



ST. XAVIER'S COLLEGE

(AUTONOMOUS)

5, Mahapalika Marg, Mumbai - 400 001,
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☎ 2262 0661/65

6.5.3: INSTITUTIONAL LEVEL STAFF ACTIVITIES - CONFERENCES, SEMINARS, WORKSHOPS AND ORIENTATION PROGRAMMES

❖ 2019 - 2020

- Mentoring process: Faculty training organized by Wellness center
- Teacher's Training & Orientation Program On "The use of iPad and Apple Apps" for Teaching staff (New teacher's and College staff)

❖ 2018 - 2019

- Young teacher's Seminar on Knowledge sharing in Xavier's
- Young teacher's Seminar "Setting MCQ's and enjoying teaching"

❖ 2017 - 2018

- Young teacher's Seminar on Ignatian pedagogical paradigm and Teaching methodology

❖ 2016 - 2015

- Seminar on Sensitizing to Jesuit Ethos & Classroom culture
- Seminar on Strategies for optimizing Survival - with special reference to classroom and teaching

❖ 2015 - 2016

- Young Teacher's seminar on "Ethos and Teaching-Learning Experience in Xavier's
- Young Teacher's seminar on "5 Habits of Highly Successful Teachers" in Xavier's on
- Young Teacher's seminar on "Effective Communication" in Xavier's
- Young Teacher's seminar on "Educational Pedagogies: Experiments in Inquiry Based Learning" Xavier's



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2019 - 2020



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**Mentoring process: Faculty training Organised by Wellness centre, St.
Xavier's College, Mumbai**

Date: 5th July 2019


Report on the Mentoring Session for the teachers of the arts faculty who will be mentoring the FY students: - By Fr Francis, Director, Wellness Centre.

The academic year 2019-20 commenced on 10th June 2019 and our new batch of young first year students started classes after the admission process on 28th June 2019. Adjusting to a new college for many and a new city for some is not an easy task. A little bit of hand holding, emotional support, academic guidance etc goes a long way in creating happy and confident students ready to soar to great heights.

As has always been the practice, this year also, teachers engaging the first-year students were assigned around 25 students for mentoring. Fr Francis de Melo, Director of Wellness Centre, facilitated a training session on mentoring students for these teachers. A total of 18 teachers attended the program. Fr Francis began with an explanation of the need for mentoring – to help students reach their cherished and desired goals in their years in college. He emphasized the fact that students need assistance in believing that they can achieve much more than they would normally think of and they need assistance in getting to those goals. The areas of mentoring would be 3 – academic, skill development and personal issues. It was proposed that each teacher meet the respective student twice a semester for about 15 minutes. There would be a common orientation session to this offer of mentoring following which the students would be free to avail of the opportunity being provided. Fr. Francis made a few suggestions about an invitation that could be given to each student which would clarify the matter for these mentoring sessions. Students would be left free to share what they feel. He also explained that we would use the gradual projects approach to achieving these goals. He provided teachers with a hand-out, a sort of template that could be used. The students would be encouraged to maintain a journal of their projects, a record of the step-by-step approach that they are following in achieving their goals. One important issue that came up from the teachers was that in the case of a student requiring extra attention, especially for emotional issues, professional help would need to be provided. This was clarified by Fr. Francis that anyone who needed such help should be referred to the experienced counsellors in the Wellness Centre.



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List of participants

Mentoring session - Faculty training on 5th July 2019		
Sl no	Name	Dept
1	Dean Fernandes	Psychology
2	Soni George Tharakan	BMM
3	Suviba Pirani	Commerce
4	Alpana Palkhiwale	French
5	Radha Kunar	AIC
6	Rashmi Lee George	English
7	Perrie Subramanian	BMM
8	Linda Dhakul	Psychology
9	Pratiba Naithani	Political Science
10	Prasita Mukerjee	English
11	Bhagwati Upadhyay	Hindi
12	Annapurna S.	Statistics
13	Pranoti Chirmuley	Sociology
14	Avkash Jadhav	History
15	Aparna Kulkarni	Economics
16	Radhika Rani	Sociology
17	Manali Pawar	Economics




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Teacher's Training & Orientation Program On "The use of iPad and Apple Apps" for Teaching staff (New teacher's and College staff)

