



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE
Name of the head of the Institution	Dr. (Ms.) Marie B. Fernandes
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02226401657
Mobile no.	9892771657
Registered Email	principal@standrewscollege.ac.in
Alternate Email	dr.marie.fernandes@gmail.com
Address	St. Dominic Road, Bandra (W)
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400050

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Ms. Shubda Malhotra			
Phone no/Alternate Phone no.		02226428684			
Mobile no.		9619571392			
Registered Email		iqac@standrewscollege.ac.in			
Alternate Email		s.malhotra@standrewscollege.ac.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://standrewscollege.ac.in/wp-content/uploads/2020/10/AQAR-Report-Final-2018-2019.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://standrewscollege.ac.in/wp-content/uploads/2020/10/Academic-Calendar-2019-2020-1.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	78.75	2004	03-May-2004	02-May-2009
2	A	3.14	2010	04-Sep-2010	03-Sep-2015
3	A	3.07	2016	16-Sep-2016	15-Sep-2021
6. Date of Establishment of IQAC			17-Aug-2004		
7. Internal Quality Assurance System					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Internal Audit	07-Jan-2020 67	42
Participated in NIRF	30-Nov-2020 15	94
Submission of AQAR report	27-Dec-2019 30	94
Submission of CPE	27-Dec-2019 15	94
Regular IQAC meetings	06-Jul-2019 04	26
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UGC	NA	UGC	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Organized a Staff Advancement Seminar "Virtual Learning Hours" from 21 to 26 May 2020, sessions included were: Google classroom, Mentoring, 21 st Century Skill Sets in Education Career
- Organized an Annual National Conference titled "EcoPast and Un/Sustainable Futures: The Literatures of Climate Change" on 13

September 2019. Prominent figure in international environmental activism Mr. Rajat Chaudhuri was the keynote speaker. • An Interdepartmental Seminar, "Marginalization and Exclusion" on 15 February 2020 was organized by Economics and Sociology department • Organized an International Symposium on "Celebrating Diversities" on 9 January 2020 under the aegis of UNESCO and Cardinal Paul Poupard Foundation Chair for Inter Religious and InterCultural Dialogue

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Introduction of coaching for competitive exams for staff members	Tie- up with "Ascendance Academy" for coaching staff members to qualify for NET/SET examination. A 10 day Crash Course was conducted from 6-15 June 2020 , https://drive.google.com/drive/folders/1493055K7oatoU7-CfVF_KeiQk-ad52dG?usp=sharing
To document remedial classes undertaken.	Staff members undertook and documented remedial classes, a total of 87 students enrolled in remedial classes
To encourage availing of government scholarships under different categories.	58 students had applied for various national scholarship and money was credited directly to students accounts., Class to Class Campaigning was undertaken, notices sent and banners displayed. Student participation increased.
To identify environmentally friendly best practices.	Environment friendly best practices: 1. Waste segregation, processing and manufacturing organic fertilizer, 2. Recycling of PET bottles & tetra packs , 3. Paperless documentation, 4. Waste paper management i.e. waste paper given for pulping to an NGO Go Green.
To encourage students to register for prestigious online courses	131 students Enroled in Swayam & Havard EdX courses
To enhance the effectiveness of the placement cell.	55 students were placed this year.
To improve the quality of research.	MOU with Salesian College, Darjeeling on 6 February 2020, Two- Day National workshop on 'Research Methodology and Data Analysis in Social Sciences 27- 28 February 2020, On 24 January 2020 Obtained E-ISSN number -ISSN 2582-5143 for in-house Andrean Research Journal
To improve the performance of slow learners by introducing the "Buddy Project".	The format for documentation of buddy project has been prepared and will be implemented in the next academic year

To enhance the number of MOU's	MOU was signed with , Salesian College, Darjeeling on 6 February. 2020
To introduce Skill development and software courses to be introduced	Tally ERP 9 with GST, MS Office and Advanced Excel, Equity Trading Bootcamp Technical Analysis, Fundamental Analysis Equity Analysis, Credit Rating and Startup funding, RGM Communication Skills, Certificate Course in GST, Hispanic Horizons Spanish Course, IRDA Certified Course in Insurance, Certificate course on 'Advanced Excel' for F.Y.B.M.S. Batch 1, Certificate course on 'Advanced Excel' , for F.Y.B.M.S. Batch 2, Certificate course on 'Basic R Programming' for S.Y.B.M. S., Certificate course titled 'Financial Jungle' (Open to students of all streams), Certificate course on 'Data Science' for T.Y.B.M.S, Certificate course on 'Digital Marketing' for all students, Leadership Course, Certificate Course for Gender Studies, Anti Caste and Mental Health, Community Practice collaboration with Blue Dawn
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	02-May-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	24-Jan-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	During the year 201920, we have used 18 modules for which information is provided to the Directorate of Higher Education, Maharashtra. There are following categories of modules •
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Module relating to Staffing Information

• Module relating to Academic Information The Staffing Information includes general details of the office and the institute, the other module covers details of the courses conducted in the institution. Related to this are the modules 3,4 5, which deals with total approved seats, details of approved seats designationwise (grant nongrant) and the details of the approved seats subject wise. Teaching and Nonteaching requirements are covered under staffing information. Academic Information covers 13 modules. Details of research activity in the institution deal with Ph.D. and M.Phil. students enrollment. Also included under academic information is the module which provides details of students enrolment in different courses. Another module enumerates enrolment of minority students. Details of physically handicapped students enrolled in the institution are covered in another module. Also provided is a module regarding expenditure incurred on making facilities available for these students. One module covers students availing of scholarships. There are details regarding students availing of Government of India scholarships, Government of Maharashtra scholarships, students availing of freeships and lastly students availing of EBC scholarships. Under Academic information, the availability of physical education facilities are provided. This covers indoor and outdoor facilities. Gymkhana facilities are also provided under this module. We have basketball courts and volleyballs courts as well as playground for hockey and football. Library details are provided in a separate module. This covers number of books and periodicals as well as audiovisual facilities. Also provided under academic information is details of examination results under the different courses offered in the college. It provides information about total number of boys and girls passing successfully. Breakup of fees received is provided in another module. This covers fees received under different categories like tuition fees, admission fees, examination fees, certificate fees, penalty and other fees. The last

module covers expenditure status of plan/nonplan schemes. This covers grants for expansion of nongovernment arts, science and commerce colleges. The object wise expenditure is given in detail. It covers aspects like salary telephone, electricity, water supply, rent, publications and computer expenditure. It also spells out actual expenditure of previous year, actual expenditure of the current year and expected expenditure of the current year. It also covers sanctioned outlay for the current year.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution has a well-planned curriculum delivery and documentation apparatus. Along with the traditional teaching-learning methods of white board and lecturing, the college lays great emphasis on curriculum delivery through hands-on experience. The basic objective is to provide students with appropriate placement in dignified jobs after graduation. The Institution promotes motivated students with facilities to pursue higher education and aspire for careers in the administrative services. With the infusion of technology, members of the staff and students have now begun to familiarize themselves with the online teaching-learning pedagogy. The institution prepares the academic calendar in advance which is published in the college prospectus. Each department organizes guest lectures and invites experts from the industry and applied fields to share their expertise. The focus is to create an awareness of the world around them as well as on avenues of potential employment. Students are encouraged to undertake live projects and internships to supplement learning. They are guided to research on topics within the curriculum as well as on cross-cutting issues and present papers with recommendations and solutions. Critical thinking is encouraged through documentaries, debates, role play, and class discussions. The curriculum is enriched through field trips. Venues are selected carefully so that the social and historical as well as the environmental sensitivity of students is awakened. Annual national-level seminars are organized across disciplines. The college supports numerous co-curricular activities. A variety of sports is on display on the precept that a healthy body leads to a healthy mind. All classrooms are ICT-equipped and WiFi-enabled. The college also has a multimedia library and subscribes to numerous journals and to E-journals, INFLIBNET. The librarian maintains a record of the students using the numerous library facilities. To ensure effective curriculum delivery, every faculty member has to submit a syllabus teaching plan to the Principal at the beginning of each semester. The Principal conducts regular faculty meetings to ensure that the plans are in action. All teachers connect the theoretical portions of their syllabi with real-world factual events as they unfold. Regular interaction between Student Council members elected from every class and the Principal ensures that both academic and non-academic grievances of students are addressed promptly and effectively. The responses from student feedback conducted through a survey helps to identify areas of improvement in curriculum

