**Volume - 1**

1. Prayer.

2. Welcome and Introductory Remarks by the Chairman.

3. List of Members of the Academic Council.

**Agenda**

4. Minutes of the 37th Ordinary Meeting of the Academic Council held on 10.05.2021.

|  |  |  |
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**Sacred Heart College (Autonomous), Tirupattur – 635 601**

**Department of Life Education**

**Minutes of the Board of Studies Meeting**

**Date: 17-11-2021 Time: 11.30.a.m. Venue: Board Room**

**The following members were present in the meeting**

Rev. Dr. John Alexander Rector and HOD

Rev. Dr. K.A. Maria Arokiaraj Addl. Principal - Shift II Rev. Dr. G. Theophil Anand Vice Principal - Shift II

Mr. Picasso Rajan Asst. Professor, Dept. of Life Education Mr. S.M. Cyril Christopher Asst. Professor, Dept. of Life Education Mr. D. Balamurugan Asst. Professor, Dept. of Life Education Mr. J. Jintha Asst. Professor, Dept. of Life Education Mr. P. Anbarasan Asst. Professor, Dept. of Life Education Mr. J. Sunil Asst. Professor, Dept. of Life Education Dr. A. Jayaprakash Asst. Professor, Dept. of Biochemistry Dr. S. Siva Gurunathan Asst. Professor, Dept. of Economics

Dr. D. Valarmathi Asst. Professor, Dept. of Commerce CA Mrs. Latha Munusamy College Counselor

Mr. T. Joseph Vinothkumar Placement Officer

Mr. V. Gopinath Placement Officer

**Members Absent:**

Rev. Dr. Praveen Peter SDB - Vice Principal – Shift I Rev. Fr. Sathinathan Thomas SDB - Administrator

The meeting started with an audio visual prayer song “Bless the Lord oh my soul” and then Rev. Dr. Rector, the Head of Life Education Department started the meeting with the words of welcome and briefed the agenda for the meeting.

**The following is the agenda of the meeting : Agenda**

1. Review of syllabus

2. Teaching and learning – Evaluation

3. Text books and learning materials

4. Varia

**The syllabus of each paper was taken up for review and presented by respective course teachers as follows.**

1. The syllabi, evaluation patterns and teaching materials of **Value Education – I, II, Human Rights for UG, Environmental Studies and Human Rights in India for PG** were presented by the course teachers - Dr. S. Siva Gurunathan, Dr. D. Valarmathi, Dr. A. Jayaprakash and Mr. Anbarasan respectively. The syllabi were found to be appropriate and useful.

2. The syllabi of **Christian Religion I** and **II** have been discussed by Rev. Dr. John Alexander, Rev. Dr. K. A. Maria Arokiaraj and Rev. Dr. G. Theophil Anand. The syllabi were found to be appropriate and useful. As the book “wise and Strong” by Dr. John Alexander contains relevant topics for youth, it was decided to introduce it as a text book for one semester.

3. Course teachers shared their experience on the methods that they used to conduct the assessments through Interactions and Group Discussions that are found more effective than conducting the assessments with the traditional methods such as assignments and exams.

4. Mr. Anbarasan shared his experience of an assessment method that he followed last year in EVS subject. He mentioned that he gave a practical assignment to the students to plant trees and later submit the self pictures with the planted trees with step by step growth.

5. The newly created text book, syllabus, and activity based assessment plans of **Environmental Studies** was presented by Dr. A. Jayaprakash. The text book created with newly added lessons. And reference links like YouTube and other online websites provided at the end of each lessons for further learning of students. The syllabus was found to be appropriate and useful. And the new text book will be used for the upcoming even semester.

6. The syllabi and evaluation patterns of Skills courses namely **Communication Skills**, **Leadership Skills, Technical Skills and Employability Skills** were presented by Mr. S.M. Cyril Christopher, Mr. J. Jintha, Mr. Picasso Rajan and Mr. D. Balamurugan respectively.

7. Mr. S.M. Cyril Christopher shared the difficulties and challenges that he is facing for conducting skills assessments and evaluation due to the handling of 600 students in total. It was proposed that the number of assessment can be reduced.

8. Feedback was received from faculty members handling the newly added skills course i.e. Technical Skills which covers the chapters on MS Office packages and Type writing skills. Many students said that the technical skills course is interesting and useful. But on the other side some students are showing lack of interest as they have already gone through the lessons in schools and other computer institutions. It was therefore decided that as part of technical skills we should offer choices like Basic MS Office and Advance Technical skills (Social Media, Search skills, etc).

9. Students are being trained for personal grooming under Employability Skills training but they are not following it outside the skills class. It was suggested that it can be regularized with the help of respective HoDs of each department.

10. Rev. Fr. Rector concluded the meeting with a prayer and encouraged the faculty members to update themselves in order to make the learning experience of students more effective.

United with you in Prayer, Fr. John Alexander SDB Rector & Secretary

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| 3. | n[afhe;jd; | - Afre;jp |
| 4. | fp.uh[ehuhazd; | - fjtp |
| 5. | gpugQ;rd; | - kup vd;fpw Ml;Lf;Fl;b |
| 6. | mk;ig | - ntspg;ghL |
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1. tdk;khs;

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3. thfdk; g+f;Fk; rhiy

4. ntSg;G

5. mk;kh ciog;gij epWj;jpf; nfhz;lhs;

6. g+turk; gPg;gp

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8. xspr; nry;tfk;

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4. eLeprpf; fhl;Nlupfs;

5. kha gpk;gq;fs;

6. tz;zhe;Jiw

7. Ntjhsq;fspd; cyfk;

8. CHg;gplhup

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5. mr;rk;> klk; - fdpnkhop

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9. RfpHjuhzp - thf;F%yk;

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12. gupks Kj;J. - cz;ikfs; RLk;

13. rpwFfs; - Gjpa khjtp

14. g+uzp - Mz;Fzk;

15. khyjp - epoy;

16. khyjp ikj;up - $L

17. tj;]yh - vd;dhy; Kbe;jhy;

18. n[auhzp - ftpijf;Fg; gpwF xU ehs;

19. yPdh kzpNkfiy - vg;gbNah ,oe;J tpl;bUe;Njd;

20. eh.Rg;Gyl;Rkp - xU Ntis

21. rq;fup - mtHfs; ghHitapy;

22. jhkiu - vjpHtpid

23. gj;khtjp tpNtfhde;jd; - vg;NghJ Neuk; tUk;?

24. kPdhl;rp.,uh. - rhjpf; fzf;F

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26. ,sk;gpiw - mWtilf;fhyk;

27. ckh kNf];tup - ntWk; nghOJ

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**SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR.**

**MINUTES OF THE MEETING LANGUAGE - DEPARTMENT OF ENGLISH**

The meeting of the Board of studies of the Department of English was held on

16th November 2021 at 6.00 pm through online mode.

**The following members were present for the meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Mr. N. Aruldoss | – | Chair Person , Head, UG department of |
|  |  |  | English , Sacred Heart College, Tirupattur. |
| 2. | Dr. B. Kathiresan | – | Subject Expert 1, Head, Department of |
|  |  |  | English, Tiruvalluvar University, Serkkadu, |
|  |  |  | Vellore. |
| 3. | Ms. Sritama Maitra | – | Subject Expert 2, Head, Department of |
|  |  |  | English, Loyola College, Andhra. |
| 4. | Ms. J. Marteena | – | Alumnus, Sacred Heart College, Tirupattur. |

**Members:**

1. Mrs. J. Mary Jenif

2. Rev. Dr. K.A. Maria Arokia Raj

3. Dr. F. Julian Xercies Rigley

4. Mr. A. Peter Conisious Prabu

5. Mr. D. Louis Sahaya Henston

6. Mr. S. Jeevananthan

7. Mr. S. Prabhakaran

8. Mrs. L. Thirunraj

9. Mr. Ganesh kumar

10. Mrs. S. Alphonsa Mary

11. Miss. U. Anto Maria Eusobia

12. Mr. S. Saravanan

13. Dr. D. Joy Christina

14. Mr. A. Augustine

15. Mrs. Maria Liny Jenifer

16. Dr. Helen Hema

17. Mr. P. Anbarasan

18. Mrs. M. Kavi Bharathi

Member absent for the meeting – Mr. Madhan Kumar.

**Agenda of the Meeting:**

Assessment of the new Syllabus.

**Resolution:**

It was unanimously resolved to go ahead with the present syllabi as they have been tried for only one semester.

**Department of English (UG)**

The Board of Studies of PG department of English was held on 16th November, 2021 through Google Meet from 6.30 p.m to 7.00 p.m.

Chair Person : Mrs. Mary Jenif J

Head, UG Department of English, Sacred Heart College (Autonomous), Tirupattur Dt 635 601.

University Nominee : Dr. B. Kathiresan, Professor and Head , Department of English, Thiruvalluvar University Serkkadu, Vellore - 632 115

Subject Expert : Ms. Sritama Maitra

Assistant Professor of English

Loyola Academy, Hyderabad.

Members Present : Mr. N. Arul Doss

Rev. Dr. K. A. Maria Arokia Raj

Dr. F. Julien Xerciesn Rigley

Mr. V. Madhan Kumar Mr. S. Alphonsa Mary Mr. S. Ganesh kumar Dr. D. Joy Christina Mr. Augustine

Mrs. Kavibharathi

Mr. Anbarasan

Mr. A. Peter Conisious Prabhu Mr. D. Louis SahayaHenston Mr. S. Jeevananthan

Mr. S. Prabakaran

Ms. U. Anto Maria Eusobia

Mr. S. Saravanan

Ms. S. Sofia Selvarani

Mrs. L. Thirunirai

Dr. P. Helan Hema Members Absent : Dr. Maria Liny Jenifer Alumni representative: Dr. Marteena

Former Assistant Professor of SRM University

**The following are the businesses transacted:**

U.G first semester Syllabi was taken for discussion. Since few months have passed after the implementation of the revised syllabus, the course teachers felt that it was too early to assess.

A general suggestion was given that the syllabus for Semester-I UG English is consist of the four part-II English papers and the current batch of students find it difficult to learn all the four paper in the first semester, since it is graded from simple to complex from semester-I to semester-IV.

The university nominee suggested that it is better if the internal and external can be sit together to set question paper and to evaluate the answer scripts.

**Department of English (PG)**

The Board of Studies of PG department of English was held on 16th November, 2021 through Google Meet from 7.00 p.m to 7.30 p.m.

Chair Person: Rev. Dr. K. A. Maria Arokia Raj Head, PG Department of English, Sacred Heart College (Autonomous), Tirupattur District, 635 601.

University Nominee: Dr. B. Kathiresan, Professor and Head , Department of English, Thiruvalluvar University Serkkadu, Vellore - 632 115

Subject Expert: Ms. Sritama Maitra

Assistant Professor of English

Loyola Academy, Hyderabad.

Members Present: Rev. Dr. K. A. Maria Arokia Raj

Mr. N. Arul Doss

Ms. J. Mary Jenif

Dr. F. Julien Xerciesn Rigley

Mr. V. Madhan Kumar Mr. S. Alphonsa Mary Mr. S. Ganesh kumar Dr. D. Joy Christina Mr. Augustine

Mrs. Kavibharathi

Mr. Anbarasan

Mr. A. Peter Conisious Prabhu Mr. D. Louis SahayaHenston Mr. S. Jeevananthan

Mr. S. Prabakaran

Ms. U. Anto Maria Eusobia

Mr. S. Saravanan

Ms. S. Sofia Selvarani

Mrs. L. Thirunirai

Dr. P. Helan Hema

Members Absent: Dr. Maria Liny Jenifer

Alumni representative: Dr. Marteena

Former Assistant Professor of SRM University

**The following are the businesses transacted:**

MOOC courses could be taken up by the students as an internal component, which could be considered as an alternative for the Assignments.

In ELT with Tech Practicum(EN720), the board recommended shifting one of the topics from Unit II to Unit V., Hence it was suggested that Computer Assisted Language Learning (CALL) be shifted to Unit V and added with the Mini Project.

It is suggested to have both the internal and external examiners could sit together for the preparation of Question paper and correction of answer scripts.

**Post Graduate and Research Department of Economics, Sacred Heart College (Autonomous),**



**Tirupattur-635601, Tirupattur District.**

**UG Board of Studies Meeting held on 09.11.2021**

Minutes of the meeting of UG Board of Studies of Economics, this was held on

Monday, 9th November 2021 at 1.30 pm, through virtual mode using Google Meet.

**Members Present**

**Chairman:** Dr. J. Jacob Stanley Inbaraj

**Members:**

Dr. A. Xavier Susairaj

Mr. R. Sankaran

Dr. K. Sivakumar

Dr. A. Royal Edward Williams

Mr. S. John Sundar

Dr. U. Ramesh

Dr. R. Kurinji Malar

Dr. M. Vincent Sahayaraj

Dr. S. Sivagurunathan

**University Nominee:**

Dr. G. Yoganandhan, Ph.D Associate Professor Department of Economics Thiruvalluvar University Serkkadu, Vellore – 635 115.

**Academician & Subject Expert:**

**Industrialist**

**Alumnus:**

Dr. M. Selvaraj, Ph.D Associate Professor Department of Economics Loyola College (Autonomous)

Nungambakkam, Chennai – 600034.

Mr. P.A. Senguttavan

International Aviation Economic Expert, Ex. ICAOTCB, Ponneri, Tirupattur.

Mr. V. Chandrasekar (Absent) PG. Assistant in Economics Govt. Hr. Sec. School, Thamalerimuthur, Tirupattur

**Mr. V. Chandrasekar** the Alumnus expressed his inability to attend the meeting.

**Agenda**:

To review and make necessary changes in the existing Course Structure and Syllabi of

BA Economics and Allied Economics for B.Com (Commerce) for the academic year

2021-22.

**Discussion:**

The members suggested the following changes to be considered and incorporated during the next revision of syllabus. The suggestions given by the Board members are summed up and given below:

1. New text books and additional reference books were updated according to the latest editions.

2. More subjects were suggested for the self study papers in the 5th and 6th semester.

**Changes made in the content of the Syllabus for BA Economics and Allied**

**Commerce:**

Instead of Monetary I & II it has been suggested to go for one Monetary Economics paper and in place of Monetary II, Marketing Management has been introduced in the 6th semester.

In the Self Study papers the specific subjects were removed and it is left to the choice of the students to choose according to their preference.

**Resolution:**

It was resolved to incorporate the above changes in the respective subjects and to follow the new revised and updated syllabus for the academic year 2021 – 22 onwards. The existing evaluation pattern will be followed for the academic year 2021-22 onwards.

The meeting concluded with the Vote of Thanks to the members by Dr. J. Jacob

Stanley Inbaraj.

