

## SH SCHOOL OF COMMUNICATION

### Minutes of BOS Meeting Held on 9<sup>th</sup> October, 2014

Time : 3.00 PM

#### Members Present


1. Babu Joseph
2. Dr. Asha Achy Joseph
3. Sreeja S.
4. Rupesh Kumar
5. Rohit Sivan
6. Anu Cherian
7. Shino Varghese
8. Shana Susan
9. Elizabeth Xavier
10. Krishna Priya


Minutes of Board of Studies on 9<sup>th</sup> Oct. 2014. Meeting conducted with all the faculty members of the Dept. Below are the points that were transacted during the meeting:

1. Approval of M G University syllabus for UG batch of 2014-17(Passed).
2. Approval of M G University syllabus PG batch of 2014-16 (Passed).
3. Approval of implementing Choice Based Credit Semester System (CBCSS) for UG Programme
4. Approval of Elective System for PG Programmes.
5. Approval of indirect grading system – All programmes will be evaluated under indirect grading system by awarding marks to the questions in the exams (Passed).
6. Approval of Internal – External Assessment Ratio: Ratio of Internal (Continuous Internal Assessment – CIA) and External (End -Semester Exam) Assessment will be 25% and 75% respectively, for all UG & PG Programmes (Passed).

7. Approval of Value-Added Courses (short term course for 30-36 hours) – Clay Modelling and Graffiti.
8. Observation  
The faculty members were asked to identify criteria of the External and Internal assessment ratio of other major universities. A 50:50 ratio is preferred for courses related to media studies.
9. Approval of exam pattern and question paper model. (Passed)
10. Approval of list of examiners for UG and PG programmes – practical and theory papers to be submitted to Academic Council (S110/IV). (Passed)
11. For discussion and incorporation into the new syllabi.
  - 11.1. Inclusion of content in the syllabus that may make them proficient in certain fields, either to be entrepreneurs or to easily grab a job. (Passed)
  - 11.2. Inclusion of cross-cutting issues such as gender, environment and sustainability, Human values and professional ethics. (Passed)
  - 11.3. Internship for skill development. (not less than one week) (Passed)
  - 11.4. Study tour for wider exposure and organizational and communication skills. (Passed)
  - 11.5. Possibility of awarding extra credits through innovative activities eg. Participation in talent clubs/ extension and outreach. (Passed)

The Department is already practicing the above-mentioned points. It should be made more structured & systematic.

  
Chairperson  
Board of Studies

  
Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 011