



ACADEMIC COUNCIL MEETING

Date: Oct. 18, 2014 Saturday 10 am.

Venue: Hadrian Hall



SACRED HEART COLLEGE - AUTONOMOUS	
MEETING OF THE ACADEMIC COUNCIL - Oct. 18, 2014 Saturday 10 am.	
Venue: Hadrian Hall	
Items of the Final Agenda	
Item No.	SUBJECT
	Remarks by the Chairman
1	Minutes of the meeting of the Academic Council held on 07.10.2014 and discussion on items arising out of the minutes.
2	Admissions: Regulations regarding admission of students – Admission Committee (108/ii – p. 46) – Ratification of the process of 2014; constitution of admission committee to study and present a proposal for 2015-16.
3	Board of Studies: Nomination of experts to BoS – S 109/2 C
4	Syllabus: Approval of syllabus for the UG and PG programmes– admissions 2014 Adoption of CBCSS for UG programmes and Elective system for PG programmes
5	Indirect Grading (Marks system) to PG course evaluation as in the UG programmes– proposals from Board of Studies.
6	Continuous Assessment component to be uniformly 25% of the total for UG and PG programmes. S 108/iii
7	Approval of evaluation forms - evaluation forms to be presented by IQAC. S 108/iii
8	Constitution of Academic Audit committee (108/iii - p. 46) – An academic audit system be devised and implemented by IQAC with external resource persons from science and humanities disciplines.
9	Research Advancement – UG, PG, Post P.G (Doctoral Research levels) - Note for discussion
10	New Programmes for 2015-16:
	M.A Sociology
	M. Sc. Environment Science

11	<p>General Discussion:</p> <ol style="list-style-type: none"> 1. Suggestions for 2015-16 UG and PG admissions; <ul style="list-style-type: none"> - Weightage for the students of the campus in PG admissions - Weightage for UG Admissions for the students on the campus 2. Broad guidelines for course restructuring and new programmes – Revision for 2015-16 batches; Proportion of continuous internal assessment whether to be increased to 30%; innovation in continuous assessments; incorporation of components such as study tour, visits etc; internship in each of the programmes for skill development; additional credits for involvement in extracurricular activities like extension/outreach/talent development etc. 3. Extra Credit <p>Any other item – with the consent of the chair.</p>
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SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 1

Sub: Minutes of the meeting of Academic Council held on 7.10.2014 and discussion on items arising out of the minutes.

1. The draft of exam manual prepared by the Examination Committee comprising Dr. Joseph Moolayil (Chairman), Dr. Samson Davis (Controller), Dr. Cyriac Antony, Dr. Sibi Zacharias, Prof. Johnson John (Deans), Prof. Jose P. Jose (Asst. Superintendent of Exams), Prof. Alphonse Liori (Staff Secretary), Dr. V. S. Sebastian (Dean, Student Services), and Dr. C.M. Joy (Autonomy Special Officer) as members was presented by Dr. Samson, Controller of Examination. He observed that the manual was prepared sticking to the basic structure and content of the MG University examination manual with necessary modifications (S 116/3-4) as applicable to Sacred Heart College, Autonomous. The manual was unanimously approved by the Academic Council for submission to the Governing Council.
2. Approval of Examination Calendar: Examination Calendar of semester I and II (PG and UG) for the year 2014-15 was presented by the Controller of Examination and was approved for submission to the Governing Council.
3. Decided to hold the next Academic Council as suggested by the College Council on Saturday, Oct. 18, 2014.

Additional Note:

The Examination Manual and the Exam Calendar submitted by the Academic council was approved by the Governing Council in its meeting held on 8.10.2014, the same was submitted to the Mahatma Gandhi University on 13.10.2014 for its approval.

The matter is placed before the Academic Council for its information.

Examination Section

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 2

Sub: Admissions: Regulations regarding admission of students – Admission Committee (108/ii – p. 46) – ratification of the process of 2014; constitution of Admission Committee to study and present a proposal in the next meeting.

The admissions to the UG programmes in the autonomous stream for the academic year 2014-15 was conducted as per the Centralized Admission Process (CAP) of the Mahatma Gandhi University due to the delay in the award of Autonomous status to Sacred Heart College by the University Grants Commission. Students were admitted as per the affiliating university rank list, strictly adhering to rules and regulation regarding reservation and merit. All the students and parents submitted an undertaking showing their willingness to join the programme under autonomous scheme.

The admissions to the PG programmes in the autonomous stream for the academic year 2014-15 was conducted by the college with the permission of Mahatma Gandhi University, strictly following the rules and regulations stipulated by the Government of Kerala and MG university.

Postgraduate Admissions-2014

The admissions to various Post Graduate (PG) programmes for 2014-16 were conducted as per the prospectus of the College, designed in tune with the MG University pattern. Notifications for admissions were published on 10th August in five leading newspapers and on the college website. An application fee of Rs.200/- and Rs.100/- respectively were charged on from general and SC/ST categories of applicants. The trial rank list was published on 15th and the final rank list on 19th of August. Admissions were conducted on 20th of August. The classes formally started on 25th of August 2014.

The following are some of the important recommendations of the admission section:

- Separate prospectus for admissions to UG and PG courses shall be prepared
- For PG admissions an entrance examination (using OMR sheets) may be conducted by the respective departments
- For calculating index marks, 50 % weightage may be given for entrance examinations and 50% weightage for the CGPA of core courses at the end of the fifth semester.

The matter is placed before the Academic Council for ratification of the action of the Principal.

The Academic Council may constitute an Admission Committee for the academic year 2015-2016 to study and present a proposal in the next AC meeting.

Admission Section

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 3

Sub: Board of Studies: Nomination of experts to BoS – S 109/2 C

As per the Kerala Government ordinance 56 of 2013, Government of Kerala, Nov. 30, 2013, S 109/2 C, the Academic Council of the college has to nominate two experts in each subject from outside the college to Board of Studies.

The Principal of the college has constituted twenty Boards of Studies in different subjects which were approved by the Governing Council. He requested the Chairpersons of the BoS to suggest the names of two experts in each subject from outside the college after the discussion in the BOS to be presented in the Academic Council. The list of BOS constituted and the experts suggested by the Chairmen of the BOS are given below.

Two external experts to be nominated by the academic council from

1. Board of Studies in Aquaculture

1. Dr. C N Ravishankar, HoD, Fish Processing Technology, CIFT, Malsyapuri, Kochi - 29
2. Dr. D. Sunil Mohammed, HoD, Molluscan Fisheries Division, CMFRI, Kochi - 18

2. Board of Studies in Botany

1. Dr. John E Thoppil, Department of Botany, Associate professor, university of Calicut, Tenhipalam, Malappuram District.
2. Dr. C. G. Sudha, Senior scientist, JNTBGRI, Palode, Thiruvananthapuram

3. Board of Studies in Chemistry

1. Dr. P. Raveendran, Associate Professor, Department of Chemistry, University of Calicut
2. Dr. Jude Martin Mendez, Associate Professor, Department of Chemistry, St. Albert's College, Ernakulam.

4. Board of Studies in Commerce

1. Paul Xavier FCA, PX and Associates, Chartered Accountant, Vyttila, Ernakulam
2. Dr. Satheesh Kumar S., Govt. College, Attingal, Thiruvananthapuram.

5. Board of Studies in Communication

1. Mr. Thomas Jacob, Thyparambil, Sankaramangalam, Manganam PO, Kottayam - 686 018, Mobile: 9846061300
2. Mr. Lal Jose, 3A, Meluha, City Nest Apartments, Shenoy Road, Kalur, Kochi, Mobile: 9446522944

6. Board of Studies in Computer Science

1. Dr. B Kannan, Associate Professor and HoD, Department of Computer Applications, Cochin University of Science and Technology, Thrikkakara, 682022 Mob. 9895363612
2. Dr. Varghese Paul, HoD, Department of Information Technology, Cochin University of Science and Technology, Thrikkakara Kochi 22. Mob. 9447508329

7. Board of Studies in Economics

1. Prof. S. Harikumar, Dept. of Applied Economics, CUSAT, Kalamassery, CUSAT P.O., Kochi-22, Ph: 9446578289, Email: vinvij2003@gmail.com
2. Dr. Beena P L, Assistant Professor in Economics, Centre for Development Studies, Prasanth Nagar, Medical College PO, Ulloor, Thiruvananthapuram, Ph: 9633592001, Email: beena@cds.edu

8. Board of Studies in English

1. Dr. P. P. Ravindran, Professor of English, School of Letters, Mahatma Gandhi University, Kottayam.
2. Dr. N. Prasanthakumar, Professor and Head, Dept. of English, Sree Sanakaracharya University of Sanskrit, Kalady, Ernakulam district

9. Board of Studies in French

1. Ancy Sebastian, Associate Professor, Cochin College, Ernakulam
2. Linda Pious, Assistant Professor, Fathima Matha College, Kollam.

10. Board of Studies in Hindi

1. Dr. Sajeev, Associate Professor, Dept. of Hindi, N.S.S. College, Ottappalam, Palakkad District.
2. Dr. Sudha B., HoD, Dept. of Hindi, Calicut University, Tenhipalam, Malappuram District.

11. Board of Studies in History

1. Dr. Venugopal, Associate Professor, Cochin College, Kochi-1
2. Ransama Joseph, Bharat Matha College, Thirikkakara

12. Board of Studies in Malayalam

1. Dr. James V, Associate Professor, Head of the Department, Post Graduate and Research Dept. of Malayalam, S.B College Changanacherry.
2. DR. Muse Mary George, Associate Professor, Department of Malayalam, U.C College Aluva

13. Board of Studies in Mathematics

1. Dr. A. Vijayakumar, CUSAT, Kalamassery, CUSAT P.O., Kochi - 22, Ph: 9447608851, Email: vanbat@gmail.com
2. Dr. M N Namboothiri, CUSAT, Kalamassery, CUSAT P.O., Kochi - 22Ph: 9446505953, Email: mnnadri@gmail.com

14. Board of Studies in Physical Education

1. Dr. M.A. Joseph, Sports Medicine Department, Medical Trust Hospital, Ernakulam.
2. Shri. Rajan Varghese, International official, Self Defence Expert, Trainer in Martial Arts, Thevara.

15. Board of Studies in Physics

1. Dr. Ison V. Vanchipurackal, Assistant Professor, Department of Physics, St. Thomas College, Pala
3. Dr. Joechan Joseph, Associate Professor, Department of Physics, S.A College, Edathua, Alappuzha.

16. Board of Studies in Political Science

1. Dr. Stani Thomas, Associate Professor, St. Thomas College, Pala.
2. Dr. M.V. Georgekutty, St. George College, Aruvithura, Kottayam District.