**Post Graduate and Research Department of Economics, Sacred Heart College (Autonomous),**



**Tirupattur-635601, Tirupattur District.**

**Minutes of the Meeting**

**PG Board of Studies meeting held on 09-11-2021**

The P.G. Economics Board of Studies meeting of the Department of Economics was held on 09.11.2021 at 01.30.p.m virtual meeting through Google Meet.

**Members Present**

**Chairman** Dr. A. Xavier Susairaj

**Faculty members**

Mr. R. Sankaran

Dr. J. Jacob Stanley Inbaraj

Dr. K. Sivakumar

Dr. A. Royal Edward Williams

Mr. S. John Sundar

Dr. U. Ramesh

Dr. R. Kurinji Malar

Dr. M. Vincent Sahayaraj

Dr. S. Siva Gurunathan

**University Nominee Dr. Yogananthan,**

Associate Professor & Head i/c.,

Department of Economics, Thiruvalluvar University, Serkadu, Vellore-632115,

**Academician & Subject Expert: Dr. M. Selvaraj,** Associate Professor, Department of Economics,

Loyola College,(Autonomous),Chennai-600034.

**Alumnus Mr. Chandra Sekar,**

P.G. Assistant in Economics, Government Higher Secondary School, Thamalerimuthur, Tirupattur.

**Industrialist Mr. P. S. Senguttuvan**

International Aviation Economic Expert, Ex. ICAOTCB, Ponneri, Tirupattur.

\* The following member expressed his inability to attend the meeting

**Mr. Chandra Sekar** Alumni Member.

**Agenda**:

To discuss the syllabi for PG Economics 2020-2021 to be introduced from the academic year 2021-2022 under the Choice Based Credit System. Dr. A. Xavier Susairaj, PG HOD, welcomes the board members and He has introduced the board members.

**Business Transacted:**

Syllabi and Evaluation pattern for PG.

1 Year. For the batches to be admitted from 2021-2022.

The members of board Scrutinized and examined the syllabus for all the semesters.

There were no major changes in the content of the syllabus.

The meeting concluded with the Vote of Thanks to the members by Dr. J. Jacob

Stanley Inbaraj, UG HOD.

**Resolution:**

While a few minor changes that were suggested are included in the title of the subject. It was resolved to incorporate the following subjects.

**Elective paper in the third semester**

1. Behavioral Economics in then place of Personal Management.

**Elective paper in the fourth semester**

1. Operations Research in then place of Tamilnadu Economic Development.

**Department of History**

**Meeting of the Board of Studies in History**

The Board of Studies in History met at 4 p.m. on 23rd October 2021 through online.

**Members present:**

**Chairperson** : **Dr. D. Leslin**

Associate Professor & Head

Department of History

Sacred Heart College (Autonomous) Tirupattur – 635 601.

**University Nominee** : **Dr. Selva Seelan**

Associate Professor & Head

PG & Research Department of History

Govt. Arts College for Men

Krishnagiri – 635 001.

**Subject Expert** : **Mr. Abul Fazal**

Assistant Professor & Head

Department of History

Islamiah College (Autonomous) Vaniyambadi – 635 752.

**Members** : 1. **Dr. C. Pandeeswaran**

2. **Mr. D. Senthilkumar**

: 3. **Dr. R. Govindaraj**

4. **Mr. Joshua Steve J**

**Resolution:**

1. Resolved to continue the existing Syllabi without any changes.

**Sacred Heart College (Autonomous), Tirupattur**

**Department of Commerce**

The Meeting of the Board of Studies in Commerce (UG and M.Phil.) was held on

20.11.2021 (Monday) at 10.30 a.m. through GOOGLE MEET virtual platform

**Members present:**

Chairman: Dr. K. A. Maria John Joseph

University Nominee: Dr. J. Srinivasan

Associate Professor in Commerce Rajeshwari Vedhachalam Arts College Chengalpattu.

Subject Expert: Dr. A. Marcus

Associate Professor in Commerce

Loyola College, Chennai.

Members: Dr. K. Antony Baskaran

Dr. G. Prakash Raj Dr. S. Hariharan Dr. K. Anbalagan Dr. G. Devi

Mr. S. Karthik Dr. A. Shankar Mr. G. Rajkumar

Mrs. M. Sangeetha

Mr. K. Saravana Kumaran

**Agenda for the Meeting:**

**To discuss,**

a. The possibility of merging some of the courses to make way for new courses to be introduced to enrich the syllabus.

b. The difficulties experienced by the staff members in handling newly added subjects in the curriculum.

**Discussions and Decisions**

1. The meeting started with a short prayer by Dr. G. Prakashraj. The Chairman of the Board Dr. K. A. Maria John Joseph welcomed all the members to the interim meeting of the Board of Studies in Commerce. He specially welcomed Dr. J. Srinivasan, Associate Professor of Commerce, who has joined in the Board as the new University Nominee. He also welcomed Dr. A. Marcus the subject expert and other internal members of the Department for the meeting.

2. The Chairman of the Board then briefed the members of the agenda of the meeting and informed the members that this meeting is an interim meeting and is meant for taking up preliminary discussions on the necessary revisions to be brought in later.

3. The Chairman initiated the discussions by requesting the members to share their thoughts on merging some of the courses in the present syllabus so that new courses may be introduced to enrich the syllabus. He asked whether the courses on cost accounting and advanced cost accounting can be merged. Dr. Srinivasan suggested to shift some topics from advanced cost accounting to management accounting and said it is possible to merge the two papers. He also suggested to consider merging of the two income tax courses and offer the same as one course in the name of direct taxation. The Chairman explained to him that the same matter has been discussed on many meetings and considering the difficulty of the course it was kept as two courses to facilitate better learning on the part of students.

4. Dr. Marcus suggested to give the option of framing the syllabus of the self-study papers to the students with appropriate checks and balances. He also suggested to change the name of the „computerized accounting‟ course as „digital accounting‟.

5. Dr. Srinivasan opined that a preliminary meeting of the Board may be conducted to discuss the final list of papers to be offered in the curriculum and the content may be discussed and finalized in the final meeting.

6. The Chairman asked the members to express any difficulties faced by them in handling the new courses. Since no members expressed any difficulties, he concluded the meeting and thanked all the members for their participations and suggestions.

7. Prof. Devi proposed the vote of thanks.

**Resolutions Passed:**

1. It was resolved to continue with the existing syllabus for B.Com. course without any changes.

2. It was resolved to continue with the existing syllabus for M.Phil. Program without any

changes.

**PG Department of Commerce**

**Sacred Heart College (Autonomous) Tirupattur- Tirupattur Dist.**

The board of studies of the PG Department of Commerce was held on 20th November

2021 through online. The following members were presented for the meeting.

**Members present**

Chairman: Dr. K. Anbalagan

Subject Experts: Dr. A. Marcus

Associate Professor in Commerce and Head

Loyola College, Chennai

Subject Experts & Alumni : CA.T. Pothimadhavan. FCA Charted Accountant

B2 Elcanso Building

No 10 Casa Major Road Egmore Chennai 600008 [pothimadhavan@gmail.com](mailto:pothimadhavan@gmail.com)

Members and Co-Opted Members

**Member(s) Absent**

Dr. K.A. Maria John Joseph

Dr. K. Antoy Baskaran

Dr. A. Hariharan Dr. G. Prakash Raj Dr. G. Devi

Dr. P. Saravanan Dr. B. Seenivasan Mr. S. Karthik

Dr. A. Sankar

Mr. G. Rajkumar

Mrs. M. Sangeetha

University Nominee: Dr. S. Sreedaran, Associate Professor in Commerce and Head, Muthurangam Government Arts College (Autonomous) Vellore

– [profsreedaran@gmail.com,](mailto:profsreedaran@gmail.com) who is express his inability to attend this BOS.

**Agenda**

1. Course Structure

Dr. K. Anbalagan welcomed the members for the meeting and he expressed the need and importance of the BOS.

Mr. G. Raj Kumar, who presented the M. Com programme structure and the component of CIA and Semester

Dr. A. Marcus, who expressed his view to changed the name of the course (name of the course: Strategic Management), however it can be incorporated in the forthcoming revision. Apart from this he also gave some suggestion about some new courses like Retail management, wealth Management and strategic marketing management.

To resolve to adopt the existing syllabus and evaluation pattern of M. Com

Programme is to be continuing.

The vote of thanks was proposed by Mr. S. Karthik and the meeting came to end

Thank You

K. Anbalagan

**Department of B.Com (CA)**

**Sacred Heart College (Autonomous), Tirupattur**

The Board of Studies of B.Com (CA) was held on 13/11/2021 (Saturday) at 03.30 pm through online in Google meet. The meeting started with prayer and followed by a formal welcome to the external members and the department staff by Dr. P. Saravanan Head of the department of B.Com (CA).

**The following members were present for the meeting:**

|  |  |
| --- | --- |
| Chairman | **:** Dr. P. Saravanan |
| Members | **:** Dr. B. Seenivasan |
|  | **:** Dr. D. Valarmathi |
|  | **:** Mr. B. Berty Roy |
|  | **:** Mrs. C. Dharmadevi (Department of BCA) |
| University Nominee | **:** Dr. S. Sreedaran M. Com, M. Phil, Ph.D Associate Professor and Head Department of Commerce  Muthurangam Govt.Arts College (Autonomous) Vellore – 632 002  Mobile**:** 9442978990 |
| Subject Expert | **:** Dr. M. Raguraman M. Com, M. Phil, Ph.D Assistant Professor and Head  PG & Research Department of Commerce  Govt. Arts and Science College for women, Bargur  Krishnagiri-dt  Mobile**:** 9443444502 |
| Subject Expert | **:** Dr. R. Arul M.Com, M.Phil, MBA, PGDCA, Ph.D Assistant Professor & Research Advisor  PG Department of Commerce Computer Application  St Joseph‟s College (Autonomous)  Tiruchirappalli- 620002  Mobile**:** 9025055335  Mail**:** [arulfriends2005@gmail.com](mailto:arulfriends2005@gmail.com) |
| Industrial Expert | **:** Mr. T. Niranjan, B.Com (CA), MBA  RR Donnelley Global India Outsource Pvt Ltd No 471, Prestige Polygon, Annasalai, Nandanam, Chennai – 600035  Mobile**:** 8015250867 |
| Alumni Representative | **:** E.Tamil Selvan  Junior Assistant  Govt. High School, Melpadur  Tiruvannamalai – 606702  Mobile: 8056435009 |

**Agenda**

**Resolution**

To discuss about the effectiveness of the syllabus and evaluation pattern of

B.Com (CA)

It was resolved to continue with the existing syllabus and evaluation pattern of

B.Com (CA) for the forthcoming academic year.

The meeting was concluded with vote of thanks by Mrs. C. Dharmadevi

**Sacred Heart College (Autonomous), Tirupattur - 635 601**

**Minutes of Board of Studies of Business Administration**

The Board of Studies of Department of Business Administration gathered on

10.11.2021 at 11.30 p.m. in the Virtual Mode to discuss the Syllabus and the Standard of Question Papers of both CIA and Semester for all the three years under the CBCS introduced by the Department of Higher Education, Tamil Nadu. The meeting started with small prayer and followed by a formal welcome to the external members and the department staff by Prof. R. Veerappan, Head of the department of Business Administration.

**The members present for the meeting were the following**

Chairman : Mr. R. Veerappan

Members : Dr. A. Arockiamary Mr. J. Anand Raj Mrs. S. Jayanthi

University Nominee : **Dr. J. Michael Sammanasu**

Associate Professor

Department of Management Studies Joseph‟s Institute of Management Studies St Joseph‟s College (Autonomous) Tiruchirappali.

Subject Expert : **Dr. P. Arul Prasad**

Assistant Professor

Department. of Commerce & Business Administration

St. Joseph‟s College of Arts & Science, Cuddalore

Industrial Expert : **Mr. V. Naveen**

Head - Marketing

Achi Masala Food Products, Erode, Salem, Tirupattur District

Alumini : **Mr. S. Vigneshwaran**

Field Supervisor

Southern Railways, Katpadi

Student Representative : Master. I. Faizan (III BBA) Miss. Uktha (III BBA)

**Agenda**

To discuss the syllabus and Scrutinized the Question Papers of Both CIA and

Semester

**Resolution**

It was resolved to continue with the existing syllabus for the forthcoming academic year.

The members of the board scrutinized and examined the CIA and Semester Question

Papers. Finally board decided that all the questions are standard.

**PG & RESEARCH DEPARTMENT OF SOCIAL WORK SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DIST BOARD OF STUDIES MEETING**

**Date: 23/11/2021 Venue: Online - Department of Social Work Time: 3.00 pm to 2:00pm**

**Agenda**

**Prayer**

**Welcoming the Members – Andrews Raja, Chairman**

**Presentation – Evaluation pattern**

**Suggestion for Field work in Covid 19 pandemic time**

**Passing of Resolution**

**Vote of Thanks**

**MINUTES OF BOARD OF STUDIES**

**PG & Research Department of Social Work, Sacred Heart College, Tirupattur**

The Board of Studies of the PG & Research Department of Social Work, Sacred Heart

College, Tirupattur held on 23rd November, 2021 as an Online meeting from 3.00 PM to 4.00

PM. The following members were present for the meeting.

1. J. Andrews Raja, Member, Chairperson, Assistant Professor

2. Dr. C.R. Christi Anandan, Member, Assistant Professor

3. Dr. K. Arockia Raj, Member, Assistant Professor

4. Dr. Clayton Michael Fonceca, Assistant Professor

5. Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor

6. Dr. T. Selvam, Member, Assistant Professor

7. Ms. E. Lisa, Member, Assistant Professor

**External Experts who were Present for the meeting**

**University Nominee**

DR. J.S. GUNAVATHY, Associate, Professor & Head,

Madras School of Social Work , Chennai

**Expert from Industry**

Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd. Chennai.

**Student Representative**

Sr. Sumi Joseph, Ph.D Scholar,

P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur.

**Members Absent**

Mr. S.D. Jawahar Michael,

Hi5 Careers Pvt Ltd. Chennai Nil

Sr. Sumi Joseph, Ph.D Scholar,

P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur

**Agenda:**

1. To get Evaluation pattern passed – Continuous Internal Assessment (CIA) & Semester end exam

2. Suggestion for Field work in the pandemic time

**Description:**

J. Andrews Raja, Member, Chairperson, Assistant Professor, started the meeting at

3.00 PM. He welcomed the members for the meeting and introduced the university nominee, Dr. J.S.GUNAVATHY, Associate, Professor & Head, Madras School of Social Work, Chennai. Each Staff from the Department of Social Work, Sacred Heart College introduced themselves in the meeting and then the chairman gave an introduction to the external experts about the purpose of conducting this Board of Studies meeting to pass the evaluation pattern (both for Internal and Semester end assessment) and to identify new ways of addressing issues concerning field work in this pandemic time.

