



# ST. XAVIER'S COLLEGE

(AUTONOMOUS)

5, Mahapalika Marg, Mumbai - 400 001,  
INDIA.

☎ 2262 0661/65

## 6.1.2: DECENTRALIZATION

- ❖ **Decentralization: An Overview**
- ❖ **List of committees (2019-20)**
- ❖ **Objectives of the committee (sample of 5)**
- ❖ **Minutes of committee meeting (sample of 5)**



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## DECENTRALIZATION – An Overview

SXC has over 30 committees (handling different aspects that need attention) to ensure the smooth running of the college. These include areas such as academics/administration/cultural development/social involvement/inclusion to name a few. Some of the convenors report to the VPs while others may report to the principal in a need dependent manner. All financial matters have to be discussed in advance (especially if the expected expenditure is high) with the Treasurer who is a part of the SXC-GB and the Trust GB.

Faculty are a part of every student body on campus, whether it is a temporary one such as a fest or one that is permanently present such as the AICUF. The faculty are rotated between the various committees to ensure that there is no stagnation or proprietorship seeping into their attitude.

We thus see that there is an interconnection, a semiautonomous decentralization and an integral participative management in the functioning of the various bodies on campus.



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## **COMMITTEES**



**ST. XAVIER'S COLLEGE**  
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## LIST OF COMMITTEES: 2019-2020

### 1. Lab Safety committee

Dr. Priya Sunderrajan (Convenor)  
Dr. Aparna Talekar  
Dr. Geeta Kotian  
Dr. Madhuri Hambarde  
Dr. Shyamala Bodhane  
Dr. Sangeeta Shetty  
Dr. Sujata Deshpande  
Dr. Karuna Gokarn  
Dr. Ashwin Pundalik  
Dr. Vijaya Lobo

### 2. E cell & Skill hub

Mr. Pritesh Arte (Convenor)  
Dr. Prashant Ratnaparkhi  
Dr. Bobby Mathew  
Dr. Madhuri Hambarde  
Ms. Lydia Fernandes

### 3. Controller of Examination Cell

Mr. Marazban Kotwal (Convenor)  
Mr. Alok Gude (Co-Convenor)

### 4. Enabling committee

Principal (Convenor)  
Dr. Sam Taraporewala (Executive Convenor)  
Dr. Annapurna S. (Principal's Nominee)  
Mr. Marazban Kotwal (Controller of Exam)  
Ms. Medha Taskar (Librarian)  
Ms. Neha Trivedi (Rep from Res Centre)  
Ms. Akshara Jadhav  
Mr. Kevin D'Cruz  
Dr. Leena Joshi  
Ms. Linda Dhakul



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## 5. Custodian committee

Dr. Smita Krishnan (Convenor)  
Dr. Jyoti Singh  
Ms. Miriam Stewart  
Dr. Nandita Mangalore  
Dr. Pravin Henriques  
Dr. Seema Das  
Ms. Pooja Ochaney  
Dr. K. Vedesankari  
Mr. Thomas Roy

## 6. Discipline committee

Dr. Anita Rane Kothare (Convenor)  
Dr. Aditi Sawant  
Dr. K. Vedesankari  
Dr. Bhagavat Bonde  
Ms. Meenal Kolkar  
Dr. Rohan Jadhav  
Dr. Pampi Chakraborty  
Dr. Suvaiba Pirani  
Ms. Soni George  
Ms. Aarti Gadgil  
Mr. Sachin Hegde

## 7. ECC committee

Dr. Ashma Aggarwal (Convenor)  
Ms. Piyali Unnikrishnan  
Dr. Radha Kumar  
Ms. Saima Khan  
Fr. Dean Fernandes, S. J.  
Dr. Prasita Mukherjee  
Dr. Leena Joshi  
Dr. Ashwin Pundalik  
Ms. Rachana Pandey



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## 8. ERP committee

Mr. Conrad Cabral (Convenor)  
Mr. Marazban Kotwal  
Mr. Roy Thomas  
Dr. Prasita Mukherjee  
Dr. Aparna Talekar  
Ms. Rachana Pandey

