**NOTICE (Staff No. 1)**

**ADMISSION COMMITTEE (2020-2021)**

1. **Ms. Sharmila Dhote – Chairperson and Head, International student Admission**

 **Process for Single window system.**

1. **Dr. Vatika Sibal**
2. **Dr. Preeti Oza**
3. **Mr. Prashant Tari**
4. **Ms. Rachel George**
5. **Dr. Priya Shahi**
6. **Ms. Melanie D Souza ]**
7. **Ms. Belinda Jones ]**
8. **Ms. A.N.S. Sarvani ]**
9. **Mr. Abhishek Sood ] Co-ordinators of each Self- Finance Course**
10. **Dr. Shirley Gladwin ]**
11. **Ms. Savina Shenoy ]**
12. **Ms. Savita Giri ]**
13. **Mr. Neeraj Shukla**
14. **Mr. Ritesh Sheth**
15. **Ms. Patricia Lemos**
16. **Ms. Roshani Bhatu**
17. **Ms. Curie Fernandes**
18. **Ms. Asha Mohan**
19. **Ms. Amulya B. V.**
20. **Dr. Sujata Rajpurkar**
* Kindly follow all the rules of University of Mumbai for regular, out of State and foreign students.

* Members are required to assist in all the admission work for FY, SY and TY like checking forms, generation of merit lists, maintaining of Admission Bulletin and oversee all works pertaining to admission.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**NOTICE (Staff No. 2)**

**N.S.S. Advisory Committee 2020-2021**

|  |  |
| --- | --- |
| 1. Principal Dr. M. B. Fernandes | Chairperson |
| 2. Ms. Rachel George | N.S.S. Programme Officer & Secretary |
| 3. Dr. Preeti Oza | College Teacher – Asst. Co-ordinator |
| 4. Mr. Neeraj Shukla | College Teacher – NSS Advisory Committee |
| 5. Mr. Abhishek Sood | NSS Advisory Committee |
| 6. 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 |

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**Staff Notice No. 3**

**ANDRANNUAL EDITORIAL BOARD 2020-2021**

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

Dr. Susan Lobo

Ms. Janine Coelho

Ms. Belinda Jones

1. Members of the Committee should work together to ensure that the magazine work is completed before the college closes on 30 April 2021.
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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**NOTICE (Staff No. 4)**

**GIRLS COMMON ROOM (2020-2021)**

1. **Dr. Harmeet K. Bhasin**
2. **Ms. Amulya B. V.**

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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**STAFF NOTICE No. 5**

**GYMKHANA COMMITTEE (2020-2021)**

1. Mr. R. G. More

2. C.A. Kevin Miranda - Chairperson

2. Ms. Amulya B.V. - Member

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

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**STAFF NOTICE NO. 6**

**PURCHASE COMMITTEE (2020-2021)**

The following members constitute the PURCHASE COMMITTEE for the academic year 2020-2021:

Fr. Magi Murzello

New Vice-Principal (Degree College)

Dr. Kashmira Mody

Ms. A.N.S. Sarvani

Mrs. Joanita Fernandes

Mr. Linus D’Souza (Invitee)

The meetings will be chaired by the Principal.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**STAFF NOTICE NO. 7**

**STUDENTS’ COUNCIL 2020-2021**

**Dr. Susan Lobo – CHAIRPERSON**

The Students’ Council shall organize monthly meetings with the Principal to discuss issues that the students face and help in the various activities of the college. Major activities for the Academic year 2020-2021.

* St. Andrew’s Feast
* Prize Distribution Day
* 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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**STAFF NOTICE NO. 8**

**STAFF GRIEVANCE COMMITTEE (2020-2021):**

1. **Teaching Staff Grievance**

Dr. Shirly K. Abraham - CHAIRPERSON

C. A. Kevin Miranda - MEMBER

Ms. Savita Giri - MEMBER

1. **Non –Teaching Staff Grievance**

Ms. Shraddha Gawade

Mr. John Fernandes

Ms. Esperance Almeida

1. **College Grievance Redressal Cell (Student)**

Ms. Sharmila Dhote - CHAIRPERSON

Dr. Sharon G. Dhurham - MEMBER

Mr. Ritesh Sheth - 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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**STAFF NOTICE NO. 9**

