



MINUTES

OF

27th ACADEMIC COUNCIL MEETING

Date: Friday, 07th March 2025

Time: 02.30 P.M.

Venue: Conference Hall, East Campus

B. J. J.
Chairman
Academic Council
S.H. College (Autonomous)
Thevara, Kochi-682013



J. J.
Secretary
Academic Council
S.H. College (Autonomous)
Thevara, Kochi-682013

Agenda	
Item No	Items
	Prayer
	Leave of absence
	Welcome
	Reporting of the college activities -Principal
1	Minutes of the meeting of the Academic Council held on 09.10.2024 and discussion on items arising out of the minutes.
2	Regulations for BCA(Hons) and BBA(Hons) Programmes
3	Syllabus for BCA(Hons) Programme
4	Syllabus for BBA(Hons) Programmes
5	Note of the Board of studies in English
6	Note of the Board of studies in Economics
7	New Programmes
8	Admission Prospectus for the Year 2025-26 for various UG & PG Programmes
9	Other matters, if any, with the consent of the chair

Members present

S.No.	Name
1	Dr. C. S. Biju (Principal)
2	Fr.(Dr.) Joseph Varghese CMI
3	Dr. Deepu George
4	Dr. Jacob Joseph.
5	Dr. Krishnan Unni Polakulath
6	Dr. Franklin J
7	Dr. C.S Francis
8	Dr. Aravind R Nair
9	Dr.Jinu George
10	Dr. Midhun Dominic C.D
11	Dr.Aneesh Kumar K.V. .
12	Mr. Ebin P.J.
13	Ms. Shanthi Mathai

Secretary
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- 14 Dr. Sanu Varghese
- 15 Ms. Achamma Cherian
- 16 Dr. Sibi Abraham
- 17 Mr. Jeet Kurian Mattom
- 18 Dr. Roby Cherian
- 19 Mr. Sanjose A Thomas
- 20 Dr. Lakshmipriya R
- 21 Ms. Ajisha Sara Mohan
- 22 Mr. Babu Joseph
- 23 Mr. Kishore Kumar P
- 24 Dr. Jisna N
- 25 Fr. Nijo Antony
- 26 Mr. Sunil K.V.
- 27 Mr. Syamlal M.S.
- 28 Dr. Cyriac Antony
- 29 Dr. June Cyriac (Secretary)

Leave of absence: Cmde. N Anil Joseph, C.A Vivek Krishna Govind, Dr. Ignatious Abraham

Prayer: The meeting started at 2.30 PM with a silent prayer.

Welcome: Fr.(Dr.) Joseph Varghese, Vice Principal of the college, welcomed all the members to the meeting. He requested the members to give necessary inputs for the academic improvements and to think about the starting of new programmes which are skill based and are useful for getting employment.

Reporting of the college activities – Principal

Principal, Dr. Biju C.S. informed the meeting the following:

- The total student strength is 3465. Aided Students - 1,390 (40%) & Self-financing students – 2095(60%). UG students - 2881 (83%), UG students - 549 (16%) and 55 Integrated MSc students.
- Ranked at 48 in **NIRF** Colleges Category, 18 in **KIRF** Colleges Category
- Sacred Heart College was ranked first in Kerala in all categories of Science, Commerce and Arts by **Outlook ICARE, India Today Magazine** and **The Week Magazine..**
- 2023 - 24 by Ministry of Education – Innovation cell, Government of India.
- The NSS (National Service Scheme) unit secured All Kerala Best NSS Unit Award. NSS Program Officer Fr. Dr. Joseph Varghese CMI won Best NSS Program officer award.

- NSS Unit of the college also won the MG University best NSS unit award for the year 2023-24. Dr. June Cyriac won Best NSS Program Officer and NSS Volunteer Vrinda Prasobh won the certificate of Appreciation.
- Sacred Heart College won the Malayala Manorama Ever Rolling Trophy for Best Performing College in Sports of MG University for the year 2023-24. This feat is achieved after 20 years bagging an overall 512 points.
- Fr. Joy Peenikkapparambil National Award for Best Sports Promoting College in India instituted by Christ College, Irinjalakkuda.
- Sacred Heart College (Autonomous), Thevara, has won the Best Bhoomithrasena Club in the College Level category for the Central Zone for the year (2022-23) instituted by the Directorate of Environment and Climate Change (DoECC), Government of Kerala.
- Sacred Heart College won We Care state award by Keral State Social Security Mission, Govt. of Kerala.
- Sacred Heart College won award as part of National Space Week celebrations VSSC, Thiruvananthapuram.
- Team Sacred Heart College won the "Out of the Box Solution" award in the College Category at the NASA Space Apps Challenge Kochi - 2024, held at Rajagiri School of Engineering and Technology.
- SH College, Thevara received Greater Kochi Best College Award for the year 2023 - 24 for Environment and Sustainability constituted by Greater Kochi Development Forum, Kochi
- For UG, 836 students appeared for the exams(2023-24) and 729 passed with an average of 87% pass.
- For PG, 277 students appeared for the exams and 245 passed with an average of 88% pass.
- 580 students have progressed to higher education & **318** students have secured placements in reputable organizations.
- 2 student secured the prestigious UGC-JRF while 7 students have successfully cleared the UGC-NET (category II) and 13 students cleared the UGC-NET (category III) levels.
- 6 students have successfully qualified in the JAM 2025 examination.
- 38 Research guides and 65 research scholars engaged in research this year.
- 6 scholars have been awarded Ph.D. and more than 60 publications.
- Academic and Administrative Audit conducted in February 2025.

- One-day Faculty Orientation Programme on Academic Excellence, Research and FYUGP.
- One-day Training programme for non-teaching staff on service rules.
- **Prof. Biju C. S.**, Principal was awarded Citizen diplomacy action fund award 2024 for US alumni. Prof. Biju also delivered lectures at international conferences held in Greece and Turkey.
- **Dr. Franklin J**, Department of Chemistry, worked as a Visiting Scientist at Weizmann Institute of Science, Israel with Nobel Laureate Ada Yonath in the field of Chemical and Structural Biology. Dr. Franklin also received a visiting scholar appointment at Dept of Chemistry and Biochemistry, University of Windsor, Canada with Prof. John F Trant.
- **Dr. Rajesh James**, Department of English received a travel grant from the European Academy of Religion to attend the conference in Palermo, Italy. A new documentary film directed by Dr. Rajesh was screened at Peleponisos International Documentary Film festival Greece, Jagiellonian University, Krakow, Poland and Dharamsala International Film festival, Himachal Pradesh.
- **Dr. Midhun Dominic C D** - Award of 4000 USD from University of Lorraine, France for the project titled "Preparation of nanocellulose based, biodegradable pH indicator strips for analysing the freshness of sea foods, from a potential invasive plant Lantana camara"
- **Sanjose A Thomas** became the first sociologist in South India and Kerala to receive a research patent in 2025
- **Dr. Jisna A.**, Department of Computer Science, was awarded a collaborative research project by ICSSR. The grant amount is 15 Lakhs.
- **Dr. Sumod S.G.** and **Dr. Vishnuraj P** has been awarded a project under the Indian Knowledge Systems (IKS) by the Ministry of Education (MoE), Government of India, with a grant of 2.25 lakh.

Agenda Item No.1: Minutes (already circulated) of the meeting of the Academic Council held on 09.10.2024 and discussion on items arising out of the minutes.

The Academic Council approved the minutes of the meeting held on 09.10.2024

Agenda Item No.2: Regulations for BCA(Hons) Programmes

The Academic Council of the college in its meeting held on 18th March 2024 approved regulations for the Four Year Under Graduate (Honours) Programmes (FYUGP) offered in the college. Since

Undergraduate Programs/Courses in computer applications and management offered through General Degree Colleges (Non-Technical Institutions) have been brought under the umbrella of AICTE to ensure coordinated development in technical and management education, we need separate regulations for these programmes.

