# Sacred Heart College(Autonomous), Chalakudy

## Minutes of the Physics Board of Study Meeting held on 18-07-2024

The meeting started at 10.30 am on 18-07-2024 in the department staff room.

**Agenda:**

1. Review and approval of the UG and PG syllabi and curriculum.
2. Mode of conduct of practical examinations of FYUGP
3. Discussion of outcome-based education and Course Outcome (CO) Programme Outcome (PO)mapping which is being carried out in the College.
4. Any other relevant academic matters.

**Attendees:**

1. Dr. Sr. Reena Ittyachan (Principal)
2. Dr. Nijo Varghese (Head of the Department & Chairperson)
3. Dr. Saji K J (Subject expert outside parent University)
4. Dr. Sasidevan Vijayakumar (Subject expert outside parent University)
5. Dr. Minikrishna K (Subject expert within University)
6. Ms. Vidya V Menon (Alumni representative)
7. Ms. Fency K F (Staff member)
8. Ms. Libi Prakash (Staff member)
9. Ms. Shyama I (Staff member)
10. Ms. Sharol M A (Staff member)
11. Ms. Jesmi Shaju (Staff member)

REENA ITTYACHAN

Digitally signed by REENA ITTYACHAN
Date: 2026.02.11 16:38:25 +05'30'

The Head of the Department introduced and welcomed all members to the first Board of Study (BoS) meeting. After detailed discussions on the items of the circulated agenda, the BoS decided to:

1. Approve the FYUGP and PG programme syllabus.
2. Conduct the end semester practical examination by the course tutor and a faculty member in the department nominated by the Department council. It was suggested

that students keep a fair record of their practicals, which can be carried over to the next semester.

3. It was suggested to prepare question papers with COs mapped so as to facilitate Outcome based Evaluation (OBE) and subsequent modifications.
4. Offer the three Major core papers with practicals in the first three semesters as Minor courses for other Major students and also to offer MDC and SEC courses.
5. Entrust the Department Council to approve and document the open-ended module of the course prepared by the course tutor before the commencement of each semester. An academic audit may be conducted to ensure the effective implementation of the open-ended module.
6. Entrust the Department Council to prepare the panel of teachers for question paper setting and examination evaluation. Teachers with a minimum of 3 years of teaching experience may be considered for the same.
7. Make students aware of internships in the first year itself and motivate them to undertake internships during the vacation after the 2nd and 4th semesters. Any institution, industry, or local body can be chosen for a 60-hour internship, and an MoU can be signed for the same.
8. Allow seminar/assignment topics to be from the extended area of the subject.

Fency K F proposed the vote of thanks, and the meeting was adjourned at 12:45 pm.

| | |
|---|---|
| Dr. Sr. Reena Ittyachan (Principal) | Sd/- |
| Dr. Nijo Varghese (Head of the Department & Chairperson) | Sd/- |
| Dr. Saji K J (Subject expert outside parent University) | Sd/- |
| Dr. Sasidevan Vijayakumar (Subject expert outside parent University) | Sd/- |
| Dr. Minikrishna K (Subject expert within University) | Sd/- |
| Ms. Vidya V Menon (Alumni representative) | Sd/- |
| Ms. Fency K F (Staff member) | Sd/- |
| Ms. Libi Prakash (Staff member) | Sd/- |
| Ms. Shyama I (Staff member) | Sd/- |
| Ms. Sharol M A (Staff member) | Sd/- |
| Ms. Jesmi Shaju (Staff member) | Sd/- |