



SRI SARADA COLLEGE FOR WOMEN
(An Autonomous Institution)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Institution recognised u/s 2(f) and 12(B) of UGC &
Reaccredited with "A" grade by NAAC
(A branch of Sri Ramakrishna Tapovanam, Tirupparaiturai)
Ariakulam, Thoothukudi NH, Maharaja Nagar Post,
TIRUNELVELI 627011



ACADEMIC COUNCIL MEETING I – 2019
on Thursday, the 07th November, 2019 at 10.30 am

Place of Meeting: Sarada Block, Sri Sarada College for Women (Autonomous),
Tirunelveli – 627 011

Members of the Council

S No	Name	Designation / Category
1	Dr M.Malarvizhi	Principal & Chairperson
2	Dr S.Parvatha Krishnammal	HoD Tamil
3	Sr Mayil	HoD Sanskrit
4	Ms N.Renuka	HoD English
5	Dr T.Kalavathi	HoD Economics
6	Dr R.Muthulakshmi	HoD Commerce
7	Dr N.Kamala	HoD Commerce (CS)
8	Ms N.Lavanya	HoD BBA
9	Ms S. Ammani	HoD Mathematics
10	Ms S.Magarajothilakshmi	HoD Physics
11	Ms V.Raja Rajeswari	HoD Chemistry
12	Dr V.Vallinayagi	HoD Computer Science
13	Ms M.Indra	HoD Information Technology
14	Dr T.Ratha Jeyalakshmi	HoD Computer Applications
15	Ms S.Gomathy	Librarian
16	Selvi. Nambia @ Murugananthi	Director of Physical Education
17	Dr V.Sangeetha	Joint Dean, Autonomous
18	Dr K.Ramalakshmi	CoE
19	Lt (Smt) S. Chithra	Associate NCC Officer



M. Malarvizhi
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20	Smt. K. Lakshmi	Programme Officer, NSS
21	Sri. SonaVenkatachalam, President, Tirunelveli Cloth Merchant Association, 59 West Car Street, Tirunelveli Town – 627006 Mobile: 9487443291, Email ID: sonavram@gmail.com	Expert – Industry
22	Mr K. Sankararaman, BA, BL, Advocate, Member Senate, MSU, PBTMS, Amrita SakthiVinayaga Avenue Rakmathnagar Extension, Tiruchendur Road Tirunelveli – 627011, Mobile: 944345149, Email ID: ammaskr@gmail.com	Expert – Law
23	Prof (Major) P. Chandrasekaran, Principal, Retd. MS University Constituent Model College, Nagalapuram, Thoothukudi District. 407-B Madurai Road East, Tirumangalam 625706 Mobile: 948664766, Email id: majorpcs@gmail.com	Expert – Education
24	Prof Dr. T.Senthil, Gandhimathi Nursing Home, N0: 68 D, East Car Street, Tirunelveli Town, Tirunelveli – 627006, Mobile: 9443335760	Expert – Medicine
25	Er.T. Raja, BE, ME,M.Tech (Struct), PGD, CDCS.Chartered Engineer, Architectural Design Centre, 9/2, ParisuthaAavi Street, Palayamkottai, Tirunelveli – 627012, Landline: 0462-2582009, Email ID: a.info@archidesigns.com	Expert – Engineering
26	Dr N.ArunNagendran, Associate Professor of Zoology, Coordinator, IQAC Jt. Director, NcoE (MHRD), Thiagarajar College, Madurai 625009, Mobile: 6382213218, Email ID: narunnagendran@gmail.com	Expert – Sciences
27	Prof Dr. S. Madhavan, Professor Department of Management Studies, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli – 627012, Mobile: 9442024424, Email ID: madhavan@msuniv.ac.in	University Nominee



M. Malavathi
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28	Dr. E. Subramaniam Professor, Department of Chemistry, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli – 627012, Mobile: 9965178458, Email ID: esubram@yahoo.com	University Nominee
29	Dr. N. Krishnan, Senior Professor, Centre for Information Science & Technology, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli – 627012, Mobile: 9443117397, Email ID: krishnan@msuniv.ac.in	University Nominee
30	Smt. P.Anusha, Assistant Professor Department of Computer Applications, Sri Sarada College for Women, Tirunelveli 627011, 8610098178 Email: mail2meanu82@gmail.com	Member Secretary
31	Smt. J. Ponrenga, Assistant Professor, Department of Computer Science	Special Invitees
32	Dr. A. Aruna Devi, Assistant Professor, Department of Commerce (Corporate Secretaryship)	Special Invitees
33	Dr. (Selvi). A. Mahalakshmi, Assistant Professor, Department of Mathematics	Special Invitees
34	Smt. V. Latha, Office Superintend	Special Invitees



