**NOTICE (Staff No. 1)**

**ADMISSION COMMITTEE**

1. **Ms. S. Dhote – Chairperson**
2. **Dr. H. K. Bhasin**
3. **Dr. V. Sibal**
4. **Ms. J. Coelho**
5. **Prof. P. Tari**
6. **Prof. J. Bhatia**
7. **Dr. P. Oza**
8. **Mr. Fenil Dedhia**
9. **Ms. Varsha Sonawane**
10. **Ms. Rachel George**
11. **Dr. Priya Shahi**
12. **Ms. Melanie Andrade ]**
13. **Prof. S. Bhagwat ]**
14. **Prof. A.N.S. Sarvani ] Co—ordinators of each Self- Finance Course**
15. **Prof. A. Sood ]**
16. **Prof. S. Gladwin ]**
17. **Mr. Selvyn Rodrigues ]**
18. **Ms. Savina Shenoy ]**
19. **Mr. Neeraj Shukla**
20. **Ms. Savita Giri**
21. **Mr. Vidhyadhar Dhamapurkar**
22. **EVS – New Appointee**
23. **English- New Appointee**

* Members are required to assist in all the admission work for FY, SY and TY like checking forms, generation of merit lists and oversee all works pertaining to admission.
* Staff Members should report for duty the moment college results and Class XII results are declared.

June 6, 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**NOTICE (Staff No. 2)**

**N.S.S. Advisory Committee 2016-2017**

|  |  |
| --- | --- |
| 1. Principal Dr. M. B. Fernandes | Chairperson |
| 2. Ms. Rachel George | N.S.S. Programme Officer & Secretary |
| 3. Mr. Abhishek Sood | College Teacher – Member |
| 4. Mr. Neeraj Shukla | College Teacher – Member |
| 5. Ms. Januarita D’Souza | Sports Directress - Member |
| 5. Mr. Ernest Fernandes | Social Worker from the adopted area, Member |
|  | N.S.S. Student Leader, Member |
|  | N.S.S. Student Leader, (Representative) |
|  | District Co-ordinator, University Representative |

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**Staff Notice No. 3**

**ANDRANUAL EDITORIAL BOARD 2016-2017**

Principal – Dr. (Ms.) Marie B. Fernandes

Vice Principal – Ms. S. Bhagwat

Ms. S. Lobo

Ms. Janine Coelho

1. Members of the Committee should work together to ensure that the magazine work is completed before the college closes on 30 April 2017.
2. Quotations for the Magazine can be got by November-December.
3. Pictures of different events should be collected as soon as the event is over and proper captions for each picture put down and kept ready on a CD.
4. Articles from students should be collected and kept ready on a CD.
5. Competition to design the cover page can be held in the First Term itself. Students of Junior/Degree/Self-Financing should submit their entries by a given date. Adequate publicity should be given.
6. Before the mid-term break the coloured pages should be completed including class photographs.
7. Students can be involved but Professors must be fully committed and work supervised at every stage.
8. Committee Members should also ensure that the copies of the magazine are distributed properly.
9. By January reports from Departments and Associations should be collected.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**NOTICE (Staff No. 4)**

**GIRLS COMMON ROOM (2016-2017)**

Ms. Sharmila Dhote

Ms. Shirley Gladwin

Ms. Maneesha Jadhav (Office Representative)

Staff in-charge should see that the needs of the girl students are addressed.

They should take turns to look into the general cleanliness of the room and follow up if this aspect is neglected.

Provision can be made to provide good reading material for them. Staff members can donate magazines which they have already read but still current.

They should make recommendations to the undersigned with regard to ways to improve the Girls Common Room.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**STAFF NOTICE No. 5**

**GYMKHANA COMMITTEE (2016-2017)**

1. Mr. P. Tari - Chairman

2. Ms. Januarita D’Souza - Co-ordinator

3. Mr. K. Miranda - Member

4. Mr. N. Shukla - Member

The Gymkhana Committee shall arrange for – coaching, selection, participation and conduct of tournament in various sports/games activities including Annual Sports Day.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**STAFF NOTICE NO. 6**

**PURCHASE COMMITTEE (2016-2017)**

The following members constitute the PURCHASE COMMITTEE for the academic year 2016-2017:

Vice Principal – Ms. S. Malhotra

Dr. G. Tavares

Ms. A.N.S. Sarvani

Mrs. Joanita Fernandes

The meetings will be chaired by the Principal.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**STAFF NOTICE NO. 7**

**STUDENTS’ COUNCIL 2016-2017**

**Dr. Shirly George – CHAIRPERSON**

The Students’ Council in consultation with the Principal shall conduct various activities assigned to it.

