

Sacred Heart College (Autonomous), Tirupattur, Vellore Dist.
Minutes of the Twenty Seventh Ordinary Meeting of the Academic Council held
on Thursday 6th June 2013

Members Present

Chairman	:	Rev. Dr. C.M. Varghese, SDB
Controller of Examinations	:	Rev. Dr. D. Maria Antony Raj, SDB

Heads of the Departments

Value Education and Skill Electives	:	Rev. Fr. K.M. Jose, SDB
Tamil	:	Dr. G. Mohan Gandhi Dr. P. Selvakumar
English	:	Mr. N. Arul Doss Rev. Maria Arokiaraj, SDB
Economics	:	Dr. A. Periyamayagasamy Mr. J. Missiadoss
History	:	Mr. D. Leslin
Commerce	:	Dr. K.A. Maria John Joseph
Business Administration	:	Rev. Fr. Angelo Joesph
Mathematics	:	Dr. M. Reni Sagayaraj Dr. K. Ravi
Physics	:	Dr. A. Albert Irudayaraj
Chemistry	:	Dr. S.R. Xavier Rajarathinam
Computer Science	:	Dr. L. Ravi
Computer Science & BCA	:	Dr. S. Sagayaraj
Biochemistry & PGDMLT	:	Mrs. A.C. Gomathi
Social Work	:	Dr. A.J. Christopher
Computer Applications	:	Rev. Fr. Saul Nicholas
Management Studies	:	Mr. S. Sasikumar
Physical Education	:	Mr. A. Bento Devaraj
College Librarian	:	Mr. J. Sunderraj
Office Superintendent	:	Mr. S. Jeyaraju

Teacher Representatives	:	Mr. J. John Arockiaraj Associate Professor. Dr. T. Jeyabalan Associate Professor
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- Experts from Outside** :
- Mr. E. Srinivas, GM-HR
Jubilant Retail
No.114, 2nd Floor
5th Cross, Royal Hermatage
Gottigire, Bannakatte Road
Bengaluru - 560 083
 - : Dr. Sagayaraj Francis
Associate Professor
Department of Computer Science
Pondicherry Engineering College
Puducherry – 605 014
 - : Dr. Bhusnan D. Sudhakar
Reader, Dept. of International Business
School of Management, Pondicherry University
Puducherry – 605 614
 - : Dr. D. Lakshmanan
Chairman & Managing Trustee
Quality Management Institute
No.57/24, Hindi Prasara Street
Chennai - 600 017
- University Nominees** :
- Dr. R. Jagadheesan
Associate Professor, Dept. of Tamil
Thiruvalluvar University, Serkkadu
Vellore – 632 115, Cell: 9842178721
 - : Dr. M.N. Arumugam
Associate Professor, Dept. of Chemistry
Thiruvalluvar University, Serkkadu
Vellore – 632 115, Cell:
- Faculty nominated by the Principal:** Rev. Fr. Praveen Peter, SDB
Vice Principal (Shift - II)

The following members expressed their inability to attend the meeting.

1. Mr. J. John Arockiaraj
2. Mr. E. Srinivas, GM-HR
3. Dr. Bhusnan D. Sudhakar

The 27th ordinary meeting of the academic council was held on Thursday, 6th June 2013 at 10.30 a.m. in the DMT Hall. The meeting started with a prayer by Rev. Fr. Rector.

Rev. Fr. Principal welcomed the gathering and briefed about the importance of the meeting. He thanked everyone for their valuable contribution and co-operation.

- ❖ The chairman thanked the following retiring staff members for their services as members of academic council Rev. Dr. A. Maria Soosai, Rev. Dr. A.T. Thomas, Mr. R. Mohan, Mr. V. Pushparaj, Dr. S. Jayakumaran, Dr. M. Joseph Belson, Dr. C.M. J. Bosco,
- ❖ Mr. R. Mohan, Additional Vice Principal was appreciated for preparing the report of 27th academic council meeting.

Rev. Fr. Principal readout the minutes of 26th academic council meeting. General points of the previous meeting were discussed.

Dr. L. Ravi asked a question about the number of teacher representatives, it is four but only two are here? He has suggested to refer the guidelines in this regard.

Rev. Fr. Principal said he would look into that and make the necessary arrangements. Without any comments the minutes were passed.

Department of Value Education

Rev. Fr. Rector presented the minutes of meeting of the BOS (UG & PG). Rev. Fr. Rector explained about the changes made in the syllabus especially in skill based subjects. He further added that slight modification is made in human rights syllabus.

