

AUXILIUM COLLEGE (Autonomous)
(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd cycle)
Gandhi Nagar, Vellore - 632 006

PASSING THE PREVIOUS MINUTES OF THE MEETING

Minutes of the Meeting

17.06.2017

The eleventh ordinary meeting of the Academic Council was held at 11.00 a.m. The meeting began with the invocation led by the Chairperson Dr. (Sr.) Mary Josephine Rani. Ms. Hema Nalini, Head, Department of Commerce welcomed and introduced Dr. (Sr.) Mary Josephine Rani as she had taken charge as the Principal of Auxilium College and the chairperson of the Academic Council. The chairperson introduced the new members, Dr. Arockiamary J.S. Associate Professor, Department of Zoology, the Teacher representative and Ms. Mary Gabriel I, Assistant Professor, Department of English, Member Secretary of the Academic Council.

The chairperson passed the minutes of the previous meeting and proceeded with the business brought forward for the meeting.

Business Brought Forward

Department of Hindi

Dr. (Mrs.) Elsamma Cherian, Chairperson of the Hindi, board presented the syllabi for Part I Hindi for Semester I, II, III & IV and the skill based elective for the students admitted from 2017-2018 onwards and for students who opt for Foundation Course in Hindi. Mr. Varadan, Advocate asked about the evaluation pattern and the number of students who chose Hindi for their first language. Dr. (Mrs.) Elsamma Cherian replied that about 25-30

students opt for Hindi for part I language and skill-based elective. Mr. Varadhan asked if the text books are available for the foundation course in Hindi and what were the other options for Part I language and Dr. (Mrs.) Elsamma replied that text books for Foundation Hindi are available and the other options for Part I language were French and Urdu. Ms. Hema Nalini, Chairperson of the Commerce Board seconded the syllabi which were then approved.

Department of English

Dr. (Ms.) Venum Cecilia, Chairperson of the English Board presented the syllabi for Part II Foundation course in English for the I, II, III and IV semesters, for the students admitted from 2017-2018 onwards, allied papers for students admitted in B.A. English from 2017-2018 onwards, non-major elective for all the students admitted from 2015-2016 onwards and for the certificate course in Communicative Skills in English. Mr. Varadhan asked how different was the new syllabi from the older one and Dr. Cecilia replied that the present syllabi focused more on communicative skills in English. Mr. Varadhan asked Dr. Cecilia to elaborate on the objective 'To introduce students to the English language in the Indian context', expressing his concern that the students must not digress too much away from the native standards of the English language, that they might mistake the Indian context of the use of English language for a license to use the language incorrectly. Dr. Cecilia clarified his doubt saying that the texts chosen for study are in no way inferior in the standards of correctness and accuracy of the English language to texts written by western writers, infact texts written by Indian authors are a representation of the Indian culture, Tagore's works are Indian as well as global in its literary standards, cultural identity and accuracy in the use of the English language.

Mr. Varadhan further inquired whether the syllabi were framed well within the regulations of the affiliated university, which Dr. Cecilia affirmed saying that the syllabi were designed as per the regulations of the Thiruvalluvar University. Mr. Varadhan also asked about how the prescribed texts will cater to mixed ability classes. Dr. Cecilia replied that the texts in

the syllabi were chosen for their literary aspects and have got nothing to do with the aptitude of the students.

Mr. Varadhan asked if the department of English had conducted any symposia or conferences Dr. Cecilia said that the department had conducted one the previous year on English Language Teaching and many students from the college had presented papers at the conference. Dr. M. Chitra, Assistant Professor of Mathematics, Thiruvalluvar University and University Nominee asked about the books prescribed for the syllabus, Dr. Cecilia clarified that the department had prepared an exclusive material for the foundation course in English.

Mr. Cyril Fernandes suggested that the department of English initiate courses like M.A. in Victorian literature or Postcolonial literature or go in for a tie-up with Cambridge University in initiating such specialized courses. He added that in western countries courses like M.Sc. Reproductive Zoology is preferred to general M.Sc. Zoology and that there is a new branch of study called the 'Digital Humanities' which combines literature and computer science. The Chairperson Dr. (Sr.) Mary Josephine Rani replied saying that most of the students who pass out of Auxilium College become teachers and to take a B.Ed. degree they require a Bachelor's or a Master's in traditional disciplines like Zoology or English literature rather than Reproductive Zoology or Victorian literature, therefore there may not be many takers for the course. Mr. Varadhan asked Mr. Cyril Fernandes if such courses fetch employment and who will be the takers for such courses. Mr. Cyril replied that such courses have several career options and Auxilium College should be a pioneer in such endeavours. Ms. Hema Nalini suggested that such specialized courses as 'Victorian literature' could be offered as electives.

