



Minutes of the Governing Body meeting held on March 21, 2015

The first meeting of the Governing Body of St Xavier's College under the autonomous system was held on March 21, 2015 in the board room of the College. All members were present except for the UGC Nominee. The meeting was conducted by Dr (Fr) Robert Arockiasamy S.J., Principal, Member Secretary of the Governing Body, with the permission of Fr Francis Parmar S.J., the Chairperson of the Governing Body.

- Fr Francis Parmar, Chairperson
- Dr. __ (UGC Nominee)
- Dr M.N. Patel, State Govt. Nominee
- Dr Baldev Patel, Gujarat University Nominee
- Adv. Rakesh Gupta, Management Nominee
- Dr (Fr.) Lancelot D'Cruz, Management Representative
- Fr Vincent Saldanha, Management Representative
- Fr Fernando Franco, Management Representative
- Dr U.B. Gothi, Senior Faculty
- Dr Nirmal Desai, Senior Faculty
- Dr Sebastian Vadakan, Management Representative
- Dr (Fr.) Robert Arockiasamy, Principal, Member secretary

Agenda 1: Welcoming the members, and briefing them of their roles and responsibilities as prescribed by the UGC.

1.1 The Member Secretary welcomed all the members to the Governing Body and introduced them to each other. It was followed by explaining to them the UGC guidelines on their roles and responsibilities in an autonomous institution. In brief, the following points were highlighted:

- The term is for two years, except for the UGC nominee whose term will be a full six years
- A meeting should be held at least twice a year, preferably in September and in April.

1.2. Subject to the existing provision in the bye-laws of respective College and rules laid down by the state government, the Governing Body of the College shall have powers to:

- Fix the fees and other charges payable by the students of the College on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Give the final approval of the proposals approved by the Academic Council to execute the proposal.
- Approve the institution of new programmes of study leading to degrees and/or diplomas.



- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the College has been declared as autonomous.
- May also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee.

1.3. The Principal as the Member Secretary briefed the Governing Body of the following:

- (a) Since the academic autonomy was granted to St. Xavier's College on June 19, 2014 to function as an autonomous institution from June 2014, various statutory and non-statutory bodies were activated immediately.
- (b) On account of non-communication from the UGC office with regard to the appointment of UGC Nominee to the Governing Body of St. Xavier's College, the first meeting of the Governing Body, which was to be held in September could not be held.
- (c) The Principal has already written 3 letters to the UGC Headquarters in Delhi requesting them to appoint the UGC Nominee, but has received no reply till date.
- (d) The Principal wrote to the UGC on January 31, 2015, about convening the present Governing Body meeting to take important decisions on certain academic, financial and administrative aspects.
- (e) As per the UGC guidelines, the Boards of Studies for all the subjects met on various dates in August 2014 and in February 2015, and formulated the syllabi for Semester 1 to 4.
- (f) The Academic Council met twice: on October 18, 2014 and February 28, 2015 to scrutinize the syllabi proposed by various Boards of Studies for Semesters 1 to 4, and approved the same.
- (g) The Finance Committee met on November 19, 2014 and March 16, 2015, and made certain proposals with regard to fee structure, etc.
- (h) The Examination Committee met on August 8, 2014 and March 4, 2015, and proposed various examination and evaluation reforms.

Agenda 2: Approving the appointment of members to Academic Council, Finance Committee, Controller of Examinations, and various Boards of Studies.

The Secretary presented the lists of members appointed to various Statutory and Non-Statutory Bodies in the autonomous set up for its approval. After going through the list the Governing Body approved the same.

2.1. The following members were approved as members of the Academic Council:

- Dr Nisha Shah, Dept. of Chemistry, Gujarat University Nominee
- Dr Hyacinth Highland, Dept. of Zoology, Gujarat University Nominee
- Dr Manubhai Makwana, Dept. of Sociology, Gujarat University Nominee
- Dr Sudhir K Jain, Director, IIT Gandhinagar, External Expert
- Dr Alok Dhawan, Director, Institute of Life Sciences, External Expert
- Dr Ernesto Noronha, Professor, IIMA, Alumnus & External Expert
- Dr Malay Mahadevia, Fulltime Director, Adani Infrastructure, Industry Rep.
- Mr Pankaj Mudholkar, Director, Aakriti Promotions and Media Ltd., Alumnus
- Dr Abhijit Sen, Ex-Director, Plasma Research, Alumnus & External Expert
- Mr Janmejy Vyas, MD, Dishman Pharma, Alumnus & Industry Rep
- Dr Aditi Vyas, Managing Director, Azafra group, Alumnus & Industry Rep.