Based on the model curriculum prepared by the AICTE and the regulations of Mahatma Gandhi University, we have drafted separate regulations for the Bachelor in Computer Applications(BCA) and Bachelor in Business Administration(BBA) Programmes and are given as appendices I and II respectively.

The Academic Council approved the regulations for the AICTE regulated programmes, namely, BBA and BCA.

Agenda Item No. 3: Syllabus for BCA(Hons) Programme

The Academic Council meeting held on 18th March 2024 had approved the curriculum and syllabus for the BCA(Hons) programme. Later, AICTE, the regulatory body brought out a model curriculum for BCA programme. Recently, the University issued regulations for the AICTE approved programmes. On the basis of the model curriculum and the University regulations, the Board of Studies in Computer Science prepared the syllabi for the BCA(Hons) programme

PROGRAMME STRUCTURE

SEM	Course Code	Course Title	Course Type	Credit	Hours per Week	
					Theory	Practical
I	24UBCASEC101	Programming in C	SEC	4	3	2
	24UBCADCC101	Digital Electronics & Computer Organization	DCC	4	3	2
	24UBCADCC102	Foundation of Mathematics	DCC	4	3	2
		AEC – English	AEC	3	3	0
		AEC – Other Languages	AEC	3	3	0
	24UBCAMDE101	Computer Hardware and Assembling	MDE	3	2	2
				21	17	8
II	24UBCADCC103	OOPS with C++	DCC	4	3	2
	24UBCASEC102	Linux Operating System	SEC	4	3	2
	24UBCADCC104	Statistical Methods for Computational Analysis	DCC	4	3	2
		AEC-Other Languages	AEC	3	3	0
		AEC – English	AEC	3	3	0
	24UBCAVAC101	IT, Environment and Holistic Living	VAC	2	2	0

SEM	Course Code	Course Title	Course Type	Credit	Hours per Week	
					Theory	Practical
	24UBCAMDE102	Web Designing	MDE	2	2	0
				22	19	6
III	24UBCASEC201	Programming in Java	SEC	4	3	2
	24UBCADCC201	DBMS	DCC	4	3	2
	24UBCADCC202	Data Structures using C++	DCC	4	3	2
	24UBCADCC203	Advanced Web Technologies	DCC	4	3	2
	24UBCAMDE201	Numerical Methods and Linear Programming Problem	MDE	2	1	2
	24UBCAVAC201	Green Computing	VAC	2	2	0
				20	15	10
IV	24UBCADCC204	Mobile Application Development	DCC	4	3	2
	24UBCADSE201	Professional Elective -I	DSE	4	3	2
	24UBCADCC205	Software Engineering	DCC	4	4	0
	24UBCADCC206	Operating System	DCC	4	4	0
	24UBCASEC202	Technical Writing using LATEX	SEC	3	2	2
	24UBCAVAC202	Health and Wellness	VAC	3	3	0
	24UBCASEC203	Internship I	SEC	3	0	0
				25	19	6
V	24UBCADSE301	Professional Elective -II	DSE	4	3	2
	24UBCADCC301	Computer Networks	DCC	4	4	0
	24UBCADCC302	Digital Image Processing	DCC	4	4	0
	24UBCADCC303	DevOps	DCC	4	4	0
	24UBCADCC304	Mobile Testing Tools	DCC	4	4	0
	24UBCASEC301	AI Tools	SEC	3	2	2
	24UBCASEC302	Mini Project [Evaluation in Sixth semester]	SEC	-	-	-
				23	21	4
VI	24UBCADSE302	Professional Elective -III	DSE	4	3	2
	24UBCASEC302	Mini Project	SEC	4	-	-
	24UBCADSE303	Professional Elective -IV	DSE	4	4	0
	24UBCADCC305	Theory of Automata	DCC	4	4	0
	24UBCASEC303	Machine Learning	SEC	3	2	2
	24UBCAVAC301	Cyber Security and Ethical Hacking	VAC	3	3	0
				22	19	6
* Exit at 3rd Year with 133 Credits – BCA Degree						
BCA (Honours Degree)						
Specialization- Mobile Applications and Cloud Technology						
VII	24UBCADCC401	Principles of Virtualization	DCC	4	4	0
	24UBCADSE401	Professional Elective -V	DSE	4	3	2
	24UBCADCC402	Artificial Intelligence	DCC	4	3	2
	24UBCASEC401	Internship II	SEC	4	-	-
	24UBCASEC402	Major Project -I	SEC	8	-	-

SEM	Course Code	Course Title	Course Type	Credit	Hours per Week	
					Theory	Practical
				24	10	4
VIII	24UBCADSE402	Professional Elective -VI	DSE	4	4	0
	24UBCADSE403	Professional Elective -VII	DSE	4	3	2
	24UBCASEC403	Major Project -II	SEC	12	-	-
				20	7	2
Completion of the Programme at 4th Year with 177 Credits – BCA Honours Degree						
BCA (Honours with Research Degree)						
VII	24UBCADCC401	Research Methodology	DCC	4	4	0
	24UBCADCC402	Research and Publication Ethics	DCC	4	4	0
	24UBCADCC403	Artificial Intelligence	DCC	4	3	2
	24UBCADSE403	Professional Elective-VII	DSE	4	3	2
	24UBCASEC401	Research Internship II	SEC	8	-	-
	24UBCASEC402	Dissertation**[Evaluation in Semester VIII]	SEC	-	-	-
				24	14	4
VIII	24UBCASEC402	Dissertation	SEC	20	-	-
				20	-	-
Completion of the Programme at 4th Year with 177 Credits – BCA Honours with Research Degree						

BCA (Honours Degree)						
Specialization in Data Science						
VII	24UBCADCC401	Deep Learning	DCC	4	3	2
	24UBCADCC402	Cloud Computing for Data Science	DCC	4	4	0
	24UBCADSE401	Professional Elective V	DSE	4	3	2
	24UBCASEC401	Internship II	SEC	4	-	-
	24UBCASEC402	Major Project-I	SEC	8	-	-
				24	10	4
VIII	24UBCADSE402	Professional Elective-VI	DSE	4	4	0
	24UBCADSE403	Professional Elective-VII	DSE	4	3	2
	24UBCASEC403	Major Project -II	SEC	12	-	-
				20	7	2
Completion of the Programme at 4th year with 177 credits – BCA-Specialization with Data Science						

* The students shall have an option to exit after 3rd year of Computer Application program and will be awarded with a Bachelor's degree in Computer Application.

**The Dissertation work will start from the beginning of fourth year of BCA (Honours with Research) Program.

Students of the Fourth Year shall be assessed for Project Work and Research Internship Report and Viva –Voce and Dissertation (For Research Track).

Discipline-Specific- Electives (DSE)

1. Mobile Application Development and Cloud Technology

Professional Electives	Semester	Course Code	Professional Elective
I	IV	24UBCADSE201	Introduction to Cloud Technology
II	V	24UBCADSE301	Advanced Mobile Application Development
III	VI	24UBCADSE302	Full Stack Development
IV	VI	24UBCADSE303	Cloud Infrastructure and Management Mechanisms
V	VII	24UBCADSE401	Mobile Application Development with Machine Learning
VI	VIII	24UBCADSE402	Large Language Models
VII	VIII	24UBCADSE403	Generative AI

1. Data Science

Professional Electives	Semester	Course Code	Professional Elective
I	IV	24UBCADSE201	Introduction to Data Science
II	V	24UBCADSE301	Big Data Analytics & R Programming
III	VI	24UBCADSE302	Data Mining & Data Analysis
IV	VI	24UBCADSE303	Data Visualization
V	VII	24UBCADSE401	Inferential Statistics for Computational Analysis
VI	VIII	24UBCADSE402	Large Language Models
VII	VIII	24UBCADSE403	Natural Language Processing

The Academic Council approved the revised syllabus of the BCA programme.

