

Sacred Heart College (Autonomous), Tirupattur, Vellore Dist.

Minutes of the Academic Council Meeting: 09.02.2017

The 32nd ordinary meeting of the Academic Council was convened on 9th February , 2017 (Thursday) at 10:00 A.M. The meeting started with an audio visual prayer song. Rev.Fr.Rector invoked the God's blessing and his presence through the prayer.

Rev.Fr.Principal, began the meeting by welcoming the august members of the Academic Council. He mentioned that the Academic Council is the highest decision making body with respect to academic issues. He invited all the members to put the minds together to discharge the duties of the academic council. He also noted that Dr.J.Jacob Stanley Inbaraj and Mr.A.Bento Devaraj expressed their inability to attend the meeting due to personal reasons.

Mr. A.George Louis Raja, the meeting secretary, then read out the minutes of the previous Academic Council Meeting held on 28th March, 2016 (Sunday). The minutes of the meeting were passed without any changes.

Dr.J.Henry Rozario, the Additional Vice Principal (Shift-I), then briefed about the restructured curriculum which is to be presented before the academic council for approval. He noted that a common policy for restructuring the syllabus has been drafted and adhered to by all the boards of studies of the college. These common guidelines were discussed and approved by IQAC and CDC. The core concept behind the restructured curriculum is the inclusion of the Certificate and Self study courses with additional credits. The boards were also given a direction to stick on to 148 (Mandatory) + 2 (Certificate courses) + 4 (Self study courses) credits for Under Graduate programme and 90 (Mandatory) + 12 (certificate and self study courses) credits for Post Graduate programme. Dr.F.Sagayaraj Francis enquired and got clarified that the certificate and self study papers are not included for the CGPA calculation.

Rev.Fr.Principal then listed the order of the departments to present their curriculum structure, which started with the department of life education.

Department of Life Education

Rev.Dr.C.Antonyraj presented the curriculum structure and syllabus of Life Education courses those were common to all UG programmes. He mentioned that the department has been renamed as Department of Life Education instead of Department of Value Education. The structure of the life education courses for UG was presented in detail. He highlighted that there will not be an end semester examination for these courses and the students can attend in bi-lingual. (Tamil or English) He also presented the syllabus of Human Rights course which is common to all PG programmes. For UG programme all the Part IV courses and for PG programme Human Rights course will be totally internal. The curriculum structure and the syllabus were approved and passed.

Department of Tamil

Dr.P. Selvakumar presented the syllabus for Part-I Tamil for the UG programme and the curriculum structure and the syllabus of M.Phil (Tamil). The syllabi of Part-I Tamil and M.Phil (Tamil) were approved and passed.

Dr.P.Balasubramanian, presented the curriculum structure and the syllabus of B.A. Tamil Literature. The syllabi of B.A. Tamil Literature were approved and passed.

Dr.K.Parthibaraja, presented the curriculum structure and syllabus for M.A. (Tamil) for discussions. The syllabi of M.A (Tamil) were approved and passed.

Department of English

Prof.N.Arul Doss presented the syllabus of Part-II General English. He highlighted that it is taught, based on the Listening, Reading, Writing and Speaking skills. The Writing and Speaking skills are handled by the department whereas the Listening and Reading skills are conducted by the department of Communicative English. The syllabi of Part-II English were approved and passed.

He also presented the curriculum structure and the syllabus of M.Phil in English and stated that the current syllabus adopted from the Tiruvalluvar University is continued. Dr.B.Kathiresan pointed that Nirad.C.Chaudri's work present in the M.Phil. structure is a prose not a poem. There was a suggestion to change the name of the paper 'Guide Paper' into 'Research Specific Paper' as per the common guidelines. The syllabi of M.Phil (English) were approved and passed.