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ACADEMIC COUNCIL MEETING I – 2019

Minutes of the Meeting

I BEFORE PROCEEDING WITH THE REGULAR BUSINESS ON THE AGENDA

Dr. Smt M. Malarvizhi, Principal and the Chairperson welcomed the honourable members of the First Academic Council Meeting of Sri Sarada College for Women, Tirunelveli. She expressed that, on the recommendations of the Manonmaniam Sundaranar University, Tirunelveli and the Government of Tamilnadu, the University Grants Commission, New Delhi has conferred Autonomous Status to this college with effect from 2019 – 20 academic year. Further she reported as follows:

The college was founded by Swami Chidbhavananda in 1986 and now has 11 UG Programmes, 6 PG Programmes, 4 M.Phil., and 2 PhD Programmes. Besides it offers 30 (Entrepreneurial, Personality development, Placement oriented) Certificate and 4 Diploma programmes. The college has been recognized as a Research Centre by Manonmaniam Sundaranar University for conducting research activities leading to Ph.D degree in Computer Science and Commerce.

II BUSINESS BROUGHT FORWARD BY THE CHAIRPERSON

1. The Chairperson reported that the following programmes already conducted under the Manonmaniam Sundaranar University has been continued to study with Autonomous stream from 2019 – 2020 academic year with new syllabi.
 - a. Under graduate programmes: (11)
 - i. BA (English, Economics)
 - ii. B.Sc., (Mathematics, Physics, Chemistry, Computer Science, Information Technology)



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- iii. Bachelor of Computer Applications (BCA)
 - iv. B.Com and B.Com (with Corporate Secretaryship)
 - v. Bachelor of Business Administration (BBA)
- b. Post graduate programmes: (6)
- i. MA (English)
 - ii. M.Sc., (Mathematics, Physics, Computer Science)
 - iii. Master of Computer Applications (with lateral Entry/AICTE recognised)
 - iv. M.Com.,
- c. MPhil., Programmes: (4)
- i. English
 - ii. Mathematics
 - iii. Computer Science
 - iv. Commerce
- d. Ph.D., Programmes (2)
- i. Computer Science
 - ii. Commerce

2. The Chairperson reported that the following Boards of Studies were constituted keeping in view the urgency for framing the new syllabi for the I and II semesters for various programmes under Autonomous stream

List of Boards of Studies for various subjects:

- i. Tamil (Language Part I)
- ii. Sanskrit (Language Part I)
- iii. English (Language Part II and Core English Literature)
- iv. Economics
- v. Mathematics
- vi. Physics
- vii. Chemistry
- viii. Computer Science
- ix. Information Technology
- x. Computer Applications
- xi. Commerce
- xii. Commerce (Corporate Secretaryship) and
- xiii. Business Administration



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Lists of members of Boards of Studies are given as annexure 'A'

III BUSINESS BROUGHT FORWARD BY CHAIRPERSONS OF VARIOUS BOARD OF STUDIES

1. **Dr S. Parvatha Krishnammal**, Chairperson, Board of Studies in **Tamil** moved

- that the syllabus for Stream A that include B.A English and Economics and B.Sc.,(Mathematics, Physics & Chemistry) Part I Tamil – I & II semester – vide Annexure 'B' be approved
- that the syllabus for Stream B that include B.Sc., Computer Science, IT , BCA, B.Com., B.Com (CS) and BBA, Part I Tamil I & II– vide Annexure 'B' be approved
- that the new syllabi will come into effect from the academic year 2019 – 2020.
- Syllabi for Certificate/Diploma courses as recommended by the BoS be approved.

Dr. N. Krishnan proposed that Grandham letter be removed in Part I Tamil 19P1TA & 19P1TB1 and the house accepted after discussion.

Ms N.Lavanya, HoD, BBA seconded the motion and carried out

2. **Ms N.Renuka**, Chairperson, Board of Studies in **English** moved

- that the syllabus for Stream A, B.A English and Economics/ B.Sc., Mathematics, Physics & Chemistry/ -- Part II English – I & II Semester – vide annexure 'C' be approved
- that the syllabus for Stream B that include B.Sc., Computer Science, IT , BCA, B.Com., B.Com (CS) and BBA, Part II English I & II semester – vide Annexure 'C' be approved
- that the syllabus for BA (English Language and Literature), MA (English Language and Literature) and MPhil., (English Language and Literature) vide Annexure C be approved.
- that the syllabi will come into effect from the academic year 2019 – 2020.
- Syllabi for Certificate/Diploma courses as recommended by the BoS be approved.

Dr. N.Kamala HoD Commerce (CS) seconded the motion and passed.



