

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
St. Andrew's College of Arts, Science and Commerce  
Bandra (W), Mumbai,  
affiliated to University of Mumbai, Maharashtra as  
Accredited  
with CGPA of 3.07 on seven point scale  
at A grade  
valid up to September 15, 2021*

*Date : September 16, 2016*



*DP Singh*  
Director

EC(SC)/17/A&A/5.3



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## Quality Profile

Name of the Institution : St. Andrew's College of Arts, Science and Commerce  
Place : Bandra (W), Mumbai, Maharashtra

Criteria	Weightage (W <sub>i</sub> )	Criterion-wise Weighted Grade Point (Cr WGP <sub>i</sub> )	Criterion-wise Grade Point Averages (Cr WGP <sub>i</sub> / W <sub>i</sub> )
I. Curricular Aspects	100	320	3.20
II. Teaching-Learning and Evaluation	350	1080	3.09
III. Research, Consultancy and Extension	150	410	2.73
IV. Infrastructure and Learning Resources	100	400	4.00
V. Student Support and Progression	100	340	3.40
VI. Governance, Leadership & Management	100	280	2.80
VII. Innovations and Best Practices	100	240	2.40
<b>Total</b>	$\sum_{i=1}^7 W_i = 1000$	$\sum_{i=1}^7 (Cr WGP_i) = 3070$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^7 (Cr WGP_i)}{\sum_{i=1}^7 W_i} = \frac{3070}{1000} = \boxed{3.07}$$

Grade = **A**

Date : September 16, 2016



*Dr. Singh*  
Director

- This certification is valid for a period of Five years with effect from September 16, 2016
- An institutional CGPA on seven point scale in the range of 3.76 - 4.00 denotes A" grade, 3.51 - 3.75 denotes A' grade, 3.01 - 3.50 denotes A grade, 2.76 - 3.00 denotes B" grade, 2.51 - 2.75 denotes B' grade, 2.01 - 2.50 denotes B grade, 1.51 - 2.00 denotes C grade
- Scores rounded off to the nearest integer

# **PEER TEAM REPORT**

**ON**

## **Institutional Accreditation of**

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

Bandra (West) – 400 050, Maharashtra

**Third Cycle**

Dates of Visit : 11<sup>th</sup> – 13<sup>th</sup> July 2016



**National Assessment & Accreditation Council**

**Jnana Bharthi, P.O. Box No. 1075, Nagar Bhavi**

**Bangalore – 560 072**

**PEER TEAM REPORT ON****St. Andrew's College of Arts, Science and Commerce****Bandra (West) – 400 050, Maharashtra****Section I : GENERAL INFORMATION:**

1.1 Name & Address of the Institution :	St. Andrew's College of Arts, Science and Commerce Bandra (West) – 400 050, Maharashtra
1.2 Year of Establishment :	9 <sup>th</sup> July 1983
<b>1.3 Current Academic Activities at the Institution (Numbers):</b>	
* Faculties / Schools :	03
* Departments/ Centres :	13
* Programmes/ Courses offered :	13
* Permanent Faculty Members :	23
* Permanent Support Staff :	34
* Students :	2748
1.4 Three major features in the institutional context (As perceived by the Peer Team) :	<ul style="list-style-type: none"> <li>• Urban Co-ed Minority Institution</li> <li>• Focus on Value-education</li> <li>• Strong hospitality and mass media programmes</li> </ul>
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	11 – 13 July 2016 (Annexed)
<b>1.6 Composition of the Peer Team which Undertook the on-site visit :</b>	
Chairperson	Prof. S. Sudalaimuthu
Member Coordinator	Dr. Bhaskar G. Nayak
Member	Dr. Rahul Banerjee
NAAC Officer	Dr. Ganesh Hegde

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

11-13 July 2016

*Handwritten signatures and dates:*  
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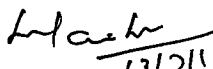
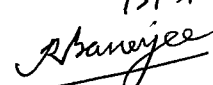



<b>Section II: CRITERION WISE ANALYSIS</b>	Observations (Strengths and/or Weaknesses) on Key-Aspects <i>(Please limit to three major ones for each and use telegraphic language) (It is not necessary to indicate all the three bullets each time; write only the relevant ones)</i>
<b>2.1 Curricular Aspects :</b>	
2.1.1 Curricular Planning and Implementation	<ul style="list-style-type: none"> <li>Curriculum of the Affiliating University adopted.</li> <li>Principal is the member of BOS in English in University and a few faculty members attend Workshops / Seminars organized relating to curriculum development.</li> <li>Curriculum and material developed for add-on course-diploma in Inter-Religious and Inter-Cultural Studies.</li> </ul>
2.1.2 Academic Flexibility :	<ul style="list-style-type: none"> <li>Three new programmes introduced during the last five years.</li> <li>Two courses under GIA, seven courses under self-financing, three certificate programmes and 1 diploma program offered.</li> <li>Elective options available in UG programmes.</li> </ul>
2.1.3 Curriculum Enrichment :	<ul style="list-style-type: none"> <li>Experts from Industries invited to deliver guest lectures to supplement classroom teaching.</li> <li>Interaction of cross-cutting issues such as environmental education, human rights into the curriculum visible.</li> <li>Value-added courses offered.</li> </ul>
2.1.4 Feedback System :	<ul style="list-style-type: none"> <li>Formal feedback collected from the students and analysed.</li> <li>Alumni who are the members of IQAC also give their views.</li> <li>Feedback collected from the academic peer group in the seminars / meetings.</li> </ul>
<b>2.2 Teaching-Learning &amp; Evaluation :</b>	
2.2.1 Student Enrolment and Profile :	<ul style="list-style-type: none"> <li>On-line Admission process as defined by Mumbai University, published on the Institute's website, transparent.</li> <li>Being a minority institutions, 50% of total seats reserved for Christian students.</li> <li>Admission committee reviews the admission process and student profile.</li> </ul>
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> <li>Differently-abled students provided special facilities such as ramps, wheel chair, lift and toilets.</li> <li>Remedial classes conducted for slow learners; advanced learners are taught beyond syllabus.</li> <li>Women Development Cell in place</li> </ul>

*Signature*  
13/7/16

*Signature*  
11-13 July 2016  
*Signature*  
13/7/16

2.2.3 Teaching-Learning Process :	<ul style="list-style-type: none"> <li>Academic calendar prepared in the beginning of the year and executed through teaching plans.</li> <li>Student centric modern methods of teaching adopted, every class provided with LCD and white board.</li> <li>Creativity and scientific temper nurtured through photography Exhibition / Competitions, model making and poster presentations.</li> <li>An open-source Learning Management System 'Moodle' is in effective use.</li> </ul>
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> <li>Teachers appointed as per Govt. and University norms.</li> <li>10 out of 25 permanent faculty are Ph.D holders.</li> <li>Very large number of Guest Faculty (54)</li> </ul>
2.2.5 Evaluation Process and Reforms :	<ul style="list-style-type: none"> <li>Evaluation process informed to the students, staff and parents in advance.</li> <li>Formative &amp; Summative evaluation, project work in place.</li> <li>Mechanism for redressal of grievances relating to evaluation process exists.</li> </ul>
2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> <li>Good pass percentage in the University examinations, overall results much higher than university average.</li> <li>Some initiatives taken to enhance the social and economic relevance of the course offered.</li> <li>Learning outcome not clearly defined &amp; monitored.</li> </ul>
<b>2.3 Research, Consultancy &amp; Extension :</b>	
2.3.1 Promotion of Research :	<ul style="list-style-type: none"> <li>Research committee does not exist.</li> <li>Three faculty recognized as research guides.</li> <li>Two faculty doing PhD under FIP.</li> </ul>
2.3.2 Resource Mobilization for Research :	<ul style="list-style-type: none"> <li>UNESCO-Cardinal Paul Poupard Chair grants for research of INR 42.64 Lacs</li> <li>UGC Grants for 08 Minor Research projects worth 5.35 Lacs (all completed); no major research projects</li> <li>No seed money provided for research by management</li> </ul>
2.3.3 Research Facilities :	<ul style="list-style-type: none"> <li>Library facilities (Infilibnet, N-Llist, D-space) made available for research.</li> <li>Internet and regular computing facilities available</li> </ul>
2.3.4 Research Publications and Awards :	<ul style="list-style-type: none"> <li>100+ publications in journals, 24 book chapters and some conference papers; only a few Scopus indexed</li> <li>Four in-house Research Journals with ISSN/ISBN including one student research journal</li> </ul>
2.3.5 Consultancy :	<ul style="list-style-type: none"> <li>No consultancy services offered.</li> </ul>
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> <li>Compulsory Social Outreach Programme for students</li> <li>Collaboration with 27 NGOs</li> <li>Extension activities of NSS vibrant and award received as the best unit.</li> </ul>
2.3.7 Collaboration	<ul style="list-style-type: none"> <li>MoUs with UNESCO for Cardinal Paul Poupard Chair and KPMG fully functional.</li> </ul>

  
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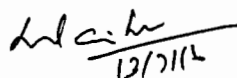
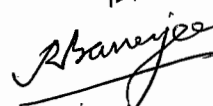
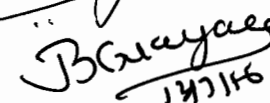
	<ul style="list-style-type: none"> <li>Two MoUs with foreign universities signed earlier are no longer functional.</li> </ul>
<b>2.4 Infrastructure and Learning Resources</b>	
2.4.1 Physical Facilities :	<ul style="list-style-type: none"> <li>College is spread over an area of 24775.85 Sq. Metres, with a built-up area of 8870 Sq. Metres</li> <li>47 Classrooms with whiteboard and A/V facilities of which two are air-conditioned, Video-conferencing-enabled conference room, Girls Common Room with due facilities including a disabled-friendly toilet,</li> <li>Well-equipped modern auditorium, well-appointed canteen</li> <li>Artificial Turf based sports ground is available.</li> </ul>
2.4.2 Library as a Learning Resource :	<ul style="list-style-type: none"> <li>Spacious library (2210 Sq. Metres) with seating capacity of 138 people with 39,400 books, print and e-journals available.</li> <li>Web-OPAC, ERM, INFLIBNET N-LIST and Internet facilities available, book issue related operations have been automated</li> <li>Library Advisory Committee exists.</li> </ul>
2.4.3 IT Infrastructure :	<ul style="list-style-type: none"> <li>Adequate computer systems with Internet facility.</li> <li>Wi-Fi enabled campus with MKCL and LMS resource access provisions and campus-wide CCTV-based surveillance provision</li> <li>Adequate funds provided in the budget for maintenance of computers.</li> </ul>
2.4.4 Maintenance of Campus Facilities :	<ul style="list-style-type: none"> <li>Adequate provision made for maintenance of building and equipment.</li> <li>Maintenance by external agency on contract.</li> </ul>
<b>2.5 Student Support and Progression :</b>	
2.5.1 Student Mentoring and Support :	<ul style="list-style-type: none"> <li>Mentoring system in place.</li> <li>Scholarship/ Fellowship given to the students.</li> <li>No regular Coaching for competitive examinations but Career Counseling and Guidance, Students Grievance Redressal cell in place.</li> </ul>
2.5.2 Student Progression :	<ul style="list-style-type: none"> <li>Information relating to progression of students not readily available.</li> <li>Limited placement facility provided.</li> </ul>
2.5.3 Student Participation and Activities :	<ul style="list-style-type: none"> <li>Students' active participation in extra-curricular and sports events is very good.</li> <li>All college fests are planned and organized by students themselves.</li> <li>Annual College magazine and periodic newsletters are brought out.</li> <li>Students Council and Alumni Association exist.</li> </ul>
<b>2.6 Governance, Leadership and Management:</b>	

*Lalitha*  
13/7/16

*Ramesh*  
13/7/16

*B. Jayaram*  
13/7/16

2.6.1 Institutional Vision and Leadership :	<ul style="list-style-type: none"> <li>Activities in tune with vision and mission of the Institution.</li> <li>Supportive management and good leadership provided by the Principal. Principal also received the Best Principal award.</li> <li>Delegation of authority and participative management visible.</li> </ul>
2.6.2 Strategy Development and Deployment :	<ul style="list-style-type: none"> <li>Clear internal organization structure.</li> <li>No Perspective plan in place.</li> <li>Moderate quality enhancement strategies visible.</li> </ul>
2.6.3. Faculty Empowerment Strategies:	<ul style="list-style-type: none"> <li>All faculty attended orientation Refresher and short term courses except two new recruits.</li> <li>System of performance appraisal of faculty is place.</li> <li>Welfare schemes available for faculty including a Cooperative Credit Society that is also open to non-teaching staff.</li> </ul>
2.6.4 Financial Management and Resource Mobilization :	<ul style="list-style-type: none"> <li>Major sources of funds are State Government Grants, UGC and student fees.</li> <li>Internal and external audits done.</li> <li>Endowment worth Rs. 25 lakhs received by the College.</li> </ul>
2.6.5 Internal Quality Assurance System:	<ul style="list-style-type: none"> <li>IQAC Committee exists.</li> <li>All recommendations of IQAC accepted by the Management.</li> <li>External Academic audit by University of Mumbai carried out, no formal internal academic audit done; training to staff for effective implementation of quality assurance procedure given.</li> </ul>
<b>2.7 Innovations and Best Practices :</b>	
2.7.1 Environment Consciousness :	<ul style="list-style-type: none"> <li>Green audit by ICOR.</li> <li>Energy conservation</li> <li>E-Waste Management undertaken.</li> </ul>
2.7.2 Innovations :	<ul style="list-style-type: none"> <li>None.</li> </ul>
2.7.3 Best Practices:	<ul style="list-style-type: none"> <li>Exit Poll for graduating students.</li> <li>Value Education and inter- religious dialogue.</li> <li>Buddy system for learning assistance</li> </ul>
<b>Section III : OVERALL ANALYSIS</b>	<b>Observations</b> <i>(Please limit to five major ones for each and use telegraphic, language) (It is not necessary to denote all the five bullets for each)</i>
3.1 Institutional Strengths :	<ul style="list-style-type: none"> <li>Excellent infrastructure</li> <li>Supportive Management.</li> <li>Committed, approachable and sincere faculty.</li> <li>Focus on value education and concerted efforts to spread peace and harmony through the activities of the Chair of Cardinal Paul Poupard.</li> </ul>

  
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3.2 Institutional Weaknesses :	<ul style="list-style-type: none"> <li>• Weak research eco-system.</li> <li>• Dependence on guest faculty</li> <li>• Absence of institutionalized industry linkage.</li> <li>• Limited number of skill-based courses.</li> <li>• Opportunities for external funding not yet exploited.</li> </ul>
3.3 Institutional Opportunities :	<ul style="list-style-type: none"> <li>• To encourage faculty to qualify with Ph.D degree.</li> <li>• To establish collaboration with Industries.</li> <li>• To attract funding for major research projects from external agencies.</li> <li>• To start more P.G. programmes and skill-based certificates in select areas of demand.</li> <li>• To make research component stronger.</li> </ul>
3.4 Institutional Challenges :	<ul style="list-style-type: none"> <li>• To get duly qualified full-time permanent faculty</li> <li>• To prepare students to meet global skill requirement.</li> <li>• To meet high expectation of parents.</li> <li>• To make Faculty of Arts more sustainable and vibrant so as to rejuvenate it.</li> <li>• To enter into collaboration / MoUs with for collaborative research.</li> </ul>

*Lalitha*  
12/7/16  
*Rameshjee*  
13/7/16  
*B. S. Jayaraj*  
13/7/16

**Section IV : Recommendations for Quality Enhancement of the Institution**( Please limit to **ten major ones** and use telegraphic language)

- To offer 6 unit in B.A. (Psychology) and P.G. Programmes in Hospitality Management and English as well as skill-based certificate and diploma programmes.
- To strengthen research component by creating a research ecosystem by encouraging faculty members to apply for major research projects from funding agencies.
- To strengthen placement support.
- To establish entrepreneurship cell.
- Alumni Association to be active.
- Coaching for competitive examinations to be strengthened.
- To consider Group Insurance for faculty and non-teaching staff.
- To avail UGC provision for Innovative Programmes.
- To provide coaching for select professional courses such as CA, ICWA, CS etc.

I agree with the observation of the Peer Team as mentioned in this report.



Seal of the Institution

*Bernandes*  
**PRINCIPAL,**  
**ST. ANDREW'S COLLEGE OF**  
**ARTS, SCIENCE & COMMERCE**  
**ST. DOMINIC ROAD, BANDRA,**

Signature of the Head of the Institution

13 July '16

Signatures of the Peer Team Members:

Sl		Name	Signature
1	Chairperson	Prof. S. Sudalaimuthu Former Vice-Chancellor, Alagappa University, 126, Bypass Road, Sriram Nagar, Kottaiyur- 630106	<i>S. Sudalaimuthu</i> 13/7/16
2	Member Coordinator	Dr. Bhaskar G. Nayak, Principal, Government College of Arts, Science and Commerce, Quepem, South Goa – 403 705, Goa.	<i>B. G. Nayak</i> 13/7/16
3	Member	Dr. Rahul Banerjee, Professor and Head, Dept. of Computer Science & Information Systems, Room No. 6120-P, New Academic Block, BITS Pilani, Pilani Campus, P.O.: Vidya Vihar, Pilani – 333 031/02, District : Jhunjhunu, Rajasthan.	<i>R. Banerjee</i>
4	NAAC Officer	Dr. Ganesh Hegde, Adviser, NAAC, P.O. Box No 1075, Opp to NLSIU, Bangalore University Campus, Nagarbhavi, Bangalore – 560072.	

Place: Bandra (West), Maharashtra

Date: 13/07/2016



**ST. ANDREW'S COLLEGE**  
**OF ARTS, SCIENCE AND COMMERCE**  
**(ESTABLISHED: 1983, AFFILIATED TO UNIVERSITY OF MUMBAI)**



**NAAC SELF-STUDY REPORT 2015**

# COLLEGE AT A GLANCE



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# **NAAC Steering Committee**

**Principal Dr. Marie B. Fernandes**

**Co-Ordinator: Dr. Shirly George**

**Members: Dr. Vatika Sibal**

**Ms. A.N.S. Sarvani**



## PREFACE

The Self-Study Report for re-accreditation is the result of the sincere efforts made by all the faculty members to collect and quantify data as per NAAC requirement. Our SSR report contains information about St Andrew's College under two major headings, namely Institutional Data and Evaluative Report. Part I of the report includes the Profile of the Institution and Executive Summary. Part II consists of Criterion-wise and Departmental Evaluative reports and Annexures.

St. Andrew's College was established by the Catholic Archdiocese of Bombay (Mumbai), primarily; but not exclusively to cater to the educational needs of the catholic community. The college began its illustrious history with the unveiling of the plaque by the Nobel Laureate Blessed Mother Teresa on January 01, 1981. The degree college began on July 09, 1983, with the formal permission from the Government of Maharashtra and the University of Mumbai. The college was envisioned as an institution that would inculcate strong human values along with modern knowledge, so as to fulfil our motto "Enlighten the Darkness".

Over the last three decades, our college has grown in terms of number of courses and faculties, students, co-curricular and extra-curricular programmes. We are open to students of all communities. A large proportion of our students are first generation learners in the arena of higher education. We are permanently affiliated to the University of Mumbai which was among the first modern universities to be set up in India. We strive tirelessly to upgrade skills and knowledge, impart values and guide our students to take their place as responsible citizens of India.

The official and unofficial feedback we receive from students, alumni, parents, educationists, IQAC, Local Managing Committee and industry experts helps us in our move towards achieving excellence. The audit conducted by the University of Mumbai and previous NAAC peer teams have also contributed greatly to our growth. We were granted an A Grade by the previous NAAC Peer team in 2010 and have endeavoured to implement their recommendations.

We do our best to provide holistic education to our students and in doing so we aim to achieve a commitment to a better India for all of us. Our present SSR is a culmination of our efforts towards this end and we look forward to a rewarding interaction with the NAAC peer Team to re-accredit our institution.



## PRINCIPAL'S REPORT

It is a pleasure to submit the self-study report of our college to NAAC for reaccreditation. This report has been prepared under the leadership of our IQAC coordinator - Dr. Shirly George, who along with all the teaching staff members, have meticulously collected, analysed, documented and articulated all our records and activities listed in the seven criteria for the last five years. We have had several meetings with the staff, as the drafts of the report were being prepared, so that everyone would be familiar with the report and offer suggestions and indicate areas we had overlooked. It was a great joy to see everyone working enthusiastically.

We have made an earnest effort to implement all the recommendations given by the last Peer Team in 2010 and we have been quite successful. Although we started a post-graduate course - M.Com in Management in 2012, a University recognized Diploma course in 'Inter-religious and Inter-cultural Studies. and will shortly get permission to start a Ph.D centre in English, our application to start 3 new courses in 2013-14 (MA in English, BA in Psychology Majors and M.Com in Accounts) was rejected by the University. Based on the list of new courses sent by the University of Mumbai, we have done a feasibility study on one such course – Media, Film and Entertainment. The results of the feasibility study was discussed at the LMC and found that it would not be advantageous to start such a course. We are optimistic and in the future we hope we will find something that will interest our students and at the same time be affordable.

Since the last NAAC visit, the college has adopted policies that show a significant change in various areas like research, infrastructure development, extension activities, teaching learning process and student support mechanisms, to name a few. These changes were in accordance with our vision, that is - *A commitment to guide our students to achieve excellence through holistic education.*

The college has increased the support system for teaching-learning in terms of providing ICT friendly campus. LCD projectors and speakers have been provided in all 47 classes. We also have the two Audio Visual rooms. The staff rooms have been equipped with computers with internet facility, a printer and scanner in addition to wi-fi facility.

In accordance with the best practice identified for our college for this evaluatory period, we are happy to state that the college has organized 2 International and 9 National UGC sponsored seminars. The Cardinal Paul Poupard Foundation of Inter Religious Chair has organized 5 International symposiums. At the institutional level 13 workshops were organized by various departments. Since research is of primary importance, funds have been garnered from different sources both internal and international. The college has initiated four ongoing journals with ISSN numbers published annually. A student journal, 'Lumiere', was started in 2014 -15 to encourage student research.

As part of our Institutional Social Responsibility, our continuing outreach programme instituted at the second year level has received commendation from various sources. The Cardinal Paul Poupard Chair is doing great work to promote peace and harmony between different cultures and religions. The College has an ongoing Value Education programme which covers all the students of the college. A member of the NSS unit has received the best volunteer award at the district level in 2013-14. The unit has received the best unit award in 2011-12 and 2012-13. As part of its outreach to the community, the college has collaborated with AGNI, NAVJEET society, SOSVA and Think Foundation, the Blue Ribbon Club and Holy Family Hospital.

As part of our infrastructural growth process, we have increased the number of classrooms from 34 to 47 (of which 6 are air-conditioned). From just 1 conference room, we have added two more conference rooms which are ICT enabled. Our computer facilities have more than doubled in the last five years (from 103-217). The computer laboratories have increased from just 1 to 3. A modernized gymnasium is provided for the use of staff and students.

Student support forms an integral part of our college's commitment. Since a sizable number of our students are first generation learners at the degree level, we provide additional support in terms of financial assistance, counselling and mentoring. On an average 5 per cent of our students receive financial assistance from government agencies. Freeship is provided by college for economically weaker students. Provisions for medical assistance is provided to students through our group insurance policy. The management also provides any additional assistance when required. The college has instituted a Counselling Center with a full time paid counsellor who also provides career guidance. The number of students placed by the Career Guidance and Placement Cell has placed (on an average) 85 students annually, in various organisations mainly catering to the IT and hospitality sector.

The college has also taken positive steps towards making the campus environmental friendly. In association with the Institute for Community Organisation Research ( ICOR), the college has conducted a green audit. Towards creating a Zero Waste Campus, a compost pit has been constructed with the help of Stree Mukti Sanghatana with UNEP funds.

## EXECUTIVE SUMMARY

St. Andrew's College of Arts, Science and Commerce was established on June 13, 1983. It is affiliated to the University of Mumbai and is a Catholic minority institution. The college runs grant-in-aid and self-financed courses. It is recognised by UGC under sections 2(f) and 12(B). The vision of the college is a commitment to guide our students to achieve excellence through holistic education. Accordingly, the mission of the college is to mould students to be morally upright, socially committed and spiritually inspired, by Christian principles and to be responsible citizens of India and the world. The college also focuses on empowering students to be good leaders who will spread the light of knowledge, harmony and equality in all spheres of life. The activities of the college cater to these goals so that our students imbibe these value systems.

The college was last accredited by NAAC in 2009 with GRADE 'A'. We are now moving towards our third cycle of accreditation. Adhering to our vision and mission and bearing in mind the recommendations of the NAAC Peer Team, the college has implemented various programmes to enhance the quality and mitigate the weaknesses present in the system.

A summary of the **criterion-wise** analysis of the college in the last five years is given below:

### **I. Curricular Aspects:**

Besides the regular B.A. and B.Com. Courses we offer a variety of self-financed programme such as B.M.S., B.M.M., B.Sc. (I.T.), B.Com. (A&F), B.Sc.(H.S.), and B.Com.(B&I). In 2012-13, we introduced a Post-graduate course in Commerce - M.Com (Management). The Institution has developed the course material for the **Diploma in Inter Religious and Inter Cultural Studies** which has been approved by the University of Mumbai. The course has been developed with the aim of promoting harmony in the present world of religious and cultural intolerance.

The Principal is a member of the Board of Studies and a few of our teaching staff are involved in curricular development as they are on the syllabus revision committees. A large number of our teachers assist in the University examinations as paper setters, moderators and evaluators. Three teachers have been appointed by the University of Mumbai as Chairpersons for their respective papers.

### **II. Teaching-Learning and Evaluation:**

We are affiliated to the University of Mumbai and follow stated policies, but we try to provide student –centric learning. For effective implementation of the curriculum, the college deploys the following action plans:

- Each faculty member submits a syllabus plan at the beginning of the semester to the Principal.
- An academic calendar is prepared in advance and published in the college prospectus. At the end of the year a calendar mentioning the activities monthwise and department wise is also printed.
- Every department submits an activity calendar for the month. The activities enhance and supplement the syllabus plan.

- The progress of the department is maintained through regular tests, presentations and semester end exams
- The Principal conducts a meeting with all faculty members at the beginning and end of every semester to assess the progress made by the institution.
- Time tables are prepared in advance and made available before the commencement of each semester.
- Remedial classes and tutorials are conducted for the weaker students.
- Two students sign a copy of the syllabus, for each paper, at the end of the year verifying that the portion is completed

To make the learning process more ICT oriented the college management has equipped classes with learning tools, such as a LCD in every class where subject related topics are presented and discussed. Students are urged to make use of this technology to enhance their class presentations. Free internet browsing is provided in the library for the students. The moodle server also provides the student with course material. The S-MUN (St. Andrew's Model United Nations)—has been started to cater to students' voices. There is also a growing trend to foster a sense of social responsibility among the student community through seminars which are focused on burning issues of the day and have prominent speakers invited to present papers.

Staff Advancement Programmes are conducted every year for Staff members. Teachers are encouraged to attend workshops and seminars to upgrade their knowledge and skills. The management provides aid for attending seminars (over and above the aid provided by the UGC). Research is also encouraged by allowing the faculty to avail of FIP. Staff members organise and present papers at the local, national and international seminars

### **III. Research, Consultancy and Extension:**

As part of fostering research tradition in the college the institution has applied for a Research Centre in English. Seven teachers have received funds from UGC to do minor research. The college has organized 9 national and 2 international UGC sponsored seminar. The Cardinal Paul Poupard Chair for Inter-religious and Inter-Cultural Dialogue has organized 5 international symposiums. At the institutional level 13 workshops were organized by various departments. Besides 3 student seminars were also organised. The college has initiated four ongoing journals (1 international, 2 national and 1 institutional) with ISSN numbers published annually. To encourage research initiatives among students we have started a student journal, 'Lumière'. The students also participate in 'Avishkar' an inter-collegiate Research Convention initiated by University of Mumbai, held annually.

### **IV. Infrastructure and Learning Resources:**

We have forty-seven clean and spacious classrooms equipped with audio-visual facilities in the form of fixed LCD projectors for convenient screening of power point presentations, short videos, films and documentaries to enliven and enrich the classroom experience.

## **V. Student Support and Progression:**

The College was set up with a mission of imparting holistic education. We try to fulfill our vision and mission goals through the following:

- To help and support students in their pursuit to become responsible citizens, the institution provides welfare schemes /scholarships / free ships for SC / ST / OBC and economically weaker students. Some are purely government based and some are supported by the community or management.
- The Institution started providing training for competitive exams from the year 2012-13 to help students prepare for UPSC and MPSC examinations.
- Remedial classes are conducted for slow learners, learning disability and academically weak students.
- Various departments conduct educational trips to non-governmental organisations and industrial visits to reputed institutes of learning/ corporate houses, RBI and Stock Exchange.
- The college plans and organizes extra and co-curricular activities all through the year to realize our vision and mission goals and provide students with a holistic development.
- The Counselling Unit was constituted at St Andrews College in 2010, and since 2013, the unit has a full-time counsellor.
- St. Andrew's College follows an open door policy where students are encouraged to approach the class teachers, Heads of Departments, Vice-Principals and Principal to resolve minor issues.
- Grievance and Anti-raging cells look after student complaints.

## **VI. Governance, Leadership and Management:**

St. Andrew's College is dedicated to the provision of education not just to the minority community, but also to the underprivileged first generation learners who come to its portals.

The college Governing Body is a group of five trustees with Cardinal Oswald Gracias as its Chairperson. They have regular working committee meetings with the Principal. The Principal is also a special invitee at the Governing Body meetings. She plays a proactive role in the design and implementation of all academic policies promotes in-house research through the Annual Staff Seminar and also encourages staff to publish papers. Opinions and suggestions of staff and students are sought at meetings with both staff and students.

To ensure that our staff remains abreast of latest happenings in their individual specialised fields as well as in teaching techniques they are sent for orientation programmes, refresher courses and short term courses of soft skill development or any UGC sponsored course of interest to them.

We conduct an exit poll. It is administered when students graduate. Students provide feedback on infrastructural facilities and office services.

Through our value education and social outreach programme we foster thinking about and action for the upliftment of the poor and oppressed. The aim of holistic education is to prepare our students to meet the challenges of life besides attaining academic excellence

Together, the Management, Principal and Faculty strive to facilitate the development of each student at St. Andrew's to become individuals who are conscious of their role at home and in society. The leadership takes initiatives along with the staff to create academic and extracurricular activities that reflect the institution's goals.

Annual IQAC reports are submitted to NAAC. The IQAC has a constant on-going process of evaluation of requirements for better quality academic instruction and administration. The IQAC discusses, implements and reviews all aspects of the education process in the college including setting parameters. Every year we organise an Academic audit. Last year we had an audit done by the university on 'Teaching Learning Methods'. The Management also conducted an Administrative Audit. A statutory audit is conducted by external auditors appointed by the college, namely Rao & Ashok, Chartered Accountants every year. The last audit was done for the year 2014-15 in June 2015.

## **VII. Innovations and Best Practices:**

- As part of the innovative practice in 2015 we introduced Smart Identity Cards for students and will shortly introduce mobile apps which will help students as well parent and guardians to get updates on attendance, exam schedules and other events.
- To ensure convenience, safety and security on campus, the entire campus is fitted with High definition CCTV to enabled easy monitoring by the Principal and ensure greater security in all the areas of the campus.
- The college gymkhana equipment was upgraded with new machines like treadmills, cross trainer, mechanical cycle and weight training machines.
- Value education workshops are conducted for students of all faculties.
- The staff along with the Principal draft the academic year calendar
- The college, in association with the Institute for Community Organization Research (ICOR) conducted a Green Audit.
- Wi-Fi spots were created in the college particularly in the staff room, Audio-Visual room and the seminar room. This is extremely helpful for faculty.

Our quality policy is enshrined in our vision and mission statements. It is embodied in every activity and every plan undertaken by the institution. Our college strives towards promoting and achieving excellence and works towards providing quality based education



# **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
5. Measures to reduce our carbon footprints and GO GREEN have been undertaken.
6. Focus on Value Education and concern for the weak and underprivileged is manifested in our Social Outreach Programmes.
7. A concerted effort to spread peace and create harmony through activities of the Chair of Cardinal Paul Poupard

## **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 very 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.

# **Part-I:**

# **INSTITUTIONAL DATA**

## **SECTION B : PREPARATION OF SELF-STUDY REPORT**

### **A. Profile of the Institution**

#### ***1. Profile of the Affiliated / Constituent College***

##### **1. Name and Address of the College:**

Name :	St. Andrew's College of Arts, Science and Commerce	
Address :	St. Dominic Road, Bandra (West)	
City :	Pin :400050	State : Maharashtra
Website :	www.standrewscollege.ac.in	

##### **2. For Communication:**

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. (Ms.) M.B. Fernandes	O:022-26401657 O:022-26428684	9892771657	91022-26428684 Ext.222	Principal. st.andrews@gmail.com
Vice Principal	Ms. Shubda Malhotra(Aide)	O:022-26401657 O:022-26428684	9619571392		shubda7@gmail.com
Vice Principal	Ms. Saudamini Bhagwat (Unaided)	O:022-26401657 O:022-26428684	-		saudaminibhagwat@gmail.com
Steering Committee Co-ordinator	Dr. Shirley George Abraham	O:022-26401657 O:022-26428684	9930783767		shirlyabe@hotmail.com

##### **3. Status of the institution:**

Affiliated College

Constituent Collee

Any Other (Specify)

√

4. Type of Institution:

a. By Gender

i. Men	<input type="checkbox"/>
ii. Women	<input type="checkbox"/>
ii. Co-education	<input checked="" type="checkbox"/>

b. By Shift

i. Regular	<input checked="" type="checkbox"/>
ii. Day	<input checked="" type="checkbox"/>
iii. Evening	<input type="checkbox"/>

5. Is it a recognized minority institution?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence

**Religious (Certificate Enclosed)- Annexure III**

6. Sources of funding:

Government

Grant-in-aid	<input checked="" type="checkbox"/>
Self-financing	<input checked="" type="checkbox"/>
Any Other	<input type="checkbox"/>

7. a. Date of establishment of the college: **13/06/1983** (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

**UNIVERSITY OF  
MUMBAI**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	30/09/2003	The college is eligible to receive central assistance in terms of the rules framed under Section 12-B of the UGC Act 1956. (Certificate Enclosed)
ii. 12 (B)		

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/clause	Recognition/Approval details Institution/Department	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	<b><u>NOT APPLICABLE</u></b>			
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☒ No ☐

If yes, has the College applied for availing the autonomous status?

Yes ☐ No ☒

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☒

If yes, date of recognition: ..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes ☐ No ☒

If yes, Name of the agency ..... and Date of recognition: ..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	URBAN
Campus area in sq. mts.	24775.85 sq.mt.
Built up area in sq. mts.	8870 sq. mt.

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities

- Sports facilities

Playground

☒

Swimming Pool

☐

Gymnasium

☒

- Hostel

- \* Boys' hostel **Not Available**

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

- \* Girls' hostel **Not Available**

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

- \* Working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) - Residence facility available for Principal only.

- Cafeteria - Available

- Health centre – (Holy Family Hospital in the vicinity of 0.800 K.M.)

- First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health centre staff – **Doctors of Holy Family Hospital Available.**

Qualified Doctor

Full time

☐

Part time

☐

Qualified Nurse

Full time

☐

Part time

☐

- Facilities like banking, post office, book shops

**Bank branch is on campus and other Banks and Post office are in close proximity to the college.**

- Transport facilities to cater to the needs of students and staff

**College is walking distance from railway station and public transport is easily available.**

- Animal house- **NO**



- Biological waste disposal – **NO**
- Generator or other facility for management/regulation of electricity and voltage  
**Steady Power Supply Available**
- Solid waste management facility - **YES, (Details in Criteria VII)**
- Waste water management- **NIL**
- Water harvesting- **NIL**

12. Details of programme offered by the college (Give data for current academic year 2014-15)

SL. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
01A)	Under-Graduate	B.A.	3 Years	HSC	English	720	527
B)		B.COM.	3 Years	HSC	English	1080	1033
C)		BMS	3 Years	HSC	English	360	350
D)		BMM	3 Years	HSC	English	180	178
E)		B.SC.IT.	3 Years	HSC	English	180	140
F)		B.Com (A&F)	3 Years	HSC	English	180	179
G)		B.Com (B&I)	3 Years	HSC	English	180	174
H)		B.SC.H.S.	3 Years	HSC	English	180	130
02	Post-Graduate	M.COM.	2Years	Commerce Graduate	English	120	73
	Integrated Program	-	-	-	-	-	-
	Ph.D.	-	-	-	-	-	-
	M.Phil.	-	-	-	-	-	-
	Ph. D	-	-	-	-	-	-
	Certificate	-	-	-	-	-	-
	UG Diploma	-	-	-	-	-	-
	PG Diploma	-	-	-	-	-	-
	Ad-on Course	Diploma on Inter-religious	2Years	HSC-	English	50	30

13. Does the college offer self-financed Programmes?

Yes

☒

No

☐

If yes, how many?

**PG -01 / UG- 06**

14. New programmes introduced in the college during the last five years if any?

Yes

☒

No

☐

Number

**3**

1. Diploma in Inter-religious and Inter-cultural Dialogue (2014-15)
2. M. Com.(2012-13)
3. English (Entire)-(2009-10)
15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	UG	PG	Research (M.Sc. by research + Ph.D.)
<b>Arts</b>			Applied for Ph.D. Research Centre in 2014- 15 in English
UG-02	B.A. & BMM		
PG-00			
<b>Science</b>			
UG-02	BSC IT & BSC HS		
PG-00			
<b>Commerce</b>			
UG-04	B.Com., BMS, B.Com A&F, B.Com B&I,	M.Com (BUSINESS MANAGEMENT)	
PG-01			
Any Other (Specify)			

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. Annual System
- b. Semester System

<b>8 UG</b>	<b>1PG</b>

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter Multi-disciplinary Approach
- c. Any Other

<b>CBSGS &amp; 75-25 Pattern from 2014-15</b>

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes

☐

No

☒

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)  
and number of batches that completed the programme
- b. NCTE recognition details (if applicable)

Notification No.:

..... Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

19. Does the college offer UG or PG programme in Physical Education?

Yes

☐

No

☒

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

..... Date:

..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non teacing staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	0	0	0	10 (*includ ing Libraria n)	02	09	25	11	0	0
<i>Yet to recruit</i>	0	0	0	0	3(1PT & 2FT)		14		0	0
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	0	0	0	0	5	9	11	8	2	0
<i>Yet to recruit</i>	0	0	0	0	03		01		0	0

\*M-Male \*F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	-	5	-	4	9
M.Phil.	-	-	-	3	-	-	3
PG	-	-	-	2	1	7	9
<b>Temporary teachers</b>							
Ph.D.	-	-	-	-	-	1	1
M.Phil.	-	-	-	-	-	1	1
PG	-	-	-	-	4+(2UG)	5	9+(2UG)
<b>Part-time teachers</b>							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	1PG	-	1PG

22. Number of Visiting Faculty /Guest Faculty engaged with the College

**54**

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 (11-12)		Year 2 (12-13)		Year 3 (13-14)		Year 4 (14-15)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	17	08	14	06	18	05	12	07
ST	09	02	05	07	08	06	05	02
OBC	11	09	10	15	07	04	06	08
General	218	224	204	208	243	215	266	289
Others	859	1333	870	1399	792	1341	787	1239

24. Details on students enrolment in the college during the current academic year :  
( 2014-15)

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	2636	72	-	-	2708
Students from other states of India	63	1	-	-	64
NRI students	22	-	-	-	22
Foreign students	4	-	-	-	4
Total	2725	73	-	-	2798

25. Dropout rate in UG and PG (average of the last two batches)

<b>UG</b>	<b>2013-14-(53) 2014-15-(95) Reason For Leaving (Failed &amp; Discontinued)</b>	<b>PG</b>	<b>2013-14- (02) 2014-15- (06)</b>
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26. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)*

<b>(a) Including the salary component</b>	<b>Rs.481112.36</b>
<b>(b) Excluding the salary component</b>	<b>Rs.383806.74</b>

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes ☐ No ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☐ No ☒

b) Name of the University which has granted such registration.

**NA**

c) Number of programmes offered

**NA**

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐ No ☒

28. Provide Teacher-student ratio for each of the programme/course offered

<b>Courses offered</b>	<b>Teacher - Student Ratio</b>
Bachelor of Arts	1:35
Bachelor of Commerce	1:45
Bachelor of Management studies	1:19
Bachelor of Mass Media	1:11
Bachelor of Science (Information Technology)	1:21
Bachelor of Commerce (Accounts & Finance)	1:13
Bachelor of Science (Hospitality Studies)	1:14
Bachelor of Commerce (Banking & Insurance)	1:20
Master of Commerce (Management Studies)	1:11

29. Is the college applying for

Accreditation	Cycle 1		Cycle 2		Cycle 3	√	Cycle 4	
---------------	---------	--	---------	--	---------	---	---------	--

Re-Assessment:

*(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)*

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **03/05/2004** (dd/mm/yyyy) Accreditation Outcome/Result **B+(78.75)**

Cycle 2: **04/09/2010** (dd/mm/yyyy) Accreditation Outcome/Result **A (3.14)**

Cycle 3: ...**Applied....** (dd/mm/yyyy) Accreditation Outcome/Result.....

*\* Copy of accreditation certificate(s) and peer team report(s) enclosed as annexures IX and X*

31. Number of working days during the last academic year.

**235 (2014-15)**

32. Number of teaching days during the last academic year

*(Teaching days means days on which lectures were engaged excluding the examination days)*

**167 (2014-15)**

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

**IQAC 17/08/2004**

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR	(i)	<b>2010-11</b>	<b>20/08/2010</b>
AQAR	(ii)	<b>2011-12</b>	<b>06/09/2012</b>
AQAR	(iii)	<b>2012-13</b>	<b>01/11/2013</b>
AQAR	(iv)	<b>2013-14</b>	<b>30/04/2014</b>

## **B. CRITERIA-WISE INPUT**

# CRITERION I: CURRICULAR ASPECTS

## 1.1 Curricular Planning and Implementation

### 1.1.1 *Vision, Mission and Objectives of the Institution.*

#### **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

The objectives of the college are:

1. To provide a holistic education and allow each student to realize his/her complete potential through academics and extra-curricular participation.
2. To encourage students to be global citizens with an awareness of environmental issues, global strife, women sensitization and human rights.
3. To sensitize students about the less privileged and to respond proactively through social work
4. To encourage students to develop religious tolerance and respect, keeping in mind the Indian constitution of a secular India
5. To mentor students through continuous assessment.
6. To empower students to be good leaders and contribute towards the achievement of world harmony.
7. To enhance the Industry – Academia partnership.



8. To make students aware of the need to protect the environment and reduce carbon footprints

The vision and mission statements of the college are displayed at the entrance of the college, on the college prospectus and on the college website, thus effectively being communicated to all stakeholders.

### ***1.1.2 Action Plans for Effective Implementation of the Curriculum.***

The college is affiliated to the University of Mumbai. To make the curriculum more effective and in keeping with the objectives of the college the following steps have been taken:

- Each faculty member submits a syllabus plan at the beginning of the semester to the Principal.
- An academic calendar is prepared in advance and published in the college prospectus.
- Every department submits an activity calendar for the month which they try and adhere to. The activities enhance and supplement the syllabus plan.
- The progress of the department is maintained through regular tests, presentations and semester end exams
- The Principal conducts a meeting with all faculty members at the beginning and end of every semester to assess the progress made by the institution.
- Time tables are prepared well in advance and made available before the commencement of each semester.
- Remedial classes and tutorials are conducted for the weaker students.
- Two students sign a copy of the syllabus, for each paper, at the end of the year, to say that the portion is completed
- Through the **Suggestion Box** the Principal is made aware of problems.
- The Coordinators are attentive to the students feedback of Visiting Faculty
- Co-curricular activities –
  - Mind Maze (Quiz competition)
  - Essay Writing Competition
  - Krazzy Krackles (Management quiz)
  - Shamiana Short Film (Certificate Course)
  - Leadership Lectures for Third year students
  - Activities of the Department for Inter-Religious and Inter-Cultural studies
  - Individual Department Activities

These are conducted to supplement the curriculum.

- The B.Sc. (IT), B.Com (Computer Systems and Applications) and B.Sc. (Hospitality) maintain journals for the practical aspect of the paper.
- Teachers also give a topic for discussion in advance so that the students learn how to sift information from the net. This also encourages self-study.
- The Moodle server aids in supplementing Curriculum as the faculty uploads articles and educational material

### ***1.1.3. Support from the University / Institution***

#### **Support from the University:**

- The University organizes workshops and seminars through the Board of Studies for each department. They help to orient the teachers to the syllabus, question paper pattern, Practical examination (where required) new elements in the syllabus and revised syllabi.
- The University from time to time sends notices and circulars to the institution so that they are kept abreast of developments in curriculum.
- Teachers have access to the University library.
- The University website is also searched extensively to keep abreast of information on curriculum and examinations.

#### **Support from the Institution:**

Teachers are encouraged to attend seminars and workshops related to their subjects. A detailed presentation of the number of teachers attending various seminars is given in 2.4.3

The College Departments host workshops for syllabus planning and implementation and seminars on issues related to their subjects. Departments of English, Sociology and Economics (Degree College) and B.Sc. (Hospitality) have organized workshops and seminars. Staff members of other colleges have attended and there is a fruitful exchange of ideas and practices.

The use of ICT helps to integrate teaching with technology. There are LCD's available in every class room. Computers with internet connection and Wi-Fi are available in the staff room and the 3 computer laboratories. The Moodle server encourages teachers to put up notes and articles related to the subject. The college also has a multimedia library. The language laboratory helps teachers and students to better comprehend the English language and the nuances of pronunciation. The library also subscribes to journals and periodicals recommended by the staff members. E-Journals: five journals subscribed in print + online version and E-books and digital database are available through INFLIBNET N-list

The Conference Room has a Video Conferencing facility. This has been especially helpful when courses on film appreciation are conducted by the BMM department as the students can talk directly to the makers of the film.

Details for the facilities mentioned above are given in 4.1.2.

#### ***1.1.4 Contribution of the College for Curriculum Delivery.***

- The Institution constantly strives to upgrade its infrastructure to meet the challenges of a technology driven environment. Apart from providing technological solutions, teachers are given a free reign to interpret and meet the demands of the curriculum.
- Book Bank facility is available for the financially backward students
- Guest lectures are conducted to create an interface between the students and the industry.
- Industrial visits (NSS, RBI, CSVS, Alok Garments, and Parle) are organized for the students to understand the implementation of theory in the real world.
- Certificate courses are organized to supplement course work.( Short term course on Baking for the Hospitality Studies students; Shamiana- an 8 session course on short films; Graphology – A 6 week course for writing skills; a 16 session course on Risk Management by KPMG)
- A Master Class was conducted for TY.B.A.(Literature) students in coordination with FTII(Pune)
- Role play is an important tool for effective learning and is encouraged by the faculty.
- The Institute conducts seminars and at least one workshop every year for staff advancement. The inter-disciplinary seminars help teachers to keep abreast of happenings in other fields.
- Students are given topics beyond the syllabus to make Power Point Presentations and for debates. This inculcates the habit of research and encourages self-discovery. Students have participated in the University Research initiative AVISHKAAR.
- The Department of English also publishes a student newsletter ELAN. The BMM Department has been publishing a biannual newsletter ‘5<sup>th</sup> ESTATE’ to encourage students musings.
- The Andrean Co-curricular Movement for Enrichment-**ACME** is a college initiative that provides a platform for student participation in various activities and encourages them to go beyond the syllabus.

#### ***1.1.5 Institution Networks***

The information given above is part of our institution networks

#### ***1.1.6 Contributions of the Institution and its staff members to the Development of the Curriculum by the University***

Since the college is affiliated to the University of Mumbai, it follows the syllabi framed by the university. The Principal is on the Board of Studies in English and a few staff members are co-opted to design the syllabus in their respective subjects. 99% of the staff members

are involved in University assessment while some are paper setters and moderators. Three staff members presently officiate as Chairpersons for their respective subjects. The college has a feedback system in place which helps to understand student requirements. These can then be implemented by the faculty and can be made available to the University as suggestions during workshops and meetings held by the Board of Studies. The following chart gives the statistics of the professors involved in University work:

PAPER SETTER	MODERATOR	CHAIR PERSON	BOARD OF STUDIES	UNIVERSITY ASSESSMENT	SYLLABUS COMMITTEE MEMBER
9	20	3	1	43	5

### ***1.1.7 Add-on Courses by the College***

The Institution has developed the course material for the **Diploma in Inter Religious and Inter Cultural Studies** which has been approved by the University of Mumbai. The course has been developed with the aim of promoting harmony in the present world of religious and cultural intolerance.

The course **Objectives:**

1. To understand the spiritualities of various religions.
2. To strategize in order to establish small human communities.
3. To grasp the principles of inter-religions harmony.
4. To help the students to get to know other cultures and religions.
5. To stem the growing mistrust between religious communities through sound knowledge of each other's beliefs and traditions.
6. To train students in a climate of religious intolerance to work for nation building and make them ambassadors of peace and dialogue.
7. To help the students to become aware of the transformative role they can play to promote peace and national integration

### ***1.1.8 Measures Taken by the College to Achieve the Objectives***

- The teaching plan covering the pedagogy and the syllabus is submitted by the teachers before the commencement of the semester. Teachers adhere to the same and at the end of the term signatures of two students are taken on copies of the syllabus.
- Student Feedback is taken for every subject taught so that improvements can be made.
- The results are analyzed to understand the overall performance of the students.
- Rewards and Prizes have been instituted not only for academics but also for extra-curricular activities and sports. St. Andrew's College has a stellar reputation for sports.

## 1.2 Academic Flexibility

### 1.2.1 Specifying the Goals and Objectives of Certificate/Diploma Courses

	NAME OF THE CERTIFICATE COURSE	GOALS/OBJECTIVES
1	Shamiana - Short Film Club	It aims to teach students of BMM the difference between documentaries and short films. It also helps understand International Cinema and how the film industry is evolving in India.
2	Risk Management	A course conducted in collaboration with KPMG, it aims at giving students practical knowledge on identification, assessment, communication and management of risks in a cost-effective manner
3	Certificate course in inter religious & Inter cultural Dialogue	It aims at promoting harmony in the present world of religious and cultural intolerance
4	Bakery Course	To help understand the nuances of baking as a professional vs a home cook
5	Fruit Carving	Two day session for a perfect table setting

### 1.2.2 Programmes that Facilitate Twinning/Dual degree.

No. The institute does not offer these as it is affiliated to the University of Mumbai and governed by their rules.

### 1.2.3 Institutional Provisions to ensure Academic Flexibility

The Institute offers various courses at the undergraduate level - for both, degree college as well as for the Self-finance courses. Working within the University parameters the following streams are offered by the Degree College:

#### **AIDED:**

\*B.A.

\*B.Com.

In the **final year B.A.** students can decide to pursue a 6 paper Single Major or can opt for a Major with a combination of 2 subjects - 3 papers in each.

#### Single Major

6 Papers of any one of the following subjects:

\*English

\*Economics

\*Sociology

#### Double Majors

A Combination of any two subjects is offered by the college:

- \*Sociology
- \*Psychology
- \*English
- \*History

**Final year B.Com** students have 7 compulsory papers with one applied component. The applied component papers are as follows:

Applied Component Papers:

- \*Direct & Indirect Taxation **OR** Marketing Research
- \*Export Marketing **OR** Computer Systems Applications **OR** Psychology of Human Behaviour at work.

### **SELF-FINANCED COURSES:**

The College offers 6 Self Finance Courses. In the First and Second year students have to complete a mandatory number of credits in a fixed set of subjects. In the Third Year, students of BMM and BMS can choose a major to graduate in.

- \*B.M.S. (1999 - 2000)
- \*B.M.M. (2000 - 2001)
- \*B.Sc.(I.T.) (2001 - 2002)
- \*B.Com.(Accounts & Finance) (2003 -2004)
- \*B.Sc.(Hospitality Studies) (2007 -2008)
- \*B.Com.(Banking & Insurance) (2009 – 2010)
- \*M.Com. at the post-graduation level with a specialization in Management. Introduced in the academic year 2012-13.
- \*2 year diploma in Inter-religious and Inter- cultural studies in the year 2014-15

### **T.Y. Electives:**

- **Bachelor of Management Studies**
  - Special Studies in Finance/ Marketing
  - Investment and Portfolio Analysis/ Econometrics
- **Bachelor of Mass Media**
  - Advertising/ Journalism
- **Bachelor of Science ( Information technology)**
  - Intellectual Property Rights and Cyber Law/ Geographic Information System/ Digital Signal Processing Systems

- **Bachelor of Science (Hospitality)**
  - Front office/ Housekeeping/ Food and Beverage service/ Food production/ Bakery and Confectionery

Most of these courses help in skill development and future employment.

There is no provision made by the university for the transfer of credits from one course to another. Students completing their H.S.C. have to opt for an undergraduate degree in any one of the above courses. Vertical mobility is offered by the college through a post graduate degree in Commerce.

#### ***1.2.4 Self-Financed Programmes.***

The College offers the following Self-Financed courses as on 2014-2015:

- B.M.S.
- B.M.M.
- B.Sc.(Information Technology)
- B.Com.(Banking & Insurance)
- B.Com.(Accounts & Finance)
- B.Sc.(Hospitality Studies)
- M.Com (Management)

#### **Fee structure for Under Graduate courses**

DEPARTMENT	FIRST YEAR	SECOND YEAR	THIRD YEAR
B.A.	5820	5600	4370
B.Com.	6020	5200	6270
B.M.S.	18140	14920	15620
B.M.M.	17940	16920	15620
B.COM (A&F)	18440	17420	15420
B.COM (B&I)	19240	17420	15920
B.Sc. (IT)	23640	23120	25020
B.Sc. (HOSP)	70170	68550	69860

#### **Fee structure for Post Graduate Course**

DEPARTMENT	PART I	PART II
M. Com	11540	11540

However, it follows the rules and regulations of the Affiliating University. Admission and the Curriculum followed is as per the guidelines set by the University of Mumbai and is merit based. Teachers are paid as per the University rules and appointment is on the bases of qualifications prescribed by the UGC.

### ***1.2.5 Additional Skill - Oriented Programmes.***

Skill oriented programmes initiated and conducted by the college have been mentioned in *section 1.2.1.*

### ***1.2.6 Combining Conventional face-to-face and Distance Mode of Education.***

No, University of Mumbai does not offer this facility.

However, students who have left the college in favour of distance learning are given special permission by the Principal to attend lectures where ever possible.

## **1.3 Curriculum Enrichment**

### ***1.3.1 Supplementing the University's Curriculum.***

To ensure that the students gain more than just academic knowledge the teachers use innovative teaching methods like Power Point Presentations, Film screenings, Video Clips, and TED talks. These are followed by discussions and debates. Students are encouraged to attend seminars and workshops as well as participate in role play, quizzes, book reviews and play renderings. Some departments also encourages the students to campaign and make films on social issues to create awareness. The Management students are expected to create and market a product so that they understand the theory of management and marketing. Apart from this-

- \* Innovative academic activities are carried out by the departments through seminars, both National and International. Under the auspices of the Cardinal Paul Poupard Chair for Inter-religious and Inter-cultural dialogue, the college has conducted five international symposiums. (Details are given in 3.2.4)

- \* The teachers attended 276 workshops and organised 13 in the past five years.

The workshops helped in curriculum planning and implementation of the mission of the college. These events are organized by the students under the guidance of a Professor-in-charge. It helps them to understand the importance of time management, planning, marketing, working with limited resources and finally the importance of team work.

- \* Experts from the industry are invited for guest lectures by all departments to supplement course work. Advanced training programmes are conducted in Newspaper and Magazine Making by the BMM Department, Risk Management by the BMS Department



and How to plan your Investments by the B.Com. (A&F), to name a few. (For details please refer to the department reports.)

### ***1.3.2 Efforts made by the college to cope with the needs of the Dynamic Employment Market.***

- Social Outreach Programme – The second year students have to put in 20 hours of social service. They work with NGO’S to understand the need for upliftment of the less fortunate. Orientation is done for Masters of Social Work and courses on Special Education.
- Soft Skill Development – The students of the third year undergo training in leadership, facing an interview, presentation skills and preparing a Resume.
- Value Education- The first year students are given talks on self-esteem, gender equality, stress management and peer pressure
- Exhibitions
  - ‘Glimpses’ – A photography exhibition by the BMM students is a yearly feature.
  - Environment Day – Exhibition with working modules is put up by the BMS students
  - Annual I.T. exhibition – An electronics exhibition by the B.Sc. (IT) students

\* St. Andrew’s Students Model United Nations – it is held thrice a year and focuses on global issues. It helps the students to understand the importance of the United Nations in a world of global strife and gives an insight into how to work in the multi-cultural scenario of today’s world.

\* Seminars are conducted for students along with teachers. Refer to Criterion III

### ***1.3.3 Efforts made by the Institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.***

#### **Environment and Social Initiatives**

- Environment Day is observed by the college. Environmental Education sessions are held to create awareness about climate change.

To take concrete steps towards environment awareness and protection, we have initiated various programs towards creating a **Zero Waste Campus**. In association with Ms. Rashmi Joshi from Stree Mukti Sanghatna we have constructed a compost pit to take care of wet waste of canteen and dept.of hospitality. For the same, Stree Mukti Sanghatana helped us to get funds from UNE. It was inaugurated in November 2014.

- In association with Ms. Deepika Singh, Institute of Community Organisation and Research (ICOR) the **Green Audit** was conducted. With the help of staff and office, data related to department eco initiatives, comparative analysis of energy consumption and water used in college over a period, travel management and total amount of different category of waste generated daily in college premises was 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 were conferred with participation certificates and the winners of first, second and third positions were awarded cash prizes. The categories for competition were Best of Waste; Dustbin painting; Slogan writing; street play; Save the Earth - Model making and Dresses from newspapers. Cash prizes worth Rs. 10,000/- were given to the winners from each category.
- Anti-Narcotics cell  
As part of the social initiative to ensure that the college remains a drug free campus we have started an Anti-Narcotics Cell in 2014. The proactive approach of the college resulted in our being adopted as the pilot college by the Mumbai police
- Gender Sensitization Programmes: The Women's Development Cell has conducted various programmes to council students on gender issues. Many programmes were undertaken in the past five years and the details of which are given in 5.1.11

### **Student oriented Co-curricular Programmes for Human Rights**

The various student oriented cells and committees help to promote values and an understanding of Human Rights. They attempt to make sense of the chaos created by a consumer driven world.

#### **N.S.S. (National Service Scheme)**

The College has a very active and vibrant NSS unit. They go on a 7 day camp every year and learn to live within a rural scenario. They also conduct Blood Donation camps every year. Students have also participated in "AVHAN Camp" State level Disaster management preparedness programme. The volunteers participate in the Peace Rally held at Azad Maidan organised by the University and also in the Peace rally at Mani Bhavan organised by the Yuvak Biradari on their Foundation Day. (Refer to 3.6.5 for details)

#### **AICUF ( All India Catholic University Federation )**

The AICUF opened a new chapter in our Institution in the year 2014. Mr. Arun Ferreira (activist) inaugurated the session. The federation focuses on equality and social activism by creating awareness among university students. It advocates the rights of young people across the globe and the marginalized in society. The federation also works on policy consultation for sustainable growth. The organization also addresses issues of religious and cultural conflict.

They conducted a workshop on '*Religious Conflict in the Middle East – The Islamic State of Iraq & Syria*'. It has also been responsible for sensitizing students on the Impact of Climate Change and its Consequences.

**AIACHE** (All India Association for Christian Higher Education)

Our principal is an Executive Member of this body. Our students represented the college at the 'Youth for Sustainable Change - Student Leader's Seminar' from 27-30 December 2013. They were involved in various activities which highlighted the need for reducing waste and creating a more eco-friendly world. Two of our student council members were selected for the student leader training programme- Inspiring a Generation, held in Goa in 2012.

#### ***1.3.4 Value-Added courses/enrichment programmes to ensure holistic development***

Incorporating the 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) for the Self- Finance Courses and with Institute for Community Organization Research (ICOR) for the Degree College Students. The students are subdivided into smaller groups and are placed at various NGOs. Some of the students contribute their services to their local parishes by helping out with the social service activities they conduct. Students have to complete a minimum of 20 hours of social work.

- In our pursuit to increase the EQ (Emotional Quotient) levels 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 of their teenage lives, we provide them with a platform to clarify their doubts and to get the right knowledge from experts which will help them make the right choices in life.
- We strive to mould our students into exemplary young citizens with high emotional intelligence and spiritual quotient, **Faith on Campus** conducts various morally and spiritually enriching programmes throughout the year.
- The college conducted a **Career Fair** in 2012-2013 where companies from different fields put up stalls and helped students understand the opportunities available to them. We also have a Training and Placement cell that guides students through Interview techniques and helps to place them in careers of their choice. Companies and Corporates approach the college with suitable openings and these are communicated to the students through notice boards, personal counselling or email. The Career Cell has been especially successful in placing all the students of the Hospitality department and many from other departments.

- The Alumni of the college come back and hold guest lectures informing the students about the changing needs of the industry and how they can steer themselves off the beaten track.
- The Institute has Signed MOU's with 2 foreign Universities to encourage the students to avail of opportunities at a global level. They are
  - University College of Frazer Valley, British Columbia, Canada
  - D'Youville College, New York, U.S.A.
 Besides, a MOU has been signed with Cardinal Paul Poupard Foundation.
- We also conduct classes for the UPSC and MPSC examinations thus encouraging students to follow Gandhi's belief, "be the change you want to see".
- The NSS contingent is known for its dynamism. It sees approximately 100 students register every year. These students attend camps and also help the Mumbai police whenever required. They go on a 7 day camp every year and learn to live within a rural scenario. They also conduct Blood Donation camps every year. The volunteers participate in the Peace Rally held at Azad Maidan organised by the University and also in the Peace rally at Mani Bhavan organised by the Yuvak Biradari on their Foundation Day. Owing to the upcoming elections in 2013 the unit was entrusted to execute the Voter's Registration Drive in college in alliance with the NGO – AGNI. The College contingent won the Yuvak Biradari Award conferred by the University.
- Core committees are formed for every Inter collegiate competition conducted by the college. This helps them hone their skills as team players and team leaders.
- We observe not only the statutory National days recommended by the University but we also observe days which have had an impact on global ethics and values. We celebrated the centenary of World War I thus paying tribute to the thousands who laid down their lives. The Cardinal Paul Poupard Foundation Chair conferred on our institute organizes various programmes to promote world peace and inter religious as well as inter community tolerance.