delivery and evaluation methods. The Coordinators of the Self-Financed Courses take regular feedback regarding visiting faculty members and accordingly incorporate necessary changes if any. Representatives from each class have to sign an acknowledgement of portion completion at the end of each semester. The progress of the students is evaluated and maintained through regular tests, presentations, and semester-end exams. Remedial classes, bridge lectures and tutorials are conducted for students who require them. The college also emphasizes on the overall development of the students by organizing additional certified courses.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course for Gender Studies	Nil	11/07/2019	30	<ul style="list-style-type: none"> • Analyse different media texts with regard to gender and its attendant power structures. • Have an awareness of the ways in which narratives of embodiment are socially constructed and produced. • Become sensitized to contemporary concerns 	Sensitized to contemporary concerns regarding gender, power structures
Anti-Caste and Mental Health Community Practice collaboration with Blue Dawn	Nil	10/12/2019	16	<ul style="list-style-type: none"> • Be sensitized to contemporary concerns regarding mental health and the various factors influencing it. Have the ability to provide basic support systems for community 	Support system for community care

				care.	
Certificate course on 'Advanced Excel' for F.Y.B.M.S. Batch 1	Nil	10/08/2019	16	Learnt the working and formulae of excel and how to use it to systematize work.	To create Excel sheets
Certificate course on 'Advanced Excel' for F.Y.B.M.S. Batch 2	Nil	11/01/2020	16	Learnt the working and formulae of excel and how to use it to systematize work.	To create Excel sheets
Certificate course on 'Basic R Programming' for S.Y.B.M.S	Nil	17/08/2019	9	Learnt in-depth the functions of R and the application of statistics.	Application of statistics
Certificate course titled 'Financial Jungle' (Open to students of all streams)	Nil	25/07/2019	30	Studied about the products of the financial markets and in detail about the stock exchanges.	Work in financial markets and stock exchange
Certificate course on 'Data Science' for T.Y.B.M.S.	Nil	15/02/2020	17	•Hands-on experience of working on a case using Big Data analysis	Application of statistics
Nil	Religion and Society, Peace and Dialogue	01/06/2019	730	•To understand the spiritualties of various religions , grasp the principles of inter-religious harmony, make them ambassadors of peace and dialogue,	Create an empathetic approach towards religious dogmas and culture.

				establish small human communities •To promote peace and national integration	
Certificate course on Digital Marketing for B.M.S.	Nil	10/08/2019	30	Learnt how to use Google analytics to analyze markets and facebook business to determine strategies for target audience, got insights on the history of digital marketing	Social media marketing
Tally ERP 9 with GST	Nil	20/08/2019	45	. Manage accounting of any Business or individuals • Creating Computerized Books of accounts with finalizing reports • Various extra topics related to computerized accounting like Auditing, Grouping companies, etc.	Getting Automated Printing salary slips, Scheduled reports, Outstanding reports etc.
MS Office and Advanced Excel	Nil	21/08/2019	30	•Create Documents in Microsoft work program using all advance functions • Creating Spreadsheets with Advance formulas and	Create documents, spreadsheets, creative presentations, E-commerce and networking

				Options related to reporting and analyzing • Students would be able to make Creative and effective presentation skills	
Equity Trading Boot camp- Technical Analysis	Nil	19/08/2019	30	•Analyze price charts of various stocks • Differentiate between stocks in bullish and bearish trends • Use patterns and indicators to identify various trading opportunities • Filter trades based on their trading strategy Execute trading strategies.	Stocks and Trading skills
Fundamental Analysis- Equity Analysis, Credit Rating and Startup funding	Nil	22/08/2019	30	•Create own financial spreads in excel, interpret key ratios and make own initial assessment • Ability to read Annual reports and interpret Financial statements • Evaluate companies from a Lender's and Equity share	Interpret financial statements and understand investors mindset

RGM- Communication Skills	Nil	28/11/2019	30	holder's perspective <ul style="list-style-type: none"> •Build stronger relationships through powerful interpersonal communication . • Deliver better presentations and overcome fear of public speaking. • Have engaging memorable group interactions. • Be more confident and proactive during job interviews. 	Develop better interpersonal communication
Certificate Course in GST	Nil	20/08/2019	30	<ul style="list-style-type: none"> •Understanding of Goods Services Tax Concepts • Be prepared for Industry demand of GST ready employee with practical knowledge • Better placed in job interviews Have opportunity to be a GST Professional 	Developing tax concepts. Face job interviews and GST professional
Hispanic Horizons-Spanish Course	Nil	22/08/2019	30	<ul style="list-style-type: none"> •Introduce themselves and fill out simple forms • Know more about the culture and traditions of Spanish 	Learning new language

IRDA
Certified
Course in
Insurance

Nil

10/07/2019

30

speaking
countries •
Understand
and
communicate
with wider
audience

•Illustrate
the
importance
of the
Insurance
sector. •
Will be able
to
illustrate
the
applications
of Life
Insurance •
Will
understand
the pricing
and
valuation of
life
insurance •
Have the
ability to
understand
the health
insurance
products

Understand
ing personal
insurance,
commercial
and retail
insurance

Leadership
Course

Nil

22/08/2019

35

To make
students
realize the
relevance of
state and
civil
society in
governance
and to
instill in
them good
citizenship
values.

Creating
Leaders

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bachelor of Arts : English, Sociology, Economics	10/06/2019
BA	Bachelor of Journalism & Mass Media	10/06/2019
BCom	Bachelor of Commerce	10/06/2019
BCom	Bachelor of Accounts & Finance	10/06/2019
BCom	Bachelor of banking & Inssurance	10/06/2019
BSc	Bachelor of Science Information technology	10/06/2019
BSc	Bachelor of Hospitality Studies	10/06/2019
BMS	Bachelor of Management Studies	10/06/2019
MCom	Master in Business Management	10/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	483	8

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Life Skills (First Year) Degree	26/07/2019	574
Life Skills (First Year) SFC	07/12/2019	373
Social Outreach Programme (Second Year) Degree	29/06/2019	455
Social Outreach Programme (Second Year) SFC	16/06/2019	290
Value Education (Third Year) Degree	13/08/2019	405
Value Education (Third Year) SFC	22/07/2019	380
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Bachelor of Arts :	3

	English, Sociology, Economics	
BCom	Bachelor of Commerce	1
BCom	Bachelor of Accounts & Finance	11
BA	Bachelor of Journalism & Mass Media	1
BCom	Bachelor of banking & Inssurance	1
BSc	Bachelor of Science Information technology	2
BMS	Bachelor of Management Studies	10
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Our institution lays great emphasis on feedback from the students as it helps them to imbibe the right values and also in their overall development. The responses collected from the student feedback survey helps us to identify areas of improvement in curriculum delivery and evaluation methods. The Coordinators of the Self-Financed Courses take regular feedback of the visiting faculty members and accordingly incorporate necessary changes. • Students: The college collects feedback from the students through an automated feedback system at the end of the Semester. This feedback is analyzed and solutions are sought through meetings held with the student council as well as with the other faculty members. • Alumni: Alumni Feedback is obtained during the Alumni get together and the final year students are asked to fill an Exit Form. The college alumni members are in varied fields and make suggestions about the curriculum keeping the present industry scenario in mind. These are considered by the college and implemented to the extent possible. • Parents: The college regularly organizes parent teacher meetings. Suggestions given by the parents are duly taken note of. Parents can meet with the Principal and the faculty by prior appointment. The grievances and suggestions are heard and appropriate action is taken. Mentoring is done to ensure student progress and to help in building bridges between the college and the community. • Community: The college highly values feedback collected from the community through an automated survey as it helps in sustaining the values of the college through the service which the college provides. The feedback analysis helps the college to incorporate necessary changes keeping in mind the welfare of the students through community sensitization and formation of servant leadership in the society. • 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</p>

they meet during centralized assessment at the university. Some of the professors are involved in Syllabus planning and are also members of the Board of Studies. Some have been appointed as chairpersons for their respective papers. The college also has been a part of AIACHE exchange programme. It allows for an exchange of ideas and learning to improve the quality of education within the institute by implementing the best practices available in other colleges. • 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.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bachelor of Arts	240	1052	233
BCom	Bachelor of Commerce	360	1004	341
BMS	Bachelor of Management Studies	120	1366	120
BA	Multimedia and Mass Communication	60	872	61
BSc	Bachelor of Infomation Technology	60	305	45
BCom	Bachelor of Accounts and Finance	60	536	60
BCom	Bachelor of banking and Inssurance	60	160	41
BSc	Bachelor of Hospitality Studies	60	113	46
MCom	Business Management	60	72	32
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2598	61	39	Nil	1

