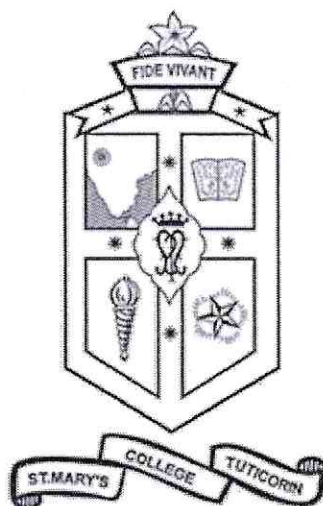


ST. MARY'S COLLEGE (AUTONOMOUS)

THOOTHUKUDI - 628001



Board of Studies Minutes

2019-2020

MINUTES OF THE BOARD OF STUDIES MEETING

Department Name

The Board of Studies Meeting of the Department of Tamil was conducted on 01.02.2020 at – 10.30 in the department of Tamil.

No. of Members Present

- External Members : 1. Dr.R.Siva Sankari
Associate Professor of Tamil
Rani Anna Govt. College for Women
Thirunelveli.
2. Dr.S.Kanthan
Asst.Professor of Tamil
St.Xavier's College
Palayamkottai.
- 3.Dr.R.Jancy Rani
Associate Prof.of Tamil
Govindammal Aditanar College for Women
Tiruchendur.

- Internal Members : Regular
1. Dr.A.Amal Arul Arasi (H.O.D)
 2. Dr.J.Magneitta
 3. Dr.Sr.A.Maria Shanthi
 4. Dr.N.Shunmuga Vadivoo@Shanthi
 5. Dr.S.Arul Josephine
 6. Dr.A.M.Sonal
SSC
 7. Dr.P.Latha
 8. Dr.P.Selva Mary
 9. Ms.S.Jeya Selvi
 10. Dr.Sr.M.S.Ezhilarasi
 11. M.Vinishno Angelin (II – Maths)

The Chairperson Dr.A.Amal Arul Arasi (H.O.D) welcomed and introduced the Members.
The following members expressed their inability to attend the meeting:

1. Dr.M.Sivapackiam
2. Dr.M.Kannan
- 3.Mr.S.Christhu Raja

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations (state recommendations briefly- Give Annexure –I (for detail))

Agenda Item No.1 -

Agenda Item No.2 -

Agenda Item No.3

அக மதிப்பீட்டுத்தேர்வு இரண்டு போதுமானது. 40 மதிப்பெண்களுக்குத் தேர்வு நடத்தி 20 மதிப்பெண்களும் ஒரு பயிற்சிக் கட்டுரையும் (Assignment) ஒரு வினாடி- வினாவும் (Quiz) 5 மதிப்பெண்களுக்கும் என அமையுமானால் சிறப்பு என்று பரிந்துரைக்கப்பட்டது.

Resolution


The Board placed the following suggestions:

1. நான்கு பாடத்திட்டங்களும் சிறப்பாக அமைந்துள்ளது. (state the general observation / appreciation made by the Board).


The meeting ended with the vote of thanks by –Dr.Sr.A.Maria Shanthi.

(List the Members of the Board of Studies and signature)

External Members : 1. Dr.R.Siva Sankari
Associate Professor of Tamil
Rani Anna Govt. College for Women
Thirunelveli.


01/02/2020

2. Dr.S.Kanthan
Asst.Professor of Tamil
St.Xavier's College
Palayamkottai.


01/02/2020

3. Dr.R.Jancy Rani
Associate Prof.of Tamil
Govindammal Aditanar College for Women
Tiruchendur.


1/2/20

Internal Members : Regular

1. Dr.A.Amala Arul Arasi (H.O.D)



2. Dr.J.Magneitta



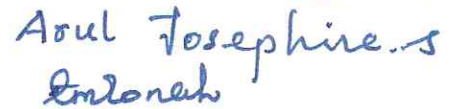
3. Dr.Sr.A.Maria Shanthi



4. Dr.N.Shunmuga Vadivoo@Shanthi



5. Dr.S.Arul Josephine



6. Dr.A.M.Sonal



SSC

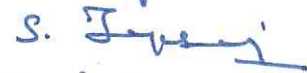
7. Dr.P.Latha



8. Dr.P.Selva Mary



9. Ms.S.Jeya Selvi



10. Dr.Sr.M.S.Ezhilarasi



11. M.Vinishno Angelin (II - Maths)



MINUTES OF THE BOARD OF STUDIES MEETING

French Department

The Board of Studies Meeting of the Department of French was conducted on 01.02.2020 at 10.30 a.m. in the department of French.

No. of Members Present

External Members : 5

Internal Members : 2

The Chairperson Christina.A welcomed and introduced the Members. Dr. R.Sudha, University Nominee expressed her inability to attend the meeting.

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1 and No.2 are not applicable for the department.

Agenda Item No.3

Change in CIA Evaluation Pattern

The Board members suggested to have two CIA per semester.

Recommendations

Agenda Item No.3 – The Board members suggested to have only two CIA per semester as the number of hours between tests is less. The revision for the ESE would be ideal for the students as well as the teachers.








The Board appreciated the Syllabus and there is no change in the current syllabus. A special mention was given to the fourth semester syllabus as it paves the way for the students to take up French literature. The Board suggested some recent editions of French course textbooks for the upcoming change of Syllabus (2021).

Resolution

The Board placed the following suggestions: They suggested to have two CIA tests.

The meeting ended with the vote of thanks by the Chairperson of the Board.

List of Members of the Board of Studies and signature

Name	Signature
<p>1. Mrs. Christina.A (Chairperson) Assistant Professor of French St.Mary's College (Autonomous) Thoothukudi – 628001</p>	
<p>2. Dr.Daniel Jeyaraj (Subject Expert) Principal (Retired) Dr.S.R.K.Govt Arts College (Yanam) 84, Muthia Mudali Street, Muthialpet, Puducherry – 605003. Mobile No.:9443017922</p>	
<p>3. Dr.S.A.Vengada Soupraya Nayagar (Subject Expert) Associate Professor of French K.M Govt. Institute for PG studies and Research 138, Main Road, Lawspet Pondicherry-605008 Phone No:9944064656</p>	
<p>4. Dr.Adeline G.Albert (Subject Expert) Head & Associate Professor of French Ethiraj College for Women Chennai Phone No:9677296443</p>	
<p>5. Dr. Abarna Roy (Subject Expert) Head & Assistant Professor of French Loyola College Chennai Phone.No.9841202614</p>	
<p>6. Mrs. Anbu Hannah Dora (Alumna) Head & Associate Professor of French, Holy Cross College Nagercoil – 641043 Phone.No:9442165021</p>	
<p>7. Ms. A. Brindha Sharon (Student Representative) II B.A English Literature St.Mary's College (Autonomous) Thoothukudi – 628001</p>	

MINUTES OF THE BOARD OF STUDIES MEETING
PG & Research Department of English
2019-2020

The Board of Studies Meeting of the Department of English was conducted on 01.02.2020 at 10.30 a.m. in the department of English.

No. of Members Present

External Members : 4

Internal Members : 25

The Chairperson Dr. A. Judy Pinheiro, Head of the Dept. of English, welcomed and introduced the Members. The following members expressed their inability to attend the meeting:

1. Rev. Fr. Godwin Rufus

Assistant Professor of English
St. Joseph's College (Autonomous)
Tiruchirapalli

2. Dr. S. Vijaya Rani

Associate Professor of English
Lady Doak College,
Madurai.

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No. 1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No. 2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No. 3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations:

Agenda Item No.1

The new initiative of taking up mandatory MOOC in the I Year PG was appreciated by the external experts.

Feedback was received by the external experts from the staff-in-charge of MOOC and the student representative present during the Board Meeting.

Agenda Item No.2

Career Oriented Programme offered by Dept. of English (Aided):

The external experts felt that the syllabus of the Career Oriented Programme framed is a bit heavy for the number of hours allotted for the course. Additions and deletions were suggested which are explained in Annexure I

Career Oriented Programme offered by Dept. of English (SSC)

The external experts suggested that the programme should concentrate not only on NET/ SET but also on other competitive exams as it is offered to UG students. Changes suggested by the Board are explained in Annexure I

Agenda Item No.3

The new initiative of taking the average of three CIAs was appreciated.

Resolution:

The Board placed the following suggestions:

- i) As suggested by the board, it was resolved that many students of the department would be encouraged to take up MOOC even when it is not mandatory.
- ii) Additions and deletions suggested by the board were accepted after discussion and necessary changes would be made to the Career Oriented Programmes offered both by the Dept. of English (Aided) and Dept. of English (SSC).

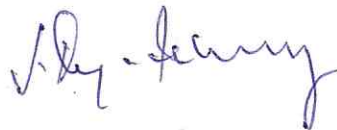
The meeting ended with the Vote of Thanks by Ms. D. Jose Mary, Associate Professor of English and Dean, School of Language and Culture .

Members of the Board of Studies and Signature

External Members:

1. **Dr. Ragu Antony**

Associate Professor of English
V.O.C. College
Thoothukudi



2. **Dr. Fernando Delishia**

Associate Professor of English
Fatima College
Madurai




3. **Rev. Fr. Godwin Rufus**

Assistant Professor of English
St. Joseph's College (Autonomous)
Tiruchirapalli

(ABSENT)

4. **Dr. Xavier Pradeep Singh**

(University Nominee)
Assistant Professor of English
St. Joseph's College (Autonomous)
Tiruchirapalli



5. **Mr. Meenakshi Sundaram**

Proprietor, Infotech
Thoothukudi



6. **Dr. S. Vijaya Rani**

Associate Professor of English
Lady Doak College
Madurai

(ABSENT)

Internal Members:

1. **Dr. A. Judy Pinheiro**

Head & Associate Professor



2. **Ms. D. Jose Mary**

Associate Professor



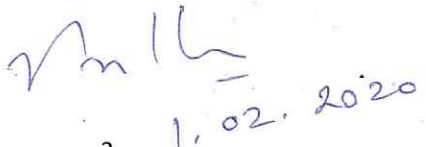
3. **Ms. A. Judit Sheela Damayanthi**

Associate Professor

A. Judith Sheela Damayanthi
1/02/2020

4. **Dr. L. Jacqueline Leo**

Associate Professor



1.02.2020

5. Ms. T. Mary Manonmani
Associate Professor

T. Mary Manonmani
11/2/2020

6. Dr. B. Serena Margaret
Associate Professor

B. Serena Margaret
11/2/20

7. Dr. A. Josephine Alangara Betsy
Assistant Professor

Betsy
11/2/2020

8. Dr. S. Sudha Rani
Assistant Professor

S. Sudha Rani
1.2.2020

9. Ms. G. Sharon Roque Corera
Assistant Professor

G. Sharon
11/2/20

10. Ms. M. Mangalaeswari
Assistant Professor

M. Mangalaeswari
11/2/2020

11. Ms. N. Sumathi
Assistant Professor

N. Sumathi
11/2/20
ABSENT

12. Ms. K. Karthika Rohini
Assistant Professor

13. Dr. F. Mary Priya
Assistant Professor

F. Mary Priya
11/2/2020

14. Ms. X. Amala Steffi
Assistant Professor

X. Amala Steffi
11/2/20

15. Ms. V. Muthukalaivani
Assistant Professor

V. Muthukalaivani
11/2/20

16. Ms. A. Patricia Romila
Assistant Professor

A. Patricia Romila
11/2/20

17. Ms. G. Kanaga Durga
Assistant Professor

G. Kanaga Durga
11/2/2020

18. Ms. Maria Sahaya Sharmila
Coordinator & Assistant Professor
Department of English (SSC)

Maria Sahaya Sharmila

19. Ms. Hermina
Assistant Professor

M. Hermina
11/2/2020

20. Ms. M. Reeda Albin Mary
Assistant Professor

M. Reeda Albin Mary
11/2/2020

21. Dr. D. Shunmugajothi
Assistant Professor

Dr. D. Shunmugajothi
01/02/2020

22. Ms. B. Lily Pushpam
Assistant Professor

B. Lily Pushpam
01/02/2020

23. Ms. A. Priyanka
Assistant Professor

Priyanka
1/2/20.

