

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

Minutes of the Academic Council Meeting

The meeting started with a prayer song (video clipping), 'You have made the difference' followed by a prayer by Rev. Fr. Rector.

Rev. Fr. Principal welcomed all the members of the Academic Council, Experts, University nominees and other special invitees. He appreciated all the members for their hard work in preparing the new syllabus for their Departments. He also praised the quality and commitment of the staff members.

It was decided to have one hour more for all allied subjects to all the departments from June 2016 onwards after the restructuring.

Rev. Fr. Principal presented the minutes of the last year Academic Council. It was displayed on the screen (from page 4 to 9).

After the presentation Dr. L. Ravi said that MCA syllabus did not have Java to teach in both semesters. He said that some of the issues discussed earlier are missing in this report.

Dr. S. Sagayaraj said that he raised many queries in the previous council meeting but no action is taken and many of my questions are omitted. He suggested that the Action Taken Report can be given to all the members.

Dr. D. Leslin said that it is usual that questions raised by the members are not reported in the minutes.

Dr. J. Henry Rozario said that it is good to send the minutes to the members as early as possible. We may sometimes forget and real issues may not be discussed.

It was decided to send through emails the minutes and the Action Taken Report and can be given in the next academic council.

Mr. N. Arul Doss said that no need to mention the names of individuals who raise questions during the meeting. With these the academic council minutes were passed.

Father Principal asked the respective HODs to present the report of their BOS meeting.

Department of Value Education

Rev. Fr. Rector readout the minutes of their department displayed on the screen. Rev. Fr. Rector revealed all the resolutions taken during the BOS meeting. Informal ways of communication was the major concern. The students are not taking Part IV seriously and absence of textbooks is an important issue faced by the department. Board decided to have more textbooks to all the four semesters. Experts should prepare all the books. Training should be given to all the staff members who handle these subjects. New Soft skills were initiated and workbook on soft skill to be given to teachers and they should be trained by the experts. Many teachers are involved in Part IV and the methodology is also given.

Dr. D. Leslin asked that among the members there is difference opinion with regard to CBCS. He said that many staff expressed their view regard to skill papers. It has to be handed over to be department because of workload problem especially for aided staff. The faculty familiar in specialized subject cannot go and take other skill papers.

The Communicative English department can be allowed to merge with the English Department

It was decided to create a team of staff exclusively to deal with soft skills and extra credit can be given to the students.

Rev. Fr. Rector replied that the university has insisted that the skill paper should be a part of the structure. We can take up the restructuring of the subjects in the coming academic year and represented outside the curriculum and implemented later.

Rev. Fr. Rector said that skill is not like other subjects. We are not experts and teachers alone preparing the syllabus may not be possible. We are planning to give training to teachers according to the nature of the subject.

Dr. J. Henry Rozario said that only 5% of percent of Youth are skilled in India. Any types of skills are more relevant to the present context and to have within the curriculum. Inter disciplinary papers can be handled by experts from outside and a two day programme on the same can be organized. Some topics may not be possible to train and handled by the staff members. It may not be good to put load on faculty instead experts can handle few sessions.

Rev. Fr. Rector said that Communicative English is the need of the hour. All the students are to be given proper skill. English Department alone cannot do that and it is not fair to tax the staff who are not well versed. In this case other department staff who are good in other skills can be identified and ask them to help in dealing with this problem.

Rev. Fr. Principal said that all the suggestions could be incorporated and can be presented in the CDC meeting and deliberations done there in the future.

Page no.12. Dr. L. Ravi said that Rev.Fr. Rector of name should have been mentioned instead of mentioning rector published in the book name list.

Dr. S. Sagayaraj asked about the number of hours allotted for skill elective. He said that in some colleges only 2 hours are allotted. Fr. Rector request the body for restructuring the syllabus to deal with the above concern. Fr. Principal thanked Rector for his presentation and with these observations the minutes were passed.

Department of Tamil

Dr. K. Parthibaraja read out the report of the BOS of their department. He explained about the changes, ratification made in their BOS. With these observations the minutes were passed.

Dr. P. Selvakumar read out the minutes of the BOS of the department. It was displayed on the screen. He explained about the changes made in the contents of the syllabus and other changes in M.Phil course content and with these the minutes were passed without any comments.

Department of English

Rev. Fr. Maria Arokiaraj read out the minutes of the BOS meeting. He explained about the contents of the reports and explained the new initiatives undertaken by the department and explained the rationale behind it. He also read out the decisions. The minutes were passed without any comments.

Mr. N. Arul Doss read out the minutes. He explained about the changes made and decisions taken and conclusions arrived at during the meeting. The views of the members were recorded systematically.