17. Board of Studies in Statistics

1. Dr. E S Jeevanand, Associate Professor of Statistics and HoD, PG Dept. of Mathematics, UC College, Aluva, Ernakulam, Ph: 9847915101
2. Dr. Johny Scaria, Associate Professor, PG Dept. of Statistics, Nirmala College, Muvattupuzha, Ernakulam, Ph: 9446472930

18. Board of Studies in Sanskrit

1. K R Narayanan, Associate Professor, NSS Hindu College, Changanassery
2. Navein Nayik N., Associate Professor, Govt. Sanskrit College, Thrippunithura

19. Board of Studies in Sociology

1. Rev. Dr. Jose Kuriedath, Former Principal, S H College, SH Monastery, Thevara, Kochi-13
2. Dr. Gladis Mary John, Head, Dept of Sociology, St. Teresas College, Ernakulam.

20. Board of Studies in Zoology

1. Dr. Shaju Thomas, Head, Post Graduate Department of Zoology, Nirmala College, Muvattupuzha
2. Dr. P.R. Varghese, Head, Department of Zoology, St. Aloysius College, Elthuruthu, Kerala

Hence the matter is placed before the Academic Council for the nomination of the two experts in each subject from outside the college to Board of Studies.

Autonomous Cell

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 4

Sub: Syllabus: Approval of syllabus for the UG and PG programmes– admissions 2014.

Due to the delay that took place in obtaining permissions from the various statutory bodies regarding the autonomous status to the college there were serious constraints in preparing a new syllabus or revising them for the programmes offered during 2014-15. Hence the Principal adopted the Syllabus followed by the affiliating university for the timely start of all programmes, on the recommendation of the various BOS, which in their initial sitting approved the MG university syllabi of 2009 for the 2014-15 admissions. **The Council also resolved to implement CBCS system for all UG programmes and elective system for all P G programmes.**

The syllabus approved by the BOS of various subjects in its meetings for the admissions 2014-15 of UG and PG programmes is appended.

Academic Council is requested to approve the recommendations of the BOS which is placed before it separately.

Autonomous Cell

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 5

Sub: Indirect Grading (Marks system) to PG course evaluation as in the UG programmes—proposals from Board of Studies.

Mahatma Gandhi University has adopted Mark System (indirect grading) since 2013 in its UG programmes. However, the PG programmes continue to have direct grading system for the examinations with weightage in the question papers. University may change the PG weightage system to Mark System soon. In order to bring in uniformity in assessment procedures, indirect grading (mark system) may be adopted at PG level as well.

The Academic Council has to approve the recommendations of the BOS which are placed separately.

Hence, the matter is placed before the Academic Council for approval.

Autonomous Cell

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 6

Sub: Continuous Assessment component to be uniformly 25% of the total for UG and PG programmes. S 108/iii

The Academic Council has to approve the recommendations of the BoS which is placed separately.

Hence, the matter is placed before the Academic Council for approval.

Autonomous Cell

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 7

Sub: Approval of evaluation forms - evaluation forms to be presented by IQAC. S 108/iii

In order to ensure the quality of education, UGC has given a set of model evaluation forms for the use of colleges. IQAC of our college has prepared evaluation forms sticking to the basic structure and content of the UGC forms with necessary modifications as applicable to Sacred Heart College, autonomous. These forms are placed for the approval of the Academic Council.

A list of forms prepared by the IQAC are given below.

1. Academic peer feedback form
2. Alumni feedback form
3. Community feedback form
4. Employer feedback form
5. Parents' feedback form
6. Exit evaluation
7. Faculty appraisal
8. Feedback from participants
9. Students' feedback on teachers
10. Feedback from non-teaching staff

Hence, the matter is placed before the Academic Council for approval.

Internal Quality Assurance Cell (IQAC)

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 8

Sub: Constitution of Academic Audit committee (108/iii - p. 46)

UGC guidelines for autonomous colleges suggest the constitution of several non-statutory committees in the college to ensure the quality of education. All non-statutory committees other than the Academic Audit Committee mentioned in the guidelines are present in the college. Hence an Academic Audit Committee has to be constituted.

An academic audit system devised and implemented by IQAC with external resource persons from Science and Humanities disciplines can be considered.

Hence, the matter is placed before the Academic Council for approval.

Internal Quality Assurance Cell (IQAC)

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 9

Sub: Research Advancement – UG, PG, Post PG (Doctoral) levels - Note for discussion

Undergraduate Research Programme

The key component of the undergraduate research programme is the research component where students conduct a two-week research project/ internship with a faculty member as guide, at Sacred Heart College itself or at the place where the student undertakes the internship. During the research period, students prepare research reports, scientific reports and present their research at the end of the fifth semester. Students will be encouraged to give oral and paper presentations at outreach initiatives and conferences. They are also expected to submit a 25 to 40-page project report at the end of the fifth semester.

Postgraduate Research Programme

Students in the Post graduate programme will have to undertake a three-week internship or research work at an industry or at Sacred Heart College during the beginning of the third semester. Under the guidance of their mentor students learn how to carry out experiments in the laboratory or in the industry and develop skills to analyze scientific literature and overcome challenges that cannot be anticipated in a classroom environment. At the conclusion of the programme, students are expected to present their results in a conference / journal or present their research in a poster session. They are also expected to submit a dissertation of 30 to 50 pages at the end of the third semester.

Ph.D Programmes and Research

All faculty without Ph.D should be encouraged for research, leading to Ph.D. Ph.D holders should become the research guide and should avail externally funded projects. Faculty should be

motivated for the above programmes. Proposals in this connection have to be charted out and implemented by the Academic Council.

Hence, the matter is placed before the Academic Council for approval.

Autonomous Cell

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 10

Sub: New Programmes for 2015-16:

1. M.A Sociology – Proposed by the Governing Council
2. M. Sc. Environmental Science – Interdisciplinary

The Academic Council may constitute a committee for the academic year 2015-2016 to study and present a proposal on the new programmes to be started in the next year.

Hence, the matter is placed before the Academic Council for the constitution of a committee.

Admission Section

SACRED HEART COLLEGE – AUTONOMOUS

NOTE TO THE ACADEMIC COUNCIL

Item No. 11

Sub: General Discussion:

1. Suggestions for 2015-16 UG and PG admissions;
 - Weightage for the students of the campus in PG admissions
 - Weightage for UG Admissions for the students of SH institutions.
2. **Broad guidelines for course restructuring and new programmes – Revision for 2015-16 batches;** Proportion of continuous internal assessment whether to be increased to 30%; innovation in continuous assessments; incorporation of components such as study tour, visits, skill development and entrepreneurship development; internship in each of the programmes for skill development, additional credits for involvement in extracurricular activities like extension/outreach/talent development/entrepreneurship etc. The Principal suggested that the syllabi and the curricula should also address the local, national and international needs.
3. Extra Credits for students in the UG programmes

To encourage advanced and industrious learners, credits of more than the stipulated number of credits (120 credits for UG programmes) may be awarded for extra work in a course/activity and shall be counted as **Extra Credits**. The total extra credits that can be earned by a student shall be limited to ten during a programme. Permission for obtaining such extra credits is limited and shall not exceed four credits per semester which shall be done only under the supervision of a faculty member/expert of the institution duly approved by the Department Council. The faculty member in charge shall evaluate the performance of the students and shall forward the Grade sheet of such students to the Controller of Examinations. The list of enrolled students for such courses/activities shall be approved by the principal before the commencement of such courses. All such courses

shall be conducted after the instructional hours of the college. Extra credits are not mandatory for awarding a degree.

The meeting decided to authorize the various departments to conduct suitable value added and add-on courses from the academic year (2014-15) onwards. **Principal also suggested that the syllabus revision should take into account the inclusion of issues like human values and environment and sustainability, which are part of our vision and mission.** He added that contemporary concerns like gender, inclusivity, equity and professional ethics should find place in the syllabi.

A student can earn one credit per semester by participating in any advanced course offered by the department. The duration of the programme shall be a minimum of 30 hours per semester. The maximum credits for this shall be limited to two during a programme.

Extra Credits can be awarded to the students, for undergoing vocational training in any field. The student shall attend two hours per week in a semester to earn a credit. The maximum credits for this shall be limited to two during a programme.

The student enrolled for **NCC/NSS** shall be present for at least three hours per week for training programmes as prescribed course for these activities. When they complete four semesters (Total 150 hours), it can be treated as three credit courses. This programme may be funded by UGC in its special scheme.

For credits in **Physical Education**, the student shall be present at least three hours per week (45 hours in a semester) for participation in games and sports activities. These shall be carried out outside the class hours and carries one extra credit each which shall be limited to four credits during a programme.

For awarding one extra credit in co-scholastic activities such as music, dance, theatre, social fora etc. the student shall actively involve in the activities of such groups under the leadership of a faculty member. The minimum hours expected to be spent is 50 hours for

a particular activity for earning a credit. The maximum credits that can be earned under this category is two.

A committee may be constituted by the Academic Council for the preparation of a draft proposal for 2015-16.

- Any other item – with the consent of the chair.

PRINCIPAL'S ADDRESS

PRAYER

God, our loving Father and Mother, may your will be our rule! May your Sacred Heart be the source of our strength and inspiration, and the goal of our endeavours. We dedicate our 'pursuit of wisdom' to you. May that be transformed into seeking you and your will, and help us that our entire effort in this direction is undertaken with a righteous heart. As we gratefully remember our founder Bl. Kuriakose Chavara, and the recognition of his sanctity and pioneering work in social transformation, may we be inspired by your Spirit, to believe that 'God's will, shall be accomplished, and that we shall accomplish it' through our efforts. May our deliberation lead us to enlightenment, and our efforts lead to realization of God's reign of justice, peace and joy to everyone, and the spread of the Good News of God's care and compassion for everyone, especially in our neighbourhood and in our nation. Amen.

1. Greetings! Welcome to Sacred Heart College.
2. B.G. 1944.
 - a. CMI Fathers. Fr. Sales – Dream of a university. 70 years completed.
 - b. Co-ed.
 - c. 2100 students
 - d. 14 UG, 14 PG, 6 Ph. D
 - e. Top results in the University – Arts and Sports.

