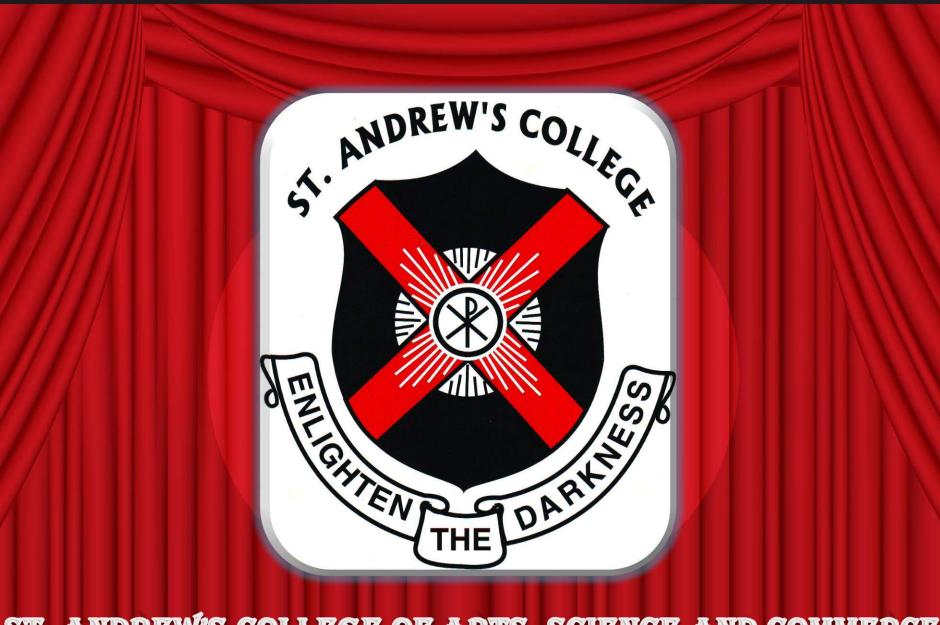
ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE





ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE COLLEGE CREST AND MOTTO

NDREW'S COLLEGE OF ARTS, SCIENCE AND COMMER COLLEGE VISION

A commitment

to guide our students to achieve excellence

through holistic education





✓ 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 .



The Degree Collegehas beenAccredited with an "A" GRADE byNationalAccreditationAssessment Council – NAAC

The Junior College has been Accredited with an "A" GRADE by Maharashtra State Board of Secondary and Higher Secondary Education

RE-ACCREDITATION 2016

THE NAAC DEER TEAM WILL BE VISITING OUR COLLEGE ON 11,12 and 13 July 2016





MANAGEMENT - CHAIRMAN OF BOARD OF TRUSTEES His Eminence Oswald Cardinal Gracias



Fr. Ceasar D'Mello



RECTOR Fr. Magi Murzello



PRINCIPAL Prof. (Dr.) Marie B. Fernandes

ATTENDANCE

UNIVERSITY OF MUMBAI No. UG/01 of 2014

Ordinances 119, 120 & 125 relating to the minimum attendance necessary for keeping terms and condonation of deficiency in attendance

Management Council has repealed the existing Ordinances 119, 120 & 125 and enacted 0.6086 relating to the attendance for learners. It has been introduced as per Appendix and the same has been brought into force with effect from the academic year 2014-15 and thereafter.