24. Ms. S. Anisha Shebin
Assistant Professor

25. Ms. S. Jenitta
Assistant Professor

S. Jenitta
1/2/20.

26. Ms. S. Anusia
Assistant Professor

Anusia
1/2/2020

27. Ms. R.D. Dhakshana
Assistant Professor

Dhakshana R.D.
1/2/2020

Student Representatives:

1. Ms. J. Jeslin Saghana
I M.A. English Literature

Jeslin Saghana
01/02/2020

2. Ms. Siji Sivan
III B.A. English Literature

Siji Sivan
01/02/2020

Annexure I

Agenda Item No.1

For the students who consider that the syllabi of MOOCs are tough, it was suggested that the students may opt for more than two courses at the time of registration and as the course begins, they may stick on to the one that they find easier.

Agenda Item No.2

Career Oriented Programme offered by Dept. of English (Aided):

The following changes were made in the syllabus:

‘Course Objectives’ to be added and ‘Activity’ mentioned in each unit may be removed.

Unit I

Deletion: Coordinators, Conjunctions, Punctuations, Topic statement.

Addition: Reading and Listening Comprehension

Unit II

Deletion: Reading Comprehension and Interaction

Addition: Panel Discussion/ Group Discussion

Unit III

No change

Unit IV

Power Point Presentation from Unit V to be moved to Unit IV

Unit V

Power Point Presentation to be removed

Addition: Web Designing to be added

Career Oriented Programme offered by Dept. of English (SSC):

Title of the course to be changed as ‘English Proficiency for Competitive Exams’.

The content was revised as follows:

Unit I

Reading Comprehension:

Literature and Reading Comprehension

Scientific passages and Reading Comprehension

Unit II

Vocabulary Enrichment:

Uncommon words

Synonyms, Antonyms, Homonyms

Unit III

Spotting Errors

Unit IV

Verbal Reasoning:

Verbal Analogy

Cause & Effect

Unit V

Test Techniques

<p style="text-align: center;">III B.A. English (SSC)</p> <p style="text-align: center;">SEMESTER V</p>	
<p style="text-align: center;">Certificate Course in English Proficiency for Competitive Exams (2020-2021)</p>	
Hrs/Week : 4	Hrs/Semester : 30

Unit I :

Reading Comprehension:

Literature and Reading Comprehension

Scientific passages and Reading Comprehension

Unit II

Vocabulary Enrichment:

Uncommon words

Synonyms, Antonyms, Homonyms

Unit III

Spotting Errors:

Common Errors in English

Unit IV

Verbal Reasoning:

Verbal Analogy

Cause & Effect

Unit V

Test Techniques

Text:

Selections from the Text Transcripts of the Online Course by NPTEL “English Language for Competitive Exams”

MINUTES OF THE BOARD OF STUDIES MEETING - 2020

Department of History

St. Mary's College (Autonomous), Thoothukudi

The meeting of the Board of Studies, Department of History was conducted on 1st February 2020 at 10.00 a.m. in the Department.

No. of Members Present

External Members : 4

Internal Members : 10

The Chairperson Dr. M. Mary Hepsi Bai welcomed and introduced the Members. The following members expressed their inability to attend the meeting:

1. Dr. A. Mohini - to attend South Indian History Congress (External)
2. Dr. S. Theresammal - to attend Refresher Course at Madurai Kamaraj University (Internal)

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

It is resolved to motivate all the I PG students to join in the course and submit the assignments promptly in time and get extra credits.

Agenda Item No.2

Career orientated courses are essential for employment opportunities of Arts students. It is a welcoming effort of the Department of History. We are sure the students will get employment opportunities after their tenure of study. They can also get part time jobs in the industries to enhance their life.

Agenda Item No.3

It is significant to mention that taking average of three internal tests will boost the morale of the students. This will improve their responsibilities to get more marks internally and thorough in their subjects.

It is unfortunate to mention that the wards of the Department of History are coming from gross root level and belonged to poor background. It is really appreciable that the faculty members are doing additional work to convince the students to join in the job oriented courses. We must appreciate and encourage the students and faculty members for their involvement and hard work respectively.

Resolution


The Board placed the following suggestions:


- It is resolved that the members of the Board of Studies of History unanimously appreciate the sincere and painstaking efforts are being taken by the faculty members of the Department of History of St. Mary's College to provide motivation and counselling the students of both UG and PG for getting jobs during the course of studies and after completion of courses through the career oriented courses.


- It is unique to mention that even though the MS University has introduced yoga as part V subject, this college gives specific importance to the subject yoga and tries to implement yoga in letter and spirit.
- The members of the Board of Studies identified a commendable system of taking average of the three tests instead of best two in the CIA. Even though it is an additional burden to the teaching community and it has been not yet implemented in any of the institution of this University area. But for the betterment of the students the college has opt this unique idea. We are definitely sure that the students will involve in the CIA process for getting more marks.


We, the members of the Board of Studies, without any hesitation mention the fact that we are going to implement these innovative and genuine test processes in our colleges. Congratulations to the Department and the College.

The meeting ended with the vote of thanks by Ms. A. Malini Apsala.

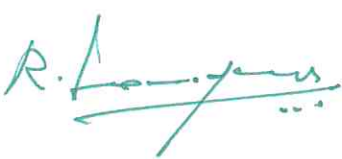

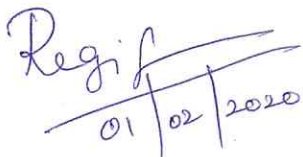

4. 
1.02.2020
Dr. S. Bhagavathi Perumal, M.A., M.Phil, M.T.M., Ph.D.
Associate Prof. & Head, Research Centre in History,
South Travancore Hindu College,
Nagercoil - 629 002, Kanyakumari District,
Tamil Nadu, South India.

Regi S. 
01/02/2020
Dr. REGI. S.,
Assistant Professor of History
Holy Cross College,
Nagercoil - 629 004.

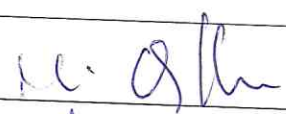
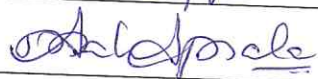


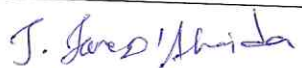
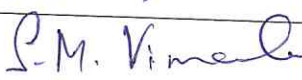

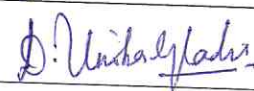
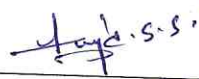

R. 
Associate prof. & Head,
Dept. of History,
N.O.C. College
Thovalakudi

J. Semi Merlin Rani 
01/02/2020
DR. J. SEMI MERLIN RANI
Assistant Professor of History
(Autonomous)
Sada Kathullah Appa College
(Autonomous)
Tirunelveli - 11

List of the Members of Board of Studies
External Members

S. No	Name and designation	Signature
1.	Dr. R. Soundara Rajan Head & Associate Professor V.O.C. College Thoothukudi 9443657053	
2.	Dr. S. Bagavathy Perumal Head Associate Professor of History S.T Hindu College, Nagercoil 9443993769	
3.	Dr. A. Mohini Associate Professor Department of History VHSN College Virudunagar – 626001 9488001807	
4.	Dr. Regi Assistant Professor Holy Cross College Nagercoil 9442481991	
5.	Dr. Jemi Merlin Rani (Alumni) Assistant Professor of History Sadakathullah Appa College Tirunelveli 9894444886	

Internal Members

S. No	Name of the Faculty	Signature
1.	Dr. M. Mary Hepsi Bai (HOD)	
2.	Ms. A. Malini Apsala	
3.	Dr. F. Maria Jenifer Thaya	
4.	Ms. S. M. Rojapoo	
5.	Dr. J. Jane D' Almeida	
6.	Dr. S. M. Vimala	
7.	Ms. Keerthana Santhosh	
8.	Dr. D. Vinoba Gladis	
9.	Ms. S. S. Anuja	
10.	Ms. S. Sheela	

MINUTES OF THE BOARD OF STUDIES MEETING

DEPARTMENT OF ECONOMICS

The Board of Studies Meeting of the Department of Economics was conducted on 01.02.2020 at 10.30 A.M in the department of Economics.

No. of Members Present

External Members : 7

Internal Members : 8

The Chairperson Ms. X. Esther Vimala welcomed and introduced the Members. All the members were present for the meeting.

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Discussion:

In the first agenda external members pointed out that in order to enhance student's knowledge, they need not opt the same course from their own subject, instead they can opt for any other related online course. They also expressed the view that compulsory MOOC Online Course is not a flexible system. Legal problem may arise in getting e-certificates and a degree can't be withheld if they have missed to complete online MOOC Course.

Conclusion:

The members concluded that Online MOOC Course can be kept optional, but not a compulsory criteria and no additional credit should be allotted for it.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Discussion:

Discussions were held regarding problems faced by II Year students in case of their certificate courses due to Ability Enhancement Courses and CDP (UBA) and also about III Year certificate course hours.

Conclusion:

The members accepted the reasons for no certificate course for the II year students. For the III Year career oriented course, the hours can be reduced to 30 provided the syllabus should also be framed for to 30 hours instead of 60 hours.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Discussion:

The benefits and problems of having three CIA's and two CIA's were discussed. Two external members insisted on only two CIA's as staffs will get more working hours and they can focus on innovative teaching methods and their implementation.

Conclusion:

It was finalised that if there are three CIA's, then average of best two CIA's should be taken for consideration, otherwise we can have only two CIA's.

Recommendations

- Regarding the MOOC Course, it was recommended that MOOC Online Course should not be mandatory.
- No certificate course for II year students
- With regard to certificate course and career oriented courses, the members recommended that II years need not have certificate courses and III year certificate course hours should be reduced to 30 hours and syllabus should be framed accordingly.
- With relation to CIA's, there can be only two CIA's and if there are three CIA's then, the average of only best two CIA's should be taken.

Resolution



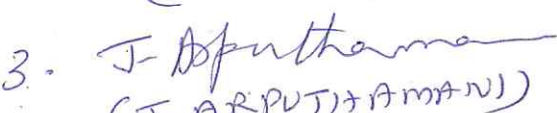



The Board placed the following suggestions:

- It was resolved that MOOC Online courses should not be mandatory.
- It was resolved that no certificate course for II years and III year certificate course should be reduced to 30 hours and syllabus to be framed accordingly.
- It was resolved to introduce Tally as Career Oriented Course for the III Years students.
- It was resolved to have only two CIA's.

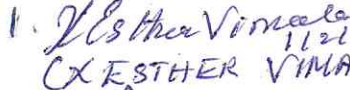
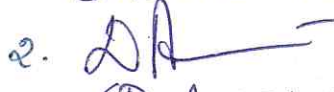

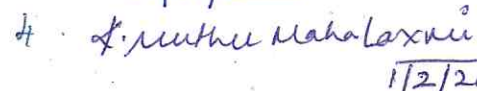

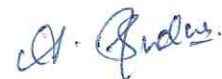


The above resolutions were acknowledged and accepted by the Board.

The meeting ended with the vote of thanks by Dr. Muthu Maha Laxmi.

