



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

7.1.10: STAFF ORIENTATION PROGRAMMES

- ❖ **Introduction**
- ❖ **List of Programmes Conducted**
- ❖ **Description of various Staff Orientation Programmes conducted**



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INTRODUCTION
&
LIST OF PROGRAMMES CONDUCTED



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Introduction

At St. Xavier's College various sessions on professional ethics and annual awareness programmes, wherein the staff is familiarised with the prescribed Code of conduct are organised for teachers, administrators and other staff of the Institution.

Every year at the beginning of the academic term a special programme 'Young Teachers' Seminar' (YTS) is organised for all the newly joined teachers and those teachers who are on probation. The Young Teachers' Seminar introduces the teachers to the vision and mission of the college, principles of Jesuit education, Code of conduct prescribed by the college and Maharashtra Public Universities Act 2016.


Besides the Young Teachers Seminars, programmes are conducted for the entire faculty wherein different aspects of the Code of conduct are highlighted.

List of Programmes organised

Sr. No.	Date	Topic
1.	7 February 2020	Gender related code of conduct workshop
2.	22 December 2017	Workshop on CAS and Service Conditions under Maharashtra Public Universities Act 2016.
3.	20 July 2016	YTS New Teachers Orientation Jesuit Ethos
4.	9 September 2015	YTS Code of conduct & 5 Habits of highly successful teacher
5.	10 August 2015	YTS Jesuit Ethos and Teaching Learning at SXC



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**DESCRIPTION OF
STAFF ORIENTATION
PROGRAMMES CONDUCTED**



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Gender Sensitisation and Code of Conduct

A session on gender sensitization in Marathi was conducted for non-teaching staff of college on 7th February 2020. Alumna, Ms. Renuka Mukadam, with her long-term engagement and experience with the issues of sexual harassment at work place in both public and private sector, was very effective in generating interest. With the help of short films and a very engaging talk she managed to put across issues related to gender equality in a sensitive manner.

Workshop on Gender Sensitization

For Non-Teaching Staff (Gen Office,
Treasurer's Office, Library, Knowledge
Center, Blatter, Heras, Caius, All Laboratory
Staff & General Peons)

Resource person: Renuka Mukadam

7th February, 2020

2.00 to 4.30 pm

Venue: SCAVI

Conducted by
Women's Development Cell
St. Xavier's College, Mumbai

Renuka Mukadam
05/02/2020

Notice announcing the workshop



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Renuka Mukadam
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Gender Sensitisation Workshop - 7 February 2020

कार्यस्थळी होणारा
लैंगिक छळ

College कायम्स लिंगभाव समान बनवणे
गरजेचे

- शिक्षण सोबत संस्कार महत्वाचे आहेत
- College मुलाना नोकरीच्या जगासाठी तयार करते
- सध्या diversity खूप महत्वाची आहे
- Diversity आणि inclusion चा पाया college च्या आयुष्यात रोवला जाणे गरजेचे आहे
- UGC सुद्धा आता यावर भर देते आहे
- या सठी सर्वांनी सतर्क राहण्याची गरज आहे
- युवा मुलांमध्ये हक्कांची जाणीव आहे

Gender Sensitization for non-teaching staff – Resource Person: Ms. Renuka Mukadam, Feb

Brochure and Photos, 7 February 2020



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Attendance sheets 7 February 2020

ST. XAVIER'S COLLEGE, MUMBAI - 400 001.
WORKSHOP ON GENDER SENSITIZATION :
7TH FEBRUARY 2020, 2.00 P.M. TO 4.30 P.M.

Emp No.	Name	Signature
1003	Grizel Menezes	
1007	Peter D'Monte	
1012	Vivek Tambe	
1008	Vijayrao Thapala	
1009	Dixon Colaco	
1010	Ashok Rambade	
1011	Bipin Patil	
1013	Vincent Pereira	
1014	Anand Alphanso	
1015	Supriya Saraf	
1016	Bharat Hejmadi	
1017	Devid Patil	
1018	Flavia D'Mello	
1019	Shainy Lopes	
1020	Delina Lopes	
1313	Fiona Crasto	
1021	Caitan F. Simoes	
1022	Sudhakar Damle	
1023	Rajaram B. Agre	
1024	Peter A. Fernandes	
1025	Julio Pereira	
1026	Kishore Chaphe	
1027	Prakash Rambade	
1028	Dipak Chowgule	
1029	Uttam Jadhav	
1030	Adinath Raut	
1041	Sudhakar Gurav	
1042	Baju Solanki	
1043	Cajetan Fernandes	
1044	Prakash Choughle	
1045	Santosh K. Zepile	
1046	Arun Jadhav	
1047	Devid S. Ghadge	
1048	Kevin N. D'Souza	
1061	Avitkumar Mangale	
1062	Nitin Lokhande	
1063	Umesh Chavan	
1064	Avinash Agre	
1065	Bharat Koli	
1066	Deepak Parit	
1067	Yogesh Inamdar	
1068	Santosh Sangale	
1092	Lawrence D'Costa	
1093	Truman Borges	
1101	Rajdhar Dabhade	
1102	Vijay A. Gurav	
1103	Prakash Dandge	
1104	Manohar Vette	



