



GOVERNING COUNCIL MEETING

Minutes of the Meeting

Date: February 19, 2016 Friday 4 00 pm

Venue: HADRIAN HALL

Minutes of the Seventh Governing Council Meeting – S H College (Autonomous)

held on February 19, 2016 Friday at 4 00 pm

Members Present:

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| Dr. Fr. Jose Kuriadath | - Chairman |
| Dr. Sheena Shukur | - Government Nominee |
| Dr. Cyriac Antony | - Management Nominee from staff & Dean, Science Faculty |
| Dr. Siby Zacharias | - Management Nominee from staff & Dean, Humanities |
| Dr. Alphonse Ligori | - Management Nominee from staff |
| Dr. Fr. Johnson X Palackappillil | - Principal & Secretary to GC |

The meeting began with a silent prayer

Agenda Item No. 1 Chairman, in his remarks summed up the processes and progress since the attainment of autonomy

Agenda Item No. 2 The minutes already circulated were approved.

Agenda Item No. 3 The results of I Sem UG & PG, and III Sem UG & PG were presented by the CoE and the same were approved.

Agenda Item No. 4 The GC decided that marklist may be issued for the results published.

Agenda Item No. 5 Principal's briefing on quality assurance measures. He presented the various steps taken to revise curriculum, enrich it and also the efforts taken to maintain the balance between university demands and those of autonomy. He highlighted the problems arising out of government's delay in sanctioning appointments to existing approved positions, especially of the administrative staff.

Feedback collected from various stakeholders for the P G programmes was analysed in detail and a report on the actions initiated for improvement was presented by the IQAC and the same was approved by the Council.

Agenda Item No. 6 Correction to typographical error occurred in the examination manual

The proposal to correct the typographical error in Exam Manual

- a) For the UG programmes a separate minimum of 30% for the CIA and ESE, and an aggregate minimum of 40% for a pass.
- b) For UG & PG programmes in Communication (viz., B.A. Animation & Graphic Design, M.A. Multimedia, M.A. Cinema & Television, M.A. Graphic Design and Master of Communication and Journalism) the omission of mentioning the exact percentage of CIA & ESE to be corrected as CIA: ESE – 50:50 proposed in 3rd AC of 21.03.2015 agenda item no. 4, and further clarified by AC of Dec. 5,2015

The proposal was accepted by the Governing Council

Agenda Item No.7 Changes to the calculation of index marks for UG admissions of B.A. Economics and B. Com programmes

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

1) B.A. Economics

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

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

2) B. Com

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

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

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

The proposal regarding index marks related matters for UG programmes approved by the AC, was accepted by the Governing Council.

Agenda Item No. 8 Amendments to the UG Curriculum 2015-2016 admissions

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

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

The corresponding SGPA/ CGPA were as shown below:

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

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

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

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

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

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

A separate minimum of 30% marks is required for a pass for both internal evaluation and external evaluation and aggregate minimum of 40% (D grade) is required for a pass for every course. A candidate who has not secured minimum marks/credits in internal examinations can re-do the

same. Candidates should apply for CIA re-examination within 15 days after the publication of semester results. A candidate will get at most three chances to clear the CIA of a course. The proposal regarding Curriculum related matters for UG programmes approved by the AC of Dec. 5, 2015 was accepted by the Governing Council

Agenda Item No. 9 PG Curriculum and Syllabi revisions under choice-based credit system – to be introduced from 2016-2017 admission onwards

PG Syllabus and curriculum revision approved by Academic council held on 2015 December 5th for the batch 2016-2017 admissions was presented by Dr.Cyriac Antony, Dean of Science Faculty.

The overall curriculum framework adapted from the university guidelines with the following amendments, was approved by the AC:

- (i) The existing provision in the exam manual for 'saving a year' by providing a supplementary chance for the final year students be retained.
- (ii) There will be no provision for 'improvement'. However, the candidate will have the provision to cancel the examination after appearing, latest by the next working day, and make use of the existing provisions of appearing with next batch or supplementary exam.
- (iii) The aspect of scoring pattern for attendance be looked into by the sub-committee before finalization –especially that of the minimum possible score and the next level in this regard.
- (iv) Grading pattern approved for PG programmes shall be applicable to M. Phil programmes as well.

