

Dr. N.G.P. Arts and Science College

An Autonomous Institution affiliated to Bharathiar University, Coimbatore

Re-accredited with 'A' Grade by NAAC

Dr. N.G.P. - Kalapatti Road, Coimbatore – 641 048

SECOND MEETING OF STANDING COMMITTEE ON ACADEMIC AFFAIRS

AGENDA & NOTES

21.06.2016

10.30 AM

Dr. N.G.P. Arts and Science College

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SECOND MEETING OF STANDING COMMITTEE ON ACADEMIC AFFAIRS

Date : 21.06.2016 **Time** : 10.30 AM

Venue : VALLUVAR ARANGAM


ITEM

AGENDA

Welcoming the members

- I To approve that **Dr.N.Kannan**, Dean and Controller of Examinations has been relieved from his regular service on his request on **19.01.2016** and **Dr.N.Baluswami**, New controller of Examinations has been appointed with effect from **10.02.2016**.
- II a) To approve to start **B.Com- Business Process Service** and **B.Com-Business Analytics** programmes in June 2016
- b) To approve to start Additional section in **B.Com- Professional Accounting** programme in June 2016.
- III To approve to start **B.Voc - Business Analytics** and **B.Voc- Accounting and Taxation** programmes in June 2016.
- IV a) To approve conversion of the course **B.A. English Literature with Computer Applications** to **B.A. English literature** from June 2016 and onwards.
- b) To approve the Change of Nomenclature **M.Sc- Hospital Administration as MHA(Master of Hospital Administration)** programme from **2016-2017 and onwards**.
- V To approve the various committees formed for the College Academic Enhancement.
- VI To approve the syllabi and Scheme of Examination of **NMEC (Non Major Elective Courses)** offered by the **all UG Programmes** for students admitted in various **UG progammes** from 2016- 2017 and onwards..
- VII a) To approve the **criteria for earning Five Extra Credits by UG and PG** students admitted in 2016- 2017 batch and onwards.

- b) To approve the syllabi of Self study subjects offered by *all the UG and PG Programmes* for earning Extra Credits.
- VIII To approve the *minutes of various Board of Studies meetings* held during the month of April, 2016 for UG, PG, PG Diploma, Diploma and Certificate programmes to be placed in the ensuing Academic Council Meeting.
- IX To *correct or any changes in the syllabi / regulations* for all the UG, PG, PG Diploma, Diploma and Certificate programmes the Chairman may be authorized to empower the Heads / Chairperson of the various boards for implementation, after change.
- X To approve the panel of examiners for question paper setting and valuation.
- XI To approve the pattern of Question Paper for all the UG and PG programmes.
- XII *Any Other Matter*


Dr.P.R.MUTHUSWAMY
PRINCIPAL / CHAIRMAN - SCAA
Dr. P.R. MUTHUSWAMY
15, KOPPA
P.O. 605 003
Pondicherry, India

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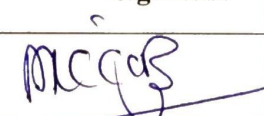




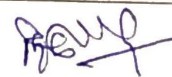

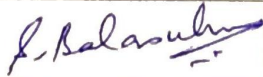
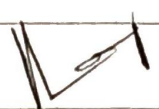
SECOND MEETING
STANDING COMMITTEE ON ACADEMIC AFFAIRS

Date: 21.06.2016


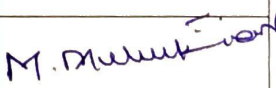

Time: 10.30 AM

Venue: Valluvar Arangam

Members Present:

