



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

St. Xavier's College – Autonomous, Mumbai
MINUTES OF THE BOARD OF MANAGEMENT MEETING ON 09.04.2011

AGENDA:

1. To pass the Minutes of the previous Meeting.
2. To fix fees for Assessment.
3. To consider and adopt the financial estimates for the coming year.
4. To approve the Academic Calendar 2011-12.
5. To approve the Academic Programmes as proposed by the Academic Board.
6. To approve the Systems under Autonomy as proposed by the Academic Board.

The members present were:

1. Dr. (Fr.) Arun D'Souza, S.J., Rector and Chairperson,
2. Fr. Lawrie Ferrao S.J., Director, Xavier Institute of Communication
3. Fr. Conrad Pessa S. J, Secretary of the Trust
4. Dr. Shakeel Ahmad, Deputy Secretary, University Grants Commission
5. Dr. V. V. Dalvi, Representative of the University of Mumbai
6. Prof. P. G. Jogdand, Head, University Dept. of Sociology
7. Dr. (Ms.) Asha Dayama, Dept. of Hindi, Elected Faculty Member
8. Dr. Rajendra Shinde, Department of Botany, Elected Faculty Member
9. Fr. Terence Quadros S.J., Alumnus
10. Dr. (Ms.) Vivien Amonkar, Alumna
11. Dr. (Fr.) Keith D'Souza, Alumnus
12. Dr. Frazer Mascarenhas S.J, Principal and Secretary

Dr. (Ms.) Manjusha Molavane had excused herself from the meeting.

The meeting of the Board of Management commenced at 11.00 a.m. in the Board Room. Dr. Arun D'Souza, S.J., Rector of St. Xavier's College, chaired the meeting and began it with a short prayer.

1. The Minutes of the previous meeting were discussed. Dr. Keith D'Souza proposed and Dr. Asha Dayama seconded the resolution that the Minutes of the Meeting be passed.
2. The Rates of Remuneration and Exam fees were discussed. It was stated that since we do not receive grants for aided courses, and the rates of remuneration for the teachers need to be increased in keeping with the rates as prescribed by the University of Mumbai, the examination fees charged to students need to be raised. Fr. Terence suggested that the Exam fees could be increased more than what is



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being proposed, but the Principal stated that there is a misunderstanding that Autonomous Colleges charge high fees, therefore, it is not advisable to increase the rate of fees more than what is being proposed.

Fr. Conrad Pessa proposed and Dr. Shakeel Ahmad seconded that the fees for assessment as proposed by the Principal be passed.

3. The financial estimates proposed by the College were then discussed. Fr. Conrad Pessa, Treasurer of the College, stated that since the College has stopped getting Non-Salary grants, the Trust had to raise funds to provide for these expenses and even for staff salaries that were not sanctioned by the Government. Prof. Jogdand asked about the facilities that are made available in the Library for the M.Sc. in Biotechnology. Dr. Amonkar said that there are various Journals, Books & E-Journals in the Library for Biotechnology. She also said that the College has subscribed to the N-List from Infilbnet. The Principal then explained that the 6th Pay Commission salaries have come into effect, and the College is running a deficit since the fee structure has remained the same. Hence the University will have to think about revising the fee structure for self-financing courses. Prof. Joganand suggested that under 'Other Fees' the College needs to specify heads under which these fees are charged. It was then clarified that these are basically the Extra-Curricular Fees and the Headings have been specified by the University.

Dr. Shakeel Ahmad asked about the status of the teachers who are appointed under the Self-Financing Courses, whether they are on ad-hoc basis or temporary. The Principal stated that these teachers are initially appointed on a contract basis with a consolidated salary and after one year they are put on a pay-scale on probation and are later made permanent under the Management. He specified that since there are a wide variety of subjects under the Self-Financing Courses the College has to also appoint visiting faculty for teaching these subjects. Dr. Shakeel Ahmad said that this is a very good system that the College is following because in other Colleges the teachers under the Self-Financing Courses are appointed either on ad-hoc or temporary basis and therefore they do not have a future.

The resolution to pass the Budget proposals was proposed by Dr. Shakeel Ahmad and seconded by Fr. Terence Quadros.

4. Since the University has not yet decided on the schedule for the next academic year, the College in consultation with the University Controller of Examinations has planned its Academic Calendar for the academic year 2011-2012. Hence, it is proposed to start the next academic year from 6th June 2011. As per the Academic Calendar there will be 15 weeks for the First Semester, but since the First Year students start at the end of June an extra week has been added to the First Semester. There will be 12 working days for the exam and 3 – 4 days for



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correction of answer papers. There will be a break for Diwali from 17th October to 7th November 2011. After the College re-opens there will be 15 weeks of instruction, excluding a week's break for the Christmas Vacation, and the exams would begin from 1st March 2012. It was also stated that even if the University decides to re-open Colleges one week later than 6th June 2011, the College will still re-open on 6th June 2011. Dr. Shakeel Ahmad asked whether there is any proposed change in the Academic Calendar compared to 2010-2011. The Principal said that it will remain the same, and the College has made an agreement with its teachers that they get extra compensatory offs during the year for any extra number of working days undertaken.

