

FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala



1.1.2 Academic Council Minutes

IQAC INTERNAL QUALITY ASSURANCE CELL

**Fatima Mata National College (Autonomous)
Kollam**



**Minutes of the
Meeting of the Academic Council
held on
29 October 2014**



Fatima Mata National College (Autonomous), Kollam

Minutes of the Meeting of the Academic Council

Time & Date : 10.30 am, Wednesday, 29 October 2014

Place of Meeting : Council Room, Fatima Mata national College,
Kollam

Members Present:

1. Dr Sr Soosamma Kavumpurath, Principal (in the chair)
2. Prof. Sylvia Antony
3. Prof. Kochuthresia T. C.
4. Prof. George Paul
5. Dr Sophiammal Nettar
6. Dr Beryl Navis
7. Dr Shelly M. R.
8. Dr Usha L. R.
9. Dr Diana Janet Fernandez
10. Dr Stanley John
11. Dr Maria Padma W Miranda
12. Mr P.M. James
13. Mr. Prijith Jacob Thomas
14. Dr Hycinth Sophia Paul
15. Dr A.R. Titis
16. Dr. Ivy Philip
17. Dr Jojo P. J.
18. Dr Sinda Memdez
19. Dr Rex Thomas
20. Adv. Francis John
21. Dr Stephen Nigli Joseph

The meeting was called to order at 10.30 a.m. by the Chairperson, Dr Sr Soosamma Kavumpurath, Principal. Following a silent prayer, the Principal welcomed the members to the meeting. Being the first meeting of the Academic Council of the college, all the members introduced themselves. The items on the agenda and those permitted by the chair were taken up for consideration.

1. Business brought forwarded by the Principal

01. Election (Selection) of the Secretary to the Academic Council

As the first item of the academic council, Dr Sr Soosamma Kavumpurath, chairperson, stated the need of a Secretary to the academic council. Dr Stanley John, suggested the name of Dr. P. J. Jojo and Dr A. R. Titus seconded. The council unanimously elected Dr. P. J. Jojo as the Secretary to the Academic Council.

Resolved that the election be approved.

02. B.A., B.Sc. B.Com., M.A., M.Sc. and M.Com. Degree Syllabus for the academic year 2014-15 under the autonomous stream – approved – reporting of – reg.

The Academic Council considered the syllabi recommended by the respective Board of studies for the First Degree and P. G. Courses started in the academic year 2014-15 under the autonomous stream.

Resolved that the action taken by the Principal be approved.

03. Examination Manual reporting of –reg

The Chairperson, Dr Sr Soosamma Kavumpurath presented the new examination manual to the council and sought modifications, if any, from the council members (Copy distributed)

Resolved to approve the same after perusal by the members

04. Introduction of new self financing courses – discussions – reg

The Academic Council discussed the possibilities of beginning new Academic Programs in the college. Different Departments suggested various courses at Certificate, Diploma, First degree, Post graduate and Research levels. Following were the proposed courses:

1. Additional batches (self financing) for First Degree Programs in English and Commerce in view of high demand for admissions in the subjects
2. To continue the Food & Dairy Technology PG course in self financing stream as and when the support from UGC for the said regular course is ended.
3. A three level (Certificate, Diploma and Advanced Diploma) course in Communication English.
4. M Phil Degree in Physics, Chemistry, Commerce and Malayalam.
5. Certificate Courses like business mathematics

Resolved to invite proposals from the Departments and to constitute a three member committee comprising of Dr Stephen Nigli Joseph, Dr A. R. Titus and Dr P.J. Jojo to scrutinize and study the feasibility of the courses. Tentative date of scrutiny is November 24, 2014.

05. Syllabus for the next academic year- approval -reg

Revision of the syllabus for the next academic year has to be taken up by the Board of Studies of each department. The marks for Continuous Assessment (CA) and End Semester Examination (ESE) are to be as follows:

Program	End Semester Examination (ESE)	Continuous Assessment (CA)	Total
Under Graduate	75	25	100
Post Graduate	70	30	100

The break up of the Continuous Assessment (CA) Marks are as follows:

Program	Component	Maximum Marks	Total
Under Graduate	Seminar / Assignment	5	25
	Attendance	5	
	Test Paper	15	
Post Graduate	Attendance	5	30
	Seminar	5	
	Assignment	5	
	Test Paper (Average of two tests)	15	

Resolved to follow the Scheme of marks for the students admitted from the next academic year.

