



**ST. PHILOMENA'S COLLEGE (Autonomous), MYSORE – 570 015**

**Affiliated to the University of Mysore.**

**(A College with Potential for Excellence – UGC)**

**Post Box No. 30, Bannimantap, Mysore-570 015.**

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## **MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON**

**September 04, 2018**

**Time: 10.00 A.M Venue: College Auditorium**

### **MEMBERS PRESENT**

1.	Dr. Ruth Shantha Kumari	Principal - Chairperson
2.	Msgr. Fr. Leslie Moras	Episcopal Vicar for Education & Health
3.	Rev. Fr. Dr. Bernard Prakash	College Rector
4.	Dr. S. N .Hegde	Academician - Special Invitee
<b>Nominated Members</b>		
5.	Prof. Puspha Kumar	University Nominee
6.	Prof. K.S Suresh	Law - CEO JSS Law College
7.	Dr. Anjali Arun	Medicine - ( Medical Supt- Apollo Hospital)
8.	Dr. Mohan Monterio	Commerce-Director VV Institutions, Mysore
9.	Dr. Anantha Gowda	Industry - (HR Head-Jubilant Life Sciences)
<b>Members from College</b>		
10.	Mr. Othbert Pinto	Director - PG Centre,
11.	Mr. Sanjay Nair	Vice Principal
12.	Dr. Alphonsus D'Souza	Controller of Examinations
13.	Ms. G. Rajalakshmi	Physics
14.	Ms. Agnes D'Souza	Chemistry
15.	Ms.Cecilia N. A. D'Souza	Zoology
16.	Ms. Lizzy Cyriac	Botany
17.	Ms. Nazia Habeeb	Biotechnology
18.	Ms. Gloria Priyadharshini	Computer Science
19.	Mr. Kunal A	Electronics

20.	Ms. Noelin Renita Ross	Biochemistry
21.	Dr.Varnashree B.S	Food & Nutrition
22.	Ms. Sujatha Devi B.	Economics
23.	Ms. Mary Punidavalli	English
24.	Mr. Anand C	Political Science
25.	Mr. Prakash Arulappa	History
26.	Mr. Ginson George	Psychology
27.	Mrs. Rashmi Vincia	Sociology
28.	Mr. B. Francis Devasahayam	Criminology
29.	Ms. Priya Prasad	Journalism
30.	Mrs. Reena Francis	Commerce
31.	Sri. A.T. Sadebose	Kannada
32.	Dr.R.Seetha	Tamil
33.	Mr. Babu P	Malayalam
34.	Ms. Fathimunnisa Begum	Urdu
35.	Dr. Poornima Umesh A P	Hindi
36.	Mr. Chandan Samuel	Management
37.	Ms. Rini Brown	BBA (THM)
38.	Ms. Deepthi Joseph Mangan	Social Work
39.	Dr. Dorin D'Souza	B.Voc (HCT)
40.	Mrs. Shobana Thomas	Science Stream
41.	Dr. Prashanth D A	Arts Stream
42.	Mr. Ronald Prakash Cutinha	Librarian & IQAC Coordinator
43.	Ms. Angela Benham	PG Commerce
44.	Dr. Noor Mubasheer C.A	PG Social Work
45.	Dr. D. Revannasiddaiah	PG Physics
46.	Dr. John Siluvai	PG English
47.	Dr. Sukanya	PG Journalism
48.	Ms. Lydiya Vandana	PG Biochemistry
49.	Ms. Akshatha	PG Computer Science
50.	Dr. Lokesh S B	PG Mathematics
51.	Dr. Nandeesh H K	PG Economics
52.	Ms.Mary P Kurian	Life skill
53.	Ms.Uzma Bathool	Environmental Studies
54.	Sr.Mary Gonsalves	Christianity
55.	Fr.Maria Xavier	Special invitee

## AGENDA

1. Approval of the Minutes of the previous meeting held on September 25<sup>th</sup>, 2017
2. Approval of CBCS guidelines for the UG Courses.
3. To approve the revised syllabus of UG courses ratified by the BOS.

SUBJECTS/DISCIPLINE/PROGRAMME			
1. BCA	2. Bio-chemistry	3. Biotechnology	4. Botany
5. Chemistry	6. Computer Science	7. Electronics	8. Food and Nutrition
9. Mathematics	10. Microbiology	11. Physics	12. Zoology
13. Criminology	14. Christianity	15. Economics	16. BSW
16. History	17. Journalism	18. Political Science	19. Psychology
21. Sociology	22. B. Com	23. BBA	24. BBA-THM
LANGUAGES			
1. English	2. Alternate English	3. French	4. Hindi
5. Kannada	6. Malayalam	7. Tamil	8. Urdu
FOUNDATION COURSES			
1. Environmental Studies	2. Indian Constitution	3. Life Skill	

4. Modifying the existing syllabus of Sixth Semester B.Com Elective Paper – Business Taxation Paper –III from the academic year 2016-17 & 2017-18 Batch of Students onwards by including GST & Custom Duty topics.
5. Applying to the University of Mysore for granting research centre status to the PG departments of Chemistry, Physics, Commerce, Social Work and Mass Communication & Journalism.
6. Applying to the University for Permission to start one additional section in BSc with CBZ combination with an intake of 60 students.
7. Starting of UGC sanctioned new B.Voc degree courses in Web developer.
8. Starting of UGC sanctioned new Community College diploma courses in i) Baking Science and Technology ii) Travel, Tourism and Hospitality Management.