- f. Credentials: Rated No. 1 by *India Today*, *The Week*; All India Rating within 50.
 - g. Your guidance and help to make it on to the world map of Higher Education.
3. Welcome to the Council Members on behalf of the Manager

List to be ready

- 1) Dr. Babu Joseph – Former Vice Chancellor, CUSAT
- 2) Prof. V.J. Pappu – Academician – Administrator
- 3) Dr. Joseph Injodey, Principal Rajagiri College, Academician-Administrator
- 4) Venugopal C. Govind – Commerce
- 5) Adv. Kannanthanam – Law
- 6) Jose Dominic – Industry (Hospitality)
- 7) Thomas George Muthoot (Industry - Muthoot FinCorp)
- 8) C.J. George (Geojit)
- 9) Sebastian Jose – Architect
- 10) Paul Raj – Entrepreneur
- 11) Dr. Fr. George Peter Pittappilly CMI – Renewable energy, CMI Education.
- 12) Fr. Johnson Vazhappilly CMI – Medical College
- 13) Aquaculture – Dr. V.C. George
- 14) Botany – Dr. George Joseph
- 15) Chemistry – Dr. Joseph John
- 16) Commerce – Prof. Johnson John
- 17) Communication – Dr. Asha Joseph
- 18) Computer Science – Prof. Regitha Baiju
- 19) Economics – Dr. Cherian P.E.
- 20) English – Dr. C.S. Francis
- 21) Mathematics – Prof. W.T. Paul
- 22) Oriental Language – Prof. Mathew Jose
- 23) Physical Education – Prof. Raju KA
- 24) Physics – Prof. George Philip
- 25) Sociology – Prof. Varghese R.K.

- 26) Zoology – Dr. M.K. Raju
- 27) Dr. Cyriac Antony – Dean – Science – Manager’s Nominee
- 28) Dr. Siby Zacharias – Dean – Humanities – Manager’s Nominee
- 29) Dr. V.S. Sebastian – Dean – Student Services – Governing Council
- 30) Dr. K.V. Raju – Manager’s Nominee
- 31) Dr. Samson Davis – Controller of Examination – Governing Council
- 32) Dr. Joseph Moolayil – IQAC – Manager’s Nominee
- 33) Dr. Joy C.M. – Special Officer
- 34) Mr. V.A. Jose, Office Superintendent. – Governing Council
- 35) Prof. Ligori – Special Invitee as staff secretary.
- 36) Dr. Fr. Jose John – Vice Principal, special invitee

- 4. Autonomy – flexibility and responsibility. Not to set up another bureaucratic structure, but a facilitative structure to innovate and make things better and relevant.
- 5. New Programmes – feasible, collaborative. Aquaculture, B. Com – Marketing.
- 6. Space constraints.
- 7. Academic Council – powers etc. Ordinance.
- 8. Use of email and telephone – SMS.

MINUTES OF THE ACADEMIC COUNCIL - No. 2

Hadrian Hall Oct. 18, 2014 Saturday 10 am

Meeting began with a prayer led by Fr. Principal.

The AC secretary reported leave of absence: Mr. C.J. George, Mr. Venugopal C. Govind, Dr. George Peter Pittappilly CMI.

Others members absent: Mr. Jose Dominic

Principal welcomed the members and introduced all those who were present to the gathering. In his preliminary remarks, he stressed the need to ensure that the system was flexible and responsible.

The relevant texts from the ordinance regarding the functions and powers of Academic Council were read out.

His proposal that email be used for ordinary communication was accepted by the council members. However, for formal meetings, regular mail shall be used.

Agenda item No 1: The minutes of the previous Academic Council held on Oct. 7, 2014 were read out by the member secretary and were passed.

Agenda item No. 2: The procedure adopted for the UG and PG admissions 2014-15 was presented by Dr. Cyriac Antony, Admission Committee Chairman and was approved.

- It was decided to constitute an admission committee with Dr. Cyriac Antony as its chairman to prepare a comprehensive proposal regarding UG and PG admissions for the academic year 2015-16, ensuring compliance with the university and state regulations, and to circulate the same among the academic council members by email.

Agenda item No. 3: The Academic Council accepted the nominations of two experts to each of the various Boards of Studies, presented by the departments concerned.

Agenda item No. 4: The syllabi for UG and PG programmes for the batch of 2014-15 admissions, presented by the respective Boards of Studies, were approved.

Agenda item No. 5: The proposal of the various Boards of studies to introduce indirect grading (marks-based evaluation) in PG course evaluation as is being done in the UG programmes, was approved.

Agenda item No. 6: The recommendation of the various Boards of studies to fix continuous assessment component to be uniformly 25% of the total for the UG and PG programmes was approved.

In addition:

- Resolved to fix a separate minimum score of 30% for both the Continuous Assessment and the End Semester Assessment components, and aggregate minimum of 40%.
- Resolved to adopt the seven-point scale based on the total percentage of marks for all courses (theory and practical) with A+ (outstanding) as the highest Grade (with grade point 9 or above) and F (failure) as the lowest Grade (with grade point 4 or below). Candidates who secure E grade and above will be eligible for higher studies.

Agenda item No. 7: The various forms for evaluation presented by the IQAC were approved.

Agenda item No. 8: Decided to constitute an academic audit committee comprising external experts in the Science and Humanities/Commerce streams under the auspices of IQAC.

Agenda item No. 9: Research Advancement

Resolved to instruct the various Boards of Studies to give due consideration to the following components in designing/re-designing their programmes.

1. Orientation in Research Methodology as suited to UG/PG levels.
2. Internship with industry as part of the training resulting in a research project report.

3. Forging tie-ups with industry with faculty involvement to ensure industry-readiness of students.
4. Group projects to promote social relevance of learning.
5. Interdisciplinary approach in designing curriculum.
6. Grace marks for sports and arts performance, as per the university guidelines.

Agenda Item No. 10 – New Programmes

1. Resolved to entrust the Board of Studies of Sociology to study the feasibility, employment potential and prepare a syllabus for M.A. in Sociology in the light of the proposal by the Governing Council.
2. Resolved to constitute an inter-disciplinary committee to study the feasibility, employment potential and prepare a syllabus for M. Sc in Environmental Science. NEERI, NIO, NIT Hyderabad.

Agenda Item No. 11 General Discussions and Decisions

1. Decided to entrust the Principal to constitute a committee to design a scheme for awarding extra credits to activities like extension, outreach, talent development and other co-scholastic activities.
2. Decided to include NCC training to provide additional credits as would fit in the scheme of autonomy.
3. The admission committee may look into giving weightage to SH college students in PG admissions, and to SH institution students in UG admissions and make recommendations, while ensuring that the Sports and Arts based merit as well as quotas.
4. The committee has to prepare a proposal incorporating all this and present the same for the consideration of the next Academic Council.

Recommendations

- The council placed on record its appreciation for the staff and the Principal for their united efforts in attaining autonomous status.
- The council resolved to make an appeal to the government to provide supportive grants.

- The Academic Council recommended that the in-house Journals be made on-line at the earliest (Dr. Babu Joseph).
- To develop some scheme by which the students, in general, are motivated to make use of the amenities provided by the college to grow healthy and keep fit and also the students to apply what they learn with compassion. (Mr. Paulraj)
- In connection with establishing industrial tie-ups, the CSR provisions of the corporates are to be tapped. (Thomas George).
- To hold a separate discussion with well-wishers and friends from industry before curriculum development, discussions in the BoS to gather industry requirements from candidates.
- To make use of the provisions with the ministry of Rural Development for support in extension programmes. (Adv. Jose Kannanthanam).
- To conceive some courses or workshops on Geriatric friendly Architecture. (Prof. V J Pappoo, Arch Sebastian Jose)
- To forge further collaborations with foreign universities for student and faculty exchange.
- Soft-skills for increasing employability.

Dr Joseph T Moolayil proposed the vote of thanks.

The meeting came to an end at 12.30 pm.

Members Present

- 1) Dr. Babu Joseph – former Vice Chancellor, CUSAT
- 2) Prof. V.J. Pappu – Academician – Administrator
- 3) Dr. Joseph Injodey, Principal Rajagiri College, Academician-Administrator
- 4) Venugopal C. Govind – Commerce
- 5) Adv. Kannanthanam – Law
- 6) Jose Dominic – Industry (Hospitality)
- 7) Thomas George Muthoot (Industry - Muthoot FinCorp)
- 8) C.J. George (Geojit)
- 9) Sebastian Jose – Architect
- 10) Paul Raj – Entrepreneur
- 11) Dr. Fr. George Peter Pittappilly CMI – Renewable energy, CMI Education.
- 12) Fr. Johnson Vazhappilly CMI – Medical College
- 13) Aquaculture – Dr. V.C. George
- 14) Botany – Dr. George Joseph
- 15) Chemistry – Dr. Joseph John
- 16) Commerce – Prof. Johnson John
- 17) Communication – Dr. Asha Joseph
- 18) Computer Science – Prof. Regitha Baiju
- 19) Economics – Dr. Cherian P.E.
- 20) English – Dr. C.S. Francis
- 21) Mathematics – Prof. W.T. Paul
- 22) Oriental Language – Prof. Mathew Jose
- 23) Physical Education – Prof. Raju KA
- 24) Physics – Prof. George Philip
- 25) Sociology – Prof. Varghese R.K.
- 26) Zoology – Dr. M.K. Raju
- 27) Dr. Cyriac Antony – Dean – Science – Manager's Nominee
- 28) Dr. Siby Zacharias – Dean – Humanities – Manager's Nominee

- 29) Dr. V.S. Sebastian – Dean – Student Services – Governing Council
- 30) Dr. K.V. Raju – Manager's Nominee
- 31) Dr. Samson Davis – Controller of Examination – Governing Council
- 32) Dr. Joseph Moolayil – IQAC – Manager's Nominee
- 33) Dr. Joy C.M. – Academic Secretary
- 34) Mr. V.A. Jose, Office Superintendent. – Governing Council
- 35) Prof. Ligori – Special Invitee as staff secretary.
- 36) Dr. Fr. Jose John – Vice Principal, special invitee
- 37) Dr. Mathew Jose K – Commerce (Special Invitee)
- 38) Dr. M. S. Francis – Botany (Special Invitee)
- 39) Dr. Georgekutty Joseph – Physics (Special Invitee)
- 40) Biju V.V. – Librarian (Special Invitee)

Dr. C.M. Joy

JL

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



MINUTES OF THE ACADEMIC COUNCIL

Hadrian Hall Feb. 07, 2015 Saturday 10 am

AGENDA

1. Prayer
2. Minutes of the previous meeting
3. Issues emerging out of minutes, if any.
4. **Presentation of the various syllabi and curriculum for approval.**
5. Review of autonomy.
6. Conduct of Examination and related matters.
7. Admission 2015 – Review of the preparations.
8. Any other matter, with the consent of the Chair.

Other Matters:

1. Exam duty related resolution by Academic council.

Review of Autonomy

1. All statutory bodies have been formed and have started functioning regularly, viz., Governing Council, Academic Council, BoS (20 nos), and Finance Committee. Except for UGC representatives to GC, all other nominations on the part of Government and University have been obtained. So far two governing council meetings, two Academic Council meetings, two Finance Committee meetings and at least one BoS meeting of each board were held.
2. The Exam manual was duly submitted. The exam was conducted with some amount of strain but was nevertheless flawlessly accomplished. It was a great feat to conduct the exams almost totally in accordance with the plan and bring out results in time.

