

## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes

Internal Quality Assurance Cell (IQAC) meeting was held on Saturday, 13 April, 2024, at 9.30 a.m. in room no. L-10. The following members were present,

1	Dr. Marie B. Fernandes (Principal)	8.	Ms. Vineetha Nair (Head- Criteria II)
2	Fr. Clarence Fonseca (Managing Trustee)	9	Dr. Priya Shahi (Head- Criteria III)
3	CA Kevin Miranda (IQAC Coordinator)	10	Mr. Abhishek Sood (Head- Criteria IV)
4	Ms. Janine Coelho (IQAC Core committee member)	11	Dr. Sharon Gonsalves (Vice-Principal Self Financing) Head Criteria V
5	Dr. Jyoti Bhatia (IQAC Core committee member)	12	Dr, Sujata Rajpurkar (Librarian, Head- Criteria VII)
6	Mr. Ritesh Sheth (IQAC Core committee member)	13	Dr. Sibyl Thomas (Academic Expert)
7	Dr. Vatika Sibal (Head- Criteria I)	14	Ms. Esther D'Souza (Student Representative)

Leave of absence was granted to Mr. Joseph D'Souza and Mr Jordin Carvalho.

### I. To read and confirm the Minutes of the IQAC meeting held on 20 January, 2024:

The Minutes of the 20 January 2024 IQAC meeting were proposed by Dr. J. Bhatia and seconded by Mr. A. Sood.

**II. Matters arising from Agenda Item No.1:** There were no matters arising from Agenda Item No. 1.

### III. To report on the following criteria of AQAR

#### Criteria 1: Curriculum Planning and Implementation

##### 1. To report on the syllabus plan and completion for the second term:

Dr. V. Sibal reported that all departments had submitted the syllabus completion and all departments, except the BAMMC, had also submitted their Syllabus Planning.

##### 2. To record the outcomes of the New Certificate, Add-on and Skill Based courses designed by departments with industry related applications for the academic year 2023-24:

Dr. V. Sibal shared the reports provided by the Certified Courses, Skill courses and UNESCO Diploma course. (see [Annexure 1](#), Criteria 1 Report.)

**Dr. S. Thomas** suggested that feedback should be taken for all such courses and learning outcomes should include interpersonal skills such as planning, appreciation and team work. The courses should also provide proof of the same.

**3. To provide an analysis of feedback forms given to Degree and Self – Financing students and parents on the curriculum:**

The SFC and Degree College data was compiled by Mr. R. Sheth and presented to the IQAC. (Please see [Annexure 2](#)).

**4. To highlight the new curriculum with respect to NEP for FYs from 2024-25:**

As an affiliated college, we are awaiting instructions from the University of Mumbai.

**5. To consider designing an online/self-paced course for credits:**

Dr. S. Thomas clarified that the college can design such courses as part of the NEP.

## **Criteria 2: Teaching, Learning and Evaluation**

**1. To list the workshops, conferences, seminars organised by departments for the second term:**

Ms. V. Nair presented a consolidated list of all such activities. (See [Annexure 3](#), Criteria 2 Report).

Principal Dr. M. Fernandes and IQAC Co-ordinator CA K. Miranda updated the IQAC that the CDC had suggested limiting the number of such activities to 12 per year.

**Dr. S. Thomas** suggested that departments make their suggestions, clearly stating the objectives. Then a *College Action Plan* for the year should be presented and passed by the CDC, at the beginning of the academic year.

Regarding *Objectives*, she reminded the IQAC that these should be in alignment with the course objectives, department objectives and college objectives (Vision and Mission). Only such activities should be conducted and these objectives can be spread across the 3 years.

That is essentially what would differentiate between a student graduating from a department at St. Andrew's as opposed to any other institution. (What are the Objectives, How were these achieved, what learning outcomes were attained and proof of the same need to be provided for each activity). CA K. Miranda reiterated that all major activities should end in January.

**2. To report on measures taken to reduce failures in TY examinations:**

Ms. V. Nair presented a table detailing these measures taken by the various departments. (See [Annexure 3](#), Criteria 2 Report).

**3. To document the Mentoring undertaken by Mentors for the current academic year.:**

Ms. V. Nair provided these statistics to the IQAC. (See [Annexure 3](#), Criteria 2 Report).

**4. To present the FY, SY, And TY Examination Schedule for 2023-24 (Semester II, IV, VI and ATKT):**

This was presented in tabular form by Ms. V. Nair. (See [Annexure 3](#), Criteria 2 Report).

**5. To communicate the NEP plan for Teaching, Learning and Evaluation:**

Ms. V Nair updated the IQAC that the college was awaiting instructions from the University of Mumbai. Regarding the duration of lectures and managing the FY according to NEP and other classes in the traditional system, Dr. S. Thomas suggested the college should consult with about 3 other colleges, such as Ruia College, who implemented the NEP in 2023-24 for strategies.

Ms. J. Coelho updated the IQAC on the feedback response for the Final Year Degree and and SFC students on Course Learning Outcomes and the Exit Poll. The deadline has been extended and the link will be resent to the Co-Ordinators to pass on the students. Any technical difficulties should be communicated to Onfees on the numbers provided or emailed to the IQAC if not resolved.

**Criteria 3: Research, Innovation and Extension**

**1. To inform of extension activities organised by NSS, DLLE & SOP for the second term:**

Dr. P. Shahi displayed the details of the activities conducted by NSS, DLLE and SOP. (See [Annexure 4](#), Criteria 3 Report).

Dr. M. Fernandes informed the IQAC that the Degree college would be returning to Ms. Deepika Singh for SOP from June 2024. Ms. J. Coelho suggested that the college should approve of the list of NGO's the students will be working with for SOP, the work that they will be doing, the reportage required by the NGO and a copy of the MOU between Ms. Singh and the NGO should be shared with the college .

**2. To apprise of innovation activities undertaken :**

Dr. P. Shahi shared the reports of the E Cell and Incubation Cell. (See [Annexure 4](#), Criteria 3 Report)

**3. To acquaint with activities organised by the Research cell:**

The Research Committee's report on staff and student (including Avishar) was given to the IQAC. Dr. S. Thomas updated the staff on numerous research funding opportunities that can be utilized.

**4. To familiarize the committee with the NEP agenda for Research, Innovation and Extension.:**

**Dr. S. Thomas** briefly touched upon the NRF (an NEP initiative). She also suggested applying for Inter Institution Grants, ICSSR grants, the Spencer Fund, Azim Premji foundation and MSFD. She kindly agreed to provide updates about these.

**5. To enlighten about the AIACHE Conference and the Research policies that some colleges adopt:**

Ms. J. Coelho updated the IQAC on measures taken by some AIACHE members such as Madras Christian College to enhance research.  
(See [Annexure 4](#), Criteria 3 Report).

#### **Criterion 4-Infrastructure and Learning Resources**

**1. To provide an update on the cleaning, repair and maintenance of classrooms, corridor, roof & washrooms:**

Mr. A. Sood confirmed that the roof repairs had been completed. He also mentioned that some classes urgently require painting to cover graffiti. Mr. A. Sood re-iterated the long standing request for HD CCTV. Mr. R. Sheth and Mr. A. Sood once again requested for the *Gents Staff Restroom* to be repaired urgently and for the 3<sup>rd</sup> and 4<sup>th</sup> floor restrooms to be cleaned properly.

**2. Follow-up maintenance of classrooms projectors:**

Quotations for maintenance contracts have been received

**3. Measures taken to deal with pigeon menace:**

Mr. A. Sood requested for all windows to be protected with netting. Currently, the pigeons are able to enter from several areas thus continuing the menace.

**4. To explore the possibility of enhancing the Library as a learning resource:**

The Principal stressed the need for staff and students to use the library and also the online resources. Special library slots for each class should be made to induct the students on the use of online resources.

**5. To highlight New Infrastructure requirements under NEP:**

More classrooms and Computer Labs would be required to meet the demands of NEP



# CA K. Miranda thanked the Principal for ensuring the software update on the OSM computers so that assessment could proceed smoothly.

### **Criterion 5 - Student Support and Progression**

- 1. To document the outcome of the Career Counselling Centre and Placement Cell:**  
Dr. S. Gonsalves presented the reports of the Placement Cell and College Counsellor. (See **Annexure 5**, Criteria 5 report)

With regards to low Placement numbers, Mr. R. Sheth suggested asking students at the beginning of the year whether they wanted internships, startups or further studies. This would help the Placement cell plan its strategy. It was also suggested to have an orientation for students applying for placements as to their responsibilities and expectations.

- 2. To submit the International Conference plan by the Equal Opportunities Cell:**  
Dr. S. Gonsalves updated the IQAC that this is being held on 15 April 2024. (See **Annexure 5**, Criteria 5 report)
- 3. To project the outcome of the Women's Development Cell activities:**  
The CWDC report was shared with the IQAC. (See **Annexure 5**, Criteria 5 report)
- 4. To discuss the outcome of the events of Student Council:**  
The activities and initiatives of the Student Council were shared with the IQAC. (See **Annexure 5**, Criteria 5 report)
- 5. To find ways of enhancing resources for competitive exams:**  
Dr. Gonsalves informed the IQAC of the talks and orientations conducted by the Competitive Exam cell. (See **Annexure 5**, Criteria 5 report)
- 6. To consider a few value-added modules of 10 minutes to help students & community to be undertaken by each department:**  
Dr. S. Gonsalves displayed a table indicating the various suggestions made by the various departments. (See **Annexure 5**, Criteria 5 report)
- 7. To promote the "Take Charge" programme of the Archdiocese of Bombay:**  
While Dr. S. Gonsalves reported on the students who had availed of this opportunity, Ms. E. D'Souza the student representative provided a brief feedback of her experience. She confirmed that she found the programme very useful. Ms. J. Coelho suggested that she and the other participants make a brief video which could be used to motivate other students.

**8. To highlight the requirement for creation of new cells under NEP:**

The college is awaiting the University of Mumbai details: Dr. S. Gonsalves reported that Dr. H. Bhasin suggested the formation of an Indian Knowledge Systems cell, Career Counselling Cell and a Skill Enhancement Cell.

**Criterion 6 - Governance, Leadership and Management**

**1. To present the outcomes of the workshop held at Kirti College, Dadar for implementation of NEP 2020 for Aided Colleges with effect from Academic Year 2024-25.:**

Mr. Jordin Carvalho emailed a detailed report of the two NEP workshops attended by Dr. H. Bhasin, Mr. A. Sood and Dr. P. Shahi (See [Annexure 6](#), Criteria 6 Report)

**2. To place on record the findings of the student's feedback on the Exit Poll :**

The Exit Poll for 2022-23 has been added to the college repository. For Exit Poll 2023-24, some SFC courses is still pending and hence this feedback will be updated later.

**3. To inform on the uploading and submission of AQAR 2022-23:**

AQAR 2022-23 was submitted in February 2024 and uploaded on the college website on 13/04/2024.

**4. To enlighten on the changes made by NAAC under new grading system :**

Criteria 6 presented a brief slide presentation on the new Binary Accreditation system. (See [Annexure 7](#))

**Criterion 7 - Institutional Values and Best Practices**

**1. To evaluate the work of the Social Outreach Programmes:**

Dr. S. Rajpurkar presented a detailed report on the SOP of the Degree and SOP courses (See [Annexure 8](#), Criteria 7 report)

**2. To bring to the table the outcome of the activities of the Entrepreneurship Cell:**

Dr. S. Rajpurkar displayed a table indicating the activities and learning outcomes of the Entrepreneurship Cell. (See [Annexure 8](#), Criteria 7 report)

**3. To mark the progress made to establish an Incubation Cell and Start-Up Cell:**

The activities conducted by the Incubation cell were presented in a table. (See [Annexure 8](#), Criteria 7 report)

4. **To consider Green initiatives and Bio-diversity as recommended by AIACHE Conference**
5. **To suggest new BEST Practices for the following Academic Years**
6. **To report on the ONLINE SESSIONS on Best Practices and Institutional Distinctiveness organised by AIACHE Conference held from 4-7 March 2024:** For points 4, 5 and 6, Ms. J Coelho provided an account of the various Best Practices and Green Initiatives made by high ranked AIACHE colleges as presented in the Online workshop. (For details please see **Annexure 9**). Ms. J. Coelho suggested that the college could re-brand some activities to formalize them and several other suggestions have been highlighted in the report for our college to consider.

**IV Any Other Business: No other business was conducted**

**The meeting ended with the Principal thanking all those present.**

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## INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Saturday, 13 April, 2024, at 9.30 a.m. in room no. L-10

### AGENDA

#### Criteria 1: Curriculum Planning and Implementation

1. To report on the syllabus plan and completion for the second term
2. To record the outcomes of the New Certificate, Add-on and Skill Based courses designed by departments with industry related applications for the academic year 2023-24.
3. To provide an analysis of feedback forms given to Degree and Self – Financing students to establish if curriculum outcomes have been met.
4. To highlight the new curriculum with respect to NEP for FYs from 2024-25
5. To consider designing an online/self-paced course for credits

#### 1. To report on the syllabus plan and completion for the second term

The following department have not submitted their syllabus planning:

❖ BAMMC

All departments have submitted their syllabus completion forms

#### 2. To record the outcomes of the New Certificate, Add-on and Skill Based courses designed by departments with industry related applications for the academic year 2023-24.