9. Starting of new Diploma courses in i) Hotel Management ii) International Relationship and Human rights iii) Project Management.
10. Appointing Chief Superintendent for the examinations to be held for the academic year 2018-19.
11. Academic year 2017-18 final examination result statistics.
12. Extending one more year that is from 2018-19 to write examination to complete the degree course for the students who have enrolled in the year 2011.
13. Extending one more year that is from 2018-19 to write examination to complete the degree course for the students who have enrolled in the year 2012.
14. Any other matter with the permission of the Chairman.

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Dr. Ruth Shantha Kumari, Principal and Chairperson welcomed the Council members and introduced the new members to the council.

The house deliberated on the agenda of the meeting.

***Agenda- 1: Approval of the Minutes of the previous meeting held on September 25<sup>th</sup>, 2017***

The Chairman placed the Minutes of the previous Academic Council meeting held on September 25<sup>th</sup>, 2017. Since the minutes were circulated before the meeting, the members suggested not to read them. The principal requested the members if the minutes could be approved.

**Decision: unanimously approved.**

***Agenda-2: Approval of CBCS guidelines for the UG Courses.***

1. The Chairman placed the CBCS guidelines for the UG Courses in the council. The Principal informed the council that the revision of the CBCS syllabus was done with the guidance of Msgr. Fr. Leslie Moras and requested him to express his opinion. Msgr. Fr. Leslie Moras briefed the council on the need for revision of the syllabus, while adhering framing on the guidelines

issued by UGC & the University of Mysore are followed. The papers are classified into three categories namely

- a. Discipline Specific Core (DSC)
- b. Discipline Specific Elective (DSE )
- c. Skill Enhancement Course (SEC)

The languages and other foundation courses are continued as before. The Principal read out the Salient Features of the guidelines.

1. The college is adopting the CBCS & CGPA pattern from the academic year 2018 for all the UG courses with Discipline Specific Core (DSC) or Hard Core (HC), Discipline Specific Elective (DSE or /Soft Core (SC) , Skill Enhancement Course (SEC) or Open Elective (OE) along with existing languages and foundation courses.
2. The courses are designed by giving relative importance to the foundation courses, languages, interdisciplinary subjects, specialized subjects and modular subjects.
3. The syllabus should be relevant and updated based on the needs of the industry and society with a specific objectives and learning outcomes.
4. The students are assessed continuously through a transparent evaluation methods.
5. The participation in co-curricular/extracurricular activities/ personality development programmes / language proficiency courses and other extended activities is encouraged.
6. Learner-centered approach has been followed by providing wide choices to the students in the selection of courses and subjects.
7. The evaluation process will carry weightage of 70% for external and 30% for internal .The minimum for external weightage is 30% and no minimum weightage is for internal. The aggregate marks to pass is 40%.

**Decision: *CBCS guidelines for the UG Courses approved.***

***Agenda-3: To approve the revised syllabus for UG courses ratified by the BOS.***

Dr. S.N Hedge taking up the agenda appreciated and congratulated the teachers on the efforts they have put in restructuring the syllabus. He requested the heads of the department to explain the changes they have made in the revised syllabus reflecting the objectives and learning outcomes of those papers.

The heads of the departments briefed the council on the changes they have made in the revised syllabus and how these changes reflect the objectives and learning outcomes of those papers. Prof. S N Hedge suggested that while giving the list of reference books - the title of the book, name of the author, details of the publisher and the year of publication should be given in the form of a table so that the student can easily look for these books. After deliberation, the revised syllabus for the following subjects/discipline/programmes were approved.

<b>SUBJECTS/DISCIPLINE/PROGRAMME</b>			
1. BCA	2. Bio-chemistry	3. Bio-technology	4. Botany
5. Chemistry	6. Computer Science	7. Electronics	8. Food and Nutrition
9. Mathematics	10. Microbiology	11. Physics	12. Zoology
13. Criminology	14. Christianity	15. Economics	16. BSW
16. History	17. Journalism	18. Political Science	19. Psychology
21. Sociology	22. B. Com	23. BBA	24. BBA-THM
<b>LANGUAGES</b>			
9. English	10. Alternate English	11. French	12. Hindi
13. Kannada	14. Malayalam	15. Tamil	16. Urdu
<b>FOUNDATION COURSES</b>			
4. Environmental Studies	5. Indian Constitution	6. Life Skill	

**Decision:** Revised syllabus for UG courses ratified by the BOS was approved.

**Agenda- 4: Modifying the existing syllabus of Sixth Semester B.Com Elective Paper – Business Taxation Paper –III from the academic year 2016-17 & 2017-18 Batch of Students onwards by including GST & Custom Duty topics.**

Dr. Reena Francis, the HOD of Commerce explained to the council that the Central Government had introduced the GST & Custom Duty during the financial year 2017-18. In the revised syllabus of 2014, GST & Custom Duty could not be included as these bills were brought in during 2017-18. The students admitted

during 2016-17 & 2017-18 are studying the 2014 syllabus to know the GST & Custom Duty laws and their application.

