



JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce.
and Sheila Gopal Raheja College of Management

Autonomous

MEETING OF ACADEMIC COUNCIL (1st Term)
2018-19

Date: 7th September 2018

Time: 11:00 am

Members present:

Dr Ashok G. Wadia - Principal

Heads of following departments:

1. CA Mr. Santosh Ghag (Accountancy & Financial management)
2. Mrs. Yasmin Singaporewala (B.Com. – A & F; B&I; F.M)
3. Dr. Kruti Pandya (Co-Coordinator – Biotechnology)
4. Ms Nissey Sunil (Co-Coordinator – Biotechnology)
5. Dr Ambika N Joshi (Botany)
6. Mr Ashok N Kotangale (Business Law)
7. Dr Brijesh N Singh (Chemistry)
8. Dr Hasina Sayyed (Commerce)
9. Mrs Sarita Jaishankar (Economics)
10. Mrs June R Dias (English)
11. Dr Uddhav Zarekar (Environmental Studies)
12. Mrs Avryl D'Cruz (I/c – French)
13. Mr Ravindranath Tiwari (I/c- Hindi)
14. Mrs Safina Rakhanghi (History & Foundation Course)
15. Ms Niloufer K. Kotwal (Life Sciences)

16. Dr Rakhi Sharma (Management Studies)
17. Dr S Varalakshmi (Mass Media)
18. Dr. Sushil T Kulkarni (Mathematics)
19. Dr Madhura Ghayal (Microbiology)
20. Mrs Simmin Bawa (Philosophy)
21. Mrs Dilber H. Daruwalla (Physics)
22. Dr Reema Julka (Political Science)
23. Mrs Monica R Kumar (Psychology)
24. Dr Archana Mishra (Travel & Tourism Management)

Senior teachers of the College representing different categories:

1. Mrs Petra Sequeira (Science)
2. Ms N.K. Jyothi (Arts)
3. Mr Jimmy Wankhadia (Commerce)

Experts/Academicians representing different sections of society nominated by the Governing body:

1. Mr. Sharad Sanghi

Member Secretary- One faculty member nominated by the Principal

1. Dr Sreela Dasgupta

Members absent:

1. Mr Wilson Rao – HOD, Information Technology & Software Development
2. Ms Leena Upadhye – Senior Teacher of the College representing Mathematics
3. Fr. (Dr.) Frazer Mascarenhas, S.J. – Educationist nominated by the Governing body
4. Dr Phiroza Parikh – Medical professional nominated by the Governing body
5. Prof B. M. Bhanage – Director, ICT (Professor of Chemistry) – University Nominee
6. Prof Uttara Sahasrabuddhe – Professor, University Department of Political Science- University Nominee
7. Prof. Suvarna Kulkarni – Professor of Chemistry, IIT(Powai) - University Nominee

Agenda:

1. Approval of systems under Autonomy
2. Quality Mechanisms under autonomy
3. Any other matter with the permission of the Chair

Minutes of the meeting

The meeting was chaired by the Head of the Institution, Principal Dr Ashok G Wadia.

Principal Wadia commenced by acquainting all present with the constitution of the Academic Council and welcomed them to the first meeting of the Academic Council.

The functions of the Academic Council were highlighted:

- Protocol to be followed for approval of all systems and quality measures undertaken under autonomy
- Matters approved by Academic Council to be tabled before the Governing Council
- Inputs and suggestions of Academic Council invited be duly incorporated

The agenda was next placed before the house.

1. Approval of systems under autonomy:

Basis for adoption of autonomy:

- Suggestion by last NAAC peer team
- Advised by RUSA
- To give fruit to innovative ideas of faculty as improvisations not possible under the constraints of UoM guidelines
- To raise the bar of excellence

Key areas to be focused upon:

- Progress in research culture
- Development of soft skills
- Increase in employability

Prime Objective under autonomy:

To narrow the gap between academia and industry

Preliminary work towards autonomy:

- Initiating certificate courses (History, Microbiology, etc.)
- Conduct of several workshops with eminent educationists from premier autonomous national institutions
- Brainstorming sessions with faculty under the able guidance of Dr Vivien Amonkar – St Xavier's Autonomous College, Mumbai

Progress so far:

- Approval for autonomy from MHRD, Government of Maharashtra, University of Mumbai
- 28 BoS formed of individual subjects; meetings of BoS conducted and syllabus approved
- Academic Calendar in place
- Various guidelines/norms under autonomy including Examination Rules formed with consensus of Steering Committee

Measures undertaken for achieving excellence:

1. Semester & Credit system: -

Objectives:

- a. To provide a level -playing platform for all students
- b. To facilitate migration of students across colleges/universities

The Semester and Credit system was explained along with the number of hours required to earn 1 credit.

