

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

12.09.2019

The thirteenth ordinary meeting of the Academic Council was held between 10.30 a.m. and 12.30 p.m. The meeting began with Invocation led by the Principal and Chairperson Dr.Sr. Reginar Mary R. She also welcomed the new members, Dr. Syed Shafi S. University Nominee and Professor of Chemistry, Thiruvalluvar University, Dr. G. Yoganathan, University Nominee, Associate Professor and Head, Department of Economics, Thiruvalluvar University, Dr. G. Singaravelu, Associate Professor and Head, Department of Zoology, Thiruvalluvar University, Dr. Deepak Thomas Abraham, Expert in Medicine, Professor, Department of Endocrine Surgery, CMC, Vellore.

The Chairperson presented the minutes of the previous meeting of the Academic Council.

Business Brought Forward

English

Dr. Venum Cecilia P.A.A. Head, Department of English presented the Regulations and syllabi for M.Phil. English for students admitted from 2019-20 onwards, and the syllabi

of the Independent elective courses for M.A. English for students admitted from 2018-19 onwards under choice based credit system to be offered by the department of English.

Dr. Sr. Nirmala, Controller of Examinations seconded the syllabi which was then approved.

After going through the minutes of the previous meeting of the Academic Council, Dr.Syed Safi, University Nominee gave the following guidelines to be followed.

An action taken report should be prepared along with the minutes of the meeting.

The Academic Council of Thiruvalluvar University follows III CA, therefore Auxilium College should also conduct III CA.

The College should have got prior order from the University for semester examinations conducted with 100 as maximum marks, and ratio of the External Assessment and Internal Assessment followed as 60:40.

UG programmes should have 90 credits and PG programme should have 140 credits.

Internal component should be for 25 marks.

It is mandatory to follow the guidelines of TANSCHÉ – Tamil Nadu State Council for Higher Education.

Add outcomes for the syllabus, set common regulations for all programmes. The question paper pattern has four sections for history, but for other papers there are three sections.

If the time taken for the student to write each answer in the End Semester Examination, the time exceeds 3 hours. Therefore the maximum marks should be reduced from 100 to 75.

Later Dr. Syed Shafi enquired as to how much of the university syllabus is followed by the College. Dr. Mary Agnes, Associate Professor, Dept. of Zoology responded saying the Autonomous Colleges are allowed to 33% of difference from the University syllabus.

Mathematics

Dr. Sujatha L. Head i/c. PG Department of Mathematics presented the regulations and syllabi of core and independent elective courses for students enrolled in M.Sc. Mathematics and of all the courses of M.Phil. Maths for students enrolled from 2019-20 onwards, under the semester pattern with choice-based credit system to be offered by the department of Mathematics. Dr. Mary Agnes seconded the syllabi and was then approved.

B.Sc. Chemistry

Dr. Jhancy Mary, Head, Department of Chemistry presented the regulations and syllabi for B.Sc. Chemistry, Skill Based Elective, Allied Chemistry for B.Sc. Zoology and Allied Chemistry practicals for students admitted from 2019-20 onwards, under the semester pattern with choice-based credit system to be offered by the Department of Chemistry.

Dr. Syed Safi, suggested that the syllabus could be sent to the members of the Academic Council atleast before a week.

Dr. Venum Cecilia seconded the syllabi and was then approved.

M.Sc. and M.Phil. Chemistry

Dr. Sr. Jaya Santhi R. Head i/c. PG and M.Phil. Chemistry presented the regulations and syllabi for M.Sc. and M.Phil. Chemistry and specialization course for M.Phil. Chemistry for students admitted from 2019-20 onwards under the semester pattern will choice based credit system to be offered by the Department of Chemistry.

Dr. Syed Safi suggested that the allotment of marks for preparation in Organic Chemistry practicals could be changed as stage 1 : 4, 4 and stage 2 as 5+5+2.

Dr. Nisha Santhakumari seconded the syllabi which was their approved.

Physics

Dr. Nisha Santhkumari, Head, Department of Physics presented the regulations and syllabi of B.Sc. Physics and M.Sc. Physics for semester I and II. Independent Elective Courses, Allied Courses in statistics (for Mathematics students) for students admitted from 2018-2019 onwards, under the semester pattern with Choice-Based Credit System to be offered by the department of Physics.