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3. **Dr T.Kalavathy**, Chairperson, Board of Studies in **Economics** moved

- i. that the syllabus for B.A. Economics – Part III – I Semester – Major vide annexure 'D' be approved
- ii. that the syllabi will come into effect from the academic year 2019 – 2020.
- iii. Syllabi for Certificate/Diploma courses as recommended by the BoS be approved.

Dr. R.Muthulakshmi, HoD Commerce, seconded the motion and passed.

4. **Ms. S.Ammami**, Chairperson, Board of Studies in **Mathematics** moved

- i. that the syllabus for Part III B.Sc., Mathematics, M.Sc., Mathematics, MPhil., Mathematics and Allied Mathematics vide annexure E be approved.
- ii. that the syllabi will come into effect from the academic year 2019 – 2020.
- iii. that syllabi for Certificate/Diploma courses as recommended by the BoS be approved.

Dr. T.Ratha Jeyalakshmi, HOD Computer Applications seconded the motion and passed.

5. **Ms S.Magara Jothi Lakshmi**, Chairperson, Board of Studies in **Physics** moved

- i. that the syllabus for Part III BSc., Physics, M.Sc., Physics and allied Physics vide annexure F be approved
- ii. that the syllabi will come into effect from the academic year 2019 – 20
- iii. Syllabi for Certificate/Diploma courses as recommended by the BoS be approved

Ms M.Indra, HoD of Information Technology seconded the motion and passed.

6. **Ms. V.Raja Rajeswari**, Chairperson, Board of Studies in **Chemistry** moved

- i. that the syllabus for Part III BSc., Chemistry for semester I and II vide annexure G be approved
- ii. that the syllabi will come into effect from the academic year 2019 – 2020
- iii. Syllabi for Certificate/Diploma courses as recommended by the BoS be approved

Dr V.Vallinayagi, HoD Computer Science seconded the motion and passed.



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7. **Ms M.Indra**, Chairperson, Board of Studies in **Information Technology** moved
- that the syllabus for Part III B.Sc Information Technology for Semester I and II vide Annexure H be approved
 - that the syllabi will come into effect from the academic year 2019 – 2020
 - Syllabi for Certificate/Diploma courses as recommended by the BoS be approved

Ms V.Raja Rajeswari, HoD Chemistry, seconded the motion and passed.

8. **Dr T.Ratha Jeyalakshmi** Chairperson, Board of Studies in **Computer Applications** moved
- that the syllabi for BCA (I & II semesters), MCA (3 year and Lateral entry streams) and MPhil., Computer Science vide annexure I be approved
 - that the syllabi will come into effect from the academic year 2019 – 2020
 - Syllabi for Certificate/Diploma courses as recommended by the BoS be approved.

Dr. S. Madhavan moved that the Unit V in the course title Research and Teaching Methodology of all M.Phil., programmes should include common teaching methodology syllabus. The house discussed and approved.

Ms S.Magara Jothi Lakshmi HoD Physics, seconded the motion and passed.

9. **Dr V.Vallinayagi**, Chairperson, Board of Studies in **Computer Science** moved
- that the syllabi for B.Sc., Computer Science (I and II semester) and M.Sc., Computer Science vide annexure J be approved
 - that the syllabi will come into effect from the academic year 2019 – 2020
 - Syllabi for Certificate/Diploma courses as recommended by the BoS be approved

Ms S.Ammami, HoD Mathematics, seconded the motion and passed.

10. **Dr R.Muthulakshmi**, Chairperson, Board of Studies in **Commerce** moved
- that the syllabi for B.Com., (I and II semesters) vide annexure K be approved
 - that the syllabi will come into effect from the academic year 2019 – 2020
 - Syllabi for Certificate/Diploma courses as recommended by the BoS be approved.

Dr T.Kalavathy, HoD Economics, seconded the motion and passed.



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11. **Dr N.Kamala**, Chairperson, Board of Studies in **Commerce (Corporate Secretaryship)** moved

- that the syllabi for B.Com (CS) I and II semester, M.Com., I and II Semesters and MPhil., Commerce I and II semesters vide annexure L be approved
- that the syllabi will come into effect from the academic year 2019 – 2020
- Syllabi for Certificate/Diploma courses as recommended by the BoS be approved

Ms N.Renuka, HoD English, seconded the motion and passed.

12. **Ms N.Lavanya**, Chairperson, Board of Studies in **Business Administration** moved

- that the syllabi for BBA Part III - for I and II semesters vide annexure M be approved
- that the syllabi will come into effect from the academic year 2019 – 2020
- Syllabi for Certificate/Diploma courses as recommended by the BoS be approved

Ms K.Lakshmi, Faculty of Chemistry, seconded the motion and passed.

