

**Minutes of the Meeting of the Academic Council (22.02) held on 13.09.2022 at 2.00 PM, in  
 College Conference Hall**

**Members Present**

1. Rev. Fr. Reji P Kurian	-	Chairman (Sd)
2. Dr Benny Mathew	-	Member Secretary (Sd)
3. Dr Job Joseph	-	Teaching Staff Representative (Nominated) (Sd)
4. Rev Dr Jose George	-	Teaching Staff Representative (Nominated) (Sd)
5. Mr Aravind. K	-	Teaching Staff Representative (Elected) (Sd)
6. Dr Renjith Jose	-	Teaching Staff Representative (Elected) (Sd)
7. Mr P J Thomas	-	HOD, English (Sd)
8. Dr Joseph Skariah	-	HOD, Malayalam (Sd)
9. Dr Shinu Varkey	-	HOD, Economics (Sd)
10. Dr Gijo Jose	-	HOD, Physics (Sd)
11. Dr Renjith Thomas	-	HOD, Chemistry (Sd)
12. Fr John J Chavara	-	HOD, Mathematics (Sd)
13. Mr Janssen Joseph	-	HOD, Commerce (Sd)
14. Dr Salvy Thomas	-	HOD, Botany (Sd)
15. Dr Monichen K K	-	HOD, Zoology (Sd)
16. Mr Sony Joseph	-	HOD, Business Administration (Sd)
17. Dr Moby Thomas	-	HOD, Physical Education (Sd)
18. Mr. Deepak Joseph	-	HOD, Social Work (Sd)
19. Mrs. Yamuna P.B	-	HOD, Library Science (Sd)
20. Ms. Dhanya C Nair	-	HOD, Computer Science (Sd)
21. Mr Shobin Varghese	-	HOD, Biotechnology (Sd)
22. Ms. Jiji Jacob	-	HOD, Bio Chemistry & Microbiology (Sd)

The meeting started at 2.00 pm with silent prayer. Dr Benny Mathew, Secretary Academic Council, welcomed the members. Rev Fr Reji P Kurian, Principal and Chairman Academic Council, presided the meeting. The minutes of the previous meeting held on 22/02/2022 and the Action Taken Report on the Minutes were read out by the secretary and it was approved after discussion. It was followed by discussion on each item of the agenda.

**Item No. 1: Approval for the guidelines for sanctioning Maternity and Child Care leave to female students of Undergraduate and Postgraduate programmes of the College wef the academic year 2022-23**

Dr Benny Mathew presented the guidelines for granting maternity and child care leave to female students of Undergraduate and Postgraduate Programmes as per UGC Letter DO No: 21-116/2021 (CPP II) dated: 14<sup>th</sup> December 2021 which directed all Higher Education Institutions to frame appropriate norms with regard to granting maternity and child care leave and relaxations/exemptions relating to attendance to female students of Undergraduate and Postgraduate programmes.

The Academic Council meeting resolved to approve the following guidelines for granting maternity and child care leave to female students of Undergraduate and Postgraduate Programmes.

- These Norms are applicable to female students of under graduate and post graduate programmes of the College only.
- These Norms shall come into force wef the academic year 2022-23 onwards.
- The maternity leave can be granted by the Principal considering the request and the medical certificate submitted by the student.
- The period of maternity leave shall be for a period not exceeding six months.
- Students can avail maternity leave only once during the entire duration of the programme.
- Condonation/ leave other than maternity leave / absence shall not be clubbed with maternity leave.
- Students who avail maternity leave are exempted from attending classes and the minimum requirement of attendance during the maternity leave period.
- Students on maternity leave should be given extension in date for payment of fee and submission of examination forms.
- The students on maternity leave who wish to appear for internal and external examinations as per schedule notified during maternity leave period, can do the same, provided they have registered for the examination.
- If a student on maternity leave fails to appear for the examinations during the maternity leave period, she can appear for the examinations with the next junior batch.
- Students on maternity leave are permitted to attend the Viva-Voce Exam online. However, they should submit the hardcopies of the project.
- After maternity leave the students are allowed to re-join the programme with the same batch.
- After maternity leave, if a student wants to join the same semester in which she failed to attend the classes during maternity leave, she may be permitted to continue the programme with the next junior batch as in the case of readmission, but considering it as an additional seat beyond sanctioned strength.
- The benefits of maternity leave can also be availed in the case of miscarriage and MTP. However, the period of leave is restricted to three months only.

