Centre, Navejeet Community Centre. The students were asked complete at least 20 hours of service.

Our students have expressed gratitude to the college, and have thanked the Management, Principal and the Professor-in-charge for having conducted this programme for them. They were touched by the plight of the orphans and underprivileged people, and realized how fortunate they are to have the necessities and comforts of life, as is evident from some of their comments:

- “ I have learnt to be kind and loving to one another”
- “ I learnt how to make others happy’
- “ When faced with difficulties, I learnt not to quarrel but be happy”
- “ I want to help institutions that make a difference in the lives of the poor”
- “It has made me realize that I have been blessed with parents who me the best education”
- “This programme has taught me to have patience”
- “I felt good to do something to save our planet.”
- “ I really felt the pain that the aged people were going through at the Home for the Aged”
- “I realized that we should respect and love our parents till the end”
- “ I learnt how to save, and find happiness in the smallest things”

We thank Fr. Allwyn D'Silva, Deepika Singh, the Community Centres and other institutions and NGO's who have helped us in conducting the outreach programme, and making it a success. A special thanks to Fr. Aniceto Perreira whose whole- hearted support, involvement and guidance during the entire year helped me to co-ordinate the outreach programme successfully.

This year, seven students were awarded scholarships on the Annual day for the Social Outreach Programme. These scholarships were:

1. Rev. Fr. Nereus Rodrigues Scholarship for students in the Social Outreach Programme who are deserving ₹10,000 was shared by Rachael D'Dsouza, Anisha Lobo, Lekha Trivedi, Bianca Picardo and Eden Edward.
2. Mrs. Marie Rodrigues Scholarship for a student in the Social Outreach Programme who is good in either Mathematics, Accounts or Science. ₹5,000 was given to Idalina Rodrigues.
3. Mr. Ivan Rodrigues Scholarship for a student in the Social Outreach Programme who is good in hockey or any other sport. ₹5,000 was given to Kevin Misquitta

We thank the donors for the scholarship amounts.

## **SOCIAL OUTREACH PROGRAMME (SELF FINANCING COURSES)**

“Service learning is an opportunity to apply academic learning to real human needs and to make the knowledge gained usable in one's thinking beyond the situation in which the learning occurred.” (Hedin 1989)

Incorporating this 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 SOSVA (Society for Service to Voluntary Agencies). The students are subdivided into smaller groups and are placed at various NGOs to contribute their voluntary services. Some of the students contribute their services to their local parishes by helping out with the social service activities conducted there. Students have to complete a minimum of 20 hours of social work.

Following are some N.G.O.s where our students have volunteered this year:

U.C.D.C, Navjeet, Bal Jeevan, Kalyandeep, S.O.S.V.A., Ashray, Childhelp, Sneha Sagar, St. Andrews Convent.

Students participated in various social service activities. Some students taught at balwadis, some engaged in toy donation drives, some went on the streets, to schools and malls to create an awareness of food wastage, some spent quality time with the special children, some others taught performing arts to the less privileged, while some helped with the cooking and food serving in hospitals.

This programme benefits our students psychologically, helps them to improve their communication skills, improves cooperation and imbibes responsible citizenship, encourages them to have a new perspective to life and more "positive lifestyle choices and behavior."



#### **Annexure 4: Value Education**

##### **VALUE EDUCATION PROGRAMME (FIRST YEAR STUDENTS)**

In our pursuit to increase the EQ (Emotional Quotient) of our students as they enter degree college, our college conducts value education programmes for first year students of all streams once a month.

As our teenagers are faced with the many challenges in their teenage years, we provide them with a platform to clarify their doubts and get the right knowledge from experts to help them make the right choices in life. This year, we had priests in the youth ministry, gynaecologists and psychiatrists as our resource people. Besides giving the students some essential information with the help of power point presentations and short videos, students were also encouraged to write down their doubts on a piece of paper (without revealing their names), which were then patiently addressed by our resource people.