Mr. Cyril Fernandes requested that the members of the Academic Council are given a copy of all the syllabi, a day before the Academic Council meets, so that the members could give an in depth reading to the syllabi and the regulations.

Mr. Varadhan appreciated the syllabi of the Certificate Course in Communicative English and suggested that the course should be offered as a mandatory course for all the I year students.

Dr. Thangaraj, University nominee appreciated the department of English on the success of their past pupil Ms. Elakiya (2009-12) who had cleared the IAS examination as a topper in the main exam.

The Chairperson and Principal Dr. (Sr.) Mary Josephine Rani said the College is inviting Ms. Elakiya to address students and motivate them to take up civil service examinations.

Dr. Thangaraj seconded the syllabi and the syllabi was approved.

Department of Zoology

Dr. (Mrs.) Arockiamary J.S. Associate Professor, Department of Zoology, presented the syllabi for core papers for students admitted in B.Sc. Zoology from the year 2016-2017 onwards, core papers for semester I, II, III and IV for students admitted in M.Sc. Zoology from 2017-18 onwards, and the core papers for M.Phil. Zoology for students admitted in the year 2017-18, and for the certificate course in Medical Laboratory Techniques offered by the department of Zoology.

Mr. Varadhan asked if the Zoology laboratory is fully equipped. Mr. Cyril Fernandes appreciated the certificate course in Medical Laboratory Techniques as it is one of its kind and asked who issued the certificates. Dr. (Sr.) Mary Josephine Rani said the Zoology lab is very well equipped and the members of the Academic Council can pay a casual visit any time to the lab.

Mr. Cyril Fernandes asked for the objective behind prescribing the topic 'Lab Instruments' in the paper Research Methodology prescribed for M.Sc. Zoology students. The

Chairperson Dr. (Sr.) Mary Josephine Rani said that the topic covers the study of sophisticated instruments that are modern and digitized and hence a section of Research Methodology paper is allotted to lab instruments, to familiarize students to state-of-the-art instruments.

Mr. Varadhan asked about the timing for the certificate course and Dr. Arockiamary J.S. said that the classes for the certificate course are held outside the regular instructional hours, the students are awarded extra credit for the course. Mr. Varadhan asked how many students opt for the course, Dr. Arockiamary said that 36 students took the course the previous year and the certificates are issued by the College and since 2012, 136 students have been awarded the certificate. The course is a UGC sponsored course. Dr. (Mrs.) Isabella Rosaline seconded the syllabi and the syllabi was approved.

Department of Botany

Dr. (Mrs.) Isabella Rosaline, Chairperson of the Botany Board presented the syllabi for Allied Botany for the students enrolled in B.Sc. Zoology from the academic year 2016-2017 onwards and for the students of B.Sc. Chemistry (as optional allied paper) admitted from 2017-2018 onwards. Dr. M.N. Arumugam, University Nominee asked if the College is offering a degree programme in Botany, the Principal Dr. (Sr.) Mary Josephine Rani said it is only offered as an allied paper for the students of B.Sc. Zoology and B.Sc. Chemistry.

Mr. Varadhan asked if there are any practical classes for the topic vermiculture. Dr.(Mrs.) Isabella Rosaline replied that the students visit farms in and around Vellore like the SG farms near Chittoor for practical knowledge. The Chairperson of the Chemistry board said that the department of Chemistry is doing solid waste management as an extension activity within the campus, and that it is useful for the students to gain practical experience. Mr.Varadhan said that the students should be given 90 hours of practical classes for vermiculture. Dr. (Sr.) Mary Josephine Rani added that the department of Botany maintains a herbal garden in the campus to cultivate medicinal plants. Dr. Samuel

David, Head, Training and Development department, Christian Medical College, Vellore said that CMC also has a unit for Solid Waste Management where 120 men from self-help groups are employed in sorting out the solid waste. Ms. Anita Alice, NCC, ANO seconded the syllabi and the syllabi was then approved.