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
40	40	15	40	Nil	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All the students are mentored in each academic year at least once by their respective class teachers. The issues addressed are related to academic, interpersonal, family problems as well as any other relevant personal issues. Any serious cases are referred to the college counsellor for further pursual. Additionally, every student fills up the STUDENT PROFILE FORM consisting of personal and academic data. The same is carried forward to the subsequent years of SY and TY. This form thereby enables access to the student's information at a glance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2659	40	1:66

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	40	6	Nil	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nil	VI / 2020	22/11/2019	08/01/2020
BCom	22300003	VI / 2020	09/10/2020	05/10/2020
BCom	22300002	VI / 2020	09/10/2020	04/11/2020
BA	12300001	VI / 2020	15/10/2020	31/10/2020
BCom	22300001	VI / 2020	15/10/2020	29/10/2020
BMS	22300005	VI / 2020	10/10/2020	02/11/2020

BSc	42300003	VI / 2020	10/10/2020	06/11/2020
BSc	423000081	VI / 2020	10/10/2020	16/12/2020
MCom	2C00534	IV / 2020	14/10/2020	11/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation reforms of the University of Mumbai are adopted by the institution. The Affiliation to the University of Mumbai, does permit us to initiate reforms on our own, but we follow the reforms set by the University, which include a Syllabus Revision Workshop every 3 years conducted by the respective Board of Studies for the various Courses under all Programs. The objective of the Workshop is to make four amendments regarding: a) Basic syllabi, b) Recommended textbooks and reference books, c) Structure and format of paper pattern and d) Method of conducting Internal assessment (if any) Also, the Evaluation process and reforms are implemented through various committees like Exam Committee, Unfair Means Inquiry Committee, IQAC, CDC, Grievance Cell. With effect from 2016-17 ALL SEMESTER INTERNAL ASSESSMENT which were conducted in every Semester for 25 marks for all BA and BCOM Programs were gradually phased off for all Semesters starting with FY (2016-17), then SY (2017-18) and thereafter TY (2018-19) respectively, as per the University of Mumbai Directive. However, it was retained for the Course - Foundation Course I and II for FY/SY BA/BCOM. The weightage for TYBA/BCOM Applied Component Papers was reduced from 25 marks to 20 marks. However, ALL SEMESTER INTERNAL ASSESSMENT which was conducted in every Semester for 25 marks for the Self Financed Programs continued on the same parameters. BSc.(IT) and BSSc.(HS) programs additionally to 25 marks Internals, have also 50 marks Practicals as per the University of Mumbai Directive. The Internal Assessment is also scheduled keeping in mind the University of Mumbai time-table and the Marklists for the same are submitted by the concerned faculty according to the deadline given by the college Examination Committee. With regard to External Examinations, Question paper Sets for every course are prepared according to the scheduled dates displayed by the Examination Committee on Staff notice boards. Thereafter, they are submitted to the Heads of Department for monitoring that all respective syllabus modules have been covered and the submitted paper sets adhere to the Paper Pattern prescribed by the University. Two students are also required to sign on the Syllabus Completion Format of each course with regard to its completion by the concerned course teacher. With effect from 2016-17, the college conducted the Sem-End Examinations on behalf of the University of Mumbai additionally for FY, SY across all Programs in progression from FY (2016), then SY (2017) according to the time table posted by the University of Mumbai on their website.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Every year, two Academic Calendars are prepared. At the reopening of each academic year, The Prospective Calendar prepared, spells out the planning of the various activities of all the departments and associations of the college. We try our level best to conduct and adhere to the schedule of the Prospective Calendar. At the end of the academic year, the Heads of the Departments and various Committee Heads submit their respective reports, details of which are then incorporated into another Academic Calendar that spells out the activities actually conducted. We are affiliated to the University of Mumbai and so have to implement the policies laid down by the University. Consequently, Time tables for First Year and Second Year cannot be planned by the college and thus cannot be included in the Academic Calendar. They are scheduled by the Examination Committee, in keeping with the time-frame announced by the

University and displayed on the Staff and Student notice boards. The Third Year time tables are displayed on the University web-site. The Principal oversees the entire process of implementation of Examination and other related matters in keeping with the Academic Terms. Both the Academic Calendars are displayed on the College Website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://standrewscollege.ac.in/result-analysis/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
12300001	BA	BA	141	136	96.45%
22300001	BCom	BCom	251	250	99.60%
22300005	BMS	BMS	115	113	98.26%
--	BA	MMC	58	58	100.00%
42300003	BSc	Information & Technology	47	47	100.00%
22300002	BCom	Accounts & Finance	60	60	100.00%
22300003	BCom	Banking & Insurance	51	51	100.00%
423000081	BSc	Hospitality Studies	51	51	100.00%
2C00534	MCom	Business Management	28	26	92.86%

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://drive.google.com/file/d/1rxVM164-BbLkLUd1TzetKABAjWeJlR5J/view?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Level F.Y.BA Sociology -Paper 1 (Syllabus Revision Workshop)	Socio-History Department	15/01/2020
National Conference on 'EcoPast and Un/Sustainable Futures: The Literatures of Climate Change	English Department	13/09/2019
Organized a National Level Webinar along with Department of BAF BMS on "Value Investing - Key to create Long Term Wealth" for students	M.Com Dept.	13/05/2020
Organized a National Level Webinar in Association with Leap -Up ,on "Value Investing - Key to create Long Term Wealth" for students	M.Com Dept.	13/05/2020
National Level Webinar on "Trading vs Investing" for Faculties	M.Com Dept	16/05/2020
International Seminar "Celebrating Diversities"	UNESCO and Cardinal Paul Poupard Foundation Chair for Inter- Religious and Inter-Cultural Dialogue	09/01/2020
Inter-departmental seminar 'Marginalization and Exclusion'	Economics Sociology Department	15/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	NA	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	NA
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
English	1
Accounts	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ECONOMICS	1	Nil
International	MATHS	1	1.14
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ENGLISH	6
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Common fixed point results in function weighted metric spaces	Shahi, P.	Journal of Inequalities and Applications	2019	1	St. Andrews College of Arts, Science Commerce	4
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	28	83	Nil	75
Presented papers	3	1	Nil	1
Resource persons	1	Nil	Nil	3

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
College Level Activities (24 Nos.)	Holy Family Hospital MGM Blood Bank for Blood Donation Drive, The Movement, Khushiyaan Foundation, PCGT, Harmony Foundation, Rotary Club, AISEC, Tata Memorial Hospital, Kindness Unlimited	4	69
Community Level Activities (4 Nos.)	(1) Bandra Police Station for Bandra Fair Security, (2) Mahim Police Station for Mahim Novena Security, (3) Vision Rescue for Mission Admission Activity, (4) Khushiyaan Foundation in their Beach Warriors Project for Beach Cleaning Activity	4	69
University Level Activities (21 Nos.)	University of Mumbai, Public Concern for Governance Trust (PCGT), Khushiyaan Foundation, Bisleri Co., S.K. Somaiya College, S.M. Shetty Bunt's Sanga College	4	69

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS, Swachh Bharat, Gender Issues, Mind Health	Beach Warriors, The Movement	Beach Cleaning, Human Trafficking, Mental Health -Depression	4	69
DLLE	ImPaCCT Foundation, Mission Green Mumbai, Connect For, AISEC, Shelter Don Bosco, Mission Green Mumbai, Goregaon Sports Club, Bliss Foundation.	Visit to Tata Memorial Hospital to sponsor nutrition / hygiene items for small kids, Ganpati Visarjan Awareness Clean up activity at National Park Borivali, Mahim Beach Clean-up, Food Distribution on "World Food Day" at Sneha Sagar Ashram, Kandival	8	161
Social Outreach Programme (Aided)	Miss Deepika Singh (MOU signed with her).	Teaching street or municipal school children, assisting the elderly and disabled, assisting in the kitchens/laundry of hospitals, visiting bastis, beach cleaning, tree plantation and environment issues.	2	389
Social Outreach Programme (Self Finance)	Miss Deepika Singh (MOU signed with her), work done with different organizations (List attached in excelsheet)	Teaching street or municipal school children, assisting the elderly and disabled, assisting in the kitchens/la	2	239

undry of hospitals, visiting bastis, beach cleaning, tree plantation and environment issue, Helping interacting with patients, Helping wit