Sessions were held on the following topics:

<b>Resource Person</b>	<b>Topic</b>
Fr. Anthony Fernandes	Self Awareness
Fr. Ryan Alex	Social Media Addiction
Gynaecologists From Holy Family Hospital	Sex Education
Dr. Wilona Annunciation (Psychiatrist)	Relationships
Ivan Fernandes	Making life choices

##### **VALUE EDUCATION PROGRAMME FOR THIRD YEAR BA AND B.COM STUDENTS**

Value Education sessions were held for the Third year B.Com and BA students to prepare them to face the outside world as they step out of college, and begin a new phase in their lives. Six sessions were held over the entire year, which primarily focused on the overall development of individuals in the field of education as well as employment.

Mr. Adrian Rosario, Director, Infinity Consultancy Services conducted several interactive sessions with the Third Year students. These sessions included the many ways to differentiate between the practical and theoretical aspects of work, and the grasping of various skills to be a better individual. Students were guided with respect to being both mentally and physically ready while going for an interview. The sessions also included various career options based on various fields of interest, which proved beneficial to a large number of students. Students were taught to differentiate between Intellectual Quotient and Emotional Quotient, both of which play a major role in any individual's life. Professionalism as a main criteria at the workplace was strongly advocated throughout the sessions. The overall purpose of this workshop was to build the morale of students and make them aware of the realities of a fast moving social world.

The last session for the Third year students was conducted by our Rector, Fr. Aniceto Pereira. As it was the very last session for the academic year, it was attended by a large number of students. The primary focus of this session was Spirituality and Belief in God, a theme highlighted through group discussions and short documentaries. A question –and- answer session helped clear various doubts that the students had about a particular religion. In all, the session was very helpful, and students said that they had developed a better understanding and faith towards God, and respect towards other religions as well.

The overall feedback from students about the Value Education sessions implied that it helped them to prepare themselves for the long journey of life ahead as well as a new life of employability that awaits them, post the carefree college years. They also felt that this course had geared them to be honest to themselves, and make the right choices in various trying situations, thus helping them inculcate better values and lead a more fulfilling life.

### **VALUE EDUCATION PROGRAMME ( for THIRD YEAR STUDENTS OF SELF-FINANCE COURSES)**

Value education - the name itself says it all. It was a programme conducted for the T.Y students of Self-Financed courses i.e. the BBI, BAF, BMS, BMM, B.Sc.IT, which focused on developing values and skills. These sessions were conducted to make the students face the outside world with determination, courage and sincerity.

The first session was conducted by Mr. Adrian Rosario in the month of July who shared with the students his experiences in the outside world. Many sessions of interaction were conducted which made the students face the world outside with courage. Real life experiences and short stories helped the students understand and gave practical knowledge so that they could be secure for their future.

As the year went by, sessions were conducted on how the students should prepare for their interviews and guided them in preparing their interviews and Resumes. They gave the required knowledge needed to acquire all the skills and for choosing career options.

They prepared the students not only mentally, but also told them about their attire and presentation skills and improved them on that. The sessions built up confidence and personal skills which made it possible for many students to acquire good jobs.

The guidance and support achieved from these sessions gave light to the path and now the students are able to see their achievements and goals and also which are still left to be achieved.

The last session was conducted by our very own Rector, Fr. Aniceto Pereira on 4<sup>th</sup> March, 2015, who increased the faith of students and spoke about the significance of Religion in every individual's life. He spoke about inter-caste marriages and shared its positive as well as negative effects. The students were open to share their thoughts and views regarding the same which was highly appreciated & respected.

The students are very grateful and thankful to our Principal, Dr. Marie Fernandes and our Rector, Rev. Fr. Aniceto Pereira for organizing such wonderful sessions. The students have gained a lot from these sessions and the feedback from the students is positive as they feel these talks prepare them for life.

## **Annexure 5: Counselling Unit**

The Counseling Unit began the year 2014 - 2015 with an orientation session '*Understanding What is Counseling?*'. This session was conducted in each class to enlighten students about the services provided by the Counselling unit, which has been reaching out to students in need of any help, be it academics, developmental or social. It has been guiding students in ways to enrich their lives, and achieve both personal and social growth and development

The unit has offered its services to about 112 individuals; 38 individuals availed of test administration services, and more than 200 follow-up sessions were held collectively.