External Members

1. 
(J. AMALANATHAN)
2. 
(SUGANDA RAMAMOORTHY)
3. 
(J. ARPUTHANAMAN)
4. 
1/2/2020
(J. JEYA SHEELA)
5. 
(K.B. RAJA STALIN)
6. 
(R. PRABHAVATHY)

Internal Members

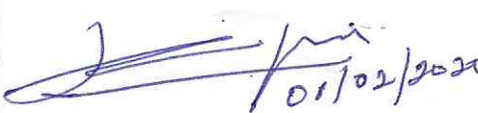

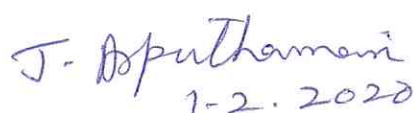


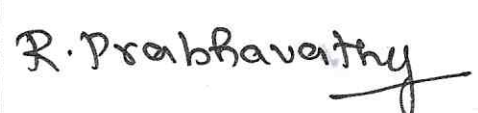

1. 
11/2/2020
(ESTHER VIMALA)
2. 
(D. AMUTHA)
3. 
01/02/2020
(D. RATHI)
4. 
1/2/2020
5. 
(Affection)
6. 
(A. INDIRA)
7. 
1/2/2020
8. 
1/2/2020

St. Mary's College (Autonomous), Thoothukudi

Department of Economics

Board of Studies-2017 - 2020

01.02.2020

Subject Experts: 1. Dr. Amalanathan . J. Associate Professor of Economics St.Xavier's College(Autonomous) Palayamkottai- 627002 Mob.No: 9489235387 Email Id: amalan1962@gmail.com	 01/02/2020
2. Dr.Suganda Ramamoorthy Associate Professor of Economics Lady Doak College(Autonomous) Thallakulam, Madurai – 625002. Mob.No: 9500801816 Email Id :sugandaramamoorthi@gmail.com	 01/02/2020
3. Dr.Arputhamani . J. Associate Professor of Economics Sarah Tucker College Palayamkottai – 627007 Mob.No: 9443695761 Email Id : joseph.arputhamani@gmail.com	 1-2-2020
4. Dr. Jeya Sheela Assistant Professor of Economics Rani Anna Govt.College for Women Tirunelveli-627008 Mob.No: 9843429124 Email Id : jj.jeyasheela@yahoo.com	 1/2/2020
Industrialist: 5. Dr.K.B.Raja Stalin Managing Director Pridiv Agencies 4/460 Mani Illam Pudukottai, Thoothukudi-628103 kbrajastalin@rediffmail.com tuticorinpackages@gmail.com Mob.No: 8124480137, 9443900137	
Alumna: 6. Dr.Prabhavathy Associate Professor of Economics Kamaraj College, Thoothukudi-628002 Mob.No: 9600333056 Email Id : Prabha.vathy1101@gmail.com	
Present student A. Kevina III B.A. Economics St. Mary's college, Thoothukudi-1	

St. Mary's College (Autonomous), Thoothukudi
Department of Economics
Board of Studies-2017 - 2020

01.02.2020

1. Mrs.X.Esther Vimala, M.A.,M.Phil. Associate Professor of Economics	<i>X Esther Vimala</i> 1/2/2020
2. Dr.D.Amutha M.A., M.Phil., Ph.D. Associate Professor of Economics	<i>D Amutha</i> 1/2/2020
3. Dr.D.Rathi M.A., M.Phil., Ph.D. Assistant Professor of Economics	<i>D Rathi</i> 01/02/2020
4. Dr.Muthu Maha Laxmi M.A., M.Phil., Ph.D. Assistant Professor of Economics	<i>Muthu mahalaxmi</i> 1/2/2020
5. Alfreeda T.A. M.A., NET. Assistant Professor of Economics	<i>Alfreeda</i> 1/02/2020
6. Dr.A.Sudha M.A., M.Phil., Ph.D. Assistant Professor of Economics	<i>A. Sudha</i> 1/2/2020
7. Ms. Dr. N. Nagalakshmi M.A., M.Phil., Ph.D Assistant Professor of Economics	<i>N. Nagalakshmi</i> 1/2/2020
8. Ms.P.Anuradha M.A., M.Phil., SET. Assistant Professor of Economics	<i>P. Anuradha</i> 1/2/2020

MINUTES OF THE BOARD OF STUDIES MEETING MATHEMATICS

The Board of Studies Meeting of the Department of Mathematics was conducted on 01.02.2020 at 10 a.m in the Audio Visual Room of St.Mary's College (Autonomous), Thoothukudi

No. of Members Present

External Members : 4

Internal Members : 16

The Chairperson Dr.A.Punitha Tharani welcomed and introduced the Board of Studies Members. The following members expressed their inability to attend the meeting:

1. J. Xavier Adaikalaraj
Assistant Professor
Department of Mathematics,
Arul Anandar College (Autonomous)
Karumathur, Madurai – 625514.
2. J. Ancy
Software Engineer
Larsen & Toubro Infotech
DLF IT Park, SEZ Campus,
1/124 Shivaji Gardens, Marapakkam,
Chennai - 600 089.

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

If the students fail in MOOC Course, they appear for supplementary exam conducted by the institution and the institution will provide the certificate. No extra credits will be given.

Agenda Item No.2

The changes carried out in Certificate Course & Career Oriented Course were approved by the members of board.

Agenda Item No.3

Average of all the three tests may be taken. However two CIA tests would be feasible for students.

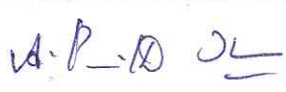

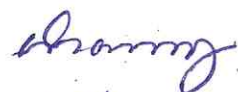

Resolution

The Board placed the following suggestions:


- For any genuine case of absence in CIA, retest could be given.
- If two CIA tests are conducted then the contact hours will be more.
- Inter departmental Career Oriented Courses would be beneficial for the students

The meeting ended with the vote of thanks by Ms.Sujitha.

(List the Members of the Board of Studies and signature)

S.No.	Name and Address	Signature
1.	Dr.A.Punitha Tharani Chair Person Head and Associate Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	 01.02.2020
2.	Dr.N. Soundararaj University Nominee Associate Professor Department of Mathematics Sri.S.Ramasamy Naidu Memorial College, Sattur, Virudhunagar (DT) 626203.	 01/02/2020
3.	Dr. A.Lourdusamy, Subject Expert Associate Professor, Department of Mathematics, St. Xavier's College(Autonomous), Palayamkottai.	 01/02/2020
4.	Dr.S.Somasundaram, Subject Expert Professor, Department of Mathematics, Manonmaniam Sundaranar University, Tirunelveli. 627 012	 01-02-2020

5.	Mrs.A. Sheela Roselin, Subject Expert Assistant Professor, Department of Mathematics Fatima College (Autonomous), Madurai.	<i>A. Sheela Roselin</i> 01/02/2020
6.	Dr. V.L.Stella Arputha Mary Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>V.L. Stella Arputha Mary</i> 01/02/2020
7.	Sr. S.Kulandai Therese Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>SKT</i>
8.	Dr.J.Arul Jesti Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>Jesti</i>
9.	Dr.G.Priscilla Pacifica Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>G. Priscilla Pacifica</i>
10.	Dr. P.Anbarasi Rodrigo Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>P. Anbarasi Rodrigo</i> 01/02/2020
11.	Dr.C.Reena Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>C. Reena</i> 11/2/2020
12.	Ms.M.Kanaga Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>M. Kanaga</i> 12/2/2020
13.	Ms.A.Nilofer Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	
14.	Ms.A.Ferdina Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	<i>A. Ferdina</i>

15.	Dr.R.Maria Irudaya Aspin Chitra Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	 11/2/2020
16.	Ms.P.Suganya Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	P. Suganya 11/2/20
17.	Ms.K.Ambika Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	K. Ambika 11/2/2020
18.	Ms.H.Sujitha Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	H. Sujitha
19.	Ms.J.Jenit Ajitha Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	J. Jenit Ajitha 11/2/2020
20.	Ms.I.Anbu Rajammal Assistant Professor Department of Mathematics St.Mary's College(Autonomous), Thoothukudi	I. Anbu Rajammal 11/2/2020
21.	(Student representative – PG) Ms.X.Jenoseles	X. Jenoseles

MINUTES OF THE BOARD OF STUDIES MEETING

Department of Physics

The Board of Studies Meeting of the Department of Physics was conducted on 01.02.2020 at 9.30 a.m in the Department of Physics.

No. of Members Present

External Members : 3

Internal Members : 11

The Chairperson Dr. S. Euchrista Immaculate Sylvia welcomed and introduced the Members. The following members expressed their inability to attend the meeting:

1. Dr. S. Shailajha (University Nominee),
Assistant Professor,
Manonmanium Sundaranar University,
Tirunelveli.
2. Dr.M.Nagarajan,
Associate Professor,
VOC College,
Thoothukudi.
3. Mrs.N.Amsupooranar,
Senior Sub Divisional Engineer,
BSNL,
Tirunelveli.
4. Dr. Therese Pushpan
Associate Professor,
Fatima College,
Madurai.

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations:

Agenda Item No.1

Members of the board accepted the agenda on MOOC online course.

Agenda Item No.2

The syllabus for the Carrier Orientation Course for the III Year under graduate students was approved by the external members.

Agenda Item No.3

After the analysis and discussion about the reframing of the number of CIA's, it was finally concluded to adhere with three CIA's considering the students' improvement.

Resolution:

The Board placed the following suggestions:

UG PHYSICS

- ✓ It was suggested to have uniform number of experiments in the UG practical syllabus and hence the number of I year major and III year non – electronics practicals were modified to 17.
- ✓ The external members suggested that Web Page Designing can be considered for carrier oriented course for the third year students in future.
- ✓ One of the members gave a valuable suggestion to purchase digital CRO (Hantek DS05102P).








PG PHYSICS:

- Field work- students can be sent in different groups to different places. A detailed report of their work should be submitted at the end.
- As it was suggested to have uniform number of experiments in the entire practical syllabus (Non electronics and Electronics), in Non electronics practical, two experiments (Determination of thickness of insulation of the wire by diffraction method and Wavelength of He- Ne laser) were clubbed and two experiments (Resistivity of semiconductor by two probe method and Iodine absorption spectra) were deleted.

- In Microprocessor, two experiments (Rolling Display and Display of any character) were coupled and three experiments (Stepper Motor control, Voltage/ Temperature measurements and Digital Clock) were deleted.
- It was suggested to review the credit for the project.

The meeting ended with the vote of thanks by Dr. M. Sheeba.

NAME OF THE MEMBERS	SIGNATURE
Dr. S. Euchrista Immaculate Sylvia, Chair Person, Head & Associate Professor St.Mary's College (Autonomous), Thoothukudi.	<i>S. Euchrista Immaculate Sylvia</i>
Dr. J. Jebaraj Devadasan, Head & Associate Professor, Pope's College (Autonomous), Sawyerpuram.	<i>J. Jebaraj Devadasan</i>
Dr. A. Effie Cordelia, Associate Professor, Sarah Tucker College (Autonomous), Tirunelveli - 7	<i>A. Effie Cordelia</i>
Dr. Ada Vinolin, Associate Professor, Madurai Kamaraj University College, Alagarkoil Road, Madurai - 2.	<i>Ada Vinolin</i>
Dr. A.S.J. Lucia Rose, Associate Professor, St.Mary's College (Autonomous), Thoothukudi.	<i>Lucia Rose</i>
Dr. M. Sheeba, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	<i>M. Sheeba</i> 01/02/2020
Ms. P.Dhanalakshmi, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	<i>Dhanalakshmi P.</i>
Ms. R. Maria Nevis Jeyaseeli, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	<i>R. Jeyaseeli</i>
Ms. S. Ramasundari, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	<i>S. Ramasundari</i>

Mrs. P. Padmavathi, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	
Dr. S. Antony Dhivya Tharsini, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	
Mrs. A. Nirmala Shirley, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	
Mrs. L. Smila, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	
Ms. R. Nishnathini, Assistant Professor, St.Mary's College (Autonomous), Thoothukudi.	
Ms. M. Anisha Nashrin (Student representative – UG)	
Ms. C. Konsha (Student representative – PG)	

Recommendations:

The following experiments were excluded:

I Year (Practicals I) :

1. Equivalent focal length of two lenses (i) in contact (ii) out of contact
2. Specific heat of latent heat of fusion of ice.

