



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

2019 - 2020

MEETING OF THE ACADEMIC COUNCIL

12.09.2019

VENUE: ADMINISTRATIVE BLOCK

AUXILIUM COLLEGE

VELLORE - 632006

AGENDA.

1. Invocation
2. Welcome and introduction of the members by the Chairperson.
3. Passing the minutes of the previous meeting.
4. Ratification of the syllabi of Undergraduate, Postgraduate and M.Phil. Programmes.
5. Business brought forward by the Board of Studies.

(i) History

(ii) English

(iii) Mathematics

(iv) Chemistry

(v) Zoology

(vi) Physics

(vii) Biochemistry

(viii) Computer Science

(ix) Electronic Media

(x) Commerce

(xi) Commerce (Banking and Insurance)

(xii) BBA (Hospital Administration)

(xiii) MBA

(xiv) Computer Applications

(xv) Certificate Course in Human Resource Management

(xvi) Economics.

Dr. Jyoti Sankar
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classmate


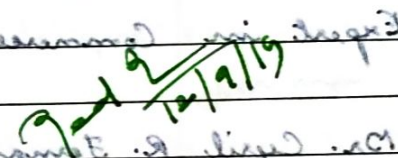
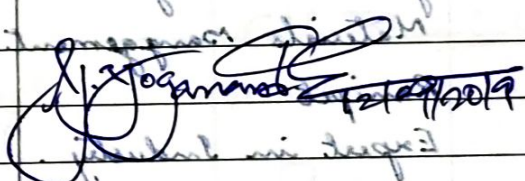
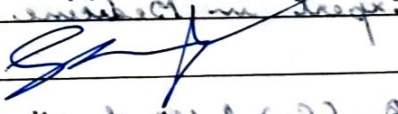

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(XVII) Certificate Course in N.C.C. Model - A - A - 2

6. Examination Reforms and presentation of overall feedback.
7. Approving and ratification of Examination results.

MEMBERS OF ACADEMIC COUNCIL

<u>NAMES</u>	<u>SIGNATURE</u>
1. Dr. (Sr.) Regina Mary Principal Chairperson.	
2. Dr. Syed Safi S. Professor of Chemistry Thiruvalluvar University University Nominee	 12/12/19
3. Dr. G. Yoganathan, Asso. Prof. & Head 9442413901 Dept. of Economics Thiruvalluvar University University Nominee	
4. Dr. G. Singaravelu Asso. Prof. & Head 9952395363 Dept. of Zoology Thiruvalluvar University University Nominee	
5. Ms. Varadham 9944783444 Advocate Expert in Law	

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6. Dr. B. Evelyn
 Asst. Prof. & Head
 Dept. of History
 Sacred Heart College, Pampal
 Expert in Education. 9080307500

7. Dr. J. Mahanalahkshika
 Asst. Professor & Head
 Dept. of Business Administration
 Muthurangam Govt. Arts College.
 Expert in Education 9486815524

J. Mahanalahkshika
 12/9/2019

8. Dr. Jayathir Devi 9443429447
 Chartered Accountant.
 Expert in Commerce

V. Gayathir Devi
 12/9/2019

9. Dr. Cyril R. Fernandez
 General Manager
 Materials Management
 Ranipet 9443389069
 Expert in Industry. 9952470338

C. R. Fernandez
 12/9/2019

10. Dr. Deepak Thomas Abraham
 Professor, Department of Endocrine Surgery
 CMC, Vellore 8903310235
 Expert in Medicine

Dr. D. Thomas Abraham
 12/9/2019

11. Dr. (Sr) Jyotsna Nirmala S.
 Controller of Examination

Jyotsna Nirmala S.
 12/9/2019

12. Dr. (Sr) Anula Valarmathy
 Vice Principal, Shift II

Dr. Anula Valarmathy
 12/9/2019

13. Dr. (Mrs) Verum Cecilia P.A.D.
 Head, Dept. of English
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Dr. Verum Cecilia P.A.D.
 12/9/2019

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14. Dr. (Mrs.) Kumari N.
Head, Dept. of Tamil.