Dr. K.A. Maria John Joseph asked about separate board for MA English and M.Phil English. Mr. N. Arul Doss explained the board members have changed in MA and M.Phil English.

As per the recommendations of the academic council only one board will be followed in PG and Research department.

The resolution for M. Phil English program was read out. The minutes were passed without any comments.

Department of Economics

Dr. A. Periyayagasamy read out the minutes of the BOS of the UG. The minutes were passed without any comments.

He also presented the minutes of the BOS of the PG. The minutes were passed without any comments.

Department of History

Dr. D. Leslin read out the minutes of the BOS of their department. He readout the resolutions taken by the board. The minutes were passed without any comments.

Department of Commerce

Dr. K. A. Maria John Joseph read out the minutes of the BOS of their department. Resolutions were readout and explained to the members of the council. Two changes were made Financial Management as a core paper instead of Elective paper. All changes were made on the recommendations of the experts and the nominee.

Rev. Fr. A. Manikkam raised a question on the allotment of credits and hours. Clarity is lacking and it has to be rectified.

Dr. J. Henry Rozario asked hours and credits he insisted to have a common uniform policy on this issue based on contact hours. Common rationale should be adopted.

Rev. Fr. Manikkam asked overall grade points may be different (CGPA) for different subjects.

Dr. S. Paulraj required credits beyond that they can be given as optional credits.

Rev. Dr. Maria Antonyraj said that it is already implemented and included in the college.

Dr. J. Henry Rozario asked it has to be common to all based on the contact hours. UGC has given the guidelines.

Dr. D. Leslin said that since it is aided department they have adjustment based on the workload.

Rev. Fr. Principal said that we need to discuss on it on clear guidelines.

Dr. S.R. Xavier Rajarathinam suggested that separate credits can be given to theory and practical and more importance to be given to practicals.

Dr. K.A. Maria John Joseph read out the minutes of the BOS of PG & M.Phil Commerce. With these observations the minutes were passed without comments.

Dr. S. Sagayaraj asked UG members are more than the PG board, subject teachers handling different from experts.

Rev. Fr. Principal said that all the members are to be included in both the boards. Students can also be included and make it mandatory in the next meeting of board.

Dr. D. Leslin said that 2007 board Dr. L. Ravi, it was stated that the chairman, University Nominee, Co-opted members, subject experts are to be included as per the government guidelines for voting system, no need for students to be present and it doesn't considered.

Rev. Fr. Manikkam said that under Autonomy & NAAC guidelines students' views should be taken for consideration. Though students are not going to take decision at PG level yet students view should be given priority.

Dr. M. Reni Sagayaraj suggested that while framing UG syllabus PG students can be included and for PG syllabus, M. Phil & Ph.D. research students and past pupils can also be included. With these observations the minutes were passed.

Department of Commerce (Computer Applications)

Mr. K. Anbalagan read out the minutes of the BOS. He spell out some of the resolutions taken during the meeting.

Dr. D. Leslin raised a question that this department has commenced recently how it can isolate itself instead it has to be associated with the parent department. This was M.Sc. software technology is under computer science department where all the members are qualified in the department.

Dr. K. Anbalagan said that it is functioning under the parent board.

Dr. L. Ravi said that publishing the syllabus with licensed software.

Rev. Fr. Principal said that due to software problems with license it is better to go for open and free access software and to have a good to have a discussion with Principal before finalizing the syllabus.

Dr. J. Henry Rozario said that M.Sc. Counseling Psychology is under the purview of Social Work department.

Dr. D. Leslin said that more importance to be given for the panel of examiners when quality matters are involved.

Minimum for 3 years any new department will function under its parent department.

Rev. Dr. D. Maria Antony Raj said that the departments were giving similar subjects commerce department, B.Com (CA) cannot take the same subject and can have more choices. With these observations the minutes were passed.

Department of Business Administration

Rev. Fr. Angelo Joseph readout the minutes of. The minutes were passed without any comments.

Department of Mathematics

Dr. K. Ravi read out the minutes of the BOS in UG Mathematics. The minutes were passed without comments.

Dr. M. Reni Sagayaraj read out the minutes of the BOS in PG Mathematics. Few suggestions regarding the latest editions of books for allied subjects were given to MBA and MCA departments.

Rev. Fr. Manikkam suggested that to keep in good touch with the Alumnus in BOS. With this observation the minutes were passed.

Department of Physics

Dr. A. Albert Irudayaraj read out the minutes of the BOS for UG Physics. The minutes were passed without any comments.

