



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 – 6.

Minutes of Academic Council Meeting

2018 - 2019

MEETING OF THE ACADEMIC COUNCIL13. 06. 2018

VENUE: Administrative Block
Auxilium College
Vellore - 632 006

AGENDA

1. Invocation
2. Welcome and introduction of the Members by the Principal - Chairperson
3. Passing the minutes of the previous meeting
4. Ratification of the syllabi of Undergraduate/Postgraduate/M.Phil Programmes.
5. Business brought forward by the Board of studies.

(i) Tamil

(ii) History

(iii) English

(iv) Microbiology

(v) Business Administration

(vi) Social Work

(vii) Ethics and Religion

(viii) Certificate course in Human Rights.

(ix) Examination Reforms.

(x)

6. Presenting the feedback from students and stakeholders.

7. Approving and ratification of Results.

Dr. *[Signature]*
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Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

Signature

NAME

1. Dr. (Sr.) Regina Mary A.
Chairperson

S. Rajalingam

2. Sr. Alice K.T.
Controller of Examinations

Dr. Abir K.T.

3. Dr. (Sr.) Jaya Santhi R.
Vice-Principal, Shift I

Dr. Jaya Shankar

4. Dr. (Sr.) Mary Sheila Susairaj
Vice-Principal, Shift II

5. Dr. (Sr.) Anockia Jayaceli
Head, Department of Tamil

Dr. Jayaceli

6. Dr. (Mrs.) Elsamma Cherian
Head, Department of Hindi

E. Samma

7. Dr. (Mrs.) Vernum Cecilia
Head, Department of English

V. Vernum Cecilia
13.6.2018

8. Ms. Nazareth Jereem Colette
Head, Department of Mathematics

Ms. Nazareth Jereem Colette

Dr. Jereem Colette

9. Dr. (Mrs.) Isabella Rosaline
Head, Department of Botany

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Dr. Isabella Rosaline

10. Ms. Dhanabakiam
Asst. Prof. of History

Ms. Dhanabakiam
13.6.18

11. Dr. (Mrs.) Abi Beaulah J.
Head i/c, Department of Biochemistry
classmate

Abi Beaulah

NAME

Signature

12. Ms. Lavanya S.
Head i/c Department of Computer
Science

Lavanya

13. Ms. Gowri B.V.
Head i/c Department of Microbiology

Gowri

14. Dr. (Mrs.) Mary Restamonal
Head, Department of Physical Education

Mary Restamonal

15. Sr. Juliana Agnes Victor
Head i/c Department of Communication
Media
Director, Ethics and Religion

Juliana Victor

13.06.18

16. Ms. Hema Nalini K.
Head, Department of Commerce

Hema

17. Dr. (Mrs.) Gertrude Mary Nirmala
Head, Department of Economics

Gertrude Mary Nirmala

18. Dr. (Mrs.) Beulah Suresh
Head, Department of Business
Administration

Beulah Suresh

19. Ms. Preethi K.
Head i/c Department of Business
Administration (Hospital Administration)

Preethi

13/6/18

20. Sign 2018

20. Dr. Ruby Martin
Head i/c Department of Social Work.

Ruby Martin

13.6.18

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NAME

21. Ms. Aniltha Alice
NCC, ANO.

Aniltha
13/6/18

22. Dr. (Mrs.) Araki Mary J.S.
Head, Department of Zoology

Araki
13.6.18

23. Dr. (Mrs.) Kasthuri
Asso. Prof. of Mathematics

24. Dr. (Mrs.) Rosaline Kzhilarsi
Asso. Prof. of Chemistry

J. Rosal
13/6/18

25. Dr. (Mrs.) Mary Agnes
Asso. Prof. of Zoology

M. Agnes
13/6/18

26. Sr. Anala Valarmathy A.
Head i/c. P.Y. Department of English

A. Anala Valarmathy
13/6/18

27. Ms. Rosgia Mary
Librarian

R. Rosgia Mary
13/6/18

28. Dr. Samuel N.J. David
Head, Training and Development
Department of Management Studies
Christian Medical College.

S. Samuel N.J. David
13/6/18

29. Ms. Nisha Santhakumari P
Asso. Prof. of Physics

P. Nisha Santhakumari

Dr. (Ms.) Shorlatta S

S. Shorlatta

PRINC Head i/c Department of B.Com (Banking & Insurance)