Agenda Item No. 4: Syllabus for BBA(Hons) Programme

As the BBA programme also has been brought under the AICTE, the Board of Studies in Management has to revise the syllabus as per the model curriculum of the AICTE. Since the department of management studies offers two Under Graduate (Hons) programmes, Discipline Specific Elective(DSE) Courses are included in the syllabus for the specializations, namely, 'Integrated Marketing and New Media' and 'Business Analytics'. The programme structure is as follows

SEMESTER I					Hours per week	
S. No.	Course type	Course code	Course Title	Credits	Theory	Practical
1	CC	24UCCRBBA101	Principles and Practices of Management	4	4	0
2	CC	24UCCRBBA102	Business Communication-I	3	3	0
3	CC	24UCCRBBA103	Financial Accounting	4	4	0
4	CC	24UCCRBBA104	Business Statistics and Logic	4	4	0
5	AEC		General English	3	3	0
6	MDE	24UMDEBBA101	Indian Systems of Health and Wellness	2	2	0
7	VAC	24UVACBBA101	Environmental Science and Sustainability	2	2	0
8	AEC		Additional Course - Indian or Foreign Language	3	3	0
Total				25	25	

SEMESTER II					Hours Per week	
S. No.	Course type	Course code	Course Title	Credits	Theory	practical
1	CC	24UCCRBBA105	Human Behaviour and Organization	4	4	0
2	CC	24UCCRBBA106	Marketing Management	4	4	0
3	CC	24UCCRBBA107	Business Economics	4	4	0
4	SEC	24USECBBA101	Emerging Technologies and Application	2	1	2
5	MDE	24UMDEBBA102	Media Literacy and Critical Thinking	2	2	0
6	VAC	24UVACBBA102	Indian Constitution	2	2	0
7	AEC	24UAECBBA104	Business Communication-II	3	3	0
8	AEC		Additional Course - Indian or Foreign Language (Optional Course- French/Hindi/Malayalam)	3	3	0
Total				24	23	2

SEMESTER III					Hours Per week	
S. No.	Course Type	Course code	Course Title	Credits	Theory	practical
1	CC	24UCCRBBA201	Management Accounting	4	4	0
2	CC	24UCCRBBA202	Legal and Ethical Issues in Business	4	3	2
3	CC	24UCCRBBA203	Human Resource Management	4	4	0
4	MDE	24UMDEBBA201	Indian Science, Engineering and Technology (Past, Present and Future)	3	2	2

5	SEC	24USECBBA201	Management Information System (MIS)	3	2	2
6	VAC	24UVACBBA201	Yoga/Sports/NCC/NSS/Disaster Management	2	0	4
Total				20	15	10
SEMESTER IV					Hours Per week	
S. No.	Course Type	Course code	Course Title	Credits	Theory	practical
1	CC	24UCCRBBA204	Entrepreneurship and Startup Ecosystem	3	3	0
2	CC	24UCCRBBA205	Operations Management	4	4	0
3	CC	24UCCRBBA206	Financial Management	4	4	0
4	CC	24UCCRBBA207	Business Research Methodology	4	4	0
5	VAC	24UVACBBA202	Business Environment and Public Policy	4	4	0
6	SEC	24USECBBA202	Enterprise Systems and Platforms	2	1	2

SEMESTER V					Hours Per week	
S. No.	Course Type	Course Code	Course Title	Credits	Theory	Practical
1	CC	24UCCRBBA301	Strategic Management	4	4	0
2	CC	24UCCRBBA302	Logistics and Supply Chain Management	4	4	0
3	DSE	24UDSEBBA301	Discipline Specific Electives - I	4	3	2
4	DSE	24UDSEBBA302	Discipline Specific Electives – II	4	3	2

5	SEC	24USECBBA302	Major Project [Evaluation in Sixth Semester]	-	-	4
6	DSE	24UDSEBBA303	Travel and Tourism management(Audit Course)	0	2	1
7	SEC	24USECBBA301	Internship/Capstone Project	4	-	
Total				20	16	9

SEMESTER VI					Hours Per week	
S. No.	Course Type	Course Code	Course Title	Credits	Theory	practical
	CC	24UCCRBBA303	Project Management	4	4	0
2	CC	24UCCRBBA304	Business Taxation	3	3	0
3	DSE	24UDSEBBA304	Discipline Specific Electives - III	4	3	2
4	DSE	24UDSEBBA305	Discipline Specific Electives - IV	4	3	2
5	SEC	24USECBBA303	Corporate Governance	2	2	0
6	SEC	24USECBBA302	Major Project [Initiated in Fifth Semester]	4	-	4
7	DSE	24UDSEBBA306	Research Methodology and Intellectual Property Rights: {AUDIT COURSE}	0	2	0
Total				21	17	8

SEMESTER VII					Hours Per week	
S. No.	Course Type	Course Code	Course Title	Credits	Theory	Practical
1	OE	24UOERBBA401	AI for Business; Diversity, Equity, and Inclusion; Digital Ethnography or Online Course	4	3	2

2	CC	24UCCRBBA401	Entrepreneurial Leadership	4	3	2
3	DSE	24UDSEBBA401	Discipline Specific Electives - V	4	3	2
4	DSE	24UDSEBBA402	Discipline Specific Electives - VI	4	3	2
5	DSE	24UDSEBBA403	Legal Framework for IT-based Business and Intellectual Property Rights (DSE12)	4	3	2
6	SEC	24USECBBA401	Dissertation Work [Evaluation in Eighth Semester]	-	-	-
7	SEC	24USECBBA402	Internship - II	4	-	-
Total				24	15	10
SEMESTER VIII					Hours Per week	
S. No.	Course Type	Course Code	Course Title	Credits	Theory	Practical
1	DSE	24UDSEBBA404	Discipline Specific Electives - VII	4	3	2
2	DSE	24UDSEBBA405	Discipline Specific Electives - VIII	4	3	2
3	DSE	24UDSEBBA406	Discipline Specific Electives - IX	4	3	2
4	SEC	24USECBBA401	Dissertation Work [Started in Seventh Semester]	8	0	16
Total				20	9	16
SEMESTER VII (BBA Honours with Research)						
S. No.	Course Type	Course Code	Course Title	Credits	Theory	Practical
1	CC	24UCCRBBA402	Advanced Data Analysis Tools	4	3	2

2	CC	24UCCRBBA403	Advanced Research Methodology	4	3	2
3	DSE	24UDSEBBA407	Discipline Specific Electives - X	4	3	2
4	DSE	24UDSEBBA408	Discipline Specific Electives - XI	4	3	2
5	DSE	24UDSEBBA409	Legal Framework for IT-based Business and Intellectual Property Rights (DSE12)	4	3	2
6	SEC	24USECBBA404	Research Internship Report and Viva-Voce	4	0	0
Total				24	15	10
SEMESTER VIII (BBA HONOURS WITH RESEARCH)						
S. No.	Course Type	Course Code	Course Title	Credits	Theory	Practical
1	SEC	24USECBBA405	Dissertation (For Research Track)	20		25
Total	20		TOTAL	20		25

Specification Courses for BBA in integrated Marketing and BBA in Business Analytics

Specialisation-Courses	Integrated Marketing and New Media		Business Analytics	
Discipline Specific Electives	Course Title	Course Code	Course Title	Course Code
DSE 1	Advertising Management	24UDSEBBA301	Working With Excel	24UDSEBBA306
DSE 2	Digital Marketing	24UDSEBBA302	Applications of Business analytics using Python	24UDSEBBA307

DSE 3	Consumer Behaviour	24UDSEBBA304	Digital Marketing Analytics	24UDSEBBA308
DSE 4	Industrial Relations	24UDSEBBA305	Business Intelligence and Data Visualization – Power BI	24UDSEBBA309
DSE 5	Media Management	24UDSEBBA401	Working with Dashboards – Tableau and KNIME	24UDSEBBA410
DSE 6	Brand Management	4UDSERBBA402	Business Analytics for Decision Making	24UDSEBBA411
DSE 7	Channel Dynamics in Sales and Distribution	24UDSEBBA404	DBMS - SQL	24UDSEBBA412
DSE 8	Rural Marketing	24UDSEBBA405	New Technology in Business – Business Transformation using AI and Analytics	24UDSEBBA413
DSE 9	Retail Marketing	24UDSEBBA406	Introduction to R Programming	24UDSEBBA414
DSE 10	International Marketing	24UDSEBBA407	Data mining and Machine learning- Hadoop	24UDSEBBA415
DSE 11	Marketing Research	24UDSEBBA408	Operation Research	24UDSEBBA416
DSE 12	Legal framework for IT Based Business and intellectual Property rights	24UDSEBBA409	Legal framework for IT Based Business and intellectual Property rights	24UDSEBBA409

The Academic Council approved the revised syllabus of the BBA programme.