**LIBRARY COMMITTEE (2020-2021)**

Dr. Kashmira Mody - Chairperson

Dr. Sujata Rajpurkar - Secretary

Ms. Janine Coelho - Member

Ms. A. N. S. Sarvani - Member

Ms. Shraddha Gawade - 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 2020 and the Secretary is expected to submit the report to the Principal.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

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 4) Office

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**STAFF NOTICE NO. 10**

**EXAMINATION COMMITTEE**

**DEGREE COLLEGE**

**2020-2021**

Dr. Kashmira Mody - Chairperson

Ms. Shubda Malhotra - Member

Mr. Abhishek Sood - Member

Mr. Neeraj Shukla - 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:-

i) Submitting the question papers.

 ii) Submitting the mark sheets and answer booklets.

 iii) Declaration of final results and distribution of mark sheets.

1. Conduct the examination and other work concerned with examination and / or assigned by the Principal.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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 **STAFF NOTICE NO. 11**

 **RESULTS COMMITTEE**

 **DEGREE COLLEGE**

 **2020-2021**

Dr. Preeti Oza

Mr. Prashant Tari

Ms. Patricia Lemos

Ms. Roshani Bhatu

1. To Approach 4 A Grade Colleges to get information about their results. The number of O A B C and F Grades and compare it with our results.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

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 4) Office

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**STAFF NOTICE NO. 12**

**UNFAIR MEANS INQUIRY COMMITTEE**

**(2020-2021)**

Dr. Amelia Correa - Chairperson

Ms. Jyoti Bhatia - Member

Ms. Prashant Tari - Member

Ms. Melanie D Souza - Member

Dr. Shirley Gladwin - Member

The Committee on receipt of report of Unfair Means used by candidates 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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**NOTICE (Staff No. 13)**

**SUBJECT ASSOCIATIONS – (2020-2021)**

|  |  |
| --- | --- |
| **NAME OF THE SUBJECT / ASSOCIATION** | **PROF – IN – CHARGE** |
| ECONOMICS | Dr. Amelia Correa  |
| ENGLISH | Dr. Susan Lobo |
| HISTORY | Ms. Janine Coelho |
| PSYCHOLOGY | Ms. Shubda Malhotra |
| SOCIOLOGY | Dr. Shirly K. Abraham |
| COMMERCE | Dr. Charmaine Braganza |
| ACCOUNTS | C.A. Kevin Miranda |
| B.M.S. | Ms. Melanie D Souza |
| B.A.M.M.C. | Ms. Belinda Jones |
| B.Sc.(IT) | Ms. A.N.S. Sarvani |
| B.Com.(A&F) | Mr. Abhishek Sood |
| B.Sc (HS) | Ms. Savita Giri |
| B.Com (B&I)  | Dr. Shirley Gladwin |
| M.Com. (Bus. Mgmt.) | Ms. Savina 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 2020.

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. Damodar Voddepelli 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.

**P.T.O.**

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 1August 2020.

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. Belinda Jones and also marked to principal@standrewscollege.ac.in

04 June 2020 Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

 Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Rector, Principal and Office

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**STAFF NOTICE NO. 14**

**ATTENDANCE CO-ORDINATION COMMITTEE (2020-2021)**

Dr. Shirly K. Abraham - Chairperson

Ms. Vineetha Nair

Ms. Belinda Jones

Ms. Savina Shenoy

Ms. Patricia Lemos

Mr. Abhishek Sood

Ms. Jill Lobo

Ms. Rachel Shinde

Ms. Savita Giri

The Committee shall ensure that SMS messages are sent to defaulting students and their parents every week, as per the University Ordinance No. O.6086, that is students who are absent for more than 25% of the lectures.

The Committee shall also arrange for meeting with defaulting students and their parents at respective intervals to inform them of the lack of attendance and also the action that would be taken. This could be asking students to leave college or not allowing them to appear for the final examination.

The Committee shall also arrange to display the same on the Notice Board and send to Mr. Damodar Voddepelli (d.voddepelli@standrewscollege.ac.in) to display on the College website by the 7th of every month.