06. Re-tests for Continuous Assessment –approval -reg

Resolved to permit re-tests for genuine cases as recommended by the Head of the Department concerned and approved by the Principal.

07. Monitoring the Academic activities - approval -reg

The overall academic activities of the college in the autonomous stream will be monitored by the Prof (Dr) S Kevin, former Pro-vice Chancellor, University of Kerala and he will be assisted by the three Deans of the College.

Resolved the proposal

The Principal thanked all members for their cooperation

The meeting was adjourned sine-die at 12.00 noon.

Secretary

Council Room, F M N College,
Kollam


Dated: 4 Nov 2014


Principal


Academic Council Members

1. Principal, Chairman
2. All HOD of Depts. in the college


Prof. Sylvia Antony 

Dr. Kochuthresia. T. C. 

Dr. George Paul 

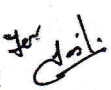
Dr. Sophiammal Nettar 


Dr. Charles Goerge D'cruz 

Dr. Beryl Navis 


Dr. Shelly. M.R. 

Dr. Usha. L.R. 


Dr. Diana Janet Fernandez 

Dr. Stanley John 

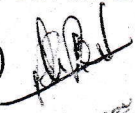
Dr. Joseph James 


Dr. Maria Padma W Miranda 


Mr. P.M. James 


Mr. Prijith 

3. Four teacher representation from different categories by rotation

Dr. Sophia Paul (English) 

Dr. Titus (Economics) 

Dr. Ivy Philip (Commerce) 

Dr. Jojo P.J (Physics) 


4. Four experts from outside the college.

Dr. Sindhu Mendez

Dr. Rex Thomas

Adv. Francis John

Dr. Stephen Nigli Joseph


PRINCIPAL
Kerala State National College
Kollam

**Fatima Mata National College (Autonomous)
Kollam**



**Minutes of the
Meeting of the Academic Council
held on
9 April 2015**

1. Business brought forward by the Principal

01. Passing minutes of the previous meeting held on 29 October 2014

As the first item of the agenda, the Secretary of the Academic Council Dr. P. J. Jojo presented the minutes of the meeting held on 29 October 2014 and was passed by the council.

Resolved that the minutes of the previous meeting be approved.

02. Syllabus and scheme of the graduate programs – reg.

The Academic Council considered the syllabi recommended by the respective Board of studies for the First Degree Courses to be started in the academic year 2015-16 under the autonomous stream.

Resolved that the syllabi approved by the respective board of studies be approved.

03. Scheme & pattern of question paper –reg

The Controller of Examinations, Dr K S Dersamambika proposed a new pattern of question paper for graduate courses to make the total marks 75. The suggestion was as follows:

Part	Total number of questions	Number of questions to be answered	Marks for each question	Total Marks
A Objective (One word answer)	10	10	1	10
B Short answer	11	7	2	14
C Short essay (With subdivisions, if necessary)	5	3	7	51 21
D Long essay	4	2	15	30
Total	30	22		75

Resolved to approve the same after detailed discussions by the members

04. Minimum Pass requirement for UG courses – discussions – reg

The Academic Council discussed the minimum pass requirements for UG course with effect from the academic year 2015-16.

Resolved to adopt a minimum of 40% marks (E Grade) for passing a course with a separate minimum of 40% (ie. 10 out of 25) for Continuous Assessment (CA) and 40% (ie. 30 out of 75) for End Semester Examination (ESE).

05. Syllabus for the next academic year- approval -reg

Revision of the syllabus for the next academic year has to be taken up by the Board of Studies of each department. The marks for Continuous Assessment (CA) and End Semester Examination (ESE) are to be as follows:

06. Minimum credits for UG Courses –approval –reg

The Academic Council discussed the accumulated minimum credits required for the successful completion of a various Graduate Programmes and the breakup of the required 120 credits is fixed as follows with a condition that no course will carry more than 4 credits:

Programme	BA/B Sc	B Com	Career related courses
Accumulated minimum credits required for successful completion of the programme	120 Credits	120 Credits	120 Credits
Minimum credit for language courses	33 credits	22 credits	4credits
Minimum credit for Foundation courses	5 credits	5 credits	5 credits
Minimum credit for Core courses including Dissertation	50-56 credits	60 credits	78-102 credits
Minimum credit for complementary courses	22-28 credits	12 credits	0-12 credits
Minimum credit for Open courses	2 credits	2 credits	2 credits
Minimum credit for elective courses	2 credits	18 credits	2-22 credits
Minimum credit for Social service / extension activities	1 credits	1 credits	1 credits

Resolved to fix the accumulated minimum credits required for successful completion of the programme be 120.