Dr. Syed Safi asked if extra credits are awarded from Independent Elective Courses, Dr.Nisha responded saying 2 credits are awarded for each course. Dr. Syed Safi suggested extra credits could be given for MOOC courses as well for both UG students and PG students.

Sr. Juliana, Head, Dept. of Communication seconded the syllabi which was then approved.

Zoology

Dr. Sr. Arockia Mary J.S. Head, Department of Zoology presented the Regulations and Syllabi for Independent Elective courses for M.Sc. Zoology, practicals for semester I M.Sc. and certificate course in Medical Laboratory Techniques for students enrolled from 2019-2020 onwards under the semester pattern with Choice Based Credit System to be offered by the Department of Zoology.

Dr. Isabella Rosaline, Head, Department of Botany seconded the syllabi which was then approved.

Biochemistry

Dr. Ms. Abi Beulah, Head i/c. Department of Biochemistry, presented the regulations and syllabi for B.Sc. Biochemistry for semesters I, II, III, IV, V and VI, Allied Biochemistry, Skill Based Elective and Non Major Elective for students admitted from 2019-20 onwards under the semester pattern with Choice Based Credit System to be offered by the Dept. of Biochemistry.

Dr. Syed Safi asked why there are 2 electives in a semester whereas 3 or four in other semesters be further added that there should be minimum 3 options for electives.

Ms. Gowri, Head i/c. Department of Microbiology seconded syllabi which was then approved.

Computer Science

Dr. Lavanya, Head i/c. Department of Computer Science presented the regulations and syllabus for Independent Elective Courses for M.Sc. Computer Science, specialization courses for M.Phil. Computer Science, Skill Based Electives and Non Major Electives and Revised Question Paper pattern for B.Sc., M.Sc., M.Phil. Computer Science for all semesters for students admitted from 2019-20 onwards under the semester pattern with Choice Based Credit System to be offered by the Department of Computer Science.

Dr. Syed Safi suggested that the department can introduce online courses for the M.Phil. Programme and award 2 credits for a course. He further added that for M.Phil. students one online course is mandatory and for Ph.D. programme 2 online courses are mandatory, which is specified in the regulations for M.Phil. and Ph.D. programmes. He also asked why M.Sc. Computer Science has 96 credits and said the total number of credits about tally.

Dr. Elsamma Cherian, Head, Department of Hindi seconds the syllabi which was then approved.

Communication Media

Sr. Juliana, Head (i/c.) Department of Communication Media presented the Regulations and Syllabi for Independent Elective Courses for M.Sc. Electronic Media for all the students for students admitted from 2018-2019 onwards under the semester pattern with Choice Based Credit System to be offered by the department of Communication Media.

Dr. Syed Safi asked if M.Sc. students have only project work in semester IV, Sr. Juliana applied saying that they have theory as well in the final semester.

Dr. Ms. Arockia Mary J S seconds the syllabi which was then approved.

Commerce

Ms. Deepa K. Head i/c. PG Department of Commerce presented the syllabi and Regulations for B.Com. M.Com. and Skill Based Electives for students admitted from 2019-20 onwards under the semester pattern with Choice Based Credit System to be offered by the department of Commerce.

Dr. Yoganathan asked why students have Value Education classes for all the six semesters, Dr.Sr.Nirmala replied saying that they have classes every week for all semesters but they take their exam only in the final semester and one CA for each semester and one CA for each semester.

Dr. Yoganathan also asked if five hours per week is enough for core subjects. Ms. Deepa replied saying it is enough. Dr. Mohanalakshmika asked why in the M.Com. syllabus core papers related to Commerce are less in number whereas Management