S. No	Name	Designation	Representing	Signature
1	Dr.P.R. Muthuswamy	Principal	Chairman	
2	Dr. K. Durairaj	Vice Principal	Senior Faculty	
3	Dr. N. Baluswami	Controller of Examinations	Examinations	
4	Prof. R. Kandaswamy	Director, Mathematics	Senior Faculty	
5	Dr.S.C. Palaniswamy	Professor	Senior Faculty	
6	Dr. D. Geetha Ramani	Associate Professor	Member Secretary	
7	Dr.N. Kuppusamy	Head of the Department	Tamil	
8	Dr.R.Suganthi Hebzibha	Head of the Department	English	
9	Dr.R. Sowri Rajan	Head of the Department	Mathematics	
10	Mr. B. Satheesh Kumar	Head of the Department	Mathematics CA	
11	Dr.S. Balasubramanian	Head of the Department	Biochemistry	
12	Mrs.S.Kokila	Head of the Department	Clinical Lab Technology	
13	Dr.K. Krishnaveni	Assistant Professor	Chemistry	
14	Dr. V. Shanmugaraju	Head of the Department	Biotechnology	

15	Dr. S. S. Sudha	Head of the Department	Microbiology	<i>S.S. Sudha</i> 21/6/16
16	Dr. D. Sridevi	Head of the Department	Nutrition and Dietetics	<i>D. Sridevi</i>
17	Mrs. V. Kavitha	Head of the Department	Costume Design and Fashion	<i>V. Kavitha</i>
18	Mr. S. Vijayakumar	Head of the Department	Catering Science and Hotel Management	<i>S. Vijayakumar</i>
19	Dr. B. Rosiline Jeetha	HOD / Professor	Computer Science	<i>B. Jeetha</i> 21/6/16
20	Dr. B. Subramani	Head of the Department	Information Technology	<i>B. Subramani</i> 21/6/16
21	Mrs. D. Maheswari	Head of the Department	Computer Technology	<i>D. Maheswari</i>
22	Dr. K. Khumaravel	Head of the Department	Computer Science	
23	Dr. R. Kousalya	Head of the Department	Computer Application	<i>R. Kousalya</i> 21/6/16
24	Mr. C. Karthick	Assistant Professor	Commerce	<i>C. Karthick</i> 21/6/16
25	Dr. S. V. Ramesh	Head of the Department	Commerce	
26	Mr. M. Prakash	Head of the Department	Commerce (CA)	<i>M. Prakash</i>
27	Dr. S. Namasivayam	Professor	Commerce (CA) & Business Process service	<i>S. Namasivayam</i>
28	Dr. S. Saravanan	Head of the Department	Commerce (IT)	<i>S. Saravanan</i>
29	Dr. K. Vanaja	Head of the Department	Commerce (PA)	<i>K. Vanaja</i> 21/6/16
30	Dr. P. B. Banudevi	Head of the Department	Commerce (Finance)	<i>P. Banudevi</i>
31	Dr. A. R. Kanagaraj	Professor	Corporate Secretaryship	<i>A. R. Kanagaraj</i> 21/6/16
32	Dr. D. Parasakthi	Head of the Department	Corporate Secretaryship	<i>D. Parasakthi</i> 21/6/16
33	Mr. S. Mohan	Head of the Department	Management	<i>S. Mohan</i>

34	Mr. A. Sunil Franklin	Head of the Department	Hospital Administration	
35	Mr. S. Mohanraj	Head of the Department	International Business	
36	Mr. S. Jayanthi	Head of the Department	Medical Physics	
37	Dr. M. Jagadesh	Head of the Department	Physics	
38	Mr. A. Thanasingh	Director Physical Education	Physical Education	
39	Mr.M. Muthu Krishnan	Librarian	Library	
40	Dr. C. Balakrishnan	Head of the Department	Banking & Insurance	
41	Dr.M.S.Ranjithkumar	Head of the Department	Business Analytics	

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SECOND MEETING
STANDING COMMITTEE ON ACADEMIC AFFAIRS

Date: 21.06.2016

Time: 10.30 AM

Venue: Valluvar Arangam

MINUTES OF THE MEETING

WELCOME ADDRESS AND INTRODUCTORY REMARKS BY THE CHAIRMAN

The Chairman Dr.P.R.Muthuswamy welcomed the members and introduced the new members. The chair briefed the achievements made during the academic year 2015-2016.

