



ST. XAVIER'S INSTITUTE OF EDUCATION PLANNING AND EVALUATION MEETING SERIES 1 JUNE 2022

The Planning and Evaluation committee met on the following days :
23rd June 2022, 24th June 2022, 25th June 2022, 27th June 2022, 28th June 2022,
29th June 2022.

Meeting held on 23rd June, 2022

Members present: Dr. Geeta Shetty (Principal In-charge), All staff members
Absent: Priti Sivaramkrishnan.

The following decisions were arrived at after intense deliberation.

- Documentation of the year 2021-2022 to be completed and handed over to the in-charges Ms. Nishi Kumar and Dr. Bijoy Thomas.
- The Ignatian year culmination program to be celebrated on July 30th or Aug 6th 2022. Program for the celebration will be planned shortly.
- Value added and Certificate courses could be presented on 27th June 2022 along with PO, CO
- SWAYAM courses not offered for Core courses of the B.Ed. syllabus
- Examination : Semester 2 will go through University Examination and Examination for the Semester 3 & 4 will be under the guidelines of Autonomous institutions.
- Application for the M.Ed. course could be made and forwarded to the Governing body.
- SXIE can also start the Pre Ph.D. course for the Ph.D. students

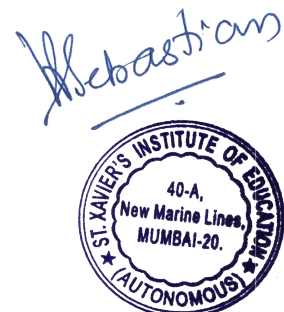
The above decisions were then followed by an intensive discussion of the academic calendar which continued in the later series of meetings.

Meeting held on 24th June, 2022

Members present: Dr. Geeta Shetty (Principal In-charge), All staff members

This meeting was held for finalizing the Academic Calendar. The academic calendar committee presented the academic calendar to all the staff. The changes were suggested keeping in mind the objectives of each program and the time available for the same. (Academic calendar attached)

The following suggestions/decisions were arrived at:



- For all programs conducted by staff members, the brochure, minutes of the meeting, and the report with photographic evidences must be submitted and uploaded on the college website.
- On 29th June, 2021 a zoom meeting will be organized by the internship in charges with school principals of internship schools and the staff members for discussing the 'Curriculum Planning and Suggestions for Internship'. The agenda planned for the same is as follows – Brief idea about Semester 2 internship, Curriculum planning with suggestions from the school, Suggestions for the integration of NEP 2020
- MOU was suggested with SNDT special education department
- Connecting the students with Primary section teaching was suggested as some students are employed in primary schools
- Women Development cell has been renamed to Gender cell. Gender cell will be conducting the 'World Population Day' on July 11. It will be an online program at 3p.m.
- An alumni meet will be organized by SXIE on "Inservice Professional avenues". Alumni association according to the NAAC need not be registered. The process for registration has already begun and SXIE will go through this process.
- A yearly plan of 'Mentoring' was requested from the mentoring in charges
- The academic calendar must include theory and project transaction
- Saturdays will be kept aside for staff members to research and publish papers. Some adjustments would be made to ensure that this happens.
- The appointment of members for the 'College Development Cell' took place. The members in the CDC will be : Dr. Geeta Shetty (In charge Principal), Dr. Vini Sebastian, Dr. Elvina Pereira, Ms. Kalpana Chavan as IQAC, Dr. Bijoy Thomas, Non teaching staff -Deepak
- External members suggested as members of the CDC are – Radhika(Wilson college), Fr. Arun Lobo, Sr. Ludwin, Andrea D'Costa, Madhavi Dharankar, Anusha Ramanthan
- Library activities during the year would be 3 for F.Y. B.Ed. and 3 for S.Y.B.Ed. Ms. Meena was requested to submit the plan
- Self Regulated learning – I unit for every paper was decided unanimously by all staff
- Exam calendar to be prepared by the Exam committee
- Suggestion about 'Earn while you learn' program must be encouraged with the sponsorship received from Ms. Diana Dhote, daughter of Dr. Ms. Celine D'Lima. A discussion of the scholarship offered to present student Mr. Lalin was conducted to understand the technical part of scholarships under NAAC.
- A suggestion was made of presenting an appeal to alumni to sponsor a B.Ed. student for fees and for other activities.

Meeting held on 25th June, 2022

Members present: Dr. Geeta Shetty (Principal In-charge), All staff members



The meeting continued with the discussion on the academic calendar, from October onwards. The staff members looked at their own portfolios and suggested changes.