 Every bonafide learner shall be allowed to keep terms for the given semester in a program 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

Falling Short Of Attendance :

- The defaulting learner and parent/guardian will be called
- Consequences are made clear and to encourage the learner to comply with the requirement of the attendance
- At the end of the semester, the list of the 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

* Revised Scheme of Evaluation of 2014-15 for Continuous Assessments and Semester End Examinations CBSGS (Credit Based Semester and Grading System)

Dr. K. P. Mody Chairperson, Examination Committee St. Andrew's College of Arts, Science and Commerce

The Scheme – Basics Remain the Same

All Courses (Subjects) in a Programme (B.A. / B.Com.) in each Semester

Internal Assessment + Semester End Examination = 100 Marks

25 Marks + 75 Marks = 100 Marks

Self-Financed Courses : follow the 60:40 pattern Check with each course co-ordinator

Internal Assessment Marks: 25 Scheme: (1) One Test: 20 Marks (2) Participation / Conduct /Leadership: 05 Marks TOTAL: 25 MARKS **Test Pattern:*** (a) Match the column/ Fill in the Blanks / **Multiple Choice Questions** 05 Marks (b) Answer in one/two lines 05 Marks (C) Answer in brief. Attempt any 2/3 10 Marks * Or as per Board of Studies recommendations Standard of Passing: 40% i.e., 10 Marks

Orientation - 2016-2017 - Examination Matters -SY and TY - KPM

20

Internal Assessment – for courses with Practicals

Marks: 25

Scheme: (1) Semester End Practical Examination: 20 Marks

(2) Participation / Conduct /Leadership: 05 Marks

TOTAL: 25 MARKS

Semester End Practical Examination Pattern:

(a) Journal
(b) Viva
(C) Laboratory work

05 Marks 05 Marks 10 Marks

Standard of Passing: 40% i.e.,10 Marks

Semester End Examination

Scheme:

(1) Marks: 75

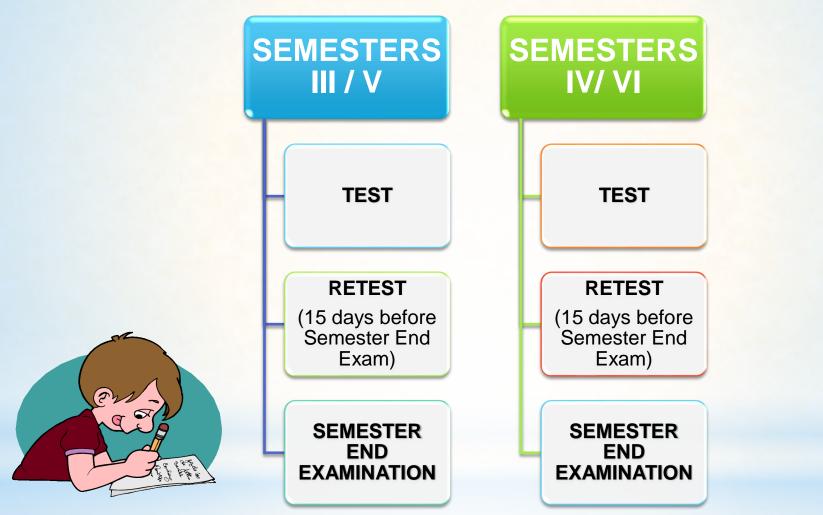
- (2) Time: 2 1/2 Hours
- (3) All questions are compulsory
- (4) 5 questions each for 15 Marks
- (5) Internal choice in each question

Standard of Passing:

40% i.e., 30 Marks



Schedule In An Academic Year



Note: For Semester V and Semester VI the Semester End Examination is conducted by the University Of Mumbai

ATTENDANCE REQUIREMENT

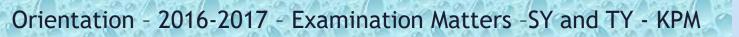
10 DAYS BEFORE THE COMMENCEMENT OF THE SEMESTER END EXAMINATION DEFAULTING LEARNERS WILL BE INTIMATED THAT

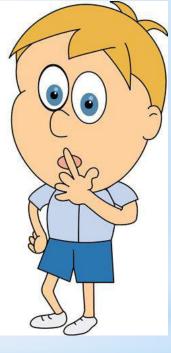
THEIR EXAMINATION FORMS

HAVE BEEN WITHDRAWN

(1) Absent for some / all course tests 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
 - test/s stating the reason for missing the test/s with
 - requisite proof/authenticated documents.