##### Certified Courses

Sr. No.	Name of the Course	Duration	Total Registrations	Start Date	End Date	Outcome/ Benefit/ Learning
1	Advance Excel with Chat GPT & AI Tools	30 Hours	54	24/08 /2023	23/01/2024	<ul style="list-style-type: none"><li>• Knowledge about advance excel techniques and integrate AI tools for data analysis and automation.</li><li>• Develop skills in data visualization, predictive analysis, problem solving and decision making.</li><li>• Focus on practical application.</li><li>• Enables students to proficiently use excel with AI tools.</li></ul>
2	Advance GST Accounting with Tally Prime	30 Hours	22	06/09 /2023	11/01/2024	<ul style="list-style-type: none"><li>• Understanding of the Tally Prime software and its features including navigation, user interface and Inventory Functionalities.</li><li>• Explore compliances for GST rates, tax ledgers and other GST related configurations and reporting.</li></ul>

						<ul style="list-style-type: none"> <li>• Increase in understanding IT relation to accounting with GST.</li> </ul>
3	Introduction to French	30 Hours	08	04/09/2023	28/12/2023	<ul style="list-style-type: none"> <li>• Learn the important skill sets that help you effectively and efficiently communicate your ideas and messages.</li> <li>• Techniques for communication, confidence and high self-esteem are valuable at the workplace.</li> <li>• Determines self-image and helps to develop self-confidence in yourself.</li> <li>• Ability to acquaint yourself with Francophone countries.</li> </ul>
4	HRM & Legal Compliance	30 Hours	20	25/08/2023	15/01/2024	<ul style="list-style-type: none"> <li>• Awareness about key HR and Legal Compliances.</li> <li>• Exposure to key elements in HR like Salary structure, Leave management, Recruitment methodologies etc.</li> <li>• Exposure to law and other vital acts necessary in day-to-day life.</li> <li>• Guidance to a pathway from being an entrepreneur or leading a Startup.</li> </ul>
5	HR Analytics & Fundamentals of Capital Management	30 Hours	18	23/08/2023	28/12/2023	<ul style="list-style-type: none"> <li>• Upgrade from traditional Resource Management Practices and upskill to Fundamentals of Capital Management.</li> <li>• Learn the ability to undertake a data-driven approach to manage workforce, set evidence-based strategies, and learn to reduce the Cost to Company (C2C).</li> <li>• Increasing importance with automation and Artificial Intelligence in every field.</li> </ul>
6	Financial Modelling Masterclass	30 Hours	15	12/09/2023	15/12/2023	<ul style="list-style-type: none"> <li>• In-depth understanding of Complex Securities, Trade Life Cycle and Derivative Market.</li> <li>• Familiarises students with how professionals create financial models to value companies.</li> <li>• Helps them with investment decisions.</li> <li>• Helps building career in Investment Banking Operations and Global Financial Markets.</li> </ul>
7	Introduction to Stock Market	30 Hours	31	15/09/2023	16/12/2023	<ul style="list-style-type: none"> <li>• Overview of all aspects of stock markets, trading and investments.</li> <li>• Compare historical returns generated by different assets and know what to expect by investing in stock market.</li> <li>• Inculcate basic skills and knowledge to start their journey in stock markets.</li> <li>• Get an insight of the terms and jargons used in trading.</li> </ul>

8	Creative Content Writing	30 Hours	08	23/09 /2023	23/01/2024	<ul style="list-style-type: none"> <li>Skills and knowledge to become proficient in creating, engaging and compelling content across various mediums like blogs, articles, social media posts and more.</li> <li>Focus on developing the ability to craft imaginative and innovative content.</li> <li>Developing techniques that captivates audience, conveys messages effectively and drives desired actions.</li> </ul>
9	Business Analytics	30 Hours	24	22/08 /2023	20/01/2024	<ul style="list-style-type: none"> <li>Guides you through the use of methodologies.</li> <li>Learn data mining, predictive analytics and statistical analysis in order to analyse transform data into useful information.</li> <li>Identify and anticipate trends and outcomes, and ultimately make smarter, data driven business decisions.</li> </ul>

## Skill Development

### • Department of Accountancy

• ACCOUNTANCY DEPARTMENT - SKILL DEVELOPMENT				
DATE OF ACTIVITY	DURATION	TOTAL STUDENTS PRESENT	TYPE/ DETAILS OF ACTIVITY	LEARNING OUTCOMES/ BENEFITS
April- June 2023	30 Hours	16	Course on Goods & Service Tax (GST)	The course trains students on registration, payment and return filing of GST

The course started in April 2023 completed in June 2023

### • Department of BMS- Bridge Course in Accounting

Date	Time	No of Hours	Topic Covered
11/08/2023	12:30 - 01:30	1.5	Book Keeping and Accounting Cycle
17/08/2023	12:00 - 02:00	2	Accounting Concepts, Principles and Conventions
18/08/2023	12:00 - 01:30	1.5	Journal Entries
24/08/2023	11:15 - 01:15	2	Ledger
30/08/2023	01:00 - 02:00	1	Ledger
31/08/2023	01:00 - 02:00	1	Journal and Ledger
01/09/2023	01:00 - 02:00	1	Cash Book
13/09/2023	01:00 - 02:00	1	Depreciation Accounting
27/09/2023	01:00 - 02:00	1	Trial Balance
29/09/2023	11:00 - 01:30	2.5	Final Accounts of Sole Proprietors
10/10/2023	05:00 - 05:30	0.5	Final Accounts of Sole Proprietors

<b>Total teaching hours</b>	<b>15</b>		

• **Diploma in Religion and Society**

<b>Module</b>	<b>Staff</b>	<b>Methodology</b>	<b>Learning Outcome</b>
Introduction to Islam	Janine Coelho	*Class Discussion *Lecture	1.Students understood the core teachings of these religions 2. Students could compare the different religions’ understanding of concepts like creation, life after death, salvation 3. Students realized that the goal of every religion is essentially similar 4.Students appreciated the different festivals celebrated by these religions 5.Students got a first-hand view of a Jain temple 6.Students gained an insight into the challenges facing these communities
Introduction to Jainism	Dr. Shilpa Chedda	*Online resources (Articles, documentaries, short films)	
Introduction to Buddhism	Dr. Deepa Jaydev	*Resource material	
Introduction to Judaism	Janine Coelho	*Field visit	
Introduction to Sikhism	Dr. Harmeet Bhasin		

**3. To provide an analysis of feedback forms given to Degree and Self – Financing students to establish if curriculum outcomes have been met.**

Curriculum feedback is part of criteria 2

Excel sheets compiled by Ritesh

**4. To highlight the new curriculum with respect to NEP for FYs from 2024-25**

As our college is affiliated to the university of Mumbai, we are waiting for the final update for any changes regarding NEP implementation from 2024-25

**5. To consider designing an online/self-paced course for credits**

As our college is affiliated to the university of Mumbai, we are waiting for the final update for any changes regarding NEP implementation from 2024-25 .

Any course for credits can be done only by the university or under the guidance of the university as per the NEP guidelines

**Student Curriculum Feedback**

<b>Sr. No.</b>	<b>Questions</b>	<b>Yes (%)</b>
1	Is the curriculum relevant to present day situation?	86.71
2	Does the content of the syllabus help you to prepare for professional/competitive exams?	77.49
3	Is the syllabus job oriented?	71.75
4	Do you feel the current evaluation process is a true test of your knowledge?	69.37
5	Do you feel the curriculum is sufficiently challenging?	76.05





<b>SFC Curriculum Feedback Form (Responses)</b>		
<b>Sr. No.</b>	<b>Questions</b>	<b>YES (%)</b>
1	Is the curriculum relevant to present day situation?	82.45
2	Does the content of the syllabus help you to prepare for professional/competitive exams?	73.67
3	Is the syllabus job oriented?	69.98
4	Do you feel the current evaluation process is a true test of your knowledge?	66.05
5	Do you feel the curriculum is sufficiently challenging?	76.67

<b>FEEDBACK FORM FOR PARENTS AY 2023-24 (Responses)</b>						
<b>Sr. No.</b>	<b>Questions</b>	<b>Excellent (%)</b>	<b>Very Good (%)</b>	<b>Good (%)</b>	<b>Average (%)</b>	<b>Below Average (%)</b>
1	How would you describe the academic standard of the	23.38	31.67	28.72	11.95	4.28
2	How would you describe the faculty and the teaching methods they adopt?	22.95	29.49	25.99	15.52	6.05
3	How would you describe the teacher-student relationship in the college?	24.11	28.98	27.69	13.33	5.89
4	How would you describe the administrative services provided by the office staff?	20.08	28.04	33.05	13.35	5.48
5	How would you describe the discipline in college?	30.68	27.77	28.05	9.50	4.00
6	How would you describe the opportunities the college provides for the overall development of your	25.81	28.13	25.38	13.30	7.38
7	How would you describe the infrastructure of the college?	19.61	27.44	30.97	15.15	6.82
8	How would you describe the security facilities provided for	24.25	31.48	30.84	9.86	3.57
9	How would you rate the campus on its ambience and	24.46	31.21	22.79	13.85	7.70
10	How would you describe the college website?	22.84	29.89	30.34	12.63	4.30
11	To the best of your knowledge, how do your children describe the college?	20.80	30.30	29.55	12.18	7.18
12	How do you describe the communication from the college with regard to your child's/children's attendance and	21.47	30.47	30.32	12.90	4.83

<b>Aided - FEEDBACK FORM FOR PARENTS AY 2023-24 (Responses)</b>						
<b>Sr. No.</b>	<b>Questions</b>	<b>Excellent (%)</b>	<b>Very Good (%)</b>	<b>Good (%)</b>	<b>Average (%)</b>	<b>Below Average (%)</b>
1	How would you describe the academic standard of the college?	34.14	37.10	22.04	4.84	1.88
2	How would you describe the faculty and the teaching methods they adopt?	29.57	38.44	21.77	7.53	2.69
3	How would you describe the teacher-student relationship in the college?	30.65	34.95	24.19	8.33	1.88
4	How would you describe the administrative services provided by the office staff?	22.58	29.84	31.45	12.10	4.03
5	How would you describe the discipline in college?	40.32	32.53	17.74	5.38	4.03
6	How would you describe the opportunities the college provides for the overall development of your child/children?	36.02	35.22	19.09	7.80	1.88
7	How would you describe the infrastructure of the college?	26.34	33.60	25.81	10.75	3.49
8	How would you describe the security facilities provided for students?	31.18	35.48	25.54	5.11	2.69
9	How would you rate the campus on its ambience and cleanliness?	30.11	31.72	19.09	12.10	6.99
10	How would you describe the college website?	29.84	32.80	25.54	9.41	2.42
11	To the best of your knowledge, how do your children describe the college?	28.23	36.83	24.19	7.53	3.23
12	How do you describe the communication from the college with regard to your child's/children's attendance and performance?	26.61	34.95	25.00	10.22	3.23
	Total Count = 372					

<b>SFC - FEEDBACK FORM FOR PARENTS AY 2023-24 (Responses)</b>						
<b>Sr. No.</b>	<b>Questions</b>	<b>Excellent (%)</b>	<b>Very Good (%)</b>	<b>Good (%)</b>	<b>Average (%)</b>	<b>Below Average (%)</b>
1	How would you describe the academic standard of the college?	12.62	26.24	35.40	19.06	6.68
2	How would you describe the faculty and the teaching methods they adopt?	16.34	20.54	30.20	23.51	9.41
3	How would you describe the teacher-student relationship in the college?	17.57	23.02	31.19	18.32	9.90
4	How would you describe the administrative services provided by the office staff?	17.57	26.24	34.65	14.60	6.93
5	How would you describe the discipline in college?	21.04	23.02	38.37	13.61	3.96
6	How would you describe the opportunities the college provides for the overall development of your child/children?	15.59	21.04	31.68	18.81	12.87
7	How would you describe the infrastructure of the college?	12.87	21.29	36.14	19.55	10.15
8	How would you describe the security facilities provided for students?	17.33	27.48	36.14	14.60	4.46
9	How would you rate the campus on its ambience and cleanliness?	18.81	30.69	26.49	15.59	8.42
10	How would you describe the college website?	15.84	26.98	35.15	15.84	6.19
11	To the best of your knowledge, how do your children describe the college?	13.37	23.76	34.90	16.83	11.14
12	How do you describe the communication from the college with regard to your child's/children's attendance and performance?	16.34	25.99	35.64	15.59	6.44