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Attendance 7 February 2020 (contd).

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WORKSHOP ON GENDER SENSITIZATION :
7TH FEBRUARY 2020, 2.00 P.M. TO 4.30 P.M.

Emp No.	Name	Signature
1105	Elias Joseph Alamo	[Signature]
1109	Gurunath Dhull	[Signature]
1107	Anthony Thomas	[Signature]
1108	Gleason Dias	[Signature]
1109	Sanjay Karambale	[Signature]
1110	Shantaram Tamankar	[Signature]
1122	Hanumanth Chowgule	[Signature]
1124	Rameshchandra Chandurkar	[Signature]
1126	Subash Kalekar	[Signature]
1128	Sandeep Kalwadkar	[Signature]
1129	Devchandra Gurav	[Signature]
1130	Prakash Agre	[Signature]
1132	Sandeep B. Bardo	[Signature]
1133	Chandrakant Chandurkar	[Signature]
1134	Ashwin W. Parmar	[Signature]
1135	Ramdas Y. Gawde	[Signature]
1137	Melcoms R. Abreu	[Signature]
1138	Rajesh N. Athawale	[Signature]
1139	Sanjay S. Galiya	[Signature]
1140	Simon Joseph	[Signature]
1141	Iandaa Sydney Bangera	[Signature]
1142	Sanjay Chaudhary	[Signature]
1143	Sudhakar D. Kolge	[Signature]
1144	Agnelo A. Fargese	[Signature]
1145	Jagdish Gulkar	[Signature]
1146	Uddhav Patole	[Signature]
1147	Dayanant Kumbhar	[Signature]
1149	Sandeep Pawar	[Signature]
1150	Sandeep Rambade	[Signature]
1151	Sandip Patil	[Signature]
1152	Atish Shirke	[Signature]
1153	Uttam Patil	[Signature]
1154	Sachin Bhure	[Signature]
1155	Macfadyan Noronha	[Signature]
1156	Kishor Sonawane	[Signature]
1157	David Foss	[Signature]
1158	Kishor Arbune	[Signature]
SOCIETY		
1092	Dominic Fernandes	[Signature]
1094	Yogesh Gade	[Signature]
1205	Shivali Mayekar	[Signature]
1207	Sonali Paradkar	[Signature]
1211	Seema Sisodiya	[Signature]
1212	Sunita Misquitta	[Signature]
1214	Deb Shankar Das	[Signature]
1215	Francis Kadam	[Signature]
1216	Dinesh Mohite	[Signature]
1224	Sanjay Sawant	[Signature]



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Workshop on Service Conditions and CAS, 22 December 2017

A workshop on service conditions under the Maharashtra Public Universities Act 2016 and calculation of API under the 4th amendment was organised by the IQAC. The resource person Dr Yogini Ghare, Mumbai University explained the CAS guidelines and addressed staff queries during the Question answer session.



IQAC Coordinator Dr. Fr. Roy Perreira

Workshop on Service conditions and CAS



Dr. Yogini Ghare addressing the staff



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Certificate 22 December 2017

2134

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Certificate of Participation

This is to certify that

Dr. (Ms.) Abhilasha Jain

participated in a one day workshop on

**"Service Rules and Recent Amendment in UGC norms for API
under CAS promotions"**

Organized by

Staff Placement Committee under the aegis of IQAC on

22nd December, 2017.

AE
Convener.
Staff Placement Committee

KS
Principal.

Sample Certificate



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New Teachers' Orientation, 20 July 2016


A seminar for newly joined teachers was organised on 20 July 2016. Fr. Errol Fernandes S.J. familiarised the new teachers to the conduct and to the Jesuit ethos.