Eligibility for Additional Semester End Examination

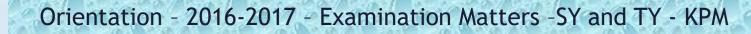
Conditions: (1) Absent for some / all course exams on a. Medical grounds **b.** Representing college or university for sports/cultural/NSS/NCC activities / camps (2) Submit application to the college office (addressed to the Principal) within 8 days of the exam/s stating the reason for missing the exam/s with requisite proof/authenticated documents.

Results

Note:

Internal Assessment Result: (i) Not disclosed to learners prior to declaration of Semester End Results

(ii) Split-up of marks is not revealed to learners

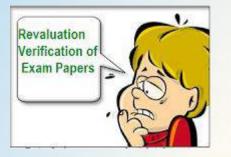


Results - Interpretation Grades: Grade Table

GRADES	MARKS	GRADE POINTS
0	70 and above	7
A	60 to 69.99	6
В	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F	39.99 and below	1 = 0 (in CG calculation)



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. Orientation - 2016-2017 - Examination Matters -SY and TY - KPM



Results - Verification, Photocopy, Revaluation



Verification : to request 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

Verification, photocopy and revaluation: <u>Not available for internal</u> <u>assessment</u>

Verification, Photocopy, and Revaluation

Available for Regular, Additional and A.T.K.T.

Semester End Examination

***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 If FAIL Semester End Examination 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 for example if a student fails in some/all papers in Semester III or V in September/October s/he can appear for these papers in March/April when the Semester IV and VI exams are conducted.

Similarly, if a student fails in the March/April examination of Semesters IV and VI s/he can appear for these papers in the following September/October.

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

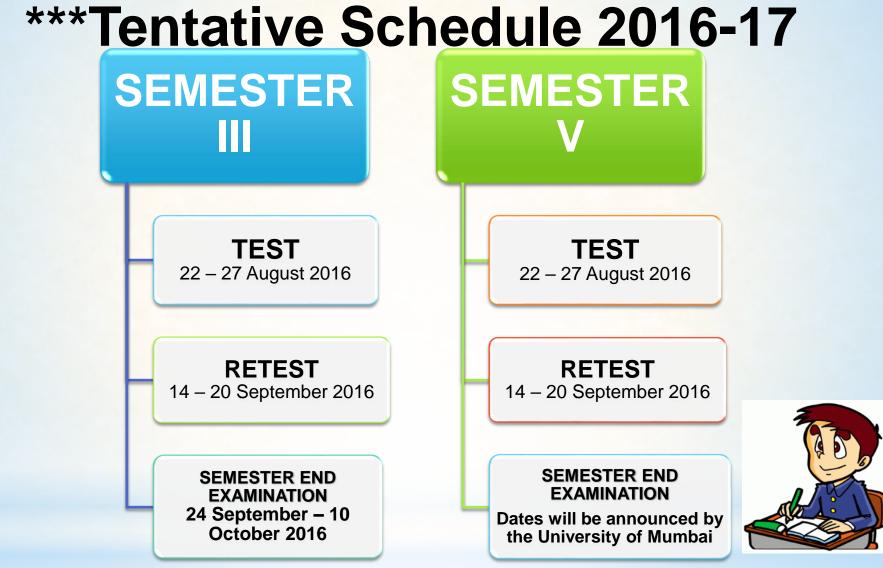
Eligibility for Third Year Semester VI Exam (1) Passed all Semesters I,II, III, IV and V in full OR