Agenda Item No. 5: Note of the Board of Studies in English

The Board of Studies(BoS) meeting of the Department of English, held on 25-02-2025, deliberated on several key issues. Three external experts, along with 14 faculty members conducted a thorough evaluation of the ongoing Four Year Under-Graduate Degree Program (FYUGP).

The external experts emphasized the need to establish an effective feedback mechanism and the importance of formulating an internship policy for the Department, applicable to the FYUGP. Additionally, it was decided that a plagiarism report would be mandatory for both undergraduate and postgraduate programs. The similarity index was set at 10% for postgraduate programs and 20% for undergraduate programs.

The BoS also proposed adding eight more courses relating to 'New Media'. Students who opt for these courses will graduate with a B.A. in English (Hons.) with a specialization in 'New Media'.

Proposed Elective Basket (parallel to the existing DSEs from SEM III to VI)

Semester	Course Code	Course Title	Credits	Hours per week	
				T	P
III	24UENG DSE208	Writing for Digital Media	4	3	2
	24UENG DSE209	Digital Content Management	4	3	2
IV	24UENG DSE210	Forensic Linguistics	4	3	2
	24UENG DSE211	Creative Writing and Generative AI	4	3	2
V	24UENG DSE314	Graphic Design and Illustrations	4	3	2
	24UENG DSE315	Digital Publishing and Translation	4	3	2

VI	24UENG DSE316	Basic Programming Essentials	4	3	2
	24UENG DSE317	Corporate Media Relations and Language	4	3	2

The Academic Council approved the proposals of the Board of Studies in English

Agenda Item No. 6: Note of the Board of Studies in Economics

The Board of Studies(BoS) in Economics decided to make the following minor changes in the FYUGP Syllabus of BA (Hons) programme in Economics.

- The BoS decided to delete the following topics from Module 4 of Semester III **Microeconomic Analysis** (24UECODSC201): Collusive oligopoly – cartels and price leadership (low-cost firm, dominant, and barometric) – Duopoly – Market with asymmetric information (concept only)
- The members also agreed to avoid topics that are repeated in the syllabus of Semester III **Macroeconomic Analysis** (24UECODSC202). The topics identified for exclusion are: Micro and Macro Economics, Statics (comparative and dynamics), Macroeconomic models, Variables (stock and flow, endogenous and exogenous), and Identities and equations.
- It was suggested that the topics in Module 5 of Semester IV **Quantitative Techniques for Economic Analysis** (24UECODSC204), which include Differential Calculus and Basics of Integration and their significance in Economics, be deleted from the syllabus, as these topics are already covered in *Mathematical Economics* in Semester 5.

The BoS also recommended to modify the title of the Model III self Financing programme, namely, 'BSc Economics, Mathematics & Statistics' as 'BSc (Hons) Economics (Interdisciplinary Major)

The Academic Council approved the proposals of the Board of Studies in Economics

Agenda Item No. 7: New Programmes

The Governing Body meeting held on 25.07.2024 decided to start two new programmes, namely, BSW(Hons) with 50 seats and MSc Psychology with 30 seats from 2025-26 academic year onwards.

The meeting decided to adopt the syllabi of the MG University for these programmes. The Governing Body also decided to terminate the MA Sociology programme from 2025-26 academic year onwards as the number of students admitted to the programme in the past few years were very less.

The Academic Council extended all support to the Governing Body initiatives.

Agenda Item No.8: Admission Prospectus for the Year 2025-26 for various UG & PG Programmes

Admissions to the various UG/PG programmes offered by the college are done on the basis of the respective prospectus adhering to the reservation norms of the Government of Kerala. The eligibility criteria for admission to the various programmes (except for programmes which are offered only in our college) are the same as that of the MG University. As there is no change in the marking/grading system of the qualifying examinations, it is proposed to follow the admission prospectus of the last year (2024-25) for the year 2025-26 admissions also.

The Academic Council approved the proposals

Agenda Item No.9: Other matters, if any, with the consent of the chair.

Dr. Krishnan Unni Polakulath raised his concern about the rising use of drugs by the students and urged the college authorities to take stringent measures to curb the menace. He also recommended that at the time of admission an undertaking is to be collected from the student and his parent that the admission will be automatically canceled if the student is found to be used or in possession of any kind of drug. All the members supported the suggestion of Dr. Krishnan Unni.

As there was no other matter, the meeting concluded at 4.45 PM after the formal vote of thanks by Dr. June Cyriac, Secretary of the Academic Council.

APPENDIX 1

Regulations for Bachelor in Computer Applications(Honours) Programmes

PREAMBLE

Sacred Heart College (Autonomous), Thevara, Kochi is a grant-in-aid private college affiliated to Mahatma Gandhi University, Kottayam, Kerala. The College was established in 1944 as a higher educational institute for men on the basis of the minority rights. It started admitting girls in 1975 and currently serves all sections of the society without any discrimination of caste or creed.

The College was granted Autonomous Status by the University Grants Commission (UGC) in 2014.

Vision and Mission of the Institution

The vision of the College aims at the formation of holistic individuals who would champion the cause of justice, love, truth and peace. To this effect, Sacred Heart College envisions the **“Fashioning of an enlightened society founded on a relentless pursuit of excellence, a secular outlook on life, a thirst for moral values as well as an unflinching faith in God.”** It seeks the creation of a world, guided by divine wisdom, governed by moral principles, inclusive by secular outlook and united by the principle of equity.

The Mission of the Institution is to provide an environment that

- facilitates the holistic development of the individual
- enables the students to play a vital role in the nation-building process and contribute to the progress of humanity
- disseminates knowledge even beyond the academia
- instils in the students a feel for the frontier disciplines, and
- cultivates a concern for the environment

by setting lofty standards in the ever-evolving teacher-learner interface.

Framing of the Regulations

As part of the implementation of the National Education Policy 2020 (NEP 2020), the University Grants Commission (UGC) has issued the Curriculum and Credit Framework for Undergraduate Programmes 2023 (CCFUP) which would provide a flexible choice-based credit system, multidisciplinary approach, multiple entry and exit options, and establish three Broad Pathways, (a) 3-year UG Degree, (b) 4-year UG Degree (Honours), and (c) 4-year UG Degree (Honours with

Research).

The Kerala Higher Education Reforms Commission has recommended a comprehensive reform in the undergraduate curriculum for the 2023-24 academic year, adopting 4-year undergraduate programs to bring Kerala's undergraduate education at par with well acclaimed universities across the globe.

The Kerala State Curriculum Committee for Higher Education has been constituted, and have proposed a model Kerala State Higher Education Curriculum Framework (KSHECF) for Undergraduate Education.

Further, an Academic Committee and various sub committees were constituted for the implementation of the Regulations. The Academic Council of the college in its meeting held on 18th March 2024 approved the regulations, namely: **THE SACRED HEART COLLEGE (AUTONOMOUS) UNDERGRADUATE PROGRAMMES (HONOURS) REGULATIONS, 2024 {SHC-UGP (Honours)}**.

As Undergraduate Programs/Courses in computer applications and management offered through General Degree Colleges (Non-Technical Institutions) have been brought under the umbrella of AICTE to ensure coordinated development in technical and management education, we need separate regulations for these programmes.

