

**5TH ACADEMIC COUNCIL MEETING S.H. COLLEGE, THEVARA - 5TH
DECEMBER, 2015**



**SACRED
HEART
COLLEGE**
Autonomous



Minutes of the 5th


ACADEMIC COUNCIL MEETING

Held on Saturday 5th December, 2015 at 10.30 am.

Venue: Hadrian Hall



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Dr. Jose John
Principal in Charge
Sacred Heart College (Autonomous)
Thevara, Kochi - 692 013

AGENDA

Prayer

Item No:

1. Opening remarks by the Chairman – Dr. Johnson Palakkappillil CMI.
2. Minutes of the previous Academic council meeting - Member Secretary - confirmation.
3. Presentation of revised PG curriculum under choice-based credit system – to be introduced from 2016 admission onwards - Dean Science.
4. Presentation of the various PG syllabi and curriculum (prepared by various BOS) for approval.
Aquaculture, Botany, Chemistry, Commerce, Communication, Economics, English, Physics, Mathematics, Sociology, Zoology
5. Procedure for transfer of students from other colleges - submitted for the Approval of Academic Council.
6. Examination related matters –Controller of Examinations.
7. Admission related matters – 2015-16 & 2016-17 – Dr. Cyriac Antony.
8. Changes made in the UG curriculum and syllabi if any by Board of Studies.
9. Any other matters, with the consent of the Chair.

Minutes of the 5th ACADEMIC COUNCIL MEETING

Prayer – College Anthem – Make us One at Heart - was played as prayer.

Item No. 1.

Principal's opening remarks:

The gathering observed one minute of silence to pay homage to the Academic Council Member Dr. Beena George's husband – Dr. George Thomas, SB College, who passed away last June.

Principal reminded the gathering of the vulnerable situation of Chennai city, and briefed about initiatives from the part of the college to extend help.

Principal welcomed the gathering and introduced those who were attending the AC meeting for the first time and the special invitees. Sri Jose Dominic – CEO Casino group, Sri A.L Thomas, the new office superintendent. And special invitees from School of Communication – Mr. Vinod Laxman and Ms. Malu Mohan.

On completion of one year and a half as an autonomous college, a brief review of the functioning was presented.

Two admissions were carried out through an efficient admission committee. University batch was transferred to the college, two PG batches and one UG batch were directly admitted by the college.

An admin software has been introduced and it has been able to manage the admissions and exams to a great extent. However, these require further refinement.

New programmes proposed for the year were: M. Phil in 3 disciplines, M. Sc Environmental Science, MA in Sociology, B. Com, BBA, BCA – The last two ones, we could not implement on account of the lack of support from the part of the University – or lack of understanding regarding the new provisions.

The management had deliberately chosen two conventional and basic programmes - viz., Sociology and Environmental Science, rather than go for typically market oriented programmes.

For the first year, UG & PG syllabi of MGU were adopted, with some changes regarding the grading system and internal – external (or continuous & end sem) assessment ratio. In the second year, UG syllabi have been revised, but most PG syllabi were left untouched. For the year 2016-17 PG syllabi are proposed to be revised, which is the main agenda of this meeting.

We have tried to look at the University curriculum, National Curriculum, and look into aspects like field and industry exposure. Some basic guidelines have been given.

IQAC is proposing to have a quality checking mechanism for this process by collecting feedback on the process and standards by which the curriculum has been developed.

He said that he had insisted on formulating STUDENT ATTRIBUTES – that is the minimum we expect out of a student of a programme to be spelt out and the curriculum be designed on the basis of those outcomes.

Today we have for discussion 11 PG programmes, and some minor modifications of existing 3 M. Phil programmes and 2 UG programmes.

A separate exam office has been set up. For the initial phase, we have introduced a full time Additional Controller of Professor rank, a retired professor of the college itself.

Exam related expenditure has been a great burden. The government has been of the view that fees be collected to meet the expenditure of the exams, however, we have not done this lest the students be burdened.

It is proposed that the AC moves a resolution urging the government of Kerala to consider some additional grants to support autonomous colleges for the effective implementation of autonomy.