IQAC Meeting dated 13 April, 2024

Criterion 2: Teaching, Learning and Evaluation

**1. To list the workshops, conferences, seminars organised by departments for the second term**

<b>Workshops, Conferences, Seminars organised by Departments for the Second Term</b>				
<b>Sr. No.</b>	<b>Name of the Department</b>	<b>Event - Workshop/Conference/Seminar</b>	<b>Name of the event</b>	<b>Date</b>
1	Department of Sociology	Workshop	Breathwork and College life by Mr. Hilor Desai	10/01/2024
2	Department of Hospitality	Seminar	Personality Development Session by Ms. Anna Bredmeyer	30 Jan 2024 to 1 Feb 2024
		Workshop	Symposium 'Elixir Barter by Crystal Roche	12 March 2024
3	BMS	Workshop	Resume Creation by Ms. Venicia Creado	4 January 2024
		Workshop	Visit to NSE	13 January 2024
		Guest Lecture	Introduction to Financial Planning by Mr. Pravin Dhuri	13 January 2024
		Workshop	Digital Marketing Resume Building by IIIDE - Ms. Anusha Pandey	16 January 2024
		Workshop	Visit to BSE	17 January 2024
		Workshop	Visit to BSE - Opportunities in the new era of Finance	17 January 2024
		Guest Lecture	Multi Commodity Market Awareness by Mr. Pravin Dhuri	18 January 2024
		Guest Lecture	Business Ethics and You by Mr. Earnest Feranandes	29 January 2024
		Seminar	Outspoken - The Art of Living, Handling day to day finance and maintaining provisional future, an HR's point of view by Mrs. Blanche Dias, Mr. Krishnakumar, Mr. N.S. Rajan	17 February 2024
4	BAMMC	Field Visit	Kala Ghoda Festival Visit	25 January 2024
		Times Press Visit	Industrial visit	15 February 2024
		Guest Lecture	Advertising Design by Mr. Arvind Parulekar	1 March 2024
5	Department of English	Conference	Online Conference on 'Food and Literature'	12 January 2024

## 2. To report on measures taken to reduce failures in TY examinations.

<b>Measures taken to reduce failures in TY examinations</b>		
<b>Sr. No.</b>	<b>Name of the department</b>	<b>Measures taken to reduce failures in TY examinations</b>
1	Department of Sociology	Remedial classes, buddy project, reference work in library.
2	Department of Accountancy - Direct Indirect Taxes Paper I & II	No failures in these subjects for both Semester V & VI
3	Department of Commerce	Class test, Revision lectures, one to one doubt solving sessions , Assignments ,study material
4	Department of History	Class Tests, Revision Lectures, Individual feedback, online support during study leave
5	Department of Psychology	Revision lectures, Doubt solving sessions, extra questions and sums for practice, Answer-writing guidance and practice, Discussion of past year papers for understanding the question format, providing Question Bank covering the entire syllabus
6	Department of Hospitality	Collaborate with Parents/Guardians, Focus on Attendance, Unitwise revision lecture, Group PPT Presentation for different topics ,past years papers solving, Provide study material, Mock activities during practical, Additional advanced learning sessions by inviting Industry Experts for better learning
7	Department of Economics	Class Test, extra lectures for solving doubts and numerical practice, discussion of past year question papers and answer writing practice
8	Department of B.M.S.	Class Quiz, Doubt clearing lecs, Parent teacher meet, Revision, Presentations
9	Department of Mass Media	Revision Lectures, Quiz, Debates, Critical Discussions, Presentations, Individual feedback for improvement, prelims, class tests such as pre-tests with comprehensive and specific individual feedback for improvement, book and film story reviews, guest lectures by experts to enhance learning exposure, practice activities for written communication, practice activities for verbal communication, word games and activities, practice and discussions of previous years question papers, capsule lectures with emphasis on critical areas. Tracking and monitoring attendance with timely feedback. Parent meeting in case of defaulting students and communicating with attendance defaulters. Individual communication for performance improvement. Practical assignments for academic and personality development. Assignments and audio-visual screenings to improve practical and Current Affairs knowledge.
10	Department of English	Study material and notes provided, extra lectures taken online, videos made on difficult topics in the syllabus, sample question paper and model answer prepared and shared with the students, practice exercises given and corrected work shared with the class, one-on-one discussions with students to solve doubts
11	Department of Mathematics and Statistics	Class test, Revision lectures, one to one doubt solving sessions

**3. To document the Mentoring undertaken by Mentors for the current academic year.**

<b>Mentoring undertaken by Mentors for the current academic year.</b>		
<b>Sr. No.</b>	<b>Name of the Mentor</b>	<b>No. of mentees mentored during 2023-24</b>
1	Dr. Vatika Sibal	22
2	CA Rachel R. George (SYBCOM B)	54
3	Dr. Harmeet Kaur Bhasin and Elizebeth Dias (TYBCOM C)	39
4	Janine Coelho (History TYBA)	10
5	Savita Giri ( TY Hospitality)	9
6	Dr. Sharon Gonsalves Durham	15
7	Archie Fernandes (FY Hospitality)	11
8	Shubda Malhotra	14
9	Ms Martins (TY-25, SY-12, FY-12)	49
10	Dr. Susan Lobo (TYBA English)	20
11	Shruti Warriar	16
12	Michelle Regi (FYBMS)	14

**4. To present the FY, SY, And TY Examination Schedule for 2023-24 (Semester II, IV, VI and ATKT)**

**Degree College -**

<b>Examination</b>	<b>Class and Semester</b>	<b>Dates of Examinations</b>
ATKT	FYBA, SYBA, FYBCOM and SYBCOM Sem I and III	23 Feb 2024 to 23 March 2023
Regular and ATKT	FYBA, SYBA , FYBCOM , SYBCOM Sem II and IV	01 March 2024 to 18 March 2024
Additional	FYBA, SYBA , FYBCOM , SYBCOM Sem II and IV	Tentatively in 2 week of June 2024
Regular and ATKT	TYBCOM - VI	22 March 2024 to 10 April 2024
Regular and ATKT	TYBA - IV	3 April 2024 to 22 April 2024.



## Self-Financed Courses

Examination	Class and Semester	Dates of Examination
Regular & ATKT	FY BAF - II	4 April 2024 to 13 April 2024
	FY BAMMC - II	4 April 2024 to 12 April 2024
	FY BSC IT - II	4 April 2024 to 10 April 2024
	FY BMS - II	4 April 2024 to 13 April 2024
	FY BBI - II	4 April 2024 to 13 April 2024
	FY B.Sc HS - II	4 April 2024 to 13 April 2024
Regular & ATKT	SY BAF - IV	26 March 2024 to 03 April 2024
	SY BMS - IV	26 March 2024 to 03 April 2024
	SY BAMMC - IV	26 March 2024 to 02 April 2024
	SY BBI - IV	26 March 2024 to 03 April 2024
	SY B.Sc IT - IV	26 March 2024 to 01 April 2024
Regular	SY B.Sc .HS - IV	26 March 2024 to 03 April 2024
ATKT	FY BAF - I	15 March 2024 to 22 March 2024
	SY BAF - III	15 March 2024 to 18 March 2024
	BAMMC – I & III	15 March 2024 to 21 March 2024
	BBI – I & III	15 March 2024 to 23 March 2024
	BMS -III	15 March 2024 to 21 March 2024
	BMS - I	15 March 2024 to 22 March 2024
	B.Sc .HS – I & III	15 March 2024 to 22 March 2024
	B.Sc .IT – I & III	15 March 2024 to 21 March 2024
Additional	FY BAF, FY BMS, FY BAMMC, FY BBI, FY B.Sc. HS, FY B.Sc. IT – I SY BAF, SY BMS, SY BAMMC, SY BBI, SY B.Sc. HS, SY B.Sc. IT – I	Tentatively by 18th June 2024 (3rd week of June 2024)
Regular & ATKT	TYBMS - VI TYBAF - VI TYBBI - VI	15th April 2024 to 24th April 2024
	TYBSc (IT)	19th April to 25th April 2024
	TYBAMMC	23rd April to 8th May 2024
	TYBSc (HS)	28th May onwards

### 5. To communicate the NEP plan for Teaching, Learning and Evaluation.

**Teaching - Learning** - Regarding the NEP plan for Teaching - Learning, so far there are no concrete guidelines available. Dr. Harmeet has provided a schedule of tentative guidelines from the NEP Workshop is attached as Appendix A .The plan will depend on each subject BOS guidelines in relation to NEP which is yet to come from the University

**Evaluation** - As there are no guidelines so far for the NEP Evaluation, there are no changes in the future plan, it will remain as usual. The committee will work on the new plan as and when the guidelines are received from the university related to evaluation. Below given are the attachments for your reference

## APPENDIX A

Hello IQAC team

Below is the brief of the NEP sensitization program me attended by me

The workshop was of 2 days 26 Feb 2024 and 27 Feb 2024 (SESSIONs attended by me DETAILS ATTACHED)

### **Topics discussed on the first day by**

Prof Ravindra Kulkarni (VC, University of Mumbai) was

### **NEP 2020 Philosophy, Terminology, and Unique Features of NEP 2020**

Dr. Suchitra Naik Offg. Associate Dean, Faculty of Humanities, University of Mumbai

### **National Credit Framework and Multidisciplinary Approach**

Dr. Sameer Saharshabudhe, Professor of Practice, Design, IIT Gandhinagar

MOOC Development and Online Education

### **Discussion on the second day**

Dr. Shivram Garje Offg. Dean, Faculty of Science & Technology, University of Mumbai

### **First-Year and Second Year UG Curricular Framework**

Dr. Rajendra Patil I/c Principal, Bunts Sangha Anna Leela College of Commerce & Economics Dr. Shivaji Sargar Professor & Head, Dept. of English, University of Mumbai

### **ABC and Multi Institutional Learning, Dual, Joint & Twinning Degree**

### **Highlights/ features of NEP**

- ❖ Multi-disciplinarity
- ❖ 4 years Honours, and Honours with Research Degree
- ❖ 22 credits per semester
- ❖ Multiple entry multiple exits
- ❖ Credits for all student activities: -curricular, extra-curricular and co-curricular
- ❖ Expansion of CBGS AND ABC: - wide choice to students to earn credits from multiple institutions and helps his/her navigation across institutions through adoption of ACADEMIC BANK OF CREDITS
- ❖ Vocational and Skill Courses into main stream: - Skill enhancement through VSEC related to Major subject
- ❖ Opening of IKS Universe: -Indian Knowledge System Courses- a defining feature of NEP 2020
- ❖ Inclusion of Value based dimension: -Sound and Universal human values for global citizenship.

- ❖ Promotion of Indian Languages: -

Communication skills in English for personal growth, learning cultural moorings of our country, study materials in local languages.

### **Multidisciplinary approach: - Verticals in the Credit structure –**

- ❖ **Vertical 1- Major**
- ❖ **Vertical 2-Minor**
- ❖ **Vertical 3-Open Electives/Generic Electives**
- ❖ **Vertical 4- Vocational Skill Courses, Skill Enhancement Courses**
- ❖ **Vertical 5- Ability Enhancement Courses, Value Education Courses, IKS Courses**
- ❖ **Vertical 6-OJT, FP, CEP, CC, RP**

### **The salient Features**

#### **\*Three Variations**

- ❖ **# One Year Post Graduate Diploma**
- ❖ **# Two years Post Graduate Degree**
- ❖ **# One Year Post Graduate Degree**

**40% Internal Continuous Assessment and 60% Semester End Examination**

- ❖ **\* Baskets of courses for selection for Elective courses**
- ❖ **\* Research Methodology as per the program**

**\* Research Project of 10 Credits (4 Credits in 3rd Semester and 6 Credits in 4th Semester)**

### Criteria 3: Research, Innovation and Extension

#### 1. To inform of extension activities organised by NSS, DLLE & SOP for the second term.

##### **Details of NSS activities 2023-24 (Second term) (Extension activities organised in the neighbourhood locality)**

<b>Sr. No.</b>	<b>Date &amp; Day</b>	<b>Level</b>	<b>Name of the activity</b>	<b>Organised By</b>	<b>No. of Volunteers</b>
1	Friday 10th November 2023	Community	Orphanage visit	Snehasadan	46
2	13th - 27th November 2023	Community	Animal feeding	St. Andrew's college	32
3	Sunday 3rd December 2023	Community	Carter's Beach cleanup	Swatch Vasundhara Abhiyan	30
4	Sunday 10th December 2023	Community	Carter's Beach clean- up	Swatch Vasundhara Abhiyan	24
5	Sunday 17th December 2023	Community	Dadar Beach clean-up	Beach warriors	47
6	Friday 22nd December 2023	Community	Orphanage visit	St. Andrews College	45
7	Sunday 7th January 2024	Community	Carter's Beach Clean- up	Swatch Vasundhara Abhiyan	33
8	Sunday 14th January 2024	Community	Carter's Beach clean- up	Swatch Vasundhara Abhiyan	27