**AGENDA 1:**

Dr. Clayton presented the evaluation pattern - Continuous Internal Assessment (CIA)

& Semester end exam and after various clarification the following pattern was deliberated on

**MSW-COURSE (Restructured) - 2021-22 Batch Onwards**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER I** | | | | | | | |  |
| **Code** | **Title of the subject** | **ontact rs** | **Cre**  **dit** | **E-hrs** | **CA** | **SE** | **otal** |
| MSW120T | Introduction to Social Work Profession | 45 | 3 | 3 | 50 | 50 | 100 |
| MSW121T | Social Work Practice With Individuals | 45 | 3 | 3 | 50 | 50 | 100 |
| MSW122T | Social Work Practice With Groups | 45 | 3 | 3 | 50 | 50 | 100 |
| MSW123T | Sociology for Social Work Practice | 30 | 2 | 3 | 50 | 50 | 100 |
| MSW124T | Psychology for Social Work Practice | 30 | 2 | 3 | 50 | 50 | 100 |
| MSW125S | Theatre Skills | 30 | 2 | R/SD | 50 | 50 | 100 |
| MSW126F | Concurrent Field Work–I | - | 5 | R/V | 50 | 50 | 100 |
| **SEMESTER TOTAL** | |  | **20** |  |  |  | **700** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMESTER II** | | | | | | | | | | | | | |  |
| MSW220T | Social Work Practice With Communities | | 45 | 3 | | 3 | | 50 | | 50 | | 100 | |
| MSW221T | Human Resource Management | | 45 | 3 | | 3 | | 50 | | 50 | | 100 | |
| MSW222T | Medical & Psychiatric Social Work | | 45 | 3 | | 3 | | 50 | | 50 | | 100 | |
| MSW223T | Social Welfare Administration | | 30 | 2 | | 3 | | 50 | | 50 | | 100 | |
| MSW224T | Labour Legislation and Labour Welfare | | 30 | 2 | | 3 | | 50 | | 50 | | 100 | |
| MSW225S | Communication Skills | | 30 | 2 | | R/SD | | 50 | | 50 | | 100 | |
| MSW226F | Concurrent Field Work-II | | - | 5 | | R/V | | 50 | | 50 | | 100 | |
| MSW227F | Block Field Work (4 Weeks Duration) | | - | 4 | | Required | | | | | | | |
| MSW228X | *Transactional Analysis (Certificate Course)* | | - | 2\* | | Optional-Successful Completion | | | | | | | |
| **SEMESTER TOTAL** | | |  | **24+2\*** | |  | |  | |  | | **700** | |
| **SEMESTER III** | | | | | | | | | | | | | | |
| **Code** | | **Title of the subject** | | | **Contact**  **Hrs** | | **Credit** | | **E-hrs** | | **CA** | | **SE** | **Total** |
| MSW320T | | Social Work Research & Statistics | | | 45 | | 3 | | 3 | | 50 | | 50 | 100 |
| MSW321A MSW321B MSW321C | | Rural & Urban Community Development  Industrial Relations  Youth Development | | | 45 | | 3 | | 3 | | 50 | | 50 | 100 |
| MSW322A MSW322B MSW322C | | Rural and Urban Governance  Human Resource Management in Service Sector  Strategies for youth Development | | | 45 | | 3 | | 3 | | 50 | | 50 | 100 |
| MSW323A MSW323B MSW323C | | Qualitative Research  Hospital Administration  Therapeutic Interventions in Social Work | | | 30 | | 2 | | 3 | | 50 | | 50 | 100 |
| MSW324A MSW324B MSW324C | | Corporate Social Responsibility Hotel Front Office Management Disaster Management | | | 30 | | 2 | | 3 | | 50 | | 50 | 100 |
| MSW325S | | Data Processing & Analysis Skill -(SPSS & NVivo) | | | 30 | | 2 | | R/SD | | 50 | | 50 | 100 |
| MSW326F | | Concurrent Field Work – III | | | - | | 5 | | R/V | | 50 | | 50 | 100 |
| MSW327J | | Research Project I | | | - | | 3 | | R/V | | 50 | | 50 | 100 |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| MSW328X | *Psychometric & Testing Tools*  *(Certificate Course)* | - | 2\* | Optional-Successful  Completion | | | |
|  | **SEMESTER TOTAL** |  | **23 +2\*** |  |  |  | **800** |

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| **SEMESTER IV** | | | | | | | |
| **Code** | **Title of the subject** | **Contact**  **Hrs** | **Credit** | **E-hrs** | **CA** | **SE** | **Total** |
| MSW420T | Human Rights and Social Legislation | 45 | 3 | 3 | 50 | 50 | 100 |
| MSW421A | Development Strategies | 45 | 3 | 3 | 50 | 50 | 100 |
| MSW421B | Organizational Behaviour |
| MSW421C | NGO Management |
| MSW422A | Livelihood & Social Audit  Human Resource Development  Counseling and Career Guidance | 45 | 3 | 3 | 50 | 50 | 100 |
| MSW422B |
| MSW422C |
| MSW423A | Project Monitoring and Evaluation Skill Matrix & Competency Mapping Social Work with Family & Children | 30 | 2 | 3 | 50 | 50 | 100 |
| MSW423B |
| MSW423C |
| MSW424A | Environmental Social Work Performance Management Social Entrepreneurship | 30 | 2 | 3 | 50 | 50 | 100 |
| MSW424B |
| MSW424C |
| MSW425S | Employability Skills | 30 | 2 | R/SD | 50 | 50 | 100 |
| MSW426F | Concurrent Field Work IV | - | 5 | R/V | 50 | 50 | 100 |
| MSW427J | Research Project II | - | 3 | R/V | 50 | 50 | 100 |
|  | Block Field Work  (4 Weeks Duration) | - | 4\* | Optional-Successful Completion | | | |
|  | **SEMESTER TOTAL** |  | **23+4\*** |  |  |  | **800** |
|  | **COURSE TOTAL** |  | **90+8\*** |  |  |  | **3000** |

**MC**-Main Core, IDC-Inter-DisciplinaryCore; ME-Main Elective RP-Research Project;

SK-Skill Paper; FWP-Field Work Practicum;

CC- Certificate Course SFWP- Summer Field Work Practicum; R/V- Report Submission& Viva Voice

R/SD - Report Submission / Skill Demonstration

**Evaluation Pattern**

CA 50 Marks Semester 50 Marks Total 100 marks

**Question Paper Pattern for CA - 12.5 marks**

Section - A (6 x 2 = 12 Marks) Answer ALL the questions. Section - B (3 x 6 = 18 Marks) Either OR Type of questions

Maximum Marks: 50

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

**CA Components**

***CA Test* 12.5 Marks** (Written Exam (One CA) - (2hrs) for 2 units

( 50 marks – 12.5 Wg)

***Online quiz (MCQs)* 10 Marks** (4 questions from each unit. To be conducted either in Google forms, Moodle, Hot potatoes or any other software)

***Assignment (Practical)* 12.5 Marks** (one assignment from each Course)

***Library (Off & online)* 5 marks**

***Student Participation* 10 Marks**

***Option s for S tu dent’s Parti cipat ion (10 m arks)***

*1. Short survey/ In depth Interview/ FGDs*

*2. Field visit and analytical reporting of the visit*

*3. Preparing a photo dossier and analytical comments*

*4. Poster presentation on a theme*

*5. Making a short documentary*

*6. Book Review (Summarizing)*

*7. Publishing an article in a national daily or news magazine or journal*

*8. Innovative activity*

***Total* 50 Marks**

**QUESTION PAPER PATTERN FOR SEMESTER EXAMINATIONS**

***Maximum Marks 100***

**Section - A** (10x 2 = 20 Marks) Answer ALL the Questions. TWO question from each unit.

**Section - B** (5 x 7 = 35 Marks) Answer ALL the Questions. Either OR Type of

Questions. Two questions from each unit.

**Section - C** (3 x 15 = 45 Marks) Answer ANY THREE questions from FIVE questions.

One questions from each unit.

The BoS further focused on strengthening new ways of practicing field work. Few suggestions by the expert made the discussion on field work practice in Social Work made interesting and innovative. The following suggestions were resolved to practice:

1. Mid field work presentation will help the staff and students to correct and learn from others.

2. Working closely with agency supervisors will help in effective monitoring

3. Greater care need to be taken while recruiting candidates will help resolve the problem of low motivation among students

Experts appreciated the efforts taken by the faculty and approved the changes to be incorporated in the evaluation pattern and field work practicum for the academic year

2021onwards. The suggestions and recommendations facilitated by the experts to the

Department would be presented to the Academic Council. Dr. Clayton proposed vote of thanks

Tirupattur

23/11/2021

**RESOLUTIONS:**

1. It was resolved that the P.G. & Research Department of Social Work can implement the new evaluation pattern from 2021 batch onwards

2. Mid field work presentation will help the staff and students to correct and learn from others.

3. Working closely with agency supervisors will help in effective monitoring

4. Greater care need to be taken while recruiting candidates will help resolve the problem of low motivation among students

**MINUTES OF THE MEETING OF BOARD OF STUDIES**

**SACRED HEART INSTITUTE OF MANAGEMENT STUDIES SACRED HEART COLLEGE (Autonomous), TIRUPATTUR**

The meeting of the board of studies was held on 22/11/2021 (Monday) at 03.30 PM

through virtual platform.

**The following members constitute the Board of Studies;**

Chairman Dr. S. Sasikumar

Members Rev. Fr. Angelo Joseph, SDB Dr. J. Sasiganth

Mr. R. Alexzander Dr. R. Arockia Mary Mr. G. Lawrence

University Nominee Dr. Clement Sudhahar, Associate Professor, School of

Management, Karunya University, Coimbatore

Subject Expert Mrs. Jeyaprabha B, Assistant Professor, DOMS, SRM Institute of Technology (Vadapazhani Campus)

Industrial Expert Mr. Maria Antony Juderaj -HR- Learning & Development, ELGi, Coimbatore.

Alumni Ms. A. Rakini

Student Representatives Ms. Haseen Taj, II MBA Mr. Satheeswaran, II MBA

**AGENDA:**

Prayer

Introductory note by Head of the Department

Review of MBA curriculum

Review of PG Diploma programmes in PGDHRM, PGDIEM and PGDLM

Feedbacks discussion

**The above mentioned agenda were discussed in the meeting:**

The Board of Studies was commenced with a short prayer by Rev. Fr. Angelo Joseph

The members discussed about the current curriculum and it is observed that few modifications and inclusions of topics were made

The course teacher, subject expert and stakeholders, opined to have the following changes in the curriculum of MBA Programme to the given below courses

o MBA142T - Organizational Behaviour

o MBA146T - Managerial Communication

It was resolved to follow the existing syllabus for the PG Diploma Courses

The Board of Studies was concluded with the gratitude note

**The following members were present for the meeting:**

Chairman Dr. S. Sasikumar

Members Rev. Fr. Angelo Joseph, SDB Dr. J. Sasiganth

Mr. R. Alexzander Dr. R. Arockia Mary Mr. G. Lawrence

University Nominee Dr. Clement Sudhahar, Associate Professor, School of

Management, Karunya University, Coimbatore

Subject Expert Mrs. Jeyaprabha B, Assistant Professor, DOMS, SRM Institute of Technology (Vadapazhani Campus)

Industrial Expert Mr. Maria Antony Juderaj -HR- Learning & Development, ELGi, Coimbatore

Alumni Ms. A. Rakini

Student Representatives Ms. Haseen Taj, II MBA Mr. Satheeswaran, II MBA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I Year Semester I Paper code: MBA 142T** | | | | |
|  | **L** | **T** | **P** | **C** |
| **3** | **1** | **0** | **3** |

**MBA142T- Organizational Behaviour**

**Course objective:**

• To provide an overview of theories and practices in organizational behaviour in individual, group and organizational level.

• To understand the various Leadership styles, organisation climate and change.

**Course outcome:**

• Students will have a better understanding of human behaviour in an organization.

• They will learn the framework for managing individual and group behaviour.

**Unit I Focus and Purpose (12 Hours)**

Definition, need and importance of organizational behaviour- Evolution of OB as a discipline – Nature and scope – Frame work – Organizational behaviour models.

**Unit II Individual Behaviour (12 Hours)**

Personality: types – Factors influencing personality – Theories(Personality theories- Psychoanalytical theory, Psychosexual theory, Trait theory, Humanistic theory and social cognition theory) – Learning : Types of learners – The learning process – Learning theories(Learning theories- Classical conditioning, Operant conditioning and

Social learning theory) – Organizational behaviour -Misbehaviour – Types – Management Intervention. Emotional Intelligence – Attitudes: Characteristics – Components – Perceptions: Importance – Factors influencing perception – Interpersonal perception. Motivation: Types.

**Unit III Group Behaviour (12 Hours)**

Organization structure – Formation – Groups in organizations – Formal and Informal Group- Group Norms – Group dynamics – Group decision making techniques – Team building - Interpersonal relations.

**Unit IV Leadership and Power (12 Hours)**

Meaning – Importance – Theories (Leadership theories-Great man theory, situational leadership, behavioural leadership, Contingency theory, Trait theory) – Leaders Vs Managers

– Sources of power – Power centers – Power and Politics.

**Unit V Dynamics of Organizational Behaviour (12 Hours)**

Modern theories of OB-(System theory, Authentic happiness theory and PERMA theory) Organizational culture and climate – Factors affecting organizational climate – Importance. Job satisfaction – Determinants – Measurements – Influence on behaviour. Organizational change – Importance – Stability Vs Change – Proactive Vs Reactive change – Stress: Types – Work Stressors – Prevention and Management of stress.

**Text books:**

1. Stephen P. Robins, Organisational Behavior, PHI Learning / Pearson Education, Edition 17, 2016 (Global edition)

2. Aswathappa, Organizational Behaviour Cases & Games, Jain Book Publications-2014.

**References:**

1. Dr. S.S. Khanka, Organizational Behaviour, S. Chand Publications, 4th Edition, 2004.

2. Fred Luthans, Organisational Behavior, McGraw Hill, 12th Edition,

3. Mc Shane & Von Glinov, Organisational Behaviour, 4th Edition, Tata Mc Graw Hill,

2007.

4. Nelson, Quick, Khandelwal. ORGB – An innovative approach to learning and teaching.

Cengage, 2nd edition. 2012

5. Ivancevich, Konopaske & Maheson, Oranisational Behaviour & Management, 7th edition, Tata McGraw Hill, 2008.

6. Udai Pareek, Understanding Organisational Behaviour, 3rd Edition, Oxford Higher

Education, 2011.