Principal thanked our Deans, HoDs and the faculty members, who have put up with tremendous pressure on account of the routine department tasks, additional and very uncertain university tasks to squeeze in time to prepare syllabus. He has also informed the Academic council that:

1. DRDO Director General Dr. S. Christopher will be the chief guest for the prestigious Prof. K.V. Thomas endowment seminar to be organized by the Chemistry Department.
2. 15th – Chavara 'Excellence for Social Transformation' Lecture Series no. 2 will be delivered by P. Sainath and invited all of them in advance to be present on the occasion.

In the light of Principal's presentations, the AC resolved that a request on its behalf be presented to the Government of Kerala for additional grants to the tune of Rs. 1 crore for the smooth and effective implementation of autonomous scheme.

The AC placed on record its appreciation for the various departments and their heads for having completed the PG curriculum and syllabus review in time in spite of their very tight work schedule.

The AC also recorded its appreciation for Dr. Asha Joseph, the HoD of SH School of Communication for having had her short film 'Ore Udal' secured an entry in the national film festival at Goa.

A few members of the AC remarked that the exams fees be hiked so as to meet the expenses involved in the conduct of examination. However, the Principal explained that in the constrained circumstances in which autonomy was introduced in the state, it was better not to introduce that and thus give an opportunity for detractors to point a finger at the system as something unfriendly to the students.

Government's orders exempting Principal from the teaching responsibility and GO concerning the extending duty leave for teachers taking duties at autonomous colleges were also informed to the Academic council. AC appreciated the government approach to the autonomous colleges.

The secretary, Dr. C.M. Joy reported leave of absence of the following members:

Dr. George Pittapilly, Fr. Johnson Vazhappilly, Sri George Muthoot, Adv. Jose Kannanthanam, Prof. Regita and Fr. Xavier C S.

Item No. 2

Sub: Minutes of the meeting of Academic Council held on 8th May, 2015-Member Secretary.

The highlights of the minutes were presented and the circulated minutes were approved.

Item No. 3.

Sub: Presentation of revised PG curriculum under choice-based credit system – to be introduced from 2016 admission onwards - Dean Science.

Dean of Science, Dr. Cyriac Antony presented the curriculum framework adapted from the university guidelines. It was approved by the AC with the following amendments:

- (i) The existing provision in the exam manual for 'saving a year' by providing a supplementary chance for the final year students be retained.
- (ii) There will be no provision for 'improvement'. However, the candidate will have the provision to cancel the examination after appearing, latest by the next working day, and make use of the existing provisions of appearing with the next batch or supplementary exam.
- (iii) The aspect of scoring pattern for attendance be looked into by the sub-committee before finalization – especially that of the minimum possible score and the next level in this regard.
- (iv) Grading pattern approved for PG programmes shall be applicable to M. Phil programmes as well.
- (v) A monitoring committee for the implementation of PG curriculum was accepted with the following members:
 - (a) The Principal
 - (b) The Vice Principal
 - (c) Deans of the Faculties of Science, Arts and Commerce
 - (d) The Controller of Examinations
 - (e) IQAC – Coordinator
 - (f) The Superintendent of the College

Item No. 4

Sub: Presentation of the various PG syllabi and curriculum (prepared by various BoS) for approval of Academic Council.

Economics, English, Communication, Sociology, Commerce, Aquaculture, Botany, Chemistry, Physics, Mathematics, Zoology

Item No. 4.1 Economics: The curriculum changes for M.A. Economics were presented by the chairman BoS in Economics and they were approved after discussion by the AC.

It was proposed to the BoS to examine (i) whether a paper on sustainable development should be introduced; (ii) whether people from other disciplines could also be considered eligible for Economics, as there are greater needs of Economists for the industry and policy making; (iii) whether computer related skills could be introduced/ensured in the curriculum.

M. Phil Programmes

Dr. Cherian also presented a basic pattern of change for the M. Phil programme begun this year (2015, October) regarding internal assessment component, grading etc. so that it matches with the rest of the programmes.