9	Friday 26th January 2024	Community	Carter's Beach Clean-up	Swatch Vasundhara Abhiyan	27
10	Saturday 27th January 2024	Community	Street play	St. Andrews College	10
11	Thursday 8th Feb 2024	Community	PCGT Annual event	PCGT	50
12	Saturday 24th Feb 2024	Community	Aksa beach clean-up	Shakti plastic industries and Times of India.	10
13	Tuesday 19th March 2024	Community	Bandra Street Cleanup	Swatch Vasundhara Abhiyan	39
14	Tuesday 19th March 2024	Community	Food Distribution Activity	St. Andrews College	39
15	Wednesday 20th March 2024	Community	Carters Beach Cleanup	Swatch Vasundhara Abhiyan	34
16	Wednesday 20th March 2024	Community	Animal Feeding	St. Andrews College	34
17	Thursday 21st March 2024	Community	Mangroves beach Cleanup	Swatch Vasundhara Abhiyan	33
18	Thursday 21st March 2024	Community	Street Play	St. Andrews College	21

## DLLE Activities

<b>DATE OF THE ACTIVITY</b>	<b>DURATION (HOURS)</b>	<b>TOTAL STUDENTS PRESENT</b>	<b>TYPE OR DETAILS OF THE ACTIVITY</b>	<b>VENUE</b>	<b>CO-ORD AGENCY / SCHOOL / NGO NAME</b>	<b>SPEAKER'S NAME</b>	<b>METHODOLOGY / ACTIVITY</b>	<b>OUTCOMES/ BENEFITS/ LEARNING (BASICALLY WRITE A SHORT REPORT OF THIS ACTIVITY)</b>
4, November 2023	5	30	Shelter Home Visit	ALM Park Jogeshwari	Angel Express Foundation / DLLE	Vibhanshu Upadhyay	Visiting Shelter Home	To spread smiles on the faces of Underprivileged Children by celebrating Diwali and children's day with gifts and activities.
7, November 2023	2	22	Cancer Awareness day- Poster Making Competition	Online	student Managers of DLLE	N/A	Poster Making	To Spread awareness on World Cancer Awareness day by making creative posters
13, November 2023	2	13	Random act of kindness activity	Online	student Managers of DLLE	N/A	Video Making	TO Spread kindness across, the dlle volunteers performed a random act of kindness on the occasion of world kindness day
14-20, November, 2023	10	47	Joy of Giving week with BAF department	Foyer	student Managers of DLLE with BAF department	SM Shaun/ Ryan	Donation	To Donate food, Stationary, Newspaper and other essential items for the underprivileged people
Sunday, 19 November, 2023	4	11	International men's day - sweet treats activity	Online	student Managers of DLLE	N/A	Making sweet treats	To acknowledge and appreciate the men of our society with a sweet gesture

3,December, 2023	5	22	Artshala	MPS, Andheri	ConnectFor	Mayuri sheller	Paint a school	To Beautify a Government School - Mumbai public school, andheri
1-7 December, 2023	5+2	70	Donation Drive- Crayons and colouring books	Foyer	student Managers of DLLE	Sobiya Nadar	Donation	To collect Donations (colouring books and crayons ) for navjeet foundation and donate the items to Holy Family Hospital
9, December,20 23	5	8	Zumba and play with clay activity with underprivile ged children		ConnectFor	Mayuri sheller	Zumba and recreatio nal activity with clay	To Have a fun day with underprivileged children by engaging them in Zumba and by playing with clay
16, December,20 23	5	3	Cyber Savvy	Online	ConnectFor	Joshua Banerjee	awarenes s	To Spread awareness about Cyber-crime to the underprivileged elderly People
20, December, 2023	25	40	Udaan fest- Script Making Competition	online	student Managers of DLLE	Vibhans hu Upadhya y	competiti on	To Give a platform to all the writers to showcase their skills
22, December,20 23	10	8	Christmas carol for disabled children	Andheri	student Managers of DLLE with ConnectFor	Joshua Banerjee	Carrol Singing	To celebrate Christmas by Singing carols for the Underprivileged children who are suffering with disabilities (mostly Autistic Children)
Friday, 5 January, 2024	2	10	National bird's day - Bird Making activity	L1	student Managers of DLLE	Swastika Sabat	Making birds out of waste	To Spread awareness about National birds day by making birds out of waste materials and putting them on display

Saturday, 13 January, 2024	4	11	Carter Beach clean-up	Carter beach	ConnectFor	Joshua Banerjee	clean beach	To Beautify and clean the Carter beach
14th January 2024	5	20	SGNP- Dog bed making for Adivasi community	SGNP	student Managers of DLLE with ConnectFor	Shaun gonsalves & Ryan D'silva	bed making	To make Beds for dogs who belong to the Adivasi community of Sanjay Gandhi national park
20th January, 2024	10	147	1st and 2nd term training	AV Room	Student Managers of DLLE	Vaishali Dhaware	Training session	To Train DLLE volunteers and to share valuable insights and learning by field coordinator
5h-13th February, 2024	30	6	Good touch Bad Touch session with underprivileged students	St. Joseph School	student Managers of DLLE with ConnectFor	Joshua, Naazneen, Shawn, Esther, Vidya	Awareness	To spread awareness about good touch and bad touch among 5th-9th class students of St. Joseph's School
1st February 2024	4	15	Investor Awareness Session with accountancy department	Av Room	Accountancy Department of St. Andrews college	Soniya Mashelkar	Seminar	To Spread awareness about Investments and related verticals among students of St. Andrew's college
12th February 2024	5	2	Poster making for Udaan	KES Shroff College	Department of Lifelong learning and extension	N/A	Poster Making	To make posters which were used as props for street play and powada performance
12th February 2024	20	18	Udaan Fest	KES Shroff College	Department of Lifelong learning and extension	KES College Hosts	competition	To participate in various competitions in the university fest



20th February	4	38	Volunteering: what's in it for me? with kindness Unlimited	AV Room	student Managers of DLLE with Kindness Unlimited	Shivani and Nirmala	Awareness	To have an orientation session with dlle volunteers for upcoming project with kindness unlimited
24th February	5	147	Annual Appreciation Party for Volunteers	AV Room	student Managers of DLLE	Riha Dinware and Vibhanshu Upadhyay	Appreciation party	To appreciate all the volunteers by having an appreciation party

### **Extension activities organised by SOP (Degree College)**

The Social Outreach Programme for this Academic Year 2023-24 is in collaboration with Project Mumbai to increase exposure towards community engagement for the students. Project Mumbai is an NGO whose aim is to work towards establishing models of collaboration between the public sector, private sector, and individuals, to bring about social transformation through large-scale initiatives across numerous cities. Project Mumbai has come up with a list of activities that the SY students of BA/B.com need to undertake.

The activities conducted are as follows:

**Jalosh-** Cleaning Coasts while recycling plastic to provide amenities for the city such as benches, pencil boxes, and garbage bins.

1. Beach clean up Sessions were held from September to November
2. Students had to fill surveys post clean up sessions to grasp better understanding of the problem of pollution and what can be done to rectify that.

**Plastic Recyclothon-** With a pledge to reduce and recycle plastic

1. Project Mumbai arranged for drop off sites for plastic waste disposal at St Andrew's College and places closer to the students' homes from September to November.
2. Surveys were conducted by the students to learn more about plastic pollution and proper waste management of plastic waste disposal.

**Naksha-** Mapping initiatives of Mumbai's roads.

1. Students were allocated roads from within Mumbai to map out the historic, cultural significance from the months October to December.
2. They then had to take surveys and respond to the questions asked by answering all the questions about the specific roads.

Students must compulsorily finish a minimum of 20 hours of service. Student leader heads have been appointed for effective coordination and follow-up with their classmates. The Staff in charge will be acting as a liaison with Project Mumbai by giving in timely updates to the students.

Currently, the students are engaged in the three initiatives mentioned earlier and are actively participating in the SOP activities. Approximately 370 out of 412 students have provisionally fulfilled their SOP hour requirements. Ongoing efforts are being made to remind the remaining students to complete their 20 hours. Certificates have been provided to students who have met the 20-hour requirement, accompanied by evidence of their completed activities.

### **Social Outreach Programme 2023-24 (Self Finance)**

"Small acts, when multiplied by millions of people, can transform the world." - Howard Zinn

The Social Outreach Programme is marking its 17th year of operation. Founded in 2006, this noble initiative was conceptualized and launched by our esteemed Principal, Dr. Marie Fernandes, in collaboration with Fr. Allwyn D'Silva. The fundamental aim of this programme is deeply rooted in the teachings of Christ, emphasizing the importance of compassion and understanding towards the challenges and hardships faced by the economically disadvantaged and marginalized sectors of our society.

The programme holds a mandatory status for all second-year students enrolled in the degree courses at St. Andrew's College, including those pursuing Self-Financed courses. Participants are tasked with dedicating a minimum of 20 hours towards meaningful social service. Upon the completion of their service hours, students are required to compile and submit a detailed report, accompanied by a signed work record from the head of the respective NGO where they served.

For the academic year 2023-24, the Social Outreach Programme for students in Self-Financed courses, such as BSc I.T, BMM, BBI, BAF & BMS, is being orchestrated in partnership with our distinguished NGO collaborator, the Centre for Social Action (CSA).

Under the guidance of Fr. Joseph Gonsalves, the Director of CSA, the Centre has played a pivotal role in meticulously designing and structuring the SOP for this academic cycle. To ensure effective implementation and understanding of the programme's objectives, an online orientation

session has been arranged for the students. This session will be conducted jointly by the faculty members from St. Andrew's College and the dedicated team from the Centre for Social Action.

The outreach initiatives this year encompass a variety of intervention groups, each targeting specific areas of social need. These groups include:

- Ashakiran Community Centre (ACC)
- FMM S
- Mahila Balvikas Kendra(MBK)
- Dev Kripa Mandal(DKM)
- Canossa Jeevan Vikas Kendra(CJVK)
- Prerna Seva Kendra(PSK)
- Sahajeevan Samaj Kendra(SSK)
- Savdhan Samaj Kendra(SaSK)

Out of the 290 students enrolled in the programme, an impressive 233 have successfully completed their SOP commitments within the stipulated timeframe. Recognizing the academic commitments and priorities of the students, the remaining participants have been granted permission to conclude their social service activities post their semester-end examinations.

In conclusion, the Social Outreach Programme continues to make strides in fostering a spirit of empathy, responsibility, and social consciousness among the students of St. Andrew's College. We remain committed to nurturing a generation of compassionate leaders who are equipped to make a positive and lasting impact on society.

## 2. **To apprise of innovation activities undertaken.**

Nil

## 3. **To acquaint with activities organised by the Research cell.**

The research committee organised the following events during the year 2023-2024.

- A. Student research seminar committee
  - a) Induction Session for student Research Seminar
  - b) Session on 'Research Methods'

- c) Session on How to do Literature Review
- d) Session on Tools of Data Collection – Questionnaire design And Sampling
- e) Session on Data Analysis – hypothesis framing & testing
- f) Session on Reference Style
- g) Session on Qualitative Analysis
- h) Session on How to Select Research Topic
- i) Session on Plagiarism
- j) Student research seminar on topic Sustainable development goals.
  - Student’s research papers are into the process of publication. Total thirteen papers are received for publication, first stage of review is completed.
  - Three students published their papers into International journal.
  - Two student’s papers from Aavishkar team are into the publication process in journal. Financial assistance for the same has been provided by the college.
  - Online National Research Conference is planned in July 2024.
  - For Andrean Research Journal, we have received one paper from Chennai, four papers from our faculty members, review process not yet started.

**B. Aavishkar committee**

- a) Aavishkar Orientation session
- b) Intra collegiate Aavishkar Presentation round
- c) Participation at 18th Inter-collegiate/ Institute/Department Avishkar Research Convention 2023-2024 -Zone III.
- d) Participation at Vinayak Ganesh Vaze College of Arts, Science and Commerce, Mulund for Aavishkar Research Convention - Final round.

C. Applied for ICSSR grants to conduct research methodology course (Revert is still awaited).

#### 4. **To familiarize the committee with the NEP agenda for Research, Innovation and Extension.**

- To grow and catalyze quality research in the nation, this policy envisions the establishment of a National Research Foundation (NRF).
- The overarching goal of the NRF will be to enable a culture of research to permeate through our universities. In particular, the NRF will provide a reliable base of merit-based but equitable peer-reviewed research funding, helping to develop a culture of research in the country through suitable incentives for and recognition of outstanding research, and by undertaking major initiatives to seed and grow research at State Universities and other public institutions where research capability is currently limited.
- The NRF will competitively fund research in all disciplines.
- Successful research will be recognized, and where relevant, implemented through close linkages with governmental agencies as well as with industry and private/philanthropic organizations.
- Institutions that currently fund research at some level, such as the Department of Science and Technology (DST), Department of Atomic Energy (DAE), Department of Bio-Technology (DBT), Indian Council of Agriculture Research (ICAR), Indian Council of Medical Research (ICMR), Indian Council of Historical Research (ICHR), and University Grants Commission (UGC), as well as various private and philanthropic organizations, will continue to independently fund research according to their priorities and needs. However, NRF will carefully coordinate with other funding agencies and will work with science, engineering, and other academies to ensure synergy of purpose and avoid duplication of efforts. The NRF will be governed, independently of the government, by a rotating Board of Governors consisting of the very best researchers and innovators across fields.