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Two- Day National workshop on Research Methodology and Data Analysis in Social Sciences	23	Institutional	2
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Market Research	Omkar Realtors: vinita.kartha@omkar.com	23/11/2019	22/12/2019	3
Internship	Marketing and Finance	Aniket.Chandanshive@futuregeneralli.in	01/11/2019	30/11/2020	2
Internship	Intern	Future Generalli: Talerang: ritu@talerang.com	03/02/2020	02/03/2020	1
Internship	Event Management	Mahindra Lifespaces: GUPTA.KSSHAM A@mahindra.com	27/01/2020	26/02/2020	2
Internship	Marketing	sujata.das@iaccindia.com	02/01/2020	31/01/2020	1

Internship	HR Executive	IACC: suni 1.dsouza@ang elhrsol.com	14/01/2020	13/03/2020	2
Internship	Market Research	Angel HR: Savage and Palmer: elro y@savagepalm er.com	16/12/2019	15/02/2020	2
Internship	Analyst	Morgan Stanley: aas hna.Godha@mo rganstanley. com	01/06/2020	10/07/2020	9
Internship	Marketing and Sales Role, Web Management	NZEA (Repro Graphics): w arren@nzea.i n	26/10/2019	25/12/2019	2
Internship	Digital Marketing	Adagio: he lpdesk@adagi o72.com	15/07/2019	14/09/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Salesian College, Darjeeling	06/02/2020	1. Faculty programme 2. Joint Research Programme 3. Activity Exchange Programme 4. Student Exchange Programme	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing

Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SLIM 21	Fully	3.6.0.31681	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Nil	Nil	Nil	Nil	Nil	Nil
Text Books	Nil	Nil	Nil	Nil	Nil	Nil
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	287	120	120	19	0	19	0	50	105
Added	22	0	0	0	0	0	0	0	0
Total	309	120	120	19	0	19	0	50	105

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8705035	8705035	7082298	7082298

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

In tune with our college vision, holistic education, equipment to facilitate all kinds of services are provided every year. To guarantee that students and members of the faculty have access to the best resources for maximum productivity in the teaching-learning process, the college ensures that adequate resources are provided for reading and research in the college library. The existing collection of books and other resources, including digital resources, are updated and enhanced every year. Additional resources are provided through online portals such as INFLIBNET and NDL. Heads of departments and members of the faculty can make requests for specific resources for their respective subjects. In addition, the Library Committee oversees the maintenance and enhancement of library resources. ICT facilities such as wi-fi access, projectors for screening, films, documentaries, videos and Power Point Presentation are maintained through the services of two personnel dedicated to this purpose. Smart boards are being arranged so that faculty can record their lectures and create e-content. The internet bandwidth is upgraded to 50mbps from 16mbps which was the earlier one. This year we have added 16 PCs and 6 Laptops to the existing ones to upgrade the online assessment facility for our teaching faculty. General infrastructure in the college, and repairs and maintenance of current equipment and facilities is taken care of by way of Annual Maintenance Contracts which covers maintenance of the lifts, the water coolers, air conditioners and pest control. Students bring their concerns to the attention of their respective class teachers and the Principal through the Students' Council which has a meeting with the Principal once a month. The requirements of the faculty and the student community are discussed at meetings of bodies such as the IQAC (Internal Quality Assurance Cell) and the CDC (College Development Committee). Purchase of equipment required for the year is decided upon by the Purchase Committee which consists of faculty members, the Registrar of the College, the Principal and a Management Representative. The Committee meets twice a year to consider possible expenses for the year.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Grenville and Vinita Soloman Academic Scholarship AND Prof. Mavis Dias Endowment Scholarship	11	343332
Financial Support from Other Sources			
a) National	Rajarshi	57	0

	Chatrapati Shahu Maharaj Shishyavrutti Scheme, Minority Scholarship, Reserve Category Scholarship		
b)International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial lectures	06/02/2020	71	Subject teachers
Counselling	09/08/2019	127	Ms. Rovita D, Costa, Andrean Counselling Unit
Mentoring	29/07/2019	218	Class teachers
Yoga Day	21/06/2019	65	Ms. Shahirekha Naidu, Yoga Vidya Niketan, Dadar
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Training for Civil Services Examinations	427	10	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Cactus Communications,	335	25	Top Hire, Endurance In	349	30

Media.Net, Federal Bank, IndusInd, Savage and Palmer, DeltaX, LT Realty, Aditya Birla Sunlife Insurance, Motilal Oswal, Cenveo			ternational, Irobokid, Kotak Securities, GIPS Management, Oberoi Hotel, iKS Health, Savage and Palmer, Gracenote, Godrej, Deloitte, WeBuy, Angel HR, Silverlink Technologies, GIA, more organizations (please refer to excel file)	
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	Nil	Nil	Nil	Nil
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Mind Maze (Quiz)	Inter-collegiate	46
Mosaic (College Cultural Festival)	Inter-collegiate	420
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council started their activities after the First year students' admission. Their first activity was the joint celebration of Christmas Day and Convocation Day on 21st December 2019. In January, the League hosted the much-awaited Loop 2020. The week-long festivities included a variety of events such as Athleisure Day (13 January), Monochrome Day (14 January), Fandom Day and Dodgeball Contest (15 January), Twin Day (16 January), and Retro Day (17 January). On Retro Day, the League also hosted the Open Mic event to give our students, whether amateur or professional, an invaluable opportunity to exhibit their talent in a non-intimidating, informal atmosphere on the basketball court, cheered on by a supportive Andrean audience. The finale of Loop 2020 was Traditional Day (18 January). The 'Mr. And Mrs. Loop 2020' contest was the highlight of the day, and was followed with a round of zestful and energetic dancing that rocked the campus for as long as the music played on. The League hosted a student convention titled, 'Becoming Global Citizens of the 21st Century', for student representatives from Christian colleges across the city (1 February 2020). The event was an initiative to gather feedback about what Christian institutions could do for the community, and make known the views of the participating students to the AIACHE (All India Association for Christian Higher Education). In order to enable the participants to get to know each other better, the convention began with a team-game. After an interactive session with the participants, we had three sessions specifically aimed at empowering the 36 student attendees. Ms. Priti Chopra (Life Coach), in her session on 'Love Yourself, Heal Your Life', encouraged students to be themselves and not get disheartened by negative people or their disparaging comments. Ms. Margaret D'Costa (Faculty at St. Paul's Institute of Communication Education) conducted a session on 'Plan Your Goals and Change Your Life', reminding students about the importance of having a vision and knowing their destination. Mr. Shane Gomez (Youth Animator), in his session on "Changing Negativity into Positivity", echoed the need for taking responsibility for one's actions, and thereby inviting positive responses from family and friends

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

730

5.4.3 – Alumni contribution during the year (in Rupees) :

65000

5.4.4 – Meetings/activities organized by Alumni Association :