### ***1.3.5 Use of the feedback from.***

- Students:

The college collects feedback from the students for the guest lectures, as well as for the teaching of the curriculum. This feedback is analysed and solutions are sought through meetings held with the student council as well as with the other faculty members.

- **Alumni:**

The college Alumni is an active member of the Institution. Informal feedback is obtained from the alumni in their meetings. Two alumni members are part of IQAC and they give their suggestions in the IQAC meetings.

- **Academic Peer Group:**

Feedback is obtained from the academic peer group in the seminars, workshops, and meetings organized by the University or on other occasions when they meet during centralized assessment at the university. 5 teachers have been involved in Syllabus planning and the Principal is a member of the Board of Studies. Three teachers have been appointed as chairpersons for their respective papers.

- **Academic Audit:**

We invite experts from the field of education every year to audit the progress made by the institute in every sphere, whether it be academics or infrastructure. These suggestions are carefully studied by the management and steps are taken to improve the quality of the Institution. Among the prominent people who have come for the audit are Principal Dr. Ancy Jose, Nagindas Khandwala College, Mumbai, Prof. Newman Fernandes, St. Xavier's College, Goa, Dr. S. Pednekar of Ruia College, Mr. Poodmudiraj - NAAC, Bangalore.

In December 2014 University of Mumbai conducted an audit on the Teaching Learning Methods. Principal A.P. Pradhan (former VC), Dr. K. V. Kale (Director BCUD) and Dr. P.M. Sule (Ex-Principal) were members of the peer team who undertook the visit.

### ***1.3.6 Monitoring Enrichment Programme***

## **1.4 Feedback System**

### ***1.4.1 Contributions of the institution in the design of University Curriculum and Curriculum Enhancement***

Although the Curriculum is designed by the University, teachers are encouraged to help in its design and implementation. They are part of the numerous syllabus planning committees set up by the University when changes are to be incorporated, every five years.

The following are the steps taken for curriculum enhancement:

- **Remedial sessions :**

Remedial Classes are held for weaker students. The UGC and management pays for these classes.

- Staff Research:

Staff is encouraged to do minor and major research utilizing grants given by the UGC. They present papers at various conferences and seminars, both national and international. Some are invited as subject experts and University nominees, at interviews held by other colleges. Detailed data is given in 3.2.7

- Research publications with ISSN numbers.

- *Andrean Research Journal*, Edited by Dr. Marie Fernandes with G. Tavares. ISSN 2278 -9294. Published by St. Andrew's College, Mumbai
- *Ruminations: The Andrean Journal of Literature* ISSN 2249–9059, Edited by Dr. M. Fernandes, S.Lobo and Dr. Sireen Vakil. Published by St. Andrew's College, Mumbai.
- *Ethics and Society: An International Journal of Religions and Cultures for Peace and Harmony*, ISSN 2250-3331 Pub: Cardinal Paul Poupard Chair for Inter-Religious and Inter-Cultural Dialogue.
- *Land, People and Culture*, Edited by Dr. Marie Fernandes with G. Tavares. ISSN 23210-2718. Published by St. Andrew's College, Mumbai

- IQAC

The institute has constituted a committee for Internal Quality Assessment as per the norms set by the University. It meets thrice a year to discuss means to improve pedagogy and implement programmes to encourage inter active student learning. One of the important steps taken in this direction is to have essay competitions on topics beyond the syllabus. Prizes are awarded to the best essays and these are published in the college magazine.

- Staff Seminars and Workshops

A staff seminar is held every year to encourage research in topics that are beyond the core subject taught by the faculty. These papers are published as a journal at the end of the year. The Institute also conducts Staff enhancements programmes for the holistic development of its teachers as well as for the non-teaching staff.

Workshops for Staff: 5

Staff advancement Seminars: 5

Seminars for Non-Teaching Staff: 5

#### ***1.4.2 Formal Mechanism to obtain Feedback***

We are affiliated to the University of Mumbai and follow their recommended curriculum. We have initiated a process of feed back from students and parents where they are asked to give suggestion on how to improve the curriculum.

### ***1.4.3 New Programmes/courses Introduced by the Institution***

#### **M.Com. (2012-2013)**

A Master in Commerce was introduced by the Institution as we have many students who pass out of the commerce stream. In today's challenging world an undergraduate degree does not suffice and a specialization helps to increase market value.

#### **Diploma in Inter-religious and Inter-cultural Studies (2014-2015)**

The course has been developed with the aim of promoting harmony in the present world of religious and cultural intolerance and to help the students to become aware of the transformative role they can play to promote peace and national integration.

## **CRITERION II: TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile:**

#### ***2.1.1: Publicity and Transparency in the Admission Process***

Our college prospectus enables applicants to understand unique features and importance of the institution. It also provides the profile of the college in detail. The admission process followed is as per the existing norms and policies of the University, to which it is affiliated. Information for online admission and the cut-off list is displayed prominently in college and also uploaded on the college website ensuring transparency in the admission process. The website provides all information with regard to the college. It features our vision and mission, the courses we offer, departmental details and the co-curricular and extra – curricular activities we provide. As ours is a minority institution, letters, posters and banners are sent to churches to inform them of our courses and our cut-offs of the previous year.

#### ***2.1.2 Admission Process***

We follow the standard process prescribed by the University of Mumbai. Being a minority institution, we have 50 per cent seats reserved for minority students and the remaining 50 per cent are reserved for students belonging to other categories. Seats are given on the basis of merit both for the minority students as well as students of the open category. These lists are prominently displayed. We also have an Admission Committee to oversee the process and a committee to look into matters related to students belonging to reserved categories.

#### ***2.1.3: Minimum and Maximum Percentage of Marks for Admission Cut-off***

Table attached on the next page.



Course Name		YEARLY CUT OFF %													
		2010-11				2011-12				2012-13					
	Course	INHOUSE	MINOR.	OPEN	RESERVED	INHOUSE	MINOR.	OPEN	RESERVED	INHOUSE	MINOR.	OPEN	RESERVED	INHO	
F.Y.B.A.		37.00	49.50	41.50	43.33	40.25	39.67	41.00	48.60	38.67	35.33	39.00	48.50	42.	
F.Y. B.COM.		39.17	66.33	66.83	45.17	44.17	66.17	58.67	41.00	42.67	66.83	67.67	58.00	36.	
F.Y.BMS	ARTS		58.17	50.05	NIL		65.67	56.60	NIL		63.50	49.67	NIL		
	COMM		74.17	72.17	44.83		75.16	76.27	57.17		74.67	73.67	63.83		
	SC		65.00	60.17	51.06		67.18	62.19	52.28		62.67	56.50	46.50		
F.Y. BMM	ARTS		65.67	67.33	48.67		65.50	69.00	52.67		66.33	69.00	60.00		
	COMM		74.04	79.00	50.17		74.05	80.83	56.00		74.17	79.20	52.05		
	SC		68.33	71.67	47.17		66.83	78.08	61.67		62.83	70.80	61.05		
F.Y. B.Sc.IT	MATHS MARKS		71.00	71.00	58.83		60.00	66.00	35.00		61.00	68.00	59.00		
F.Y. Bcom. A &F			76.00	75.67	54.00		75.83	71.00	49.00		76.33	75.50	54.00		
F.Y. B.Sc. (HS)			53.17	54.17	NIL		50.20	50.00	45.67		54.67	50.00	NIL		
F.Y. Bcom. B & I			64.17	48.57	44.83		58.00	54.83	52.33		67.00	56.83	54.00		

#### **2.1.4: Admission Process Review.**

The institution has an Admission Committee which looks into matters related to the admission process. Students' profile from the first year till third year is maintained and updated periodically. With timely updating of students' profile forms, we monitor their academic growth and attendance. Over the years we have noted that we have been getting students with a higher percentage and a larger number of applications, as can be observed from the data of 2.1.3

#### **2.1.5: Admission Policy of the Institution with regard to Reservation Categories**

The college is affiliated to the University of Mumbai and we adhere to the mandatory requirements during admission. Our student profiles demonstrate the diversity of our institution.

As articulated in our prospectus / Vision / Mission statement we are committed to serve the needs of the poor and the marginalized. A large number of our students belong to this category. We are open to students coming from all states, all religions and with different abilities. Our staff and students are committed to help such students.

**The following table gives the number of students admitted in college in the last four academic years**

Categories	Year 1 (11-12)		Year2 (12-13)		Year3 (13-14)		Year4 (14-15)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	17	08	14	06	18	05	12	07
ST	09	02	05	07	08	06	05	02
OBC	11	09	10	15	07	04	06	08
General	218	224	204	208	243	215	266	289
Others	859	1333	870	1399	792	1341	787	1239

**Table showing the details of scholarship disbursed shows our effort taken for student inclusion**

**2010-2011**

Sr No.	Name of Scholarship	No. of students	Total Amount
1	OBC/SBC/VJNT/SC/ST scholarship	33	543975/-
2	Minority scholarship	87	407958/-
3	Free ship: Dr. Irene Iyer	20	1,000,00/-
4	Free ship: Bishop L Pereira	28	68,083/-

**2011-2012**

Sr No.	Name of Scholarship	No. of students	Total Amount
1	OBC/SBC/VJNT/SC/ST scholarship	24	538575/-
2	Minority scholarship	77	480268/-
3	Free ship: Dr. Irene Iyer	28	1,17,465=00
4	Free ship: Bishop L Pereira	21	57,800=00

**2012-2013**

Sr No.	Name of Scholarship	No. of students	Total Amount
1	OBC/SBC/VJNT/SC/ST scholarship	17	277505/-
2	Minority scholarship	84	433106/-
3	Free ship: Dr. Irene Iyer	26	1,04,895=00
4	Free ship: Bishop L Pereira	25	77,158=00
5	Free ship: Dr. Marie B. Fernandes	18	1,000,00=00

**2013-2014**

Sr No.	Name of Scholarship	No. of students	Total Amount
1	OBC/SBC/VJNT/SC/ST scholarship	13	339340/-
2	Minority scholarship	55	287496/-
03	Free ship: Dr. Irene Iyer	21	1,05,110=00
04	Free ship: Bishop L Pereira	25	1,10,960=00
05	Free ship: Dr. Marie B. Fernandes	12	1,000,00=00

**Our diversity of students is reflected in the table given below**

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same State where the college is located	2636	72	-	-	2708
Students from other states of India	63	1	-	-	64
NRI students	22	-	-	-	22
Foreign students	4	-	-	-	4
Total	2725	73	-	-	2798

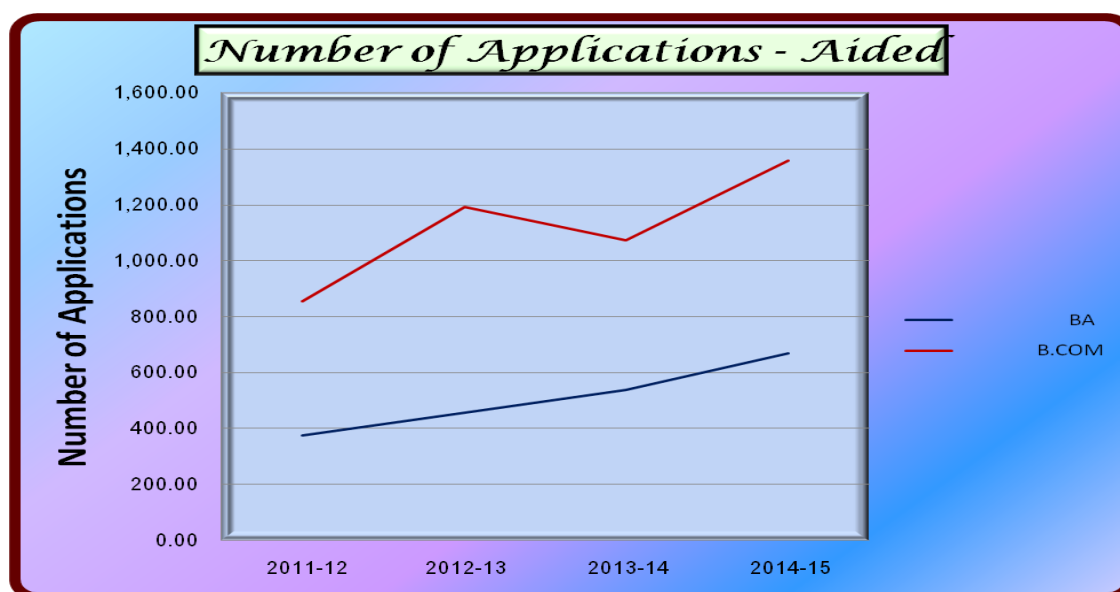
### 2.1.6: Programmes offered and trends

The trend does show an increase in the demand for the traditional courses of B.A. and B.Com. As for the self-financing courses we have had negligible drops at times which are indicative of colleges in the area increasing or starting new courses. Added to this, our students do not come from an affluent background and the fee structure (regulated by the University of Mumbai) could impose a strain on the precarious financial condition of families. To strengthen the demand for the streams where we perceive a slight drop the college has tried to keep the fee structure as low as possible and has garnered resources to help the less privileged sections.

#### AIDED COURSES

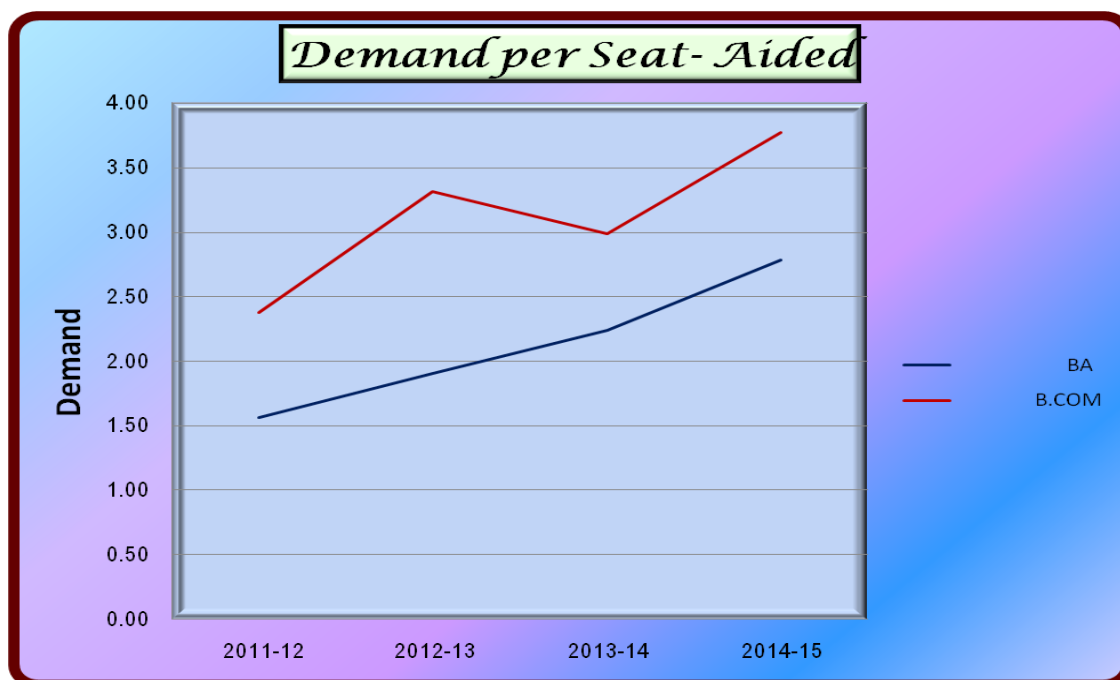
Number of Applications

	2011-12	2012-13	2013-14	2014-15
<b>BA</b>	376	458	538	668
<b>B.COM</b>	856	1192	1075	1358



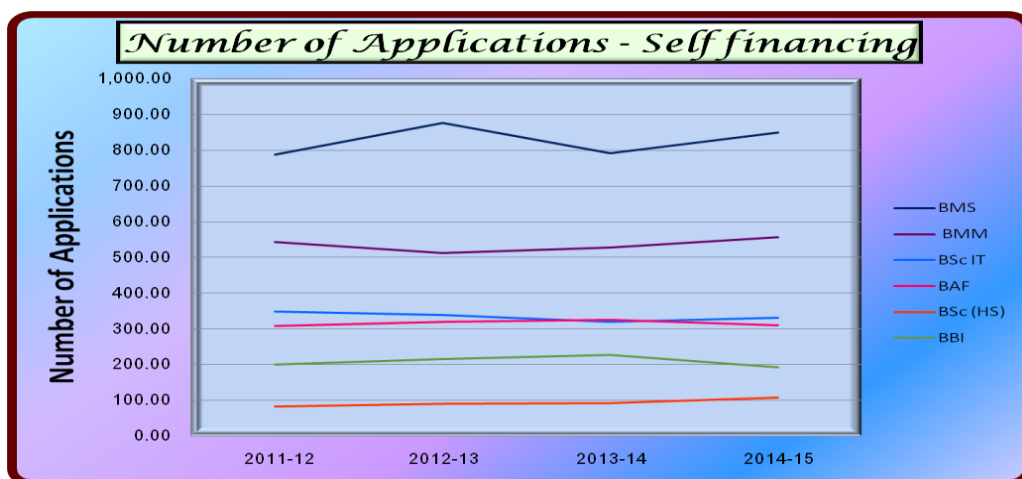
### Demand Per seat

	2011-12	2012-13	2013-14	2014-15
<b>BA</b>	1.56	1.90	2.24	2.78
<b>B.COM</b>	2.37	3.31	2.98	3.77



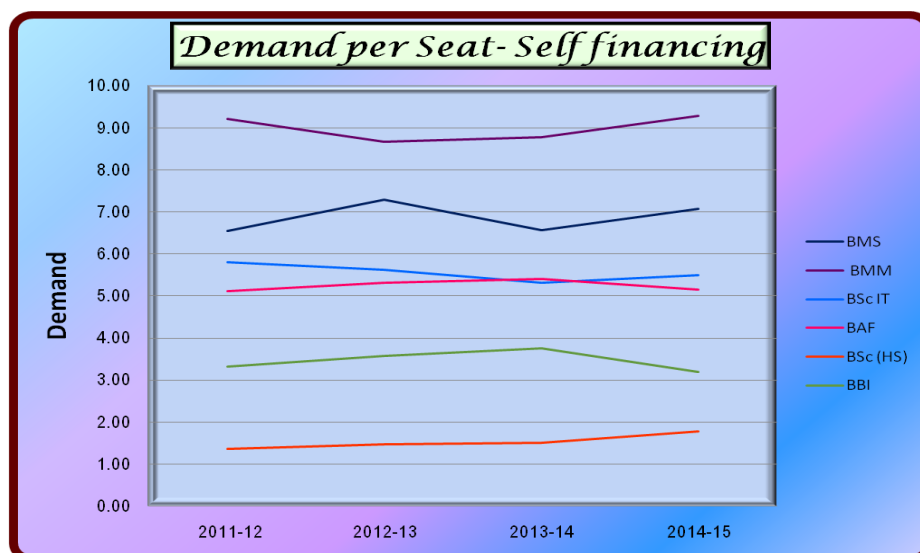
### SELF-FINANCED COURSES Number of Applications

	2011-12	2012-13	2013-14	2014-15
BMS	787	876	790	849
BMM	544	512	527	557
BSc IT	349	338	319	330
BAF	307	319	325	309
BSc (HS)	82	89	91	107
BBI	200	215	226	192



Demand per seat

	2011-12	2012-13	2013-14	2014-15
BMS	6.56	7.30	6.58	7.08
BMM	9.22	8.68	8.78	9.28
BSc IT	5.82	5.63	5.32	5.50
BAF	5.12	5.32	5.42	5.15
BSc (HS)	1.37	1.48	1.52	1.78
BBI	3.33	3.58	3.77	3.20



## **2.2: Catering to Diverse Needs of Students**

### ***2.2.1 Differently-Abled students.***

The college has differently-abled students and caters to their needs. It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. The college ensures that all existing structures as well as future construction projects in the campus are made disabled friendly. The institute has special facilities such as ramps, wheel chair and lift to suit the special needs of differently-abled persons. Our teachers are patient with students requiring special attention and our in-house counsellor helps to deal with psychological, social, academic and personal problems they might have. Government schemes are made known to them.

### ***2.2.2: Assessment of the students' knowledge and skills before the commencement of the programme.***

The institute looks at the assessment at the time of the admission that is the class XII result. There is a cut-off list at the time of admission. Staff members at the time of admission, counsel the students with regard to the scope and requirements for different courses. However we do not have a formal mechanism in place, except for the Hospitality Studies department. At the beginning of the year students are informed what the subject / course would involve and what would be expected of them. They are also made aware of the opportunities that are available in pursuing that subject / course. Students of the B.A class are given the freedom to change their optional subjects accordingly

### ***2.2.3: Strategies to bridge knowledge gap of the enrolled students.***

The strong and weak points of the students are identified through the profile form and exam results. Bridge classes/remedial classes are conducted for weaker students. Ad-hoc classes are conducted by B.Sc.(IT). Students learn through peer-learning; students are paired (meritorious and academically weak students) so that learning becomes easy and interesting. Certificate courses are organized to supplement course work, the details of which are given below.

	NAME OF THE CERTIFICATE COURSE	GOALS/OBJECTIVES
1	Shamiana - Short Film Club	It aims to teach students of BMM the difference between documentaries and short films. It also helps understand International Cinema and how the film industry is evolving in India.
2	Risk Management	A course conducted in collaboration with KPMG, it aims at giving students practical knowledge on identification, assessment, communication and management of risks in a cost-effective manner
3	Certificate course in Inter Religious & Inter Cultural Dialogue	It aims at promoting harmony in the present world of religious and cultural intolerance
4	Bakery Course	To help understand the nuances of baking as a professional vs a home cook
5	Fruit Carving	Two day session for a perfect table setting

The data given below is an account of the lectures conducted as part of the remedial teaching and the payment given to the respective lecturers.

#### Statement Showing Details About Remedial Classess From 2010 - 2011 To 2014 - 2015

SR. NO	NAME OF THE TEACHERS	YEAR	PAYMENT DATE	No. of lectures	AMOUNT	SOURCE OF PAYMENT
1	Dr. KASHMIRA MODY	2012 - 2013	31.08.2012	10	3000	U.G.C.
2	Dr. MARIE FERNANDES	2012 - 2013	31.08.2012	15	4500	U.G.C.
3	Dr. PREETI OZA	2012 - 2013	31.08.2012	22	6600	U.G.C.
4	Ms. MARIA SYED	2012 - 2013	31.08.2012	8	2400	U.G.C.
5	Mr. MANISH PATIL	2012 - 2013	31.08.2012	16	4800	U.G.C.
<b>TOTAL</b>					<b>21300</b>	
1	Ms. S. MALHOTRA	2013 - 2014	22.10.2013	4	1200	MANAGEMENT A/C.
2	Dr. V. SIBAL	2013 - 2014	22.10.2013	6	1800	MANAGEMENT A/C.
3	Ms. J. COELHO	2013 - 2014	22.10.2013	2	600	MANAGEMENT A/C.
4	Ms. S. DHOTE	2013 - 2014	22.10.2013	3	900	MANAGEMENT A/C.
5	Dr. K. MODY	2013 - 2014	22.10.2013	13	3900	MANAGEMENT A/C.
6	Dr. H.K. BHASIN	2013 - 2014	22.10.2013	3	900	MANAGEMENT A/C.
7	Dr. G. TAVARES	2013 - 2014	22.10.2013	5	1500	MANAGEMENT A/C.
8	Ms. C. BRAGANZA	2013 - 2014	22.10.2013	5	1500	MANAGEMENT A/C.
9	Ms. D. GONSALVES	2013 - 2014	22.10.2013	2	600	MANAGEMENT A/C.
10	Dr. A. CORREA	2013 - 2014	22.10.2013	3	900	MANAGEMENT A/C.
11	Ms. S. LOBO	2013 - 2014	22.10.2013	5	1500	MANAGEMENT A/C.
12	Dr. P. OZA	2013 - 2014	22.10.2013	2	600	MANAGEMENT A/C.
<b>TOTAL</b>					<b>15900</b>	
1	Mr. KEVIN MIRANDA	2014 - 2015	30.07.2014	6	1800	U.G.C.
2	Ms.C. BRAGANZA	2014 - 2015	11.11.2014	15	4500	U.G.C.
3	Ms. JYOTI BHATIA	2014 - 2015	11.11.2014	4	1200	U.G.C.
4	Ms. SUSAN LOBO	2014 - 2015	11.11.2014	2	600	U.G.C.
<b>TOTAL</b>					<b>8100</b>	



#### ***2.2.4: Sensitization on gender, inclusion and environment.***

Sexual harassment has come to be widely condemned as a form of human rights violation, an infringement on life and liberty and a grave form of gender-based discrimination. Such behaviour is an affront to dignity, gender equality, and fundamental rights. The college has a 'women development cell' that caters to sensitizing students on important issues like equality, and gender. Lectures and seminars (details in criteria 5) are conducted to empower students, specially the girls. If any untoward incident takes place within the campus, the head of the institution and the convener of the WDC take action.

A detailed analysis on inclusion is mentioned in criteria 5 and on environment is stated in criteria 7.

#### ***2.2.5: Addressing special educational/ learning needs of advanced learners.***

Students are part of different associations and committees that cater to curricular, co-curricular and extra-curricular activities. This gives an opportunity to every student to excel and enrich themselves. The faculty guides and closely monitors them. Students who are talented often work harder, they are often given past papers to solve or asked to read beyond the syllabus and sometimes make presentations in class.

A paper was presented by a T.Y.B.M.S student Ms. Ninoshka Gracias at an international conference titled "Strategic Talent Management: A proposed model for building talent pipeline of project managers" at Nirma University Ahmedabad in January 2015.

#### ***2.2.6: Collection and analysis of data on the academic performance with special reference to students at risk of drop-out. (support provided with the disadvantaged sections, physically challenged and slow learners)***

Every class has an assigned teacher in-charge and s/he maintains the profile form of students of that class. It has data on their progress in academics, economic background, their interest etc. At the institutional level, scholarships and freeships are offered which the student can avail of. Students can pay fees in installments which help them to tide over their economic crisis. The college counsellor along with the Class teacher mentors such students and provides the necessary help and support.

Our dropout rate is as follows

<b>UG</b>	<b>2013-14-(53) 2014-15-(95)</b>	<b>PG</b>	<b>2013-14- (02) 2014-15- (06)</b>
	<b>Reason For Leaving (Failed &amp; Discontinued generally for personal reasons)</b>		

The college provides financial assistance for students as and when the need arises; the details of which are as follows

### Fee Paid From St. Andrew's Fund Account To Economically Weak

YEAR	NAME OF THE STUDENTS	AMOUNT
2010 2011	SHINDE AAKASH SUDHAKAR	2000
2012 2013	VEIGAS RYAN JULIUS	3665
	D'COSTA DOYAL	1495
	D'SOUZA DAVID R.	695
	MACWAN DAVID	1695
	DA'COSTA SABINO	1695
	KURUVILLA SHARAN JOSEPH	3275
	YANG TEHNING	3075
	<b><u>TOTAL</u></b>	<b><u>15595</u></b>
2013 2014	COELHO PRUDENCE MERCIAN -	2000
	PIRES NATHALINE SUCCORINE -	2000
	TRIVEDI LEKHA	2000
	MAHTO ARVIND SHWDANE	2000
	FERNANDES SALVEENA R	2170
	MORRIS ANDREW NAYIM	1470
	SUTRE SAVITA REVAN	4670
	TIWARI RAVI GAYATRA PRASAD	3850
	<b><u>TOTAL</u></b>	<b><u>20160</u></b>

## 2.3. Teaching Learning Process

### 2.3.1 Planning and Execution of teaching learning and evaluation schedules.

We are affiliated to the University of Mumbai and follow stated policies, but we try to provide student –centric learning. Towards the close of an academic year the Principal draws up the academic calendar for the next year which has details of tests and examination schedules as well as extra and co-curricular activities. At the start of the academic year every teacher prepares a teaching plan. This helps in optimum use of time during the teaching-learning process. Every class room has been provided with a LCD and white board which are used to make learning a better experience. Regular lectures are conducted and attendance records are maintained. The lectures also take the form of discussion and debates. Seminars and conferences are conducted by different departments and students are encouraged to attend them to enhance their knowledge. The provisional dates for exams are declared in advance so that students can be better prepared for the evaluation process. Academically advanced learners are encouraged to visit the library on a regular basis to supplement academic learning..

### ***2.3.2 IQAC's contribution to improve the teaching-learning process.***

The IQAC has been active in contributing to the Teaching-Learning process. It conducts meetings 2-3 times a year to evaluate and formulate policies. External experts, alumni and student representatives in the committee contribute to raising the bar at all levels. Parameters are identified for various academic and administrative activities. Recommendation and strategies are sorted to improve the Teaching-Learning process in terms of organisation of seminars, conducting workshops and inviting guest lectures. The management also contributes towards advancing learning skills of Staff and students by providing the required infrastructure and resources. The IQAC also looks into the feedback mechanism at the exit level for the graduating students and parent's feedback for the current students. It makes recommendations based on the outcomes expressed.

The AQAR report has been sent every year.

### ***2.3.3: Student-Centric Learning.***

To make the learning process more student centric the college management has equipped the classes with learning tools such as a LCD in every class where current topics can be screened and discussed. This adds to the student's ability to understand and have a broader vision of the modules of the course. Students are urged to make use of this technology to enhance their class presentations. Free internet browsing is provided in the library for the students, peer learning has been started in the BSc (IT) and BCom (A&F). Student seminars have been started to encourage research among the students. The moodle server also provides the student with supplementary course material.

Class participation of the students is encouraged and the University has set aside marks in the Semester exams for this purpose. The Principal meets the Student Council members regularly and they discuss with her the changes they would like to see in class with regard to the teaching method used. As a result, staff members are told not to dictate notes in class but to provide the matter to the students either in advance or after the chapter is completed. Staff members also use the Moodle server to put their lecture notes for students to access at their convenience. Staff Advancement Programmes are conducted every year for Staff members.

### ***2.3.4 Nurturing Critical Thinking, Creativity and Scientific Temper.***

St Andrew's College encourages students to participate in various activities in college and to challenge their skills in various competitions held by other colleges.

Besides Co-curricular and extracurricular activities, students are encouraged to make presentations in class. Exhibitions by the BMM (Photography Exhibition and various campaigns) and Model making and Poster presentation on Environment Management, working on a departmental newsletter have also been initiated. Industrial visits and field trips give the students a feel of the real world and these facilitate classroom learning. The B.Sc IT Department regularly organizes exhibitions and competitions to foster the scientific temper. The college has been organizing seminars and conferences every year. Students participate

and are encouraged to discuss and raise questions with the experts who are invited. The departments of English, Economics and Business Economics conduct National Level seminars every year with contemporary themes. The details are given in 3.2.4 The college also publishes four journals with an ISSN number - *Ruminations*, *Cardinal Paul Poupard Journal for Inter-Religious and Inter-Cultural Dialogue*, *Andrean Research Journal and Land, People and Culture*.

Last year the War Seminar that was organized to commemorate 100 years of the World War I. our chief guest was Monsieur Christopher Legris – Cultural attache- French Consulate. We encouraged our students to exhibit intellectually and creatively the impact the war made on different subjects. The student journal – *Lumière* which contains these articles has been published. It is our first research journal for students.

The English department has the ‘Writer’s Den’ and ELAN a newsletter. The BMM department published the newsletter – ‘The Fifth Estate’ to encourage creative writing skills among students. The college magazine, which last year won the prize for the Best Magazine is another space where students demonstrate their creative talent. Regular extracurricular activities of music, dance and drama all performed in our state-of the art auditorium, prepare and launch students into careers in the performing arts, prepares them to manage budgets, design backdrops, meet celebrities and co-ordinate different activities for a mega event.

### ***2.3.5: Technologies and Facilities available for Effective Teaching.***

The college is connected to INFLIBNET. All faculty members have access to e-books and e-journals through INFLIBNET. We have an institutional arrangement with the American Centre and the British Council Library to make use of their resources. The Language Laboratory and the Multimedia Centre are also at the disposal of the Student community. Wi-fi has been provided in the Staff rooms. There are LCD projectors in every classroom; our computer laboratories are well equipped. Our conference room has all the necessary facilities and also video conferencing facility to interact with professionals in distant places in India and abroad. The BMM department conducts a workshop every year in collaboration with Shamiana Short Film Club, and in September 2012, used the video conferencing facility to have a video chat with Jennifer Thym, the Hong Kong based American short Film Maker, on her short film *Bloodtraffick*.

### ***2.3.6 Advanced Learning.***

Students attend Guests lectures –where industry experts are invited to share their experiences and provide additional knowledge of the real world. They are also encouraged to attend workshops and seminars of different courses for added information.

Teachers attend seminars and workshop that are held in their respective subject. Detailed data provided in Criteria 2.4.3 (c,d and e) and orientation and refresher courses (in 2.4.4). Faculty exchange programmes, National and Inter-national conferences are either hosted in college or staff participate by presenting papers. Workshops in collaboration with respective Board of Studies of the University of Mumbai are also organized.

### ***2.3.7 Students Benefitted from Psycho-social Support and Guidance Services.***

The college has the following to provide support and guidance services free of cost to the students (details provided in criteria 5)

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| • Counselling Centre                 | details in 5.1.8                 |
| • Career Guidance and Placement Cell | details 5.1.9                    |
| • Mentoring                          | conducted by every class teacher |
| • Remedial Lectures                  | details in 2.2.3                 |

### ***2.3.8 Innovative Teaching Methods and Approaches.***

Teaching-learning processes are adopted to make students knowledgeable, develop soft skills. Therefore, innovative teaching methods have been adopted over the years to encourage participative learning. Faculty members have access to wi-fi in the Staff room. The classrooms have LCD projectors to enable teachers to adopt modern teaching methods. Whiteboards too are also provided in every classroom. Students are sent for internships, fieldtrips and study tours.

There is also a growing trend to foster a sense of social responsibility among the student community through seminars which are focused on burning issues of the day and have prominent speakers invited to present papers. Teachers are encouraged to attend workshops and seminars to upgrade their knowledge and skills. The management provides aid for attending seminars (over and above the aid provided by the UGC). Research is also encouraged by allowing the faculty to avail of FIP.

The impact of these processes is felt as the teaching-learning process is increasingly becoming student-centric. Students are increasingly aware of the real word and are at ease with technology.

### ***2.3.9: Library Resources.***

St. Andrew's has a well equipped Library with competent staff who aid faculty in their research work and in providing teaching material pertaining to the curriculum. A large collection of videos and movie DVDs as educational resources help in augmenting the

process. Linkages to Infilbnet, e-journals go a long way in adding to the Teaching –learning process. (Details in Criteria 4.2)

### **2.3.10: Challenges in Completing the Curriculum**

Teachers manage to complete the syllabus by taking extra lectures. The main challenge lies in the fact that delays in examinations and subsequent admissions, result in students joining the course at a later stage.

The table below gives a record of the teaching days (excluding exam days):

	2010-11	2011-12	2012-13	2013-14	2014-15
Total teaching days excluding examination days	153	131	136	160	167
Examination days	66	108	99	75	68

### **2.3.11: Monitoring the Quality of Teaching Learning.**

The quality of teaching has always been the priority of our institution and to evaluate and monitor it the following are undertaken:

- Feedback has always been taken. From 2015 it is system based.
- Appraisal Performance Index and Performance Based Appraisal System
- Informal feedback from students, peers and industry
- Exit Poll
- Syllabus planning

## **2.4 Teacher Quality**

### **2.4.1 Strategies adopted in planning and management of its human resources to meet the the changing requirements of the curriculum.**

The college gives the UGC scale to qualified faculty. The Staff Advancement Programme helps the Staff to take into account a holistic view whilst dealing with various subjects. The Staff are encouraged to attend seminars and workshops and up-date their knowledge. The coordinators and professors invite professionals from different fields as guest lecturers.

## Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Femal	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	-	5	-	4	9
M.Phil.	-	-	-	3	-	-	3
PG	-	-	-	2	1	7	9
Temporary teachers							
Ph.D.	-	-	-	-	-	1	1
M.Phil.	-	-	-	-	-	1	1
PG	-	-	-	-	4+(2UG)	5	9+(2UG)
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	1PG	-	1PG

### 2.4.2 Efforts made by the institution to cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes.

All the departments take initiatives to call experts from industry, to guide students regarding the latest technology and ongoing trends in Industry. The students are also taken on educational and industrial visits to get first hand information on the industry scenario. (Data provided in departmental reports)

### 2.4.3 Details on Staff Development Programmes.

The management encourages the Staff to present papers at International, National and Local seminars/conferences. The Staff Advancement Programmes held during the year provide a platform for inter-departmental dialogue.

#### a) Nomination to staff development programmes

Year	Refresher course	Orientation course	Short term course
2010-11	3	4	--
2011-12	1	-	-
2012-13	4	2	3
2013-14	2	-	5
2014-15	2	-	1
TOTAL	12	06	09

## **b) Faculty Training programmes**

Staff enhancement programmes are conducted every year. The following programmes were conducted in the last four years

- 1) Workshop by Ms.Rohini D'Souza on 'Stress Management and Reaching Out to Generation Y' (2012-13)
- 2) Workshop by Principal Dr Marie Fernandes on 'Impact of a Teachers Personality on Education' (2013-14)
- 3) Team Building Programme by Rohan Athalye L&T Corporate Learning and Development Team (2013-14)
- 4) Session by Ms.Deepa S Roy Director, Fiscal Analysis Division (RBI) on 'Understanding National Budget' (2014-15)
- 5) Session by Fr. Prashant Olalekar SJ on 'De-stressing Techniques' (2014-15)

Besides, a staff seminar is organized every year where staff members are invited to present papers.

## **c) Percentage of faculty invited as resource persons.**

13 per cent staff have served as resource persons

## **d) Percentage of faculty participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies**

60% of the staff participation in workshops/ seminars/ conferences

International	17%
National	30%
Local	60 %

## **e) Presented papers in Workshops /Seminars / Conferences conducted or recognized by professional agencies**

50% of the staff participation in workshops/ seminars/ conferences

International	25%
National	20%

## **2.4.4 Policies/systems to recharge teachers.**

The Principal encourages the Staff to participate in seminars and workshops which helps in academic growth. The Management also reimburses staff members who attend workshops, seminars and conferences. They also fund a travel allowance for staff members who present papers at National Conferences. Details are provided in the following table:



## Payment by management for staff to attend National Conference

2010-- 2015

YEAR	DATE	NAME OF TEACHERS	PARTICULAR	AMT
2010-11			NIL	
2011-12	15.7.11	MS. SUSAN LOBO	PRESENTATION AT ENGLISH LANGUAGE TEACHER'S ASSOCIATION OF INDIA	3890
2012-13	7.6.12	MS. JOANITA FERNANDES	TRAVEL TO ATTEND NATIONAL WORKSHOP AT CHRIST UNIVERSITY BANGALORE FOR 7 DAYS (19 MAY 2012 TO 25 MAY 2012)	3999
2013-14	24.10.13	Dr. PREETI OZA	TRAVEL FOR A PAPER PRESENTATION AT AN INTERNATIONAL CONFERENCE	4764
	6.11.13	Dr.M.B.FERNANDES	TRAVEL TO ATTEND A CONFERENCE AT SRINAGAR	11084

### 2.4.5 Awards/recognition received by faculty.

Dr. Marie Fernandes

1. "International Visitors Leadership Award" by the U.S. Department of State to visit Colleges and Universities across USA- 1-19 February 2010.
2. a. Best Principal Award. Educational Management  
b.. Most Admired Degree College of Commerce  
From Asian Customer Engagement Forum – on 6 December 2014

### 2.4.6 Teachers' evaluation by the students and external Peers.

The college has been evaluating the teachers by a questionnaire filled by students of all classes for their respective lecturers. From the year 2015 we have started a system based evaluation, where students are asked to give their feedback in our computer laboratory, and results are generated. The Principal then counsels each faculty individually.

The college has an Academic Audit conducted annually and the recommendations are discussed and implemented. The resource people who have come in the last five years were:

Name	Date
Dr. Ancy Jose, Principal Nagindas Khandwals College, Mumbai	26 April 2010
Prof. Newman Fernandes, Principal St. Xavier's College, Goa	17 April 2012
Dr. Suhas Pednekar, Principal Ruia College, Mumbai	14 March 2013
Mr. Ponmudiraj, NAAC- Bangalore	26 April 2014
University of Mumbai Academic Audit Prin A.P. Pradhan (former VC) , Dr. K.V. Kale (Director BCUD) & Dr. P.M. Sule (Ex.Principal)	(13 December 2014)
Management Audit (Dr. Fr. Roy, Dr. Parvathi Venkatesh, Dr. Vijay Dabholkar & Mr. Morris)	23&25February 2015

## **2.5 Evaluation Process and Reforms**

### ***2.5.1: Awareness of the evaluation processes by the stakeholders of the institution.***

Through the prospectus which is updated annually and the Orientation programme held at the beginning of every academic year, students and their parents get updated. The website of the University of Mumbai and the college also display the format of the evaluation process. The notice boards and circulation of notices in class along with announcements by Staff members help make the students aware of the process

### ***2.5.2: Evaluation reforms of the university adopted by the institution.***

As we are affiliated to the University of Mumbai we cannot initiate reforms on our own, but we follow the reforms set by the university, which include a revision of the syllabus every 3 years for BCom and BA (introduction of papers which are relevant to our students in place of papers that have lost their relevance). We have changed from the year 2013-14 to the 75:25 pattern (earlier we had the 60:40 pattern and previous to that the BA and BCom had the 100 mark system, but for self-financing, from the very start it was an internal: external system).

Question papers are submitted to the Heads of Department for monitoring that all modules have been covered and the paper adheres to the pattern provided by the University. Two students are also required to sign on the syllabus copy with regard to its completion by the concerned teacher.

### ***2.5.3: Effective Implementation of the Evaluation Reforms of the university.***

We are affiliated to the University of Mumbai and so have to implement the policies laid down by the University. The evaluation process and reforms are implemented through various committees like Exam Committee, Unfair Means Inquiry Committee, IQAC, LMC, Grievance Cell. The time-table for the examination is displayed on the notice board. The Principal oversees the process of implementation.

### ***2.5.4 Details on the formative and summative assessment approaches adopted to measure student achievement.***

The assessment process follows the procedure laid down by the University. To make it more student friendly our institute has adopted the following measures:

- ‘Each One Teach One’ method introduced by the BSc(IT) department
- Presentation by students and feedback from students themselves
- General comments after an examination by staff members
- Andrean Co-Curricular Movement for Enrichment (ACME)—to encourage student participation in various activities

### ***2.5.5 Transparency in internal assessment***

The University of Mumbai introduced the credit based system from the year

2011. The students are assessed on varied fronts. Each course was divided into 60 marks for external assessment and 40 for internal assessment. Weightage for participation/attendance, behaviour, project work, assignments was part of the internal assessment. The distribution of forty marks was as follows.

1. Attendance/Participation behavior 10 marks
2. Project work / assignment 10 marks
3. Internal test 20 marks

From the academic year 2014-2015, the University changed the marking scheme to 75:25. Internal assessment includes 20 marks for test and 5 marks for attendance/participation and behaviour.

Students who are not happy with their performance can ask for a photocopy of their papers by applying for re verification and then apply for re-evaluation.

### ***2.5.6: Graduates Attributes Specified by the College.***

St. Andrew's College stresses on the moral fiber of the students and to this end we try to mould our students to become responsible citizens of the community by providing them with the required skills, awareness of environment protection, understanding the need to help in the upliftment of the under-privileged, promoting harmony and gender sensitization and to live in peace and harmony with people of all faiths.

To ensure that these attributes are attained by our students we have various organisations in the college like the NSS, the Social Outreach Programme, the Value Education Programme, The Cardinal Poupard Chair for Inter Cultural and Inter-religious Dialogue, Faith on Campus, the Zero Waste Campus. We also have academically enriching programmes conducted by various departments, so that students are able to hold their own with their peers.

### ***2.5.7: Mechanisms for Redressal of Grievances.***

Students seek clarifications and guidance from the faculty. Students can apply for photocopy of their assessed answer papers within certain days of the results being declared. If students are not satisfied with the assessment, then they can apply for revaluation. In revaluation, teachers from other college are invited to reevaluate the assessed paper. Hence the evaluation process is transparent and the interests of students are protected. We also have a Grievance Cell which the students can approach for redressal both, at the College and the University level.

## 2.6. Student performance and Learning Outcomes

### 2.6.1: Stated Learning Outcomes of the College

The college provides prizes to the toppers of every class/ subject; it is also printed in the magazine along with our sports achievers. The students who secured O & A Grade were felicitated by our Chief Guest on stage, at our Degree Certificate Distribution Programme during the academic year 2013-14. The college has awards for toppers in various streams

as well as for the Best All -Round Student, Cultural Awards and also an award for the Best Value Education Leader. The students are made aware of this through our prospectus, web-site and our annual magazine where the achievers are mentioned

### 2.6.2: Coursewise analysis of the students results.

Faculty wise results in percentage for last four years for UG and PG at the University Examinations

*Data for 2014-15 will be provided at the time of the NAAC Peer Team visit*

Programme / Course	Year				
	2010-11	2011-12	2012-13	2013-14	
T.Y.B.A.				Sem V	Sem VI
O and A Grade / First Class Percentage	46.48	29.66	29.08	24.77	17.82
B Grade	50.00	60.69	58.16	31.19	27.72
College Pass Percentage	99.29	95.86	98.58	85.32	88.12
University Pass Percentage	73.75	N.A.	76.05	63.35	69.64

*# Sem V and VI complete results not available from university*

Programme / Course	Year					
	2010-11	2011-12	2012-13	2013-14		2014-15
T.Y.B.Com.				Sem V	Sem VI	Sem V
O and A Grade / First Class Percentage	59.80	85.17	93.33	52.92	31.82	42
B Grade	32.77	09.66	04.21	25	37.73	25
College Pass Percentage	94.93	94.83	97.89	84.61	85.91	98.0
University Pass Percentage	62.96	81.53	81.13	65.26	55.68	NA

*# Sem VI complete results not available from university*

Programme / Course	Year									
B.M.S.	2010-2011		2011-2012		2012-2013		2013-2014		2014-15	
Sem/Grades	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI
GRADE B	06	04	105	12	120	--	36	48	39	29
PASS %	94.69	90.26	88.98	94.01	92.36	89.92	68.33	86.14	85.21	87.82
UNIV.%	83.01	67.54	65.21	68.46	66.02	66.14	51.20	NA	NA	NA

*\*grades given only end of academic year*

Programme	Year									
B.M.M	2010-2011		2011-12		2012-13		2013-14		2014-15	
	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI
GRADE O-A	*	55	*	60	*	59	*	21	17	6
GRADE B		2		5		6		31	-	36
PASS %	96.49	100	97	95.45	92.6	100	96	98.03	96.6	96.6
UNIV.%	91.57	94.31	93.96	91.32	87.35	92.34	82.72	84.26	NA	NA

Programme / Course	Year									
B.Sc.-I.T.	2010-11		2011-12		2012-13		2013-14		2014-15	
	Sem V	Sem VI	Sem V	Sem VI	Sem V	Sem VI	Sem V	Sem VI	Sem V	Sem VI
O and A Grade/ First Class Percentage	51.02	47.05	52.01	43.39	50	52.38	50.21	31.10	23	15
B Grade	05	13.11	10.01	20.12	18.20	21.17	21.1	31.10	9	13
College Pass Percentage	57.35	70.58	63.46	75.00	71.42	76.19	74.45	85.11	70.0	80.0
University Pass Percentage	46.08	49.13	42.26	51.22	37.77	47.70	44.10	56.6	-	54.75

Programme / Course	Year									
B.Com. (A & F)	2010-11		2011-12		2012-13		2013-14		2014-15	
	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI	SEM V	SEM VI
GRADE O - A	56	54	60	60	67	67	43	45	49	51
GRADE B	1	0	0	0	0	0	8	5	7	5
TOTAL PASS %	100	94.73	98.36	98.36	97.1	98.55	91	91	94.91	98.30
University %	91.43	93.46	83.33	82.33	89.41	92.41	83.81	83.81	NA	NA

Programme / Course	Year							
B.Com. (B & I)	2011-12		2012-13		2013-14		2014-15	
	Sem V	Sem VI	Sem V	Sem VI	Sem V	Sem VI	Sem V	Sem VI
O and A Grades	39	36	53 passed	43	17	18	14	11
B Grade	1	3		4	15	22	28	25
College Pass %	74.07	100	89.83	94.73	78.43	78.43	88.23	89.47
University Pass %	82.47	94.40	76.70	84.40	65.16	65.16	NA	NA

Programme / Course	YEAR						
B.Sc.- H.S.	2010-2011	2011-2012	2012-2013	2013-2014		2014-15	
				SEM V	SEM VI	SEM V	SEM VI
GRADE O-A Ist class	24	23	28	26	11	6	5
GRADE B	32	19	13	19	25	19	6
PASS %	99	100	100	100	80.00	83.33	83.33
UNIV.%	93.17	92.02	95.98	97.5	83.63	80.58	89.76

M.Com. Started 2012-13	Year							
	2013-14				2014-15			
Part I and II	Sem I	Sem II	Sem III	Sem IV	Sem I	Sem II	Sem III	Sem IV
O and A Grade / First Class Percentage	13.46	8.16	33.3	55.55	28.20	22.85	15.9	38.70
B Grade	25.0	24.48	22.22	33.33	29.10	22.85	15.9	22.58
College Pass Percentage	55.76	61.22	100	88.88	84.8	65.71	74.3	74.19
University Pass Percentage	NA	NA	NA	NA	NA	NA	NA	NA

### ***2.6.3 Teaching, Learning and Assessment Strategies of the Institution.***

The institution has introduced new techniques and innovative programmes (ICT) to facilitate the achievement of the intended learning program. We monitor and guide the students who have difficulty in keeping up with the others in the class. We have well organized teaching, learning and evaluating schedules. Internal tests, assignments and practical sessions are in accordance with University guidelines

### ***2.6.4: Measures/ initiatives taken up by the institution to enhance the social and economic relevance of the courses offered.***

Under the guidance of the departments of Sociology and History the students are encouraged to present papers at the Students' Seminar held annually for the last three years. The departments of English, Economics and Business Economics organizes national and Cardinal Paul Poupard Chair organises national and international seminars (details in Criteria 3.2.4) Students take part in them and often the seminars address issues that are integral to society at large. An inter-disciplinary Students' Journal has also been initiated. Students were involved in the Commemoration of World War I and presented papers, charts and video clippings along with music and drama. On 24<sup>th</sup> February 2014: A one day intercollegiate seminar was organised on " Bank your Assurance" on entrepreneurship.

***2.6.5: Data analyzes on student performance and learning outcomes.***

Class teachers maintain a record of the profile of students. The faculty analyses the results after every examination and provides Remedial / extra classes. Details presented in 2.2.3

***2.6.6: Monitoring the achievement of learning outcomes.***

A continuous evaluation process is in place regarding the students' achievements. The College gets the desired outcome from the students by providing extra/remedial classes for academically weaker students and encouraging the others to put in extra effort to reach their goal.



### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of research:**

##### **3.1.1 *Recognized research center/s of the affiliating University***

The institution has applied for a for a Research Centre in English in 2014-15. The Principal has been a Research Guide since July 2003.

##### **3.1.2 *Research committee to monitor and address the issues of research***

The college is working towards setting up a research centre for English. In place of research committee the college has instituted the Staff Advancement Programme with two staff members incharge. They organize staff seminars (inter-disciplinary) every year and the articles are published in The Andean Research Journal, a journal with an ISSN number. Teachers are encouraged to take up minor and major research projects. The details of which are given in 3.2.7

##### **3.1.3 *Measures taken by the institution to facilitate smooth progress and implementation of research schemes / projects***

Staff members are exhorted to apply early to get necessary funding to host seminars and conferences. So far, Rs 3,79,000/- has been secured for the purpose.

##### **UGC grant received to organize Conferences / Seminars [2010 – 2015]:**

Name of the funding agency	Year	Total grant received till date
U.G.C.	2010 - 2011	1,29,000
U.G.C.	2010 - 2011	72500
U.G.C.	2011 - 2012	1,35,000
U.G.C.	2012 - 2014	42500
U.G.C.	2014 - 2015	Awaited

- Dr.Preeti Oza was awarded a travel grant Rs. 1, 23,000 /- from the UGC to present a paper at an International Conference at the University of Sorbonne, Paris in July 2013.

### ***3.1.4 Efforts made by the institution in developing scientific temper and research culture and aptitude among students***

The institution provides the infrastructure to promote research. It has a well-equipped computer laboratory and a library with computers which help in searching and locating books. A provision for free access to the internet also exists. Departments conduct seminars and workshops for students. Besides, the students are encouraged to do individual and group projects on selected topics.

The BSc-IT Department regularly organizes exhibitions and competitions to foster the scientific temper both within and without the college.

The college organizes seminars and conferences every year where students participate and are encouraged to raise questions with the invited experts. ( details are given 3.1.6)

A seminar was organized last year to commemorate a hundred years since World War I. Students were motivated to explore the impact of war on different facets of life. Articles have been published in a student journal, *Lumière*, which is just launched. It is the first research journal for students. (3.2.3 gives a detailed explanation).

### ***3.1.5 Details of the faculty involvement in active research.***

Faculty involvement in active research is through individual projects, doctoral guidance and leading research projects which is given in the table below:

**Cumulative publication details of departments are as follows:**

Dept Year	2010 – to date
English	44
Economics	39
Psychology	22
Sociology	26
History	4
Commerce	20
Accountancy	18
BMS	16
BAF	4
BBI	4

### ***3.1.6 Details of workshops / trainingprogrammes/ sensitization programmes conducted***

Staff advancement programmes are conducted every year. Seminars and workshops organized benefit students to the greatest extent.

**The following Table summarizes various workshops and seminars conducted from 2010 – till Date:**

No	Department	Name of the seminar/ conference	year
1	English	1. UGC-sponsored International Seminar on Contemporary Criticism:Theory and practice 2. UGC-sponsored National Seminar From Script to Screen 3. UGC-sponsored International Seminar on Myth and Cult in Literature 4. UGC sponsored National Seminar on Faith and Ideology in Literature 5. UGC sponsored National Seminar on Pulitzer Prize-Winning Women Writers	2010 2011 2012 2013 2014
2	Economics	1. Antigua Goa ... Nova Goa 2. My Land ...Land of opportunity 3. Culturalization and its Impact 4. Labour Market Dynamics 5. Gender Matters All UGC Sponsored.	2010 2011 2012 2013 2014
3	Psychology	UGC Sponsored National Seminar - Major Concerns in Adolescent Well Being	2013
4	History/ Sociology	Socio-History Student Seminar: 1. Rites of Passage 2. Hundred years of Indian Cinema 3. World War - I	2013 2014 2015
5	B.M.M.	1)22 Jan Workshop on 'Behind the scenes-Market Research and Beyond' 2) 25-26 August 2014 - Workshop on Quark Express by Ms. Bhakti Desai of Afternoon Dispatch & Courier 3) 8 December 2014 – 8 January 2015 : A Workshop on Short Film Appreciation by SHAMIANA	2013 2014 2015
6	B.Sc.-I.T.	17 Jan' 2015Workshop on "Big Data Application." By Col. Vinay Gupta , Wind World	2015
7	B.Sc.-H.S.	1) Workshop on 26 Feb.2014:- by Ms Harinakshi Mistry- Founder of Floral Design Institution 2) 24 January 2014 Hospitality World – organized by Times of India	2014 2014
8	B.Com - B&I	1) 24 <sup>th</sup> February 2014: A one day intercollegiate seminar on "Bank your Assurance" on Entrepreneurship 2) 6 <sup>th</sup> march 2014: A "Gender discrimination workshop" on the occasion of Women's day celebration with the collaboration of women's development cell of the college.	2014 2014
9	BMS	1. Workshop Higher Education in India and Abroad' by Ms. Pratibha Jain 2. Workshop for F.Y./S.Y./T.Y.B.M.S. on LEADERSHIP with special emphasis on 'INTEGRITY' a crucial aspect of a leader by Mr. Mark Flint 3. Workshop for S.Y.B.M.S. on KRAZZY KRACKLES-"The Ad Mad show 4. Workshop for T.Y.B.M.S. on Study cum Career Development by Ms. Krupa Desai	2011 2012 2013
10	BAF	1) 13 <sup>th</sup> July 2013, Seminar on "How to file your Income Tax Returns and Plan Your Investments"	2013

### 3.1.7 Prioritized research areas and the expertise available with the institution.

Principal Dr. Marie Fernandes [English] and Dr. Kashmira Modi [Economics] are research guides in the University of Mumbai.

Name of the Research Guide	Students Registered	Students Completed
Dr. Marie Fernandes	07	04
Dr.Kashmira Modi	-	-

### 3.1.8 Efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students.

Various seminars, workshops and Guest lectures are organized for students through which there is interaction with scholars.

The following Table lists the number of eminent academicians and scientists who visited:

Dept Year	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015
English	2	8	3	6	8
Economics	6	7	5	5	1
Psychology	1	1	6	1	1
Sociology	5	7	6	6	8
History	-	-	1	2	5
Commerce	6	5	8	-	3
Accountancy	5	3	2	5	-
BMM	5	6	6	6	6
BMS	4	5	2	5	4
BAF	-	-	6	5	5
BBi	5	5	5	11	13
BSc – IT	1	1	1	1	1
BSc - HS	5	3	5	3	-

Some of the Prominent names / Industry Experts are:

No	Department	Name of the seminar/ conference	year	Eminent guests and Speakers
1	English	1. International Seminar on Contemporary Criticism: Theory & Practice 2. National seminar on From Script to Screen 3. International seminar on Myth and Cult in Literature 4. National seminar on Faith and Ideology in Literature 5. National seminar on Pulitzer Prize- Winning Women Writers	2010 2011 2012 2013 2014	1. Dr. Prafulla Kar 2. Roberto Bertilaccio 3. Mr. A. Zankar 4. Mr. Bapu Sarv 5. Mr. Jerry Pinto 6. Mr. Amitabh Singh 7. Mr. Mahesh Dattani 8. Dr. Dorothy Figueria 9. Mr. Amish Tripathi 10. Dr. Coomi Vevaina 11. Mr. Kiran Nagarkar 12. Fr. Albert Menezes 13. Dr. Shireen Vakil

				14. Dr.Sr. Ananda Amritmahal 15. Dr. Avinash de Souza 16. Dr. Soonu Kapadia 17. Dr. Sunanda Pal 18. Ms. Jennifer Thomas
2	Economics and Business Economics	1. Antigua Goa...Nova Goa 2. My land...land of opportunity 3. Culturalization and its Impact 4. Labour Market Dynamics 5. Gender Matters	2010 2011 2012 2013 2014	Hon'ble Commissioner for NRI Affairs, Eduardo Faleiro Dr Teresa Albuquerque Mr Julio Ribeiro Professor Louis D'Silva Mr Naresh Fernandes Mr Joseph St Anne Dr U Mukhopadhyay, IAS retd. Mr Shankar Menon, IAS retd. Professor Srijit Mishra, IGIDR Professor Miriam Dossal Ms Neera Adharkar Mr Ashish Kothari Mr Brian Lobo Professor Ritu Dewan, University of Mumbai Dr Manjiri Kamath, University of Mumbai Dr Mangesh Kulkarni, Pune University Professor Anjali Monteiro, TISS Professor Jayshankar, TISS Professor Errol D'Souza, IIM (A) Mr Bernard D'Mello, EPW Mr N Vasudevan, Trade Unionist Mr Vivek Monteiro, Trade Unionist Dr Sucheta Krishnaprasad, Elphinstone College Dr Lekha Chakrabarty, NIPFP Mr Harsh Mander, Planning Commission Dr Irfan Engineer Professor Vibhuti Patel, SNTD Dr Veena Devasthali, SNTD Dr Marina Pereira, Nagindas Khandwala College
3	Psychology	1. Major Concerns in Adolescent Well Being	2013	Dr. Harish Shetty Dr.AnuradhaSovani

				Dr. Swati Dr. Ranjana Sehgal Advocate Kamayani Ms. Katy Gandavia
4	History	1. Socio-History Student Seminar	2013	1. Dr. Jeanette Pinto 2. Prof Sharon Menezes 3. Fr. Warner Pereira 4. Prof. P.S. Vivek 5. Mr. E. Coutinho
5.	Inter-Disciplinary	1. World War I seminar		1. Mr. Christoph Legris [Consul General – France]

*\*Please refer to department reports for more eminent speakers.*

### ***3.1.9 Utilization of sabbatical leave for research activities***

Six teachers availed of the Faculty Improvement Programme to complete their Ph.D.

### ***3.1.10 Initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution to students.***

Annual conferences are hosted by various Departments where the research of the faculty is presented to students and the community. Local community members are invited to our conferences and workshops.

## **3.2 Resource Mobilization for Research**

### ***3.2.1 Percentage of the total budget is earmarked for research.***

There is no “total budget”, but funds are allocated as per UGC grants/State Government rules.

#### **1. UGC money Received:**

<b>YEAR</b>	<b>Name of the funding agency</b>	<b>Total grant received till date</b>
2010 - 2011	U.G.C.	1,29,000
2010 - 2011	U.G.C.	72500
2011 - 2012	U.G.C.	1,35,000
2012 - 2014	U.G.C.	42500
2014-2015	U.G.C.	Awaited

## 2. Management support for Research:

Department	Academic Year	Total Funds Allocated
English	2010-15	18,637
Economics and Business Economics	2010-15	2,300
Psychology	2010-15	4,100
Commerce	2010-15	4,600
Accountancy	2010-15	1,250
Environmental Studies	2010-15	1,000
BMS	2010-15	4,850
BMM	2010-15	1,500
BSC IT	2010-15	800
Accounting & Finance	2010-15	4,950
Banking & Insurance	2010-15	3,200
BSC Hospitality	2010-15	6,500
Association D R	2010-15	1,28,372

### 3.2.2 *Provision by institution to provide seed money for research.*

The Institute supports activities to nurture research ideas and gather preliminary data. It also creates an environment where the faculty can develop their ideas and shape their research. (Details in 3.2.1)

### 3.2.3 *Financial provisions made available to support student research.*

The college encourages students continuously to participate in various research events in order to enhance their creativity and lateral thinking. It helps by paying their registration fees for the workshops conducted by Avishkar on how to do research. The Research Projects for which our college has helped students are 1) Avishkar and 2) A student seminar to commemorate World War I.

Avishkar is an inter-collegiate Research Convention in which our college participated during the academic year 2014-15. It is a state-level research convention initiated by the Governor of Maharashtra and the Chancellor of the Universities in the State of Maharashtra which is open to undergraduate and post graduate students.