- The primary activities of the NRF will be to:
  - (a) fund competitive, peer-reviewed grant proposals of all types and across all disciplines;
  - (b) seed, grow, and facilitate research at academic institutions, particularly at universities and colleges where research is currently in a nascent stage, through mentoring of such institutions;
  - (c) act as a liaison between researchers and relevant branches of government as well as industry, so that research scholars are constantly made aware of the most urgent national research issues, and so that policymakers are constantly made aware of the latest research breakthroughs; so as to allow breakthroughs to be optimally brought into policy and/or implementation; and
  - (d) recognise outstanding research and progress

## 5. **To enlighten about the AIACHE Conference and the Research policies that some colleges adopt.**

### **AIACHE**

The All India Association for Christian Higher Education (AIACHE) is a professional Association of above 500 Christian higher education institutions in India. It stands for character formation, value inculcation and co-operative skill training for a better altruistic society. Founded in 1967, AIACHE is a voluntary organization registered under the Societies Registration Act (1860).

### **Suggestions to improve Research Criteria**

#### **Madras Christian College (NIRF 16)**

Research Committee entrusted to

- Identify non-predatory journals that are SCOPUS or WOS for various subjects, and inform staff members about the publication guidance method. Staff members are encouraged to publish in these journals.

- Assistance is provided regarding seed money grants and research grants.
- All departments are encouraged to collaborate on project/publication work

St. Xavier's College, Kolkata

- Ph.D. scholars enrolled are encouraged to contribute to teaching undergrads, make presentations to other departments
- Staff are encouraged to publish/research inter-disciplinary themes.

## Criteria 5- IQAC Agenda as on 13 April, 2024

### 1. To document the outcome of the Career Counselling Centre and Placement Cell

#### Career Counselling Centre:

The aim of the career counselling program conducted as part of other duties as a counsellor has been to provide the students with guidance regarding choosing career paths best suited for them. The process included helping the students understand how their interest and personalities match up with the various careers available in the different major and Degree they have specifically chosen.

1. Referring them to Prafulla Counselling Services which conducts psychometric testing at very nominal rate.
2. As a part of the program assistance was given to students to explore the various career options for career with the respective courses they have taken.
3. There were also students who were interested in studying abroad in the future, so guidance was given to them of the process for the same in the different countries.
4. Advising the students how to search for internships and building of skills and preparing their resume.
5. Follow up and regular motivating students to stay on track with their desired career paths.
6. There were several students who came for counselling for other emotional and personal needs along with career counselling. It was found that the confusion of career added to their feelings of helplessness due to personal reasons.
7. When smart career goals are set it helped them have a purpose in life and stay motivated and focussed.
8. All the career counselling was done for students who either came as 1 or 2 students together to discuss career plans.

Because of the confidentiality and privacy regarding counselling I am sharing the dates and the grade and section of the students without disclosing their names or roll number.

Given below is data with dates and classes where students had come specifically for career counselling. Students have also come for personal counselling, and we have discussed career plans and options.

16-06-2023	TYBA
16-06-2023	TYBA
30-06-2023	FYBCOM
05-07-2023	TYBCOM



17-07-2023	SYBCOM
21-08-2023	SYBA
02-08-2023	SYBSC IT
15-01-2024	FYBA
28-02-2024	FYJC (ARTS)
18-03-2024	FYBA 2 STUDENTS TOGETHER
15-01-2024	TYBA
16-02-2024	TYBBI
01-04-2024	FYBA
22-03-2024	FYBA
27-03-2024	FYBA

Plans for next year include sending a needs assessment for all students of the degree college to understand what are the general needs in terms of career and organizing programs accordingly.

Kimberly Lobo (College counsellor)

**Placement Cell: Ms. Ninoshka and Ms. Michelle**

SR. NO.	DATE	No. of students	Type and details of the activity	Duration	Outcomes
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1	6/7/2023	16	Personal Branding & Interview Insights - Mr. Gavin Rego	1 Hour	<ul style="list-style-type: none"> <li>• Students were made aware about the procedures that are to be followed during an interview.</li> <li>• The students were also enlightened about the proper interview etiquettes and body language that are to be maintained to make an interview effective.</li> <li>• Helped the students to gain insights on how to make an interview effective.</li> </ul>
2	19/12/2023	29	Pre-placement Talk by DeltaX	1 Hour	<ul style="list-style-type: none"> <li>• To acquaint the students about the respective companies and the career prospects they provide, enabling them to make well-informed decisions</li> </ul>

					<p>regarding their interest in pursuing employment with the organization.</p> <ul style="list-style-type: none"> <li>• Learners were also informed about the various scope and jobs available in DeltaX.</li> </ul>
3	11/01/24	19	Pre-placement Talk by Headphone Zone	1 Hour	<ul style="list-style-type: none"> <li>• The students were briefed on the different companies and their potential career opportunities, empowering them to make informed choices about pursuing employment with those organizations.</li> <li>• Additionally, they were educated about the diverse career paths and job opportunities within Headphone Zone.</li> </ul>
4	05/02/2024	21	Pre-placement Talk by Harjai Computers	1 Hour	<ul style="list-style-type: none"> <li>• The students were introduced to the different companies</li> </ul>

					<p>and the employment opportunities they offer, allowing them to make informed decisions about their interest in working for these organizations.</p> <ul style="list-style-type: none"> <li>• Additionally, they were briefed on the range of career paths and job openings within Harjai Computers.</li> </ul>
5	10/2/2024	20	<p>Guest lecture- In Collaboration with the Foreign University Cell Study and Work Abroad Opportunities in New Zealand by New Zealand Education Advisors Ltd.</p>	1 Hour	<ul style="list-style-type: none"> <li>• Students were made aware about the opportunities for job and education in New Zealand and were given inputs on the process of applying in New Zealand.</li> </ul>
6	04/03/2024	7	<p>Test held by Citizen Credit Bank (For selection before the interview)</p>	2 Hours	<ul style="list-style-type: none"> <li>• Students were invited to give their initial interview on campus recruitment for Citizen Credit Bank.</li> </ul>

Number of students placed – Full Time – SFC – 6

Aided – 4

Internships – SFC – 14

Aided - 2

## **2. To submit the International Conference plan by the Equal Opportunities Cell**

### **International Conference Plan – Equal Opportunity Cell**

Access, Equity and Equality in Higher Education – Relevance of Dr. Ambedkar’s Vision

Date of the event – 15th April 2024

#### Concept Note and Background

The National Education Policy 2020 marks a transformative era in Indian Education, aiming to make it more holistic, flexible, multidisciplinary, tailored to 21 st century needs, and highlighting each student’s unique abilities. This policy is crucial to higher education access, equity and equality, reflecting Dr. Babasaheb Ambedkar’s values of social justice, equality and education for all. We need Dr. Ambedkar’s belief in education as a weapon for social transformation and emancipation more than ever to close inequalities in educational access, quality and outcomes for socioeconomic groups across. This conference will examine the connections between Dr. Ambedkar’s vision and NEP 2020’s goals, focusing on how to implement such a transformative policy while assuring its social and economic impact.

#### THEMES

Role of education in social justice and equity

Dr. Ambedkar’s Educational Vision

Evolution of education policies

NEP 2020 – A transformative educational network

Access., equity, equality

Inclusive curriculum design and socio-economic empowerment

Challenges and strategies for marginalized communities

Technology and digital education

Teacher training and inclusive curriculum

Flexible learning and multidisciplinary approach

Public-private partnerships and community engagement

Implementation and institutional reform

Role of scholarships, grants and financial aid

Organizing Committee

Dr. Preeti Oza

Dr. Shirley Pillai

CA Rachel George

Mr. Jordin Carvalho

Student Coordinators

Ms. Kashish Pawar

Mr. Joe Moraes

Ms. Sneha Vishvakarma

Ms. Sobiya Nadar

Ms. Rebecca Dcunha

Ms. Hetal Mhetre

Conference Patrons

Dr. Marie Fernandes

Dr. Susan Lobo

Dr. Sharon Gonsalves Durham

Registration Guidelines: Registration Fees – Rs. 500/- Important dates: Abstract

Submission- 10 April 2024 Registration last date – 12 April 2014 Full paper submission - 14

April 2024 Date of Conference – 15 April 2024

**2. To project the outcome of the Women’s Development Cell activities**

<b>3. COLLEGE WOMEN DEVELOPMENT CELL</b>				
<b>DATE OF ACTIVITY</b>	<b>DURATION</b>	<b>TOTAL STUDENTS PRESENT</b>	<b>TYPE/ DETAILS OF ACTIVITY</b>	<b>LEARNING OUTCOMES/ BENEFITS</b>
12-01-2024	2 hours	35	Movie Analysis : Joyland	Students gained a deeper understanding of the LGBTQIA+ community's different identities while also confronting assumptions and

				stigmas about gender and sexual orientation, as well as critically assessing society norms and prejudices.
13-01-2024	2 hours	64	‘Ask the Legal Expert’ by Adv. (Senior Associate)Kajal Solanki on Rights in Relationships, Marital Rights, and LGBTQI	To create awareness of women related rights and equip them with legal knowledge to deal with injustices confronting them.
17-01-2024	2 hours	70	Menstrual Hygiene: An Environmental Perspective by Mr. Milton Fernandes and Dr. Meril Fernandes	To raise awareness about the environmental impact of menstrual products and promote sustainable alternatives.
19-01-2024		5	Photography competition on theme ‘Women’s Diaries’	To recognize and give exposure to the everyday hassles of women
02-02-202	2 hours	40	Talk on ‘Gender Sensitivity’ by Ms. Kimberly Lobo	To sensitize on equality for genders by allowing students to understand what is stereotypical of and reasonable for their gender.

#### **4. To discuss the outcome of the events of Student Council**

No outcomes as they organized a traditional day on 16 February 2024 and the farewell for the degree college students on 28 February 2024.

#### **5.To find ways of enhancing resources for competitive exams.**

- Apart from the activities conducted this year, having a mock test in class for the interested students.

- Keeping a track of students appearing for various competitive exams, so as to get a count of those qualifying the same.

**6. To consider a few value-added modules of 10 minutes to help students & community to be undertaken by each department.**

Department	Topic
Sociology	'Vishashka guidelines awareness'
History	1. Mumbai: From 7 Islands to Financial Capital 2. History and Fashion of the 20th century
BSc.HS.	<u>"Where Passion meets Professionalism"</u> Our Hospitality Studies Department immerses students in a world of hospitality excellence with our industry aligned curriculum, state of the art facilities and expert faculties that ensure holistic learning. We focus on innovation, sustainability and leadership development of students through practical skills development, internship programmes and events. We aspire our students to unlock their true potential and embark on a rewarding career in a vibrant world of hospitality.
B.M.S.	Unleashing Creativity and Pioneering Innovation in Entrepreneurship
M.Com (Management)	Academic Excellence to Drive Change
BSc.IT.	Coding Standards- Programming Minds- Developing Identity

**7. To promote the “Take Charge” programme of the Archdiocese of Bombay.**

We could invite Trustees/ Mentors from the program to give our students a greater insight into what the program offers.

**8. To highlight the requirement for creation of new cells under NEP**

As given by Dr Harmeet Kaur Bhasin, HOD, Commerce Department

"Indian Knowledge system cell" to give some more highlights to the students about why it is important to learn and know about it.



"Skill enhancement cell" which will give them more exposure towards various skills required for their all-round development.

"Career counselling cell" which can be either part of "Placement cell" or can be a stand-alone cell as many students consistently require someone to guide them towards this.

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# INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

13 April 2024

## Criterion 6 - Governance, Leadership and Management

### 1. To present the outcomes of the workshop held at Kirti College, Dadar for implementation of NEP 2020 for Aided Colleges with effect from Academic Year 2024-25.

A. The 2 days' workshop was attended by Dr. Harmeet Kaur Bhasin and Prof. Abhishek Sood on 26 and 27 Feb 2024. The details have been sent to the IQAC team. Following are some of the key highlights of the workshop:

- Multi-disciplinarity
- 4 years Honours, and Honours with Research Degree
- 22 credits per semester
- Multiple entry multiple exits
- Credits for all student activities: curricular, extra-curricular and co-curricular
- Expansion of CBGS AND ABC: wide choice to students to earn credits from multiple institutions and helps his/her navigation across institutions through adoption of ACADEMIC BANK OF CREDITS
- Vocational and Skill Courses into main stream
- Opening of Indian Knowledge System (IKS) Universe
- Inclusion of Value based dimension
- Promotion of Indian Languages: study materials in local languages
- Subject Experts (BOS will design for affiliated colleges) (Vertical 1 and 4) - Major Mandatory and Electives, Vocational Skill Courses and Skill Enhancement Courses
- Cluster colleges and Lead Colleges (Vertical 2 and 3)- Minor and Open Electives
- Value Education, Ability Enhancement and Indian Knowledge System, NSS, NCC, Sports and Cocurricular (Vertical 5 and 6)- Separate Boards are created, Language Boards
- Decentralization of preparation of course curriculum through wider participation
- Encouragement to the professors for creating an innovative and relevant course of 2 credits

B. Another Half Day Seminar on "Practical Implementation of NEP 2020 with the inclusion of MKCL's iLike Credit Courses" was attended on 12<sup>th</sup> March 2024 by Dr. Priya Shahi. The following are some of the highlights:

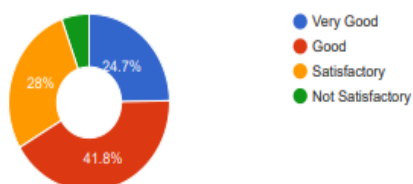
- MKCL is offering series of career-oriented courses and over the last two decades. These courses are designed to respond to emerging technologies, markets, job-roles, and international certification standards.
- MKCL has mapped these courses to develop students to take up specific industry roles in various sectors of economy.
- MKCL, as per National Credit Framework (NCrF) 2023, has creditized its courses at various Credit Levels and is offering hundreds of credits under its 'iLike' Brand which stands for "Incredible Learning Innovations for Knowledge Empowerment".
- All the required information regarding Academic Specifications, List of Courses, Software tools and Hardware Specifications is available on the website <https://ilike.mkcl.org>

## 2. To place on record the findings of the student's feedback on the Exit Poll

- The student's feedback on the Exit Poll with respect to Infrastructure and Course outcomes was conducted by Onfees. The feedbacks for the year 2022-23 have been analysed.
- Since the number of responses of the year 2023-24 were less, it is yet to be analysed.
- A sample of the analytical report is shown below.