7. Jerald Greenberg, Behaviour in Organization, PHI Learning. 10th edition. 2011.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I Year Semester I Paper code: MBA 146T** | | | | |
|  | **L** | **T** | **P** | **C** |
| **3** | **1** | **0** | **3** |

**Course Objectives:**

**Managerial Communication**

To familiarize learners with the mechanics of writing in English precisely and effectively.

To enable learners to speak fluently and flawlessly in all kinds of communicative contexts with all nationalities.

**Course Outcomes:**

Read quite widely to acquire a style of writing and identify their area of strengths andweaknesses in writing.

Speak confidently with any speakers of English, including native speakers.

**Unit I Personal Communication (12 Hours)**

Day-to-day conversation with family members, neighbours, relatives, friends on various topics, context specific. Journal writing, SMS, Greeting Cards, situation based – accepting/declining invitations, congratulating, consoling, conveying information, oral reports, extempore, Book Review, Film Review

**Unit II Business Correspondence (12 Hours)**

Letter Writings: Job application letters, Letters of appointment, confirmation, promotion, Circulars, Memos and Office orders, Agenda and Minutes, Resume preparation

**Unit III Work Place Communication (12 Hours)**

e-mails, minutes, reports of different kinds – annual report, status report, survey report, proposals, memorandums, presentations, interviews, profile of institutions, speeches, responding to enquiries, complaints, resumes, applications, summarizing, strategies for writing.

**Unit IV – Presentation and Employability Skills (12 Hours)**

Importance, Characteristics, Presentation Plan, PowerPoint Presentation, Visual Aids. Interview skills – HR and technical – Types of interview, preparation for interview, mock interview, Group Discussion – Communication skills in Group Discussion, Structure of GD, GD process, successful GD techniques.

**Unit V Writing For Media and Creative Writing (12 Hours)**

Features for publication (Newspapers, magazines, newsletters, notice-board), case studies, short stories, travelogues, writing for children, translation, techniques of writing.

**Text Books**

1. Adler Ronald B., Elmhorst Jeanne Marquardt, Communicating at work, The

McGraw-Hill Publications, 2014

2. Dr. J. John Love Joy, Dr. Francis M. Peter S.J, “Let‟s Communicate – Basic

English foreveryone”, Vaigarai publications, 1st edition, Dindigul 2007.

**References:**

1. Dr. V. H. Baskaran, “Spoken English Made Easy”, Shakespeare Publication, 6th

edition,Chennai 2009.

2. Ewald Helen Rothschild and Burnett Rebecca E., Business Communication, NJ: Prentice-Hall International Publications.

3. Raymond V Lesikar, John D Pettit, and Mary E Flatly, 2009. Lesikar‟s Basic

BusinessCommunication, 11th ed. Tata McGraw-Hill, New Delhi.

4. E.H. McGrath, S.J. 2012, Basic Managerial Skills for All. 9th ed. Prentice-Hall of

India,New Delhi.

5. Richard Denny, „Communication to Win; Kogan Page India Pvt. Ltd., New Delhi, 2008.

6. https:/[/www.hrhelpboard.com/contract-letters/increment-letter.htm](http://www.hrhelpboard.com/contract-letters/increment-letter.htm)

**Meeting of the Board of Studies in Mathematics (UG)**

Minutes of the meeting of Undergraduate Board of Studies in Mathematics, that was held on Saturday, 20th November 2021 at 11.45PM., through the online (Google Meet) and Google Meet Link: **meet.google.com/suv-incj-duj**

**Agenda:**

To review the curriculum of B.Sc. Mathematics Programme and Allied

Mathematics for various Programmes.

**The following members were present:**

Thiruvalluvar University

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | | **Signature** |
| **Chairperson** | Associate Professor and Head (UG),  PG & Research Department of Mathematics, Sacred Heart College (Autonomous), Tirupattur, Tirupattur – 635 601.  **E-mail:** [**murali@shctpt.edu**](mailto:murali@shctpt.edu)  **Mobile No.:9442284395** | |  |
| Dr. R. Murali |  |
| **External Members** | | | |
|  | Associate Professor | |  |
| **University Nominee** | Department of Mathematics | |  |
| Dr. R. Vijayaragavan | Vellore-632115  **E-mail:** [**rvijayaraagavantvu@gmail.com**](mailto:rvijayaraagavantvu@gmail.com)  **Mobile No.: 9942557234** | |  |
| **Subject Expert** | Associate Professor and Head (UG),  Department of Mathematics, Islamiah College (Autonomous), Vaniyambadi – 635 752.  **E-mail:** [**mohamedalihashim@gmail.com**](mailto:mohamedalihashim@gmail.com)  **Mobile No.: 9894566526** | |  |
| Dr. A. Mohamed Ali |  |
| **Subject Expert** | Assistant Professor and Director,  Ramanujan Institute for Advanced Study in  Mathematics, University of Madras, Chepauk, Chennai – 600 005.  **E-mail:** [**mpitchaimani@yahoo.com**](mailto:mpitchaimani@yahoo.com)  **Mobile No.: 9952792396** | |  |
| Dr. M. Pitchaimani |  |
| **Internal members** | | | |
| Dr. A. George Maria Selvam | | Associate Professor |  |
| Dr. G. Britto Antony Xavier | | Associate Professor |  |
| Dr. P. Manoharan | | Associate Professor |  |
| Dr. A. Merceline Anita | | Assistant Professor |  |
| Dr. V. Balaji | | Assistant Professor |  |

|  |  |  |
| --- | --- | --- |
| Dr. M. Antony Arockiasamy | Assistant Professor |  |
| Dr. D. Ajay | Assistant Professor |  |
| Dr. S. John Borg | Assistant Professor |  |
| Ms. L. Divya | Assistant Professor |  |
| Dr. S.U. Vasantha Kumar | Assistant Professor |  |
| Mrs. S. Savitha | Assistant Professor |  |
| Dr. B. Govindan | Assistant Professor |  |
| Dr. B. Chandra Sekar | Assistant Professor |  |
| Dr. T.G. Gerly | Assistant Professor |  |
| Mr. M. Thanigajalam | Assistant Professor |  |
| Ms. D. Saraswathi | Assistant Professor |  |
| Mr. N. Avinash | Assistant Professor |  |

**Suggestion:**

Mr. G. S. Krishnamurthy, Industrial expert suggested that programming languages like Python and Machine Learning could be introduced as certificate courses for the B.Sc. Mathematics programme.

**Resolution:**

Reviewed the content of the syllabus from I semester to VI semester of B.Sc. Mathematics programme and Allied mathematics courses for various programmes. Board has unanimously decided to continue the existing syllabus.

The board has decided to introduce the programming language Python as certificate course in the next revision.

**Meeting of the Board of Studies in Mathematics (PG)**

Minutes of the meeting of PG Board of Studies in Mathematics that was held on Saturday, 20th November 2021 at 10.45 PM through the online (Google Meet) and Google Meet Link : **meet.google.com/suv-incj-duj**

**AGENDA:**

To review the curriculum of M.Sc. Mathematics Programme and Allied

Mathematics for various Programmes.

**The following members were present.**

Thiruvalluvar University

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Signature** |
| **Chairperson** | Associate Professor and Head (PG),  PG & Research Department of  Mathematics,  Sacred Heart College (Autonomous), Tirupattur, Tirupattur – 635 601.  **E-mail:**[agmshc@gmail.com](mailto:agmshc@gmail.com)  **Mobile No.: 9443205006** |  |
| Dr. A. George Maria Selvam |  |
| **External Members** | | |
|  | Associate Professor |  |
| **University Nominee** | Department of Mathematics |  |
| Dr. R. Vijayaragavan | Vellore-632115  **E-mail:** [**rvijayaraagavantvu@gmail.com**](mailto:rvijayaraagavantvu@gmail.com)  **Mobile No.: 9942557234** |  |
| **Subject Expert** | Associate Professor and Head (UG),  Department of Mathematics, Islamiah College (Autonomous), Vaniyambadi – 635 752.  **E-mail:** [**mohamedalihashim@gmail.com**](mailto:mohamedalihashim@gmail.com)  **Mobile No.: 9894566526** |  |
| Dr. A. Mohamed Ali |  |
| **Subject Expert** | Assistant Professor and Director,  Ramanujan Institute for Advanced Study in  Mathematics, University of Madras, Chepauk, Chennai – 600 005.  **E-mail:** [**mpitchaimani@yahoo.com**](mailto:mpitchaimani@yahoo.com)  **Mobile No.: 9952792396** |  |
| Dr. M. Pitchaimani |  |
| **Internal members** | | |
| Dr. R. Murali | Associate Professor |  |
| Dr. G. Britto Antony Xavier | Associate Professor |  |
| Dr. P. Manoharan | Associate Professor |  |

|  |  |  |
| --- | --- | --- |
| Dr. A. Merceline Anita | Assistant Professor |  |
| Dr. V. Balaji | Assistant Professor |  |
| Dr. M. Antony Arockiasamy | Assistant Professor |  |
| Dr. D. Ajay | Assistant Professor |  |
| Dr. S. John Borg | Assistant Professor |  |
| Ms. L. Divya | Assistant Professor |  |
| Dr. S.U. Vasantha Kumar | Assistant Professor |  |
| Mrs. S. Savitha | Assistant Professor |  |
| Dr. B. Govindan | Assistant Professor |  |
| Dr. B. Chandra Sekar | Assistant Professor |  |
| Dr. T.G. Gerly | Assistant Professor |  |
| Mr. M. Thanigajalam | Assistant Professor |  |
| Ms. D. Saraswathi | Assistant Professor |  |
| Mr. N. Avinash | Assistant Professor |  |

**Suggestion:**

Dr. G. Britto Antony Xavier suggested increasing the number of MCQ type questions for the skill enhancement courses from 90 questions to 100 questions.

**Resolution:**

Reviewed the content of the syllabus from I semester to IV semester of M.Sc. Mathematics programme. Board has unanimously decided to continue the existing syllabus.

The board has decided to consider increasing the number of questions from 90 to 100 from the academic year 2022-2023 in the next Board of Studies Meeting.

**Department of Physics**

**Minutes of Meeting of Board of Studies in Physics (UG) held on 24-11-2021**

A Meeting of the Board of studies in Physics (UG) was held on 24-11-2021 at 03.00 pm in online mode through Google Meet. The following members were present for the meeting.

Chairman : Dr. A. Albert Irudayaraj

Members : Mr. C. Tirupathi

Mr. D. Daniel Lawrence

Mr. M. Aravinthraj Dr. S. Kalaiarasi Mr. D. Rajkumar Dr. A. Dhayal Raj Mr. N. Madhavan Dr. M. Jose

Dr. S. A. Martin Britto Dhas Rev. Dr. G. Theophil Anand Mr. G. Jayakumar

Mr. L. Anandaraj

Dr. S. John Sundaram

Rev. Dr. Gandhi Kallarasan

Dr. P. Kannappan

University Nominee : Dr. D. Jaikumar, Head, Department of Physics, Voorhees College, Vellore

Subject Expert : Dr. J. Suresh

Principal & Associate Professor, Dept. of Physics, The Madura College (Autonomous), Madurai

Alumnus : Mr. M. Selvam

Assistant Headmaster and PG Assistant in Physics, Government Hr. Sec. School,

Palnangkuppam, Tirupattur

Industrialist : Mr. S. Naresh

HR Representative II,Caterpillar India Pvt. Ltd., Small Drivetrain systems, Hosur.

Students representatives : Bruce Thinakaran R (AU190315), III B. Sc. Physics.

Ronishailanto R (AU190323), III B. Sc. Physics. Roshini P. A (BU190301), III B. Sc. Physics. Poovarasan S (BU190322), III B. Sc. Physics.

Mr. R. Ramesh expressed his inability to attend the meeting.

**Agenda:**

1. To consider the syllabi and evaluation pattern of courses/papers in B.Sc. Physics (Main) curriculum, Non Major Elective courses and the Allied Physics courses for the students admitted during 2017-18 and thereafter.

2. To consider the syllabi and evaluation pattern of courses/papers in B.Sc. Physics (Main) curriculum, Non Major Elective courses and the Allied Physics courses for the students admitted during 2021-22 and thereafter.

**Resolutions:**

1. Considered the syllabi and evaluation pattern of courses/papers in B.Sc. Physics (Main) curriculum, Non Major Elective courses and the Allied Physics courses for the students admitted during the year 2017-18 and thereafter.

It was resolved to adopt the existing syllabi and evaluation pattern of courses/papers in B.Sc. Physics (Main) curriculum, Non Major Elective courses and the Allied Physics courses for the students admitted during the year 2017-18 and thereafter.

2. Considered the syllabi and evaluation pattern of courses/papers in B.Sc. Physics (Main) curriculum, Non Major Elective courses and the Allied Physics courses for the students admitted during the year 2021-22 and thereafter.

It was resolved to adopt the existing syllabi and evaluation pattern of courses/papers in B.Sc. Physics (Main) curriculum, Non Major Elective courses and the Allied Physics courses for the students admitted during the year 2021-22 and thereafter.

Dr. A. Albert Irudayaraj

Chairman

Dr. D. Jaikumar, University Nominee

Dr. J. Suresh, Subject Expert

Mr. M. Selvam, Alumnus

Mr. S. Naresh,, Industrialist

Mr. C. Thirupathi

Mr. D. Daniel Lawrence

Mr. M. Aravinthraj Dr. S. Kalaiarasi Mr. D. Rajkumar Dr. A. Dhayal Raj Mr. N. Madhavan Dr. M. Jose

Dr. S.A. Martin Britto Dhas Rev. Dr. G. Theophil Anand Mr. G. Jayakumar

Mr. L. Anandaraj

Dr. S. John Sundaram

Rev. Dr. Gandhi Kalarasan

Dr. P. Kannappan

R. Bruce Thinakaran

R. Ronishailanto

P.A. Roshini

S. Poovarasan

**PG and Research Department of Physics**

**Minutes of the Meeting of Board of Studies in Physics (PG)**

The meeting of the Board of Studies in Physics (PG) was held on Wednesday, 24th November, 2021 at 03.45 PM through Google meet. The following members were present for the meeting.