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

Failed all/few courses in Semester V

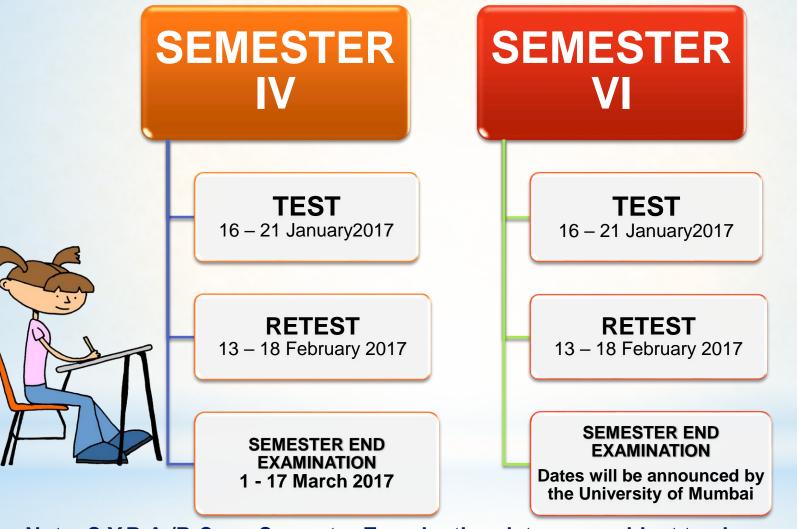
OR

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.



Note: S.Y.B.A./B.Com. Semester Examination dates are subject to change after the University of Mumbai declares dates for the F.Y. and T.Y. examinations Self-Financed Course Schedules will be announced at a later date

***Tentative Schedule 2016-17



Note: S.Y.B.A./B.Com. Semester Examination dates are subject to change after the University of Mumbai declares dates for the F.Y. and T.Y. examinations

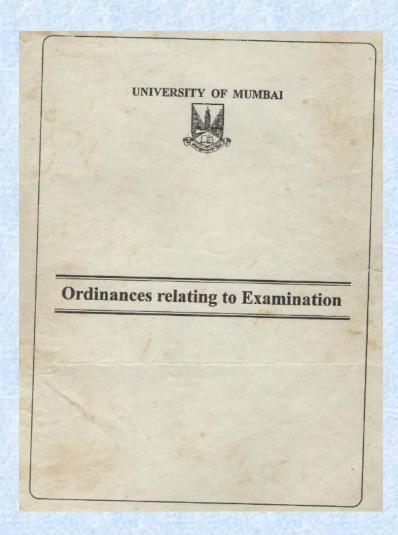


EXAM MALPRACTICES USING UNFAIR MEANS





ORDINANCE 5050 Ordinance regarding Unfairmeans Resorted to by the Student



ORDINANCE 5050 Ordinance regarding Unfairmeans Resorted to by the Student

Appendix A

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

Supervisor thereon.



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.