## 9. Examination committee (CIA - 1)

Dr. Bobby Mathew (Convenor)  
Ms. Piyali Unnikrishnan  
Dr. Ashok Bingi  
Ms. Ayesha Dias  
Dr. Bhagavat Bonde  
Fr. Dean Fernandes, S. J.  
Ms. Manali Pawar  
Ms. Radhika Rani  
Ms. Ruby Pavri  
Ms. Shazia Shaikh  
Mr. Subhash Kumar

## 10. Examination committee (ESE)

Ms. Manasi Kanuga (Convenor)  
Dr. Hrishkesh Samant  
Mr. Avkash Jadhav  
Dr. Pearl Pastakia  
Ms. Myrtle Fernandes  
Dr. Prasita Mukherjee  
Dr. Pranoti Chirmuley  
Mr. Subhash Kumar  
Dr. Bhaskar Saha  
Ms. Ankita Gujar  
Mr. Roysten Lobo  
Ms. Rachana Pandey  
Fr. Savio Abreu, S. J.



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## 11. IMG committee

Dr. Bhaskar Saha (Convenor)  
Mr. Prashant Ratnaparkhi  
Dr. Pratiba Naitthani  
Ms. Lydia Fernandes

## 12. Infrastructure committee

Ms. Miriam Stewart (Convenor)  
Ms. Aparna Kulkarni  
Mr. Rajesh Singh  
Dr. Pralhad Rege  
Ms. Norine D'Souza  
Dr. Rohan Jadhav

## 13. International Council committee

Dr. Rashmi George (Convenor)  
Dr. Sangeeta Shetty  
Ms. Lydia Fernandes  
Ms. Neelam Shetty  
Ms. Radhika Rani  
Dr. Awanish Kumar

## 14. IQAC

Dr. Rajendra Shinde (Chairman)  
Dr. Nandita Mangalore (Director)  
Dr. S. Annapurna  
Ms. Alpana Palkhiwale  
Dr. Hrishikesh Samant  
Dr. Sam Taraporewala  
Mr. Kishu Daswani  
Mr. Marazban Kotwal  
Ms. Karuna Gokarn  
Dr. (Fr.) Keith D'souza, S. J.  
Fr. Franics De Melo, S. J.  
Dr. (Fr.) Conrad Pessa, S. J.  
Dr. Jehangir Mistry  
Mr. Ashish Bhansin  
Dr. Madhuri Hambarde  
Mrs. Elizabeth Mehta



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## 15. Library Advisory committee

Dr. Pranoti Chirmuley (Convenor)  
Dr. Karuna Gokarn  
Dr. Pearl Pastakia  
Ms. Pooja Ochaney  
Dr. Rashmi George  
Dr. Radhika Tendulkar  
Dr. Radhekrishna Dubey  
Ms. Medha Taskar  
Ms. Neelam Shetty  
Dr. Shweta Gurav

## 16. Magazine & Xpress committee

Ms. Akshara Jadhav (Convenor)  
Ms. S. P. Periyanyagi  
Ms. Alpana Palkhiwale  
Dr. Aparna Talekar  
Dr. Pearl Pastakia  
Ms. Medha Taskar  
Dr. Prasita Mukherjee  
Dr. Shiney Peters  
Dr. Bhagwati Upadhyay

## 17. Malhar committee

Dr. Radhika Tendulkar (Convenor)  
Dr. Bobby Mathew  
Ms. Ruby Pavri  
Dr. Pranoti Chirmuley  
Ms. Lydia Fernandes  
Ms. Simi Cyriac  
Mr. John D'Souza  
Mr. Savio D'Souza  
Ms. Aarti Gadgil



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## 18. Research committee

Dr. Hrishkesh Samant (Convenor)  
Dr. Rajendra Shinde (Principal)  
Dr. Aditi Sawant  
Dr. Awanish Kumar  
Dr. Jyoti Singh  
Dr. Karuna Gokarn  
Dr. Pampi Chakraborty  
Dr. Priya Sundarrajan