N. Kumari

15. Dr. (Mrs.) Elsamma Cherian
Head, Dept. of Hindi.

E. Elsamma Cherian

16. Dr. (Mrs.) Thaneey Mary S.
Head, Dept. of Chemistry

S. Thaneey Mary

17. Dr. (Mrs.) Arackiamary J.S.
Head, Dept. of Zoology

A. Arackiamary

18. Dr. (Mrs.) Nisha Santhakumari
Head, Dept. of Physics

N. Santhakumari

19. Dr. (Mrs.) Isabella Rosaline
Head, Dept. of Botany

I. Rosaline

20. Dr. (Mrs) Abi Beulah J.
Head i/c, Dept. of Biochemistry

A. Beulah

21. Ms. Gowri B.V.
Head i/c, Dept. of Microbiology.

G. Gowri

22. Sr. Juliana Agnes Victor
Head i/c, Dept. of Communication Media

J. Agnes Victor

23. Dr. (Mrs) Lavanya S.
Head i/c, Dept. of Computer Science

L. Lavanya

24. Dr. (Mrs) Beulah Suresh
Head i/c, Department of Business Administration

B. Suresh

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25. Dr. Ruby Martin
Head i/c Dept. of Social Work.

R. Martin

- 26. Ms. Deepa K.
Asst. Prof. of Commerce
- 27. Ms. Shanapackiam
Asst. Prof. of History
- 28. Dr. (Mrs.) Aragiannay
Librarian
- 29. Dr. (Mrs.) Jayathie R.
Head i/c Dept. of Commerce
(Banking and Insurance)
- 30. Ms. Preethi E.
Head i/c BBA (Hospital Administration)
- 31. Dr. Samuel N.J. David
Head, Training and Development
Dept. of Management Studies
CPC, Vellore.
- 32. Dr. (Mrs.) Anitha Alice E.
NCC-ANO.
- 33. Ms. Valentine Usha Kalachelvi
Asst. Prof. of Commerce
- 34. Dr. (Mrs) Rosaline Ezhilarasi
Asst. Prof. of Chemistry
- 35. Dr. (Mrs) Mary Agnes
Asst. Prof. of Zoology
- 36. Dr. (Mrs) Jaya Santhi S.
Asst. Prof. of Chemistry

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37. Dr. Sujatha L.
Head of Pk. Mathematics

L. Sujatha

MINUTES OF THE MEETING - 12.09.2019

The thirteenth ordinary meeting of the Academic Council was held between 10:30 am and 12:30 pm. The meeting began with Invocation led by the Principal and Chairperson Dr. Sr. Regina Mary R. She also welcomed the new members, Dr. Syed Safi S., University Nominee and Professor of Chemistry, Thiruvalluvar University, Dr. J. Veyanathan, University Nominee, Associate Professor and Head, Department of Economics Thiruvalluvar University, Dr. J. 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

Dr. Sujatha L.
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English

Dr. Verrum 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

Uy Programmes should have 90 credits and Ply programmes should have 140 credits.

Internal Component should be for 25 marks.

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

Set 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 Safi enquired as to how much of the university syllabus is followed by the college. Dr. Mary Agnes, Associate Professor of Zoology responded saying the autonomous colleges are allowed to 33% of difference from the university syllabus.

Mathematics

Dr. Sujatha L. Head i/c, P.I. 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. Thaneey 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. ~~Sujatha~~ Cecilia seconded the syllabi and was then approved.

M.Sc. and M.Phil. Chemistry

Dr. Sr. Jaya Santhi Head, H.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 with 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 Santhekumari seconded the syllabi which was then approved.

Physics

Dr. Nisha Santhekumari, Head, Department of Physics presented the Regulations and Syllabi of B.Sc. Physics and M.Sc. Physics for Semesters I and II, Independent Elective Courses, Allied Course in Statistics (for Mathematics students) for students admitted from 2018-19 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.

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

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Zoology

Dr. (Mrs.) Anickia 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 2019-20 onwards, under the Semester pattern with Choice Based Credit System to be offered by the Department of Zoology.

Dr. Isabella Rosaline, Head, Dept. of Botany seconded the Syllabi which was then approved.