Prof.J.Mary Jenif presented the curriculum structure and the syllabus of B.A. English Literature. She emphasized that the curriculum has been restructured according to UGC model. Importance has been given to Indian literature. She also added that Internship is included in the fourth semester. The concept behind internship is to provide an avenue for the students to get work experience in Schools, NGOs, or any other organization where English is utilized. The Internship is scheduled during the summer vacations of the second year. Dr.Amudha Santhanam recommended the internship to be carried out in different organizations including schools, and was clarified that the spirit of internship includes different organizations too. Dr.Babu Janarthanm pointed out that the components of CA was not uniform for all the departments, Rev.Fr.Principal intervened and clarified him that the CA components has been finalized as 30:70 for UG and 40:60 for PG, since the decision was taken only two days before this meeting, the departments will follow this uniform pattern before they submit the final draft of the syllabus. Dr.Babu Janarthanm also asked that there is a mismatch in the number of Hours and marks allotted among the papers. Rev.Fr.Principal clarified that the credit makes the difference and it decides the weightage. The syllabi of B.A English Literature were approved and passed.

Rev.Dr.K.A.Maria Arokiaraj presented the curriculum structure and syllabus of M.A. English. He highlighted that electives are included in all the semesters, and internship is provided during the end of the second semester during the semester vacations. Fr.Alphonse Manikam pointed that since the internship is also targeting the schools, the vacations of schools and college will overlap, which may lead to a problem in scheduling the internship. He was clarified that since the college starts from the second week of June whereas the Schools open by first week of June itself. The first and second weeks of June can be scheduled for the internship. Rev.Dr.Maria Arokiaraj mentioned that the certificate courses are also extended to other departments and the certificate course on Translation Studies is partnered with department of Tamil.

Rev.Dr.Alphonse Manikam asked about the contact hours for the certificate courses, for which he replied that the classes for certificate courses will be held after the regular contact hours. Dr.F.Sagayaraj Francis suggested about including the Stand up Comedy, Toast Master and Ted to be included in communicative English and Google Translate to be tried in the Translation Studies course. Dr.B.Kathiresan was also of the opinion to provide an exposure to Machine Translation to the students. Dr.F.Sagayaraj Francis also recommended to consider the option of including A2 Certification from European Governments as benchmarks in

Communicative English Certificate courses. The syllabi of M.A. (English) were approved and passed.

Department of Economics

Dr.A.Xavier Susairaj presented the curriculum structure and syllabus of B.A. Economics. He expressed that 80% of UGC model curriculum was adopted in the structure, and optional electives have been included with the inclusion of skill based, computer based and competitive examination oriented papers apart from the traditional core papers. The syllabi of B.A. Economics and Allied Economics were approved and passed.

Prof.J.Missiadoss presented the curriculum structure and syllabus of M.A. Economics. He emphasized that the Subject Skills are included along with compulsory project work as new components in the restructured curriculum. Rev.Dr.Alphonse Manikam asked for a clarification regarding the staff handling the communication skills subject and was responded that the department will handle the communication skill course.

Prof.J.Missiadoss also presented the curriculum structure and the syllabus of M.Phil. Economics. Dr.Amudha Santhanam pointed out that there is a mismatch between the number of hours and credit allotment in dissertation. She was told that it was an error and it will be rectified. There was also a suggestion to change the order of the papers Modern Economics and Research Methodology, which was also accepted. Dr.Bhusan D. Sudhakar asked if the subject Research Methodology is same for all the M.Phil Programmes, and was intimated that the subject can be designed according to the need of the department. The syllabi of M.A. and M.Phil. (Economics) were approved and passed.

Department of History

Dr.D.Leslin presented the syllabus of History subjects offered as Allied in UG level. There was a discussion about the CA Components. Fr.Principal and Dr.J.Henry Rozatio moderated and informed to the members that a common pattern is already arrived at. They also added that freedom is given to the departments to decide the components apart from 2 CA Tests. The model would be to have 15 marks for two CA Tests, 5 Marks for Attendance and rest of the 10 marks can be awarded based on the innovations by the departments.

Dr.F.Sagayarj Francis insisted that any such innovations applied to award CA Marks should be endorsed by the Head of the Department after the decision by the concerned board of studies. The syllabus of Allied History was approved and passed.

Department of Commerce

Dr.K.A.Maria John Joseph elucidated the curriculum structure and the syllabus of B.Com. He mentioned that 60% of UGC model curriculum has been adhered. He added that focus is given towards computerized accounting subjects along with inclusion of certificate and self study papers. Prof.N.Arul Doss pointed out that Part-IV is mentioned as co-curricular activity, since Part-IV is common, it has to be corrected. Rev.Dr.Alphonse Manikam suggested to mention the semester in which the certificate courses are offered. He proceeded explaining the M.Phil Commerce curriculum. He mentioned that the same structure as before is continued. The syllabi of B.Com., Allied Commerce and M.Phil., (Commerce) were approved and passed.