Dr. A.J. Christopher pointed out that the references are missing in each paper and suggested that the syllabus can be little more elaborate.

Dr. S. Sagayaraj raised a question on inclusion of audio and visuals, but Fr. Rector said we are using it but not mentioned here. With these observations the minutes were passed.

Department of Tamil

Dr. G. Mohan Gandhi presented the minutes of the meeting of BOS (UG). He presented the structure of the syllabus of Tamil department. He also explained about the contents presented in the syllabus and mentioned about the new topics which the Tamil department has included. Dr. K. Parthibaraja's காயாத்த களாகத்தே has been included. He explained about the inclusion of new topics in the syllabus. Poems and related topics were included Mr. Kulendai Yesu's, work has been included in the syllabus. Rev. Dr. A. Maria Soosai's works are also included in the syllabus. (Short Stories, Poem, Journalism, and Drama) With these observations the minutes were passed.

Dr. P. Selvakumar presented the minutes of the meeting of BOS (PG). He explained about the changes made in some of the papers and syllabus of the IV semester. No changes were made in M.Phil Tamil. The minutes were passed without any comment.

Department of English

Rev. Fr. Maria Arokiaraj presented the minutes of the meeting of BOS (UG). UG English syllabus and General English were discussed and he explained about the changes made on the observations and recommendations by the board. He told about the rationale behind the framing of syllabus and the importance of English language (4 components of English are included in the syllabus). He also gave the overall picture of the syllabus for all the semesters. He also said that literature pieces are also included in the syllabus. Preparation of the text book is going on.

He has pointed out the reasons for the changes in the syllabus as follows.

- ❖ Optional subjects are introduced for 3rd years
- ❖ Disciplinary papers are included
- ❖ Maintained a progression from unknown to known.
- ❖ NET & SET syllabus also included in the syllabus

For literature students to make them to learn language more and in detail, English I, II, III & IV were brought together. The reference books are included inside the syllabus.

Dr. L. Ravi asked about the Allied subjects which the department is offering to other students. If there is no allied subjects for others and these students may not get opportunity to study other subjects. He continued to raise a question that Fr. Rector has included some skill with the some title paper whether it is duplication? And he suggested that in case of computer science paper the syllabus passed should be consulted with the computer science department.

Rev. Fr. Maria Arokiaraj replied that he will seek the help of the computer department.

He further replied that paper based on history is much required and some subjects are history oriented and as we don't have history department we have to go for that. Communication skills offered by odyssey are common.

Mr. J. Missiadoss asked whether the code no and syllabus are same for English I, II, III & IV.

This has to be thrown more light and also the controller of exams may find it difficult at times of arrears. He also raised the question that how you would deal in terms of odd and even semester?

Rev. Fr. Maria Arokiaraj replied that the code number can be changed.

Rev. Dr. D. Maria Antony Raj replied unless the code is changed it may be a problem to the controller's office.

Rev. Fr. Maria Arokiaraj said that administrative problem may arise since English department is a big department and half the department will be idle. If it is applied for the entire department our students would not be affected. In case of allied paper, staff from other department should come and go. (Exchange of faculty).

Dr. Francis Sagayaraj suggested to introduce some standard papers like MS product, (Google translators) latest computer papers?

In reply to that Rev. Fr. Maria Arokiaraj said we will include it in the syllabus.

Dr. Sagayaraj said that this syllabus is like that of a MCA course being a literature student he has to know different things - why don't you have any other subject as an allied subject? Why don't you try to eliminate some of the computer papers?

In reply to that Rev. Fr. Maria Arokiaraj said that it has been followed for several years and based on the repeated discussions we have offered certain subjects from our department itself. (Mostly of history in nature).

Dr. A. J. Christopher said that as far the controversy is concerned the university has revoked, allied itself is withering away and it can be allowed if it is beneficial for the students either by same or other department (internal adjustment only). Some Universities have ruled out the non-major. It can be allowed if employable in the market.

Dr. L. Ravi asked that whether to call that subject as core subject or allied subject? He further explained about the work load of allied and core subjects. In this case the academic flexibility is restricted if the allied subjects are offered as core subjects.

Dr. A.J. Christopher said that if it is taught by another department by another faculty it is called allied. At MSW we refused to offer the non-major elective because of practical difficulty we cannot also offer any course for other department during field work. What is wrong, doing at UG level?