31. Dr. Thancy Mary
Head, Dept. of Chemistry

31. Ruby Martin
Asso Prof - Dept of social work.

[Signature]
13.6.18

EXPERTS.

Dr. S. Thangaraj
Professor & Head
Department of Mathematics
Thiruvalluvar University
Vellore.

[Signature]
13/06/2018
(G. THANGARAJ)

Dr. M. N. Arumugam
Professor of Chemistry
Thiruvalluvar University
Vellore.

[Signature]
M. N. ARUMUGAM

Dr. M. Chitra
Asso. Professor of Mathematics
Thiruvalluvar University
Sekkadu, Vellore.

M. Chitra 13.6.2018
(M. CHITRA)

GyRIL

[Signature]

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Ms. Varadham
Advocate
Vellore

[Signature]
13/6/18

Dr. P. Navin Philip Devakumar
Asst. Prof. of History
Voorhees College

[Signature]
13/6/18

Dr. J. Mohanalakshmi
Asst. Prof. of Business Administration
Kuthuramangam Govt. Arts College
Vellore

[Signature]
13/6/18

Ms. Gopinath
Chartered Accountant
V. Krishnan & Co.
Vellore

[Signature]
13/6/18

Mr. Cyril Fernandez
General Manager
Materials Management
BHEL, Ranipet.

[Signature]

Dr. J. Mohanalakshmi
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MINUTES OF THE MEETING13.06.2018

The twelfth ordinary meeting of the Academic Council was held between 10.30pm and 1.00 pm. The meeting began with invocation led by the chairperson Dr. (Ss.) Regina Mary R. Dr. (Mrs.) Verum Cecilia P.A.A., Head, Department of English welcomed and introduced the Chairperson Dr. (Ss.) Regina as she had taken office as the Principal of Auxilium College. The Chairperson introduced the new member Sr. Amala Valarmathy A., Head i/c, P.G. Department of English and Teacher Representative.

The chairperson passed the minutes of previous meeting.

Business Brought Forward

Dr. (Ss.) Anokha Jayaceli, Chairperson of the Tamil Board, presented the Regulations and syllabi for Tamil Part I for Semester I, II, III and IV for students admitted from 2018-19 onwards, and the syllabi for M.A. Tamil for students admitted from 2018-19 onwards, under the Semester pattern with choice-based credit system.

Dr. Thangaraj, University Nominee appreciated the syllabi for its comprehensive features and for having included writers from the Vellore region. He further added that the title of each paper could be translated into English, instead of the transliterated names of the courses presented in the syllabi. Advocate Varadhan, Expert in Law asked if the members of the Tamil Faculty are qualified to guide research projects. Dr. (Ss.) Anokha Jayaceli said all the members of the Tamil Faculty had completed their doctoral research. Dr. (Mrs.) Verum Cecilia seconded the syllabi were then approved.

Dr. Regina Mary R. - a
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Department of History

Ms. Shanapackiam, Assistant Professor of History presented the syllabi for Allied Papers for Semester I, II, III and IV and for three core papers for students admitted from 2018-19 onwards for approval. Dr. Sakundalakshmi, Expert in Education asked as to why there were two divisions for the course "Tourism". Ms. Shanapackiam replied saying that Tourism I was for Odd Semester and Tourism II was for the Even Semester. Dr. Thangaraj suggested that a paper for practical research project on Tourism could be added. Dr. Navin Phillip and Advocate Saradhan suggested that the students visit the Archaeological department in Vellore, and do some research on Tamil archives. Dr. Mary Agnes seconded the syllabi and the syllabi was approved.