<b>Counseling Unit Services Offered (2014-2015)</b>	
<b>Service</b>	<b>Figure</b>
Individuals (students and adults) availed of Counseling services	112
Individuals availed of testing services	38
Follow-up sessions taken	204

The various problems experienced by students and adolescents were – low self-esteem and confidence, academic issues, self-pity, behavioral issues, body image issues, domestic violence, bullying, discord in interpersonal relationship, incompetence, self- destruction, depression, fear, inability to manage time, career- confusion, negative thoughts, relationship issues, aggression and impulsive behavior, inability to handle difficult emotions, substance abuse, and so on.

These issues were dealt with using counseling techniques like anger management, reality therapy, test administration, cognitive behavior therapy, client-centered therapy, Gestalt's empty chair technique, challenging thoughts, assertiveness training, organizational skills – time management, positive thinking, solution focused brief therapy, relaxation techniques and in group conflict situations, group counseling.

In addition to the regular Counseling Services, the unit took initiative this year to organize 'The Green Ribbon Week' to provide students an opportunity to express their talent through various forms of art. Green symbolizes new life, growth, harmony and freshness, and a ribbon symbolizes support and awareness. As we are all aware, addiction is not a brain disease, it's a choice that an individual makes, and our goal was to help students make the right and healthy choice.

Under the guidance of Vice Principal, Prof Shubda Malhotra, this year's theme was 'De-addiction'; we had all activities revolving around addiction and prevention of addiction. Coincidentally, even our Prime Minister Mr Narendra Modi, had urged netizens to make India a drug free nation.

The aim of The Green Ribbon Week was to break the addiction cycle through a series of student involvement activities. Students were exposed to information related to all types and causes of addiction.

**Screening and Presentations:** The first day of the Green Ribbon Week began by exposing students to documentaries related to addiction and patterns of addiction by Dr. Gabor Maté. This movie facilitated understanding about the root causes of addiction and how to deal with them. Along with screening of awareness and insightful talks, through the process of peer learning, students shared experiences about addiction and types of addiction.

**Art Attack:** To mark the centenary of World War I, our college organized a seminar on 16 December 2014 titled '100 years of World War I.' The Counselling Unit contributed by displaying posters related to various forms of addictions prevailing since that era. These posters spoke volumes about the history of addiction and its prevention through art! The Art Attack activity was judged by internationally acclaimed artist Ms. Sonia Bendre who hails from the family of renowned artists Padmabhushan Shri. N.S Bendre.

**Know Yourself Better:** Students were exposed to a series of scales and tests – Personality Analysis, Stress, Anxiety, Fear, Vocation, Interpretation Relationships, etc, to explore and administer. The interpretation of these tests helped them learn more about themselves and derive a deeper insight into areas they needed to work on so as to make appropriate career choices after graduation.

**Sing and Dance for a Cause:** Singing and dancing keeps both body and mind active, and is vital for people of all ages. Our students depicted the theme of addiction and prevention through song and dance to help students channelize their creativity for a noble cause and spread awareness about the consequences of substance abuse. The competition too was judged by Ms Sonia Bendre. She also delivered a lecture on 'Psychological Interpretations of Art & Photography', helping students find personal meaning in photographs and learn more about the process of art therapy.

## **Annexure 6: Gender Cell**

### **GENDER CELL**

Guest speaker, Advocate Kamayani Mahabal,( women rights activist associated with Point of View, a women's resource centre in Mumbai) was invited to speak on 'Sexual Harassment at the Workplace'. To sensitize students, a documentary on sexual harassment was screened, and was followed by a discussion on issues related to women and violence in society.

Students performed a street play to highlight various issues such as dowry, bride burning, illiteracy, etc.

A students' presentation entitled "Female Feticide and its Implication" was organized with groups consisting of five students each in which students making presentations on the topic. Videos were also screened to highlight the issue.

A talk was organized in January to spread the awareness about cervical cancer. Dr. Tamila from D.S. Research Centre spoke on the issue. It was followed by a talk by Ms. V. Maniar on the importance of diet and nutrition.

In addition to the above-mentioned activities, films were screened followed by discussions with students to enlighten them about women's rights and empowerment.