Proposal from BOS (Economics) for Changes in M. Phil Programme: 2015 Admission onwards

Sl. No	Existing	Proposed
1.	Internal – external marks 20 and 80 for Paper I, II and III	Internal – external marks 25 and 75 for Paper I, II and III
2.	Credit to paper I, II, and III- 4 each	6 each
3.	Marks for Dissertation- 100	Marks for Dissertation- 300
4.	Marks for Dissertation Viva Voce - Nil	50 internal, 50 external, Total -100
5.	Credit for Dissertation- 12	20
6.	Credit for Dissertation Viva Voce- Nil	2
7.	Total credit for the course- 24	Total Credit -40
8.	Minimum credit for pass in Dissertation & Viva together- Nil	9 credits
9.	Minimum for pass - 40 %	Separate minimum for coursework - internal and external – 40% Aggregate Minimum- 45%
10.	Pattern of question Paper Short Answers – 12/16 Essay Type – 2/4	Pattern of Question Paper Short Answers- 11/14 Essay Type- 2/4

This was approved by Academic Council and made applicable to M. Phil programmes in Economics and Commerce w.e.f 2015 admissions.

M. Phil Programme – Physics 2015 admission: I Semester will have 3 theory courses of 4 (four) credits each and II Semester, one elective course (4 credits), one project (20 credits) and one viva voce (4 credits) totaling 40 (forty) credits. Besides, separate minimum for internal and external assessment shall be 40% and aggregate minimum shall be 50% for a pass. AC approved the proposal.

The AC has asked the BoS to explore possibilities of bringing in international tie-ups for greater exposure for the students.

It was also proposed that as a norm M. Phil programmes be begun only in those departments having Ph. D programme.

Item No. 4.2 English: Dr. C.S. Francis, Chairman BoS presented the curriculum changes in English MA programme, including the extra credit for a comprehensive objective type test. This was approved by the Academic Council. The Academic Council also appreciated the BoS for taking efforts at enlarging the students' choices.

Item No. 4.3 Communication – MA programme in Digital Animation. The newly proposed programme was approved. It was recommended that the BoS checks with the patterns of evaluation and theory-practical components of similar courses in other colleges or University.

Item No. 4.4 Sociology - AC ratified the decision to adopt the MGU syllabus for the present batch and go ahead with the curriculum and syllabus for MA Programme, presented by Prof. R.K. Varghese, HOD Sociology, which was proposed and approved by the AC in the previous year. (AC No.3. 21st March, 2015 as item No. 5)

Item No. 4.5 Commerce – M. Com programme – the revised curriculum and syllabus presented by the Chairman, BoS, Dr. Mathew Jose, were approved. It was suggested that the BoS further looks into the possibilities of introducing a course in Sustainable Development; retain

International Business and rethink on the need for International Marketing and check on the potential of areas like Entrepreneurship and Tourism industry.

Item No. 4.6 Aquaculture – The revised curriculum for M. Sc. Aquaculture presented by Dr. V.C. George, Chairman, BoS, was approved. The proposal for a certificate programme in Ornamental Fish Culture (9 credits) was also approved.

Item No. 4.7 Botany – The proposal of revision in M. Sc Botany programme presented by Dr. M.S. Francis, Chairman, BoS, was approved and the efforts at enlarging the students' choices were appreciated.

Item No. 4.8 Chemistry - The proposals for revision of the M. Sc Chemistry (pure) and M. Sc. Pharmaceuticals (Applied) were presented by Dr. Joseph John, Chairman BoS and the same were approved.

Item No. 4.9 Mathematics – The proposals for M. Sc Mathematics were presented by the convener of BoS, Prof. W.T. Paul, and the same were accepted. It was asked by the AC to explore whether components leading to computer technologies (algorithms) with basis in Maths could be introduced in the M. Sc. programmes.

Item No. 4.10 Physics – The proposal presented by Dr. Georgekutty, Chairman BoS was approved by the AC. It was asked if there wasn't an extra stress on Electronics. Dr. Babu Joseph suggested that the emerging branch of astrophysics be incorporated in the syllabus.

The proposal was approved by the Academic Council.

Item No. 4.11 Zoology – The proposal for change presented by Dr. M.K. Raju, Chairman, BoS was approved by AC.

It was also enquired if departments other than Aquaculture could also think of offering certificate programmes for the community – e.g., Solar Installations (Physics), Organic Farming (Botany or Chemistry etc.)

It was proposed by Sri Jose Dominic that a workshop with industry representatives be held to understand their needs and seek possibilities within the industry for the various programmes. This was accepted and it was decided that a convenient day will be found for the same before March 31st, 2016.

Item No. 5. Procedure for transfer of students from other colleges -

Autonomy envisages maximum flexibility for the furtherance of goals of higher education and the benefit of the students, without diluting quality. The very idea of choice-based credit system itself is meant to serve this purpose – that students are having provision for horizontal mobility without having the rigidity of completion of a particular programme *in toto* for advancement in the same programme, or another programme, by utilizing the credits obtained from a given programme.