3. It was found that the expenditure involved in the conduct of exams far exceeded the income generated through exam fees. The matter was presented before the PTA general body, and it has agreed to a reasonable hike in the fees to accomplish the task wef. 2015-16 academic year.
4. It is also proposed that the Academic Council makes a recommendation to the authorities concerned to a) permit the college to fix exam fees at a level that would make the conduct of exam without financial loss and b) request the state to provide some special grants for the promotion of autonomy in aided colleges, especially for the conduct of examination.
5. University has constituted a high-power committee to monitor the functioning of Autonomous colleges and has articulated a consensual understanding on identified areas of operation.
6. Some strain is felt by the teachers on account of new tasks like that of identifying question paper setters, external examiners, designing curriculum and syllabus and the overlapping of routine tasks of examination by the University.



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



Mr. C. M. Jay
Member Secretary





ACADEMIC COUNCIL MEETING

March 21, 2015.

Venue: Hadrian Hall

SACRED HEART COLLEGE - AUTONOMOUS	
MEETING OF THE ACADEMIC COUNCIL - March 21, 2015	
Saturday 10 am.	
Venue: Hadrian Hall	
Items of the Final Agenda	
ITEM No.	AGENDA
1	Prayer
2	Minutes of the previous meeting
3	Issues emerging out of minutes, if any.
4	Presentation of the various syllabi and curriculum (prepared by various BOS) for approval.
5	Approval of syllabi for New M. Phil courses and MA Sociology.
6	Introduction of UGC mandatory course – Environmental Studies as per the Supreme Court directive - Approval.
7	Review of autonomy
8	Conduct of Examination 2015-2016 and related matters
9	Admission 2015 – 2016 Review of the preparations
10	Any other matters, with the consent of the Chair.

Item No. 1

Prayer

Item No. 2

Sub: Minutes of the meeting of Academic Council held on 18.10.2014 - presented by the Member Secretary

Item No. 3

Sub: Discussion on items arising out of the Minutes:

- Committee constituted for academic audit – Science and Humanities/Commerce entrusted with – IQAC - Internal audit taking place to culminate in the annual planning exercise being held on March 30-31. External academic audit will be done in June with experts as Dr. Babu Joseph and Dr. Joseph Injodey for Science and Humanities respectively. A three-member team will do the audit with representatives of IQAC and a subject expert nominated by the principal from a panel of 3 proposed by the department.
- Inter disciplinary committee constituted to study the feasibility, employment potential and to prepare a syllabus for M.Sc. Environmental Science. – A committee comprising Dr. James T. J., Dr. Thommachan Xavier and Dr. Georgekutty Joseph was constituted. They have discussed the matter, and have come up with a new syllabus, which is being put up for approval in the council.
- The Principal was entrusted to prepare a scheme for awarding extra credits to activities like extension, outreach, talent development and other co-scholastic activities – a scheme has been worked out, which will be presented for approval as part of the curriculum.

- Admission committee was entrusted to look into giving additional weightage to SH College students – Proposal has been made to this effect in the PG admissions.
- Regarding tie-ups with industries, it is proposed that a meeting will be held in summer with key persons from industry to identify required skills, training and placement possibilities.
- Discussion on any other items requiring clarifications and follow up.

Item No. 4.

Sub: Presentation of the various syllabi and curriculum (prepared by various BOS) -Submitted for approval of Academic Council.

CURRICULUM

1.1 SCOPE

Applicable to all regular Undergraduate programmes conducted by Sacred Heart College (Autonomous) with effect from 2015-16 admissions.

1.2 STUDENT ATTRIBUTES

After completing a UG programme from Sacred Heart Autonomous College, students should be able to acquire the following general traits: Intellectual competence, physical and mental well-being, spiritual maturity, moral uprightness and secular outlook.

Students should also be able to acquire analytical skills for employment in various professions, ability to access global information and manage such information in their analysis, the skills to use computers, oral communicative skills, awareness of socio-economic issues as well as to promote entrepreneurship and leadership abilities. They should foster a sense of discipline, efficient time management and resourcefulness in problem solving.

1.3 DEFINITION.

1.3.1. 'Programme' means a three-year programme of study and examinations spread over six semesters, according to the regulations of the respective programme, the successful completion of which would lead to the award of a degree.

1.3.2. 'Semester' means a term consisting of a minimum of **450** contact hours distributed over 90 working days, inclusive of examination days, within **18** five-day academic weeks.

1.3.3. 'Academic Week' is a unit of five working days in which distribution of work is organized from day-one to day-five, with five contact hours of one hour duration on each day. A sequence of 18 such academic weeks constitutes a semester.

1.3.4. 'Common Course I' means a course that comes under the category of courses for English and **'Common Course II'** means additional language, a selection of both is compulsory for all students undergoing undergraduate programmes.

1.3.5. 'Core Course' means a course in the subject of specialization within a degree programme.

1.3.6. 'Complementary Course' means a course which would enrich the study of core courses.

1.3.7. 'Open Course' means a course outside the field of his/her specialization, which can be opted by a student.

1.3.8. 'Additional Core Course' means a compulsory course for all Undergraduate students (as per the UGC directive) to enrich their general awareness.

1.3.9. 'Additional Course' is a course registered by a student over and above the minimum required courses.

1.3.10. **'Credit'** is the numerical value assigned to a course according to the relative importance of the content of the syllabus of the programme.

1.3.11. **'Additional Credit'** is the numerical value assigned to Club activities, Social service, Internship etc. which is not added with the total academic credits of the students.

1.3.12. **'Internship'** is job training for professional careers.

1.3.13. **'College Coordinator'** is a teacher nominated by the College Principal to co-ordinate the continuous evaluation undertaken by various departments within the college.

1.3.14. **'Department'** means any teaching department in a college.

1.3.15. **'Parent Department'** means the department which offers core courses within a degree programme.

1.3.16. **'Department Council'** means the body of all teachers of a department in a college.

1.3.17. **'Department Coordinator'** is a teacher nominated by a Department Council to coordinate the continuous evaluation undertaken in that department.

1.3.18. **'Faculty Advisor'** means a teacher from the parent department nominated by the Department Council, who will advise the student in the choice of his/her courses and other academic matters.

1.3.19. **'Grace Marks'** shall be awarded to candidates as per the University Orders issued from time to time.

1.3.20. 'Grade' means a letter symbol (e.g., A, B, C, etc.), which indicates the broad level of performance of a student in a course/ semester/programme.

1.3.21. 'Grade point' (GP) is the numerical indicator of the percentage of marks awarded to a student in a course.

Words and expressions used and not defined in this regulation shall have the same meaning assigned to them in the Act and Statutes.

1.4. DURATION

The duration of U.G. programmes shall be **6 semesters**

The duration of odd semesters shall be from **June to October** and that of even semesters from **November to March**.

A student may be permitted to complete the Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.

1.5. REGISTRATION

The strength of students for each course shall remain as per existing regulations, except in case of open courses for which there shall be a minimum of 15 and maximum of 75 students per batch, subject to a marginal increase of 10. For non-core compulsory courses, the student strength shall be decided by the Academic Council of the College from time to time.

Those students who possess the required minimum attendance and progress during a semester and could not register for the semester examination are permitted to apply for Notional Registration to the examinations concerned enabling them to get promoted to the next semester.

1.6. SCHEME AND COURSES

The U.G. programmes shall include (a) Common courses I & II, (b) Core courses, (c) Complementary Courses, (d) Open Course (e) Additional core course. (f) Study tour (g) Internship for select programmes.

Additional credit components

- (a) Talent & career club activity (optional)
- (b) Social service (mandatory)
- (c) Internship English copy editor, Commerce, Communication and Computer applications (mandatory).
- (d) Internship (desirable for other programmes).

1.7. EXAMINATIONS.

The evaluation of each course shall contain two parts:

- (i) Continuous Internal Assessment (CIA)
- (ii) End-Semester Examination (ESE)

The internal to external assessment ratio shall be 1:3, for both courses with or without practical. There shall be a maximum of 75 marks for external evaluation and maximum of 25 marks for internal evaluation.

1.8. Computation of Grade and Grade points.

For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. **(CIA+ESE)** as given below.

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

Note: Decimal are to be rounded to the next whole number

1.8.1 Computation of SGPA

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses and the sum of the number of credits of all the courses undergone by a student in a semester.

$$\text{SGPA } (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

1.8.2 Computation of CGPA

i. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

Note: The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

i. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	B	8	3 X 8 = 24
Course 2	4	C	7	4 X 7 = 28
Course 3	3	D	6	3 X 6 = 18
Course 4	3	A ⁺	10	3 X 10 = 30
Course 5	3	E	5	3 X 5 = 15
Course 6	4	D	6	4 X 6 = 24
	20			139

Thus, **SGPA = 139/20 = 6.95**

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 20 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 25 SGPA: 5.6	Credit: 26 SGPA: 6.0
Semester 5	Semester 6		
Credit: 26 SGPA: 6.3	Credit: 25 SGPA: 8.0		

Thus, **CGPA = $20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0$**
= 6.73

Grades for the different semesters and overall programme are given based on the corresponding SGPA/ CGPA as shown below:

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

Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course.

For a pass in a programme, a separate minimum of Grade E is required for all the individual courses. If a candidate secures F Grade for any one of the courses offered in a Semester/Programme only F grade will be awarded for that Semester/Programme until he/she improves this to E grade or above within the permitted period. Candidate secure E grade and above will be eligible for higher studies.

1.11. MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below:

Components of the internal evaluation and their marks are as below.

For all courses without practical

- a) Marks of external Examination : 75
- b) Marks of internal evaluation : 25

All the three components of the internal assessment are mandatory. For common course English in I Semester, internal oral examination shall be conducted instead of test paper.

Components of Internal Evaluation	Marks
Attendance	5
Assignment (Written assignments, preparation of models, charts, posters etc., field survey, field work)	5
Seminar/Viva	5
Test papers-2	10
Total	25

For all courses with practical

- c) Marks of external Examination : 60
- d) Marks of internal evaluation : 20

All the three components of the internal assessment are mandatory. For common course English in I Semester, internal oral examination shall be conducted instead of test paper.

Components of Internal Evaluation	MARKS
Attendance	4
Assignment (Written assignments, preparation of models, charts, posters etc., field survey, field work)	4
Seminar/Viva	4
Test papers-2	8
Total	20

Components of Practical Evaluation	MARKS
Internal Assessment	10
External	30
Total	40

Project Evaluation: (Max. marks 100)

Components of Project-Evaluation	Marks
Dissertation	50
Internal	25
Presentation	25
Total	100

Attendance Evaluation For all courses

% of attendance	Marks
90 and above	5
85 – 89	4
80-84	3
76-79	2
75	1

(Decimals are to be rounded to the next higher whole number)

Grievance Redressal Mechanism

In order to address the grievance of students regarding Continuous Internal Assessment (CIA) a three-level Grievance Redressal mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

Level 1:

At the level of the concerned course teacher

Level 2:

At the level of a Department Committee, consisting of the Head of the Department, a Coordinator of internal assessment for each programme nominated by the HoD and the course teacher concerned.