## **Annexure 7: Vision and Mission**

### **VISION:**

“A commitment to guide our students to achieve excellence through holistic education.”

### **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

### **Annexure 8: Alumni Association**

## **CAREER GUIDANCE WORKSHOP BY ALUMNI**

Alone we can do so little; together we can do so much - Hellen Keller

After much discussions, planning and anticipation the Committee Members of St. Andrew's College Alumni (SACA) along with our Principal, Dr. Marie Fernandes, Prof-in-charge, Prof. Kevin Miranda and Prof. Savina Bhat, organized a Career Guidance Workshop for our TY Students, Aided and Self-Financing students.

The Career Guidance Workshop was held on two days, i.e. on Friday, 27th February, 2015 and Saturday, 28th February, 2015 with 3 Career Guidance topics. In spite of the examinations just-around-the-corner, both days saw around 100 students willingly attending the Career Guidance Workshop, many of whom raised questions that our guest speakers were more than happy to answer. Some students even waited back to meet the respective speakers, and got into a one-to-one dialogue about their queries. Some SY students also made it for the workshop.

On Friday, 27th February, 2015, the following Career topics were organized.

1. Chartered Accountant (CA): Guest speaker - Sujeet Cherian who said, "CA is not for the faint hearted."
2. IT/HR: Guest Speakers - Derrick D'Souza and Ryan Barretto. Both agreed that one has to be competitive as we now have the internet. They also pointed out that one has to build a reputation by doing things on one's own and by doing one's best. Ryan went on to say that, 'You will not learn anything if you don't make mistakes. Vision, mission and values are the three key words to make a 'brand' for oneself.
3. Advertisement: Guest Speaker - Orlando Calderro. According to Orlando, in Advertising, one has to start from meeting the client. One also has to be creative and build a creative team, and only a high level of passion for writing will help one write creative things.

On Saturday, 28th February, 2015, the following career topics were organized.

1. MBA (Marketing & Finance): Guest Speaker by MET: Prof. Arun Patil. At this session, the 5 Ws and 1 H was stressed upon, i.e., what, when, where, why, who and how.

The speaker said that one should do an MBA Course if one wants to achieve something in life. He informed the audience that the MBA course was started in Harvard University in the year 1908. In MBA, one would have to study 35 to 40 subjects, and one should pursue this course only if one is serious about it, has a strong capacity to understand diverse subjects and is prepared to work very hard. The guest speaker further went on to say that one needs patience and strength to pursue this course but at the end it would surely transform one's life.



2. CS/Projects and Entrepreneurship: Guest Speakers -Yatin Kamath and Manish Nagarshekar. Yatin started off his session by saying that CS is a super-specialized course. Every company needs a Company Secretary (CS) and to be a good CS one must have good communication skills to talk to Board Members.

3. Banking and Mutual Funds: Guest Speakers - Derrick Pereira and Sachin Bhatt . Derrick put a lot of humor in his session and kept everyone in splits as he shared his own experiences in the banking world. Sachin, on the other hand, spoke about Mutual Funds and how one should know the Stock Market well.

Each guest speaker was greeted with a beautiful bouquet of flowers, and as Bento Lobo, our Compere for the workshop kept saying; 'Say it with flowers!!!.' As a token of appreciation, a memento was also presented to each guest speaker.

At the end of the Career Guidance Workshop, our President, Mr. Parvez Aga thanked the guest speakers, the students, the Principal, Dr. Marie Fernandes, the Prof-in-charge, Prof. Kevin Miranda, Prof. Savina Bhat and all the members of the SACA Committee for the success of the event. We are truly glad we made this Career Guidance Workshop happen for our Andrean students.