Students were allowed to choose from various categories and the ones applicable to us were:

- 1) Humanities, Languages and Fine Arts.
- 2) Commerce, Management and Law

**Research Papers presented by five students at the district level were:**

Name	Class	Topic of study
Vivek D'Souza	SYBA -B	An Overview on the Importance of Social Media in Advocacy
Amulya Singh	SYBA-B	Study of Immense Flexibility and Eternal Relevance of Gandhian Economics
Merwyn Dsouza	FYBCom -A	Comparative study on the Transition between the Republican and Democratic Governments in the United States of America and the Indian Government
Bernice	FYBCom-B	An Aalytical study of the Nature of Consumer Behaviour towards Online Shopping
Trenita	FYBCom-C	A Study to Evaluate the Role and Sustainability of Auto Rickshaws in Bandra

Vivek D'Souza from SYBA qualified at the district level and was selected to represent University of Mumbai at the University level. The college provided funds required by students for a seminar to commemorate World War I which was held in December, 2014.

A paper was presented by a T.Y.B.M.S student Ms. Ninoshka Gracias at an iInternational Conference titled "Strategic Talent Management: A proposed model for building talent pipeline of project managers" at Nirma University Ahmadabad in January 2015.

### ***3.2.4 Inter-disciplinary research initiatives***

#### **Inter-Disciplinary Publications:**

\*Andrean Research Journal (ISSN 2278-9294)

Multidisciplinary annual journal proceedings of the papers presented at the annual college seminar

\*Ethics and Society:

An International Journal of Religions and Cultures for Peace and Harmony (ISSN 2250-3331). Papers are invited from internationally-reputed experts from across religions.

\*'Land-People-Culture'-

Conference proceedings of the annual national conferences of the Economics and Business Economics Department



### Inter-Disciplinary Seminars:

Economics and Business Economics	Organising an annual national conference since 2009	1. Antigua Goa ... Nova Goa 2. My land ... land of opportunity 3. Culturalization and its Impact 4. Labour Market Dynamics 5. Gender Matters	UGC
Cardinal Paul Poupard Foundation Inter Religious Chair	Organising an international/national symposium since 2009	*2014-2015: Impact of Media on Religion and Culture. *2013-2014: Care of the Earth. *2012-2013: Significance of Life and Death across Three Major Religions. *2011-2012: Water: Issues & Challenges to promote Peace and Harmony. *2010-2011: Forgiveness and Healing across Religions	Cardinal Paul Poupard Foundation
Staff Advancement Committee	Organising an annual staff seminar since 2006	2010 – 11 : 7 Papers presented 2011 – 12 : 8 Papers presented 2012 – 13 : 8 Papers presented 2013 – 14 : 6 Papers presented 2014 – 15 : 8 Papers presented	College

### ***3.2.5 Optimal use of various equipment and research facilities by staff and students.***

The college has LCDs with speakers in every class. Staff and students make extensive use of them to make presentations, screen documentaries and movies to make classes lively and engaging. The library facilities are excellent and photocopying and scanning facilities for the students are used to the optimum.

All required books are stocked in the library along with audio visual facilities. Students can browse the CDs of different subjects. The purpose is to induce quality projects by using good reference books, journals, newspapers, on-line books, infolibnet; all easily accessible in one place. Students have access to free internet for research purposes.

### ***3.2.6 Special grants or finances from the industry or other beneficiary agency for developing research facility.***

The college receives grants and finances from agencies like UGC, NGO's, International Foundations like Cardinal Paul Poupard Foundation and Corporates.

- An international journal *Ethics & Society: Religions and Cultures for Peace & Harmony*, with an ISSN -2250-3381, is published by the Cardinal Paul Poupard Foundation. Cardinal Poupard Chair or Inter-Religious and Inter-Cultural Dialogue was instituted in 2008. The sponsorship is to organize international inter disciplinary symposia every year and conduct activities to promote peace.

**Table given below indicates amounts received from Cardinal Poupard Chair**

<b>10/09/2008</b>	<b>9,45,340/-</b>
<b>14/08/2009</b>	<b>10,95,550/-</b>
<b>16/11/2010</b>	<b>9,09,365/-</b>
<b>15/12/2011</b>	<b>10,42,839/-</b>
<b>24/06/2013</b>	<b>2,71,650/-</b>
<b>TOTAL</b>	<b>4, 264, 744/-</b>

- IDFC Limited Sponsored Rs. 50,000/- in 2012 to English Department for Research Activities.
- UGC regularly sponsors various National and International Seminars

YEAR	Name of the funding agency	Total grant received till date
2010 - 2011	U.G.C.	1,29,000
2010 - 2011	U.G.C.	72500
2011 - 2012	U.G.C.	1,35,000
2012 - 2014	U.G.C.	42500
2014-2015	U.G.C.	Awaited

### ***3.2.7 Support provided to the faculty in securing research funds from various funding agencies.***

**Funds received from UGC to take up minor research projects [2010- 15]:**

Faculty	Funding agency	Year	Funds received	Status
Dr. Marie Fernandes	UGC	2011-13	35,000 /-	completed
Dr.Kashmira Mody	UGC	2010-12	90,000 /-	completed
Dr.Preeti Oza	UGC	2011-13	35,000 /-	completed
Dr.Madhu Rai	UGC	2011 - 12	70,000 /-	completed
Ms. Susan Lobo	UGC	2012 - 13	42,000 /-	completed
Ms. Jyoti Bhatia	UGC	2013 - 14	1,10,000 /-	Ongoing
Ms. Ayesha Qureshi	UGC	2012- 13	72,500 /-	Ongoing

### **3.3 Research Facilities**

#### **3.3.1 *Research facilities available to the students and research scholars within the campus***

- 2210 sq.mts library
- OPAC computers
- In-house Moodle server
- 6 computers in library for Student access
- INFLIBNET for staff members
- Special Department libraries handled exclusively by students.
- 36 classrooms with audio-visual facilities
- LCD facilities for teachers and students
- Two AC conference rooms with full AV facility with total capacity of 250
- Two staff rooms with WI-FI and adequate seating, storage facility
- St.Andrew's Auditorium for international conferences and college events with a seating capacity of 808.
- A room for research centre in English is made available from this year

#### **3.3.2 *Institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers.***

This data has been given in detail in 3.2.1, 3.2.2, 3.1.1 and 3.4.3

#### **3.3.3 *Special grants or finances from the industry or other beneficiary agency for developing research facilities.***

Cardinal Paul Poupard Chair has allotted finance for research, the details of which are given in 3.2.6

#### **3.3.4 *Research facilities made available to the students outside the campus.***

- \*University of Mumbai library
- \*Visit and use of resources of American Centre Library
- \*Visit and Online use of British Council Library

#### **3.3.5 *Details on the library/information resource center.***

- \*23000 reference books
- \*E books available through INFLIBNET
- \*41 international and national journals
- \*E journals subscription in online and print version
- \*579 CDs and DVDs for reference material on various subjects
- \*Moodle server for intra-college reference material

### **3.3.6 Collaborative research facilities developed/created in the college.**

There are no collaborative facilities

## **3.4 Research Publications and Awards**

### **3.4.1 Major research achievements of the staff and students in terms of Patents obtained.**

Since the college is not a post graduate center in Science, this point is not applicable.

#### **Original research contributing to product improvement**

Since the college does not have Science/Technical departments, this point is not applicable.

#### **Research studies or surveys benefiting the community or improving the services**

Faculty members have collected data and published it in reputed journals. These are in the public domain and might be used for larger policy purposes benefitting the community at large.

### **3.4.2 Publication of research journals.**

The institute has four ongoing journals with ISSN/ISBN numbers published annually.

*\*Rumination-* Andrean Journal of Literature (ISSN 2294-9059) Editors: Dr. Marie Fernandes and Ms. Susan Lobo and Dr. Shireen Vakil, peer- reviewed annual journal. Papers are first presented in a national/ international seminar organized by the English Department and then, after being screened and edited by the peer review committee, it is published in the journal.

*\*Andrean Research Journal* ( ISSN 2278-9294) Multi disciplinary Annual Journal. Edited by Dr. M. Fernandes and Dr. G. Tavares.

*\*Ethics and Society: An International Journal of Religions and Cultures for Peace and Harmony* ( ISSN 2250-3331) Papers are invited from internationally and nationally reputed experts from across religions.

*\*Land-People-Culture-* An Inter-disciplinary Research Journal edited by Dr. A. Correa and Dr. G. Tavares. Papers are first presented in a national/ international seminar organized by the Economic Department and then, published in the journal.

\* We have introduced a student research journal '*Lumière*' from 2014-15 edited by Ms. Janine Coelho.

### 3.4.3 Details of publications by the faculty and students:

DEPT	PAPERS (PEER/REF .with no.)	LISTED IN INT. DATA BASE	CHAPTERS IN BOOKS (with ISSN/ISBN no.)	ISSN/ ISBN	IMPACT FACTOR	INDEX	TOTAL
<b>ENGLISH</b>							
Dr. M. Fernandes	2	-	1	12	-	-	15
Susan Lobo	2	-		3	2   2.317 0.887	-	9
Dr. P.Oza	3	-	3	9	1   1.38	-	16
Maria Syed	1	-	-	-	-	-	1
<b>ECO &amp; B.ECO</b>							
Dr. A. Correa		4	-	-			4
Dr.G.Tavares	-	-	-	1	-	-	1
Dr.K.Mody	1	-	9* = 2 + 7#	10	-	-	20
<b>PSYCHOLOGY</b>							
Shubda Malhotra	-	-	-	2	-	-	2
SharmilaDhote	-	-	-	3	-	-	3
Dr. M. Rai	1	1	-	1	-	-	3
<b>SOCIOLOGY</b>							
Dr.S. George	-	-	-	2	-	-	2
Dr.V.Sibal	2	1	4	9	1   4.889	-	17
<b>HISTORY</b>							
Janine Coelho	1	-	-	2	-	-	3
<b>ACCOUNTS</b>							
Kevin Miranda	-	-	-	1	-	-	1
Jyoti Bhatia	1	-	-	7	-	-	8
<b>COMMERCE</b>							
Charmaine Braganza	ON LEAVE FOR FDP						
Desiree Gonsalves	-	-	-	2	-	-	2
Dr. H.KBhasin	-	-	-	7	-	-	7
FenilDedhia	-	-	-	-	1 4.889	-	1
<b>EVS</b>							
Ayesha Gundagi	-	-	4*	1	-	-	5
<b>BMS</b>							
Jenny Benoy	1	1	1	4	1	-	8
SavinaShenoy	-	-	-	3	-	-	3
<b>B.Sc.IT</b>							
Neeraj Shukla	-	-	-	1	-	-	1
Dr.A. Singh	-	-	-	2	-	-	2
<b>BAF</b>							
Abhishek Sood	-	-	2	-	-	-	2
<b>B.Sc.HS</b>							
Selwyn Rodrigues	-	-	-	1	-	-	1
<b>BBI</b>							
Shirley Pillai				1			1
<b>TOTAL</b>	15	7	24	84	7		138

\* LOCAL TEXT BOOKS

# no ISSN/ISBN number

*Number of papers published by faculty and students in Peer Review journals (national/international) – 15*

*Number of publications listed in International Database – 06*

*Monographs-NIL*

*Chapter in Books - 24*

*Books Edited- NIL*

*Books/ Journals with ISBN / ISSNnumbers with details of publishers - 84*

*Citation Index*

SNIP- **04**

SJR- **04**

Impact factor - **07**

h-index- **03**

#### ***3.4.4. Research awards received by the faculty.***

Dr. Preeti Oza has received best Research Paper Award for the “Third International conference on Recent Tendencies in Languages” – Udaipur, 2015.

### **3.5 Consultancy**

Since we are an Arts/ Commerce college, this area has not been developed. Efforts are been taken to involve Department of Hospitality and Management to achirve this.

### **3.6 Extension Activities and Institutional Social Responsibility (ISR)**

#### ***3.6.1 Promotion of institution – neighborhood- community network and student engagement.***

##### **I. Neighbourhood Community Network and Student Engagment Programmes**

St. Andrew’s College promotes the above objectives through the following programmes:

1. NSS: National Social Service
2. Social Outreach Programme (Compulsory for all students of the Second year Degree and Self Financed courses)
3. Collaboration with non –governmental orgainisation
  - a. AGNI:
  - b. Archdiocesian Heritage Committee
  - c. Seminar on Taxation

**NSS:**

The NSS Students of our college undertook the activities listed below to serve the local community around the college and promote good citizenship.

- NSS annual Blood Donation drives for contributing blood to the neighbouring Holy Family Hospital, Bandra and Mahatma Gandhi Blood Bank, Bandra
- Assistance given to Bandra Police for crowd management and security during Bandra Feast
- Awareness campaign with BMC H(West) ward for Malaria and Dengue prevention (2013-14)
- Rural service at annual rural camp
- Cheetah Camp
- Independence Day and Republic Day Flag hoisting and celebration in college.

The table explains the number of students enrolled and completed the required hours

	2010-11	2011-12	2012-13	2013-14	2014-15
<b>Students Enrolled</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Students completing required hours</b>	<b>50</b>	<b>61</b>	<b>80</b>	<b>70</b>	<b>65</b>

**Social Outreach Programme**

Social Outreach Programme is a programme to 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. Incorporating this concept of service learning, the 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) and ICOR (Institute for Community Organization Research) . 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.

Students participate in various social service activities. The activities includes teaching at balwadis, toy donation drives, awareness campaign on food wastage at schools and shopping malls, spending quality time with special children, teaching performing arts to the less privileged, and also helping with cooking and serving food in hospitals. This programme helps our students to improve their social skills and to imbibe values on responsible citizenship. It also encourages them to have a new perspective to life.

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 ,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 following table gives the list of the number of students who have participated and the hours they have spent in this programme

	2010-11	2011-12	2012-13	2013-14	2014-15
<b>Students</b>	762	720	671	751	805
<b>Hours</b>	20 /20	20/ 15	20/20	20/20	20/20
<b>Organizations</b>	25 / 17	25 /13	25 /10	20 /12	23/

Collaboration with non –governmental organisation

**AGNI:** With General Elections due in 2014, our college partnered the NGO AGNI (Action for Good Governance and Networking In India), for several months to encourage and help college students enroll as voters for the first time. Besides spreading awareness, our volunteers helped students fill up forms and gather the necessary documents required to get a voter's ID.

**Archdiocesan Heritage Committee.** The Archdiocese of Mumbai (to whom our college belongs), has instituted a Heritage Community to protect and conserve the rich heritage of the Church in Mumbai. An Exhibition celebrating the 50<sup>th</sup> Anniversary of the Eucharistic Congress in Bombay was held at a neighbouring school in Bandra from 29 November 2014 to 14 December, 2014. Twenty -two of our students spent 6 weeks training and served as guides for the public during this exhibition. For this we received compliments from the Cardinal Oswald Gracious of Bombay and a letter of Appreciation from the Heritage Committee.

**Seminar on Taxation:** The B.Com Accounts and Finance faculty conducted a one day seminar on Taxes for members of the neighbourhood community. The seminar provided guidelines on how to calculate income tax, how to fill up tax forms and provided advice on safe investments to save tax.

## **II. Programmes for Holistic Development of Students**

### **1. Value Education (Compulsory for all First and Third 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 and final year students of all streams once a month.



As our teenagers are faced with the many challenges in their teenage years, at the first year 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. The major areas identified and dealt with are Self Awareness, Social Media Addiction, Sex Education, Relationships and Making life choices.

Value Education sessions are held for the Third year B.Com, BA and Self financed courses 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 are held over the entire year, which primarily focus 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. There were also sessions on 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.

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.

The other programmes conducted to gear towards a holistic development of the students are the following

1. Self Defence programme for girl students conducted by Sociology Department and Gender Cell
2. Career Guidance talks conducted by various departments, Alumini Association and Placement Cell
3. Field Visits to institutions, libraries, museums, community centres, places of worship of different religions
4. Psychometric Tests conducted by Psychology Department
5. Training to prepare for a job interview conducted by the Debate Circle
6. Counselling Centre and its activities

**Table 3: Number of Students who have attended Value Education Programmes**

	2010-11	2011-12	2012-13	2013-14	2014-15
<b>Students: Third Year</b>	724	717	715	673	415*
<b>Students First Year</b>	794	772	781	790	387*

**Table 4: Number of Students who have attended Interreligious Association**

	2010-11	2011-12	2012-13	2013-14	2014-15
Students Enrolled	30	40	40	50	
Activities	17	12	13	16	

### ***3.6.2 Institutional mechanism to track students' involvement in various social activities which promote citizenship roles***

- NSS: As per University of Mumbai regulations, a diary is maintained for each student recording the Student's NSS activities for the year and the number of hours the student has worked. This is crosschecked by the NSS Student Leader and the Professor in Charge of the NSS
- Social Outreach Programme: Every student is required to bring a certificate from the NGO/Centre upon completion of their hours of work. Additionally, they are also required to individually give the Professors in Charge a written report of their work experience
- Value Education: The First and Third Year students' attendance at the Value Education sessions are recorded and accordingly entered in their ACME cards (ACME: Andrean Co-Curricular Movement for Excellence: Every student is given an ACME card in the First Year Degree Class. All their Co-curricular and Extra-curricular activities are recorded through all 3 years of Degree college. This not only encourages students to participate in the various activities that the college offers, but it serves as a record of their involvement and is also useful when granting recommendations to ex-students)

### ***3.6.3 Mechanisms to solicit stake holder perception on the overall performance and quality of the institution***

- Bi Annual Open Days
- Exit Poll for Final Year students
- Feedback forms filled by parents on Open Days

### ***3.6.4 Extension and outreach programmes- budgetary details for last four years***

- **NSS:** Activities are prescribed by the University and the NSS professor in charge also undertakes additional activities after consultation with the Principal. Finance is partially provided by the University and the college also provides funds
- **Social Outreach Programme:** The Programme is jointly planned by the Professor in Charge and Ms Deepika Singh of the Justice and Peace Commission
- **Value Education:** Sessions and speakers are arranged by the Professors in Charge and Fr. Aniceto Pereira, Rector of our college

Details of Expenditure on these programmes is provided in the table below

	2010-11	2011-12	2012-13	2013-14	2014-15
NSS Camps	(Details awaited)				
NSS	Rs. 76,491	Rs. 67,921	Rs. 79,152	Rs. 88,718	Rs. 1,05,504
Social Outreach Programme	Rs. 10,000	Rs. 42,000	Rs. 53,000	Rs. 47,000	Rs. 98,000
Value Education	Rs. 13,444	Rs. 78,000	Rs. 55,600	Rs. 29,900	Rs. 50,000

### ***3.6.5 Promotion of participation of students and faculty in extension activities***

- \*Conducts orientations for NSS and other activities
- \*Additional 10 marks granted to students who complete NSS (as per University of Mumbai regulations)
- \*Leadership Scholarship for 2 NSS students
- \*Social Outreach Programme - 3 scholarships granted from 2012-13 onwards
- \*Value Education- 2 Scholarships

### ***3.6.6 Social surveys, research or extension work undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society***

- \*NSS: Rural service at annual rural camp
- \*ADAPT: Educate spastic students and assist in recreational activities
- \*Assist Bandra Police in the Senior Citizens Survey (2014-15)
- \*Social Outreach Programme: Teach underprivileged students, physical labour, and assistance at the assigned orphanages, Old Age Homes, environmental organizations and centres for the differently abled
- \*Teach English For Free: conducted by the Department of English

### ***3.6.7 Extension activities organized by the institution and its impact on student's academic learning experience.***

- Through the NSS and Social Outreach Programmes (SOP), students are sensitized and conscientized to the less privileged in society. The NSS students not only experience the difficulties of living among the rural communities without amenities but they also help plant trees, building fire barriers, road work and other physical labour. In the SOP programme, students teach underprivileged children, read to the aged and assist women in sewing and cooking in community centres.
- Value Education: The value education programme aims at developing personality, enhancing interpersonal and leadership skills and coping with daily stresses that students face. This is essential for the holistic development of our students so that their academic and emotional skills compliment each other.
- Interreligious Association: We believe that in a multi-religious nation like India, our students must develop a spirit of appreciation for other cultures and belief systems. The Interreligious Association activities are designed to spread awareness and understanding of all faiths. It encourages a sense of intellectual curiosity and broadens thinking and analytical abilities.

### ***3.6.8 Involvement of the community in its reach out activities***

\*The college initiates contact with social organizations like Agni, Navjeet Society and Holy Family Hospital in Mumbai and invites them to involve themselves and offer opportunities to the students to partner them.

\*Ms. Deepika Singh of the Justice and Peace Commission liaisons with NGOs for the Social Outreach Programme.

\*SOSVA: Society for Service to Voluntary Agencies co-ordinates between NGO's and the Second Year Students of the Self Financed classes.

Some organizations like Think Foundation and the Blue Ribbon Club are also part of community involvement.

### ***3.6.9 Constructive relationships forged with other institutions of the locality for working on various outreach and extension activities.***

Over the last five years, the college has worked with the organizations listed below in various capacities.

The students have taught younger students and street children, spread awareness about diseases, held street plays about important issues, conducted surveys, catered to the needs of the aged, worked alongside underprivileged women, planted saplings, worked on road construction and helped differently abled children.

These organizations include United Way

- \*D.S. Research Centre and CARE(Cancer Talk)
- \*Blue Ribbon Club
- \*Think Foundation
- \*One India One People
- \*ADAPT- Spastics Society, Bandra
- \*Navjeet Community Health Centre, Bandra (West)
- \*SnehaSagar Aged Home, Bhyander
- \*Institute for Community Organisation Research, Goregaon East
- \*Asha Kiran, Santa Cruz East
- \*Welfare for Destitute Children, Bandra West
- \*InigolcazaArruti Children's Medical Centre, Vasai West
- \*House of Charity, Bhayander West
- \*ParyavaranSaurakshan Kendra, Bhayander
- \*Ashankur, Andheri East
- \*Roshni Graham Community Center, Khandivali West
- \*We the People Foundation, Andheri West
- \*Shelter Don Bosco, Wadala West
- \*Umed Charitable Trust for Handicap, Vasai
- \*YMCA Boys Home, Andheri West
- \*Sujaya Foundation, New Marine Lines
- \*Cheshire Home for the Aged, Andheri East
- \*Garbage Concern Welfare Society
- \*Assisi Bhavan Home for the Aged, Goregaon
- \*Shanti Daan, Borivli West
- \*Happy Hours Workshop for the Multiple Handicapped, Bandra West
- \*Bombay Urban Industrial League for Development, Bandra West
- \*SnehaSadanaMayers Home, Digha

***3.6.10 Awards received by the institution for extension activities and/contributions to the social/community development during the last four years.***

- \*NSS: Best Volunteer Award at the District Level 2013-14
- \*NSS: Best NSS Unit Award 2011-12 and 12-13 given by YuvakBiradari (NGO)
- \*NSS: Award for the Highest Blood Donation by an NSS Unit given by Mahatma Gandhi Blood Bank, 2012-13

### **3.7 Collaboration**

#### **3.7.1 Staff exchange Programme.**

- Ms. Jenny Benoy attended an inter-institutional faculty exchange program (IIFEP) in exchange with Prof. Stephen Deepak from 29<sup>th</sup> November to 8<sup>th</sup> December 2014 at Mount Carmel School of Management, Bangalore, organized by the All India Association of Christian Higher Education (AIACHE) and sponsored by the United Board of Christian Higher Education (UBCHE).

#### **3.7.2 MoUs / collaborative arrangements.**

6 <sup>th</sup> December 2007	MOU was signed with University College of the Fraser Valley, Canada.
19 <sup>th</sup> September 2009	MOU was signed with Cardinal Paul Poupard (Milan) and Cardinal Oswald Gracias for the Cardinal Paul Poupard Chair for Inter-Religious and Inter-Cultural Dialogue.
8 <sup>th</sup> February 2013	MOU was signed with D'Youville University.
Nov 2014	KPMG – for a course in Risk Management

#### **3.7.3 Industry-institution-community interactions.**

- The BMS department has taken an initiative with KPMG in organizing a Non Core Certificate Course in Risk Management in the month of November 2014. One scholarship was awarded to the most deserving student to take up the course absolutely free and one student was awarded a partial scholarship.

#### **3.7.4 Names of eminent scientists/participants who contributed to the events.**

Jitendra Shah, Director GRCS, KPMG

Hersh Shah, Assistant Manager GRCS, KPM

#### **3.7.5 Linkages/collaborations.**

##### **a) Curriculum development/enrichment**

A Diploma Course on Religion and Society, Peace and Dialogue, approved by the University of Mumbai, was introduced with effect from the academic year 2013-14.

##### **b) Internship/On-the-job training**

The S.Y.BSc(Hospitality Studies) students have a six-months Internship as per their curriculum and as per university rule.

##### **c) Summer placement**

Renowned companies like Aircel [6 students] and Amazon [6 students] have placed students.

**d) Faculty exchange and professional development**

Deatiled explanation given in 3.7.1

**e) Research- Nil**

**f) Consultancy – Nil**

**g) Extension–** Empowering is illustrated in the community education organized by the Cardinal Paul Poupard Foundation of Inter-Religious and Inter-Cultural Dialogue sponsored by One Life Alliance with the mentorship of Founder Kia Scherr. It was held at Cheetah Camp, Mankhurd, from the first week of January 2012 to the end of April 2012. Twelve volunteer students rendered over 100 hours of service over the four months.

**h) Publication**

- Ethics and Society: An International Journal– Religions and Cultures for Peace and Harmony has published four Volumes starting from 2011–12 with ISSN 2250–3331.

**i) Student Placement**

Year	No of Students	Organizations/Hotels
2010–11	72	The Grand Hyatt, Ramada Plaza, Trident, J. P.Morgan Bank, Jet Airways, Kingfisher, L&T Infotech, Network 18, Edelweiss Securities Ltd.
2011–12	54	HDFC ltd, India Forex, JP Morgan Chase, L&T Infotech, Bose, Trident, BKC Trident, NP Grand Hyatt, Taj Mahal Palace
2012–13	66	Trident, BKC Hyatt Regency, Grand Hyatt, ITC, Four Seasons, JP Morgan, Godrej& Boyce, India Forex, HDFC Life, TCS
2013–14	119	Directi, Godrej & Boyce, Indian Forex, JP Morgan, TCS, Oberoi, Hyatt, Sahara Star, Four Seasons, MCA
2014-15	114	Morgan Stanley, TCS, Jet Airways, Taj Lands End, Hyatt Regency, J.P Morgan, C&I banks, Deloitte, Data Matrics, iGate

**j) Twinning programmes NA**

**k) Introduction of new courses**

A Diploma Course on Religion and Society, Peace and Dialogue was introduced with effect from the academic year 2013-14.

**l) Student exchange-** Fiona Jones [2014-15] from Wyoming- USA attended the Arts programme at the first level as part of Rotary Exchange programme

***3.7.6 Systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.***

We are working on establishing these linkages/collaborations.



## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1. Physical Facilities**

#### ***4.1.1. Policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning***

St. Andrew's College has consistently adopted a proactive policy in creating an environment conducive to the academic and overall personality development of our students. The institution's commitment towards excellence is enshrined in the vision and mission statements that promote holistic development, and in our college motto 'Enlighten the darkness'. The creation and enhancement of infrastructure to facilitate effective teaching and learning is brought about through the committed efforts of institutional bodies like the IQAC and the LMC in conjunction with members of the faculty and the management.

#### ***4.1.2. Detail the facilities available for***

##### **(a) Curricular and co-curricular activities –**

###### **Classrooms:**

- We have 47 clean and spacious classrooms equipped with audio-visual facilities in the form of fixed LCD projectors for convenient screening of power point presentations, short videos, films and documentaries to enliven and enrich the classroom experience.
- A room for research centre in English has recently been made available.
- Blackboards have been replaced with Whiteboards and faculty members are provided with markers.
- Each faculty member is provided cables for convenient use of the LCD facility for teaching.

###### **Conference Rooms:**

- We have a 1500 sq. ft. air-conditioned conference room with a seating capacity of 80-100 participants. The room is equipped with an audio-visual system and boards, and is used to host seminars, conferences, workshops, guest lectures and to screen films for our students. It also supports a video-conferencing facility.
- In order to accommodate the growing needs of our college, a 900 sq. ft. conference room (G 1) was made functional in 2014-15. It supplements the conference room we already have. This bright and spacious room is air-conditioned and equipped with audio-visual facilities.
- In addition, the Hospitality Unit in the adjoining St. Andrew's School building has an 800 sq. ft. conference room for conducting campus interviews and guest lectures.

**Special facilities provided for the Hospitality Course:**

- The Front Office Lab (800 sq.ft) has 1 front desk, 25 tables and 25 computers with L.C.D. Projector. It is used to conduct practicals for students, and to train them in handling a hotel front desk and online reservations.
- The Quantity Kitchen (1000 sq.ft) has 6 high flame gas ranges and 5 working steel tables with a mini oven, and advanced equipment and utensils to conduct practicals for second year students, and train them in managing bulk and party food preparation.
- For Basic Training in Kitchen & Bakery, first year students have access to 13 tables, 13 gas ranges and basic utensils to conduct practicals, and to provide basic expertise in working in an industry kitchen.
- The Advance Training kitchen (1000 sq.ft) has 14 tables and 14 gas ranges equipped with both basic and more sophisticated utensils to train third year students in advanced culinary skills including food presentation.
- There is a tastefully furnished special Guest Room (600 sq.ft) equipped with a double bed and cupboards, an attached bathroom with a bathtub, and other amenities for hands-on training in room-service.
- Students have access to a Training Restaurant (1000 sq.ft) with 12 dining tables, a Mock -bar and a Mini-bar for hands-on experience in Food and Bar Service.

**Examination room:** This air-conditioned room equipped with a CCTV camera, a RICOH copier, a printer, and facilities for storing question papers and stationery was instituted in 2013-14 to conducting examinations. These facilities are in accordance with the requirements specified by the University of Mumbai.

**The Principal's office** on the ground floor has space for conducting small meetings. It also has an LCD TV that enables the Principal to monitor events and activities on campus at a glance.

**An Electronic Display Board** at the lobby provides current information of the college.

**The General Office** has 18 computers, and CCTV cameras and other necessary equipment for smooth administrative functioning.

**Special Rooms** are made available for the Rector of the college, the college Administrator and the Vice Principals of the Degree College and Self-Finance courses for meeting staff, students, parents and other guests.

**Staff rooms** with adequate seating and storage capacity are available for Degree college faculty (first floor), for the Self-Finance course faculty (third floor) and for the Hospitality faculty ( in the adjacent building). The room is also equipped with a refrigerator a microwave and lockers. Computers with internet facility, a printer and scanner are also available in addition to a wi-fi facility.

Amongst **other special spaces** provided to meet various academic needs are:

- Counselling Unit
- A Placement Room for B.Sc Hospitality students
- Photocopying facility is available on campus. Staff and students can also buy stationery at the photocopying counter.

### **(b) Extra –curricular activities**

**St. Andrew’s Auditorium** is a state-of-the-art auditorium with a seating capacity of 808, and is made available for inter-collegiate events, annual day functions, and conferences. This year’s convocation ceremony was also held there.

**Conference rooms:** The two conference rooms mentioned in 4.1.2.(a) are also made available for smaller events and programmes.

**Special spaces** provided to meet various co-curricular needs are

- Sports Director’s Room
- Cabin for the Inter-religious Association
- NSS Room
- Boys Common Room
- Girls Common Room
- Two locker rooms for B.Sc Hospitality students where they can keep their uniforms, toolkits and journals.
- A Students’ Mess for B.Sc Hospitality students
- The gymkhana housed in the Boys Common Room is equipped with the highest model fully automatic treadmill and cycle, leg curl machine, and cross-bar.

**Drinking Water Facility** - is provided in the form of water filters and coolers on all floors of the college building.

**Washroom Facilities-** are available on each floor for staff and students. The well-designed staff washroom has a geyser and a shower room. The gents toilet block was renovated in 2013-14.

**Changing Rooms** - are available in the Girls and the Boys Common Rooms. B.Sc Hospitality students have separate Changing Rooms for boys and girls. For sports, the adjoining **St. Andrew's School ground** is available for hockey, football and volleyball practice. In addition, the **college ground** is available for basketball and throw-ball practice.

Yoga mats have also been made available for staff and students.

The near-by **Bandra Gym court** is available for games like badminton and tennis.

**Canteen**- the spacious college canteen has adequate chairs and tables, and offers a range of food items at reasonable rates.

#### ***4.1.3. Facilities developed/augmented and the amount spent during the last four years***

***\*Master Plan of the Institution enclosed as Annexure VII***

##### **AMOUNT SPENT IN THE LAST FOUR YEARS**

<b>YEAR</b>	<b>RENOVATION CARRIED OUT</b>	<b>AMT SPENT Rs.</b>	<b>FACILITIES PROVIDED</b>
2011-2012	Conference Room 2 <sup>nd</sup> floor	18,56,094	Video conferencing, air- conditioning, multi-media facilities with seating capacity for 80 - 100 persons, and a server room
	College Canteen & New Kitchen	6,49,556	Spacious seating with food counters and circular tables, and chairs to seat more than 50 persons at any time. Kitchen with work- tables, and cooking gas facilities.
	36 Ceramic White Boards	4,08,350	Enhanced use of ICT facilities through LCD projector
2012-2013	New Computer Laboratory	10,41,449	Air- conditioned, brighter classroom with natural light, spacious workstations for students, dedicated server space, projector, and secure facilities for storage of students' belongings.
2013-2014	Renovation of Hospitality Studies Kitchens & Bakery	1,71,39,110	Three levels dedicated facilities, classrooms with projector and multi-media facility, individual student practical work stations – basic kitchen, bulk kitchen and advanced kitchen, air- conditioned restaurant for practicals, air-conditioning and security (camera) in the examination room, and spacious, well-ventilated washrooms for males and females respectively.
	Equipment in the Hospitality Studies Kitchen & Bakery	8,35,722	
	Audio-visual facilities in classrooms	17,77,584	Audio-visual facilities with LCD Projectors enabling video facilities to improve teaching.
	Renovation of the Examination Room	5,25,927	Air-conditioned, facilitates confidentiality, fitted with a fast- printing copier for quick printing of question papers
2014-2015	Campus external lighting	1,61,897	Lighting up of the compound for safety at night enabled with 20 of 30 watt LED street lights (Teknolite).
	Renovation of five gents toilets	30,85,381	A Gent's toilet block consisting of 12 urinals and four toilets with three well - ventilated and easy to maintain washbasins on each floor of the college building.

Construction of a security cabin at the college main gate	6,53,458	Cabins for the watchmen with CCTV viewing facilities.
Air- conditioners in the Hospitality Studies Building	4,21,965	Air- conditioned Suite (Guest Room), Restaurant, and Computer Lab.
Computer for New Comp. Lab in Hospitality Studies Building	15,06,616	30 HP 2q 2G desktop, one HP Proliant MC 10 Server and one WinSonStd 2012R2 SNGM OLP NL2 Proc for students' practicals.
Conversion of Room G1 into a Conference Room	4,88,458	Air- conditioned, brighter room with LCD projector, multi- media facilities for conferences and seminars.
External repairs of the college building.	93,19,813	Replastering of external walls, repairs carried out on the columns and beams and landings and water proofing treatment on concrete chajjas.
CCTV Cameras	21,36,706	Adequate surveillance of campus with the help of G2 Cameras and 16 port DUR.

#### ***4.1.4. Infrastructure facilities to meet the requirements of students with physical disabilities***

A **Wheelchair** is available for students with physical disabilities, and they are also permitted to use the lift.

**Ramp** - The college has provided a ramp at the entrance of the college building for convenient use of wheelchairs.

A **separate toilet** is in the process of being constructed for students with physical disabilities.

#### ***4.1.5. Details on the residential facility and various provisions available within them***

This section is not applicable to us since we do not have residential facilities for students

#### ***4.1.6. Provisions made available to students and staff in terms of health care on the campus and off the campus***

**Medical emergencies** – to cater to medical emergencies, the college avails of the facilities at the adjoining Holy Family Hospital.

A **First-aid Kit** is available for quick and convenient handling of minor medical emergencies on campus.

**Medical Check –up** – mandatory health check-ups are conducted for the non-teaching staff.

**Dental Check-up Camp**- For students

**Group health insurance** – All students have been provided with insurance.

#### ***4.1.7. Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.***

These details have been provided in section 4.1.2

### **4.2 Library as a Learning Resource**

#### ***4.2.1. Composition of Library Advisory Committee and initiatives implemented***

Yes, the Library has an **Advisory Committee** headed by the Principal, and consisting of one chairperson, two faculty members as staff representatives, the Librarian as the General Secretary, and the Assistant Librarian as a member. The Committee approves the annual budget for the library and devises ways to use the money for the benefit of its users.

The Committee also

- Plans ways to enhance library infrastructure
- Gathers feedback from students
- Decides on procedures to facilitate effective functioning of the library
- Organises book exhibitions
- Conducts library orientations for students

A significant initiative taken by the Committee is the institution of **The Best User Award** aimed at encouraging students to make greater use of resources provided by the library.

#### **4.2.2. Detail data of the following:**

- \* Total area of the library (in Sq. Mts.) - **2210sq mts.**
- \* Total seating capacity - **138**
- \* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)- **7.30 am to 5 pm except Sundays & Holidays**
- \* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources) **Details provided in Annexure VIII**

#### **4.2.3. Purchase and use of current titles, print and e-journals and other reading materials.**

**Amount spent on procuring new books, journals and e-resources during the last four years.**

Purchase and use of reading materials is enabled through the following methods:

- Recommendations in the syllabi of the University of Mumbai
- Recommendations by faculty
- Book- exhibitions organised for faculty and students

In addition, the Librarian browses through relevant catalogues, periodicals and website and procures resources on approval basis.

The amount spent on procuring new books, journals and e-resources during the last four years is as follows:

Library holdings	Year 5 (2014-15)		Year 4 (2013-14)		Year 3 (2013-12)		Year 2 ( 2012-11)		Year 1 ( 2011- 10)	
	No.	Total cost Rs.	No.	Total Cost Rs.	No.	Total cost	No.	Total cost	No.	Total cost
Text Books	238	57400	101	20230	54	34905	139	60658	141	60648
Reference Books	714	860616	2000	1250000	937	916107	950	101658	640	843551
Journals/ Periodicals	41	435321	41	335321	41	335321	41	335321	41	5587
e-Resources N – List		5000		5000		5000		5000		5000
Any other specify DVD			10	15679			29	8700	5	1500

#### ***4.2.4. Details on the ICT and other tools deployed to provide maximum access to the library collection***

##### **\* OPAC**

In order to provide easy and prompt access to the right information source in the library, OPAC service is provided to staff and student of the college. Two computer systems have been installed in the library to facilitate this service.

##### **\* Electronic Resource Management package for e-journals**

Yes, St. Andrews College of Arts, Commerce and Science library have subscribed to N-list database, a consortia offered by INFLIBNET in order to provide easy and prompt access to e-journals and e-books (electronic resources)

##### **\* Federated searching tools to search articles in multiple databases**

College library does not have separate federated searching tools in place to search articles in multiple databases, however the service is provided through N-list, INFLIBNET database..

##### **\* Library Website**

Yes, is a part of college website, all the library related important information and announcement is provided to the staff and students through this website. Access to Moodle server is also provided through the college website.

##### **\*In-house/remote access to e-publications**

Yes, College library providing in-house/remote access to e-publications by giving username and password to access the information of moodle server and N-list database to the staff and students of the college.

##### **Library automation**

College library is partially automated, is in the process of fully automation.

##### **\*Total number of computers for public access - 06**

##### **\*Total numbers of printers for public access - 01**

##### **\*Internet band width/ speed 2mbps - 16 mbps 1 gb -**

(GB) – is a part of the college internet facility



### **\*Institutional Repository**

Yes, College library have institutional repository in place, is created by using Moodle, learning management system software which provides access to the documents related to syllabus like previous years question papers, staff lecture notes, and the articles given by staff to the students. College library also have another repository which consists of college publication, and in-house research publications of staff by using Dspace software.

### **\*Content management system for e-learning**

College librarian created e-library for the student and staff to facilitate e-learning to the staff and students of the college. Moodle server is also part of e-learning.

### **\*Participation in Resource sharing networks/consortia (like Inflibnet)**

College library participate in resource sharing network by subscribing N-list database of INFLIBNET

#### ***4.2.5. Details on the following items:***

- \*Average number of walk-ins – **3571 a year**
- \*Average number of books issued/returned – **20 per day**
- \*Ratio of library books to students enrolled-**11:1**
- \*Average number of books added during last three years – **1077 per year**
- \*Average number of login to opac (OPAC) – **NA**
- \*Average number of login to e-resources- **30**
- \*Average number of e-resources downloaded/printed- **157**
- \*Number of information literacy trainings organized – **31 per year**
- \*Details of “weeding out” of books and other materials  
**2014 – 198 ; 2013 – 122 ; 2012 – 335 ; 2011 – 144**

#### ***4.2.6. Details of the specialized services provided by the library***

- \*Manuscripts - **NA**
- \*Reference – **Yes**
- \*Reprography-**on demand**
- \*ILL (Inter Library Loan Service)-**on demand**
- \*Information deployment and notification

**-Information about books and library services are deployed through the following methods:**

- New arrival display – new arrivals are displayed on a rack near the entrance of the library
- Library manual for convenient location of books
- User guidance instructions which are displayed in the library
- Properly organized labelling system

**\*Download – Internet facility is available in 19 computers for downloading**

**\*Printing- On demand**

**\*Reading list/ Bibliography compilation – in accordance with reading lists prescribed by the University of Mumbai.**

**\*In-house/remote access to e-resources – This is made available through access to the moodle server, internet facility and INFLIBNET.**

**\*User Orientation and awareness – Orientation sessions are conducted for each class at the beginning of the academic year in the library. The resources available and methods for browsing and issuing books are explained by the librarian.**

**\*Assistance in searching Databases – YES**

**\*INFLIBNET/IUC facilities – available for all staff members. Students can access INFLIBNET with the help of the staff or the Librarian.**

#### ***4.2.7. Support provided by the Library staff to the students and teachers of the college.***

- The librarians and the library attendants provide ready assistance to both students and staff members in searching for reference material.
- The library staff provides guidance to staff and students in using OPAC and the moodle server.
- The library staff orients students about rules and regulations to be followed when using the library so as to ensure that discipline is maintained, and also that library resources available are adequately protected.

#### ***4.2.8. Special facilities offered by the library to the visually/physically challenged persons***

- Personal assistance is provided to visually/physically challenged persons by the library staff.

#### 4.2.9. Feedback from its users

- **Suggestion Box** – is provided in the library to obtain feedback from students with
- **Feedback Form**- A formal feedback mechanism has been put in place through a questionnaire administered to library users. The form is designed to ascertain what students use the library for, their satisfaction with services provided, and their opinions about improvements that need to be made so as to endure optimal benefit to our student community.

### 4.3 IT Infrastructure

#### 4.3.1. Computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system )

ADMIN OFFICE (GROUND FLOOR)								
Sr. No.	PROCESSOR TYPE	RAM	HARD DISK	OPRATING SYSTEM	MOUSE	KEYBOARD	NAME OF MONITER/LE D/LCD	DVD/C D-ROM
1	IBM SERVER XEON	4GB	250G B	Windows server 2003	i-Ball	IBM	15"SAMSU NG CRT	√
2	P4DUAL CORE 2.6GHZ	2GB	250G B	Windows XP Professional	Logitech	IBALL	19"ACER LCD	√
3	CORE I3 3.3GHZ	2GB	500G B	Windows 7 Professional	Logitech	i-ball	19"ACER LCD	√
4	P4DUAL CORE 2.60GHZ	1GB	250G B	Windows 7 Professional	Logitech	Logitech	19"SAMSU NG LCD	√
5	P4DUAL CORE 2.5GHZ	1GB	160G B	Windows XP Professional	Logitech	i-ball	19"ACER LCD	√
6	P4DUAL CORE 3.00GHZ	2GB	500G B	Windows XP Professional	i-Ball	Logitech	19"ACER LCD	√
7	CORE I3 3.3GHZ	2GB	500G B	Windows 7 Professional	Logitech	Logitech	19"ACER LCD	√
8	P4DUAL CORE 2.90GHZ	4GB	150G B	Windows 7 Professional	i-Ball	Logitech	19"ACER LCD	√
9	CORE I3 3.2GHZ	2GB	500G B	Windows XP Professional	Logitech	Logitech	19"ACER LCD	√
10	P4 3.06GHZ	1GB	160G B	Windows XP Professional	Logitech	i-ball	19" SAMSUNG LCD	√
11	Intel core i3- 3.30 Ghz	2GB	500G B	Windows XP Professional	i-ball	i-ball	19" VIEWSONI C LCD	√
12	P4DUAL CORE 3.0GHZ	4GB	250G B	Windows 7 Professional	Logitech	Logitech	19"ACER LCD	√
13	P4DUAL	2GB	500G	Windows 7	Logitech	Logitech	19"ACER	√

	CORE 2.20GHZ		B	Professional			LCD	
14	Intel core i3- 3.30 Ghz	4GB	1TB	Windows 8 Professional	Logitech	Logitech	19"ACER LCD	√
15	P4DUAL CORE 2.60GHZ	1GB	1TB	Windows 7 Ultimate	Logitech	Logitech	15" CRT Monitor	√
16	Intel core i3- 3.30 Ghz	2GB	500G B	Windows 7 Professional	Logitech	Microsoft	19"ACER LCD	√
17	P4DUAL CORE 2.20GHZ	1GB	150G B	Windows 7 Professional	IBALL	Logitech	19"DELL LCD	√
18	Intel core i3- 3.30 Ghz	2GB	500G B	Windows 7 Professional	Logitech	Logitech	19" ACER LCd	√
19	DUAL CORE 3.0GHZ	2GB	150G B	Windows XP Professional	i-Ball	Logitech	19" Samsung LCD	√
LIBRARY ROOM								
Sr. No.	PROCESSOR TYPE	RAM	HAR D DISK	OPRATING SYSTEM	MOUSE	KEYBOAR D	NAME OF MONITER/ LED/LCD	DVD/ CD- ROM
1	PENTIUM DUAL CORE 3.00GHZ	2GB	500G B	Windows7 Professional	IBALL	IBALL	15"SAMSU NG LCD	DVD R/W
2	PENTIUM DUAL CORE 3.00GHZ	2GB	500G B	Windows7 Professional	IBALL	IBALL	19"ACER LCD	DVD R/W
3	PENTIUM DUAL CORE 3.00GHZ	2GB	500G B	Windows7 Professional	IBALL	IBALL	19"ACER LCD	DVD R/W
4	PENTIUM DUAL CORE 3.00GHZ	2GB	500G B	Windows7 Professional	IBALL	IBALL	19"ACER LCD	DVD R/W
5	P4DUALCOR E 2.20GHZ	1GB	160G B	Windows7 Professional	IBALL	IBALL	17"LG CRT	DVD R/W
6	P4DUALCOR E 2.70GHZ	2GB	500G B	Windows7 Professional	IBALL	IBALL	17"LG CRT	DVD R/W
7	P4DUALCOR E 2.70GHZ	2GB	500G B	Windows XP Professional	LOGITECH	LOGITECH	17"SAMSU NG LCD	DVD R/W
8	P4DUALCOR E 2.70GHZ	2GB	500G B	Windows XP Professional	IBALL	LOGITECH	17"SAMSU NG LCD	DVD R/W
9	P4DUALCOR E 2.70GHZ	2GB	500G B	Windows XP Professional	LOGITECH	LOGITECH	17"SAMSU NG LCD	DVD R/W
10	CORE2 DUO 2.93GHZ	2GB	250G B	Windows XP Professional	LOGITECH	LOGITECH	15"SAMSU NG CRT	CD R/W
11	CORE2 DUO 2.93GHZ	2GB	250G B	Windows XP Professional	IBALL	LOGITECH	15"SAMSU NG CRT	CD Rom
12	P4DUALCOR E 2.70GHZ	2GB	500G B	Windows XP Professional	LOGITECH	LOGITECH	17"SAMSU NG LCD	DVD R/W
13	CORE I5- 3GHZ	4GB	500G B	Windows SERVER 2003	IBM	IBM	17"SAMSU NG LCD	DVD R/W

				EDITION				
14	P4DUALCOR E 2.20GHZ	2GB	160G B	Windows XP Professional	IBALL	SAMSUNG	19"ACER LCD	DVD R/W
15	PENTIUM DUAL CORE 3.00GHZ	2GB	500G B	Windows7 Professional	IBALL	IBALL	19"ACER LCD	DVD R/W
16	CORE2 DUAL 2.93GHZ	2GB	250G B	Windows XP Professional	IBALL	IBALL	19"ACER LCD	DVD R/W
17	CORE2 DUAL 2.93GHZ	2GB	250G B	Windows XP Professional	IBALL	IBALL	19"ACER LCD	DVD R/W
18	CORE2 DUAL 2.93GHZ	2GB	250G B	Windows XP Professional	IBALL	IBALL	19"ACER LCD	DVD R/W
19	CORE2 DUAL 2.93GHZ	2GB	500G B	Windows XP Professional	IBM	IBM	15"ACER LCD	DVD R/W

<b>Vice- Principal's Room</b>								
39	Intel -P4- 2.40Ghz	2GB	120GB	Windows XP Professional	Logitech	i-Ball	18.5 SAMSUNG LED	DVD R/W
<b>ADMINISTRATOR</b>								
40	P4DUALCORE 3.00GHZ	1GB	500GB	Windows XP Professional	LOGITECH	I BALL	19"ACER LCD	DVD R/W
<b>RECTOR</b>								
41	DUAL CORE 3.00GHZ	1GB	500GB	Windows XP Professional	I-BALL	I- BALL	19 ACER LCD	DVD R/W
<b>A.V. ROOM</b>								
42	Dual-core 2.20GHz	1GB	160GB	Windows XP Professional	I-BALL	I- BALL	19"SAMSUNG LCD	DVD R/W
43	XEON	2GB	500GB	LINUX				DVD/COMB

**New Computer Lab: 59 computers with the configuration :**

Intel-Core-i3 3.06GHz	4GB	500GB	Windows 7	Logitech	Logitech	LG 18"Lcd	DVDR/W
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**One computer with configuration :**

IBM COED-CORE	4GB	1TB	WINDOWS SERVER 2008	IBM	IBM	LG 18"Lcd	DVDR/W
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<b>Old Computer Lab(T-3)</b>								
44	Dual-Core 2.8 Ghz	1GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	LG DVD R/W

45	Dual-Core 2.8 Ghz	1GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	LG DVD R/W
46	Dual-Core 2.5 Ghz	1GB	40GB	windows 7	LOGITECH	MICROSOFT	18.5 LG LCD	LG DVD R/W
47	Dual core 2.2Ghz	1GB	160GB	windows 7	LOGITECH	i-Ball	18.5 LG LCD	LG DVD R/W
48	Dual core 2.8Ghz	1GB	250GB	windows 7	i-Ball	TVS	18.5 LG LCD	LG DVD R/W
49	Pentium 4 1.6Ghz	512mb	40GB	windows 7	i-Ball	MICROSOFT	18.5 LG LCD	
50	Dual Core 2.8Ghz	1GB	250GB	windows 7	LOGITECH	i-Ball	18.5 LG LCD	LG DVD R/W
51	Pentium 4 1.6Ghz	512mb	40GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	
52	Dual Core 2.20Ghz	1GB	160GB	windows 7	Zenith	i-Ball	18.5 LG LCD	
53	Dual Core 3.00Ghz	2GB	250GB	windows 7	LOGITECH	MICROSOFT	18.5 LG LCD	LG DVD R/W
54	Dual-Core 2.5 Ghz	512mb	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	ComBo
55	Pentium 4 1.6Ghz	512mb	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	
56	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
57	Dule-Core 2.6 Ghz	1GB	250GB	windows 7	LOGITECH	i-Ball	18.5 LG LCD	DVDR/W
58	Pentium 4 1.6Ghz	512mb	80GB	windows 7	i-Ball	Logitech	18.5 LG LCD	
59	Dual Core 3.00Ghz	2GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
60	Dual Core 3.00Ghz	2GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
61	Dual core 2.2Ghz	1GB	160GB	windows 7	i-Ball	samnung	18.5 LG LCD	DVDR/W
62	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
63	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
64	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
65	Dual core 2.8Ghz	1GB	250GB	windows 7	i-Ball	Samsung	18.5 LG LCD	DVDR/W
66	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	Zenith	18.5 LG LCD	DVDR/W
67	Dual core 2.2Ghz	1GB	160GB	windows 7	LOGITECH	Zenith	18.5 LG LCD	DVDR/W
68	Pentium 4 1.6Ghz	512mb	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
69	Pentium 4 1.6Ghz	512mb	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
70	Dule-Core 2.6 Ghz	1GB	250GB	windows 7	Mirosoft	TVS	18.5 LG LCD	DVDR/W
71	Pentium 4 1.6Ghz	1GB	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
72	Pentium 4 1.6Ghz	1GB	160gb	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
73	Dule-Core 2.6 Ghz	1GB	250GB	windows 7	i-Ball	Acer	18.5 LG LCD	DVDR/W

74	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	TVS	18.5 LG LCD	DVDR/W
75	Dual Core 3.00Ghz	1GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
76	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	TVS	18.5 LG LCD	DVDR/W
77	Dual Core 3.00Ghz	1GB	250GB	windows 7	LOGITECH	Logitech	18.5 LG LCD	DVDR/W
78	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	Zenith	TVS	18.5 LG LCD	DVDR/W
79	Pentium 4 1.6Ghz	512mb	160GB	windows 7	i-Ball	Logitech	18.5 LG LCD	DVDR/W
80	Pentium 4 1.6Ghz	512mb	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
81	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	TVS	18.5 LG LCD	DVDR/W
82	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
83	Dual core 2.2Ghz	1GB	160GB	windows 7	LOGITECH	Acer	18.5 LG LCD	DVDR/W
84	Dual Core 3.00Ghz	2GB	250GB	windows 7	LOGITECH	MICROSOFT	18.5 LG LCD	DVDR/W
85	Dual Core 3.00Ghz	1gb	500gb	windows 7	LOGITECH	Logitech	18.5 LG LCD	DVDR/W
86	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	LOGITECH	i-Ball	18.5 LG LCD	DVDR/W
87	Dual-Core 2.5 Ghz	1gb	250gb	windows 7	LOGITECH	i-Ball	18.5 LG LCD	DVDR/W
88	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
89	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	LOGITECH	Samsung	18.5 LG LCD	DVDR/W
90	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	LOGITECH	i-Ball	18.5 LG LCD	DVDR/W
91	Dual-Core 2.5 Ghz	1GB	250GB	windows 7	LOGITECH	TVS	18.5 LG LCD	DVDR/W
92	Pentium 4 1.6Ghz	1GB	80GB	windows 7	LOGITECH	i-Ball	18.5 LG LCD	DVDR/W
93	Dual-Core 2.5 Ghz	1GB	160GB	windows 7	i-Ball	Acer	18.5 LG LCD	DVDR/W
94	Dual core 2.8Ghz	1GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
95	Dual core 2.8Ghz	1GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
96	Dual core 2.8Ghz	2GB	250GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
97	Intel Due core 2.13Ghz(6420)	2GB	160 GB	windows 7	i-Ball	i-Ball	18.5 LG LCD	DVDR/W
98	Dual core 2.6	1GB	250GB	windows 7	LOGITECH	i-Ball	18.5 LG LCD	ComBo

STAFF ROOM 1ST FLOOR								
160	P4DUALCOR E 2.06GHZ	1GB	250GB	windows 7	IBALL	IBALL	SAMSUNG	DVD R/W
161	P4DUALCOR E 2.06GHZ	1GB	250GB	windows 7	IBALL	IBALL	SAMSUNG	DVD R/W

162	P4DUALCORE 2.06GHZ	1GB	250GB	windows 7	IBALL	IBALL	SAMSUNG	DVD R/W
163	core i3	4gb	500 GB	windows 7	Logitech	Logitech	SAMSUNG	DVD R/W
164	core i3	4gb	500 GB	windows 7	Logitech	Logitech	SAMSUNG	DVD R/W
165	core i3	4gb	500gb	windows 7	Logitech	Logitech	SAMSUNG	DVD R/W
<b>STAFF ROOM 3RD FLOOR,INTER-RELIGIOUS ROOM &amp; ELECTORNICS TELE.COMM.LAB</b>								
166	Intel-Core 2 Due 2.93 GHz	1GB	250GB	windows 7	i-Ball	i-Ball	Samsung	DVD R/W
167	Intel-Core 2 Due 2.93 GHz	1GB	250GB	windows 7	Logitech	Logitech	Samsung	DVD R/W
168	Intel-Core 2 Due 2.93 GHz	1GB	150GB	windows 7	i-Ball	i-Ball	Samsung	DVD R/W
169	Intel core i3	4GB	500GB	windows 7	Logitech	Logitech	Samsung	DVD R/W
170	Intel core i3	4GB	500GB	windows 7	Logitech	Logitech	Samsung	DVD R/W
171	Intel core i3	4Gb	500Gb	windows 7	Logitech	Logitech	Samsung	DVD R/W
172	Intel-P4 DUAL CORE 3.0GHZ	1GB	150GB	windows 7	i-Ball	i-Ball	Samsung	DVD R/W
173	Intel -P4-Dual Core 3.06Ghz	1GB	120 GB	windows 7	i-Ball	i-Ball	19"ACER LCD	DVD R/W
<b>N.S.S Chamber</b>								
174	Intel-P4 DUAL CORE 3.0GHZ	1GB	500gb	Windows XP Professional	I-BALL	LOGITEC H	15'CRT SAMSUNG	DVD R/W
175	Intel-P4 DUAL CORE 3.0GHZ	2GB	500GB	WIN7	I-BALL	I-BALL	18.5 ACER LCD	DVD R/W
<b>HOSPITALITY MANAGEMENT BLDG.</b>								
176	Pentium Dual Core 3.00ghz	2GB	500GB	WIN7	I-BALL	I-BALL	15.6 VIEW SONIC	DVD R/W
177	Pentium Dual Core 3.00ghz	2GB	500GB	Windows XP Professional	I-BALL	I-BALL	18.5 ACER LCD	DVD R/W
178	Pentium 4 3.06ghz	2GB	80GB	Windows XP Professional	LOGITEC H	I-BALL	15CRT SAMSUNG	
179	DUAL CORE 3.00GHZ	2GB	500GB	Windows XP Professional	I-BALL	I-BALL	15 CRT SAMSUNG	DVD R/W
180	DUAL CORE 3.00GHZ	2GB	500GB	Windows XP Professional	I-BALL	I-BALL	18.5 SAMSAUNG	DVD R/W
181	DUAL CORE 2.06GHZ	1GB	250GB	Windows XP Professional	I-BALL	I-BALL		DVD R/W
182	DUAL CORE 2.06GHZ	1GB	250GB	Windows XP Professional	I-BALL	I-BALL		DVD R/W



LAPTOP DETAILS					
Sr.No.	Model Name	Model No.	Serial No.	Service tag No.	Location
1	HP Presario C700	C795VU	CND8274H6U	C795VU	Principal's Room
2	HP Presario C700	C795VU	CND8274H1T	C795VU	Classrooms
3	HP Presario C700	C795VU	CND8274HQJ	C795VU	Computer Lab(T-3)
4	HP G42	G-42-488TU	SNF11173YX	488TU	Principal's Office
5	Dell	3542	GGPN312		Given to Ms. Anubha Singh for maintenance of the college website
6	Lenovo	3530	PF01Q0V4		Classrooms
7	Lenovo	3530	PF01TWUV5		Classroom
8	Dell		3TPK7W1		Examination Room
9	Lenovo G-50	G-50-22405	YBO5108540	G-50-22405	L1
10	Lenovo G-50	G-50-22405	YB05105678	G-50-22405	L3
11	Lenovo G-50	G-50-22405	YB05101114	G-50-22405	L10
12	Lenovo G-50	G-50-22405	YBO5204985	G-50-22405	Examination Room

ROUTER, SWITCH & HUB DETAILS:						
Sr.No.	Material Name	No.Of Ports & Bytes	Make Name	Model Name/No.	Location	
1	Router 1	4 Port	Netgear	N300	AV Server Room	
2	Firewall	4 Port	Gajshield	GS 130 D	AV Server Room	
3	Switch 1	24 Port MB	D-Link	DSL-1024R	OLD Computer Lab(T3)	
4	Switch 2	24 Port MB	D-Link	DES-1024D	OLD Computer Lab(T3)	
5	Switch 3	24 Port MB	D-Link	DES-1024A	OLD Computer Lab(T3)	
6	Switch 4	16 Port MB	Pronet	PN316P	OLD Computer Lab(T3)	
7	Switch 5	24 Port MB	D-Link	DES-1024A	NEW Computer Lab(T4)	
8	Switch 6	24 Port MB	D-Link	DES-1024A	NEW Computer Lab(T4)	
9	Switch 7	24 Port MB	D-Link	DES-1024A	NEW Computer Lab(T4)	
10	Switch 8	8 Port GB	D-Link	DGS-1008D	AV Server Room	
11	Switch 9	24 Port GB	Cisco	GS 100-24	AV Server Room	
12	Switch 10	24 Port MB	D-Link	DES-1024A	AV Server Room	
13	Switch 11	8 Port MB	D-Link	DES-1008D	Library	
14	Switch 12	16 Port MB	D-Link	DES-1016 A	Library	
15	Switch 13	8 Port MB	D-Link	DES-1008A	Library	
16	Switch 14	24 Port MB	D-Link	DES-1024A	Office	
17	Switch 15	8 Port MB	D-Link	GLS-1008D	Office	
18	Switch 16	8 Port GB	I-BALL	IB-LGDS18E	Principal’s Office	
19	Switch 17	8 Port GB	D-Link	DGS-1008D	3rd Floor Staff Room	
20	Switch 18	8 Port GB	D-Link	DGS-1008D	1st Floor Staff Room	
21	Switch 19	8 Port GB	D-Link	DGS-1008D	4th Floor F1 Classroom	
22	WIRELESS ROUTER	4PORT	TP-LINK	TL-WA801ND	1st Floor Staff Room	
23	WIRELESS ROUTER	4PORT	TP-LINK	TL-WA801ND	3rd Floor Staff Room	
Sr.No.	Printer Name	Model name	Type	Model No.	Serial No.	Location
1	PRINTER1	HP LASERJET	LASERJet(All-	HP-	CNHZ95MHB3	Ground

		M1319MFP	in -One)	M1319MFP		Flr.Admin Office
2	PRINTER2	LQ300-II	DOT MATRIX	LQ300-II	JNXY080050	Ground Flr.Admin Office
3	PRINTER3	LX-300+	DOT MATRIX	LX-300+	JNWX031171	Ground Flr.Admin Office
4	PRINTER4	HP 5200N LASER	LASER	HP N5200	CNRXT06097	Ground Flr.Admin Office
5	PRINTER5	HP-1007	LASERJET	HP-1007	VNF4314773	Ground Flr.Admin Office(
6	PRINTER6	HP-1008	LASERJET	HP-1008	VNC635889	Administrator
7	PRINTER7	HP-1010	LASERJET	HP-1010	SGFBC62605	LIBRARY (students)
8	PRINTER8	HP-1007	LASERJET	HP-1007	VNFX25217	LIBRARY
9	PRINTER9	HP COLOUR LASER CP1215	LASERJET	HP-1215	CNDJ98K1B4	PRINCIPAL
10	PRINTER10	HP 1007	LASERJET	HP-1007	VNFNS52133	VICE RECTOR ROOM (Gd.Flr.)
11	PRINTER11	HP	LASER	HP 1106	VNC7306688	Ground flr vice Principal
12	PRINTER12	HP	LASER	HP1108	VNC6416087	EXAM ROOM GROUND
13	PRINTER13	Gestetner DX2430	LASER			EXAM ROOM GROUND
14	PRINTER14	HP LASERJET 1020	LASERJET	HP-1020	CNCH314454	1ST FLOOR STAFF ROOM
15	PRINTER15	HP-1010	LASERJET	HP-1010	SGFBG30625	2ND FLOOR N.S.S. Room
16	PRINTER16	HP -1106	LASERJET	HP-1016		2ND FLOOR Vice Pricpal
17	PRINTER17	HP LASERJET 1020	LASERJET	HP -1020	CNCH163914	3RD FLR STAFF ROOM
18	PRINTER18	HP LASERJET 1020	LASER	HP -1020	CNCFM28002	3RD FLR LAB3
19	PRINTER19	HP LASERJET 1020	LASER	HP-1020	CNCH1630625	3RD FLR Vice Principal
20	PRINTER20					4TH FLR POAUL
21	PRINTER21	HP DESJET	Laserjet	*****	*****	DEAN'S OFFICE
22	PRINTER22	HP LASER	LASER	HP-1007	VNFNP67717	HOTEL MANGMENT
23	PRINTER23	HP LASER	LASER	HP-1007	CNFX74291	HOTEL MANGMENT

SCANNER DETAILS						
Sr.No.	Scanner Name	Model name	Type	Model No.	Serial No.	Location
1	Scanner 1	HP Scanjet G3010	Scanjet	G3010	CNF71HA5OOP	Administrator's Office
2	Scanner 2	HP Scanjet 2410	Scanjet	G2410	CN241E22GQ	Library
3	Scanner 3	HP Scanjet 2410	Scanjet	G2410	CN1ANE20GP	1st Floor Staff Room
4	Scanner 4	HP Scanjet 2410	Scanjet	G2410	CN1A7E21YS	3rd Floor Staff Room
5	Scanner 5	HP Scanjet 2410	Scanjet	G2410	CN1ARE2142	Hospitality Building
6	Scanner 6	HP ScanN9120	A3	N9120	CN42BG1002	Admin Office

OHP PROJECTOR DETAILS				
Sr.no.	Make	Model /Serial No.	Type	Location
1	Trainer	TL3988	OHP	1st Floor Staff Room
2	Actis Esquire	2929	OHP	3rd Floor Staff Room
3	Trainer	10 /4413	OHP	3rd Floor Staff Room
4	Trainer	10/ 4447	OHP	3rd Floor Staff Room
5	Trainer	2865-73	OHP	3rd Floor Staff Room
6	Trainer	10/ 4592	OHP	3rd Floor Staff Room
7	Trainer	10/ 4589	OHP	B.Sc(Hospitality Studies)
8	Actis Esquire	2930	OHP	3rd Floor Staff Room

Class Rooms (1st Floor)	
<b>F-2</b>	1) CPU Pentium® Dual Core 3.00GHz. 2GB RAM . 500GB HDD. 2) I-Ball Key Board & Mouse.
<b>F-3</b>	1) CPU Pentium® Dual Core 3.00GHz. 2GB RAM . 500GB HDD. 2) INTEX Mouse . I-Ball Key Board. ()
<b>F-3</b>	1) CPU Pentium® Dual Core 3.00GHz. 2GB RAM . 500GB HDD. 2) INTEX Mouse . I-Ball Key Board. ()
<b>F-4</b>	1) CPU Pentium® Dual Core 3.00GHz. 2GB RAM . 500GB HDD. 2) I-Ball Key Board & Mouse.
<b>F-5</b>	1) CPU Pentium® Dual Core 3.00GHz. 2GB RAM . 500GB HDD. 2) I-Ball Key Board & Mouse.
<b>F-6</b>	1) CPU Pentium® Dual Core 3.00GHz. 2GB RAM . 500GB HDD. 2) I-Ball Key Board & Mouse.
Class Room Inventory (2nd Floor)	
<b>S-1</b>	1) CPU-Intel (R) Pentium Dual Core 2.20GHz. 1GB RAM . 150GB HDD. 2) I-Ball Key Board & Mouse.
<b>S-2</b>	1) CPU-Intel (R) Pentium Dual Core 2.20GHz. 1GB RAM . 150GB HDD. 2) I-Ball Key Board & Mouse.
<b>S-3</b>	1) Intel® Core™ I3-2100 CPU@ 3.10 GHz. 2GB RAM . 500GB HDD. 2) I-Ball Key Board & Mouse.
<b>S-4</b>	1) CPU-Intel (R) Pentium Dual Core 2.20GHz. 1GB RAM . 150GB HDD. 2) I-Ball Key Board & Mouse.
<b>S-5</b>	1) CPU-Intel (R) Pentium Dual Core 2.20GHz. 1GB RAM . 150GB HDD. 2) I-Ball Key Board & Mouse.
<b>S-6</b>	1) CPU-Intel (R) Pentium Dual Core 2.20GHz. 1GB RAM . 150GB HDD. 2) I-Ball Key Board & Mouse.