- Fr. Vincent Saldanha, Vice Principal & Management Representative
- Dr Lancelot D'Cruz, Vice Principal and HoD, Dept of Botany, St Xavier's College
- Dr Sebastian V, Vice Principal & IQAC Coordinator, St Xavier's College
- Dr Nirmal Desai (CoE), Dept of Chemistry, St Xavier's College
- Prof Ami Shah, HoD, Dept of Economics, St Xavier's College
- Dr Sarvar Sherry Chand, HoD, Dept of English, St Xavier's College
- Prof Puransinh Makwana, HoD, Dept of Gujarati-Hindi, St Xavier's College
- Dr Khushnuma Banaji, HoD, Dept of Psychology, St Xavier's College
- Dr Suchita Mehta, HoD, Dept of Sanskrit, St Xavier's College
- Dr Sudeshna Menon, HoD, Dept of Biochemistry, St Xavier's College
- Dr Atul Makwana, HoD, Dept of Chemistry, St Xavier's College
- Dr Rajesh Iyer, HoD, Dept of Physics-Electronics St Xavier's College
- Dr Udayan Prajapati, HoD, Dept of Mathematics, St Xavier's College
- Dr U.B. Gothi, HoD, Dept of Statistics, St Xavier's College
- Prof. Bhadauria, Senior Faculty, St Xavier's College
- Prof. M.C. Patel, Senior Faculty, St Xavier's College
- Dr Mallika Sanyal, Member Secretary, St Xavier's College
- Fr. Robert Arockiasamy, S.J., Principal, St. Xavier's College

2.2. The following members were approved as members of the Finance Committee

- Fr Robert Arockiasamy, Principal
- Fr Ramesh Macwan, Treasurer of Gujarat Jesuit Province
- Fr K.T. Mathew, Treasurer, St Xavier's College
- Prof Victor Saldanha, External Expert
- Dr M.D. Momin, Senior Faculty, St Xavier's College
- Prof M.C. Patel, Senior Faculty, St Xavier's College

2.3. The following members were approved as members of the Examination Committee

- Dr (Fr.) Robert Arockiasamy, Principal
- Dr Nirmal Desai, Controller of Examinations
- Fr Vincent Saldanha, Vice Principal, Arts
- Dr Sarvar Sherry Chand, Senior Faculty
- Dr Arun Patel, Senior Faculty
- Dr T.C. Pandya, Senior Faculty
- Dr Sebastian Vadakan, IQAC Coordinator

2.4. The following Gujarat University Nominees were approved as members of various Boards of Studies (BoS):

Economics:	Dr Kartik Bhatt, Head, Dept. of Economics, Guj. Uni
English:	Dr Nutan Kotak, Professor, Dept. of English, Guj. Uni.
Gujarati-Hindi:	Dr Jitendra Macwan, Manekbaug Bank Arts and Mahindra Urban Bank College, Mahemdabad
Psychology:	Dr Ashwin Jansari, Head, Dept. of Psychology, Guj. Uni.
Sanskrit:	Dr Harshdev Madhav, Head, Dept. of Sanskrit, HK Arts College, Ahmedabad
Biochemistry:	Dr Meenu Sharaf, Professor, Dept. of Microbiology, Guj. Uni.
Botany:	Dr Archana Mankad, Head, Dept. of Botany, Guj. Uni.
Chemistry:	Dr K.H. Chikhaliya, Professor, Dept. of Chemistry, Guj. Uni



Electronics:	Dr Utpal Joshi, Asso. Professor, Dept. of Physics, Guj. Uni.
Mathematics:	Dr A.K. Desai, Head, Dept. of Mathematics, Guj. Uni.
Physics:	Dr P.N. Gajjar, Head, Dept. of Physics, Guj. Uni.
Statistics:	Dr R.G. Bhatt, Head, Dept. of Statistics, Guj. Uni.
Zoology:	Dr Kiran Prajapati, Asso. Professor, Dept. of Zoology, RA Bhavan's College, Ahmedabad

2.5. Approval of Syllabi: The Governing Body also approved the syllabi of the presently existing subjects under the grant-in-aid degree programmes for semesters 1, 2, 3, and 4, which were prepared by various BoS and approved by the Academic Council. The body also approved the semesters 1, 2, 3 and 4 syllabi for the two presently existing PG courses in English and Chemistry.