- ❖ Reaccreditation of our College with 'A' Grade by NAAC with a CGPA of 3.17 out of 4.

ITEM-I: TO APPROVE RELIVING OF DR.N.KANNAN AND APPOINTMENT OF NEW CONTROLLER OF EXAMINATIONS DR.N.BALUSWAMI.

The Chairman moves that **Dr.N.Kannan**, Dean and Controller of Examinations has been relieved from his regular service on his request on **19.01.2016** and **Dr.N.Baluswami**, New Controller of Examinations has been appointed with effect from **10.02.2016**.

Dr.K. Durairaj, Vice Principal Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-II: a) TO APPROVE TO START B.COM- BUSINESS PROCESS SERVICE AND B.COM- BUSINESS ANALYTICS PROGRAMMES IN JUNE 2016

The College offers totally seven Branches of Commerce programmes at the undergraduate level presently. We observe that there are lots of chances for placement of Commerce related branches students at UG level. Therefore the College intends to start **B.Com- Business Process Service** and **B.Com- Business Analytics** programmes in June 2016 and onwards. After obtaining the approval from the Bharathiar University, the Board of studies will be constituted and authorized to frame the syllabi and the scheme of Examinations for first year only and the same may be ratified in the ensuing SCAA & Academic Council Meetings.

The Chair person moves that and Dr.S.Saravanan, Head, Commerce Information Technology Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

b) TO APPROVE TO START ADDITIONAL SECTION IN **B.COM-
PROFESSIONAL ACCOUNTING** PROGRAMME IN JUNE 2016.

The College offers *B.Com Professional Accounting* course with a sanctioned strength of 60. The demand for admission in this course is increasing high. Therefore the College intends to start additional section in *B.Com- Professional Accounting* programme in June 2016 and onwards .

The Chairman moves that and Dr.S.V.Ramesh, Head, Commerce Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-III: TO APPROVE TO START **B.VOC - BUSINESS ANALYTICS** AND **B.VOC-
ACCOUNTING AND TAXATION** PROGRAMMES IN JUNE 2016.

Based on the initiatives of the UGC, permitting Colleges to start B.Voc., Degree programmes, the UGC- DD Kousal Kendra granted the permission to start the following two B.Voc., Degree programmes at our College in 2016-2017 .

1. *B.Voc - Business Analytics*
2. *B.Voc - Accounting and Taxation*

The first advisory committee meeting of DD Kousal Kendra held on *18/04/2016* and after obtaining the approval from the Bhrathiar University, the Board of studies will be constituted and authorized to frame the syllabi and the scheme of Examinations for first year only and the same may be ratified in the ensuing SCAA & Academic Council Meetings.

The Chairman moves that and Dr.B.Subramani, Head, Information Technology Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-IV: a) TO APPROVE CONVERSION OF THE COURSE **B.A. ENGLISH
LITERATURE WITH COMPUTER APPLICATIONS** TO **B.A. ENGLISH
LITERATURE** FROM JUNE 2016 AND ONWARDS.

In order to provide more literary value through core papers and widen the scope of the programme for students in need of higher education and placements, it is recommended the course to be converted as *B.A. English Literature*.

The Chairman moves that and Dr.S.S.Sudha, Head, Microbiology Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

- b) TO APPROVE THE CHANGE OF NOMENCLATURE M.SC- HOSPITAL ADMINISTRATION AS MHA (MASTER OF HOSPITAL ADMINISTRATION) PROGRAMME FROM 2016-2017 AND ONWARDS.

The nomenclature *MHA* (Master of Hospital Administration) is followed in All India Institute of Medical Sciences (AIIMS), West Bengal University, Kerala University and Andhra University for Hospital Administration Programme. So we would like to maintain the uniformity of the programme by changing the Nomenclature from M.Sc., Hospital Administration to MHA- Master of Hospital Administration for the candidates admitted from 2016-2017 batch and onwards.