The revised curriculum and syllabi of various PG programmes (prepared by various BOS and approved by Academic Council of Dec. 5, 2015) and newly proposed programmes were presented for the approval of GC.

a. The revised curriculum and syllabi of M. Sc programmes in Aquaculture, Botany, Chemistry, Physics, Mathematics and Zoology, M. Com, and M.A. programmes in Economics, English and Sociology.

b. New M.A programme in Digital Animation was presented instead of the existing programme of Multimedia.

c. M. Phil Programmes

A basic pattern of change for M. Phil programme begun in 2015, October regarding internal assessment component, grading etc. so that it matches with the rest of the programmes.

Proposal for Changes in M. Phil Programme: 2015-2016 Admission Onwards

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

This was approved by the Academic Council and **made applicable to existing M. Phil programmes in Economics and Commerce w.e.f 2015-2016 admissions.**

However, **M. Phil in Physics** shall have the following pattern: **First Semester:** There shall be 3 theory courses of four credits each. **Second Semester:** One elective paper of 4 credits, a project of 20 credits and a viva voce on project equivalent to 4 credits totaling 40 credits in two semesters. Besides, separate minimum for internal and external assessment shall be 40% and aggregate minimum shall be 50% for a pass.

d. Certificate Programme in Aquaculture – The proposal for a certificate programme in Ornamental Fish Culture (9 credits) was also approved by the AC

All the proposals were approved by the Governing Council.

Agenda Item No. 10 Credit Transfer & Regularization of students who have semester-back in the non-autonomous scheme.

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

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

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

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

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

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

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

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

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

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

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

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

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

The proposal approved by AC was accepted by GC.

Agenda Item No. 11 Regularization of admissions

Case of two students who were in the autonomous scheme of 2014 batch (University syllabus) were presented for approval for admission to the autonomous batch of 2015, by accepting the credits obtained in the first semester already attended.

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| i. | Abhishek Geo | B. Sc. Computer Application |
| ii. | Sidharth Salim | B.A. Animation and Graphic Design |

Agenda Item No. 12 College student union election – proposal for the constitution of Guidelines and Rules

The proposal to follow the guidelines of Lyngdoh committee and that of Supreme Court with the stipulation to regulate the student representation by having only one representative from a class having a strength less than 30 either boy or girl, and for classes having a strength of more than or equal to 30 to have two representatives – in case of mixed class - one boy and one girl; if the class is a mixed class; and if not mixed, two representatives of the same gender - was approved by the **Governing Council**.

Agenda Item No. 13 Approval of procedure for the students with disabilities

Procedure for Concessions for students with disabilities

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

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

Proposal approved by the AC of Dec. 5, 2015, was accepted by the **Governing Council**

Agenda Item No. 14 Curriculum Sub-committee

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

Proposal presented by the Principal was accepted as such by constituting a curriculum sub-committee with the following members: 1. Dr. Babu Joseph 2. Dr. Joseph Injody 3. Adv. Jose Kannanthanam 4. Dr. Cyriac Vempala 5. Sri Venugopal C Govind 6. Dr. Cyriac Antony (Senior Dean – in charge of curriculum revision) 7. Dr. Joseph Moolayil (IQAC Coordinator) with Principal and Vice-Principal ex-officio.

The proposal for curriculum sub-committee was accepted as such by the GC.

Agenda Item No. 15 New Language Courses

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

The proposal was approved as such by the GC.

16.2. OPEN COURSE

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

Proposal presented was approved by GC as such

Agenda Item No. 16 Fee Structure

REVISION OF FEES

As per the GO of May 2013, the tuition fee for B. Com (general) was Rs. 9000 per semester and B. Com requiring lab or field work was Rs. 11250 per sem. Taking into account the rise of cost for equipments and increase in wages for teachers, that a moderate hike be introduced in these streams, as proposed below:

	Programme	Existing fees per semester	Proposed fees per semester	Increase
1.	B. Com – general	9000	11000	
2.	B. Com - Computer Application	11250	13000	
3.	B. Com - Travel and Tourism	11250	13000	

The Governing Council approved the fee structure for submission to the AAC for approval.

Dr. Johnson X Palackappullil
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