III Year (Non Electronics):

1. Potentiometer – Temperature Coefficient.
2. Measurement of CO₂ concentration, humidity, temperature at various places and seasons.
3. Measurement of intensity of light at different times and seasons.
(Second and third experiments can be done as project)

MINUTES OF THE BOARD OF STUDIES MEETING **Department of Chemistry**

The Board of Studies Meeting of the Department of Chemistry was conducted on 1st February 2020 at 10.30 a.m in the department of Chemistry

No. of Members Present

External Members : 6

Internal Members : 11

S. No	Name	Designation	Contact Address	Signature
1.	Dr.K.Swarnalatha University Nominee	Associate Professor	Department of Chemistry, Manonmaniam Sundaranar University, Tirunelveli - 627012	<i>H. Swarnalatha</i> 01/02/2020
2.	Dr. M. George Johnson Subject Expert	Associate Professor & Head	Department of Chemistry, Loyola College (Autonomous), Nungambakkam, Chennai -600034.	<i>M. George Johnson</i> 01/02/2020
3.	Dr. S. Joseph Selvaraj Subject Expert	Associate Professor	Department of Chemistry, St. Joseph's College (Autonomous), Tiruchirapalli- 620002.	<i>S. Joseph Selvaraj</i>
4.	Dr. R. Murugesan Subject Expert	Associate Professor	Department of Chemistry, TDMNS College, Kallikulam, Tirunelveli district – 627 113.	<i>R. Murugesan</i>
5.	Dr. J. Sidharthan Subject Expert	Associate Professor	Department of Chemistry, V.O.C College Thoothukudi – 8	<i>J. Sidharthan</i>
6.	Dr. Mrs. J. Rajula Jasmine Usha Alumna	Associate Professor	Department of Chemistry, Sarah Tucker College (Autonomous), Tirunelveli -627007	<i>J. Rajula Jasmine Usha</i>

Faculty Members

J. Martin Rathi
Dr.Mrs.J.Martin Rathi(HOD)

T. Linda Fernando
Dr.Mrs.T.Linda Fernando

A. Lakshmi *B. Divya*
Dr. A.Lakshmi Mrs.B.Divya

J. Antony Rajam
Dr. Mrs.J.Antony Rajam

C. Zozimus Divya Lobo
Dr.Mrs.C.Zozimus Divya Lobo

S.R. Ashwini Punitha
S.R.Ashwini Punitha
III B.Sc.Chemistry

S. Rami Jeyamary
Mrs.S.Rami Jeyamary

A. Parveen Sulthana
Dr.Mrs.A.Parveen Sulthana

I.A. Sophia
Dr.Mrs.Irudaya Antonat Sophia

G. Amala Jothi Grace
Dr. G.Amala Jothi Grace

K. Saravana Devi
Mrs. K.Saravana Devi

E. Snowbiya
E. Snowbiya
I M.Sc.Chemistry

The Chairperson Dr.J.Martin Rathi welcomed and introduced the Members. The following member expressed his inability to attend the meeting:

Mr.D.Kishore, Industrial Expert, Assistant Manager Urea Production, SPIC Thoothukudi

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda No.1 was acknowledged and approved by the Board

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda No.2 was acknowledged and approved by the Board

Suggestion

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Agenda No.3 was acknowledged and approved by the Board with suggestion

Best of two CIA test can be taken for internal marks instead of taking average of three test

Recommendations (state recommendations briefly- Give Annexure –I (for detail))

Agenda Item No.1

Agenda Item No.2

In career oriented certificate course Nutritional food science (for III year) in Unit-I the wordings “How to develop a daily personal hygiene routine” is changed into “development of daily personal hygiene”

The wordings “How to handle equipment and utensils” are changed into “handling of equipment and utensils”. Basic hygiene can be deleted

Agenda Item No.3

Minor corrections for the present syllabus (2018-2021) have been made

UG Semester-I Allied Physics (18UCPA11) Allied Chemistry-I

In Unit-V Nuclear Chemistry The word dating can be added after rock as rock dating

PG

Semester-II Elective II A Energy and Environmental Chemistry (19PCHE21)

In Unit-I Sonochemistry under homogeneous reactions organometallic reactions can be included along with Strecker, Solvolysis and hydrolysis

Resolution

The Board placed the following suggestion

- Best of two CIA test can be taken for internal marks instead of taking average of three test

The meeting ended with the vote of thanks by Dr.J.Martin Rathi


01/02/2020

Dr.K.Swarnalatha
University Nominee


01/02/2020

Dr. M. George Johnson
Subject Expert


01/02/2020

Dr. S. Joseph Selvaraj
Subject Expert



Dr. R. Murugesan
Subject Expert



Dr. J. Sidharthan
Subject Expert



Dr. Mrs. J. Rajula Jasmine Usha
Alumna



Dr.Mrs.J.Martin Rathi
Chair Person

MINUTES OF THE BOARD OF STUDIES MEETING

Department Name- Botany

The Board of Studies Meeting of the Department of Botany was conducted on 01.02.2020 at 10.30 a.m. in the department of Botany.

No. of Members Present

External Members : 4

Internal Members : 12 + 2

Subject Experts

1. Dr.T.Ramanathan,

Associate Professor,
CAS in Marine Biology,
Faculty of Marine Sciences,
Annamalai University
Parangipettai,
Chithambaram.

Mail Id: drtramanathan@mail.com, drtrcasmb@gmail.com

Mob. no. 9894175200

2. Dr. Patrick Raja,

Head of the Department of Botany,
St. Xavier's College (Autonomous),
Palayamkottai.

Mail Id: patricraja60@gmail.com

Mob. no. 9486680799

3 Dr. Lohidas,

Associate Professor ,
Department of Botany,
Scott Christian College,
Nagercoil.

Mail Id: lohiscott@yahoo.co.in

Mob. no. 9443483496

4 Dr. Saravana Ganthi

Head,
Department of Botany,
Rani Anna Govt. Arts College for women,
Abisekapatty,
Tirunelveli.

Mail Id: saran_gan@rediffmail.com

Mob. no. 9442908041

Alumna

- 5 Dr. V. Sornalakshmi,**
Assistant Professor,
Department of Botany
A.P.C. Mahalaxmi College for Women
Thoothukudi-6280008.
Mail Id: sornalakshmi@apcmcollege.ac.in
Mob. No.: 9843331957

Industrialist

- 6 M. Gunasekaran,**
Karthik Enterprises,
9A/31, Arockiapura Shanmugapuram,
Chottaian Thoppu,
Thoothukudi.
Mail Id: migunasekaran@gmail.com
Mob. No.: 9842132700, 9244434530

The Chairperson Dr. M. Glory welcomed and introduced the Members. The following members expressed their inability to attend the meeting:

- 1 Dr. Patrick Raja,**
Head of the Department of Botany,
St. Xavier's College (Autonomous),
Palayamkottai.
- 2. M. Gunasekaran,**
Karthik Enterprises,
9A/31, Arockiapura Shanmugapuram,
Chottaian Thoppu,
Thoothukudi.

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

The existing MOOC result was appreciated.

Suggestion was given to appear for job oriented soft skill courses and linguistic courses

Agenda Item No.2

The existing and suggested advanced Tally course was appreciated.

Agenda Item No.3

Average best two of III CIAs was recommended

No minimum internal pass mark was also strongly recommended.

Resolution

It was resolved

- 1 to carry out minor corrections in the existing UG and PG syllabus.
- 2 availing scholarship for PG and Research Scholar

The meeting ended with the vote of thanks by Dr. G. Flora

List of Members of the Board of Studies and signature

Subject Experts

1. Dr.T.Ramanathan,

Associate Professor,
CAS in Marine Biology,
Faculty of Marine Sciences,
Annamalai University
Parangipettai,
Chithambaram.

Mail Id: drtramanathan@mail.com, drtrcasmb@gmail.com

Mob. no. 9894175200



2. Dr. Lohidas,

Associate Professor ,
Department of Botany,
Scott Christian College,
Nagercoil.

Mail Id: lohiscott@yahoo.co.in

Mob. no. 9443483496



3. **Dr. Saravana Ganthi**

Head,
Department of Botany,
Rani Anna Govt. Arts College for women,
Abisekapatty,
Tirunelveli.
Mail Id: saran_gan@rediffmail.com
Mob. no. 9442908041

Keeyan
1/2/2020

Alumna

1. **Dr. V. Sornalakshmi,**

Assistant Professor,
Department of Botany
A.P.C. Mahalaxmi College for Women
Thoothukudi-6280008.
Mail Id: sornalakshmi@apcmcollege.ac.in
Mob. No.: 9843331957

V. Sornalakshmi
1/2/2020

Internal members

1. Dr. M. Glory *M. Glory*
2. Dr. Sr. A. Arockia Jenecius Alphonse *Jenecius*
3. Dr. A. Jacintha Tamil Malar *A. Jacintha Tamil Malar*
4. Dr. G. Flora *G. Flora*
5. Dr. S. Beulah Jerlin *S. Beulah Jerlin*
6. Dr. E. Daffodil D Almeida *E. Daffodil D Almeida*
7. Dr. F. Dayana Lobo *F. Dayana Lobo*
8. Dr. B. Maria Sumathi *B. Maria Sumathi*
9. Ms. S. Pauline Jenifer *S. Pauline Jenifer*
10. Dr. R. Mary Santhi *M. Santhi*
11. Dr. V. Soumya *V. Soumya*
12. Dr. T. Sudha *T. Sudha*

Student Representatives

1. Ms. J. N. Monisha *J. N. Monisha*
2. Ms. C. Eruthaya Abisha *C. Eruthaya Abisha*

MINUTES OF THE BOARD OF STUDIES MEETING

Department of Zoology

The Board of Studies Meeting of the Department of Zoology was conducted on 01.02.2020 at 10.30 am in the Department of Zoology.

No. of Members Present

External Members : 4

1. Dr. Hermin Pasangha - Chair Person

Head and Associate Professor

Hermin Pasangha
1.2.2020

2. Dr. R.M. Murugappan

Head and Associate Professor

Department of Zoology & Microbiology

Thiagarajar College

Theppakulam

Madurai 625009

Rm. Murugappan
1/2/2020

3. Dr.F.Brisca Renuga

Associate Professor

Department of Zoology

Holy Cross College (Autonomous)

Nagercoil - 4

Dr. F. Brisca Renuga
1/2/2020

4. Dr. T. Jeyalalitha

Assistant Professor

Department of Zoology

Arulmigu Palaniandavar College of Arts & Culture

Palani - 624601

Dr. T. Jeyalalitha
1/2/2020

5. Dr. Antony Amala Jayaseeli

Assistant Professor

Department of Zoology

Fatima College (Autonomous)

Madurai - 625018

Antony Amala Jayaseeli

Internal Members : 11

1. Dr. Hermin Pasangha (HOD)	-	Chair Person	<i>Hermin Pasangha</i>
2. Dr. N. Arokiya Mary		(Associate Professor)	<i>N. Arokiya Mary</i>
3. Dr. P.J.Joslin		(Associate Professor)	<i>P.J. Joslin</i>
4. Dr. S.Mary Baptista Janet		(Associate Professor)	<i>Janet</i>
5. Dr.Sr.C. Shibana		(Assistant Professor)	<i>Shibana</i>
6. Dr.S.R.T. Sherly Cross		(Assistant Professor)	<i>Sherly</i>
7. Dr.S. Selvi		(Assistant Professor)	<i>S. Selvi</i>
8. Dr. R.Sri Priya		(Assistant Professor)	<i>R. Sri Priya</i>
9. Dr. M.Paripoorana Selvi		(Assistant Professor)	<i>M. Paripoorana Selvi</i>
10. Dr. P.Subavathy		(Assistant Professor)	<i>P. Subavathy</i>
11. K.Shakthi Vinmathi		(Student)	<i>K. Shakthi Vinmathi</i>

The Chairperson Dr. Hermin Pasangha welcomed and introduced the Board of Studies Members.
The following members expressed their inability to attend the meeting:

1. Dr.H.Abdul Jaffar Ali
Associate Professor
Department of Biotechnology
Islamiah College (Autonomous)
Vaniyambadi - 635752

2. Dr.M.Krishnakumar
Industrialist
Thoothukudi

3. Dr.Jemma Hermelin Jesy Diaz
Assistant Professor
Department of Zoology
St.Mary's College (Autonomous)
Thoothukudi

Members of the Board of Studies

1. Dr. R.M. Murugappan
2. Dr. F.Brisca Renuga
3. Dr. T. Jeyalalitha
4. Dr. Antony Amala Jayaseeli
5. Dr. Hermin Pasangha
6. Dr. N.Arokiya Mary
7. Dr. P.J.Joslin
8. Dr. S.Mary Baptista Janet
9. Dr.Sr.C.Shibana
10. Dr.S.R.T. Sherly Cross
11. Dr.S. Selvi
12. Dr. R.Sri Priya
13. Dr. M.Paripoorana Selvi
14. Dr. P.Subavathy
15. K.Shakthi Vinmathi

Signature

Dr. Murugappan 11/12/2020
Dr. F. B. Renuga 11/12/2020
Dr. T. Jeyalalitha 11/12/2020
Dr. Antony Amala Jayaseeli
Dr. Hermin Pasangha
Dr. N. Arokiya Mary
P. J. Joslin
Dr. S. Mary Baptista Janet
Dr. Sr. C. Shibana
Dr. S. R. T. Sherly Cross
Dr. S. Selvi
Dr. R. Sri Priya
Dr. M. Paripoorana Selvi
P. Subavathy
K. Shakthi Vinmathi

Agenda for Discussion

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

Students should complete one MOOC course during the first year of study. Supplementary exam given without extra credits was accepted.