## 19. Scholarship committee

Dr. Geeta Kotian (Convenor)  
Mr. Alok Gude  
Dr. Ashok Bingi  
Dr. Manasi Kanuga  
Ms. Saima Khan  
Dr. Radhekrishna Dubey  
Dr. Shweta Gurav  
Dr. Suvaiba Pirani  
Mr. Saif Khan

## 20. Staff Placement committee

Ms. Alpana Palkhiwale (Convenor)  
Dr. Binoj Kutty  
Dr. Ashok Bingi  
Fr. Dean Fernandes  
Dr. Prashant Ratnaparkhi  
Dr. Pratiba Naitthani  
Dr. Leena Joshi

## 21. Student Placement committee

Ms. Soni George (Convenor)  
Ms. Aparna Kulkarni  
Dr. Ashwin Pundalik  
Mr. John D'Souza  
Ms. Nandini Naik  
Ms. Siddhi Bhathgara  
Dr. Vijaya Lobo  
Mr. Thomas Roy



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## 22. TAQ committee

Dr. Pushpa Sinkar (Convenor)  
Ms. Alpana Palkhiwale  
Ms. Ayesha Dias  
Mr. Saju George  
Ms. Sangeeta Chavan

## 23. Unfair Means committee

Dr. Smita Krishnan (Convenor)  
Ms. Myrtle Fernandes  
Ms. Ruby Pavri  
V. Principal (Arts) for Arts cases  
V. Principal (Sc.) for Science cases

## 24. Women's Development committee

Ms. Sangeeta Chavan (Convenor)  
Ms. Akshara Jadhav  
Dr. S. Annapurna  
Dr. Pushpa Sinkar  
Dr. Sangeeta Shetty  
Fr. Savio Abreu S. J.  
Ms. Linda Dhakul

## 25. Examination committee (additional)

Dr. Binoj Kutty (Convenor)  
Ms. Meenal Kolkar  
Ms. Saima Khan  
Dr. Abhilasha Jain  
Dr. Pralhad Rege  
Mr. Ajay Yadav  
Dr. Bhagwati Upadhyay  
Mr. John D'Souza  
Mrs. Pradnya Gogte  
Mr. Rahul Kattam  
Mr. RoystenLobo



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## 26. Grievance committee

Dr. Rajendra Shinde (Principal)  
Dr. Prashant Ratnaparkhi (Member Secretary)  
Dr. S. Annapurna (Member)

## 27. Internal committee (along with WDC)

Dr. Nandita Mangalore (Convenor)  
Ms. Linda Dhakul  
Dr. Nandita Gandhi (NGO)  
Dr. Prashant Ratnaparkhi  
Ms. Delina Lopes  
Ms. Jenipher Lopes  
Ms. Neha Gupte (PG Research Scholar)

## 28. RUSA purchase committee

Dr. Pravin Henriques (Convenor)  
Dr. S. Annapurna (Nodal Officer)  
Dr. Priya Sunderrajan  
Dr. Aparna Talekar  
Ms. Ruby Pavri  
Dr. Binoj Kutty

## 29. Admission committee (UG)

Dr. S. Annapurna (Convenor)  
Dr. Hrishikesh Samant  
Dr. Sujata Deshpande  
Dr. Aparna Talekar  
Mr. Marazban Kotwal  
Mr. Conrad Cabral  
Ms. Alpana Palkhiwale

## 30. Admission committee (PG)

Principal (Convenor)  
Heads of all PG Departments



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## 31. Attendance committee

Dr. S. Annapurna (Convenor)  
Dr. Hrishikesh Samant  
Mr. John D'Souza

## 32. Anti Ragging committee

Dr. Hrishikesh Samant (Convenor)  
Dr. S. Annapurna  
Dr. Pranoti Chirmuley

## 33. Election committee

Dr. Ashma Aggarwal (Election Officer)  
Ms. Ruby Pavri (Dy Election Officer)  
Dr. Prasita Mukherjee  
Dr. Shyamala Bodhane  
Dr. Vijaya Lobo  
Ms. S. P. Periyannayagi  
Mr. Conrad Cabral