Level 3:

A committee with the Principal as Chairman, Dean of concerned Faculty, HOD of concerned department and one member of the Academic council nominated by the principal every year as members.

Submitted for approval of Academic Council

NOTE OF THE BOARD OF STUDIES - AQUACULTURE

Revised Curriculum and detailed scheme for conducting PG Course & a certificate course were approved by the Board of Studies held on 01/11/2014.

1. P.G admissions

As students of B.Sc. Zoology, Botany, Aquaculture, Industrial Fisheries are eligible for admission to M.Sc course in Aquaculture and Fish Processing, it is suggested that the entrance examination to this post graduate course may be divided into two parts. Part Compulsory for all applicants

(marks 20%) and Part 2. 80% marks based on questions of their individual optional subjects. Submitted for the approval of the Academic council.

2. Under the 'Earn While You Learn' programme, students may be permitted to sell the fingerlings of ornamental fish produced in the ornamental fish hatchery and 50% of the profit given to the students.

Certificate Course in Ornamental Fish culture

Duration : Three months (Average 300 hours)

Qualification: those who are able to read and write

Course modules

Module 1: Ornamental fish culture: Introduction, scope, varieties of fishes, present status (15hrs)

Module 2: Aquarium setting: tank construction, tank setting, pumps, lights, planting, (15hrs).

Module:3. Ornamental fish breeding: Live bears, Cichlids, carps, Gouramis, Barbs, Zebra etc. (15 hrs)

Module 4: Live feed culture/ water quality, Biosecurity, BMP (15hrs).

Module 5: Marketing. setting up of hatchery/ Bank loans, subsidy schemes (10hrs).

Module 6: Aquatic plants. Varieties, culture, (10hrs)

Total theory (80 hrs)

Practicals:

Breeding of Live bears	25hrs
Breeding of Cichlids	50hrs
Breeding of Goldfish/Koi	50hrs
Barbs/Zebra	25hrs.
Gourami fighter	25hrs
Live feed culture	25hrs
Tank construction/setting.	20hrs.
Total	220
Grant total	300hrs.

NOTE OF THE BOARD OF STUDIES - BOTANY

The following are the major decisions of the BoS held on 17/3/2015.

- The proposed syllabus for the B.Sc. autonomous program (both core and complementary courses) has been unanimously approved with the following modifications;
- The 1st BSc core paper entitled “Methodologies and Perspectives in Science and an Introduction to the World of Plant Diversity” has been removed and some relevant parts of this paper have been shifted to the 6th semester after merging it with “General Informatics and Methodologies in Plant Sciences” of second semester.
- Rest of the courses for various semesters are arranged or rearranged as follows

Semester	Course	Title
1	1	Microbiology and Phycology, Practical-1
2	2	Mycology, Lychonology and Plant pathology, Practical-2 <i>Additional core course- Environmental Studies</i>
3	3	Bryophytes, Pteridophytes, Gymnosperms and Paleobotany Practical-3
4	4	Anatomy and Angiosperm morphology, Practical-4
5	5	Angiosperm Systematics, Floral Morphology and Economic Botany, Practical-5
	6	Environmental Science and Ecotourism, Practical-6
	7	Genetics and Plant Breeding, Practical-7
	8	Cell and Molecular Biology and Evolution, Practical-8
		Open Course- Agri-based Microenterprises/Horticulture and Nursery Management/Biotechnology and Bioinformatics
6	9	Plant Physiology and Biochemistry, Practical-9

	10	Perspectives of Science and Methodologies and General informatics, Practical-10
	11	Biotechnology and Bioinformatics, Practical-11
	12	Horticulture, Nursery Management, Embryology and Reproductive biology, Practical-12
	13	Core Choice Based Course- Phytochemistry and Pharmacognosy/Plant genetic resource management/Agri-business
Hands on training /Research Project		

- The students can exercise an option for choosing the project work in the 3rd year. It can be a research project or a hands-on training project in any of the following 17 areas for students from 2013 admission onwards. submitted for the approval of the Academic Council.

1. Mushroom cultivation
2. Landscaping and Garden designing
3. Nursery Management
4. Flower arrangement and Vegetable carving
5. Topiary and Bonsai
6. Poly-house farming and Precision farming
7. Organic Farming and Plantation management
8. Plant tissue culture
9. Cultivation of medicinal plants
10. Traditional post-harvest technology
11. Natural fibre extraction and Handicrafts
12. Natural dyes and Mural painting
13. Vermicomposting and Organic manure
14. Bio-pesticides and Insecticides

15. Bio-fertilizers and Biological con
16. Traditional and Natural food processing
17. Floriculture and cut flower Marketing

- The meeting approved the suggestion of the department to shift one credit from the open course of 5th semester B.Sc. to the paper entitled "Angiosperm Systematics, Floral Morphology and Economic Botany (Course-5) of 5th semester.
- The meeting decided to grant one extra credit to virtual lab experiments.
- It is decided to draft and append a research paper according to the guidelines of Heartian Journal of Pure and Applied Sciences in bound form along with the MSc dissertation from 2013 admission onwards.

Submitted for approval of the Academic Council.

NOTE OF THE BOARD OF STUDIES - CHEMISTRY

The meeting held on 16.03.2015 discussed the draft of the revised syllabus for BSc Chemistry programme, CBCSS of both core and complementary courses and approved the same with minor modifications. The revision was done without changing the existing frame work of the programme.

The meeting approved the following.

1. To maintain the internal external ratio as 1:3 for both theory and practical courses. Accordingly, the mark for theory is 20:60 and for practical it is 10:30.

2. The name of the courses changed to general names viz, Theoretical Inorganic Chemistry, Inorganic Chemistry, Organic Chemistry and Physical Chemistry. There are Open Course and core Elective.
3. To include an additional core course on environment science of 4 credit in the second semester.
4. The total credit for B.Sc. programme including the Environment Science is 124.
5. One credit shall be given for visiting any research Lab/ Chemical industry during the VIth semester and it is mandatory for awarding the degree. The student should submit a report towards the end of the VIth semester. But it is not counted for calculating the grade. Including this the total credits become 125.
6. The minimum marks for PG programme should be 40% for both internal and external.
7. Regarding extra credit courses, each student should do **Social work** for 20 hrs of credit 2, which is mandatory and **club activities** for 2 credits which is not mandatory.
8. Students can acquire 2 extra credits by doing an internship **programme in research labs/Industrial training programme** in a reputed industry, for a minimum of 30 days, and submit a report which is attested by the concerned authority. The same can be treated as equivalent to the project which is to be submitted in the VIth semester.
9. Another extra credit course given to the students is training in virtual lab experiments with credit 2.
10. **To start the revision of PG syllabus and implement from 2016 admission onwards.**

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - COMMERCE

The meeting of BoS in Commerce held on 1 st November, 2014 at Commerce Department decided to restructure and revise the syllabus of various courses in the UG programme in commerce for admissions from the academic year 2015 -16. The extent of syllabus revision in each course will be decided by the expert committee constituted for the syllabus revision. 5 committees were

constituted for the revision of syllabus in the UG programme. Accordingly, the following restructuring and syllabus revision were effected in the UG programme.

- The first semester B.com common core 'Perspectives and Methodology of Business Studies' is replaced with 'Business Environment'.
- The fifth semester B.com complementary course 'Advertisement and Sales Promotion' is replaced with 'International Financial Reporting Standards'.
- The second semester B.com 'Corporate Regulations and Governance' has been fully revised to include the new provisions of 'The Companies Act 2013' replacing the earlier Companies Act 1956.
- Additional core course 'Environmental studies' as per UGC stipulation is included.
- Syllabus in the 16 courses of the B.com programme were revised to the extent of 10 to 20 percent of the existing syllabus incorporating the latest theoretical developments as well as newly created knowledge in the relevant fields.
- Total credit assigned to Open Course in the fifth semester was reduced from 4 to 3 and the credit one taken was added to the credit of core course 'Business Management' that comes in the third semester B.com; thereby credit of this core course is raised from 2 to 3.
- Repetition of topics in the current syllabus of various courses in the UG programme was identified and care has been taken to avoid such repetition of topics in the revised syllabus.
- Rearrangement of the existing modules of some courses in a sequence and rearrangement of courses to be taught in different semesters were also made.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - COMPUTER SCIENCE

BOS in computer science held on 1.11.2014 decided to revise the UG syllabus with the following changes

CHANGED PAPERS:

Total Theory Papers Completely Changed (Computer Science):

- Advanced Web Technology – 4th semester
- Java Programming and Dynamic Web Page Designing – 5th Semester
- Cyber Security (Elective) – 6th Semester

Total Practical Papers Completely Changed (Computer Science):

- Advanced Web Technology (Lab) – 4th semester
- Java Programming and Dynamic Web Page Designing (Lab) – 5th Semester

Total Theory Papers Partially Changed (Computer Science):

- Fundamentals of Digital System – 1st semester
- Micro Processors & Computer Organization – 2nd semester
- Data Communication and Computer Networks – 3rd semester
- Object Oriented Programming in C++ – 3rd semester
- System Analysis and Design – 3rd semester
- Database Management Systems – 4th semester
- Operating Systems – 6th semester

Total Practical Papers Partially Changed (Computer Science):

- Object Oriented Programming in C++ (Lab) – 3rd semester

Curriculum and Syllabus of B.Sc. Computer Application in detail would be prepared and planned to hand over to the Academic Council by the Board of Studies.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - COMMUNICATION

BOS in communication held on 1.11.2014 has approved the following changes in the UG and PG courses.

Through revising the existing syllabi, the Board of Studies aims to:

1. We intend to have a smooth transition to the more structured and skills-driven learning, through stages. Current syllabi of all the courses are incoherent with the evolving demands of the industry.
2. Media industry is practice-oriented and to cater to this demand, we propose an unbiased 50:50 mark distribution instead of the current 75:25 mark distribution. Practice as pedagogy, enhanced with continuous and comprehensive evaluation throughout the period is very essential to create sound professionals.
3. The curriculum will be designed to enable the students to acquire a critical understanding of key debates in the discipline of media studies and apply theoretical approaches to specific texts, instances or practices. The current syllabi pattern practiced across the state fail to deliver strong orientation towards research. It does not promote in-depth analysis and appreciation of various media.
4. Current syllabi are poorly fragmented and create ambiguities. There is no scope for specializations. Students are deprived of opportunities to pursue their areas of interest, since the core area is scattered throughout the curriculum. This increases their workload and adversely affects their productivity and progress.
5. As the first stage of revision, all programmes - **BA Animation and Graphic Design, Master of Communication and Journalism (MCJ), MA Cinema and Television, MA Graphic Design and MA Multimedia** shall be undergoing essential changes that would effectively prevent errors in implementation of the core concepts in existing syllabi. This revision caters only to immediate defects which are already identified and preventive treatment devised.
6. Basic changes which would represent shifts in perspective, content and form shall be finalised in the next stage of revision expected to be implemented from 2017.