Based on the model curriculum prepared by the AICTE, we have drafted a regulation for the Bachelor in Computer Applications(BCA) programme, namely: **THE SACRED HEART COLLEGE (AUTONOMOUS) REGULATIONS FOR BACHELOR IN COMPUTER APPLICATIONS(HONOURS) PROGRAMMES**

Short Title and Commencement

- i. These Regulations may be called THE SACRED HEART COLLEGE (AUTONOMOUS) REGULATIONS FOR BACHELOR IN COMPUTER APPLICATIONS(HONOURS) PROGRAMMES 2024. Shortly, the Regulations may be called as 'BCA Regulations'
- ii. These Regulations will come into effect from the academic year 2024-2025 and will have prospective effect.

Scope and Application

- iii. These Regulations shall apply to all BCA(Honours) programmes conducted by THE SACRED HEART COLLEGE (AUTONOMOUS) for the admissions commencing in the academic year 2024-2025.
- iv. Every programme conducted under these regulations shall be monitored by an Academic Committee comprising members nominated by the Principal.

Definitions

Unless used in a context otherwise specified,

- i. College means THE SACRED HEART COLLEGE (Autonomous) Thevara, a grant-in-aid private college affiliated to Mahatma Gandhi University, Kottayam, Kerala.

- ii. 'University' means the MAHATMA GANDHI University which is the affiliating University of Sacred Heart College (Autonomous).
- iii. FYUGP means Four Year Undergraduate Programme.
- iv. Academic Year: Two consecutive (one odd and one even) semesters followed by a vacation in one academic year.
- v. Academic Coordinator/Nodal Officer: Academic Coordinator/Nodal Officer is a faculty nominated by the college council to co-ordinate the effective conduct of the FYUGP including Continuous Comprehensive Assessment (CCA) undertaken by various departments within the college. She/ he/ they shall be the convenor for the College Level Academic Committee.
- vi. Academic Week: A unit of five working days in which the distribution of work is organized, with at least five contact hours of one-hour duration on each day.
- vii. Academic Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week in a semester. It is defined both in terms of student efforts and teacher's efforts. A course which includes one hour of lecture or tutorial or minimum 2 hours of lab work/ practical work/ field work per week is given one credit hour. Accordingly, one credit is equivalent to one hour of lecture or tutorial or two hours of lab work/ practical work/ field work/ practicum and learner engagement in terms of course related activities (such as seminars preparation, submitting assignments, group discussion, recognized club-related activities etc.) per week. Generally, a one credit course in a semester should be designed for 15 hours Lecture/ tutorials or 30 hours of practical/ field work/ practicum and 30 hours' learner engagement.
- viii. Academic Bank of Credits (ABC): An academic service mechanism as a digital/ virtual entity established and managed by Government of India to facilitate the learner to become its academic account holder and facilitating seamless learner mobility, between or within degree-granting Higher Education Institutions (HEIs) through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible process of teaching and learning. This will facilitate the learner to choose their own learning path to attain a Degree/ Diploma/ Certificate, working on the principle of multiple entry and exit, keeping to the doctrine of anytime, anywhere, and any level of learning.
- ix. Credit Accumulation: The facility created by ABC in the Academic Credit Bank Account (ABA) opened by the learner across the country in order to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs.
- x. Credit Recognition: The credits earned through eligible/ partnering HEIs and transferred directly to the ABC by the HEIs concerned.
- xi. Credit Redemption: The process of commuting the accrued credits in the ABC of the learner for the purpose of fulfilling the credits requirements for the award of various degrees. Total credits necessary to fulfil the criteria to get a degree shall be debited and deleted from the account concerned upon collecting a degree by the learner.

- xii. Credit Transfer: The mechanism by which the eligible HEIs registered with ABC are able to receive or provide prescribed credits to individual's registered with ABA in adherence to the UGC credit norms for the course(s) registered by the learner in any HEIs within India.
- xiii. Credit Cap: Maximum number of credits that a student can take per semester, which is restricted to 30.
- xiv. Continuous Comprehensive Assessment (CCA): The mechanism of evaluating the learner by the course faculty at the institutional level.
- xv. End Semester Evaluation (ESE): The mechanism of evaluating the learner at the end of each semester.
- xvi. Audit Course: a course that the learner can register without earning credits, and is not mandatory for completing a programme. The student has the option not to take part in the CCA and ESE of the Audit Course. If the student has 75% attendance in an Audit Course, he/she/they is eligible for a pass in that course, without any credit (zero-credit).
- xvii. Courses: refer to the papers which are taught and evaluated within a programme, which include lectures, tutorials, laboratory work, studio activity, field work, project work, vocational training, viva, seminars, term papers, presentations, assignments, self-study, group discussion, internship, etc., or a combination of some of these elements.
- xviii. Choice Based Credit System (CBCS) means the system wherein students have the option to select courses from the prescribed list of courses.
- xix. College-level Academic Committee: It is a committee constituted for the FYUGP at the college level comprising the Principal as the Chairperson, the Academic Co-ordinator/ Nodal Officer as its convenor.
- xx. Academic Co-ordinator/ Nodal Officer: A senior faculty member nominated by the college council.
- xxi. Course Faculty: A faculty member nominated by the Head of the Department shall be in charge of offering a particular course in a particular semester of FYUGP.
- xxii. Department means any teaching department in a college offering a course of study approved by the College as per the regulations of the college and it includes a Department, Centre, or School of Teaching and Research conducted directly by the College.
- xxiii. Board of Studies (BoS) means the academic body duly constituted to frame the syllabus of each department.
- xxiv. Senior Faculty Advisor (SFA) is a faculty nominated by a Department Council to co-ordinate all the necessary work related to FYUGP undertaken in that department, including the continuous comprehensive assessment.
- xxv. Department Council means the body of all teachers of a department in a college.
- xxvi. Faculty Adviser (FA) means a teacher from the parent department nominated by the Department Council to advise students in academic matters.
- xxvii. Graduate Attributes means the qualities and characteristics to be obtained by the graduates of a programme of study at the College, which include the learning outcomes related to the disciplinary areas in the chosen field of learning and generic learning outcomes. The College will specify graduate attributes for its programmes.

- xxviii. Programme means the entire duration of the educational process including the evaluation leading to the award of a degree.
- xxix. Programme Pathway: Combination of courses that can be chosen by a student that give options to pursue interesting and unconventional combinations of courses drawn from different disciplinary areas, like the sciences and the social sciences/ humanities.
- xxx. Regulatory Body means University Grants Commission (UGC), All India Council for Technical Education (AICTE), National Assessment and Accreditation Council (NAAC) and National Board of Accreditation (NBA) etc.
- xxxi. Signature Courses: Signature courses are the specialized Discipline Specific Elective courses or skill-based courses designed and offered by the regular/ ad hoc/ visiting/ emeritus/ adjunct faculty member of a particular college with the prior recommendation of the BoS and the approval of Academic Council of the College.
- xxxii. Letter Grade or simply 'Grade' in a course is a letter symbol (O, A+, A, B+, B, C, P, F, and Ab). Grade shall mean the prescribed alphabetical grade awarded to a student based on their performance in various examinations. The Letter grade that corresponds to a range of CGPA.
- xxxiii. Grade Point: Each letter grade is assigned a 'Grade point' (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in each course. Grade Point means point given to a letter grade on 10-point scale.
- xxxiv. Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- xxxv. Credit Point (CP) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $CP = G \times C$
- xxxvi. Cumulative Grade Point Average (CGPA) is the value obtained by dividing the sum of credit points in all the semesters earned by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to two decimal places.
- xxxvii. Grade Card means the printed record of students' performance, awarded to them.

Features of the BCA Regulations

- i BCA is a Stand-alone programme as envisaged by AICTE, and no switching from BCA to other programmes is allowed
- ii The BCA(Honours) programme is a Four year programme with exit option at the end of the third year
- iii The BCA regulations provide the following options to the students
 - (a) Students who choose to exit after 3 years shall be awarded a degree 'Bachelor in Computer Applications (BCA) after the successful completion of the required minimum Courses with 133 credits.