## 34. Staff Room committee

Ms. Linda Dhakul (Convenor)  
Ms. Saima Khan  
Dr. Pratiba Naitthani

## 35. NIRF/Other rankings

Dr. Hrishikesh Samant (Convenor)  
Mr. Conrad Cabral  
Ms. Ayesha Dias  
Dr. Sangeeta Shetty

## 36. Core committee for DISHA (2019-2020)

Dr. Bobby Mathew (Convenor)  
Dr. Karuna Gokarn  
Ms. Alpana Palkhiwale  
Dr. Sangeeta Shetty  
Dr. Pratiba Naitthani



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## **OBJECTIVES OF THE COMMITTEE**

*(Sample of five committees)*



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## OBJECTIVES OF THE COMMITTEE


### CUSTODIAN COMMITTEE

#### The Objectives and Tasks of the committee are:

- To conduct the centralized assessment of papers (CAP) of the odd and even End Semester Examination (ESE), and ensure smooth organization and monitoring of CAP.
- To provide a space (MMR) dedicated to the centralized assessment of answer papers of the ESE (even and odd).
- Faculty members are expected to correct papers and finish corrections in the given time frame.
- This arrangement ensures the safety of the answer booklets, corrections without any distractions (as opposed to being done at home), and adherence to time frame.
- It helps college declare results on time, and conduct the admission procedure smoothly.
- Custodian duties include opening CAP room (at specified time), receiving corrected answer booklets, ensuring that TY manuscripts are dispatched for double blind correction, and other classes (FY, SY and TY AC) are counted and kept for moderation (with model answers).
- Ensure supply of refreshments for staff twice a day, and at the end of each day lock all cupboards (containing answer booklets and other records) and MMR.
- The committee is made up of:
  - i. Convenor (Senior Staff member)
  - ii. Senior Staff members (8/9)
  - iii. Supporting staff (1 from general office + 2 attendants in MMR)



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## XAVIER'S ENVIRONMENTAL COMMITTEE (XEC)

The Xavier's Environmental Committee was created with the mission to initiate, implement, promote and lead environmentally sustainable practices in our college campus. The goal of XEC is to effectively decrease the detrimental effects and limit the negative impact of all college campus activities on our environment's health. It also aims to instill in the staff and students of the college a passion to work towards contributing positively in building our environment's health.

To make the campus greener and sustainable XEC has attempted to

- Introduce a uniform waste management system (segregation of waste, composting of wet waste, recycling of dry waste – plastic, MLP, e-waste etc.)
- Make the energy consumption of college more efficient (electricity audit).
- Ensure the hygiene and sanitation requirements in campus are maintained (cleanliness campaigns).
- Encourage awareness campaigns and promote greener attitudes through physical displays (electronic signage boards, posters) and educational curriculum (coordination with the teachers of the 'Environmental Studies' special course)
- Coordinate with departments/fest committees/student bodies to record all activities related to environment