Department of Physics

The Chairperson of the Physics board, Dr. (Mrs.) Nisha Santhakumari presented the syllabi for the core papers for students enrolled in B.Sc. Physics, allied Physics, Non-major Elective, Core-papers for students enrolled in M.Sc. Physics from 2017-2018 onwards offered by the department of Physics. Mr. Varadhan asked about the number of papers prescribed for each semester and if the I year B.Sc. Physics students have allied Mathematics. Dr. Nisha replied that Physics students have allied Mathematics. Dr. Thangaraj asked if students of II year B.Sc. Physics understand the papers 'Mathematical Methods' and classical mechanism, because in Thiruvalluvar University it is prescribed for M.Sc. students and they find that paper difficult at the postgraduate level. Dr. Nisha said that they are the fundamentals of Mathematical methods and classical mechanism, moreover B.Sc. Physics students have Quantum Mechanics in the V semester and the topics on Mathematical methods and classical mechanism become important requirements to understand Quantum mechanics. Dr. Navin Philip Devakumar, Academician, asked about the teaching staff handling allied Mathematics, if they are members of the Physics faculty or Mathematics faculty. Dr. Nisha replied that the Physics faculty handle the classes.

Mr. Cyril Fernandes expressed his concern about the text books and reference books as they are old editions that date back to 1965 or 1970. Dr. Nisha and Dr. (Sr.) Elizabeth Sebastian replied that the essential concepts do not change and the old editions were prescribed for such fundamental concepts. Dr. Nisha added that new editions are added in the 'Books for Reference' list. Dr. (Mrs.) Gertrude Nirmala seconded the syllabi and the syllabi was then approved.

Department of Computer Science

Ms. Lavanya, Chairperson of the Computer Science board presented the syllabi for the core papers of B.Sc. Computer Science, BCA and M.Sc. Computer Science for students enrolled in the year 2017-2018, offered by the department of Computer Science.

Mr. Cyril Fernandes suggested that books by Yashwant Kanitker could be prescribed for papers in C+ and C++ and the book 'Software Engineering' by Ian Somuville could be replaced by 'Relational Database Management System' by Emasri Navathe. He also asked if the UG students are sent for internship programmes, Ms. Lavanya said the M.Sc. students go on internship and the B.Sc. and BCA students do on-campus project. Mr. Cyril said that it is essential for the UG students to have an internship during their undergraduate programme itself. Dr. (Sr.) Mary Sheila Susairaj, seconded the syllabi and the syllabi was then approved.

Department of Communication Media

Sr. Juliana Agnes Victor, Chairperson of the Board of Communication Media presented the syllabi for B.Sc. Visual Communication for students admitted from 2015-2016 onwards, Skill-based elective for students admitted from 2015-2016 onwards and core papers for students enrolled in M.Sc. Electronic Media from 2017-2018 onwards, offered by the department of Communication Media.

Mr. Varadhan asked where the students of Communication Media go for internship, Sr. Juliana said they go to television channels like News 7, Z Tamil and Sun TV. Mr. Cyril Fernandes asked if the students take up internships with the news papers, Sr. Juliana said they mostly go to television channels. Mr. Varadhan asked about the average number of students enrolled for the programmes offered by the department of Communication Media. Sr. Juliana said that there are about 35-40 students in each batch for B.Sc. Visual Communications. Dr. Mohanalakshmika, Academician, asked if the paper '3D animation'

is offered as a practical paper, Sr. Juliana replied that it is a practical paper for the students of M.Sc. Electronic Media. Dr.(Sr.) Jayasanthi, Vice Principal, Shift I, seconded the syllabi and the syllabi was then approved.

Department of Commerce (Banking and Insurance)

Ms. Hemanalini, Head, Department of Commerce presented the syllabi for the core papers for students enrolled in B.Com. (Banking and Insurance) for students admitted in 2017-2018, Non-Major Elective for students admitted from 2015-2016 onwards and for M.Phil. Commerce for students admitted in 2107-2018 offered by the department of Commerce. Dr. Mohanalakshmika asked if there are standard text books for Banking and Insurance. Dr. Srilatha said there are text books. Dr. Mohanalakshmika also asked why Financial Accounting is divided into two sections, when general B.Com. students and BBA students are studying it under one unit. Dr. Srilatha said that for general B.Com. and BBA Financial Accounting is prescribed as an allied paper but for B.Com. (Banking and Insurance) it is a core paper. Dr. Mohanalakshmika and Dr. Thangaraj said that the topics included for 'Legal Aspects of Business' is not sufficient many other relevant acts should be included. Mr.Varadhan suggested that lawyers could be invited to give guest lectures on the legal aspects of business, banking and insurance.

Mr. Cyril Fernandes said there should be more number of Indian Contract Acts, included under Legal Aspects of Business

Mr. M.N. Arumugam and Mr. Gopinath asked if the Skill-based and Non-major electives are open to students of other disciplines. Dr. Srilatha said it is open for students from all the departments.

Dr. Thangaraj appreciated the topic e-filing as a remarkable part of the syllabi and suggested that auditors and chartered accountants could be called as resource persons to give guest lectures to the students. Mr. Cyril Fernandes asked if there is a unit allotted

for GST. Ms. Hema Nalini said topics on GST have been included following the suggestions of the members of the Board of Studies of Commerce (Banking and Insurance).