2. Syllabi: -

BoS meetings of individual subjects conducted in the first week of August wherein all syllabidesigned were approved.

All syllabi approved by BoS available in the College Library.

The efforts put forward by each department towards this task was acknowledged and placed on record.

As there are three faculties-Arts, Science and Commerce; hence all programs segregated under these three.

Syllabi along with AAA approved under these three faculties.

Syllabi	Proposed by	Seconded by
Arts	Ms. N. K. Jyothi	Dr. Varalakshmi
Science	Dr. B. K. N. Singh	Ms. Petra Sequeira
Commerce	Dr. Hasina Sayyed	Dr. Rakhi Sharma

3. Examination rules and Evaluation pattern:-

Evaluation pattern to be a system of continuous assessment for better learning.

Examination Rules and guidelines (Semester pattern, Grading system, Examination pattern, AAA, AA, Internship)were placed and proposed before the house by the COE, Dr Sushil Kulkarni and seconded Dr Uddhav Zarekar.

A ratio of 60:40 of SEE:CA will be followed.

CA-1 of 20 marks will be a Test to assess quality of classroom teaching.

CA-2 of 20 marks will test other co-curricular skills of the learner..

BSc (IT) &BVoc will have a different pattern of evaluation guidelines as their requirements are different.

AAA Rules:

These are mandatory credits (02 credits) to be accumulated over a period of 3 years through AAA co-curricular activities of 60 hours which will enhance the skills and knowledge of students.

AA Rules: These are non-mandatory credits (02 credits) to be accumulated over a period of 3 years through AA extra-curricular activities (CSR, Cultural, sports, NSS, Extension) of 60 hours.

Internship Rules: Non-mandatory credits. Rules similar to AA. Internships have to be done during vacation or beyond college lecture/practical hours to ensure attendance in regular lectures.

Format of Grade card: Has been sent to UoM for approval since it will bear the logo of the University and the institution.

Format of Semester and Credit system –

- 06 Semesters
- One core credit = 30 learning hours
- Total Mandatory credits = 150
- Mandatory Credits under AAA = 02
- Non-mandatory Credits = 02 credits under AA + 02 credits under Internships

2. Quality Mechanisms under autonomy:

To ensure transparency, all rules & regulation pertaining to the process of admission, evaluation and examinations system, grading system and credits will be displayed on the college website for complete visibility to students.

Rubrics have been developed for assessment of CA-2 which are disclosed to the students for their awareness. This will help in mentoring.

Semester end question paper pattern to follow the HOTS pattern of Bloom's taxonomy to promote and ignite query and to provide an inclusive education so as to accommodate different learning patterns and different learning skills.

AAA credits when reflected in Grade card will give advantage to students for pursuing higher studies abroad. Each department will design new courses so that a student has the choice to select across faculty.

AA will help develop interpersonal skills, camaraderie, interactions and to bring forth the latent qualities of students.

Internships will help to expose students to industry and go beyond the syllabus.

Any activity by a student during lecture hours cannot be considered under AAA or AA hours. In such cases, only lecture attendance will be counted.

Proper records will be maintained for Internships and a report filed to assess the learning outcome.

3. Any other matter with the permission of the Chair

The forum was thrown open to all AC members for discussion:

Q. Dr. Madhura Ghayal – Since AA and AAA are not applicable to current SY and TY students, how do they get credits for these activities?

A. Dr. Wadia – It cannot be a part of their grade card but certificate can be given by College/Dept. However proper norms need to be formulated so that there is validity for the same.

Q. Mr. Sharad Sanghi – How is cross-faculty movement promoted amongst learners in AAA/AA/Internships?

A. Dr. Wadia – Although constraints are present due to adherence to work-load guidelines by the JD office, efforts are being made to increase the number of Add-on and Certificate courses which will be open to all.

Q. Mr. Sharad Sanghi – JHC is one of the top colleges in India but the need has arisen to be one of the top colleges in India and hence achieve a global ranking for which a lot of adaptations are necessary.