13. On behalf of Sister Mayil, Chairperson, Board of Studies in **Sanskrit, Ms. S. Jeyalakshmi** moved

- that the syllabi for Stream A i.e. B.A / B.Sc., (Mathematics, Physics & Chemistry) Part I Sanskrit – I & II semester – vide Annexure „N“ be approved
- that the syllabus for Stream B i.e. B.Sc., Computer Science, IT , BCA, B.Com., B.Com (CS) and BBA, Part I Sanskrit for I & II semesters– vide Annexure ‘N’ be approved that the syllabi will come into effect from the academic year 2019 – 2020
- Syllabi for Certificate/Diploma courses as recommended by the BoS be approved

Dr. N. Krishnan suggested including alphabets (already in practice but not mentioned) in Sanskrit Fundamentals, Translation and History of Literature (19P1SA1) and Fundamentals, Poetry, Prose and History of Literature (19P1SB1). The students opting for Part I Sanskrit have to be selected based an entrance cum screening test on basic LSRW skill suitably designed by the department. The house discussed and accepted.

Lt S.Chithra, Faculty of English, seconded the motion and passed.



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III BUSINESS BROUGHT FORWARDED BY MEMBERS

1. Eligibility for admission to B.A./B.Sc./B.Com. B.Com (CS). BBA. BCA..

Smt. M.Indra moved that the candidates seeking admission to the degree of Bachelor programme shall be required to have qualifications as prescribed by the GO of the Government of Tamilnadu or an examination approved by the syndicate of Manonmaniam Sundaranar University/Academic council of the institution as equivalent thereto.

Dr K.Ramalakshmi COE – Autonomous seconded the motion and passed.

2. Eligibility for pass in Bachelor Degree

Ms. N. Renuka, HoD English moved that the candidate seeking pass in Degree of Bachelor of Arts/Science/Commerce/Commerce (Corporate Secretaryship)/Computer Applications/Business Administration shall be required to have pursued the prescribed course and evaluation in the college for a period of not less than three academic years of six semesters and passed all the examinations prescribed including project / internship by submission of dissertation / report within the prescribed time.

3. Duration of semesters for the Under graduate Degree Programme

that the duration of each semester shall be 99 working days (90 contact days + 9 days of Formative CIA Examination) with 5 periods of one hour duration each as prescribed by Manonmaniam Sundaranar University / TNSCHE / UGC.

The first academic year shall comprise the first and second semesters. The second academic year shall comprise the third and fourth semesters. The third academic year shall comprise the fifth and sixth semesters

4. Minimum attendance required to appear for summative examinations at the end of each semester

that no candidate shall be permitted to appear for the Summative Examinations at the end of each semester unless she puts in minimum 75% of attendance and has completed all the formative evaluation requirements. Absence for an hour shall be treated as absence for the



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session. However, the candidates with attendance range from 60 to 74% may be permitted to appear for the summative examination on the approval of the condonation committee, after having analysed genuinely and approved. The candidate has to pay the required fee towards the same.

Any candidate who is lacking minimum requirement of attendance on medical grounds / any unforeseen reasons to a maximum of seven days shall submit written request through proper channel. However, the decision on the acceptance / rejection of such application lies with the management/Principal or the committee constituted for the purpose. A student may avail condonation only for two times in her entire course of study of 6 semesters. Candidates who do not satisfy the minimum requirement of attendance in a semester shall appear for summative examination of that semester by attending classes (minimum of 75%) for that semester after completing the prescribed period of the course (i.e., three years)

Dr N.Kamala HoD Commerce (CS) seconded the motion and passed.

5. Evaluation:

Dr V.Vallinayagi, HoD Computer Science moved that the candidates will be evaluated by both Formative - Continuous Internal Assessment (CIA) and Summative Examinations (SE) at the end of each semesters.

Evaluation pattern for Under Graduate Programmes

	Maximum marks								
	For Part I, II & III courses			For Part IV courses			Part V courses		
	Formative	SE	Total	Formative	SE	Total	Formative	SE	Total
Theory	25	75	100	15	35	50	25	25	50
Practical	40	60	100	15	35	50	25	25	50
Project*	40	60	100						

* include dissertation and viva voce examination Components of CIA: The CIA will have the following Components



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	*Written Test	Assignment	**Quiz/Seminar	Total
UG	15	5	5	25

* Three tests for 30 marks will be conducted and the marks obtained will be converted to 15 marks. **Quiz for 1 to 4 semesters and Seminar at 5 & 6 semesters.

6. Declaration of pass and classification of successful candidates:

Further moved that a candidate shall be declared to have passed the examinations both in theory and practical examinations of all courses, if she obtained not less than 40% of marks in summative examination and 40% of marks in summative examination and Formative examination (CIA) taken together along with prescribed project / internship.

In case of change in syllabus, the candidates reappearing will be given a maximum of one year to appear for the examination covered under old syllabus. Beyond one year, the candidate has to appear for examination with new syllabus or equivalent paper as prescribed.