## **Annexure 09: PLAN OF ACTION FOR THE YEAR 2014-15**

### **Discussion on Quality Enhancement**

#### **A) Infrastructure Development**

##### **1. Library**

- Plan to change Software in library, Technology upgradation.
- Get membership of American and British library
- More cupboards required.
- Extra storage required
- Facility to upload important books on Moodle server to facilitate the students

##### **2. Suggestion :**

- Space to be allocated for Research Corner
- Increase the campus area by using the school rooms for new courses.
- Old canteen portion to be kept for student's use (practice for extra curricular / cultural activities)
- Provide a cupboard for hospitality department
- Fr. Aniceto Pereira said that steps are being taken to;
  - Check maintenance of projector / LCD in each classrooms
  - Lift to be repaired and maintained
  - Replacement of fans on ground floor
  - G1 cubicle to be converted into Seminar hall
  - Xerox counter to be shifted
  - Each staff member to be given a power cord

3. Ms. Joanita Fernandes to be in charge for maintaining Stock register for UGC funds.

#### **B) Teaching / Learning and evaluation**

##### **a) Innovative process to be adopted**

##### **i) New Courses**

- Masters in Entertainment and Advertising. It was suggested to study the feasibility and find number of students enrolled for the degree {in other Colleges / Colleges in vicinity}. Mr. E. Fernandes suggested collaboration of course with other institutes rather than duplicating the course while expanding.
- Research Centre for PhD. in English
- Recommended to start Add-on course with professional staff in Language, Leadership, NSE modules. Add-on courses to be made available also to outsiders

##### **ii) Learning Processes Adopted**

- Increase number of documents on Moodle server.
- Increase number of Guest Lecturers

b) Examination

- Completed 1<sup>st</sup> term internal exams
- Photocopy of answer paper provided to students on request
- Recommended that we set up steps to achieve result improvement.
- Ms. Joanita Fernandes to be put in charge for exam analysis of ST / SC / OBC category students.
- For analysis of TYBCom / BA results, other Colleges data (from University results) should be obtained in the following format:
  - ✓ Grade
  - ✓ A Grade
  - ✓ Pass %

c) Attendance

1. Conducted orientation for all classes
2. Prof. Dr. G.Taraves said that attendance analysis of previous years has been submitted to IQAC committee.
3. Good attendance / improvement in attendance for self-financing courses has been observed
4. Reminders to be sent to parents of students defaulting in attendance.
5. Teachers proposed that defaulters above 90% absenteeism (in the first month of starting of academic term) should be asked to quit College.
6. I.D. card to be reverted to the earlier system since new system had errors in I.D. card.

d) Faculty Improvement Initiatives

- In the first term, a session on understanding a National Budget was conducted for all staff members by personnel from RBI.
- Proposed a workshop in the 2<sup>nd</sup> Term on SPSS

**C) Research Consultancy and Extension**

- Plan to start student Journal with student research paper – Theme – Mumbai
- Competition for suggesting innovative title for the Journal
- Avishkar – identification of students and research interest to be created for increase in participation.

### **Student Support**

1. Copy of record to be maintained by Prof. Kevin Miranda for Guest Lectures taken by Ex-students (speakers)
2. Career guidance session by Alumni to be conducted on 10 December 2014
3. As a part of outreach efforts, ICOR (Institute of Community Organization and Research) is conducting a training programme for S.Y. students.
4. Start Grievance cell for students
5. Increase number of programmes under gender cell.

### **D) Governance, Leadership and Management**

#### **a) Non-Teaching Staff - Welfare schemes**

1. Suggested that employees of class III and IV should have health checkup at Holy Family Hospital
2. Recommended to prepare a list of duties of Nonteaching staff.
3. The feedback from parents reflected that office administration had very low levels of efficiency. To get the root cause of the problem, it was recommended that a further analysis to be conducted with student's feedback on
  - Response time to address a query and service provision.
  - Awareness of students with regard to which non-teaching staff is entrusted with a specific duty.
4. Principal Dr. (Ms.) M. Fernandes recommended to arrange orientation session for non-teaching staff.

#### **b) Eco-friendly Initiatives**

- Suggested to invite an NGO to take forward our idea of having an area dedicated to growing of produce to be shared among less privileged. Appoint a gardener to assist in this venture.
- Proposal to be invited for Environment Audit

### **E) Innovation and Best Practices**

Recommendations made for

- Installations of fire fighting Equipments
- Wheel chair provision
- Mock Fire Drill
- Installation of information screens at the entrance

## **Annexure 10: Best Practice**

### **BEST PRACTICES**

#### **1. VALUE EDUCATION AND INTER-RELIGIOUS DIALOGUE**

2. **GOAL:** To ensure that good values are inculcated in students and a tolerance of other religions and cultures.