Date: 5th and 6th February 2020

Brochure:

New Teachers Orientation Orientation to Apple Apps 5th February 2020	Teachers Orientation Orientation to Apple Apps 6th February 2020
Apple has evinced interest in training our teachers in the usage of Teaching Apps developed for iPhones and iPads.	Apple has evinced interest in training our teachers in the usage of Teaching Apps developed for iPhones and iPads.
The training program is scheduled on 5 th February 2020 from 2.40 pm - 5.00 pm in XIMR Classroom 3 (2nd floor).	The training program is scheduled on 6 th February 2020 from 2.40 pm - 5.00 pm in XIMR Classroom 3 (2nd floor).
Please bring along your iPad or iPhone or a MacBook for the workshop. The trainers will also bring iPads with them.	One teacher (other than the new teacher) from each department must attend the training program
Attendance is compulsory for all the new teachers.	Please bring along your iPad or iPhone or a MacBook for the workshop. The trainers will also bring iPads with them.
Refreshments will be served after the program.	Attendance is compulsory for all the new teachers. Refreshments will be served after the program.

Report: A workshop on 'Orientation to Apple Apps' was conducted for new teachers on 5th February 2020 and other teachers on 6th February 2020. The resource person for the workshop was Mr. Shibu George from Apple. The workshop aimed at orienting teachers for accession, distribution, and creation of content using Apple iPad. All the participants were provided with an iPad for hands-on training.

The workshop started with a brief video session demonstrating the use of Apple in the education field using a classroom app which is a versatile teaching assistant that puts teachers in charge of every iPad and Mac in the classroom, so they can keep students on track (www.apple.com/education). This app helps teachers with various tasks like easy distribution and collection of assignments, keeping an eye on student progress in educational apps, and collaborating one on one with students from anywhere, in real-time. Apple School Manager (school.apple.com) can be used by the institutes for creating classrooms for various courses.

Participants got an opportunity to explore free apps on the iPad like iTunes U, Garage band, Camera, etc. The app iTunes U is a large collection of the free education content in public courses from leading schools, universities, museums and cultural institutions. During the workshop use of Keynote application which is equivalent to Microsoft PowerPoint was demonstrated and used for the creation of a small presentation as an example. The sharing of files between multiple iPad users was also demonstrated during this interactive and hands-on session. Apart from Keynote (presentations), the use of Apple's iWork apps like Pages



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(word processor) and Numbers (spreadsheet) was also demonstrated. 'Explain edu' (a version of a whiteboard for iPad and iPhone), is a paid app that can be used for the creation of E-content. This app was pre-installed on the iPads provided and participants got an opportunity to use this app for sample content creation. Mr. Shibu also mentioned the iMovie app, which is simple, easy to use a video editing program that comes free with the Apple operating system and offers many features like dropping clips on a timeline, cropping them, adding transitions between clips, etc. This can be used for creating demonstration videos for science practical sessions.



*Teacher's Training & Orientation
Program On "The use of iPad and
Apple Apps" for Teaching staff
conducted on 5th February 2020 and
6th February 2020*



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List of participants

Teacher's Training & Orientation Program On "The use of iPad and Apple Apps" for Teaching staff -5th and 6th February 2020		
	Name	Dept
1	Kris Silveira	Biotechnology
2	Saif Khan	Botany
3	Dr. Rajdeo Singh	Botany
4	Dr. Nikhila Bhat	Chemistry
5	Neha Kapadia	Chemistry
6	Kyle Meyers	Chemistry
7	Dr. Manik Rathod	Chemistry
8	Br. Vivian Almeida	Economics
9	Dr. Dwight Figuero	Life Science & Biochemistry
10	Rahul Katkam	Mathematics
11	Dr. Pradnya Gogte	Microbiology
12	Katherine Rawlins	Physics
13	Mayur More	Statistics
14	Jason John	Ancient Indian Culture
15	Arun Singh	History
16	Sahana Sen	Sociology & Anthropology
17	Dr. Bhagwati Upadhyay	Hindi
18	Marazban Kotwal	Chemistry
19	John D'Souza	Geology
20	Lydia Fernandes	Information technology
21	Binoj Kutty	Life science & Biochemistry
22	Simi Cyriac	Mathematics
23	Rohan Jadhav	Physics
24	Saju George	Statistics
25	Suvaiba Pirani	Commerce
26	Rashmi Lee George	English
27	Arun Singh	History
28	Dr. Bhagwati P. U	Hindi
29	Fr. Dean Fernandes S. J	Psychology
30	Nandini Naik	MPP
31	Manik Rathod	Chemistry