Dr. M. Jose read out the minutes of the BOS for PG Physics. The minutes were passed without any comments.

Department of Chemistry

Dr. S.R. Xavier Rajarathinam read out the BOS in Chemistry department. He pointed out the mistakes in the report and expressed the resolutions made and the detail report was displayed in a tabular form. Minor changes (printing) were highlighted and corrections to be made. Page No.58, 60, 61, 68 allotments of marks.

Dr. T. Jeyabalan asked to allotment of marks should be clearly given. After making minor corrections the minutes were passed.

Department of Computer Science

Dr. S. Sagayaraj read out the minutes of the BOS in UG Computer Science. He read out the resolutions. The minutes were passed without any comments.

Dr. L. Ravi read out the minutes of the BOS in PG Computer Science & M.Sc. Software Technology. He briefed about the resolutions taken during the meeting. Minimum criteria should be followed for the eligibility of admission. Detail structure and content of the syllabus were displayed on the screen.

Dr. A. Periyamayagasamy indicated that no subject code number is allotted.

Dr. L. Ravi said the first year syllabus is under ratification.

Dr. D. Leslin asked UG Board of Studies held on 7th March 2015 at 10.00 am and PG Board of Studies held on same date and time.

Rev. Dr. D. Maria Antony Raj asked syllabus right side 4:1:0:5:25:75 what is it?

Dr. L. Ravi explained the 4 = Theory hours, 1 = Tutorial hour, 5 = Credits, 25 = CA Marks, 75 = Semester Marks. With these observations the minutes were passed.

Department of Biochemistry

Mrs. A.C. Gomathi readout the minutes of the BOS displayed on the screen. She explained about the resolutions made during their meeting and it was presented in a tabular format and some new topics were included.

Dr. S. Sagayaraj suggested to mention name of the software while including in the syllabus.

Rev. Fr. Manikkam asked whether you sent the copy of Academic Council, in that case you have to give it expansion form of CDC i.e. Curriculum Development Cell. With these the minutes were passed.

Department of Computer Applications (BCA)

Mr. M. Maria Dominic read out the minutes of the BOS. He presented all the resolutions made during the meeting.

Rev. Fr. Manikkam asked whether all the B.Com (CA) theory papers are to be passed in the BOS? With these minutes were passed.

Department of Social Work

Dr. J. Henry Rozario read out the minutes of the BOS. He said that two new papers were introduced in their curriculum. This was introduced in the interest of the students. He also explained about the need and relevance of the new subject. Later he explained some of the concepts which are in the contents. He readout all the decision made during their meeting.

Some uniqueness of these papers were also highlighted by him. He also explained about the strategy which they are going to implement. Several changes were made in the contents of the syllabus. Four papers were passed and presented for the approval.

Department of Counseling Psychology

Dr. J. Henry Rozario readout the minutes of the BOS and presented the resolutions taken in the meeting. In the report the mentioning of Christ University, Bangalore need not be done. With these the minutes were passed.

Department of MCA

Mr. A. George Louis Raja readout the minutes of the BOS of their department and presented the resolutions made during their meeting. Detail structure of the syllabus was displayed on the screen.

Dr. S. Sagayaraj suggested making some changes in the contents of the syllabus. In page 142 – specialization or Guide paper any one can be followed. In page 145 the content of the syllabus of MS –Office is of low quality when it is for PG students. He also asked for some clarifications in page 136 and 138 regarding the Frontiers in research. He also suggested introducing papers like SAP, SPSS, etc.

Mr. S. Sasikumar said that the students don't have even the knowledge of opening the computer and for them basics of computer is necessary.

Dr. Bhusan D. Sudhakar said that students from other departments also come to learn and they find difficult in report writing also.

Dr. J. Henry Rozario said that it is not necessary to have MS office as a part of the syllabus. He also raised a question stating that how credits are allotted. He asked them to rework on the allotment of credits. With these the minutes were passed.

Department of MBA

Mr. S. Sasikumar read out the minutes of the BOS of their department. He admitted some of the minor corrections made before the presentation. Detail structure and content of the syllabus was presented in the report. Later, he read out the resolutions taken in the meeting.

Dr. A. Periyayagasamy asked that any staff from the Department of Economics was included in the panel of board of members in preparing the syllabus for economics paper. In reply to that Mr. S. Sasikumar said that the answer to this question it is already given in page 6.

Dr. D. Leslin explained about the quality enhancement. He said that paper like Human Resource Management, the textbooks had to be updated latest textbooks can be prescribed. In this regard the department can seek the help of experts from the Department of social work and commerce and also they can make arrangements for a visiting faculty, especially the meritorious students.

