

**Welcome to St. Andrew's College of Arts, Science  
and Commerce,  
Bandra(W), Mumbai- 50**

**Orientation Day  
September 2022**

# About us

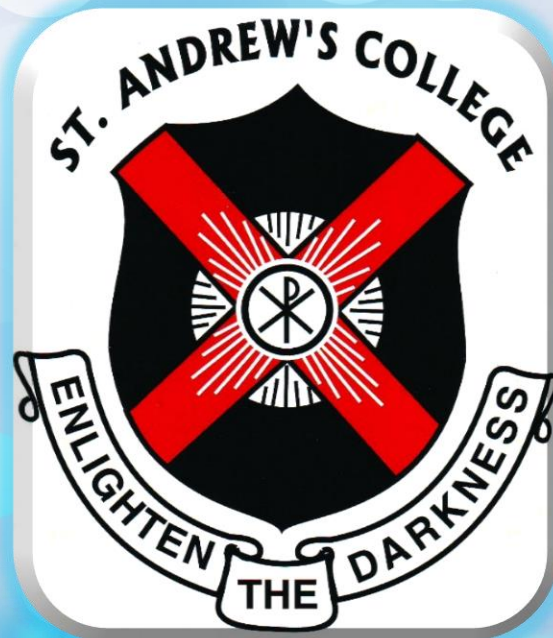


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**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

# COLLEGE CREST AND MOTTO



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

# College Vision

**A commitment  
to guide our students  
to achieve  
excellence  
through holistic education.**





# College Mission

- ✓ To mould students to be morally upright, socially committed and spiritually inspired, by Christian principles, to be responsible citizens of India and the world.
- ✓ To enable students realise their full potential in academic, cultural and sporting pursuits.
- ✓ To foster a scientific temper and encourage students to adopt a rational approach to solve problems.

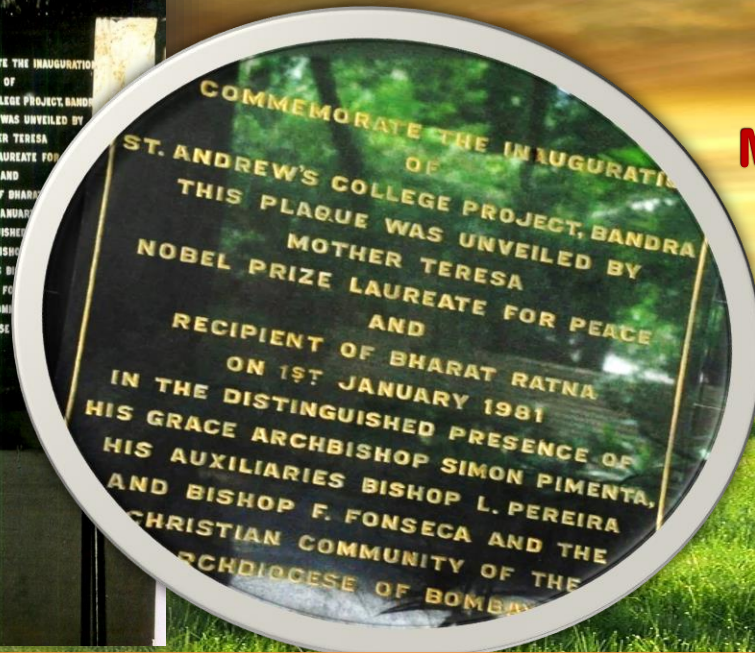


# College Mission

- ✓ To empower students to be good leaders who will spread the light of knowledge, harmony and equality in all spheres of life.
- ✓ To equip students with the required knowledge and skills to face the challenges of the real world .



# Blessed Beginnings - 1 January 1981



**Nobel  
Laureate  
Mother Teresa  
unveils the  
plaque**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



# Blessed Beginnings - 5 March 1984

SETTING A  
FIRM  
FOUNDATION  
Simon  
Cardinal  
Pimenta and  
Msgr. Nereus  
Rodrigues

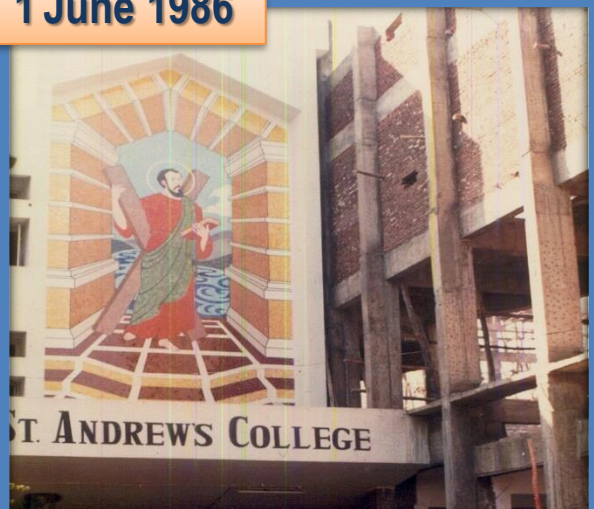


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# **We have grown --- floor by floor, building by building**

**1 June 1986**



**Completion of  
18 classrooms  
ground plus two floors**



**Third Floor 1999-2000  
Fourth Floor 2003-2004**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

**We have grown --- floor by floor, building by building**

**Silver Jubilee Year 2007-08**

**The Andrean Annexe**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

# MANAGEMENT



**Rev. Fr. Clarence Fonseca**  
Managing Trustee



**CHAIRMAN OF BOARD OF TRUSTEES**  
**His Eminence Oswald Cardinal Gracias**



**Rev. Fr. Magi Murzello**  
Rector



**Advocate Joaquim Reis**  
Trustee

**Rev. Fr. Aniceto Pereira**  
Trustee



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



# Our Principal



**Prof. (Dr.) Marie B. Fernandes**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



# Our Vice-Principals



**Dr. Susan Lobo**  
**Vice Principal – Aided Section**



**Dr. Sharon Gonsalves-Durham**  
**Vice Principal – SFC Section**



# RECOGNITION



The Degree College  
has been  
**Re-Accredited in  
2016**  
with an “A” GRADE  
by N.A.A.C.  
(National  
Accreditation and  
Assessment  
Council)



The Degree College  
was conferred the  
**BEST COLLEGE  
AWARD**  
**Academic Year  
2015-16**  
**(Urban Area)**  
**By the  
University of Mumbai**



# The Curriculum



**Orientation Day  
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**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

# PROGRAMMES OFFERED



## ARTS

B.A.

B.A.(M.M.C.)

Ph.D. in  
English

## COMMERCE

B.Com.

B.Com.(A&F)

B.Com.(B&I)

B.M.S.

M.Com. (Bus. Mngmt.)

## SCIENCE

B.Sc.(I.T.)

B.Sc.(H.S.)