courses like TQM, ILR and HR are more, she further added that International Taxation could be added. She also asked for Project evaluation why is the External Examiner gets to evaluate the students work out of 40 marks whereas the Internal Examiner has a lesser margin. Dr. Syed Safi seconded Dr. Mohanalakshmika's opinion and suggested the ratio of the evaluation should Internal Examiner 20 External Examiner 20 and viva voce 20. Mr. Gayathri Devi, Expert in Commerce, asked if they present the project. Rev. Sr. Alice, Secretary said yes they do 'present the project'. Dr. Yoganathan said the course contents of Consumer Awareness is too overloaded. Dr. Syed Safi asked why are there more online material in Consumer Awareness course, Ms. Gayathri Devi asked if a course in MS Office is mandatory for Commerce students. Dr. Syed Safi asked why there is no allotment of hours for regular research project, one hour a week in the time table should be allotted for project, because 3 credits are awarded for project. Total Quality Management has 6 hours a week in the time table one hour can be reduced from that and allotted for project. Dr. Yoganathan seconded Dr. Syed's suggestion and said the project hour should be part of the guide's workload, he further pointed out that the choice is not clearly specified in the question paper pattern. Dr. Syed Safi added that, he could see different question paper patterns for different courses. Regulations and question paper patterns for different courses. Regulations and question paper pattern should be common for all the courses of all the programmes. Dr. Yoganathan pointed out that the course contents of Financial Management are overloaded. Mr. Varadhan Expert in Law suggested that the members of Academic Council should be given a copy of the syllabus.

Dr. Yoganathan pointed out that certain core courses have inadequate course contents, between page 436 and 441 some information is incomplete under "Income from other sources". Dr. Singaravelu said that the number of hours and the number of credits should correspond.

Dr. Venum Cecilia, Head, Department of English, seconded the syllabi which was then approved.

Economics

Dr. Sr. Getrude Nirmala, Head, Department of Economics and Controller of Examinations, presented the Regulations and syllabi for a core courses for I B.Com. for semester I and II for students enrolled from 2019-20 onwards and 2 Allied courses for II B.Com. for semesters II and IV for students admitted from 2018-19 onwards under the semester pattern with Choice Based Credit System to be offered by the Department of Economics.

Dr. Syed Safi pointed out that the syllabus cannot be presented by the Controller of Examinations. Dr. Mohanalakshmika said that in Business Economics contents under 'supply' are lesser than the contents under 'demand'. The name of the course could be Demand Analysis and Supply Analysis. Dr. Mohanalakshmika asked as to why only contents on World Bank are elaborate, the section on WTO also should be elaborate. Dr. Yoganathan suggested in Cost and Revenue Accounts the heading "Difference in National Income" can be changed as "Constraints in National Income".

Dr. Isabella Rosaline, Head, Department of Botany, seconds the syllabi which was then approved.

Commerce (Banking and Insurance)

Dr. Ms. Gayathri, Head i/c. Department of Commerce (Banking and Insurance) presented the Regulations and Syllabus for B.Com. (Banking and Insurance) for semester III and IV

for students admitted from 2017-18 onwards under the semester pattern with choice based credit system to be offered by the department of Commerce (Banking and Insurance). Mr. Varadhan asked if Insurance covers Banking Insurance alone, Dr. Gayathri replied saying that it covers General Insurance and Life Insurance. Mr. Varadhan proposed that the contents must also include accident, medical care and fire. He also asked if there are qualified teachers to teach Acts and Insurance, Dr. Gayathri said the experts are invited to give lectures. Mr. Varadhan added that faculty members must get qualified in matters of Acts on Insurance. Dr. Yoganathan pointed out that "Aspects of Banking" should include Negotiable Instruments and Reforms. Ms. Gayathri Devi, Expert in Commerce pointed out that Law of Contracts should also be included. Dr. Yoganathan added that the paper could also include practical aspects like opening accounts by minors. Mr. Cyril Fernandes pointed out that Banking Regulations Acts could be added to the course.

Dr. Sujatha, Head i/c. PG Department of Mathematics seconded the syllabi which was then approved.

BBA (Hospital Administration)

Ms. Preethi, Head i/c. Department of Business Administration (Hospital Administration) presented the Regulations and Syllabus for BBA (Hospital Administration) for semester I, II, III, IV, V and VI for students enrolled from 2019-20 onwards, under the semester pattern with Choice Based Credit System.

Dr. Yoganathan pointed out the case study for all units and asked what pattern is used for the case-study. Ms. Preethi replied saying it is discussion of the given case under each unit.