Class Room Inventory (3rd Floor)	
T-5	1) Intel Dule Core 2.64GHz. 1GB RAM. 250 GB Hard drive. DVD R/W.
	2) I-Ball Mouse & Key Board.
T-6	1) Intel Dule Core 2.60GHz. 1GB RAM. 250 GB Hard drive. DVD R/W.
	2) I-Ball Kye Board. Zenith mouse.
T-7	1) Intel P4 1.6GHz. 512 RAM. 80 GB Hard drive.
	2) I-Ball Kye Board. Logitech mouse.
T-8	1) Intel Dule Core 2.6GHz. 1GB RAM. 160 GB Hard drive. DVD R/W.
	2) I-Ball Mouse & Kye Board.

Class Room Inventory (4th Floor)	
	LENOVO LAPTOP G-50
	CORE I3/500GB/4GB/15.6/WIN8.1
L-2	Intel Dual Core , 160gb hdd,1GB RAM
	Iball kryboard/iball mouse/dvd R/W
L-3	LENOVO LAPTOP G-50
	CORE I3/500GB/4GB/15.6/WIN8.1
L-4	Intel Dual Core 2.08 , 250gb hdd, 1GB RAM
	Iball kryboard/Logitech mouse/dvd R/W
L-5	Intel Dual Core 2.05 , 1gb, 250gb hdd
	Iball kryboard/Logitech mouse/dvd R/W
L-6	Intel Dual Core 2.05 , 1Gb, 160gb hdd
	Iball kryboard/iball mouse/dvd R/W , small speaker
L-7	Intel Dual Core 2.05 , 1Gb ram, 160gb hdd
	Iball kryboard/iball mouse/dvd R/W
L-8	Intel Dual Core , 160gb hdd, 1Gb Ram
	logitech keyboard / logitech mouse/ dvd R/W
L-9	Intel Dual Core 1.05cpu , 160gb hdd. 1gb ram
	Zenith keyboard /zenith mouse/ dvd R/W
L-10	LENOVO LAPTOP G-50
	CORE I3/500GB/4GB/15.6/WIN8.1

Computer-student ratio :- **1:1 for B.Sc.IT practicals .The computer-student ratio for the overall student population in the degree college is 23.**

Stand alone facility :- **Each computer on campus is a stand- alone system.**

LAN facility : **The 116 computers in both computers labs (T3&T4) are connected through a LAN network.  
The office , library and hospitality labs are also in a separate LAN .**

Wifi facility : **Staff rooms on the 1<sup>st</sup> floor , 3<sup>rd</sup> floor and in the hospitality building have Wi-fi facility.**

Licensed software :-

SOFTWARE DETAILS					
Sr.No	SOFTWARE NAMES	PRODUCT NO.	INSTALLED LOCATION	SERIAL /LIC.KEY	No. Of Users
1	FLASH MX 2004 EDUCATION VERSION	FLDO70A400	Computer Lab (T3)	FLD700-0138757291-67477	1 User
2	FLASH MX 2004 EDUCATION VERSION	PFD070A400	Computer Lab (T3)	PFD700-012137236-14795	1 User
3	ADOBE PAGEMAKER 7.0	27530438	Computer Lab (T3)	1039-1036-8712-7297-5604-9352	1 User
4	MICROSOFT FRONTPAGE 2003	X09-55194	Computer Lab (T3)	FVY3H-3HHPP-26D29-446YH-KJW7B	1 User
5	MACROMEDIA DREAMWEAVER MX 2004	DWD070A400	Computer Lab (T3)	DWD700-00420-08225-53824	1 User
6	ADOBE PHOTOSHOP CS	23101805	Computer Lab (T3)	1045-1114-6995-2633-7074-2175	1 User
7	COREL DRAW GRAPHICS SUITE 12	CGS12ENGPCA	Computer Lab (T3)	DR12WEX-1419315-GAX	1 User
8	SQLSERVER2000	FREE FROM INTERNET			
9	C#2005 OR 2010		Computer Lab (T3)	C5E-00710	10 User
10	VISUAL STUDIO 6.0				
11	MICROSOFT OFFICE 2010		Computer Lab (T3)	D89K7-CQMJV-HTT7Y-FR7B9-6QGH6	10 User
12	TALLY 6.3 TO 9.0 (ANY VERSION)		Computer Lab (T3)	924092766	
13	TURBO C++ SUITE	WO#STMF081704	Computer Lab (T3)	TCBOOOOWWSS180	1 User
14	JAVA 6.0	FREE FROM INTERNET			
15	NETBEANS	FREE FROM INTERNET			
16	WIN SL.8.1SNGL OLP NL ACDMC	USED ENTIRELY FOR COLLEGE			160 USER
17	WIN SVR CAL 2012 SNGL	USED ENTIRELY FOR COLLEGE			160 USER
18	SQLS SVR STD 2012 SNGL OLP	USED ENTIRELY FOR COLLEGE			1 USER
19	SQLACL 2012 SNGL OLP	USED ENTIRELY FOR COLLEGE			120 USER
20	VS PRO 2013 SNGL OLP	USED ENTIRELY FOR COLLEGE			110 USER
21	ADOBE INDESIGN				25
22	ADOBE XI PRO				15
23	QUARK EXPRESS				3
24	WIN SER STD 2012 R2				1
25	OFFICE STD 2013 SNGL OLP	USED ENTIRELY FOR COLLEGE			150
26	QUICK HEAL TOTAL INTERNET SECURITY 2012	F124277112	Computer Lab (T3)	LIC. Company 1 Year(15 Sept 2013)	135 USER
27	QUICK HEAL TOTAL INTERNET SECURITY 2012	F258A93121	Administrative Office	LIC. Company 1 Year(23 Oct 2013)	25 USER

Number of nodes/ computers with Internet facility :- **217**

Any other : **-We have a Moodle server (<http://standrews.net.in/moodle/>) that is exclusive to our college and helps our organization in its drive towards e-learning**

#### ***4.3.2. Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus***

- **Internet Facility** - All computers on our campus in all the three computer laboratory and in the college library have internet facility. (A 4Mbps - leased line connection from TATA ).
- **Wi-fi** - the campus wide wifi for the college -
  - \*Covers all classes in the main building as well as hospitality /management studies building.
  - \*Access provided to faculty of the college to be used for teaching and research purposes.
  - \*Bandwidth availability- 16 Mbps
  - \*Library has full coverage
  - \*Only registered devices which are confirmed by college are allowed to access the system.

#### ***4.3.3. Institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities***

We constantly procure and upgrade our IT facilities and equipments in accordance with the recommendations of the IQAC and the LMC. Accordingly card readers are provided to students to access library, computer laboratories and canteen. The college has launched Android mobile app to enhance our engagement with the students and to provide timely information.

#### ***4.3.4. Details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution***

Expenditure on computers & accessories in the last five years

	2010-11	2011-12	2012-13	2013-14	2014-15
B.A. & B.Com.	216800	30900	222591	228035	181365
B.M.S.	21051	22656	39756	87909	123187
B.M.M	350	3280	22959	33109	89297
B.Sc.(I.T.)	15955	87201	127654	153070	293338
B.Com. (A&F)		1655	20113	29572	56474
B.Sc.(H.S.)	225	7575	26817	83356	84564
B.Com. (B&I)		2130	13153	47453	100493
	254381	155397	473043	662504	928718

#### ***4.3.5. Use of computer-aided teaching/ learning materials by its staff and students***

Our college makes extensive use of ICT resources for the classroom teaching through the LCD projectors that can be projected onto a neat, non-glaring white board mounted in almost every classroom. Also there is a set of CPU and I/O accessories exclusively for each classroom.

In addition to the classrooms, our conference rooms are also equipped with video conferencing facilities and LCD projectors for screening of Power Point presentations, films and documentaries.

The multimedia room in the college library and internet facility for the computers in the library provide additional access to ICT resources to supplement learning through e-resources outside the classroom.

#### ***4.3.6. ICT enabled student-centric teaching-learning process***

With the installation of LCD projectors in our classrooms and the provision of the moodle server, we now encourage students to submit their term -work/assignments online, make greater use of PPT presentations, and enhance their knowledge through online sources. We are working towards making more effective use of the moodle-server facility.

#### ***4.3.7. Use of National Knowledge Network***

The college uses the MKCL network. College admission procedures, filling of university examination forms, and submission of internal marks to the university are all done online through the university website.

### **4.4 Maintenance of Campus Facilities**

#### ***4.4.1. Optimal allocation and utilization of the available financial resources for maintenance***

SR. NO.	YEAR	Building	Furniture	Equipment	Computers	Vehicles	General repairs	TOTAL
1	2010 - 2011	128603	10807	14902			60386	235156
2	2011 - 2012	27529	13964	55206	29225		72603	198527
3	2012 - 2013	13465	84664	33100	19190		89634	240053
4	2013 - 2014	538781	272428	48409	189525		90276	1139419
5	2014 - 2015	46500	75990	72722	25830		123023	344065
TOTAL		754878	457853	224339	284228	0	435922	2157220

#### ***4.4.2. Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college***

The infrastructure at St. Andrew's has been steadily augmented over the years. The clean and spacious campus is maintained with the help of appointed staff, and an external agency with whom we have an annual contract. Our water tanks are cleaned every six months and we have adequate BMC water supply together with a bore-well facility for the toilets and for washing purposes.

#### ***4.4.3. Calibration of the equipment/ instruments***

Since the degree college does not have a science stream, this question is inapplicable to us.

#### ***4.4.4. Steps taken for maintenance of sensitive equipment***

Since the degree college does not have a science stream, this question is inapplicable to us.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.



## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **5.1 STUDENT MENTORING AND SUPPORT**

#### ***5.1.1. Publication of updated prospectus/handbook***

The institution publishes an updated prospectus every academic year. The information about the college is also uploaded on the college website for easier accessibility.

The following information is provided in the prospectus:

- Brief history of the College
- Vision and Mission statement of the college
- Programmes offered
- General admission policy
- Scheme of examinations
- Diploma courses offered
- Campus and infrastructure facilities
- Co-curricular & extra- curricular activities
- Student support facilities:
  - ✓ Value education
  - ✓ Campus ministry
  - ✓ Counselling unit
  - ✓ Training and placement cell
  - ✓ Book bank
  - ✓ Alumni association
- College rules and regulations
- Awards, freeships and scholarships
- Academic calendar with event dates
- UGC regulations on ragging
- Social responsibility programmes
  - ✓ NSS
  - ✓ Social Outreach

The institution ensures commitment and accountability of all the information given in the prospectus and its website.

### **5.1.2. Institutional scholarships / freeships given to the students**

The institution follows the fee structure provided by the University of Mumbai. There is no established provision of concession in fee structure by the University of Mumbai for economically weaker sections, however, the college helps the students in need by giving them the facility of paying their fees in installments. During the last five years (data given below), the institution has disbursed financial aid / scholarship / freeship to its students from government and management sources. Relevant documentation is collected from the students in order to verify their financial conditions of the students.

**Table showing the details of scholarships / freeships disbursed**

#### **2010-2011**

Sr. no	Scholarship Type	Name of scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	33	5,43,975
2.		Minority Scholarship	87	4,07,958
3.	Management	Freeship: Dr. Irene Iyer	20	1,000,00
4.		Freeship: Bishop L Pereira	28	68,083

#### **2011-2012**

Sr.no	Scholarship Type	Name of the scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	24	5,38,575
2.		Minority scholarship	77	4,80,268
3.	Management	Freeship: Dr. Irene Iyer	28	1,17,465
4.		Freeship: Bishop L Pereira	21	57,800

#### **2012-2013**

Sr.no	Scholarship Type	Name of the scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	17	2,77,505
2.		SC/ST Scholarship		
		Minority Scholarship	84	4,33,106
3.	Management	Freeship: Dr. Irene Iyer	26	1,04,895
4.		Freeship: Bishop L Pereira	25	77,158
5.		Freeship: Principal Dr. Marie Fernandes	18	1,000,00

#### **2013-14**

Sr.no	Scholarship Type	Name of scholarship	No. of students	Total amount
1.	Government	OBC/SBC/VJNT/SC/ST scholarship	13	3,39,340
		SC/ST/ Scholarship		
2.		Minority scholarship	55	2,87,496
3.	Management	Freeship: Dr. Irene Iyer	21	1,05,110
4.		Freeship: Bishop L Pereira	25	1,10,960
5.		Freeship: Principal Dr. Marie Fernandes	12	1,000,00

- Data for the year 2014-15 is being processed

### ***5.1.3 Percentage of students receiving financial assistance from state government, central government and other national agencies***

The number of recipients of government scholarships in the past five years (data given below) has ranged between 68 – 120 students. The percentage of students receiving financial assistance has thus been between 4.36% - 6.26%.

**Table showing financial assistance provided to students in the last four years**

<b>Year</b>	<b>Total Number of Students given scholarship</b>	<b>Total Number of Students</b>	<b>Percentage</b>
2010-11	120	2698	4.44%
2011-12	101	1626	6.21%
2012-13	101	1613	6.26%
2013-14	68	1558	4.36%

### ***5.1.4 Specific support services/facilities available for***

The Institution is committed to provide students every possible help and support in their pursuit to become responsible citizens. The college was set up with the mission of imparting holistic education. The institution for this purpose provides the following facilities to its students:

- **Support services / facilities for SC / ST, OBC and economically weaker section students**
  - SC / ST / OBC students are given admission as per government reservation policy.
  - The institution provides scholarships / freeships for SC / ST / OBC and economically weaker section students. The data is given in 5.1.2 and 5.1.3
  - To focus on the need of SC / ST / OBC, a committee was formed in 2014-15 with two faculty members and with one student representative.
- **Students with physical disabilities**
  - As per government guidelines, 3 % seats (within reservation quota) are reserved for the physically handicapped, army personnel's children and sports students.
  - A ramp is available at the college entrance to facilitate easy access.
  - A Wheelchair is available to physically handicapped students.
  - A new toilet is being constructed for disabled students in the college.

➤ **Overseas students**

- Two students from overseas sought admission in the College.
- We had one student (Fiona Jones – 2014-15) from Rotary exchange programme last year in our F.Y.B.A programme.

➤ **Students to participate in various competitions / National and International**

- Students take part in various co-curricular and extracurricular activities.
- There are teachers in-charge of various extracurricular and co-curricular activities.
- Talented students are identified to participate in in-house and inter-collegiate competitions. The list of the students who have achieved laurels for our college is listed in 5.3.2

➤ **Medical assistance to students: Health centre, health insurance etc.**

- There is group insurance for all students in the college.
- College is equipped with a first aid kit to resolve minor medical problems.
- Holy Family Hospital is in the vicinity of college (0.8 KM) and in cases of emergency students are taken there.
- In the last five years, financial support was provided to needy students who were accident victims.

➤ **Organizing coaching classes for competitive exams**

- The Institution started providing training for competitive exams from the year 2012-13 to help students prepare for UPSC and MPSC examinations, the details of which is given in 5.1.7

	2012-13	2013-14	2014-15
<b>No of students</b>	<b>200</b>	<b>166</b>	<b>150</b>

➤ **Skill development (spoken English, computer literacy, etc.,)**

- Fruit carving and vegetable carving sessions are arranged for F.Y.B.HSc students by Chef Feroz regularly.
- The Placement Cell of the college organizes Personality Development Programmes for Hospitality students.

The following training programmes / workshops were conducted by

✓ **Hospitality Department:**

- Training programmes to develop leadership qualities, interview skills and soft skills.
- Workshops on grooming and etiquette.

✓ **English Department** conducted following workshops:

- Workshop to prepare students to face job interviews.
- Workshop on slam poetry for SYBA and TYBA literature students.
- Cinematography workshop hosted by English department to enhance students' skills related to technical aspects of cinematography.
- Guest lecture by Fr. Bento on the 'Formula for Success' through methods to improve memory and academic performance.

✓ **BMM department:**

- Workshop by Shamiana Short Film Club for BMM students to understand short film making in terms of storyboard and camera angles.

✓ **Commerce department:**

- Organized a session on Mock Interviews for T.Y.B.Com students.

✓ **Music Association:**

- Organized a session on Careers In Music (Funded by True School of Music) by Ashu Phatkar

✓ **College Women's Development Cell:**

- Organised a certificate course on self-defense.

✓ **Debate Circle:**

- Organised a certificate course in communication skills.

➤ **Support for slow learners**

- Students with learning disabilities are given support as per University guidelines. (For E.g. Giving extra 20 minutes per hour during their exams and allowing the use of a writer)
- Remedial classes are conducted for slow learners, students with learning disabilities and academically weak students.
- Peer- learning (B.Sc.IT and B.Com A&F) (**Refer to Criterion 2.2.3 for details**)

- **Exposure of students to other institutions of higher learning / corporate / business house etc. (Refer to Criterion 3 for details)**

**List of industrial visits**

NAME OF THE DEPARTMENT	2010-2011	2011-2012	2012-13	2013-14
Psychology	3	2	1	-
Sociology	3	1	3	2
History	2	2	3	-
Account	1	2	6	-
English	-	-	-	1
Economics	1	1	-	2
BBI	4	-	-	-
BSc-IT	2	-	-	-
BMM	-	-	2	-
Hospitality	-	-	2	2
BMS	6	3	-	-

- Various departments conduct educational tours and industrial visits to reputed institutes of learning/ corporate houses, RBI and Stock Exchange. Detailed data is provided in department reports
- Hospitality Department provides a 6 month internship training programme in hotels as part of its curriculum.
- Departments depute students to attend seminars and workshops organized by other institutions.
- Experts from reputed institutions /industries are invited to share their knowledge and views with the students from time to time.

➤ **Publication of Student Magazines**

- The College publishes the annual College Magazine **Andrannual** in which articles are contributed by students.
- The Degree College has launched an annual Student Research journal 'LUMIÈRE'. The well researched articles from different disciplines are developed under the guidance of staff members.
- ELAN the English Department Newsletter.
- Fifth Estate, the BMM Department Newsletter.
- 'Ignite' the Cardinal Paul Poupard Foundation Inter-religious Research Journal. (2014-15)

### ***5.1.5 Efforts made by the institution to facilitate entrepreneurial skills, among the students.***

The Institution and its faculty have always encouraged innovative and creative approaches in order to impart and develop entrepreneurial skills among students. To this end, on 24<sup>th</sup> February, 2014, the B.Com (Banking and Insurance) department conducted “*Bank Your Assurance*” – an intercollegiate seminar on Entrepreneurship Management.

The B.B.I department assigned different projects to students to make products for sale and also prepared a balance sheet for the same.

### ***5.1.6. Policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities***

- We encourage participation through notices, display of posters, blackboard bulletins and class announcements.
- To appreciate the winners, their name are displayed on the blackboard, and the trophy is displayed at the college entrance.
- Certificates are awarded to winners, participants and members of the organizing committee. Winners are also given cash prizes.
- Students participating in various University, State and National level sports competition are provided with uniforms and sports materials.

The college plans and organizes extra and co-curricular activities all through the year to realize our vision and mission goals and provide students with a holistic development.

<b>Extra-Curricular Activities</b>	<b>Co-Curricular Activities</b>	<b>Celebrating Special Days</b>
<ul style="list-style-type: none"> <li>✓ Olio (drama)</li> <li>✓ Jhankaar (folk dance)</li> <li>✓ Intune (music)</li> <li>✓ Annual Western Music Talent Contest (Intra-collegiate music competition/</li> <li>✓ XYZ - Intercollegiate Festival (Self-financing Course)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Activities conducted by all subject associations (details are given in department reports)</li> <li>✓ Annual sports day</li> <li>✓ Mind Maze Quiz</li> <li>✓ Debate</li> <li>✓ Green ribbon week (activities conducted by Counselling Unit)</li> <li>✓ Activities organized by Cardinal Paul Poupard Foundation</li> <li>✓ Activities organized by AICUF</li> </ul>	<ul style="list-style-type: none"> <li>✓ Annual day</li> <li>✓ Teacher's day</li> <li>✓ Andrean feast day</li> <li>✓ Traditional day celebration</li> <li>✓ Onam</li> <li>✓ Christmas day</li> <li>✓ Theme dinner</li> </ul>

### 5.1.7. Support and guidance provided to the students in preparing for the competitive exams

The institution started the Indian Civil Service Committee in the academic year 2012-13. The committee conducted orientation sessions and lecture series. Eminent speakers shared their vast experience on careers in Civil Services.

Year	Speaker	Topic
2012-13	Mr Shankar Menon (former IAS Officer) and his team	<ul style="list-style-type: none"> <li>• Introduction session for TY students</li> <li>• Special lecture series, twice a week for preparation of IAS exams</li> <li>• Sessions in Banking as a subject for an exam</li> <li>• Session for Hospitality and Management students to have career in Civil Services</li> <li>• Session for F.Y.B.Com students to give them a broad overview of Government services and MPSC exams (About 200 students benefited from their session)</li> </ul>
2013-14	<ul style="list-style-type: none"> <li>✓ Mr Brian Lobo</li> <li>✓ Mr Shankar Menon</li> <li>✓ R Kiran (IRS)</li> <li>✓ Sanjay Pandey (IPS)</li> <li>✓ Parag Jain (IAS)</li> <li>✓ Jitendra Yadhav (IAS)</li> <li>✓ Abhay Kumar (Deputy Commissioner of Customs)</li> <li>✓ Aditya Gain (GM in RBI)</li> </ul>	<ul style="list-style-type: none"> <li>• Introductory Session for S.Y.B.Com students (About 150 students benefited from their session)</li> <li>• Symposia for Career in Government Services (About 166 students benefited from their session)</li> </ul>
2014-15	<ul style="list-style-type: none"> <li>✓ Ms Simran Kaur</li> <li>✓ Senior Superintendent of Post Office</li> <li>✓ Mr Shankar Menon</li> <li>✓ Mr Brian Lobo</li> <li>✓ Tukaram Mundhe (IAS)</li> <li>✓ Abhay Kumar (Deputy Commissioner of Customs)</li> <li>✓ Arvind Kumar (IRS)</li> <li>✓ Krishna Prakash Rajmohan (IPS)</li> </ul>	<ul style="list-style-type: none"> <li>• Session for Career in Indian Postal Services</li> <li>• Workshop on preparing for Civil Services</li> </ul>



### ***5.1.8. Counselling services are made available to the students***

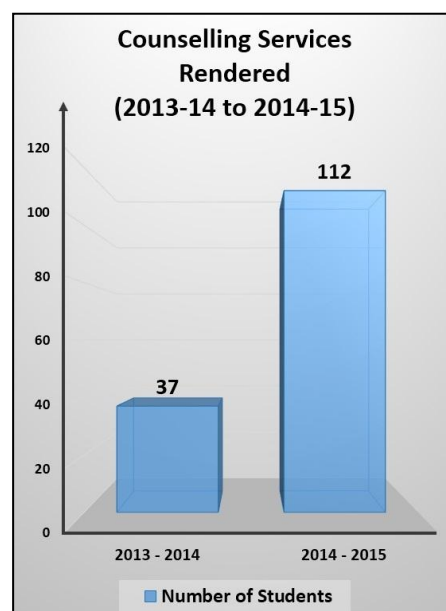
The Counseling Unit was constituted at St Andrew's College in 2010 and was aimed at providing services that would help students in their personal, psycho-social, and career development areas. In-house psychology professors were in-charge of counseling students. Standard psychological scales were administered to students from different streams on areas like Scales of Self-Esteem, Level of Hostility, Fear of Negative Evaluation, Level of Annoyance, Penn State Worry Questionnaire, Intrinsic and Extrinsic Motivation Scale and Type A Personality.

In 2013, we appointed a full-time counsellor. The Counseling Unit began the academic year, by first sensitizing and creating awareness among students through a session 'What is counseling?'

The various problems experienced by students and adolescents were related to low self-esteem and confidence, academic, self-pity, behavioral issues, body image, domestic violence, discord in interpersonal relationship, incompetence, self-destruction, depression, fear, time management issues, career confusion and substance abuse.

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, solution focused brief therapy, relaxation techniques and in group conflict situations - group counseling.

The adjacent graphical representation displays the growth in the number of students availing counselling services in the last two academic years 2013-14 and 2014-15.



### ***5.1.9 Mechanism for career guidance and placement of students***

St Andrew's College has a Counselling Unit which renders counselling to students through.

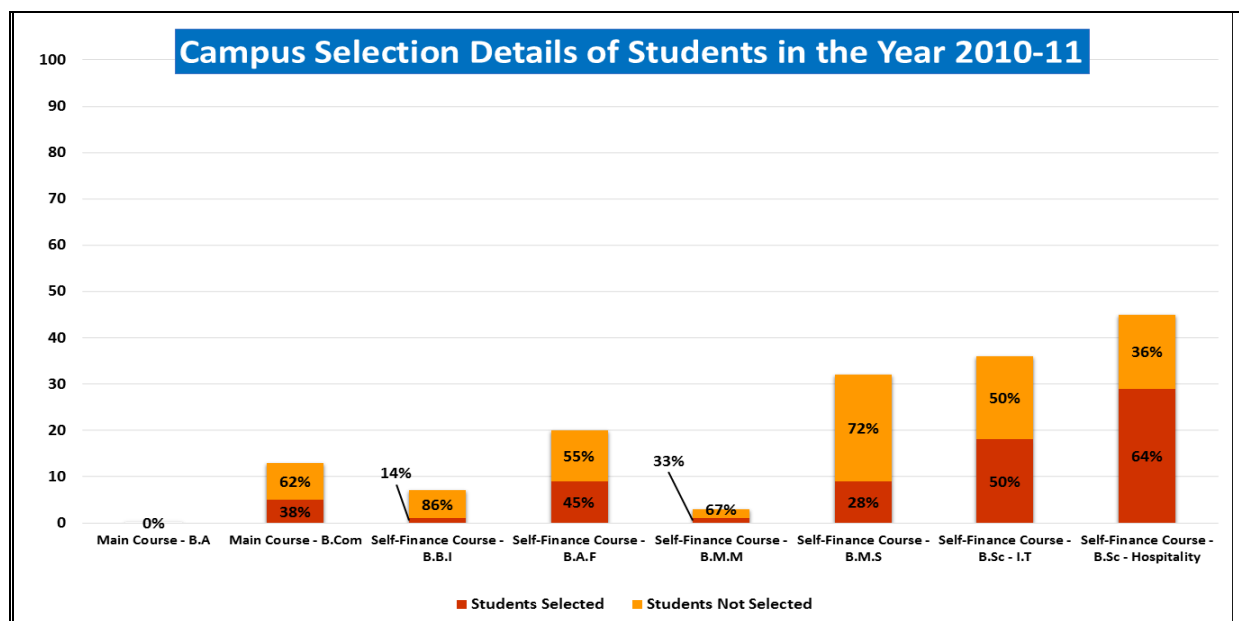
- The use of psychological assessment to bring out dominant interests of students through various **Vocation Tests**, help the students get an insight on which field to pursue, recognize their aptitude, understand their strengths and weakness and help them in career choice.
- Organizing workshops and talks for students on preparing for interviews.
- Organizing talks to give students an insight into job opportunities.
- Organising a Career guidance fair to create awareness about job oriented courses.

- Organized a series of guest lectures by professionals from Study Overseas for educational and career options available abroad.
- The Psychology Association organized a guest lecture for students on Career Guidance by Edu Groomers.
- The History department organized guest lectures on career guidance.
- The English Literary association invited alumni for guest lectures on professional courses, students can pursue after graduation.

The college also organizes On Campus Selection, details of which are attached in the table given below:

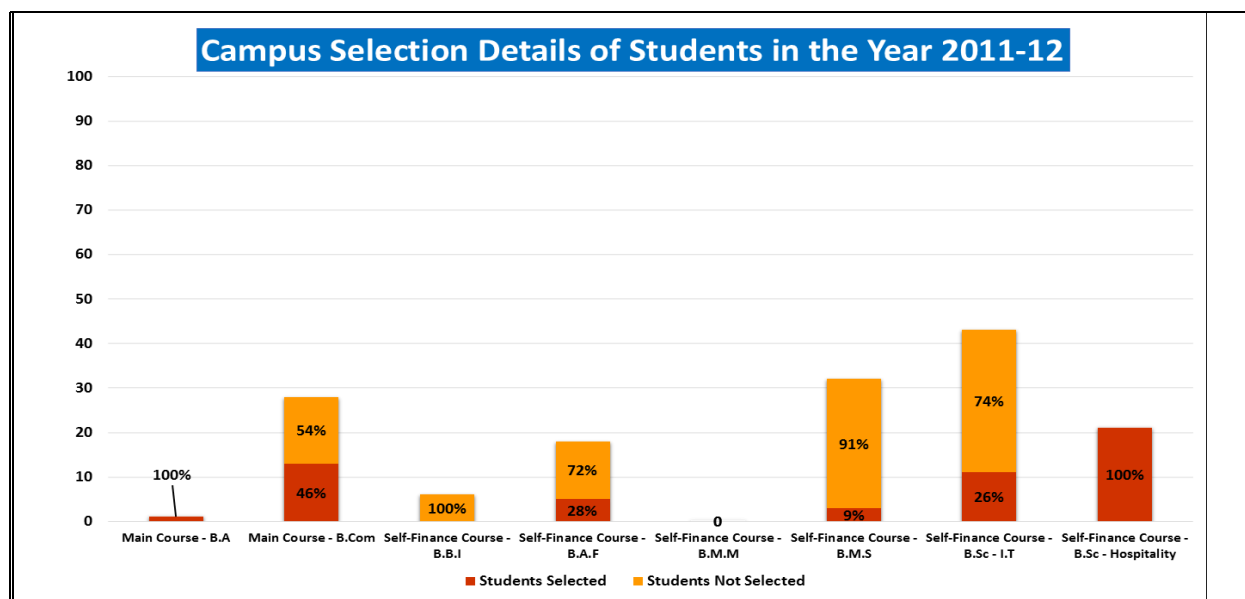
**Campus Selection Details 2010 – 2014**  
**Year 2010-2011**

Type of Course	Specialization	No. of students participated	No. of students selected	Companies
Main Courses	B.A	--	--	--
	B.Com	13	05	03 - Trident, BKC 01 - Jet Airways 01 - Kingfisher
Self-Finance Courses	B.B.I	07	01	01 - Edelwiess Securities
	B.A.F	20	09	01 - Jet Airways 08 - J.P.Morgan Bank
	B.M.M	03	01	01 - Kingfisher
	B.M.S	32	09	03 - Trident, BKC 02 - Jet Airways 04 - Kingfisher
	B.Sc. - IT	36	18	14 - L & T Infotech 04 - Network 18
	B.Sc. - Hospitality	45	29	05 - The Grand Hyatt, Mumbai 05 - Trident, BKC 06 - Trident, Nariman Point 03 - Jet Airways 04 - The Retreat 06 - Ramada Plaza



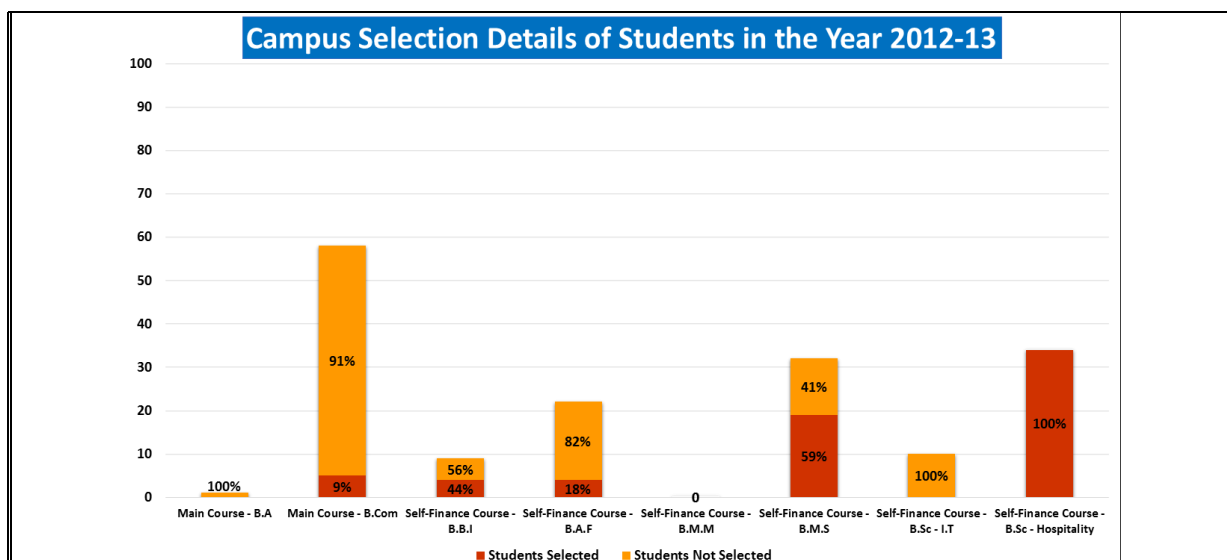
### Year 2011-2012

Type of Course	Specialization	No. of students participated	No. of students selected	Companies
Main Courses	B.A	01	01	01 - Bose
	B.Com	28	13	04 - Bose 09 - HDFC Life
Self-Finance Courses	B.B.I	06	--	--
	B.A.F	18	05	03 - HDFC Life 02 - JP Morgan Chase
	B.M.M	--	--	--
	B.M.S	32	03	02 - Bose 01 - HDFC Life
	B.Sc. - IT	43	11	11 -L&T
	B.Sc. - Hospitality	21	21	06 - ITC The Maratha 05 - Grand Hyatt 03 - Mehula The Ferns 03 - Sofitel 04 - Taj Palace.



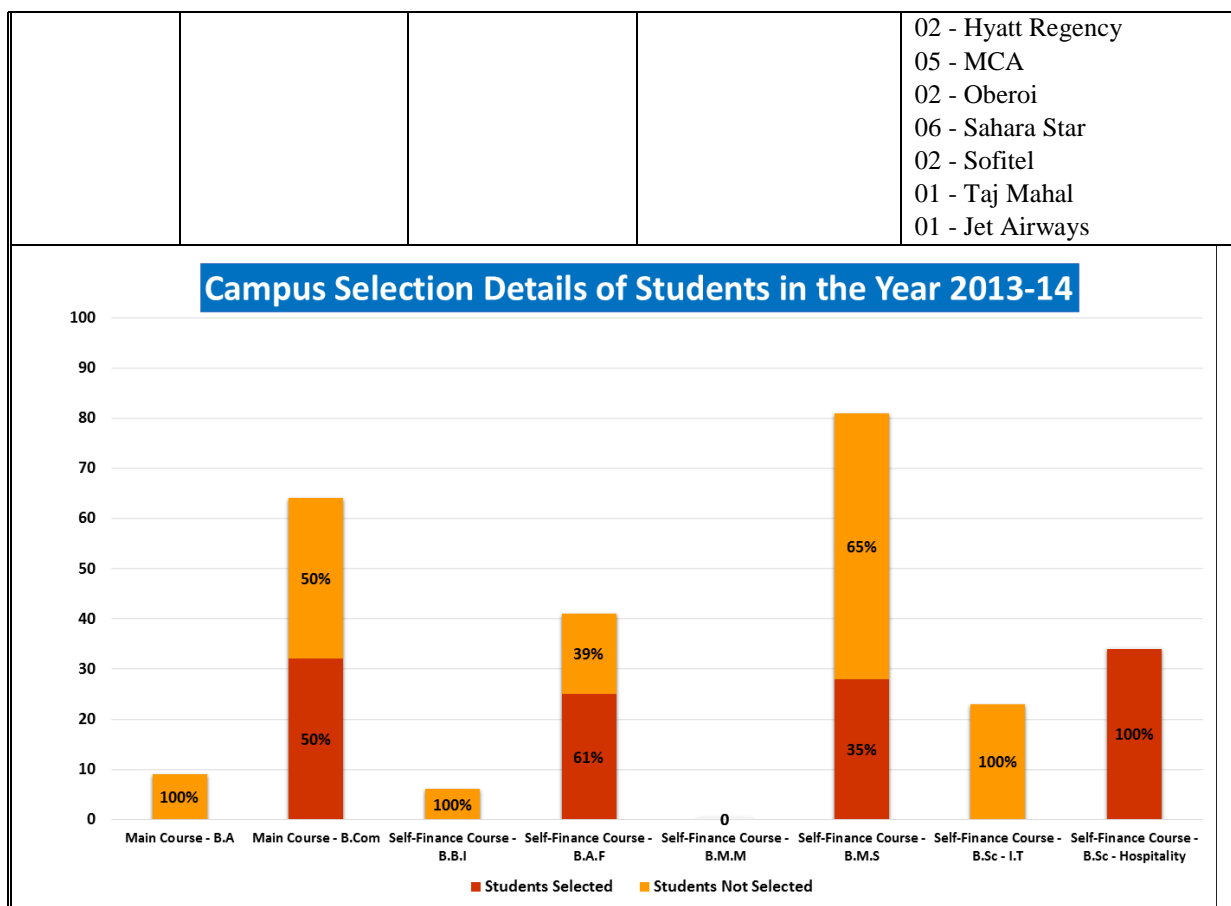
### Year 2012-2013

Type of Course	Specialization	No. of students participated	No. of students selected	Companies
Main Courses	B.A	01	--	TCS
	B.Com	58	05	02 - Godrej 02 - JP Morgan Chase 01 - CampHire Pvt Ltd
Self-Finance Courses	B.B.I	09	04	03 - HDFC Life. 01 - Xion Advertising
	B.A.F	22	04	01 - Godrej 01 - TCS 03 - JP Morgan Chase
	B.M.M	--	--	--
	B.M.S	32	19	04 - Godrej 01 - India Forex 13 - HDFC Life
	B.Sc. - IT	10	--	--
	B.Sc. - Hospitality	34	34	02 - Grand Hyatt 02 - Hyatt Regency 01 - The Grand Hometel 05 - ITC The Maratha 01 - Taj 12 - Trident, Nariman Point 02 - Trident, BKC 01 - Sofitel 03 - Four Seasons 04 - MCA 01 - The Retreat



### Year 2013-2014

Type of Course	Specialization	No. of students participated	No. of students selected	Companies
Main Courses	B.A	09	--	Oberoi Hotels Crimson Interactive.
	B.Com	64	32	02 - Godrej and Boyce 11 - TCS. Pvt Ltd. 05 - JP Morgan Chase 06 - JP Morgan C&I Bank 02 - Morgan Stanley 03 - Crimson Interactive 01 - India Forex 01 - Oberoi Hotels 01 - South Indian Bank
Self-Finance Courses	B.B.I	06	--	J.P.Morgan Chase.
	B.A.F	41	25	01 - J.P.Morgan Chase 08 - J.P.Morgan CIB 03 - J.P.Morgan Global Fin. 02 - Morgan Stanley 11 - TCS
	B.M.M	--	--	--
	B.M.S	81	28	02 - Jaro education 05 - Godrej and Boyce 01 - Oberoi 06 - Grand Hyatt 03 - J.P. Morgan Chase 07 - J.P .Morgan CIB 01 - Morgan Stanley 02 - Direct I 01 - Intellecta Consultants 01 - Indian Forex
	B.Sc. - IT	23	--	NSETTECH - National Stock Exchange of India. Direct I.
	B.Sc. - Hospitality	34	34	05 - Four Season 05 - Grand Hyatt 05 - Holiday Inn



#### 5.1.10 Student Grievance Redressal Cell

The college constituted a separate student grievance redressal cell in June 2014. The cell is managed by a Coordinator, a co-opted member and a member of the administrative staff as stipulated by the University of Mumbai. Prior to this, student grievances were handled by the Discipline Committee. The present committee resolves grievances by meeting the concerned parties. If required, matters are settled by issuing warning/ suspension letters. The college maintains a suggestion/ grievance box where students submit their complaints. The college also has a Grievance Cell which handles grievances of teaching and non-teaching staff. We have not received any written grievances in the past five years.

The college follows an open door policy where students are encouraged to approach the class teachers, Heads of Departments, Vice-Principals and the Principal to resolve minor issues.

#### 5.1.11 Institutional provisions for resolving issues pertaining to sexual harassment

The Women's Development Cell is very active at St. Andrew's College. It organizes a host of activities like workshops, guest lectures, certificate courses, essays, debates and discussions

to create awareness among students about gender issues (Details given below). As per the University guidelines, the college formulates a College Women Development Cell (CWDC) every year. In the past five years two sexual harassment complaints have been registered and the college conducted periodic meetings with lawyers, social activists and the concerned parties to resolve the issues. One case has been settled and the other is currently with the University Tribunal.

Some **highlights** of the past five years are as follows:-

#### **2010-11**

- Guest Lectures :
  - ✓ Adv. Kamayani on ‘Eve-teasing and Sexual Harassment at Work Places’
  - ✓ Ms.Nivedita on “Female Foeticide and the Falling Sex Ratio”
- Screening of films/ documentaries: Unlimited Girls

#### **2011-12**

- Guest lectures:
  - ✓ Dr Saritha Nair, (NIRRH) on “Domestic Violence and Women’s Health.
  - ✓ Advocate Nausheen Yusuf from Majlis on “Women and Personal Laws”
  - ✓ Deepak Kashyap, Psychologist, on “Issues Related to Transgender Rights”
- Screening of films/ documentaries: “Women Betrayed”

#### **2012-13**

- Guest Lectures:
  - ✓ Dr.P.Bhatnagar. on ‘Women’s Health Issues’
- Certificate course on self-defense by Mr. Alexander Fernandez
- Street Play titled ‘Incredible India –Women Unsafe in Womb till Tomb’
- Pledge Day to honor and respect women
- Debate competition on “Psycho-social Impact of Legalization of Section 377”

#### **2013-14**

Guest Lectures/Workshops:

- ✓ Mr. Joe Rodrigues on “Women Empowerment”
- ✓ Adv Kamayani on ‘Sexual Violence and Legal Rights’
- Entrepreneurial activity, an exhibition of the products of self help women’s group was organized
- Screening of documentaries:
  - ✓ ‘Gulabi Gang’
  - ✓ ‘Lotus Feet’

### **5.1.12 Anti-Ragging Committee**

The Anti-Ragging committee was constituted as per University guidelines in 2014. Names of professors' in-charge of the anti-ragging cell are displayed on the notice boards, so that students are aware of the same. Periodic patrolling is done by committee members in the corridors to minimize ragging in the college premises. The CCTV surveillance also acts as a deterrent. The committee is very vigilant and safeguards the interest of the students. In the past five years no case has been registered.

### **5.1.13 Welfare schemes made available to students .**

The institution has many welfare schemes for students, some are purely government based and some are supported by the community or management. Through regular notices students are informed about the various facilities as given below:

- Group insurance
- Scholarships and free ships
- Flexibility in payment of fees for needy students
- Counsellor on campus
- Book bank

### **5.1.14 Alumni Association and its activities**

St. Andrew's College Alumni (SACA) was formed in 2006, It comprises a faculty member, secretary and eight members in the executive committee. The association is active and conducts various guest lectures and an annual Alumni meet.

- In 2012-13, the Alumni Association organized an ex-Students Re-union
- In 2013-14, the Alumni Association organized ex-Students Re-union.
- In 2014-15, the Alumni Association organized a Career Guidance Workshop on 27 and 28 February, 2015. Hundred students attended this workshop.

## **5.2 STUDENT PROGRESSION:**

### **5.2.1 Percentage of students progressing to higher education**

The college is still in the process of collecting data pertaining to student progression.



### 5.2.2 Programme wise pass percentage

Comparative Table Showing Year Wise Pass Percentage from 2010-11 to 2013-14

Data for 2014-15 will be provided at the time of NAAC Peer Team visit

#### Programme: B.A

Year	St. Andrew's College, Bandra		University of Mumbai	
2010-11	99.38		73.75	
2011-12	95.86		N.A	
2012-13	98.58		76.05	
	Sem V	Sem VI	Sem V	Sem VI
2013-14	85.32	88.78	65.35	69.64

#Sem V and VI complete results not available from university

#### Programme: B.Com

Year	St. Andrew's College, Bandra		University of Mumbai	
2010-11	96.91		62.96	
2011-12	94.83		81.53	
2012-13	97.89		81.13	
	Sem V	Sem VI	Sem V	Sem VI
2013-14	84.61	88.41	65.26	55.68
2014-15	98.0	#	NA	NA

#Sem VI complete results not available from university

#### Programme: BMS

Year	St. Andrew's College, Bandra		University of Mumbai	
	Sem V	Sem VI	Sem V	Sem VI
2010-11	90.25	94.69	67.54	83.01
2011-12	88.88	79.86	68.46	65.21
2012-13	89.92	91.60	66.14	66.02
2013-14	84.16	68.33	51.20	NA
2014-15	85.21	87.82	NA	NA

**Programme: BMM**

Year	St. Andrew's College, Bandra		University of Mumbai	
	Sem V	Sem VI	Sem V	Sem VI
2010-11	96.49	100	91.57	94.35
2011-12	97	95.45	93.96	91.32
2012-13	92.64	100	87.35	92.34
2013-14	96.70	98.33	82.72	84.26
2014-15	96.6	96.6	NA	NA

**Programme: B.Sc (IT)**

Year	St. Andrew's College, Bandra		University of Mumbai	
	Sem V	Sem VI	Sem V	Sem VI
2010-11	57.35	70.58	46.08	49.13
2011-12	63.46	71.15	42.26	51.22
2012-13	62.28	76.19	37.77	47.70
2013-14	74.5	85.11	44.10	56.60
2014-15	70	79.59	-	54.759

**Programme: BAF**

Year	St. Andrew's College, Bandra		University of Mumbai	
	Sem V	Sem VI	Sem V	Sem VI
2010-11	94.73	100.00	95.53	93.45
2011-12	93.44	98.36	93.85	89.59
2012-13	100	97.10	92.41	89.41
2013-14	91.07	95.00	83.81	83.81
2014-15	94.91	98.30	NA	NA

**Programme: BBI**

Year	St. Andrew's College, Bandra		University of Mumbai	
	Sem V	Sem VI	Sem V	Sem VI
2011-12	96.42	100	82.47	94.40
2012-13	89.47	93.33	76.70	84.40
2013-14	78.43	92.15	65.16	65.16
2014-15	88.23	89.47	NA	NA

**Programme: B.Sc (Hospitality)**

Year	St. Andrew's College, Bandra		University of Mumbai	
2010-11	96.49		93.17	
2011-12	100		92.02	
2012-13	100		95.98	
	Sem V	Sem VI	Sem V	Sem VI
2013-14	97.77	81.81	97.51	83.63
2014-15	83.33	83.33	80.58	89.76

**Programme: M.Com**

Year	St. Andrew's College, Bandra	University of Mumbai
2013-14	88.88	81.64

### ***5.2.3 Student progression activities organised by the college***

Interest in the well being of our students has constantly encouraged us to organize activities that would lead to their development. The institute had hosted a wide array of activities that would provide students an opportunity to showcase their talents and optimize their potential.

- A special lecture series were conducted on IAS and UPSC exams to give students an insight into the Civil Service.
- Organized a Career Fair / Career Guidance Fair.
- Talk on careers in CA/CS by the Accounts Department.
- The Counseling Unit organized a series of guest lectures by professionals from Study Overseas on educational and career options available abroad.
- The Psychology Association organized a guest lecture on Career Guidance by Edu Groomers.
- The History Department organized guest lectures on career guidance.
- St Andrew's College has an MOU with two foreign universities namely:
  - D'Youville University, New York
  - Fraser Valley College, Canada

### ***5.2.4 Special support provided to students who are at risk of failure and drop out.***

Departments take revision and remedial lectures for academically weaker students. Teachers provide question banks and useful tips to prepare for exams. In addition to these, the Counselling Unit renders counseling services to students in psychological, personal, social, and academic areas. Extra support is provided to students by their respective class teachers through mentoring.

<b>Statement Showing Details About Remedial Classes</b>						
<b>From 2010 - 11 to 2014 - 15</b>						
Sr. No	Name Of The Teachers	Year	Payment Date	No. of Lectures	Amount	Source Of Payment
1	Dr. Kashmira Mody	2012 - 13	31.08.2012	10	3,000	U.G.C.
2	Dr. Marie Fernandes	2012 - 13	31.08.2012	15	4,500	U.G.C.
3	Dr. Preeti Oza	2012 - 13	31.08.2012	22	6,600	U.G.C.
4	Ms. Maria Syed	2012 - 13	31.08.2012	8	2,400	U.G.C.
5	Mr. Manish Patil	2012 - 13	31.08.2012	16	4,800	U.G.C.
<b>Total</b>					<b>21,300</b>	
Sr. No	Name Of The Teachers	Year	Payment Date	No. of Lectures	Amount	Source Of Payment
1	Ms. S. Malhotra	2013 - 14	22..10.2013	4	1,200	Management A/C.
2	Ms. V. Sibal	2013 - 14	22..10.2013	6	1,800	Management A/C.
3	Ms. J. Coelho	2013 - 14	22..10.2013	2	600	Management A/C.
4	Ms. S. Dhote	2013 - 14	22..10.2013	3	900	Management A/C.
5	Ms. K. Mody	2013 - 14	22..10.2013	13	3,900	Management A/C.
6	Ms. H.K. Bhasin	2013 - 14	22..10.2013	3	900	Management A/C.
7	Ms. G. Tavares	2013 - 14	22..10.2013	5	1,500	Management A/C.
8	Ms. C. Braganza	2013 - 14	22..10.2013	5	1,500	Management A/C.
9	Ms. D. Gonsalves	2013 - 14	22..10.2013	2	600	Management A/C.
10	Ms. A. Correa	2013 - 14	22..10.2013	3	900	Management A/C.
11	Ms. S. Lobo	2013 - 14	22..10.2013	5	1,500	Management A/C.
12	Ms. P. Oza	2013 - 14	22..10.2013	2	600	Management A/C.
<b>Total</b>					<b>15,900</b>	
Sr. No	Name Of The Teachers	Year	Payment Date	No. of Lectures	Amount	Source Of Payment
1	Mr. Kevin Miranda	2014 - 15	30.07.2014	6	1,800	U.G.C.
2	Ms. C.Braganza	2014 - 15	11.11.2014	15	4,500	U.G.C.
3	Ms. Jyoti Bhatia	2014 - 15	11.11.2014	4	1,200	U.G.C.
4	Ms. Susan Lobo	2014 - 15	11.11.2014	2	600	U.G.C.
<b>Total</b>					<b>8,100</b>	

### **5.3 Student Participation and Activities**

#### ***5.3.1 Extracurricular activities available to students.***

The institute has been conducting the following sports, cultural and extracurricular activities every year.

- **Sports Activities** – Football, hockey, basketball, volleyball, handball, table tennis, chess, carom, badminton, weight lifting, power lifting, athletics and aquatic events.
- **OLIO** – Intercollegiate Drama Competition
- **JHANKAAR** – Intercollegiate Dance Competition
- **ANNUAL WESTERN MUSIC TALENT CONTEST**
- **INTUNE** – Intercollegiate Music Competition

- **MIND MAZE** - Intercollegiate quiz competition
- **DEBATE CIRCLE** - Intercollegiate debate competition
- **XYZ** – Intercollegiate Festival (Self-financing Course)

**As part of organising Inter-Collegiate events MOU were signed with the following Industry/ Organisations**

- Toyota Ltd
- IDFC Ltd
- AIRCEL Ltd
- Channel V
- WECHAT
- Whistling Woods International
- Great Escape
- Red Wolf's
- AOL Online India Private Ltd

➤ **Various activities conducted by the NSS Unit: (Refer to Criterion 3.6)**

- Tree Plantation
- Note Book Making and Distribution
- Peace Rally
- Awareness programme on HIV/AIDS
- Poster and Quiz competition on HIV/ AIDS
- Blood Donation Drive
- Celebration of Republic and Independence Day
- NSS Rural Camp
- Helping out at Bandra Fair

*Participaton and Programme calendar will be available for verification at the time of team visit.*

### ***5.3.2 Major student achievements in co-curricular, extracurricular and cultural activities.***

**Table Showing Achievement of Students in the Last Five Years**

**2010-11**

<b>Sr. No.</b>	<b>College</b>	<b>Festival - Event</b>	<b>Prize</b>
1	Wilson's	Polaris – Showtime	3 <sup>rd</sup> Prize
2	Narsee Monjee	Umang – Solo Singing	1 <sup>st</sup> Prize
3	St. Xavier's	Malhar – Street Dance	3 <sup>rd</sup> Prize
4	K.C College	Blitzkrieg – Advertiser's Inc	1 <sup>st</sup> and 2 <sup>nd</sup> Prize
5	K.C College	Blitzkrieg – Sporty Spotlight	2 <sup>nd</sup> Prize
6	K.C College	Blitzkrieg – Blogsphere	1 <sup>st</sup> Prize
7	K.C College	Blitzkrieg – Broadcast Befuddlement	3 <sup>rd</sup> Prize
8	K.C College	Blitzkrieg – Mock 'n' Roll	3 <sup>rd</sup> Prize
9	K.C College	Blitzkrieg – Fashion Show	3 <sup>rd</sup> Prize
10	Jai Hind	Detour – Group Dance	2 <sup>nd</sup> Prize
11	Jai Hind	Detour – Best Dancer	1 <sup>st</sup> Prize
12	Jai Hind	Detour – Real Breaking News	1 <sup>st</sup> Prize
13	Jai Hind	Detour – Damage Control	2 <sup>nd</sup> Prize
14	Jai Hind	Detour – Fashion Show	2 <sup>nd</sup> Prize
15	Jai Hind	Detour – Radio Event	1 <sup>st</sup> and 2 <sup>nd</sup> Prize
16	Jai Hind	Detour – Photography	1 <sup>st</sup> Prize
17	Mithibai	Kshitij – Personality Contest	Brilliant Performance Award
18	M.M.K	Aakarshan – Personality Contest	1 <sup>st</sup> Prize
19	M.M.K	Amaze – Group Dance	1 <sup>st</sup> Prize
20	Rizvi	Just Ice – Street Dance	2 <sup>nd</sup> Prize
21	Rizvi	Just Ice – Bollywood Dance	2 <sup>nd</sup> Prize

**2011-12**

<b>Sr. No.</b>	<b>College</b>	<b>Festival - Event</b>	<b>Prize</b>
1	Wilson's	Polaris – Singing (Solo)	2 <sup>nd</sup> Prize
2	Sophia's	Kalieodoscope – Rink Football	3 <sup>rd</sup> Prize
3	M.M.K	Akarshan – Rink Football	1 <sup>st</sup> Prize
4	Raheja	Unmesh – Throw ball	1 <sup>st</sup> Prize
5	Rizvi	Just Ice – Throwball	1 <sup>st</sup> Prize
6	Wilson	Polaris – Throwball	1 <sup>st</sup> Prize

**2012-13**

<b>Sr. No.</b>	<b>College</b>	<b>Festival - Event</b>	<b>Prize</b>
1	University of Mumbai	Collage	1 <sup>st</sup> Prize
2	University of Mumbai	Poster Making	1 <sup>st</sup> Prize
3	University of Mumbai	Group Dance	1 <sup>st</sup> Prize
4	MMK	Football	1 <sup>st</sup> Prize
5	MMK	Freedom	Best Contingent Leader
6	Jai Hind	Detour – Play and Band Event	3 <sup>rd</sup> Prize
7	Jai Hind	Detour – Fashion show	2 <sup>nd</sup> Prize
8	KC College	Blitzkreig – Band Event	1 <sup>st</sup> Prize
9	KC College	Blitzkreig – Group Dance	1 <sup>st</sup> Prize
10	KC College	Blitzkreig – Fashion Show	1 <sup>st</sup> Prize
11	KC College	Blitzkreig – Movie Making	1 <sup>st</sup> Place
12	N.M College	Umang – Dance Competition	2 <sup>nd</sup> Prize
13	Wilson's	Polaris – Fashion Show	2 <sup>nd</sup> Prize
14	Indiafest	Fashion Show	2 <sup>nd</sup> Prize
15	St. Xavier's	Malhar – Miss Malhar	3 <sup>rd</sup> Place
16	Jai Hind	Detour – Best Dancer	1 <sup>st</sup> Prize
17	Indiafest	Campus Diva	3 <sup>rd</sup> Prize
18	Jai Hind	Detour – Best Model	1 <sup>st</sup> Prize
19	KC College	Blitzkreig – Fresh Face Competition	Best Show-stopper

### 2013-14

Sr. No.	Name of the College	Festival - Event	Prize
1	Lion's College	RUDRA 14 – Solo Dnace	2 <sup>nd</sup> Place
2	Lion's College	RUDRA 14 – Solo Dnace	2 <sup>nd</sup> Place
3	Lion's College	RUDRA 14 – Group Dnace	3 <sup>rd</sup> Prize
4	Viva College, Virar	Viva 14 – Icebreak	1 <sup>st</sup> Prize
5	Elphinstone College	Rock Band	2 <sup>nd</sup> Prize
6	Rizvi College	Jashn-ah-Rizvi – Solo Singing	1 <sup>st</sup> Prize
7	Rizvi College	Jashn-ah-Rizvi – Group Dance	3 <sup>rd</sup> Place
8	St. Xavier's	Zara Hatke	1 <sup>st</sup> Prize as Official Reporter
9	NM College	Umang – Essay Contest	2 <sup>nd</sup> Prize
10	MMK College	Aakarshan – Quiz and Extempore Public Speaking	1 <sup>st</sup> Prize
11	MMK College	Aakarshan – MR. MMK Award	--
12	Channel V Campus	Indiafest Mumbai Zone	2 <sup>nd</sup> Runner up
13	Ruia College	Aarohan – RJ Hunt	1 <sup>st</sup> Prize

### 2014-15

Sr. No.	Name of the College	Festival - Event	Prize
1	Mithibai	Kshitij – Group Dance	2 <sup>nd</sup> Prize
2	Sophia	Kaleidoscope – Ring Football	3 <sup>rd</sup> Prize
3	K.E.S. College	Utkaarsh – Band	1 <sup>st</sup> Prize
4	Sydneham College	Brouhaha – Group Dance	1 <sup>st</sup> Prize
5	Saraff College	Mauj – Band	1 <sup>st</sup> Prize
6	Mithibai	Colossum – Football	1 <sup>st</sup> Prize
7	Jai hind	Entourage – Group Dance	3 <sup>rd</sup> Prize
8	Reena Mehta	Sapphire – Carrom	1 <sup>st</sup> Prize
9	Reena Mehta	Sapphire - Sketching	1 <sup>st</sup> Prize
10	Reena Mehta	Sapphire – Chess	3 <sup>rd</sup> Prize
11	Narayan Guru	Oasis – Bollywood	3 <sup>rd</sup> Prize
12	Narayan Guru	Oasis – Street Dance	2 <sup>nd</sup> Prize
13	Thakur College	Tarangan – Band	2 <sup>nd</sup> Prize
14	Elphinstone College	Maharashtrotsav – Band	1 <sup>st</sup> Prize
15	NL College	Hungama - Street Dance	2 <sup>nd</sup> Prize
16	Thakur College	V Fest – Rock Band	3 <sup>rd</sup> Prize



## **Sports Achievement**

### **2010-11**

<b>Sr. No.</b>	<b>Degree College Sports</b>	<b>Organized By</b>	<b>Status at the University</b>	<b>Played at</b>
1	Football Women	University of Mumbai	Gold Medalists	National

### **2011-12**

<b>Sr. No.</b>	<b>Degree College Sports</b>	<b>Organized By</b>	<b>Status at the University</b>	<b>Played at</b>
1	Football Men	University of Mumbai	Bronze Medalists	State and National
2	Basketball Women	University of Mumbai	4th Place	
3	Basketball Men	University of Mumbai	Quarter Finalists	
4	Hockey Women	University of Mumbai	4th Place	
5	Hockey Men	University of Mumbai	Silver Medalists	
6	Football Women	University of Mumbai	Silver Medalists	National

### **2012-13**

<b>Sr. No.</b>	<b>Degree College Sports</b>	<b>Organized By</b>	<b>Status at the University</b>	<b>Played at</b>
1	Football Women	University of Mumbai	Silver Medalist	State and National
2	Football Men	University of Mumbai	Qualify for Top 4 Teams 4th Place	State

### **2013-14**

<b>Sr. No.</b>	<b>Degree College Sports</b>	<b>Organized By</b>	<b>Status at the University</b>	<b>Played at</b>
1	Football Women	University of Mumbai	CHAMPIONS	State
2	Football Men	University of Mumbai	Qualify for Top 4 Teams 4th Place	State
3	Hockey Women	University of Mumbai	Bronze Medalist	State
4	Hockey Men	University of Mumbai	Qualify for Top 4 Teams 4th Place	State
5	Volleyball Men	Burhani College	Silver Medalist	

### 2014-15

Sr. No.	Degree College Sports	Organized By	Status at the University	Played at
1	Football Women	University of Mumbai	CHAMPIONS	State
2	Football Men	University of Mumbai	Bronze Medalist	State
3	Boxing Women	Maharashtra State Kickboxing Association	2 Gold, 1 silver and 1 Bronze Medal	State and National
4	Karate Men	Maharashtra State karate Association	Silver Medal	State
5	Weightlifting Men	University of Mumbai	Gold Medal	State
6	Hockey Women	University of Mumbai	Bronze Medalist	State
7	Volleyball Men	Burhani College	Silver Medalist	

#### ***5.3.3 Use of data and feedback from graduates and employers, to improve the performance and quality of the institutional provisions***

The following methods are used to get data and feedback to improve the performance and quality:

**Parents feedback:** Since the year 2014 parent-teacher meetings are held in the college and feedback from parents is recorded.