# ACADEMIC CALENDAR 2022-2023

**\*\*\*Subject to notifications by the University of Mumbai**

Commencement of Classes (Semesters III and V)	14 June 2022
Commencement of Classes (Semester I)	25 July 2022
Mid-Term Break (Ganpati Vacation)	31 August – 04 September 2022 (Both days inclusive)
A.T.K.T. and Regular Examinations	October – November 2022
Diwali Vacation	21 October – 06 November 2022 (Both days inclusive)



# **ACADEMIC CALENDAR 2022-2023**

**\*\*\*Subject to notifications by the University of Mumbai**

<b>Commencement of Classes (Semesters II, IV and VI)</b>	<b>07 November 2022</b>
<b>Winter Break</b>	<b>25 December – 31 December 2022 (Both days inclusive)</b>
<b>A.T.K.T. and Regular Examinations</b>	<b>March-April 2023</b>
<b>Summer Vacation</b>	<b>02 May 2023 – 12 June 2023 (Both days inclusive)</b>



# Scheme for F.Y.B.A. Courses

## Semester I

### Non-Core Courses

1. Foundation Course I
2. Communication Skills I
3. Hindi I / French I

### Core Courses

*(any one group)*

- 4, 5, 6. English I, Psychology I,  
Sociology I

Or

- 4, 5, 6. Economics I, Psychology I,  
Sociology I

Or

- 4, 5, 6. History I, Psychology I,  
Sociology I

## Semester II

### Non-Core Courses

1. Foundation Course II
2. Communication Skills II
3. Hindi II / French II

### Core Courses

*(any one group)*

- 4, 5, 6. English II, Psychology II,  
Sociology II

Or

- 4, 5, 6. Economics II, Psychology II,  
Sociology II

Or

- 4, 5, 6. History II, Psychology II,  
Sociology II



# Scheme for F.Y.B.Com. Courses

## Semester I

1. Accountancy and Financial Management I
2. Commerce I
3. Business Economics I
4. Business Communication I
5. Environmental Studies – I
6. Foundation Course – I
7. Mathematical and Statistical Techniques – I

## Semester II

1. Accountancy and Financial Management II
2. Commerce II
3. Business Economics II
4. Business Communication II
5. Environmental Studies – II
6. Foundation Course – II
7. Mathematical and Statistical Techniques – II





# Scheme for S.Y.B.A. Courses

*The groups selected in F.Y.B.A. are continued in S.Y.B.A.*

## Semester III

### Non-Core Courses

1. Foundation Course III
2. Advertising I

### Core Courses

- 3, 4. Psychology II & III
- 5, 6. Sociology II & III

***(Ancillary choice same as in F.Y.B.A.)***

- 7, 8. English II & III    Or  
7, 8. Economics II & III    Or  
7, 8. History II & III

## Semester IV

### Non-Core Courses

1. Foundation Course IV
2. Advertising II

### Core Courses

- 3, 4. Psychology II & III
- 5, 6. Sociology II & III

***(Ancillary choice same as in F.Y.B.A.)***

- 7, 8. English II & III    Or  
7, 8. Economics II & III    Or  
7, 8. History II & III



# Scheme for S.Y.B.Com. Courses

## Semester III

### *Discipline specific elective courses*

1. Accountancy and Financial Management III
2. Financial Accounting and Auditing – Introduction to Management Accounting

### *Discipline related elective courses*

3. Commerce III - (Management: Functions and Challenges)
4. Business Economics III

### *Ability (Skill) enhancement courses*

5. Advertising I
6. Foundation Course- Contemporary Issues - III

### *Core course*

7. Business Law I

## Semester IV

### *Discipline specific elective courses*

1. Accountancy and Financial Management IV
2. Financial Accounting and Auditing – Auditing

### *Discipline related elective courses*

3. Commerce IV - (Management: Production and Finance)
4. Business Economics IV

### *Ability (Skill) enhancement courses*

5. Advertising II
6. Foundation Course- Contemporary Issues - IV

### *Core course*

7. Business Law II



# **Scheme for T.Y.B.A. Courses**

**Students can choose among the following single subject Majors or Double Subject Majors provided they have taken the courses in F.Y.B.A. and S.Y.B.A.**

**Single Major (6 papers)**

**English**

**Economics**

**Sociology**

**Double Major  
(3 papers each)**

**English–Psychology**

**Psychology– Sociology**

**Psychology-History**

**Sociology– History**



# Scheme for T.Y.B.A. Courses

## ENGLISH

PAPER	SEMESTER V	SEMESTER VI
IV	16 <sup>th</sup> to 18 <sup>th</sup> Century English Literature - I	16 <sup>th</sup> to 18 <sup>th</sup> Century English Literature - II
V	Literary Criticism - I	Literary Criticism - II
VI	Grammar and Art of Writing - I	Grammar and Art of Writing - II
VII	19 <sup>th</sup> Century Eng. Literature - I	19 <sup>th</sup> Century Eng. Literature - II
VIII	20th Century English Literature - I	20th Century English Literature - II
IX	Literature of Protest-I	Literature of Protest-II





# Scheme for T.Y.B.A. Courses

## ECONOMICS

PAPER	SEMESTER V	SEMESTER VI
IV	Paper VII-Advanced Microeconomics III	Paper XIII-Advanced Macroeconomics III
V	Paper VIII-Economics of Growth and Development	Paper XIV-International Economics
VI	Paper IX-Indian Financial System-I	Paper XV-Indian Financial System-II
VII	Paper X-Research Methodology-I	Paper XVI-Research Methodology-II
VIII	Paper XI-Environmental Economics-I	Paper XVII-Environmental Economics-II
IX	Paper XII-History of Economic Thought-I	Paper XVIII-History of Economic Thought-II



# Scheme for T.Y.B.A. Courses

## SOCIOLOGY

PAPER	SEMESTER V	SEMESTER VI
IV	Theoretical Sociology	Anthropological Thought
V	Sociology of Work	Sociology of Informal Sector
VI	Sociology of Gender	Gender and Society in India
VII	Sociology of HRD	Sociology of Organisations
VIII	State, Civil Society and Social Movements	Social Exclusion and Marginalisation
IX	Quantitative Social Research	Qualitative Social Research



# Scheme for T.Y.B.A. Courses

## HISTORY

PAPER	SEMESTER V	SEMESTER VI
IV	History of Medieval India 1000-1526 CE	History of Medieval India 1526-1707CE
V	History of Modern Maharashtra 1818-1960 CE	History of Contemporary India 1947-2000 CE
VI	Introduction to Archaeology	Introduction to Museology and Archival Science





# Scheme for T.Y.B.A. Courses

## PSYCHOLOGY

PAPER	SEMESTER V	SEMESTER VI
IV	Psychological Testing and Statistics I	Psychological Testing and Statistics II
V	Abnormal Psychology I	Abnormal Psychology II
VI	Industrial and Organisational Psychology I	Industrial and Organisational Psychology II