Agenda Item No.2

Career Oriented Course for third year - Value Added Food Products was approved. Changes in the mode of conduction of certificate courses and Ability Enhancement Courses was accepted.

Agenda Item No.3

Two CIA tests were recommended instead of three tests. Average of two tests should be considered.

Annexure - I

UG

Semester II

Allied

Genetics, Developmental Biology and Physiology

Theory

Unit I

Mendelian Law, Monohybrid and Dihybrid Cross, Back Cross, Test Cross to be deleted
Begin the unit with the title Multiple Alleles.

Unit III

Nutrition : Food constituents - carbohydrates, proteins and fats to be deleted.

Unit IV

Haemoglobin - transport and exchange of oxygen and carbon dioxide to be deleted.

Structure and function of respiratory tract of man.

Conduction of nerve impulse through neuron only.

No synaptic transmission.

Semester III

Developmental Biology and Evolution

Theory

Unit IV

Fossils and Fossilization to be deleted

Unit V

Sexual selection, Species concept, Isolating mechanisms, Cultural Evolution of Man to be deleted. Biological Evolution of Man is the last topic.

Practicals

6. Leaf Insect to be deleted

7. Lycodon to be deleted

Semester III

Biochemistry

Practicals

3. Determination of iodine number and saponification number to be deleted
5. Spectrophotometric estimation of organic and inorganic constituents
9. fractionation of proteins by centrifugation technique to be deleted
8. The word biological to be deleted

Semester VI

Immunology and Microbiology

Practicals

7. Study of distribution of microorganisms in nature - soil, water and air. Nature and air to be deleted.
8. Spotter should be practical 10. Practical 10 is changed to 8.
9. Practical 9 changed to Detection of Coliforms by MPN method.
10. Add word Cubec to colony counter

Books to be added

Manual by Gunasekaran

Biostatistics and Bioinformatics

Theory

Unit II - Instead of mean arithmetic mean

Unit III - Chi-square test - goodness of fit. And to be deleted

Unit V - Rearranged as follows

Nucleotide sequence databases - NCBI, EMBL and DDBJ

Protein sequence databases - PIR, SWISSPROT

Secondary sequence databases - Motif

Sequence alignment tools - BLAST

Applications of bioinformatics tools in research on bioinformatics

Practicals

10. FASTA to be deleted
9. BLAST becomes 10
9. Sequence Retrieval Tool

Books to be added

1. Introduction to Bioinformatics by Attwood
2. Bioinformatics by Gupta

PG**Semester I****Cell and Molecular Biology****Unit IV**

Repair systems to counteract DNA damage only. Word mutation to be deleted.

Applied Entomology

Unit V

Recent trends in pest control to be deleted

Semester III**Unit V**

Sum of pairs method and progressive method to be deleted. Clustal W method to be added.

Reasons

Decrease in contact hours due to three CIA tests.

Increase in working days is necessary to compensate with the loss of contact hours.

Resolution

The Board placed the following suggestions:

The word understand should be avoided in course outcomes since it is not measurable.

Programme Specific Outcomes should have one cognitive level. Two levels are not preferred. Since it creates problem in measuring the outcomes using software.

The meeting ended with the vote of thanks by Dr. Hermin Pasangha.

Members of the Board of Studies

Signature

1. Dr. R.M. Murugappan

R.M. Murugappan
11/2/2020

2. Dr. F.Brisca Renuga

F. Brisca Renuga
11/2/20

3. Dr. T. Jeyalalitha

T. Jeyalalitha
11/2/2020

4. Dr. Antony Amala Jayaseeli

Antony Amala Jayaseeli

5. Dr. Hermin Pasangha

Hermin Pasangha
1. 2. 2020

6. Dr. N.Arokiya Mary

N. Arokiya Mary

7. Dr. P.J.Joslin

P. J. Joslin

8. Dr. S.Mary Baptista Janet

S. Mary Baptista Janet

9. Dr.Sr.C.Shibana

Sr. C. Shibana

10. Dr.S.R.T. Sherly Cross

Sherly Cross

11. Dr.S. Selvi

S. Selvi

12. Dr. R.Sri Priya

R. Sri Priya

13. Dr. M.Paripoorana Selvi

M. Paripoorana Selvi

14. Dr. P.Subavathy

P. Subavathy

15. K.Shakthi Vinmathi

K. Shakthi Vinmathi

**MINUTES OF THE BOARD OF STUDIES MEETING
2019-2020**

Department of Computer Science

The Board of Studies Meeting of the Department of Computer Science was conducted on 01.02.2020 at 10:30a.m in the department of Computer Science

No. of Members Present

External Members :4

Internal Members :10

The Chairperson S.Gnanathangam welcomed and introduced the Members. The following members expressed their inability to attend the meeting:

1. Industrialist

Mr . Beno Roland,
Project Manager,
SATHYA Technology (I) Pvt.Ltd.
Palayamkottai.
Phone No. : 8220014985

2. Dr. S. Sethuramalingam

Associate Professor & Head
Department of Computer Science
Aditanar college of Arts and science
Virapandiapatnam
Tiruchendur-628216
Phone No.: 9488069407

3. Mr. J.L.Walter Jeyakumar

Associate Professor of Computer Science
St.Xavier's college
Palayamkottai.
Phone No : 9486584368

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is

no Certificate Course for II Years.

- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Resolution

The Board placed the following suggestions:

MOOC:-

1. MOOC exam fee may be collected along with the college fee.
2. One course to be completed within the entire course duration.
3. Depending on the duration of the course, varied credits can be awarded as follows :
12weeks - 3credits,
8 weeks - 2credits,
4weeks -1credit
4. If college conducts the reappear MOOC exam then it may dilute the learning objective.

Certificate and career oriented courses:-

1. Certificate course may be for 30 hours
2. Certificate course is optional.
3. Each department may offer interesting courses and students may be given freedom to choose.
4. Flexibility may be given to the timing of the certificate course.
5. Media related courses can be conducted example RJ training, Event Management.

Continuous Internal Assessment:

1. Average of the 3 CIA may reduce the mark.
2. Two CIA may be held. Two units may be the portion for each CIA
3. Genuine absentees should be dealt separately.
4. Pass in CIA may be the eligibility criteria to appear for End Semester exam.

Syllabus Discussion:

UG

I. Common skill based course

1. Course name may be changed from “Computer for Digital Era and soft skills” to “Digital Era and soft skills”
2. Unit II is reorganised as E-Commerce - digital payments-E-Learning- IOT based applications-Mobile applications
3. Unit-III Social networking and cyber security may be included.

II. RDBMS (IV semester)

1. Unit III: Storage and File structure may be removed.

PG

I. J2EE(I semester) -19PCSC12.

1. Unit –III may be split into two as Unit-III and unit-IV.
2. Unit-IV may be carried over to Unit-V. Unit-V may be removed.

II. Network simulation Lab-II(III semester)-19PCSCR5

1. A new list is prepared with 10 practical exercises using NS-2 alone.

The meeting ended with the vote of thanks by –M.Jothi Mani .

Members of the Board of Studies and signature

University Nominee

1. Dr. V. Subha

Assistant Professor
Department of Computer Science & Engineering,
Manonmaniam Sundaranar University,
Tirunelveli – 627012.
Mob.No. 9486480605
Email id Subha_velappan@yahoo.co.in



01/02/2020

2.Mr. A. Charles

Associate Professor in Computer Science
St. Joseph's college
Trichy-2
Phone No : 9443494051
Email id: ac_konalai@yahoo.com



3.Dr. P. Velmani,

Assistant Professor in Computer Science
M.D.T Hindu college,
Tirunelveli-627010
Phone No:9489127283



11/2/2020

4.Alumnae

Mrs. A. Dhana Praveena

Assistant Professor in Computer science
St.Xaviers College,Palayamkottai.
Phone No. : 9791833368



11/2/2020

Internal members

1. Ms. S. Gnanathangam,

Associate Professor and Head,
Department of Computer Science,
St. Mary's College(Autonomous),



Thoothukudi – 1.

2.Ms. J. Anila Maily,
Associate Professor,
Department of Computer Science,
St. Mary's College(Autonomous),
Thoothukudi – 1.

J. Anila Maily

3.Ms. M. Jothimani,
Associate Professor,
Department of Computer Science,
St. Mary's College(Autonomous),
Thoothukudi – 1.

M. Jothimani

4.Sr. K.Reetha,
Assistant Professor,
Department of Computer Science,
St. Mary's College(Autonomous),
Thoothukudi – 1.

11/2/2020

5.Ms. S. Andrews Felicita,
Assistant Professor,
Department of Computer Science,
St. Mary's College(Autonomous),
Thoothukudi – 1.

S. Andrews Felicita

6.Ms. C.Nayanthra Mascarenhas,
Assistant Professor,
Department of Computer Science(SSC),
St. Mary's College(Autonomous),
Thoothukudi – 1.

C.Nayanthra Mascarenhas

7.Ms. A.Jenitta Jebamalar,
Assistant Professor,
Department of Computer Science(SSC),
St. Mary's College(Autonomous),
Thoothukudi – 1.

A. Jenitta

Student Representative

1.Ms. B.Angel Treasure
III. B.Sc. Computer Science,
St. Mary's College(Autonomous),
Thoothukudi.

B.Angel Treasure

MINUTES OF THE BOARD OF STUDIES MEETING

Department Commerce

The Board of Studies Meeting of the Department of Commerce was conducted on 1st Feb 2020 at 10 a.m. in the department of commerce

No. of Members Present

External Members : 4

Internal Members : 22

Students Representative: 2

The Chairperson Dr.G. Stella Beatrice Nirmala welcomed and introduced the Members. The following members expressed their inability to attend the meeting:

1. Dr. Kamala Kannan (Retired HOD of Commerce, VOC College, Thoothukudi)
2. Dr.Mabel Latha Rani, Assistant Professor of Commerce, Rani Anna Government College, Tirunelveli.
3. Mr. Vimie Machado (Industrialist)

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

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- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

The board unanimously approved and accepted.

Agenda Item No.2

The board members have approved the Career Orientated course for III UG
Regular Stream – Professional Training for Self Employment
SSC Stream – 1. Preparatory Course for TNPSC

2. Preparatory Course for Bank Exam

3. Accounting Technology

Agenda Item No.3

The board suggested that the average of the best two CIA test may be considered for the benefit of the students.

