

St Xavier's College (Autonomous), Ahmedabad-9
Minutes of the Academic Council meeting No. 1 held on 19/10/2014 in the Board
Room of SXCA from 03.00pm onwards

The first meeting of the academic council was held on October 19, 2014 in the Board room of St Xavier's College, Ahmedabad. All the members of the Academic council were present except for the following:

Dr Abhijit Sen, Ex-Director, Plasma Research,
Mr Janmejay Vyas, Managing Director, Dishman Pharma
Dr Manubhai Makwana, Dept. of Sociology, Gujarat University
Dr Sudhir K Jain, Director, IIT Gandhinagar

Fr Principal chaired the meeting.

1. Welcoming the members by the chair

The Principal thanked all the members for accepting to be members of the Academic Council, and welcomed them to the Academic Council. Since it was the first meeting, he also introduced the members to each other.

2. UGC Guidelines on Academic Council

At the beginning, the Chair read and explained the powers and responsibilities of the Academic Council. He also explained that this meeting is held in October instead of August, since the UGC has conferred autonomous status to St. Xavier's College only at the end of June 2014.

3. Board of Studies (BoS)

The Chair recommended the names of BoS members in each subject, and the names recommended by Gujarat University to the Academic Council for ratification. The proposed names were ratified without any modification. However, since Dr Yajneshwar Shastri one of the nominees to the BoS in Sanskrit is a retired person, it was suggested to verify if a retired person can be included into BoS.

4. Approval of Syllabus recommended by BoS

The following syllabus was put forward to the Academic Council for approval: Economics, English, Sanskrit, Gujarati & Hindi, Psychology, Chemistry, Physics, Electronics, Biochemistry, Botany, Zoology, Mathematics, Statistics, Vocational Biotechnology and Vocational Industrial Chemistry.

It was suggested that soft copies of syllabus be sent to the members, and the members will send back the same with their feedback, suggestions and modifications by Wednesday October 22, 2014.

It was suggested that the courses offered by Xavier's should be different from the courses offered elsewhere. Therefore the syllabus/ courses offered should ensure the following:

- a) Application aspects of each subject should be factored into the syllabus
- b) Global relevance should be incorporated.
- c) Courses should be development oriented
- d) It should be person oriented

- e) Courses should connect with real life
- f) Industry internship must be linked to all courses.

It was also suggested that

- a) Workshops/ pilot study should be carried out before introducing new topics or subjects.
- b) There is also a need to create at least two ‘best departments’ as models for the rest of the other departments
- c) Ranking of departments should be explored
- d) It was also suggested that teaching-learning should be more creative, problem solving rather than rote learning.
- e) From the second semester onwards, radical change must occur in the way classes are conducted in Xavier’s. Critical thinking and conceptual learning is needed in Arts and Science subjects. Therefore, a new pedagogy should be adopted in classroom teaching and creativity should be allowed in examination.
- f) Quality checking mechanism with accountability should be established in teaching-learning. Academic auditing must be carried out by peer team and by staff.
- g) Standard Operating Procedure (SOP) should be prepared for evaluation method and it should be followed rigorously.
- h) It was proposed that Unitised Teaching Plan (UTP) has to be provided to students to have greater transparency and commitment in teaching-learning.
- i) Application such as ‘moodle’ should be explored in bringing in greater creativity in teaching-learning
- j) It was suggested that motivation for students to learn a subject should come from teachers. Teachers should make the course interesting. If teachers are involved in the course through projects, linking to a job, and higher studies, a course can be made interesting for students.

5. Approving the recommendations of EC

Duties and responsibilities of CoE

Ask for List of courses offered from each department

Issue semester examination application forms

Prepare the Time Table

Send communication to each department HoD for Q. P. setting

Prepare Seating Arrangement/ Hall Ticket / No. Of students who apply for the semester examinations session-wise/ date-wise/ paper-wise

Information sent to internal examiners about their valuation work

Prepare Question Papers date-wise / session-wise in the CoE office

Conduct the semester examinations – The Vice-Principal is the Chief Superintendent.

Internal/external Central Valuation

The CoE, Dr Nirmal Desai explained the recommendations made by the Examination Committee and requested for ratification. The proposal put forward was:

Weightage of marks for both Continuous Internal Assessments I and II (CIA-I and CIA-II) will be 30%. The End Semester Examinations will have a weightage of 70%.

Out of the 30% assigned for internal marks, 5% is allotted for regularity in the class (only for those who have >75% attendance). The remaining 25% is to be earned through a minimum of 4 different components, viz. (1) 5% from CIA-I (mid semester examination), (2) 10% from CIA-II (semester Examination), (3) 5% from assignment, and the remaining (4) 5% from class test, quiz, viva-voce, seminar, comprehension (listening and reading), problem solving, group discussion, field visit, essay writing, library record, open book exam, case study, online test etc.

A teacher is free to introduce any creative methods to assess a student. From next semester onwards the CIA-I test of 50 marks will be online.