# Scheme for T.Y.B.Com. Courses

## Semester V

### *Discipline specific elective courses*

1. Financial Accounting and Auditing VII - Financial Accounting
2. Financial Accounting and Auditing VIII - Cost Accounting

### *Discipline related elective courses*

3. Commerce V
4. Business Economics V

***Ability enhancement courses*** (Courses selected in Semester V will continue in Semester VI)

#### 5. Choose any one:

Computer Systems and Applications Paper I or  
Export Marketing Paper I or  
Psychology of Human Behaviour at Work Paper I

#### 6. Choose any one:

Marketing Research - Paper I or  
Direct & Indirect Taxation I

## Semester VI

### *Discipline specific elective courses*

1. Financial Accounting and Auditing IX - Financial Accounting
2. Financial Accounting and Auditing X - Cost Accounting

### *Discipline related elective courses*

3. Commerce VI
4. Business Economics VI

***Ability enhancement courses*** (Courses selected in Semester V will continue in Semester VI)

#### 5. Choose any one:

Computer Systems and Applications Paper II or  
Export Marketing Paper II or  
Psychology of Human Behaviour at Work Paper II

#### 6. Choose any one:

Marketing Research Paper II or  
Direct & Indirect Taxation II



# Let's Learn More: Certified Courses

Our college offers a variety of Certified Courses (30 hours),  
after college hours in the following areas:

No.	Name of the Course	Duration	Day & Time of Course	Course Fees
1	Tally Prime with GST Practice & Procedures (Online)	30 Hours	Mon & Wed (4 to 5:30)	3,000/-
2	Certified Excel Expert with Office Automation (Online)	30 Hours	Wed & Fri (4 to 5:30)	1,750/-
3	Graphics Design & Illustration (Online)	30 Hours	Thu & Sat (4 to 5:30)	3,000/-
4	Digital Marketing (Online)	30 Hours	Tue & Thu (4 to 5:30)	3,000/-
5	Introduction to French (Online + Offline)	30 Hours	Wed & Thu (5 to 6:30)	2,000/-

**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**





# Let's Learn More: Certified Courses

Our college offers a variety of Certified Courses (30 hours),  
after college hours in the following areas:

No.	Name of the Course	Duration	Day & Time of Course	Course Fees
6	Introduction to Spanish (Online + Offline)	30 Hours	Mon & Tue (5 to 6:30)	2,000/-
7	HRM and Legal Compliance (Online)	30 Hours	Fri & Sat (5 to 6:30)	1,800/-
8	Financial Planning and Wealth Management (Online)	30 Hours	Tue & Wed (4 to 6)	2,500/-
9	Corporate Banking (Online)	30 Hours	Mon & Sat (5:30 to 7)	2,500/-
10	Business Analytics (Online)	30 Hours	Tue & Fri (5:30 to 7)	2,500/-

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# Let's Learn More: Diploma Course

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



United Nations  
Educational, Scientific and  
Cultural Organization



**Diploma Course**  
**Religion and Society, Peace and Dialogue**

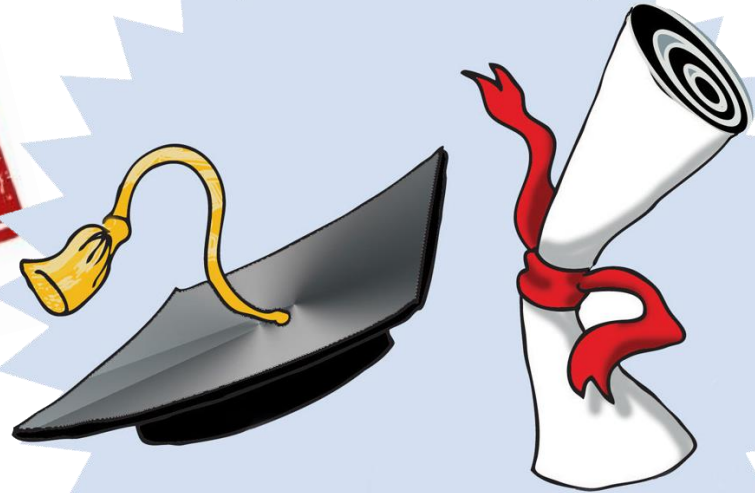
Recognised by University of Mumbai  
Supported by UNESCO and Cardinal Paul Poupard Chair  
for Inter-Religious and Inter-Cultural Dialogue

- 2 Year Part-Time Diploma
- Classes held on campus/online between 10.20 am and 12 noon every Thursday
- Recognised by Mumbai University
- Supported by UNESCO and Cardinal Paul Poupard Chair
- Useful for careers in Multi-National Companies, Academics and Media
- Creating Global Citizens



# Get Awarded for Studying

**SCHOLARSHIP**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



# Get Awarded for Studying



## ***SCHOLARSHIPS FOR BRILLIANT STUDENTS***

The Grenville & Vinita Solomon Academic Scholarship (2022-23)

Prof. Maewest Dias Endowment Scholarship (2022-23)



***GOVERNMENT***  
Minority Scholarship



***COLLEGE SCHOLARSHIPS  
DEGREE***  
Scholarships, Prizes, Freeships



***FOR DETAILS VISIT THE  
COLLEGE WEBSITE AND PROSPECTUS***



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



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

2022-2023



**THE 'STUDENT SERVICES TEAM' (SST)**

**A ONE STOP SOLUTION FOR ENQUIRIES**

**“A body of the Students, By the Students, For the Students.”**

We Provide **ANSWERS** to **QUESTIONS** about:



**ADMISSIONS**



**LECTURES**



**EXAMINATIONS**

And any other College Related Queries

**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**





ST.ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE  
2022-2023



## THE 'STUDENT SERVICES TEAM' (SST)

## A ONE STOP SOLUTION FOR ENQUIRIES

“A body of the Students, By the Students, For the Students.”

### CONTACT THE TEAM AS PER YOUR COURSES

Aaron Cecil David TY BCom - 9930615926

Orlena Ferrao TY Bcom - 9833420834

Yash Kate TY BCom - 9820982574

Ann Maureen Mathew SY BCom - 8590467236

Marushka Saldhana SY BCom - 9833569367

Tanya Da Costa SY BCom - 9769833426

Gaurav Tiwari TY BA - 9075753517

Arshi Khan TY BA - 7045972069

Riya Shukla TY BA - 9326478833

Mary Francis SY BA - 8828259301

Gabriel Ashirvadam SY BA - 8928979354

Shivangi Poddar BAMMC - 7781934406

Christina Nadar BMS - 8898656575

Tisha Tomy BAF - 9323178889

Alita Rebello Bsc.IT 9699860552

Sarah Khan Bsc.HS - 8291968125

Alisha Rao BBI - 9833902772



**St. Andrew's College of Arts, Science and Commerce - Orientation - 2022-2023**



# Mentoring



**FOR DETAILS CONTACT  
YOUR CLASS TEACHER**





# Infrastructure



**Orientation Day  
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## ... Lecture Rooms



to facilitate the  
teaching-  
learning  
process



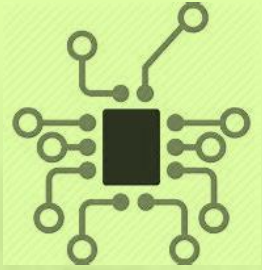
... fully equipped with  
... white boards  
... overhead projection  
facilities