There were two meetings held by the Alumni Association during the academic year 2019-20. One on 08 August, 2019 and the other on 01 February, 2020. The Alumni Association had started a page on LinkedIn to connect with past pupils and this attempt has been a huge success so far with a number of past students following the college page, along with details about which batch they passed out from. This has also help in identifying and tracing the progression of our students and where they are placed right now.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college instituted the Staff Council with the Principal as the Convenor/Chairperson of the Council, the Vice-Principals of the Degree and Self-Financed courses respectively, the Registrar, the Librarian, 13 faculty members of the college. At its first meeting, the Staff Council deliberated upon problems arising due to the lock down, and decided upon measures to be undertaken to ensure that academic and administrative duties continue to be carried out in a smooth and efficient manner. Heads of departments and department Co-ordinators shared the work done by their respective departments during the lockdown with regard to conducting online lectures, webinars attended, online certified events, workshops, and other courses. It was decided that one person per department would present a paper at the annual Staff Seminar that the Research Committee encourage the staff to apply for STRIDE and other such grants for research work and that a Faculty Development Programme be held for the staff to facilitate ease in online teaching together with a session on how to pass the NET/SET exams for staff members to acquire the stipulated qualification. With regard to co-curricular activities, the Council suggested that departments and committees could that co-curricular activities be planned bearing in mind topics laid down by the NAAC and that the list of proposed activities be sent to the Planning and Evaluation committee for approval. Further, an Action Taken Report was to be submitted after every meeting conducted. Matters relating to the promotion of ATKT students and the grading of enrolled students were also discussed. The Council also considered the possibility of conducting online interviews for the Self-financed departments. To further improve quality enhancement measures, a Planning and Evaluation Committee was also instituted. The Committee, comprising the Principal as ex-officio member, the Controller of Exams, and four other faculty members, was created to ensure that activities proposed for each academic year would be aligned with the parameters stated by the NAAC and with the overall ethos of the college. The two bodies, namely, the Staff Council and the Planning and Evaluation Committee, are both advisory bodies to aid in decentralised and participative management. The responsibilities of the Staff Council include discussing departmental activities and the implementation of the university-framed academic courses and new systems that need to be put in place in a digital scenario, recommending training and development opportunities for staff and students, discussing staff recognition and appreciation initiatives, overseeing disciplinary matters, and taking on some of the general administrative work of the college whenever required. The Planning and Evaluation Committee has as its primary functions the tasks of reviewing the annual academic plans and plans for curricular and extra-curricular activities for each academic year. It can also suggest, if necessary, any revisions/modifications of the proposed plans keeping in mind the pursuit of academic excellence and the requirements of NAAC. Lastly, the Committee is to submit the consolidated plan and its evaluation report to the IQAC at the end of the academic year.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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Curriculum Development

The college is affiliated to the University of Mumbai and is therefore bound to follow the curriculum prescribed by it. However, faculty members make a meaningful and valuable contribution to the syllabi by way of being members of Boards of Studies and Syllabus Revision and Syllabus Drafting Committees related to their areas of specialization. This year, Dr. Susan Lobo was appointed to the Board of Studies, SIES College in the subject of English/Business Communication (in January 2020). She was also a member of the syllabus committee for a certificate course in 'Folkloristics' to be offered in various colleges under the aegis of the Department of English, University of Mumbai. Ms.Samira Nadkarni was also inducted into the Board of Studies, Sophia College (Autonomous) this year. Similarly, Dr.Preeti Oza was appointed as an external member of the IQAC committee of the Nalanda Dance College- Mumbai, as a member of Board of Studies in English at K.E.S. Shroff College- Mumbai, a member of syllabus committee in the department of English- Elphinstone College- Dr.Homi Bhabha State University, and a syllabus committee member of the Department of English-University of Mumbai for the subject of 'Film and Literature'. Dr. Graciella Tavares was appointed as a member of the syllabus committee for the M.A. (Core Paper) paper on Quantitative Techniques for Economists in the subject of Economics. Dr. Harmeet Bhasin was appointed as a syllabus committee member for the subject of Commerce.

Teaching and Learning

Faculty members have been integrating ICT tools in their teaching by way of screening educational videos, documentaries, and TED Talks as a part of their regular teaching methods. Film screenings are also used to supplement classroom teaching. Quizzes, discussions, and debates on subject-related matters are also a regular pedagogical practice in the college. Student presentations on topics related to their syllabi further enable a student-centric approach dedicated to promoting confidence amongst students in public speaking, and also function as a way of encouraging peer-teaching.

Experiential learning is aided through field visits organized by various departments, in addition to encouraging students to attend the seminars and workshops held on campus. This year, the use of ICT was augmented with an initiative by the BAF department where lectures conducted in class were recorded with the intention of providing access to students in need at a later date. Prof. Abhishek Sood (Coordinator) also instituted a You Tube channel with live streaming of his lectures with open access to in-house students as well to students from other colleges. The videos, exceeding 100 hours of teaching, include revision lectures for students of TYBMS, the BAF course, and students pursuing an M/Com degree in or college. To further strengthen our commitment to enabling our students achieve excellence in academics, the college initiated an informal 'Buddy Project' where advanced learners would mentor academically weak students by scheduling mentoring sessions according to the convenience of the peer mentor and mentee.

Examination and Evaluation

One of the first initiatives taken by the examination committee was a redesigning of the examination answer booklet front page to include more details so as to be more user friendly for staff and students. The examination committee adopted a student-centric approach by conducting examinations for first and second year students (semesters II and IV) on alternate days to give students adequate time to better prepare for their examinations. As opposed to having to assess papers in the computer laboratory where the staff would often be distracted by the lectures being conducted in the laboratory, a new room (L 10) was instituted to ensure an uninterrupted and peaceful atmosphere for carrying out online assessment. This year, the chairperson of the examination committee participated in the meetings of the cluster colleges to ensure that the college was aware of the requirements of the University of Mumbai regarding examination procedures. The examination committee also held two formal meetings, one in each semester, to discuss the outcome of the cluster college meetings, and to

set out and modify (wherever required) the schedules announced at the start of the academic year. The meetings ensured better coordination between examinations conducted for the degree college and the Self-Financed Courses. All meetings have been formally minuted. In addition to these measures, the chairperson also attended webinars regarding online processing of results, online examinations, and assessment post COVID-19. The BBI department of our college initiated online internal exams in the month of February 2020 for S.Y.B.B.I students with the objective of orienting the students of the department with time-based competitive exams

Research and Development

With the active encouragement of the Principal, the college has succeeded in creating a solid and meaningful culture of research and an academic climate in which research endeavors of different kinds have flourished. Faculty members are continually and actively engaged in presenting papers at seminars and conferences, delivering lectures as resource persons, hosting conferences in their respective fields, and publishing papers in journals. We had 24 publications in this academic year, soft copies of which continue to be uploaded in the institutional repository (D -Space), and which can be accessed conveniently through the college intranet facility. Also, two faculty members received 'Best Research Paper' awards for papers presented: Dr. Shirley Pillai for her paper 'A Study on Resistance to Change among Employees While Executing Business Transformation in Digital Economy in the Logistics Industry' (15 February 2020) at an international conference on Business Transformation in Digital Economy held at the Institute for Technology and Management, Navi Mumbai, Kharghar and Dr. Harmeet Kaur Bhasin for a paper titled "Analysing the Role of AI (Artificial Intelligence) in Enhancing CX (Customer Experience)" at the faculty development programme organized by Dahanukar college, Vile Parle (East). The college kept up its post-accreditation commitment to ensure that faculty members acquire a PhD, and this year, two more of our staff members were awarded a doctoral degree: Ms.

Susan Lobo acquired a doctoral degree for a thesis titled "The Politics of (Re)Presentation in Selected Indian Mythological Retellings for Children" from the University of Mumbai in September 2019. Ms. Jyoti Bhatia was awarded a Ph.D. degree in Commerce from the University of Mumbai on 31 December 2019 for her thesis was titled 'Corporate Governance Compliance and its impact on Performance of Listed Companies in India.' The college continues to publish in-house research journals (made a concerted effort to acquire an E-ISSN certification for its in-house research journals. January 2019-20, the Research Committee was successful in acquiring an E-ISSN number for the Andean Research journal. The number was awarded by the National Institute of Science Communication and Information Resources (Council of Scientific Research) awarded an E-ISSN number. The Research Committee also took the initiative towards research skill enhancement for members of the teaching faculty by organizing a two- day national workshop on 'Research Methodology and Data Analysis in Social Sciences' on 27- 28 February 2020 in association with the All India Association for Christian Higher Education (AIACHE). The workshop included participants from humanities, management and business background. Participants from St. Xavier's College (Autonomous), Mumbai and Ahmedabad, Holy Cross Women's College Chhattisgarh, Nanavati College Mumbai, Oriental College of Pharmacy Mumbai, and Reliance Foundation Hospital RC, Mumbai. The workshop included sessions on research methods and techniques, search engine optimization, Google Analytics, computer techniques for data collection and analysis using SPSS. Lastly, the Staff Advancement Committee hosted its annual Staff Seminar dedicated to encouraging staff members to write and present their research papers for the benefit of the faculty of the college as a whole. This year, 11 papers were presented on a wide range of topics at the seminar which was conducted online on 27 and 28 May 2020.