3. **THE CONTEXT:** Fast changing technology, cultural and religious diversity are constantly challenging the value system of our youth. Initiating an open dialogue and enlightening students on these matters will help address these issues.

#### **4. THE PRACTICE:**

A- Value education workshops are conducted for students of all faculties.

- First Year students have sessions on personality development, sexual abuse and good health practices.
- Second years are made to reach out to the marginalized and under privilege through a Social Outreach Programme.
- Third year students on the verge of their new career path, attend workshops on relevant topics like interviews, teamwork, differentiating between IQ ,EQ, and SQ, Professionalism at the work place and spirituality.

B- The Cardinal Paul Poupard Foundation Chair for Inter-Religious and Inter-Cultural Dialogue with works towards achieving these goals through the following methods:

- Field visits to religious monuments
- Guest lectures
- Essay and Quiz competitions
- Presentation on appropriate topics
- Screening of relevant films

5. **EVIDENCE OF SUCCESS:** Student feedback has shown that these sessions have been very beneficial and help to integrate them in to a main stream working life, post-college. The organizing of inter-religious events brings in a lot of camaraderie and integration amongst the students who come from different religions, backgrounds and social classes.

## **6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

- The organizing of these sessions can be difficult given the tight lecture and internal test schedule
- Number of students and size of the class are challenging
- Space constraints.

### **1. Title of the Practice: RESEARCH INITIATIVE**

- 2. Goal:** To inculcate a culture of analytical thinking, and also develop a fact finding, exploratory search for knowledge amongst both staff and students.
- 3. The Context:** The world of education today is now being research driven. The absence of research would leave a large lacunae in the current fast paced progressive society. Students need to realise the importance of involving themselves and opening their minds to the endless possibilities of research application.

### **4. The practice:**

#### **A-Students Research:**

- Students participated in Intercollegiate Research Methodology and Data Representation competitions like “Data Speaks”
- Avishkar: A research convention by the university – Students participated in different categories to present their research papers. They were allowed to choose from any one of the many areas and select a topic pertaining to it for research.
  - Humanities, Language and Fine Arts
  - Commerce, Management and Law
- Student Journal: Students were encouraged to write papers for an in-house journal published on “World War I”.
- Students seminar on Socio-History has been conducted annually from 2013 onwards
- Students News Letter: Two News Letters were published by the English Department and BMM Department Titled ‘ELAN’ and ‘5<sup>th</sup> Estate’.

## **B-Staff Research:**

Staff are encouraged to present and publish papers at Local, National and International level. The college organises three national/international research conferences yearly as well as an annual multi-disciplinary Staff seminar, for paper presentation by in-house faculty. Four staff members presented their papers in Bali, Paris, Milan, Singapore and Pennsylvania.

- ❖ The College annually publishes research journals.  
(The institute has four ongoing Research Journal with ISSN/ISBN Nos. published annually.)
- ❖ Since 2010-11 four staff members availed of FIP and three were awarded their PhD .One staff member is currently on FIP while two more applications are being processed. Six faculty members have been awarded a PhD in this period.
- ❖ The college had applied for a research centre in English Literature in 2014 and it is presently under consideration.

## **5. Evidence of success:**

- ❖ **Avishkar** (Inter collegiate research initiative by University of Mumbai) : Vivek D'souza from SYBA qualified at district level and was selected to represent Mumbai University at the University level
- ❖ Four students Stood 3<sup>rd</sup> in "Data Speaks" Intercollegiate competition at JM Patel college of commerce and economics

## **6. Problems Encountered and Resources Required–**

- Requires more financial assistance for research paper presentations.
- Delays in sanctioning of funds for foreign travels
- Problem of accommodation for invited dignitaries/resource persons.
- Delay in releasing funds from central agencies like UGC/MHRD/University.

## **Annexure 11: Environmental Awareness**

The Nature Club is formed every year with the objective of taking initiatives and conducting various activities to create environment consciousness and awareness amongst students for environment protection.