2.6. The Governing Body suggested that in the future there is a need to incorporate skill based programmes into the curriculum, and the College should work towards this.

Agenda 3: To approve the appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee

Since the College is still in its infancy stage of autonomy, clerks and peons are yet to be appointed and will be appointed in the near future. However it was suggested that rather than appointing a clerk it may be important to appoint a data entry operator under class-III with a salary of Rs 11,000/- and a peon with a salary of Rs. 7800 per month, which will be the prevailing rate in academic institutions in due course. It was also suggested that staff should be inducted keeping in mind the work load for two years.

The Governing Body was also informed about the physical infrastructure and other arrangements made for the Controller of Examinations. The Strong Room and security measures being put in place were appreciated by the Body.

Agenda 4: Sharing of information on the formation of various non-statutory committees

In order to ensure greater participation of staff for smooth running of the institution, 18 non-statutory committees were formed and the entire faculty is inducted into at least one of the committees. The following are the 18 committees:

- 1 Planning and Evaluation Committee
- 2 Grievance Appeal Committee
- 3 Library Committee
- 4 Student Welfare
- 5 Extra-Curricular Activities
- 6 Sports Activities
- 7 Purchase Committee
- 8 Public Relations
- 9 Research Committee
- 10 RTI
- 11 Anti-ragging and Anti-sexual Harassment
- 12 Mentoring and Remedial Programme



- 13 Alumni
- 14 NSS
- 15 Placement and Training
- 16 IQAC
- 17 Website Up-gradation
- 18 Capacity Building

It was suggested that Internal Complaint Committee (ICC) which has statutory powers should be formed. This will also take care of anti-sexual harassment and anti-ragging issues under the umbrella of the present Women Development Cell. However, the anti-ragging cell can function separately.

Agenda 5: Approval of new programmes of study leading to degrees and/or diplomas.

5.1. The respective BoS of the College have prepared syllabi for BA Journalism, B.Sc. Biotechnology, M.Sc. Physics and M.Sc. Biochemistry. These were already approved by the Academic Council. Since these courses will be run as self-financed courses the Finance Committee looked at the financial aspects of these courses, and proposed its recommendations which were placed before the Governing Body. After going through the syllabi, fee structure, etc., the Governing Body approved the above self-financed courses.

5.1. It was suggested that College should also offer M.Sc. Biotechnology in due course to provide opportunity for students to pursue their further studies at Xavier's.

5.2. It was also suggested that College should consider reducing the proposed fee of Rs. 30,000 per semester for B.Sc. Biotechnology (Biochemistry-Chemistry-Botany format) and increase the student intake from 30 to a feasible number based on the availability of infrastructure.

5.3. It was recommended that instead of a B.A. in Journalism, a more comprehensive degree, namely, Bachelors in Media Studies (BMS) could be offered. Since this course requires highly specialized laboratory and other facilities, a higher fee than the proposed Rs 35000/- per semester may be worked out and finalized, based on the response.

5.4. With regard to the existing BCA course run by XICA under the same Trust, the Governing Body approved the proposal to bring it under St. Xavier's College with the presently prevailing fees structure.

5.5. With regard to allotment of enrolment numbers by Gujarat University, it was suggested by the Vice Chancellor, Dr. M.N. Patel, that the College will proceed with assigning numbers to students, followed by carrying out all other academic activities. On completion of degree programme by students of the College, Gujarat University will issue degree certificates to students graduating from St. Xavier's College, based on the data provided by the College to Gujarat University. He also added that since St. Xavier's College is the first one to function as an autonomous institution, the minutes of this Governing Body will be placed before the Academic Council of Gujarat University. This way the relationship of St. Xavier's College as an autonomous institution, with its mode



of operations with Gujarat University are placed on record for future reference. It was also mentioned that technical matters pertaining to the functioning of an autonomous institution will be clarified with the Gujarat University officials.

