Sacred Heart College (Autonomous), Chalakudy

Minutes for English Board of Studies Meeting held on 15.07.2024

Date& Time -15.07.2024, 11:00 am Venue - Clare Hall

Agenda

The agendas for the first BoS meeting of the academic year 2024-25 are:

1. To discuss and approve the curriculum, scheme of examination, and syllabi for UG and PG courses.
2. To discuss and prepare the open-ended modules for the UG syllabus.
3. To suggest and approve the panel of question paper setters for the first semester UG and PG examinations.
4. To discuss and finalize industrial collaborations and compulsory internship programmes for UG, as well as frame the criteria for the same.
5. To submit and approve the chosen add-on and certificate courses, along with their syllabi and scheme of examination.
6. To discuss and plan future academic initiatives of the department, such as a research forum, seminars, and conferences.

Members Present

1. Dr. Muralikrishnan T.R.
2. Dr. Nimisha Francis
3. Dr. Chithra P.S.
4. Ms. Jismi A.I.

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5. Dr. Susan Varghese
6. Dr. Sr. A. Princy Anto
7. Ms. Darly Mathew
8. Ms. Noble A. Paliath
9. Ms. Sandra Juliet Jose
10. Ms. Athira Menon
11. Dr. Anu Antony
12. Ms. Rhema Suresh
13. Ms. Anusha Baby
14. Ms. Ashly Paul

The first Board of Studies meeting convened post receiving the autonomous status for the college commenced on time in the presence of the board members and the faculty of the Department faculty members. Ms. Noble A. Paliath welcomed the gathering with a prayer and addressing the significance of the meeting. Dr. Sr. A. Princy Anto, HoD, presented the agenda set for the meeting. After a successful discussion of the matters. Ms. Sandra Juliet Jose delivered the vote of thanks.

Discussion

- It was decided that the FYUGP 2024 syllabus Undergraduate programme prescribed by the university would be followed by the department. Regarding the PG programme, it was decided to follow the current university syllabus. The syllabus for the AEC, Major and minor courses of the first semester was deliberated in detail. The scheme of evaluation and assessment for both UG and PG, would be in the pattern set by the university; for the FYUGP programme the internal- external assessment ratio would be 30: 70.

- The BoS granted permission for the preparation of the Open-Ended Module for various courses in UG syllabus. The respective faculty handling the course could design the module as per the requirement of the course and students. The draft of the Open-Ended modules once prepared or any changes made in the module had to be intimated to the BoS via online mode. Open Ended module would be evaluated internally by the respective course instructor. Also consider points for practicum in Open Module.
- A panel of 25 faculty members from various colleges and universities was suggested as Question paper setters for both UG and PG programmes. The list was approved by the BoS.
- The Bos agreed upon the department's collaboration with Jobin & Jismi- Oracle Netsuite Solution Provider for an industrial extension of learning and internships for the UG students. The company would suggest a panel of members workshops on social media management, digital marketing and other areas with job prospects. The BoS suggested that MoUs be signed with IT companies for further practical sessions and internships for students. The BoS also stressed on the need for a policy on internships with emphasis on creating new opportunities in addition to the knowledge acquisition in the classes.
- The Add-on and Certificate courses offered by the department was taken for scrutiny. The certified course 'Communicative English Trainer' offered by ASAP was suggested. The necessity of adapting to the contemporary corporate sector language requirements were pointed out by the board; the gap which could be filled by introducing technical writing, business analysis or writing for Generative AI in the Open-Ended Modules set by the course instructor.
- The faculty was asked to encourage students to enroll for MOOC/SWAYAM courses to earn credits.

- BoS also suggested that a certificate course offered by the college (Zero Credit course) could be planned and sent for ratification to the University which in the future could be offered as a Minor course of the college.
- Language learning-teaching programme for Government school students of U.P. classes handled by the students of the department could be done as an extension activity.
- To provide impetus to research and skill enhancement of the students, talks on IPR, Research Methodology, Copyright, MLA Handbook for projects etc. and Reading or Research forums could be conducted for teachers and students.

The meeting ended at 12:30 pm.