Mr. Varadhan pointed out that the topic 'Seven C's' in Unit II is very descriptive and asked what the 'C's' stand for. Dr. Srilatha clarified that the seven c's represent seven qualities that begin with the alphabet 'c' like 'Communication', 'Clarity' etc., Dr. Thangaraj suggested the descriptions could be given within brackets. Dr. Mohanalakshmika pointed out that under the unit on Aptitude tests, the name of the operating system is not specified. Dr. Srilatha said the unit is based on the operating system used by the State Bank of India, Dr. (Sr.) Sheila Susairaj said that the paper is going to be handled by the faculty of Computer Science.

Dr. Mohanalakshmika asked why e-commerce, e-banking and tally are in the same paper. Ms. Hema Nalini clarified saying that the paper is prescribed for both general B.Com. and B.Com. (Banking and Insurance).

Dr. Thangaraj requested that the title of the paper 'Aptitude for Bank Examinations' could be changed into something like 'Aptitude Test in Bank Examinations'.

Mr. Varadhan suggested to add papers related to computerizing banking services. Mr. Cyril Fernandes suggested the use of 'Statistics for Management' by Rubin for the paper on Aptitude. Dr. (Mrs.) Isabella Roseline seconded the syllabi and the syllabi was then approved.

Department of Business Administration

Dr. Beulah Suresh, Chairperson of the Business Administration board presented the syllabi for core papers for students enrolled in BBA from 2017-18 onwards, non major elective for students admitted from 2015-2016 onwards, skill-based elective for students

admitted in 2017-2018, core papers for students enrolled in BBA (Hospital Administration) core papers for student admitted in MBA and M.Phil. Management for students admitted from 2017-2018 offered by the department of Business Administration.

Dr. Beulah also proposed the introduction of a certificate programme 'POWER' – Programme in Women Empowerment Rights' for discussion.

Dr. Samuel David presented the options for the nomenclature of the new degree programme, he suggested that the programme could also be called BBA (Healthcare Management).

Mr. Varadhan expressed his concern about students opting for the course, Dr. Beulah Suresh clarified the doubt saying that there were hundred applicants for the course for the academic year.

Dr. Samuel added that as a Trainer and Head of the Management department, he had the need to train every single batch of employees recruited for Management jobs in CMC, who required special training to manage the different departments in the hospital; keeping the great demand for hospital management, CMC has come forward to initiate a Bachelor's programme in Hospital Administration in collaboration with the Business Administration department of Auxilium College.

Dr. Thangaraj suggested that the management of Auxilium and CMC should speak to the Registrar of the Thiruvalluvar University.

Ms. Hema Nalini asked if the University will consider BBA (Hospital Management) as a qualifying degree for Master of Hospital Administration (MHA). Dr. Beulah Suresh replied that many universities and colleges offer MHA, and BHA is approved as the qualifying UG degree to apply for the Master's.

Mr. Cyril Fernandes suggested the addition of the 2013 company Act under the topic 'Companies Act' for BBA students.

Mr. Varadhan suggested that the recent changes made by the Supreme Court in the Domestic Violence Act is added to the syllabi for the certificate programme – 'POWER'

Dr. Thangaraj suggested that the title 'Winning through Communication' could be changed in the section 'Business Communication' to some title that indicates the skill taught to the students.

Dr. (Mrs.) Isabella Rosaline seconded the syllabi and the syllabi was then approved.

Department of Physical Education

The Chairperson Dr. (Sr.) Mary Josephine Rani presented the syllabi for the skill-based elective yoga for students admitted in 2017-2018, offered by the department of Physical Education. Dr. (Sr.) Jayasanthi, Vice-Principal seconded the syllabi and the syllabi was then approved.

Examination Reforms

Sr. Alice K.T. Controller of Examinations presented the examination results and proposed the suggestions of the Examination Committee.

The proposal of the Examination Committee to award 5 marks for attendance for each course was ratified.

It was decided at the meeting of the standing committee that henceforth students will not be awarded 5 marks for each course for attendance.

The marks of the 2 Continuous Assessments shall be converted to 35, with 5 marks for innovative component, the internal assessment is for 40 marks and the external assessment shall be converted to 60 marks.

The evaluation pattern for the course in Disaster Management for M.Phil. scholars shall be

Internal Assessment or CA exam for 40 marks

External Assessment for 40 marks

Project and presentation – 20 marks

The meeting was dissolved with a formal vote of thanks proposed by the Chairperson Dr. (Sr.) Mary Josephine Rani.