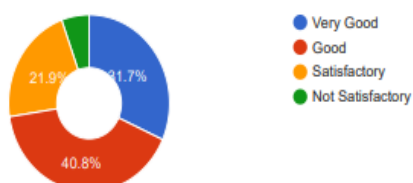
Your opinion on

Question 2: Classrooms



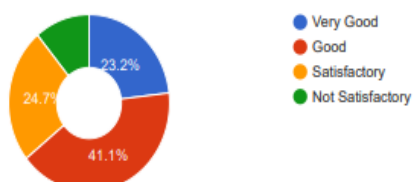
Option	Count
Very Good	98
Good	166
Satisfactory	111
Not Satisfactory	22

Question 3: Library Collection



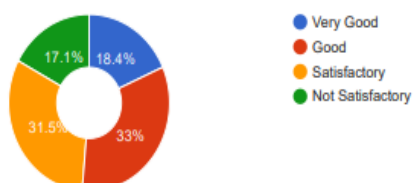
Option	Count
Very Good	126
Good	162
Satisfactory	87
Not Satisfactory	22

Question 4: Sports Facilities



Option	Count
Very Good	92
Good	163
Satisfactory	98
Not Satisfactory	44

Question 5: Canteen

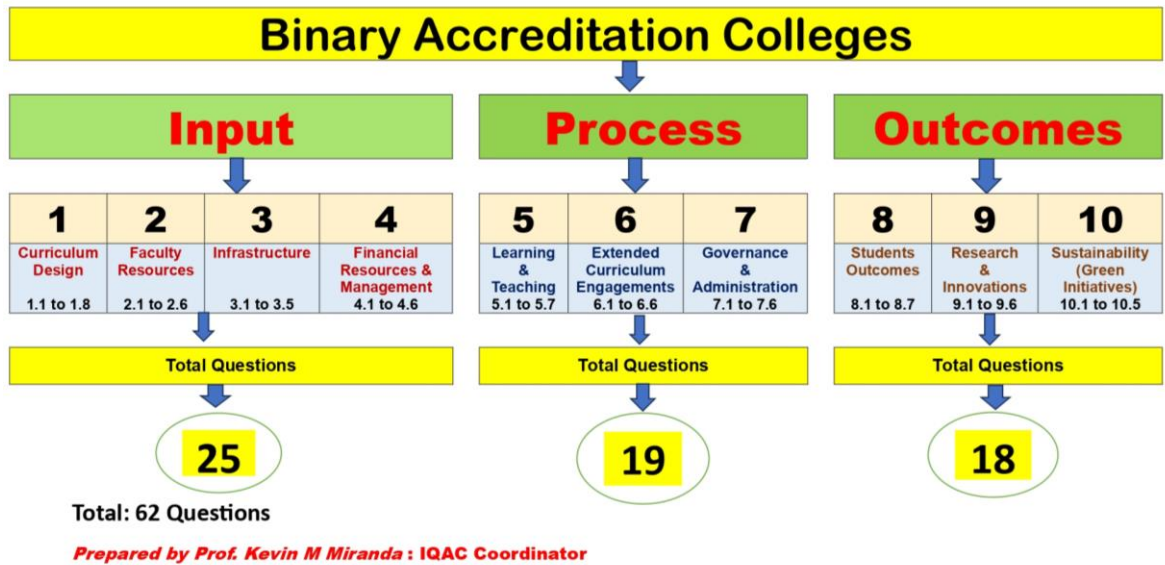


Option	Count
Very Good	73
Good	131
Satisfactory	125
Not Satisfactory	68

**3. To inform on the uploading and submission of AQAR 2022-23**

- The AQAR 2022-23 report has been submitted online to NAAC in January 2024. NAAC has extended the deadline for submission to 30th April 2024.
- The uploading of AQAR 2022-23 report on the College website is yet to be done.

**4. To enlighten on the changes made by NAAC under new grading system**



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# **NAAC Reforms 2024- Binary Accreditation Stakeholder Consultation-Colleges Western Region 19 March 2024**

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# FOR AFFILIATED AND AUTONOMOUS COLLEGES

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# Binary Accreditation-Colleges

## Input- 1. Curriculum Design

No.	Metric Title	Metric Description	Affiliated
1.1	<b>Outcome-based curriculum</b>	Curriculum framework is in alignment with Program Specific outcome covering POs, PSOs & COs	
1.2	<b>Stakeholder Participation</b>	Participation of Students, Teachers, Employers, Alumni, Entrepreneurs in curriculum design	X
1.3	<b>Curriculum Flexibility</b>	Academic Curriculum Flexibility is reflected through incorporation of component such as- MEME, ABC, Elective/optional/Dual Degree/twinning programme/education in mother tongue/creditization of EC and CC engagements/inter-institution credit transfer	X
1.4	<b>Practical and Industry Focus</b>	Percentage of courses with emphasis on field projects / research projects / internships / field work/practical hands on training etc.	
1.5	<b>Practical/Skill Orientation</b>	Percentage of Skill oriented Courses aligned with NSQF and Skill focus included in curriculum design courses in last three years	X
1.6	<b>Online and Blended Learning</b>	Percentage of online course through SWAYAM and other recognized platforms, which are credited in the curriculum during the last three years	X
1.7	<b>Curriculum revision</b>	The frequency of curriculum revision (Program and courses) in the last three years	X
1.8	<b>Indian Knowledge System</b>	IKS is promoted through integration of components in curriculum such as - (1) Certificate Courses/workshops/seminars on IKS (2) Components of IKS in core curriculum (3) Promotion of students projects and researches on IKS	



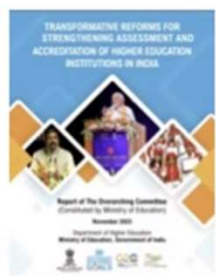




# Binary Accreditation-Colleges

## Input- 2. Faculty Resources

No.	Metric Title	Metric Description	Affiliated
2.1	<b>Recruitment</b>	Faculty sourcing practices includes 1. Short listing based on ORDINANCES of Central/ State/ other Universities 2. List of candidates shortlisted posted on website of the institution 3. provision of appeal against short listing 4. selection committees constituted as per UGC regulation 2018 5. Roster followed for selection of teachers 6. Selection based on Academic Score/Written Test/Personal Interview 7. Required No. of teaching position as per regulatory body and Filled Up Posts of Faculty 8. Selection process for faculty transparent and open	X
2.2	<b>Pay and Allowances</b>	Whether the pay and allowances are as per UGC/AICTE norms	
2.3	<b>Faculty Diversity</b>	Ratio of teachers with gender and geographic diversity to the total number of teachers	
2.4	<b>Faculty development</b>	Percentage of faculty attended training programs (AICTE, UGC, ARPIT and similar), faculty sponsored for industrial training, fellowships etc.	
2.5	<b>Faculty Retention</b>	Percentage of faculty worked in the institution continuously for the past three years against the sanctioned post	
2.6	<b>Faculty Student Ratio</b>	Number of students per faculty, cadre wise faculty strength	



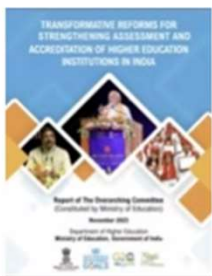




# Binary Accreditation-Colleges

## Input- 3. Infrastructure

No.	Metric Title	Metric Description	Affiliated
3.1	<b>Physical Infrastructure</b>	The physical infrastructure facilities includes 1.Classrooms /lecture halls, 2.Laboratories , 3. Workshops, 4.Hostel, 5. Computer Lab, 6. Sports facilities,7. Grounds,8. Gymnasium, 9.Auditoriums, 10. Seminar halls, 11. Health and wellness center, 12.Canteen, 13. Guest House, 14. Transportation facilities, 15. Faculty common room, 16. Separate clean washrooms for girls and boys, 17. Clean drinking water facilities, 18.Adequate lighting facility, 19. Museum, 20.Artifacts(classification in terms of academic/non-curriculum/Area)	
3.2	<b>Learning Resources</b>	Average expenditure on purchase of books, Language lab, e-books consortia membership/subscription and digital resources added to the library year wise during last three years	
3.3	<b>IT infrastructure</b>	The IT infrastructure facilities includes:1. high-speed and reliable internet 2. Effective Learning Management System, 3.Virtual Labs/classroom, 4.Technical support for ICT-related issues, 5. Computers, 6.Licenced software7. AR/VR	





# Binary Accreditation-Colleges

## Input- 3. Infrastructure

No.	Metric Title	Metric Description	Affiliated
3.4	<b>Research Resources</b>	The Institution has an e-Library including - e – journals, Membership/subscription of e – ShodhSindhu, Membership/subscription of Shodhganga, Discipline-specific Databases, Plagiarism Check software, Licensed statistical software, discipline specific simulation software	
3.5	<b>Divyangjan friendly facilities</b>	The Divyangjan friendly, barrier free environment includes: 1.Built environment with ramps/lifts for easy access to classrooms. 2.Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4.Assistive technology and facilities for Divyangjan- accessible website, screen-reading software, mechanized equipment 5.Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading	

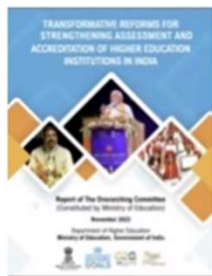




# Binary Accreditation- Colleges

## Input- 4. Financial Resources & Management

No.	Metric Title	Metric Description	Affiliated
4.1	<b>Capital Income</b>	The amount received towards Capital -Government grants, management contributions, loans, endowments etc.	
4.2	<b>Revenue Income</b>	Amount received from multiple sources like Fees, R&D grants, Salary Grants, Alumni contribution, Consultancy, endowments, Scholarships, etc	
4.3	<b>Capital Expenditure</b>	Amount spent on various infrastructure like Instructional building, academic infrastructure including library, hostels, residences, amenities, payment of rentals	
4.4	<b>Revenue Expenditure</b>	Amount spent on various heads like Salaries, maintenance, administration, scholarships & assistance, Electricity, transport, career guidance and skilling, Employee benefits, extra curricular and co-curricular activities etc	
4.5	<b>Sustainability and Growth</b>	1. Strategies for financial sustainability and growth: Corpus created, investments, plans for increasing capital and revenue income, Decentralized budgeting	
4.6	<b>Financial Controls &amp; Risk Management</b>	Mechanisms of financial control are in place 1. Internal audits 2. External/statutory audits 3. Risk management approaches	



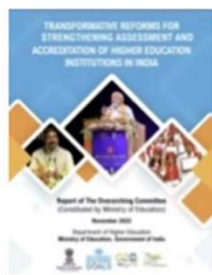




# Binary Accreditation- Colleges

## Process- 5. Learning and Teaching

No.	Metric Title	Metric Description	Affiliated
5.1	<b>Pedagogical Approaches</b>	Teaching learning techniques include (1) Lecture based teaching-learning (2) Group- teaching and learning (3) Individual learning/self study (4) Inquiry based learning (5) Kinesthetic learning (6) Game Based learning (7) Expeditionary learning (8)Technology based learning (9) Peer teaching (10)Learning through problem-solving Any (11) other please specify	
5.2	<b>Internships, Field Projects etc.</b>	Percentage of students undertaking internships and field Projects	
5.3	<b>Assessment</b>	The Continuous Evaluation system of the institution is conducted at different intervals using different methods like: (1) MCQ (2) Portfolio (3) Open book exam/ take home exercises (4) Case study (5) Projects/Assignments	
5.4	<b>Academic Grievances redressal</b>	The Grievance redressal system includes: (1) Sharing copies of answer script (2) Re totaling (3)Re-evaluation (4) Faculty consultation on student performance (5) Attendance (6) Any others	X