Dr.K.Anbalagan presented curriculum structure and the syllabus of M.Com. He specified that stress is given to aid the students to incorporate subjects to clear ACS, ICW and Net Examinations. The syllabi of M.Com., were approved and passed.

Department of Business Administration

Prof.R.Veerapan presented the curriculum structure and the syllabus of B.B.A. Programme. He notified that 80% of UGC curriculum has been followed. As a new innovation, Business Practical has been included in all the semesters. Dr.Alphonse Manikam noted that Ethics/Religion is different from Foundational Courses and suggested to change the name of the subject Business Lab into Business Language Lab. Dr.Babu Janartham asked for an explanation about the * symbol used in the structure, and Mr.R.Veerapan responded to him saying that it denotes pure internal papers. Dr.Amudha Santhanam asked to list the Foundational Course subjects, and was told that these subjects were already presented by the department of Life Education. The syllabus of B.B.A., was approved and passed.

Department of Commerce (Computer Application)

Prof.P.Saravanan presented the curriculum structure and the syllabus of B.Com. (CA). He mentioned that the Commerce Papers would be presented by him and the computer related papers would be presented by the UG Board of Studies of Computer Applications. Dr.Bhusan D.SudhaKar asked for the ratio of the commerce and computer subjects in the curriculum. Mr.P.Saravanan replied to him that 60% commerce and 40% computer subjects have been included. The syllabus of B.Com., (CA) was approved and passed.

Department of Mathematics

Dr.R.Murali explained the curriculum structure and syllabus of B.Sc., Mathematics and Allied Mathematics. He explained that UGC model curriculum has been consulted and academic audit recommendations have been followed. He mentioned about the inclusion of certificate and self study subjects in the curriculum. The syllabi of B.Sc., and Allied Mathematics were approved and passed.

Dr.A.George Maria Selvam presented the syllabus composition of M.Sc., Mathematics. He notified about the importance given in the curriculum to enable the students to prepare for National level competitive examinations and NET/SET examinations. He also explained about the certificate courses incorporated, where some of them are also joint ventures. He noted that one credit is awarded for the paper publication. It was suggested by Dr.F.Sagayaraj Francis to increase the number of credits to promote publications. Dr.A.George Maria Selvam also presented the papers designed as per the needs of M.Com, M.B.A, M.C.A and M.Sc., (C.S), M.Sc., (ST) courses. He also presented the structure of M.Phil Mathematics. The syllabi of M.Sc., M.Phil Mathematics were approved and passed.

Department of Physics

Dr.A.Albert Irudayaraj presented the curriculum structure and the syllabus of B.Sc and Allied Physics. He noted that Mathematics Physics in fifth semester and Special projects in second and fourth semesters, inclusion of self study , subject skill and non major elective papers as new initiatives in the restructured curriculum. He also presented the M.Phil Physics and got the approval from the members. The syllabi of B.Sc., Allied and M.Phil (Physics) were approved and passed

Dr.M.Jose presented the curriculum structure and the syllabus of M.Sc., Physics. He highlighted that two Self study papers, one certificate courses and internship are included as new innovations in the structure. He mentioned that the certificate courses will also be extended to other institutions. Dr.Babu asked if students are offered choices with respect to electives. He was informed that due to infrastructural and staff limitation, it is not practiced

now, however in the future choices would be given to students as far as possible. The syllabi of M.Sc., Physics were approved and passed.

Department of Chemistry

Dr.S.R.Xavier Rajarathinam presented the curriculum structure and the syllabus of B.Sc., and Allied Chemistry subjects. He noted about the certificate and self study papers incorporated in the curriculum. Dr.F.Sagayaraj Francis asked about the correlation between the number of hours and credits awarded for subjects. He was responded by Dr.J.Henry Rozario that the credits are awarded based on the type of the paper (core/elective etc.) , relevance of the paper, and the credits can be allotted based on the recommendations of the subject experts in the board of studies. He also presented the structure of M.Phil (Chemistry). The structure of B.Sc., Allied and M.Phil Chemistry were approved and passed.