Activities for the Academic Year 2016-2017

* St. Andrew’s Feast
* Prize Distribution Day
* Cultural Events
* Security arrangements for all the college events.
* Arrangements and co-ordination for class photographs should be made before the end of the First Term.

Any other activity assigned by the Principal.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**STAFF NOTICE NO. 8**

**GRIEVANCE COMMITTEE (2016-2017):**

1. **Staff Grievance**

Ms. C. Braganza - CHAIRPERSON

Dr. M Rai - MEMBER

1. **Student Grievance**

Ms. S. Dhote - CHAIRPERSON

Ms. J. Bhatia - MEMBER

EVS new appointee - MEMBER

Ms. Januarita D’Souza - MEMBER

Mrs. J. Fernandes - MEMBER

General Secretary Of

The Student Council - MEMBER

The GRIEVANCE COMMITTEE shall enquire about the grievance reported by staff members and students and advice the Principal accordingly.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**STAFF NOTICE NO. 9**

**LIBRARY COMMITTEE (2016-2017)**

Dr. K. Mody - Chairperson

Ms. Sujata Rajpurkar - Secretary

Ms. J. Coelho - Member

Ms. A. N. S. Sarvani - Member

The Committee shall be responsible for the allocation of the budget for each department. They shall also implement the Book Bank Scheme for the needy students.

The Committee shall meet once in two months starting first week of July 2016 and the Secretary is expected to submit the report to the Principal.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**STAFF NOTICE NO. 10**

**EXAMINATION COMMITTEE**

**DEGREE COLLEGE**

**2016-2017**

Dr. K. Mody – Chairperson

Ms. S. Bhagwat - Member

Mr. K.M. Miranda – Member

Mr. A. Sood – Member

The Committee in consultation with the Principal shall decide:-

1. Dates of commencement of Terminal, Annual and A.T.K.T. Examinations.
2. Draw the Examination Time-Table and announce it at least a month before the commencement of the examination.
3. Announce the dates for:-
4. Submitting the question papers.
5. Submitting the mark sheets and answer booklets.
6. Declaration of final results and distribution of mark sheets.
7. Conduct the examination and other work concerned with examination and / or assigned by the Principal.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**STAFF NOTICE NO. 11**

**UNFAIR MEANS INQUIRY COMMITTEE**

**(2016-2017)**

Ms. S. Malhotra - Chairperson

Dr. M. Rai - Member

Ms J. Bhatia - Member

Ms. Savina Shenoy - Member

Dr. Priya Shahi - Member

The Committee on receipt of report of Unfair Means used by candidate /s shall:-

1. Send a show-cause notice to the student.
2. Conduct an inquiry.
3. Submit to the Principal the report and recommend the penalty to be imposed on the students.
4. To communicate its report/recommendation within a month of the last day of term / semester examinations.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**NOTICE (Staff No. 12)**

**SUBJECT ASSOCIATIONS – (2016-2017)**

|  |  |
| --- | --- |
| **NAME OF THE SUBJECT / ASSOCIATION** | **PROF – IN – CHARGE** |
| ECONOMICS | Dr. A. Correa / Dr. G. Tavares |
| ENGLISH | Ms. S. Lobo |
| HISTORY | Ms. J. Coelho |
| PSYCHOLOGY | Ms. S. Malhotra |
| SOCIOLOGY | Dr. S. George |
| COMMERCE | Dr. H.K. Bhasin/Ms. C. Braganza |
| ACCOUNTS | Mr. K. Miranda |
| B.M.S. | Ms. Melanie Andrade |
| B.M.M. | Ms. S. Bhagwat |
| B.Sc.(I.T.) | Ms. A.N.S. Sarvani |
| B.COM.(A&F) | Mr. A. Sood |
| B.Sc (HS) | Mr. Selvyn Rodrigues |
| B.Com Banking & Insurance | Ms. S. Gladwin |
| M. Com. | Ms. S. Shenoy |

Chairpersons are requested to form a Students Committee and nominate a Student Secretary for each Association.

Chairpersons are further requested to work out the yearly plan showing in detail the activities of their respective Associations. They are expected to discuss and submit the same to the undersigned on or before 14 July 2016.