The Committee at the end of January 2021 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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

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 4) Office

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**STAFF NOTICE NO. 15**

**INDIA CIVIL SERVICE COMMITTEE /**

 **COACHING FOR COMPETITIVE EXAMS (15 A)**

Mr. Neeraj Shukla - Chairperson

Dr. Vatika Sibal

Ms. Jyoti Bhatia

Ms. Roshani Bhatu

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 (15 B)**

Dr. Sharon G. Durham

Ms. Samira Nadkarni

* 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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**STAFF NOTICE NO. 16**

1. **ANTI RAGGING COMMITTEE (2020-2021)**

Dr. Harmeet K. Bhasin - Chairperson

Dr. Amelia Correa - Member

Ms. Rachel George - Member

Mr. Neeraj Shukla - Member

Mr. Abhishek Sood - Member

Mr. Samson Carvalho - 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.

04 June 2020 Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

 Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Rector

 4) Principal

 5) Office

P/ea/040620

**STAFF NOTICE NO. 16 (A)**

1. **DISCIPLINE COMMITTEE (2020-2021)**

Dr. Harmeet K. Bhasin - Chairperson

Dr. Amelia Correa - Member

Ms. Rachel George - Member

Mr. Neeraj Shukla - Member

Mr. Abhishek Sood - Member

Mr. Samson Carvalho - 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.

04 June 2020 Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

 Cc to : 1) Staff Notice Boards

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 3) Rector

 4) Principal

 5) Office

P/ea/040620

**NOTICE (Staff No. 17)**

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

The following members constitute the College Committee (2020-2021):

Fr. Magi Murzello - Rector

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

Ms. Sharmila Dhote - Secretary

Ms. Janine Coelho - Member

Ms. Savina Shenoy - Member

**Other Members:**

Dr. (Fr.) S. M. Michael

Dr. (Fr.) Stephen Fernandes

Dr. (Fr.) Gilbert D’Lima

Dr. (Sr.) Teresa Joseph

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

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 3) Principal

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**NOTICE (Staff No. 18)**

Following are the various Associations/Activities and the respective Chairpersons / Professors-in-charge for the year 2020-2021:

|  |  |  |
| --- | --- | --- |
| Value Education | F.Y. - Mr. Samson Carvalho, T.Y. - Dr. Charmaine Braganza | F.Y. (SFC) - Ms. Patricia LemosT.Y. (SFC) - Dr. Shirley Gladwin |
| Social Outreach Programme (S.Y.) | C.A. Kevin Miranda & Ms. Janine Coelho | S.Y. (SFC) - Ms. Jill Lobo  - Ms. Rachel Shinde |
| Inter-collegiate Activities | Ms. Rachel Shinde |
| Mind-maze | Dr. Vatika Sibal, Ms. Jyoti Bhatia, Dr. Priya Shahi & Ms. Roshani Bhatu |
| ACME  | Ms. Jyoti Bhatia, Dr. Priya Shahi, Mr. Samson Carvalho, Ms. Patricia Lemos, Mr. Ritesh Sheth, Ms. Jill Lobo |
| First Friday Mass  | Ms. Melanie D Souza  |
| Theology/Faith on Campus | Dr. Charmaine Braganza / Ms. Melanie D Souza |
| Staff Secretary | Ms. Sharmila Dhote  |
| Life Long Learning  | Dr. Priya Shahi, Ms. Savina Shenoy, Ms. Savita Giri & Mr. Ritesh Sheth |
| Time Table | Onfees Software |
| Entrepreneurship Cell | Dr. Harmeet K. Bhasin & Ms. Savina Shenoy |
| Debate and Elocution | Ms. Jill Lobo  |
| TAQ | Ms. A. N. S. Sarvani |
| Olympiad Maths | Mr. Prashant Tari & Mr. Neeraj Shukla |

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

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**NOTICE (Staff No. 19)**

**CANTEEN COMMITTEE (2020-2021)**

1. Ms. Melanie D’Souza
2. Ms. Janine Coelho
3. Ms. Savita Giri
4. Ms. Curie Fernandes
5. Mr. John Fernandes
6. Student Council Representative
7. The Committee should meet with Ms Germaine who runs the canteen on a monthly basis. Joint discussions should involve menus, service to college staff and students.
8. The general cleanliness and hygiene in the canteen should be looked into, by occasionally visiting the cooking and serving areas.
9. Stress should be laid on serving wholesome food, reasonably priced.
10. Staff and students can be invited to share recipes which might be popular and easy to make.