Dr.T.Jeyabalan presented the M.Sc., Chemistry syllabus. He notified that 80% of CSIR syllabus has been adopted in the certificate course offered by the department. The syllabi of M.Sc., Chemistry were approved and passed.

Department of Computer Science

Dr.L.Ravi presented the curriculum structure and syllabus of B.Sc., Computer Science along with the syllabus for allied courses. He mentioned that 60% of UGC model curriculum has been adhered. He also added that the recommendations of Academic Audit has also been taken into account. He noted that the inclusion of discipline specific skill courses, certificate and self study papers as highlights of the restructured curriculum. Dr. F.Sagayaraj Francis suggested to consider the inclusion of R Programming and Data Analytics as a subject. Dr.L.Ravi responded that the suggestion would be considered. He also mentioned that there is no change in the M.Phil Computer science curriculum structure. The syllabi of B.Sc., Computer Science were approved and passed.

Dr.S.Sagayaraj explained the curriculum structure of M.Sc., Computer Science. He mentioned about the inclusion of four new papers and about the skill based and a technological trends papers as new arrivals in the structure. He also added that Python programming has been added. Interdisciplinary certificate courses are offered among M.Sc., Computer Science, Software Technology and M.C.A. Programmes. Significant focus is also provided to motivate the students to turn into research. The syllabi M.Sc., Computer Science were approved and passed.

Department of Biochemistry

Prof.R.Ananthalakshmi presented curriculum structure and the syllabus for B.Sc., Biochemistry. she mentioned about the certificate and self study courses. Dr.Babu pointed out that the paper 'Medical Lab Techniques' should be changed as 'Medical Lab Technology'. The Syllabi of B.Sc., Biochemistry courses were approved.

Prof.A.C.Gomathi presented the curriculum structure and the syllabus of M.Sc., Biochemistry. She explained that 80% of UGC model curriculum has been followed, and added that summer training and internship and inter disciplinary courses to be the new inclusion in the structure. The Syllabi of M.Sc., Biochemistry courses were approved.

Department of Computer Applications (UG)

Dr.M.Maria Dominic presented curriculum structure and the syllabus of B.C.A. he noted that inclusion of two certificate and two self study papers and Interdisciplinary initiatives as new arrivals in the curriculum. He mentioned that 60% of UGC curriculum has been adapted and

Academic Audit Recommendations were considered. He also presented the computer science papers for B.Com. C.A programme. The syllabi of B.C.A and Computer Papers were approved and passed.

Department of M.Sc., Software Technology

Prof.A.John Martin explained the curriculum structure and the syllabus of M.Sc., Software Technology. He emphasized that ample focus is given to learn technologies in the structure. He notified that the number of projects are reduced from 4 to 2, to offer technology subjects as core. A self study paper is included to learn the latest trends in Information Technology. Interdisciplinary certificate courses with collaboration of MCA and M.Sc., Departments has been initiated. The syllabus of M.Sc., Software Technology was approved and passed.

Department of Computer Applications (PG)

Prof. A.George Louis Raja presented the curriculum structure and the syllabus of M.C.A. He mentioned that AICTE model curriculum and Academic audit recommendations were consulted in the restructured curriculum. He noted that 60% of core subjects are application oriented. A new clause of papers named Theory Combined Practical (TCP) has been added. Certificate courses are offered in four different technologies, and to enable all the students to learn these much need technologies leading to employment, the certificate courses are also offered as self study papers. The syllabus of M.C.A was approved and passed.

National Cadet Corps

Mr.K.Sivakumar presented the proposed syllabus for National Cadet Corps. This paper is included based on the UGC recommendations and offered as a 2 credit course in UG. The syllabus was drafted with consultation of NCC Administrative Office, Salem division. The syllabus of N.C.C was approved and passed.

Components of Marks

Rev.Fr.Principal informed to the members that the CDC has recommended 30 (Internal – CA) 70 (Semester) marks for UG and 40 (Internal – CA) 60 (semester) marks for PG. It was accepted and approved by the members.

Question Paper Pattern

Rev.Fr.Principal presented the proposed pattern question paper pattern for UG programmes. After discussions the panel agreed to adapt to the following patterns

Under Graduate Programmes

Question Paper Pattern for CA

Maximum Marks : 50

Section - A (5 x 3 = 15 Marks) Answer ALL the questions. Two questions from each unit.