Biochemistry

Dr. (Mrs.) 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, he further added that there should be minimum 3 options for Electives.

Mrs. Gouri Head i/c, Department of Microbiology seconded the syllabi which was then approved.

Dr. *[Signature]*
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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 should tally.

Dr. Elsamra Cheriau, Head Department of Hindi secured the syllabi which was then approved.

Dr. Syed Safi - a
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Communication Media

Dr. 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 2018-19 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
classmate

work in semester IV, Sr. Juliana replied saying that they have theory as well in the final semester.

Dr. (Ms.) Archimazy J.S. seconds the syllabi which was then approved.

Commerce

Ms. Deepa K. Head i/c Pk 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. Niamala 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.

Dr. Yoganathan also asked if five hours per week is enough for core subjects, Ms. Deepa replied saying it is enough. Dr. Mohanalakshmi asked why in the M.Com syllabus core papers related to Commerce are less in number whereas Management courses like T&M, I.L.R 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. Mohanalakshmi's opinion and suggested the ratio of the evaluation should Internal Examiner 20 External Examiner 20 and Viva voce 20.

Ms. Gayathri Devi, Expert in Commerce asked if they present the project. Rev. Sr. Alice, Secretary said yes they do present the project.
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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 pattern should be common for all the courses of all the programmes. Dr. Yoganathan pointed out that the course contents of Financial Manager are overloaded. Dr. Varadham, 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. Vernon Cecilia, Head, Department of English, seconded the syllabus which was then approved.

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Economics

Dr. S. S. Jyotshka Nirmala, Head, Department of Economics and Controller of Examinations, presented the Regulations and Syllabus for 2 Core Courses for I B.Com for Semesters I and II for students enrolled from 2019-20 onwards and 2 Allied Courses for II B.Com for Semesters III 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. Mohanalakshmi 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. Mohanalakshmi 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, Dept. of Botany, seconds the syllabi which was then approved.

Commerce (Banking and Insurance)

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Dr. (Mrs.) Jayathri, Head i/c, Department of Commerce (Banking and Insurance) presented the Regulations and Syllabus for B.Com (B&I) for Semesters 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)

Ms. Varadham asked if Insurance covers Banking Insurance alone, Dr. Jayathir replied saying that it covers General Insurance and Life Insurance. Ms. Varadham 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. Jayathir said the experts are invited to give lectures. Ms. Varadham 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. Jayathir 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. Ms. Cyril Fernandes pointed out that Banking Regulation Acts could be added to the course.

Dr. Sujatha, Head of PLY Department of Mathematics seconded the syllabi which was then approved.

BBA (Hospital Administration)

Ms. Preethi, Head of Department of Business Administration (Hospital Administration) presented the Regulations and Syllabus for BBA (Hospital Administration) for Semesters 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 of 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 because 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. Yoganeswaran asked if this course is included in the workload, if it is not included, why so.

Dr. Beulah opined on converting the maximum marks to 100 for the course. Dr. Singaravelu and

Dr. Syed Safi emphasised the point that any changes should not violate the TANSUCE regulations.

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

Certificate Course in Human Resource Management

Ms. 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. Jancy Mary seconded the syllabi which was then approved.

Examination Reforms.

Dr. (Sr.) Gtrude 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 departments 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 P1 students should be directed to take up

④ It is mandatory for all the PLY 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.

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 only.
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 ⁱⁿ in ^{the} the ^{remaining} remaining examinations in

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		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 (s) brought from outside in the main answerbook	Cancel the examinations taken previously and not to allow to appear for the remaining examinations in that Semester.
10.	Threatening or assaulting the invigilator or behaving in any inappropriate manner	Cancel the Examination taken
11.	Harassment 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. 1000/-
14.	Tampering with the Date of Birth in the certificate issued by the college	The candidate should not be permitted to appear for any examination of this college for a period of 2

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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 in this college for the corresponding period.

Later the overall feedback on the academic activities and on curriculum was presented by the IQAC coordinators.

Entered by: Dr. Mary Gabriel J., Member Secretary

Dr. Mary Gabriel J. - a

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S. Logalingam
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