MBA

Dr. Ms. Beulah Suresh, Head i/c. Department of Business Administration presented the Regulations for the revision of the scheme of valuation for the course on Entrepreneurial Development in semester II for MBA students admitted from 2019-20 onwards, under the semester pattern with Choice Based Credit System to be offered by the department of Business Administration.

Dr. Syed Safi asked what was the change in the scheme of valuation, Dr. Beulah replied saying that the course was earlier purely based on theory now it was getting changed into a practical course with 60 marks as internal. Dr. Syed Safi pointed out that if there is a change in the scheme of valuation why is the syllabi not included in the folder, and why is there no space for external evaluation. Dr. Beulah said it is a skill based elective hence there is no external evaluation. Dr. Syed pointed out that if the marks are reduced from 100 to 60 why are the course contents not reduced. Dr. Deepak Abraham responded to Dr. Syed's question and said the course contents or the number of units should correspond with the number of hours and not with the marks.

Dr. Yoganathan asked if this course is included in the workload, if it is not included, why so. Dr. Beulah opened on converting the maximum marks to 100 for the course. Dr. Singaravelu and Dr. Syed Safi emphasized the point that any changes made should not violate the TANSICHE regulations.

Dr. Rosaline Ezhilarasi seconded the syllabi which was then approved.

Certificate Course in Human Resource Management

Mr. Valentine Usha, Assistant Professor of Commerce presented the regulations and syllabus of certificate course in Human Resource Management to be offered by the department of Commerce.

Dr. Syed Safi asked if this course is offered for commoners from outside College, Dr. Sr. Nirmala said this course is offered for students within the College only.

Dr. Jhancy Mary seconded the syllabi which was then approved.

Examination Reforms

Dr. Sr. Getrude Nirmala, Controller of Examinations presented the Examination results and proposed the suggestions given by the Examination Committee.

1. It was decided not to give III CA examination.
2. Re CA will be allowed only for students who represent the College for NSS, NCC and sports, and rare cases of demise of family members or sudden illnesses or late admission, and in any of the aforementioned cases, the heads of the department should submit the list of students eligible to take Re-CA to the Controller of Examination within one week's time of the completion of the CA Examination.
3. All the PG students should be directed to take up online courses related to their discipline.
4. It is mandatory for all the PG students to take up one Independent Elective Course every semester with effect from 2018-19 onwards.

5. It was resolved that the following norms will be followed in dealing with cases of malpractices in CA/Semester examinations.

Sl. No.	Nature of Malpractice	Action Suggested
1.	Appeal by a candidate for favourable consideration or mercy in the answer script	Warn the candidate
2.	Letter of appeal for favourable consideration promising bribe in cash or kind	Cancel the examination taken in that particular case study
3.	Candidate writing her own name in any part of the answer book	Warn the candidate
4.	Candidate writing her own register number in any part of the answer book other than the front page	Warn the candidate
5.	Possessing notes or books relevant to the course of the examination	Cancel the examination in that particular course only
6.	Possessing notes or books relevant to the course of the examination (repeated)	Cancel the examinations taken previously and not to allow to appear for remaining examinations in that semester
7.	Using or copying from notes or books relevant to the course of the examination	Cancel the examinations taken in that particular course only
8.	Using or copying from the answer scripts of other candidates	Cancel the examination taken by both the candidates in that particular course only
9.	Inserting pre-written answer sheet (cs) brought from outside, in the main answer book	Cancel the examination taken previously and not to allow to appear for the remaining examinations in that semester
10.	Threatening or assaulting the invigilators or behaving in any inappropriate manner	Cancel the examination taken
11.	Manhandling or injuring examination personnel	Cancel the examination taken
12.	Impersonation	Cancel the examination taken and debar from the examination for the next three years
13.	Tampering with spelling / name initials in any certificate	The candidate has to produce fresh certificate and a fine of Rs.1,000 /-
14.	Tampering with the Date of Birth in the	The candidate should not be

	certificate issued by the College	permitted to appear for any examination of this College for a period of 2 years from the date of submission of documents and not to pursue any course of studies for the corresponding period.
15.	Tampering with the grade certificate or any other certificate issued by the College	The College will retain the tampered certificate and duplicate certificate will not be issued for three years from the date of presentation of documents. The candidate should not pursue any course of studies corresponding period

Entered by : Dr. Mary Gabriel I. Member Secretary