The Academic Council approved the syllabus

NOTE OF THE BOARD OF STUDIES - ECONOMICS

The meeting of BoS in Economics held on 1st November, 2014 at Economics PG Library Hall decided to restructure and revise the syllabus of various courses in the UG programme in Economics for admissions from the academic year 2015-16. The extent of syllabus revision in each course will be decided by the expert committee constituted for the syllabus revision. 15 committees were constituted for the revision of syllabus in the UG programme. Accordingly following restructuring and syllabus revision were effected in UG programme.

1. Economics Department replaced the first semester BA Economics core paper 1- "Methodology of Social Sciences with Special Reference to Economics" with **"Historical Perspective of Economic Thought"**.
2. Syllabus in the remaining 14 core courses of the BA Economics programme was revised to the extent of 10 to 20 percent of the existing syllabus incorporating latest theoretical developments as well as newly created knowledge in the relevant fields.
3. Total credit assigned to Open Course (in the 5th semester) was reduced from 4 to 3 and the one taken was added to the credit of Core 7 – Quantitative Techniques for Economic Analysis with 108 teaching hours (in the 5th semester), raising its credit to 5.
4. Repetition of topics in the current syllabus of various courses in the UG programme was identified and care is taken to avoid such repetition of topics in the revised syllabus.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - ENGLISH

BoS in English held on 01.11.2014 approved the revision of the syllabus with the following changes in the UG Programme.

BA English (Copy Editor) is a semi-vocational undergraduate programme. It is a generic programme that is foundational to Master's degree in English Language and Literature, Mass Communication, Journalism, besides other disciplines such as Business Administration, Personnel Management etc. The vocational content of the programme equips the students to find placements in publishing houses as content writers, editors, lay-out artists as well as entrepreneurs in publishing industry. The programme consists of 4 Common Courses (Language 1 - English), 2 Common Courses (Language 2); 14 Core Courses; 4 Vocational Courses; 4 Complementary Courses and 2 Open Courses.

While revising the syllabus and curriculum, the Board of Studies has attempted to bring about a balance between the academic and vocational contents of the programme. While on the one hand, the literature courses have been enriched by incorporating more recent trends in literature, the approaches to the study of literature have been made more engaging by introducing applicational modules. It demands of the students to apply the approaches, methodologies and skills they have acquired through the theoretical modules of the course work.

The vocational content consists mainly in the use of information and communication technology vis-à-vis printing and publishing. Taking cognizance of the fast-changing nature of the technology and its applications, the board has, after detailed deliberations, introduced modules that are likely to remain in long term use. One of the highlights of the course work is that, apart from bringing out an in-house journal, the students are required to undergo a 21-day internship with the leading media/ publishing houses and are required to submit a report of the training undergone.

It is believed that the revised syllabus addresses the manifold challenges of an undergraduate programme of this kind. While it opens the portals of academic pursuit in a variety of disciplines, it also equips the students to undertake jobs on completing the programme successfully.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - FRENCH

The Board of Studies meeting held on 1/11/2014 approved the following changes to the syllabus of French

- To change the existing B.A./B.Sc. syllabus (Champion)
- To take Version Originale I for IB. A/B.Sc.
- To take Version Originale 2 for II B.A/B.Sc.

Version Originale 1/2(Editions – Maisons de Langues)

Version Originale 1 for I B.A/B.Sc. (sem I & 2)

Course Title- French Language and Communication Skills (72hrs/4 Credits per semester)

Version Originale 2 for II B. A/B.Sc. (Sem 3 &4)

Course Title- An Advanced Course in French (90hrs/4 Credits per semester)

AIM

To develop the communicative skills in French among students and to broaden their receptivity to other cultures.

OBJECTIVES

- To shift focus from the communication perspective to the current trend of action perspective.
- To develop Information competency among the students and thus equip them to be social actors.
- To develop a sense of co-cultural feeling among the learners.

Reason for the Syllabus Revision

The existing manual is outdated and does not adapt to the current method of teaching –learning approach prescribed by the CECR (Cadre European Commun de Reference). Thus, the latest version manual available has been taken to develop the overall linguistic competence of the learner.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - HINDI

Board of Studies meeting of Dept. of Hindi was held on 1st November 2014 in the auditorium of S.H. College, Thevara. The Board has decided to change the first semester U.G. (B.A./B.Sc.) Syllabus. The title of the course was changed from 'Prose and One Act Play' to 'Prose and Drama'. A new text book was introduced titled 'Madhavi' authored by Bhisham Sahni, published by Rajkamal Prakashan, New Delhi. There is no change in II, III and IV Semester Syllabus.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - HISTORY

Details of the syllabus revision in UG Complementary programme in History

The meeting of the BoS in History was held on 1st November, 2014 in the Economics Department and decided to restructure and revise the syllabus of the Complementary Course in History for the UG programme in Sociology and Economics. The Expert Committee recommended a thorough change in the syllabus. The Syllabus aimed to make the students competent enough in the various developments in the world and also in the Indian culture related to the Modern Period.

In the First semester, students are expected to do a thorough analysis on the various developments that took place in the world scenario under the course title of 'Historical Currents of the Modern World' instead of the Roots of the Modern World. This course intends to give a brief and general idea on the origin of the modern world and the force and the course of the developments in different parts of the world. This course explains the trials and turbulences and transitions that the world had experienced over the years and analyses the problems of the present-day world developments. It also traces the growth of the fundamental principles that

took place in the world by various factors and events. This will support students to kindle a spirit of enquiry more about the various progress and developments of the world.

In the Second semester, students are expected to deal with modern India under the course title 'The Concise History of Modern India' instead of the 'Transition to the Contemporary World'. In this semester, students are asked to do their historical understanding on the various improvements that took place in Indology. This will provide a better understanding about the evolution of Indian culture from colonization to decolonization.

After the first two semesters students will have a better perception in their analysis about the current issues related to the cultural heritage of India and the World. The students will have a better competency in the various types of examinations at the national level.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - MALAYALAM

തേവര തിരുഹൃദയ സ്വയംഭരണ കലാലയത്തിന്റെ ബോർഡ് ഓഫ് സ്റ്റഡീസ്പ്രോഗ്രാം 1 നവംബർ 2014ൽ സംഘടിപ്പിച്ചു. കോളേജ് പ്രിൻസിപ്പൽ ഫാ. പ്രശാന്ത് പാലക്കാപ്പിള്ളിയുടെ നേതൃത്വത്തിൽ യോഗം ആരംഭിച്ചു. പ്രസ്തുതയോഗത്തിൽ ചെയർമാൻ ഡോ. ജെയിംസ്. (റിട്ട. പ്രൊഫ. എസ്. ബി. കോളേജ്, അടവേഴി) ഡോ. മൂസ്സമേരിജോർജ്ജ് (യു.സി. കോളേജ്, ആലുവ) ഡോ. ജോസഫ് സ്റ്റീവ് (എസ്. ബി. കോളേജ്, അടവേഴി) തുടങ്ങിയവർ ബോർഡ് ഓഫ് സ്റ്റഡീസ് അംഗങ്ങളായി പങ്കെടുത്തു. കാലാനുസൃതമായി സിലബസ്സിന്റെ ഓരോ ഭാഗത്തും ആവശ്യകത മുന്നിൽ കണ്ടു കൊണ്ട് ബി. എ. , ബി. എസ് .സി , മോഡൽ 1, ബി. കോം, മോഡൽ 1, ബി. എ . മോഡൽ 2 സിലബസ്സിന്റെ ഓരോ ഭാഗത്തും യോഗം ചർച്ച ചെയ്തു.

ബി. എ. , ബി. എസ് .സി മോഡൽ 1 സെമസ്റ്റർ 1, കഥയും, കാലവും, എന്ന സർവ്വകലാശാലാ പ്രസിദ്ധീകരണത്തിലെ ആക്രമകൾ ഒഴിവാക്കി പുതിയ ആക്രമകൾ ചേർക്കുവാനും ഒ .വി. വിജയന്റെ ഗുരുസാഗരം എന്ന നോവലിനു പകരം സി. ആർ. പരമേശ്വരന്റെ പ്രകൃതിനിധനം എന്ന നോവൽ ഉൾപ്പെടുത്താനും തീരുമാനിച്ചു.

ബി. എ. , ബി. എസ് .സി മോഡൽ 1 സെമസ്റ്റർ 2 ൽ, കവിതകൾ, 24 ൽ നിന്ന് 21 ആക്കി ചുരുക്കുകയും നാല്കവിതകൾ ഒഴിവാക്കി പുതിയ നാല്കവിതകൾ ചേർക്കുകയും ചെയ്തു.

ബി. എ. , ബി. എസ് .സി മോഡൽ 1 സെമസ്റ്റർ 3 മാറ്റങ്ങളൊന്നും ആവശ്യമില്ലെന്ന് തീരുമാനിച്ചു.

ബി. എ. , ബി. എസ് .സി മോഡൽ 1 സെമസ്റ്റർ 4 . ലേഖനങ്ങളുടെ എണ്ണം 12 ൽ നിന്ന് 11 ആക്കി ചുരുക്കാനും തീരുമാനിച്ചു.

ബി. എ. , മോഡൽ 2 സെമസ്റ്റർ 1 (ഇംഗ്ലീഷ് കോപ്പി എഡിറ്റിംഗ്) നാല്കവിതകളും രണ്ടു കഥകളും ഒഴിവാക്കി പകരം പുതിയവ ചേർത്തു .

ബി. എ. , മോഡൽ 2 സെമസ്റ്റർ 2 (ഇംഗ്ലീഷ് കോപ്പി എഡിറ്റിംഗ്) രണ്ട് ലേഖനങ്ങൾ പരിഷ്കരിക്കുകയും തകഴിയുടെ തെങ്ങി വർഗ്ഗം എന്ന നോവലിനു പകരമായി എം. ടിയുടെ മഞ്ഞ് ഉൾപ്പെടുത്തുവാനും യോഗം തീരുമാനിച്ചു.

ബി. കോം മോഡൽ 1 സെമസ്റ്റർ 1 മൂന്നു കഥകളും മൂന്നു കവിതകളും ഒഴിവാക്കി പകരം പുതിയവ ചേർത്തു.

ബി. കോം മോഡൽ 1 സെമസ്റ്റർ 2 മാറ്റങ്ങളൊന്നും ആവശ്യമില്ലെന്നും യോഗം തീരുമാനിച്ചു.

Submitted for the approval of Academic Council.