Heads and Co-ordinators should meet members of their departments at least once a month to discuss matters relating to the subject and activities to be planned. The Association Notice Board should be updated with contribution from students. Renowned figures in each subject can be displayed with notes on their works.

Heads of Departments and Associations should constantly review the matter that is on the college website. Replace it with current details and photographs and send it to Mr. A. Singh after obtaining the permission of the Principal.

**June-July Essay Competition**

As we would like our students to think critically and articulate precisely, we want every class teacher and co-ordinator to have an Essay Competition between June and July.

For this, Heads, Co-ordinators should discuss the topics that can be given to students to work on. Single Departments should discuss the topics with the Principal. The deadline for this is 30 July 2016.

At least three topics should be given to each class.

Emphasis should be placed on doing a bit of research, books should be recommended and students should be able to count on the staff member for guidance.

The three best essays, one for each topic should be selected, typed on the computer and forwarded to Ms. Susan Lobo / Ms. S. Bhagwat and also marked to [principal.st.andrews@gmail.com](mailto:principal.st.andrews@gmail.com).

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector, Principal and Office

**STAFF NOTICE NO. 13**

**ATTENDANCE CO-ORDINATION COMMITTEE (2016-2017)**

Ms. S. Bhagwat – Vice-Principal Self Finance

Dr. G. Tavares – In- charge Degree College

Dr. V. Sibal

Ms. A.N.S. Sarvani

Ms. S. Gladwin

Ms. Savina Shenoy

Mr. Selvyn Rodrigues

Prof.-in-charge of various divisions are to hand over the complete attendance record of their respective class to the Committee by the 2nd of every month. Professors in charge of divisions are requested to call the defaulters and apprised of the consequences.

The Committee shall submit the final report by the 5th and also arrange to display the same on the Notice Board and send to Ms. Jenecia Menezes (j.menezes@standrewscollege.ac.in) to display on the College website by the 7th of every month.

The Committee will draw a defaulters list (less than 75% & also less than 65%) every month and hand over the list to the Professor-in-charge of the class, who will arrange to send the letters to the parents and obtain their acknowledgement. Serious defaulters may be asked to leave the College at the end of the First Term.

The Committee at the end of January 2017 will draw a final list of defaulters and in consultation with the undersigned inform the students their ineligibility to appear for the College / University examination.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**STAFF NOTICE NO. 14**

**INDIA CIVIL SERVICE COMMITTEE (14 A)**

Dr. A. Correa

Ms. J. Bhatia

Mr. N. Shukla

The Committee will invite members of the different services to speak to the students and organize regular sessions to prepare students for the Indian Civil Service Exams.

**FOREIGN UNIVERSITIES COMMITTEE (14 B)**

Ms. J. Coelho

Ms. Melanie Andrade

* The Committee will make the necessary arrangements for representatives of Foreign Universities to meet our students after properly checking the status of that University.
* The recently announced U.G.C. guidelines will have to be followed through and the Committee will prepare the draft of the application to be sent to the U.G.C., in case the college would like to tie-up with that University.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**STAFF NOTICE NO. 15**

1. **ANTI RAGGING COMMITTEE (2016-2017)**

Ms. S. Malhotra - Chairperson

Dr. H. K. Bhasin - Member

Mr. N. Shukla - Member

1. **DISCIPLINE COMMITTEE(2016-2017)**

Dr. G. Tavares - Chairperson

EVS new appointee - Member

Mr. A. Sood - Member

Ms. Januarita D’Souza - Member

All Staff members are required to report any act of indiscipline / ragging to the Chairperson of the Discipline Committee. The Committee shall enquire into the problem and take necessary action. Warning letters should be given to students who create trouble.

The Committee members are to take ‘rounds’ and take necessary action against the students violating college rules and regulations.