LIBRARY KNOWLEDGE **RESOURCE CENTRE ESTD. 1983**

TOTAL COLLECTION : 39, 571 REFERENCE BOOKS, TEXT BOOKS and RARE BOOKS

JOURNALS 21 Consist of subject specific research type information

MAGAZINE 28 Gives general information

7 ENGLISH NEWSPAPERS Gives current information of daily happenings

LIBRARY TIMINGS : 7.30 A.M. TO 5.00 P.M. MONDAY TO SATURDAY



CD – **50** VCD (movies, play) – **185**

> N-LIST DATABASE FOR

E-journals – 6247 E-books - 135809 E-database 2

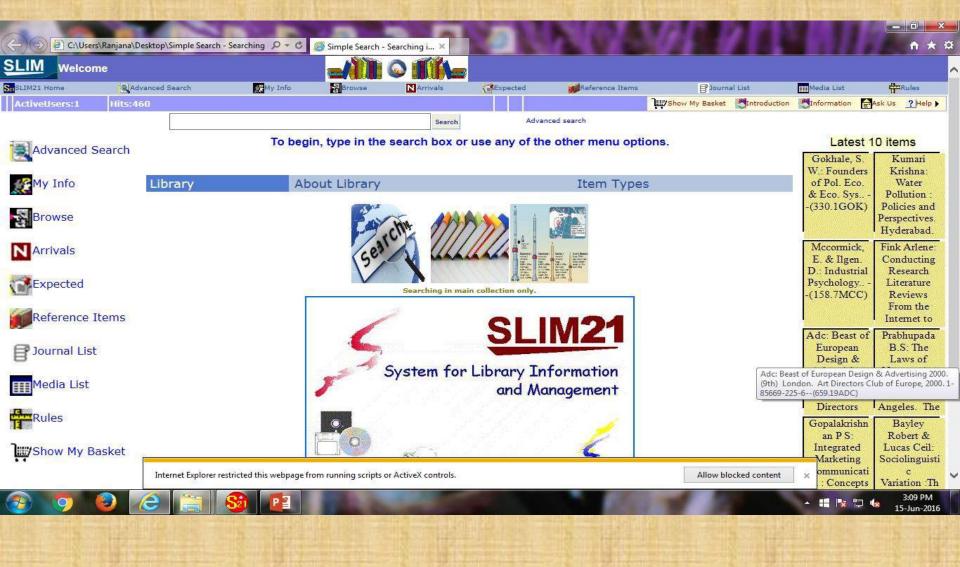




Moodle *Question Paper Repository & syllabus*

St. Andrew's College of Arts, Science and Co	mmerce	Admin User 📃 🔹
Question Paper Repositor Dashboard > Courses > Knowledge Center (LIBRARY) > NAVIGATION		Turn editing on SEARCH FORUMS
Dashboard = Site home > Site pages ~ Current course	News forum	Go Advanced search (1)
Question Bank Participants Badges General	B.A.	LATEST NEWS EIE Add a new topic (No news has been posted yet)
 ▶ B.A. ▶ B.Com A&F ▶ B.Com - B&I 	B.Com A&F	
 B.Com. B.M.M. B.M.S. B.Sc H.S. B.Sc I.T. 	B.Com - B&I	There are no upcoming events Go to callendar New event
J.Sc. F.F. JUNIOR COLLEGE M.Com. Courses	B.Com.	RECENT ACTIVITY
ADMINISTRATION	B.M.M.	No recent activity
✓ Turn editing on	B.M.S.	
 ▶ Reports ☐ Grades ✿ Gradebook setup ▶ Badges 	B.Sc H.S.	
📩 Backup	B.Sc I.T.	

ONLINE LIBRARY CATALOGUE



ACCESS ONLINE LIBRARY CATALOGUE TO KNOW YOUR LIBRARY COLLECTION

HOW ?????

→ GO TO THE COLLEGE WEBSITE (http://standrewscollege.ac.in/)

