

## **AUXILIUM COLLEGE (Autonomous)**

*(Accredited by NAAC with A+ Grade)*

**Gandhi Nagar, Vellore - 632 006**

### **PASSING THE PREVIOUS MINUTES OF THE MEETING**

The first ordinary meeting of the Academic Council was held at 11.00 a.m. on Wednesday, 25<sup>th</sup> July 2007. The meeting started with a prayer by Dr. (Sr.) Eugini Fathima, Principal and Chairman followed by an invocation song by Mrs. R. Kamala, Head, Department of Tamil. Rev. Sr. Jacintha Mary, Secretary welcomed the members of the Academic Council. Dr.(Sr.) Eugini Fathima introduced and welcomed the University nominee and the expert members. The Heads of the Departments, Deans and other faculty members introduced themselves. The Chairperson, Dr.(Sr.)Eugini requested the members to raise questions if any, before the discussion on the agenda. Dr. Pichandi said that it was a milestone day; the first academic council meeting and he appreciated the healthy norm of the freedom being given by the Chairperson to raise questions. Following were the general observations made by Dr. Pichandi.

- The Controller of Examination cannot be a member of the Academic Council. As the Controller of Examination of Auxilium College happens to be the Head of the Department of Computer Science, she could be present.
- In aided institutions, there can be only one board of studies and one chairman for a particular department.
- No other representative can represent the absentees.
- Only the syllabi of I and II semesters are ratified in all the subjects.
- Soft skill training may be imparted to modernize the syllabi.
- He appreciated the Thiruvalluvar University, the Vice Chancellor and the Syndicate for granting autonomy for M.Phil. programmes. A resolution in this regard is to be sent to the Thiruvalluvar University.
- Mrs. Kalaiselvi referred to the examination fee structure on page 32 and appeal to be made by students on page 33 and enquired whether there was a Grievance Redressal Cell. The Chairman informed that the controller along with the examination committee would take care of it. This will be ratified in the next academic council.

### **AGENDA**

The Chairman requested the council to ratify the members of the board of studies and it was ratified.

#### **Ratification of the Syllabi**

##### **Department of Tamil :**

Mrs. R. Kamala, Head of the Department presented the syllabi of B.A. / B.Sc. / B. Com. I and II semester Tamil papers. When Dr. Pichandi asked how the syllabi framed was different,

Mrs. Kamala replied that value based stories of famous writers were included and the syllabi would enhance the writing skills of the students. To the question raised regarding any publication, the Head of the Department replied that the students were given chances to contribute to the magazine Kanali and the department proposes to have more publications in future. Dr. Sugirtha explained how the present syllabi would lead the students starting from Sangam Literature to 20<sup>th</sup> century literature and more emphasis is laid on creative writing, practice for writing short stories and the project work which would enable the students to understand the culture of their own places. The syllabi were then ratified.

#### **Department of Hindi :**

Dr. (Mrs.) Elsamma Cherian, Reader in Hindi presented the syllabi for B.A. / B.Sc. / B.Com. I and II semester Hindi, French and Urdu papers. Mr. Ajmal khan enquired about the strength of the students in each. To the query on the syllabi for the French and Urdu papers, the Chairman informed that for Urdu, the syllabi of the Thiruvalluvar University and for French, the syllabi of Madras University were followed and for these two subjects students undergo separate coaching outside and then the syllabi was ratified.

#### **General English :**

Mrs. Rhona Nunes, Head, Department of English presented the syllabi of I and II semester General English. To the explanation sought by Dr. Pichandi as to how the syllabi were different, Mrs. Rhona explained that the syllabi were framed so as to cater to the needs of the rural population and emphasis is laid on communicative skills in English. The chairman explained how the language laboratory classes were conducted without affecting the work load of the staff. The expert members expressed their opinion that testing and evaluation must be done at the entry and exit levels when the training is given. Dr. Pichandi requested to include the publication of the department in the references. The syllabi were then ratified.

#### **Department of History :**

Mrs. Assuntha Selvam, Head, Department of History presented the syllabi of I and II semester of B.A. History. To the doubt raised by Prof. Allan, LSG in Social Work, Sacred Heart College regarding maps included in unit V of Main I, the Head of the Department answered that maps were compulsory. To the apprehension raised by Dr. Pichandi regarding the Indus valley civilization and whether it existed as raised by some writers, it was replied that History is what was confirmed and practiced and that it cannot change. The syllabi were then ratified.

#### **Department of English :**

Mrs. Rhona Nunes, Head, Department of English presented the syllabi of I and II semester B.A. English. Dr. Pichandi enquired whether different types of writing were included. Mrs. Rhona explained that English essays in the third semester would take care of it and the syllabi were passed.

Sr. Amala Valarmathy presented the syllabi of I and II semester M.A. English. Dr. Pichandi enquired whether woman writing meant the author or the subject. Sr. Amala Valare explained that it would mean only women writers. The syllabi were passed.

Mrs. Rhona Nunes then presented the syllabi of I and II semester M.Phil. English. It was recommended to include the SPSS - Statistical Package for Social Sciences in the syllabus and staff to prepare a manual for the same. Mrs. Kalaiselvi expressed that the M.Phil. syllabi should be more elaborate. Dr. Pichandi asked to prepare separate regulations for M.Phil. and he authorized the Chairperson of the Board of Studies to present it in the next academic council and to be ratified

later. A suggestion was also made to admit boys if the management wished to do so. Then the syllabi were ratified.

#### **Department of Physics :**

Dr. (Sr.) Eugini Fathima, Principal and Chairman presented the syllabi I and II semester B.Sc. Physics and allied Physics and the syllabi were ratified.