Mr. D. Leslin said that the problem could be solved on the recommendation of Dr. A.J. Christopher. Since in Commerce department language pattern is different from English department which can be applicable for other language departments also. The major change is arising out of such innovation it can be allowed because it is practiced in the Shift - II.

Rev. Dr. D. Maria Antony Raj; how are you going to divide CA and external marks for examination?

Rev. Fr. Maria Arokiaraj replied by reading the content of page no.40 about the allotment of marks for CA and Semester examinations.

Rev. Dr. D. Maria Antony Raj asked whether the General English students have 2 hours for CA and 3 hours for semester examinations.

Rev. Fr. Maria Arokiaraj replied that they will also have 2 hours for CA and 3 hours for semester examinations.

Rev. Fr. Saul Nicholas said that students may apply for revaluation what about reading and speaking how you would do that?

Rev. Fr. Maria Arokiaraj replied that two professors will be there and they will be taking the aggregate of it. In IIT Chennai video recording of all students and played at time of contention.

Dr. Francis Sagayaraj whether we are going to have separate communication class.

Rev. Fr. Maria Arokiaraj replied we are going to have together.

Dr. M.N. Arumuagam said that it may be difficult for the students to pass.

Rev. Fr. Maria Arokiaraj replied that focus here is to learn the language and with regard to passing all will pass as the ability to communicate and good foundation of language is made.

Dr. Francis Sagayaraj raised a question whether the written examination is for three hours but due to some reasons he/she is not able to attend the examinations or they can skip other examinations also?

Rev. Fr. Maria Arokiaraj said that we are just anticipating and we will deal with it if it arises.

Rev. Dr. D. Maria Antony Raj said that this may be solved if lab oriented subjects are introduced.

Rev. Fr. Rector said that can we experiment with literature students alone and not for General English (Speaking, Reading 15 marks)

Rev. Fr. Maria Arokiaraj replied that if we allot only 15 marks for internal and no minimum passing in internal, students will not take it serious and may not learn and seriousness may not be there.

Mr. N. Arul Dass said that practical test cannot be done by the external but it can be done only internal. All the departments are going to undergo the same process. Subject to approval only the University Nominee has not signed the minutes, Shift - I only 4 members and look into the feasibility.

Rev. Fr. Maria Arokiaraj replied that the University Nominee over phone has given consent.

Dr. D. Lakshmanan said that better leave it to the HOD and make a recommendation what has to be done next.

Mr. D. Leslin asked innovation is a bold initiative. Various newspapers have highlighted the students are not able to communicate a single word and under this state of the day let us encourage the department with the help of the management and appoint some more staff and try to upgrade the students.

Dr. K. A. Maria John Joseph said that it is the right time and allow them to implement and if they face any difficulty let them explain it later.

Rev. Fr. Principal said that let us allow them for this bold experiment and make it successful and adequate support would be rendered.

Rev. Fr. D. Maria Antony Raj raised a question regarding the marks. Written exams and English lab is separate. Let us try with one batch. Give a separate code and let them pass. This spirit of the initiative will uphold and we will support.

Dr. A.J. Christopher said that the Controller of exams needs only marks. If students' opt not to write, it is his risk, he has to get the 50%, the difficult task is to the departments let them solve it. With these observations the minutes were passed.

Mr. N. Arul Dass presented the minutes of the meeting of BOS (PG). He explained the changes in the syllabus and recommendation were considered and necessary action were taken to revise it. He read the semester wise papers of the course.

Dr. L. Ravi requested that in case of project work please follow the common pattern.

Dr. A.J. Christopher said that page no.90 title of the paper is not correct. With these observations the minutes were passed.

Department of Economics

Mr. J. Missiadoss presented the minutes of the meeting of BOS (UG). He read the proceedings and said that in page 100 details are given in tabular form. With these observations the minutes were passed.

Dr. A. Periyanyagasamy presented the minutes of the meeting of BOS (PG) and mentioned about one typing error; he also presented the M.Phil syllabus.

Dr. L. Ravi suggested to have a common agreement for all M. Phil courses with 30 hours and 30 credits. With these observations the minutes were passed.

Department of History

Dr. D. Leslin presented the minutes of the meeting of BOS. NDA & UPA Government norms have been incorporated and certain Acts have been inserted. With these observations the minutes were passed.

Department of Commerce

Dr. K.A. Maria John Joseph presented the minutes of the meeting of the BOS (UG) explained about the course structure and the subjects taken. He has incorporated the suggestion of the experts during the meeting.