It was announced that Dr. Rajendra Shine would address all the queries of the staff on the functioning of the different committees for autonomy and any related queries which will help SXIE to function efficiently as an autonomous institution.

Discussion on the Project based activities in each semester: The project - based activities were critically looked at keeping in mind the needs of the students and the following changes were made.

PROJECT BASED COURSE SEMESTER WISE DISTRIBUTION					
Criteria	Sem 1	Sem 2	Sem 3	Sem 4	Total
Weeks	2	4	9	5	20
Day	10	20	45	25	100
Lessons	Observation of lessons (5 peer lessons)	7 lessons	13 lessons(includes 2 co-teaching, 2-theme based)	10 lessons(includes 5 coteaching method 1 and 5 method 2)	20 lessons
Activity	Observation of school activities	Observation of peer lesson	Unit Test	Community Work	
	Shadowing	Reflective journal	Reflective journal	Reflective journal	
	CCA		Learning Resource	Action Research	
	Community Work (1 week)				
Task	Organising Cultural and Academic Event	Differential Learning/Out of School Activity	General	NEP 2020 Initiative : 15 marks	
Distribution of Marks	Observation of lessons : 05 marks	Observation (Peer) 10 marks			
	Observation of School Subjects : 05 marks	7 lessons * 10 marks = 70 marks	13 lessons* 10 = 130 marks	10 Lessons*100 marks	
	Reflective Journal :05 marks	Reflective Journal :05 marks	Learning Resources = 10 marks	Action research = 30 marks	
	Shadowing of school teachers - 05 marks		Unit Test = 20 marks	Community Work =30 marks	
	CCA - 20 marks		Reflective Journal = 5marks	Reflective Journal = 5marks	
	CW - 30 marks			NEP 2020 Initiative: 15 marks	
TOTAL	70 marks	85 marks	165 marks	180	500

The Value added courses and Certificate courses were listed for distribution of these courses in the academic calendar.

The Value added courses offered from this year would be:

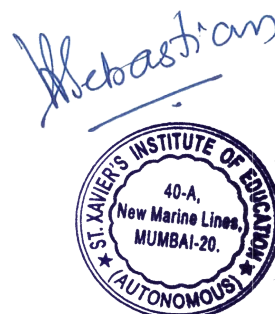
- Pedagogy based value added course (compulsory for all students)
- Basic Computer literacy(optional)
- Action Research (compulsory for all students)
- English Essentials (optional)
- IPP course (compulsory for all students)

The Certificate courses offered from this year would be:

- E-Learning Design
- Financial Literacy
- Mathematics course
- Environmental Education
- Guidance and Counselling
- IPP course

The MOOCs to be offered from this year would be:

- QDELL
- Action Research



- Basics in teaching and learning (OE4BW)

Seminars

- Outcome Based Education
- Universalization of Mathematics Education
- Library Seminar

It was suggested that the certificate course must be for 60 hours 4 credits where 1 credit is 15 hours. This had to be confirmed.

The suggestion for including the Examination schedule in the Semester 1 activities in the academic calendar. The Examination schedule will be prepared by D.r Geeta Shetty, Dr. Vini Sebastian and Dr. Elvina Pereira.

A lunch to celebrate the autonomous status of SXIE will be organized on June 29th, 2022.

Meeting held on 27th June, 2022

Members present: Dr. Geeta Shetty (Principal In-charge), All staff members

The meeting was focused on Internship planning for the year. The following suggestions/decisions were arrived at:

Pre Capacity Internship training

- The Pre Capacity planning was done and the sessions discussed for the same would be as follows: General Objectives of Internship, Policies regarding Internship, Internship activities for the Semester, Theme Integration, Ignatian Pedagogical Paradigm, Skills required for teaching and their practice in method classes, Objectives and specifications, Feedback, Stimulus Variation, Concept Mapping, Classroom management, Innovative teaching methods, NEP 2020 implementation, CO/PO/LO, Code of Conduct, Workshop on Effective Communication.
- The staff members referred to the NAAC criteria 2.4.1 to 2.4.6 for Internship pre capacity Internship planning. It was suggested that the session be planned according to NAAC suggestions and evidences of the same to be maintained.
- The Semester 2 would be Basic level of Pre Capacity training and Semester 3 would be the Advanced level.
- The Orientation sessions could continue even after Internship has begun so as to equip the students based on the NAAC criteria for Internship preparation.
- Assignments must be given after each session for evidence of student engagement in that session.
- Demonstration lessons would be distributed among pedagogy teachers.
- Students could be given exposure to variety of school set ups according to the NAAC criteria. It was suggested that students must get exposure to IB



schools – Holy cross, Don Bosco, JBCN, Chaturbhuj School Kandivli. It was suggested that Shadowing could be done in ICSE and IB schools

- Post graduates students who are eligible to teach in Junior college will be given an experience to teach in 11th and 12th stds. In Semester 3.