## The Computer Laboratories



## The Electronics Laboratory





# The Conference Room



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

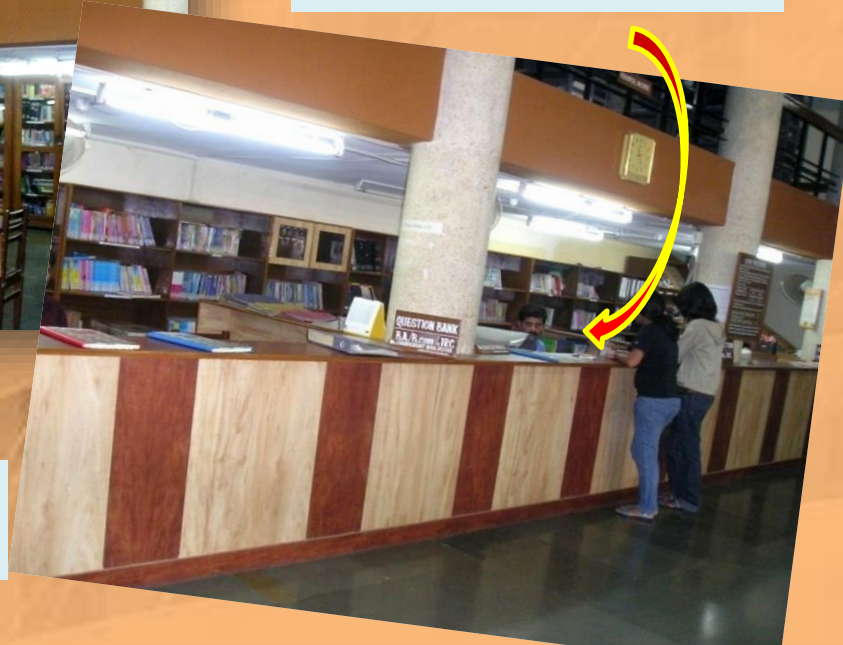


# The Library



Ground and Mezzanine  
Floor

The book issue counter

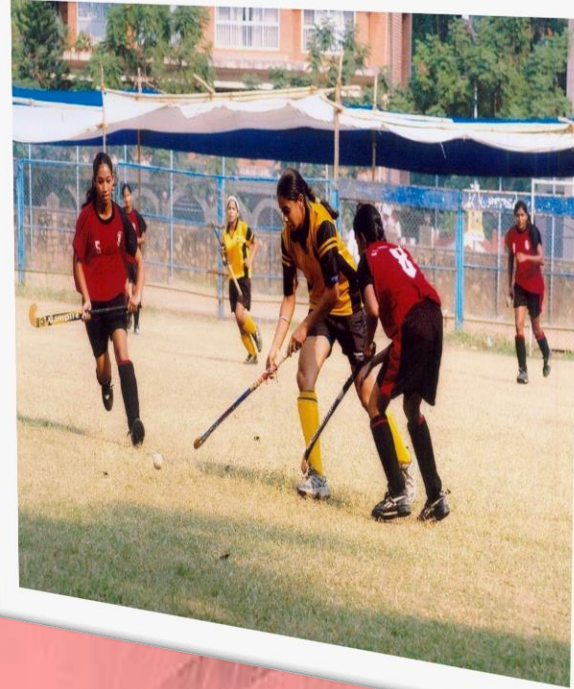


# The Common Rooms





## The Gymkhana (outdoor sports)



# The Gymnasium – for boys and girls





# The Auditorium



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

## The Staff Rooms





## The Office



## The Photocopy Counter



# HD CCTV Camera





# The Chapel



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# Attendance



**Orientation Day  
September 2022**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



# **UNIVERSITY OF MUMBAI**

## **Ordinance with effect from 2014-15**

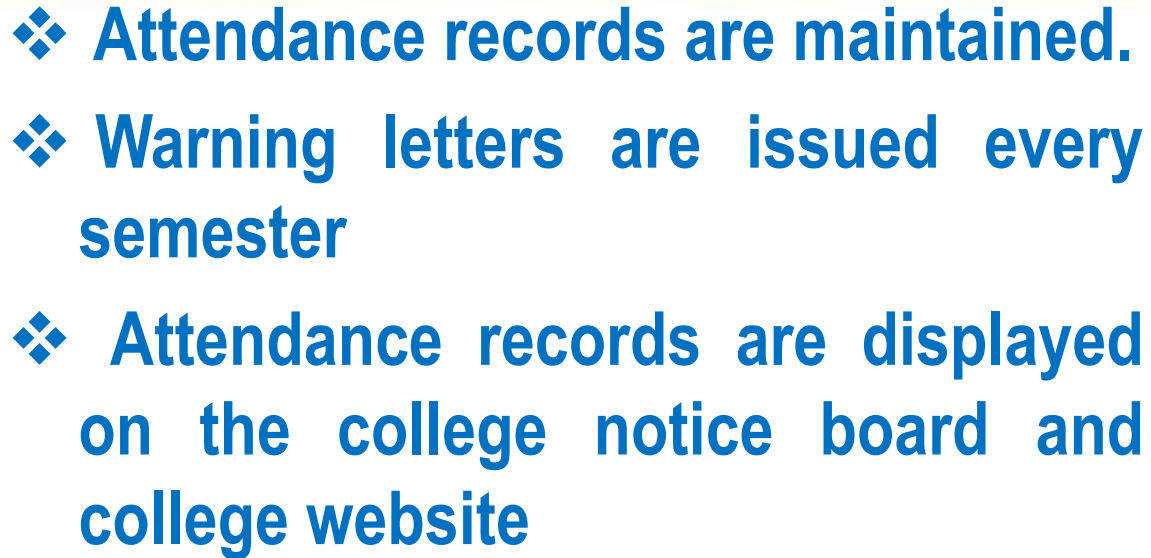
**As per O.6086**

**Every bonafide learner shall be allowed to keep terms for the given semester in a programme of her/his enrolment, only if s/he fulfills at least seventy five percent (75%) of the attendance taken**

**as an average of the total number of lectures, practicals, tutorials etc.**







# The Attendance Committee ensures

- 
- A decorative border surrounds the central text. It features two yellow pencils, one at the top and one at the bottom, pointing towards the right. On the left side, there is a blue crayon pointing downwards. On the right side, there is a red crayon pointing upwards.
- ❖ Attendance records are maintained.
  - ❖ Warning letters are issued every semester
  - ❖ Attendance records are displayed on the college notice board and college website





## For those falling Short of Attendance :

- 
- 
- 
- 
- The defaulting learner and parent/guardian will be called.
  - Consequences are made clear and the learner encourage to comply with the requirement of the attendance.
  - At the end of the semester, the **list** of learners who are not allowed to keep terms will be displayed.
  - In-Charge of Examinations / the Controller of examinations would be intimated to **withdraw** the examination forms of such defaulting learner.