07. Internal and mid-semester Examinations - discussion –reg

The Academic Council discussed the mode for awarding internal marks on the basis of the mid-semester and internal examinations. The council proposed to conduct 2 examinations during each semester for each graduate course. One examination should be conducted at department level with maximum marks 30 and another centralized mid-semester examination with maximum marks 75 in the end semester examination model. Both marks should be reduced to 15 the average will be taken as the internal mark.

Resolved the proposal

08. Syllabus and scheme of Post-graduate programs – reg.

The Academic Council considered the syllabi recommended by the respective Board of studies for the Post-graduate Programmes to be started in the academic year 2015-16 under the autonomous stream.

Resolved that the syllabi proposed by the respective board of studies be approved.

09. Scheme & pattern of question paper –reg

The Academic Council discussed the scheme and pattern of the Question Paper for the Post graduate courses. It was pointed out that division of syllabus into units are different for each Programme, a unified scheme and pattern for question papers is not feasible. Therefore, the Scheme and question paper may be set for 70 marks as per the syllabi.

The council unanimously agreed to the suggestion of the Department of Malayalam to set one of their question papers in the NET Examination Model.

Resolved the proposal

10. New self financing Programmes – approval –reg

The Programme Syllabi for the B A English Language, Literature and Communication, B Sc. Computer Science and B Com Cooperation passed by the respective Board of Studies be approved. The scheme and pattern of the question paper be same as the similar Programmes in the departments concerned.

Resolved the proposal

11. Valuation of answer scripts – reg

The Academic Council discussed the operation of Centralised Valuation Camp for an infallible evaluation of answer scripts. After a detailed discussion it was proposed that the valuation should be done during the semester break of each Semester. Valuation of each paper (course) should be done by the additional examiners in presence of Chief Examiner.

Resolved that the proposal be approved.

The Principal thanked all members for their cooperation

The meeting was adjourned sine-die at 1.00 p.m.



Secretary

IQAC Room, F M N College,
Kollam

Dated: 09 April 2015


Principal

Fatima Mata National College, Kollam

(Autonomous)

MEETING
09.04.2015
10.30 AM

Academic Council Members

1. Principal, Chairman *Handwritten signature*

2. Dr. Jojo. P.J (Secretary) *Handwritten signature*

3. University Nominees

Dr. K. Padmakumar, Head, Dept. of Aquatic Biology & Fisheries, Uty of Kerala

Dr. G. Suresh Singh, Asso.Prof, Dept. of Maths, Uty of Kerala

Dr. Suresh. R, Asso.Prof, Dept. of Political Science, Uty of Kerala *Handwritten signature*

4. All HOD of Depts. in the college

Prof. Sylvia Antony *Handwritten signature*

Prof. Kochuthresia. T. C *Handwritten signature*

Prof. George Paul *Handwritten signature*

Dr. Sophiammal Nettar *Handwritten signature*

~~Dr. Mary Teresa Miranda~~
~~Prof. Charles George D'cruz~~ *Handwritten signature*

Dr. Lawrencina Beryl Navis *Handwritten signature*

Dr. Shelley. M.R *Handwritten signature*

Dr. Usha. L.R *Handwritten signature*

Dr. Diana Janet Fernandez *Handwritten signature*

Dr. Stanley John *Handwritten signature*

Dr. Joseph James *Handwritten signature*

Dr. Maria Padma W Miranda

Mr. P.M. James *Handwritten signature*

Mr. Prijith Jacob Thomas *Handwritten signature*

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Dr. Sophia Paul (English) *Handwritten signature*

Dr. Titus. A. R (Economics) *Handwritten signature*

Dr. Ivy Philip (Commerce) *Handwritten signature*

Dr. Jojo P.J (Secretary) *Handwritten signature*

6. Four experts from outside the college.

Dr. Sindha Mendez

Sindha Mendez

Dr. Rex Thomas

Adv. Francis John

Prof Dr. Stephen Nigli Joseph

Stephen Nigli

7. Special Invitee

Dr. Dersanambika. K. S (Controller of Examination) *K. S. Dersanambika*