



**ST. XAVIER'S COLLEGE**  
(AUTONOMOUS)  
5, Mahapalika Marg, Mumbai - 400 001,  
INDIA.  
☎ 2262 0661/65

**MINUTES OF THE ACADEMIC BOARD MEETING ON 09.03.2011**

**AGENDA:**

- 1) To scrutinize and approve the proposals made by the Subject Boards.
- 2) To frame the rules for the conduct of examinations and for student evaluation.
- 3) To consider rules for admission of students.
- 4) To consider rules for sports and extra-curricular activities.

The members present were :

1. Dr. Frazer Mascarenhas S.J, Chairperson & Principal
2. Dr. Mustansir Barma, Director, Tata Institute of Fundamental Research
3. Dr. (Ms.) Asha Dayama, Head, Dept. of Hindi
4. Ms. Alpana Palkhiwale, Head, Dept. of French
5. Ms. Anita Rane, Head, Dept. of Ancient Indian Culture
6. Ms. Aruna Sundresh, Head, Dept. of Political Science
7. Ms. Maureen Almeida, Head, Dept. of Psychology
8. Dr. Sam Taraporevala, Head, Dept. of Sociology
9. Ms. Hermione Salazar, Head, Dept. of Economics
10. Dr. (Ms.) Mangala Gurjar, Head, Dept. of Mathematics
11. Ms. Pooja Ochaney, Head, Dept. of Statistics
12. Ms. Amita Chokshi, Head, Dept. of Physics
13. Ms. Surabhi Potnis, Head, Dept. of Chemistry
14. Dr. (Ms.) Ujwala Bapat, Head, Dept. of Botany
15. Dr. (Ms.) Smita Krishnan, Head, Dept. of Zoology
16. Dr. (Ms.) Bhaktawar Sethna, Head, Dept. of Geology
17. Dr. (Ms.) Vivien Amonkar, Head, Dept. of Microbiology
18. Dr. (Ms.) Nandita Mangalore, Head, Dept. of Life Sciences
19. Ms. Neelam Shetty, BMS Coordinator
20. Dr. (Ms.) Jyoti Singh, B.Sc. (IT) Coordinator
21. Ms. Madhuri Rajjada, BMM Coordinator
22. Ms. Ruby Pavri, Nominated Faculty

Dr. (Ms.) Madhuri Kagalkar, Principal, Sydenham College, had excused herself from the meeting. Dr. Rajesh Parikh & Dr. Abhay Pethe, have agreed to be on the Committee, but had excused themselves from the meeting.

The meeting of the Academic Board commenced at 2.00 pm in the M.M.R. Dr. Frazer Mascarenhas, S.J., Principal of St. Xavier's College, chaired the meeting. The meeting started with a short prayer. Dr. Mustansir Barma, Director, Tata Institute of Fundamental Research was warmly welcomed.



*Frazer Mascarenhas S.J.*



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- 1) The minutes of the previous meeting were discussed. The Principal pointed out that the Minutes are in the form of Resolutions as per the Statutes. Ms. Anita Rane proposed and Ms. Hermione Salazar seconded the minutes as passed.
- 2) The Principal explained that during the first semester, the draft syllabi prepared by the faculty of each department were brought into effect, since the Board of Studies had not yet been formed. Subsequently, the Boards were constituted and they met and finalised the syllabi for the first two semesters. The Heads of the Departments expressed satisfaction with the suggestions made by the Board of Studies members, which were found to be very useful. A resolution to approve the syllabi of Semesters I and II was proposed by Ms. Amita Chokshi, seconded by Ms. Madhuri Rajjada, and passed by the House.
- 3) The Principal informed the House that in the 2<sup>nd</sup> meeting of the Board of Studies the syllabi of each department for Semester III and IV were finalised. These are being presented to the Academic Board to be approved. Ms. Anita Rane said that since the Heads of the Departments had not seen the syllabi of the other departments, it was difficult to comment on them. The Principal stated that because of time constraints it was not possible to show the syllabi to other departments. He assured that a copy of the syllabi of each department would be kept in the Library and they would also be put up on the College Website so that they could be accessed. It was also stated that the ratified syllabi would be implemented from the next academic year. A resolution to approve the Arts syllabi was proposed by Ms. Anita Rane and seconded by Ms. Ruby Pavri, and adopted by the House.
- 4) The Science syllabi were then presented for consideration. The Principal brought to the attention of the House that the syllabi of two courses of Geology were not agreed on by the Board. The Principal proposed that for the coming year the current University syllabi for those courses be taught. A resolution to approve the Science syllabi was proposed by Dr. Smita Krishnan and seconded by Ms. Mangala Potnis. Dr. (Ms.) Sethna recorded her dissent with the decision to adopt the University syllabi for the 2 Geology courses. They were however passed by the House on the recommendation of the Principal. It was also clarified that the passing of the syllabi by a Board of Studies would be through a simple majority of at least 51%.
- 5) The Commerce, BMS & BMM Syllabi which were passed by their Boards of Studies were presented and a resolution to approve these syllabi was proposed by Ms. Neelam Shetty and seconded by Dr. Asha Dayama.
- 6) The rules for the conduct of examinations and for student evaluation: It was stated that the statutes of the University of Mumbai required the College