**Members Present**

Chairperson : Dr. M. Jose

Members : Dr. A. Albert Irudayaraj

: Mr. C. Tirupathy

Mr. D. Daniel Lawrence

Mr. M. Aravinthraj Dr. S. Kalaiarasi Mr. D. Rajkumar Dr. A. Dhayal Raj Mr. N. Madhavan

Dr. S.A. Martin Britto Dhas

Mr. G. Jayakumar

Rev. Dr. G.Theophil Anand SDB Mr. L. Anandaraj

Dr. S. John Sundaram

Rev. Dr. Gandhi Kallarasan SDB Dr. P. Kannappan

**University Nominee** Dr. D. Jaikumar

Head, Department of Physics, Voorhees College, Vellore

**Subject Expert1** Dr. J. Suresh

Principal & Associate Professor, Department of Physics,

The Madura College (Autonomous), Madurai.

**Subject Expert2** Dr. A. Basherrudin Mahmud Ahmed

Assistant Professor

School of Physics

Department of Theoretical Physics

Madurai Kamaraj University, Madurai

**Meritorious Alumni**: Mr. M. Selvam

Assistant Headmaster and PG Assistant in Physics

Government Hr.Sec.School

Palnangkuppam, Tirupattur

**Industry representative** Mr. S. Naresh

**Student Representatives:**

1. Mr. M. Ezhilarasan (BP200314)

2. Ms. V. Gayathri (BP210310)

Mr. R. Ramesh did not attend the meeting as he was on leave

**Agenda**

To discuss and recommend programme structure, syllabi for theory, practical papers, and regulations for project work for the students admitted from the academic year 2021-2022 and thereafter.

**Business transacted:**

1. The chairperson of the PG board of Studies welcomed the University Nominee, Subject Experts, Meritorious Alumini, industry representative and all the other board members for the Board of Studies Meeting. The minutes of the previous board of studies meeting held on 9th April, 2021 was read by Dr. S. John Sundaram and it was passed.

2. As a follow-up action, the chairperson briefed the members of the Board of studies that he has taken up the issue of giving more self-study papers with the CDC and noted that the CDC has permitted the Board of studies to go ahead. In this regard, he further added that there were ten papers on different titles designed by the faculty members and needs more time to fine-tune the syllabus. He also assured that the syllabus will be finalized within five days and the same will be sent to the external board members for their comments/suggestions, and after incorporating their comments/suggestions, the papers will be passed in the standing committee of the Board of studies and will be presented in the forthcoming Academic council so that the changes will be implemented from the II semester onwards.

3. However, since the proposed syllabi for all the self-study papers have already

been communicated to the external board members, the subject expert Dr. A. Basherrudin Mahmud Ahmed, while commenting on the spirit of giving more self-study papers, has suggested the following points (i) Since, the credit for each self-study paper is only 2, the content has to be reduced proportionately (ii) Instead of giving the whole crystal growth, any one growth method can be given in full so that the students can learn easily (iii) The software oriented paper like

DFT can be given and (iv) While evaluating, some project oriented tasks also can be given to the students.

4. The University nominee Dr. D. Jaikumar wanted to know whether appropriate

books and website references were given for the self-study papers to which the

Chairperson replied that this was already taken care of.

5. The subject expert Dr. J. Suresh wanted to know the evaluation pattern for the self-study papers to which Dr. A. Albert Irudayaraj clarified that all the self-study papers are offered purely internal and evaluated by the respective course teachers for 100 marks.

6. The alumni representative asked about the passing minimum for the self-study

papers to which the chairperson replied that a minimum of 50% marks is essential for a pass.

7. The subject expert Dr. J. Suresh also wanted to know the rationale for offering a

paper on research and publication ethics especially in the context of this paper being offered in the Ph.D course work, Dr. M. Jose, who has designed the paper responded that this paper is offered for two reasons: (i) the project work undertaken by the PG students are getting published in reputed journals and (ii) every year, few students are going for pursuing Ph.D. Therefore, it is only appropriate that we give them this particular paper so that they will be aware of the importance of academic integrity, plagiarism in research and how to do research.

**Resolutions**

Recommend the existing programme structure, syllabi for theory, practical papers, and regulations for project work for the students admitted from the academic year 2021-2022 and thereafter.

**Members Present**

Chairperson Dr. M. Jose

Members Dr. A. Albert Irudayaraj

Mr. C. Tirupathy

Mr. D. Daniel Lawrence

Mr. M. Aravinthraj Dr. S. Kalaiarasi Mr. D. Rajkumar Dr. A. Dhayal Raj Mr. N. Madhavan

Dr. S.A. Martin Britto Dhas

Rev. Dr. G.Theophil Anand SDB Mr. G. Jayakumar

Mr. L.Anandaraj

Dr.S.John Sundaram

Rev. Dr. Gandhi Kallarasan SDB Dr. P. Kannappan

**University Nominee** Dr. D. Jaikumar

Head, Department of Physics, Voorhees College, Vellore

**Subject Expert1** Dr. J. Suresh

Principal &Associate Professor, Department of Physics,

The Madura College (Autonomous), Madurai.

**Subject Expert2** Dr. A. Basherrudin Mahmud Ahmed

Assistant Professor

School of Physics

Department of Theoretical Physics

Madurai Kamaraj University, Madurai

**Meritorious Alumni**: Mr.M.Selvam

Assistant Headmaster and PG Assistant in Physics

Government Hr.Sec.School

Palnangkuppam, Tirupattur

**Industry representative** Mr. S. Naresh

**Student Representatives:**

1. Mr. M. Ezhilarasan (BP200314)

2. Ms. V. Gayathri (BP210310)

**PG and Research Department of Physics**

**Minutes of the Meeting of Board of Studies in Physics (M. Phil)**

**held on 24-11 -2021**

A Meeting of the Board of studies in Physics (M. Phil) was held on 24-11-2021 at

3.30 pm in online mode through Google meet. The following members were present for the meeting.

Chairman: Dr. A. Albert Irudayaraj

Members:

Mr. C. Tirupathi

Mr. D. Daniel Lawrence

Mr. D. Rajkumar Dr. A. Dhayal Raj Dr. M. Jose

Dr. S. A. Martin Britto Dhas

Rev. Dr. Theophil Anand

University Nominee: Dr. D. Jaikumar

Assistant Professor & HOD of Physics, Voohrees College, Vellore-632001.

Subject Expert: Dr. J. Suresh

Associate Professor & Principal, Vidya Nagar, T.P.K. Road,

The Madura College, Madurai-625 011. Alumnus: Mr. M. Selvam

Assistant Headmaster and PG Assistant in Physics, Govt. Higher secondary School, Palnakupam, Tirupattur.

Industrialist: Mr. S. Naresh

HR Representative II,Caterpillar India Pvt. Ltd., Small Drivetrain systems, Hosur.

Mr. R. Ramesh expressed his inability to attend the meeting.

**Agenda:**

To consider and pass the syllabi and evaluation pattern for the papers 1) Scientific Research Methodology and 2) Advanced Material Science and the Research specific papers 1) Advances in Crystal growth and Characterization, 2) Nanomaterials and Nanostructured Thin Films and 3) Spectroscopy in M.Phil. Physics curriculum for students admitted during the year 2021–2022.

**Resolution:**

Considered the syllabi and evaluation pattern for the papers 1) Scientific Research

Methodology and 2) Advanced Material Science and the Research specific papers

1) Advances in Crystal growth and Characterization, 2) Nanomaterials and Nanostructured Thin Films and 3) Spectroscopy in M.Phil. Physics curriculum for students admitted during the academic year 2021–2022.

It was resolved to adopt the existing syllabi and evaluation pattern for the papers

1) Scientific Research Methodology and 2) Advanced Material Science and the Research specific papers 1) Advances in Crystal growth and Characterization, 2) Nanomaterials and Nanostructured Thin Films and 3) Spectroscopy in M.Phil. Physics curriculum for students admitted during the academic year 2021–2022.

Dr. A. Albert Irudayaraj

Chairman

Dr. D. Jaikumar University Nominee Dr. J. Suresh

Subject Expert

Mr. M. Selvam

Alumnus

Mr. S. Naresh

Industrialist

Mr. C. Tirupathi

Mr. D. Daniel Lawrence

Mr. D. Rajkumar Dr. A. Dhayal Raj Dr. M. Jose

Dr. S. A. Martin Britto Dhas

Rev. Dr. G. Theophil Anand

**Department of Chemistry**

**Minutes of the Meeting of Board of Studies in Chemistry (UG)**

A meeting of the Board of Studies in Chemistry (UG) was held on 16.11.2021 at 6.00 p.m. through meet

**Members Present**

Chairman : Dr. S. R.Xavier Rajarathinam. University Nominee : Dr. Paul Wilson

Principal , Madras Christian College( Autonomous) Tambaram, Chennai

Subject Expert : Dr.K.Geetha

Associate Professor and Head

PG and Research Department of Chemistry

Muthurangam Govt: Arts and Science

College(Autonomous), Vellore

Student Representatives : Lingaseh II M.Sc

Members : Dr. T. Jayabalan.

Rev. Dr.Praveen Peter

Dr. V. Collins Arun Prakash

Dr. R. Jude Vimal Micheal

Dr. Nahren Manuel Mascarenhus

Mr. J. Mario Leo Joseph

Mr. A. Arokia Nepolean Raj

Mr. R. Dhiwakar

Dr. M. Wilson Bosco Paul

Mrs. M. Thenmozhi Dr. N. Vilvamani Mrs. C. Elavarasi Dr. C. JayaKumar

Dr. R.S. Diana Sangeetha

Mrs. V.M. Divya

Mrs. A.P. Angline Mary

The following members expressed their inability to attend the meeting.

1. Dr. RajaVadivelan ( Industrial Expert), Manager,

Titan Jewellery, Hosur

2. Mr. R. Dhiwakar

**Agenda:**

1. CA components and mark distribution

2. MOOC course

3. Internship

4. New certificate courses

5. Any other

**Outcomes:**

1. After the detailed discussion and evaluation the board approves the revised marks distribution.

2. Dr. Paul Wilson suggested to substitute the suitable experiments in the place of Gravimetric analysis. The board accepts his suggestion and it will be considered for the forth coming revision. He also asked the board to define clearly the „any other innovative‟ idea for valuation. Dr. S.R. Xavier Rajarathinam responded that it is one of the valuation method which should be specified by the course teacher or the other conventional methods can be followed.

3. Dr. S.R. Xavier Rajarathinam requested the members to suggest new certificate courses. Board accepted the request and the new certificate course syllabus will be presented in the next board. For the evaluation of the certificate course new methodology and marks distribution will be presented in the next board meeting.

4. Dr. S. R.Xavier Rajarathinam requested the department faculty and students to do more MOOC courses.

5. Resolved to start the internship programme for the students admitted in academic year 2021-22 as early as possible after the settlement of COVID situation

**General Guidelines For UG Practical 2021 onwards**

|  |  |
| --- | --- |
| Internal assessment | 50 marks |
| External assessment | 50 marks |

**A. Internal assessment of UG main practical’s (50 marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Regular practical (Average of best 60% of the practicals | 30 |
| Model exam | 5 |
| Course Teacher(TOP+Viva+ any other) | 10 |
| Attendance+ Record | 5 |
| Total | 50 |

**Note:**

Any fraction in the total marks is rounded up to the next whole number and no rounding is done in any sub categories

Model Exams are conducted as per the scheme of valuation of External assessment and the total mark is converted to 5 marks

10 % of marks can deducted for the poor performance (Cleanliness, regular submission of observation and record, lab code of conduct).

Refer external assessment for the scheme of evaluation for regular experiments

**The detailed scheme for individual practical applicable for both regular practicals and external assessment are given below:**

**PCH209 - Volumetric analysis (Scheme of valuation)**

**A. Internal assessment of PCH 408 – Inorganic Qualitative Analysis (50 marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Regular practical (Average of best 60% of the practicals | 30 |
| Model exam | 5 |
| Course Teacher (TOP+Viva+ any other innovative) | 10 |
| Attendance + Record | 5 |
| Total | 50 |

**B. External assessment of UG practical’s (50 marks)**

|  |  |
| --- | --- |
| **Component** | **Mark** |
| Result | 30 |
| Short procedure +Tabulation + Calculation | 5+5+5 |
| Record | 5 |
| Total | 50 |

Volumetric result marks corresponding to error percentage

|  |  |
| --- | --- |
| **% of error** | **Marks** |
| < 2 | 30 |
| 2 – 3 | 30 – 25 |
| 3 – 4 | 25 – 15 |
| 4 – 5 | 15 – 05 |

> 5 5

**Scheme of evaluation for PCH 408 – Inorganic Qualitative Analysis**

|  |  |
| --- | --- |
| Internal | 50 marks |
| External | 50 marks |

**A. Internal assessment of PCH 408 – Inorganic Qualitative Analysis (50 marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Average of best 60% of the practicals Inorganic Salt mixture | 20 |
| Average of best 60% of the practicals preparation | 10 |
| Model exam | 5 |
| Course Teacher(TOP+Viva+ any innovative other) | 10 |
| Attendance + Record | 5 |
| Total | 50 |

**B. External Assessment of PCH 408 – Inorganic Qualitative Analysis (50 marks)**

|  |  |  |
| --- | --- | --- |
| **Component** | **Description** | **Marks** |
| Inorganic Salt Mixture analysis  with proper procedure (30 marks) | Acid radical (2x7) | 14 |
| Group separation | 02 |
| Basic radical (2x7) | 14 |
| Preparation (10 marks) | Quantity | 07 |
| Quality | 03 |
| Record |  | 10 |
| Total |  | 50 |

Detection of acid and basic radicals without procedure (4x1 = 4 marks)

**Chemistry Lab Work – III PCH621 Gravimetric and Organic Analysis**

**A. Internal assessment (50 Marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Gravimetric Class work @ best 60% | 10 |
| Organic Class work @ best 60% | 10 |
| Preparation Class work @ best 60% | 10 |
| Course Teacher(TOP+Viva+ any other innovative) | 10 |
| Attendance + Record | 5 |
| Model Examination | 5 |
| **Total** | **50** |

**B. External Component (50 Marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Gravimetric | 40 |
| Record (Gravimetric) | 05 |
| Organic analysis | 30 |
| Record (Organic) | 05 |
| Preparation | 20 |
| **Total** | **100** |

The total marks 100 to be converted into 50 marks

Gravimetric result evaluation: maximum 40 marks

|  |  |
| --- | --- |
| **Percentage of error** | **Marks** |
| <2 | 40 |
| 2-3 | 40-35 |
| 3-4 | 35-25 |
| 4-5 | 25-10 |
| >5 | 05 |

Analysis of organic compound: maximum of 30 marks

|  |  |  |
| --- | --- | --- |
| **Component** | **Correct Procedure**  **(24marks)** | **Correct Report**  **(6marks)** |
| Preliminary tests | 5 |  |
| Aliphatic aromatic | 2 | 1 |
| Saturated/Unsaturated | 2 | 1 |
| Lassaigne‟s Extract |  | 1 |
| Nitrogen test | 1 |
| Sulphur test | 1 |
| Halogens test | 1 |
| Functional groups | 5 | 2 |
| Confirmative test | 5 |  |
| Derivative | 2 | 1 |