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## MALHAR STAFF COMMITTEE

### Objectives and the Scope of Work of the Staff Committee:

- The Principal is the Chief decision-making entity. Malhar Staff Committee acts as a liaison between the student team and the Principal.
- **Workforce Selection:** The Staff Committee is instrumental in inviting applications for the core student team positions (Quartet and OC team), conducting interviews in a fair and transparent manner, background check of applicants (CGPA, Attendance, KTs, Faculty inputs etc) and communicating its recommendations to the Principal for due approval.
- **Financial:** i) Actively involved in Budget preparation and its approval. ii) Vendor quotations, negotiations and finalising vendors with due approval from the Principal and Treasurer. iii) Timely scrutiny of inflow and expenditure. iv) Facilitate communication between treasury and student team for point 3.
- **Legal:** Liaison between students and legal experts for MOU drafting and handling, copyright protection for theme videos and usage of copyrighted content for events.
- **Licensing:** Overseeing and communication with Government officials for obtaining the requisite permissions and for arranging workshops such as Fire Safety workshop, First Aid workshop etc
- **Events:** Scrutinising and approving the theme, the proposed events in terms of quality and quantity, approving the rules and regulations book, approval of list of colleges to be invited to ensure inclusion of all levels
- **Conclave:** Inputs, overseeing and due approvals for Speaker curation, speaker correspondence and speaker hospitality arrangements (travel, stay, security etc).
- **Social Involvement:** Ensuring that Malhar is conducted in a socially sensitive manner true to the ethos of the Institution. Overseeing various social activities arranged and executed by the student team such as Tree Plantation drive, Mini Malhar for Underprivileged children, Yardsale.
- Overseeing and guiding the execution of various preparatory and promotional events such as Conclave press conference, Contingent leaders' meet, Malhar by the Bay, Malhar on Wheels etc
- **Press relations:** In recent years the Staff committee has been actively involved in communicating with the Press as well as overseeing student communication with Press to try and get maximum positive press for the Festival and the Institution. Malhar 2019 managed to garner an impressive press coverage in 2019 as compared to earlier years as well as compared to other college festivals.
- **Overseeing the day-to-day functioning** of the student team to ensure ethical and disciplined conduct of students during the preparatory stage as well as the main days of the festival.



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## STAFF PLACEMENT COMMITTEE

### Objective:

To assist the Registrar in facilitating the promotions of the staff members under PBAS and CAS

### Functions

There are no sub committees and all the members assist in following functions:

- To attend workshops/seminars on CAS regulations in order to understand the guidelines of CAS & PBAS and to keep the committee updated with the amendments in the CAS regulations.
- To hold at least one seminar/workshop annually for the faculty members to inform them about the CAS rules, amendments if any, and guide them in filling of the PBAS form.
- When requested, to support the Head of department/Registrar with the verification/checking the files (i.e., checking if the documents submitted match the claim, if the candidate has the required points as per his/her claim submitted in their applications for promotion.)
- To be available for assistance under the guidance of the Registrar, for conducting the CAS interviews in the college.
- To conduct at least two meetings per semester and to record the minutes of the meetings. To prepare and submit its annual report to the Principal preferably by the end of April. The report should cover information on the activities of the year, difficulties faced and areas of ambiguity, proposal to overcome the same, and any plans or guidelines for the next year.



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## LABORATORY SAFETY COMMITTEE

### Objectives:

Lab safety Committee (initiated in 2018-19)

- Discuss laboratory safety issues, challenges, and initiatives at regular intervals (at least twice a year) with members of the committee from each of the science departments.
- Collaborate with each Department representative to evaluate and review the use of hazardous chemicals/reagents/microbes and formulate laboratory safety procedures.
- Recommend Standard Operating Procedures regarding safe use and disposal of chemicals/media etc. applicable to teaching and research laboratories.
- Encouraging faculty to report safety hazards in the laboratory to the committee
- Conduct programs that refresh and promote laboratory safety measures to staff (teaching & non-teaching) and students.
- To organize fire safety drills in college from time-to-time



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# **MINUTES OF COMMITTEE MEETINGS**

*(Sample of five committee meeting minutes)*



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## MINUTES OF CUSTODIAN COMMITTEE

### Minutes of the meeting of the Custodian Committee

Date: 7<sup>th</sup> October 2019

Venue: Physics laboratory

The meeting began with welcoming Prof. Pooja Ochaney back into the committee.

The main points discussed were:

- How many members have been given election duty. (Only Prof Roy and Prof Pooja have not been given duties).
- How do we manage juggling between election training and custodian duties.
- For the current exam the calculation of slots per person is as follows:  
 $36 \text{ slots} / 9 \text{ staff} = 4 / \text{staff}$   
 $2 / \text{staff}$  between 9<sup>th</sup> to 14<sup>th</sup> Oct and  $2 / \text{staff}$  between 15<sup>th</sup> to 22<sup>nd</sup> Oct  
Each staff gets 1 duty in each time slot + 1 extra
- A sheet with the dates and slots printed was passed around and all the committee members chose their slots keeping in mind the probable election training dates for their respective constituencies.
- SK promised to engage with Mr. Anand to keep all material required for the custodian ready (notices, stationery, files etc).