A. Dr. Wadia –The faculty is very much aware of the same and is making sustained efforts towards its achievement. Autonomy has granted freedom to achieve this purpose. Autonomy is ultimately to ensure the progression of students. So a strong feedback mechanism from all stakeholders will be developed so that the system becomes more student-centric, and student-oriented. The approach is more liberal now in terms of wider scope of understanding. Teething problems will obviously be there but we will need to work hard to overcome them.

The session concluded with the observation by Mr Sharad Sanghi that there has been a marked improvement from earlier times. Principal Dr Ashok G Wadia assured that the faculty will strive hard to ensure the success of the process.



PRINCIPAL
JAI HIND COLLEGE
CHURCHGATE, MUMBAI-400 020.





JAI HIND COLLEGE

**Basantsing Institute of Science & J. T. Lalvani College of Commerce.
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Autonomous

MEETING OF ACADEMIC COUNCIL (2nd Term)

2018-19

Date: Saturday, 23rd February, 2019

Venue: Audio Visual Room, 4th Floor, Main Building, JHC

Members present:

1. Dr Ashok G Wadia – Principal
2. Mr Santosh G Ghag – HOD, Accountancy & Financial Management
3. Ms Yasmin Singaporewala – HOD BCom (A&F), (B&I), (F&M)
4. Dr Kruti Pandya – Coordinator, Biotechnology
5. Dr. Ambika Joshi – HOD, Botany
6. Mr Ashok N Kotangale – HOD, Business Law
7. Dr Brijesh Singh – HOD, Chemistry
8. Dr Hasina Sayed – HOD, Commerce
9. Ms Sarita Jaishankar – HOD, Economics
10. Ms June R Dias – HOD, English
11. Dr Udhav B Zarekar – HOD, EVS
12. Mr Ravindranath Tiwari – I/c Hindi
13. Ms Safina Rakhangi – HOD, History & Foundation Course
14. Mr Wilson Rao – HOD, Information technology & Software development
15. Ms Niloufer K Kotwal – HOD, Life Science
16. Dr Rakhi Sharma – HOD, Management Studies
17. Dr Varalakshmi – HOD, Mass Media
18. Dr Sushil T Kulkarni – HOD, Mathematics
19. Ms Petra Sequeira – HOD, Microbiology

20. Ms Simmin Bawa – HOD, Philosophy
21. Ms Dilber H Daruwalla – HOD, Physics
22. Dr Reema Jhulka – HOD, Political Science
23. Ms Monica Kumar – HOD, Psychology
24. Dr Archana Mishra – HOD, Travel & Tourism Management

Four Teachers of the College representing different categories on Seniority

25. Ms N K Jyothi –Arts
26. Mr Jimmy Wankhadia – Commerce
27. Ms Leena Upadhye – Mathematics

Experts/Academicians representing such areas as Industry, Law, Education, Medicine, etc. nominated by the Governing body

28. Mr Sharad Sanghi – Industrialist
29. Fr. Dr Frazer Mascarenhas, SJ – Educationist

Nominees of the University

30. Prof Uttara Sahasrabudhe – Prof University Department of Political Science

Member Secretary nominated by Principal

31. Dr Sreela Dasgupta

Members absent:

1. Ms Nissey Sunil – Coordinator, Biotechnology
2. Ms. Avryl D’Cruz – I/c French
3. Dr Shipra Biswas – Science
4. Dr Phiroza Parikh – Medicine
5. Prof. B.M. Bhanage – Professor, ICT (Chemistry)
6. Prof Suvarna Kulkarni – Professor – IIT (Chemistry)

Agenda:

1. Approval of Minutes of the previous meeting
2. Approval of Syllabi of Semester II, IV and VI
3. Review of Autonomy System in the previous Semester
4. Academic and Administrative Audit
5. Any other matter with the permission of the Chair

Minutes

The Principal began the meeting by extending a warm welcome to all. The meeting began with an introduction of the University nominees and the experts/academicians present.

1. Approval of Minutes of the previous meeting

The Principal apprised all members that the minutes of the last Academic Council meeting held on 7th September, 2018 had been mailed to all.