Preparation of organic compounds: maximum of 20 marks

Crude sample : 15 marks Recrystallization : 5marks Total : 20marks

**PCH622- PHYSICAL CHEMISTRY**

|  |  |
| --- | --- |
| Internal | 50 marks |
| External | 50 marks |

**Internal assessment (50 marks)**

|  |  |
| --- | --- |
| **Components** | **Marks** |
| Regular practical (Average of the total ,best 60% of the practicals) | 30 |
| Model exam | 5 |
| Course Teacher(TP+Viva+ any other innovative ) | 10 |
| Attendance+ Record | 5 |
| **Total** | **50** |

**External assessment (50 marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Experiment (Accuracy **30 marks**+ Manipulation **15 marks**) | 45 |

|  |  |
| --- | --- |
| Record | 5 |
| **Total** | **50** |

**Mark split up for Experiment (30 marks)**

**Kinetic Experiments**

Below a factor of 10 = 30 marks By a factor of 10 = 25 marks By a factor of 102 = 15 marks By a factor of >102 = 10 marks

**Distribution coefficient, / Molecular weight determination/CST /Effect of electrolyte**

Error up to 10% = 30 marks Error up to 20% = 25 marks Error up to 30% = 15 marks Above 30% = 10 marks

**Transition temperature**

Error up to 2oC difference = 30 marks Error up to 2o to 7oC difference = 25 marks Error up to 7o to 12oC difference = 20 marks Error up to 12o to 17oC difference =15 marks Above 17oC difference=10 marks

**Equivalent conductance**

Error upto 10% = 30 marks Error upto 15% = 25 marks Error upto 20% = 20 marks Above 20% = 10 marks

**Dissociation constant**

Error upto 10% = 30 marks Error upto 15% = 25 marks Error upto 20% = 20 marks Above 20% = 10 marks

**Conductometric/potentiometric/pH metric titration**

Error upto 10% = 30 marks Error upto 15% = 25 marks Error upto 20% = 20 marks Above 20% = 10 marks

**Colorimeter and Polarimeter**

Error upto 5% = 30 marks Error upto 10% = 25 marks Error upto 15% = 20 marks Above 15% = 10 marks

**Scheme of evaluation for UG Allied Practical’s** (**PACH 408/PACH208) A. Internal assessment of allied chemistry practical’s (50 marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Regular practical (Average of best 60% of the practicals) | 40 |
| Model exam | 10 |
| Total | 50 |

**Note:**

Any fraction in the **total marks** is rounded up to the next whole number and no rounding is done in any sub categories

Model Exams are conducted as per the scheme of valuation of **External assessment**

**(excluding record)** and the total mark is converted to **10 marks**

Refer external assessment for the scheme of evaluation for regular experiments

**B. External assessment of allied practical’s (50 marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Volumetric | 20 |
| Organic analysis | 20 |
| Record | 10 |
| Total | 50 |

**Scheme of evaluation for volumetric analysis (20 marks)**

|  |  |
| --- | --- |
| % Error | **Marks** |
| < 2% Error | 20 |
| 2 to 3% Error | 20-15 |
| 3 to 4% Error | 15-10 |
| 4 to 5% Error | 10-05 |
| >5% error | 05 |

**Distribution of marks for organic analysis (20 marks)**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| Preliminary | 2 |
| Aliphatic /Aromatic | 2 |
| Saturated / Unsaturated | 2 |
| Special Elements | 3 |
| Functional group | 5 |
| Confirmatory | 6 |
| **Total** | **20** |

Reporting the correct organic compound without writing the full procedure and

without displaying the tests for evaluation yields 5 mark only.

**Department of Chemistry – PG**

**Sacred Heart College (Autonomous), Tirupattur, Tirupattur Dist. 635 601.**

**Minutes of the meeting of Ordinary meeting of Board of Studies.**

The ordinary meeting of the PG board of studies was held on 16th November, 2021 (Tuesday) at 6:45 pm through G meet. Dr. V. Collins Arun Prakash, Head of Department of Chemistry welcomed the staff members.

The agenda were

Approving the mark allotment in the internal and external components for PG

practicals.

Suggestions for the syllabus

Varia.

**The following members were present for the meeting.**

**Members Present**

Chairman : Dr. V. Collins Arun Prakash

Members : Dr. S. R.Xavier Rajarathinam

Dr. T. Jayabalan

Rev. Dr. Praveen Peter

Dr. R. JudeVimal Micheal

Dr. Nahren Manuel Mascarenhas

Mr. J. Mario Leo Joseph

Mr. A. Arokia Nepolean Raj

Mr. R. Dhiwakar

Dr. M. Wilson Bosco Paul

Mrs. M. Thenmozhi Dr. N. Vilvamani Mrs. C. Elavarasi Dr. C. Jayakumar

Dr. R.S. Diana Sangeetha

Mrs. V.M. Divya

Mrs. A.P. Angeline Mary

**Subject Experts**

**University Nominee**

**Dr. P. Wilson**

Principal

Madras Christian College

Tambaram

Chennai

**Subject Expert**

**Dr. K. Geetha**

Associate Professor and Head

Department of Chemistry

Muthurangam Govt. Arts College Vellore

**Student Representative :** Mr. Diwakar, M. Phil Chemistry

**Resolutions**

After a detailed discussion in the board, it was resolved

To approve the proposed mark allotment for external and internal components of all the PG practicals.

It was suggested to consider ways of introducing innovative methods of evaluating students in the practicals.

It was unanimously decided to carry out the modifications and suggestions in the upcoming revision.

**SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR**

**33rd BOARD OF STUDIES IN COMPUTER SCIENCE**

**Date: 22nd November 2021 Time: 5 pm Venue: Google Meet**

**I. Constitution of the Board**

1. Dr. L. Ravi Chairperson – UG &M.Phil.

2. Dr. S. Sagayaraj Chairperson – PG

3. Mr. J. John Arokiaraj Member

4. Dr. M. Maria Dominic Member

5. Mrs. A. Josephine Sahaya Mala Member

6. Mrs. R. Sandrilla Member

7. Mrs. M. Poovizhi Member

8. Mr. P. Karthick Member

9. Mr. S. John Bosco Member

10. Miss D. Gajalakshmi Member

11. Mr. M. Sarlinraj Member

12. Mr. S. Mohanraj Member

13. Dr. R. Denis. Member

14. Mr. C. Sathishkumar Member

15. Dr. M. Santhoshkumar Member

16. Dr. E. George Dharma Prakash Raj University Nominee

Associate Professor,

School of Computer Science and Engineering, Bharathidasan University, Tiruchirapalli, Tamil Nadu, India.

Cell[: 9443191790Email:georgeprakashraj@yahoo.com](mailto:9443191790Email:georgeprakashraj@yahoo.com)

17. Dr. D. I. George Amalarethinam Subject Expert

Associate Professor

Department of Computer Science

Jamal Mohamad College (Autonomous) Tiruchirapalli – 620 020

Tamilnadu, India

[Email: di\_george@ymail.com](mailto:di_george@ymail.com)

18. Ms. Sorna Alumni Representative

Project Assistant NPTEL office, 3rd Floor ICSR Building

IIT Madras, Chennai 600036 [sorna@nptel.iitm.ac.in](mailto:sorna@nptel.iitm.ac.in)

19. Mr.SrinivasanNarasimhan Industry Representative

Principal Architect - Networking, Acalvio Technologies Pvt Ltd

C/O Awfis Space Solutions Pvt. Ltd

Sabari Complex,

24 Residency Road, Bangalore - 560025

Email: srinivas[an.narasimhan@gmail.com](mailto:narasimhan@gmail.com)

20. Rev.Fr.XavierMattam Student Member

Ph.D. Research Scholar [xaviermattam@hotmail.com](mailto:xaviermattam@hotmail.com)

21. Mr. MD Irfan H (BP200501) Student Member

II M.Sc. Computer Science [md31irfan@gmail.com](mailto:md31irfan@gmail.com)

22. Mr. S. Kalaiyaran (AU190508) Student Member

III B.Sc. Computer Science [kalaijeeva127@gmail.com](mailto:kalaijeeva127@gmail.com)

23. Mr. B. Faizudeen (BU190523) Student Member

III B.Sc. Computer Science [faizudeen4395@gmail.com](mailto:faizudeen4395@gmail.com)

**Agenda (UG)**

1. Prayer of Invocation – Mr. C. Sathishkumar

2. Welcome Address – Dr. S. Sagayaraj

3. MOM

Minutes of the 32ndmeeting of the Board of Studies of Dept. of

Computer Science (UG) – Mrs. R.Sandrilla

4. Business to be transacted (UG)

Feedback template and methods.

Faculty feedback

5. Concluding Remarks - External Members.

6. Vote of thanks – Mr. M. Sarlinraj

**Proceeding**

1. The meeting started with a prayer song. Dr. S. Sagayaraj welcomed the members of the

Board.

2. Mr. Srinivasan Narasimhan (Industry Representative), Dr. L. Ravi (Chairperson – UG

& M.Phil.), Mrs. A. Josephine Sahaya Mala (Member) was not present for the meeting. They Communicated to Chairperson (PG) about their inability to attend.

3. Mrs. R. Sandrilla read the minutes of 32nd Board of Studies meeting and it was

approved.

4. Dr. S. Sagayaraj presented the feedbacks of faculty.

5. B.Sc. (CS) Curriculum introduced from the academic year 2021-2022(Semester I) was reviewed by the course teacher and the suggestions were recorded. Feedback was collected for each course from the faculty and the students. These suggestions will be considered for next revision.

6. The meeting concluded at 5:45 with vote of thanks by Mr. M. Sarlinraj.

**SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR,**

**15th BOARD OF STUDIES IN POST GRADUATE COMPUTER SCIENCE**

**Date: 22nd November 2021 Time: 6.30 pm Venue: Google Meet**

**I. Constitution of the Board**

24. Dr. S. Sagayaraj Chairperson – PG

25. Dr. L. Ravi Chairperson – UG &M.Phil.

26. Mr. J. John Arokiaraj Member

27. Dr. M. Maria Dominic Member

28. Mrs. A. Josephine Sahaya Mala Member

29. Mrs. R. Sandrilla Member

30. Mrs. M. Poovizhi Member

31. Mr. P. Karthick Member

32. Mr. S. John Bosco Member

33. Miss D. Gajalakshmi Member

34. Mr. M. Sarlinraj Member

35. Mr. S. Mohanraj Member

36. Dr. R. Denis. Member

37. Mr. C. Sathishkumar Member

38. Dr. M. Santhoshkumar Member

39. Dr. E. George Dharma Prakash Raj University Nominee

Associate Professor,

School of Computer Science and Engineering, Bharathidasan University, Tiruchirapalli,

Tamil Nadu, India.

Cell[: 9443191790Email:georgeprakashraj@yahoo.com](mailto:9443191790Email:georgeprakashraj@yahoo.com)

40. Dr. D. I. George Amalarethinam Subject Expert

Associate Professor

Department of Computer Science

Jamal Mohamad College (Autonomous) Tiruchirapalli – 620 020

Tamilnadu, India

Email: [di\_george@ymail.com](mailto:di_george@ymail.com)

41. Ms. Sorna Alumni Representative

Project Assistant NPTEL office, 3rd Floor ICSR Building

IIT Madras, Chennai 600036 [sorna@nptel.iitm.ac.in](mailto:sorna@nptel.iitm.ac.in)

42. Mr.SrinivasanNarasimhan Industry Representative

Principal Architect - Networking, Acalvio Technologies Pvt Ltd

C/O Awfis Space Solutions Pvt. Ltd

Sabari Complex,

24 Residency Road, Bangalore - 560025

Email: srinivasa[n.narasimhan@gmail.com](mailto:narasimhan@gmail.com)

43. Rev.Fr.XavierMattam Student Member

Ph.D. Research Scholar [xaviermattam@hotmail.com](mailto:xaviermattam@hotmail.com)

44. Mr. MD Irfan H (BP200501) Student Member

II M.Sc. Computer Science [md31irfan@gmail.com](mailto:md31irfan@gmail.com)

45. Mr. S. Kalaiyaran (AU190508) Student Member

III B.Sc. Computer Science [kalaijeeva127@gmail.com](mailto:kalaijeeva127@gmail.com)

46. Mr. B. Faizudeen (BU190523) Student Member

III B.Sc. Computer Science [faizudeen4395@gmail.com](mailto:faizudeen4395@gmail.com)

**Agenda**

1. Prayer of Invocation – Mr. C. Sathishkumar

2. Welcome Address – Dr. S. Sagayaraj

3. MOM

Minutes of the 14th meeting of the Board of Studies of P.G. Dept. of

Computer Science – Ms. D. Gajalakshmi

4. Business to be transacted

Feedback template and methods.

Faculty feedback

5. Concluding Remarks - External Members.

6. Vote of thanks – Mr. M. Sarlinraj

**Proceeding**

7. The meeting started with a prayer song. Dr. S. Sagayaraj welcomed the members of the

Board.

8. Mr. Srinivasan Narasimhan (Industry Representative), Dr. L. Ravi (Chairperson – UG

& M.Phil.), Mrs. A. Josephine Sahaya Mala (Member) were not present for the meeting. They Communicated to Chairperson (PG) about their inability to attend.

9. Ms. D. Gajalakshmi read the minutes of 14th Board of Studies meeting and it was

approved.

10. Dr. S. Sagayaraj presented the feedbacks of faculty.

11. M.Sc (CS) Curriculum introduced from the academic year 2021-2022(Semester I) was reviewed by the course teacher and the suggestions were recorded. Feedback was collected for each course from the faculty and the students. These suggestions will be considered for next revision.

12. The meeting concluded at 7:45 pm with vote of thanks by Mr. M. Sarlinraj.

**Minutes of the Meeting of Board of Studies in Biochemistry (UG) UG Department of Biochemistry**

A meeting of the Board of Studies in Biochemistry (UG) was held on Saturday

**13th November, 2021** at 2.30 P.M. through Google Meet. The meeting started with a prayer led by **Dr. A. Jayaprakash**. **Dr. A.C. Gomathi** welcomed the gathering with her warm words.