- b) Students who have successfully completed the BCA degree shall be awarded the BCA(Honours) or BCA (Honours with Research) degree after the successful completion of the fourth year with the required minimum courses with 177 credits
- iv. Students who acquire minimum 75% marks in their graduation (upto 6th semester) are eligible for Honours with Research Programme. However if necessary, College may conduct screening test for the honours with research programme in accordance with College Regulations from time to time. Honours with research is possible only if at least two faculty members of the department are having PhD.
- v. Students who have chosen the honours with research stream shall do their entire fourth year under the mentorship of a mentor (a faculty with PhD).
- vi. The mentor shall prescribe suitable advanced level/capstone level courses for a minimum of 20 credits to be taken within the institutions along with the courses on research methodology, research ethics, and research topic-specific courses for a minimum of 12 credits which may be obtained either within the institution or from other recognized institutions, including online and blended modes.
- vii. Students who have opted for the honours with research should successfully complete a research project under the guidance of the mentor and should submit a research report for evaluation. They need to defend successfully the research project to obtain 12 credits under a faculty member of the College. The research shall be in the Major/ allied discipline.
- viii. The research outcomes of their project work may be published in peer-reviewed journals or presented at conferences or seminars or patented.

Types of Courses

The BCA programme comprises a mix of the following types of courses

- (a) **Core Courses (CC)** - designed so as to enable students to gain basic knowledge in the discipline.
- (b) **Discipline Specific Electives (DSE)** -designed to provide the students with an opportunity to pursue in-depth study of a particular subject or discipline and develop competency in that chosen area.
- (c) **Ability Enhancement Courses (AEC)** - designed specifically to achieve competency in English and other languages (OL) as per the student's choice, with special emphasis on language and communication skills.
- (d) **Multi-Disciplinary Elective (MDE) Courses** - designed as to enable the students to broaden their intellectual experience by understanding the conceptual foundations of Science, Social Sciences, Humanities, and Liberal Arts.
- (e) **Skill Enhancement Courses (SEC)** - designed to enhance 21st-century workplace skills such as creativity, critical thinking, communication, and collaboration
- (f) **Value Addition Courses (VAC)** - designed as to empower the students with personality development, perspective building, and self-awareness.

Internship

All students shall undergo Summer Internship or Apprenticeship in a Firm, Industry or Organization; or Training with faculty or researchers or professionals or other Higher Education Institutions (HEIs) or Research Institutions or NGOs. Students may also choose to undertake social responsibility or community engagement. Students may choose to work as research assistants or teaching assistants. Students will be provided the opportunities for internships with local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as panchayats, municipalities), State Planning Board, State Councils/ Boards, Research Institutions, Research Labs, Library, elected representatives to the parliament/ state assembly/ panchayath, media organizations, artists, crafts persons etc. These opportunities will enable the students to actively engage with the practical aspects of their learning and to improve their employability.

Attendance

A student shall be permitted to register for the end-semester evaluation of a specific course to acquire the credits only if he/she has acquired 75% of attendance in that particular course. A student is eligible for attendance as per the existing university and government orders which includes participation in a meeting, or events organized by the college or the university, a regularly scheduled curricular or extracurricular activity prescribed by the college or the university. Due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, care-related responsibilities, bad or severe weather conditions, academic or career-related interviews students are eligible for authorized absence. Apart from this, all other eligible leaves such as all other eligible leaves such as maternity leave, and menstrual leave shall also be treated as authorized absences. The condonation facility can be availed as per the university norms.

SEMESTER-WISE CREDIT DISTRIBUTION OF THE BCA (HONOURS) AND BCA (HONOURS WITH RESEARCH) PROGRAMME:

Semester	CC	AEC	MDE	VAC	SEC	DSE	Total Credits
I	8	6	3	0	4	0	21
II	8	6	2	2	4	0	22
III	12	0	2	2	4	0	20
IV	12	0	0	3	6	4	25

V	16	0	0	0	3	4	23
VI	4	0	0	3	7	8	22
Total (6 Sems)	60	12	07	10	28	16	133
Exit option at the end of the third year with BCA degree							
BCA (Hons)							
VII	8	0	0	0	12	4	24
VIII	0	0	0	0	12	8	20
Total	68	12	07	10	52	28	177
*BCA (Hons) with Research							
VII	12	0	0	0	8	4	24
VIII	0	0	0	0	20	0	20
Total	72	12	07	10	56	20	177

* For BCA (Honours with Research), there shall be only project work for 20 credits in the eight semester

Course Summary

	CC	AEC	MDE	VAC	SEC	DSE	TOTAL
BCA	60	12	07	10	28	16	133

BCA (Honours)	68	12	07	10	52	28	177
BCA (Honours with Research)	72	12	07	10	56	20	177

Students can take extra credit courses from their own department or from other departments of the college. Extra credits will not be counted for awarding BCA degree/ BCA (Honours)/BCA (Honours with Research).

Assessment and Evaluation

The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE). 30% weightage shall be given for CCA. The remaining 70% weight shall be for the ESE.

Regarding evaluation, one credit may be evaluated for 25 marks in a semester; thus, a 5-credit course will be evaluated for 125 marks; 4-credit courses for 100; 2- credit courses for 50 marks. However, for tabulation purpose, courses with one credit will be evaluated for 50 marks and will be converted into 25 marks.

Distribution of CCA and ESE will be as given below

Credit	CCA	ESE
5	35	90
4	30	70
3	25	50
2	15	35

Suggestive methods for CCA are as follows: (anyone or in combinations as decided by the course faculty/ course coordinator)

- a. Practical assignment
- b. Observation of practical skills

- c. Viva voce
- d. Quiz
- e. Written Tests
- f. Oral presentations
- g. Computerized adaptive testing
- h. In-class discussions
- i. Group tutorial work
- j. Reflection writing assignments
- k. Home assignments
- l. Self and peer Assessments
- m. Any other method as may be required for specific course/ student by the course faculty/ course coordinator.

The prerogative of arranging a CCA lies with the course faculty/ course coordinator. The course faculty/ course coordinator shall be responsible for evaluating all the components of CCA.

Evaluation of Project/ Dissertation

The evaluation of project work shall be CCA with 30% and ESE 70%. The scheme of evaluation of the Project is given below:

Project type	Maximum Marks	CCA	ESE
Research Project of Honours with Research (20 credits)	300	90	210
Project of Honours (12 credits)	200	60	140
Project of Honours (8 credits)	100	30	70

Evaluation of Internship

The evaluation of the internship shall be done by a committee constituted by the Department Council. The scheme of CCA and ESE is given below:

Components of Evaluation of Internship	Weightage	Marks for Internship 4 Credits/ 100 Marks
CCA	30%	30
ESE	70%	70

The department council may decide on any mode for the completion of the Internship.

Letter Grade and Grade Points

The mapping of marks to grades shall be done as per the following table

Percentage of Marks (Based on CCA& ESE marks put together)	Grade Point(G)	Letter Grade	Class
Above 90	10	A ⁺ (Excellent)	First Class with Distinction
Above 80 but 90 or below 90	9	A (Very Good)	
Above 70 but 80 or below 80	8	B ⁺ (Good)	First Class
Above 60 but 70 or below 70	7	B (Above Average)	
Above 50 but 60 or below 60	6	C ⁺ (Average)	Second Class
Above 45 but 50 or below 50	5	C (Satisfactory)	Third Class
40 or above but 45 or below 45	4	D (Pass)	
< 40 or ESE < 35 *	0	F (Fail)	Fail

*If the aggregate (both CCA and ESE) percentage of marks is less than 40 or the percentage of marks for ESE is less than 35, then the result is 'Fail'

If a course evaluation consists of both theory and practical components, the minimum pass criteria for each component must be met separately. The percentage of marks shall be rounded to two decimal places.

Credit Transfer and Credit Accumulation

- The college will establish a digital storage (DIGILOCKER) of academic credits for the credit accumulation and transfer in line with ABC.
- The validity of credits earned shall be for a maximum period of seven (7) years or as specified in the University/ UGC /AICTE regulations.
- The students shall be required to earn at least 50% of the credits from the College.