Mr. S. Sasikumar said that it is a core paper and for electives we will recommend that. He also said that they have bought some new books for the department.

Dr. D. Leslin said that regarding legal aspects of business, Acts relating from 1872 to 2000 can be included. He highlighted a point stating that the Parliament has enacted several amendments regarding this concept. Some of the latest amendments are given in latest journals and that can also be included.

Mr. K. Anbalagan suggested that in place of Management Accounting it can be changed as Accounting for Management.

Dr. K.A. Maria John Joseph said that in the content of the syllabus for Economics for Management there is no trace of Managerial Economics, he suggested that more managerial aspects can be included in the content of the syllabus.

Fr. Rector in general said that this can be followed even in other departments also. He strongly pointed out that every department should have an agenda in the BOS meeting.

Dr. D. Leslin pointed out that the BOS has also got other functions. He insisted that every BOS has to function based on the condition prescribed and every HOD has to follow the instructions.

Dr. S. Paulraj said that the recommendations of introducing HRM offered to other departments, it is good to consult the experts available in the college. The paper should be of a quality one and it has to keep up its standard. The contents in the syllabus are not related to HRM but it is something more of training.

Dr. D. Leslin said that in our college we have unaided programme. The management should consider that experts within the college and can use the expertise.

Dr. J. Henry Rozario said that the students from the social work studies specialization papers like HRM, Labour legislation, organizational behavior, Human Resource Department etc., the quality can be enhanced. With this the minutes were passed.

General observation

1. Whether the minutes of the Academic council can be given to the CDC and discussed there. Whether the CDC can just monitor and give the ATR next year or any separate body is required. In reply Fr. Rector asked that whether CDC can take up all the role of the meeting and only things relevant to CDC could be given.
2. When the experts are available within the campus their expertise can be utilized.
3. Presence of students can be included
4. Every HOD should go through the guidelines of the BOS. Every small aspect should be taken care of and quality has to be enhanced. Corrections are to be done well in advance by the respective Departments.
5. Dr. L. Ravi thanked Fr. Principal for being the chairman for the past two years.

Dr. Bhusan D. Suhakar's Observation

1. We need to question the mode of teaching
2. Value education is gaining importance
3. Global skills in India are coming down and try to identify the skills the other countries are looking for.
4. Every teacher need to adapt to the changes
5. All types of skills to be enhanced by every staff member
6. Uniformity has to be restored in allotting credits and hours
7. More lectures, tutorials and practicals to be implemented
8. Student representatives mandatory and at times even parent can also be included
9. Add more of women staff to the council
10. Academic ethics and integrity has to be restored
11. Software like Turnitin and other software used for detecting plagiarism has to be introduced and can be installed in the COE office
12. Software can be used with permission
13. Teachers should be light bearers to the students
14. Pooling inter-department staffs
15. E-learning sources can be included

16. Syllabuses have to updated and uploaded in the website.
17. Placement cell activities has to be updated
18. NET coaching classes can be arranged
19. Library sources can be increased
20. Specific seminars, focused group discussion, new pooling of knowledge can be introduced and practiced.
21. Extension activities can be increased and enhanced

Rev. Fr. Principal's Observations

1. Like bridge course for UG students, we can have bridge course for PG students also.
2. The dignity, decorum and quality of the Academic council have to be maintained.
3. Involving the staff resources inside the college for future growth.

Conclusion

Fr. Principal thanked and appreciated all the members for their great job done by them and taking the college to the next level. He said that the foundation is built brick by brick and future academicians will see it. He thanked in a special way the Salesians community for their commitment and opportunity given to him. In this regard he thanked Fr. Provincial and other Salesians of the college. He thanked all the HODs and other staff members for their excellent work and asked to sustain the same cooperation. He thanked all the experts from various institutions.

In a special way he thanked the University nominees and felicitating them with a ponaadai to Dr. M.N. Arumugham and Dr. R. Jagadheesan for completing their term as a member of BOS. He also thanked Dr. Bhusan D. Sudhakar for giving valuable suggestions and he thanked Fr. Alphonse Manikkam for his valuable suggestion and contribution.

Finally father thanked Secretary, Mr. S. Jayaraj, Manager, G. Sounder, J Antony Amalraj and A. Amala Suresh for their support in preparing the documents and making other arrangements.

Finally Rector thanked Fr. Principal for his tireless service and said that he will continue to interact with us. His meticulous work in managing the college, he also said that father principal is a focused person but we lose him but some others we will gain. Father Rector requested to pray for him. With this the meeting was over and all the members went for a group photo and then went for lunch.