**Item No. 2: Approval for the starting of additional batches for BCA and MSW programmes under SF stream wef 2023 admissions onwards.**

Secretary presented before the Academic Council the increasing demand ratio for the programmes BCA and MSW over the years. It was proposed to start an additional batch of BCA wef the academic year 2023 -24 onwards under SF stream, with sanctioned intake of 50 students, based on the approved Regulations, Scheme and Syllabus of BCA, St Berchmans Autonomous College (2022). It was also proposed to start another batch of MSW wef the academic year 2023-24 onwards, with sanctioned strength of 30 seats under SF stream based on the approved Regulations, Scheme and Syllabus of MSW, St Berchmans Autonomous College (2019).

The Academic Council meeting resolved to approve the starting of additional batch for BCA wef the academic year 2023 -24 onwards under SF stream, with sanctioned intake of 50 students, based on the approved Regulations, Scheme and Syllabus of BCA, St Berchmans Autonomous College (2022) and MSW wef the academic year 2023-24 onwards, with sanctioned strength of 30 seats under SF stream based on the approved Regulations, Scheme and Syllabus of MSW, St Berchmans Autonomous College (2019).

**Item No. 3: Approval for the AQAR of the College for the academic years 2020-21 & 2021-22.**

The IQAC Coordinator Dr Binu Mathew Job was invited to the meeting and he presented the AQAR of the College for the academic years 2020-21 and 2021-22.

The Academic Council meeting discussed and resolved to approve the AQAR of the College for the academic years 2020-21 and 2021-22.

**Item No. 4: Approval for inclusion of eligibility criteria for admission of each programme in the 2022 revised Regulations, Scheme and Syllabi of UG programmes.**

As per the letter No: 7360/ACB7/2022 MGU dated: 08.07.2022, the Secretary presented the eligibility criteria of admission for each programme to include in the 2022 revised Scheme and Syllabi of the College for UG Programmes.

The Academic Council meeting resolved to approve the following eligibility criteria of admission for each programme.

**Eligibility Criteria for Admission to Under Graduate Programmes.**

**1. BA English Model I (Faculty of Language and Literature)**

Candidates should have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University as equivalent thereto.

**2. BA English Model II (Vocational Journalism) (Faculty of Language and Literature)**

Candidates should have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University as equivalent thereto.

**3. BA Malayalam (Faculty of Language and Literature)**

Candidates should have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University as equivalent thereto.

**4. BA Economics (Faculty of Social Sciences)**

Candidates should have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University as equivalent thereto.

**5. BSc Botany (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.

**6. BSc Chemistry (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination with Chemistry as one of the optional subjects at Plus Two level.

**7. BSc Mathematics (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination with Mathematics as one of the optional subjects or Mathematics as one of the subjects in Commerce group.

**8. BSc Physics (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination with Physics as one of the optional subjects at Plus Two level.

### **9. BSc Zoology (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.

### **10. BSc Biotechnology & Botany (Double Main) (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.

### **11. BSc Zoology and Industrial Microbiology (Double Main) (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination with Biology as one of the optional subjects at Plus Two level.

### **12. BVoc Renewable Energy Management (Faculty of Science)**

Candidates should have passed the Plus Two/equivalent examination recognised by the University.

### **13. BSc Psychology (Faculty of Behavioural Science)**

Candidates should have passed Plus Two or equivalent examination or an examination recognised by Mahatma Gandhi University as equivalent thereto.

### **14. Bachelor of Computer Applications (BCA) (Faculty of Technology and Applied Sciences)**

Candidates should have passed the Plus Two/equivalent examination in science stream with Mathematics/Computer Science/Informatics Practices as optional.

### **15. BCom (Faculty of Commerce)**

Admission to the BCom degree programmes shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by Mahatma Gandhi University with Book-Keeping and Accountancy and any two of the following subjects, viz., (i) Commerce (ii) Commercial Correspondence and Commercial Geography (iii) Economics (iv) Life Insurance with Salesmanship (v) Banking with Secretarial Practice (vi) Business Studies (vii) Mathematics (viii) Computer Science/Computer Applications (ix) Informatics Practice & Management, (x) Informatics Practice, (xi) Management, (xii) Accountancy as optional under Part III of the examination.