Resolution

The Board placed the following suggestions and recommendations:

- ❖ Dr. A.I. Auxilia Felcita, appreciated the syllabus of Career Oriented Course Syllabus of Regular Stream.
- ❖ The elaboration on the syllabus and minor changes for the following Courses were approved:

UG

1. Financial Accounting II – In Unit III, Single Entry was introduced instead of Sectional Balancing
2. Business Communication – Elaborated
3. Business Mathematics – Elaborated
4. Business Statistics – Elaborated
5. Income Tax Law and Practice I – Elaborated, Theory: Problem ratio was changed from 30:70 to 40:60
6. Income Tax Law and Practice II – Elaborated, Theory: Problem ratio was changed from 30:70 to 40:60

PG

1. Taxation and Tax Planning – Elaborated, Theory : Problem ratio was changed from 30:70 to 40:60

The meeting ended with the vote of thanks by Mrs. P.Maria Sahaya Rossiyana,
Coordinator of Commerce SSC

Members of the Board of Studies

1. Dr. K. RajaMannar, Assistant Professor of Commerce, Manonmaniam Sundaranar University, Tirunelveli
K. RajaMannar 01/02/20
2. Dr. Geetha, Former Head & Associate Professor of Commerce, S.T.Hindu College, Nagercoil.
P. Geetha 11/2/2020
3. Dr. J. Arulmani, Assistant Professor of Commerce, Nehru Memorial College, Trichy
J. Arulmani 11/2/2020
4. Dr. A.I. Auxilia Felcita, Associate Professor of Commerce, Fatima College, Madurai
A. I. Auxilia Felcita
5. Dr. G. Stella Beatrice Nirmala, Head & Associate Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
G. Stella Beatrice Nirmala 11/2/20
6. Dr. Mary Judith Reene Fernando, Associate Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
M. Judith Reene
7. Dr. Fernando Alexandria, Associate Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
Fernando Alexandria
8. Dr. P. Banumathi, Associate Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
Banumathi
9. Mrs. A. Amora, Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
A. Amora
10. Dr. JeyaMary, Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
P. JeyaMary 11/2/2020
11. Dr. A. Saleth Mary Vetriselvi, Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
A. Saleth Mary 11/2/2020
12. Mrs. O. Sony Fernando, Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
O. Sony
13. Dr. S. Bulomine Regi, Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
S. Bulomine Regi
14. Ms. Ajitha, Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
J. Ajitha 11/2/2020
15. Ms. S. Chris Roshal, Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
Chris Roshal
16. Mrs. P. Maria Sahaya Rossiyana, Coordinator of Commerce (SSC) & Assistant Professor of Commerce, St. Mary's College (Autonomous), Thoothukudi.
Maria Sahaya Rossiyana

17. Dr. T.Priyanka, Assistant Professor of Commerce, St. Mary's College (Autonomous),
Thoothukudi. *T. Priyanka*
18. Dr. B. Geetha Maheswari, Assistant Professor of Commerce, St. Mary's College
(Autonomous), Thoothukudi. *B. Geetha Maheswari* 11/2/2020
19. Ms. Saranya, Assistant Professor of Commerce, St. Mary's College (Autonomous),
Thoothukudi. *S. Saranya* 11/2/2020
20. Ms. Lyrics Miruna, Assistant Professor of Commerce, St. Mary's College
(Autonomous), Thoothukudi. *Lyrics Miruna* 11/2/2020
21. Dr. Jenifer Trina, Assistant Professor of Commerce, St. Mary's College
(Autonomous), Thoothukudi. *Jenifer Trina* 11/2/2020
22. Ms. Dhanam Jeyaseeli Mary, Assistant Professor of Commerce, St. Mary's College
(Autonomous), Thoothukudi. *Dhanam Jeyaseeli Mary* 01/02/2020
23. Ms. Meena Pattu Revathi, Assistant Professor of Commerce, St. Mary's College
(Autonomous), Thoothukudi. *Meena Pattu Revathi* 01/02/2020
24. Ms. A. Indra Refline Missier, Assistant Professor of Commerce, St. Mary's College
(Autonomous), Thoothukudi. *A. Indra Refline Missier* 11/2/2020
25. Ms. Maria Celestina Ralpa, Assistant Professor of Commerce, St. Mary's College
(Autonomous), Thoothukudi. *Maria Celestina Ralpa* 01/02/2020
26. Ms. Saral, Assistant Professor of Commerce, St. Mary's College (Autonomous),
Thoothukudi. *S. Saral* 01/02/2020
27. Minmini. S, Student Representative - PG, St. Mary's College (Autonomous),
Thoothukudi. *S. Minmini*
28. Santaline Shirona. R, Student Representative - UG, St. Mary's College
(Autonomous), Thoothukudi. *S. Shirona*

Professional Training for self employment
Commerce Students Self Employment Training Program Syllabus

S.No & Heads	Contents	Hours
1.Course Introduction	Introduction to Professional Practice	30 Minutes
	Commerce Graduates act as a GST Practitioner	30 Minutes
	Commerce Graduates act as Income Tax Practitioner	30 Minutes
2.Income Tax	Direct Taxes at a Glance	30 Minutes
	Basic Concept of Income Tax & Computation of Income Under Various Heads	1 Hour
	Income Tax Accounting Preparation for Proprietorship , OPC , LLP , Partnership Firm , Limited Companies , Trust , Society	30 Minutes
	Income Tax E filing System & Procedural Compliance PAN TDS TCS SAT Refund	
	Income Tax Assessment , Appeals & Revision	1 Hour
	Income Tax Practitioner (ITP) Registration	30 Minutes
3.Goods and Services Tax	Basic of Goods and services Taxes (GST) , Concept of Time , Value & Place of Taxable supply	1 Hour
	Input Tax Credit & Computation of GST Liabilities	1 Hour
	Procedural Compliance Under GST- Debit Note Credit note , E Way Bill , and Refund	1 Hour
	GST E Filing GSTR 1 , 2A ,3B , 4 , and 9 Forms ,(Monthly ,Quarterly and Annual Returns)	2 Hours
	GST Accounts Preparation , and GST Audit	1 Hour
	GST (Registration Certificate) Registration & Goods and Services Tax Practitioner Registration	1 Hour
4.Business Organization / Constitution Formation	One Person Company Formation	1 Hour
	Partnership Firm Registration to Firm Registrar & Limited Liability Partnership Registration	1 Hour
	Private Limited and Public Limited Company Registration	1 Hour
	Trust , Society , Union Registration	1 Hour
5.Labour Law Practice	Basic Concepts of Labour Laws	30 Minutes
	EPF, ESI Laws	30 Minutes
	EPF, ESI Registration & Monthly Returns	30 Minutes
	EPF , ESI Accounts , Audit and Appeals	30 Minutes

ST.MARY'S COLLEGE (AUTONOMOUS)
~~CERTIFICATE COURSE ON~~ ACCOUNTING TECHNOLOGY
III B.COM (DEPARTMENT OF COMMERCE)
SELF-FINANCING COURSE
ACADEMIC YEAR 2020-2021

Unit – I- ACCOUNTING SOFTWARE

Tally – Busy Bee – Wings – Cloud Accounting – ERP – SAP – ZOHO books – Nature – Need and Importance – Advantages and Disadvantages

Unit – II – IMPLEMENTATION SOFTWARE

Easy office – Clear Tax – Saral Tax Office – Turbo Tax Office – ZEN Income Tax Software (Spectrum) – Taxmanns one solution – Tax point – Usage – Needs and Importance – Advantages and Disadvantages.

Unit – III- RECENT TECHNOLOGY IN SOFTWARES

Basic Concepts of Recent technology - Advantages and Disadvantages

Unit – IV- GOVERNMENT INITIATIVES ON TECHNOLOGY

Income Tax Website – GST Website – MCA Website – EPF & ESI – Labour Laws

Unit –V- IMPACTS

Impacts – Do's and Don'ts of using the technology – Cost – Social Media
Accounting – Advantages and Drawbacks.

Conditions:

- Power point presentation with audio provisions
- Practical session for at least 5 hours
- Powerful online facility

Course Co-ordinator: Miss. Jenifer

Gee Bee Associates,

406, V.E.Road,

Tuticorin 628002.

Contact: 80 566 88 370

Referred by: CA. B. Francis Amal George,

Gee Bee Associates,

406, V.E.Road,

Tuticorin 628002.

Contact: 94421 33082

ST.MARY'S COLLEGE (AUTONOMOUS)

CERTIFICATE COURSE

Preparatory Course for TNPSC

III B.Com (Department of Commerce-SSC)

ACADEMIC YEAR 2020-2021

UNIT-1 GENERAL SCIENCE

Physics - General Scientific laws, Mechanics and properties of matter, Heat, light and sound – Chemistry – Elements and Compounds - Botany – Main Concepts of life science, Classification of living organism – Zoology - Blood and blood circulation, Human diseases including communicable and non – communicable diseases

UNIT – 2 GENERAL STUDIES I

Current events – Geography - Earth and Universe, Solar system, Social geography - History and culture of India and Tamilnadu - Indus valley civilization, -Culture and Heritage of Tamil people

UNIT – 3 GENERAL STUDIES II

Indian Politics - Constitution of India- Indian Economy - Five-year plan models - Indian National Movement - Constitution of India

UNIT – 4 APTITUDE & MENTAL ABILITY TESTS

Data collection and Presentation – HCF and LCM – Ratio and Proportion – Logical Reasoning

UNIT-5 GENERAL ENGLISH

Grammar – Literature – Authors and their Literary Works

Co-ordinator: Mr. Eswar

Reference: Mr. Prince,

Sam's IAS Academy,

Ettayapuram Road, Near Susee Auto Limited,

Tuticorin Melur,

Thoothukudi – 628001

Phone No:9489123454

Preparatory

ST.MARY'S COLLEGE (AUTONOMOUS)
CERTIFICATE COURSE ON BANK EXAM

III B.Com (Department of Commerce)

SELF-FINANCING COURSE

ACADEMIC YEAR 2020-2021

Quantitative aptitude

Number Systems, Ratio & Proportion, Percentage & Averages, Profit & Loss, Mixtures & Alligations, Simple Interest & Compound Interest, Surds & Indices, Time & Distance, Mensuration – Cylinder, Cone, Sphere, Sequence & Series, Permutation & Combination & Probability, Quadratic Equations, Data Interpretation.

Reasoning Ability

Sitting Arrangements, Tabulation, Logical Reasoning, Syllogism, Input Output, Coding, Decoding, Alphanumeric Series, Ranking/ Direction/ Alphabet Test, Data Sufficiency, Coded Inequalities, Non verbal reasoning.

English Language

Reading Comprehension, Cloze test, Error Spotting, Sentence Correction, Para Jumbles, Vocabulary, Multiple Meaning words, Paragraph, Completion and new pattern questions of various types.

Course Co-ordinator: Mr.Thangaraj– Cell No.: 9489123454

Reference: Mr. Prince

SAM IAS ACADEMY,

Ettayapuram Road, Near Susee Auto Limited,

Tuticorin Melur,

Thoothukudi – 628001

Phone No: 9994106510

SEMESTER –II			
Part III	Core III	Financial Accounting II	
Code:18UCOC21	Hrs/Week: 5	Hrs/Sem: 75	Credits : 4

Unit I –Non-Trading Concerns

Capital and Revenue – Deferred Revenue Expenditure – Accounts of non trading concerns and professionals – Receipts and Payments account – Income and Expenditure account – Difference between income and expenditure a/c and Receipts and Payments a/c – Preparation of Balance sheet.

Unit II – Consignment and Joint Venture

Consignment account – Valuation of Closing stock – Normal and Abnormal loss – Goods sent at invoice price

Joint venture – Difference between consignment and joint venture – Accounting entries: in the books of the co-ventures in separate set of books.

Unit III –Single Entry and Self Balancing

Single entry- Difference between Single entry and Double Entry – Ascertainment of Profit or Loss-Capital Comparison Method- Conversion Method – Finding out missing items. Self Balancing system – Total Debtors account – Total Creditors – Various adjustments accounts

Unit IV – Insurance Claims

Insurance claims – Average clause – Loss of stock – Loss of profit policies.