Section - B (3 x 5 = 15 Marks) Either OR Type of questions

Section - C (2 x 10 = 20 Marks) Answer ANY TWO from THREE questions

However it was decided to give freedom to the departments to decide upon the distribution of marks in each section, without changing the number of questions in each sections.

Question paper Pattern for Semester Examinations

Maximum Marks 70

Section - A (10 x 2 = 20 Marks) Answer ALL the Questions. Two questions from each unit.

Section - B (5 x 4 = 20 Marks) Either OR Type of Questions. One question from each unit.

Section - C (3 x 10 = 30 Marks) Answer ANY THREE questions from FIVE questions. One question from each unit.

Post Graduate Courses

Question paper Pattern for Semester Examinations

Section - A (8 x 2 = 16 Marks) Answer ANY EIGHT questions from TEN questions. Two questions from each unit.

Section - B (5 x 4 = 20 Marks) Either OR type of questions. one from each unit.

Section - C (3 x 8 = 24 Marks) Answer ANY THREE from FIVE questions. One question from each unit.

Total 60 Marks

CA Components

Rev.Fr.Principal putforth the components of CA for UG and PG for discussion. After systematic and meticulous discussions, it resolved to adopt the following

UG Programme

Each Board will decide and give it in writing to Rev.Fr. Principal about how much marks are allotted to CA test and other components besides 5 Marks are allotted for Attendance.

CA test and other components -	25 Marks
Attendance -	5 Marks
Total -	30 Marks

PG Programme

CA (2 Tests x 10 Marks) -	20 Marks
Other other components -	20 Marks
Total -	40 Marks

It was accepted that the marks awarded for other components can be decided by the staff which should be endorsed by the Head of the department and the respective board of studies.

Plagiarism Detection

It was presented by Fr.Principal and approved by the members, that all the Ph.D., and M.Phil Dissertations, PG Project reports have to be checked for plagiarism. However the departments can decide upon the percentage of plagiarism permitted.

Rev.Fr.Principal then honoured the external members of the Board of studies who are completing their tenure. The external members Dr.F.Sagayaraj Francis, Professor, Dept. of computer science and Engineering, Pondicherry Engineering College, Dr.Bushan D. Sudhakar, Associate Professor, Dept. of International Business School of Management, Pondicherry University and Rev.Dr.Alphonse Manikam, Principal, Loyola College,

Vettavalam were honoured followed by the University Nominees Dr.Amudha Santhanam, Professor, National Centre for Nanosciences and Nanotechnology, University of Madras, Dr.B.Kathiresan, Associate Professor, Dept. of English, Tiruvalluvar University and Dr.Babu Janarthanan , Associate Professor, Dept. of Biotechnology, Tiruvalluvar University. Rev.Fr.Principal was of high appreciation towards their tremendous services to the board. He also acknowledged and honoured Dr.J.Henry Rozario who lead the CDC who also retires in this academic year.

Decisions Taken

It was resolved to

- Pass the syllabi of Life Education, Part – I Tamil, B.A, M.A., M.Phil (Tamil), Part – II General English, B.A., M.A, M.Phil (English), B.A, M.A, M.Phil (Economics), B.Com, M.Com, M.Phil (Commerce), B.B.A, B.Com (C.A), B.Sc., M.Sc., M.Phil (Physics), B.Sc., M.Sc., M.Phil (Chemistry), B.Sc, (CS) and Allied courses, M.Sc., (Computer Science), B.Sc., M.Sc., (Biochemistry), B.C.A, M.Sc., (Software Technology), M.C.A and NCC.
- Adopt 30 (CA) 70 (Semester) marks for UG and 40 (CA) 60 (Semester) marks for PG courses.
- Each Board will decide and give it in writing to Rev.Fr. Principal about how much marks are allotted to CA test and other components besides 5 Marks are allotted for Attendance for all the UG programmes.
- Subject the M.Phil & Ph.D. dissertations and PG projects for a plagiarism check, and to allow the respective boards and departments to decide upon the acceptance level of plagiarism.

Fr.Principal all the members for sparing their valuable time and contributing actively in the academic council. He highly appreciated the efforts of Restructuring committee, CDC, IQAC and Board of Studies towards restructuring the curriculum.

Then the members dispersed for a Group Photo followed by Lunch.