# Binary Accreditation-Colleges

## Process- 5. Learning and Teaching

No.	Metric Title	Metric Description	Affiliated
5.5	<b>Catering to Diversity</b>	Support for Differential Learning needs include: (1) Inclusive Remedial Teaching (2) Peer assisted Remedial Teaching (3) Multi-Sensory Remedial Teaching (4) Skill Based teaching (5) Individualized teacher interventions (6) Language barrier remedial (7) Any other please specify	
5.6	<b>Learning Management System</b>	The Institution's LMS includes the following:(1) Sharing teaching Material (2) Submission of Assignments (3) Mobile Learning (4) E-discussion platforms (5) Assessment outcome (6) Blended learning support (7) Asynchronous learning	
5.7	<b>Industry Academia Linkage</b>	Nature of industry academia collaboration includes a. Lectures from Industry experts b. Field visit c. collaborative workshop with industry and stakeholders, d. internship, e. industry visit, f. organising seminar/conference	

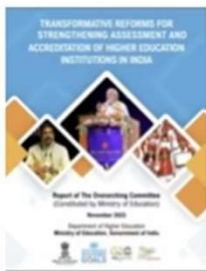




# Binary Accreditation- Colleges

## Process- 6. Extended Curricular Engagements

No.	Metric Title	Metric Description	Affiliated
6.1	<b>Technical/Domain related Clubs activities and technical festivals</b>	No. of Technical/Domain Clubs with no. of students, activities clubwise, no. of institutions participated in the technical festivals, involvement of industry bodies, establishment of chapters of professional bodies,	
6.2	<b>Hackathons and Ideation workshops</b>	No. of Hackathons/workshops participated by students and no. of hackathons conducted by institution with number of external students participated	
6.3	<b>Cultural Clubs and activities and festivals</b>	No. of Cultural Clubs with no. of students, activities clubwise, no. of institutions participated in the cultural festivals	
6.4	<b>Mental health clubs and activities (yoga)</b>	No. of activities or clubs involved in promoting mental health Yoga, counselling, Meditation etc.	
6.5	<b>Sports clubs/teams and activities</b>	No. of students participated in the sports events organised by other institutions at the state and national levels	
6.6	<b>Community related activities including UBA</b>	(I)The social awareness and impact created by the institution on communities can be illustrated through (1) Improved sex ratio (2) Improved GER (3) Clean Village recognitions (4) Disease free village (5) Eco-friendly communities/village (6) Improved literacy levels (7) Empowered women communities (8) Any other to be specified (Social awareness and impact level to be added) (II) Hygiene related activities, Medical camps, blood donation camps, promoting village sports, educating rural students etc. (III) Adoption of village under UBA	



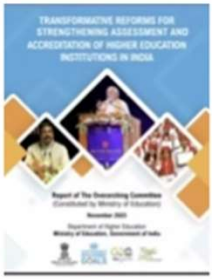




# Binary Accreditation- Colleges

## Process- 7. Governance and Administration

No.	Metric Title	Metric Description	Affiliated
7.1	<b>Institutional Development Plan</b>	HEI clearly stated its vision and mission and oriented well drafted Institutional development plan (IDP) by promoting the same through: a. Displaying vision and mission statement in various strategic locations, on the website, brochures, and advertisements. b. The IDP along with long term goals, Operational Goals, clearly defined milestones are widely published and hosted in institutional website . c. The regular academic and administrative audit accounts and re-orient the institutional activities towards the IDP d. Specific strategies and interventions are identified. e. Specific interventions strategies and course correction to re-align to IDP.	
7.2	<b>e-governance</b>	Implementation of Digital India initiatives of GOI and others g-Gov initiatives through a. Digital India policy guidelines / NAD and ABC implementation. b. Administration including complaint management and paper less office. c. Finance and Accounts though digital systems d. Student Admission and Support though e-governance platforms e. Digital services in augmenting examination section f. Use of Samarth e-governance platform h. Any other please specify	





# Binary Accreditation- Colleges

## Process- 7. Governance and Administration

No.	Metric Title	Metric Description	Affiliated
7.3	<b>Student &amp; Employee Welfare</b>	Effective Employee Welfare provisions for teaching, non-teaching staff and other beneficiaries which includes following: (1) Subsidized interest/interest free loans or consideration/concession to employees's dependents in admission (2) Health & life Insurance schemes (3) Support through in-campus infrastructure facilities like in-house crèche, school(s), staff quarters, hospital, and other facilities (4) Policy on various leaves and academic concessions (5) Safety audit and resultant maintenance for continuous quality living & ambience (6) Any other please specify	
7.4	<b>Grievance handling Mechanism</b>	Institutional level grievance handling Mechanisms is available and has the following redressal cells to resolve grievances including sexual harassment and ragging cases. 1. Women Anti Sexual-Harassment Cell 2. Anti Ragging Cell 3. Counseling Centre 4. Grievance redressal Cell 5. Ombudsman 6. Specify if, any other Cell	



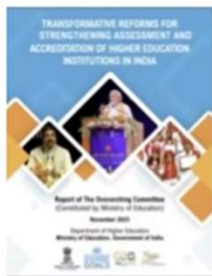




# Binary Accreditation- Colleges

## Process- 7. Governance and Administration

No.	Metric Title	Metric Description	Affiliated
7.5	<b>Quality Assurance System</b>	The institution has dynamic Internal Quality Assurance Centre/System and its facets are: (1) Well represented as per the guidelines of NAAC. (2) It intertwine its activities with several bodies and committees of the institution evidencing through record keeping of data. (3) It aligns its initiatives with IDP conducts orientation programs on institutional quality, seminars, workshops, inter-university collaborations and other measures. (4) Regularly conducts Academic Administrative audits and assess the granularity of performance using data-driven approach and provides feed back to the system. (5) plays crucial role in participating in Ranking and accreditation exercises at national and global levels. (6) Conducts rolling Stake holder satisfaction survey and index the same.	
7.6	<b>Effective Leadership</b>	Effective leadership is reflected in various Institutional practices through: a. Adequate representation of stake holders in decision-making. b. Delegation of powers c. Establishing effective communications d. Effective feedback system. e. Layered Approval f. Provision of escalation levels on important organizational aspects	





# Binary Accreditation- Colleges

## Outcome- 8. Student Outcomes

No.	Metric Title	Metric Description	Affiliated
8.1	<b>Placements/Employment</b>	Percentage of graduates Employed through campus placements or otherwise along with details of median salary	
8.2	<b>Academic Progression</b>	Percentage of graduates progressed to Higher Education and Research	
8.3	<b>Self employment/entrepreneur</b>	Percentage of graduated students becoming entrepreneur/self-employed during the last three years	
8.4	<b>Awards/Prizes/Recognitions in curricular and extended curricular areas</b>	(1) No. of external Academic Awards and Recognitions received by the students in the assessment period (2) Number of awards/ medals for outstanding performance in co-curricular & extra Curricular activities and sports at state/ regional/ national/ International events for students in the last three years (merge)	
8.5	<b>Enrollment ratio</b>	Percentage of students admitted in first year of the program against the sanctioned seats intake	

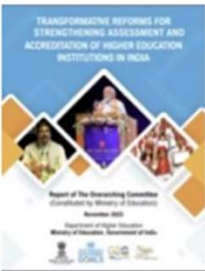




# Binary Accreditation- Colleges

## Outcome- 8. Student Outcomes

No.	Metric Title	Metric Description	Affiliated
8.6	Graduation rate	Percentage of students completed the program in stipulated time against the enrollment	
8.7	Student /alumni learning experience	Survey	

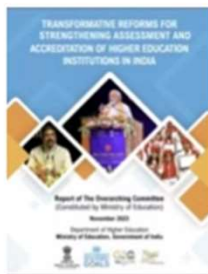




# Binary Accreditation- Colleges

## Outcomes- 9. Research and Innovation Outcomes

No.	Metric Title	Metric Description	Affiliated
9.1	<b>External Research Grants</b>	No and amount of Externally funded research project per faculty through Government and non-government sources such as industry, corporate houses, international bodies for research project during the last three years	
9.2	<b>Research Publications</b>	Weighted No of Peer reviewed research publications per faculty in Journals listed in SCOPUS/WoS/UGC Care, conference proceedings /book chapters (external) per teacher	
9.3	<b>Research Quality</b>	Institutional Average h-index and citation index from SCOPUS + Web of Science	X
9.4	<b>IPRs produced</b>	Total number of IPR including patent, copyright, trademark granted in the last three years	X
9.5	<b>Research Collaboration</b>	Collaboration with national/international institutions of higher ranking /industries with their focus which include (1) Interdisciplinary research (2) Inter-University national/international faculty(3) Community based research (4) Technology transfer	
9.6	<b>Number of student Startups</b>	Number of start-ups (Non-students) incubated through TBI	



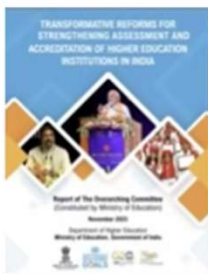




# Binary Accreditation- Colleges

## Outcomes- 10. Sustainability (Green initiatives)

No.	Metric Title	Metric Description	Affiliated
10.1	<b>Community activities</b>	Number of camps conducted by NSS/NCC and other organised bodies for community activities (percentage. of students participated)	
10.2	<b>Waste and Water Management</b>	The institution effectively implements measures to conserve resources and manage waste through:(1) Rain water Harvesting Structures like Bore well recharge, Open well Recharge, Check dams, percolation and the like.(2) Waste water recycling plant(3) Divided water distribution system for recycled water(4) Maintenance of natural water bodies inside or outside campus (5) Segregation of Solid waste at source(6) Bio-waste management plants(7) E-waste management (8) Bio-Medical Waste management(9) Paper waste Recycling plants	
10.3	<b>Progressing towards Net Zero</b>	The facilities for alternate sources of energy and energy conservation measures the institution includes: 1.Solar energy 2.Wind energy 3.Biogas plant 4.Wheeling to the Grid 5.Sensor-based energy conservation 6.Use of LED bulbs/ power efficient equipment	

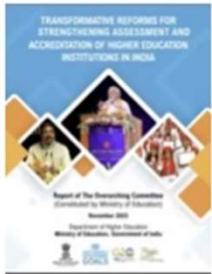




# Binary Accreditation-Colleges

## Outcomes- 10. Sustainability (Green initiatives)

No.	Metric Title	Metric Description	Affiliated
10.4	<b>Green Audits and Initiatives</b>	Environmental Quality of the institution and its surrounding is regularly monitored by: (1) Energy Audit (2) Carbon sequestration (3) Measuring Air pollution (4) Water Budgeting (5) Maintaining Clean and Green Campus (6) Out of campus initiatives	
10.5	<b>Collaborations with industry/NGOs</b>	Collaborations of the institution with Industries, NGO and chapters of recognized bodies can be illustrated through: (1) Active NCC units of Air/Navy/Army wings (2) Active NSS units with course of activities (3) Collaboration with industries as part of their CSR activities (4) Social service and community awareness Programs organised in collaboration with NGO like blood donation camp, tree plantation drive, disaster relief camp, Swachh Bharat initiatives etc. (5) Any other collaboration yield focused results for common good of the communities	



## **Criterion 7 - Institutional Values and Best Practices**

1. To evaluate the work of the Social Outreach Programmes.

### **Aided Section**

The Social Outreach Programme for this Academic Year 2023-24 was conducted in collaboration with Project Mumbai.

It has three initiatives namely-

- **Jallosh (Beach cleaning),**
- **Naksha (Road Mapping),**
- **Plastic Recyclothon (Recycling, Management, and Utility of Plastic Waste).**

The students are currently working on the three aforementioned initiatives and have been actively involved in the SOP activities.

### Evaluation-

1. **Engagement with community needs-** The Second Year (BA and BCOM) students worked with Project Mumbai. This allowed them to actively immerse themselves in community engagement while being able to closely understand the problems and issues faced by the locals of the community.

2. **Development of Interpersonal skills** - The students interacted with people from different facets of the community which provided them with the necessary development of their interpersonal skills.

3. **Effective organizational skills-** The activities conducted for SOP enabled the students to hone their organizational skills. This was understood by their interaction and collaboration to complete the assigned tasks. The students also learnt to coordinate and get work done from their fellow students.

4. **Sensitivity towards the environment** - Activities like Jallosh (Beach Cleanup) and Plastic Recyclothon presented an opportunity for the students to learn about the importance of conservation of the environment and the need for Waste Management.

5. **Improved observational skills** - Activity like **Naksha** (Roadmapping) enabled students to meticulously observe the respective roads and thereby providing them with a basic understanding of the culture of the place.

### **Self-Finance Courses SOP**

For the academic year 2023-24, the Social Outreach Programme for students in **Self-Financed Courses** is synchronized in partnership with the Centre for Social Action (CSA).

Under the guidance of Fr. Joseph Gonsalves, the Director of CSA.

The SFC SOP started with following intervention groups, each targeting specific areas of social need.

