



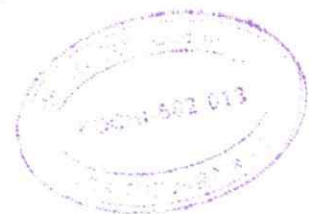
SACRED
HEART
COLLEGE
Autonomous



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 campus2. 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 Ligori (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, Thirkkakara

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

JLP

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