Meeting with the School Personnel

A zoom meeting with the school principals and supervisors will be planned. The points for the meeting could be :

- Orientation to the theme of the college
- Invite school expectations for the internee
- Orientation to the internship activities of the semester
- How to incorporate NEP 2020

The final agenda for the meeting was:

1. Internship Orientation
2. Expectations of Internship
3. NEP 2020 implementation
4. AOB with the permission of the chair

The staff members would go to the schools on 28th June, 2022 to meet the Principals and orient them about the zoom meeting.

Meeting held on 28th June, 2022

Special meeting held with Dr. Rajendra Shinde, Principal, St. Xavier's college (Autonomous)

Members Present : Fr. Blaise D'Souza s.j. Manager, Dr. Geeta Shetty In Charge Principal
All teaching staff and librarian

Guest speaker : Dr. Rajendra Shinde, Principal, St. Xavier's College, Autonomous

Dr. Geeta Shetty welcomed Dr. Shinde and everyone present for the meeting and mentioned the objectives of the meeting. Dr. Shetty explained the importance of the meeting for the implementation of autonomy.

Dr. Shinde stressed on two principles for autonomy : Accountability and Responsibility, these principles sir said would provide scope for imagination, ideation and expansion. Dr. Shinde started with a positive note that our University of Mumbai allows the colleges to be truly autonomous and is very cooperative.

Dr. Shinde then elaborated on the following queries that SXIE presented.

One time affiliation fees: The autonomy mandate of the UGC states that there is a one time affiliation fee but it is not clear whether it is per course within the institution. However, St. Xavier's college pays the affiliation fees per course.

Ph.D. recognition: A committee has been set up to resolve the backlog of the past non payment of Ph.D. fees, and SXIE's case of the Ph.D. centre could be taken up

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in this committee. A **letter** to be written to the Pro VC & RAPC Kalina (Talavdekar) with evidences of theses which were submitted to the University for the Ph.D. degree.

Referring to the circular of the University of Mumbai Academic Council, Circular 29 of June 2021 (Minutes of the Academic Council), Ph.D will be **monitored by the RRC** of the University of Mumbai in autonomous colleges. However, **admissions for Ph.D.** can be carried out by autonomous colleges and inform the University of Mumbai about the number of students admitted. **Registration** has to be done through the University. The number of seats which can be filled are : Assistant Professor – 4 seats, Associate Professor – 6 seats, Professor – 8 seats. All teachers guiding the Ph.D. students must be recognized by the University. Ph.D. course becomes autonomous but RRC, topic approval, Viva Voce all will be monitored by the University as quality is a major concern.

Admissions : As an autonomous college, SXIE can conduct its own admissions. The procedures of Enrolment, Eligibility, Migration ... all will be according to the University and will be part of the University process. SXIE can change the procedure of the admissions. It is advisable that the new admission process be implemented from the next academic year 2022-2023. SXIE must announce the procedure and advertise in December 2022 for the next academic year. This also helps in adjusting the time for each semester, which autonomous colleges have the freedom to undertake. **Letters** to inform about the college admissions must be written to the University, DHE, CET cell, Mantralaya...

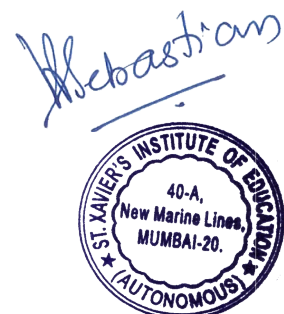
Sir mentioned about the Entrance test given by prospective students for their courses of BMS, all over India, which is organized through an IT agency. Weightages for Entrance exam could be decided by the college. St.Xavier's has 60% weightage to entrance test whereas another college has 100% weightage.

Autonomy inspection: There could be a Mid term autonomy inspection by the UGC. Minutes of the meetings need not be sent to the UGC, only report to be sent. Minutes must only include the decisions and resolutions and not be verbatim.

Dr. Shinde explained the role of different committees.