Public Display of Affection is not allowed in the college campus and students who do not fall in line should be reprimanded and given a warning letter.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**NOTICE (Staff No. 16)**

**Cardinal Paul Poupard Chair of Inter-Religious and Inter-Cultural Dialogue**

The following members constitute the College Committee (2016-2017):

Dr. (Ms.) M. B. Fernandes - Chairperson

Prof. S. Dhote - Secretary

Prof. S. Bhagwat - Member

**Other Members:**

Dr. (Fr.) S. M. Michael

Dr. (Fr.) Stephen Fernandes

Dr. (Fr.) Gilbert D’Lima

Dr. (Sr.) Teresa Joseph

Dr. V. Sibal - Co-ordinator of the University Add-on Course

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**NOTICE (Staff No. 17)**

Following are the various Associations/Activities and the respective Chairpersons / Professors-in-charge for the year 2016-2017:

|  |  |  |
| --- | --- | --- |
| Women’s Development Cell / Gender Cell | Dr. Shirly George, Ms. P. Pereira &  Ms. Maneesha Jadhav | |
| Value Education | F.Y. – Ms. S. Lobo  T.Y. – Ms. C. Braganza | F.Y. (SFC) – Ms. P. Pereira  T.Y. (SFC) – Ms. S. Gladwin |
| Social Outreach Programme (S.Y.) | Mr. K. Miranda (till Ms. C. Braganza returns from FIP leave)/Ms. C. Braganza & Ms. J. Coelho | S.Y. (SFC) – Ms. Jenecia Menezes & Mr. Neeraj Shukla |
| Inter-collegiate Activities | Dr. H.K. Bhasin | |
| In-tune / AWMTC | Ms. M. Andrade, Ms. P. Pereira & Ms. J. Menezes | |
| Drama Club / Olio | Dr. Sagarika Golder, Ms. Clementia D’Souza & English new appointee | |
| Mind-maze | Dr. M. Rai, Ms. J. Bhatia & Mr. A. Sood | |
| ACME | Ms. S. Lobo, Ms. J. Bhatia, EVS new appointee, Mr. A. Sood, Ms. P. Pereira & Ms. Clementia D’Souza | |
| First Friday Mass | Ms. P. Pereira | |
| Theology/Faith on Campus | Ms. C. Braganza, Ms. M. Andrade & Ms. Jenecia Menezes | |
| Alumni Association | Mr. K. Miranda & Ms. S. Shenoy | |
| Website In-charge | Ms. Jenecia Menezes | |
| Staff Secretary | Dr. P. Oza | |
| RUSA | Dr. P. Oza | |
| College with Potential for Excellence (CPE) | Dr. P. Oza, Mr. P. Tari & Dr. Priya Shahi | |
| Time Table | Mr. P. Tari (2016-17) & Dr. Priya Shahi (2017-18) | |
| Commerce Circle | Dr. Harmeet K. Bhasin (till Ms. C. Braganza’s return) | |
| Debate and Elocution | Dr. V. Sibal & Dr. Sagarika Golder | |
| Dr. Irene Iyer Counselling Services | Ms. Melanie Mathias | |
| Placement Cell | Mr. Abhishek Sood | |

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

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3) Rector

4) Principal

5) Office

Jf.040616\*

**NOTICE (Staff No. 18)**

**CANTEEN COMMITTEE (2016-2017)**

1. Mr. S. Rodrigues
2. Ms. S. K. Giri
3. Mr. V. Dhamapurkar
4. BSc-HS – new appointees (2)
5. The Committee should look into the general cleanliness and hygiene by occasionally visiting the cooking and serving areas.
6. Stress should be on serving wholesome food reasonably priced.
7. Staff and students can be invited to share recipes which might be popular and easy to make.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**NOTICE (Staff No. 19)**

**Internal Quality Assurance Committee (IQAC) 2016-2017:**

1. Vice Principal – Ms. S. Malhotra
2. Vice Principal – Ms. S. Bhagwat
3. Dr. A. Correa – Co-ordinator
4. Dr. S. George – NAAC Co-ordinator
5. Dr. V. Sibal – Assistant NAAC Co-ordinator
6. Mr. P. Tari – Assistant IQAC Co-ordinator
7. Ms. A.N.S. Sarvani – Assistant NAAC Co-Ordinator
8. Dr. G. Tavares
9. Ms. C. Braganza
10. Dr. K. Mody
11. Ms. S. Lobo
12. Ms. M. Andrade
13. Ms. S. Dhote
14. Ms. Sujata Rajpurkar
15. Mrs. J. Fernandes
16. Mr. E. Fernandes
17. Mr. Joseph D’Souza
18. Mr. Vivek Mendonsa
19. Mr. Aubrey Rebello

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**NOTICE (Staff No. 20)**

**FRIENDS OF THE EARTH COMMITTEE**

1. EVS new appointee
2. Mr. V. Damapurkar
3. Mr. F. Dedhia
4. Ms. Varsha Sonawane

The Committee will find ways to make the College a ‘Green College’ and look into areas of:

* Beautifying the College with green foliage and flowering plants.
* Waste management and recycling of paper.
* Water management and rain water harvesting.
* Using solar energy as an alternative source of power.
* Saving electricity.
* Spreading awareness among students and perhaps in areas around the College – through cleanliness drives, tree plantation projects and other such activities.