Candidates who have passed in the examination and have secured following marks shall be declared as:

- 75% and above in first attempt - First Class with Distinction
- 60 and above but below 75% - First Class;
- 50 and above but below 60% - II Class and
- 40 and above but below 50% in III Class

Dr. N. Krishnan and Dr. S. Madhavan suggested including "First attempt" for "First Class with Distinction" Classification and the house approved.

Ms K.Lakshmi Faculty of Chemistry seconded the motion and passed.

7. Eligibility for admission to Post Graduate programmes: (As annexure I)

Dr. N.Kamala, HoD, Commerce (CS) moved that the candidates seeking admission for M.A/ M.Sc./M.Com./MCA., degree programme shall required to have passed Bachelors degree examinations in the programme concerned of Manonmaniam Sundaranar University or an



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examinations accepted by Manonmaniam Sundaranar University/as given in the Tamilnadu Government Order issued by Director of Collegiate Education as equivalentthereto.

Ms. N.Lavanya, HoD, BBA seconded the motion and passed

8. Eligibility for pass in Post Graduate degree:

Ms. S.Magara Jothi Lakshmi, HoD Physics moved that the candidate seeking pass in Degree of Master of Arts / Science/Commerce/ Commerce (CS)/Computer Applications shall required to have pursued the prescribed programme of study in the college for a period of not less than two academic years of four semesters and passed all the examinations both theory and practical, as applicable, prescribed including project / internship

The candidate seeking pass in Degree of Master of Computer Applications (general) shall required to have pursued the prescribed programme of study in the college for a period of not less than three academic years of six semesters and passed all the examinations both theory and practical, as applicable, prescribed including project / internship by submission of dissertation / report within the prescribed time.

The candidate seeking pass in Degree of Master of Computer Applications (lateral) shall required to have pursued the prescribed programme of study in the college for a period of not less than two academic years of four semesters and passed all the examinations both theory and practical, as applicable, prescribed including project / internship by submission of dissertation / report within the prescribed time

Dr V.Vallinayagi HoD Computer Science seconded the motion and passed.

9. Duration of semesters for the Post graduate Degree Programme

Dr R.Muthulakshmi HoD Commerce moved that the duration of each semester shall be 99 working (90 for contact + 9 days for CIA) days with 5 periods of one hour duration each or as prescribed by Manonmaniam Sundaranar University / TNSCHE / UGC. The first academic year shall comprise the first and second semesters. The second academic year shall comprise the third and fourth semesters.



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10. Minimum attendance required to appear for summative examinations at the end of each semester

Further moved that no candidate shall be permitted to appear for the Summative Examinations at the end of each semester, unless she puts in not less than 75% of

attendance and has completed all the formative evaluation requirements. However, the candidates with attendance range from 60 to 74% may be permitted to appear for the summative examination on the approval of the condonation committee, after having analysed genuinely and approved. The candidate has to pay the required fee towards the same.

Absence for an hour shall be treated as absence for the session. Any candidate who is lacking minimum requirement of attendance on medical grounds / any unforeseen reasons to a maximum of seven days shall submit written request through proper channel. However, the decision on the acceptance / rejection of such application lies with the Management / Principal or the Committee constituted for the purpose. A student may avail condonation only once in her entire course of PG study (4 semesters)

Candidates who do not satisfy the minimum requirement of attendance in a semester shall appear for summative examination of that semester by attending classes (minimum of 75%) for that semester after completing the prescribed period of the course (i.e., two years / three years as applicable)

Dr V.Sangeetha Joint Dean – Autonomous seconded the motion and passed

11. Evaluation:

Dr V.Vallinayagi HoD Computer Science moved that the candidates will be evaluated by both Formative (CIA) and Summative Examinations (SE)

Evaluation pattern for Post Graduate programmes

	CIA	SE	Total
Theory	25	75	100



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Practical	40	60	100
Project*	40	60	100

* including dissertation and viva-voce examination

Components of CIA: The CIA will have the following components

Programmes	*Written Test	Assignment	Seminar	Total
All PG	15	5	5	25

* Three tests, each of 2 hours duration for 45 marks will be conducted and the marks obtained will be converted to 15 marks

Dr T.Ratha Jeya Lakshmi, Director and HoD, Computer Applications seconded the motion and passed

12. Declaration of pass and classification of successful candidates:

Ms. V.Raja Rajeswari HoD Chemistry moved that a candidate shall be declared to have passed the examinations both in theory and practical examinations of all courses if she obtained not less than 40% of marks in summative examination and 40% of marks in summative examination and continuous internal assessment taken together. It include Project/Internship / on the job training.

In case of change in syllabus the candidates reappearing will be given a maximum of 1 year to appear for the examination covered by old syllabus. Beyond 1 year, the candidate has to appear for examination with new syllabus or equivalent paper as prescribed by the Chairman, BoS.