The Club organized a guest lecture by Mr.M.B. Nariani from Petroleum Conservation Research Association PCRA., together with a quiz competition on “Fuel Conservation” on 10 September in the A.V.Room

The film, “Our Beautiful Planet” was screened on 6 December, 2014, and on December 16, 2014 an interclass presentation competition on “Environmental Impacts on World War I” was organized. 24 students participated in it. The best power point presentation was done by Dsouza Ryan Anthony and Dsouza Gwen Norbett both from F.Y.B.Com- A.

In the winter season, the club organized a trek to Karnala fort and bird sanctuary (located in Panvel taluka in the Raigad district). Karnala is 60 km from Mumbai on Mumbai-Goa highway, NH-17, and it was a rejuvenating experience to escape from the concrete jungle to this green belt. The trail through the sanctuary is a well- defined motorable road. The trail uphill is narrow, under thick forest cover and full of trees. The final pathway up to the fort is plain with sparse vegetation. There are multiple routes inside the sanctuary that lead to the main trail up to the mountain and offer a variety of fauna, both in enclosure and in the wilderness. The trek to the top is a little challenging but thoroughly enjoyable, and the fort provides a comfortable perch to rest. After a final walk up to the bastion, one is presented with a splendid 360 degree view of the surrounding Raigad district. A 125 ft high basalt pillar sticks out like a thumb at the center of the peak, clearly visible from all the sides.

To take concrete steps towards environment awareness and protection, under the guidance of our Principal Dr. Marie Fernandes, we initiated various programs towards creating a **Zero Waste Campus**. In association with Ms. Rashmi Joshi of Stree Mukti Sanghatna., we constructed a compost pit to take care of wet waste from the canteen and the Hospitality unit of our college. Stree Mukti Sanghatana also helped us to get funds from UNDP for this project which was inaugurated on November’14.

In association with Ms. Deepika Singh, Institute of Community Organization & Research (ICOR), we have a **Green Audit** in progress. With the help of faculty members and our office staff, data related to department eco initiatives, comparative analysis of energy consumption and water used in college over a period, travel management, total amount of different category of waste generated daily in college premises etc. is being collected and has been forwarded to ICOR for analysis.



To create environment consciousness amongst students **Green Campus Day** was celebrated on 13 February, 2015. Various competitions were held, and students participated in large numbers. They were conferred with participation certificates and the winners of the first, second and third positions were also awarded cash prizes. The categories for the competition were:

1. Best Out of Waste (Theme: Wet Waste)
2. Dustbin Painting. (The waste drums from a factory were brought for 'Re-use' and the students enthusiastically painted and decorated them for the competition.)
3. Slogan Writing. (Theme: Environment Awareness)
4. Street play (Theme: Environment Issues and its Impact)
5. Model making & Exhibition (Theme: Save the Earth)
6. Newspaper Outfit.

Cash prizes worth Rs. 10,000/-were given away by our principal to the winners of these competitions.

## **Annexure 12: SWOC Analysis of the Institution**

### **Strengths**

1. Good Faculty – Committed, approachable, sincere.
2. Good Infrastructure – Spacious, clean, airy classrooms, white boards and LCD projector in every class; well-equipped Conference Room, Examination Room, Computer Laboratories, Auditorium, Staff Rooms, Gymkhana,
3. Research undertaken by staff – Presenting papers, undertaking research projects, publishing articles.
4. Student research initiated with a journal - Lumière

### **Weakness**

1. Only one post-graduate course offered. – M. Com
2. Not all staff members have a Ph. D
3. Have not been able to make the Alumni Association vibrant.

### **Opportunities**

1. To collaborate with Industry
2. To have staff and student exchanges with foreign universities.
3. To encourage students to serve the country with dedication through Civil Services.
4. To encourage students and staff to undertake research in a planned and sustained manner.
5. To find means and ways to conserve our fast depleting resources and initiate programmes to save the planet.
6. To care for the marginalized and the differently abled through structured programmes.
7. To empower our girls to take their rightful place in the world

### **Challenges**

1. Syllabus framed by the university is oriented towards students scoring marks but not increasing their critical evaluation ability.
2. Examination system needs to be revamped.
3. Danger that the Arts faculty might have to shut down in the not too distant future.