Board of studies(BOS):The role of BOS will be in the following areas :

- Academic Calendar (all meetings could be mentioned)
- Syllabus formation,
- Methods of assessment used,
- Assessment of question paper templates and actual question paper. It is advisable to keep 2-3 templates for approval.
- New courses to be presented in the BOS for approval.
- Rubrics to be used for evaluation.
- Number of credits
- Extra curricular activities if credits have to be given
- Certificate programs/Diploma programs
- Fees for programs
- Budget (more stamping, more validity)



Minutes of the BOS have to be recorded well. Invitation to the members to be sent, attendance to be taken, honorarium to be given to each member which could be fixed within the institution.

Certificate Programs: 1 credit = 15 hours , Certificate programs to be atleast 60 hours. Policy of credits and credit transfer to be made. MOUs could be signed with institutions for credit transfer. St. Xavier's autonomous, practices credit transfers as well as awards students' credits for participation in programs like Malhar. It is advisable to collaborate with Jesuit institutions for credit transfer. SXIE would collaborate with St. Xavier's college for credit transfer and Dr. Shetty requested Dr. Shinde to share the list of courses offered in the college for credit transfer. SXIE would also share the list of courses with St. Xavier's college.

Academic Council(AC): Academic Council goes through the

- Syllabi passed by the BOS and approves or disapproves the syllabi.
- Results of the students
- All courses must go through the BOS, AC and GB

SXIE must pay attention to the formatting, credits, marks allotted. AC also approves members for the BOS.

Passing a Resolution: All resolutions in meetings must be passed with a majority, anyone disagreeing then the committee must record the dissent and the chairperson has the veto in this case. Resolutions can be passed by obtaining the consent/ approval of members via email if it is urgent.

Honorarium: Approximately Rs. 2000 for the contribution and Rs. 1000 for travel , so a consolidated amount of Rs. 3000 could be offered to the external members. Finance officer could be paid Rs. 5000. The autonomy grant could be used for this. Dr. Shinde requested SXIE to contact the clerk (Mr. Ganesh) in his office on how to apply for the UGC grant for autonomous colleges.

Governing Body (GB) :The governing body will ratify the syllabus which is already passed by the BOS and the AC. The IQAC report must be presented in the governing body after presenting it in the IQAC meeting.

IQAC: 4-5 meetings as per the institution could be held.

College Development Cell (CDC): One CDC per semester could be held. The budget and accounts of the institution must be presented in the CDC and approval could be sought.

Autonomy grant : The budget required for the grant should be passed in the finance committee, BOS and CDC. The grant will come from the Western Regional office, Pune.

Examination: College has the autonomy to conduct their own examinations. Regarding examination the following suggestions were given:

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- A software is required for all examination related work. St. Xavier's is in the process of deciding a new vendor for the examination software, SXIE would also prefer the same. The name of the software was ERP Colcam
- For better transparency of the examination the internal assessment marks must be shown to the students
- Practice teaching if students are absent then a penalty could be charged but SXIE must pass it in the BOS
- Re assessors and Moderators could be appointed from outside the institution and honorarium to be paid to them.
- Blind evaluation could be conducted if the student requests for reevaluation. Internal examiners marks to be sealed for blind evaluation. After the second examiner evaluates and if there is more than 30% deviation of marks then send the answer paper to the third evaluator, then average the 1st and 3rd evaluator's marks.
- University ordinances can be adopted as it is, if changed then pass it in the BOS.
- SXIE can start conducting the examination for the present second year students.
- Letter to be written to the Exam controller, BOED Vinod Patil, so that when this batch gets their degree then the college name will appear as St. Xavier's autonomous.
- The entire result must be submitted to the University in the consolidated format as required by the University.
- Value added courses also should be offered credits
- Autonomous colleges have to deposit 25% of the examination fee to the Examination Controller

Syllabus: There is no 20% rule for syllabus revision in the first year. Autonomous colleges need to maintain the nomenclature of the program and the courses. The shifting of courses from one semester to the other and marks allotment for courses can be easily changed under autonomy.

New course : It was proposed that SXIE would start an unaided section of the B.Ed. course. Dr. Shinde clarified that this will just be adding a new division, which is unaided. SXIE must apply to NCTE. SXIE may be asked for the perceived demand for the course or a survey that is conducted for the felt need of the course in the community. SXIE must obtain the Management's approval for the new course / division and pass a resolution. **Letters** must be written to the VC, Affiliation section, Eligibility section, Principal Secretary of Higher Education, atleast by Feb 2023 so that it appears on the MKCL portal. Evidence of the resolution passed in the BOS, AC, GB, Finance, CDC committees must be attached. The University will later send a letter for affiliation fee.