Dr. S. Madhavan proposed to give two chances, the house discussed and approved.

Hence, in case of change in syllabus the candidates reappearing will be given a maximum of two chances to appear for the examination covered by old syllabus. Beyond two chances, the candidate has to appear for examination with new syllabus or equivalent paper as prescribed by the Chairman, BoS.



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Candidates who have passed in the examination and have secured

- 75% and above (in the first attempt)
- 60 and above but below 75%
- 50 and above but below 60%

of marks at the end of programme shall be declared to have passed their programme in First class with distinction, First class and Second class respectively.

Ms K.Lakshmi, NSS – Officer seconded the motion and passed.

13. Eligibility for admission to M.Phil., programmes (As annexure II)

Dr. T.Ratha Jeya Lakshmi Director and HoD Computer Applications moved that the candidates seeking admission for M.Phil., degree programme shall required to have passed the programme concerned of Manonmaniam Sundaranar University or an examinations accepted by Manonmaniam Sundaranar University as equivalent thereto and having passed the common entrance examination conducted by Manonmaniam Sundaranar University or accepted by Manonmaniam Sundaranar University/by the institution as equivalent thereto.

14. Eligibility for the pass in M.Phil., degree programmes:

Further moved that the candidate seeking pass in Master of Philosophy in Arts / Science/Commerce/Computer Science shall required to have pursued the prescribed programme of study in the college for a period of not less than one academic year of two semesters and passed all the examinations both theory and practical, as applicable, prescribed including project / internship by submission of dissertation / report within the prescribed time.



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15. Duration of semesters for the M.Phil Degree Programme

Further moved that the duration of each semester shall be 99 working days (90 contact days + 9 days Formative CIA examinations) with 5 periods of one hour duration each or as prescribed by Manonmaniam Sundaranar University / TNSCHE / UGC. The academic year shall comprise the first and second semesters.

16. Minimum attendance required to appear for summative examinations at the end of each semester

Further moved that no candidate shall be permitted to appear for the Summative Examinations at the end of each semester, unless she puts in not less than 75% of attendance and has completed all the formative evaluation requirements. However candidates with 60% to 74 % attendance may be approved by the condonation committee by paying a condonation fee prescribed. Absence for an hour shall be treated as absence for the session.

Any candidate who is lacking minimum requirement of attendance on medical grounds / any unforeseen reasons to a maximum of seven days shall submit written request through proper channel. However, the decision on the acceptance / rejection of such application lies with the Management / Principal or the Committee constituted for the purpose. A student may avail condonation only once in her entire course of study (2 semesters)

Candidates who do not satisfy the minimum requirement of attendance in a semester shall appear for summative examination of that semester by attending classes (minimum of 75%) for that semester after completing the prescribed period of the course (i.e., one year)

17. Evaluation:

Further moved that the candidates will be evaluated by both Continuous Formative Examinations (CIA) and Summative Examinations (SE)



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Evaluation pattern for M.Phil., programmes

Components	Maximum marks		
	Formative	SE	Total
Theory	25	75	100
Project – Dissertation/ Viva voce	50	50	100

Components of CIA: The CIA will have the following components

*Written Test	Assignment	Seminar	Total
15	5	5	25

*Three tests each of 3 hours duration for 60 marks will be conducted and the marks obtained will be converted to 15 marks

18. Declaration of pass and classification of successful candidates:

Further moved that a candidate shall be declared to have passed the examinations both in theory and practical examinations of all courses, if she obtained not less than 50% marks in summative examination and Formative examination (CIA) taken together along with required Project/ Internship / on the job training. In case of change in syllabus the candidates reappearing will be given a maximum of 1 year to appear for the examination covered by old syllabus. Beyond 1 year, the candidate has to appear for examination with new syllabus or equivalent paper as prescribed

Candidates who have passed in the examination and have secured

- 75% and above in first attempt
- 60% and above but below 75%
- 50% and above but below 60%



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of marks at the end of programme shall be declared to have passed their programme in First Class with distinction, First Class and Second Class respectively.

19. Certificate and Diploma courses by the departments: (Open /Restricted)

Ms N.Lavanya, Dean, Autonomy moved that, the syllabi for the Certificate and Diploma Programmes be approved.