**Exit Poll:** Exit poll is taken from T.Y students regarding various aspects of the institution.

#### ***5.3.4 Publications brought out by the students during the previous four academic sessions.***

The institution has created a platform for the students to express themselves creatively under the guidance of faculty members. Students publish articles on various topics in following magazines/blogs:

- ✓ ELAN (English department)
- ✓ Fifth Estate (BMM)
- ✓ College magazine, Andrannual
- ✓ Writer,s Den (English department)
- ✓ Blog- Language, literature and beyond (English Department)
- ✓ Lumiere (Student journal)
- ✓ Ignite (Cardinal Paul Poupard Foundation Inter-religious Research Journal)

### ***5.3.5 Student council, its constitution, activities and funding***

- The Student Council is formed according to University of Mumbai guidelines.
- Representatives from all courses i.e. Arts, Science, Commerce and Self Financing, are selected based on merit.
- Activities conducted by the Student Council are:
  - ✓ Teacher's Day celebration
  - ✓ Carol singing
  - ✓ "Colours of the Earth" week celebration
  - ✓ Friendship Day celebration
  - ✓ Desi Day/traditional Day celebration
  - ✓ Visit to old age homes
  - ✓ Charity Drive
- Helping to organize events like:
  - ✓ The orientation for the First Year students
  - ✓ Bombay Times Fresh Face Contest
  - ✓ St Andrews Feast Day on 30<sup>th</sup> November
  - ✓ Sports Day
  - ✓ The Annual Day
- Representing the college at the 'Youth for Sustainable Change Student Leader's Seminar' organized by Sophia College.
- Hadley Quadros, a Students' Council member, represented the college at a workshop organized by the 'Xavier Board of Higher Education' held at Kochi from 27<sup>th</sup> - 30<sup>th</sup> December 2013. The theme of the workshop was leadership training for youth.

Activities of the Student Council are funded by the college

**Table showing funding details:**

<b>Year</b>	<b>Funding in Rs.</b>
2012-2013	27,300
2013-2014	27,244
2014-2015	12,721

### ***5.3.6 Details of various academic and administrative bodies that have student representatives on them.***

<b>Academic Body</b>	<b>Administrative Body</b>
<ul style="list-style-type: none"><li>➤ Subject Associations</li><li>➤ Magazine committee</li><li>➤ Student journals</li><li>➤ Student Council</li></ul>	<ul style="list-style-type: none"><li>➤ IQAC</li><li>➤ Alumni</li><li>➤ NSS</li><li>➤ College Women Development Cell</li><li>➤ Grievance cell</li><li>➤ Cultural committee</li></ul>

All above mentioned committees are headed by faculty members. Respective committee heads appoint a student head for their committee so that there is student representation in each committee. The bulk of the work is carried out by students and faculty members supervise the work done by students.

### ***5.3.7 Network and collaboration with the Alumni and former faculty of the institution.***

Institution has good networking with alumni.

- The Alumni Association was formed in the year 2006.
- There are eight members on the executive committee.
- Committee members meet once in three/four months.
- They discuss alumni activities.
- The College coordinates with the association to contact alumni.
- An Alumni reunion is held annually.

As for former faculty members, only four teachers have retired. We do not have many ex-faculty members.

Former Principal Mr. A.D.Mascarenhas is called as a member of IQAC and Chair for Inter-Religious Dialogue.

## **CRITERION VI:** **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

#### ***6.1.1 Vision and mission of the Institution and its distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations***

The **Vision** of the institution is “A commitment to guide our students to achieve excellence through holistic education.” The vision of our college may be conceptualised in terms of the relentless work of the Management, the Principal and the staff (teaching and non-teaching) in providing good quality education in bringing about individual transformation that finally helps build a better society. St. Andrew's College is dedicated to the provision of education not just to the minority community, but also to the underprivileged first generation learners who come to its portals.

Our **Mission** is to inculcate independent thinking individuals who will have a voice in society and become agents of change. Through our value education and social outreach programmes, we foster a concern for the upliftment of the poor and oppressed. The aim of holistic education is to prepare our students to meet the challenges of life besides attaining academic excellence. We work at preparing our students for the world of work; to give them the skill sets that would help them up the ladder of material success. We aim at creating world class citizens and versatile professionals who will make their mark in the global market.

The vision and mission statements are given concrete expression through the provision of:

- (i) State of the art infrastructure and learning facilities,
- (ii) Dedicated teaching faculty to provide cognitive support,
- (iii) On-Campus counselor to provide psychological support as and when needed,
- (iv) Financial assistance to economically disadvantaged students.

The implicit goals behind all that is implemented in the college include the following:

- (i) To empower students to be professionally competent,
- (ii) To build interpersonal and decision making skills in students,
- (iii) To instill the values of integrity, tolerance and accountability,
- (iv) To create responsible global citizens by valuing the environment they live in,
- (v) To incorporate a sense of commitment and teamwork through extra-curricular activities.

The college vision for the future includes the desire to:

- (i) To provide students with required facilities and access to higher education that creates an equitable and sustainable society characterised by love, justice and peace,
- (ii) To share the light of wisdom through education as embodied in the Andrean Logo, 'Enlighten the Darkness'.

### ***6.1.2 Role of top management, Principal and Faculty in design and implementation of its quality policy and plans***

#### ***The Role of the Top Management:***

The college Governing Body is a group of five trustees with Cardinal Oswald Gracias as its Chairperson. They have regular working committee meetings with the Principal. The Principal is also a special invitee at the Governing Body meetings. The management and the Principal are also members of Local Management Committee (LMC). The role of the top management is:

- (i) To provide effective leadership to enhance quality and performance of the institution.
- (ii) To motivate, empower and encourage the Principal and staff to enhance their performance of duties
- (iii) To encourage innovation and excellence
- (iv) To be open and flexible to change
- (v) To ensure the sustainability of the institution.
- (vi) To foster values and help students in their spiritual growth through Value Education programmes and activities like Faith on Campus and Theology classes for students belonging to the community.
- (vii) To provide the necessary infrastructure (beautiful and pleasant campus in the heart of the city, technology- enabled class rooms, learning spaces, laboratories, computer and AV facilities) for staff and students.
- (viii) To ensure the safety of women staff and students by employing well trained and vigilant security staff both men and women.
- (ix) To consult the Principal on any administrative matters.
- (x) To participate in the IQAC discussions regarding quality improvement in services provided by the college.

#### ***The Role of the Principal:***

Our Principal is approachable, provides support to and empowers staff and students. A scholar who regularly participates in, and presents papers at conferences and seminars; she has also participated in a number of national and international consultations on education, and is thus well equipped to plan and implement the quality policy and plans of the college. She plays a proactive role in the design and implementation of all academic policies. Our Principal:

- (i) Believes in an open door policy that builds an atmosphere for open discussion and brainstorming.
- (ii) Communicates and corresponds with the staff efficiently and quickly. Notices and other information is sent through e-mail messages.
- (iii) Takes initiatives to empower faculty by promoting participatory management and organisational change through decentralisation of the decision making process.
- (iv) Promotes faculty skills and career progression (by encouraging the teaching staff to apply for major and minor project grants. Staff members have presented papers, given public lectures and published papers and articles. Under the faculty improvement programme (F.I.P.) staff is encouraged to pursue the Ph.D. degree.
- (v) Promotes the participation of students through the Students Council, the St. Andrew's Model United Nations (SMUN), and several other subject associations in intra- and inter-collegiate extracurricular activities.
- (vi) Inspires undergraduate students to undertake research activities beyond the syllabus by encouraging them to present papers in conferences and publish papers in journals.
- (vii) Promotes in-house research through the Annual Staff Seminar and also encourages staff to publish papers in the College Research Journals; (Andrean Research Journal, ISSN 2278-9294; Ruminations: The Andrean Journal of Literature ISSN 2249-9059; Ethics and Society: An International Journal of Religions and Cultures for Peace and Harmony ISSN 2250-3331; Land, People and Culture ISSN 2320-2718).
- (viii) Promotes all round development of staff and students through the organisation of and participation in activities of various associations.
- (ix) Encourages activities of the ex-students association, which supports and supplements programmes in college.
- (x) Represents the University as a subject expert, as a nominee of the Vice Chancellor in selection committees, and as a member of Local Inquiry Committees.
- (xi) Represents the college and management in dealings with the University and the Government.
- (xii) Interacts with members of the Press very regularly and has been instrumental in making the college well known and admired in academic circles and other colleges in the city.
- (xiii) Has also established links with foreign consulates, through which we have had joint programmes with the American Consulate and the French Consulate.
- (xiv) Was instrumental in getting the Cardinal Paul Poupard Chair for Inter-Religious and Inter-Cultural Dialogue to our college.
- (xv) Encourages students to avail of opportunities for placement.
- (xvi) Brings the staff, both teaching and non-teaching together at a festive lunch she hosts every year

*The Role of the Vice-Principals:*

The college has two vice-Principals, one for the B.A. and B.Com. programmes and one for the self-financed courses. The vice-Principals play an important role in that they are:

- (i) An important link between the Principal, staff and students,
- (ii) In-charge of their respective streams,
- (iii) Responsible for overall student discipline,
- (iv) Assists the Principal in carrying out her duties.
- (v) Represents the Principal at the University and Government offices

*The Role of Faculty:*

As heads of department faculty are in charge of the overall progress of their respective departments to meet institutional goals.

As faculty members;

- (i) Actively participate in and help coordinate the initiatives undertaken by the Principal, and create departmental and academic activities which reflect the department/college goals,
- (ii) Impart subject knowledge, interpersonal communication skills, support remedial and outreach activities and provide emotional support whenever required to the students,
- (iii) Are instrumental in implementing and enhancing the quality of education through effective teaching, learning and evaluation methods. The faculty combines the conventional lecture method (using white boards) with innovative and modern methods of teaching (ICT, student-presentations, student research, guest lectures, films, classroom discussions and debates, subject related field trips) and evaluation of student learning (via quizzes, games, crosswords and viva-voce besides the mandatory examinations). The examination committee sets up and monitors all matters relating to the conduct of tests, examinations and results.
- (iv) The college has a well-defined Value Education Programme and staff members are assigned duties to coordinate and schedule lectures for students for these sessions.
- (v) Some members of the faculty are part of the Committee for implementation of the Career Advancement Scheme of the University of Mumbai. They look after matters relating to promotion of qualified staff under the Performance Based Appraisal System- Career Advancement Scheme (PBAS – CAS).

*Together, the Management, Principal and Faculty strive to:*

- (i) Inculcate values to create responsible citizens
- (ii) Facilitate the development of each student at St. Andrew's to become individuals who are conscious of their role at home and in society.
- (iii) Promote the use of technology for better living and for performing efficiently.
- (iv) Build a forum/platform for value based social interaction in the midst of the fast paced life in Mumbai.



### **6.1.3 The involvement of the leadership in ensuring:**

#### **(i) The policy statements and action plans for fulfillment of the stated mission:**

The leadership takes initiatives along with the staff to create academic and extracurricular activities that reflect the institution's goals. The social outreach and value education programmes help building values whilst equipping students to meet environmental and global challenges.

**(ii) Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:** An action plan for each academic year detailing the academic, co-curricular, extra-curricular activities is drawn up from inputs from the staff, students and the LMC.

**(iii) Interaction with stakeholders:** The major stakeholders are our students, their parents, the staff (both teaching and non-teaching), management, the affiliating university and the society at large. The Principal actively interacts with all the stakeholders on various occasions throughout the academic year.

Our Principal meets staff, parents and students on a regular basis. She interacts with the teaching community at large during university meetings and during national or international conferences conducted in colleges or in other institutions. She also interacts with society in general through invited lectures and open discussions at national and international forums. She is regularly interviewed and her opinions sought by the press / media on matters related to education.

The Management represented by the Rector of the college, is also available to meet staff and students on an almost daily basis.

**(iv) Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:** The College leadership is an active part of the IQAC cell which carries out analysis/scrutiny/consultations about any matter related to the institution and its functioning.. Reports by departments, associations, exit polls of students, inputs from current students and faculty, all contribute matter for analysis, which is useful for making policies and planning for the future.

**(v) Reinforcing the culture of excellence:** The leadership motivates and provides opportunities to staff and students to realise their potential through participatory and leadership initiatives. The staff is motivated to participate in subject and education related national and international seminars, conferences and workshops.

A culture of research is promoted at all levels. Our undergraduate students have presented papers/posters at conferences. Recently our students participated in the competition of research papers at a University of Mumbai Inter-collegiate research convention for students – Aavishkar. (Details in Criterion 3). A paper was also presented by a T.Y.B.M.S. student Ms. Ninoshka Gracias at an International Conference titled “Strategic Talent Management: A Proposed Model for Building Talent Pipeline of Project Managers” at Nirma University, Ahmedabad in January 2015. Students are thus encouraged to take part in seminars and conferences, outside the college and to present posters of their research work.

**Staff Research:** The teaching staff is encouraged to apply for major and minor research project grants from the University of Mumbai, UGC and other academic bodies. Staff members have presented papers given public lectures, acted as subject experts and published papers and articles. Under the Faculty Improvement Programme (F.I.P.) of UGC, staff is encouraged to pursue Ph.D. research. (Details in Criterion 3)

**(v) Champion organisational change:** Opinions and suggestions of staff and students are sought at staff and student council members respectively. Various Committees and the Vice Principals work individually and collectively to ensure the smooth functioning of the college. If changes are required in the way things are done those changes are considered and put into practice without delay. Efforts are made to decentralise the decision-making process so as to ensure a more collegial *modus operandi*. New ideas are welcomed and implemented through brainstorming and departmental meetings. In 2015 the Management conducted an Administrative and Academic Audit.

#### ***6.1.4 Procedures adopted by the institution to monitor and evaluate policies.***

- (i) The Heads of Departments, Coordinators of courses and associations, and the student council General Secretary submit annual reports which are incorporated into the Principal's report and published in the college magazine.
- (ii) Individual staff members submit reports of their academic achievements and co-curricular and extracurricular activities organised to the Principal; as well as for publication in the college magazine. All staff members also submit the PBAS proforma at the end of each academic year to the IQAC.
- (iii) The students feedback in the form of the Teacher Assessment Questionnaires (TAQs) and the exit questionnaires are analysed and corrective steps taken. The Principal meets individual staff members and discusses the feedback and areas that need improvement.
- (iv) Annual IQAC reports are submitted to NAAC.
- (v) Finally, the suggestions and recommendations of the peer team of previous NAAC visits are given in-depth consideration by the IQAC, and measures to be introduced are discussed with the staff at large.
- (vi) The institution also takes into account feedback received by the staff and Principal in the course of their interaction with parents and students during the year and at the annual orientation programme.

#### ***6.1.5 Details of the academic leadership provided to the faculty by the top management.***

The Principal is given freedom by the Management with regard to implementation of the curriculum and administrative decisions. She works with the team of Vice-Principals, faculty members, the administration staff, and student council members.

Staff members in-charge of committees independently deal with matters in their charge. Staff members are given the liberty to plan their teaching using the teaching aids they desire.

### ***6.1.6 Leadership grooming at various levels.***

**Vice Principals:** In-charge of academic issues, student discipline, overall growth and interaction with parents regarding matters of welfare of students. Ensure the smooth conduct of college matters.

**Departmental level:** Make independent decisions regarding the activities in their respective departments and contribute in their respective manner to the overall growth of the college.

**Individual Staff:** Staff members are put in-charge of various associations, cultural events and NSS. The coordinators are given freedom to plan and execute duties relating to their respective committees/associations programmes. The reports regarding each academic year activities are submitted to the Principal. Plans for activities for the next academic year are shared with the Principal prior to the end of the current academic year.

**Students:** (i) The Students Council is a body that has student representatives from every class. The Principal has regular meetings with these members at which issues related to teaching-learning, activities, examinations and facilities in the college are discussed. As a result of these meetings it was decided that faculty members would stop dictating notes in class and instead prepare handouts or put the notes on the moodle server. The examination committee also incorporated their suggestion to alternate the First Year and Second Year examinations to give the students a break between papers.

(ii) Through the St. Andrew's Model United Nations (SMUN) the students take up issues at the college level which have local, national and global relevance. They have undertaken a cleanliness campaign, a campaign to save electricity and water, and also addressed the issue of substance abuse – tobacco, alcohol and drugs.

(iii) Students are groomed in leadership positions when they are in-charge of organizing various college events (debates, quizzes, Annual Western Music Talent Contest), mega inter-collegiate events like 'Olio-Drama competition', 'Jhankaar-Folk Dance competition', 'In-Tune-Music competition' and 'XYZ (Xhibit Your Zing) -the festival organised by the self-financed courses in our state- of- the- art auditorium.

(iv) Students also assist in organising department seminars/conferences/workshops and the annual theme dinner.

### ***6.1.7 Authority delegation to the departments.***

The Vice Principals are given a freehand to plan and execute administrative related activities. Heads of Department are given freedom in planning and executing activities related to their streams and departments respectively. The class representatives are members of the Student Council, which is headed by a student chairperson. The chairperson and his/her team are responsible for student matters, and help in conducting college activities. They also organise programmes to keep the campus active and lively.

### **6.1.8 Levels of participative management.**

Yes. The college promote a culture of participative management. The staff along with the Principal draft the academic year calendar. The departments and various committees organise activities that help achieve the college goals/mission.

Student and staff committees take responsibility for the various activities of the college. At the department level, Heads of the Departments hold informal meetings periodically and discuss the points to be brought forth to the Principal. Student feedback and Teacher Assessment Questionnaires (TAQs) are analysed and implemented as per the requirements.

## **6.2 Strategy Development and Deployment**

### **6.2.1 Institution's quality policy.**

Our quality policy is enshrined in our vision and mission statements. It is embodied in every activity and every plan undertaken by the institution. Our college strives towards promoting and achieving excellence and works towards providing quality based education.

Some of the important endeavours include the establishment of the IQAC which discusses, implements and reviews all aspects of the education process in the college including benchmarking. Teachers submit annual teaching plans and syllabus completion is endorsed/verified by students. Students also evaluate their teachers at the end of the academic year in an anonymous teacher's assessment questionnaire.

### **6.2.2 Perspective plan for development.**

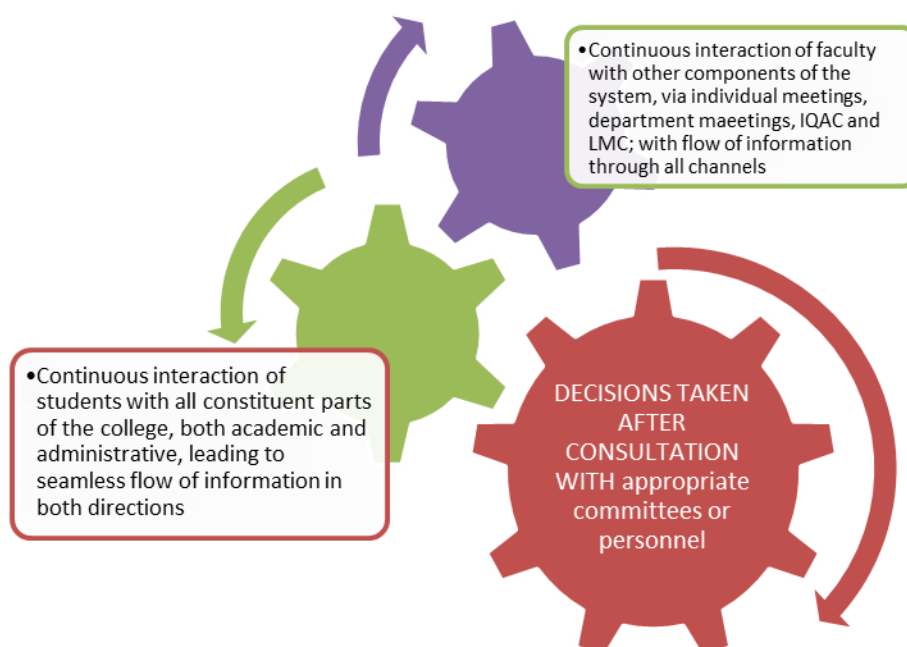
The institution's perspective plan may be considered as a dynamic rolling plan that continuously evolves according to the academic and administrative requirements of the institution and services it provides. Its requirements are largely influenced by the requirements of the university – parent affiliating body; and the perceived needs of the staff and students.

For instance, part of the perspective plan was to introduce more UG and PG courses; as well as to establish a research centre and counselling unit. In the case of the UG and PG courses, a feasibility study was carried out, applications sent to the university. However, as per the decision of the university certain UG courses were not permitted for any college. Nevertheless, we have started one PG course (M.Com.- Business Management) and are in the process of setting up a Research Centre in English Literature. Similarly, having perceived the need for a full-time counsellor, we have successfully set-up a full time counselling unit with a professional counsellor. We have also succeeded in getting funding for the unit.

One of the stated objectives of the college since the last accreditation has been the achievement of 100% Ph.D. qualified staff. We are assiduously working towards achieving that goal.

With our expanding curriculum and student population, it is natural that there are increasing demands for infrastructure augmentation and up-gradation. That is taken care of via discussions and decisions taken at the IQAC and Purchase Committee meetings. For instance, as compared to the last round of accreditation, we have one more computer laboratory, and are in the process of adding a third. We have completely refurbished the audio-visual/conference room which is now capable of video-conferencing. In addition we have recently inaugurated one more conference room on the ground floor which doubles as a room for centralised assessment of papers. At the time of submission of this report we are in the process of getting a new elevator; one which will also serve an additional floor.

### ***6.2.3 Internal organizational structure and decision making processes.***



The St. Andrew's Education Foundation is the governing body of the college. We have a Managing Trustee and Rector who are in constant touch with the Principal. They have regular working committee meetings with the Principal to discuss administrative and academic matters.

The Principal is the defacto head of the institution and looks into academic and administrative matters. In this task she is assisted by the office with its general administration and accounts staff. She has helping hands in the form of two vice-Principals, one each for the regular degree courses and the self-financed courses. In addition she interacts with the heads of department and course coordinators and individual faculty in their capacity as heads of committees as and when required. Students on an individual basis or as part of the council interact with her bringing their concerns to her.

#### ***6.2.4 Quality improvement strategies of the institution.***

**(i) Teaching & Learning:** We ensure and work on improving quality of education by asking teaching faculty to submit teaching plans and plans for department activities. Departments are encouraged to arrange seminars, workshops and guest lectures related to their subjects. Whenever seminars or workshops are organised, feedback is collected from the participants. At the end of the academic year students evaluate faculty in anonymous TAQs, and also provide feedback to the Principal either when she visits the classes individually or in student council meetings.

To ensure that our staff remains abreast of latest happenings in their specialised fields as well as in teaching techniques they are sent for orientation programmes, refresher courses and short term courses of soft skill development or any UGC sponsored course of interest to them.

**(ii) Research & Development:** Our college regularly organises three major seminars. One by the Department of English which may be either national or international; a national interdisciplinary seminar by the Department of Economics and an international conference under the aegis of the Cardinal Paul Poupard Foundation on global issues with an inter-religious flavour.

Our Principal encourages staff to present papers at conferences and seminars; local, national and international, both before and after they have earned their Ph.D. degrees. Since 2004 we have had a constant stream of staff members applying for the F.I.P. facility and completing their Ph.D. studies. Staff members' efforts are facilitated by the physical availability of computers, printers, internet facilities, even Wi-Fi in the staff rooms. Our librarian is also very knowledgeable about sources of information. Staff have also been given access to Infilibnet. Teachers are given duty leave for paper presentations, and their fees and travel allowances for one paper presentation at the national level are reimbursed by the college.

**(iii) Community Engagement:** Through our social outreach programme students interact with the socially under-privileged and are thus sensitised to the world beyond the safe walls of an education institution.

**(iv) Human Resource Management:** As an educational institution, the college has to manage a variety of human resources. Teaching faculty form the basis of the learning aspect and are employed as per government regulations and encouraged to grow via a wide range of activities detailed in this criterion report. Leadership skills of the teaching faculty are encouraged by giving them positions of responsibility as heads of various committees and/or associations. The non-teaching staff is also employed in accordance with government regulations. There are also some who are management employees as the government sanctioned posts are too few to carry out all the functions of the office.

**(v) Industry interaction:** Interaction with industry takes place through industrial visits and guest lectures given by invited speakers. Sometimes alumni are invited to address and inspire students.

#### ***6.2.5 Ensuring adequate information is available for the top management and the stakeholders, to review the activities of the institution.***

The Principal is the main link between the management and the rest of the institution. She interacts with the management formally at the working committee and governing body meetings with the trustees; and informally, very regularly with the Rector. At these meetings she shares information and issues with the management. In turn, as and when required, she communicates matters to the staff.

Our Principal as mentioned earlier follows an open door policy, and therefore has several one-to-one meetings with students, their parents, teaching and non-teaching staff and their committees. She also interacts with other stakeholders in the LMC and IQAC.

Besides these interactions a formal academic calendar is prepared each year which is provided to the management, staff and students.

#### ***6.2.6 Management support in improving the effectiveness and efficiency of the institutional processes.***

The management is always open to suggestions from all stakeholders in the college. They are always ready to give a listening ear to every staff member and help in whatever way they can. They are always ready to acknowledge work done and encourage all staff members to get fully involved in all the activities of the college.

**6.2.7 Resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

COLLEGE MATTERS	RESOLUTIONS TAKEN	IMPLEMENTATION
Academic Course Expansion	i) To have a certificate course on Risk Management conducted by KPMG ii) Set up facility for the Research Centre in English	i) Done ii) Decision for dedicated room has been taken by management trustees
Teaching Staff Matters	i) To consider extension of service of Librarian after retirement in July 2015 ii) Report on status of Plan teachers	i) Conditional on completion of Ph.D. ii) Matter being followed up by Senior staff member and Rector
Non-teaching Staff Matters	To support the families of two non-teaching staff members who died in accidents.	Rs. 50,000 given to each of the bereaved families. One of the staff member's wife was given employment as a Class IV employee
Infrastructure	i) WIFI facilities in the staff rooms ii) Additional Conference Room iii) Increase in the number of class rooms ( some air – conditioned) iv) Larger canteen	i) Done ii) Done iii) Done iv) Done
Any other business	To initiate process for filing the Letter of Intent re-accreditation for the 3 <sup>rd</sup> cycle	Process initiated with filing LOI on line

**6.2.8 Efforts made by the institution in obtaining autonomy.**

Yes. The University of Mumbai- to which the college is affiliated makes a provision for according the status of autonomy to an affiliated institution. The matter has been discussed at the Management level with the Principal. It is in the perspective plan of the institution. In this context we were among the first three colleges to be audited by the University of Mumbai in December 2014.

**6.2.9 Mechanism to resolve grievances / complaints for promoting better stakeholder relationship.**

We have Grievance Cell for staff and students. There is also a College Women's Development Cell (CWDC) to look into any matters of harassment. There is a complaint book for infrastructure related matters.

**Staff:** They approach the Principal directly or talk to the management. Staff issues are also raised at LMC meetings.



**Students:** in addition to the suggestion boxes on campus students can also convey their suggestions to their class teachers and the Principal, or via their class representatives in the student's council. Student's complaints regarding their washrooms led to the refurbishment of both the ladies and gents washrooms. Complaints about the canteen led to the change of canteen contractors and as we go into submission of the report, the location of the canteen has been changed to provide more space for students.

#### ***6.2.10 Court cases filed by and against the institute.***

Yes there has been one case filed by the institute. The matter is still sub-judice at the University tribunal. Details will be provided at the time of the NAAC peer team visit.

#### ***6.2.11 Mechanism for analyzing student feedback on institutional performance.***

Yes the institution has mechanism for analysing student feedback. An exit poll is administered when students graduate. Students provide feedback on infrastructural facilities and office services. The results have made the Management more proactive in providing good infrastructure. Complaints about the library have been addressed in terms of more books being made available per head and provisions of internet facilities with more internet enabled computers and printing facility.

### **6.3 Faculty Empowerment Strategies**

#### ***6.3.1 Efforts made by the institution to enhance the professional development of its teaching and non-teaching staff.***

##### **A. Teaching Staff**

The institution encourages its teaching staff to attend UGC sponsored orientation courses, refresher courses and short term courses conducted by the Academic Staff College, University of Mumbai or any other institution recognised by UGC.

Participation of Staff in UGC Sponsored Programmes  
R- Refresher course, O- Orientation course, S-Short term course

	2010-11	2011-12	2012-13	2013-14	2014-15
Orientation	04	---	02	---	---
Refresher	03	01	04	03	02
Short term course-3 days	04	---	03	---	---
Short term course	---	---	01	06	02

Teaching staff are also encouraged to attend and present papers at conferences, seminars, workshops and also deliver guest lectures.

### B. Non-Teaching Staff

The institution arranges workshops for the non-teaching staff, besides encouraging them to attend the same in other institutions. They are also encouraged to participate in extra-curricular activities organised by other institutions.

#### Non-Teaching Staff Seminars/Workshops Sponsored by the Management

No.	Particulars
1.	Ms. Joanita Fernandes attended a National Level Workshop, organised by Christ University, Bangalore. 19.05.2012- 25.05.2012
2.	Ms. Sangeeta Macwan, Ms. Vanessa Dias, Ms. Esperance Almeida attended a workshop for Reception cum Customer Service Skill. 10.07.2012
3.	Dr. B. S. Ponmudiraj conducted workshop the non-teaching Staff. 26.04.2014
4.	Ms. Sangeeta Macwan, Ms. Vanessa Dias, Ms. Esperance Almeida did the MSCIT Course from Shree Computer Education. 26.08.2014
5.	Mr. Adrian Rozario conducted a seminar for Non-teaching Staff. 27.12.2014
6.	Fr. Prashant Olekar from St. Xavier's College, conducted a workshop for Class III Staff. 27.01.2015
7.	Ms. Vanessa Dias and Ms. Bonita Paul attended a workshop on "Effective Library Management" at Ratnam College. 25.02.2015

### ***6.3.2 Strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform.***

The Institution encourages teachers to apply for minor and major research projects. The following staff members have availed of F.I.P. for completing their Ph.D. studies during the period of this SSR.

1. Vatika Sibal (Dept. of Sociology) F.I.P. from 8/7/08 to 7/7/10.
2. Shirley George (Dept. of Sociology) 22/11/2010 to 21/02/2013
3. Harmeet Kaur Bhasin (Dept. of Commerce) 22/11/2010 to 21/11/2012.
4. Charmaine Braganza (Dept. of Commerce) 12/08/2014 onwards.

The Principal encourages teaching staff to become members of professional associations such as the Bombay Management Association, American library, and National Human Resource Development Network (NHRDN). She also encourages faculty members to go on Faculty Exchange Programmes. (Details given Criterion 3.7.1).

### ***6.3.3 Details on the performance appraisal system of the staff.***

**Performance appraisal of the teaching staff** is conducted in terms of the following:

1. Self-assessment forms were used until the PBAS system was introduced.
2. Teaching Assessment Questionnaires are administered to students for all teachers.
3. Feedback is taken from heads of departments.
4. Students provide feedback at student council meetings.

**Appraisal of activities is conducted through:**

1. Reports from the prof-in-charge of various activities
2. Reports from the heads of department
3. Reports shared at IQAC meetings
4. Verbal feedback taken by the Principal when she visits classes.

### ***6.3.4 Outcome of the review of the performance appraisal reports by the management and the major decisions taken.***

Performance appraisal reports of the teaching faculty are directly discussed with the concerned faculty by the Principal. Copies of Teacher Assessment Questionnaire results are given to the faculty members. The feedback received after any programme, academic or extracurricular, is also discussed with the prof-in-charge and suggestions for improvement are given by the Principal. Parents provide feedback about matters concerning academics, infrastructure and office services when they meet the class/subject teachers and/or the Principal

### ***6.3.5 Welfare schemes available for teaching and non-teaching staff***

The following facilities are available for staff members.

- i. St. Andrews Employees co-operative society was formed in December 2010. This is for the degree and junior college teaching and non-teaching staff.
- ii. Temporary advances are given to non-teaching staff on request against their salaries and when salary grants do not reach college by the 5<sup>th</sup> of the month, as is often the case.

**Statement Showing Financial Assistance given to Staff And Students**  
(for medical emergencies)

<b>SR. No.</b>	<b>NAME OF THE STUDENTS AND STAFF</b>	<b>MANAGEMENT CONTRIBUTION</b>	<b>STAFF CONTRIBUTION</b>	<b>AMOUNT RECEIVED FROM INSURANCE COMPANY</b>
1	MS. LOVINA LOBO - TYBA SOC	30000		20886
2	MR. MAHESH K. WAGHELA	60000	50000	
3	MR. KISHOR RAJPUT	50000	47400	

### ***6.3.6 Measures taken by the Institution for attracting and retaining eminent faculty***

The college is known for its good infrastructure, clean and pleasant atmosphere. All faculty members are given facilities and encouraged to pursue their doctoral studies and research for presenting papers. e.g., duty leave for attending conferences/seminars and presenting papers, support from the library and physical infrastructure such as computers, internet facilities, including Wi-Fi in the staffrooms. Staff members in the Self Financing section are given the VI Pay Commission salaries if they are fully qualified. The remaining members of the Self – financed course faculty get an increment in their salary every year.

## **6.4 Financial Management and Resource Mobilization**

### ***6.4.1 Institutional mechanism to monitor effective and efficient use of available financial resources***

The use of financial resources is under the constant supervision of the Principal and Management. The office accounts personnel keep the Principal apprised of all financial matters on daily basis.

### ***6.4.2 Institutional mechanisms for internal and external audit.***

An annual statutory audit is conducted by external auditors appointed by the college, namely Rao & Ashok, Chartered Accountants.

A government audit is conducted as per instructions of government officers. During the last 4 years, two government audits have been conducted: (i) By the Nagpur Accountant General, and (ii) By the Senior Auditor- Government of Maharashtra. Hitherto there have been no major or minor audit objections.

Annual budgets are prepared and presented to the LMC for approval. The library budget is presented to the Library committee for approval.

### ***6.4.3 Major sources of institutional receipts/funding.***

Audited income and expenditure statement of academic and administrative activities of the previous four years will be provided for scrutiny at the time of peer team visit.

The major sources of institutional receipts/funding are Grants-in-aid from the government and fees from students. Deficits are taken care of by the management. There are audited income and expenditure statements of all activities. We also get funds from the UGC for conducting seminars/conferences. Faculty members receive funds from the University of Mumbai or the UGC for minor research projects. There is no corpus fund available with the institution.

#### ***6.4.4 Efforts made by the institution in securing additional funding and the utilization of the same.***

The Management arranges for the funding of expenditure and any other eventuality as and when the need arises. The Cardinal Paul Poupard Chair of Interreligious studies is funded by the Cardinal Paul Poupard Foundation, Italy.(Details in Criterion 3)

An Endowment Fund of `25,00,000 has been received by the college from Dr. Irene Iyer towards the counseling unit. All expenses of the counselling unit are met from the interest of the fund. Small amounts of money are received when alumni or well-wishers institute scholarships for our students. The Principal has been donating 1,00,000/- for the last three years, to help needy students. Extra-curricular activities are often sponsored by the corporate sector or other commercial units.

### **6.5 Internal Quality Assurance System (IQAS)**

#### ***6.5.1 Internal Quality Assurance Cell (IQAC)***

##### **a. Institutional policy with regard to quality assurance and its contribution in institutionalizing the quality assurance processes.**

Yes, the institution set up its IQAC in 2004. It follows an on-going process of evaluation of requirements for better quality academic instruction and administration. Towards this end, means and methods of meeting these needs are debated. This is followed by implementation and review of decisions taken.

Steps are constantly being taken to improve infrastructure, teaching-learning techniques, encourage research and extension activities, identify and improve student support services, introduce innovations; all of which assist in achieving the mission of the institution.

##### **b. Decisions of the IQAC approved by the management / authorities for implementation and how many of them were actually implemented?**

Our college Rector and Principal are part of the IQAC. They are active participants and initiators of discussions and decisions which are implemented without delay. During the period 2010-11 to 2004-15, **30** decisions were approved for implementation and all **30** were implemented.

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Sr.No.	Name -	Significant Contribution
1	Mr. Brian Lobo Group Sr. Vice President – Edelweiss Financial Services	Provides support to the placement cell, internship to students, and assistance in contacting experts from Civil Services to acquaint students with career opportunities in government services.
2	Mr. Ernest Fernandes Retd. Tata Oil Co., Visiting Faculty J.B.I.M.S.	Assistance with the Community extension programme, LMC member, recommends and arranges resource persons for seminars
3	Mr. Vere Carencro Retd. CEO Citizen Credit Co-op. Bank Ltd., Resource person on Banking matters	Suggests various quality enhancing measures for establishing benchmarking standards, Career counseling, Departmental plans, Feedback from ex-students, grooming students for banking exams and interviews.
4	Mr. Aubrey Rebello Management Consultant	Suggests measures to enhance leadership skills among academic staff.
5	Prof. A. D. Mascarenhas Former Principal and Dean of St. Andrew's College	Provides suggestions with regard to improvements in the existing courses, introduction of new courses and possible pitfalls, adoption of various teaching-learning methods, advice on add-on courses, improvement in sports and attendance. He is also associated with Cardinal Paul Poupard Foundation Chair on Inter-religious studies

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

(1) Current students express their views and expectations with respect to:

- Co-curricular and extra- curricular activities of the college
- Teaching-learning methods adopted by respective subject teachers
- Organisation of college activities
- Suggestions for improvement in attendance of students
- Suggestions for examination schedules
- Expectations from the office staff.

(2) Alumni of the college assist in:

- Building healthy relations between Ex-students and college
- Provide suggestions for improvement of the college
- Maintain contacts among ex-students and assist each other.
- Provide career guidance to current students by informing them about industry expectations.
- Make suggestions about curricular and extra- curricular activities of the college

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

The IQAC reviews the data from various sectors of the institution, lays parameters for quality improvement. Suggestions are invited from every department and continuous monitoring is done to achieve the required benchmark.

### ***6.5.2 Framework for quality assurance of the academic and administrative activities.***

Activities of the IQAC are aimed at quality assurance of academic activities and administration. The operational procedures are as follows:

- (i) IQAC meetings are convened atleast twice in an academic year.
- (ii) Areas requiring improvement are identified and possible solutions are recommended.
- (iii) Suggestions given in earlier meetings are reviewed and decisions for further action are taken.
- (iv) Prior decisions and their outcomes are reviewed.
- (v) Best practices followed by other institutions are looked into if applicable.

### ***6.5.3 Training provided to the staff.***

Yes. The institute provides training to its academic staff for effective implementation of the Quality assurance procedures. This is done through:

- (i) Organising in-house workshops for staff
- (ii) Arranging occasional field trips for staff.
- (iii) Encouraging staff to attend orientation courses, refresher courses and soft skills training programmes
- (iv) Encouraging staff to attend workshops and seminars for syllabus revision, paper pattern revision, as well as workshops and seminars for knowledge enhancement/updates in the subject
- (v) Encouraging staff to present papers at conferences and seminars, local national and international
- (vi) Encouraging staff to undertake research activities, minor and major research projects.

The institute assists its administrative staff by:

- (i) Conducting workshops or arranging for guest lecturers
- (ii) Providing regular health check-ups
- (iii) Orientation for staff to use ICT in the library.

### ***6.5.4 Undertaking Academic Audit or other external review of the academic provisions.***

Yes, the institution undertakes an annual academic audit and have conducted four audits so far. The outcomes are used to suggest improvements in academics and activities of college. For instance, we introduced profile forms for students and the SC/ST cell based on the suggestions made by the resource persons at the academic audits.

#### ***6.5.5 Internal quality assurance mechanisms.***

The composition of the IQAC is in accordance with the directives and guidelines of NAAC. Its activities are aligned with the requirements of NAAC keeping in mind that the institution is a minority institution affiliated to the University of Mumbai.

#### ***6.5.6 Institutional mechanisms to review the teaching learning process.***

The teaching-learning process is an ongoing process. The following steps have been taken to enhance quality of the teaching learning process:

- (i) Preparation of Syllabus Plans
- (ii) Introduction of white boards in classroom. These boards double as screens for A-V presentations via mounted LCD projectors in all lecture rooms.
- (iii) Screening of subject related films, guest lectures, industrial visits, news reporting and presentations
- (iv) Uploading of documents on the moodle server
- (v) End of the year review of methods used in class via a student evaluation of the faculty. The concerned faculty are then informed and steps for improvement in the next semester are discussed and subsequently implemented.

#### ***6.5.7 Communication of quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders.***

The performance of teaching and non-teaching staff is evaluated in confidence. The Principal also analyses the activities of the various academic departments and recommends suggestions for improvement.

Students are informed about the outcomes of their suggestions and about new policies at student council meetings or via their class representatives.

The IQAC invites its stakeholders and ex-students to various co-curricular and extra-curricular activities of the college.



## CRITERIA VII: INNOVATIONS AND BEST PRACTICES

### 7.1 Environment Consciousness

#### 7.1.1 *Green Audit of campus.*

The college, in association with the Institute for Community Organization Research (ICOR), conducted a Green Audit. For the same, the data related to energy management, water management, material management, waste management, travel and transport management, ecology management, knowledge management and disaster preparedness was collected with the help of office staff, teaching staff, non-teaching staff and students.

ICOR submitted the Audit Report in August 2015.

#### 7.1.2 *Initiatives taken by the college to make the campus eco-friendly.*

The college has an 'Andrean Nature Club' which conducts activities related to environment consciousness and awareness to sensitize our students towards the environment. Staff and students are encouraged to follow environment friendly measures at home.

Activities conducted by the Andrean Nature Club as follows:

2010

- A trek to Tungreshwar Vasai
- 'Andrews Unplugged' during breaks.
- A guest lecture by **Mr. N. B. Nariani** from PCRA (Petroleum Conservation Research Association).
- Street Plays on 'Importance of Trees'

2011

- Assessment of the quality of water by Eureka Forbes.
- Screening of the film 'Our Beautiful Planet'.

2012

- A field study to Zenith Falls, Zenith Industry, Khopoli Raigad district .
- A documentary on Koodankulam power project
- Guest lecture by **Ms. Seema Reddekar** , Municipal Commissioner, on 'MSW in Mumbai City'
- A film on Hiroshima Nagasaki-6, August.

2013

- Screening of the film 'An Inconvenient Truth'
- A guest lecture and a quiz competition conducted by Mr. **N. B. Nariani** from PCRA.
- A feasibility study on installation of solar panels.
- A study on Rain Water harvesting and roof top harvesting was carried out.

2014

- A guest lecture and quiz competition on 'Fuel Conservation' organized by Mr.M.B. Nariani from Petroleum Conservation Research Association PCRA.
- An interclass competition on 'Environmental Impacts on World War I' with 24 students participants. The best power point presentation was done by Dsouza Ryan Anthony and Dsouza Gwen Norbett, the students of F.Y.B.Com- A.
- A trek to Karnala Fort and Bird Sanctuary at Panvel taluka in Raigad district.
- Principal Dr. Marie Fernandes inaugurated programmes for creating a **Zero Waste Campus**. In association with Ms.Rashmi Joshi, Stree Mukti Sanghatna, a compost pit was constructed in November 2014 to take care of wet waste from the canteen and the hospitality section. For the same, Stree Mukti Sanghatana helped us to get funds from UNEP.
- In association with Ms. Deepika Singh, Institute of Community Organisation & Research (ICOR) a **Green Audit** is in progress. With the help of staff and office, data related to department eco initiatives, comparative analysis of energy consumption and water used in college, travel management, total amount of waste generated daily in college premises was 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 were conferred with participation certificates and winners were also awarded cash prizes worth Rs.10,000/-. The categories for the competition were:
  - ❖ Best Out of Waste (Theme: Wet Waste)
  - ❖ Dustbin painting. (The waste drums from a factory were brought for 'Re-use' and the students painted & decorated them for the competition.)
  - ❖ Slogan Writing. (Theme: Environment Awareness)
  - ❖ Street Play (Theme: Environment Issues and its Impact)
  - ❖ Model Making & Exhibition (Theme: Save the Earth)
  - ❖ Newspaper Outfit.

➤ **Energy conservation**

- 'The Cleanliness & Batti Bandh' drive conducted every year, focusses on saving electricity, creating awareness on issues related to global warming, and making students realise that the available power supply cannot be taken for granted.
- Students are encouraged to switch off lights and fans when not needed and join the drive in large numbers every year. Also 'TURN OFF THE LIGHTS WHEN NOT IN USE' labels are displayed next to the switch boards in all the classrooms.

➤ **Use of renewable energy**

- Guest lectures and quiz competition on 'Fuel Conservation' is organized every year. Mr. M.B. Nariani from Petroleum Conservation Research Association PCRA has been conducting this exercise for the past 5 years.
- The college also took the initiative to opt for SOLAR ENERGY and for the same, IDBI Bank was approached for sponsorship of LED lights and solar panels. To further our initiative, Dr. N.P. Singh, Advisor, Ministry of New and Renewable Energy, New Delhi has been approached and a response is awaited.

➤ **Water harvesting**

- A Feasibility Study on rain - water harvesting was conducted by Eureka Forbes. The report concluded that it was not feasible to have a rain-water harvesting programme on our campus.

➤ **Check dam construction – N.A.**

➤ **Efforts for Carbon neutrality**

- Maharashtra Pollution Control Board has checked the air pollution level in our campus as part of green audit.
- A study was conducted and data collected on the mode of transport of our students and majority were found to be using public transport, thus contributing in a large way towards carbon neutrality.

➤ **Plantation**

- The NSS unit of our college has been conducting a plantation drive at rural camp site, Sane Guruji Smarak, Mangoan as well as at Mumbai University annually.
- Based on the expert comments by architect Mr. David Cardoz the college is considering vertical plantation since deep rooted trees could result in biological weathering which may affect foundation of the college building.

➤ **Hazardous waste management**

No hazardous is generated for the course we offer

➤ **E-waste management**

E-waste was given to Stree Mukti Sanghatana for recycling.

➤ **Any other (please specify)-**

**Conservation of paper**

In 2014-15, to conserve paper, we shifted to computerization of TAQ's in lieu of feedback on paper in order to conserve paper.

Waste paper was given to Stree Mukti Sanghatana for recycling.

**Seminars conducted and research papers presented –**

The Cardinal Paul Poupard Foundation Chair of Inter-Religious and Inter-Cultural Dialogue held international symposiums on the following environmental themes:

- 1) “Water Issues & Challenges to Promote Peace & Harmony” – 26 November, 2011.
- 2) “Care of the Earth” – 28 January, 2014

Consequently, two international journals with ISSN No.2250-3331 containing the papers presented at the seminar were published.

The following table gives the list of some eminent resource persons and papers they presented

<b>Resource person</b>	<b>Papers presented</b>
Cardinal Paul Poupard-Milan Italy	Creating Oasis of Peace and Harmony
Adv.Giuseppe Musumeci - Milan Italy	Clean Drinking Water For All
Scientist Niranjana Biligi	Water- The essence of our existence
Dr. D.K. Sankaran- economist	Water resources in India
Dr. Avinash De Souza-Psychiatrist	Water-a Bio-Psycho-Social Construct
Ms. Heidi Kuhn- Founder &CEO of Roots Of Peace- USA	Care of the Earth- Turning mines to wines
Dr. Liu Youfa (Counsel General of China in Mumbai)	The Himalayas: Development and Protection
Fr. Francis Britto	Care of Creation
Dr. Zeenat Shaukat Ali- Muslim Orator	Islam's Approach to the Environment
Dr. Homi Dhalla- Founder & President of Zarathula World	The Zoroastrian view of Ecology

A two day national level multi-disciplinary seminar was organised by the Economics department in January 2012 on “My Land ...Land of Opportunity”. The themes included Forest Land, the Land Acquisition Bill, SEZs, CRZ and Territorial Rights.

### **Publications by faculty members on environmental themes**

S/N	Faculty	Department	Publications
1	Principal Dr. Marie Fernandes	English	<ul style="list-style-type: none"><li>• Spirituality and our Responsibility to Save the Planet</li><li>• A Torrent of Signification in Water Stories-Factual and Mystical</li></ul>
2	Ms. Shubdha Malhotra.	Psychology	<ul style="list-style-type: none"><li>• Green Power and its Psychological Effects.</li></ul>
2	Dr. Kashmira Mody	Economics	<ul style="list-style-type: none"><li>• Sustainable Development – A paradigm for Development at the Micro and Macro Level: October 2012.</li><li>• Green Economy – A Holistic Approach to Planet Earth</li><li>• Smart Cities for Sustainable development The Necessity of Green Infrastructure.</li></ul>
3	Ms. Sharmila Dhote	Psychology	<ul style="list-style-type: none"><li>• Think Green and Save the World</li></ul>
4	Ms. Ayesha Imran	Environmental Studies.	<ul style="list-style-type: none"><li>• Care of the Earth: An Islamic Perspective .January 2015</li></ul>
5.	Ms. Jyoti Bhatia	Accounts	<ul style="list-style-type: none"><li>• Hinduism and its Attachment to Mother Earth. January 2015.</li><li>• Hinduism and Water-A case study of river Ganga, Nov 2011</li></ul>

## **7.2: INNOVATIONS:**

### ***7.2.1 Innovations introduced during the last four years which have created a positive impact on the functioning of the institute.***

**Title:** ICT (Information and Communications Technology).

**Objective:**

- ❖ **To reduce paper work**
- ❖ **To implement eco-friendly measures**
- ❖ **To enable quicker and effective communication.**

LCD projectors and accompanying sound systems were installed in classroom, the seminar hall and Audio-Visual Rooms.

- Blackboards were replaced by eco-friendly white boards.
- Wi-Fi spots were created in the college in the staff room, Audio-Visual room and the seminar room to ensure paper-less communication for administrative purposes.
- All notices, information, attendance records, results and departmental reports are communicated by email. The staff also gets updates from the examination committee through the 'Whatsapp group' created.

- Faculty wise TAQ (Teacher Assessment Questionnaires) was computerised from 2014-15 and made paperless
- The library was also computerized. Question papers and e-books, reference materials and notes were updated on the moodle server. An additional modern computer lab with 60 computers and work-stations with LCD/LED monitors and license software was set up in college.

The future changes see further computerisation and advancement in this area with the use of Smart Identification Cards given to students and the use of smartphone apps which will help students, as well as parents and guardians who can get updated knowledge on their progress.

### **Title: Campus changes and better security**

#### **Objective: To ensure convenience, safety and security on campus.**

- The entire campus is fitted with high definition CCTV cameras which enabled easier monitoring by the Principal and ensure greater security in all the areas of the campus.
  - The college has a photocopying centre on the campus for the convenience of students, staff and administration.
  - To deal with issues of female student's security a new female security guard was appointed hence a new female security guard was appointed.
  - The college gym equipment was upgraded with new machines.
  - The college also plans to make the campus more disabled friendly keeping in mind our physically challenged students and visitors. The purchase of wheel chairs and the building of additional ramps apart from the existing main entrance, and disabled friendly washrooms have also been planned for the coming year.
- Details on infrastructure related to ICT is given criteria 4.

### **Title: New college activities:**

#### **Objectives:**

- ❖ **To sensitize students with environment , values and spiritual quotient**
- ❖ **To Maintain links with the past alumni**
- SMUN (Student Model United Nation) was established in our college 2013-14 to create awareness amongst students about social, political and environment related issues.
- The Alumni association had a number of meetings to encourage ex-students to stay in touch with their alma mater. The Alumni also organized a career workshop for the final year students. Alumni data base was updated and computerized.
- Anti-Narcotics - At Andrews Anti Narcotics Cell (SANC) with the support Anti Narcotics Cell Mumbai Police helps to sensitize the students through street plays and various competitions. SANC makes provisions for counselling students.

- Faith on Campus - Organised faith based activities like prayer services, gospel fests, reach out activities like visits to the juvenile home, orphanages, etc. Keeping in line with the mission of holistic education this association helps students to understand the harsh realities of life and strengthens them to face it.

### 7.3: BEST PRACTICES

#### 7.3.1 : Best practices which have contributed quality improvement of the core activities of the college.

A.

1. **Title of the Practice : VALUE EDUCATION AND INTER-RELIGIOUS DIALOGUE**
2. **GOAL:** To ensure that good values and a tolerance of other religions and cultures are inculcated in students.
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 students
    - First year students have sessions on personality development, sexual abuse and good health practices.
    - Second year students are made to reach out to the marginalized and under privileged through a Social Outreach Programme.
    - Third year students, attend workshops on 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 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
 (Details are given in criteria 3)

5. **EVIDENCE OF SUCCESS:** Students feedback has shown that these sessions have been beneficial and help to integrate them into the main stream working life after graduation. It also brings in a lot of camaraderie amongst the students who come from different religious and social backgrounds.

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

- The organizing of these sessions can be difficult due to tight schedule of lectures and exams.
- The number of students and size of the class are challenging
- Space constraints.

**B.**

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

2. **GOAL:** To inculcate a culture of analytical thinking, and develop an exploratory search for knowledge amongst both staff and students.

3. **THE CONTEXT:** The world of education today is now 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 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 research papers on the following areas:
    - Humanities, Language and Fine Arts
    - Commerce, Management and Law
  - Student Journal: Students wrote research papers for an in-house journal Lumiere published on “World War I”.
  - Students seminar on Socio-History has been conducted annually from 2013 onwards
  - Students News Letter: Two News Letters are published by the English and BMM Department Titled ‘ELAN’ and ‘5<sup>th</sup> Estate’ respectively.
- Details data on seminars and conferences organized by the institution are given in 3.1.4



**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. 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 and details are given in 3.1.4
- ❖ Since 2010-11 four staff members availed of FIP and three were awarded their PhD. One staff member is currently on FIP. In total six faculty members have been awarded a PhD in this evaluatory period.
- ❖ The college applied for a research centre in English Literature in 2014 and it is presently under consideration.

**7. Evidence of success:**

- ❖ Avishkar: Vivek D'souza from SYBA qualified at district level and was selected to represent Mumbai University at the university level
- ❖ Four students were placed in the third position in "Data Speaks" Intercollegiate competition at JM Patel College of Commerce and Economics. Detailed data on staff/students research is given in criteria 3

**8. 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.

# **INPUTS FROM THE** **DEPARTMENTS**

# **AIDED** **COURSES**

## Evaluation Report of Department of English

1. Name of the department: **English**
2. Year of Establishment: **1983 for 3 papers – 6 papers 12 August 2009.**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Ph.D. Research. Centre applied 2014**
4. Names of Interdisciplinary courses and the departments/units involved: **BMM- Joint Programmes.**
5. Annual/semester/choice based credit based credit system (programme wise): **For all programmes B.A. & F.Y.B.Com**
6. Participated of the department in the courses offered by other departments: **BMM-Film**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **---**
8. Details of courses/programmes discontinued (if any) with reasons: **No**
9. Number of teaching posts.

	Sanctioned	Filled
Professors- Principal	01	01
Associate Professors	01	01
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Marie Fernandes	M.A. Ph. D	Principal HOD	Eng Aesthetics	23	10- 3 Awarded Degree 1 Submitted
Susan Lobo	M.Phil, SET	Assistant Professor	Indian Writing in English, ELT	18	
Dr. Preeti Oza	M.A., M.Phil., Ph.D.	Assistant professor	Marginal literature and Language teaching	06	
Maria Syed	M.A, NET	Assistant Professor	American Literature.	03	

11. List of senior visiting faculty –

Dr. Shireen Vakil, Former Head, Department of English, Sophia College  
Prof. Hira Stevens, Department of English, Sophia College

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **N.A.**

13. Students-Teacher Ratio (programme wise):

Class	Ratio of Students: Teacher
FYBA – CSK	102:1
FYBA –Literature	49:1
FY.B.Com – Bus. Com	118:1
SYBA	50:1
TYBA	8:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled. **NA**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.:

Sr.No	Name of the Faculty	Qualifications
1.	Dr. Marie Fernandes	MA, Ph.D
2.	Prof. Susan Lobo	MA, M.Phil, SET
3.	Dr. Preeti Oza	MA, M.Phil, Ph.D
4.	Prof. Maria Syed	MA, NET

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **N.A.**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received:

Sr.No	Name of the Faculty	Amount Received from UGC for Minor Research Project
1.	Dr. Marie Fernandes	Rs. 35, 000/-
2.	Prof. Susan Lobo	Rs. 42,000/-
3.	Dr. Preeti Oza	Rs. 35,000/-
	<b>TOTAL</b>	<b>Rs.1,12 000/-</b>

### UGC Grant for International and National Conference:

S. No.	Date of Conference	Name of the Conference	Amount Sanctioned
1	18 September 2010	Contemporary Criticism: Theory and Practice – International Conference	Rs. 45,000
2	9 & 10 September 2011	Literature: From Script to Screen – National Conference	<i>Sanction Awaited</i>
3	27 & 28 September 2012	Myth and Cult in Literature International Conference	Rs. 1, 40625
4	30 & 31 August 2013	Faith and Ideology in Literature National Conference	Rs. 71250
5	12 & 13 September 2014	Pulitzer Prize Winning Women Writers National Conference	<i>Sanction Awaited</i>
		<b>TOTAL</b>	<b>2,56875</b>

**Total of A+B = Rs.112 000 + 2,56875 = Rs.3,68875**  
**Three lakhs, sixty eight thousand, eight hundred and seventy-five.**

18. Research Centre/ Faculty recognized by the University: **Applied in 2014.**

**Dr. M. Fernandes recognized Ph. D guide in English.**

### 19. Publications from 2010 to date

Sr, No		Dr. Marie Fernandes	Susan Lobo	Dr. Preeti Oza	Maria Syed	Student
1.	Publications per faculty	15	09	16	01	
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.	02	02	03	01	
3	Number of publications listed in International Database					
	Monographs					
	Chapter in Books:	01		03		
	Books with ISBN/ISSN numbers with details of publishers	12	03	09	01	01
	Citation Index :					
	SNIP :					
	SJR					
	Impact factor:		02	01		
	h-index:					

20. Areas of consultancy and income generated: **No**

21. Faculty as members in

a) National committees:

Dr. Marie Fernandes

1. Executive Member -**All India Association Of Christian Higher Education**  
**All India Catholic University Federation**

b) International Committees- **Cardinal Paul Poupard Chair for Inter-Religious and Inter- Cultural Dialogue**

c) Editorial Board.