There could be students who desire to continue studies at Sacred Heart college who might have been pursuing a programme in a different college (autonomous or non-autonomous) under the same university, or a different university within the state of Kerala, or a university from a different state, but within the Indian Union or from a college or university in a different country.

This possibility of continuing studies anywhere, utilizing the credits acquired so far should be made accessible to the students.

When a request is made to the Principal, it is referred to a standing committee to look into this matter. Academic council approved the above.

The standing committee shall consist of the Dean of the faculty concerned, and a team of two senior faculty members (preferably including HoD) deputed by HoD from the department concerned shall constitute the committee.

The syllabus and curriculum of the college/institution/university under consideration shall be submitted by the applicant. This shall be scrutinized for credit equivalence in the core and complementary areas by looking into course duration, course content in terms of both theory & practicum of a given course. If a given course matches 75% of its components with the course of Sacred Heart College under comparison, it shall be deemed equivalent, and transferable.

If 75% of a given semester or semesters taken together matches in a similar manner, the same can be considered equivalent, and transferable.

If the committee finds that while 75% matches and of the 25% some core components are missing, it can point that out making a transfer possible, but conditional that specific portions are covered separately, before the fifth semester (for UG Programmes) or third semester (for PG programmes) exams commence, either by way of supplementary exams, or by way of separate exams for the purpose, by the department.

The candidate should provide a certificate indicating her/his conduct as satisfying the requirements of Sacred Heart in this regard.

Under the above conditions, the committee may recommend or not recommend the transfer, based on which the Principal shall make appropriate decision based on his/her discretion.

The proceedings of the committee shall be minuted for future reference.

A syllabus once scrutinized can be listed as valid for future transfer requirements, until the matching curriculum of Sacred Heart College is revised.

An appropriate fee shall be charged for the scrutiny based on the load of work involved.

After discussion, the Academic Council approved the above suggestion as such.

Item No. 6. Examination related matters – Controller of Examinations

- a) As per Examination manual, the aggregate minimum for pass in each course for UG and PG is 40% with a separate minimum of 30% for CIA and ESE –However a typographical error occurred in the exam manual page 4 item 2.1 – the exam committee recommended to correct the typographical error as follows: - “instead of separate minimum of 35% printed in the exam manual to be corrected as 30%” (Decision of the meeting of Examination Committee held on 27/10/2014 item 3 b).
- b) As per the Academic Council meeting decision (3rd AC Meeting item No. 4 dated 21.03.2015) the proposal to increase the CIA component of the UG and PG programmes in Communication was approved. However, the exact percentage of CIA and ESE was not fixed, hence the component to be fixed as CIA: ESE is 50:50.

The proposal by CoE, Dr. Samson Davis, was accepted with the following change: For the UG programmes a separate minimum of 30% for the CIA and ESE, and an aggregate minimum of 40% for a pass.

Item No. 7

Admission/curriculum related matters- 2015-16 & 2016-2017- Dr. Cyriac Antony

7.1. Calculation of index marks for UG admissions to B.A. Economics and B. Com

At present the rank list for admissions to B.A. Economics and B Com are prepared as follows.

1) B.A. Economics

Because of the anomaly in the index mark computation for admissions to B.A. Economics programme, only a few applicants who were genuinely interested in Economics found a place in the rank list. Importantly, most of the students in the rank list were disinterested to join for Economics and were in the lookout for B Com. Hence, it is proposed to make the following changes in the index mark calculation.

Existing	Proposed
Total marks obtained in the qualifying examination less handicap marks, plus the marks obtained for the optional subject concerned at the qualifying examination plus a subject weightage of 50 marks in the case of those who have taken Economics as a subject at the qualifying examination plus bonus marks if any.	Total marks obtained in the qualifying examination less handicap marks plus a subject weightage of 50 marks in each of the two optional subjects under Part III (subject to a maximum of 100 marks) plus bonus marks if any. The optional subjects under Part II will be Economics, History/World History, Politics, Mathematics and Statistics.

2) B. Com

In the case of admissions to B. Com programme, undue weightage has been given to students from Commerce stream.

Hence, it is suggested that the index marks calculation be modified as follows.