# Examination Matters



**Orientation Day  
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**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



## **Choice Based Credit Scheme (CBCS)**

**Implemented from Academic Year 2016-2017**

**F.Y.B.A./B.Com.**

**Implemented from Academic Year 2017-2018**

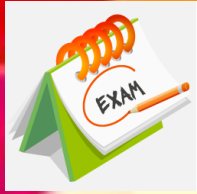
**S.Y.B.A./B.Com.**

**Implemented from Academic Year 2018-2019**

**T.Y.B.A./B.Com.**



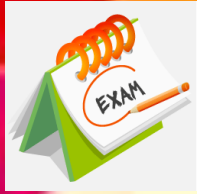




## **F.Y.B.A. /B.Com. -- S.Y.B.A. /B.Com. –T.Y.B.A. /B.Com.** **Semester End Paper Pattern**

- ☐ **Maximum Marks: 100 marks\***
- ☐ **Duration: 03 Hours\***
- ☐ **Paper specifics as per individual Boards of Studies**
- ☐ ***For Foundation Course: 75 Marks and 02 ½ Hours***
- ☐ ***For Communication Skills: 80 Marks and 02 ½ Hours***
- ☐ ***T.Y.B.A. Papers 6 & 9:***  
***80 Marks 02 ½ Hours, 20 marks project***
- ☐ ***T.Y.B.Com.: CSA: 75 Marks 02 ½ Hours, 25 marks project***





## **F.Y.B.A. / B.Com. --- S.Y.B.A. / B.Com.** **Internal Assessment for Foundation Course**

- Projects / Assignments from Modules 1 – 4 in each Semester
- In the form of PowerPoint presentations / street plays / posters or other modes appropriate to the topic
- **Students can work in groups of not more than 8 per topic**
- **Students must submit a hard / soft copy of the Project / Assignment**  
**before appearing for the Semester End Examination**
- Marks: 25 marks





## F.Y.B.A. /B.Com. - S.Y.B.A. /B.Com. - T.Y.B.A. /B.Com. STANDARD OF PASSING

- ❖ A learner shall have to obtain a minimum of
- ❖ **40 %** marks i.e., **40/100** in each course

**PASS**

- ❖ For Foundation Course, CSK and  
TYBA Papers 6 & 9, and  
TYBCom\_CSA:  
there is internal assessment and semester end examination.
- ❖ A learner shall obtain a minimum of 40% marks  
(i.e., 10 out of 25 or 08 out of 20)  
in the internal assessment
- ❖ and obtain a minimum of 40% marks  
(i.e., 30 out of 75 or 32 out of 80)  
in the semester end examination



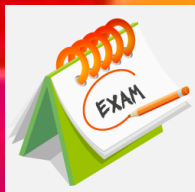


# SCHEDULE OF EXAMINATIONS



- **SEMESTER END EXAMINATIONS AND A.T.K.T. EXAMINATIONS WILL BE CONDUCTED AS PER INSTRUCTIONS OF THE UNIVERSITY OF MUMBAI**
- **THE TIMETABLE WILL BE DISPLAYED AS PER INSTRUCTIONS OF THE UNIVERSITY OF MUMBAI**
  - **AT ALL TIMES KEEP IN TOUCH WITH THE COLLEGE WEBSITE**





## ATTENDANCE REQUIREMENT

10 DAYS BEFORE  
THE COMMENCEMENT OF  
THE SEMESTER END EXAMINATION  
DEFAULTING LEARNERS  
WILL BE INTIMATED THAT  
THEIR EXAMINATION FORMS  
HAVE BEEN WITHDRAWN



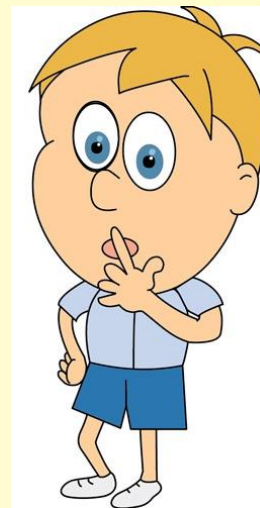


## F.Y.B.A. /B.Com. - S.Y.B.A. /B.Com. Eligibility for Additional Semester End Examination / Re-exam\*

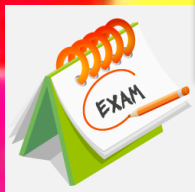
### Conditions:

- (1) Absent for some / all course exams on
  - a. Medical grounds
  - b. Representing college or university for sports/cultural/NSS/NCC activities /camps
- (2) Submit application to the college office (addressed to the Principal) **within 8 days** of the exam/s stating the reason for missing the exam/s with requisite proof/authenticated documents.
- (3) T.Y.B.A. /B.Com. appear for repeater exams, if necessary.

\* Subject to University notifications

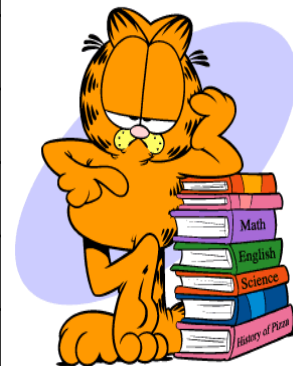






# Results - Interpretation of Grades for Courses

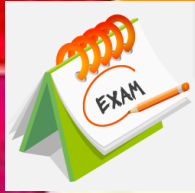
GRADES	MARKS	PERFORMANCE
O	80 and above	Outstanding
A+	70 to 79.99	Excellent
A	60 to 69.99	Very Good
B+	55 to 59.99	Good
B	50 to 54.99	Above Average
C	45 to 45.99	Average
D	40 to 44.99	Pass
F	Less than 40	Fail



***Note: The final grade earned by a learner at the end of three years in college is a cumulative grade point average (CGPA) of all six Semester Grade Point Averages (SGPA).***



# Results – Interpretation of Overall Grade Table SGPA



SGPA	GRADE
10	O
9 – 9.99	A+
8 – 8.99	A
7 – 7.99	B+
6 – 6.99	B
5 – 5.99	C
4 – 4.99	D



*Note: The final grade earned by a learner at the end of three years in college is a cumulative grade point average of all six Semester Grade Point Averages (SGPAs).*