Dr. A. Periyanyagasamy asked in Semester - III Mathematics is included whether this paper is offered by the Mathematics department. Paper given by other departments is as one core and one allied.

Dr. K. A. Maria John Joseph has said that there are two allied papers one from Mathematics and one from Economics department. In II B.Com they don't have language that is why they have two allied. Mathematics (allied) can be changed.

Dr. A. Periyanyagasamy said that Business Economics be specified in the structure. With these observations the minutes were passed.

Dr. K.A. Maria John Joseph presented the minutes of the meeting of the BOS (PG). The minutes were passed without any comment.

Department of BBA

Rev. Fr. Angelo Joseph presented the minutes of the meeting of the BOS. Discussions and suggestions were made at the time of meeting.

Dr. L. Ravi suggested to the department regarding the Project work 20 marks as internal and 80 marks as external to follow a common pattern. With these observations the minutes were passed.

Department of Mathematics

Dr. K. Ravi presented the minutes of the meeting of the BOS (UG). He explained about the changes made, the new topics are included in the syllabus based on the recommendation of the experts.

Dr. A. Periyanyagasamy asked whether the university is giving core or elective in the V semester.

Dr. L. Ravi said that the question pattern with unit wise distribution will be good.

Rev. Dr. D. Maria Antony Raj said it is good to mention the unit wise distribution when it is sent for external question setters.

Dr. L. Ravi said for some papers variations are there while looking at the credits. Credits in some places it is 3 or less please work out and modify. Mixing up theory and practical it is difficult. Make it as 2 papers C Programming 4 hours one theory and one practical 2 hours. Classification on 75 marks of theory and practical.

Rev. Dr. D. Maria Antony Raj said it is advisable to have separate paper for practical and theory.

Dr. K. Ravi in Maths technology (new software) has improved and included in the program it will give the solution (No need to do any big experiment). With these the minutes were passed.

Dr. M. Reni Sagayaraj presented the minutes of the meeting of BOS (PG). He explained about the minor changes made in the syllabus. The minutes were passed without any comment.

Department of Physics

Dr. A. Albert Irudayaraj presented the minutes of the meeting of BOS (UG). Few corrections regarding page numbers which are not listed properly, books for study and references are very old. The minutes were passed without any comment.

He also presented the minutes of the meeting of BOS (PG). He stated some of the changes like number of electives and some corrections in the page numbers. In page 360 the experiments are not in order i.e. 20 out of 25 experiments.

He presented the minutes of the BOS for M.Phil.

Dr. L. Ravi pointed out that one paper is repeated for PG and M. Phil and he suggested to include more core subjects instead of repeating the same paper.

Dr. A. Albert Irudayaraj replied that students from other colleges have not studied Research Methodology paper they will find it difficult and only for that purpose this has been repeated. With these observations the minutes were passed.

Department of Chemistry

Dr. S.R. Xavier Rajarathinam presented the minutes of the meeting of the BOS (UG). He explained certain changes especially a separate paper for Biochemistry students. With these observations the minutes were passed.

He also presented the minutes of the meeting of the BOS (PG) and M.Phil and without any comments the minutes were passed.

Department of Computer Science

Dr. S. Sagayaraj presented the minutes of the meeting of the BOS (UG). He explained about the changes made in the syllabus and new papers which were introduced and also other minor changes.

Dr. A. Periyayagasamy asked elective paper I whether it is compulsory or optional.

Dr. S. Sagayaraj replied that it is compulsory,

Dr. A. Periyayagasamy said that in other departments they give more than one paper in elective as optional. You can add two more papers as electives. With these observations the minutes were passed.

He also presented the minutes of the meeting of the BOS in Computer Applications (UG) without any comments the minutes were passed.

Dr. L. Ravi presented the minutes of the meeting of the BOS (PG) & M.Phil. He explained about the changes made in the course structure and syllabus to motivate students towards research. With these observations the minutes were passed.

Department of Biochemistry

Mrs. A.C. Gomathi presented the minutes of the meeting of the BOS. She explained about the resolutions made during the meeting. Some minor corrections of adding of more text books and inclusion of new subjects. With these observations the minutes were passed.

She also presented the minutes of the Standing Committee of the BOS (PGDMLT). She also said the same syllabus will continue for 2 more years and the minutes were passed without any comment.

Department of Social Work

Dr. A.J. Christopher presented the minutes of the meeting of the BOS for MSW & M. Phil. MSW course in the present syllabus is corporate based Social Work and NGO based Social Work and the credits were brought down from 110 to 90. Changes in the syllabus, Field Work Viva with external examiners were made. Research Project along with presentation and public viva-voce will be conducted.