**Dr. A. Jayaprakash** expressed the words of gratitude.

**Members Present**

**Chair Person Dr. A. Jayaprakash**

**Members** Dr. A.C. Gomathi

Dr. M. FernandusDurai

Dr. A. Poongothai Dr. V. Durga Devi Dr. I. Niyas Ahamed Mr. G. Sivaelango

Dr. V. Gopalakrishnan

Dr. K. Prabu

**Subject Expert Dr. G. Jayanthi**

Professor & Head, Department. of Biochemistry, Govt. Arts College for women,

Krishnagiri- 635002

Mobile No.: 9486254480

Email-ID: [jayanthijr2011@gmail.com](mailto:jayanthijr2011@gmail.com)

**Industrialist Mr. M. Ramesh Kumar**

Sr. Manager–Quality Control,

Global Calcium Pvt. Ltd.,

125,126, Sipcot Industrial Complex, Hosur - 635126

Mobile No.: 7598477966

Email-ID: [ramesh@globalcalciumpharma.com](mailto:ramesh@globalcalciumpharma.com)

**Alumni Representative Dr. S. Selvaraj** Assistant Professor, Department of Biochemistry,

Indira Medical College &Hospital, Thiruvallur-602002

Mobile No.: 7708268078

Email-ID: [selvamunom@gmail.com](mailto:selvamunom@gmail.com)

**Student Representative III UG Biochemistry**

1. K.K. Balachandra (BU190909)

**Members Absent**

**University Nominee Dr. A. Gokulakrishnan**

Assistant Professor,

PG & Research Department of Biochemistry,

Islamiah Men‟s College, Vaniyambadi-635 752

Mobile No.: 8122711848

Email-ID: [gokulbio@gmail.com](mailto:gokulbio@gmail.com)

**Agenda**

1. To review the revised syllabus for theory papers and practicals for the first semester of B.Sc. Biochemistry students admitted during the academic year 2021-2022 and thereafter.

2. To review the revised syllabus for theory papers and practicals of first semester for Allied Biochemistry students admitted during the academic year 2021-2022 and thereafter.

**Suggestions**

1. Some minor corrections and incorporation of new keywords and definitions were suggested in the Cell Biology paper.

2. The topic derived lipids along with its classification and functions of Lipoproteins, Classes of DNA, role of Histones, Conjugated proteins and Ganglio lipids can be included in Biomolecules paper. Micro minerals like F, Mn and Mo and macro minerals like S, Cl and P can be removed from Unit-V.

3. In Allied Biochemistry-I paper, topics like Anomers and Epimers can be included in Unit-I, physical and chemical properties of lipids in Unit-III and classes of DNA can be included in Unit-IV. In Unit-V, the derivation MM equation can be replaced with its significance alone.

**Resolutions**

1. The board resolved to recommend the corrections that have been suggested in the B.Sc.

Biochemistry curriculum and Allied Biochemistry paper. The necessary corrections will be incorporated in the next syllabus revision.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Minutes of the Meeting of Board of Studies in Biochemistry (PG) PG and Research Department of Biochemistry**

A meeting of the Board of Studies in Biochemistry (PG) was held on Saturday

**13th November, 2021** at 3.30 P.M. through Google meet. The meeting started with a prayer led by **Dr. A. Jayaprakash**. **Dr. A.C. Gomathi** welcomed the gathering with her warm words.

**Dr. A. Jayaprakash** expressed the words of gratitude.

**Members Present**

**Chair Person Dr. A.C. Gomathi**

**Members** Dr. A. Jayaprakash

Dr. M. FernandusDurai

Dr. A. Poongothai Dr. V. Durga Devi Dr. I. NiyasAhamed Mr. G. Sivaelango

Dr. V. Gopalakrishnan

Dr. K. Prabu

**University Nominee Dr. Maria Arokianathan,**

Head, Department of Biochemistry,

St. Joseph College (Autonomous), Cuddalore

Mobile No: 8608340307

Email-ID: [pmanathan26@gmail.com](mailto:pmanathan26@gmail.com)

**Subject Expert Dr. G. Jayanthi**

Professor & Head, Dept. of Biochemistry, Govt. Arts College for women, Krishnagiri- 635002

Mobile No.: 9486254480

Email-ID: [jayanthijr2011@gmail.com](mailto:jayanthijr2011@gmail.com)

**Industrialist Mr. M. Ramesh Kumar**

Sr. Manager–Quality Control,

Global Calcium Pvt. Ltd.,

125,126, Sipcot Industrial Complex, Hosur - 635126

Mobile No.: 7598477966

Email-ID: [ramesh@globalcalciumpharma.com](mailto:ramesh@globalcalciumpharma.com)

**Alumni Representative Dr. S. Selvaraj**

Assistant Professor, Department of Biochemistry,

Indira Medical College &Hospital, Thiruvallur-602002

**Student Representative**

Mobile No.: 7708268078

Email-ID: [selvamunom@gmail.com](mailto:selvamunom@gmail.com)

**II PG Biochemistry -** S. Gopika - BP200905

**PGDMLT -** A.S. Nabeel Ahamed **-** BD210913

**Agenda**

3. To review the revised syllabus for theory papers and practicals for the first semester of M.Sc. Biochemistry students admitted during the academic year 2021-2022 and thereafter.

4. To review the revised syllabus for theory papers and practicals of first semester of

PGDMLT students admitted during the academic year 2021-2022 and thereafter.

**Suggestions**

4. Some minor corrections and incorporation of new topics were suggested in the Cell

Dynamics and Biomolecules papers.

5. In Human Physiology, Title of Unit III can be changed as Neuro physiology instead

Nerve Physiology. Some more topics can be included in nutrition part.

6. In Bio informatics paper, they were suggested to incorporate Omics topic.

7. In Elective Paper, Molecular Technology can be included instead Stem Cell

Technology.

8. In PGDMLT, some new topics and techniques can be included.

**Resolutions**

2. The board resolved to recommend the corrections that have been suggested in the M.Sc.

Biochemistry curriculum and PGDMLT. The necessary corrections will be incorporated in the next syllabus revision.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**MINUTES OF THE MEETING OF BOARD OF STUDIES**

**DEPARTMENT OF MICROBIOLOGY**

A meeting of the UG Board of Studies in Microbiology was held on **Saturday,**

**20th November, 2021 at 10.30 a.m.** in Google meet platform. The Board of Studies meeting (BOS) was started with prayer and Dr. P. Saranraj welcomed the gathering with his warm words. The following members were present for the BOS meeting.

**MEMBERS PRESENT**

**University Nominee** Dr. K. Anandaraj

Principal, Shanmuga Industries Arts and Science College, Tiruvannamalai.

Mobile No: 9092860015

[Email id: kanandaraj2010@gmail.com](mailto:kanandaraj2010@gmail.com)

**Subject Expert** Dr. D. John Milton Assistant Professor, Department of Microbiology,

St. Joseph‟s College of Arts and Science (Autonomous),

Manjakuppam, Cuddalore – 607 001. Mobile No: 7708581247

[Email id: devajohnmic@gmail.com](mailto:devajohnmic@gmail.com)

**Industrialist** Dr. N. Sriram, Technical Coordinator,

Bioline Laboratory, R.S Puram, Coimbatore – 641 002.

Mobile No: 9786901812

Email id: [sribsc21@gmail.com](mailto:sribsc21@gmail.com)

**Chair Person** Dr. P. Saranraj

**Members** Dr. K. Amala

Dr. M. Manigandan

Dr. R. Saranya

Dr. S. Chacko Vijai Sharma

Dr. N. Karthik

**Meritorious Alumni** Mr. D. Tamilselvan

I M.Sc Microbiology, Department of Microbiology, Periyar University, Salem.

Mobile No: 6383314954

Email id: [microtamilselvan@gmail.com](mailto:microtamilselvan@gmail.com)

**Student Members** Mr. B. Navaneethakrishnan (I M.Sc Applied Microbiology) Ms. S. Yusra Khanam (III B.Sc Microbiology)

**Agenda**

To review the Syllabus of Theory and Practical papers of B.Sc. Microbiology programme.

**Resolutions**

The merits and demerits were discussed regarding the content and subject.

It was resolved to continue with the existing Course structure, Evaluation pattern and Syllabus for the Academic year 2021-2022 for the B.Sc Microbiology degree without any changes.

Finally, Dr. M. Manigandan, expressed his sincere thanks to all the members of the board for their valuable suggestions and for their availability.

**SIGNATURE OF THE MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **MEMBERS** | **SIGNATURE** |
| 1 | Dr. K. Anandaraj | University Nominee |  |
| 2 | Dr. D. John Milton | Subject Expert |  |
| 3 | Dr. N. Sriram | Industrial Expert |  |
| 4 | Mr. D. Tamilselvan | Meritorious Alumni |  |
| 5 | Dr. P. Saranraj | Chair Person |  |
| 7 | Dr. K. Amala | Board Member |  |
| 8 | Dr. M. Manigandan | Board Member |  |
| 9 | Dr. R. Saranya | Board Member |  |
| 10 | Dr. S. Chacko Vijai Sharma | Board Member |  |
| 11 | Dr. N. Karthik | Board Member |  |
| 12 | Mr. B. Navaneethakrishnan | Student Representative |  |
| 13 | Ms. S. Yusra Khanam | Student Representative |  |

**MINUTES OF THE MEETING OF BOARD OF STUDIES**

**PG DEPARTMENT OF MICROBIOLOGY**

A meeting of the PG Board of Studies in Applied Microbiology was held on **Saturday, 20th November, 2021 at 10.30 a.m.** in Google meet platform. The Board of Studies meeting (BOS) was started with prayer and Dr. P. Saranraj welcomed the gathering with his warm words. The following members were present for the BOS meeting.

**MEMBERS PRESENT**

**University Nominee** Dr. K. Anandaraj

Principal, Shanmuga Industries Arts and Science College, Tiruvannamalai.

Mobile No: 9092860015

[Email id: kanandaraj2010@gmail.com](mailto:kanandaraj2010@gmail.com)

**Subject Expert** Dr. D. John Milton Assistant Professor, Department of Microbiology,

St. Joseph‟s College of Arts and Science (Autonomous),

Manjakuppam, Cuddalore – 607 001. Mobile No: 7708581247

[Email id: devajohnmic@gmail.com](mailto:devajohnmic@gmail.com)

**Industrialist** Dr. N. Sriram, Technical Coordinator,

Bioline Laboratory, R.S Puram, Coimbatore – 641 002. Mobile No: 9786901812

Email id: [sribsc21@gmail.com](mailto:sribsc21@gmail.com)

**Chair Person** Dr. P. Saranraj

**Members** Dr. K. Amala

Dr. M. Manigandan

Dr. R. Saranya

Dr. S. Chacko Vijai Sharma

Dr. N. Karthik

**Meritorious Alumni** Mr. D. Tamilselvan

I M.Sc Microbiology, Department of Microbiology, Periyar University, Salem.

Mobile No: 6383314954

Email id: [microtamilselvan@gmail.com](mailto:microtamilselvan@gmail.com)

**Student Members** Mr. B. Navaneethakrishnan (I M.Sc Applied Microbiology) Mrs. A. Sudha (I M.Sc Applied Microbiology)

**Agenda**

To review the Syllabus of Theory and Practical papers of M.Sc. Applied Microbiology programme.

**Resolutions**

The merits and demerits were discussed regarding the content and subject.

It was resolved to continue with the existing Course structure, Evaluation pattern and Syllabus for the Academic year 2021 - 2022 for the M.Sc. Applied Microbiology degree without any changes.

Finally, Dr. M. Manigandan, expressed his sincere thanks to all the members of the board for their valuable suggestions and for their availability.

**SIGNATURE OF THE MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **NAME** | **MEMBERS** | **SIGNATURE** |
| 1 | Dr. K. Anandaraj | University Nominee |  |
| 2 | Dr. D. John Milton | Subject Expert |  |
| 3 | Dr. N. Sriram | Industrial Expert |  |
| 4 | Mr. D. Tamilselvan | Meritorious Alumni |  |
| 5 | Dr. P. Saranraj | Chair Person |  |
| 7 | Dr. K. Amala | Board Member |  |
| 8 | Dr. M. Manigandan | Board Member |  |
| 9 | Dr. R. Saranya | Board Member |  |
| 10 | Dr. S. Chacko Vijai Sharma | Board Member |  |
| 11 | Dr. N. Karthik | Board Member |  |
| 12 | Mr. B. Navaneethakrishnan | Student Representative |  |
| 13 | Mrs. A. Sudha | Student Representative |  |

**Minutes of 13th Ordinary Meeting of**

**Board of Studies in Computer Applications (UG)**

**Date : 20th November 2021**

**Time : 03.00 PM**

**Platform : Google Meet**

**Members Present**

|  |  |  |
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| **S.No** | **Name of the Members** | **Designation** |
| 1 | **MR. A. JOHN MARTIN**  Head,  Department of Computer Applications (UG), Sacred Heart College (Autonomous), Tirupattur | **Chairman** |
| 2 | **DR. F. SAGAYARAJ FRANCIS,**  Professor,  Department of Computer Science and Engineering, Puducherry Technological University,  Pondicherry.  Mail: [fsfrancis@pec.edu](mailto:fsfrancis@pec.edu)  Mobile: 94434 67590 | **University**  **Nominee** |
| 3 | **DR. M. KRIUSHANTH,**  Assistant Professor, Department of Data Science,  St. Joseph‟s College (Autonomous),  Tiruchirappalli-620 002  [Kriushanth\_ds2@mail.sjctni.edu](mailto:Kriushanth_ds2@mail.sjctni.edu)  Mobile : 97891 69675 | **Subject Expert** |
| 4 | **MR. C. EDWARD SAGAYARAJ,**  Associate Technical Delivery Manager, Accolite Digital Pvt Ltd,  Chennai.  Mobile : 73587 32352 | **Industry Expert** |
| 5 | **MR. P. PUDHIYAVAN**  Senior Mobile Application developer(Android & iOS), IDP | IELTS, DLF cyber city,  Chennai - 89. | **Alumni**  **Representative** |

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|  | Mail : [pudhiyavan05@gmail.com](mailto:pudhiyavan05@gmail.com)  Mobile : 93448 89263 |  |
| 6 | **DR. A. GEORGE LOUIS RAJA,**  Head,  PG and Research Department of Computer Applications, Sacred Heart College (Autonomous),  Tirupattur – 635 601 | **Co-opted Member** |
| 7 | Mr. R. Karthik | **Member** |
| 8 | Mr. V.S. Jayakumar Paul Bosco | **Member** |
| 9 | Mrs. C. Dharmadevi | **Member** |
| 10 | Dr. A. Mekala | **Member** |
| 11 | Mr. T. Prabakaran | **Member** |
| 12 | Dr. J. Merlin Florrence | **Member** |
| 13 | Mrs. G. Swathi | **Member** |
| 14 | Mr. Yukesh – III BCA | **Student**  **Representative** |

**Agenda**

i. Minutes of the 12th Board of Studies meeting held on 9th April 2020.

ii. Presentation of Feedback obtained from Faculty Members, Alumni, and Industrial Experts.

iii. Review of the existing syllabi of the BCA Programme and the Courses of B.Com (Computer

Applications) for the batch of students admitted from the academic year 2021-2022 onwards

**Proceeding**

The Board of study meeting started at 3.00 PM through G-Meet with the invocation by Prof. A. John Martin. The chairman of the board addressed the objectives of the meeting. Prof. R. Karthik introduced and welcomed the board members. Dr. J. Merlin Florrence read out the minutes of 12th Board of Studies meeting held on 09 - 04 -2020 and the same was approved and passed by the board members.