Sr.No	Name of Faculty	Name of Journal
1.	Dr. Marie Fernandes	College Magazine
		Ruminations
		Andrean Research Journal
		Land, People and Culture
2	Prof. Susan Lobo	College Magazine
		Ruminations

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/programme:

Preeti Oza - **Projects on ‘Film Studies’ by TYBA students. ( 100% of TYBA)**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **N.A.**

23. Awards/ Recognitions received by faculty and students.

**Faculty:**

**Dr. Marie Fernandes**

1. **“International Visitors Leadership Award” by the U.S. Department of State to visit Colleges and Universities across USA- 1-19 February 2010.**
2. **a. Best Principal Award. Educational Management**  
**b. Most Admired Degree College of Commerce**  
From Asian Customer Engagement Forum – on 6 December 2014
3. **Felicitation by the Deputy Consul General Deanna Abdeen** for the distinction of Being one of their most successful female alumni of the International Visitor’s Leadership Programme. Function held at the U.S. Consulate, Mumbai, 11 March 2015.

**Student:**

**Jeannona Dias** TYBA (2013-14) stood **second** in English and **eighth** in the Faculty of Arts- University of Mumbai

24. List of eminent academic and scientists / visitors to the department.

	<b>Academicians/Visitors Name</b>	<b>Conference Topic</b>
2010	Dr. Prafulla Kar Roberto Bertilaccio,	<b>Contemporary Criticism: Theory and Practice</b>
2011	Mr. A. Zankar Mr. Bapu Sarvagod Award Mr. Jerry Pinto Mr. Amitabh Singh Mr. Mahesh Dattani,	<b>From Script to Screen: Literature in Convergence</b>
2012	Dr. Dorothy Figueria, Mr. Amish Tripathi, Dr. Coomi Vevaina,	<b>Myth and Cult in Literature</b>
2013	Mr. Kiran Nagarkar, Fr. Albert Menezes. s.j. . Dr. Shireen Vakil. . Dr. (Sr). Ananda Amritmahal,	<b>Faith and Ideology in Literature</b>
2014	Dr. Avinash de Souza, Dr. Soonu Kapadia	<b>Pulitzer Prize Winning Women Writers</b>
2015	Dr. Sunanda Pal	<b>Racism in American. Literature'</b>
	Ms. Jennifer Thomas	<b>Curriculum Developer, on 'Challenges and Opportunities: Working in the Education Sector'</b>

25. Seminars/ Conferences/ Workshops organized & the source of funding

<b>S. No.</b>	<b>Date of Conference</b>	<b>Name of the Conference</b>	<b>Amount Sanctioned</b>
1	18 September 2010	Contemporary Criticism: Theory and Practice – International Conference	Rs. 45,000 UGC
2	9 & 10 September 2011	Literature: From Script to Screen– National Conference	Sanction awaited, from UGC
3	27 & 28 September 2012	Myth and Cult in Literature International Conference	Rs. 1, 40625 UGC
4	30 & 31 August 2013	Faith and Ideology in Literature National Conference	Rs. 71250 UGC
5	12 & 13 September 2014	Pulitzer Prize Winning Women Writers National Conference	Sanction awaited, UGC
		<b>TOTAL</b>	<b>Rs. 2,56875</b>

26. Student Profile Programme / Course wise:

Year	Name of the Course	Applications Received	Selected	Enrolled		Pass Percentage	
				*M	*F		
<b>2010-11</b>	<b>FYBA - CSK</b>	507	220	59	61	96.03	
	<b>FYBA- Literature</b>	507	116	33	83	78.54	
	<b>FYB.Com –Bus. Com</b>	1261	341	145	196	97.27	
	<b>SYBA</b>	208	93	27	66	87.32	
	<b>TYBA</b>	149	30	07	23	100	
<b>2011-12</b>	<b>FYBA - CSK</b>	376	204	63	141	91.56	77.12
	<b>FYBA- Literature</b>	376	97	31	66	83.59	82.78
	<b>FYB.Com –Bus. Com</b>	856	355	149	206	90.41	92.06
	<b>SYBA</b>	191	104	26	78	83.41	
	<b>TYBA</b>	151	33	9	24	100	
<b>2012-13</b>	<b>FYBA - CSK</b>	458	215	74	141	99.02	99.45
	<b>FYBA- Literature</b>	458	113	28	85	82.97	82.55
	<b>FYB.Com –Bus. Com</b>	1192	349	169	180	95.94	98.43
	<b>SYBA</b>	162	65	15	50	56.49	62.32
	<b>TYBA</b>	141	34	8	25	100	
<b>2013-14</b>	<b>FYBA - CSK</b>	538	230	68	162	79.56	76.08
	<b>FYBA- Literature</b>	538	113	17	96	78.46	76.46
	<b>FYB.Com –Bus. Com</b>	1075	352	162	190	90.0	82.95
	<b>SYBA</b>	180	84	23	60	55.49	66.99
	<b>TYBA</b>	118	25	5	20	100	
<b>2014-15</b>	<b>FYBA - CSK</b>	668	233	74	159	92.0	93.0
	<b>FYBA- Literature</b>	668	117	32	85	87.0	83.0
	<b>FYB.Com –Bus. Com</b>	1358	352	168	184	91.0	94.0
	<b>SYBA</b>	177	92	14	78	84.5	84.21
	<b>TYBA</b>	143	26	8	18	#	#

\*M= Male \*F= Female

# Data for Sem V and VI TYBA 2014-15 awaited as October 5, 2015

27. Diversity of Students : **Department data is not available. For institutional data refer B 24**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. **N. A**



29. Students progression

**An average of five students per year go for post graduate courses.**

30. Details of Infrastructural facilities

- a) Library : **333 books in department library**
- b) Internet facilities for Staff & Students: **wifi provided in the staff room, students use internet in the library**
- c) Class rooms with ICT facility: **every class room provided with LCD**
- d) Laboratories **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies: **Department data is not available. For institutional data refer to 5.1.2**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

- Career Guidance Lecture by our alumni - Alfred Lee, Sushil Cherian, Shirin Irani, Khushali Jeriwala, Vinita K, and Erica Alphonso (11 December 2011)
- 'Satire in Cinema' by Jerry Pinto, columnist and novelist.
- Performance Poetry Workshop by Mr. Alfred Lee and Mr. Sushil Cherian (December 2011) - alumni
- 'Pursuing Law with a B.A in English Literature' – Mr. Adryan Gonsalves (alumni)
- Guest lecture on "Professional Copywriting" by Alfred Lee.
- 'Pursuing an M.A in Linguistics' by Ms. Shireen Irani on 5 July 2015 (alumni)
- 'Slam Poetry' by Mr. Alfred Lee on 31 January 2015.
- 'How to face an Interview' by Prof. Shobha Venkatesh in August 2013
- 'Creative Writing and How to Publish your novel' by Godfrey Pereira, author of 'Bloodline Bandra' in November 2014

33. Teaching methods adopted to improve student learning

- Audio-visual tools: Power Point Presentations, Documentaries, Videos and Films
- Interactive approach and through dramatization.
- Mock Interviews and JAM (just a minute speaking activity to develop public speaking skills)
- Guest lectures
- Participation of students in other college activities
- Projects done by students NOT as an exam requirement.
- Participation of students in annual college conference.

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities

#### **Susan Lobo**

Andrannual- College Magazine 2010-15)  
Canteen committee (2010-13)  
Andrean Co-Curricular Movement for enrichment-ACME (2010-15)  
Admission committee (2010-13)  
Unfair Means committee (2011-13)  
Exam committee (2013-15)

#### **Preeti Oza**

Admission committee (2010-13)  
Inter collegiate cultural committee (2011-15)  
Cardinal Paul Poupard Foundation Chair of Inter-religious and Inter-Cultural (2010-11)  
WDC (2010-11)  
Time Table committee (2011-12)  
Prospectus committee (2013-15)

#### **Maria Syed**

Debate circle (2011-15)  
Admission committee (2013-15)  
Andrean Co-Curricular Movement for enrichment-ACME (2013-15)  
NSS (2012-15)

### 35. SWOT analysis of the department and Future plans.

#### **Strengths**

1. Students are mainly from English speaking background.
2. Faculty are involved in research and present papers regularly at National and International Conferences
3. Annual Conference organized for the last 8 years. Delegates come from abroad and all over the country, students attend and interact with speakers at the conference.
4. TYBA University results very good 100% on an average – Twice the Department had University rankers.  
Vinita K and Jeanona Dias, Second in the Department of English and eighth in the Arts Faculty, University of Mumbai .
5. Journal – “Ruminations” published since 2011 with ISSN 2249-9059.
6. Networking with colleges like Wilson and K.C. College for lectures and notes on Film Studies.
7. Newsletter – ELAN (English Literary Association Newsletter) for students to showcase their creative talent.
8. Students adapt, direct and perform plays.

#### **Weakness**

1. Students do not read as much as they should.
2. Many students are serious defaulters in attendance.

## **Opportunities**

1. Students are given the opportunity to interact with peers of other colleges and listen to eminent speakers from the English and other Departments.
2. A holistic education is provided where the students develop in body, mind and spirit.
3. Students are encouraged to do extra reading and make presentations as part of their class work.
4. Opportunities to study abroad are made known to them through lectures by representatives of Foreign Universities.
5. Students are encouraged to write articles for the magazine and journal.
6. Whenever there is an opportunity students are taken to watch a play performance by a local or foreign troupe.
7. Students can access notes from the Moodle Server.

## **Challenges**

1. To raise the aspirational level of the students and persuade them to take up professions in academics and aspire for top positions in Government and the corporate world.
2. To read and write beyond what is prescribed in the syllabus.

## **Future Plans**

1. To start a Research Centre in English.

## Evaluation Report of the Department of Economics and Business Economics

1. Name of the department: **Economics and Business Economics**
2. Year of Establishment: **1983**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Under Graduate course**
4. Names of Interdisciplinary courses and the departments/units involved: **NA**
5. Annual/semester/choice based credit based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participated of the department in the courses offered by other departments: **The faculty of the department take post graduate classes in the college.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NA**
8. Details of courses/programmes discontinued (if any) with reasons: **NA**
9. Number of teaching posts.

	Sanctioned	Filled
Professors-	-	-
Associate Professors	03	03
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Amelia Correa	M.A., MPhil, PhD	Associate Professor	Monetary and International Economics	31	—
Dr. Graciella Tavares	M.A., Ph.D.	Associate Professor	Econometrics and Mathematical Economics	32	
Dr. Kashmira P. Mody	M.A., Ph.D*	Associate Professor	International Economics and Econometrics	28	

*\*Recognised by University of Mumbai for Research Guidance for Ph.D. (Arts) in Economics*

11. List of senior visiting faculty – **NA**
12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: **9 %**

13. Students-Teacher Ratio (programme wise):

BA

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	50:1	54:1	34:1	47:1	79:1
SY	29:1	23:1	17:1	13:1	16:1
TY	3:1	8:1	4:1	7:1	2:1

B.Com

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	341:1	355:1	349:1	352:1	351:1
SY	322:1	330:1	305:1	325:1	349:1
TY	302:1	291:1	290:1	261:1	332:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled- **There are no academic support staff for the department**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **Refer to Question No. 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NA**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received:

Sr.No	Name of the Faculty	Amount Received from UGC for Minor Research Project
1.	Dr. Kashmira P. Mody	Rs. 90,000.00

18. Research Centre/ Faculty recognized by the University:

- Recognised by University of Mumbai for Post Graduate Teaching at MA
- Recognised by University of Mumbai for Research Guidance for Ph.D. (Arts) in Economics

## 19. Publications **from 2010 to date**

Sr,		Dr. Amelia Correa	Dr. Graciella. Tavares	Dr. Kashmira P. Mody
1.	Publications per faculty( <b>Total</b> )	04	01	20
2	Number of paper published in peer reviewed journals			01
3	Number of publication listed in International Database	04		
	Monographs			
	Chapter in Books:			09*
	Books Edited:			
	Books with ISBN/ISSN numbers with details of publishers		01	10
	Citation Index :			
	SNIP :			
	SJR			
	Impact factor:			
	h-index:			

\* 2 with ISBN No. and 7 Text books

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in

a) National committees: b) International Committees: c) Editorial Board. **NIL**

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/programme:

**Prior to the semester system all the TYBA single and double major students undertook group research projects and library projects.as part of the Applied Component Paper.**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **NIL**

23. Awards/ Recognitions received by faculty and students. **NIL**

24. List of eminent academic and scientists/visitors to the department

25. Seminars/ Conferences/ Workshops organized & the source of funding

UGC Grant for National Conferences:

S. No.	Date of Conference	Name of the Conference	Amount Sanctioned
<b>1</b>	January 20-22, 2011	Antigua Goa ... Nova Goa	<b>71250/-</b>
<b>2</b>	January 20-21, 2012	My Land ... Land of Opportunity	<b>56250/-</b>
<b>3</b>	February 2013	Culturalisation and its Impact	<b>75000/-</b>
<b>4</b>	February 18, 2014	Labour Market Dynamics	<b>Amount awaited</b>
<b>5</b>	February 21, 2015	Gender Matters	<b>Amount awaited</b>

26. Student profile programme/coursewise:

BA		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	507	51	12	39	58
	<b>SY</b>	208	56	13	43	88+96
	<b>TY</b>	149	09	02	07	100
<b>2011-12</b>	<b>FY</b>	376	52	20	32	39+59
	<b>SY</b>	191	44	08	36	90+93
	<b>TY</b>	147	25	04	19	100
<b>2012-13</b>	<b>FY</b>	458	34	22	12	40+74
	<b>SY</b>	162	33	10	23	69+72//79+85
	<b>TY</b>	150	13	02	11	100
<b>2013-14</b>	<b>FY</b>	538	46	17	29	77/69
	<b>SY</b>	180	25	14	11	75+76/96+58
	<b>TY</b>	118	11	02	09	97+100
<b>2014-15</b>	<b>FY</b>	668	79	19	19	68.57+74.19
	<b>SY</b>	177	31	07	19	81+85/76.6+75.86
	<b>TY</b>	143	07	05	02	#

\*M=Male \*F=Female

# Data for Sem V and VI TYBA 2014-15 awaited as October 5, 2015

B.Com		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	1261	341	146	195	75
	<b>SY</b>	322	322	160	162	83
	<b>TY</b>	302	302	126	176	98
<b>2011-12</b>	<b>FY</b>	856	352	148	204	79+80
	<b>SY</b>	330	330	140	190	78
	<b>TY</b>	291	291	141	150	100
<b>2012-13</b>	<b>FY</b>	1192	349	169	180	80+97
	<b>SY</b>	348	305	105	200	78+97
	<b>TY</b>	311	290	121	169	100
<b>2013-14</b>	<b>FY</b>	1075	352	159	193	91+91
	<b>SY</b>	342	325	157	168	91+92
	<b>TY</b>	275	261	117	144	92+92
<b>2014-15</b>	<b>FY</b>	1358	351	168	184	78.29+85.06
	<b>SY</b>	365	349	119	230	90+93
	<b>TY</b>	341	332	139	193	99/#

M=Male \*F=Female

# Data for Sem VI TYBCom 2014-15 awaited as October 5, 2015

27. Diversity of Students **(DATA AS PER B 24)**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. **Data not available**

29. Students progression **Department data not available.**

30. Details of Infrastructural facilities

- a) Library : **common to all departments**
- b) Internet facilities for Staff & Students: **wifi provided in the staff room, students use internet in the library**
- c) Class rooms with ICT facility: **every class room provided with LCD**
- d) Laboratories **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies: **Institutional data AS PER 5.1.3**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts:

**Seminar on Gender Matters organized with the following speakers: Prof Lekha Chakravorthy, Prof. Vibhuti Patel, Prof. Veena Devasthali, Prof. Marina Pereira, Ms Reena Agrawal, Dr. Irfan Engineer, Harsh Mandar.**

33. Teaching methods adopted to improve student learning

- Audio-visual tools: Power Point Presentations, Documentaries/Videos
- Interactive approach – discussions

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

**Amelia Correa**

Discipline Committee (2010-13)  
IQAC –Member (2010-15)  
Staff Advancement Programme (2010-15)  
Grievance Committee (2010-15)  
Civil Services Training (2013-15)

**Graciella Tavares**

Students' Council (2010-12)  
IQAC (2010-15)  
Staff Advancement Programme (2010-15)  
Purchase Committee (2012-15)  
Attendance Committee (2012-15)  
Foreign Universities Committee (2012-13)  
CAS Committee (2013-15)  
Canteen committee (2014-15)

**Kashmira Mody**

Admission (2010-12)  
Attendance (2010-12)  
Library (2010-15)  
Timetable (2010-11)  
IQAC (2010-15)  
Exam committee (2011-15)  
CAS Committee (2013-15)



35. SWOC analysis of the department and future plans.

**Strengths:**

1. Involvement in research
2. Involvement in postgraduate teaching
3. Lead major college committees
4. University paper setters/examiners/moderators
5. Organization of annual national conference

**Weaknesses:**

1. No representation on Board of Studies
2. Small intake of students
3. Inability to offer more options
4. Commerce students do not take Economics seriously.
5. Unwillingness of students to venture beyond syllabi

**Opportunities:**

1. Encouragement to avail of Faculty Improvement Programme
2. Encouragement to undertake major and minor projects
3. Field visits are supported.
4. Costs incurred in the presentation of papers are met.

**Challenges:**

1. Increase quality and quantity of students
2. Inculcate the reading and research habit in students
3. Reconcile theory and practice in pedagogy
4. Introduce short-term courses with an eye to employment

**Future plans:** To meet challenges mentioned above.

## Evaluative Report of Department of Psychology

1. Name of the department: **Psychology**
2. Year of Establishment: **1983**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) **Under Graduate course**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participated of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **---NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **No**
9. Number of teaching posts.

	Sanctioned	Filled
Professors	-	-
Associate Professors	1	1
Asst. Professors	02	02

- 10.** Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided
Shubda Malhotra	M.Phil.	Associate Prof.	Industrial & Organizational	18	--
Sharmila. Dhote	M.A., SET	Assistant Prof	Clinical Psychology	20	--
Dr. Madhu. Rai	Ph. D.	Assistant Prof.	Clinical Psychology	8	-

11. List of senior visiting faculty –**NIL**
12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: **N.A.**

13. Students-Teacher Ratio (programme wise):

	FYBA	SYBA	TYBA	TYBCom
2010-11	118:1	95:1	15:1	90:1
2011-12	103:1	92:1	15:1	72:1
2012-13	103:1	71:1	13:1	64:1
2013-14	115:1	84:1	20:1	76:1
2014-15	58:1	81:1	16:1	115:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **Data as per point No. 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received:

Sr.No	Name of the Faculty	Amount Received from UGC for Minor Research Project
1.	Dr. M. Rai	Rs. 70,000/-
	<b>TOTAL</b>	<b>Rs.70,000/-</b>

18. Research Centre/ Faculty recognized by the University: **NIL**

19. Publications **from 2010 to date**

Sr.No		S. Malhotra	S. Dhote	Dr. M. Rai
1.	Publications per faculty	2	3	3
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.			1
3	Number of publications listed International Database,			1
	Monographs			
	Chapter in Books:			
	Books Edited:			
	Books with ISBN/ISSN numbers	2	3	1
	Citation Index :			
	SNIP :			
	SJR			
	Impact factor:			
	h-index:			

20. Areas of consultancy and income generated: **No**

21. Faculty as members in

a) National committees:

Life Member – **Dr. M. Rai - Bombay Psychological Association**

b) International Committees: **NIL**

c) Editorial Board/ **Referee:**

Sr.No	Name of Faculty	Name of Journal
2.	<b>Dr. M. Rai</b>	<b>Journal of Psychology-Jaihind College (JOP-JHC)</b>

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **NA**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **N.A.**

23. Awards/ Recognitions received by faculty and students.

**1. Prof. S. Malhotra**

*Awarded best paper for National level seminar titled “ Tryst with Destiny- An Introspection; success,failure & vision” for paper titled “ Dispositional aspects of career success” at S.P.D.T. Lions Juhu College of Arts, Commerce & Science, Mumbai on 22 February, 2014.*

**2. Vivek D’Souza, Leema & Sharlene (SYBA students):**

*Awarded second prize for Student Paper presentation titled “Youth & Brand Consciousness” in Trishool: A Psychology Seminar on Consumer Psychology at SNDT (Ghatkopar branch) on 28.1.15*

24. List of eminent academic and scientists / visitors to the department. #

Year	Academic and scientists / Visitors	Topics
2010-11	Sr. Patricha	Rational emotive Behaviour Therapy
2011-12	Dr. R. Naidu	Hypnotherapy
2012-13	Dr. Harish Shetty Dr. Anuradha Sovani Dr. Swati Dr. Ranjana Sehgal Advocate Kamayani Ms. Katy Gandavia	Major Concerns in Adolescent Well-Being (National seminar)
2013-14	Welingkar Institute of Management in collaboration with Massachusetts Institute of Technology	Design Innovation

# Qualification and designation of the speakers will be documented in the department files for scrutiny at the time of peer team visit

25. Seminars/ Conferences/ Workshops organized & the source of funding

**UGC Grant for International and National Conference: National**

S. No.	Date of Conference	Name of the Conference	Amount Sanctioned
1	22 January 2013	Major Concerns in Adolescent Well-Being	Rs. 54,000
		TOTAL	54,000/-

26. Student Profile Programme / Course wise:

Year	CLASSES	Applications		Enrolled		Pass Percentage
		Received	Selected	*M	*F	
2010-11	FYBA – Psy-1	507	236	59	161	85
	FYBCOM – FC-1	1216	341	145	196	94.97
	SYBA –PSY-2	208	208	45	144	71.9
	SYBA-PSY-3	208	208	45	144	52.96
	SYBA-FC-2	208	208	45	144	94.16
	SYBCOM- FC-2	322	322	160	162	98.12
	TYBA- PSY-IV	149	46	38	111	100
	TYBA – PSY - V	149	46	38	111	100
	TYBA – PSY -VI	149	46	38	111	99.99
	TYBCOM-HBW	180	180	-	-	100
2011-12	FYBA – Psy-1	376	206	63	143	85.08
	FYBCOM – FC-1	856	355	149	206	86.72
	SYBA –PSY-2	191	191	42	141	78.57
	SYBA-PSY-3	191	191	42	141	52.62
	SYBA-FC-2	191	191	42	141	95.08
	SYBCOM- FC-2	330	330	142	192	96.78
	TYBA- PSY-IV	147	46	28	123	95.66
	TYBA – PSY - V	147	46	28	123	86.96
	TYBA – PSY –VI	147	46	28	123	95.5
	TYBCOM-HBW	143	143	-	-	100
2012-13	FYBA – Psy-1	458	215	74	141	76.19
	FYBCOM – FC-1	1192	349	169	180	82.88
	SYBA –PSY-2	162	141	34	107	88.57
	SYBA-PSY-3	162	141	34	107	78.57
	SYBA-FC-2	162	141	34	107	88.57
	SYBCOM- FC-2	348	305	105	200	98.69
	TYBA- PSY-IV	150	40	33	109	97.37
	TYBA – PSY - V	150	40	33	109	81.58
	TYBA – PSY –VI	150	40	33	109	100
	TYBCOM-HBW	127	127	-	-	100
2013-14	FYBA – Psy-1	538	230	68	162	74.62
	FYBCOM – FC-1	1075	352	162	190	85.88
	SYBA –PSY-2	180	164	53	114	86.27
	SYBA-PSY-3	180	164	53	114	90.62
	SYBA-FC-2	180	164	53	114	87.67
	SYBCOM- FC-2	342	325	157	179	95.90
	TYBA- PSY-IV	118	59	20	96	90.91

	TYBA – PSY - V	118	59	20	96	83.64
	TYBA – PSY –VI	118	59	20	96	99.45
	TYBCOM-HBW	152	152	-	-	100
2014-15	FYBA – Psy-1	668	233	74	159	92.5
	FYBCOM – FC-1	1358	351	168	184	98.0
	SYBA –PSY-2	177	163	31	132	95.0
	SYBA-PSY-3	177	163	31	132	95.0
	SYBA-FC-2	177	163	31	132	97.0
	SYBCOM- FC-2	365	349	119	230	98.0
	TYBA- PSY-IV	143	49	36	95	#
	TYBA – PSY - V	143	49	36	95	#
	TYBA – PSY –VI	143	49	36	95	#
	TYBCOM-HBW	115	115	-	-	99/#

\* M-Male and F-Female

# Data for Sem V/VI TYBA and Sem VI TYB.Com 2014-15 awaited as October 5, 2015

27. Diversity of Students: Data as per **B-24**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. **N. A**

29. Students progression

**In the process of compiling**

30. Details of Infrastructural facilities

a) Library : **common to all departments**

b) Internet facilities for Staff & Students: **wifi provided in the staff room, students use internet in the library**

c) Class rooms with ICT facility: **every class room provided with LCD**

d) Laboratories **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies: **As per 5.1.3**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

- Career Guidance Lecture by Mr. Anuj Jain of Edu groomers
- Guest lecturers –Refer to **24**

33. Teaching methods adopted to improve student learning

- Audio-visual tools: Power Point Presentations, Documentaries, Videos and Films
- Interactive approach and through dramatization.

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

#### **S. Malhotra**

Discipline Committee (2010-15)  
CAS committee (2013-15)  
IQAC member (2010-15)  
Intercollegiate Cultural committee (2010-13)  
Admission committee (2010-13)  
Unfair means Inquiry committee (2010-11)  
Purchase committee (2011-15)  
Canteen committee (2011-13)  
Gender cell (2012-13)  
SC/ST cell (2014-15)  
Andean Co-Curricular Movement for Enrichment programme (2011-15)

#### **S. Dhote**

Cardinal Paul Poupard Foundation Chair of Inter-religious and Inter-Cultural (2010-15)  
Local Management Committee (2010-15)  
Canteen Committee (2010-15)  
Examination Committee (2010-11)  
Unfair means Committee (2012-13, 2013-14)  
Admission Committee In-charge (2014-15)

#### **M. Rai**

Staff Secretary (2011-15)  
Unfair means Inquiry Committee (2011-15)  
Gender Cell (2014-15)  
Student Grievance Cell (2014-15)  
SC/ST Committee (2014-15)

### 35. SWOT analysis of the department and Future plans.

#### **Strengths**

1. Students are mainly from English speaking background.
2. Faculty are involved in research and present papers at National and International Conferences
3. Dept. has organized UGC sponsored National level Conference and workshops.
4. Faculty members set up counseling unit and were actively involved in rendering counseling services to students
5. TYBCom University results are very good 100% on an average.

**Weakness**

1. Students do not read as much as they should.
2. Many students are serious defaulters in attendance.
3. Some of the best students are forced to leave college at SY level to pursue 6-paper Psychology

**Opportunities**

1. Students through field visits, undertaken by the dept, are sensitized to challenges faced by people with special needs which widens their perspective and motivates them to consider such career options
2. Students are encouraged to do extra reading and make presentations as part of their class work.
3. Opportunities to study abroad are made known to them through lectures by representatives of Foreign Universities.
4. Students are encouraged to write essays on Psychology based top
5. Students can access notes from the Moodle Server.

**Challenges**

1. To raise the aspirational level of the students and persuade them to take up professions in academics and aspire for positions in clinical and corporate world.
2. To read and write beyond what is prescribed in the syllabus.

**Future Plans**

1. To apply for 6-paper Psychology if University changes its list of courses
2. To apply for a major research project



## Evaluation Report of Department of Sociology

1. Name of the department: **Department of Sociology**
2. Year of Establishment: **3 papers : 1983-84**  
**6 papers major : 1991-92**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.) : **Under Graduate course**
4. Names of Interdisciplinary courses and the departments/units involved :  
**No interdisciplinary courses**
5. Annual/semester/choice based credit based credit system (programme wise) :  
**Credit Based Semester and Grading System (CBSGS)**
6. Participation of the department in the courses offered by other departments: **Not participated in courses but have conducted inter collegiate students seminar with Dept. of History**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NO**
8. Details of courses/programmes discontinued (if any) with reasons: **NO**
9. Number of teaching posts.

	Sanctioned	Filled
Professors-		
Associate Professors	<b>1</b>	<b>1</b>
Asst. Professors	<b>1</b>	<b>1</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Shirly N. George	MA , M.Phil, Ph.D	Associate Professor, Head of Dept.	Sociology	22	-
Dr. Vatika Sibal	MA,LLB, NET, Ph.D	Assistant Professor	Sociology	15	-

11. List of senior visiting faculty : **There are no visiting faculty**
12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: **10 Per Cent**

13. Students-Teacher Ratio (programme wise):

		2010-11	2011-12	2012-13	2013-14	2014-15
FY		220:1	205:1	215:1	230:1	233:1
SY		95:1	92:1	71:1	84:1	54:1
TY	Single	30:1	25:1	30:1	12:1	17:1
	Double	21:1	16:1	20:1	19:1	30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned. **There are no academic support staff for the department**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: 02 **Refer to Point No. 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre/ Faculty recognized by the University: **NIL**

19. Publications **from 2010 to date**

Sr, No		Shirly George	Vatika Sibal
1.	Publications per faculty ( <b>Total</b> )	02	17
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.		2
3	Number of publications listed in International Database (For E.g. Web of Science, Scopus, Humanities International Complete, dare Database – International Social Sciences Directory, EBSCO host, etc.) :		1
	Monographs		
	Chapter in Books:		4*
	Books Edited:		
	Books/Journals with ISBN/ISSN numbers with details of publishers	02	9
	Citation Index :		
	SNIP :		
	SJR		
	Impact factor:		01
	h-index:		

\* Chapters as reference material for IDOL-Mumbai University and SNTD

20. Areas of consultancy and income generated: **NO**

21. Faculty as members in :

- a) National committees - **Indian Sociological Society --Two**
- b) International Committees - **International Sociological Association –One**
- c) Editorial Board. **Dr. Vatika Sibal- College Magazine- Andrannual**

## 22. Students projects

- a) Percentage of students who have done in-house projects including inter departmental/programme:

**Prior to the introduction of semester system in 2013-14, all the Final year students undertook group research projects and library projects as part of the Applied Component Paper.**

**The following table gives the number of students who have done inter departmental projects. *History Socio Student Seminar***

Year	No of students
2012-13	5
2013-14	4
2014-15	10

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **NA**

## 23. Awards/ Recognitions received by faculty and students.

**Rajula Shah- University topper at Graduation and Post-Graduation level  
Karen Siqueira -Third rank at the University for Graduation**

## 24. List of eminent academic and scientists / visitors to the department #

### Guest lectures

YEAR	Academic visitors	Topics
2010-11	Adv. Kamayani-	Eve Teasing and Sexual harrassment
	Prof. Nivedita	Female Foeticide and Falling Sexual Ratio
2011-12	Dr. Sarita Nair	Domestic Violence and Women's health
	Adv. Nausheen Yusuf	Women and Personal laws
	Mr. Deepak Kashyap	Transgender Rights
2012-13	Adv. Kamayani	Sexual harassment and legal rights
	Ms. Diana Crasto	Job opportunities in Hospitality sector
2013-14	Ms Janine Coelho	A historical view on housing problems in Mumbai
	Mr. Arun Ferreira	Civil society and Social Movements
2014-15	Mr. Omkar Bhatkar	Theatrical presentation on 'Resurrecting Draupadi and Sita
	Adv. Kamayani	Law and Sexual identity
	Mr. Vrigendra	Gender Identity and Roles
	Dr. Willona Annunciation	Handling Abusive Relationships

# Qualification and designation of the speakers will be documented in the department files for scrutiny at the time of peer team visit

## 25. Seminars/ Conferences/ Workshops organized & the source of funding :

- **Organized two workshops on syllabus revision for Mumbai University teachers funded by the college.**
- **Socio-History Student Seminar funded by college**

26. Student profile programme/course wise:

Year	Name of the Course	Applications received	Selected	Enrolled		Pass percentage	
				*M	*F		
2010-11	FY	507	220	59	161	82.5	
	SY	208	189	45	144	81.6	
	TY	102	102	24	78	100	
2011-12	FY	376	204	63	141	73.27	68.66
	SY	191	183	42	141	87	
	TY	81	81	16	65	100	
2012-13	FY	458	215	74	141	68.57	71.70
	SY	162	141	34	107	88.21	78.92
	TY	98	98	21	77	100	
2013-14	FY	538	230	68	162	70.7	72.1
	SY	180	164	53	114	93.6	94
	TY	61	61	08	53	100	
2014-15	FY	668	233	74	159	84.0	93.13
	SY	177	163	31	132	97.0	94.0
	TY	92	92	18	74	#	

\*M = Male \*F = Female

# Data for Sem V and VI TYBA 2014-15 awaited as October 5, 2015

27. Diversity of Students (data as per B 24)

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. **Two students have cleared NET exam.**

29. Students progression (Institutional data as per 5.2.1)

Students progression	Against % enrolled
UG to PG	Appx. 15 students per year
PG to M.Phil.	3
PG to Ph.D.	4
Ph.D. to Post- Doctoral	NA
<b>Employed</b>	
- Campus selection *	
- Other than campus recruitment	80 % students are employed
Entrepreneurship/ Self-employment	20 % students are self-employed

30. Details of Infrastructural facilities

a) Library : **common to all departments**

b) Internet facilities for Staff & Students: **wifi provided in the staff room, students use internet in the library**

c) Class rooms with ICT facility: **every class room provided with LCD**

d) Laboratories **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies: **Institutional data AS PER 5.1.3**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts.

**The department organizes many activities involving guest lectures, screening of films and educational trips, workshops, student seminars so that students learn and get first-hand information. Following are the activities.**

**Guest lectures -Refer 24**

**Films and Documentaries screened by experts**

2010-11 Narmada Diary on Environment and Development Unlimited Girl on Gender Bombay's Blood Yatra - Communalism	2011-12 Women Betrayed 'I want my father back' - Farmer's Suicide Women and Health Choker Bali- Gender
2012-13 In the name of Father and Son – Ageing India – Mills in Mumbai – Development & Urban Policy Osama	2013-14 India Untouched Hamara Sahar, Mumbai – One City Two Worlds, Mumbai- One City two worlds- Housing problems & Resettlement Farmers' Suicide
2014-15 Matrubhumi Life in a Brothel Mount of Faith Child Labour and Rights	

### **Educational Visit**

2010-11 Mother Teresa Orphanage – Santacruz Old Age Home & Clergy home-Bandra, Andheri	2011-12 St. Catherines Home Tata Institute of Social Sciences
2012-13 Shelter (Street Children) Dongri (Remand Home) American Library	2013-14 Prince of Wales Museum SEZ Bhayander- Gorai-Uttan Salt Pans American Library
2014-15 Sneha Sagar Home for the Aged Dumping yard- Bhayandar Fishing industry- Uttan	

### **Socio - History Student Seminar**

- ✓ 2012-13 - Changing Rites of Passage
- ✓ 2013-14 -100 years of cinema
- ✓ 2014-15 -World War I

### **33. Teaching methods adopted to improve student learning**

**Lecture, Use of white board, Debates and discussions, Content analysis, Workshops., Student seminars, Educational visits, Audio-visual tools: Power Point Presentations, Screening of Documentaries, Videos and Films,**

### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities**

#### **Shirly George**

WDC coordinator (2010-11,2013-14)  
Students Council teacher-in-charge (2013-15)  
IQAC Coordinator (2013-15)  
NAAC Coordinator (2013-15)

#### **Vatika Sibal**

Unfair Means Committee- (2010-12)  
Andrannual editorial board- (2010-15)  
WDC- (2010-12)  
LMC- (2010-15)  
IQAC- Member- (2010-11)  
Attendance Committee member- (2010-15)  
FY Value Education Coordinator-( 2014-15)  
University Ad-on course – Incharge –( 2014-15)

### **35. SWOC analysis of the department and Future plans.**

#### **STRENGTH:**

- ✓ The syllabi covers a wide range of topics enabling the students to get a diverse view of society
- ✓ Networking with lawyers, NGO's and corporate personnel have enriched the department
- ✓ Mentoring students helps us to build rapport with students.
- ✓ Pairing meritorious students with the academically weak students have helped them to improve their academic performance
- ✓ Students are encouraged to do presentations in class by researching on specific topics. This has helped to develop a critical mindset among the students especially at the final year level. Besides students are encouraged to adopt research methods like content analysis to analyze contemporary social issues.
- ✓ The field trips organized by the department sensitize students on social issues

**WEAKNESSES:**

- ✓ Large number of students in a class hinders personal attention to students.
- ✓ Being first generation learners, their socio-economic backgrounds compel them to focus on jobs. Hence attending lectures and pursuing higher education does not form their immediate priority
- ✓ Students are not familiar with writing academic papers or critically analyzing social situation. This affects their performance in the first year.

**OPPORTUNITIES:**

- ✓ Provides opportunities for students to research and present seminars which gives a greater insight in to the subject matter
- ✓ Visits to various NGOs urges them to take up challenges to create a better society.
- ✓ The inter department seminars gives students opportunities to go beyond the syllabi and thus enrich their academic abilities. Besides , this exercise enhances their ICT abilities.

**CHALLENGES:**

- ✓ To motivate students to think and analyze situations critically.
- ✓ To encourage students to concentrate towards the quality of answers rather than the quantity.
- ✓ To motivate students to pursue higher education

**FUTURE PLANS**

- ✓ To adopt an area (Kunchikurve- Santacruz E) and involve students in community development programmes.

## Evaluation Report of the Department of History

1. Name of the department: **History Department**
2. Year of Establishment: **1983**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **BA (3 papers double major)**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participated of the department in the courses offered by other departments: **Teaching one paper of the University of Mumbai recognized Inter-Religious Add On Course**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **---**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts.

	Sanctioned	Filled
Professors-		
Associate Professors		
Asst. Professors	<b>01</b>	<b>01</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
<b>Janine Coelho</b>	<b>M.A., B.Ed., NET, SET</b>	<b>Assistant Professor</b>	<b>Modern India Modern Europe</b>	<b>13</b>	
<b>Eleatha Pinto</b>	<b>M.A., B.Ed.</b>	<b>Clock Hour</b>		<b>3</b>	

11. List of senior visiting faculty – **NIL**
12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: **14%** (3 lectures out of 21 lectures per week)



13. Students-Teacher Ratio (programme wise):

		2010-11	2011-12	2012-13	2013-14	2014-15
FY		70:1	47:1	80:1	68:1	79:1
SY		28.5: 1	26:1	20.5:1	23:1	19.5:1
	Double	35:1	25:1	23:1	15:1	30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NA**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **NIL**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: **NIL**

**UGC Grant for International and National Conference: NIL**

18. Research Centre/ Faculty recognized by the University: **NA**

19. Publications **from 2010 to date**

Sr, No		Janine Coelho
1.	Publications per faculty( <b>Total</b> )	<b>3</b>
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.	1
3	Number of publications listed in International Database	
	Monographs	
	Chapter in Books:	
	Books Edited:	
	Books with ISBN/ISSN numbers with details of publishers	2
	Citation Index :	
	SNIP :	
	SJR	
	Impact factor:	
	h-index:	

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in a) National committees: **NIL**, b) International Committees: **NIL**

c) Editorial Board.

Sr.No	Name of Faculty	Name of Journal
<b>1.</b>	<b>Janine Coelho</b>	<b>Lumiere</b>

22. Students projects: a) Percentage of students who have done in-house projects including inter departmental/programme:

**Prior to the semester system all the TYBA single and double major students undertook group research projects and library projects.as part of the Applied Component Paper.**

#### **History Socio Student Seminar**

Year	No of students
2012-13	5
2013-14	4
2014-15	10

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **NIL**

23. Awards/ Recognitions received by faculty and students. **NIL**

24. List of eminent academic and scientists / visitors to the department

1. David Cardoz, Conservation Architect and former member of the Maharashtra Government Heritage Committee. ( gave a lecture on Bandra East Indian Villages)
2. Mr. Etienne Coutinho, Film maker and theatre personality. (Presented his documentary, Mount of Faith)
3. Dr. Jeannette Pinto, Former Head of Department of History at St. Xavier's College and Former Principal of Sophia College. (gave the students pointers for successful paper presentations and judged the History-Socio Student Seminar)

25. Seminars/ Conferences/ Workshops organized & the source of funding

Socio-History Student Seminar (College Funded)	2012-13	2013-14	2014-15
Workshop: Careers In Music (Funded by True School of Music)	-	2013-14	-

26. Student profile programme/coursewise:

Year	Programme	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	507	70	20	50	72.86
	<b>SY</b>	208	57	10	47	92.98
	<b>TY</b>	149	35	7	28	100
<b>2011-12</b>	<b>FY</b>	376	47	6	41	72.34 /90.48
	<b>SY</b>	191	52	12	40	80.43
	<b>TY</b>	147	25	1	24	100
<b>2012-13</b>	<b>FY</b>	458	80	21	69	76/67.11
	<b>SY</b>	162	41	7	34	63/95
	<b>TY</b>	150	23	6	17	100
<b>2013-14</b>	<b>FY</b>	538	68	27	41	61.76
	<b>SY</b>	180	56	14	42	81.48/57.48
	<b>TY</b>	118	15	4	11	100
<b>2014-15</b>	<b>FY</b>	668	79	21	58	82.0/82.0
	<b>SY</b>	177	39	6	33	88.0/88.0
	<b>TY</b>	143	30	6	24	#

\*M=Male \*F=Female

# Data for Sem V and VI TYBA 2014-15 awaited as October 5, 2015

27. Diversity of Students: **(Institutional data as per B 24)**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.: **No Information available**

29. Students progression – in process of compiling

30. Details of Infrastructural facilities

- a) Library : Main Library **common to all departments, Modest Department Library.**
- b) Internet facilities for Staff & Students: **wifi provided in the staff room, students use internet in the library**
- c) Class rooms with ICT facility: **every class room provided with LCD**
- d) Laboratories **NA**

31. Number of students receiving financial assistance from college, university, government or other agencies: **Information with College Office**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

- **Student Seminars**, (jointly with Dept. of Sociology),: ‘Rites Of Passage’, 2013, ‘100 Years of Indian Cinema’ 2014, Commemorating World War I, 2015.
- **Music as a Career**, (jointly with True School of Music), 2014
- **Field Trips conducted**: Nehru Science Centre, Bhaudaji Lad Museum, Fort Heritage Walk, Jahangir Art Gallery, Chhatrapati Shivaji Museum, St. Thomas Cathedral (2010-11), Nehru Science Centre, Bhaudaji Lad Museum, Fort Heritage Walk, Jahangir Art Gallery, Chhatrapati Shivaji Museum, St. Thomas Cathedral (2011-12), Dr. Bhaudaji Lad Museum, C. Shivaji Museum, Church Heritage Museum, (2012-13), RBI Monetary Museum, Churchgate to Asiatic Society Heritage Walk, Bhau Daji Lad Museum, CSMVS Museum (2013-14), Heritage Walk, Fort Mumbai, CSMVS Museum, Vasai Fort, RBI Museum, Discovery Of India, Eucharistic Congress Exhibition, Bandra Reclamation Bay and Chapel Road-Ranwar Gaonthan (2014-15)
- **Career Guest Lectures**: P. Fernandes – Montessori Education, M. D’Souza (Ex-Student) - Aviation Industry, Dr. S. Pinto – Special Education, Antoinette Alva (Ex-Student) – Teaching as a career.(2013-14) , Chantelle D’Souza (Ex-Student): New CET for B.Ed, Mr. Amit Nambiar (Thomas Cook): Opportunities in Travel and Tourism (2014-15)

33. Teaching methods adopted to improve student learning

- **Audio-visual tools: Power Point Presentations, Documentaries and Films**
- **Field Trips to local Museums, Temporary Exhibitions, Heritage Walks.**
- **Supervised Library Lectures for TYBA students**
- **Class Tests for TYBA students in Sem V**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

**Extension Activities: Students:**

- 2013 -14: The History Department partnered the American Centre to jointly celebrate the 50<sup>th</sup> Anniversary of Martin Luther King’s, ‘I Have A Dream’ Speech. Students performed a flash mob dance entitled, “Dance the Dream”, performed an extract of Dr. King’s Speech, made a short audio-visual presentation on the March on Washington and sang two traditional African American gospel songs. The programme was conducted at St. Andrew’s College and attended by Mr. Benjamin Fong, Cultural attaché at the American Centre Mumbai
- 2014-15: Our students partnered the Church Heritage Committee to act as guides for an Exhibition commemorating the 50<sup>th</sup> anniversary of the Eucharistic Congress in Mumbai. The project was headed by Fr. Warner D’Souza and the public exhibition at St. Joseph’s Convent, Bandra, was visited by His Grace the Cardinal of Mumbai. Our students worked from 29 November to 14 December 2014

### **Institutional Social Responsibility: Staff: Janine Coelho**

2010-11	Admission Committee, NAAC Re-accreditation Committee, IQAC (Secretary)	Member
	History Association, TYBA History Class, FYBA/B.Com Value Education, Intune & AWMTC, Staff Secretary	Professor in charge
2011-12	Admission Committee, IQAC (Secretary)	Member
	AWMTC, History Association, TYBA History Class, FYBA/B.Com Value Education	Professor in charge
2012-13	Admission Committee, Foreign University Liaison, IQAC	Member
	History Association, TYBA History Class, FYBA/B.Com Value Education, Intune	Professor in charge
2013-14	Admission Committee, Foreign University Liaison, IQAC	Member
	History Association, TYBA History Class, FYBA/B.Com Value Education, AWMTC	Professor in charge
2014-15	Admission Committee, IQAC, Social Outreach Programme	Member
	History Association, TYBA History Class, Intune, Lumiere	Professor in charge

#### **35. SWOC analysis of the department and Future plans.**

**Strengths:** History is an optional subject and thus class room strength is smaller than most other BA and B.Com. classes. This allows the lecturer to give individual attention to more students, especially in the TYBA. It has also enabled me to meet almost 100% of the TY students' parents/guardians. These meetings have resulted in students being sent for testing/help with learning disabilities or put them in contact with ex-students who can advise them on their careers or post graduate studies. Smaller numbers also makes field trips, film screenings, class discussions and quizzes more manageable.

**Weaknesses:** Lack of TYBA Full 6 papers major, (which leads to good students who are interested in a History Major leaving for other colleges), and Failure to offer History – English Literature combination which would be particularly helpful to those students pursuing a B.Ed. after their degree. Government – in –Aid schools are unwilling to employ B.Ed. students whose double majors are not in school subjects. As a result, some of our brightest ex-students who have a B.Ed. degree have been refused employment in Government aided schools.

#### **Opportunities:**

- Partnering museums, heritage bodies and cultural organizations so that our students may gain valuable experience. Based on the success of our collaboration with the American Centre and the Church Heritage Board, the department is looking for more such opportunities. We are in the process of contacting the Heras Institute of Ancient Indian Culture, the C. Shivaji Museum and the Church Heritage Committee.
- Re-structuring the Department Library and making it more user/student friendly

### **Challenges:**

- Struggling to schedule additional academic activities within the semester system/internal test schedules and juggling extra-curricular activities
- Since many of our students are first generation learners, general knowledge is weak and there is reluctance/hesitation/lack of ability to use the library and other learning resources.
- Written English skills are poor and attendance of some students is negligible which leads to them failing in the subject.

### **Future Plans:**

- To load more lessons and additional reading material on the Moodle.
- Encourage department students to assist in a project or program with a museum or heritage body ( as the case in the last two academic years)
- Invite additional guest speakers to the department

## Evaluative Report of the Department of Commerce

1. Name of the department: **Department of Commerce**
2. Year of Establishment: **BCom. 1983**  
**MCom (Business Management) : 2012**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **Under Graduate Course & Post Graduate Course**
4. Names of Interdisciplinary courses and the departments/units involved: **None**
5. Annual/ semester/choice based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**
8. Details of courses/programmes discontinued (if any) with reasons: **None**
9. Number of Teaching posts: Under Graduate

	Sanctioned	Filled
Professors	-	-
Associate Professors	2	2
Asst. Professors	1	1

**M.Com: All are visiting faculties**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students
Charmaine Braganza	M.Com	Assoc. Prof. HOD	Statistics	29 Yrs.	-
Desiree Gonsalves	M.Com, DBM	Assoc. Prof.	Financial Management	28 Yrs.	-
Dr. Harmmet Kaur Bhasin	M.Com, B.Ed, SET, Ph.D	Asst. Prof.	Financial Management	19 Yrs.	-
Fenil Dedhia	M.Com, M.A, NET	Asst. Prof. (Leave Vacancy)	Financial Management. Economics	5 Yrs.	-

11. List of senior visiting faculty: **None**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **N.A**
13. Student -Teacher Ratio (programme wise):

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	341:1	355:1	349:1	352:1	351:1
SY	161:1	165:1	152:1	163:1	175:1
TY	101:1	97:1	97:1	87:1	111:1
M.Com	-	-	15:1	15:1	15:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **N.A**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: **Refer to Point No. 10**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**
18. Research Centre /facility recognized by the University: **Nil**



19. Publications: **From 2010 to date**

Sr, No		Charmaine Braganza *	Desiree Gonsalves	Harmeet Kaur Bhasin
1.	Publications per faculty (Total)		2	7
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.			
3	Number of publications listed in International Database			
	Monographs			
	Chapter in Books:			
	Books Edited:			
	Books with ISBN/ISSN numbers with details of publishers		2	7
	Citation Index :			
	SNIP :			
	SJR			
	Impact factor:			
	h-index:			

\* ( on FDP since Aug 2014)

20. Areas of consultancy and income generated : **NIL**

21. Faculty as members in:

- a) National committees : **None**
- b) International Committees: **None**
- c) Editorial Board: **None**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme:

**FYBom, SYBcom and TYBcoms undertook group and Individual Research Projects and Presentations as part of their Commerce Papers, including Applied Component Papers.**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies : **NA**

23. Awards / Recognitions received by faculty and students:

**Faculty: Desiree Gonsalves: Won Second Place in All India Essay Competition for Lecturers hosted by Hinduja College, Mumbai.**

24. List of eminent academicians and scientists / visitors to the department

<b>Year</b>	<b>Topic</b>	<b>Resource person</b>
<b><u>2010-11</u></b>	Careers in Management	Mr. Sunil Lobo
	Career Guidance and Studying abroad	Mr. Dharmesh Shah
	Leadership	Dr. Satyapal Singh
	Personality traits, Facing an Interview & Mock Interviews	Mrs. Kavita & M .Sheth
	Graphology and Interpretation of Handwriting used in HR	Ms. Vanessa Pereira
	Ad Film Making	Mr. Sameer Chadha
2011-12	Career Management by ED Ventures – Business Enhancement partn	by Sonali Ghosh
	Career Guidance and Studying abroad	GEE BEE Pvt. Ltd
	Careers in Banking	Mr. Ravi Chabria
	The Making of a TVC	Samir Chadha
	Creativity in Advertising	Rohit Padukone
2012-13	Studying overseas in Foreign Universities	Gee Bee Pvt. Ltd.
	Digital Advertising	Russel Baptista
	Creativity in Advertising	Ninotshka D'silva
	Investment	Brian Pinto
	Image empowerment for career	Jasmine Pereira
	Interviews	Mr. Srikant Dikhle
	Digital Marketing	Soni Verghese
	Career Counselling	Gee Bee Education
2014-15	Current Trends in the Stock Market	Nigel D,Souza
	Creative Content in Digital Marketing	Carlton D'Silva
	Interviews and conducted a Mock Interview.	Brian Pinto

25. Seminars/ Conferences/Workshops organized & the source of funding

**NIL**

26. Student profile programme/course wise:

Year	Course	Applications received	Selected	Enrolled		Pass percentage	
				*M	*F		
<b>2010-11</b>	<b>FY</b>	1261	341	145	196	Com - I	88.41
	<b>SY</b>	322	322	160	162	Com - II	62.34
						Advertising	93.42
						Advertising (B.A)	85.26
	<b>TY</b>	302	302	126	176	MHRM	96.3
						MR	100
						EXP	100
<b>2011-12</b>	<b>FY</b>	856	355	149	206	Com- I- Sem I	74.13
						Com I Sem II	94.36
	<b>SY</b>	330	330	140	190	Com- II	80.47
						Advertising(B.Com	94.0
						Advertising (B.A)	95.12
	<b>TY</b>	291	291	141	150	MHRM	99.0
						MR	99.37
						EXP	98.0
<b>2012-13</b>	<b>FY</b>	1192	349	169	180	Com –I Sem I	86.6
						Com I Sem II	95.9
	<b>SY</b>	348	305	105	200	Com –II Sem -III	78.36
						Com –II Sem IV	94.75
						Adv Sem III	97.23
						Adv Sem IV	98.03
						Adv Sem III (B.A)	84.67
						Adv Sem IV (B.A)	86.17
	<b>TY</b>	311	290	121	169	MHRM	100
						MR	99.37
						EXP	97.0
<b>2013-14</b>	<b>FY</b>	1075	352	162	190	Com –I Sem I	90.43
						Com I Sem II	92.71
	<b>SY</b>	342	325	157	179	Com –II Sem -III	91.64
						Com –II Sem IV	93.13
						Adv Sem III	92.55
						Adv Sem IV	92.19
						Adv Sem III (B.A)	82.93
						Adv Sem IV (B.A)	75.93
	<b>TY</b>	275	261	117	155	MHRM	98.05
						MR	98.50
						EXP	96.75

<b>2014-15</b>	<b>FY</b>	1358	351	168	183	Com –I Sem I	84.04
						Com I Sem II	90.88
	<b>SY</b>	365	349	119	230	Com –II Sem -III	95.12
						Com –II Sem IV	92.55
						Adv Sem III	91.40
						Adv Sem IV	91.40
						Adv Sem III (B.A)	75.60
						Adv Sem IV (B.A)	84.04
	<b>TY</b>	341	332	139	193	MHRM	100
						MR	100
						EXP	100

\*M = Male \*F = Female

# Data for Sem VI TYBCom 2014-15 awaited as October 5, 2015

M.Com.		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2012-13</b>	<b>Part I</b>	29	17	9	8	Sem I: 7, Sem II: 33
	<b>Part II</b>	-	-	-	-	-
<b>2013-14</b>	<b>Part I</b>	88	52	32	20	Sem I: 56, Sem II: 61
	<b>Part II</b>	60	12	7	5	Sem III:100, Sem IV:89
<b>2014-15</b>	<b>Part I</b>	69	30	15	15	Sem I:84.8, Sem II:65.71
	<b>Part II</b>	45	43	26	17	Sem III:74.3,Sem IV:74.19

\*M = Male \*F = Female

27. Diversity of Students: **(Data as per B 24)**
28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
29. Student progression : **As per 5.2.1**
30. Details of Infrastructural facilities
  - a) Library : **Common to all department**
  - b) Internet facilities for Staff & Students: **WiFi Provided in the staff room, Students use Internet in the Library**
  - c) Classrooms with ICT facility: **Every Classroom fitted with LCD and Audio System**
  - d) Laboratories: 2 Computer Labs

31. Number of students receiving financial assistance from college, university, government or other agencies **(As per 5.1.3)**
  
32. Details on student enrichment programs (special lectures / workshops / Seminar) with external experts: **The Department Organizes numerous Activities which include Guest Lecturers, Film Screening, Essay competitions and Workshops.**  
**Guest Lectures -refer to no. 24**
  
33. Teaching methods adopted to improve student learning
  - Lecture method
  - White Board
  - Debates & Group Discussions
  - Guest Lectures
  - Case Study Method
  - PPT, Film and Video Screening
  - Mock Interviews
  - News Reading and relevant Discussions
  
34. Participation in Institutional Social Responsibility (ISR) and Extension activities

❖ **Charmaine Braganza (OnFDP - Leave since Aug 2014)**

- ✓ Theology Classes- Coordinator (2010-14)
- ✓ SAACA –Member (2012-13)
- ✓ Agni – Programme Voters Registration (2012-13)
- ✓ Value Education (Coordinator- TYBA-BCOM) (2011-14)
- ✓ Signatory for Railway concession (2010-14)
- ✓ IQAC- Chairperson (2010-13)
- ✓ Unfair Means Committee (2010-2013)
- ✓ Canteen Committee (2012-13)
- ✓ Purchase Committee (2010-13)
- ✓ Library Committee (2010-13)
- ✓ NSS-Advisory Committee (2010-13)
- ✓ IN-Tune – Assisted (2010-11)

❖ **Desiree Gonsalves**

- ✓ Olio (Inter-Collegiate Drama competition) (2010-2015)
- ✓ Student Council Prof-in-charge (2012-13)
- ✓ Canteen Committee (2010-12)
- ✓ Grievance Committee: (2010-15)
- ✓ TYBA-BCom Value Education (2010-12, 2014-15)
- ✓ IQAC –(2014-15)
- ✓ Admissions (2011-12)

❖ **Harmeet Kaur Bhasin**

- ✓ Jhankaar (Inter-Collegiate Dance Competition) (2010-11)
- ✓ Chair of Inter- religious and Intra- Cultural Dialoue – Member (2010-11)
- ✓ Admission Committee (2010-11,2013-15)
- ✓ Anti Ragging and Discipline Committee (2013-15)
- ✓ Unfair Means Committee (2013-15)
- ✓ Avishkar (2014-15)

35. SWOC analysis of the department and Future plans

**Strength:-**

1. Largest number of students in college in the Commerce Department.
2. High passing percentage & good result (Average 98% of MHRM, Export Marketing and Marketing Research). In 2013-14, 76% for MHRM, 84% for Export Marketing and 55% for Marketing Research student were in O & A grade.
3. An increasing number of students are opting for PG and professional courses like Chartered Accountancy, Company Secretary and Cost Accountancy.
4. Successful alumni come back to motivate and guest lecture.

**Weakness: -**

1. Limited choice of papers.
2. Attending professional courses simultaneously with college.
3. Difficult to provide Internships, work experience for such large numbers.

**Opportunities: -**

1. Interface between industries and UG students in terms of internship, marketing research and placements.
2. Many career opportunities have opened up for graduates in Commerce.

**Challenges:-**

1. Motivating and encouraging student, who are primarily first generation learner, into better performance and Professional and PG studies.
2. To Overcome the lacunae between drafts theoretical syllabus and practical perspective of it through the project, case studies and skill based learning despite the large numbers.

**FUTURE PLANS:**

- 1) To encourage the entire department faculty to pursue a doctoral programme.
- 2) Faculty and students to be encouraged to present and publish research papers.
- 3) To undertake a Minor Research project.
- 4) To arrange a workshop on Media and Advertising in the next academic year.