*[Handwritten signature]*

*Kedarnath  
Jyoti S. J.*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

MB Stewart

*[Handwritten signature]*  
21/10/19

*[Handwritten signature]*



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## MINUTES OF ENVIRONMENTAL COMMITTEE (XEC) MEETING

SXC/XEC | 2019-20

Minutes of meeting – 10<sup>th</sup> February 2020

Members present

Dr. Pushpa Sinkar  
Dr. Rashmi George  
Dr. Binoj Kutty  
Ms. Perrie Subramaniam  
Dr. Pampi Chakraborty  
Suyash Nandgaonkar  
Sangeetha Chavan

1. The collection of e-waste was considered and it was decided to contact Stree Mukti Sanghatana and set up an e-waste bin. Suyash was asked to follow it up.
2. The 'Janfest' experience was examined - where the student members of the XEC had made an attempt to ensure waste segregation. The committee considered the possibility of creating guidelines to ensure "greener" Fests on campus. The student committee was asked to make a draft of these guidelines.
3. The schedule and arrangement for the "Climate change session" – by British Petroleum CEO Bernard Looney was reviewed. It was decided to meet again just before the event on the 18<sup>th</sup> of February.
4. Options for external projects to be conducted for the students of FY Environmental studies were discussed. Prof Perrie said she had some contacts and would get in touch with them.

*Saran*



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**MINUTES OF THE MALHAR COMMITTEE**

Minutes of the Meeting

The following members were present

26<sup>th</sup> April 2019  
@ 12:30pm

- ① Dr. Radhika T. *Radhika*
- ② Dr. Bobby M. *Bobby*
- ③ Dr. Pranati C. *Pranati*
- ④ Prof. <sup>Simi</sup> ~~Saja~~ Cyriac *Simi*
- ⑤ Prof. Lydia F. *Lydia*
- ⑥ Prof. Aarti K. *Aarti*
- ⑦ Prof. John D'Souza *John*

→ Discussion on Selection process of OC's that were conducted in the past few days. It briefed all.

→ A meeting with the finalized OC's will be held at the 12:30 pm in the MMR on 27<sup>th</sup> April 2019. Radhika to send mail to all.

→ A pending bill of comps 2018 will be coming in on 30<sup>th</sup> April, co-ordination with Nilam from Knowledge Centre and Vijay Rao of Treasury required.

→ Computer vendors to be looked in, for work to begin. Will be overseen by Lydia

→ Points <sup>to be</sup> given by principal during his common address to workforce were discussed. Bobby and Radhika to compile the list of points.

- ① Dr. Radhika T. *Radhika*
- ② Dr. Bobby M. *Bobby*
- ③ Dr. Pranati C. *Pranati*
- ④ Prof. Simi Cyriac *Simi*
- ⑤ Prof. Lydia F. *Lydia*
- ⑥ Prof. Aarti K. *Aarti*
- ⑦ Prof. John D. *John*





## MINUTES OF STAFF PLACEMENT COMMITTEE

### Minutes of the Meetings of Staff Placement Committee

A series of meetings were held at the beginning of the First term of the academic year 2019-20. The agenda for these meetings is correlated.

1. Discuss the SOP of the Staff Placement Committee
2. Action Plan to take up the promotions of the candidates due in the academic year 2018-19 as also 2019-20
3. The New CAS Guidelines of March 2019 with the 7<sup>th</sup> Pay fixation

### Meeting held on Thursday 13<sup>th</sup> June 2019 at 11.20 am in the Principal's waiting room

Meeting attended by Dr. Ashok Bingi, Dr. Binoj Kurry, Dr. Prashant Raatnaparkhi and Ms. Alpana Palkhiwale

1. The Committee met to discuss the SOP for the committee. It was decided that every year in April the list of candidates due the following year will be put up so that the staff members can prepare their files in the May vacation and submit the duly filled in file by 30<sup>th</sup> June.
2. The Committee can complete scrutiny of the files by September and send the names to the University by October. The interviews to be held in December every year.
3. The Committee also discussed how to convert number of hours spent into points for Category I Teaching Learning, Use of innovative methods and Exam related work. Also Category II how to convert hours spent on an activity to points as the activities were diverse. Average hours per committee was worked on.
4. It was decided to get it approved by the Principal and it should be taken up on a bigger platform, maybe the General Staff meeting.