Library, ICT and Physical Infrastructure / Instrumentation

Library: Amongst the quality improvement measures undertaken by the

library this year, was the upgradation of the Language Laboratory to the latest digital version. The library now has the improved i-Lotus Interactive English program using the Linguaphone-21 Curriculum i Lotus SRS (Speech Recognition Software). The course includes a built-in placement test, scoring for each activity of the program, suggestions on how users can improve their scores which are measured along parameters such as pronunciation, pitch, timing and volume, and a progress report that records the performance of the student through the entire course. The complete i Lotus Interactive English course contains the i Lotus Interactive English Application on USB Pen Drive covering 5 Levels of Linguaphone 21, 32 units of learning and 5 units of revision i Lotus SRS (Speech Recognition Software) covering 4 Levels of the Linguaphone-21 curriculum with Speech Recognition Technology, and a Security Key to activate the curriculum. The four levels of the Linguaphone-21 programme has five levels (Basic, Fluent, Confident, Command, and Excellence) designed to empower learners with an active working vocabulary of 3,000 words thru 1,690. It aims to train users in the four skills of listening, speaking, reading and writing with the aid of 72 role plays activities and even some management case studies. The library took another step to facilitate greater use of its services by extending its resources to the community by offering Guest Memberships to nearby residents. Individuals desirous of improving their knowledge could avail of reading facilities either in a hard copy format or as digital editions they could access through the computers made available in the library. The library will consider offering lending facilities to guest members this year if there is a demand for it. For the time being, the guest membership is free for the alumni of our college, although professionals are charged nominal fees at the rate of Rs. 120/- for a week, Rs. 500/- for a month, Rs. 2800/- for six months, and Rs. 5000/- for a year. ICT and Physical Infrastructure: Augmentation of ICT facilities was facilitated with the

donation of three Smart Boards by entrepreneur and IQAC member, Mr. Joseph DSouza. Although actual use of the Smart Boards is yet to be implemented, due preparations for it were made through a brief orientation and hands-on training programme on using this new technology to enhance the teaching-learning experience. IT infrastructure was augmented with the purchase of 16 PCs, 4 printers, 8 projectors, and 10 Raspberry PI. Also, 6 laptops were added to Room L 10 to be used for assessment of papers. Instrumentation: 16 PCs, 6 Laptops, 4 printers, 8 projectors, and 10 Raspberry PI kits were added this year.

Human Resource Management

The college works through various bodies to provide a healthy working environment for the staff (teaching and non-teaching) and students of the college. All the clubs, associations and committees work together to ensure that the needs of the staff and students are met to the best extent possible. Staff grievances are addressed through bodies such as the CDC and the staff grievance committee. Students' issues are addressed through the system of having class teachers that students can directly contact, the Andrean Students' League (Students' Council) whose representatives act as a bridge between the administration and the student body, and a student grievance committee to deal with any complaints and concerns that students have. In particular, class teachers also function as mentors, and reach out to students through the mentoring programme to ensure that their voices are heard.

Industry Interaction / Collaboration

The college has regular interactions with industry in the form of invited speakers who are invited to deliver lectures on topics related to the syllabi. Industry interaction is also facilitated through industrial visits so that students get to observe industrial operations at first hand. Some of our notable interactions with industry during this year included a collaboration with the marketing agency Ghoom 360 in May 2019 to create a virtual tour of the college on the website. Secondly, the Banking and Insurance Department and the IQAC

	<p>committee of our college conducted NET/SET Classes (6-16 June 2020) by in collaboration with Ascendance Academy to helping faculty members attempting the UGC-JRF/ NET / SET entrance exams. The BBI department also collaborated with Query Solution.com and Kigyan School of Data Analytics for a five-day national level Skill Advancement-Faculty Development Programme on 'Data Science and Machine Learning using Python' from 1-5 June 2020.</p>
Admission of Students	<p>Admissions of students are conducted online using digital tools and the website as the medium of communication between the college and students seeking admission. Admission lists are made available on the college website and admission procedures are now streamlined with the help of the On Fees team responsible for digitizing official records for the college.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>Official notices, circulars, and instructions are emailed regularly by the Principal to the concerned staff members for ease of communication and coordination between them and to also ensure that a record of the work expected and work completed is maintained online. All official information such as syllabus plans prepared by the faculty, and proposals for conducting workshops, seminars, hosting guest lectures and co-curricular activities are submitted to the Principal by email. It is now standard practice to maintain e-copies of all such official communication on campus</p>
Administration	<p>Initiatives towards e-governance were strategically implemented in conjunction with the On Fees Team. This year, the team worked in collaboration with the PR Cell of the college to redesign the college website not only to make for a more appealing and user-friendly experience for all users, but more importantly, to enable convenient access to information with regard to matters such as attendance, admissions, examination schedules, results, and co-curricular activities. The biometric attendance system enabled convenient recording of attendance of the teaching</p>

and the administrative staff, marking yet another important transition to e-management. In addition, the On Fees team successfully digitized records pertaining to the staff, and created an employee portal containing scanned documents. Similarly, a student portal was also created to maintain student-related information. An initiative to facilitate transparency with regard to student attendance was instituted by way of sending weekly SMSes to the students and their parents to provide timely access to timely information about the students' attendance. Students' feedback was obtained digitally, and digital copies of the results were emailed to the staff to improve teaching practices.

Finance and Accounts

Accounts and other financial details are maintained using software programmes such as MS Excel and Tally. Collection of fees and issuing of refunds are done online.

Student Admission and Support

Students' admission and registration is made through the online mode. All important student-related information such as merit lists, courses offered, government-initiated and other scholarships available to students through the college, certificate courses offered, and a host of other such relevant information is made available on the college website.

Examination

The Examination Committee communicates examination schedules for regular and ATKT exams through the college website. Students' results as well as a year-wise result analysis is also displayed on the website. ATKT forms for degree college students were also made available online. Circulars and ordinances related to exams are made available on the website to ensure that students are aware of the various rules and regulations stipulated by the college and the University of Mumbai

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Susan	Shakespeare	Centre for	1800

	Lobo	in 21st Century	Connection Education Management	
2019	Dr. Jyoti Bhatia	Revised Question Paper pattern of B.Com Accountancy	Thakur College of Science and Commerce	150
2019	Dr. Harmeet Kaur Bhasin	Kaleidoscopic Faculty Development Programme	M.L. Dahanukar College	1500
2019	Dr. Harmeet Kaur Bhasin	New CAS guidelines	Wilson College	300
2019	Dr. Shirley Pillai	Financial System in Digital Era	SIES College	400
2019	Dr. Shirley Pillai	International Conference	TM Edutech Pvt Ltd	1800
2019	Ms. Saudamini Bhagwat	Revised Question paper pattern of B. Com. Accountancy	M.L. Dahanukar College	500
2019	Ms. Melanie Dsouza	New Aqr Methodology	Walia College of Arts, Science	1000
2019	Ms. Roshini Bhattu	Institutional Social Responsibility Towards Greener Campus	National College	250
2019	Ms. Melanie Dsouza	Refresher Course in Commerce, Accountancy Management	UGC Human Resource Dev. Centre /Gs Institute Ltd	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Workshop on Guideline for 7th Pay	19/09/2019	19/09/2019	Nil	3

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Content Marketing: Grow your business with content	1	08/04/2020	08/04/2020	1
Understanding Open Education resources	1	29/10/2020	29/10/2020	1
ICT Tools for Library Management	1	21/04/2020	25/04/2020	5
ICT Tools for Library Automaction	1	06/04/2020	15/04/2020	9
E-content Development	1	19/11/2019	24/11/2019	6
Research Methodology	1	11/11/2019	16/11/2019	6
Elements of Research Methodology and Technical Writing	1	20/03/2019	24/05/2019	5
University Grants Commission, Human Resource Development Centre, University of Mumbai, UGC Sponsored Refresher Course in Commerce, Accounting and Management.	1	20/09/2019	03/10/2019	12
UGC sponsored 'Orientation Programme' organized by and held at the Human Resource Development	1	04/11/2019	23/11/2019	21

Centre of University of Mumbai				
UGC Sponsored orientation programme by University Grants Commission Human Resource Development Centre	1	20/01/2020	08/02/2020	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The college runs a Credit co-op society that allows both Teaching and Non-Teaching staff the prospect to acquire a good return on their investments and it provides loans at low interest rate according to their needs.	Workshop was conducted on 20 Dec. 2019 on Mindful listening and financial literacy.	nil