S No	Department	Certificate Course	Diploma Course
1	Tamil	Folk Lore	Epigraphy
2	Sanskrit	Science in Sanskrit	Diploma in Sanskrit
3	English	English for Communication	Skills for Better Communication
4	Economics	Fundamentals of Economics	Economics of NGO Management
5	Mathematics	Vedic Mathematics, Certificate in Gandhian Thought and practice (CGT)	Diploma in Gandhian Thought and practice (DGT)
6	Physics	Space Science	Household Appliances
7	Chemistry	Food Chemistry	Forensic Chemistry
8	Computer Science	Python Programming	Desktop Publishing and Animation
9	Information Technology	Web Designing	Advanced Web development using PHP
10	Computer Applications	Introduction to Problem Solving Techniques	Website Development using DHTML & XML
11	Commerce	Banking Practices	Logistics Management
12	Commerce (CS)	E-Commerce	Forensic Audit
13	Business Administration	Entrepreneurial Development	Dairy Development

Dr A.Mahalakshmi IQAC Joint Coordinator seconded the motion.



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20. Valuation and declaration of results:

Dr. K.Ramalakshmi, COE – Autonomous moved that Double valuation for Part I, Part II and Part III theory courses of all UG programmes by internal and external examiners.

All practical courses will be jointly evaluated by an external examiner and an internal examiner. Single valuation by internal examiner for Part IV, Certificate and Diploma courses of all programmes

There will be double valuation for all PG courses including MPhil., one by external examiner and other will be by internal examiner. The average will be taken as the marks scored by the candidate. If the variation between the two examiners exceeds 15%, the paper will be sent for III valuation by an external examiner / internal examiner. In such cases, the marks, which are closer, will be considered for averaging.

Principal is empowered to award two marks, if any candidate fails for want of two marks either in external (i.e., external passing minimum) or in total (internal + external).

On completion of entire valuation process, the results will be declared by placing before the Awards Committee constituted for the purpose convened by the Dean, Autonomous.

21. Re-totalling, revaluation and provision of photocopy of answer scripts:

Further moved that the candidates who desire to have their answer scripts of the summative examinations re-totalled or revalued or those requiring photocopy of the answer scripts shall apply to the Controller of Examinations of the college in the relevant form by paying prescribed fee within the scheduled date announced by the Office of CoE. If the marks obtained in re-totalling or revaluation is higher than the marks awarded earlier, revised marks statement will be issued after withdrawing the previous one.



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22. Arrear and Supplementary examinations:

Ms. V.Raja Rajeswari HoD Chemistry moved that the candidates if failed in any course in any semester may appear for arrear examinations in any subsequent semester examinations by registering in specific registration form issued by the office of the CoE and by paying prescribed fee within the scheduled date announced by the office of CoE. Late applications will not be entertained.

The candidates if failed in any course in any semester may appear for arrear examinations in any subsequent semester examinations by registering in specific registration form issued by the office of the COE and by paying prescribed fee within the scheduled date announced by the office of COE. Late applications will not be entertained.

Supplementary examinations will be conducted only for those final semester examinations i.e., sixth semester for UG and MCA (general); fourth semester for all PG courses; second semester for M.Phil. Candidates who have appeared and failed in the final semester examinations alone are eligible for applying for supplementary examinations. However if a candidate is having an arrear of two papers in any of the semesters, keeping the candidate's one year life time value, the candidate may be permitted to appear for supplementary examination.

Dr. S. Madhavan proposed that if a candidate failed in only one course (irrespective of the semester) and passed in all other courses, may write supplementary examinations at the end of the Programme period. The house discussed, adopted.

Ms N.Renuka, HoD English seconded the motion and passed.



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23. Examiners for question setting, paper valuation, practical examinations, evaluation of UG, PG and M.Phil dissertations and conduct of viva – voce examinations:

Dr. N.Kamala HoD Commerce (CS) moved that the panel of examiners for question setting, paper valuation practical examinations, evaluation of UG and PG dissertations and conduct of viva – voce examinations will be prepared by the office of CoE by obtaining details of the examiners such as qualifications, experience, course/field of interest from various institutions.

Examiners for evaluating M.Phil., dissertation will be selected from the panel of examiners (3 members within the Tirunelveli (considered as station examiners) & 3 members from outside Tirunelveli (considered as outstation examiners) recommended in writing by the Chairperson, BoS of the Programme in consultation with the Guide concerned.

Ms. N. Renuka HoD English seconded the motion and passed.

24. Award of degrees:

Ms N.Renuka HoD English moved that the Principal is authorized to recommend to Manonmaniam Sundaranar University for the award of degrees to successful candidates based on the results of the examination conducted by the college with the approval of Awards Committee by submitting copy of marks statement of all successful candidates with prescribed fee.

Dr N.Kamala, HoD Commerce (CS)seconded the motion and passed.



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25 Approval for members nominated under Academic Council Category:

Dr. S. Madhavan moved that the members of the BoS of all programmes and Academic Council nominated by the Principal and Chairperson under Member Academic Council category be ratified

Dr. N. Arun Nagendran seconded the motion and passed

Ms N. Lavanya, Coordinator, Autonomous proposed vote of thanks and the meeting was adjourned.