Existing	Proposed
Marks obtained in Part III Optional at +2/equivalent exam less handicap marks plus a weightage of 50 marks in each of the three subjects of Commerce combination, subject to a maximum of 150 marks plus bonus marks if any. The optional subjects concerned under Part III will be Commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science/Computer Application, Informatics Practice, Management, Informatics Practice & Management.	Marks obtained in Part III Optional at +2/equivalent exam less handicap marks plus a weightage of 50 marks in each of the three subjects of Commerce combination, subject to a maximum of 100 marks plus bonus marks if any. The optional subjects concerned under Part III will be Commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Statistics Computer Science/Computer Application, Informatics Practice, Management, Informatics Practice & Management.

The proposal regarding index marks related matters for UG programmes made by Dr. Cyriac Antony, Coordinator, Admission Committee was approved by the AC.

7.2. Bonus Marks for PG Admission

In the light of the experience of the last two admissions, it was proposed that some weightage be given for in-house candidates in PG admissions, as many of the meritorious in-house candidates were not getting admission to our own programmes. A bonus of 10 marks could be given to in-house candidates for PG programmes. The proposal was discussed, and the AC accepted the proposal.

Item No. 8

Changes made in the UG curriculum and syllabi if any by Board of Studies.

Amendments to the UG Curriculum.

The Academic Council meeting held on 21-03-2015, approved the curriculum and syllabus for the various UG programmes offered by the college from the academic year 2015-16 onwards. The grade and grade points, based on the marks obtained by the candidate for a given course were decided as follows:

Percentage of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C – Good	7
50-59	D – Satisfactory	6
40-49	E – Adequate	5
Below 40	F – Failure	0

The corresponding SGPA/ CGPA were as shown below:

SGPA/CGPA	Grade
Above 9	A+ - Outstanding
Above 8, but below or equal to 9	A – Excellent
Above 7, but below or equal to 8	B -Very Good
Above 6, but below or equal to 7	C – Good
Above 5, but below or equal to 6	D – Satisfactory
Above 4, but below or equal to 5	E – Adequate
4 or below	F – Failure

As the above pattern of grading was rather incoherent, it is suggested that the grading may be modified as follows from 2016-17 admissions onwards.

For all courses (theory & practical), letter grades and grade point shall be given on a 10-point scale based on the total percentage of marks, (CIA+ESA) as given below: -

Percentage of Marks	Grade	Grade Point (GP)
95 and above	O - Outstanding	10
85 to below 95	A ⁺ - Excellent	9
75 to below 85	A - Very Good	8
65 to below 75	B ⁺ - Good	7
55 to below 65	B - Above Average	6
45 to below 55	C - Average	5
40 to below 45	D - Pass	4
Below 40	F - Fail	0
	Ab - Absent	0

Grades for the different semesters and overall programme shall be given based on the corresponding GPA as shown below:

GPA	Grade
Equal to 9.5 and above	<i>O Outstanding</i>
Equal to 8.5 and below 9.5	<i>A+ Excellent</i>
Equal to 7.5 and below 8.5	<i>A Very Good</i>
Equal to 6.5 and below 7.5	<i>B+ Good</i>
Equal to 5.5 and below 6.5	<i>B Above Average</i>
Equal to 4.5 and below 5.5	<i>C Average</i>
Equal to 4.0 and below 4.5	<i>D Pass</i>
Below 4.0	<i>F Failure</i>

A separate minimum of 30% marks is required for a pass for both internal evaluation and external evaluation and aggregate minimum of 40% (D grade) is required for a pass for every course.

A candidate who has not secured minimum marks/credits in internal examinations can re-do the same. Candidates should apply for CIA re-examination within 15 days after the publication of semester results. A candidate will get at most three chances to clear the CIA of a course.

The proposal regarding Curriculum related matters for UG programmes made by Dr. Cyriac Antony, Dean Faculty of Science, was approved by the AC.

Item No.9

Any other matters, with the consent of the Chair.

1. Procedure for Concessions for students with disabilities.

A student with a disability may report the same at least two months before the exams in the prescribed form to the Office of the Controller of Exams for privileges of extra time or other assistance like scribe. A committee consisting of the Dean Students' Service, Dean of the discipline concerned and a member of IQAC shall scrutinize the application and if found valid, shall recommend appropriate action in each case, at par with the existing norms of the university. In any case of disability, a considerate view of the person with disability shall be taken. An order may be issued from the CoE's office to the student with a copy to the Exam Section.