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

First phase of the internal audit conducted in 2019-2020 by Rao Ashok, Chartered Accountant. Audit was completed in January 2021.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Grenville and Vinita Solomon Prof. Eleatha Ann Pinto	425000	Scholarship instituted earlier, but this was to enable. Scholarship student securing highest marks in History at HSC
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6.4.3 – Total corpus fund generated

525000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	Management
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The institution does not have a Parent - Teacher Association

6.5.3 – Development programmes for support staff (at least three)

Workshop conducted on Guideline for 7th Pay commission implementation on 19/09/2019 for teaching and Non -teaching staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. 1. L 10: The college instituted a new conference room (L10) to allow for convenient hosting of academic events in the college for small groups of around 30 participants. The smart projector installed in this room provides an enhanced lecture experience for attendees of conferences and meetings alike. This room also doubles up as the IQAC room. Further, it is equipped with enough computers to facilitate third year university exam assessment for the staff. 2. 2. Certificate Courses The college has been making concerted efforts to add value to the prescribed curriculum by offering a range of relevant career-oriented and soft skill enhancement courses to our students. In addition to the ones instituted in previous years, the range of certificate courses was expanded in the academic year 2019-2020 to include nine new courses, namely, • 'Hispanic Horizons' (Spanish Course) conducted from 22.8.2019 - 30.01.2020 and attended by 22 students. • 'IRDA Certified Course in Insurance' conducted from July 2019 to February 2020 and attended by 31 students. • 'Financial Jungle' conducted from 25.07.2019 to 08.05.2020 and attended by 37 students. • 'Data Science' (for T.Y.B.M.S. students) conducted from 15.02.2020 to 06.06.2020 and attended by 8 students. • 'Digital Marketing' conducted from 10.08.2019 to 01.06.2020 and attended by 63 students. • 'Gender Studies' conducted from 11.07.2019 to 30.09.2019 and attended by 13 students. • 'Anti- Caste and Mental Health Community Practice' (in collaboration with The Blue Dawn, an anti-caste and mental health advocacy group) conducted from 10.12.2019 to 20.12.2019 and attended by 9 students. • 'Fundamental Analysis- Equity Analysis, Credit Rating and Startup funding' conducted from 22.08.2019 to 30.01.2020 and attended by 17 students. • 'Leadership Course' conducted from 22.08.2019 to 02.02.2020 and attended by 65 students. 3. 3. PR (Public Relations) Cell The St. Andrew's Public Relations Team was founded by Vice-Principal Dr. Desiree Gonsalves to create #BrandAndrews and maintain a strategic relationship with its key stakeholders. St. Andrew's is the first college in Mumbai to take up such an initiative. The activities conducted by the PR Cell for the academic year 2019-20 are too many to cite in their entirety, so only a few of their significant achievements will be mentioned here. • To begin with, the PR Cell redesigned the college website and also created a Virtual Tour of the college on the website. • The web development team designed the NAAC-IQAC page for the website, set up official Social Media pages, developed department pages for each course and subject, created a portal for the Certified Courses offered by the college in order to centralise the registering, conducting and getting feedback on these courses, developed the 'Calendar of Events' to help faculty book online, college venues and classrooms for their events, and vigorously promoted activities conducted by the different clubs in our college.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal

Yes

b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Encouraging students to pursue online open access courses from prestigious national and international universities through portals such as Swayam, EdX and Coursera	20/04/2019	06/06/2019	15/03/2020	131
2020	NET/SET classes for Staff	20/04/2019	06/06/2020	16/06/2020	21
2020	FDP - Data Science and Machine Learning using python	20/04/2019	01/06/2020	05/06/2020	77
2020	Virtual Learning Hours	20/04/2019	21/05/2020	26/05/2020	77
2019	Entrepreneurship Cell Launched a Merchandising Initiative	20/04/2019	06/06/2019	02/05/2020	100
2020	Junior College Orientation	20/04/2019	17/02/2020	17/02/2020	3325

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Certificate Course on Gender Studies	11/07/2019	30/09/2019	10	3
Talk on Queer Perspective and Masculinity Studies by Nitya Narsimham	17/07/2019	17/07/2019	44	8
Guest Lecture on 'Women, Law and Religion' by Prof. Anmol Patkar	18/07/2019	18/07/2019	20	1
Guest lecture for Sociology on 'Dalit Feminism' by Dr. Preeti Oza (Dept of English)	22/07/2019	22/07/2019	41	7
Talk by Adv. Nausheen on 'Sexual Harassment at Work Place' at American Library	24/07/2019	24/07/2019	8	2
Guest lecture for Sociology on 'Black Feminism' by Prof. Samira Nadkarni (Dept of English)	20/08/2019	20/08/2019	38	8
Talk by Aanchal Narang on LGBTQI	23/08/2019	23/08/2019	48	8
Training on POSH and POSCO Act by Red Dot Foundation	20/11/2019	23/11/2019	4	1
Educational trip to Streevani, Pune	10/12/2019	10/12/2019	18	2
Workshop - 'Gender-Vulnerability to Empowerment' by Prof. Girija Gupte	16/12/2019	17/12/2019	21	10
Introduction to POSCO Act by Yogi Pillai for	08/01/2020	08/01/2020	98	27

first year students				
Introduction to POSH and POSCO Act to third year students by Mariya and Reema and Red Dot Foundation	10/01/2020	10/01/2020	45	10
Screening of 'Nanette'- Documentary Discussion on LGBTQIA issues and Mental Health	22/01/2020	22/01/2020	34	10
Safe working environment and harassment at workplace for staff by Marissa Borges	23/01/2020	23/01/2020	25	7
POSH and POSCO Act for Second year students	08/02/2020	08/02/2020	20	6
Lecture on Gender in line with National Objectives by Dept. of Psychology	12/02/2020	12/02/2020	10	2
Queer Affirmation and Mental Health	13/02/2020	13/02/2020	5	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Consumption of electricity units for the year 2018-19 were 167010 units. Consumption of electricity units for the year 2019-20 were 190429 units with the use of new LED lights, bulbs etc.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2

Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	Nil	Nil	Nil	Nil	Nil	Nil

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Student Prospectus	10/06/2019	Establishes codes of conduct for students and gives them information about reparative measures such as the Anti-Ragging Cell, the CWDC, the ICC, the Anti-Caste Cell, etc.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Sessions on 'Disability Awareness' conducted by Mr. Kailash Tandel (Session 1)	26/07/2019	26/07/2019	159
Sessions on 'Disability Awareness' conducted by Ms. Shireen Irani	19/08/2019	20/08/2019	152
Sessions on 'Stress Management' conducted by Mr Shane Gomes	07/01/2020	08/01/2020	217
A Student Model United Nations (SMUN) conference was conducted to raise global political awareness and discuss the necessity of	28/01/2020	29/01/2020	20

nations working together to achieve global goals.			
Sessions on Disability Awareness conducted by Mr. Kailash Tandel (Session 2)	28/12/2020	28/12/2020	159
A session on 'Self Awareness' by Mr. Brandon Ferreira	13/01/2020	14/01/2020	251
Sessions on 'Confidence-Boosters' conducted by Ms. Priti Chopra (session 1)	05/02/2020	05/02/2020	146
Sessions on 'Confidence-Boosters' conducted by Ms. Priti Chopra (session 2)	07/02/2020	07/02/2020	146
Session was conducted by Mrs. Roland Furtado on Time Management. (session 1)	24/02/2020	24/02/2020	224
Session was conducted by Mrs. Roland Furtado on Time Management. (session 2)	26/02/2020	26/02/2020	224