# Results – Verification, Photocopy, Revaluation

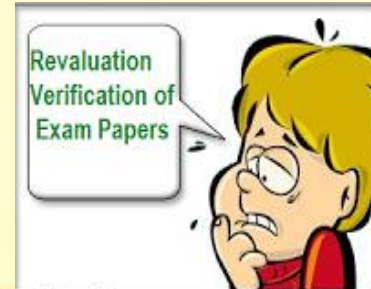
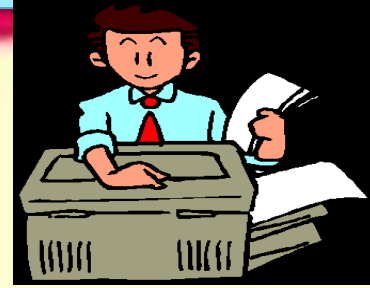


**Verification** : to request the office to check marks

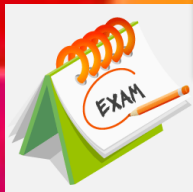
**Photocopy** : to request for a copy of assessed answer booklet

**Revaluation** : can be requested before or after asking for a photocopy if learner feels s/he deserved more marks

**\*\*\*Applications to office within 7 days of declaration of results**







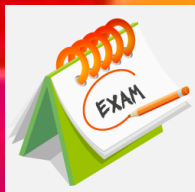
# When a Student Fails in one or more Courses

**A.T.K.T.**

**Allowed To Keep Terms**

- (i) If FAIL Internal Assessment and/or additional internal assessment
- (ii) If FAIL Semester End or Additional Examination
- (iii) Credits of either one are carried forward





## When are A.T.K.T. Examinations Conducted?

With effect from 2015-16

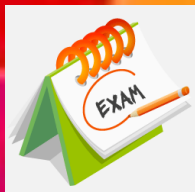
**ALL SEMESTER INTERNAL ASSESSMENT AND  
SEMESTER END EXAMINATIONS**

**are conducted in every Semester**

Thus if a student fails in some/all papers in Semester I /III  
s/he can appear for these papers when the Semester II/ IV  
exams are conducted.

Similarly, if a student fails in Semester II /IV examinations  
s/he can appear for these papers in the following Semester.





## Eligibility for Promotion to the Second Year

(1) Passed all Semesters I and II, in full

**OR**

(2) Passed First Year Semester I in full and  
Maximum 2\* A.T.K.T. in Semester II

**OR**

(3) Passed First Year Semester II in full and  
Maximum 2\* A.T.K.T. in Semester I

**OR**

(4) Maximum 2\* A.T.K.T. in Semester I  
And  
Maximum 2\* A.T.K.T. in Semester II

*\*internal/external/combination of internal and external  
assessment*







## Eligibility for Promotion to the Third Year

(1) Passed all Semesters I,II, III and IV in full

**OR**

(2) Passed First Year Semesters I and II in full and

A.T.K.T. in Second Year with

Maximum 2\* A.T.K.T. in Semester III and

Maximum 2\* A.T.K.T. in Semester IV

**OR**

(3) Passed Second Year Semesters III and IV in full

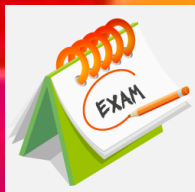
and A.T.K.T. in First Year with

Maximum 2\* A.T.K.T. in Semester I and

Maximum 2\* A.T.K.T. in Semester II

*\*internal/external/combination of internal and external assessment*





## Eligibility for Third Year Semester VI Exam

(1) Passed all Semesters I, II, III, IV and V in full

OR

(2) Passed Semesters I, II, III, IV but  
failed all/few courses in Semester V

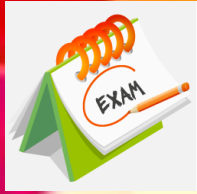
OR

(3) Not cleared Semesters in either First or Second Year

The learner can appear for Semester VI

but the results will be held in reserve by the University till all the Semesters I, II, III, IV, and V have been cleared in full.





- You should keep in touch with the college notice boards and website for exam related information.
- You should report to the examination hall on time.
- You must always carry your identity card and hall ticket.
- Please collect your hall ticket and results from the office on the date and time specified.
- Inform the office one week in advance of exams if you need concession as an LD /physically challenged student.



- DO NOT INDULGE IN UNFAIR PRACTICES DURING EXAMINATIONS
- Follow notifications on the college website at all times



# Unfair Means



**Orientation Day  
September 2022**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



**ORDINANCE 5050 Ordinance regarding Unfairmeans Resorted to by the Student**

**THE UNIVERSITY RULE BOOK FOR UNFAIR MEANS**

UNIVERSITY OF MUMBAI



Ordinances relating to Examination



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

## ORDINANCE 5050 Ordinance regarding Unfairmeans Resorted to by the Student

### Appendix A

#### 12. The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category Thereof

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





## Before the commencement of an examination:



- Make sure that there are no books, bits of paper, etc., in your possession or on your desk or in the vicinity of your desk.
- Make sure that your mobiles are not with you in the examination hall.
- Do not speak or communicate in any manner with any other candidate during the examination.
- Do not exchange writing materials, calculators etc. with neighbouring candidates.





# **Make A Note**



**Orientation Day  
September 2022**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**





**Students are required to follow the college dress code at all times.**

**Please refer to the notice boards for details.**



# B E ECO-FRIENDLY

*Put your litter in the bin*

## SEGREGATE WASTE



## Love where you study

*Put your litter in the bin*

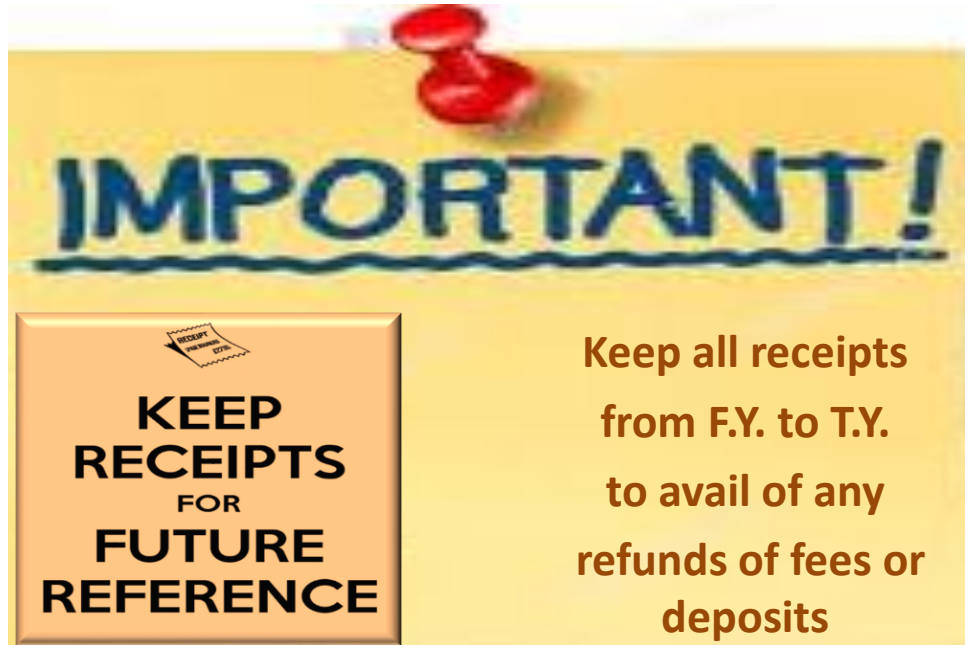


*Keep Your College Clean*



*Switch off the lights  
when not in use*





Important  
Message

# GROUP INSURANCE



**FOR FURTHER DETAILS IN EMERGENCY CONTACT THE COLLEGE  
OFFICE**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



MENTORIA  
CLUTTER TO CLARITY

L&T Infotech

## TRAINING & PLACEMENT CELL

Morgan  
Stanley

The training and placement cell of St. Andrew's College aims at providing a platform for students to find the right job and the company to find the right candidate for the job.