The Chairman moves that and Mr.B.Satheeshkumar, Head, Mathematics with Computer Applications Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-V: TO APPROVE THE VARIOUS COMMITTEES FORMED FOR THE COLLEGE ACADEMIC ENHANCEMENT.

The various Committee constituted in the College for Academic enhancement are as:

- a. Academic Audit Committee
- b. Planning and Evaluation Committee
- c. Examination Reforms Committee
- d. Library Committee
- e. Curriculum Development Cell
- f. Grievance Appeal Committee
- g. Extra Curricular Activity Committee
- h. Centre for Research
- i. Centre for Value Added Courses
- j. Examination Cell

The Chairman moves that and Dr. D. Geetha Ramani, Professor, Microbiology Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-VI TO APPROVE THE SYLLABI AND SCHEME OF EXAMINATION OF NMEC (NON MAJOR ELECTIVE COURSES) OFFERED BY THE ALL UG PROGRAMMES FOR STUDENTS ADMITTED IN VARIOUS UG PROGRAMMES FROM 2016- 2017 AND ONWARDS.

Every UG programmes offers two NMEC courses for other Department students with

50 Marks and 2 Credits each, one in the Third semester and other in the Fourth semester.

The Chairman moves that and Dr. R.Kousalya, Professor and Head, Computer Applications Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval

ITEM-VII a) TO APPROVE THE *CRITERIA FOR EARNING FIVE EXTRA CREDITS BY UG AND PG* STUDENTS ADMITTED IN 2016- 2017 BATCH AND ONWARDS.

The Chairman moves that and Dr.V.Shanmugaraju, Professor and Head, Biotechnology Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval (**Annexure-I**)

b) TO APPROVE THE SYLLABI OF SELF STUDY SUBJECTS OFFERED BY *ALL THE UG AND PG PROGRAMMES* FOR EARNING EXTRA CREDITS.

For earning extra credits by the students Every UG and PG programmes offers two Self study subjects for their students with Maximum of 50 Marks and 1 Credit.

The Chairman moves that and Mr.S.Mohan, Head, Management studies Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-VIII TO APPROVE THE *MINUTES OF VARIOUS BOARD OF STUDIES MEETINGS* HELD DURING THE MONTH OF APRIL, 2016 FOR UG, PG, PG DIPLOMA, DIPLOMA AND CERTIFICATE PROGRAMMES TO BE PLACED IN THE ENSUING ACADEMIC COUNCIL MEETING.

The respective chairman of the **Board of Studies** moves that the *minutes of various Board of Studies meetings* held during the month of April, 2016 for UG, PG, PG Diploma, Diploma and Certificate programmes be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-IX TO CORRECT OR ANY CHANGES IN THE SYLLABI / REGULATIONS

The chairman moves that the *correction or any changes in the syllabi / regulations* for all UG, PG, PG Diploma, Diploma and Certificate programmes the Chairman may be authorized to empower the Heads / Chairperson of the various boards for implementation, after change be approved.

The Chairman moves that and Dr.N.Baluswami, Controller of Examinations

Seconded the motion and be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-X

TO APPROVE THE PANEL OF EXAMINERS FOR QUESTION PAPER SETTING AND VALUATION.

The panel of examiners for question paper setting and valuation be approved and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-XI

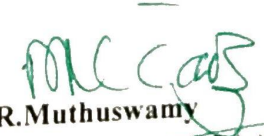
TO APPROVE THE PATTERN OF QUESTION PAPER FOR ALL UG AND PG PROGRAMMES.

The respective chairman moves that the pattern of Question Paper for all UG and PG programmes and to be placed in the ensuing Academic Council Meeting for approval.