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2018 – 2019



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Young teacher's Seminar on Knowledge sharing in Xavier's

Date: 20-07-2018



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This is to certify that

Vaidehi Bhopatkar

actively participated in Young Teachers' Seminar on

Knowledge Sharing in Xavier's

on Friday, 20th July, 2018

at St. Xavier's College (Autonomous), Mumbai.

Dr. Baptist Agnel Menezes

Principal

Dr. (Fr.) Roy Pereira, S.J.

Vice - Principal (Academics)



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Name of the activity: **young teacher's Seminar "Setting MCQ's and
enjoying teaching"**

Date: 27-09-2018



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CERTIFICATE

This is to certify that

Saif Y. Khan

actively participated in Young Teachers' Seminar on

'Setting MCQs and Enjoying Teaching'

on Thursday, 27th September, 2018

at St. Xavier's College (Autonomous), Mumbai.

Dr. Rajendra D. Shinde
Principal

Dr. (Fr.) Roy Pereira, S.J.
Vice - Principal (Academics)



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2017 - 2018



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Young teacher's Seminar on Ignatian pedagogical paradigm and Teaching methodology

Date: 07th July 2017

Brochure

New Teacher's Orientation

There will be a new Teacher's Orientation on Thursday September 7th from 2.30 to 4.30 pm in the Seminar Room, below the College Chapel.

2.15 pm Registration and Welcome Drink

2.30 pm Ignatian Pedagogical Paradigm (IPP) by Fr. John Cyriac, S.J.

3.30 pm Teaching at Xavier's by Vice Principal Madhuri Rajjada

4.00 pm Teaching Methodology by Vice Principal Dr. Hrishikesh Samant

While this seminar is mandatory for all unconfirmed teachers of the Junior and Senior College, other faculty are most welcome. The first presentation on IPP is a tool that is used worldwide to achieve better educational outcomes and is something that has not been done in the recent past so even confirmed teachers will definitely benefit. Confirmed teachers who would like to attend any of the sessions for logistical purposes please email Vice-Principal Madhuri Rajjada madhuri.rajjada@xaviers.edu.

Unconfirmed teachers (even on temporary vacancies) please confirm your participation by Tuesday September 5th to Vice-Principal Dr. Fr Roy Pereira, S.J. roy.pereira@xaviers.edu. If you are unable to attend for some genuine reason, please get your excuse note signed by the Principal and drop it in my letter box by September 5th.



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This is to certify that

Simi Cyriac

actively participated in Young Teachers' Seminar on

'Ignatian Pedagogical Paradigm and Teaching Methodology'

on Thursday, 7th September, 2017

at St. Xavier's College (Autonomous), Mumbai.

Dr. Baptist Agnel Menezes

Principal

Dr. (Fr.) Roy Pereira, S.J.

Vice - Principal (Academics)



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2016 - 2017



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Seminar on Sensitizing to Jesuit Ethos & Classroom culture

Date: 20th July 2016

Brochure



IQAC, St. Xavier's College (Autonomous), Mumbai

New Teachers' Orientation*

Wednesday, 20th July, 2016

Time: 2:45pm- 4:15pm

Venue: MMR

Schedule

Welcome: Principal Dr. Agnelo Menezes

Session I: Ms Ruby Pavri

Skills for creating a "Lean Forward" Class

Session II: Fr Errol Fernandes S.J.

Jesuit Ethos

Conclusion

*Mandatory for those joining after June, 2014.

Others are welcome to attend.