List of newly joined staff members

St. Xavier's College (Autonomous), Mumbai Young Teachers' Orientation, 20 th July, 2016			
Sr. No.	Department	Name	Remarks
	Principal	Dr. Agnelo Menezes	
	Vice Principal Arts	Ms. Madhuri Raijada	
	Vice Principal Science	Dr. Rajendra Shinde	
	Vice Principal Academics	Dr. Gulshan Shaikh	Resource person
	Vice Principal Commerce	Fr. Errol Fernandes S.J.	
	Zoology	Dr. Pushpa Sinkar	Resource person
	Psychology	Ms. Ruby Pavri	Resource person
	Vice Principal - Junior College	MsVaishaliMohoni	Resource person
1.	B.M.M	Joseph Aloysius	
2.	B.VOC (Software)	Rachna Pandey	
3.	Chemistry	Ashutosh Mishra	
4.	Economics	Manali Pawar	
5.	Economics	Aparna Kulkarni	
6.	Economics	Rahul Menon	
7.	English	Prashita Mukherjee	
8.	English	Sana Ahmed	
9.	Geology	John Francis D'Souza	
10.	History	Kaizeen Jehangir	
11.	Language lab	Jyoti More	
12.	Life science & Biochemistry	Maya Murdeshwar	
13.	Life science & Biochemistry	Manasi Kanuga	
14.	Life science & Biochemistry	Bhaskar Saha	
15.	Life science & Biochemistry	Binoj C. Kutty	
16.	Mathematics	Simi Cyraic	
17.	Microbiology	Pampi Chakraborty	



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St. Xavier's College (Autonomous), Mumbai Young Teachers' Orientation, 20 th July, 2016			
Sr. No.	Department	Name	Remarks
18	Microbiology	Shilpa Verekar	
19.	Physics	Leena Joshi	
20.	Physics	Radhekrishna Dubey	
21.	Political Science	Shazia Shaikh	
22.	Psychology	Dean Fernandes	
23.	Public Policy	Awanish Kumar	
24.	Public Policy	Nandini Naik	
25.	Sociology	Radhika Rani	
26.	Economics	Navneet Sangha	



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Sample Certificate, 20 July 2016



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Feedback Form

Young Teachers' Seminar-20th July 2016

Your feedback is valuable. Thank You for your time!

1) Session I: Skills for creating a "Lean Forward" Class

a) Was the content useful?

Yes No Somewhat Poor

b) Overall assessment of the session.

Very Good Good Average Poor

Additional Comments:

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

2) Session II: Jesuit Ethos

a) Was the content useful?

Yes No Somewhat Poor

b) Overall assessment of the session.

Very Good Good Average Poor

Additional Comments:

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

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

knowledge of Jesuit ethos.
Lean forward was quite informative.

To plan and organize future seminars, please mark which of the following would be relevant:

- | | |
|------------------------------------|--------------------------------------|
| i) Lesson Planning | ii) Teaching Strategies ✓..... |
| iii) Effective Communication | iv) Personal Effectiveness |
| v) Bloom's Taxonomy | vi) Technology in Teaching ✓..... |
| vii) Enquiry based learning | viii) POGIL |
| ix) Mentoring | x) TAQ (self) & Assessment (student) |
| xi) Any other (please specify) | |

.....

Thank You!



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Young Teachers' Seminar, 10 August 2015

A seminar for newly joined teachers was organised on 10 August 2015 Dr. (Fr.) Arun DSouza S.J. familiarised the new teachers to the conduct and to the Jesuit history and tradition in teaching.

Attendance Sheet

St. Xavier's College (Autonomous), Mumbai Young Teacher's Orientation, 10 th August, 2015 1.45pm- 4:15pm SCAVI					
Sr. No	Department	Name	Email	Contact	Signature
		Dr. Agnelo Meneze	—	—	
		Fr. Roy Pereira S.J.	—	—	
		Asha Naithani Dayama	—	—	
		Rajendra Shinde	—	—	
		Gulshan Shaikh	—	—	
		Madhuri Rajjada	—	—	
		Hoshang Master	—	—	P
		Pushpa Sinkar	—	—	 10.8.15
		Radiya Pacha Gupta	—	—	 10/8/15
		Fr. Arun Dsouza	—	—	P



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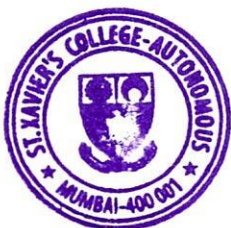
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<p><u>CERTIFICATE</u></p>	
<p><i>This is to certify that</i></p>	
<p><u>Mr. Bhaskar Saha</u></p>	
<p><i>actively participated in the Young Teachers' Seminar on Ethos and Teaching-Learning Experience in Xavier's on 10th August, 2015 at St. Xavier's College (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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