→ CLICK ON LIBRARY TAB

→LOWER DOWN ON THE PAGE CLICK ON LIBRARY CATALOGUE

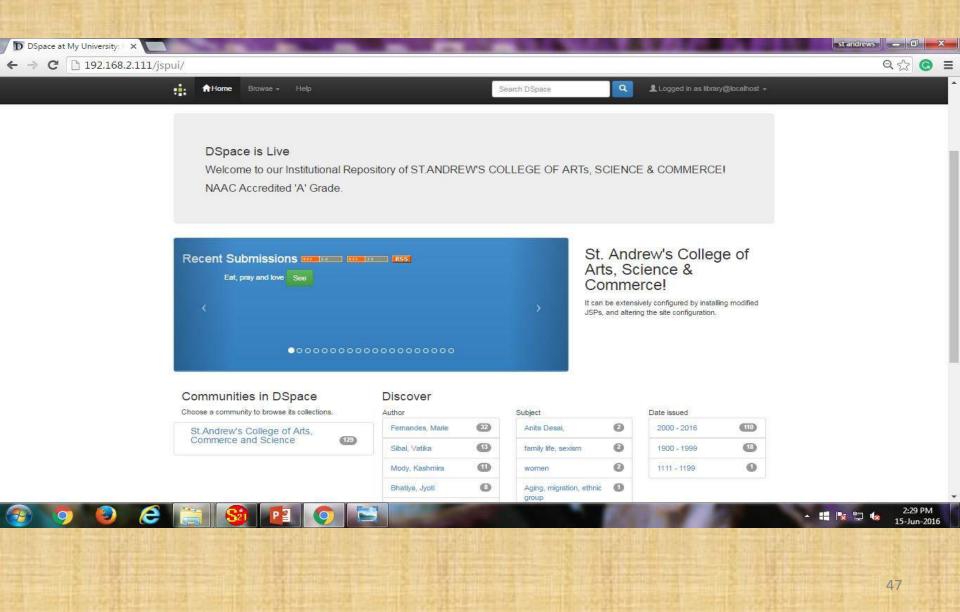
→ TYPE IN THE SEARCH BOX

→CLICK ON SEARCH

HAPPY READING.....



INSTITUTIONAL REPOSITORY



INSTITUTIONAL REPOSITORY contd.

						7/2
Home Browse	e 🕶 Help			Search DSpace	٩	Logged in as library@localhost ↔
Editor Barrett, L.	0	Aristotle, Habituation, Virtue				
Editor Barrett, L.	0	Attachment, caregiver,	0			
Dhote, Sharmila	3	ethologica				
	next >	Birds	0			
			next >			

Sub-communities within this community





USEFUL LINKS

http://shodhganga.inflibnet.ac.in/

http://shodhgangotri.inflibnet.ac.in/

Directory of Open Access Journal https://doaj.org/

> Shodhganga

>Shodhgangotri

Project Gutenberg - Free e-books http://www.gutenberg.org/

> British Council Library http://www.mylibrary.britishcouncil.org/index.php

>American Library Mumbai http://mumbai.usconsulate.gov/theamericanlibrary.html

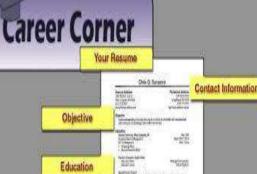
SECTIONS OF THE LIBRARY



CIRCULATION COUNTER



PERIODICAL SECTION





LIBRARY SERVICES

□ BOOK BANK SCHEME

The scheme is available for economically challenged and deserving students of Degree College i.e. F.Y., S.Y. and T.Y. B.Com. Students.

□ HOME LENDING

Issued books should be return library material on or before the due date mentioned in the book.

Sr. No.	Category	Privileges	
1	Undergraduate students	Two Books for the period of eight days.	
2	Postgraduate students and research scholars	Three books for a period of eight days	

A fine of Re.1/- per day will be charged from students for the overdue material

Other Library Services include...

✓ Reference Service

✓ Referral Service

✓ Inter Library Loan

✓ Current Awareness Service

✓ Bibliographic Service

✓ Indexing Service

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.

•Cont...

•Users are responsible for the physical condition of books.

•Students are allowed to keep library books during university examinations.



•All book bank books should be returned to the library within two days after the completion of last paper of the university examination.

•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.



St. Andrew's Counseling Centre Help Is Always Here... After all we are here for You

Going Got Issues Through Who can access service? **Problems** A Rough **Bottled Piling Up** Students of St Andrew's College, Time **Up Inside** Parents (In extreme cases) of students of St. Andrew's College Feeling Have Nervous, Several Stressed. Doubts Anxious And When? Puzzled.. Monday to Saturday 9:30 am to 1:30 pm **Need To** Feeling A **Speak To** Where? Little Someone Down St. Andrew's Counseling Unit, 4th Floor, Next to

We're Here For You! There's Help.. Talk to a Counsellor (Counseling Unit)

Inter-religious Room.



St. Andrew's Counseling Centre

Help Is Always Here... After all we are here for You

CONTRACTOR OF A DESCRIPTION OF A DESCRIP

Helping you find your way

Counseling Services