Dr. Mary Agnes

Department of English

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Dr. (Mrs.) Verma Cecilia P.A.D., Head, Department of English presented the syllabi for B.A. English for students enrolled from 2018-19 onwards, and for M.A. Eng for students admitted from 2018-19 onwards. Dr. Thangaraj asked if the paper Theatre and Dramaturgy has a module for practical sessions in Theatre. Dr. Cecilia replied saying that the innovative component is awarded on the basis of a theatrical exercise presented in the form of monologues by students. Ms. Cyril Fernandez asked if there is any paper on New Literature. Dr. Cecilia said there is a paper on New Literature in VI Semester. Ms. Cyril Fernandez suggested that the UG students are given a project work in the final year, as admission into foreign Universities require a project work or experience in research. Dr. Cecilia said that during the undergraduation it is essential to make the

classmate

Students competent in language skills and the basics of literature, hence the B.A. students have "English Language Skills" as the Allied Paper. Dr. Thangaraj added that as per Mr. Cyril's statement the foreign universities have research project as their degree programmes are for four years while in India it is for three years. Mr. Cyril added that Joseph Campbell's 'The Hero's Journey' be added in the syllabus. Sr. Donata Valarmathy replied saying that it is prescribed for M.A. English for the paper "Classics in Translation". Dr. Thangaraj requested a clarification as to whether Senguttaran's "Portrait of my Village" in the paper "Literature of the Marginalised" is a translation or the original work. Sr. Donata Valarmathy said it is a translation. Dr. Isabella Rosaline, Head Department of Botany seconded the syllabi and the syllabi was then approved.

Dr. Cyril

Department of Microbiology

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Ms. Gowri, Chairperson of the Microbiology Board presented the regulations and syllabi for B.Sc. Microbiology, skill-based electives and non-major electives for students admitted from 2016-17 onwards and allied Microbiology for I and II year students of Biochemistry admitted from 2018-19 onwards. Advocate, Mr. Varadham asked if the department of Microbiology is associated with the department of Microbiology in Christian Medical College, Vellore, Ms. Gowri said experts visit the department to give guest lectures to students. Dr. Thangaraj asked if the paper Waste water Microbiology is meant for students from other departments or to students of Microbiology alone. Ms. Gowri clarified saying that it is meant for Microbiology students alone. Dr. Samuel David, Head, Training and Development, Christian Medical College said, the students can visit the 'Water

Treatment plant in CMSC. Dr. Thangaraj suggested that Waste Water Microbiology can be offered as a certificate course or PG diploma course, and Mrs. Jyothi expressed her concern about their practical classes. Dr. Thangaraj appreciated the paper "Applied Aspects of Microbiology" which has a unit on Composting. Mrs. Hema Nalini, Chairperson of the Commerce Board suggested that the departments of Chemistry, Microbiology and Biochemistry can offer a certificate course in Waste Management. Mrs. Hema Nalini seconded the syllabi and the syllabi was then approved.

Department of Business Administration

Mrs. Preethi E., Assistant Professor of Business Administration presented the syllabi and regulations for BBA (Hospital Administration) for students admitted from 2018-19 onwards, and Dr. Beulah Suresh, Head, Department of Business Administration presented the syllabi and regulations for one core paper and six electives for students enrolled in MBA in 2017-18, for approval. Dr. Thangaraj asked if BBA (Hospital Administration) is a separate programme or BBA with Hospital Administration as a specialization. Mrs. Preethi said it is an exclusive degree programme. Dr. Chitra, University Nominee inquired if BBA (Hospital Administration) students are eligible for MBA. Dr. Beulah said they are eligible to apply for MBA. Dr. Thangaraj suggested that the nomenclature of the degree programme be changed as BHA, and to include Karl Pearson's Correlation Regression in the paper "Medical Statistics". Dr. Chitra suggested that "Testing of Hypothesis" be added in Semester I, Mrs. Preethi said it is added in the paper "Research Methodology". Mrs. Cyril pointed out that in Research Methodology paper the modulation should be changed and 'planning' should be under Unit II. Dr. Chitra asked for clarifications as to whether