 04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

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**NOTICE (Staff No. 20)**

**Internal Quality Assurance Committee (IQAC) 2020-2021:**

1. Fr. Clarence Fonseca - Managing Trustee
2. Ms. Shubda Malhotra - Co-ordinator
3. Ms. Melanie D Souza - Asst. NAAC Co-ordinator
4. Ms. Vineetha Nair - Asst. NAAC Co-ordinator
5. Mr. Samson Carvalho - Asst. NAAC Co-ordinator
6. Dr. Vatika Sibal
7. Ms. Sharmila Dhote
8. Dr. Sharon Gonsalves Durham
9. Ms. A.N.S. Sarvani
10. Ms. Janine Coelho
11. Dr. Susan Lobo
12. Dr. Harmeet Kaur Bhasin
13. C. A. Kevin Michael Miranda
14. Dr. Sujata Rajpurkar
15. Mr. Linus D’Souza
16. Mr. Cornel Gonsalves
17. Mr. Joseph D’Souza
18. Mr. Vivek Mendonsa
19. Mr. Rohitas Gupta
20. New Vice Principal – Degree College (invitee)
21. New Vice Principal – Self Finance (invitee)

 04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

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**NOTICE (Staff No. 21)**

**FRIENDS OF THE EARTH COMMITTEE (2020-2021)**

1. Ms. Vineetha Nair
2. Ms. Roshani Bhatu
3. Ms. Belinda Jones
4. Ms. Asha Mohan
5. Ms. Amulya B.V.

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.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**NOTICE (Staff No. 22)**

**PROSPECTUS COMMITTEE (for 2020-21)**

1. Dr. Kashmira Mody
2. Ms. A.N.S. Sarvani
3. Ms. Melanie D Souza

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 2021.

04 June 2020. Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**Staff Notice No. 23**

1. **Research Committee**
2. Dr. Shirly K. Abraham 4. Dr. Sharon G. Durham
3. Dr. Priya Shahi 5. Dr. Shirley Gladwin
4. Ms. Samira Nadkarni 6. Dr. Sujata Rajpurkar
5. **Staff Advancement Program**
6. Dr. Susan Lobo 3. Ms. Savina Shenoy
7. Dr. Shirly K. Abraham 4. Ms. Asha Mohan
8.
9. 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:
10. Training workshops to enhance teaching-learning methods by using Moodle Server, White Boards, I-Pad and other e-learning devices.
11. Lectures by experts to explain Research Methodology, and the use of e-resources current research practices.
12. Programmes to develop Interpersonal and Professional skills.
13. Yoga and Vipassana sessions – as the latter is made compulsory by the University.
14. U.G.C. sponsored Staff Seminar – and publication of its proceedings.
15. Annual Staff Seminar and publication of its proceedings.
16. **Student Research – Avishkar**
17. Dr. Priya Shahi 3. Dr. Sharon G. Durham
18. Ms. Samira Nadkarni 4. Dr. Shirley Gladwin
19. **Student Journal – Lumiere**

1. Dr. Priya Shahi 3. Dr. Sharon G. Durham
2. Ms. Samira Nadkarni 4. Dr. Shirley Gladwin

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

04 June 2020 Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**Staff Notice No. 24**

**SMUN (2020-2021)**

1. Dr. Charmaine Braganza
2. Dr. Vatika Sibal
3. Dr. Preeti Oza
4. Ms. Roshani Bhatu
5. Names of students who want to take part in St. Andrew’s Model United Nations should be collected.
6. Rules for each event have to be properly explained to the students.
7. Experts on speech and oratory to be invited to talk to students.
8. Model United Nations training sessions should also be organized.
9. Speeches of the winners to be submitted to either Ms. Susan Lobo or Ms. Belinda Jones as soon as the event is over.

 04 June 2020 Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**NOTICE (Staff No. 25)**

Professor-in-charge of Classes / Divisions (2020-2021)

|  |  |  |
| --- | --- | --- |
| **CLASS** | **DIV.** |  **NAME** |
| **F.Y.B.A.** | A | Dr. PREETI OZA |
|  | B | Ms. SAMIRA NADKARNI |
| **F.Y.B.COM.** | A | Ms. VINEETHA NAIR |
|  | B | Mr. PRASHANT TARI |
|  | C | Dr. PRIYA SHAHI |