OR

Have passed Plus Two or equivalent examination recognised by Mahatma Gandhi University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.

\* \*For SC/ST and ST applicants of Lakshadweep only a pass minimum is required and for SEBC and OEC applicants 3% and 5% relaxation of marks respectively are allowed.

### **Item No. 5: Approval for the amendments in the Regulations (2022) for Undergraduate Programmes under OBE Scheme.**

As per Letter No. 9278/AC B7/2022/MGU dated: 13.09.2022 the Mahatma Gandhi University has directed the Autonomous Colleges to follow the existing Regulations (2017) of the University for UG Programmes. Accordingly, the Secretary presented the amendments made in the Regulations (2022) for undergraduate programmes under OBE scheme.

The Academic Council meeting resolved to approve the amendments in the Regulations (2022) for undergraduate programmes under OBE scheme.

**Item No. 6: Approval for the conversion of the existing one year programmes BLISc and M.Lib.ISc to two year programme M.Lib.ISc under SF stream wef the academic year 2023-24 onwards.**

The Secretary presented the proposal for the conversion of the existing one year programmes BLISc and M.Lib.ISc to two year programme M.Lib.ISc under SF stream with sanctioned strength of 30 students wef the academic year 2023-24 onwards.

The Academic Council meeting resolved to approve the conversion of the existing one year programmes BLISc and M.Lib.ISc to two year programme M.Lib.ISc under SF stream with sanctioned strength of 30 students wef the academic year 2023-24 onwards. It was decided to provide lateral entry during 3<sup>rd</sup> semester to the students who have passed BLISc programme within sanctioned strength. It was also decided to follow the St Berchmans College OBE syllabus (2023) for two year M.Lib.ISc programme which will be effective from 2023-24 academic year onwards.

**Item No. 7: Approval for the amendments in the Examination Manual of the College.**

The Secretary presented the amendments in the Examination Manual of the College, relating to the conduct of examinations and valuation of answer books

The Academic Council Meeting resolved to approve the modifications in the Examination Manual of the College relating to the conduct of examinations and valuation of answer books as follows.

**Existing Provisions and the Academic Council approved amendments in the Examination Manual**

<b>Existing Provisions</b>	<b>Academic Council Approved Amendments</b>
<b>CHAPTER 3</b> <b>CONDUCT OF EXAMINATIONS</b> Conduct of examination involves three basic steps viz. question paper setting, supervising examination and evaluating answer books. The CE shall make necessary and sufficient arrangements for printing Question paper, question paper cover, answer books, additional answer book, and formats for absentees list, issue of answer books, mark list etc.  Not existing	<b>CHAPTER 3</b> <b>CONDUCT OF EXAMINATIONS</b> Conduct of examination involves three basic steps viz. question paper setting, supervising examination and evaluating answer books. The CE shall make necessary and sufficient arrangements for printing Question paper, question paper cover, answer books, additional answer book, and formats for absentees list, issue of answer books, mark list etc.  Automated Examination Management System shall be used to improve and automate various examination related tasks wherever possible, such as submission of various applications, nominal roll preparation, hall arrangement, invigilation duty allotment, issue of duty certificates, digital evaluation of answer papers, result processing and publication, mark list printing, tabulation register preparation etc.  Controller of examination shall be the admin of examination Management Software.