The heading 'case study' concerns the hospital or a general case study. Ms. Preethi clarified saying 'case study' comes under the Principles of Management. Ms. Cyril Fernandez suggested in the Reading list for the paper "Medical Statistics", books by Levin and Ruby must be added. Dr. Mohanalakshmi and Dr. Chitra suggested that practical classes on SPSS should be accommodated on the syllabus. Ms. Cyril suggested that books on Patient or Hospital Logistics should be added in the reading list for the paper "Logistics and Supply Chain Management". Dr. Thangaraj asked whether the paper on "Organ Donation" covers the legal aspects as well. Ms. Preethi replied "it is added in the syllabus". Dr. Mohanalakshmi asked if the paper "Communication Skills in Hindi" has practical sessions as well. Ms. Varadham asked for clarifications on the difference between the job options for BBA (Hospital Administration) and MBA with Hospital Management as a specialization. Dr. Samuel David, clarified saying that the job options for BBA (HA) is at the operational level and for MBA (Hospital Management specialization) could be employed at the project level. Dr. Arckia Jayalekhi seconded the syllabi and was then approved.

Department of Social Work.

Ms. Ruby Martin Chairperson of the Social Work Board presented the syllabi and regulations for students of MSW enrolled in 2018-19 for approval. Dr. Navin Phillip asked how many specializations are offered to the students. Ms. Ruby said the students have six options namely Rural Community Development, Development Planning, Labour Legislations, HRM & Medical Social Work. Dr. Mohanalakshmi asked if Trade Union Act is included in the syllabus. Ms. Ruby Martin replied saying that it comes under "Labour Legislation". Ms. Varadham

suggested that labour officers from the Government could be invited to give guest lectures on labour legislation. Dr. Samuel David suggested Mr. Samuel Abraham from Christian Medical College would be willing to give a guest lecture on labour legislation. Dr. Ekramona Chisam, Chairperson of the Hindi Board seconded the syllabus and was then approved.

Department of Ethics and Religion

Dr. Juliana Victor, Chairperson of the Ethics and Religion Board presented the syllabus and regulations for Christian Doctrine for Undergraduate Catholic students enrolled in the year 2016-2017, for approval. Dr. Thangaraj suggested the units could be equally divided between the I and II Semesters. He then seconded the syllabus and was then approved.

Certificate Course in Human Rights

Ms. Dhanapackiam, Assistant Professor of History presented syllabus and regulations for UGC-sponsored Certificate Course in Human Rights. Dr. Thangaraj asked if the course was meant for Undergraduate students, Ms. Dhanapackiam said it is open only for UG students. Mr. Varadhan seconded the syllabus and the syllabus was then approved. *Dr. Vigneshwaran*

Examination Reforms

Dr. Alice K.T., Controller of Examination presented the examination results and proposed the suggestions of the Examination Committee.

1. The staff-in-charge of each course reuploaded the Internal Assessment Marks on the web-based portal of CLASSMATE

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Auxilium College. MEETING OF THE ACADEMIC COUNCIL

2. It was decided by the Standing Committee that the students who were absent for Inter-semester Exams and those who would want to improve their Internal Assessment Marks should be given an option to take up a III Continuous Assessment (CA) Examinations which shall be conducted on Saturdays.

Dr. Thangaraj appreciated the idea of a III CA and clarified if there are any rules and norms of or the option for III CA, and added that it is better to keep the option open only for absentees.

Mr. Cyril Fernandez added that Moodle could be used for automation of all the academic activities.

The feedback on curriculum and overall academic activities was presented to the Members of the Academic Council.

Entered by: Dr. Mary Gabriel J., Member Secretary, Assistant Professor of English.

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18/6/18
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