|  |  |  |
| --- | --- | --- |
| **S.Y.B.A.** | A | Dr. VATIKA SIBAL |
|  | B | Dr. KASHMIRA MODY  |
| **S.Y.B.COM.** | A | Mr. SAMSON CARVALHO |
|  | B | Ms. RACHEL GEORGE |
|  | C | Ms. JYOTI BHATIA |

|  |  |  |
| --- | --- | --- |
| **T.Y.B.A.** | ENG | Dr. SUSAN LOBO |
|  | ECO | Dr. AMELIA CORREA |
|  | SOCIO | Dr. SHIRLY K. ABRAHAM |
|  | PSYCHO | Ms. SHUBDA MALHOTRA  |
|  | HISTORY | Ms. JANINE COELHO |
| **T.Y.B.COM.** | A | Dr. HARMEET K. BHASIN  |
|  | B | C.A. KEVIN MIRANDA |
|  | C | Dr. CHARMAINE BRAGANZA |

* 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.

 04 June 2020 Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**NOTICE (Staff No. 26)**

**CAS COMMITTEE (2020-2021)**

The following members constitute the CAS COMMITTEE for the academic year 2020-2021.

1. Ms. Sharmila Dhote - Chairperson
2. Dr. Vatika Sibal - Member
3. Dr. Harmeet K. Bhasin – Member

04 June 2020 Dr. (Ms.) M. B. Fernandes

 **PRINCIPAL**

Cc to : 1) Staff Notice Boards

 2) Staff members

 3) Principal

 4) Office

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**NOTICE (Staff No. 27)**

**STANDING COMMITTEE FOR RESERVATIONS (2019-2020)**

The following members constitute the STANDING COMMITTEE FOR RESERVATIONS for the academic year 2020-2021.

1. Mr. Prashant Tari
2. Dr. Shirley Gladwin
3. Dr. Sujata Rajpurkar

04 June 2020 Dr. (Ms.) M. B. Fernandes

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**NOTICE (Staff No. 28)**

**PUBLIC RELATIONS COMMITTEE (2020-2021)**

1. Dr. Harmeet K. Bhasin
2. Ms. Belinda Jones
3. Mr. Damodar Voddepelli

The staff members will work in conjunction with a student team for supervision of:

1. Website Design, Contact, Updates and Blogs
2. Official Social Media Updates including
3. Linkedn
4. Instagram
5. Facebook
6. Twitter
7. Public Relation activities in college including approval of corporate activations and promotions.

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**NOTICE (Staff No. 29)**

**Internal Complaints Committee (2020-2021)**

1. Dr. Vatika Sibal - Presiding Officer
2. Ms. Jyoti Bhatia - Member
3. Ms. Patricia Pereira - Member
4. Ms. Sharmila Menon - Member
5. Mr. Linus D’Souza - Member
6. Ms. Maneesha Jadhav - Member

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**NOTICE (Staff No. 30)**

**Placement Cell**

1. Mr. Alroy Dias - Placement In - Charge

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**NOTICE (Staff No. 31)**

**Alumni Association**

1. Dr. Charmaine Braganza - Chairperson
2. Dr. Sharon Gonsalves Durham - Member
3. Ms. Rachel Shinde - Member

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**NOTICE (Staff No. 32)**

**Equal Opportunity Cell**

1. Dr. Vatika Sibal
2. Ms. Rachel George
3. Ms. Samira Nadkarni
4. Mr. Samson Carvalho
5. Dr. Sujata Rajpurkar
6. Ms. Elcy Pinto

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**NOTICE (Staff No. 33)**

**ALL INDIA CATHOLIC UNIVERSITY FEDERATION (2020-2021)**

Ms. Jill Lobo

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**NOTICE (Staff No. 34)**

**Planning and Evaluation Committee (2020-21)**

1. Dr. Kashmira Mody – Chairperson
2. Dr. Susan Lobo
3. Ms. Sharmila Dhote
4. Dr. Shirley Gladwin04 June 2020 Dr. (Ms.) M. B. Fernandes

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**NOTICE (Staff No. 35)**

**Staff Council Committee (2020-21)**

1. New Vice Principal (Degree College)
2. New Vice Principal (SFC)
3. Dr. Shirley Gladwin – Secretary
4. Dr. Amelia Correa
5. Dr. Charmaine Braganza
6. Dr. Shirly K. Abraham
7. Ms. Shubda Malhotra
8. C.A. Kevin Miranda
9. Mr. Prashant Tari
10. Ms. Melanie D Souza
11. Ms. Belinda Jones
12. Ms. A. N. S. Sarvani
13. Mr. Abhishek Sood
14. Ms. Savita Giri
15. Ms. Savina Shenoy
16. Dr. Sujata Rajpurkar
17. Ms. Joanita Fernandes