A student body should work closely with this Committee to plan and execute these activities.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**NOTICE (Staff No. 21)**

**PROSPECTUS COMMITTEE**

1. Dr. A. Correa
2. Ms. A.N.S. Sarvani
3. Ms. M. Andrade

The Committee should work to make the Prospectus informative by providing the right information for each course the College offers and attractive by using recent photographs obtained from various departments to do so.

Ideally, the Committee should work in stages through the year, to have the Prospectus ready before we close on 30 April 2017.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**NOTICE (Staff No. 22)**

**Calendar of Events**

* Ms. S. Dhote
* Ms. S. Gladwin

1. Committee Members should obtain from staff members the activities scheduled for the month and arrange to display it prominently at the entrance so that any interested student can attend.
2. At the end of every month the list of activities should be kept ready with relevant photographs, dates, names and designation of speakers and other important details.
3. The list of activities with the photographs should be sent to the ‘Vidyavarta’ the quarterly newsletter published by the Department of Communication and Journalism, University of Mumbai.
4. The deadline for the next issue of ‘Vidyavarta’ is on 23 June 2016. Articles, details of seminars, photographs to be sent to [uomquarterly@gmail.com](mailto:uomquarterly@gmail.com).
5. A proper file for the Calendar of Events should be maintained so that for important meetings the information is readily available.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**Staff Notice No. 23**

**Research Committee**

1. **Staff Advancement Program**
2. Dr. M. Rai
3. Ms. Savina Shenoy
4. The Committee will arrange for Staff programmes by experts in different fields at least twice or thrice a year for enhancing the integration of body-mind-spirit. The broad areas include:
5. Training workshops to enhance teaching-learning methods by using Moodle Server, White Boards, I-Pad and other e-learning devices.
6. Lectures by experts to explain Research Methodology, and the use of e-resources current research practices.
7. Programmes to develop Interpersonal and Professional skills.
8. Yoga and Vipassana sessions – as the latter is made compulsory by the University.
9. U.G.C. sponsored Staff Seminar – and publication of its proceedings.
10. Annual Staff Seminar and publication of its proceedings.
11. **Student Journal – Lumiere**

Ms. J. Coelho

Guide students to present papers and publication of these papers in the Journal

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**Staff Notice No. 24**

**SMUN (2016-2017)**

1. Mr. N. Shukla
2. Mr. F. Dedhia
3. Dr. Priya Shahi
4. Names of students who want to take part in St. Andrew’s Model United Nations should be collected.
5. Rules for each event have to be properly explained to the students.
6. Experts on speech and oratory to be invited to talk to students.
7. Model United Nations training sessions should also be organized.
8. Speeches of the winners to be submitted to either Ms. S. Lobo or Ms. S. Bhagwat as soon as the event is over.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**NOTICE (Staff No. 25)**

**NAAC COMMITTEE**

Dr. S. George - NAAC In- Charge

Dr. V. Sibal

Prof. A. N. Sarvani

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**NOTICE (Staff No. 26)**

Staff members are required to submit the following duly completed to the IQAC In-charge & Office before 15 July 2016 by 12noon.

1. Result analysis of First Year, Second Year and Third Year for the last three years namely 2013-2014, 2014-2015 and 2015-2016.
2. Names of students with their marks who have secured the highest marks in their respective subjects (Typed copy please)
3. PBAS form for 2015-2016
4. Syllabus Planning form for 2016-2017.
5. List of Association Activities for 2016-2017 (Typed copy please)
6. Secretaries for Associations and Class and Subject Representatives (to be elected by 27 June 2016.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