Principal & Chairman

Co-ordinator - Autonomous
Joint Co-ordinator - Autonomous

Date: 07.11.2019

Place: Tirunelveli

Copy to:

1. The Controller of Examinations - Autonomous, SSCT
2. The Director, SSCT.

Encl: Annexure I and II



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Annexure I: For PG admission: Eligibility programmes:

For MA., in English	A candidate who has passed B.A. Degree Examination of M.S. University or any other University recognized by the UGC with Branch XII English as the Main subject of study shall be permitted to appear and qualify M.A. Degree in English. Pass in any UG Degree with English as one of the subjects
For M.Sc., Mathematics	As per the State Government norms. B.Sc., Maths/Statistics/ Applied Maths from a recognized University
For M.Sc., Physics.,	A candidate with B.Sc Degree Examination in Physics or Applied Physics is eligible for this Course. Candidates who have passed any other UG degree course in science such as Biophysics, Nanoscience, Electronics, Medical Physics etc. may also be considered provided 80 % of the syllabus of the core subjects of the UG course is equivalent to that of the UG course in Physics of this University. B.Sc., Electronics/Any B.Sc., degree with specialization applied Maths, applied Physics, Electronics, Nuclear Physics or Nano biotechnology
For M.Sc., CS	Candidates with Bachelor Degree in Computer Science/Applications/ Information Technology or equivalent as recognized by M.S University are eligible for this course. Pass in any degree from recognized University with Maths at +2 level
For MCA.,	Recognized Bachelor's degree minimum 3 years duration with mathematics at 10+2 level or at graduate level. Obtained at least 50% at the qualifying examination. Pass in any B.E./B.Tech. degree; Pass in any degree from recognized University with Maths at +2 level (or) B.Com/B.B.A
For M.Com.,	A Candidate who has passed the B.Com, or B.A. (Corporate Secretaryship), or B.B.A., (Bank Management), or B.A. (Co-op), or B.A. (Indus. Org.) or B.Com. (C.A) degree is eligible for admission in to M.Com.,

Annexure II: For MPhil., Admission-eligibility programmes

For M.Phil., in English	M.A., in English.
For MPhil., Mathematics	M.Sc., in Mathematics
For M.Phil., in Computer Science	PG degrees namely MCA, MSc., (CS), M.Sc., (IT), M.Sc., (Networking and IT), M.Sc., (IT & System Management), M.Sc., (Software Engineering)
For MPhil., in Commerce	M.Com., M.Com (CA)



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ACADEMIC COUNCIL MEETING I – 2019

Minutes of the Meeting

S No	Name of the Personality	Signature
1	Dr M.Malarvizhi	M. Malarvizhi
2	Dr S.Parvatha Krishnammal	S. Parvatha
3	Sr Mayil	—
4	Ms N.Renuka	Renuka
5	Dr T.Kalavathi	T. Kalavathi
6	Dr R.Muthulakshmi	R. Muthulakshmi
7	Dr N.Kamala	N. Kamala
8	Ms N.Lavanya	N. Lavanya
9	Ms S. Ammani	S. Ammani
10	Ms S.Magarajothilakshmi	S. Magara Jothi Lakshmi
11	Ms V.Raja Rajeswari	V. Rajeswari
12	Dr V.Vallinayagi	V. Vallinayagi
13	Ms M.Indra	M. Indra
14	Dr T.Ratha Jeyalakshmi	T. Ratha
15	Ms S.Gomathy	—
16	Selvi. Nambia @ Murugananthi	—
17	Dr V.Sangeetha	V. Sangeetha
18	Dr K.Ramalakshmi	K. Ramalakshmi
19	Lt (Smt) S. Chithra	S. Chithra
20	Smt. K. Lakshmi	K. Lakshmi
21	Sri. Sona Venkatachalam	Sona V. Venkatachalam
22	Mr K. Sankararaman, BA, BL, Advocate	K. Sankararaman
23	Prof (Major) P. Chandrasekaran,	P. Chandrasekaran
24	Dr. T.Senthil	T. Senthil
25	Er.T. Raja,	T. Raja 7/11/19
26	Dr N.Arun Nagendran	N. Arun Nagendran
27	Dr. S. Madhavan	S. Madhavan 07/11/2019
28	Dr. E. Subramaniam	E. Subramaniam 07/11/2019
29	Dr. N. Krishnan	N. Krishnan 7/11/2019
30	Smt. P.Anusha	P. Anusha



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S No	Name of the Personality	Signature
31	Smt. J. Ponrenga	J.P. Rengas
32	Dr. (Smt). A. Aruna Devi	A. Aruna Devi
33	Dr. (Selvi). A. Mahalakshmi	-
34	Smt. V. Latha	V. Latha



M. Mahalakshmi
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