## Evaluative Report of Department of Accountancy

1. Name of the department: **Accountancy**
2. Year of Establishment: **1986**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **Undergraduate**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/ semester/choice based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participation of the department in the courses offered by other departments:  
**Mr. Kevin Michael Miranda is coordinator of M.Com. (Business Management)**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:  
**NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NONE**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	<b>NIL</b>	<b>NIL</b>
Associate Professors	<b>NIL</b>	<b>NIL</b>
Asst. Professors	<b>03</b>	<b>02</b> (3rd member resigned in January 2015)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the
Kevin Michael Miranda	M.Com., FCA	Assistant Professor	Accountancy	16	Nil
Jyoti Bhatia	M.Com., ACS, ACMA, LLB , NET,SET	Assistant Professor	Accountancy	11	Nil
*Shaheen Mukadam	M.Com., B.Ed, NET, SET	Assistant Professor	Accountancy	5	Nil

\*resigned in January 2015

11. List of senior visiting faculty: **None**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **30%**
13. Student -Teacher Ratio (programme wise):

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	180:1	180:1	180:1	180:1	180:1
SY	173:1	173:1	173:1	173:1	173:1
TY	100:1	100:1	100:1	100:1	100:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NONE**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:  
**Refer Point 10**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **01**

SR	NAME OF FACULTY	AMOUNT SANCTIONED	PERIOD OF PROJECT	NAME OF FUNDING AGENCY
1	Jyoti Bhatia	Rs.1,00,000	Two years	UGC

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**
18. Research Centre /facility recognized by the University: **NIL**



19. Publications from 2010 to date

Sr, No		Kevin M. Miranda	Jyoti Bhatia
1.	Publications per faculty( <b>Total</b> )	<b>01</b>	<b>08</b>
2	Number of paper published in peer reviewed journals		<b>01</b>
3	Number of publications listed in International Database		
	Monographs		
	Chapter in Books:		
	Books Edited:		
	Books with ISBN/ISSN numbers with details of publishers	01	07
	Citation Index :		
	SNIP :		
	SJR		
	Impact factor:		
	h-index:		

20.Areas of consultancy and income generated: **NIL**

21.Faculty as members in

a)National committees b) International Committees c) Editorial Boards.... **NIL**

22.Student projects

a)Percentage of students who have done in-house projects including inter departmental/programme: **NIL**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **NIL**

23.Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department

YEAR	Academic visitors	Topics
2010-11	Lacchmi Bhatt, Desk Officer, ICSI	Career Guidance Lecture on 'Company Secretary'
	Mr. Vidhu Mehta, Assistant Manager (Mkt. & Development), F. P S B. Anu Binni, CEO, Smile Education Pvt Ltd.	A Career Guidance Lecture by SMILE Institute On 'Certified Financial Programmer'
	Elson Sequeira, Ex-Student	"Industry Expectations From Fresh Graduates"
	Ms. Amruta Parvatikar, Professor at MET	Career Guidance Lecture on MBA
	Aditya Jadhav	A visit to NSE
2011-12	Prof. CA Suresh Dhoot	Service Tax & its Implications
	Ms. Amruta Parvatikar, Professor at MET	CAREER GUIDANCE ON MBA
	Mr Elson Sequeira, Ex Student	Careers in media industry
2012-13	CS Raj	Company Secretary as a Career Option'
	Mr. Purv Shah, Stock Consultant & Trainer, (Equities, Commodities & Forex)	Career in Financial Markets & Mock Stock session
2013-14	CA Vishnu Gavkare, CA Naveen Rohatgi and Prof. CA Kevin Miranda.	CA course
	CS Kaushik Zaveri	Company Secretary as A Career Option
	Ex Student Mr. Elson Sequeira	How to face a Job Interview and prepare a CV
	Ms. Premila Coutinho, Asst. Manager, Investor Service Cell, NSEIL and Mr. Pinakin Pimpalkhare, Academic Trainee, Investor Service Cell, NSEIL	Investor protection and handling investor complaints
	C.A. Suresh Dhoot	Service Tax And its implications

# Qualification and designation of the speakers will be documented in the department files for scrutiny at the time of peer team visit

25. Seminars/ Conferences/Workshops organized & the source of funding a)

National : b) International: **None**

26. Student profile programme/course wise:

B.Com.	Class	Applications received	Selected	Enrolled		Pass percentage			
				*M	*F				
<b>2010-11</b>	<b>FY</b>	1261	341	145	196	98			
	<b>SY</b>	322	322	160	162	92			
	<b>TY</b>	302	302	126	176	Ac1	Ac2	Ac3	DIT
						99	100	100	91
<b>2011-12</b>	<b>FY</b>	856	355	149	206	93			
	<b>SY</b>	334	334	142	192	88			
	<b>TY</b>	293	293	143	150	Ac1	Ac2	Ac3	DIT
						97	99	99	100
<b>2012-13</b>	<b>FY</b>	1192	349	169	180	93			
	<b>SY</b>	348	305	105	200	92			
	<b>TY</b>	311	290	121	169	Ac1	Ac2	Ac3	DIT
						99	98	99	100
<b>2013-14</b>	<b>FY</b>	1075	352	162	190	95			
	<b>SY</b>	342	336	157	179	92			
	<b>TY</b>	275	272	117	155	Ac1	Ac2	Ac3	DIT
						93	99	98	100
<b>2014-15</b>	<b>FY</b>	1358	352	168	184	93.0			
	<b>SY</b>	365	349	119	230	96.0			
	<b>TY</b>	341	332	139	193	Ac1	Ac2	Ac3	DIT
						97	98	99	100

\*M = Male \*F = Female

# Data for VI TYBCom 2014-15 awaited as October 5, 2015

27. Diversity of Students **Department data is not available. For institutional data refer B 24**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: **No data available**

29. Student progression:

30. Details of Infrastructural facilities

a) Library: **Common to all depts**

b) Internet facilities for Staff & Students: **Yes, Wifi provided in staff room, students use internet in the library**

c) Class rooms with ICT: **Yes, Every class room fitted with LCD & Audio System**

d) Laboratories: **Yes, 2 computer laboratories**

31. Number of students receiving financial assistance from college, university, government or other agencies; : **Institutional data as per 5.1.3**
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts:  
**Refer point 24**
33. Teaching methods adopted to improve student learning:  
**Lecture Method, White Board, Use of LCD's, PPT, Discussion, Guest lecture, Practice Sums**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

**Kevin M. Miranda**

- Co-ordinator for Social Outreach Programme (2010-15)
- Member of Unfair means Inquiry Committee (2010-15)
- Gymkhana Committee (2010-15)

**Jyoti Bhatia**

- Member of Mind Maze Quiz committee (2010-15)
- Member of Admission committee (2011-15)
- Member of Indian Civil Service Training committee (2012-15)
- Member of IQAC committee (2013-15)

35. SWOC analysis of the department and Future plans

**Strengths:**

- Qualified Staff with Specialization
- Organizing visit to SEBI/NSE
- Organizing guest lectures

**Weakness:**

- Limited choice for students as regards subjects
- Syllabus/Course is not job/practical oriented
- No practical job training for students

**Opportunities:**

- Many career opportunities for students
- Staff Members to register for PhD
- Guest lecture by subject experts

**Challenges:**

- 100% participation of students for lectures
- Making the course productive by considering job prospects
- On the job training for students

**Future Plans**

Career Guidance Lecture on CA or CS or ICWA

Visit to NSE

Guest Lecture on Direct Taxation

Guest Lecture on Costing aspects of processing industries

Visit to SEBI

Guest Lecture on Costing or Indirect Taxation

## Evaluative Report of the Course: Mathematics and Statistics

1. Name of the Department: **Mathematics & Statistics**
2. Year of Establishment: **1983**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.Com/Undergraduate**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/ semester/choice based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NONE**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Asst. Professors	02	01 (2nd member resigned in February 2015)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Studen
Prashant D. Tari	M.Sc. NET, P.G.D.A.S.	Assistant Professor	Mathematics	4.5	Nil

11. List of senior visiting faculty: **None**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **NIL**

13. Student -Teacher Ratio (programme wise):

	2010-11	2011-12	2012-13	2013-14	2014-15
<b>FY</b>	<b>180:1</b>	<b>180:1</b>	<b>180:1</b>	<b>180:1</b>	<b>180:1</b>
<b>TY</b>	<b>27:1</b>	<b>24:1</b>	<b>40:1</b>	<b>32:1</b>	<b>63:1</b>

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:  
**Refer Point 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:**NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre /facility recognized by the University: **NIL**

19. Publications **from 2010 to date** **NIL**

20. Areas of consultancy and income generated: **None**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards.... **NIL**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **NIL**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **NIL**

23. Awards / Recognitions received by faculty and students: **NIL**

24. List of eminent academicians and scientists / visitors to the department **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding  
a) National : **None**  
b) International: **None**

26. Student profile programme/course wise:

B.Com.		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
2010-11	FY	1261	341	145	196	66.18
	TY	302	53			100
2011-12	FY	856	355	149	206	70.5 & 82.65
	TY	293	79			100
2012-13	FY	1192	349	169	180	61 & 91.4
	TY	311	83			100
2013-14	FY	1075	352	162	190	71.06 & 81.34
	TY	275	64			100
2014-15	FY	1358	352	168	184	61.04 & 78.48
	TY	341	126			100/#

\*M = Male \*F = Female

# Data for VI TYBCom 2014-15 awaited as October 5, 2015

27. Diversity of Students. **Department data is not available. For institutional data refer B 24**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: **No data available**

29. Student progression: **NA**

30. Details of Infrastructural facilities

- a) Library: **Common to all depts**
- b) Internet facilities for Staff & Students: **Yes, Wifi provided in staff room, students use internet in the library**
- c) Class rooms with ICT: **Yes, Every class room fitted with LCD & Audio System**
- d) Laboratories: **Yes, 2 computer laboratories**

31. Number of students receiving financial assistance from college, university, government or other agencies; : **As per 5.1.3**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: **Refer point 24**

33. Teaching methods adopted to improve student learning:  
**Lecture Method, White Board, Use of LCD's, PPT, Discussion, Guest lecture, Practice Sums**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

**Prof. Prashant D Tari**

- **Member of Admission Committee (2011-15)**
- **Incharge of NSS Program officer (2011-12)**
- **Member of Time Table Committee (2011-12)**
- **Incharge Time Table (2013-15)**

35. SWOC analysis of the department and Future plans

**Strengths:**

- Qualified Staff with Specialization

**Weakness:**

- Limited choice for students as regards subjects
- Syllabus/Course is not job/practical oriented

**Opportunities:**

- Many career opportunities for students

**Challenges:**

- 100% participation of students for lectures
- Making the course productive by considering job prospects
- On the job training for students



## Evaluative Report of the course: Environmental Studies

1. Name of the department : **Environmental Studies**
2. Year of Establishment: **1992 (prior to this it was called as Commercial Geography)**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.Com/Undergraduate**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/ semester/choice based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participation of the department in the courses offered by other departments: **Prof Ayesha Imran Gundagi is also teaching Foundation Course 1 to F.Y.B.A class.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NONE**
9. Number of Teaching posts

	<b>Sanctioned</b>	<b>Filled</b>
Professors	<b>NIL</b>	<b>NIL</b>
Associate Professors	<b>NIL</b>	<b>NIL</b>
Asst. Professors	<b>01</b>	<b>01</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4
<b>Ayesha Imran Gundagi</b>	M.A, NET Geography.	Assistant Professor	Geography	12	Nil

11. List of senior visiting faculty: **None**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **NIL**
13. Student -Teacher Ratio (programme wise):

Class	2010-11	2011-12	2012-13	2013-14	2014-15
<b>F.Y.B.COM</b>	<b>360:1</b>	<b>360:1</b>	<b>360:1</b>	<b>360:1</b>	<b>360:1</b>
<b>F.Y.B.COM A</b>	<b>120:1</b>	<b>120:1</b>	<b>120:1</b>	<b>120:1</b>	<b>120:1</b>
<b>F.Y.B.A</b>	<b>240:1</b>	<b>240:1</b>	<b>240:1</b>	<b>240:1</b>	<b>240:1</b>

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NONE**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:  
**Refer Point 10**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **01**

SR	NAME OF FACULTY	AMOUNT SANCTIONED	PERIOD OF PROJECT	NAME OF FUNDING AGENCY
1	<b>Ayesha Imran Gundagi</b>	Rs.1,10000/-	Two years	UGC

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **NONE**
18. Research Centre /facility recognized by the University: **NONE**

19. Publications **from 2010 to date**

Sr, No		Ayesha Imran Gundagi
1.	Publications per faculty( <b>Total</b> )	5
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.	
3	Number of publications listed in International Database	
	Monographs	
	Chapter in Books:	04*
	Books Edited:	
	ISBN/ISSN numbers with details of publishers	01
	Citation Index :	
	SNIP :	
	SJR	
	Impact factor:	
	h-index:	

\*Chapter in text book

21.Faculty as members in

a)National committees b) International Committees c) Editorial Boards.... **NIL**

22.Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **NIL**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **NIL**

23.Awards / Recognitions received by faculty and students:

**Ayesha Imran Gundagi was nominated by TEHEG ,New Delhi for BHARAT SHIKSHA RATNA award.**

24. List of eminent academicians and scientists / visitors to the department  
Subject Related Activities- The Andean Nature Club.

## Activities conducted

Year	Field Visits	Activities	Guest Lectures	Movies
2010	A trek to tunga-reshwar	Andrews Unplugged. During breaks.	A Guest lecture " <b>Mr. N. B. Nariani</b> " from PCRA	Street Plays on Importance of trees In the Surroundings.
2011		Assessment of the quality of water by Eureka Forbes.	A Guest lecture " <b>Mr. N. B. Nariani</b> " from PCRA (Petroleum Conservation Research Association)	Screening of the movie "Our Beautiful Planet"
2012	A field study to Zenith falls, Khopoli Raigad district .	A DOCUMENTARY on koodankulam power project to FYBCOM students in class.	Guest lecture by Seema Reddekar ,Municipal Commissioner on MSW in Mumbai city.	A film on Hiroshima Nagasaki-6, August. 2012
2013		A feasibility study on installation of Solar panels. A study on Rain Water harvesting-ROOF TOP HARVESTING was carried out.	A Guest lecture and a Quiz Competition " <b>Mr. N. B. Nariani</b> " from PCRA	'An Inconvenient Truth': Al Gore
2014	The nature club organized a <b>trek to Karnala fort &amp; bird sanctuary</b> located in Panvel taluka in the <a href="#">Raigad</a> district. Karnala is 60 km from Mumbai on Mumbai-Goa highway, NH-17.	Green Audit. Green Campus Day. Interclass Competition on "Environmental Impacts of World War I" was organised.	A Guest lecture and a Quiz Competition by " <b>Mr. N. B. Nariani</b> " from PCRA	'Be the Change (2000) Documentary'

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : b) International: **None**

26. Student profile programme/course wise:

BA/B.Com.		Applications Received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	1261	341	145	196	98
<b>2011-12</b>	<b>FY</b>	856	355	149	206	93
<b>2012-13</b>	<b>FY</b>	1192	349	169	180	93
<b>2013-14</b>	<b>FY</b>	1075	352	162	190	93.5
<b>2014-15</b>	<b>FY</b>	1358	352	168	184	96.3

\*M = Male \*F = Female

27. Diversity of Students **Department data is not available. For institutional data refer B 24**
28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?: **No data available**
29. Student progression: **NA**
30. Details of Infrastructural facilities
  - a) Library: **Common to all depts**
  - b) Internet facilities for Staff & Students: **Yes, Wifi provided in staff room, students use internet in the library**
  - c) Class rooms with ICT: **Yes, Every class room fitted with LCD & Audio System**
  - d) Laboratories: **Yes, 2 computer laboratories**
31. Number of students receiving financial assistance from college, university, government or other agencies; : **Institutional data as per 5.1.3**
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts: **Refer point 24**
33. Teaching methods adopted to improve student learning:  
**Lecture Method, White Board, Use of LCD's, PPT, Discussion, Guest lecture, Practice Sums**
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
  - **Member of Admission Committee**
  - **In charge of the Natures Club.**
  - **NSS PO for (2010-11)**
  - **Member of Canteen Committee (2012-13)**
  - **In charge of Intercollegiate activities (2013 -14)**
35. SWOC analysis of the department and Future plans
 

**Strengths:**

  - Specialization
  - Positive feed back from the students.
  - Students involvement in the subject activities.
  - Field visits,treks,guest lectures.

**Weakness:**

  - More theoretical than practical
  - Time constraints for more field visit.

**Opportunities:**

- Restricted opportunities as it is a paper. Specialization in the course provides many job opprtunities

**Challenges:**

- To hold interest in the subject.
- To sensitize them about the natural environment and therefore the validity of course
- To imbibe in them a feeling of being responsible citizens towards the natural environment so as to safeguard the environment.

# **INPUTS FROM THE** **DEPARTMENTS**

# **SELF-FINANCED** **COURSES**

## Evaluation Report of the Department of Management Studies

1. Name of the department: **Bachelor of Management Studies**
2. Year of Establishment: **1999-2000**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Undergraduate Programmes**
4. Names of Interdisciplinary courses and the departments/units involved: **Nil**
5. Annual/semester/choice based credit based credit system (programme wise):

### **Credit Based Semester Grading system**

6. Participated of the department in the courses offered by other departments:

**Yes, Faculty teaches their specialized subjects in courses offered by other departments.**

Faculty	Subjects	Courses
Dr. Anubha Singh	Introduction to Computers	F.Y.B.M.S.
Neeraj Shukla	Business Mathematics	F.Y.B.M.S.
Vinima Gambhir	Business Communication	F.Y.B.M.S.
	Business Ethics and Corporate Governance	T.Y.B.M.S.
	Public Relations	S.Y.B.M.S.
Meenaxi Kamat	Environment Management	F.Y.B.M.S.
Abhishek Sood	Management Accounting Direct and Indirect	S.Y.B.M.S.
	Tax	S.Y.B.M.S.
Shaifa Moosa	Introduction to Cost Accounting	F.Y.B.M.S.
	Introduction to Financial Accounting	F.Y.B.M.S.



7. Courses in collaboration with other universities, industries, foreign institutions, etc.:

**Non-Core Certificate Programme on Risk Management by KPMG.**

8. Details of courses/programmes discontinued (if any) with reasons: **Nil**

9. Number of teaching posts

	Sanctioned	Filled
Professors-	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	06	03

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No.of Years of Experience	No o f Ph.D. Students
Jenny Benoy	M.M.S., N.E.T	Assistant Professor & Coordinator	Human Resource Management	07	Nil
Savina Shenoy	M.Com., Dip in H.R., Dip in P.R., ISTD trainers course in H.R.	Assistant Coordinator	Management	07	Nil
Melanie Andrade	M.Com., N.E.T.	Assistant Professor	Management	03	Nil

11. List of senior visiting faculty –

VISITING FACULTY	PAPER/TOPICS	COURSE
Ms. Kasturi Save	Industrial Law / Business Law	F.Y.B.M.S.
Ms. Ravneet Syan	Managerial Economics 1 & 2	F.Y.B.M.S./S.Y.B.M.S.
Dr. Rajesh Makhani	Export and Import Management	S.Y.B.M.S.
Mr. Mahesh Niak	Operations Research	T.Y.B.M.S.
Mr. Yogesh Bhagnani	Special Studies in Finance / International Finance	T.Y.B.M.S.
Mrs. Parveen Nagpal	Retail Management	T.Y.B.M.S.
Mr. Prasad Phadke	Financial Management/ Investment Analysis and Portfolio Management	T.Y.B.M.S.

12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: **on an average 85%**

13. Students-Teacher Ratio (programme wise): **per paperwise.**

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	18:1	18:1	18:1	18:1	18:1
SY	20:1	20:1	20:1	20:1	20:1
TY	20:1	20:1	20:1	20:1	20:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **Refer to Point No. 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre/ Faculty recognized by the University: **Nil**

19. Publications

Sr, No		Jenny Benoy	Savina Shenoy
1.	Publications per faculty( <b>Total</b> )	08	04
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.	01	--
3	Number of paper published in non peer reviewed with ISBN/ISSN numbers journals	04	3
4	Number of publications listed in International Database	01	--
5	Monographs	--	--
6	Chapter in Books:	--	--
7	Books Edited:	--	--
8	Books with ISBN/ISSN numbers with details of publishers	01	01
9	Citation Index:	--	--
10	SNIP:	--	--
11	SJR	--	--
12	Impact factor:	01	--
13	H-index:	--	--

20. Areas of consultancy and income generated: **Nil**

21. Faculty as members in

a) National committees: b) International Committees, c) Editorial Board: **Nil**

22. Students projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: **33% per year**
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **Nil**

23. Awards/ Recognitions received by faculty and students.

**Prof Jenny Benoy**

- Awarded **Doctoral Fellowship** by **Indian Council of Social Science Research** (Ministry of Human Resource Development), New Delhi for two years in 2013 to pursue PhD (Prize Declined, 2014).

24. List of eminent academic and scientists / visitors/experts to the department:

- **Mrs. Pratibha Jain, renowned counselor with Education Times.**
- **Ms. AnjuRadhakrishnan (Freelance Corporate Trainer).**
- **Dr. IshikantJha, HOD, Commerce, Chetana College, Mumbai**
- **Mrs. BeenaMathen, Head of Learning & Department, DHL Pvt. Ltd.**
- **Mr. Mark Flint, Owner and Founder of 'Health Care'.**
- **Mr. SanmeshMalvankar, Operations Head, Constructions Pvt. Ltd.**
- **Mr. Shailesh Gandhi, Ex-RTI Commissioner.**
- **Ms. Purv S., Professor at Bombay Stock Exchange.**
- **Mr. Navin Punjabi & Ms. JharnaSheth, Assistant Professor, H.R. College & Director, Lotus Skills.**
- **Ms. Kamakshi Khurana, Director & Music Facilitator, The Sound Space.**
- **Mr. SubodhBedre, Engineer by Profession and Volunteering at 3 NGOs, Teacher in Municipal Schools.**

25. Seminars/ Conferences/ Workshops organized & the source of funding:

Year	Seminar	Workshops	Source of Funding
2010-2011	--	01	College
2011-2012	01	--	College
2012-2013	--	01	College
2013-2014	--	01	College
2014-2015	--	01	College

26. Student profile programme/coursewise:

BMS	YEAR	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	734	135	59	76	56.25
	<b>SY</b>	119	119	49	70	80.52
	<b>TY</b>	113	113	57	56	92.48
<b>2011-12</b>	<b>FY</b>	787	118	47	73	71.19
	<b>SY</b>	135	135	65	71	82.89
	<b>TY</b>	118	118	46	73	91.50
<b>2012-13</b>	<b>FY</b>	876	120	43	77	63.49
	<b>SY</b>	121	121	51	69	90.93
	<b>TY</b>	131	131	65	67	91.14
<b>2013-14</b>	<b>FY</b>	790	117	45	72	61.71
	<b>SY</b>	118	118	46	72	80.51
	<b>TY</b>	121	121	52	69	77.24
<b>2014-15</b>	<b>FY</b>	849	119	43	75	79.0
	<b>SY</b>	118	118	43	74	91.5
	<b>TY</b>	121	115	45	70	86.0

\*M=Male \*F=Female

27. Diversity of Students: **Department data is not available. For institutional data refer B 24**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.: **Data not available**

29. Students progression

<b>Students progression</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
UG to PG (Total no. of students taken TC)	53	29	25	20	--
PG to M.Phil.	--	--	---	--	--
PG to Ph.D.	--	--	--	--	--
Ph.D. to Post- Doctoral	--	--	--	--	--
<b>Employed</b> - Campus selection* - Other than campus recruitment				*Institutional data refer 5.2.1 <b>10</b>	
Entrepreneurship/ Self-employment	--	4	7	--	--

30. Details of Infrastructural facilities

a) Library: **Wide range of Reference books, Periodicals, Text Books, Magazines and Movies (CDs and DVDs).**

b) Internet facilities for Staff & Students: **Wifi in Staff Rooms, Internet Facility in all Computers of Library and Labs.**

c) Class rooms with ICT facility: **ALL Classrooms**

d) Laboratories: **2 Computer Laboratories**

31. Number of students receiving financial assistance from college, university, government or other agencies.: **Department data is not available. For institutional data refer to 5.1.2**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts.

**2010-2011**

<b>Name of Activity</b>	<b>Topic</b>	<b>Resource person</b>
Guest Lecture for T.Y.B.M.S.	Studies Abroad	Geebee Education Pvt. Ltd.
Guest Lecture	Emerging Trends in Entrepreneurship	Christian Chambers of Commerce
Workshop	Higher Education in India and Abroad'	Ms. Pratibha Jain
Guest Lecture for F.Y.B.M.S.	Soft and Interactive Skills Training	Ms. Anju Radhakrishnan

**2011-2012**

<b>Name of the Activity</b>	<b>Topic</b>	<b>Resource Person</b>
Guest Lecture for S.Y.B.M.S.	Career Options and Effective ways to handle interviews	Dr. Ishikant Jha
Guest Lecture for T.Y.B.M.S.	Marketing and Career Options available to them in the marketing industry	Ms. Beena Mathen
Seminar for T.Y.B.M.S.	University pattern on Financial Management	Mr. Nagesh S.
Guest Lecture for S.Y.B.M.S.	Rural Marketing in India	Mr. Anand Bhatia
Guest Lecture for F.Y.B.M.S.	How to handle interviews	Mr. Anand Bhatia

**2012-2013**

<b>Name of Activity</b>	<b>Topic</b>	<b>Resource person</b>
Workshop for F.Y./S.Y./T.Y.B.M.S.	Maximizing your Potential	Mr. Mark Flint
Guest Lecture for S.Y.B.M.S & T.Y.B.M.S.	Total Quality Management	Mr. Deepak Mehta

**2013 – 2014**

<b>Name of Activity</b>	<b>Topic</b>	<b>Resource person</b>
Guest Lecture for T.Y.B.M.S.	Talk on Young Entrepreneurs	Mr. Sanmesh Malvankar
Guest Lecture for FY,SY, TYBMS	Cyber Crime	Mrs. Hema Mehta
Guest Lecture for S.Y.B.M.S.	Research Methods in Business	Mr. Mahesh Naik
Open Discussion for students and general public	Right to Information	Ex-RTI Commisioneer Mr. Shailesh Gandhi
Workshop for students	Market and Equity Shares, Build on Understanding the importance of trading	Mr. Purv S.

**2014 – 2015**

<b>Name of the Activity</b>	<b>Topic</b>	<b>Resource Person</b>
Guest Lecture for T.Y.B.M.S.	Resume Building and Techniques for facing an Interview	Prof. Navin Punjabi & Jharna Sheth
Guest Lecture for S.Y.B.M.S.	How to improve concentration and memory power through music?	Ms. Kamakshi Khurana
Workshop for T.Y.B.M.S.	Study cum Career Development Visit to Bombay Stock Exchange (BSE).	Ms. Krupa Desai
Guest Lecture for F.Y.B.M.S.	Waste Management Initiative	Mr. Subodh Bedre

**33. Teaching methods adopted to improve student learning**

- **Interactive approach and through dramatization, Group Discussions, Debates**
- **Exhibitions for papers like Environment Management.**
- **Audio-visual tools: Power Point Presentations, Documentaries, Projects, Videos and Films.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Faculty	Responsibilities
Jenny Benoy	Staff Advancement Programme Unfair Means Committee IQAC Member
SavinaShenoy	Alumni Committee Member
Melanie Andrade	Social Outreach Programme Value Education Programme Faith On Campus

35. SWOC analysis of the department and Future plans

**SWOC Analysis of BMS Dept.**

**S – Strengths**

1. Teaching & Learning aids are used to its optimum to enhance student's efficiency and productivity.
2. Specialization is provided to students as per their choice namely Marketing, Finance and Human Resource.
3. Students from any stream can take admission in B.M.S
4. Subject Matter Experts from Corporates are invited as speakers to conduct workshops and sessions for students in order to enhance organizational skills.
5. The learning among students are build through case studies and industry interface.
6. Practical Projects are given to students based on Quality management, Entrepreneurship, Strategic Management, Marketing and Business Environment.
7. Students are provided holistic education and thus are able to move to employability easily.
8. Entrepreneurial skills are built in students where in students on an average we have 5 to 6 students who have started their own start ups.

**W- Weakness**

1. Admission to BMS should have a funneling down system in place, which helps to bring in better talent.
2. Examinations are not taken seriously by students and hence can deteriorate the academic results.

**O- Opportunities**

1. Collaborate with Foreign Universities for Extension Programmes.
2. Collaborate with Industry/Organizations that keep developing Corporate Skills and Business Etiquettes among students.
3. Encourage research and build in more analytical thinking among students through workshops and summer schools.
4. To work on few selected students who are seriously interested in the BMS course and in particular subject, who can be successful managers/ Entrepreneurs in future.
5. To develop Placement Database through a strong Alumni Association.



### **C- Challenges**

1. To build and sustain the student interest in reading and upgrading themselves through research journals, newspapers and business related magazines.
2. To make students think beyond the horizons and work towards their goals with sincerity and hard work.

### **Future Plans:**

The Department aims to create an atmosphere in which the students will grow and develop as multifaceted individuals by inculcating in them to think beyond the classrooms. We aim to imbibe in them a sense that creates sensitivity towards fellows' students and issues regarding religion, community, race, and gender. We intend to inculcate in them the liking towards research and bring in focus in their area of interest. Exposure to various Industries, create a networking culture and build vibrant star performers through participation in the National and International Forum is the basic goal of the Department.

The specific future plans are:

- 1) Introduce an ISSN/ISBN Journal of Business Management by the Department.
- 2) Build Industry Academia Interface by collaborating with industries for Non Core Certificate Courses on Digital Marketing, HR Analytics and Business Analytics.
- 3) Introduce Diploma courses on Family Owned and Managed Businesses, Stock Operations and Entrepreneurship Management.
- 4) Work towards building a platform for Masters Program in Management Studies in the coming years.

## Evaluation Report of the Department of Mass Media

1. Name of the department: **BACHELOR of MASS MEDIA**
2. Year of Establishment: **2000-2001**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Under Graduate.**
4. Names of Interdisciplinary courses and the departments/units involved: **N.A.**
5. Annual/semester/choice based credit based credit system (programme wise): **Semester based credit system**
6. Participated of the department in the courses offered by other departments: **N.A.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **None**
8. Details of courses/programmes discontinued (if any) with reasons: **N.A.**
9. Number of teaching posts.

	Sanctioned	Filled
Professors-		
Associate Professors		
Asst. Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. guided
S. Bhagwat	M.A.	Asst. Prof.	English	12	-
M. Kamat	M.H.Sc, DPMIR, M. Phil,	Asst. Prof.	SHG	11	-
V.Gambhir	B.Com, LLB (G), DHRM, MBA M. Phil	Asst. Prof.	HR	9	-

11. List of senior visiting faculty

Dr. Madhu Rai  
 Dr. Hanif Lakdawala  
 Hemant Kombrabail  
 Vikram Saptarishi  
 Madhulika Verma  
 M. D'souza  
 M. Gomes  
 Troy Rebeiro  
 Sumita Das

12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: **70%**

13. Students-Teacher Ratio (programme wise):

		2010-11	2011-12	2012-13	2013-14	2014-15
FY		60:1	60:1	60:1	60:1	60:1
SY		60:1	60:1	60:1	60:1	60:1
TY		60:1	60:1	60:1	60:1	60:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **TWO**

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph. D/ MPhil/ PG.:

Sr.No	Name of the Faculty	Qualifications
1.	S. Bhagwat	MA
2.	M. Kamat	M.Phil.
3.	V. Gambhir	M.Phil

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **N.A.**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: **N.A.**

18. Research Centre/ Faculty recognized by the University: **N.A.**

19. Publications **from 2010 to date: None**

20. Areas of consultancy and income generated: **N.A.**

21. Faculty as members in

a) National committees: b) International Committees: c) Editorial Board: **None**

22. Students projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **100%**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **None**

23. Awards/ Recognitions received by faculty and students-

\*Prize money of Rs. 1 lac for the Inter Collegiate Haathi Mere Saathi conducted by St. Paul's Institute of Communication Education.

\*The short film, 'Mirrors Never Lie...but what if they did?' by our student Shikha Janet Alagh was the official selected film at various film festivals all over the country. She was facilitated as 'Young Woman Filmmaker' here at the International Women's Short Film Festival of India, Chennai - October 2014

24. List of eminent academic and scientists / visitors to the department

- Barriers to communication- Dr. Madhushree Shrivastav, S.N.D.T.
- Making a Bollywood blockbuster- Mr. Sajid Khan, Film Director
- Global Warming and How to be a Responsible Citizen - Dr. Suman Sahai
- 'Sari Raat', interactive discussion with the film director, Parimal Alope
- Gender Discrimination- Prof. Kevin French, University of Missouri, USA
- The Process of Creative Writing- Mr. Advait Ubhayankar, Asst. Prof. ,Rutgers University, USA(Alumni)
- Citizen journalism by Christine Tatum, CEO and founder of Media Salad, USA
- Awareness workshop on Gender Sensitivity by Mr.Harish Sadani, founder of NGO MAVA (Men against violence and abuse)
- Story board to film- Mr. Cyrus Dastur, CEO, Shamiana Short Films
- Religion & Media – Talk by Fr. Alberto Quattruci, Rome.
- Voice & Enunciation – Talk by Mr. Tom Alter- Actor
- Script Writing for Radio – Talk by Mr. Ramiz Shaikh- Marching Ants, Alumni
- Broadcast and T.V. : On the Floor- Ms. Ruddhi Abhyankar, Times Now, Alumni
- Manjunath- Hero or Whistle Blower -Panel Discussion with the Director & Producer - Sandeep Varma, & Actors – Yashpal Sharma,Kishore Kadam & Rajesh Khattar
- Crossing Bridges- Film screening and discussion with the director Sange Dorjee Thongdok

25. Seminars/ Conferences/ Workshops organized & the source of funding

**3 organized and were college funded**

26. Student profile programme/course wise:

(BMM)		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	575	69	26	43	53.12
	<b>SY</b>	63	63	15	48	97.05
	<b>TY</b>	58	58	13	45	100
<b>2011-12</b>	<b>FY</b>	544	59	22	37	39.34
	<b>SY</b>	68	68	21	47	97
	<b>TY</b>	68	68	20	48	95.45
<b>2012-13</b>	<b>FY</b>	512	59	23	36	55.93
	<b>SY</b>	66	66	28	38	63.64
	<b>TY</b>	68	68	20	48	100
<b>2013-14</b>	<b>FY</b>	527	60	16	44	63.62
	<b>SY</b>	58	58	21	37	88.28
	<b>TY</b>	60	60	24	36	98.03
<b>2014-15</b>	<b>FY</b>	557	59	20	39	79.0
	<b>SY</b>	60	60	17	43	91.5
	<b>TY</b>	59	59	20	39	96.6

\*M = Male \*F = Female

27. Diversity of Students **(DATA AS PER B 24)**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? N.A.

29. Students progression **NA**

30. Details of Infrastructural facilities

- a) **Library:** Wide range of Reference books, Periodicals, Text books, Magazines and Movies (CDs and DVDs), etc. for the course are available.
- b) **Internet facilities** for Staff & Students: It is available in the computer labs for the students and in the staff rooms for the Faculty.
- c) **Class rooms** with ICT facility: All 3 BMM classrooms have ICT facility.
- d) **Laboratories:** 1 laboratory made available to the department as per lecture schedule.

31. Number of students receiving financial assistance from college, university, government or other agencies: 2

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

## WORKSHOPS

- Balaji Telefilms- How Scripting and filming differs from the large screen to the small screen.
- Designing Workshop for Journalism students to understand Software, Typo graphs and layouts
- Quark Express- software for Magazine Making- Ms. Bhaktti Desai, Afternoon Dispatch & Courier
- Aspects of Film-making- Mr. Chirag Vadgamare, Freelance Film Critic
- Puppetry – Folk Art as a tool to explain social issues
- 8 day Certificate Course on Short Film Vs Documentary by Shamiana Short Film Club

## SEMINAR

Behind the Scenes- Markets and Research

Speakers- Mr. Deepak Gupta NMIMS, Mr. Rushi Amin, Ugam Solutions & Dr. Mira Desai, Reader, -Dept. of Post graduate Studies & Research in Home Science, S.N.D.T. University, Mumbai.

## LECTURES

- Paid news and corruption- Mr. P. Sainath, Eminent Journalist
- Making of ‘Antardwand’ - Mr. Sushil Rajpal Producer and Director of the film
- Nature photography and photo Journalism -Mr. Deep Pal, BBC
- What After BMM?- Alumni Speak
- Contemporary Radio and the changing role of RJ’s – Ankeet Vengurlekar, TV 18
- Starting a Radio Station - Shantanu Joshi
- Global Warming and How to be a Responsible Citizen - Dr. Suman Sahai, Indian activist and the founder of Gene Campaign.
- ‘Sari Raat’, interactive discussion with the film director, Parimal Alope
- Gender Discrimination- Prof. Kevin French, University of Missouri, USA
- Animation : a Tool for Advertising- Miami Ad School
- The Process of Creative Writing- Mr. Advait Ubhayankar, Asst. Prof. ,Rutgers University, USA(Alumni)
- Citizen journalism by Christine Tatum (CEO and founder of Media Salad), USA
- Religion & Media – Talk by Fr. Alberto Quattruci, Rome
- Voice & Enunciation – Talk by Mr. Tom Alter- Actor
- Multiplying your Fortune – Talk by Mr. Dharmendra, NSE, Mumbai
- Script Writing for Radio – Talk by Mr. Ramiz Shaikh- Marching Ants Advertising, Mumbai. (Alumni)

- Broadcast and T.V. : On the Floor- Ms. Ruddhi Abhyankar, Times Now, Mumbai. (Alumni)
- Suleimani Keeda – Director’s Take- Mr. Amit Masurkar
- Manjunath- Hero or Whistle Blower -Panel Discussion with the Director & Producer Sandeep Varma, & Actors – Yashpal Sharma, Kishore Kadam & Rajesh Khattar
- Crossing Bridges- Film screening and discussion with the director Sange Dorjee Thongdok
- Building Brands – Ms. Delzeen Watcha Mistry

### 33. Teaching methods adopted to improve student learning

- Audio-visual tools: Power Point Presentations, Documentaries, Videos and Films
- Interactive approach and through dramatization
- Mock Interviews and JAM (just a minute speaking activity to develop public speaking skills)
  - Power point presentations
  - Video & Film Screening
  - Case study solving
  - Debates
  - Film shoots
  - Photography workshop & exhibition
  - Role play
  - Play writing & performing

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: YES

**Regular participation of students in activities like, NSS, Intercollegiate College festivals, Environment Day, Social Awareness Campaigns**

### 35. SWOC analysis of the department and Future plans.

#### **Strengths:**

- Faculty members are dedicated, qualified and cooperative
- Large classrooms with ICT facilities
- A creative and inclusive environment that encourages, both students and teachers, to go beyond the curriculum
- Inter collegiate festivals and Inter collegiate Competitions for dance and drama encourage participation and discovering talent and hone organizational skills. They also help to create the spirit of team building.
- Develop and enrich academic abilities and personal aspirations

**Weakness:**

- No PG programmes available
- Only 1 short term certificate course available for mass media , presently
- Training & Placement Cell unable to attract Industry necessary for BMM specializations

**Opportunities:**

- Providing Students Internships through Alumni connections
- Varied subjects allow the students to explore beyond the limitations of pure/ social sciences
- Diverse fields available for students after their graduation

**Challenges:**

- To provide a more challenging and research based education within the funds generated through fees
- Getting professionals to contribute through lectures to the teaching of vocation specific subjects
- The lack of an entrance exam makes it difficult to gauge student interest and level of understanding

**Future Plans:**

- Creating a better interface with the industry to ensure better career opportunities
- Organizing Seminars which will help go beyond curriculum and keep apace with changing technology and industry trends
- Studio with dark room for photography
- Encouraging student research
- Increasing short term certificate courses to supplement curriculum



## Evaluation Report of the Department of Information Technology

1. Name of the department: **Information Technology**
2. Year of Establishment: **2001**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Under Graduate**
4. Names of Interdisciplinary courses and the departments/units involved: **NA**
5. Annual/semester/choice based credit based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participation of the department in the courses offered by other departments: **Two of the department faculty teaches – (computers and mathematics) teach for B.M.S. course.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts.

	Sanctioned	Filled
Professors-	<b>NA</b>	<b>00</b>
Associate Professors	<b>NA</b>	<b>00</b>
Asst. Professors	<b>NA</b>	<b>03</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. guided
Mrs. A.N.S.Sarvani	M.Sc;B.Ed;	Assistant Prof. / Coordinator	Computer Science	10(curr. Org) 5(others)	NA
Dr.Anubha Singh	M.C.A.; Ph.D.	Assistant Professor	Computer Science	06	NA
Mr. Neeraj Shula	M.C.A.	Assistant Professor	Computer Applications	06	NA

11. List of senior visiting faculty – **Mr. Frederick Arland**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **All lectures (all faculty members are under ad-hoc appointment)**

13. Students-Teacher Ratio (programme wise):

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	20:1	20:1	20:1	20:1	20:1
SY	20:1	20:1	20:1	20:1	20:1
TY	20:1	20:1	20:1	20:1	20:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **Refer to Point No 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre/ Faculty recognized by the University: **NIL**

19. Publications **from 2010 to date:**

Sr, No		Neeraj Shukla	Anubha Singh
1.	Publications per faculty ( <b>Total</b> )	01	02
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.		
3	Number of publications listed in International Database (For E.g. Web of Science, Scopus, Humanities International Complete, dare Database – International Social Sciences Directory, EBSCO host, etc.) :		
	Monographs		
	Chapter in Books:		
	Books Edited:		
	Books/Journals with ISBN/ISSN numbers with details of publishers	01	02
	Citation Index :		
	SNIP :		
	SJR		
	Impact factor:		
	h-index:		

20. Areas of consultancy and income generated: **NIL**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Board. **NIL**

22. Students projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: **30% - 35% (The T.Y.B.Sc.-I.T. students should do a project as part of their curriculum)**
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **NIL**

23. Awards/ Recognitions received by faculty and students. : **NIL**

24. List of eminent academic and scientists / visitors to the department

**Col. Vinay Gupta , GM, WindWorldIndiaLtd., - speaker at our seminar on “DataWarehousing – EPL Techniques and Bigdata Applications”.**

25. Seminars/ Conferences/ Workshops organized & the source of funding

**17 January 2015 - A seminar on “DataWarehousing – EPL Techniques and Bigdata Applications”. (Source of funding : fee collected from participants)**

26. Student profile programme/coursewise:

B.Sc.IT		Applications received	Enrolled	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	419	58	36	22	40.11
	<b>SY</b>	48	48	35	13	68.1
	<b>TY</b>	68	68	41	27	63.96
<b>2011-12</b>	<b>FY</b>	349	57	39	18	40.35
	<b>SY</b>	47	47	19	26	76.19
	<b>TY</b>	53	53	38	15	69.23
<b>2012-13</b>	<b>FY</b>	338	51	37	14	45.12
	<b>SY</b>	62	62	42	20	51.85
	<b>TY</b>	42	42	17	25	73.80
<b>2013-14</b>	<b>FY</b>	319	50	35	15	52.00
	<b>SY</b>	42	42	29	13	85.71
	<b>TY</b>	48	48	31	17	80.84
<b>2014-15</b>	<b>FY</b>	330	54	40	14	51.85
	<b>SY</b>	37	37	24	13	60.0
	<b>TY</b>	49	49	37	12	74.0

\*M=Male \*F=Female

27. Diversity of Students **Department data is not available. For institutional data refer B 24**
28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. : Data not available
29. Students progression: NA
30. Details of Infrastructural facilities
- a) Library : **1200 to 1500 I.T.books (approx.. ) and computers along with internet connection.**
  - b) Internet facilities for Staff & Students : **All Staff Rooms and all computer laboratories and also the computers in library are all connected to internet. Staff rooms have Wifi facility as well.**
  - c) Class rooms with ICT facility : **Each class room has a mounted LCD projector and a set of computer and its I/O accessories that help proper usage of the projector.**
  - d) Laboratories : **Two computer laboratories – one with 56 capacity and another with 60 capacity – an electronics laboratory that shares the college physics laboratory.**
31. Number of students receiving financial assistance from college, university, government or other agencies: **Department data is not available. For institutional data refer to 5.1.2**
32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts :
- **The Annual I.T. exhibition by First and Second year students – with various themes based on their electronics and physics fundamentals.**
  - **“ A presentation on “code development” by – our alumni, Melwyn Pawar from Direct-i**
  - **A seminar on ETL Techniques and Bigdata applications by Col.vinay Gupta from WindWorld India Ltd.,**
  - **“Awareness of certification programmes” by ManishKumarSingh from ATS solutions.**
  - **“Linux configurations” – a demonstrative lecture by Mr. Tirup Parmar .**

33. Teaching methods adopted to improve student learning

- **Audio-visual tools: Power Point Presentations**
- **Interactive approach through demonstrations.**
- **Practical method.**
- **Lecture method.**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : **our S.Y.B.Sc.-I.T. students go through the Social Outreach Programme which is a part of our college's Value Education.**

35. SWOC analysis of the department and Future plans.

**Strengths :**

- Committed faculty members.
- State of the art infrastructure

**Weaknesses :**

- Decreasing intake of students in the quality and quantity of students during enrollment at entry-level.
- A very tight scheduled semester system with a vast syllabus leaves no room for remedial / research oriented studies.

**Opportunities :**

- A significant resource of alumni to guide the current students about real time scenario and bringing awareness about industry.
- Placement opportunities – beyond the college placement cell - through alumni.

**Challenges :**

- To raise the potential of students with respect to their capacity when they enrolled.
- To make the student ready for industry in a rigidly scheduled system.

**Future plans :**

- To improve the qualifications of faculty members.
- To focus on research / publications at faculty level.
- To encourage research at student level.
- To start add-on / certificate courses for the benefit of students.

## Evaluation Report of the Department of Accounting and Finance

1. Name of the department: **B.Com (Accounting and Finance)**
2. Year of Establishment: **2003**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Under graduate**
4. Names of Interdisciplinary courses and the departments/units involved: ---**NIL**
5. Annual/semester/choice based credit based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participated of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons:**NIL**
9. Number of teaching posts.

	Sanctioned	Filled
Professors-	---	---
Associate Professors	---	---
Asst. Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided
AbhishekSood	M.Com, CA – IPCC, CS – Executive	Asst. Professor – Coordinator	Finance and Taxation	07	----
SahifaMoosa	M.Com, M. Phil, MBA	Asst. Professor	Accounting and Finance	09	----

11. List of senior visiting faculty –

- Dr. Sylvia Pinto, MA Economics, Phd.
- Shubhangi M Vartak, MA M. Phil Economics, Chairperson, Mumbai University - TYBA Economics – V (Growth & Development).
- Ambesh Rajpoot. M. Com., C.A.
- Jyoti Kothari, M.Com, C.A.
- Ravneet Syan, MA Economics, M. Phil, NET.
- Kasturi Save BLF, LLM, (Advocate, High Court, Mumbai).

12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: 70%

13. Students-Teacher Ratio (programme wise):

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	60:1	60:1	60:1	60:1	60:1
SY	60:1	60:1	60:1	60:1	60:1
TY	60:1	60:1	60:1	60:1	60:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled ----

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **Refer to Question No. 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: **NIL**

18. Research Centre/ Faculty recognized by the University: **NIL**

19. Publications **from 2010 to date**

Sr,		Abhishek Sood
1.	Publications per faculty( <b>Total</b> )	02
2	Number of paper published in peer reviewed journals	
3	Number of publication listed in International Database	
	Monographs	
	Chapter in Books:	
	Books Edited:	
	Books with ISBN/ISSN numbers with details of publishers	02
	Citation Index :	
	SNIP :	
	SJR	
	Impact factor:	
	h-index:	

20. Areas of consultancy and income generated:

21. Faculty as members in

a) National committees: b) International Committees c) Editorial Board. **NIL**

## 22. Students projects

- a) Percentage of students who have done in-house projects including inter Departmental/programme: **100%**
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **NIL**

## 23. Awards/ Recognitions received by faculty and students.

## 24. List of eminent academic and scientists / visitors to the department

Date	Topic	Lecture/ Workshop	Name of the speaker/Institution
24 August 2012	Avenues of Education in foreign countries	Lecture	GEEBEE Education
12 September 2012	Understanding stock market and global meltdown	Lecture	Ambition Learning Solution in association with Baroda Pioneer Mutual Fund.
10 January 2013	Project Financing	Lecture	Mr. Sanjay Thumpi, A practicing Chartered Accountant.
13 July 2013	Salary Structure and House Property Income Planning for Tax Saving along with Investment Planning and Online filing of Income Tax Return.	Seminar	Mr. Nixon George (Head of Operations, Online Currency Exchange (India) Ltd. and MrAbeshRajpoot (Partner A.R. Rajpoot& Associates).
21 February 2014	Investment Banking and Career Opportunities in Banking Field	Seminar	Imarticus Learning
20 November 2014	CFA Charter Program	Lecture	Mr. ShashankShringi, Founder & Lead CFA Exam Instructor
14 January, 2015	Current Trends in Stock Markets	Lecture	Mr. Rakesh Nair (Head trainer at BSE training institute).
28 January 2015	Environmental Issues	Lecture	Mr. Sauravgupta and his team from Earth 5hr.

## 25. Seminars/ Conferences/ Workshops organized & the source of funding **NIL**



26. Student profile programme/coursewise:

BAF	YEAR	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	372	69	14	55	97.06
	<b>SY</b>	62	62	10	52	95.16
	<b>TY</b>	57	57	21	36	94.74
<b>2011-12</b>	<b>FY</b>	307	59	12	48	91.53
	<b>SY</b>	68	68	16	52	94.20
	<b>TY</b>	61	61	10	51	98.36
<b>2012-13</b>	<b>FY</b>	319	60	16	44	95.08
	<b>SY</b>	54	54	13	41	96.30
	<b>TY</b>	69	69	16	53	100
<b>2013-14</b>	<b>FY</b>	325	60	20	40	96.67
	<b>SY</b>	59	59	16	43	100
	<b>TY</b>	56	56	15	41	91.07
<b>2014-15</b>	<b>FY</b>	309	60	48	11	93.33
	<b>SY</b>	60	60	32	14	93.33
	<b>TY</b>	59	59	18	7	94.91

\*M=Male \*F=Female

27. Diversity of Students NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.

29. Students progression NA

30. Details of Infrastructural facilities

- a) **Library – Yes, they have access to Infibnet, journals, C.Ds and internet, etc.**
- b) **Internet facilities for Staff & Students – yes**
- c) **Class rooms with ICT facility – Yes**
- d) **Laboratories – Yes, Computer Lab.**

31. Number of students receiving financial assistance from college, university, government or other agencies: **03**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

<b>Date</b>	<b>Topic</b>	<b>Lecture/ Workshop</b>	<b>Name of the speaker/Institution</b>
24 august 2012	Avenues of Education in foreign countries	Lecture	GEEBEE Education
12 September 2012	Understanding stock market and global meltdown	Lecture	Ambition Learning Solution in association with Baroda Pioneer Mutual Fund.
10 January 2013	Project Financing	Lecture	Mr. Sanjay Thumpi, A practicing Chartered Accountant.
13 July 2013	Salary Structure and House Property Income Planning for Tax Saving along with Investment Planning and Online filing of Income Tax Return.	Seminar	Mr. Nixon George (Head of Operations, Online Currency Exchange (India) Ltd. and MrAbeshRajpoot (Partner A.R. Rajpoot& Associates).
21 February 2014	Investment Banking and Career Opportunities in Banking Field	Seminar	Imarticus Learning
20 November 2014	CFA Charter Program	Lecture	Mr. ShashankShringi, Founder & Lead CFA Exam Instructor
14th January, 2015	Current Trends in Stock Markets	Lecture	Mr. Rakesh Nair (Head trainer at BSE training institute).
On 28th January 2015	Environmental Issues	Lecture	Mr. Sauravgupta and his team from Earth 5hr.

33. Teaching methods adopted to improve student learning

- ❖ Audio-visual tools: Power Point Presentations, Documentaries, Videos and Films – Yes
- ❖ Interactive approach and through dramatization. – Yes
- ❖ Mock Interviews and JAM (just a minute speaking activity to develop public speaking skills) – Yes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- 3) FYBAF – Value Education Program.
- 4) SYBAF – Social Outreach.
- 5) TYBAF – Leadership Program.

### 35. SWOC analysis of the department and Future plans.

#### **Strengths –**

- Students enrolled in professional courses.
- Consistent results
- High cut-off percentage at entry level.
- Placements
- Near 100% result at university level, better than university pass percentage.
- Most students scoring O and A grade.

#### **Weakness –**

- Easy curriculum which does not pose any challenge to students in terms of thinking.

#### **Opportunities –**

- Platform for students to pursue professional courses.

#### **Challenges –**

- To promote logical and practical thinking in students instead of exam passing attitude.
- Encouraging students to undertake basic stock market research, etc.

#### **Future plans –**

- To introduce a dedicated NCFM program for FY and SY.
- Seminar on future of taxation in India.
- Quiz competition on Indian and Financial markets.
- Essay competition.
- Intra department debate competition.
- Screen movies on various financial issues like corporate fraud, etc.

## Evaluation Report of the Department of Hospitality Studies

1. Name of the department **Bachelor of Hospitality Studies**
2. Year of Establishment **2007**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.) :- **Under Graduate Course**
4. Names of Interdisciplinary courses and the departments/units involved: - **Nil**
5. Annual/ semester/choice based credit system (programme wise): **Credit Based Semester and Grading System (CBSGS)**
6. Participation of the department in the courses offered by other departments: **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil**
8. Details of courses/programmes discontinued (if any) with reasons **Nil**
9. Number of Teaching posts

	Sanctioned	Filled
<b>Professors-</b>	<b>Nil</b>	<b>Nil</b>
<b>Associate Professors</b>	<b>Nil</b>	<b>Nil</b>
<b>Asst. Professors</b>	<b>Nil</b>	<b>04</b>

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.

Name	Qualification	Designation	Specialization	Experience
Gaurav Ekal	M.A.Tourism /Bsc H.M.&T.M./B.B.A./C.C.Co okery /Commercial Dip .in H.M.	Course - coordinator	Food Production	Teaching.8yrs /Industry.8yrs
Selvyn Rodrigues	PG.in H.M.T.M./ Bsc H.M.C.O.	Lecturer	Food & beverage	Teaching.5yrs /Industry.20yrs
Savita Giri	M.sc H.M.T.M. /B.H.M.C.T.	Lecturer	House Keeping /Front Office.	Teaching.5yrs /Industry.3yrs
Vidyadhar Dhamapurkar	Bsc H.M.C.O. / C.C.Cookery	Lecturer	Food Production	Teaching.9yrs /Industry.1yrs

11. List of senior visiting faculty –

VISITING FACULTY	PAPER/TOPICS	COURSE	YEAR
<b>Sheela Kapoor</b>	H.R.M./Law /P.O.M. /Financial mgmt./ organizational behavior	F.Y./S.Y/T.Y.	2008 TILL DATE
<b>Shannon Roqu chavan</b>	Service Marketing /Tourism	T.Y.	2008 TILL DATE
<b>Samir Ardalkar</b>	Mgmt. Information System /Information tech.	F.Y./S.Y.	2008 TILL DATE
Bosco Fernandes	Hotel Accountancy	F.Y./S.Y.	2008 TILL DATE
Subhashini Naikar	Strategic Management	T.Y.	2014 TILL DATE
<b>Bona Lobo</b>	French	F.Y.	2014 TILL DATE
<b>Minakxi kamat</b>	Business Communication	F.Y.	2010 TILL DATE

12. Percentage of lectures delivered and practical classes handled (programme wise)

by temporary faculty 85%

13. Student -Teacher Ratio (programme wise)

	2010-11	2011-12	2012-13	2013-14	2014-15
<b>FY</b>	15:1	17:1	10:1	20:1	20:1
<b>SY</b>	13:1	13:1	17:1	9:1	15:1
<b>TY</b>	19:1	13:1	12:1	15:1	8:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **02-Technical**

**02- Administrative**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

**Refer to Point no 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: - **Nil**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received NIL

18. Research Centre /facility recognized by the University: - Nil

19. Publications: Nil

Sr,		Selwyn Rodrigues
1.	Publications per faculty( <b>Total</b> )	
2	Number of paper published in peer reviewed journals	
3	Number of publication listed in International Database	
	Monographs	
	Chapter in Books:	
	Books Edited:	
	Books with ISBN/ISSN numbers with details of publishers	01
	Citation Index :	
	SNIP :	
	SJR	
	Impact factor:	
	h-index:	

20. Areas of consultancy and income generated Nil

21. Faculty as members in

a) National committees: b) International Committees: c) Editorial boards Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: **40%per year**

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: **50%**

23. Awards/ Recognitions received by faculty and students.

**Student's awards:-**

A) Award received for an inters collegiate competition for front office operations.

B) Award received in Food production G.I.C.C.competition all over India level

C) Received 1 Prize in Food & Beverage inter college competition – All over Maharashtra

D) Received Prize in all over Maharashtra in all hospitality departments competition

Organized by Rizvi College

24. List of eminent academicians and scientists / visitors to the department

1. Chef Vicky Ratnani – judge for cookery inter college competition
2. Mr. Binny Dhawal - Proprietor of Flaming trio for Bar presentation.
3. Mr. Vijay Pal Kumar – Owner of cocktails & dreams for Bar techniques
4. Ms Harinakxi Mistry – Founder of institutional of floral design – Flower design.

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National    b) International    **Nil**

26. Student profile programme/course wise:

B.Sc. HS	YEAR	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
2010-11	FY	80	44	38	6	95.45
	SY	40	40	31	9	100
	TY	58	58	46	12	93.17
2011-12	FY	82	50	39	11	67.74
	SY	42	42	36	6	77.77
	TY	43	43	34	9	92.02
2012-13	FY	89	31	23	8	96.42
	SY	49	49	37	12	100
	TY	41	41	36	5	95.98
2013-14	FY	91	59	40	19	75.13
	SY	27	29	20	8	95.1
	TY	46	45	35	10	97.51
2014-15	FY	107	59	48	11	65.13
	SY	45	46	32	14	95.13
	TY	25	25	18	7	83.33

*\*M-Males, F-Females*

27. Diversity of Students : **For institutional data refer B 24**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? **Nil**

29. Student progression

Students progression	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
UG to PG	--	--	---	--	--
PG to M.Phil.	--	--	---	--	--
PG to Ph.D.	--	--	--	--	--
Ph.D. to Post-Doctoral	--	--	--	--	--
<b>Employed</b>					
Campus selection	80%	60%	50%	50%	15%
Other than campus recruitment	20%	15%	25%	30%	15%
Entrepreneurship/ Self-employment	--	1	2	3	1

30. Details of Infrastructural facilities

- a) Library: Wide range of Reference books, Periodicals, Text Books, Magazines and etc.
- b) Internet facilities for Staff & Students: Wi-Fi in Staff Rooms, Internet Facility.
- c) Class rooms with ICT facility: ALL Classrooms
- d) Laboratories: 2 Computer Laboratories

31. Number of students receiving financial assistance from college, university, Government or other agencies : **Financial assistance from college**

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

**2010-2011**

- **10 July 2010:- Wine Tasting Workshop conducted by Tulleho -a wine making company.**  
The workshop stressed on increasing and enhancing the knowledge of viticulture, vinefication and vitis – vinefera.
- **15 August 2011 :- Mr. VijayPal Kumar – Owner of Cocktails and Dreams**  
The workshop was organized to educate students on the different bar techniques and the latest trends followed in the bar industry.



## 2011-12

- **10 Nov. 2012 :- Workshop conducted by Hindustan Unilever on Tea training**  
The workshop was conducted to teach students to know different blends of tea, in terms of tastes, colours, aromas and their nutritional value.

## 2012-2013

- **24 October 2013:- Chef Mr.Amey Deshpande: -Organized by Rational Oven Co.**  
This seminar showed the students how they could optimally use Rational Oven and save energy costs. They also introduced them to various new techniques to smoke and steam Indian and European dishes
- **8 August 2013 :- Chef Nicolas :- Spanish Food & Drink Industry Federation**  
St. Andrew's was proud to be one of the few colleges selected for the promotion of the European Quality Foods & Book Publication of *Eating With Your Five Senses*.

## 2013-2014

- **26 Feb.2014:- Ms Harinakshi Mistry- Founder of Floral Design Institution**  
She showed different styles of Flower arrangements to the students. This will help them to make a career in flower arrangements and also help them in the Housekeeping department
- **24 January 2014 Hospitality World – organized by Times of India**  
Students were taken to Bandra- Kurla Complex to show them the new styles, equipment and machinery that comes to the Hotel industry.

33. Teaching methods adopted to improve student learning

- **Present Power point presentation on different syllabus.**
- **Showing videos on difference recipe , technique in housekeeping ,front office**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- **To make warming culture using wet decompose Material**
- **Teach the students about Garbage separation & disposal**
- **Social Outreach Programme**
- **Value Education Programme**

35. SWOC analysis of the department and Future plans

**SWOC Analysis of Hospitality studies**

**S – Strengths**

- Teaching & Learning aids are used to its optimum to enhance student's efficiency and productivity.
- Specialization is provided to students Like Kitchen .service, housekeeping & front office
- Students from any stream can take admission in Bsc H.S.
- Industry Experts from service industry are invited as guest lecturer to conduct workshops and sessions for students.
- Practical Projects, assignments are given to students based on specialization.

**W- Weakness**

- Examinations are not taken seriously by students.
- Students take Hospitality studies course very lightly in terms of academic.

**O- Opportunities**

- Start a Catering & Fast Food enterprise
- Work in clubs, hotels etc.
- Join Facility Management operations
- Provide Consultancy
- Work as Hospitality Trainer and educator in institutions that offer Bsc (hospitality studies)
- Work as Tour Operations

**C- Challenges**

- Need to work extra hours with a smile
- Handle guests with passions & care.

**Future Plan:-**

- Short term add –on course and extension course Bakery and cookery.
- Planning to introduce M.sc (hospitality studies).
- Introduce healthy cooking methods.

## Evaluation Report of the Department of Banking and Insurance

1. Name of the department: **B.Com (Banking and Insurance)**
2. Year of Establishment: **2009**
3. Names of Programmes/ Courses offered (UG, PG, M.Phil., PH.D., Integrated Masters, Integrated Ph.D., etc.) : **Under graduate**
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
5. Annual/semester/choice based credit based credit system (programme wise): **Credit Based Grading Semester System**
6. Participation of the department in the courses offered by other departments: **NIL**
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of teaching posts. **02**

	Sanctioned	Filled
Professors-	---	---
Associate Professors	---	---
Asst. Professors	---	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided
Shirley Pillai	M.Com, MPhil, MBA, B.Ed,	Asst. Professor- Co-ordinator	Commerce and Management	10	---
Patricia Pereira	MMS	Asst. Professor	Finance	03	---

11. List of senior visiting faculty – **NONE**

12. Percentage of lectures delivered and practical classed handled (programme wise) by temporary faculty: --**100%**

13. Students-Teacher Ratio (programme wise): **10:1**

	2010-11	2011-12	2012-13	2013-14	2014-15
FY	30:1	30:1	30:1	30:1	30:1
SY	30:1	30:1	30:1	30:1	30:1
TY	30:1	30:1	30:1	30:1	30:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled -**NIL**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph. D/ MPhil/ PG.: **Refer to Point No 10**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NONE**

17. Departmental projects funded by DST – FIST; UGC (**Minor**), DBT, ICSSR, etc. and total grants received: --- **NONE**

18. Research Centre/ Faculty recognized by the University: **NO**

19. Publications **from 2010 to date**

Sr, No		Shirley Pillai
1.	Publications per faculty ( <b>Total</b> )	<b>01</b>
2	Number of paper published in peer reviewed journals (national/ international) by faculty and students.	
3	Number of publications listed in International Database	---
	Monographs	---
	Chapter in Books:	---
	Books Edited:	---
	Books with ISBN/ISSN numbers with details of publishers	<b>01</b>
	Citation Index :	---
	SNIP :	---
	SJR	---
	Impact factor:	---
	h-index:	---

20. Areas of consultancy and income generated: ---**NIL**

21. Faculty as members in

a) National committees, b) International Committees , c) Editorial Board. - **NIL**

22. Students projects

- a) Percentage of students who have done in-house projects including inter departmental/programme: **100%**  
b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies: ---**NONE**

23. Awards/ Recognitions received by faculty and students. ---**NIL**

24. List of eminent academic and scientists / visitors to the department

1. Prof. Jinesh Shah conducted a guest lecture on “ Career Opportunities in Banking & Insurance” by on 26th July-10
2. Insurance Institute of India conducted a Seminar on “Trends & Scope in Insurance” on 8<sup>th</sup> February 2011
3. Prof. Jinesh Shah conducted a Guest Lecture on “Career Opportunities in Banking & Insurance” on 30<sup>th</sup> July-2011
4. Prof. Nishant (NFAP), Financial Consulting Firm conducted a Guest lecture on” Process Costing” on 21<sup>st</sup> February -2012
5. Prof. Jinesh Shah conducted a guest lecture on “Career Opportunities in Banking & Insurance sector” on 9th July 2013
6. Dr. George Abraham from Insurance Institute of India had conducted a session on “Actuary Role in Insurance” in December 2013
7. Prof. Job Cornelius conducted a guest lecture on “ Recruitment and selection procedures in Banks” on 31<sup>st</sup> January 2014
8. “ The Institute of Company Secretaries of India.” conducted a guest lecture on investment markets on 10<sup>th</sup> February 2014
9. A one day intercollegiate seminar on “ Bank your assurance” an entrepreneurship seminar was conducted on 24th February 2014. The Keynote Speakers were
  - Mr. Vere Carneiro, retired as MD and CEO of Citizen Credit Co-operative Bank.
  - Mr. Bomi Doctor, Marketing Strategist and Trainer and founder owner of Koncept Marketing Consultants.
  - Prof. Jinesh Kiritkumar Shah, Co-author of books on Financial Accounting and Taxation, University of Mumbai

10. Prof. Jinesh Shah conducted a guest lecture on “Career opportunities in Banking and Insurance” on 10th January 2015.

11. Ms. Andrea (BDM in Citizen credit co-operative bank) conducted a guest lecture on “Process of Recruitment and Selection in Banking Sector” on 10th February 2015

12. FINPLAN institution pvt ltd conducted a guest lecture on “Career Planning” on 27th February 2015

13. Prof. Rahul Shah conducted a guest Lecture on “How to crack an interview” on 28th March 2015

14. Dr. Nishikanth Jah conducted a guest lecture on “University paper solving techniques” on 12th March 2015

25. Seminars/ Conferences/ Workshops organized & the source of funding- **NIL**

26. Student profile programme/course wise:

BBI	YEAR	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
<b>2010-11</b>	<b>FY</b>	<b>175</b>	<b>57</b>	<b>20</b>	<b>37</b>	<b>68.42</b>
	<b>SY</b>	<b>57</b>	<b>57</b>	<b>36</b>	<b>21</b>	<b>71.83</b>
	<b>TY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
<b>2011-12</b>	<b>FY</b>	<b>200</b>	<b>60</b>	<b>18</b>	<b>41</b>	<b>91.66</b>
	<b>SY</b>	<b>54</b>	<b>54</b>	<b>19</b>	<b>35</b>	<b>84.13</b>
	<b>TY</b>	<b>48</b>	<b>48</b>	<b>35</b>	<b>21</b>	<b>92.59</b>
<b>2012-13</b>	<b>FY</b>	<b>215</b>	<b>60</b>	<b>26</b>	<b>33</b>	<b>78.33</b>
	<b>SY</b>	<b>53</b>	<b>53</b>	<b>18</b>	<b>40</b>	<b>92.45</b>
	<b>TY</b>	<b>57</b>	<b>57</b>	<b>21</b>	<b>36</b>	<b>90.81</b>
<b>2013-14</b>	<b>FY</b>	<b>226</b>	<b>60</b>	<b>15</b>	<b>45</b>	<b>80</b>
	<b>SY</b>	<b>58</b>	<b>58</b>	<b>27</b>	<b>31</b>	<b>81.03</b>
	<b>TY</b>	<b>51</b>	<b>51</b>	<b>12</b>	<b>39</b>	<b>84.31</b>
<b>2014-15</b>	<b>FY</b>	<b>192</b>	<b>60</b>	<b>17</b>	<b>43</b>	<b>70.0</b>
	<b>SY</b>	<b>57</b>	<b>57</b>	<b>14</b>	<b>43</b>	<b>71.92</b>
	<b>TY</b>	<b>57</b>	<b>57</b>	<b>26</b>	<b>31</b>	<b>88.5</b>

\*M = Male \*F = Female

27. Diversity of Students **Department data is not available. For institutional data refer B 24**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. --- Data not available

29. Students progression **Institutional data as per 5.2.1**

30. Details of Infrastructural facilities

- a) Library- **Yes, they have access to Infilbnet, journals, C.Ds and internet**
- b) Internet facilities for Staff & Students- **Yes**
- c) Class rooms with ICT facility- **Yes**
- d) Laboratories- **Yes, Computer Lab.**

31. Number of students receiving financial assistance from college, university, government or other agencies: : **For institutional data refer to 5.1.2**

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts.