Highlights of the minutes were touched upon in brief. The Principal emphasized that it was the responsibility of each to think and plan as to how to take the path forward towards attaining the goals of Autonomy. The Curriculum under Autonomy had been devised keeping in mind the global requirements. To facilitate this process and to provide the necessary guidance, the BoS for individual subjects had been constituted likewise. Introduction of changes in a step-wise manner was preferred so that the student is not burdened with sudden drastic changes. The change it was felt, should be a continuous long-drawn-out process. At present, there is an examination pattern of a Semester-end term exam of 60% weightage and internal assessment of 40% weightage. Internal assessments are two in number: one is knowledge-based and subject-oriented whereas the other is designed to study the development of skills on the basis of knowledge acquired in a subject. The system was devised in this manner as it was felt that under autonomy, it was necessary to acquire and develop certain skill-based qualities.

Autonomy also saw the introduction of AAA and AA activities. These are mandatory additional courses which may even be interdisciplinary in nature. Students were oriented with respect to the number of hours required to earn credits, and the benefits associated with each. Assessment of these activities are strictly based on RUBRICS. The AA activities were in addition to the prescribed curriculum. Such activities could also be at an intra- or inter-collegiate level and help develop participative and organisational skills. In addition, there are also Internships which are arranged for students.

As the examination pattern demanded a transparent process, a double-blind evaluation was introduced. Students were apprised of the marking scheme and the pattern of expected answers. Practice sessions were given. However no system of a question bank was encouraged. Topics were discussed thoroughly to encourage learning through understanding and not merely a mechanical memorisation.

Approval of Minutes of previous meeting

Proposed	Approved
Dr BKN Singh	Mr Sharad Sanghi

2. Approval of Syllabi of Semester II, IV and VI

Proposed	Approved
Mr Sharad Sanghi	Prof Uttara Sahasrabudhe

3. Review of Autonomy System in the previous Semester

The framework of the foundation of Autonomy is maintained the same as in the University except that there is an additional provision to earn credits through engagement in AAA and activities. These credits are reflected in the Grade Card of the first year undergraduate students.

So far, there were 25 such courses conducted under AAA activities. More than 1000 students has availed the opportunity, comprising mostly the first year undergraduates but there were also a fair number of Second and Third year students. These courses were conducted by a large number of departments such as Microbiology, History (International Relations-IR and International Cultural Heritage- ICH), Psychology (Life-Skill Courses) as well as certain niche courses, e.g. development of Entrepreneurship skills. Interdisciplinary courses were also encouraged which saw Science students learning accounts and so on.

The Examination pattern of Semester end exams reflected the introduction of HOTS or Higher Order thinking Skills. The objective for bringing about such a change was to facilitate the process of learning through understanding and not merely rote learning. The challenges faced in the process was that the students were habituated to the concept of rote learning because of the prevalent educational parameters and the ills of coaching classes.

It was however observed that the second- and third-year undergraduate students adapted better than the first years as the process of autonomy was being planned for the past two years and they were familiar with it. They preferred experiential learning to textual. In an autonomous system, it is very important to take into account the view point of the major stakeholder-the student. This was encouraged through constant discussions with them which helped understand their need for specific topics.

Industrial visits were organised to build concepts. CSR activities also helped promote this. E.g. Wellness Ambassadors were identified from amongst Jai Hind students who addressed emotional and psychological issues of peers. Four students volunteered as campus ambassadors for election awareness campaign which was not restricted within the campus alone but beyond across the society.

New teaching-learning pedagogy was adopted by teachers.

A few from amongst the faculty shared their experiences. Dr Hasina Sayed, HOD, Commercespoke about how autonomy has brought in changes in the syllabi of Commerce. The UoM does not have a contemporary syllabus which has unfortunately

not been updated in keeping with the times. New innovations and techniques which were not in the earlier syllabus has now been introduced such as role plays/discussions/debates/guest lectures. Learning is now more of an experiential nature, with a practical approach through management games.

Rakhi Sharma, HOD, Management Studies, spoke of use of case studies from open learning source. Contemporary learning made proficient use of Edu-tech tools, Learn-wise apps, case studies, digitalisation, tourism marketing, visits with assignments, rural marketing and real-life teaching through rural visits.

Dr Varalaxmi, HOD, Mass Media Studies gave her inputs. The syllabus for BMM had been revamped more than 20% on an average. A few even saw changes of nearly cent percent. Google Classroom was made use of extensively to connect for project work. Attendance was made available to parents which led to increased attendance in class. Every single student in every year was encouraged to enrol for a credit course.