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**NOTICE (Staff No. 36)**

**Student Service Committee (2020-21)**

1. Ms. Sharmila Dhote

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P/ea/040620 **NOTICE (Staff No. 37)**

**Remedial Class Cell (2020-21)**

1. Mr. Abhishek Sood - Chairperson
2. Mr. Prashant Tari

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P/ea/040620 **NOTICE (Staff No. 38)**

**Certified Courses (2020-21)**

1. Mr. Ritesh Sheth - Teacher-in-charge
2. Dr. Priya Shahi - Member
3. Ms. Asha Mohan - Member

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 **PRINCIPAL**

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**Degree College Staff Notice No. 39**

The following staff members are being assigned Criteria wise for NAAC

|  |  |  |
| --- | --- | --- |
| Co-ordinator | Ms. Shubda MalhotraMs.MelanieDsouza (Asst.)Ms. Vineetha Nair (Asst.)Mr. Samson Carvalho (Asst.) | Non Teaching Heads and Members – Mr. Jitendra Dalvi Overall In-charge |
| Criterion I - Curricular Aspects | Dr. Vatika SibalDr. Amelia CorreaNew. Appt. (BAMMC)Ms. Asha MohanMs. Amulya B.V. | Mr. Vilbert D’MelloMs. Belinda FernandesMs. Merlyn GonsalvesShri Subhash GamareMr. Sukhdev Borase |
| Criterion II - Teaching- Learning and Evaluation | Ms. Sharmila DhoteMr. Prashant TariMs. Shirley GladwinMr. Ritesh S. ShethMs. Roshani Bhatu | Mr. John FernandesMs. Esperance AlmeidaMs. Vanessa DiasMs. Merlyn GonsalvesShri Sebastian FargoseMr. Nilesh B. Patil |
| Criterion III - Research, Innovations and Extension | Dr. Sharon Gonsalves DurhamDr. Shirly K. AbrahamDr. Priya ShahiMs. Savina Shenoy | Mr. Stephen NigrelMr. Dominic FernandesShri Gratian V. FernandesShri Vijay KumbharMr. Mahesh Solim |
| Criterion IV - Infrastructure And Learning Resources | Ms. A. N. S. SarvaniDr. Charmaine BraganzaMs. Jyoti BhatiaMr. Abhishek SoodMs. Curie Fernandes | Ms. Shraddha GawadeMr. Chandan SutreShri Ravindra PatilShri Gayatri Prasad TiwariShri Raymond FargoseMr. Victor Fernandes |
| Criterion V - Student Support and Progression | Ms. Janine CoelhoDr. Preeti OzaMr. Neeraj ShuklaMs. Rachel GeorgeMs. Jill LoboMr. Allan Fernandes | Mr. Jitendra DalviMs. Maneesha JadhavMs. Merlyn GonsalvesShri Chandrakant ManjrekarShri Kailash Patil |
| Criterion VI - Governance, Leadership and Management | Ms. Susan LoboDr. Kashmira ModyMs. Savita Kevin Giri Ms. Patricia Lemos | Mr. Linus D’SouzaMs. Bonita PaulMr. Dominic FernandesShri Jitendra PatilShri Akshay Patil |
| Criterion VII - Institution Values and Best Practices | Dr. Harmeet Kaur BhasinMs. Samira NadkarniMs. Rachel Shinde | Ms. Sangeeta MacwanMs. Joanita FernandesMr. Hermangild FernandesShri Mahesh A. WaghelaShri Samadhan PatilMr. Robert Sequeira |
| Data Validation Committee | C.A. Mr. Kevin MirandaDr. Sujata Rajpurkar | Mr. Jitendra Dalvi - Overall-in-chargeMr. Stephen NigrelMr. John FernandesMs. Esperance AlmeidaMr. Samadhan PatilMr. Sukdev Borase |

02 July 2020 Dr. (Ms.) M.B.Fernandes

 **Principal**

MF/ea/02.07.20