UNIVERSAL HUNT

Tech  
Mahindra

KeyIndia  
GRAPHICS

For more details visit the college website:

<https://placementcell2.wixsite.com/standrewscollege>

IndiaNivesh  
TRUST, WE EARN IT

TEACHFORINDIA

TATA

TATA CONSULTANCY SERVICES

pepperfry.com  
HAPPY FURNITURE TO YOU

kruze  
Corporate Travel Solutions



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

# Special Cells

## Anti Ragging Cell



In our quest to ensure **zero-ragging on campus**  
Our college abides by rules and regulations as per  
Section 6.2 of University of Mumbai.





## College Women Development Cell

**University Women Development Cell** set up in response to the Vishaka judgment passed by the Supreme Court in 1997

### **OBJECTIVES:**

- Sensitise students to the issues related to gender with specific reference to sexual harassment at work place and its legal implications
- Promotes well being of all the female students and staff members and create a gender sensitised community within campus as well as in the society.
- To form Internal Complaints Committee (ICC) to scrutinise the complaints



# Sexual harassment complaints will be dealt by CWDC

This includes

- Eve Teasing
- Verbal harassment of sexual nature (loaded comments, jokes, phone calls which are sexual in nature)
- Unwanted touching or physical contact
- Cyber bullying ( text message, emails, photos which are sexual in nature, showing pornographic films)



Complaints can be reported orally or written to the concerned class teacher which will be forwarded to the Internal Complaints Committee. Serious offences will be registered as Police complaints.





## Standing Committee on Reservations

**St. Andrew's College has  
a portal for reporting complaints on caste based  
discrimination.**

**The objective is prevention of discrimination based on  
caste.**



# Standing Committee on Reservations

## St. Andrew's College-Caste Based Discrimination Complaints Registration Portal

In the light of recent legal updates and UGC circular on prevention of caste-based discrimination in higher educational institutions St Andrew's College has developed caste-based discrimination prevention portal. This portal will facilitate SC/ST students and staff members of the college to register their complaint regarding caste-based discrimination of any kind of caste-related injustice and make them avail proper solutions for the inconveniences they had experienced.



**PRN number**

**Name**

**Roll No**

**Class**

**Contact**

**Email**

**Specify your complaint**

**Submit**



# Standard Operating Protocols regarding COVID-19



When you come to college

- Carry sanitiser
- Wear a mask
- Keep a safe distance
- Wash your hands frequently



Be Safe  
Keep All Safe



# **LIBRARY Knowledge Resource Centre**



**Orientation Day  
September 2022**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



# SECTIONS OF THE LIBRARY

Library Timings : 7.30 a.m. to 5.00 p.m.  
Monday to Saturday

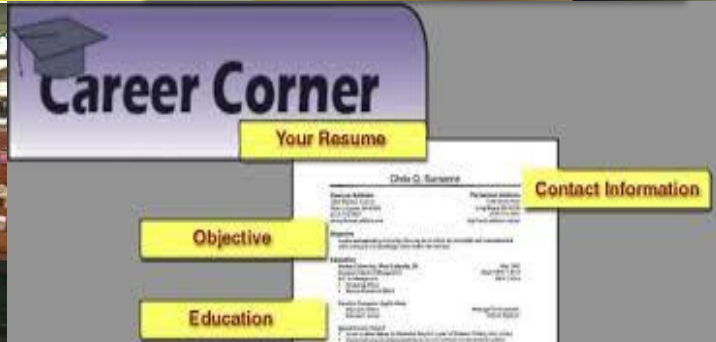
Librarian: Dr. Sujata Rajpurkar



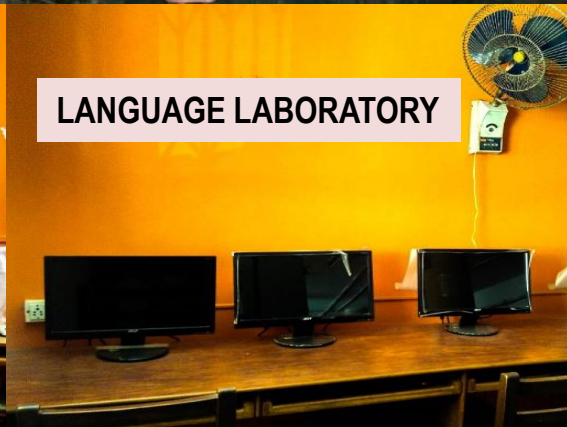
CIRCULATION COUNTER



PERIODICAL SECTION



Multimedia Library



LANGUAGE LABORATORY



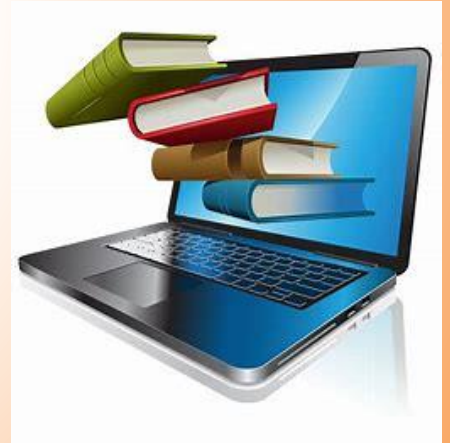
IT ZONE



St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023

# RESOURCES OF THE LIBRARY

- **Total Collection : 46500+**  
Reference books, text books and rare books
- **Journals 24**  
Subject specific research type information
- **Magazines 17**  
For general information
- **English newspapers 05**  
For current information of daily happenings
- **E-Resources - CD & VCD (movies, play)**
- **N-list Database for E-journals, E-books & E-database**



# Library Services

**Students will have a special Orientation by the Librarian for all matters related to the library including the following:**

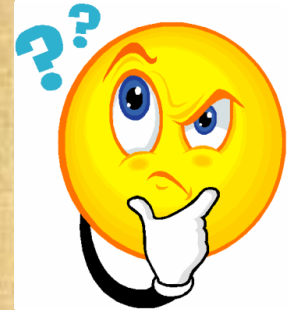
**ACCESS ONLINE LIBRARY CATALOGUE TO KNOW YOUR LIBRARY COLLECTION**

**INSTITUTIONAL REPOSITORY**

**MOODLE -  
QUESTION PAPER REPOSITORY & SYLLABUS**

**USEFUL LINKS**

**LIBRARY SERVICES**



# **Library Best User Award**





# Important things to remember

- Use of cell phones is strictly prohibited in the library
- Absolute silence is requested in the library.
- Eatables are not allowed inside the library
- Do not sleep in the library.
- Exchange of I-Card or Library card is not allowed.
- If any book is lost the borrower is liable to replace it.
- A late fee of Rs.1 per day per book shall be charged for those who fail to return the book on the due date.
- The reading material like reference books / Question papers / Newspapers / Syllabus issued on the Reading Room card should be returned on the same day.