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Report: As a tradition St. Xavier's College have been sensitizing newly appointed teachers in an academic year to the Jesuit Ethos. This session is conducted by a Jesuit member and is for. This year in addition to this the Internal Quality Assurance Cell of the college also held a session on classroom culture which was sharing of experiences by a senior faculty member. On 20th July 2016, for the 'new teachers' (appointments made since June 2014), a seminar "***Sensitizing to Jesuit Ethos & Classroom culture***", was organized with these objectives in mind. The seminar was open to other staff members of the college as well. The following sessions were conducted for the participants.

Session I: Skills for creating a lean forward class by Ms. Ruby Pavri, **Head, Department of Psychology**, St. Xavier's College.

Session II: The session on Jesuit ethos was delivered by Fr. Errol Fernandes S.J., Vice Principal, Commerce section, St. Xavier's College.

Both sessions were interactive and well received by the participants.



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St. Xavier's College - Autonomous, Mumbai

This is to certify that


Ms. Simi Cyriac

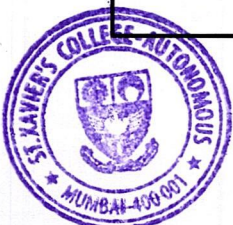
*was a participant
in the Faculty Seminar*

***Sensitization to Jesuit Ethos &
Classroom Culture***

*held in our College Campus on
on 20th July 2016, from 2.30 to 4.30 pm*


Dr. Agnelo Menezes
Principal


Dr. Gulshanara Shaikh
Vice Principal (Academics)



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**Seminar on Strategies for optimizing Survival - with special reference to
classroom and teaching**

Date: 16th September 2016

Brochure:



**IQAC, St. Xavier's College
(Autonomous), Mumbai**

New Teachers' Orientation*

Friday, 16th September, 2016

Time: 2:45pm- 4:15pm

Venue: Seminar Room

Resource Person: Fr Terence Quadros S.J.

**Topic: *Strategies for optimizing Survival -
with special reference to Classroom and teaching.***

*Mandatory for those joining after June, 2014.

Others are welcome to attend.

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Report: A seminar on “*Strategies for optimizing Survival - with special reference to classroom and teaching*” was organised by the Internal Quality Assurance Cell of the college on 16th September 2016 for the ‘new teachers’ (appointments made since June 2014). The objective of the seminar was to sensitize teachers to handle ‘situations’ in the classroom with empathy towards the students.

Fr Terence Quadros, S.J., Counsellor St Xavier’s College, was the resource person. Since the seminar was open to all faculty, several senior teachers also participated. The sharing of experiences and interaction led to rich discussions.

Young Teachers' Seminar-16th September, 2016

Strategies for optimizing Survival -

with special reference to classroom and teaching.

Your feedback is valuable. Thank You for your time!

- a) Was the content useful?
 Yes *Very Much* No Somewhat Poor
- b) Will it be useful & applicable in your work?
 Definitely Mostly Somewhat Not at all
- c) Overall assessment of the session.
 Very Good Good Average Poor
- d) Organization of the seminar.
 Very Good Good Average Poor
- e) Did the session achieve the objectives?
 Yes No

EXCELLENT

EXCELLENT

NO because: -----

.....
.....
.....

Write down one take away home message from you from today’s seminar.

*NEVER SAY NO TO NEW CHALLENGES
AHEAD & TAKE IT AS A THING WHICH
WILL HELP U TO UNDERSTAND
YOUR HIDDEN POTENTIAL & TALENT.*

Thank You!



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St. Xavier's College - Autonomous, Mumbai

This is to certify that

Dr. (Ms.) Pushpa Sinkar

was a participant

in the Faculty Seminar

***Strategies for Optimizing Survival with special
reference to Classroom & Teaching***

Resource Person: Fr. Terence Quadros S.J.

held in our College Campus on

on 16th September 2016, from 2.30 to 4.30 pm

Dr. Agnelo Menezes
Principal

Dr. Gulshanara Shaikh
Vice Principal (Academics)



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2015 - 2016



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Young Teacher's seminar on "Ethos and Teaching- Learning Experience in Xavier's

Date: 10th August 2015.