- AC and GB have powers to disapprove the courses and send it back to the BOS.
- Every year autonomous colleges can increase 10% seats for new courses, if more than 10% then permission have to be sought from the University. In SXIE's case NCTE will have the authority for increasing the seats for the B.Ed. course.

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Audits: Exam audit could be done to assess quality of examinations. All external audits once in the assessment year. Internal audits could be done every year.

Dr. Shinde read out certain points required for autonomous colleges, as mentioned in the University of Mumbai Academic Council and then handed over the copy to Dr. Shetty.

The meeting ended with the vote of thanks by Dr. Geeta Shetty.

Meeting held on 29th June, 2022

Members present: Dr. Geeta Shetty (Principal In-charge), All staff members.
Absent : Dr. Vini Sebastian

The following points were discussed, the decisions arrived were as follows:

1. EXTRA CO - CURRICULAR ACTIVITIES: (30 HOURS)

For Extra Co- Curricular Activities - 30 Hours or 2 Credit would be required for completion of the B.Ed. program. Total - 50 marks are allotted for Extra Co-Curricular Activities. Students have to participate in Extra Co-Curricular Activities. The list of Extra Co- Curricular activities for the B.Ed. students include -
- Prayas (1 Credit) - 25 Marks (III Semester S.Y.B.ED.)
- Research Forum (1 Credit) - 25 Marks (IV Semester S.Y.B.ED.)

If a student is absent for the Extra Co- Curricular Activity then the percentage of attendance should be taken into consideration. 80 % attendance would be required for Extra Co-Curricular Activities.

2. The policies for the following need to be drafted -

- Admission Policy
- Certificate Courses
- Value added Courses
- Internal Complaint Cell
- Student Council
- Feedback Mechanism
- Inclusion Policy
- Code of conduct
- Campus Placement
- Research policy
- Student Welfare Policy
- Faculty well- being and development policy.


3. The Courses offered by Institution and their policies to be drafted.

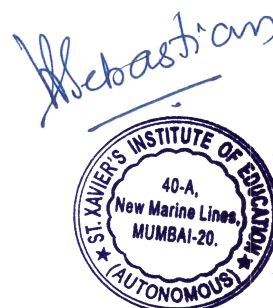
- Value added courses
- Certificate Courses

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- Self- regulatory Courses
 - 4. **Internship – Project Based**
 - Rubrics would be revised for observation of lessons.
 - Changes in lesson plans with respect to inclusion.
 - Pre-capacity Internship would include Stimulus Variation, Effective Communication, Classroom Management and Concept Mapping.
 - Internship meetings should include minutes of the meeting.
 - Demonstration of micro skills would require 5 minutes and Bridge lessons would be for 15 minutes (integration of at least 3 skills).
 - Student should understand how the teacher gives a feedback for the lessons demonstrated. It would include how to fill the rubrics (reflective feedback) for peer observation.
 - The code of conduct includes the feedback for internship.
 - Feedback for internship would be given by Internship in-charges.
 - Handbook for the internship would be prepared and explained by the internship in-charges.
 - In lesson planning, inclusive lessons would be added.
 - Five lessons would be given in a day in the Internship schools. Monday, Wednesday and Friday would be the internship days. The other days the students can do shadowing of school teachers and staff could come to the Institution to finish pending work.
 - Staff to report at 8:30 am to Internship schools.
 - Attendance would be maintained by the Student leader of the school group.
 - For cancellation of an entered lesson 2 marks would be deducted.
 - Deduction of marks for cancellation of lessons due to medical or any other reason would depend upon the discretion of the Principal.
 - The students must submit their lessons 2 days prior to the date of teaching. For late submission 2 marks would be deducted. The coach would sign and write late submission.
 - There would be only 2 lesson plans, one fair and the other rough. All changes to be made in the rough lesson plan only.
 - 5. **For Autonomy The external members for the Academic Council are -**
 - Prof. Dr. Anita Swamy
 - Prof. Dr. Sunita Magre
 - Prof Dr. Sybil Thomas
- Dates fixed for meetings**
- 3rd August 2022 - Board of Studies.
 - 12th August 2022 – Academic Council.
 - 26th August 2022 - Governing Body Meeting.


 Dr. Geeta Shetty
 Principal In Charge



V Sebastian

Staff Secretary
Dr. Vini Sebastian

V Sebastian