ITEM-XII

ANY OTHER MATTER

- Nil -


Dr. P.R. Muthuswamy
Principal and Chairman SCAA

Dr. P.R. MUTHUSWAMY
PRINCIPAL
Dr. NGP Arts and Science College
Coimbatore - 641 044
Tamilnadu, India

I. FOR UNDERGRADUATE PROGRAMME STUDENTS ADMITTED
FROM 2016-2017 AND ONWARDS

Earning Extra credits is not mandatory for course completion
Extra credits

Subject	Credit	Total credits
BEC/ Self study courses	1	1
Hindi / French/ Other foreign Language approved by certified Institutions	1	1
Type Writing / Short Hand Course	1	1
Diploma/certificate/CPT/ ACS Inter/ NPTEL Course	1	1
Representation - Academic/Sports /Social Activities/ Extra Curricular / Co-Curricular activities at University/ District/ State/ National/ International	1	1
Total Credits	5	5

Rules:

The students can earn extra credits only if they complete the above during the course period (I to V sem) and based on the following criteria. Proof of Completion must be submitted in the office of the Controller of Examinations before the commencement of the VI Semester. (Earning Extra credits are not mandatory for Course completion)

1. Student can opt BEC course/ Self study course to earn one credit. They have to Enroll and complete any one of the course during their course period before fifth semester (I sem to V sem).

2. Student can opt Hindi/ French/ Other foreign Language approved by certified Institutions to earn one credit. The certificate(Hindi) must be obtained from **Dakshina Bharat Hindi Prachar Sabha** and He/ she has to enroll and complete during their course period (**first to fifth semester**).
3. Student can opt for Type writing /short hand course to earn one extra credit. He/she has to enroll and complete the course during their course period to obtain certificate through **Tamil Nadu Board of Technical Education**.
4. Student can opt for Diploma/certificate/CPT/ ACS Inter/ NPTEL Course to earn one extra credit. Student who opt for Diploma/ Certificate course have to enroll any diploma/certificate course offered by Bharathiar University through our Institution. Student who opt for CPT/ ACS/CMA have to enroll and complete the foundation level during the course period. Students who opt for NPTEL course should complete the course certificate through NPTEL.
5. Award Winners in Academic/ Representation in Sports /Social Activities/ Extra Curricular/ Co-Curricular Activities at University/ District/ State/ National/ International level can earn one extra credit.

**II. FOR POSTGRADUATE PROGRAMME STUDENTS ADMITTED
FROM 2016-2017 AND ONWARDS**

Earning Extra credits is not mandatory for course completion

Extra Credits

Subject	Credit	Total credits
Publication with ISSN Journal	1	1
Hindi /Other Foreign language	1	1
Paper Presented in Sponsored National/ International Seminar/conference/ workshop	1	1
Online Courses Prescribed By Department / Self study paper	1	1
Representation - Academic/Sports /Social Activities/ Extra Curricular Activities at University/ District/ State/ National/ International	1	1
Total Credits	5	5

Rules:

The students can earn extra credits only if they complete the above during the course period (I to III sem) and based on the following criteria. Proof of Completion must be submitted in the office of the Controller of Examinations before the commencement of the IV Semester. (Earning Extra credits are not mandatory for Course completion)

1. Publication with ISSN Journal by a student and co-authored by staff member will be given one credit extra.
2. Student can opt Hindi/ French/ Other foreign Language approved by certified Institutions to earn one credit. The certificate (Hindi) must be obtained from **Dakshina Bharat Hindi Prachar Sabha** and he/ she has to enroll and complete during their course period (first to fifth semester)
3. Award winners in Paper Presentation in Sponsored International Seminar/conference/Participation in short term workshop (minimum 5 days) will be given one credit extra.
4. Student can earn one credit, if they complete any one Online certification courses/ Self study paper prescribed by the concerned department.
5. Award Winners in /Social Activities/ Extra Curricular /Co-Curricular Activities / Representation in Sports at University/ District/ State/ National/ International level can earn one extra credit.