SCRUTINY BOARD

The Scrutiny Board for U.G. & P.G. course will consist of the Head, the senior most member of the department, and any one permanent member of the department. This third member will be appointed every year on rotation. The department with less number of staff members can take help from IQAC coordinator and Vice Principals of Arts and Science.

The HoD is requested to get consensus on the appointment of external and internal paper setters for each subject in the Scrutiny Board meeting and may proceed towards procuring the papers in stipulated time.

The Scrutiny Board will look into the following aspects of the question paper:

All portions of the syllabus are covered.

Questions are evenly distributed over the entire syllabus.

Question paper is structured.

Question paper is of the expected standard.

There are no repetitions.

Questions are clearly worded without any ambiguity.

Mark distribution is mentioned in each section of the question paper.

If corrections are effected in the question paper, carry out the corrections correspondingly in the key/solution also.

Evaluation:

Two evaluations will be carried out: for core papers, evaluation will be carried out by (External + Internal examiner) and for non-core papers, Evaluation will be done by two Internal examiners.

Difference of 5 marks: a student is benefitted with higher marks

Difference of 6-9 marks: a student is benefitted with average marks

Difference of 10 Marks or more: third evaluation

Remuneration for Question paper setting and evaluation is at par with the University or higher in some cases.

Follow up

Malpractices will be dealt by the disciplinary committee set by the CoE once the examination is over.

Passing Board will be constituted after the results are ready and appropriate decision will be taken regarding gracing (if any). (The results will be Raw at this stage).

Publish the Result on the Website in three days' time after the passing Board Meeting

Enter the CIA and End Semester marks in the Register (Manually) then preserve as a soft copy.

Prepare the semester mark sheets and verify with Register to crosscheck.

Send the Semester mark Sheets to each department for distribution but Final semester mark sheets are distributed by the CoE

During the odd semesters, I, III and V, only regular papers will be offered. Students who have arrears in any of the subjects under these semesters can write only those papers. During the even semesters (II, IV and VI), all the six semester papers can be appeared.

On Request

Since a paper is evaluated twice, no re-evaluation is permitted, and only re-totaling is possible, through a written application from students.

Preparing consolidated Mark Sheet (CMS) (for only students who have completed) and send the results(of final year students only) to the University.

Following suggestions were made by the Academic Council:

There is a need to write down the process for each activity conducted by the College. (e.g. steps for passing an examination, who will cross check the data and procedure etc.).

It was suggested that College should consider external examiner setting the paper and paper being moderated internally.

It was also suggested that online MCQ based examination be conducted for third years as part of CIA. The board felt that it can build confidence in students and eliminate subjectivism in evaluation. With regard to those subjects which are difficult to offer an online examination, a regular descriptive examination may be conducted.

6. Approval of Academic Calendar

November 10 to Nov 18: Theory FINAL

(Semester 1: BA and Semester 1: BSc. Semester 1: MA and Semester 1: MSc.)

November 10: Practical Final for SY BSc

November 19-30: Practical FINAL Semester 1: BSc and Semester 1: MSc.

December 1: Semester begins for Semester 2

December 15: Semester begins for Semester 4, 6 (Science)

December 23: Staff Christmas get-together

December 24: Saturday time table

December 25-Jan 1: Christmas Holidays

January 2: Classes as usual

January 10-11: Dr AR Sen Seminar

January 14: Uttarayan

January 15: Saturday time table

January 17: Thursday time table

January 19-25: Culfest and Sportsfest

January 26: Prize Distribution of Culfest and Sportsfest

January 31: EcoFest

February 2-5: Mid semester exam for all

Soft skill, FC & Elective exam to be conducted during regular class from Feb 6 to 12.

February 6: Classes and Practicals as usual

March 2: Internal Practical examination

March 10: Last teaching day

March 11: Study day/ Staff Research Seminar Day

March 12-21: CIA 2
April 2: End Semester Practical Examination for Semester 2 of MSc, BSc.
April 13: End Semester Examination for Sem-2 MA, MSc, BA, BSc
April 27: Last working day of GU and Staff Farewell

7. Regulations regarding the admission of students

With regard to admission of students to College, the Chair informed that, College being a minority institute has the provision of admitting 50% Catholic Minority Students (by Supreme Court order). In reality, it is hardly 10%. Therefore, Christians, Muslims SC, ST, OBC, Physically challenged students are admitted under this category. For the general category, criteria for admission are as per the following norms:

12 th Marks	(60%)
Motivation for the subject	(10%)
Social Concern	(10%)
Motivation for Research	(10%)
General Impression	(10%)

In order to verify the above aspects an interview is conducted based on the sample questionnaire given to Faculty. Based on the interview grades are assigned to each candidate. At the end of all interviews, the list is given back to department to make their selection of students so that 'The selected students to meet Fr. Principal' can be prepared as per schedule. Therefore, it is a totally decentralised process and each department selects their students.