<u>Young Teachers' Orientation, 10th August, 2015</u>			
Warm Welcome to the Xavier's Family!			
Timing: 1.45pm- 4:15pm			
Venue: SCAVI			
Sr. No	Time	Name of The Session	Resource persons
1.	1.45pm	Refreshments	
2.	2.00pm	Address of the Principal	
3.	2.05pm	Address of the Vice-Principal (Academics)	
4.	2.15pm	Jesuit History and Tradition	Dr. (Fr.) Arun D'souza, S.J.
5.	2.30pm 3.15pm	Teaching strategies and In-Class Evaluation	Dr. Maya Murdeshwar and Dr. Radiya Pacha-Gupta
6.	3.15pm-	Exam paper setting and Evaluation	Dr. Hoshrang Master
7.	3.30pm	Excelling as a Teacher	Prof. Madhuri Rajjada
9	3.45pm	Taking it forward.....	Dr. Gulshan Shaikh and Dr. Pushpa. Sinkar
10.	4.00pm	Tea and snacks	

Participation for those joining after June 2013 is mandatory. Other Faculty are most welcome



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Report: The academic year usually starts with an awareness of the Jesuit Ethos especially to the newly appointed teachers in the campus. This year as well a seminar was organized by the Internal Assurance Quality Cell of the college. The same platform was also used to highlight a few areas involved in the teaching-learning process by a few senior staff members.

The seminar - "*Ethos and Teaching- Learning Experience in Xavier's*" was conducted on 10th August 2015. Fr Arun DeSouza S.J., faculty, Department of Sociology and Anthropology, presented an overview on the Jesuit history with special reference to their involvement and commitment to education. The senior teachers shared their classroom experiences talking of strategies used in the teaching – learning process that make the experience richer and participative. The Controller of Examinations introduced a few requisites related to examinations.

This helped our teachers understand what the vision and mission Xavier's is built around and the challenges a faculty member needs to be prepared for to sustain the traditions that Xavier's education believes in.



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This is to certify that

Ms. Rachna Pandey

actively participated in the Young Teachers' Seminar on

Ethos and Teaching-Learning Experience in Xavier's

On 10th August, 2015

at St. Xavier's College, Mumbai.

Dr. Baptist Agnel Menezes
Principal

Dr. (Fr.) Roy Pereira, S.J.
Vice Principal (Academics)



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Young Teacher's seminar on "5 Habits of Highly Successful Teachers" in Xavier's

Date: 9th September 2015.

Dr Elaine Charles, an eminent educationist, is well known for her motivational and inspiring talks to students, parents and teachers. On 9th September 2015, she presented a talk on "5 Habits of Highly Successful Teachers" to our young teachers. This talk was very interactive and highly appreciated for its simplicity, clarity as well as content which helped our teachers gain insight into the dynamics that is present in a classroom of young adults.

Young Teachers' Seminar

5 Habits of Highly Successful Teachers

Wednesday, 9th September, 2015

2pm to 4:15 pm

Venue- MMR

Main Resource Person: **Dr. Elaine Charles**

Topics:

- **TEACHERS ARE SPECIAL PEOPLE** (a motivational session highlighting the dignity & worth of the teaching vocation & the characteristics of a SPECIAL teacher, including Professionalism)
- **The CHANGING ROLE OF THE 21st CENTURY EDUCATOR** (focussing on the characteristics of our students today, the factors that affect & shape them & the role of teachers today as Facilitators not Imparters of Learning)
- **5 HABITS OF HIGHLY SUCCESSFUL TEACHERS** (a modified & adapted version of Stephen Covey's 7 Habits of highly successful people)



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CERTIFICATE

This is to certify that

Ms. Leena Joshi

actively participated in the Young Teachers' Seminar on

5 Habits of Highly Successful Teachers

on 9th September, 2015

at St. Xavier's College (Autonomous), Mumbai.

Dr. Baptist Agnel Menezes
Principal

Dr. (Fr.) Roy Pereira, S.J.
Vice Principal (Academics)



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Young Teacher's seminar on "Effective Communication" in Xavier's

Date: 9th December 2015.

Young Teachers' Seminar

Title: Effective Communication

1. Synopsis: Generally most of us assume we are good communicators and from this uncritical assumption arises a lot of problems eventually culminating in frozen attitudes, and an inevitable breakdown in communication. Whenever this happens within any organization (be it a company, an NGO, or an educational institution), the corresponding harm in terms of bruised relationships, erosion of trust, and overall work effectiveness is incalculable. Learning to become aware of the complexity of the communication process in the building up of stable relationships in an organization will be the focus of this training session.