Prof. Jogdand proposed and Dr. V. V. Dalvi seconded the resolution to pass the Academic Calendar.

5. The Principal stated that the Academic Board consists of one Government Nominee and 3 Experts nominated by the Academic Board and all the Heads of Departments. The meetings of the Academic Board have been conducted. The Academic Board has gone through the syllabi and it has passed the Syllabi for all the Departments. The Principal proposed that the members of the Management Board could have a look at the syllabi. He said that the syllabi of the first 4 Semesters have been prepared. Dr. Shakeel Ahmad asked as to how the College has decided on the courses under Autonomy and Fr. Arun explained that the courses are the same, only the syllabi have been changed. It was stated that in the coming year the College intends to start some Certificate Courses. The Degree Courses may also be changed in a few years time.

A resolution to pass the syllabi presented by the Academic Board was proposed by Dr. Shakeel Ahmad and seconded by Fr. Lawrie Ferrao.

6. There have been some changes in the Systems under Autonomy of the College. The Credit System has been worked out in such a way that the hours of contact and minimum hours of guided study together total 15 hours of learning per credit. The Principal said that the Controller of Exams of the University was happy with the Credit System that is followed by our College. Dr. Dalvi said that since ours is an Autonomous College we can think of having mobility in the subjects that the students choose. The Principal responded that to have mobility of subjects we need to have floating faculty posts, and he said that this was suggested by him in the first meeting of the Management Board. Dr. Dalvi said that it will take a lot of time for the University to implement this system. Dr. Vivien explained that in Semester IV the students will have a cross faculty course where the Science faculty will be taking courses for the Arts students and vice versa. This will be an extra workload for the faculty but the College will pay an extra remuneration and many faculty members have volunteered to do this. In Semesters III and IV, there



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will also be a one credit course on Scientific Communication Skills for the Science students. Dr. Dalvi asked whether in the cross faculty course the students are allowed to take up some course from the Commerce Faculty also, instead of just the Arts & Science Faculties. He said that the students will benefit in the long run if they will get an exposure to some components from the field of Commerce. The Principal said that since we have a Night College for the Commerce Faculty we will not have teachers who can teach these subjects at the moment. Dr. Vivien said that to give Industrial exposure, the students of all faculties are encouraged to earn one credit by doing an internship with industry or some type of field work in the vacations. Although this is not mandatory it will be documented in the Degree Certificate. The Microbiology Department is already following this practice of doing internship during the vacations. The Assessment and Evaluation System and the Rules under Autonomy were then read out and explained.

Dr. Dalvi asked whether the University Ordinances with reference to Attendance are applicable to Autonomous Colleges or is the Autonomous College allowed to set up its own Ordinances. It was explained that the College has administrative autonomy but is still following the Ordinances laid down by the University of Mumbai. Dr. Dalvi then suggested that we could mention in the Handbook that we will follow the University Ordinances till the College has framed its own rules. Dr. Dalvi asked whether it was possible to allow improvement of Grades to students. The Principal stated that this will have to be worked out, since the College has had many failures in the First Semester and it will be a burden to have this system at the moment. Dr. Shakeel Ahmad said that if there are many students who apply for improvement of Grades then the workload of the College will increase and corrections will become very difficult.

Dr. Dalvi enquired in the context of Quality Mechanisms whether the College plans to have any Quality Enhancement like the IQAC. The Principal stated that the College already has an IQAC that meets about 4 times a year and plans and evaluates the activities for the year. He said that the College also conducts several Seminars for the faculty and we also have Heads of Department Meetings every month and the Academic Council meets every week.

A resolution to pass the Systems under Autonomy was proposed by Dr. Asha Dayama and seconded by Fr. Terence Quadros.

7. Dr. Shakeel Ahmad said that being the UGC Representative on the Management Board he would like to suggest that since St. Xavier's College has been granted Autonomous Status it should submit some report to the UGC regarding the activities and systems that are being implemented in the College under Autonomy. St. Xavier's College could be a role model for other Colleges. Dr.



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Dalvi said that he will suggest to the Vice-Chancellor that the Principal of St. Xavier's College be invited to the Academic Council of the University of Mumbai to share his experience about Autonomy and to promote Autonomy. The Principal said that St. Xavier's College has already been invited by some Colleges to give presentations on Autonomy and that the College is also thinking of conducting a Seminar at the University level to promote Autonomy.

A Resolution was passed by the members of the Management Board that they appreciate the initiative taken by St. Xavier's College of taking up the Autonomous Status and that other Colleges be motivated to take up Autonomy.

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



Dr. Frazer Mascarenhas S.J
Principal & Secretary

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