Outcome Based Approach

The curriculum will be designed based on Outcome Based Education (OBE) practices. The Graduate Attributes (GA) and Programme Outcomes (PO) will be defined and specified in the syllabus of each programme.

Induction Program

There shall be a mandatory Induction program (as available on AICTE Portal) for students to be offered right at the start of the first year.

Mandatory Visits/ Workshop/Expert Lectures:

- It is mandatory to arrange one industrial visit every year for the students of each branch.
- It is mandatory to conduct a One-week workshop after fifth semester on professional/ industry/ entrepreneurial orientation.
- It is mandatory to organize at least one expert lecture per semester for each branch by inviting resource persons from domain specific industry.

For Summer Internship / Projects / Seminar etc.

Evaluation is based on work done, quality of report, performance in viva-voce, presentation etc.

Modifications to the Regulations

Notwithstanding anything contained in these Regulations, any amendments or modifications issued or notified by the University Grants Commission or the State Government or the Mahatma Gandhi University from time to time, shall be incorporated into these Regulations by the appropriate regulatory bodies of the College and shall constitute an integral part thereof.

APPENDIX –II

Regulations for Bachelor in Business Administration(Honours) Programmes

PREAMBLE

Sacred Heart College (Autonomous), Thevara, Kochi is a grant-in-aid private college affiliated to Mahatma Gandhi University, Kottayam, Kerala. The College was established in 1944 as a higher educational institute for men on the basis of the minority rights. It started admitting girls in 1975 and currently serves all sections of the society without any discrimination of caste or creed.

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The Kerala State Curriculum Committee for Higher Education has been constituted, and have proposed a model Kerala State Higher Education Curriculum Framework (KSHECF) for Undergraduate Education.

Further, an Academic Committee and various sub committees were constituted for the implementation of the Regulations. The Academic Council of the college in its meeting held on 18th March 2024 approved the regulations, namely: **THE SACRED HEART COLLEGE (AUTONOMOUS) UNDERGRADUATE PROGRAMMES (HONOURS) REGULATIONS, 2024 {SHC-UGP (Honours)}**.

As Undergraduate Programs/Courses in computer applications and management studies offered through General Degree Colleges (Non-Technical Institutions) have been brought under the umbrella of AICTE to ensure coordinated development in technical and management education, we need separate regulations for these programmes.

Based on the model curriculum prepared by the AICTE, we have drafted a regulation for the Bachelor in Business Administration(BBA) Programmes, namely: **THE SACRED HEART COLLEGE (AUTONOMOUS) REGULATIONS FOR BACHELOR IN BUSINESS ADMINISTRATION(HONOURS) PROGRAMMES.**

Short Title and Commencement

- i These Regulations may be called THE SACRED HEART COLLEGE (AUTONOMOUS) REGULATIONS FOR BACHELOR IN BUSINESS ADMINISTRATION(HONOURS) PROGRAMMES 2024. Shortly, the Regulations may be called as 'BBA Regulations'
- ii These Regulations will come into effect from the academic year 2024-2025 and will have prospective effect.

Scope and Application

- ix. These Regulations shall apply to all BBA(Honours) programmes conducted by THE SACRED HEART COLLEGE (AUTONOMOUS) for the admissions commencing in the academic year 2024-2025.
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recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible process of teaching and learning. This will facilitate the learner to choose their own learning path to attain a Degree/ Diploma/ Certificate, working on the principle of multiple entry and exit, keeping to the doctrine of anytime, anywhere, and any level of learning.

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 - lvii. Academic Co-ordinator/ Nodal Officer: A senior faculty member nominated by the college council.
 - lviii. Course Faculty: A faculty member nominated by the Head of the Department shall be in charge of offering a particular course in a particular semester of FYUGP.

- lix. Department means any teaching department in a college offering a course of study approved by the College as per the regulations of the college and it includes a Department, Centre, or School of Teaching and Research conducted directly by the College.
- lx. Board of Studies (BoS) means the academic body duly constituted to frame the syllabus of each department.
- lxi. Senior Faculty Advisor (SFA) is a faculty nominated by a Department Council to co-ordinate all the necessary work related to FYUGP undertaken in that department, including the continuous comprehensive assessment.
- lxii. Department Council means the body of all teachers of a department in a college.
- lxiii. Faculty Adviser (FA) means a teacher from the parent department nominated by the Department Council to advise students in academic matters.
- lxiv. Graduate Attributes means the qualities and characteristics to be obtained by the graduates of a programme of study at the College, which include the learning outcomes related to the disciplinary areas in the chosen field of learning and generic learning outcomes. The College will specify graduate attributes for its programmes.
- lxv. Programme means the entire duration of the educational process including the evaluation leading to the award of a degree.
- lxvi. Programme Pathway: Combination of courses that can be chosen by a student that give options to pursue interesting and unconventional combinations of courses drawn from different disciplinary areas, like the sciences and the social sciences/ humanities.
- lxvii. Regulatory Body means University Grants Commission (UGC), All India Council for Technical Education (AICTE), National Assessment and Accreditation Council (NAAC) and National Board of Accreditation (NBA) etc.
- lxviii. Signature Courses: Signature courses are the specialized Discipline Specific Elective courses or skill-based courses designed and offered by the regular/ ad hoc/ visiting/ emeritus/ adjunct faculty member of a particular college with the prior recommendation of the BoS and the approval of Academic Council of the College.
- lxix. Letter Grade or simply 'Grade' in a course is a letter symbol (O, A+, A, B+, B, C, P, F, and Ab). Grade shall mean the prescribed alphabetical grade awarded to a student based on their performance in various examinations. The Letter grade that corresponds to a range of CGPA.
- lxx. Grade Point: Each letter grade is assigned a 'Grade point' (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in each course. Grade Point means point given to a letter grade on 10-point scale.
- lxxi. Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- lxxii. Credit Point (CP) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $CP = G \times C$
- lxxiii. Cumulative Grade Point Average (CGPA) is the value obtained by dividing the sum of credit points in all the semesters earned by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off to two decimal places.

lxxiv. Grade Card means the printed record of students' performance, awarded to them.

Features of the BBA Regulations

- i BBA is a Stand-alone programme as envisaged by AICTE, and no switching from BBA to other programmes is allowed
- ii The BBA(Honours) programme is a Four year programme with exit option at the end of the third year
- iii The BBA regulations provide the following options to the students
 - (a) Students who choose to exit after 3 years shall be awarded a degree 'Bachelor in Business Administration(BBA) after the successful completion of the required minimum Courses with 133 credits.
 - b) Students who have successfully completed the BBA degree shall be awarded the BBA(Honours) or BBA (Honours with Research) degree after the successful completion of the fourth year with the required minimum courses with 177 credits
- iv Students who acquire minimum 75% marks in their graduation (upto 6th semester) are eligible for Honours with Research Programme. However if necessary, College may conduct screening test for the honours with research programme in accordance with College Regulations from time to time. Honours with research is possible only if at least two faculty members of the department are having PhD.
- xi. Students who have chosen the honours with research stream shall do their entire fourth year under the mentorship of a mentor (a faculty with PhD)
- xii. The mentor shall prescribe suitable advanced level/capstone level courses for a minimum of 20 credits to be taken within the institutions along with the courses on research methodology, research ethics, and research topic-specific courses for a minimum of 12 credits which may be obtained either within the institution or from other recognized institutions, including online and blended modes.
- xiii. Students who have opted for the honours with research should successfully complete a research project under the guidance of the mentor and should submit a research report for evaluation. They need to defend successfully the research project to obtain 12 credits under a faculty member of the College. The research shall be in the Major/ allied discipline.
- xiv. The research outcomes of their project work may be published in peer-reviewed journals or presented at conferences or seminars or patented.

Types of Courses

The BBA programme comprises a mix of the following types of courses

- (g) **Core Courses (CC)** - designed so as to enable students to gain basic knowledge in the discipline.