**Decision: Modifications are approved.**

***Agenda- 5: Applying to the University of Mysore for granting research centre status to the PG departments of Chemistry, Physics, Commerce, Social Work and Mass Communication & Journalism.***

The Principal briefed the council that the college is submitting the proposals to the University of Mysore to recognize the departments of Chemistry, Physics, Commerce, Social Work and Journalism & Mass Communication and to grant research center status in order to facilitate these departmental faculties to become guides for scholars for the award of Ph.D degree

**Decision: Approved to submit the application to the University of Mysore for the research centers.**

***Agenda- 6: Applying to the University for Permission to start one additional section in BSc with CBZ combination with an intake of 60 students.***

The Principal informed the council that many students are seeking admission for science courses. The approved intake for CBZ section is 90. The college has admitted 103 students for CBS for the academic year 2018-19 as per the circular issued by the University (15% extra).

**Decision: Unanimously approved.**

***Agenda- 7: Starting of UGC sanctioned new B.Voc degree courses in Web Developer.***

The Principal briefed the council that the UGC has sanctioned B.Voc degree course in Web Developer to the college and the college is applying to the University for its Approval and affiliation.

**Decision: Unanimously approved**

***Agenda- 8: Starting of UGC sanctioned new Community College diploma courses in i) Baking Science and Technology ii) Travel, Tourism and Hospitality Management.***

The Principal briefed the council that the UGC has sanctioned community college diploma courses in i) Baking Science and Technology ii) Travel, Tourism and Hospitality Management to the college and the college is applying to the University for its approval and affiliation.

**Decision: Unanimously approved.**

***Agenda- 9: Starting of new Diploma courses in i) Hotel Management ii) International Relationship and Human rights iii) Project Management.***

The Principal briefed the council that the college wants to introduce the UGC sanctioned community college diploma courses in i) Hotel Management ii) International Relationship and Human rights iii) Project Management i) Baking Science and Technology ii) Travel, Tourism and Hospitality Management and to apply to the University for its approval and affiliation.

**Decision: Unanimously approved.**

***Agenda- 10: Appointing Chief Superintendent for the examinations to be held for the academic year 2018-19.***

The Principal informed the council that the college has the practice of appointing the Chief Superintendent to conduct the internal and external examinations for one year term on rotation on seniority basis. This year Ms. Shobana Thomas, Asst. Professor of Physics should have been appointed. As she has been appointed NAAC coordinator, the college wants Ms. Agnes D'Souza, Asst. Professor of Chemistry to continue as Chief Superintendent for the year 2018-19 also.

**Decision: Unanimously approved.**



***Agenda- 11: Academic year 2017-18 final examination result statistics.***

The Principal placed the 2017-18 final examination result statistics to the council.

**Decision: Unanimously approved.**

***Agenda- 12: Extending one more year that is from 2018-19 to write examination to complete the degree course for the students enrolled in the year 2011.***

The Principal informed the council that a few students admitted in the year 2011 have not cleared their back papers and the college seeking the approval of the council to give them another one year (2018-19) extension to complete the course.

**Decision: Unanimously approved.**

***Agenda- 13: Extending one more year that is from 2018-19 to write examination to complete the degree course for the students enrolled in the year 2012.***

The Principal informed the council that a few students admitted in the year 2012 have not cleared their back papers and the college seeking the approval of the council to give them another one year (2018-19) extension to complete the course.

**Decision: Unanimously approved.**

**15. Any other matter with the permission of the Chairman.**

**The members did not raise any matter**

**Resolutions:**

**The Academic council resolved / approved the following.**

- 1. To Apply to the University of Mysore for granting research centre status to the PG departments of Chemistry, Physics, Commerce, Social Work and Mass Communication & Journalism.**
- 2. To apply to the University for permission to start one additional section in BSc with CBZ combination with an intake of 60 students.**

3. To apply to the University for Approval and affiliation to start UGC sanctioned B.Voc degree course in Web Developer.
4. To apply UGC community college diploma courses in i) Hotel Management ii) International Relationship and Human rights iii) Project Management i) college proposed diploma courses in i) Hotel Management ii) International Relationship and Human rights iii) Project Management i) Baking Science and Technology ii) Travel, Tourism and Hospitality Management to the University for its approval and affiliation.
5. To permit Ms. Agnes D'Souza, Asst. Professor of Chemistry who had worked during 2017-18 as Chief Superintendent to continue her service for the year 2018-19 also.
6. To give extension of one more year that is 2018-19 to write examination to complete the degree course for the students enrolled during the academic year 2011 & 2012.

**The Principal thanked the members and declared the meeting closed.**



**Chairman**

**(Dr. Ruth Shantha Kumari)**