<p style="text-align: center;"><b>CHAPTER 4</b> <b>VALUATION OF ANSWER BOOKS</b></p> <p><b>A. Valuation of Answer Books of Examinations</b></p> <p>1. All answer scripts of post graduate examinations shall be valued twice (double valuation system) by competent examiners under the Supervision of Chairman of board of examiners and Chief Examiners. The double valuation process may be carried out by an external examiner and an examiner from S B College (internal examiner). All answer scripts of under graduate examinations shall be valued by competent internal examiners under the Supervision of the Chairman of board of examiners. There shall be competent external chief examiner in the board of examiners who shall revalue all under graduate answer books for which 80% of maximum marks are awarded by the internal examiner. The chief examiner shall also scrutinize all under graduate answer books and revalue a minimum of 16% of the whole answer books.</p>	<p style="text-align: center;"><b>CHAPTER 4</b> <b>VALUATION OF ANSWER BOOKS</b></p> <p><b>A. Valuation of Answer Books of Examinations</b></p> <p>1. All answer scripts of post graduate examinations shall be valued twice (double valuation system) by competent examiners under the Supervision of Chairman of board of examiners and Chief Examiners. The double valuation process may be carried out by an external examiner and an examiner from S B College (internal examiner). All answer scripts of under graduate examinations shall be valued by competent additional (internal) examiners under the Supervision of the chief examiner and Chairman of board of examiners. Chief examiner may be external/internal, as decided by CE in consultation with the Chairman and Principal. Chief examiner shall revalue all under graduate answer books for which 80% of maximum marks are awarded by the internal examiner. The chief examiner shall also scrutinize all under graduate answer books and revalue a minimum of 16% of the whole answer books.</p>
<p style="text-align: center;">CHAPTER 4, section C, Clause 2</p> <p style="text-align: center;"><b>VALUATION OF ANSWER BOOKS</b></p> <p><b>C. Revaluation/ Scrutiny/Photocopy of scripts</b></p> <p>(ii)Revaluation of answer scripts of undergraduate theory papers can be arranged on request from the candidate in prescribed application form, if the application is submitted along with required fee in the CE office within seven days after the publication of the result. The fee for revaluation shall be fixed by the college from time to time. The CE shall arrange revaluation of answer scripts by competent external examiners. The final marks awarded after revaluation shall be as per the existing norms of the parent University.</p>	<p style="text-align: center;">CHAPTER 4, section C, Clause 2</p> <p style="text-align: center;"><b>VALUATION OF ANSWER BOOKS</b></p> <p><b>C. Revaluation/ Scrutiny/Photocopy of answer scripts</b></p> <p>(ii)Revaluation of answer scripts of undergraduate theory papers can be arranged on request from the candidate in prescribed application form, if the application is submitted along with required fee in the CE office within seven days after the publication of the result. The fee for revaluation shall be fixed by the college from time to time. The CE shall arrange revaluation of answer scripts by competent external examiners. However, to speed up the process of issue of consolidated mark list/ preparation of tabulation register, revaluation by internal examiners can also be adopted. The final marks awarded after revaluation shall be as per the existing norms of the parent University.</p>

Undergraduate candidates can also apply for scrutiny of answer books and photocopy of answer books within seven days after the publication of the result on payment of required fee as fixed by the college from time to time.	Undergraduate candidates can also apply online for scrutiny of answer books and photocopy of answer books within seven days after the publication of the result on payment of required fee as fixed by the college from time to time.
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**Item No. 8: Approval for the correction of the title of Complementary Course II in the 2022 revised Scheme and Syllabus of BSc Psychology.**

The Secretary presented before the Academic Council the mistake in the 2022 revised Scheme and Syllabus for BSc Psychology i.e. the title of the Complementary Paper II is entitled as Zoology instead of Physiology. So it is required to correct the title of the Complementary Paper II as Physiology in 2022 revised Scheme and Syllabus of BSc Psychology.

The Academic Council meeting resolved to approve the correction of the title of Complementary Paper II as Physiology in 2022 revised Scheme and Syllabus of BSc Psychology.

**Item No. 9: Nomination of two Subject Experts to the Board of Studies in Psychology.**

The Academic Council meeting resolved to nominate Dr J Jaseer, Associate Professor, Department of Psychology, Kerala University Campus, Karyavattom and Rev Fr Johnson Joseph, Assistant Professor & Head of the Department of Psychology, KE College, Mannanam as the Academic Council nominees to the Board of Studies in Psychology.

**Item No. 10: Ratification of the online conduct of Viva- Voce for MPhil student on maternity leave.**

The Secretary presented the decision of the examination committee meeting held on 08/07/2022 which permitted Grace Varghese M, MPhil Environment Science student to attend Viva-Voce Exam online on 12/07/2022, during maternity leave period for ratification.

The Academic Council meeting resolved to ratify the decision of the examination committee meeting held on 08/07/2022 which permitted Grace Varghese M, MPhil Environment Science student to attend Viva-Voce Exam online on 12/07/2022.

Rev Dr Jose George expressed vote of thanks and the meeting came to an end by 4.00 PM.

Dr Benny Mathew  
Secretary

Rev Fr Reji P Kurian  
Chairman