Student volunteers help at every stage of admission process for counselling, helping the student to choose the correct subject etc.

The Academic Council suggested the following:

- a) Admission system should be online.
- b) If interview is the criteria for admission to Xavier's, then it should be conducted professionally and date of interview should be assigned to students. The entire admission process should be described step by step and all departments should follow it systematically. Faculty who takes interview should give in writing that there is no conflict of interest. Records of each process should be maintained and it should be fair and transparent.
- c) More students should be inducted under sports, extra-curricular, NCC to bring in various aspects of development under the autonomous system. Therefore marks should be increased for these categories so that they gain entry into the institute.

8. Regulations for Sports, Extracurricular activities, etc.

Sports

At present Internal marks are assigned as follows for students who participates in sports activities: Zonal: 1; Inter-Zonal:2; Inter-University:3. In order to promote sports, attendance for the days of tournament is given to students.

Extra-curricular activities:

At present internal marks (similar to sports) is given in each paper to promote co and Extra-curricular activities as mentioned in sports. Attendance for the days of cultural festival is given to students.

It was suggested that proper maintenance and functioning of the playgrounds and hostels be done.

9. New Courses to be initiated in June 2015

College indicated the intention of initiating the following self-financed course from next academic year.

- a. B.Sc. Biotechnology
- b. M.Sc. Biochemistry
- c. M.Sc. Physics
- d. M.Sc. Mathematics
- e. Integrated Programme in Journalism (BA + MA)
- f. BCA
- g. M.A. International Relations & Leadership
- h. Certificate Course in Physics

Following suggestions were made by the Academic Council:

- a. Journalism can be a good course to offer under Autonomous system with dual degree or with pre-fixed exit point. It was also advised to check with UGC if integrated course is allowed under UGC directives.
- b. The proposal should be presented to the fiancé committee to look at the feasibility.
- c. College should consider a BA course related to Human Resource Development or industry related courses. The HR course should be linked to Psychology. HR module should also be introduced in the current Psychology course. This can increase employability of students.
- d. MA in Governance and Policy making should be offered by Xavier's.
- e. Course in CSR and Social Sciences should be considered as it has huge employability in industry.
- f. College may also consider certificate course in CSR or HR.
- g. Establishing an Industry chair in self-financed courses makes the course more sustainable.

10. Recommend Scholarships, Prizes, Medals, etc.,

Scholarships, studentships, fellowships, Prizes and medals, Regulations for the awards were discussed

Currently 119 academic prizes, 23 in deserving categories, outstanding achievements/ service 7, sports and NCC 6 prizes are given to students. The Academic Council suggested that more merit certificates should be given to students.

11. Any other matter?

Finalising the date for next Academic Council Meeting: It was decided to keep the next meeting on **February 28**, preferably in the morning hours.

12. Vote of thanks

CC

1. Dr Nisha Shah, Dept of Chemistry, Gujarat University
2. Dr Hyacinth Highland, Dept. of Zoology, Gujarat University
3. Dr Manubhai Makwana, Dept. of Sociology, Gujarat University
4. Dr Sudhir K Jain, Director, IIT Gandhinagar
5. Dr AlokDhawan, Director, Institute of Life Sciences
6. Dr Ernesto Noronha, Professor, IIMA
7. Dr Malay Mahadevia, Whole Time Director, Adani Infrastructure
8. Mr Pankaj Mudholkar , Director
9. Dr Abhijit Sen, Ex-Director, Plasma Research,
10. Mr Janmejy Vyas, Managing Director, Dishman Pharma
11. Fr. Vincent Saldanha, Management Representative
12. Dr Lancelot D'Cruz, Dept of Botany, St Xavier's College
13. Dr Nirmal Desai (CoE), Dept of Chemistry, St Xavier's College
14. Prof Ami Shah, Dept of Economics, St Xavier's College
15. Dr Sarvar Sherry Chand, Dept of English, St Xavier's College
16. Prof Puransinh Makwana, Dept of Gujarati-Hindi, St Xavier's College
17. Dr Khushnuma Banaji, Dept of Psychology, St Xavier's College
18. Dr Shuchita Mehta, Dept of Sanskrit, St Xavier's College
19. Dr Sudeshna Menon, Dept of Biochemistry, St Xavier's College
20. Dr Atul Makwana, Dept of Chemistry, St Xavier's College
21. Dr Rajesh Iyer, Dept of Physics-Electronics St Xavier's College
22. Dr Udayan Prajapati, Dept of Mathematics, St Xavier's College
23. Dr UB Goti, Dept of Statistics, St Xavier's College
24. Prof. Bhadauria, St Xavier's College
25. Prof. M.C. Patel, St Xavier's College
26. Dr Sharad Sondarva, Dept of Biology, St Xavier's College
27. Dr Mallika Sanyal, member Secretary, St. Xavier's College
28. Dr Sebastian V, IQAC Coordinator, St. Xavier's College
29. Fr. Robert Arockiasamy, S.J., Principal, St. Xavier's College