Agenda 6: Approval of the examination and evaluation reforms:

After going through the proposed examination and evaluation reforms, the Governing Body approved the following:

- 6.1. The College will offer 30:70 scheme in assessment, where 30% is given to internal assessment and 70% to the external assessment. Out of the 30% assigned for internal marks, 5% is allotted for regularity in class (>75%).
- 6.2. The remaining 25% is to be earned through a minimum of 4 different components. They are: (1) 5% from Continuous Internal Assessment (CIA-I), (2) 10% from CIA-II, (3) 5% for assignment and, (4) the remaining 5% for 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.
- 6.3. A teacher is free to introduce creative methods to assess a student. The CIA-I test of 50 marks can be online over a period of time.
- 6.4. The duties of the Controller of Examinations (CoE) were also explained to the Governing Body in a precise manner. The Governing Body approved the proposal that the following will be the Standard Operating Procedure (SOP):
 - Ask for list of courses offered from each department
 - Issue semester examination application forms
 - Prepare the examination time table
 - Send communication to the HoD of each department for question paper setting
 - Prepare Seating Arrangement / Hall Ticket / list of students who apply for the semester examinations: session-wise/ date-wise/ paper-wise
 - Send information 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/s is the Chief Superintendent.
 - Internal/external central valuation

6.5. Scrutiny Board and its functions:

The Governing Body approved the following proposal:

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



6.5.2. 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 proceed towards procuring the papers in the stipulated time.

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

- All portions of the syllabus are covered.
- The questions are evenly distributed over the entire syllabus.
- The question paper is structured.
- The question paper is of the expected standard.
- There are no repetitions.
- The questions are clearly worded without any ambiguity.
- Marks distribution is mentioned in each section of the question paper.
- If corrections are effected in the question paper, carry these out correspondingly in the key/solution.

6.6. Evaluation of Answer Sheets:

The Governing Body approved the following with regard to evaluation of answer sheets:

6.6.1 Two evaluations will be carried out in the following manner:

- **For core papers:** evaluation will be carried out by external and internal examiners, and
- **For other papers:** evaluation will be done by two internal examiners.

6.6.2 If there is a difference of 5 marks, the student is given the higher marks.

6.6.3. If the difference is of 5-10 marks, the student is given the average marks.

6.6.4. If the difference is more than 10 marks, the answer sheets will be sent for a third evaluation, and the marks awarded by the third examiner will be considered final.

6.6.5. Remuneration for question paper setting and evaluation is at par with the Gujarat University, or higher in some cases.

6.6.6. Any malpractice will be dealt with by the disciplinary committee set up by the CoE once the examination is over.

6.6.7. A Passing Board will be constituted once the results are ready and appropriate decision will be taken regarding gracing, if any.

6.6.8. Publish the results on the Website within three days of the meeting of the Passing Board.



- 6.6.9. Enter the CIA and End Semester marks in the Register manually, and also in the computer.
- 6.6.10. Take the semester mark sheets print out from the computer and verify with the Register to crosscheck the entries.
- 6.6.11. Send the semester mark sheets to each department for distribution; the final semester-end mark sheets will be distributed by the CoE.

6.7. Regarding Repeaters and Grievances:

The Governing Body approved the following with regard to repeaters and re-evaluation:

- 6.7.1. During the odd semesters (I, III and V) only regular examinations of those semesters will be conducted. Students who have a backlog in any of the subjects under these semesters can appear for them. However, during the even semesters (II, IV and VI) repeaters can appear for any of the semesters.
- 6.7.2. In case of a request for re-evaluation of the answer sheets, through an application, there will not be any re-checking of the answer sheets; only a re-totaling. From the next academic year a scanned copy of the answer sheets will be made available, on request, with a fee of Rs.500/-.
- 6.6.3. On completion of the degree programme, the Cumulative Mark Sheet (CMS) will be provided to students, since it may help those opting for further studies abroad.
- 6.6.4. Only after a student completes his/her degree programme will the result be sent to Gujarat University for awarding the degree.
- 6.7. **Grace Marks:** The Governing Body suggested that gracing should be included in the system by passing an Ordinance so that students who require may be graced to get a first class or 55% (in the case of PG courses), with an upper limit of 3 marks. Similarly, computer programmes should be made in such a way that students who require gracing up to 2 marks in a subject to pass in the external examinations will be given the same automatically. In other words, those students who obtain 23 or 24 marks out of 70 in a paper in the external examinations should be given the additional grace marks to make it 25 out of 70. The Governing body also suggested that the College should grant the term to students with an attendance record of 65% and above, considering medical reasons. In a similar manner, not only attendance, but class participation should also be considered in assigning the 5 marks in the internal evaluation.
- 6.8. The CoE also demonstrated sample copies of the mark sheet, answer sheets, hall tickets, exam forms and proposed final result format which were approved by the Governing Body.