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Mr. Robert Sequeira and his team maintained daily records of the daily wet waste collected before it is processed along with dry leaves and soiled papers into organic manure. The manure is used to maintain the flowerbeds of the college. 2. Collection of pet bottles and tetra packs which are then sent for recycling. 3. The college office undertook the initiative to go paperless in regards to documentation and waste paper management. During the break between academic years, i.e. April-May, waste paper is collected and provided to a facility for pulping. During 2019-20 this was not possible due to the COVID-19 pandemic. As soon as the lockdown is lifted, collected waste paper will be given to the NGO Go Green for pulping. 4. The college is working towards e-waste collection and trying to collaborate with a company who can install an e-waste drop point in college. (Due to pandemic, collected e-waste is currently being stored at the college itself.) 5. The water from the bore well is used for flushing all the toilets and for watering the garden. 6. A talk on "Energy Conservation" was held on 02 August 2019 by Mr. Nirmal Nariani from the Petroleum Conservation Research Association. Students were informed of the ongoing energy crunch and provided with numerous simple methods of energy conservation in day-to-day life. These included on-campus initiatives such as turning off lights and fans when not in a room, reducing their carbon and energy footprints by using public transport rather than private transport, and

discussion about renewable resources. 7. A poster making competition was held on 28 September 2019 on 'Cleanliness Week' as announced by the Prime Minister. Students were encouraged to think about how to keep their surroundings clean and the posters were put up around campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) The UNESCO and Cardinal Paul Poupard Foundation Chair for Interreligious and Intercultural Dialogue and its related Diploma Courses. The UNESCO and Cardinal Paul Poupard Foundation Chair for Interreligious and Intercultural Dialogue continued its practice of fostering discussion on important social issues in 2019-2020. With the aim of women's empowerment, Prof Anmol Patankar conducted a guest lecture on 'Women, Law and Religion' on 18 July 2019. Following this, on 08 August, 2019, Mr Vikram Crishna gave a talk titled 'Flow: India Through Water' to raise awareness about community-wide water conservation. The annual activity week began on 25 November, 2019 and had an open stage for diverse dances, poetry, and singing, a quiz on religion and culture, an essay writing competition on 'Diversity in India', a 'make-from-waste' fashion show on cultural diversity, and student-led discussions on key issues such as racism, terrorism, and LGBTQIA rights. The Ummeed Child Care Development Group conducted a workshop on 'Narrative Practices and Ideas' (co-hosted by the Equal Opportunity Cell) for 30 students in order to address the intersection of culture, story-making, and mental health. An international conference on 'Celebrating Diversities' was held on 9 January 2020 to discuss how to work towards an inclusive society, with an audience composed of students as well as community members. The attached Diploma course on Interreligious Studies enrolled its sixth batch in 2019-2020, furthering the aim of fostering interreligious harmony and dialogue. The third batch of the co-branded postgraduate diploma in 'Interreligious Dialogue and Water for Sustainable Development' in collaboration with the Institute of Indian Culture and Nirmala Niketan College of Social Work (Autonomous) was enrolled in 2019-2020. 2) The Social Outreach Programme 2019-20 St. Andrews College is committed to advancing global peace and understanding to combat growing strife and intolerance. By incorporating the concept of service learning, St. Andrews College offers a compulsory Social Outreach Programme to all its second-year degree college students. This allows students to not only assist marginalized populations, gain empathy and understanding, as well as learn from community members within these populations already involved in community efforts. The college has an existing collaboration with the Institute for Community Organization Research (ICOR) for students of the Degree College. The students are sub-divided into smaller groups and placed at various NGOs. Students are also allowed to contribute their services to their local parishes and extend their help for the social service activities conducted by the Parish. It has been observed that students build lasting relationships and bonds with these communities, particularly the children they mentor. Some have been encouraged by this to join NGOs and contribute some time every day to the welfare of the downtrodden. The students have to commit to a minimum of 20 hours of social work. Additionally, the college conducts Value Education Programmes for students of First Year and Third Year in the Degree College. These sessions on various topics are intended to address student concerns and challenges that they should be prepared to face when they join the work force, as well as mould them into kind and well-rounded citizens. The college also conducts events through Faith On Campus which provides morally and spiritually enriching programmes throughout the year. This is in keeping with the mission and vision statement of the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Social Outreach Programme: The Social Outreach Programme 2019-20 was conducted for the 14th year in a row for students of SYBA/ SYBCOM/ SYBScIT/ SYBBI/ SYBAF/ SYBMM/ SYBMS. The programme offers student sensitisation on the issues of hardship faced by poor and marginalized communities, and seeks to assist in the empowerment of these communities. The SOP was promoted by our Principal Dr. Marie Fernandes with the collaboration of Fr. Allwyn D'Silva, (now Auxiliary Bishop of Bombay). Students are divided into groups and sent to NGOs and Institutional Partners. These includes orphanages, old age homes, hospitals, and other community centres. Students are tasked with completing a minimum of 20 hours of service though they have a range of options to choose from so as to best suit their own interests and growing skill sets. These include, but are not limited to, teaching street or municipal school children, assisting the elderly and/ or disabled, assisting in the kitchens/laundry of hospitals, educating teenagers on information and communication technology, organizing workshops, events and recreational activities, cooking for the poor, laughter sessions for patients learning local handicrafts, beach cleaning, tree plantation, and environment issues. At the end of the programme, each student submitted a report of their experience of SOP along with their completion certificate. An overview of these reports indicated that our students not only learned from these experiences but gained compassion and a further desire to volunteer in the future. As Glendon from SYBSc-IT stated, "This was my first ever experience interacting and dealing with children. As much as I enjoyed it, I also had a lot to learn and share from it. The time I spent with them was worth it. I would love to continue to do this. I shall cherish this experience forever." The list of centres we have associated with this academic year include, St. Catherine's Home, (Bandra), Navjeet Community Centre, (Bandra), Spastic Society of India, (Bandra), Umang Foundation Trust (Santacruz), Muskaan Foundation, (Andheri), Jeevan Asha Old Age Home, (Andheri), Logic Centre and Community Welfare Association (Powai), Prayatna (Malad), Karuna Hospital, (Borivali), I. C Womens Cell (Borivali), Ashray Care Centre, (Gorai), RoshiniGraha Community Centre, (Kandivali), St. Therasas Welfare Trust, (Kandivali), Vatsalya Trust, (Sanpada), Bless Foundation (Mira Road), Snehasadan (Vasai), Cardinal Gracias Hospital (Vasai), and Akanksha Foundation (Chinchpokli). To encourage further participation among students, the college has scholarships (which include certification and cash amounts) to encourage their efforts. In January 2020, 4 students were awarded the Social Outreach Programme Scholarships. These scholarships included the Rev. Fr. Nereus Rodrigues Scholarship of Rs 5,000 each for two students in the Social Outreach Programme who are deserving, the Mrs. Marie Rodrigues Scholarship of Rs. 5,000 for one student in the Social Outreach Programme who is good in either Mathematics, Accounts or Science, the Mr. Ivan Rodrigues Scholarship of Rs. 5,000 for one student in the Social Outreach Programme who is good in hockey or any other sport.

Provide the weblink of the institution

<https://standrewscollege.ac.in/wp-content/uploads/2020/11/SOP-Report2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

1. Eco-friendly initiatives and creating awareness about Sustainable Development Goals. Installing Solar Panels to conserve energy. 2. Improving Quality of Research among Faculty and Students 3. Instituting Staff Council and Planning Evaluation committee for smooth governance 4. Registration of Alumni and

encourage their greater involvement in college activities. 5. Strengthening of Entrepreneurship Cell setting up an incubation centre. 6. Preparing students for Competitive Exams 7. Reaching out to students through Mentor-Mentee programme 8. PALS - Programme for Academically weak and also initiatives for Bright students. 9. ICT in Teaching and creating an Institutional Repository 10. To start a bridge course for double major Psychology students. • In the next academic year college aims to extend in-house certified/bridge/diploma courses to interested individuals from the neighbouring community. The college has initiated this process and interested individuals from the neighbouring community were invited to participate in the Leadership Citizen Course In 2019-2020 (August 2019- March 2020), and three members from the community attended the sessions along with in-house students. However, in the coming year the college plans to extend it further. • To achieve complete automation of the college records in phases: this process has also been ongoing and The On Fees team (digitalization partners) have been working on automation of college records in phases. Tasks such as admissions, collection of fees and refunds, ATKT forms for degree college, issuing of ID cards, bio-metric attendance for employees and students, creation of an employee portal and a student portal, scanning of documents, gathering student feedback, and revamping the college website have already been completed. The tasks in process, includes exam management, HR-payroll details of the non-teaching staff, and instituting a Learning Management System are in the process of being completed. • To introduce Accessibility Initiatives - The college introduced an Equal Opportunities Cell in July 2019. The Cell makes available, for the differently-abled, accessibility initiatives such as - provisions for using the lift, Ramp/Rails . The cell very actively aims to introduce several awareness programs • To organize training programme for existing faculty members to enable them to qualify NET/SET examinations and thereby reduce the dependency on guest faculty in the Self-Financed Departments.