NOTE OF THE BOARD OF STUDIES - MATHEMATICS

BoS (Mathematics) Meeting held on 01/11/2014 approved the following.

- M. G University Syllabus for U.G Programme 2014 admission
- The Exam pattern and Question paper for U.G Programme
- M.G University syllabus for P.G Programme 2014 admission
- The Exam pattern and Question paper for U.G Programme
- Revise the Syllabus for both UG and PG Programmes for 2016-17 admission onwards
- Approval of indirect grading system
- Approval of internal and external assessment ratio (1:3 for each course)
- Panel of question paper setters for U.G and P.G Programme
- Open course can be taken only those students who have not studied mathematics as Complementary course
- Standardization and Normalization of Marks

Submitted for the approval of Academic Council.

NOTE OF THE BOARD OF STUDIES-PHYSICS

The Board of Studies meeting was held on 1st November 2014 with all the members present including all the nominated members from outside and University. The Board of Studies decided to revise the UG syllabus and a separate committee was formed with Prof. George Philip as chairman. The Board also decided to give a proposal for a new M.Phil programme from 2015 onwards and a committee was formed with Dr. Unikrishanan as Chairman.

In the revised UG syllabus almost all the semester papers are restructured by including some derivations to the main equations and deleting a few topics, which are not relevant to the titled

syllabus. This is done for the better understanding of the subject. There are no changes in title of semester papers but the theory and practical weightage ratio is fixed as 3:1. Also for the experiments in each semester Virtual labs are included which will give an innovative approach in doing the experiment. UG Syllabus and the syllabus for M.Phil concern is submitted for approval.

Submitted for the approval of Academic Council.

NOTE OF THE BOARD OF STUDIES - POLITICAL SCIENCES

The BoS of Political Sciences held on 1/11/2014 decided the following

Courses offered Under the Department of Political science

Department of Political Science offers two complementary courses for B.A. Programmes in Economics and Sociology in 3rd and 4th semesters:

1. An introduction to Political Science.
2. Governmental Machinery and Processes.

The Board has decided to modify the titles of these as below:

1. An introduction to the concepts in political science.
2. Indian polity- governmental machinery and processes.

The Board has decided to change the syllabus of the two courses. 'Modern Approaches' and 'Theories in Political Science' were added in the syllabus of the course "An introduction to the Concepts in Political Science". In the course "Indian Polity- Governmental Machinery and Processes" emphasis is on Indian constitution and government. These Courses are designed in line with the syllabus of Civil service examinations.

Submitted for the approval of Academic Council.

Note of the Board of studies (Sanskrit)

സേക്രട്ടറിമാർട്ട് ഓട്ടോണമസ് കോളേജ് ബോർഡ് ഓഫ് സ്റ്റഡീസ് യോഗം 2014 നവംബർ 1 ന് കോളേജ് പ്രിൻസിപ്പൽ പ്രശാന്ത് പാലക്കാപ്പിള്ളിയുടെ നേതൃത്വത്തിൽ നടന്നു. ചെയർമാൻ ഡോ. സി.ടി പ്രമാൻസിസിന്റെ (St. Thomas College, palai) അസാന്നിധ്യത്തിൽ വൈസ് ചാൻസലർ നോമിനിയായ ഡോ. ഇ. എൻ നാരായണന്റെ (S.B. College, Changanachery) അധ്യക്ഷതയിൽ സംസ്കൃത വിഭാഗത്തിന്റെ യോഗം ആരംഭിച്ചു. പ്രൊഫ. കെ. ആർ നാരായണൻ (D.B College, Changanachery), പ്രൊഫ. നവീൻ നായിക് (Govt. Sanskrit College, Tpr) ശ്രീ. റിഷദ് കേണിക്കൽ (Ice Qube, Event managment, Ernakulam) പ്രൊഫ. മാത്യു ജോസ് (S.H. College, Thevara) തുടങ്ങിയവർ പ്രസ്തുത യോഗത്തിൽ സംബന്ധിച്ചു. **സിലബസ് പരിഷ്കരണത്തിന്റെ ഭാഗമായി എടുത്ത തിരുമാനങ്ങൾ.**

- 1.. ബി.എ, ബി.എസ്സി 1st സെമിസ്ട്രിയിൽ നിലവിലുള്ള 4 അലങ്കാരങ്ങൾക്കു പുറമെ 4 അലങ്കാരങ്ങൾ കൂടി ഉൾപ്പെടുത്തി. 2. സ്വപ്നാസവദത്തം നാടകത്തിലെ 4 മത്തെ അങ്കം 2 മത്തെ സെമിസ്ട്രിയിൽ മാറ്റി 3. 2 മത്തെ സെമിസ്ട്രിയിൽ നാമരൂപങ്ങളിൽ 'ലതാ ശബ്ദം' കൂടി ചേർത്തു. 4. 1st സെമിസ്ട്രിയിലും 3rd സെമിസ്ട്രിയിലുമായി പഠിക്കാനുണ്ടായിരുന്ന സ്വപ്നാസവദത്തം നാടകത്തിലെ 4, 5, 6 അങ്കങ്ങൾ പുതിയതായി ചേർത്തു. 3rd സെമിസ്ട്രിയിൽ നിലവിലുള്ള ശാകുന്തളം കഥയുടെ 4 മത്തെ അങ്കത്തിനു പുറമെ 1, 2, 3 അങ്കങ്ങൾ പുതിയതായി ചേർത്തു. 5. മൂല്യകടികം കഥാസംഗ്രഹം 1, 2 അങ്കങ്ങൾ ട്രാൻസലേഷൻ പ്രിൻക്ലൈബ്സ് ടെക്സ്റ്റ് ആയി അംഗീകരിച്ചു.
6. 4 മത്തെ സെമിസ്ട്രിയിൽ കേരളത്തിലെ സാംസ്കാരിക പരിഷ്കർത്താക്കളുടെ ലിസ്റ്റിൽനിന്നും സി.വി വാസുദേവഭട്ടതിരിയെ ഒഴിവാക്കി പകരം പ്രൊഫ. ഐ .സി ചാക്കോയെ ഉൾപ്പെടുത്തി. ഒരു മണിയോടെ യോഗം അവസാനിച്ചു.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - STATISTICS

Board of Studies in Statistics of Sacred Heart College (Autonomous) Thevara, held on 01-11-2014 decided:

- 1 To introduce a practical (using computers) for BSc. Computer applications for statistical data analysis using software Excel/R which shall be held in the sixth semester
- 2 To introduce a mini project (using computers) for BSc. Computer applications and for BSc. Mathematics as part of internal assessment which shall be held in the 4th semester
- 3 By considering the potentials of mathematics and statistics in various fields, the meeting proposed a new UG programme (triple main) with Mathematics, Statistics and Economics as the core subjects.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - SOCIOLOGY

UG Syllabus

The meeting of the Board of Studies of Sociology held on 1-11-2014 reviewed the existing syllabus in both UG and PG and evaluated the efficacy of it in the wake of autonomy. The Board has decided to make some alterations in the existing curricula for U G Programme to make it more student friendly and academically relevant.

Existing 9 courses such as Methodology and Perspectives of Social Sciences, Essence of Sociology, Social Stratification, Environment and Society, Culture and Personality, Industry and Society, Crime and Society, Gerontology, Tribal Society in India are changed. Some of these courses have been completely avoided, and some other courses such as Tribal Society in India and Social

Stratification and Essence of Sociology have been reformulated by adding some new topics and slightly altering some other topics.

The newly introduced titles are: Fundamentals of Sociology, Basic Concepts in Sociology, Social Structure and Change in India, Elements of Social Psychology, Sociology of Work, Life Skill Education, Culture and Society, Social Pathology and Media and Society are substituted.

Out of the total of Sixteen Courses, four are at the application level, which come 30% of the total syllabus.

The total credits and instructional hours are maintained without change.

The Board has approved the distribution of marks for External and Internal components of the examination as 75 and 25.

It is also decided to introduce the UGC proposed paper on Environmental Studies in the first semester as an additional core.

The Board has decided to retain the project work in the sixth semester. A viva voce is to be conducted by an external evaluator at the end of the Sixth Semester.

Submitted for the approval of Academic Council

NOTE OF THE BOARD OF STUDIES - ZOOLOGY

Board of Studies held on 20.3.2015 has decided to make the following changes in the UG programmes:

1. Major swapping between the first and second-year syllabus to create an interest to the beginners in UG Zoology programme.
2. Study of non-chordates extended to the first two semesters, as to study diversity of the group is not possible in a single semester.

3. Perspectives of science also aligned with the core course I, Biodiversity -Non-chordata I, to give a basic idea on taxonomy and related sciences.
4. A new Course, Applied Zoology is introduced in Semester 4 to create an interest in the entrepreneurship aspect of the subject, by replacing Biodiversity- Chordata which is moved to semester.
5. A new module, research methodology is added to the core course12, General Informatics, Bioinformatics, Biostatistics and Research Methodology in sixth Semester.
6. Introduction of new practicals and methods in respective core courses, which suit the present time.
7. Introduction of compulsory field study and related works in Zoology UG programme.
8. Addition of relevant topics and deletion of irrelevant and outdated topics from all relevant semesters in sixth semester.

The academic council approved the syllabi and curricula under the Choice Based Credit and Semester System (CBSS) for all the above programmes.

Item No: 5.

Sub: Approval of syllabi for New M. Phil Programmes and M A Sociology

Note to the academic council: -Syllabus approved by the respective BoS for M.Phil (Economics, Physics & Commerce and MA Sociology will be presented by the Department Heads and the same is submitted for the approval of Academic Council.

Master of Arts in Sociology

The Sacred Heart College, Thevara (Autonomous) proposes to offer a Postgraduate Degree Programme in Sociology with a total of nineteen Theory Papers, a Dissertation and an Internship. In addition to theoretical learning, the course also aims at field-based interactions and exposure activities.

This programme is devised to provide the students a sound theoretical base for the understanding of contemporary social phenomena, with equal importance to classical and contemporary theories on one hand, and a number of special areas of academic topics on the other. It offers a total of three papers on Sociological Theories, and one paper each on areas such as Social Research Methodology and Social Psychology, besides a substantial number of papers which aim at detailed understanding of the diverse realities and issues of Indian Society. Papers on Contemporary social issues such as Globalization, Social Movements, Gender Consciousness, Environmental Crisis and Crime, provide in-depth theoretical as well as empirical insight to the learners.

The papers on Research Methods, Social Psychology and Counseling, Statistics etc. enhance practical skills of students in Field Work, Statistics and SPSS. The students are expected to do an internship with an NGO during the second semester.

In the third semester, the students work on a Dissertation on a topic of specialization under the guidance of the supervising faculty.

Altogether this program is devised as having a total of twenty credits in each semester during the first three semesters and fifteen credits in the final semester.

