Sacred Heart College (Autonomous), Chalakudy

Minutes for the Botany BoS Meeting held on 19th July 2024

The meeting began at 11 am with a silent prayer. The Chairman, BoS, Dr. Betty K. P. welcomed the board members.

Agenda:

1. Adoption of the Syllabus.
2. Teachers Specific Content for various Courses offered.
3. Continuous Comprehensive Assessment (CCA) Components for each course. 4. Panel of Examiners for UG Courses
5. Panel of Question Paper Setters for UG Courses.
6. Syllabus Revision
7. Any other matter.

The following members were present during the meeting:

1. Chairperson : Dr. Betty K. P.
   Associate Professor, Department of Botany,
   Sacred Heart College(Autonomous) Chalakudy
2. University Nominee
   Dr. Bindhu K. B.
   Associate Professor,
   Research & PG Dept.of Botany
   Carmel College (Autonomous), Mala.
3. Subject Expert
   Dr. Nisha P.
   Assistant Professor, Dept of Botany,
   St. Xavier's College for Women (Autonomous), Aluva.
4. Subject Expert
   Ms. I. K. Nishitha
   Assistant Professor, Department of Botany
   St. Teresa's College (Autonomous), Ernakulam.
5. Alumnae Representative
   Ms. Dona Mary
   Assistant Professor on Contract,
   Sacred Heart College (Autonomous), Chalakudy

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The Chairman presented the agenda of the meeting. The Agenda of the BoS meeting was as follows:

Agenda

1. **Adoption of the Syllabus**: decision was made to follow the existing

syllabus provided by Calicut University for undergraduate programs (2 minor courses and 1 multidisciplinary course) for the current academic year due to lack of time for making any changes or updates to the syllabus.

2. Discussed the **teacher-specific content** for the 2 minor course papers and 1 multidisciplinary course paper offered by the department in the first semester and second semester of the SHFYUGP in the meeting and invited suggestions from the board members.
3. Informed the decision of the College Council on the **Continuous Comprehensive Assessment (CCA)** for each course offered in the first and second semesters and BoS approved it.
4. The Board entrusted the faculty of the department to design the list of external examiners and the list of question paper setters for each course in the first and second semesters of the UG programmes

The meeting was concluded by vote of thanks by Dr. Betty K.P.