Ms Sarita Jaishankar, HOD Economics said that autonomy provided the choice to teach certain topics in the syllabus through innovative techniques such as peer mentoring, writing of research papers, etc. which introduced a sense of accountability. The Principal, Dr Ashok Wadia spoke about his observations. He said that Science Exhibitions were being organised and participation amongst students promoted as that they can apply what is being learnt in class. A culture to initiate improvement in mental health was promoted by the Psychology department through guest lectures by eminent psychiatrists and symptoms of mental disturbances clarified through role play. The department of Chemistry has promoted Swayam, an MHRD initiative, to enable students to participate in NET/SET/JAM and other competitive examinations. He remarked that the suggestion made by the UGC nominee at the Governing body meeting to promote research culture was looked at and will help if introduced at the second-year level. Entrepreneurship being the need of the day, was being promoted in a largeway.

The challenges faced in the first year of autonomy were then highlighted:

1. Students had not fully grasped the concept of HOTS
2. Many had misconceptions that autonomy meant easier passing norms as the same teacher will be the evaluator.
3. The concept that autonomy meant a journey of excellence did not percolate well enough to the major stakeholder – the students, and hence results of the 1st term was not as expected. A faculty meeting had been called to analyse and find an appropriate solution. It was felt that a reorientation of students was required once again to highlight what is expected of them under autonomy. One of the reasons it was felt was also due the late admission process of the first-year students because of UoM guidelines.
4. The queries of students were addressed through meetings organised by the Student Council and at Parent-Teachers' Meet.
5. A complete review will however be possible after completion of at least one complete academic year.

4. Academic and Administrative Audit

The Academic and Administrative Audit which used to be done earlier, will have to be revived once again to bring in improvement in the process.

5. Any other matter with the permission of the Chair

The Principal invited suggestions from the eminent academicians/experts present to give their valuable opinions as to how to take the Autonomy further.

Fr. Frazer Mascarenhas – He began by expressing his gratitude for having been included in the Academic Council. He drew some lines of comparison with St. Xavier's College, Mumbai, the first autonomous institution in the city, where he had been the Principal and spoke of his experiences. The 1st step he said was to model a syllabus which would cater to students which each individual college draws. This can be achieved through proper Cas, revision of syllabi, etc. He praised the efforts made by Jai Hind College in this regard and said that one should give more time for encouraging results to manifest. So long as the correct elements were present, it was a matter of time when results would manifest. He reasserted that the need of the hour was an interdisciplinary approach with development of entrepreneurship skills which were key components as seen in the global market. There should be structured evaluation for achieving HOTS. An overnight introduction of HOTS is not recommended. He said that more concrete opinions can be given only after a further detailed study of the system, possibly a few such meetings later. He reassured that the results were not up to the mark because of a change in system.


Prof Uttara Sahasrabudhe – She began by agreeing with the opinions expressed by Fr Frazer. She felt that CA always brings out a lot of teething problems especially if the number of in class is very large. She suggested that the process of CA can be made more effective through use of modern technology so that it proves to be less of a burden for the teacher. She commented that if the results are not very good, it is a good indication for autonomy which will send the right message across to all stakeholders and will always be a good option rather than to inflate results.

The Principal commented that any kind of change not only not easy for students but also for the teacher. Although there were feedback mechanisms such as the Teacher Assessment Questionnaire (TAQ), the mechanism needed to be revised further. Actual case studies were very important for improvement. He said he wishes to have good results and was already exploring possible technology tools to conduct CA to ease the burden on the teacher. He concluded by acknowledging the efforts made by the Academic Consultant, Dr Vivien Amonkar for achieving success in the process.

Mr Sharad Sanghi- He began by observing that there has been a shift in the thinking process from the time when he was a student. He said that the need of the hour therefore was to new pedagogy skills to teachers as well as use of high-tech tools such as smart projectors.

The Principal replied that there has been several such workshops which have been conducted for teachers such as the one recently conducted on 'Conflict management' to address the need for all-round involvement of the entire faculty. He said that academic collaboration with the Columbia University has been offered to the institution wherein talks with the department of History was already in the pipeline while the possibility of such a venture was being explored for sciences.

With these final remarks, the Principal sought permission from all to conclude the meeting. He invited the eminent academicians/experts present at the Academic Council meeting to have a separate brain-storming session to ensure further progress in Autonomy.


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