Unit V – Royalties

Royalties account - Meaning – Minimum Rent- Short Workings- Types of Recoupment - Strike-Sublease.

Note: Theory 30% Problem 70%

Text books:

Reddy .T.S. and Murthy.A.*Advanced Accountancy- Vol.* Chennai – 17:Margham Publications.

Books for Reference:

1. Nagarajan, K.L. .VinayagamM and Mani P.L *Principles of accountancy*. New Delhi: Eurasia Publishing house (p) ltd.
2. Pillai.R.S.N. -*Advanced Accouting- Vol-I*. New Delhi: S.Chand & Co Ltd.
3. Arulraj Ponnudurai-*Accountancy-Vol-II*. Tirunelveli – 5: Sathya Publications.

SEMESTER –III				
Part III	Allied V	Business Communication		
Code:18UCOA31	Hrs/Week: 3	Hrs/Sem: 45	Credits : 3	

Unit I Introduction to Business Communication

Definition –Purpose- Importance - Types – The Communication Cycle-Principles of effective communication- Layout of a business letter - Barriers to communication.

Unit II Business Letters I

Enquiries and Replies – Offers and Quotation –Tenders-Important terms used in Offer and Quotation- Orders and Execution.

Unit III Business Letters II

Collection letters –Notification and Reminders –Enquiry and Discussion- Appeal& Urgency-Demand and Warning. Sales letters- Advantages- Objectives of writing a sales letter- Functions – Drafting Sales letter

Unit IV Business Letters III

Bank Correspondence –Correspondence with customers: Opening a current a/c- Stopping the payment of a cheque-Request for Loan

Insurance Correspondence –Need for Insurance-types of insurance-Life insurance- Enquiry about surrender value and reply- A letter intimating the maturity of a policy – Fire insurance –Notification regarding the occurrence of fire and reply by insurance company

Unit V Business Letters IV

Public Grievance letters - Letter to the Editor - Letters through e-mail-Writing effective emails-Golden rules for effective emails-Forwarding emails-email attachments –sending an email.

Text Book :

Rajendra Pal and Korlahalli. - *Essentials of Business Communication*. New Delhi: Sultan Chand & Sons.

Books for Reference:

1. Urmila Rai & S.M. Rai. *Business Communication*. New Delhi: Himalaya Publishing House.
2. Balasubramanyan. *Business communication*. New Delhi: Vikas Publication.

SEMESTER- III			
Part III Core SB Business Statistics			
Code: 18UCOS41	Hrs/Week: 4	Hrs/Sem: 60	Credits: 4

Unit I Introduction

Definition, Features, Importance, Limitations– Methods of collection of data – Methods of collecting primary data- – Methods of collecting secondary data. Diagrammatic representation- Types of Diagrams- One dimensional – two dimensional – three dimensional – Pictograms and Cartograms

Unit II Measures of Central Tendency

Definition- Types of Average- Methods of measuring mean, median, mode, G.M &H.M for individual observation, discrete series, and continuous series

Unit III Measures of Dispersion

Definition- Range – Co efficient of range- Quartile deviation- Co efficient of Quartile deviation - Mean deviation - Co efficient of Mean deviation- Standard deviation – Coefficient of Standard deviation - Variance

Unit IV Correlation and Regression Analysis

Definition- Types of correlation- Methods of Correlation Analysis-Scatter diagram method- Graphic method –Karl Pearson's Co efficient of Correlation,Spearman's, Concurrent Deviation method- Regression –Definition- Regression coefficients– Simple Regression lines only

Unit V Analysis of Time Series

Meaning-Components of Time series- Methods of measuring secular Trend; Graphic method, Semi average method- Moving Average method- Method of least squares

Note: Problem – 70% Theory – 30 %

Text Book:

Pillai R.S.N&Bagavathi V. Statistics. New Delhi: S. Chand & Co.

Books for Reference

1. Gupta S.P. Statistical Methods. New Delhi: Sultan Chand & Sons.
2. Wilson H. Business Statistics.New Delhi: Himalaya Publishing House.

SEMESTER- III			
Part III	Core SB Business Mathematics		
Code: 18UCOS31	Hrs/Week: 4	Hrs/Sem: 60	Credits: 4

Unit I - Equations

Introduction- Degree of Equations –Linear Equations - Quadratic Equations- Formula method- Factorisation method – - Simultaneous Linear equations with 2 or 3 unknown variables

Unit II - Theory of Indices

Introduction – Laws of indices –Types of Indices – Positive index, Zero index, Negative index, Fractional index.

Unit III – Theory of logarithms

Introduction – Characteristics of Logarithm-Laws of logarithms –Product Rule- Quotient Rule- Power Rule- Change Rule- Common logarithms

Unit IV – Matrices

Introduction – Types of Matrices – Equality of Matrices –Addition of Matrices- Subtracting of Matrices- Multiplication of Matrices- Transpose of Matrix- Determinants- Inverse of a matrix – – Solution for simultaneous equations using matrix method.

Unit V - Commercial Arithmetic

Introduction - Percentages – Ratio and Proportion- Simple interest - Compound interest – Discount – Banker's Discount – True Discount-Trade Discount - Cash discount .

Note: Problem – 70% Theory – 30 %

Text Book:

Wilson. Business Mathematics. New Delhi: Himalaya Publishing House.

Books for Reference:

1. Sancheti D.C & V. Kapoor. Business Mathematics. New Delhi: Sultan Chand & Sons.
2. Ranganath G.K. A text book of Business Mathematics, New Delhi: Himalaya Publishing House.

SEMESTER- V			
Part III	CORE-X	INCOME TAX LAW AND PRACTICE - I	
Code: 15UCOC51	Hrs/Week: 7	Hrs/Sem: 105	Credits5:

Objective:

To help students understand and apply basic concepts and provisions of Income Tax Act 1961 and to help students to compute different heads of income

UNIT I: Introduction

Basic concepts and definition- Agricultural income- Residential status- Tax Incidence- Problems Exempted Income-All assessee-Employees-Institutions

UNIT II: Salaries

Income under the head Salary – Different forms-Allowances – Perquisites – Retirement – Computation - Problems

UNIT III: House Property

Income under the head House Property - Exemption – Gross Annual value –Annual value Deductions- Computation – Problems

UNIT IV: Profits and Gains

Income under the head Profits and Gains of Business or Profession – Deductions Expressly allowed – General deductions – Expenses expressly disallowed-Computation- Problems

UNIT V: Capital Gains and Income from other sources

Income under the head Capital Gains – Types- Transfer – Exemption-Computation- Problems

Income from other sources- Income chargeable – Simple problems only

Note: Problem – 60% Theory – 40 %

Text Book and References:

S.P. GOYAL

1. Dr. H. C. Mehrotra and Dr. S.P. Goyal, Income Tax Law and Accounts, SahityaBhawan publications,Agra.

REFERENCE

1. Lal B.B., Direct taxes- Konark Publishers Pvt.Ltd,Delhi

SEMESTER - VI			
Part III CORE XIII -INCOME TAX LAW AND PRACTICE - II			
Code: 15UCOC61	Hrs/Week:6	Hrs/Sem: 90	Credits: 5

Objective:

To help students understand and apply tax rate and deductions and to help students compute income of individuals and firms etc.,

UNIT I: Clubbing of Income and Set off:

Clubbing of income –Deemed Income- Set off and carry forwards and Carry forward and set off – Problems.

UNIT II: Deductions

Deduction from gross total income from Section 80 C to 80 U – Tax rate- Simple Problems only

UNIT III: Procedure for filling of return

Assessment procedure- Types of Assessment- Returns – Types – Belated return-Defective return- E-Filing– PAN

UNIT IV: Assessment

Assessment of Individuals –Total income of Individuals- Tax Liability of Individuals including TDS and Advance Tax- Rebate and Relief of tax-Assessment of H.U.F-Computation-Simple problems only

UNIT V

Assessment of Firms – Book profit- Computation of tax- Alternate Minimum Tax- Simple problems

Note: Problem – 60% Theory – 40 %

Text Book and References:

Dr. S. P. Goyal

1. Dr. H. C. Mehrotra and _____ Income Tax Law and Accounts, SahityaBhawan publications, Agra.

REFERENCE

1. Lal B.B., Direct taxes- Konark Publishers Pvt.Ltd, Delhi

SEMESTER- IV			
Part III	CORE-XIV Taxation And Tax Planning		
Code:17PCOC42	Hrs/Week:8	Hrs/Sem: 120	Credits:5

Objective:

To expose the students to the concept of Direct Taxes and familiarise them with the recent developments in Direct Taxation.

UNIT I- Introduction to Income tax

Definition of Income Tax- Basic Concepts- Previous Year - Assessment Year – Person- Gross Total Income-Residential status of assessee - Tax Incidence – Exempted income- All assessee-Employees-Institutions

UNIT II- Income from Salary, House property, Business income

Computation of Income from Salary – Different forms- Allowances – Perquisites – Retirement. Income from House Property- Deductions. Profits and Gains of Business or Profession- Deductions expressly allowed – General Deductions-Computation- Tax Planning.

UNIT III- Capital Gains, Income from other sources and Clubbing of Income

Capital Gains-Computation- Income from other sources- Clubbing of income –Deemed Income

UNIT IV- Set off and carry forward

Set off and carry forwards and Carry forward and set off – Deduction from gross total income from Section 80 C to 80 U- Tax Planning.

UNIT V- Assessment procedure and Tax authorities

Assessment procedure and Tax authorities- Filing of returns- TDS- Refund of Tax- Tax Rates- Assessment of Individuals and Tax Planning – Income- Tax Liability- Advance Tax- Rebate and Relief. Assessment of Firms

Note: Problem – 60% Theory – 40 %

Text Book: **DR. S. P. GOYAL**

Dr. H. C. Mehrotra and Bhawan publications, Income Tax Law and Accounts, Sahitya

Reference Books:

1. V.P.Gaur & Narang Puja Gaur & Rajeevpuri-Kalyani Publishers, New Delhi
2. Lal B.B. and Vashist N, Direct taxes- Pearson Education.

MINUTES OF THE BOARD OF STUDIES MEETING DEPARTMENT OF MICROBIOLOGY

The Board of Studies Meeting of the Department of microbiology was conducted on 1st February 2020 at 10.30 am in the department of Microbiology.

No. of Members Present

External Members : 5

Internal Members : 6

The Chairperson Dr. Joys Selva Mary Albert welcomed and introduced the members. The following members expressed their inability to attend the meeting:

1. Mr. D. Paulpandi, Industrialist
2. Ms. Edinta Motha - Alumnae

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

For MOOC, NPTEL website and Khan Academy were recommended for selecting and pursuing the course.

Agenda Item No.2

In career oriented course syllabus some products were removed to reduce the course content to 30 hours.

Agenda Item No.3

To improve and strengthen the knowledge and to reduce the number of absentees, it is recommended to conduct three CIA and all the three CIA marks shall be considered for calculating average.

Resolution

It was resolved in the Board of studies that,

- MOOC is mandatory for PG students during the first year of study.
- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years. Certificate and Career oriented course will be conducted for 30 hours instead of 60 hours during the odd semester.
- Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

The Board placed the following suggestions:

The board members acknowledged and appreciated all the three agenda to be beneficial for the welfare of the students.

The meeting ended with the vote of thanks by Dr. C. Siluvai Kirubagari Aneeshia.

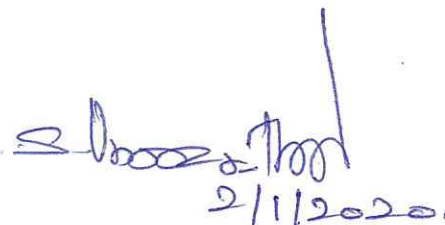
List the Members of the Board of Studies and signature

Signature

1. Dr. S. Sudhakar,
Professor,
Department of Biotechnology,
Manonmaniam Sundaranar University,
Tirunelveli.


21/1/2020

2. Dr. S. Viswanathan,
Assistant Professor and Head,
PG Department of Microbiology,
Sri Paramakalyani College
Alwarkurichi.