As a norm, a maximum of 1 hour extra could be given, normal standard being 15 additional minutes for each hour of written test.

Proposal presented by the Principal was accepted as such.

2. Curriculum Sub-committee

A sub-committee be formed to further look into the applications for syllabi revisions and ensure that the recommendations, if any, of the AC are complied with, in case it is not feasible to hold another meeting before the deadline for submission of curriculum revisions.

Proposal presented by the Principal was accepted as such by constituting a curriculum sub-committee with the following members:

1. Dr. Babu Joseph
2. Dr. Joseph Injody
3. Adv. Jose Kannanthanam
4. Dr. Cyriac Joseph Vempala
5. Sri Venugopal C Govind
6. Dr. Cyriac Antony (Senior Dean – in charge of curriculum revision)
7. Dr. Joseph Moolayil (IQAC Coordinator)
8. Principal (ex-officio member)
9. Vice-Principal (ex-officio member)

3. New Language Courses

3.1. In order to make UG training better equipped to prepare students for international job scenarios, it is proposed that additional languages be started at U.G. level depending on the demand. The languages proposed are Spanish and German. The syllabus for the same will be prepared by experts, based on the present syllabus, if any, existing in the University or at par with the language inputs given for other similar languages.

The curriculum sub-committee may be authorized to scrutinize the syllabus and recommend the same after due consultation. The scrutinized curriculum may be circulated by email to AC members for comments, if any, and be approved by email.

Proposal presented by the Principal was accepted as such with additional suggestions that such relevant languages like Chinese also may be considered for inclusion.


3.2. Open Course

In order to increase the choices for students, Open Course is introduced in the fifth semester. It is proposed that Open Course in Syriac Language, other international languages, and a course in Insights for Effective Living – an Inter-religious Scriptural Study, with the purpose of conserving the minority community cultural heritage are proposed.

The curriculum sub-committee may be authorized to scrutinize the syllabus and recommend the same after due consultation. The scrutinized curriculum may be circulated by email to AC members for comments, if any, and be approved by email.

Proposal presented by the Principal was accepted by AC as such.

The meeting was concluded at 1.45 pm.


Dr. C.M. Joy
Member Secretary




Dr. Jphnson X Palakkappillil
Chairman



ACADEMIC COUNCIL MEETING

MAY 30 2016

Venue: Hadrian Hall

MINUTES OF THE 6th ACADEMIC COUNCIL MEETING, MAY 30 2016

- Prayer
- Leave of absence, if any

Item No: 1

Chairman's remarks:

Chairman observed that this was likely to be the last meeting of the present AC. He thanked all the members, especially, the nominated ones.

Item No: 2

Approval of minutes

The minutes have been circulated and some corrections were received from some of the members which were incorporated and re-sent to all the members by email.

The report was confirmed.

Item No: 3

Review of Academic Activities under Autonomy (Curriculum, Environment Science & Results)

3.1. Curriculum Development

Designing and developing curriculum and new courses and conduct of examinations are the most important challenges of autonomy. We are very happy to report that to a certain extent we could achieve these tasks during the first two years of autonomy. We revised the curriculum of UG programmes and those were implemented from 2015 admission onwards. The curriculum revision is very effective and the responses from the stakeholders are very encouraging. The revised PG curriculum will be implemented from 2016 admission onwards.

During the last academic year, we started four programmes, viz., M.A. in Sociology, M. Phil in Commerce, Economics and Physics.

This year we will be starting two UG programmes (BBA and BCA) and PG programmes M.Sc Environmental Science and M.A. Digital Animation. The existing M.A. Multimedia is being

dropped wef 2016 admission on the basis of the recommendation of the BoS concerned. The new UG programmes were designed as highly job oriented programmes and we expect 100% placement for those who complete the course with good academic records. The number of applications received for these programmes exceeds our expectation. But lack of space is a major constraint and therefore we are planning to conduct these courses only after 4 P.M.

The matter was placed before the AC for information.

