



CRITERIA WISE ACTION TAKEN REPORT 2017-2022

Sr. No.	Suggestions	Implementation
Criteria I Curricular Aspects		
1.	To encourage staff members to be involved in syllabus design through seminars & workshops	Staff members are part of Board of studies through which they contribute in syllabus design.
2.	To schedule Department meetings regularly	Department meetings are held regularly.
3.	To set parameters to improve student attendance	Some parameters implemented that includes putting up list of attendance defaulters and informing their parents.
4.	Students to be encouraged to take up short term courses from SWAYAM MOOC/ Free or Open Source Software / NPTL / ICT / Course Era	Total number of Students successfully completed short term courses are 159 in September 2019.
5.	To introduce more add-on certified courses	More add-on courses have been introduced, in 2016-17 there were 2 and in 2020-21 it has risen to 10
6.	Introduction of zero hour lecture slot	Zero hour introduced from 2019-2020 to enable students take up certificate and add-on courses
7.	To initiate skill development courses as per each department	Skill development courses of 10 hours duration were conducted by all departments in the year 2020-21 to impart skills and enhance employability
Criteria II Teaching – Learning and Evaluation		
1.	To invite feedback from stakeholders (ex-students, students, parents, the corporate world) with regard to syllabi.	Feedback from alumni & students are taken and analysed and improvements implemented. Parents' feedback on perception about college was also taken.
2.	To emphasize the need for student mentoring and support	Mentor-mentee system was already present but streamlined in December 2020.
3.	To introduce innovative methods for the Teaching/Learning process	All classrooms are ICT enabled and LMS platform has been developed to enable faculty members to engage online lectures
4.	Conduct remedial classes	Remedial classes have been undertaken by various dept.
5.	To implement the 'Buddy' Project or PALS (Participative Academic Learning Scheme)	The project was launched in December 2020 and an advanced learner's meet was conducted in the month of February 2021
Criteria III Research, Consultancy and Extension		



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ACCREDITED - 'A' GRADE BY NAAC

Best College Award (2015-2016) University of Mumbai

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1.	To undertake projects useful to society	The Social Outreach Programme undertakes projects for benefit of the under privileged and institution has MOU's with several NGO's
2.	Quality Improvement Strategies to be adopted in terms of Interaction with Industry	Industry experts are invited for guest lectures. Students are taken for industry visits.
3.	To encourage more faculty to earn a PhD degree	5 faculty earned PhD degree
4.	To sign MoUs with academic institutions	MOU with Salesian College, Darjeeling in 2019-20
5.	To establish an Entrepreneurship Cell	Entrepreneurship Cell established in August 2017 and later the Incubation cell was added in December 2019
6.	Enhancement of Research and Consultancy.	The Research Committee has been formulated and it conducts various FDP for staff regularly.
7.	Faculty/student exchange	Faculty/student exchange initiated with Madras Christian College, Christ University, Marian College (Kerala) & Salesian College
8.	To encourage students to undertake research	Avishkar programme is active with total registration of 10 students in 2020-21 and student seminar is a regular feature with various departments.

Criterion IV Infrastructure and Learning Resources

1.	Keep records of usage of library facilities	The college library is fully automated with SLIM 21 library management software.
2.	To conduct Orientation program for students for use of the national digital library as students need to be encouraged to visit the library	Librarian conducts Orientation program for students every year to for National Digital Library and N-List.
3.	To explore the inclusion of smart boards and lecture recording tools	Smart Boards installed. Lectures are recorded on Edfly LMS platform.
4.	Providing laptops and better sound system for the college	Classrooms are equipped with better sound system. Laptops are provided to staff members as and when required
5.	Proposal for introduction of Raspberry pie as a learning resource	Raspberry pie purchased on 13 Sept 2019.
6.	New Library upgrades and changes	The college library acquired Speech Recognition Software Linguaphone – 21 curriculum + i Lotus SRS software.

Criteria V Student Support and Progression

1.	To strengthen the Placement Cell	Placement cell has a full time placement officer and uses Software Calyxpod. Placement of students has shown an upward trend as in 2016-17 -49 students
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		were placed and in 2020-21 – 129 students have been placed.
2.	To discover parameters to evaluate student progress	Record of students who apply for transfer and migration certificates is maintained. Student progression is tracked by means of Google form to collect data from Alumni and collating data from LinkedIn is also simultaneously being done.
Criteria VI Governance, Leadership and Management		
1.	Encourage teachers to enhance knowledge through undertaking various UGC funded academic courses	Faculty frequently attend UGC funded workshops, training sessions, FDPs to equip themselves with changing teaching-learning environment.
2.	To create the institution's Organogram	The Organogram was made and uploaded on the college website on 10 Sept, 2020
3.	Write up a Perspective Plan for the college	Perspective plan is in place from year 2020-21
4.	To institutionalise the staff council	The staff council was institutionalised since academic year 2020-21
5.	To develop formats document Departmental activities and institutionalise the Planning and Evaluation Committee	The IQAC has developed formats to document several departmental activities. Institutionalisation of Planning and Evaluation Committee was done in academic year 2020-21. It has developed Google forms for documenting all activities digitally to cope with Covid-19 challenge.
Criteria VII Institutional Values and Best Practices		
1.	To identify new best practices and strengthen the ongoing ones.	UNESCO identified as a best practice. SOP is getting uniformly documented for Degree and SFC
2.	Introduce more Eco-friendly initiatives	Waste segregation, wet waste is composted and dry waste sent for processing depending on its nature. Efforts made towards E-waste Management
3.	Accessibility cell formation	Accessibility / Equal Opportunity cell is established year 2019-20. Many awareness and sensitization lectures and program conducted by Equal Opportunity cell.
4.	To make the college more Disability friendly	Our students have accessibility to Braille facilities in the library of Rizvi College. A disability friendly (also gender neutral) restroom is setup. The lift has braille



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		imprints on the buttons. A special table is allotted in the library for the same. There are some braille books and CD of notes of sociology
5.	Prepare the handbook of Code of Conduct	The Code of Conduct handbook was prepared in consultation with all stakeholders and uploaded on the college website.
6.	Prepare the Policy Documents	Two new policy documents were created with regards to Disability and Green Campus, respectively. They are uploaded on the college website
7.		MOU has been signed with the participating NGO (SOP self finance) Introduction of development programs (English literacy class, Financial empowerment program, Bal Sabha etc.) for the beneficiaries belonging to the low income group as well as rural areas by SOP self finance .
		The college had set up a ICC (Internal Complain Committee) CWDC has partnered with the Canadian Govt. Red Dot foundation global (MOU signed)
	Efforts towards constitutional obligations	(SAMUN-St. Andrews Model United Nations) was formed in the year 2019-2020) and various activities have been conducted

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