In the M. Phil syllabus one correction was made i.e. Social changes in place of Social chances. For the revision of syllabus feedback was received from alumni, subject experts from India and abroad and also from the practitioner which are incorporated in the syllabus. Regarding the project 40 and 60 as internal and external for the benefit of the students.

Rev. Fr. Principal asked why do you support 40 and 60?

Dr. A.J. Christopher quoted the incidents that have taken place in some of the colleges where students threaten the staff members demanding more marks. He also said that the Project is equivalent to practical.

Mr. D. Leslin said that all PG departments should sit together and find out amicable solution. Finally it was decided to go for 80 and 20 uniformly. With these observations the minutes were passed.

Department of Computer Applications

Rev. Fr. Saul Nicholas presented the minutes of meeting of the Standing Committee of BOS. With these observations the minutes were passed.

Department of Management Studies

Mr. S. Sasikumar presented the minutes of meeting of the Standing Committee of BOS. With these observations the minutes were passed.

New Courses

Department of B.Com (Computer Applications)

Mr. K. Anbalagan has proposed that for the B.Com Computer Application syllabus of the Thiruvalluvar University will be followed which was accepted and approved.

M.A Counselling & Psychology

Rev. Fr. Praveen Peter presented the minutes of the meeting. He explained about the discussion and resolution assumed during the meeting with these it was passed and approved.

M. Phil English

We have applied for it. Mr. N. Arul Dass came forward that the college has applied for it the college shall follow M. Phil syllabus of the Thiruvalluvar University and it was approved.

General Suggestions

- ❖ Mr. J. Missiadoss suggested that revision of syllabus be once in 3 or 5 years and common template for course structure and reference should be followed.
- ❖ Dr. A.J. Christopher said that in the whole document the references are not uniform, please follow uniform pattern.
- ❖ Rev. Dr. D. Maria Antony Raj thanked all the Academic Council Members for the cooperation and support for successful completion of the examinations. He has requested to provide list of examiners and question paper setters with full details in another 10 to 15 days to appoint as examiners.
- ❖ Dr. A.J. Christopher appreciated the Controller of Examinations and Management Council for publishing the results on time. HODs should also be included in the result passing committee for better credibility. The Present practice need not be correct one, but in many of the autonomous colleges the passing committee is different. The results are passed by the Governing Body as per autonomy directives.
- ❖ Dr. D. Lakshmanan said that companies expect values from the students which are given at present. Additionally provide Environmental Protection value to the students and to familiarize them.

- ❖ 2005 - 2015 water protection decade. June 5th is International Environmental day. Tamil literature - 'Pennin Perumai' at the same time 'Aannin Aartal' can be given.
- ❖ To the Department of Social Work, with regard to NGO management additional input on NGO management about the documents and reports under prescribed form along with social accountability to be provided.
- ❖ In Economics - WTO, ITC can be included. In Ambur, Tirupattur, Vaniyambadi, Jolarpettai there are about 400 industries expecting better hands and creating more employment opportunities in these industries.
- ❖ Research Methodology - lot of commonality in the curriculum of different departments. Concern members can sit together and give input to all the students. SPSS - best package for Economics, Social Work and Commerce, ISMS25001 best package for information security management system.
- ❖ Dr. L. Ravi said that every department has to prepare the Action Taken Report (ATR) and submit the report based on the deliberations.
- ❖ Rev. Dr. D. Maria Antony Raj said that it has to reach the Controller of Examination within one week of time from now.
- ❖ Rev. Fr. Principal requested by 17th June every department should submit soft copies and hard copies of the syllabus.

Conclusion

Rev. Fr. Principal thanked all the staff members for their hard effort and of conducting Board of Studies, and CDC meetings. He places on record the gratitude to all the HODs for all their involvement and dedication. He also thanked all the external members for their valuable contributions and suggestions, democratic deliberation here in this meeting and he asked to continue with the same spirit of autonomy. All committees are taken well in good spirit in upholding the quality of excellence. Special thanks to Rev. Fr. Rector, COE in planning the BOS meeting. He also thanked Mr. R. Mohan and other retired staff, Mr. S. Jeyaraju the Office Superintendent, Mr. J. Jacob Stanley Inbaraj and Mr. G. Sounder for their efficient recording of the minutes of the Academic Council. With these words of conclusion all dispersed for group photo followed by lunch.