3.2. Environmental Science Course – Evaluation Pattern - Ratification reg.

While designing the UG curriculum, we gave utmost importance to the directions of the Hon. Supreme Court and the UGC in including a four-credit additional core course on environmental science for all our UG programmes. Even though it has an additional burden for both students and teachers, we are proud to report that we are the only autonomous college in the state to introduce this course. Now it is learnt that other colleges as well as the university itself are following our steps. Further, we should appreciate the sincere efforts taken by our research scholars for teaching this course without any remuneration. The classes were conducted in the second semester by creating an extra hour from 3.30 pm to 4.30 pm. Some field related exposures were also incorporated.

Course evaluation was carried out by Continuous Internal Assessment (CIA) and by an End Semester examination (ESE) for 25 and 75 marks respectively. The end semester examination consisted of 50 multiple choice questions each carrying 1 mark and 5 (out of 8) short answer questions each carrying 5 marks.

The matter concerning the change introduced in the examination pattern of Environment Science course was ratified by the AC.

3.3. Admissions

Admission process to the various UG programmes has been started and classes will be commencing on 15th June. So far more than 8000 applicants have registered for admission which is more than the 35% of last year's figure. Notifications for PG admissions will be made on 31st

May. Prospectuses of admissions have been already circulated. As the universities have not given any date for publishing the UG results, the PG admission schedule may have to be changed. Since the first batch of students under the CBCSS with indirect grading system is coming out from this year onwards, suitable modifications in the eligibility criteria and computation of index marks have been made in the prospectus for PG admissions.

The matter was placed before the AC for information and discussion.

3.4. Academic Audit

The academic audit of various teaching departments was held on 18-19 February 2016 as per the decision of the Academic Council of the college. The main objective of the academic audit was to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of input processes and outputs. There were three teams for the conduct of the academic audit of the faculty of Science, Arts and Commerce. The Audit teams were headed by Dr. Babu Joseph, former Vice Chancellor of CUSAT, Dr Joseph I. Inchodey, and CA Sri Venugopal C. Govind respectively who were supported by the subject expert of the concerned subject and the IQAC team.

The Audit team held separate meetings and discussions with the members of the Faculty and the students of various Departments. The performance of the Departments was assessed based on the alignment of the academic activities of the department to the seven quality criteria put forth by NAAC. Evaluation of the departments was also streamlined based on the feedback from students. A close scrutiny of all the achievements of the Departments, the faculty profile and the awards received by them were made. The faculty were also queried about the best practices of the department and about those followed by them. Evidences and records were verified. It was reviewed how classes were engaged and if not, what alternative was taken. The pedagogy followed in engaging classes was discussed and reviewed for effectiveness.

The SWOC analysis conducted by the departments was analysed. Both documentary and other evidences were checked. The discussion with the members of Departments helped in

understanding the future plans, sharing the findings and in making suggestions as to how the Department can improve. Separate audit reports were furnished to each department for follow up action and planning.

On review, it was found that the quality of the education offered in terms of designed curriculum, methodology, teaching process, research etc. is reasonably good. The extension programmes were noteworthy. The teams strongly felt that there is scope for improvement to become a high rated centre of higher learning in India.

The matter was placed before the AC for information and discussion. The report was accepted by the AC. The two auditors present – Dr. Babu Joseph and Venugopal C Govind – further elaborated the process and the findings.

1. Correction in minutes

Agenda item No. 3 of the fourth AC held on May 8, 2015. The title of the new programme proposed in Computer Science was recorded as BCA (Mobile Applications). As per the suggestion of the Board of Studies, this is to be corrected as **BCA -Mobile Applications and Cloud Technology.**

The proposed correction was accepted by the AC.

2. Correction in Terminology

Continuous Internal Assessment (CIA) shall be the term used for the erstwhile internal assessment, for the two tests of CIA, the term shall be Continuous Assessment Test (CAT) and for the Semester End examinations, the term shall be End Semester Examination (ESE) for all programmes.

The proposal was accepted by the AC.


3. Planning for Future Development

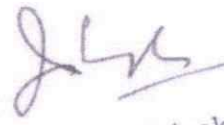
Industry linkage to be enhanced – suggestions invited from the members.

It was proposed that this be done on a department basis, that a write up on what happens in the programme in the department be prepared. The Principal said that this could be positively considered, though its feasibility would have to be assessed.


4. Other matters, if any, with the consent of the chair.

The meeting came to an end by 5 pm.


Jc-V. Raju


Dr. Johnson X Palackapp.....
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013




Dr. Jose John
Principal in Charge
Sacred Heart College (Autonomous)
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