Prof. V.S. Jayakumar Paul Bosco presented the feedback collected from the different stakeholders.

**Review of the BCA Syllabi and the Syllabi of Computer Courses in B.Com (Computer**

**Applications)**

Prof. A. John Martin, the chairman briefed the structure of the existing syllabi of the BCA programme and the syllabi of the courses in B.Com (Computer Applications) and invited the board members to give their suggestions. Following were the suggestions.

● For the course “Python Programming”, it was suggested to introduce developing web applications using python. Also the members urged to include the latest framework for python programming language.

● As there is a demand for script developers in the industry, it was recommended to introduce

Scripting Technologies like Javascript / React JS and Angular JS in the curriculum if possible.

The board members accepted and approved the syllabi of the BCA Programme and the syllabi of the courses in B.Com (Computer Applications).

The meeting concluded with a vote of thanks by Prof. T. Prabakaran

**Following were the decisions of the meeting**

Board members permitted the BCA board to continue with the existing syllabi of the BCA programme and the syllabi of courses in B.Com (Computer Applications) for the batch of students admitted from 2021-2022 onwards.

It was decided to focus on the fundamentals of core subjects and technology courses.

**SACRED HEART COLLEGE (AUTONOMOUS)**

**PG & Research Department of Psychology**

**Minutes of the Board of Studies Meeting**

The Board of Studies meeting of the Department of Psychology was held at 2.30 a.m. on 09.11.2021 via Google platform. The University Nominee Dr. D. BaraniGanth, the Subject Expert Dr. S. Sasikala, Field expert Dr. A. Joseph Einstein, department alumni Fr. Mani Lazar and all the staff of the Department of Psychology were present for the meeting. Fr. Sanjay started the meeting with a prayer and welcomed the gathering.

Chairperson, Head & Assistant Professor : Rev.Dr. I. Joe Sanjay

Sacred Heart College (Autonomous)

University Nominee : Dr. D. BaraniGanth

Associate Professor

Department of Applied Psychology

Pondicherry University

Subject Expert : Dr. S. Sasikala Assistant. Professor Department of Psychology University of Madras

Industry/ Field Expert : Dr. A. Joseph Einstein Counsellor and Trainer Chennai

Alumni : Fr. Mani Lazar

Counsellor and Trainer

Don Bosco Rehabilitation Centre

Pope John‟s Garden

Chennai

Members : Rev. Sr. P.Anthoniammal

Assistant Professor

Mr. Arul Prabakar

Assistant Professor

Dr. Sujatha

Assistant Professor

Ms. Latha M. College Counsellor

**Agenda**

Approval of the Revised Evaluation Pattern for B.Sc. Psychology and M.Sc.

Counselling Psychology.

**Resolutions and Suggestions**

The Panel members approved both B.Sc. and M.Sc. Evaluation Patterns. They offered a few suggestions to be incorporated.

**1. B.Sc. Evaluation Pattern:**

In the internal components, it was suggested that 5 marks could be allotted for

Assignment or Seminar instead of assigning 5 marks for Assignment and Seminar.

**2. M.Sc. Evaluation Pattern:**

In the internal components, it was suggested that both MCQ and class tests could be combined and 10 marks could be allotted instead of allotting 5 marks for MCQ and 5 marks for class test separately. It was also suggested that we reduce the number of class tests so that more weightage could be given for tests.

It was suggested that both assignment and seminar can be clubbed and 10 Marks could be allotted instead of allotting 5 marks for assignment and 5 marks for seminar separately. For this component students can write an application based assignment and present their work as a seminar.

It was decided that the department faculty will incorporate all the suggestions given by the external members of the Board of Studies.

Sr. Anthoniammal rendered the vote of thanks at the end of the meeting. Head of the Department Dr. Joe Sanjay also thanked Dr. D. BaraniGanth, Dr. S. Sasikala, Dr. A. Joseph Einstein and Fr. Mani Lazar for offering their valuable suggestions. He also thanked the staff for their wonderful collaboration and the meeting came to an end at 3.00 PM.

**Signature of the Panel Members**

|  |  |  |
| --- | --- | --- |
| **S. NO.** | **MEMBERS** | **SIGNATURE** |
| 1 | Chairperson, Head & Assistant Professor  Rev. Dr. I. Joe Sanjay  Department of Counselling Psychology  Sacred Heart College (Autonomous) |  |
| 2 | University Nominee |  |
| Dr. D. BaraniGanth  Associate Professor  Department of Applied Psychology  Pondicherry University |  |
| 3 | Subject Expert |  |
| Dr. S. Sasikala  Assistant Professor Department of Psychology University of Madras |  |
| 4 | Industry/ Field Expert  Dr. A. Joseph Einstein Counsellor and Trainer Chennai |  |
| 5 | Alumni |  |
| Fr. Mani Lazar  Counsellor and Trainer  Don Bosco Rehabilitation Centre  Pope John‟s Garden, Chennai |  |
| 6 | Member: |  |
| Rev. Sr. P.Anthoniammal  Assistant Professor  Department of Counselling Psychology  Sacred Heart College (Autonomous) |  |
| 7 | Mr. Arul Prabakar  Assistant Professor  Department of Counselling Psychology  Sacred Heart College (Autonomous) |  |
| 8 | Dr. Sujatha Arul Prabakar  Assistant Professor  Department of Counselling Psychology  Sacred Heart College (Autonomous) |  |
| 9 | Ms. Latha M |  |
| College Counsellor |  |
| Sacred Heart College (Autonomous) |  |

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**Department of Psychology**

**Sacred Heart College (Autonomous), Tirupattur**

**Question Paper Pattern for B.Sc. PSYCHOLOGY (2021-2022 Onwards)**

**CA Question paper Pattern**

|  |  |
| --- | --- |
| **Section A** | |
| Answer ALL the Questions | 6\*2 = 12 Marks |
| **Section B** | |
| Answer ALL the Questions (Either Or Type) | 3\*6 = 18 Marks |
| **Section C** | |
| Answer ANY TWO Questions Out of Three Questions | 2\*10 = 20 Marks |
| **TOTAL** | **50 Marks** |

**Semester Question Paper Pattern**

|  |  |
| --- | --- |
| **Section A** | |
| Answer ALL the Questions | 10\*2 = 20 Marks |
| **Section B** | |
| Answer ALL the Questions (Either Or Type) | 5\*7 = 35 Marks |
| **Section C** | |
| Answer ANY THREE Questions Out of Five Questions | 3\*15 = 45 Marks |
| **TOTAL** | **100 Marks** |

**Internal Evaluation: 50 Marks**

**External Evaluation: 50 Marks**

**Internal Components**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| I CA | 15 |
| II CA | 15 |
| Attendance | 5 |
| MCQ | 5 |
| Class Tests | 5 |
| Seminar / Assignment | 5 |
| **TOTAL** | **50** |

**Department of Psychology**

**Sacred Heart College (Autonomous), Tirupattur**

**Question Paper Pattern for M.Sc. PSYCHOLOGY (2021-2022 Onwards)**

**CA Question paper Pattern**

|  |  |
| --- | --- |
| **Section A** | |
| Answer ALL the Questions | 6\*2 = 12 Marks |
| **Section B** | |
| Answer ALL the Questions (Either Or Type) | 3\*6 = 18 Marks |
| **Section C** | |
| Answer ANY TWO Questions Out of Three Questions | 2\*10 = 20 Marks |
| **TOTAL** | **50 Marks** |

**Semester Question Paper Pattern**

|  |  |
| --- | --- |
| **Section A** | |
| Answer ALL the Questions | 10\*2 = 20 Marks |
| **Section B** | |
| Answer ALL the Questions (Either Or Type) | 5\*7 = 35 Marks |
| **Section C** | |
| Answer ANY THREE Questions Out of five Questions | 3\*15 = 45 Marks |
| **TOTAL** | **100 Marks** |

**Internal Evaluation: 50 Marks**

**External Evaluation: 50 Marks**

**Internal Components**

|  |  |
| --- | --- |
| **Component** | **Marks** |
| I CA | 15 |
| II CA | 15 |
| MCQ + Class Tests | 10 |
| Seminar + Assignment | 10 |
| **TOTAL** | **50** |

**Minutes of 14th Ordinary Meeting of Board of Studies in PG and Research Department of Computer Applications**

**Date : 18th November 2021**

**Time : 02.00 PM Platform : Google Meet**

**Members Present**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of the Member** | **Designation** |
| 1 | **Dr. A. George Louis Raja,** Head,  PG and Research Department of Computer Application, Sacred Heart College (Autonomous), Tirupattur | **Chairman** |
| 2 | **Dr. J. Bagyamani,** Head of the Department  Department of Computer Science Government Arts College Dharmapuri, Dharmapuri Dist.  Ph: 94438 49453, Email: [bagya.gac@gmail.com](mailto:bagya.gac@gmail.com) | **University Nominee** |
| 3 | **Dr. A. Cecil Donald,** Assistant Professor  Department of Computer Science  CHRIST (Deemed to be University)  Central Campus, Hosur Road, Bhavani Nagar, S.G. Palya, Bengaluru - 560029  Ph: 73059 13183, Email: [cecildonald6@gmail.com](mailto:cecildonald6@gmail.com) | **Subject Expert** |
| 4 | **Mr. L. Fredrick Suresh Johny**  Sr. Automation Analyst,  Oracle Technology Park, Bengaluru.  Ph: 9731105441, Email: [Fredrick.suresh@gmail.com](mailto:Fredrick.suresh@gmail.com) | **Industry Representative** |
| 4 | **Mr. George Basker**  Technical Support Engineer  Mercedez Benz  3rd Cross Power House Colony, Krishnagiri  Ph:88830 86638, Email: [georgebaskar5@gmail.com](mailto:georgebaskar5@gmail.com) | **Industry Representative** |
| 5 | **Ms. A. Joice Shakila,** Assistant Professor  PG Department of Computer Science, Sanghamam College of Arts and Science, Annamangalam, Villupuram District.  Ph: 96000 30492,  Email: [amjoiceaugustine@gmail.com](mailto:amjoiceaugustine@gmail.com) | **Alumni Representative** |
| 6 | Mr. V. Thomas Immanuel | **Member** |
| 7 | Mr. A. John Martin | **Member** |
| 8 | Mrs. K. Saravanapriya | **Member** |
| 9 | Mr. S. Anthony Philomen Raj | **Member** |
| 10 | Mr. R. Veeraragavan | **Member** |

**Agenda**

Minutes of the 13th Board of Studies meeting held on 16th April, 2021.

Review of the existing syllabi of MCA Programme for the batch of students admitted from the academic year 2021-2022 onwards and the initiation of the Outcome-Based Education curriculum.

Inclusion of two new courses instead of the following courses in PG Diploma in Data

Science

i. Optimization Techniques

ii. Applied Probability and Statistics

**Proceedings**

The meeting began at 02.00 PM with the invocation by Prof. A. John Martin. All board members were connected through Google meet video link. Prof. K. Saravapriya welcomed the board members, Dr. A. George Louis Raja, the chairman of the board briefed the objectives of the meeting. The Minutes of 13th Board of Studies Meeting held on 16th April, 2021 was readout by Prof. A. John Martin. The Minutes of the 13th Board of Studies meeting was approved and passed.

**i. Review of the MCA syllabi for the batch 2021-2022 onwards and Initiation of O.B.E**

**curriculum**

Dr. A. George Louis Raja, the chairman briefed the structure of the existing syllabi of MCA programme, he highlighted that the students admitted for MCA programme are mostly from the computer science background, hence to enable the students to recall the basic concepts in core courses; 15 days of intensive bridge course set aside to the students. The members appreciate the concept of the bridge course and the list of courses.

He also elaborated on the need for OBE syllabi and the efforts made by the department towards the preparation of the OBE curriculum. He also presented a tentative structure of courses based on OBE to the board members, and he invited the members to give their suggestions through e-mail.

**ii. Inclusion of two new courses PG Diploma in Data Science instead of mathematics papers.**

Dr. George Louis Raja opened the discussion on the proposal of two new courses

instead of the following mathematics papers in PG Diploma in Data Science. i. CADD101 - Optimization Techniques

ii. CADD104 - Applied Probability and Statistics

He pointed out the justification behind this change of courses; the incumbents of the diploma will be from any B.Sc.,/B.A./B.Com., programmes. These students would have already studied any Mathematics/ Allied Mathematics or Equivalent course in UG or Mathematics / Equivalent course in their +2. This is sufficient for them to pursue the PG diploma in Data Science.

As per the recommendations from the industry experts, it will be approporaite to have mathematical application oriented courses in the post graduate diploma programmes.

After discussions, the members accepted the above justification and unanimously resolved to replace the mathematical courses with equivalent mathematical application courses.

The suggested courses recommended by the board are

o Data Mining Tools

o Data Analytics using Python

To accommodate the above courses, the course named Introduction to Data

Analytics is moved form 2nd Semester to the First Semester.

It was recommended by the board to change the course name “Machine Learning” as “Machine Learning Techniques” and “Deep Learning” as “Deep Learning Techniques”.

Since the first batch in both the PG Diploma in Data Science and PG Diploma in Cyber Security are passing out from this academic year. With the feedback from the stakeholders, the Chairman sougth permission from the members to fine-tune the course content in PG Diploma in Cyber Security and PG Diploma in Data Science programmes.

After detailed discussions, the Panel members accepted and approved the syllabi of the MCA Programme, PG Diploma in Cyber Security, and PG Diploma in Data Science.

The meeting concluded with a vote of thanks by Dr. A. George Louis Raja.

**Following were the decisions of the meeting**

It was decided to get suggestions from the members through mail to frame the curriculum based on OBE.

Board members permitted the MCA board to continue with the existing syllabi of the

MCA programme for the batch of students admitted from 2021-2022 onwards.

Board gave permission to ratify the course content in PG Diploma in Cyber Security and PG Diploma in Data Science and also allowed to replace the mathematics papers in PG Diploma in Data Science with equivalent Mathematical Application oriented courses.