Centre Name
Ashakiran Community Centre (ACC)
Franciscan Missionaries of Mary (FMM)
Mahila Balvikas Kendra(MBK)
Dev Kripa Mandal (DKM)
Canossa Jeevan Vikas Kendra(CJVK)
Prerna Seva Kendra(PSK)
Sahajeevan Samaj Kendra(SSK)
Savadhan Samaj Kendra(SaSK)

Out of the 290 students enrolled in the programme, 233 have successfully completed their SOP commitments within the stipulated timeframe.

The remaining participants permitted to complete their social service activities after semester-end examinations.

## 2. To bring to the table the outcome of the activities of the Entrepreneurship Cell

Sr. no	Date	Activity	Learning Outcome
1.	21/07/2023	<p><b>Clash of Intellects</b></p> <p>Provided a platform for participants to engage in insightful debates regarding pertinent topics in the business environment. Through discussions on subjects like Start Up Vs Corporate Life and the ethical implications of CSR activities, participants honed their debate and analytical skills while addressing real-world challenges facing the business landscape.</p>	<p>This event not only encouraged <b>critical thinking</b> but also facilitated discussions aimed at <b>understanding and addressing problems of the business ecosystem</b>.</p>



2.	04/09 /2023	<p><b>Food Bazaar</b></p> <p>Offered participants hands-on experience in running a food stall, thereby enhancing their practical skills in entrepreneurship. Beyond the culinary aspect, participants learned essential skills such as time management, communication, proactiveness, and teamwork, crucial for success in any entrepreneurial endeavour.</p>	<p>The event provided a platform for participants to showcase their creativity and innovation in the culinary domain.</p>
3.	08/01 /2024	<p><b>Business Bazaar</b></p> <p>Andean Entrepreneurship and Incubation Cell's first ever Incubation unit event was held on 6th of October, 2023. The event was attended by various small business owners/representatives, who initially introduced their businesses to the attendees which consisted of members of the AEIC and other business representatives.</p>	<p>To develop a brand strategy to meet an organization's consumer and business objectives and build brand equity along with learning to evaluate the feasibility of a new product, concept, idea or service opportunity in the market.</p>
4.	2/2/2 024	<p><b>Quizzical Gambit (An E-conclave Event)</b></p> <p>This event was geared towards promoting the entrepreneurial spirit among students. By setting up stalls to showcase their ventures, participants gained practical experience in running a business</p>	<p>Interactions with customers provided valuable insights into market dynamics, while networking opportunities facilitated exposure to a broader audience, fostering collaboration and idea exchange among participants.</p>
5.	2/02/ 2024	<p><b>AD Venture (An E-conclave Event)</b></p> <p>Participants had to create and present jingles for advertisements for the given products.</p>	<p>Participants learned about the details various businesses, MNCs, entrepreneurs, etc. in an interesting manner while competing with other peers.</p>

6.	2/02/2024	<p><b>Business United Nations (An E-conclave Event)</b></p> <p>Business United Nations - an educational simulation and academic activity in which students typically role-play delegates to the United Nations and simulate UN committees.</p>	<p>Participants got an opportunity to showcase their creativity and marketing skills and accordingly came up with engaging advertisements.</p>
7.	3/02/2024	<p><b>Masterminds (An E-Conclave Event)</b></p> <p>The event consisted of a series of questions, tasks, or challenges designed to test a person's knowledge, skills, or understanding of business and entrepreneurship.</p>	<p>Participants got an opportunity to enhance their problem - solving and communication skills.</p> <p>They also got a chance to work on their Critical Thinking, Innovative Ideas and Teamwork skills.</p>
8.	3/02/2024	<p><b>Biz Hunt ( An E-conclave Event)</b></p> <p>A treasure hunt infused with business-based riddles and enigmas that will test your knowledge, strategy and teamwork.</p>	<p>Team work</p> <p>Critical thinking</p> <p>Problem solving</p> <p>Creativity</p>

3. To mark the progress made to establish an Incubation Cell and Start-Up Cell

**Activities conducted specially for the INCUBATION CELL**

Sr. no.	Date	Activity	Learning Outcome
1.	23/08/2023	<p><b>Motivational Session- An Entrepreneur's Journey : A Guest Lecture by Mr. Sachin Nair</b></p> <p>Offered attendees a first-hand account of the entrepreneurial experience. Mr. Nair shared valuable lessons learned during the pandemic and navigating today's dynamic markets. By walking participants through his entrepreneurial journey, he provided insights into the challenges faced and strategies employed to overcome them.</p>	<p>This session not only inspired aspiring entrepreneurs but also imparted practical knowledge crucial for navigating the complexities of the business world.</p>

2.	6/10/2023	<p><b>Training session on Branding -</b> The event was attended by various small business owners/representatives, who initially introduced their businesses to the attendees which consisted of members of the AEIC and other business representatives.</p>	<p>This allowed the participants to <b>develop a brand strategy to meet an organization's consumer and business objectives</b> and build brand equity along with learning to evaluate the feasibility of a new product, concept, and idea or service opportunity in the market.</p>
3.	3/02/2024	<p><b>Technical Session- The Entrepreneurial Trifecta : A Guest Speaker Session</b> Mr. Silvester Rodrigues gave a powerful talk about Mantras for Aspiring Entrepreneurs.</p>	<p>The students gained a comprehensive understanding of the fundamental concepts, principles, and challenges associated with entrepreneurship and <b>learnt techniques to identify market gaps, customer needs, and business opportunities</b> suitable for entrepreneurial pursuits.</p>
4.	3/02/2024	<p><b>Technical Session-The Entrepreneurial Trifecta : A Guest Speaker Session</b> Mr. Chris Chokar spoke on the topic of "StartUp to Scale Up- Scaling Your Business effectively."</p>	<p>The participants were given insight into <b>developing a comprehensive business plan encompassing key elements such as market analysis, value proposition, revenue model, and operational strategy.</b> The session also looked into <b>insights into financial management practices, marketing and branding strategies.</b></p>
5.	3/02/2024	<p><b>Technical Session- The Entrepreneurial Trifecta : A Guest Speaker Session (Ex-Andrean entrepreneurs)</b> Student entrepreneurs Mr. Ambar and Mr. Kaif spoke about how budding entrepreneurs can check if their idea is authentic and how a start-up can get their product idea patented, etc.</p>	<p>They gained the ability to <b>critically evaluate the authenticity of their entrepreneurial ideas and understand the process of securing patents for their start-up's</b> product concepts, fostering a deeper understanding of intellectual property protection and innovation in business ventures.</p>

4. To consider Green initiatives and Bio-diversity as recommended by AIACHE Conference
5. To suggest new BEST Practices for the following Academic Years
6. To report on the ONLINE SESSIONS on Best Practices and Institutional Distinctiveness organised by AIACHE Conference held from 4-7 March 2024

AICHE Seminar on Best Practices  
(4-7 March 2024)

(March 4 and 5, 2024)

Loyola College, Chennai (autonomous)

- **Bridge Courses** – 10 day courses on English language, learning strategies, motivation for students with language difficulty, weaker students– sometimes conducted in the vacation or before new term begins
- School of Human Excellence: Life skills, Awareness programmes, World Religions – some proportion of credits from these are necessary for a degree  
All above such courses are upgraded every two to three years

Rajgiri College of Social Sciences (autonomous)

- Patented Rajgiri Immersive Learning Experience – unique pedagogy that includes Experiential learning (through doing), reflecting on curriculum, learn by mistakes, and Participatory learning (focus on the learner). This is carried out in the following steps – Concept (knowledge is shared), Corporate Competence (connect with industry/current trends in these subjects), Experience (Internship) and Executive Modelling (Corporate Leadership skills are taught)
- The Alumni, Faculty and Industry contribute to curriculum design

American College, Madhurai (Autonomous)

- Green Campus – animals, birds, trees all nurtured on campus, survey and geotagged
- **Earn while you learn** – part time placements for students through the placement cell
- Lunch assistance for economically weaker students
- Village/Urban community adoption – orphanages, segregation of waste, water management
- Satellite Campus – few programmes conducted at these campuses esp for women
- **Bus service for common travel routes to the college**

Bishop Heber College, Tiruchirappalli (autonomous)

- Women friendly campus with 8 hostels, gender studies and gender sensitization programmes, women's fitness trainer women counsellor, weekly doctor on campus, sanitary facilities
- Zero Waste Campus: Biogas plant, paper recycling, vermicompost, kitchen waste water, Environment Audit as part of course work, **Mass clean up events in and around campus**, green census, **Computer repair, assembling and e-waste centre run by IT dept**
- **Earn while you Learn** – part time placements

St. Xavier's College, Kolkota (autonomous)

- **Library has created a special repository of all projects of all departments. Exceptional projects are published periodically with ISSN number journal**
- Satellite rural campus with special courses
- **12-16 day summer courses for bridge courses, language ability**
- **Internships through Alumni**
- **AI experts train staff to harness new AI tools** (recently added programme)

St. Xavier's College, Mumbai (autonomous)

- Social Work: Social Involvement programme compulsory (initially as part of FC, now in NEP), credits given. 226 NGO's involved, Staff of 4 Social Workers manage the programme, students maintain a journal, 45 hours of social service and 5 hours of discipline centered work.
- Visually Challenged centre (Prof. Sam Taraporevala)
- **Enabling Committee** set up – students fill up a form stating that they need assistance for living facilities, Financial help, language assistance, writers for exams etc..
- Principal's Weekly connect – Sunday update to the staff, review of previous week, plans for coming week..

#### Loyola College, Chennai (autonomous)

- Institution should decide if it is primarily a Teaching or Research Institution, concentrate majority of programmes and resources accordingly.
- Best Practice Criteria 7 is a good place to score. Loyola College Strategy for this **Criteria: Identify a problem – Decide a Strategy – Identify the objective – Process – Measure Impact**
- **Strong Emphasis on 'Human Beings'** – Employee Wellbeing (training for staff at all levels, insurance, infrastructure), Divyaaajan Support (Infrastructure, assistance), Beloved Teachers Programme (Alumni offers scholarships/grants/chairs in retired teachers' names)

#### Madras Christian College (Autonomous, 16 rank NIRF)

- Research oriented – see Criteria 3

#### Jesus and Mary College, Delhi

- **Recycling plus Community initiatives** – train women to segregate waste, composting, scrap cloth projects, soap scrap project – women work during children's school hours, sale of products (eco friendly plus financially empowering the women)

#### Lady Doak College, Madurai

- Dedicated IT centre: manages all in-house automation
- New Teaching Learning Tools – Recording, editing, recording studio – taught to staff, enable them to create MOOC courses
- All campus events Photographs and livestreamed by students – (Media students learn photography, editing etc)
- Life Frontier Engagement - Service learning with community short term courses for part-time learners – tailoring, jam jelly making
- Working for Zero waste campus
- **Herbal garden** and meditation garden
- Monthly gathering - family of staff, students and staff with music, poetry, games
- **Day creche for staff children**

#### St. Stephen's College, Delhi (not autonomous)

- **Alumni association - main go to body for placement, feedback and soft skills Centre for Advanced Learning – Weekend programmes, 6 week programmes and 3 month Fellowships (soft skills, crash courses, certificate courses: alumni main resource persons)**
- Management Quota Seats – few set aside for deceased service persons' children

*Day 3 and 4 (Reportage by Dr. Jyoti Bhatia, thus I have very few points)*

Stella Maris, Chennai

- **Sustainability Hub: run by students, focus is on Education, Community and solutions. E.g. Clothing drive**
- Innovation Networking: MOU's with International Institutions, 3 collaborative PG degrees
- Civic Engagement – Star of the Sea: Value Ed programme, English classes, Career Guidance
- Shanti Bhavan Community Centre- offers courses for literacy, English, hair and beauty, sign language, tailoring

Women's Christian College, Chennai

- Self Study courses
- Semester abroad programme (collaborative)
- MOOC courses
- **Community garden, all trees labeled, geotagged and QR code for Information**

Holy Cross College, Tiruchirappalli

- Rural Enrichment through student Activities – medical camps, teaching English, nutrition
- **No Vehicle day, ½ hour every month no power on campus**
- Noon Meal scheme for financially needy students
- Community radio
- Rehabilitation Dept – Physio students, open to public

St. Thomas College, Trichur (NAAC 3.70)

- Digicampus – managed by IT dept - teaching learning, attendance, exams, admission all managed, all assessment also thus results dec in 18 days, 8% of budget on IT
- All equipment QR coded.
- Staff assistance for House Construction, Palliative care centre help for community.

Andhra Loyola College, Vijayawada

- Free Dispensary, certified GP's and nurses for community

Baseline College, Kottayam

- **Academic contribution of former teachers: guest lectures, add on courses, endowment lectures managed by retired staff**

Marian College, Kottayam (Autonomous - NAAC 3.71)

- 60/40 assessment, continuous assessment, project work, internships
- **Basic Computer maintenance, hardware cleaning, storage, screen cleaning, organizing files, virus prevention, troubleshooting common problems**
- Green Campus – solar heating, recycling water, composting, vermiculture

Don Bosco College, Manipur

- Target setting: Each subject, co-curriculars, check after each term and assess
- **Best Class: Results and attendance prize.**