M. Phil Programmes: The BoS of Commerce, Economics and Physics have proposed M. Phil programmes.

- M. Phil in Commerce
- M. Phil in Economics
- M. Phil in Physics

Note: The Academic council may entrust a subcommittee to scrutinize the syllabus and curriculum to ensure that they match with the stipulations of UGC in this regard so that the proposed programmes may validly substitute the need to undergo course work for Ph. D, before submitting the same for approval with the University.

Item No: 6.

Sub: Introduction of UGC mandatory course – Environmental Studies as per the Supreme Court directive - Approval

Note to the academic council - The ministry of Human Resource Development has instructed UGC as per the directive of Supreme Court, to compulsorily implement a 6-month core course for Environmental Studies for all Undergraduate programmes in all universities and colleges, failing which UGC grants are likely to be withheld.

The curriculum & syllabus stipulated by the UGC in this regard are submitted to the Academic Council for approval.

Item No: 7.

Sub: Review of autonomy

Note to the Academic Council: -

1. All statutory bodies have been formed and have started functioning regularly, viz., Governing Council, Academic Council, BoS (20 nos), and Finance Committee. Except for UGC representatives to GC, all other nominations on the part of Government and University have been obtained. So far two governing council meetings, two Academic Council meetings, two Finance committee meetings and at least one BoS meeting of each board were held.
2. The Exam manual was duly submitted. The conduct of exams was performed with some amount of strain, however, flawlessly accomplished. It was a great feat to conduct the exams almost totally in accordance with the plan and bring out results in time.
3. It was found that the expenditure involved in the conduct of exams far exceeded the income generated through exam fees. The matter was presented before the PTA general body, and it has agreed to a reasonable hike in the fees to accomplish the task wef. 2015-16 academic year.

4. It is also proposed that the Academic Council makes a recommendation to the authorities concerned to a) permit the college to fix exam fees at a level that would make the conduct of exam without financial loss and b) request the state to provide some special grants for the promotion of autonomy in aided colleges, especially for the conduct of examination.
5. University has constituted a high-power committee to monitor the functioning of Autonomous colleges and has articulated a consensual understanding on identified areas of operation.
6. Some strain is felt by the teachers on account of new tasks like that of identifying question paper setters, external examiners, designing curriculum and syllabus and the overlapping of routine tasks of examination by the University
7. In the light of review of PG curriculum, the chairmen of the various boards have proposed that it be made mandatory to draft and append a research paper according to the guidelines of Heartian Journal of Pure and Applied sciences (for Science subjects) and SH Research Journal – Humanities & Business Studies (for humanities and Commerce) along with the MSc dissertation from 2013 admission onwards. The proposal is submitted to the AC for approval as part of the curriculum for all PG programmes.

Item No: 8.

Sub: Conduct of Examination 2015-2016 and Related Matters

Note to the Academic council: -The following proposals are presented below for the approval of the Academic council.

- From 2015 admission onwards, the minimum percentage of marks for a pass in postgraduate (PG) examinations for internal as well as external evaluations shall be 40. A student fails for a course if he/she fails either for internal or external evaluations.
- No moderation shall be given to the students for a pass in the examinations from 2015 admission onwards.

- If a student fails for a course, the grade point for the course shall be zero ('0') instead of 4.
- In the mark list of students, the Semester Grade Point Average (SGPA) of each semester and the Cumulative Grade Point Average (CGPA) up to the semester shall be shown.

Item No: 9.

Sub: Admission 2015 – 2016 Review of the preparation

REGULATIONS FOR PG ADMISSION-2015-16

1. Admissions to all PG programmes will be based on the marks/grades of the optional subjects obtained up to the fifth semester examination of the respective programmes and the marks obtained in the entrance examination conducted by the college.
2. For calculating the index mark for ranking, marks obtained up to the fifth semester will be standardized to 800 and added to marks obtained in the entrance examination standardized to 800.
3. 10 marks will be awarded as bonus marks to students who pass out of Sacred Heart College, Thevara.
4. Bonus marks will be awarded to NCC/NSS/Ex-service men candidates as per existing Government/University rules.
5. Admission to the PG programme shall be provisional subject to the candidate satisfying the eligibility criteria as laid down in the prospectus prior to the notification for the First End Semester examination.


Item No: 10.


Sub: Any other matters, with the consent of the Chair.

- **M. Sc. in Environment Science** – Special interdisciplinary committee appointed for the purpose has proposed a new curriculum for the interdisciplinary programme in Environment Science.
- The main aim of the Programme is to familiarize the students to develop skilled human resources for conservation of nature, pollution prevention, sustainable utilization and management of natural resources for development. The Programme, therefore, envisages human resource development in environmental management through education and research who could be used in future for imparting consultation/training to personnel of NGOs, industries, institutions and public.
- A Programme like this is inevitable in view of the need for a multi-disciplinary approach to analyze complex environmental problems, the arrival of substantive environmental laws requiring specific environmental protocols of investigation and the growing public awareness of a need for action in addressing environmental problems.
- Through environmental education they can gain knowledge to handle the fundamental issues leading to local pollution. Education is a sort of investment that turns into a valuable asset over a period of time. Tomorrow's leaders need to be equipped for tomorrow's challenges, and we must adequately prepare our children for the future they will inherit. That requires a commitment to providing children with environmental education that helps them become educated leaders of tomorrow. Students must be encouraged to understand their surroundings and a framework for action plan must be formulated. The Programme also envisages imparting the required skills and expertise to handle the associated challenges. Hence the main focus of the study would be to impart knowledge, create awareness, inculcate an attitude of concern and provide necessary skill to handle the environment and environmental challenges through research and learning.

- There is a chance of getting admission to AUT, New Zealand from the third semester onwards and getting a degree from AUT. This is an additional advantage of this course for students aspiring for international exposure.

Submitted for Approval of Academic Council


Mr. C W Jey
Member Secretary


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





ACADEMIC COUNCIL MEETING

May 8, 2015

Venue: Hadrian Hall



Minutes of the Fourth Academic Council

May 8, 2015

Agenda:

Prayer

Opening remarks by the Chairman

1. Minutes of the previous meeting – confirmation
 - Matters arising out of the minutes, if any.
2. Presentation of New Programme **BBA - Marketing and New Media** - curriculum and syllabus for Management Programme prepared by the BoS of Commerce.
3. Presentation of New Programme - **BCA - Mobile and Cloud** - curriculum and syllabus - prepared by the BoS of Computer Science.
4. Any other matters, with the consent of the Chair

Item No: 1

Minutes of the Previous Meeting

The meeting began with a silent prayer.

The Chairman welcomed all and introduced the agenda for the day.

The minutes of the previous meeting held on 21st March 2015, already circulated was approved.

The Principal briefed the Council that the approved curriculum and syllabi had been submitted to the University for approval.

Item No: 2

New curriculum and syllabus for Management Programme **BBA - Marketing and New Media** prepared by the BoS of Commerce was presented by Dr. Mathew Jose, Chairman of the BoS. It was approved with the suggestion that the Principal should ensure that the students completing the programme will be eligible for M. Com and maintain the necessary conformity with

curriculum of other UG programmes of similar nature. The name of the programme was changed as BBA (Integrated Marketing and New Media) as suggested by the Academic Council.

Item No: 3

New curriculum and syllabus for programme in BCA - Mobile and Cloud - prepared by the BoS of Computer Science was presented by Prof. Regitha, HoD of Computer Science Department.

The Academic Council approved the programme and the name of the programme was changed as BCA (Mobile applications)

Item No: 4

Any Other Matters

Chairman presented the in-take proposal for the year 2015-16 as per the existing University norms:

Proposed In-take including Marginal Increase for the Year 2015-16

No	Programme	Aided/SF	Seats	Permitted Marginal Increase	No. of additional seats proposed	Proposed intake including Marginal Increase
1	B.A. Animation & Graphic Design		40	30%	-	40
2	B.A. Economics		60	10%	6	66
3	B.A. English		24	30%	7	31
4	B.A. Sociology		30	30%	9	39
5	B. Com - Finance & Taxation - Aided		60	10%	6	66
6	B. Com - Computer Application	SF	60	10%	6	66
7	B. Com - Finance & Taxation - Aided	SF	40	30%	12	52
8	B. Com - Travel & Tourism	SF	40	30%	12	52
9	B. Com - Marketing	SF	40	-	-	40
10	B. Sc – Botany		40	30%	12	52

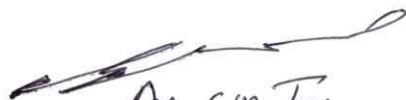
11	B. Sc – Chemistry		48	20%	10	58
12	B. Sc - Computer Applications	SF	30	30%	9	39
13	B. Sc – Mathematics		32	30%	9	41
14	B. Sc – Physics		48	20%	10	58
15	B. Sc – Zoology		48	20%	10	58
NEW PROGRAMMES (SUBJECT TO UNIVERSITY APPROVAL)						
1	BBA	SF	40	-	-	40
2	BCA (Vocational)	SF	40	-	-	40
	POST GRADUATE PROGRAMMES 2015-16	Aided/SF	Seats	Permitted Marginal Increase	No. of additional seats proposed	Proposed intake including Marginal Increase
No	Programme	Aided/SF	Seats	Permitted Marginal Increase	No. of additional seats proposed	Proposed intake including Marginal Increase
1	M.A. Economics		20		5	25
2	M.A. English		15		5	20
3	M.A. Multimedia	SF	12	-	-	12
4	M.A. Graphic Design	SF	12	-	-	12
5	M.A. Cinema & Television	SF	12	-	-	12
6	Master of Communication & Journalism	SF	12		3	15
7	M. Com		20		5	25
8	M. Sc Aquaculture & Fish Processing	SF	20		4	24
9	*M. Sc Aquaculture & Fish Processing		12	-	-	12
10	M. Sc – Botany		12	-	-	12
11	M. Sc - Chemistry – Applied		12		2	14
12	M. Sc - Chemistry – Pure		18		2	20

13	M. Sc – Mathematics		12		2	14
14	M. Sc – Physics		10		2	12
15	M. Sc – Zoology		10	-	-	10
	*(subject to University & State approval of staff)					
NEW PROGRAMMES (SUBJECT TO UNIVERSITY APPROVAL)						
No	Programme	Aided/SF	Seats			
	M.A – Sociology	SF	20			20
	M. Sc - Environmental Science	SF	12			12
	M. Phil programmes					
	M. Phil – Commerce		10			10
	M. Phil – Economics		10			10
	M. Phil – Physics		12			12

The AC approved the proposal as such.

The AC appreciated the initiative taken by the BoS of Commerce and Computer Science to introduce programmes having linkages with industry.

The Secretary proposed the vote of thanks. The Academic council meeting came to an end by 11. 30 am.


Dr. C M Jy
Member Secretary


Dr. Johnson X Palakkappillil CMI
Chairman, Academic Council & Principal.