#### **Department of Chemistry :**

Dr. (Sr.) Eugini Fathima, Principal and Chairman presented the syllabi I and II semester B.Sc. Chemistry and allied Chemistry and the syllabi were ratified.

#### **Department of Botany :**

Mrs. Isabella Roseline, LSG in Botany presented the syllabi of I and II semester allied Botany and it was ratified.

#### **Department of Zoology :**

Mrs. V. Padmasani, Head, Department of Zoology presented the syllabi of I and II semester B.Sc. Zoology and M.Sc. Zoology. There was a discussion whether to change the nomenclature as Advanced Zoology and Bio Technology but it was left to the Board of Studies to make decision and the change can be brought about only next year after being approved by the Board of studies. To the question raised by Dr. Pichandi as to how this syllabi were different, Mrs. V. Padmasani replied that new papers like Microbiology, Medical Laboratory Technique and Bio-informatics etc., have been added in the subsequent semesters. The syllabi were then ratified.

#### **Department of Biochemistry :**

Mrs. Abi Beulah, Head, Department of Biochemistry presented the syllabi of I and II semester B.Sc. Biochemistry. She expressed that application oriented subjects are introduced to improve job placements and the syllabi were ratified.

#### **Department of Computer Science :**

Sr. Alice K.T. Head, Department of Computer Science presented the syllabi of I and II semester B.Sc., Computer Science and M.Sc. Computer Science and B.C.A. Dr. Pichandi enquired about the placement record. Mr. Ajmal Khan asked whether periodical replacement of software was done. Sr. Anna answered that it was done and then the syllabi were ratified.

#### **Department of Microbiology :**

Ms. Gowri, Head, Department of Microbiology presented the syllabi of I and II semester B.Sc. Microbiology. Discussion followed regarding the demand for the course and placement record and then the syllabi were ratified.

#### **Department of Physical Education :**

Mrs. Reetammal, Head, Department of Physical Education presented the syllabi of I and II semester B.Sc. Physical Education. Discussion followed regarding the demand for the course and then the syllabi were ratified.

### **Department of Bio-informatics :**

Ms. Dhanalakshmi, Head, Department of Bio-informatics presented the syllabi of I and II semester M.Sc. Bio-informatics and the syllabi were ratified.

### **Department of Electronic Media :**

Sr. Angela, Head, Department of Electronic Media presented the syllabi of I and II semester Electronic Media. To the question as to how this syllabi were different, Sr. Angela answered that some changes have been introduced in the order of study of the subjects. Dr. Pichandi suggested calling subject experts for papers like Acoustics and Sound engineering from film schools. Mr. Varadhan expressed that B.Sc. Electronic Media may be started and more awareness to be created regarding the utility of the course and then the syllabi were ratified.

### **Department of Commerce :**

Ms. Hema Nalini, Head, Department of Commerce presented the syllabi of I and II semester B.Com. and M.Com. Mr. Allan enquired about the eligibility and Dr. Pichandi mentioned that the university norms must be strictly followed. To the question raised by Ms. Hema Nalini regarding the percentage of seats to be allocated for vocational stream students, it was suggested to consider them for admission and then the syllabi were ratified.

### **Department of Economics :**

Sr. Getrude Nirmala, Head, Department of Economics presented the syllabi of I and II semester allied Economics. Mrs. Kalaiselvi suggested to bring back B.A. Economics. The syllabi were ratified.

### **Department of Business Administration :**

Mrs. Beulah Bharathy, Head, Department of Business Administration presented the syllabi of I and II semester BBA. Dr. Pichandi enquired whether any foreign language is introduced. Mrs. Beulah Bharathy explained that Marketing and HRM were introduced in the second year. The syllabi were ratified.

### **Department of Social Work :**

Mr. Ranjith presented the syllabi of I and II semester MSW. Mr. Allan said to be very specific regarding the eligibility criteria as students from North east, Karnataka etc., would opt for the course. He suggested to include more references and update with the latest books. Community organization paper was heavily loaded and right to information act was not included. He also proposed to have separate syllabus for field work and then the syllabi were ratified.

### **Department of Ethics and Religion :**

Sr. Elizabeth, Head, Department of Ethics and Religion presented the syllabi of I and II semester Ethics and Religion. The syllabi were ratified.

During the afternoon session, Rev. Sr. Principal presented the examination committee. It was suggested to include the Deans in the committee. The student welfare dean will be present in the absence of any of the Deans or the Head of the department. The chairman was requested to form various committees according to the norms and present it for ratification in the next academic

council. The Principal also explained about the extension activities and it was resolved to fix ninety hours for UG and 30 hours for PG courses. It was suggested to provide cards to record the number of hours put in for extension activities and to be signed by the concerned staff in charge. It was suggested to conduct various certificate courses and job oriented course. Mr. Allan enquired about the Computer courses available to the students. Staff may be appointed to take classes.

It was also resolved to give weightage for the course in terms of subjects based on subject content. Sr. Principal explained about the decision made by the staff regarding evaluation. Dr.Pichandi suggested dropping double evaluation and following single evaluation - 50% external and 50% internal. Thiruvalluvar University norms to be followed for 'Improvement in examination'.

Dr. Pichandi suggested that question papers may also be set internally. Model question papers to be set internally and sent if external setting of question papers is decided.

It has suggested to get feed back from students periodically. The grade point system was then presented. The examination fee structure should be revised as Thiruvalluvar University. Re-totaling and revaluation can be followed as per the University norms. The academic council authorized the chairperson to include new programmes in UG and PG programmes and to be ratified in the next academic council.

To restructure the name of the courses, the body authorized the Chairperson and suggested to follow the UGC and University norms. This may be presented in the next meeting for ratification.

Dr. (Sr.) Eugini Fathima proposed the vote of thanks. Then the Chairperson dissolved the academic council.