Agenda 7: Fixing the fees and other charges payable by the students of the College on the recommendations of the Finance Committee.

7.1. After studying the existing fee structure for the Aided Courses under Gujarat University, the Finance Committee recommended certain modifications on the fee structure which were reviewed by the Governing Body. The Governing Body approved the modified fee structure proposed by the Finance Committee for UG and PG. These are attached in **Annexure 1 and 2**.

7.2. The newly proposed Vocational IC/BT model, shown below, was also presented before the Governing Body, and approved by it.

Part	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Tot. Hrs	Cr.
1	FC Lang Comp (3L) 2C	FC Lang Comp (3L) 2C	FC Lang Comp (3L) 2C	FC Lang Comp (3L) 2C	FC Lang Comp (3L) 2C	FC Lang Comp (3L) 2C	18	12
2	Special SE Sub. Ele (2L) 2C	Special SE Sub. Ele (2L) 2C	Special SE Sub. Ele (2L) 2C	Special SE Sub. Ele (2L) 2C	Special SE Sub. Ele (3L) 2C	Special SE Sub. Ele (3L) 2C	14	12
3	Special SE Sub. Ele. Practicals (2L) 2C	Special SE Sub. Ele. Practicals (2L) 2C	Special SE Sub. Ele. Practicals (2L) 2C	Special SE Sub. Ele. Practicals (2L) 2C	Special SE Sub. Ele. Practicals (3L) 2C	Special SE Sub. Ele. Practicals (3L) 2C	14	12
4	Core Course (12L) 12C	Core Course (12L) 12C	Core Course (16L) 16C	Core Course (16L) 16C	Core Course (16L) 16C	Core Course (16L) 16C	88	88
5	Core Course Practicals (12L) 9C	Core Course Practicals (12L) 9C	Core Course Practicals (12L) 5C	Core Course Practicals (12L) 5C	Core Course Practicals (12L) 5C	Core Course Practicals (12L) 5C	72	38
Total	31*2 = 62hrs		35*2 = 70hrs		37*2 = 74hrs		206	162

7.3. The Governing Body approved the proposal that the College will be opting for online admission process from the next academic year, with a fee of Rs 350 per application as per the existing practice of Gujarat University.

A new model for the vocational courses in Biotechnology (BT) and Industrial Chemistry (IC) was suggested and approved by the Governing Body. In the new model, both these courses would be considered as Subject Electives. A special certificate for the same would be issued by St. Xavier's College to those students who complete these.

The Secretary informed the Governing Body that in the case of PG courses, the College spends a substantial amount of money on chemicals, remuneration made to visiting faculty, etc. Since we cannot charge any fee from girl students, it adds to the financial burden of the College. However, the Governing Body recommended that since it is the government which has waived the fees of girl students, St Xavier's College must claim the same from the State Government.

Agenda 8: To approve the budget prepared and approved by the Finance Committee for autonomy grant:

The autonomy budget for the year 2014-15 which was sent to the UGC (WRO) on March 9, 2015, along with the autonomy budget for the year 2015-16 was presented to the Governing Body for its approval, which it did. These are attached in **Annexure 3 and 4**.



Agenda 9: To institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council

The Secretary informed the Governing Body that, at present, Xavier Kelavni Mandal is supporting a large number of financially weaker students with scholarships, and it will be continued. Research Fellowships for outstanding research students, Scholarship for deserving sports persons will be instituted with the support of benefactors. Efforts are on to mobilise more funds to establish more scholarships.

10. The next Governing Body meeting is scheduled for Saturday, September 12, 2015.

11. The Secretary thanked all the Governing Body members for their enormous and continued support, pointing out, in particular, to the magnanimous and positive approach of the Vice Chancellor, Dr. M.N. Patel, towards St. Xavier's College. This helps the College Management to run the institution with ease and concentrate on the quality of education provided to the students. The Secretary also appreciated the academic and legal support given by Dr Baldev Patel and Adv. Rakesh Gupta in the past, and requested them to continue the same in the future.