- “IRDA training programme” by AVIVA Life Insurance Co on 18<sup>th</sup> December 2010
- Seminar on “ To be a part of Insurance Agencies” by Bharti AXA Life Insurance Co on 22<sup>nd</sup> December 2010
- Seminar on “Trends & Scope in Insurance” by Insurance Institute of India on 8<sup>th</sup> February 2011
- Guest Lecture on “ Career Opportunities in Banking & Insurance” by Prof.Jinesh Shah on 30<sup>th</sup> July 2011
- Students Participation in the Conference on “ Back to Basics” conducted by the Insurance Institute of India on 27<sup>th</sup> January 2012
- Guest lecture on” Process Costing” by Prof.Nishant(NFAP), Financial Consulting Firm on 21<sup>st</sup> February 2012
- “MBA guidance” seminar conducted by Gee Bee Education Pvt Ltd on 10<sup>th</sup> October 2012
- Guest Lecture on ”Career Growth in B &I” on 25<sup>th</sup> September 2012
- Guest Lecture on “ Financial Reporting Analysis and University question paper solving techniques” on 25<sup>th</sup> September 2012
- Seminar on “Seeking Education in global universities” by Gee Bee Education Pvt Ltd on 4<sup>th</sup> January 2013
- “ Career Opportunities in Banking & Insurance” by Prof.Jinesh Shah on 26<sup>th</sup> July 2010
- Lecture on “Rewarding Careers in the filed of Life Insurance” on 9<sup>th</sup> January 2013.
- A guest lecture was conducted by Prof. Jinesh Shah on “ Career Opportunities in Banking & Insurance sector” 9<sup>th</sup> July 2013
- A guest lecture on University “Project management” was conducted on 27<sup>th</sup> August 2013 A workshop was conducted for the SY BBI students. Topics covered were Money Laundering in Various banks, Internet Banking, KYC Rules, IT and Banking Exams, e-Banking and m-Banking, LIC Policies, Banking & Insurance trends and Rural Banking along with workshop charts which were displayed on the notice board on a weekly basis on 1<sup>st</sup> to 24<sup>th</sup> August 2013
- A quiz was conducted for the SY BBI students on the importance of motivation and teamwork in organizational behaviour.
- A guest lecture was conducted on “ Recruitment and selection procedures in Banks” by Prof.Job Cornelius on 31<sup>st</sup> January 2014

- “Investment markets” by “ The Institute of Company Secretaries of India” on 10<sup>th</sup> February 2014
- A one day intercollegiate seminar was conducted by the BBI department on “ Bank your assurance” an entrepreneurship seminar where various students of intra college participated on 24<sup>th</sup> February 2014
- A “Gender discrimination workshop” was organized by the department on the occasion of Women’s day celebration with the collaboration of women’s development cell of the college on 6<sup>th</sup> March 2014
- Secession was conducted on “News Reading” and topics discussed were on Environmental and Financial services in Banking and Insurance on 15<sup>th</sup> July 2014
- Workshop was conducted on “Entrepreneurship” charts are displayed on the notice board on weekly basis of the topics discussed- Women Entrepreneurs, Entrepreneurship Management, Idea generation on 12<sup>th</sup> November 2014
- “Career opportunities in Banking and Insurance” by Prof. Jinesh Shah on 10<sup>th</sup> January 2015
- Guest lecture on “Process of Recruitment and Selection in Banking Sector” by Ms. Andrea (BDM in Citizen credit co-operative bank) on 10<sup>th</sup> February 2015
- Three days workshop on “Turnaround strategies and Entrepreneurship” on 17<sup>th</sup>-19<sup>th</sup> February 2015
- Guest lecture was conducted by FINPLAN institution pvt ltd on “Career Planning” on 27<sup>th</sup> February 2015
- “How to crack an interview” by Prof. Rahul Shah on 28<sup>th</sup> March 2015:
- “University paper solving techniques” by Dr. Nishikanth Jah on 12<sup>th</sup> March 2015

### 33. Teaching methods adopted to improve student learning :

- **Case study method.**
- **Role Play.**
- **Power point presentation.**
- **Lecture method.**
- **Field trip.**
- **Films.**
- **Presentation and skits.**

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Prof . Shirley Pillai : **Incharge for the value education - Leadership training program for the Third year for all the self financing courses.**

### 35. SWOC analysis of the department and Future plans.



**Strengths-**

- Consistent results
- Good Placements
- Six years old department
- Experienced and renowned full time and visiting faculties

**Weakness-**

- Curriculum should be based on practical research work
- No internship based programme in the curriculum

**Opportunities-**

- M.Com (Banking and Insurance) can be introduced.
- Industry sponsored program and courses

**Challenges-**

- Improving and enhancing support to fusion centers remains a challenge for the department.
- To promote greater information, sharing and collaboration with foreign institutes.

**Future plan-**

- The Department is planning to tie up educational program with Insurance Institute of India, (BKC) Mumbai.
- IRDA(Insurance regulatory development authority) exams and programs to be introduced
- Actuary role and curriculum based programs to be introduced.
- Department to have their own placements.

## **POST ACCREDITATION INITIATIVES**

**Post Accreditation Initiatives has been identified under the following categories based on the suggestions made by last NAAC peer team when they visited the college in 2010.**

### **Teaching- Learning Evaluation**

- The college has increased the support system for teaching learning in terms of providing ICT friendly campus. LCD projectors and speakers have been provided in all 47 classes. We also have the two Audio Visual rooms. The staff rooms have been equipped with computers with internet facility, a printer and scanner in addition to wi-fi facility.
- Number of teachers with Ph.D. and M.Phil as highest education qualifications has increased from 6 to 14. Five of our teachers have availed of the UGC FIP. 8 other staff members have registered for the Ph.D programme in their respective areas of study.
- The college has introduced Staff Development Programmes where experts from different fields are invited to conduct workshops on topics related to effective teaching methods, mentoring students and stress management
- More teachers have attended refresher /orientation/ short term courses from 2010-15.
- In accordance with the recommendation made by the last peer team, a post graduate course in Commerce was introduced in 2012. Besides , the college has also started a diploma course on 'Inter-religious and Inter-cultural Studies. Though the college had applied for single major course in psychology at undergraduate level, and a post graduation degree course in media, permission was not granted by the University of Mumbai.
- Efforts have been undertaken to improve the feedback system to evaluate teaching learning process. Accordingly the college collects feedback from students on teaching methods adopted by all the teachers of the college. Feedback is also taken on seminars conducted by various departments. An academic audit is conducted with external experts every year to evaluate the teaching- learning process.
- All classrooms (47) are LCD enabled and are used by staff and students for student centric learning

### **Research, Consultancy and Extension**

- The college has got approval for setting up a research center in English.
- Two teachers have been recognized as Ph.D guides.
- The college has organized 9 national and 2 international UGC sponsored seminars. The Cardinal Paul Poupard Foundation of Inter Religious Chair has organized 5 international symposiums. At the institutional level 13 workshops were organized by various departments. Besides, three student seminars were conducted by sociology and history departments.

- 60 percent of the staff has attended Workshops/ seminars conducted by external recognised agencies. 50 per cent of the staff have presented papers at seminars. The total publications of the staff has increased from 9 (previous NAAC) to 134 of which 15 are in peer reviewed journals , 7 with an impact factor and 6 listed in data base. The rest of the publications are in ISSN/ISBN journals.
- To enhance the learning process, the college has adopted a policy of inviting eminent academicians from different fields to share their expertise. The departments have invited around 50 guest lecturers annually
- Since research is of primary importance, funds have been garnered from different sources both internal and international. The Cardinal Paul Poupard Chair has sanctioned around Rupees 43 lakhs for research pertaining to promotion of peace and harmony between different cultures and religions. College has received Rupees 3,79,000 towards conducting seminars at the national and international level. The management of the college reimburses teachers on expenses incurred for research.
- From our first two NAAC cycles (where we had only 1 minor research project), we have now progressed to 5 completed minor research projects and 2 are in the process of completion.
- The college has initiated four ongoing journals with ISSN numbers published annually.
- A student journal, 'Lumiere', was started in 2014 -15 to encourage student research. Under the aegis of Cardinal Paul Poupard Chair another student journal 'Ignite' as been initiated.
- As part of our Institutional Social Responsibility, our continuing outreach programme instituted at the second year level has received commendation from various sources. A member of the NSS unit has received the best volunteer award at the district level in 2013-14 . the unit has received the best unit award in 2011-12 and 2012-13 .
- As part of its outreach to the community, the college has collaborated with AGNI, NAVJEET society, SOSVA and Think Foundation and the Blue Ribbon Club and Holy Family Hospital.
- An inter- institutional faculty exchange programme has been initiated in 2014 through the All India Association of Christian higher Education (AIACHE)
- The college encourages students to participate in research activities. Avishkar an Inter-Collegiate Research Convention saw 5 of our students presenting research papers in 2014.. one of our students presented a paper at an international conference. At the college level students from various departments presented papers at a seminar commemorating World War I.

### **Infrastructure and Learning Resources**

- As part of our growth process, we have increased the number of classrooms from 34 to 47 (of which 6 are air-conditioned). From just 1 conference room, we have added two more conference rooms which are ICT enabled.ce is fully automated and library is in the process of getting fully automated.

- Our library has seen 1077 books added on an average during the last 3 years. The computers available for public access have also increased from 11 to 19.
- The INFLIBNET , moodle server, access to e-resources are part of our academic movement towards excellence.
- The website is updated from time to time by the prof-in-charge.
- Our computer facilities have more than doubled in the last five years (from 103-217). The computer laboratories have increased from just 1 to 3.
- A modernized gymnasium is provided for the use of staff and students.
- High definition CCTV cameras have been installed at various junctures to enhance security.

### **Student Support and Progression**

- On an average 5 per cent of our students receive financial assistance from government agencies. Freeship is provided for economically weaker students.  
(assistance from college)
- Medical and group insurance is provided to the students. The management also provides any additional assistance when required.
- As per the recommendation made by the previous NAAC Peer Team, the college has started a Civil Service Committee in the academic year 2012-13. The college has been conducting training courses for the UPSC examinations with the help of external experts for the past 2 years.
- The college has instituted a Counselling Center with a full time paid counsellor who also provides career guidance.
- The number of students placed by the Career Guidance and Placement Cell has placed (on an average) 85 students annually, in various organisations mainly catering to the IT and hospitality sector.
- The alumni association which has been formed is now increasingly involved in supporting college initiatives. Organizing an annual get together and career guidance workshop are some of the activities undertaken by the association.

### **Governance Leadership and Management**

IQAC has an on-going process to enhance academic instruction and administration. Implementation, reviews, evaluation and revisions are carried out. Our rector along with the Principal and external experts contribute to the discussions

The management has conducted an external audit with the objective of assessing the institutional profile and performance appraisal of teaching and non-teaching staff

## **Innovations**

- In association with the Institute for Community Organisation Research( ICOR), the college has conducted a green audit. The report is awaited.
- Towards creating a Zero Waste Campus, a compost pit has been constructed with the help of Stree Mukti Sanghatana with UNDP funds.
- To ensure safety, convenience and security on campus, high definition CCTV has been installed.
- SMUN was established to sensitize students to social, political and environmental issues.
- The Anti- Narcotic cell along with the Mumbai Police helps to sensitize students to the ill effects of drugs.



**ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**ACCREDITED - 'A' GRADE BY NAAC**

St. Dominic Road, Bandra (W), Mumbai - 400 050, Tel.: 2642 0664 / 2640 1657 • Fax: 2655 6006  
E-mail: principal.standrows@gmail.com / standrowscollege1@yahoo.co.in • Web: www.standrowscollege.ac.in

**DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that the data included in this Self-Study Report (SSR) is true to the best of my knowledge.

This SSR is prepared by the Institution after internal discussions and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team visit.

Date: 31 August 2015

Place: Mumbai



*M. B. Fernandes*  
Dr. (Ms.) M. B. Fernandes  
PRINCIPAL



## ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE ACCREDITED - 'A' GRADE BY NAAC

St. Dominic Road, Bandra (W), Mumbai - 400 050. Tel.: 2642 3094 / 2643 1657 • Fax: 2655 6006  
E-mail: principal.st.andrews@gmail.com / standrewscollege1@yahoo.co.in • Web: www.standrewscollege.ac.in

### Certificate of Compliance

(Permanently Affiliated to University of Mumbai vide letter No. Aff./ Recog./ 2246 of 1998 dated 22 April 1998 and Listed under Sections 2(f) and 12(B) vide UGC letter No.F.8-247/2003 (CPP-I) dated 30 September 2003)

This is to certify that **ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE** fulfils all norms

1. Stipulated by **University of Mumbai**, the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc] and
3. The affiliation and recognition is valid as on date.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

**Date :** 31 August 2015

**Place :** Bandra, Mumbai


*M. B. Fernandes*  
Dr. (Ms.) M. B. Fernandes  
Principal




JP240615\*

## Annexure I: Approval of the Courses

**University of Mumbai**



AFFILIATION SECTION  
No. AFF/ACD/2015-16/35  
7<sup>th</sup> April, 2015




**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the St. Andrew's College of Arts, Science & Commerce, St. Dominic Road, Bandra (W), Mumbai- 400 050 is an affiliated College to the University of Mumbai and the following courses are conducted in the said College.

Sr. No	Course	Affiliation (permanent/ Temporary)	Period of Validity for the years (s)
1.	B.A.	Permanent	Permanent
2.	B.Com.	Permanent	Permanent
3.	B.M.S.	Temporary	From 1999-2000 to 2014-2015
4.	B.M.M.	Temporary	From 2000-2001 to 2014-2015
5.	B.Sc. (I.T.)	Temporary	From 2001-2002 to 2014-2015
6.	B.Com. (A & I)	Temporary	From 2003-2004 to 2014-2015
7.	B.Com. (B & I)	Temporary	From 2009-2010 to 2014-2015
7.	B.Sc. (H.S.)	Temporary	From 2007-2008 to 2014-2015

This Certificate is issued on the request of the Principal of the said College for submitting the same to the NAAC, Bangalore, accordingly.

  
 (Dr. M. A. Khan)  
 REGISTRAR



# University of Mumbai

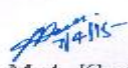


No. PG/2/ICD/2015-16/ 44  
Mumbai - 400 032.  
7<sup>th</sup> April, 2015.

## TO WHOM IT MAY CONCERN

This is to certify that St. Andrew's College of Arts, Science & Commerce, St. Dominic Road, Bandra (W), Mumbai - 400 050 is affiliated to the UNIVERSITY OF MUMBAI and the following Post Graduate Course/ Subject is taught in the said college as per approval.

Sr. No.	Name of the Course(s) and Duration	Affiliation (Permanent/ Temporary)	Period of Validity for the Year(s)
Two Year Post Graduate Degree Courses			
1	M.Com. Business Management	Temporary	2012-13 to 2014-15

  
( Dr. M. A. Khan )  
REGISTRAR  
UNIVERSITY OF MUMBAI

## Annexure II: UGC 2(f) and 12 B Certificate



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002.

P. 8-247/2003(CPP-I)

September, 2003

The Registrar,  
University of Mumbai,  
Mumbai-400 032.

30 SEP 2003

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-  
Inclusion of New College.

Sir,

I am directed to refer to your letter No. Aff/Recog./826 of 2001 dated 15-02-2001 on the subject cited above and to say that the name of the following College has been included in the above list under Non-Government College(s) teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
St. Andrew's College of Arts, Science and Commerce, Bandra (W), Mumbai-400 050.	1983	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

The Indemnity Bond and other documents in respect of the above Colleges have been accepted by the Commission.

Yours faithfully,

(Urmil Gulati)  
Under Secretary

Copy to:-

1. The Principal, St. Andrew's College of Arts, Science and Commerce, Bandra (W), Mumbai-400 050.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune (M.S.).
4. Section Officer, FD-III Section, UGC, New Delhi.
5. All Sections, UGC, New Delhi.
6. Guard file.

(Prem Chand)  
Section Officer



**University Grants Commission**  
Western Regional Office,  
Ganeshkhind, Pune – 411007.

No. F. 5-85/07(WRO)

Date: 09 SEP 2015

Tel: 25696896, 25696897

Fax: (020) 25691477

Web site: [www.ugc.ac.in](http://www.ugc.ac.in)

The DDO  
University Grants Commission (WRO)  
Pune-411 007

UG

**Subject:** Financial assistance under **College Development Scheme during XI Plan**. Release of final grant-in-aid (UG/PG) applicable if any. Issue of **final NOC for XI Plan** grants including building / non-building grants.

Sir/Madam,

With reference to the college letter no dated on the above subject, the following grants are being sanctioned/settled against the head indicated below an amount of Rs./- (Rs. only) is sanctioned for payment to **ST. ANDREW'S COLLEGE OF ARTS SCIENCE & COMMERCE, ST. DOMINI ROAD, BANDRA (W), MUMBAI**. Head : 9-Committed Liabilities (Old UGC Scheme/College

Development) (in rupees)

	Head	Grant allocated	Grant already sanctioned	U.C Exp. noted	Unspent/ inadmissible grant	Re-app	Balance final due grant as per UC	Balance grant being sanctioned
		1	2	3	4	5	6	7
1.	Books & Journals	200000						
2.	Equipment	450000	270000	408350			138350	
3.	Maintenance of Equipment	200000						
4.	Construction/ of building	300000						
5.	Improvement of facilities	100000						
6.	Enhancement of initiative for comp. bldg	200000						
7.	Exam. reform							
8.	Educational Inn.							
9.	Field Work /Study Tours	50000						
10	Extension activities							
	Total	1500000	270000	408350	0		138350*	

\* [Rs. 138350 + Rs. (Reapp) - Rs.229392 (Excess amount {Rs.499392 Advance grant paid - 270000 amount sanctioned}) - Rs.0(Unspent) = Rs.91042(Refund)]

Unspent of Rs.91042 / refunded vide D.D No RTGS dated 11.07.14

1. The sanctioned amount is debitable to the major Head : 3 (31) respectively and is valid for the financial year 2015-16.
2. The amount of the grants shall be drawn by the Account Officer (DDO), UGC (WRO), Pune on the Grants-in-aid bill and shall be disbursed to and credited to the Principal of the college through Electronic mode as per the following details:

a	Details (Name & Address) of Accounts Holder:	The Principal, ST. ANDREW'S COLLEGE OF ARTS SCIENCE & COMMERCE, ST. DOMINI ROAD, BANDRA (W), MUMBAI -400050
b	Account No.:	
c	Name & Address of Bank Branch:	
d	MICR Code:	
e	IFSC Code:	
f	Type of Account	Saving Bank Account

3. The grant is subject to adjustment on the basis of Utilization Certificate in the prescribed Proforma submitted by the University/ College/ Institution.
4. The University/ College shall maintain proper accounts of the expenditure out of the grants, which shall be utilized, only on approved items of expenditure.
5. The grant should be utilized within the time period specified under "general Financial Rules-2005" in chapter 9 for "Grant-in-aid and loans".
6. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
7. The assets acquired wholly or substantially out of UGC's grant, shall not be disposed of or encumbered or utilized for purposes other than those for which the grant was given, without proper sanction of the UGC, and should at any time the College cease to function, such assets shall revert to the University Grants Commission.
8. A Register of the assets acquired wholly or substantially out of the grant shall be maintained by the University/ College in the prescribed proforma.
9. The grantee institution shall ensure the utilization of grants-in-aid for which it is being sanctioned/ paid. In case non-utilization / part utilization, the simple interest @ 10% per annum as amended from time to time on utilization amount from the date of drawl to the date of refund as per provision contained in General Financial Rules of Govt. of India will be charged.
10. The Univ./College shall follow strictly the Government of India/ UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST & OBC) and horizontal [for persons with disability etc.]] in teaching and non-teaching posts.
11. The University/ College shall fully implement to Official Language Policy of Union Govt. and comply with the Official Language Act, 1963 and Official Languages (use for official purposes of the Union) Rules, 1976 etc.



12. The sanction issues in exercise of the delegation of powers vide Commission office order No. 130/2013 [F. No. 10-11/12 (Admn. IA & B)] dated 28/5/2013.
13. The University/ Institution shall strictly follow the UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.
14. The University/ Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
15. The accounts of the University/ Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
16. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
17. Funds to the extent of Rs. \_\_\_\_\_ are available under the Scheme.
18. This issues with the concurrence of IFD vide Diary No. \_\_\_\_\_ (IFD) dated \_\_\_\_\_.
19. This issues with the approval of Head of the Office vide Sanction File No 5-85/07 dated \_\_\_\_\_.

Yours faithfully,

*R. Manoj Kumar*  
(Dr. R. Manoj Kumar)  
Deputy Secretary

Copies forwarded for information and necessary action to:

- i. ☒ The Principal,  
ST. ANDREW'S COLLEGE OF ARTS SCIENCE & COMMERCE  
ST. DOMINI ROAD, BANDRA (W)  
MUMBAI - 400050
- ii. The Director, B.C.U.D./C.D.C., University of Mumbai.
- iii. The Director/Commissioner, Higher Education, Govt. of Maharashtra, Central Building Pune-1.
- iv. Accountant General, Govt. of Maharashtra state, 101, Maharshi Karve Marg, Mumbai -20.
- v. Guard File.

*L. N. Sahu*  
(L. N. Sahu)  
Section Officer

Sr. No	51
Prog. Total.	963684

## Annexure III: Minority Certificate

**महाराष्ट्र शासन**  
**सक्षम प्राधिकारी तथा प्रधान सचिव**  
अल्पसंख्याक विकास विभाग,  
मंत्रालय, मुंबई - ४०० ०३२.


क्रमांक: अशेस-२००८/४४८/प्र.क्र. २२३/२००८/का.१, दिनांक :- १२ नोव्हेंबर, २००८.

**अल्पसंख्याक दर्जाच्या मान्यतेचे प्रमाणपत्र**

सेंट अँड्रयुज सोसायटी फॉर एज्युकेशन अँड रिसर्च, वांद्रे, मुंबई या शैक्षणिक संस्थेने त्यांच्या संस्थेस धार्मिक अल्पसंख्याक शैक्षणिक संस्था म्हणून दर्जाच्या मान्यतेचे प्रमाणपत्र मिळण्यासाठी दि.२९.०९.२००८ रोजी अर्ज सादर केला होता. दि.१४.१०.२००८ रोजी माझ्या समक्ष संबंधित संस्थेसोबत झालेल्या सुनावणी दरम्यान संस्थेच्या पदाधिकाऱ्यांनी केलेल्या सादरीकरणाच्या आधारे सदर संस्था ही अल्पसंख्याक विकास विभाग, शासन निर्णय, क्र.अशेस-२००८/प्र.क्र.१३३/२००८/का.१, दि.४ जुलै, २००८ अन्वये विहित करण्यात आलेल्या निकषांतर्गत राज्य शासनाने घोषित केलेल्या धार्मिक (ख्रिश्चन) अल्पसंख्याकामधील व्यक्तीकडून अथवा व्यक्तीच्या समुदायाकडून स्थापित व संचालित करण्यात येत असल्याबाबत माझे समाधान झाले आहे. परिणामतः सदर संस्था ही धार्मिक (ख्रिश्चन) अल्पसंख्याक शैक्षणिक संस्था असल्याचे याद्वारे घोषित करण्यात येत आहे.

हे प्रमाणपत्र केवळ महाराष्ट्र राज्यापुरते लागू असेल. सदर संस्थेस प्रदान करण्यात आलेला धार्मिक अल्पसंख्याक दर्जा हा संस्था संचालित करत असलेल्या सर्व शैक्षणिक शाखांना लागू राहील.

उपरोल्लेखित शैक्षणिक संस्थेस याद्वारे प्रदान करण्यात आलेला धार्मिक अल्पसंख्याक दर्जा हा शैक्षणिक वर्ष २००८-०९ पासून विधिग्राह्य असेल. संबंधित संस्थेने अल्पसंख्याक विकास विभाग, शासन निर्णय, क्र.अशेस-२००८/प्र.क्र.१३३/२००८/का.१, दि.४ जुलै, २००८ अन्वये विहित करण्यात आलेल्या निकष व अटीची सातत्याने व विनिर्देशपूर्वक पूर्तता करणे बंधनकारक राहील.

  
टी. एफ. थेंकेकरा  
(टी. एफ. थेंकेकरा)  
सक्षम प्राधिकारी तथा प्रधान सचिव  
अल्पसंख्याक विकास विभाग, महाराष्ट्र शासन  
मंत्रालय, मुंबई - ४०० ०३२.

## Annexure IV: List of Subjects

### **AIDED COURSES:** *Credit Based Semester System*

<b>ARTS:</b> <ol style="list-style-type: none"> <li>1. English</li> <li>2. Economics</li> <li>3. Psychology</li> <li>4. Sociology</li> <li>5. History</li> </ol>	<b>COMMERCE:</b> <ol style="list-style-type: none"> <li>1. Accountancy</li> <li>2. Commerce</li> <li>3. Business Economics</li> <li>4. Law</li> <li>5. Environmental Studies</li> <li>6. Mathematical and Statistical Techniques</li> </ol>
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### **SELF-FINANCED COURSES**

#### **1. MANAGEMENT STUDIES**

<b><u>Semester I</u></b> Foundation of Human Skills Principles of Management Business Statistics Introduction to Financial Accounting Business Law Business Communication Introduction of Computers	<b><u>Semester II</u></b> Industrial Law Business Environment Business Mathematics Introduction to Cost Accounting Environment Management Managerial Economics- I Computer Applications in business
<b><u>Semester III</u></b> Managerial Economics – II Marketing Management Principles of Marketing Accounting for Managerial Decisions Organization Behaviour & HRM	<b><u>Semester IV</u></b> Business Planning & Entrepreneurial Mgmt Business Research Methods Direct Taxes Production & Total Quality Management
<b><u>Semester V</u></b> Human Resource Management Service Sector Management Financial Management. Elements of Logistics & Supply Chain Management Business Ethics and Social Responsibilities <b><i>Elective I</i></b> <i>Special Studies in Marketing</i>	<b><u>Semester VI</u></b> Entrepreneurship and Management of Small and Medium Enterprise Operations Research Indian Management Thoughts International Marketing International Finance. Retail Management <b><i>Elective II</i></b> <i>Investment analysis and Portfolio</i>

## 2. MASS MEDIA

<b><u>Semester I</u></b> Fundamentals of mass communication Introduction to computers Introduction to 20 <sup>th</sup> century history Introduction to sociology Introduction to economics Effective communication skills	<b><u>Semester II</u></b> Effective communication skills ii Political concepts Principals of marketing Principles of management Introduction to psychology Introduction to English literature
<b><u>Semester III</u></b> Introduction to public relations Introduction to media studies Introduction to culture studies Introduction to creative writing Understanding cinema Advanced computers	<b><u>Semester IV</u></b> Introduction to advertising Introduction to journalism Mass media research Organisational behaviour Radio and television Print production & photography
<b><u>Semester V</u></b> 6 papers in either Advertising or Journalism	<b><u>Semester VI</u></b> 6 papers in either Advertising or Journalism

## 3. INFORMATION TECHNOLOGY

<b><u>First semester</u></b> Applied Mathematics-I Professional Communication Skills Fundamentals of Digital Computing Electronics and Communication Technology Introduction to C++ programming	<b><u>Second semester</u></b> Applied Mathematics-II Web Technology Microprocessors and Microcontrollers Database Management Systems Digital Computer Networks
<b><u>Third semester</u></b> Logic and Discrete Mathematics Computer Graphics Advanced SQL Object Oriented Programming with C++ Modern Operating Systems	<b><u>Fourth semester</u></b> Software Engineering Multimedia Java and Data Structures Quantitative Techniques Embedded Systems
<b><u>Fifth semester</u></b> Network Security Software Testing Advanced Java C# with ASP.NET Linux Administration	<b><u>Sixth semester</u></b> Internet Technologies Project Management Data Warehousing IPR & Cyber Law



#### 4. ACCOUNTING AND FINANCE

<b>Semester I</b> Financial Accounting Paper-I Cost Accounting Paper-I Economics Paper-I Commerce Paper-I Information Technology Paper-I Business Communication Paper-I Foundation Course Paper-I	<b>Semester II</b> Accounting Paper-II Auditing Paper-I Financial Management Paper-I Taxation Paper-I Business Law Paper-I Quantitative Methods for Business Business Communication –II
<b>Semester III</b> Financial Accounting - Paper-III Cost Accounting Paper-II Auditing Paper-II Economics Paper-II Business Law Paper-II Management Paper-I Quantitative Methods for Business	<b>Semester IV</b> Financial Management Paper-IV Management Accounting Paper-I Taxation Paper-II Commerce Paper-II Business Law Paper - III Information Technology - II Foundation Course Paper - II
<b>Semester V</b> Financial Accounting - Paper - V Cost Accounting Paper-III Financial Accounting - Paper - VI Management Accounting Paper - II Direct Taxes - I Economics Paper-III	<b>Semester VI</b> Financial Accounting Paper - VII Cost Accounting Paper - IV Auditing Paper - III Financial Accounting Paper - VIII Direct Taxes - II Management Paper - II

#### 5. HOSPITALITY STUDIES

<b>Semester I</b> Information Technology Food Safety & Nutrition Food Production I Food &Beverage service –I Room Division Business Communication Accounts Principle Of Management.	<b>Semester II</b> Food Production I (Theory /practical) Food &Beverage service –I Room Division (practical) Business Communication Accounts Principle Of Management
<b>Semester III</b> Food Production II (Theory /practical) Food &Beverage service –II Room Division II (practical) Business Law M.I.S.	<b>Semester IV</b> Work Experience

Human Resources Management Hotel Accounts Industrial Training	
<b>Semester V</b> Food Production III Beverage service III Room Division III Corporate English Tourism	<b>Semester VI</b> Advanced Food Production III Beverage service III Room Division III Event Management Organization Behavior Strategic Management <u>Optional papers</u> Financial Management Hospitality Marketing

#### 6. B.Com (Banking and Insurance)

Semester I and II	Semester III and IV	Semester V and VI
Environmental & Management of Financial Services	Laws governing Banking & Insurance	Marketing in Banking & Insurance
Principles of Management	Financial Management – I	Financial Services management
Effective Communication-I	Management Accounting	International Banking & finance
Economics – I(Micro)	Customer Relationship management	Financial Reporting & analysis
Quantitative methods –I	Information Technology in Banking & Insurance	Security Analysis & Portfolio management
Introduction to Computer Systems	Organizational Behaviour	Auditing
Principles & Practices of Banking & Insurance	Taxation	Special Studies in Banking & insurance(Projects)
Financial Accounting	Universal Banking	Strategic management(B&I)
Effective Communication-II	Financial management-II	Central Banking
Economics-II(Macro)	Innovation in Banking & Insurance	International Business(B&I)
Quantitative methods-II	Corporate Law and Laws governing Capital Markets	Human Resources management
Business Law	Entrepreneurship Management	Business Ethics & Corporate Governance
	Financial markets	Turnaround management
	Cost Accounting	Special Studies in Banking & Insurance(Projects)

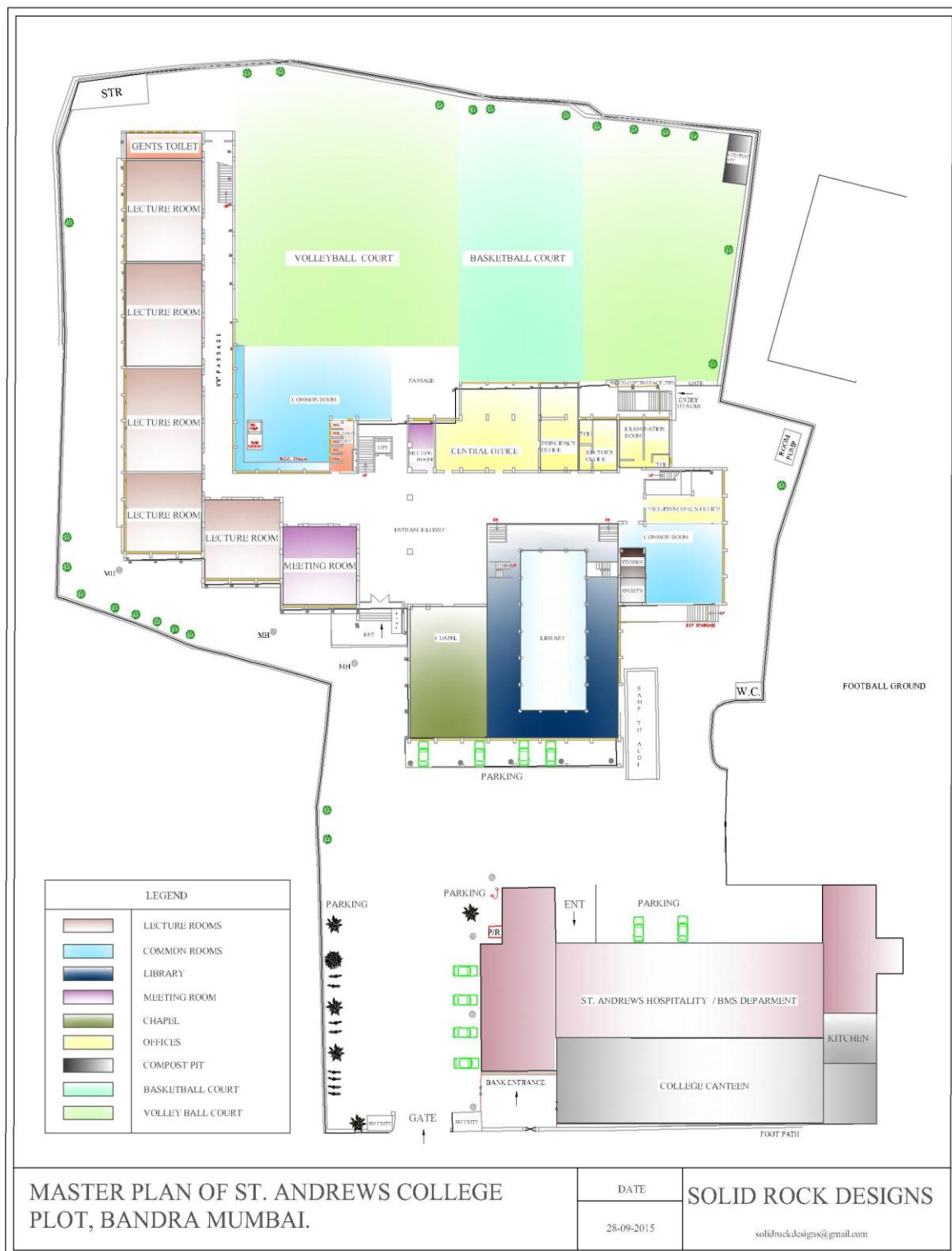
## Annexure V: List of teachers who have attended Refresher Course and Orientation Programme

<b>Academic Year</b>	<b>Orientation Programme</b>	<b>Refresher Course</b>	<b>Others/Short Term Course</b>
2010-11	1) Mr. Kevin Miranda (6.10.10 – 2.11.10) 2) Ms. Janine Coelho (6.10.10 – 2.11.10) 3) Ms. Ayesha Qureshi (6.10.10 – 2.11.10)	1) Ms. Shubda Malhotra (15.11.10 – 4.12.10) 2) Ms. Ranjana Arora (19.10.10 – 10.11.10) 3) Dr. Vatika Sibal (3.1.11 – 22.1.11)	1) Dr. Vatika Sibal (16.3.11 – 19.3.11) - Advanced workshop 2) Dr. Kashmira P. Mody & Dr. Vatika Sibal : Both attended (8.3.11 – 10.3.11) – Interaction Programme for Research Scholars & Postdoctoral fellows of Social Sciences
2011-12	1) Dr. Madhu Rai (14.9.11 – 12.10.11)	1) Ms. Ranjana Arora, (15.11.11 – 5.12.11)	
2012-13	1) Ms. Jyoti M. Bhatia (21.8.12 – 18.9.12) 2) Dr. Preeti H. Oza (29.1.13 – 26.2.13)	1) Mr. Kevin Miranda (8.10.12 – 27.10.12) 2) Ms. Ayesha I Gundagi (11.12.12 – 29.12.12) 3) Dr. Vatika Sibal (4.2.13 – 23.2.13) 4) Dr. Madhu Rai (4.2.13 – 23.2.13)	1) Dr. Marie Fernandes (1.2.13 – 2.2.13) STC for Principals 2) Dr. Kashmira P. Mody & Dr. Vatika Sibal & Both attended STC (19.3.13 – 20.3.13) 5) Ms. Sharmila T. Dhote (29.4.13 – 18.5.13) Special Summer School
2013-14		1) Ms. Janine Coelho (17.2.14 – 8.3.14) 2) Ms. Sharmila T. Dhote (3.2.14 – 22.2.14)	1) Mr. Kevin M. Miranda (28.2.14 – 6.3.14) STC in Res. Methodology & Academic Writing 2) Ms. Susan Lobo (5.3.14 – 11.3.14) STC in Soft Skills Dev. 3) Ms. Shubda Malhotra (5.3.14 – 11.3.14) STC in Soft Skills Dev. 4) Dr. Vatika Sibal (14.3.14 – 21.3.14) STC in Contemporary Strategy for Teaching & Evaluation
2014-15		1) Dr. Preeti Oza (20.5.14 – 11.6.14) 2) Dr. Harmeet K. Bhasin (9.2.15 – 28.2.15) 3) Mr. Jyoti M. Bhatia (9.2.15 – 28.2.15)	1) Dr. Vatika Sibal (15.12.14 – 20.12.14) STC in Mentoring Students

## Annexure VI: List of Minor Research

Year	Name of the staff	Topic of the Minor Research Project	Amount Applied for Minor Research to UGC/Univ. of Mumbai	Letter No. & date of Amount Sanctioned by UGC/Univ. of Mumbai towards Minor Research
6 July 2009	Dr. M. B. Fernandes	Symbolism of Dreams and Shadows in Religion and Literature	Rs.50,000/-	UOM letter Ref. No.:APD/237/1704 of 2009 dtd. 18 Nov. 2009 for Rs.14000/- (Research Project No.240) - <b>Money Returned vide our letter dtd. 25 March 2010.</b> UGC letter No.23-1462/09 (WRO) dtd. 11 March 2010 for Rs.35000/-
23 July 2009	Dr. K. P. Mody	A Combination of Development, Financial and Environmental Economics	Rs. 1,15,000/-	File No:23-2039/10 (WRO) dated 22 Sept. 2010 for Rs.90,000/-
30 July 2009	Ms. R. Arora, Librarian	Library Use Patterns of Undergraduate students of St. Andrew's College for their projects	Rs.70,000/-	File No:23-1822/10 (WRO) dated 14 Oct. 2010 for Rs.30000/-
22 July 2010	Ms. P. Oza	Non-Dalit sensitivity for the Dalit Literature amongst the students of literature in the colleges of Mumbai University.	Rs.60,000/-	File No:23-2030/10 (WRO) dated 5 Oct. 2010 for Rs.40000/-
28 July 2010	Dr. M. Rai	Parenting Behaviours and Beliefs Contributing to Child's Attachment to Inanimate objects	Rs.85,000/-	File No:23-2451/10 (WRO) dated 12 May 2011 for Rs.70000/-
31 July 2010	Ms. A. Qureshi	Spatial Pattern of Health and Hygiene and Related Issues – A case study of Mumbai suburban Region	Rs.1,10,000/-	File No:23-2316/10 (WRO) dtd.16 March 2011 for Rs.110000/-
25 July 2011	Ms. S. Lobo	Gender and sexuality in the Plays of Mahesh Dattani	Rs.1,20,000/-	File No23-3047/11(WRO) dtd. 8 March 2012 for Rs.60000/-
30 July 2011	Ms. J. Bhatia	Corporate Governance and Company Performance – A case study of National Stock Exchange	Rs.1,45,000/-	File No.23-2851/11 (WRO) dtd.25 January 2012 for Rs.100000/-

## Annexure VII: Master Plan of Campus



## Annexure:VIII. Library

Reading room



I.T. Zone



the Service Counter



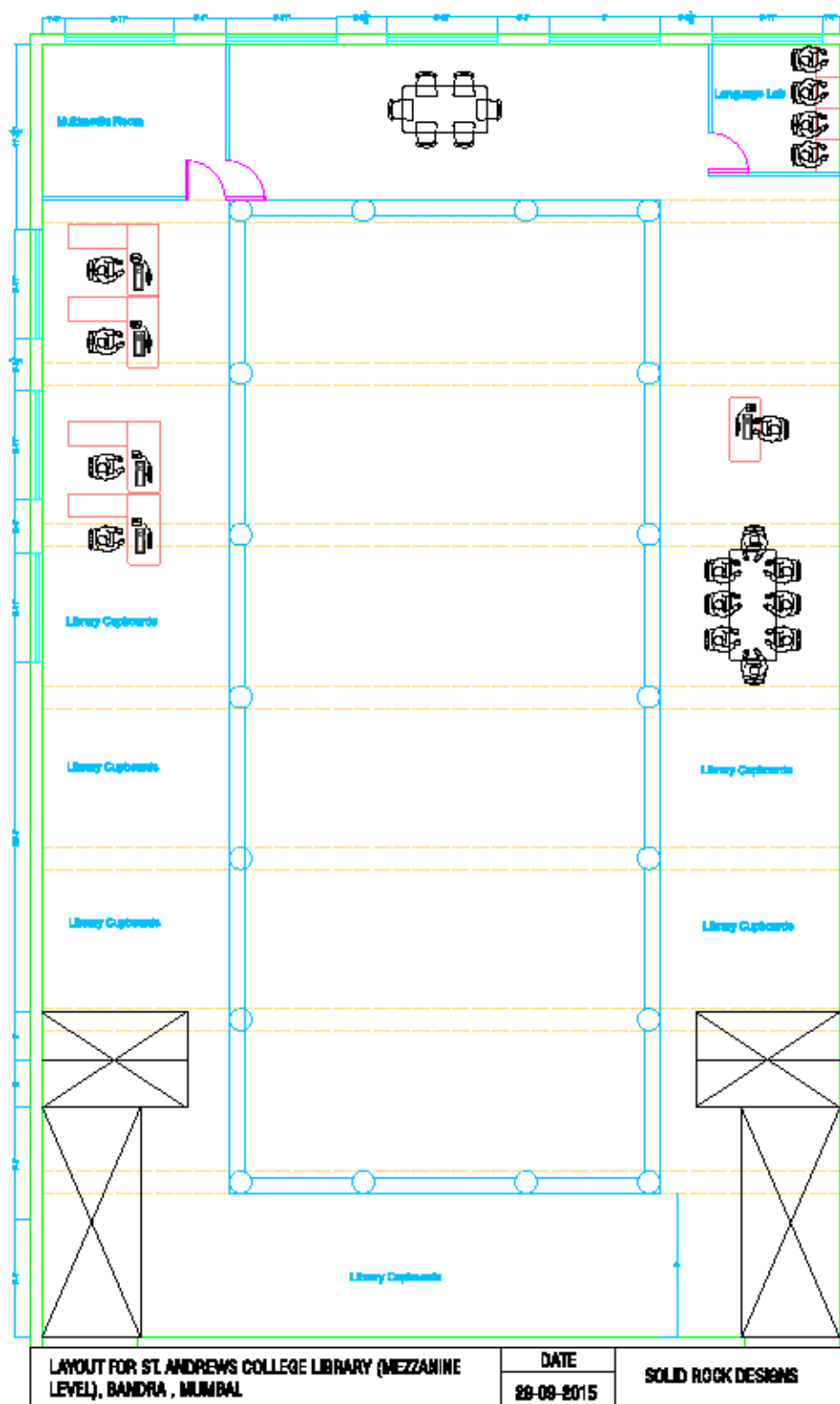
Periodicals & Shelves



## St. Andrew's College NAAC Report 2015



## Library Plan- Mezzanine





## Annexure IX: Accreditation Certificate 2004



## Accreditation Certificate 2010



## **Annexure X: Peer Team report 2010**

**Peer Team Report**

**On**

**Institutional Assessment and Re-Accreditation**

**of**

**St. Andrew's College of Arts, Science and Commerce,  
St. Dominic Road, Bandra (West), Mumbai - 400 050, Maharashtra**

**Date of Visit: August 2<sup>nd</sup> - 4<sup>th</sup>, 2010**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission  
P.O. Box No. 1075, Nagarbhavi, Bangalore – 560 072, INDIA**



Section 1 GENERAL INFORMATION	
1.1 Name & Address of The Institution	St. Andrew's College of Arts, Science and Commerce, St. Dominic Road, Bandra (West), Mumbai - 400 050, Maharashtra
1.2 Year of Establishment	13 June 1983
1.3 Current Academic Activity at the Institution (Numbers)	
• Faculties/ Schools	3 (Arts, Science and Commerce)
• Department/Centres	English Sociology Economics Commerce History Accountancy Psychology B. Sc. (IT) B.M.S. B. Com. (A & F) B. Sc. (H. S.) B.M.M.
• Programs / Courses Offered	B.A., B.Com., B.M.S., B.M.M., B.Sc.(IT), B. Com.(A&F), B.Sc.(H.S.), B. Com.(B&I)
• Permanent Faculty Members	26
• Permanent Support Staff	14
• Students	2009-10; UG Total – 2715 (1125 Male and 1590 Female)
1.4 Three major features in the institutional Context (As Perceived by the Peer Team)	<ul style="list-style-type: none"> <li>• Grant-in-Aid affiliated College with self financing courses</li> <li>• Minority Institution (Religious)</li> <li>• Co-education</li> </ul>
1.5 Dates of visit of the Peer Team (a detailed visit schedule may be included as Annexure)	2 <sup>nd</sup> – 4 <sup>th</sup> August, 2010
1.6 Composition of the Peer Team which undertook the on-site visit	
Chairperson	<b>Prof. B. P. Bhatnagar</b> (Former Vice Chancellor, Rajasthan Vidyapeeth University) 73, Vidya Nagar, BSNL Road, Sector-4, Hiran Magri, Udaipur – 313 002, Rajasthan
Member Coordinator	<b>Dr. Fr. Davis George</b> Principal, St. Aloysius' College (Autonomous) Jabalpur – 482 001, Madhya Pradesh
Member	<b>Prof. Vinod Kumar</b> Professor, Department of Computer Science Dean Faculty of Technology Gurukul Kangri Vishwavidyalaya, Haridwar – 249 404, Uttarakhand.
NAAC Coordinator	<b>Dr. Sujata P. Shanbhag</b>

  
4/8/10

Section II CRITERION WISE ANALYSIS	
2.1.1 Curriculum Design & Development	<ul style="list-style-type: none"> <li>The College implements the Curriculum prescribed by the University of Mumbai.</li> <li>Curriculum design is aligned with the goals &amp; objectives</li> <li>Some of the faculty members are Members of the Board of Studies.</li> </ul>
2.1.2 Academic Flexibility	<ul style="list-style-type: none"> <li>There is certain amount of academic flexibility.</li> <li>The college has 8 Undergraduate Courses and 4 Add-on Courses.</li> <li>✓ There could be more Certificate/Diploma Courses.</li> </ul>
2.1.3 Feedback on Curriculum	<ul style="list-style-type: none"> <li>Feedback on Curriculum is taken in an informal way from the Students.</li> <li>The same is conveyed to the University.</li> <li>✓ Mechanism for analysis of data is yet to be evolved.</li> </ul>
2.1.4 Curriculum Update	<ul style="list-style-type: none"> <li>The Curriculum is updated once in 3 - 5 years by the University.</li> <li>The institution makes the prescribed curricula relevant by taking into account the emerging national and global trends.</li> <li>The College has established the Chair for Inter-Religious and Inter-Cultural Dialogue in 2009.</li> </ul>
2.1.5 Best Practices in Curricular Aspects	<ul style="list-style-type: none"> <li>The college has introduced ACME to widen the horizons beyond the classroom syllabi.</li> <li>Value Education Programme is undertaken.</li> </ul>
<b>2.2 Teaching-Learning and Evaluation</b>	
2.2.1 Admission Process and Student Profile	<ul style="list-style-type: none"> <li>Transparent and as per approved University norms.</li> <li>All Junior College students are admitted being a minority college.</li> <li>The Admission Process is made known to the Students through the College Prospectus and the college Website.</li> </ul>
2.2.2 Catering to diverse needs	<ul style="list-style-type: none"> <li>Class tests/Assignments/Informal discussions are held to identify slow learners.</li> <li>Remedial Classes, Bridge courses and Counseling are provided to disadvantaged students.</li> <li>Advanced learners are encouraged to read more, make presentations in the class and conduct group discussions on relevant topics.</li> </ul>
2.2.3 Teaching – Learning Process	<ul style="list-style-type: none"> <li>The college follows the academic calendar prescribed by the University of Mumbai.</li> <li>Mainly Lecture method, supplemented by OHP, PowerPoint Presentations, Films, Debates, Case Studies, role play, Discussions, Assignments and Seminars.</li> <li>Access to reference books, limited number of journals and internet.</li> </ul>
2.2.4 Teacher Quality	<ul style="list-style-type: none"> <li>The Faculty Members are selected as per norms prescribed by the University/ State Government.</li> </ul>

*[Signature]*  
4/5/16

3

	<ul style="list-style-type: none"> <li>Teachers to be encouraged to enhance their academic qualification and attend Seminars/Workshops/Conferences by the Principal and Management.</li> <li>Most of the Faculty Members are familiar with the uses of Computers, Internet and Audio-Visual Aids.</li> </ul>
2.2.5 Evaluation process and Reform	<ul style="list-style-type: none"> <li>Information is provided in the college prospectus, on the website and during the Orientation Program for the first year students.</li> <li>Students are examined by Tests, Assignments, Terminal and Semester system of Examination.</li> </ul>
2.2.6 Best practices in Teaching – Learning and Evaluation	<ul style="list-style-type: none"> <li>Faculty members are trying to adopt ICT enabled course material and make use of OHP, LCD and Films.</li> <li>Group discussion, Debates, Case Studies, Assignments, Projects and Seminars are encouraged by the faculty.</li> <li>Remedial Classes, Guest lecturers and Mentoring System.</li> </ul>
<b>2.3. Research, consultancy and extension</b>	
2.3.1 Promotion of Research	<ul style="list-style-type: none"> <li>Faculty members are encouraged to participate in research work, conferences, seminars and workshops.</li> <li>Students work on University prescribed projects which involve certain amount of research.</li> <li>Collaborative research programme is in process.</li> </ul>
2.3.2 Research and publication output	<ul style="list-style-type: none"> <li>4 Students are currently being guided for the M. Phil. and Ph.D. Degrees by the Principal.</li> <li>Two minor research projects, books and nine research papers</li> <li>Research and publication to be encouraged and research culture to be evolved.</li> </ul>
2.3.3 Consultancy	<ul style="list-style-type: none"> <li>Some honorary consultancy is provided.</li> </ul>
2.3.4 Extension Activities	<ul style="list-style-type: none"> <li>The NSS students of the college are actively engaged serving the society in collaboration with the local NGOs in Health care, Sanitation, Disaster management, Peace Projects, Blood Donation, etc.</li> <li>The Social Outreach programme is organized by the students of the Second Year.</li> <li>Students need to have become more aware of neighbourhood problems of the poor and needy.</li> </ul>
2.3.5 Collaborations	<ul style="list-style-type: none"> <li>The college has collaborative relationship with the American Centre in Mumbai, Memorandum of Understanding with the University College of Fraser Valley Canada has also been signed. Students Exchange Programme can help college students.</li> <li>Collaboration with NGO AGNI (Action for Good Governance and Networking in India)</li> <li>MOU with Cardinal Paul Poupard Foundation (Milan, Italy) for inter- religious and inter- cultural</li> </ul>

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2.3.6 Best Practices in Research, Consultancy and Extension	<p>collaboration Dialogue.</p> <ul style="list-style-type: none"> <li>Some of the faculty members of the college have attended national and international level conferences, presented and published papers.</li> <li>Social outreach programme under the guidance of NGOs cater to community development.</li> <li>Students share their findings and insights with their peers.</li> </ul>
<b>2.4 Infrastructure and Learning Resources</b>	
2.4.1 Physical Facilities for Learning	<ul style="list-style-type: none"> <li>The college has 40 spacious class rooms (shared with Junior college) of which 13 are equipped with LCD facilities and 3 have audio-visual facilities. The building is on rent.</li> <li>The college has a central computer Laboratory with 56 PCs and LAN, an electronic laboratory and a central Library with internet facilities, multimedia and Language Laboratory.</li> <li>Play grounds for indoor and outdoor games including multi gym; State - of - art 800 seat air-conditioned auditorium.</li> </ul>
2.4.2 Maintenance of Infrastructure	<ul style="list-style-type: none"> <li>The Management sees to the repair and maintenance of the equipments and the building.</li> <li>Budget allocation is based upon the requirements.</li> <li>The infrastructure is well maintained.</li> </ul>
2.4.3 Library as a learning resource	<ul style="list-style-type: none"> <li>The library has about 20,000 books and reference material and has a reading room with some journals and magazines; 308 CDs/DVDs</li> <li>Reprography and book bank facilities are available.</li> <li>The college could work for complete automation of the library.</li> </ul>
2.4.4 ICT as learning resources	<ul style="list-style-type: none"> <li>The college has in all 103 computers + 03 Lap tops. Staff rooms are equipped with computers with internet.</li> <li>The teachers make use of power point presentation / CD / DVD / LCD / Internet / Multimedia.</li> <li>All systems are upgraded annually.</li> </ul>
2.4.5 Other Facilities	<ul style="list-style-type: none"> <li>Book bank facility is available.</li> <li>Canteen is available.</li> </ul>
2.4.6 Best Practices in development in Infrastructure and Learning Resources	<ul style="list-style-type: none"> <li>There are 13 class rooms fitted with LCD projectors to enhance the teaching and learning process.</li> <li>Computer and internet facilities are available.</li> <li>Infrastructure growth matches with the overall requirements.</li> </ul>
<b>2.5 Student Support and Progression</b>	
2.5.1 Student progression	<ul style="list-style-type: none"> <li>Students progression is monitored to a limited extent.</li> <li>The drop out rate is very low.</li> <li>The number of female students is quite large.</li> </ul>
2.5.2 Student Support	<ul style="list-style-type: none"> <li>Counselling service is available.</li> <li>Students welfare measures are taken up.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Campus is safe with proper lighting/security arrangements – CCTV in place.</li> </ul>
2.5.3 Student Activities	<ul style="list-style-type: none"> <li>• Students participate in various extra curricular activities – Cultural, Literary and Sports – in both intra and inter college competitions at the local and national levels.</li> <li>• State /National level participation is on record.</li> <li>• The Alumni Association is supportive but it need to be further strengthened.</li> </ul>
2.5.4 Best Practices in Student Support and Progression	<ul style="list-style-type: none"> <li>• The College has feedback system.</li> <li>• Training and Placement Cell is providing assistance for placement.</li> <li>• Mentoring and Counseling.</li> </ul>
<b>2.6 Governance and Leadership</b>	
2.6.1 Institutional vision and Leadership	<ul style="list-style-type: none"> <li>• Vision and mission are in tune with the objectives of higher education.</li> <li>• Local Management Committee and other committees are constituted.</li> <li>• The Principal provides participatory leadership and maintains a healthy contact with the stakeholders.</li> </ul>
2.6.2 Organizational Arrangements	<ul style="list-style-type: none"> <li>• The College is governed by Board of Trustees and Local management committee</li> <li>✓ Limited decentralization is visible.</li> <li>• Grievances redressal cell is also there.</li> </ul>
2.6.3 Strategy Development and Deployment	<ul style="list-style-type: none"> <li>• The Institutional plans are developed by the Management together with the Principal and Dean.</li> <li>• Perspective plan is prepared.</li> <li>• IQAC monitors the academic development.</li> </ul>
2.6.4 Human Resource Management	<ul style="list-style-type: none"> <li>• Manpower planning is based on University norms. Staff Welfare Measures (teaching and non-teaching) needs to be undertaken.</li> <li>• A few faculty development programmes have been conducted.</li> <li>• Performance assessment mechanism is in place.</li> </ul>
2.6.5 Financial Management and Resources	<ul style="list-style-type: none"> <li>• The college has adequate budget to cover the day to day expenses. Consolidated budget of the entire college and Annual Accounts should be prepared.</li> <li>• Accounts are audited as per rules.</li> <li>• More resources allocation could be made for Scholarship to poor students.</li> </ul>
2.6.6 Best Practices in Governance and Leadership	<ul style="list-style-type: none"> <li>• Decentralization and transparency in administration.</li> <li>✓ Limited Teaching and non teaching staff development programmes.</li> </ul>

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<b>2.7 Innovative Practices</b>	
2.7.1 Internal quality Assurance System	<ul style="list-style-type: none"> <li>• The Annual Academic Audit procedure provides feedback to the institution and individual departments.</li> <li>• Internal Quality Assurance Cell regularly reviews the Academic Calendar, Staff Advancement Programme and quality initiatives.</li> <li>• The IQAC ensures the promotion and internalization of best practices in the College.</li> </ul>
2.7.2 Inclusive Practices	<ul style="list-style-type: none"> <li>• SC/ST Scholarships and Scholarships for weaker sections are provided.</li> <li>• The College also provides freeships and scholarship to a limited number of students.</li> <li>• Gender sensitization through Value Education.</li> </ul>
2.7.3 Stakeholder Relationships	<ul style="list-style-type: none"> <li>• Good relationship exist between college, alumni and parents.</li> <li>• Through Social Outreach and NSS, the College promotes social justice and responsible citizenship.</li> </ul>
<b>Section III OVERALL ANALYSIS</b>	
3.1 Institutional Strengths	<ul style="list-style-type: none"> <li>• Good Infrastructure, well stocked library.</li> <li>• ICT enabled teaching and learning process, OHP, LCD and Films; Multi Media and Language Laboratory with only 4 PCs.</li> <li>• The Principal and Teachers play pro-active role in building relationships with all the stake holders.</li> <li>• Well planned Value Education Classes and Social Outreach Programmes.</li> <li>• A Chair for Inter-Religious and Inter-Cultural Dialogue has been established in the college.</li> </ul>
3.2 Institutional Weaknesses	<ul style="list-style-type: none"> <li>• Inadequate permanent faculty for self financing courses. More dependence on visiting faculty.</li> <li>• Lack of sufficient number of Add-on-courses, certificate courses.</li> <li>• Less Industry linkage.</li> <li>• Only partial automation of the Library and Office.</li> <li>• College runs in morning shift and building is shared with the Junior college during the afternoon.</li> </ul>
3.3 Institutional Challenges	<ul style="list-style-type: none"> <li>• Introducing more Vocational and add on courses.</li> <li>• Updating the qualification of faculty members.</li> <li>• To make all students and staff computer savvy with effective communication skills.</li> <li>• Going for an autonomous status.</li> <li>• The college should construct more buildings under its control.</li> </ul>
3.4 Institutional Opportunities	<ul style="list-style-type: none"> <li>• Availability of adequate funds, generated through self-financing courses can help a lot to have more competent faculty, develop Psychology Lab, adequate support staff for co-curricular/extra</li> </ul>

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	<p>curricular activities, etc.</p> <ul style="list-style-type: none"> <li>• To start job oriented and post graduate courses.</li> <li>• Provide effective coaching for competitive exams.</li> <li>• Staff development programmes to be undertaken.</li> <li>• Involvement of corporate sector for the benefit of the students.</li> <li>• Development of research and consultancy work.</li> </ul>
<b>Section IV RECOMMENDATIONS FOR QUALITY ENHANCEMENT</b>	
	<ul style="list-style-type: none"> <li>• Introduce more vocational and Add-on-courses, other subject combinations and P.G. Courses..</li> <li>• Computer and internet facility to be augmented.</li> <li>• Complete automation process of the library and the whole college. Website to be updated timely.</li> <li>• Strengthen Research and Publication output.</li> <li>• Alumni Association be motivated to play more effective role.</li> <li>• Teachers to be encouraged to improve their Academic qualifications. Provide adequate facilities to them.</li> <li>• In-service training will enhance the quality of Human Resource.</li> <li>• Special coaching for competitive examinations need to be organized.</li> <li>• MOU with Industries and Research Organizations be signed.</li> <li>• Strengthening the placement and career counseling cell with emphasis on entrepreneurship development.</li> </ul>

I have read the report and agree with its contents.

Signature of the Peer Team Member with Date

Prof. B. P. Bhatnagar  
(Chairperson)

Dr. Fr. Davis George  
(Member Coordinator)

Prof. Vinod Kumar  
(Member)

Signature of the Principal with date and seal



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