2. Module Objectives: On completion of this session, participants will be able to:
a) Define what is Communication?
b) Identify different kinds of human communication, and
c) Learn to Listen better

3. Course Contents: Part 1: Kinds of Human Communication
Part 2: Listen to Feelings

4. Methodology: Experiential by means of structured experiences, group activities, questionnaires, lecturettes

5. For Whom: Faculty Members appointed Post June 2013 in SXC

6. Date and Timings: **Wednesday, December 9th, 2015**
2.45 pm – 4.45 pm

7. Venue: **Lecture Room 61, SXC Hostel, 3rd Floor**

8. Facilitator: Fr. Gordon Daniells, SJ
pgd pm (xlri), mshrm (usa) USA
Xavier Institute of Communications, Mumbai
Mumbai

N.B. **To get the most from this session:**

1. Please come with a notebook and a ball pen.
2. Kindly be on time else you're likely to find yourself left out of an exercise.
3. Put all cellphones on silent mode, and
4. Be prepared to participate actively. You will get out of this programme only as much as you put into it.



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Communication is a very complex phenomenon and it has a direct impact on personal as well as professional relationships. There are often assumptions made on the ability of an individual's communication which may or may not be the true picture. Listening is an important aspect of communication too. To highlight these areas and get a hands-on experience of communicating, on 9th December 2015, Fr Gordon Daniells S.J., a faculty of Xavier's Institute of Communications, conducted a three-hour workshop with our young faculty on "*Effective Communication*". During these three hours, Fr Gordon followed the experiential method and using structured exercises, group activities and questionnaires engaged the faculty. The experience was highly appreciated by all the participants.

Certificate sample

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<h3><u>CERTIFICATE</u></h3>	
<p><i>This is to certify that</i></p>	
<p><i>Mr. Pralhad V. Rege</i></p>	
<p><i>actively participated in the Young Teachers' Seminar on</i></p>	
<p><i>Effective Communication</i></p>	
<p><i>on 9th December, 2015</i></p>	
<p><i>at St. Xavier's College (Autonomous), Mumbai.</i></p>	
 Dr. Baptist Agnel Menezes Principal	 Dr. (Fr.) Roy Pereira, S.J. Vice Principal (Academics)



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**Young Teacher's seminar on "Educational Pedagogies: Experiments in
Inquiry Based Learning" Xavier's**

Date: 27th January 2016

Brochure:



**IQAC, St. Xavier's
College (Autonomous),
Mumbai**

New Teachers' Orientation

Topic: *Educational Pedagogies:
Experiments in inquiry based learning*

Key Speaker: Prof. Marazban Kotwal

Date: 27th January, 2016

Day: Wednesday

Time: 2:15pm- 4:15pm


Venue: SCAVI

*Mandatory for those joining after June, 2013


Principal



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Report: On 27th January 2016, a young teacher's seminar on "*Educational Pedagogies: Experiment in Inquiry Based Learning*" was held. The resource person was, by Mr Marazban Kotwal, faculty Department of Chemistry. This exposure gave the new teachers an overview of new pedagogies in education with a special focus on Inquiry based learning which develops the skill of reasoning and critical thinking in our young learners.

Sample certificate:

	<p>ST. XAVIER'S COLLEGE (AUTONOMOUS) 5, Mahapalika Marg, Mumbai - 400 001, INDIA. ☎ 2262 0661/65</p>
<p><u>CERTIFICATE</u></p>	
<p><i>This is to certify that</i></p>	
<p><u>Ms. Vijaya Lobo</u></p>	
<p><i>actively participated in the Young Teachers' Seminar on</i></p>	
<p><i>Educational Pedagogies: Experiments in inquiry based learning</i></p>	
<p><i>on 27th January, 2016 from 2:15 pm to 4:15 pm</i></p>	
<p><i>at St. Xavier's College (Autonomous), Mumbai.</i></p>	
<p> Dr. Baptist Agnel Menezes Principal</p>	<p> Dr. (Fr.) Roy Pereira, S.J. Vice Principal (Academics)</p>



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