- (h) **Discipline Specific Electives (DSE)** -designed to provide the students with an opportunity to pursue in-depth study of a particular subject or discipline and develop competency in that chosen area.
- (i) **Ability Enhancement Courses (AEC)** - designed specifically to achieve competency in English and other languages (OL) as per the student's choice, with special emphasis on language and communication skills.
- (j) **Multi-Disciplinary Elective (MDE) Courses** - designed as to enable the students to broaden their intellectual experience by understanding the conceptual foundations of Science, Social Sciences, Humanities, and Liberal Arts.
- (k) **Skill Enhancement Courses (SEC)** - designed to enhance 21st-century workplace skills such as creativity, critical thinking, communication, and collaboration
- (l) **Value Addition Courses (VAC)** - designed as to empower the students with personality development, perspective building, and self-awareness.

Internship

All students shall undergo Summer Internship or Apprenticeship in a Firm, Industry or Organization; or Training with faculty or researchers or professionals or other Higher Education Institutions (HEIs) or Research Institutions or NGOs. Students may also choose to undertake social responsibility or community engagement. Students may choose to work as research assistants or teaching assistants. Students will be provided the opportunities for internships with local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as panchayats, municipalities), State Planning Board, State Councils/ Boards, Research Institutions, Research Labs, Library, elected representatives to the parliament/ state assembly/ panchayath, media organizations, artists, crafts persons etc. These opportunities will enable the students to actively engage with the practical aspects of their learning and to improve their employability.

SEMESTER-WISE CREDIT DISTRIBUTION OF THE BBA (HONOURS) AND BBA (HONOURS WITH RESEARCH) PROGRAMME:

Semester	CC	AEC	MDE	VAC	SEC	DSE	Total Credits
I	15	6	2	2	0	0	25
II	12	6	2	2	2	0	24

III	12	0	3	2	3	0	20
IV	15	0	0	4	4	0	23
V	8	0	0	0	4	8	20
VI	7	0	0	0	6	8	21
Total (6 Sems)	69	12	07	10	19	16	133
Exit option at the end of the third year with BBA degree							
VII	8	0	0	0	4	12	24
*VIII BBA(Hons)	0	0	0	0	8	12	20
Total (8 Sems)	77	12	07	10	31	40	177

* For BBA (Honours with Research), there shall be only project work for 20 credits in the eight semester

	CC	AEC	MDE	VAC	SEC	DSE	TOTAL
BBA	69	12	7	10	19	16	133
BBA (Honours)	77	12	7	10	31	40	177

BBA (Honours with Research)	77	12	7	10	43	28	177
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Course Summary

Students can take extra credit courses from their own department or from other departments of the college. Extra credits will not be counted for awarding BBA degree/ BBA (Honours)/BBA (Honours with Research).

Attendance

A student shall be permitted to register for the end-semester evaluation of a specific course to acquire the credits only if he/she has acquired 75% of attendance in that particular course

A student is eligible for attendance as per the existing university and government orders which includes participation in a meeting, or events organized by the college or the university, a regularly scheduled curricular or extracurricular activity prescribed by the college or the university. Due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, care-related responsibilities, bad or severe weather conditions, academic or career-related interviews students are eligible for authorized absence. Apart from this, all other eligible leaves such as all other eligible leaves such as maternity leave, and menstrual leave shall also be treated as authorized absences. The condonation facility can be availed as per the university norms.

Assessment and Evaluation

The assessment shall be a combination of Continuous Comprehensive Assessment (CCA) and an End Semester Evaluation (ESE). 30% weightage shall be given for CCA. The remaining 70% weight shall be for the ESE.

Regarding evaluation, one credit may be evaluated for 25 marks in a semester; thus, a 5-credit course will be evaluated for 125 marks; 4-credit courses for 100; 2- credit courses for 50 marks. However, for tabulation purpose, courses with one credit will be evaluated for 50 marks and will be converted into 25 marks.

Distribution of CCA and ESE will be as given below

Credit	CCA	ESE
5	35	90
4	30	70
3	25	50
2	15	35

Suggestive methods for CCA are as follows: (anyone or in combinations as decided by the course faculty/ course coordinator)

- n. Practical assignment
- o. Observation of practical skills
- p. Viva voce
- q. Quiz
- r. Written Tests
- s. Oral presentations
- t. Computerized adaptive testing
- u. In-class discussions
- v. Group tutorial work
- w. Reflection writing assignments
- x. Home assignments
- y. Self and peer Assessments
- z. Any other method as may be required for specific course/ student by the course faculty/ course coordinator.

The prerogative of arranging a CCA lies with the course faculty/ course coordinator. The course faculty/ course coordinator shall be responsible for evaluating all the components of CCA.

Evaluation of Project/ Dissertation

The evaluation of project work shall be CCA with 30% and ESE 70%. The scheme of evaluation of the Project is given below:

Project type	Maximum Marks	CCA	ESE
Research Project of Honours with Research (20 credits)	300	90	210
Project of Honours (8 credits)	100	30	70

Evaluation of Internship

The evaluation of the internship shall be done by a committee constituted by the Department Council. The scheme of CCA and ESE is given below:

Components of Evaluation of Internship	Weightage	Marks for Internship 4 Credits/ 100 Marks
CCA	30%	30
ESE	70%	70

The department council may decide on any mode for the completion of the Internship.

Letter Grade and Grade Points

The mapping of marks to grades shall be done as per the following table

Percentage of Marks	Grade Point(G)	Letter Grade	Class
Above 90	10	A ⁺ (Excellent)	First Class with Distinction
Above 80 but 90 or below 90	9	A (Very Good)	
Above 70 but 80 or below 80	8	B ⁺ (Good)	First Class
Above 60 but 70 or below 70	7	B (Above Average)	
Above 50 but 60 or below 60	6	C ⁺ (Average)	Second Class
Above 45 but 50 or below 50	5	C (Satisfactory)	Third Class
40 or above but 45 or below 45	4	D (Pass)	
< 40 or ESE < 35 *		F (Fail)	Fail

*If the aggregate (both CCA and ESE) percentage of marks is less than 40 or the percentage of marks for ESE is less than 35, then the result is 'Fail'

If a course evaluation consists of both theory and practical components, the minimum pass criteria for each component must be met separately. The marks for CCA components and ESE shall be rounded to two decimal places.

Credit Transfer and Credit Accumulation

- iv. The college will establish a digital storage (DIGILOCKER) of academic credits for the credit accumulation and transfer in line with ABC.
- v. The validity of credits earned shall be for a maximum period of seven (7) years or as specified in the University/ UGC /AICTE regulations.
- vi. The students shall be required to earn at least 50% of the credits from the College.

Outcome Based Approach

The curriculum will be designed based on Outcome Based Education (OBE) practices. The Graduate Attributes (GA) and Programme Outcomes (PO) will be defined and specified in the syllabus of each programme.

Induction Program

There shall be a mandatory Induction program (as available on AICTE Portal) for students to be offered right at the start of the first year.

Mandatory Visits/ Workshop/Expert Lectures:

1. It is mandatory to arrange one industrial visit every semester for the students of each branch.
2. It is mandatory to conduct a One-week workshop during the winter break after fifth semester on professional/ industry/ entrepreneurial orientation.
3. It is mandatory to organize at least one expert lecture per semester for each branch by inviting resource persons from domain specific industry.

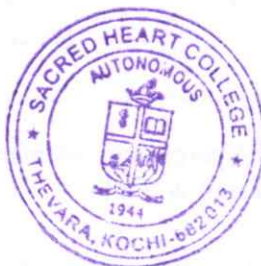
For Summer Internship / Projects / Seminar etc.

Evaluation is based on work done, quality of report, performance in viva-voce, presentation etc.

Modifications to the Regulations

Notwithstanding anything contained in these Regulations, any amendments or modifications issued or notified by the University Grants Commission or the State Government or the Mahatma Gandhi University from time to time, shall be incorporated into these Regulations by the appropriate regulatory bodies of the College and shall constitute an integral part thereof.

Bignu S
**Chairman
Academic Council
S.H.College (Autonomous)
Thevara, Kochi-682013**



Jeenu
**Secretary
Academic Council
S.H.College (Autonomous)
Thevara, Kochi-682013**