*Tracy Mascarelli*





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to constitute an Examination Committee and the Controller of Exams of the University of Mumbai was one of the members of the Committee. The Minutes of the Examination Committee were discussed and it was stated that the Examination Committee had ratified the entire Examination System. The College agreed to the bar coding system proposed by Mr. Shinde, the University Controller of Examinations. It would be implemented for the self-financing courses on a trial basis. For Arts, Science & Commerce for the Second Semester Exam the system of masking will be followed for the coming exam. It was also proposed that the system of Moderation be changed and moderation be done of the top 4 students from each division, 50% of those failing and 10% of the remaining students on a random basis. If a moderator finds some problem with the assessment in a course, the option to increase the number of papers moderated could be exercised in collaboration with the Principal. The House adopted this with a show of hands. Ms. Almeida recorded her dissent with the change in moderation norms.

7) To Consider Rules for Admission of Students:

The Principal stated that for the BMS & BMM Courses, unlike other courses, the students come from all 3 faculties (Arts, Science & Commerce) where the marking systems are very different. The present system of admission is on the basis of the XII Std. marks. Therefore, it was suggested that an entrance exam be conducted for these students. The University of Mumbai had introduced the entrance exam for the BMS several years ago but had discontinued it, and for the BMM Course, the College used to conduct its own entrance exam and group discussion for the students, which was also discontinued according to the University decision. It was proposed to start conducting the entrance test for the BMS & BMM students at the time of admission. This would consist of an entrance test and interview: 20% would be allotted to the interview, 20% for the XII Std. marks and 60% for the entrance test. Dr. Fleur D'Souza proposed and Dr. Nandita Mangalore seconded the proposal to conduct entrance tests for the self financing courses of the BMM and BMS and it was passed by the House.

8) Rules for sports and extra-curricular activities:

The rules for the extra-curricular activities proposed by the Principal were read out. It was stated that the Cultural Committee of the College would work as the Committee for Extra-curricular Activities. Students would have to earn 2 non-academic credits for a minimum of 60 hours of extra-curricular activities over the 3 years. A list of these activities was read out. A member proposed that the students working as volunteers for the XRCVC would also be eligible for this credit. Department activities like the organizing of an event will be covered under the extra-curricular activities. It was also agreed that the grades given to the student would be A or A+. A resolution to adopt the rules for the



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sports and extra-curricular activities was proposed by Dr. Jyoti Singh & seconded by Dr. Nandita Mangalore.

- 9) A member asked about the grading for Attendance which would be recorded on the marksheets. The grading would be A++, A+ and A and D for those with less than 75%. This was adopted by the House by a show of hands.
- 10) The Principal then requested Dr. Barma to help the College in encouraging the basic Sciences among our students, since the professional courses seem to attract the better students. The issue could be taken up at future meetings.

The Meeting ended with a Vote of thanks to the Chair.



*Frazer Mascarenhas*

PRINCIPAL  
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