21/1/2020.

3. Dr. N. Jeya Kumar,
Guest Lecturer,
Department of Microbiology,
Kamarajar Government College,
Surandai.


21/1/2020

4. Dr. R. Janet Rani,
Assistant Professor and Head,
Department of Microbiology,
Sadakathullah Appa College (Autonomous),
Palayamkottai, Tirunelveli - 11

Y. Rani
1/2/2020

5. Dr. K. Jenitha,
Assistant Professor and Head,
Department of Microbiology,
Scott Christian College (Autonomous),
Nagercoil - 03

K. Jenitha
1/2/2020

6. Dr. Joys Selva Mary Albert,
Assistant Professor, Head and SSC Co-ordinator,
Department of Microbiology,
St. Mary's College (Autonomous),
Thoothukudi.

V. Joys Selva Mary Albert
1/2/2020

7. Dr. C. Siluvai Kirubagari Aneeshia,
Assistant Professor,
Department of Microbiology,
St. Mary's College (Autonomous),
Thoothukudi.

C. Kirubagari Aneeshia
1/2/2020

8. Ms. A. Maria Heartina Adlin Vaz,
Assistant Professor,
Department of Microbiology,
St. Mary's College (Autonomous),
Thoothukudi.

A. Maria Heartina Adlin Vaz
1/2/2020

9. Ms. N. Anitha,
Assistant Professor,
Department of Microbiology,
St. Mary's College (Autonomous),
Thoothukudi.

N. Anitha
1/2/2020

10. Mr. C. Edward,
Assistant Professor,
Department of Microbiology,
St. Mary's College (Autonomous),
Thoothukudi.

C. Edward

11. Ms. I. Jenifer,
Assistant Professor,
Department of Microbiology,
St. Mary's College (Autonomous),
Thoothukudi.

I. Jenifer
1/2/2020

MINUTES OF THE BOARD OF STUDIES MEETING

Department of Psychology

2019 - 2020

The Board of Studies Meeting of the Department of Psychology was conducted on 01.02.2020 from 10 am to 1 pm in the Department of Psychology.

No. of Members Present

External Members : 04

Internal Members : Faculty : 04; Student Representative : 01

The Chairperson Dr. Jeyabharathi S welcomed and introduced the Members. The following members expressed their inability to attend the meeting:

1. Mr Yuvaraj,

Assistant professor and HOD In Charge,

Department of Psychology,

MSU.

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

➤ Nil

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

➤ The above agendas were discussed and approved by the Board members.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

➤ The above agenda was discussed and approved by the Board members.

Recommendations (state recommendations briefly- Give Annexure –I (for detail))

Agenda Item No.1

Nil

Agenda Item No.2

Suggestions were given to include guest lectures by advocates.

Agenda Item No.3

Nil

Resolution

- It was resolved that the Certificate course for III UG will be conducted in the odd semester with 30 hour syllabus.
- It was resolved that there will be no Certificate course for II UG as they will be having their Ability Enhancement Course.
- It was resolved that the Certificate course for I UG will be conducted in the odd semester with 30 hour syllabus.
- It was resolved that the Internals will be conducted three times per semester and an average of all the three marks will be taken for evaluation.

The Board placed the following suggestions:

- Few minor changes were suggested in the syllabus of Psychological Statistics and Biological basis of behaviour
- The evaluation pattern and the Certificate course curriculum was acknowledged and approved by the Board.

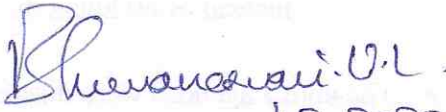
The meeting ended with the vote of thanks by Dr. Jeyabharathi S

(List the Members of the Board of Studies and signature)

External Experts:

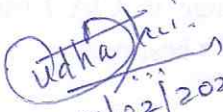
1. Dr Bhuvaneshwari U L

Assistant Professor,
Department of Psychology,
Govt Arts College,
Coimbatore.


1.2.2020

2. Dr. Sudha Kumari,

Assistant Professor,
Dept of Education,
Annamal College of Education,
Thoothukudi.


01/02/2020

3. Dr. Rowena, DPM

Professor in Physiology,
Thoothukudi Medical College,
Thoothukudi.

Rowena DPM
1/02/2020

4. Mrs Asha C,

Students Counselor,
Sathak Abdulla College,
Tirunelveli.

Asha C
01/02/2020

Internal Experts:

1. Dr. Jeyabharathi S

Assistant Professor and Head,
Department of Psychology,
St. Mary's College (Autonomous),
Thoothukudi.

Jeyabharathi S
1/2

2. Ms Rohini R

Assistant Professor,
Department of Psychology,
St. Mary's College (Autonomous),
Thoothukudi

3. Yuvabala M,

Assistant Professor,
St Mary's College (Autonomous),
Thoothukudi.

Yuvabala M

4. Jeya Bala P,

Assistant Professor,
Department of Psychology,
St. Mary's College (Autonomous),
Thoothukudi

Jeya Bala P
1-2-20

Student Representative:

1. Vino Roshini
II UG

K. Viro
Roshini

MINUTES OF THE BOARD OF STUDIES MEETING

Department of Business Administration

The Board of Studies Meeting of the Department of Business Administration was conducted on 01/02/2019 at 10:30 am in the department of business administration.

No. of Members Present

External Members :

- Dr. S.Ganesan Malathy : University Nominee, Head of BBA,VOC College,Thoothukudi.
- Dr.S.Anbuselvi : Asst.,Prof of BBA, Lady Doak College,Madurai.
- Dr.A.Anthony Sahaya Chithra : Asst.,Prof of BBA, Adhitanar College of Arts & Science, Tiruchendur
- Dr. D.Annie Rose Nirmala : Asst.,Prof of MBA,FX Eng.,College,Tirunelveli.
- Mr. S. Ragavendra Sakthi Ram : Industrialist.
- Ms. M. Sharmila : Alumnae Representative.

Internal Members :

- Ms.S.Gayathri : Head and Assistant Professor
- Ms.D.Vijayalakshmi : Assistant Professor
- Ms.R.Paul Roja : Assistant Professor
- Ms.Machado Sneha John : Assistant Professor

The Chairperson Ms.S.Gayathri, Head of the department welcomed and introduced the Members. The following member expressed their inability to attend the meeting:

1. Dr. S.Ganesan Malathy – University Nominee
2. Ms.M.Sharmila – Alumnae representative

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

NIL

Agenda Item No.2

Certificate Course & Career Oriented Course

- Ability Enhancement Courses will be conducted in the afternoon. So, there is no Certificate Course for II Years.
- I & III UG students have Certificate & Career Oriented courses for 30 hours instead of 60 hours during the odd semester.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

- NIL

Agenda Item No.2

- The Certificate course hours has been reduced from 60 hours to 30 hours which is welcomed and accepted by the board members.
- The students of second UG are cooped with Ability Enhancement courses in the afternoon.
- Fairy Craft certificate course can be included with industries to encourage their sales and become budding entrepreneur.

Agenda Item No.3

- The board members have suggested to Conduct 3 Continuous Internal Assessment for the welfare of the students.
- Average marks of 3 Continuous Internal Assessment are welcomed by the members of board, but the members of the board recommended on conducting two and a half portions for first two CIA covering full five units and conducting third CIA as a model test.

Resolution



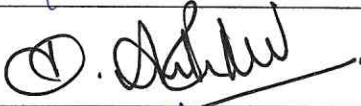
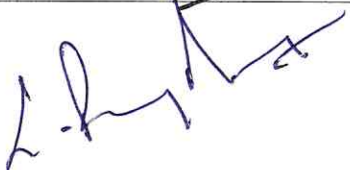




The board accepted agenda 2 and 3.

The members of the Board placed the following suggestions:

- The admiration of board towards Fairy craft certificate course for second year students were as high as it would levitate budding future entrepreneurs.
- An expo on the fairy craft certificate course works and tie up with art work trading industries would uplift the student's entrepreneurship qualities and make them upbuilt studentpreneurs.
- Practical application of yoga and meditation in the syllabus is appreciable as this would increase the concentration power of the students.
- Consumer Psychology for final year UG students would prove beneficial for dealing in with the currently prevailing Customer oriented markets.
- Certificate course for final year students, titled "Connect Effective Communication Skills" were accepted by the members of the board.

The meeting ended with the vote of thanks by Ms.D.Vijaya Lakshmi, Assistant Professor of Department of Business Administration.

SIGNATURE OF THE BOARD MEMBERS

SUBJECT EXPERTS Dr.A.AnthonySahayaChithra Asst.,Professor of BBA, Adhitanar College of Arts & Science, Tiruchendur	
Dr.S. Anbuselvi Asst.,Prof of BBA, Lady Doak College, Madurai.	
Dr. D. Annie Rose Nirmala Asst.,Prof of MBA,FX Eng.,College,Tirunelveli.	
INDUSTRIALIST Mr. S. Ragavendra Sakthi Ram Executive Director, Port City Benefits Fund Ltd (All Over Tamilnadu)	
INTERNAL STAFF MEMBERS Ms.S.Gayathri Head and Assistant Professor Department of Business Administration	
Ms.D.Vijayalakshmi Assistant Professor Department of Business Administration	
Ms.R.PaulRoja Assistant Professor Department of Business Administration	
Ms.Machado Sneha John Assistant Professor Department of Business Administration	

MINUTES OF THE BOARD OF STUDIES MEETING

Department of Human Resource Management

The Board of Studies Meeting of the Department of Human Resource Management was conducted on 31st January 2020 at 12 pm in the department of HRM.

No. of Members Present

External Members : 3

Internal Members : 4

The Chairperson Dr.Mary Judith Reene Fernando, Associate Professor of Commerce and Coordinator of MHRM welcomed and introduced the Board of Studies Members. The following members expressed their inability to attend the meeting:

1. Dr.G. Ilankumaran, Assistant Professor of Management, Alagappa Institute of Management, Alagappa University Karaikudi.
2. Mrs. M. Lakshmi Preethi, Franchisee – World of Titan , Palayamkotai, Tirunelveli Dt
3. Mrs.M.Fatima Lucia Sheeba, Assistant Professor of MHRM, St.Mary's College (Autonomous),Thoothukudi.
4. Mrs.Poornima, Guest Lecturer of MHRM, St.Mary's College (Autonomous),Thoothukudi

Agenda Discussion:

The Chairperson presented the agenda and invited the members for discussion.

Agenda Item No.1

MOOC Online course – It is mandatory for PG students to complete one MOOC during the first year of study. If the students fail, they appear for supplementary exam and the institution will provide the certificate. No extra credit will be given.

Agenda Item No.3

Change in CIA Evaluation Pattern – Average of all the three tests will be taken instead of the best two.

Recommendations

Agenda Item No.1

The board unanimously approved and accepted the implementation of supplementary exam for MOOC Online Course.

Agenda Item No.3

The board unanimously approved and accepted the change in CIA evaluation pattern.

The meeting ended with the vote of thanks by Ms.Annette Roy.

Members of the Board of Studies

External Members

1. Dr.C.L Jeba Melvin, Nesamony Memorial Christian College, Marthandam.
2. Dr. Bini , Associate Professor, Scott Christian College, Nagercoil.
3. S.Maria Messiah Sherin, Alumnae of St.Mary's College (Autonomous),Thoothukudi.

[Signature]
31/11/2020

[Signature]
31/11/2020

Internal Members

1. Dr.Mary Judith Reene Fernando, Associate Professor of Commerce and Coordinator of MHRM, St.Mary's College (Autonomous) ,Thoothukudi. *[Signature]*
2. Ms.A.Rashitha Banu, Assistant Professor of MHRM, St.Mary's College (Autonomous),Thoothukudi. *[Signature]*
3. Ms.Annette Roy, Assistant Professor of MHRM, St.Mary's College (Autonomous), Thoothukudi. *[Signature]*
4. Ms.Jesu Shaya Sherina, Assistant Professor of MHRM, St.Mary's College (Autonomous), Thoothukudi. *[Signature]*