### Meeting held on Thursday 20<sup>th</sup> June 2019 at 11.20 am in the Principal's waiting room

Meeting attended by Dr. Ashok Bingi, Dr. Binoj Kurry, Dr. Prashant Raatnaparkhi and Ms. Alpana Palkhiwale

1. The Committee met to prepare a list of candidates due in the academic year 2019-20. It was decided that the scrutiny of the files last years' due candidates will be completed by 5<sup>th</sup> July and their interviews to be scheduled by first week of August 2019.
2. A session by Dr. Yogini Ghare to be scheduled in July during the CIA week. A workshop for all candidates due for CAS and also in the CAS process to explain the new format preferably from 3.30 to 4.30 so the Commerce evening faculty can attend. A one day seminar by Staff Placement IQAC and Staff Council in October 2019 on CAS amendments as also on E content.
3. A common format for exam related work for Category II and for lectures created by Dr. Binoj was discussed.
4. A request to the Principal to give two more committee members.

### Meeting held on Tuesday 25<sup>th</sup> June 2019 at 1.00 pm in the Principal's waiting room

Meeting attended by Dr. Ashok Bingi, Dr. Binoj Kurry, Dr. Prashant Raatnaparkhi, Dr. Leena Joshi, Fr. Dean Fernandes and Ms. Alpana Palkhiwale

1. This meeting was exclusively to read, discuss and understand the 4<sup>th</sup> Amendment as also the March 2019 amendments with the 7<sup>th</sup> pay fixations.





**ST. XAVIER'S COLLEGE**  
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## MINUTES OF THE LAB SAFETY COMMITTEE

**St. Xavier's College (Autonomous)**  
**Laboratory Safety Committee 2019-2020**  
**Minutes of the lab Safety committee meeting held on 10<sup>th</sup> January 2020**

The second meeting of the lab safety committee for the year 2019-2020 was held on 10<sup>th</sup> January 2020 in the board room of the college.

**Agenda:**

1. Policy for the college regarding lab safety - Chemical and biological
2. List of chemicals of the departments - consolidation for categorizing how to discard chemicals based on the hazard levels.
3. Fire safety drill for college
4. Workshop for non-teaching and teaching staff.
5. Any other ideas/issues

**Members present for the meeting:**

1. Dr. Shyamala Bhodhane
2. Dr. Madhuri Hambarde
3. Dr. Karuna Gokarn
4. Dr. Geeta Kotian
5. Dr. Ashwin Pundalik
6. Dr. Sangeeta Shetty
7. Dr. Priya Sundarajan (Convener).

**Points Discussed in the meeting:**

1. Chemistry Department has compiled the MSDS of chemicals used in the Department. This is to be shared with other science department. MSDS to be identified for the other chemicals that are used by the other departments and a copy kept in each department for reference.
2. The Biotechnology Department had compiled the safety and disposal of chemicals in the lab. Using this as a template, a policy document to be made for the college regarding use, hazardous nature and disposal of all chemicals, microorganisms and biological specimens.
3. The Physics and Geology departments also to give inputs regarding issues pertaining to their labs. To be completed by 27<sup>th</sup> Jan. This is to be made available to all departments.
4. Fire drill to be conducted in college.
5. First aid workshop to be conducted for non - teaching staff and a workshop for the teaching faculty in April.

Dr. Priya Sundarajan  
(Convener)



NAAC SSR Cycle 4 (2015-2020):  
6\_1\_2\_Decimalization

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