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**NOTICE (Staff No. 27)**

Professor-in-charge of Classes / Divisions (2016-2017)

|  |  |  |
| --- | --- | --- |
| **CLASS** | **DIV.** | **NAME** |
| **F.Y.B.A.** | A | DR. P. OZA |
|  | B | DR. M. RAI |
| **F.Y.B.COM.** | A | DR. H. K. BHASIN |
|  | B | DR. K. MODY |
|  | C | DR. PRIYA SHAHI |

|  |  |  |
| --- | --- | --- |
| **S.Y.B.A.** | A | MS. S. LOBO |
|  | B | DR. V. SIBAL |
| **S.Y.B.COM.** | A | MS. S. DHOTE |
|  | B | MR. F. DEDHIA/MS. C. BRAGANZA |
|  | C | MS. J. BHATIA |

|  |  |  |
| --- | --- | --- |
| **T.Y.B.A.** | ENG | DR. M. FERNANDES |
|  | ECO | DR. A. CORREA |
|  | SOCIO | DR. S. GEORGE |
|  | PSYCHO | MS. S. MALHOTRA |
|  | HISTORY | MS. J. COELHO |
| **T.Y.B.COM.** | A | DR. G. TAVARES |
|  | B | MR. K. MIRANDA |
|  | C | MS. RACHEL GEORGE |

* Professors are required to get the students to fill out a Student Profile Form. For S.Y. and T.Y. students, forms of the previous year should be carried forward.
* Professors are required to meet all the students for mentoring and follow-up if students need more help.
* Signatures of students they have met for mentoring should be recorded in the Student Profile Form.

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**NOTICE (Staff No. 28)**

**University Research Competition (Avishkar)**

The following members are required to discuss the Plan of Action with the Principal for 2016-2017.

Dr. M. Rai

Dr. H. K. Bhasin

Ms. S. Shenoy

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Cc to : 1) Staff Notice Boards

2) Staff members

3) Rector

4) Principal

5) Office

Jf/040616\*

**NOTICE (Staff No. 29)**

**CAS COMMITTEE (2016-2017)**

The following members constitute the CAS COMMITTEE for the academic year 2016-2017.

1. Vice Principal, Ms. S. Malhotra – Chairperson
2. Dr. G. Tavares – Member
3. Dr. K. Mody – Member

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Jf/040616\*

**NOTICE (Staff No. 30)**

**ST/SC CELL COMMITTEE (2016-2017)**

The following members constitute the ST/SC CELL COMMITTEE for the academic year 2016-2017.

1. Mr. F. Dehdia
2. Ms. Varsha Sonawane
3. EVS new appointee

6 June 2016

Dr. (Ms.) M. B. Fernandes

**PRINCIPAL**

Jf/040616\*

**NOTICE (Staff No. 31)**

**RESERVED & EWS CELL (2016-2017)**

The following members constitute the Reserved & EWS Cell for the academic year 2016-2017.

* Ms. S. Malhotra, Vice-Principal
* Dr. Priya Shahi

21 June 2016

PRINCIPAL

P-SM/jf/210616\*

**NOTICE (Staff No. 32)**

**ANTI-NARCOTIC CELL (2016-2017)**

The following members constitute the Anti-Narcotic Cell for the academic year 2016-2017.

* Mr. Niraj Shukla
* Mr. Fenil Dedhi
* Mr. Fredrick Arland – Junior College

21 June 2016

PRINCIPAL

P/jf/210616\*

**LIST OF CELLS AND COMMITTEES (2016-17)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of the Committee/Cell** | **Name of Staff in-charge** | **Department** | **Email id** |
| 1. | **Anti-ragging Committee** | Ms. S. Malhotra – Vice Principal | Psychology | s.malhotra@standrewscollege.ac.in |
| 2. | **Cell for Reserved & EWS** | Ms. S. Malhotra – Vice Principal | Psychology | s.malhotra@standrewscollege.ac.in |
| 3. | **Student Council** | Dr. Shirly George | Sociology | s.george@standrewscollege.ac.in |
| 4. | **Discipline Committee** | Dr. G. Tavares - Chairperson | Business Economics | g.tavares@standrewscollege.ac.in |
| 5. | **Student Grievance Cell** | Ms. S. Dhote - Chairperson | Psychology | s.dhote@standrewscollege.ac.in |
| 6. | **Women’s Development Cell/ Gender Cell** | Dr. S. George - Chairperson | Sociology | s.george@standrewscollege.ac.in |
| 7. | **ST & SC Cell** | Mr. Fenil Dedhia | Commerce | f.dedhia@standrewscollege.ac.in |
| 8. | **Placement Cell** | Mr. A. Sood | B.Com (A&F) | a.sood@standrewscollege.ac.in |
| 9. | **Counselling Cell** | Ms. Melanie Mathias | College Counsellor | [m.mathias@standrewscollege](mailto:m.mathias@standrewscollege).ac.in |

**22 June 2016**

**PRINCIPAL**