# **Co- curricular and Extra- curricular Activities**



**Orientation Day  
September 2022**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**

**ALL ANDREANS HAVE A HOST OF CO-CURRICULAR/EXTRA-CURRICULAR or  
EXTENSION ACTIVITIES TO CHOOSE TO PARTICIPATE IN.....**

**DLLE**

**LIFE SKILLS  
PROGRAMME**

**ENTREPRENEURSHIP  
CELL**

**VALUE  
EDUCATION  
/SOP**

**MIND  
MAZE**

**AVISHKAR/  
RESEARCH**

**CIVIL SERVICE  
CELL**

**NSS**

**FOC**

**DEBATE  
CIRCLE**

**THEOLOGY  
PROGRAMME**

**UNESCO & CARDINAL PAUL  
POUPARD FOUNDATION CHAIR OF  
INTER-RELIGIOUS & INTER-  
CULTURAL DIALOGUE**

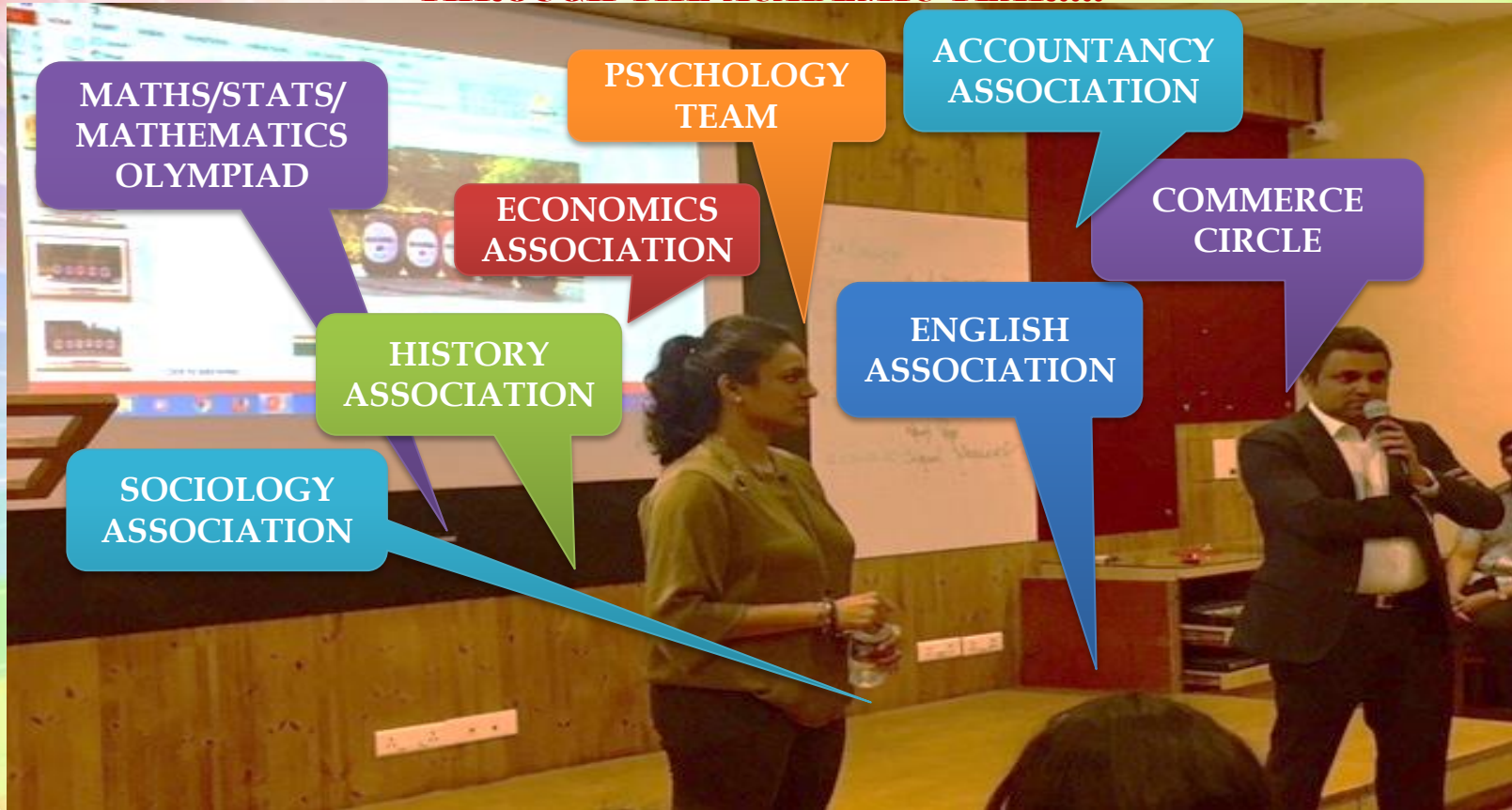
**STUDENT-  
EXCHANGE  
PROGRAMME**

**SMUN**





**EVERY DEPARTMENT HAS AN ASSOCIATION THAT ORGANISES ACTIVITIES  
THROUGH THE ACADEMIC YEAR....**





**Look forward to your  
participation in  
Mosaic 2022**

**St. Andrew's College Fest  
in the next semester**

**Prof-in-Charge Dr. Preeti Oza**



**St. Andrew's College of Arts, Science and Commerce – Orientation – 2022-2023**



The ASL is the Students' Council Body of St. Andrew's College, and is constituted in accordance with the guidelines of the Maharashtra Act.

The student representatives who form the League will endeavour to uphold its motto – 'To Lead, To Serve'.

They will work for the welfare of fellow Andreans, strive for a better campus life, and also co-ordinate a host of extra-curricular activities in college to empower the student community of St. Andrew's College.



**...and as we conclude,  
its not all work and no play at  
St. Andrew's!**

**We encourage our students to hone their  
skills, co-curricular and extra-curricular  
talents with the many events and  
celebratory days organised.**







**For any other clarifications, do feel free to ask the ‘Professor in charge’ of the Class..**

# Thank You



**This presentation will be available on our  
website  
<http://standrewscollege.ac.in>**

*This was a presentation by Dr. Kashmira Mody*