

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \*ISO 9001 : 2015 Certified\*

## **Academic Council Meeting**

## Date: 17-10-2018

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022



#### MEMBERS OF THE ACADEMIC COUNCIL

Chairman:

1. Dr.M.Mohamed Sathik, Principal

**Special Invitee:** 

2. Alhaj. T.E.S. Fathu Rabbani, Secretary and Correspondent, Sadakathullah Appa College Managing Committee.

University Nominees:

- 3. Dr.P.Govindaraju, Professor, Department of Communication, Manonmaniam Sundaranar University, Tirunelveli.
- 4. Dr.P.Madhava Soma Sundaram, Professor, Department of Criminology and Criminal Justice, Manonmaniam Sundaranar University, Tirunelveli.
- 5. Dr.S.Madhavan, Professor and Head, Department of Management Studies, Manonmaniam Sundaranar University, Tirunelveli.

Experts from outside the College:

- Alhaj M.K.M. Syed Ahmed Kabeer, M.K.M. Jewellers, 939D, 70 Feet Road, Rahmather Nagar, Tirunelveli-627011.
- 7. Dr.Mohammed Ibrahim, Consultant Surgical Oncologist, A1/F11, Second Floor, MKM Lotus Apartments, Sivanthipatti Road, Maharaja Nagar, Tirunelveli 627011.
- 8. Dr.B.A. Abdul Karim, Former Head, Dept. of Commerce and Bursar, Sadakathullah Appa College, Tirunelveli.
- 9. Janab A. Mohamed Hussain, Advocate, 8F, Everest Street, Highground, Tirunelveli 627011.
- 10. Mr.Kripakaran Krishnan, Partner and Chief Administrator, Nellai Motor TVS, 177/21A, Vannarpettai, Trivandrum Road, Tirunelveli 627003.7

**Director of Unaided Courses:** 

- 11. Dr. A. Abdul Kader, Head of the Department of English (P.G. & M.Phil.)
- 12. Dr. S.M.Abdul Kader, Dean of Sciences, Dean of Sports & Associate Professor of Physics.
- 13. Dr. S.Mahadevan, Dean of Arts, Associate Professor and Head of Dept. of Tamil.
- 14. Dr. S.H. Mohamed Ameen Controller of Examinations & HOD of Physics (M.Phil. & Ph.D)
- 15. Dr.A.Syed Mohamed, IQAC Coordinator, Head (i/c) of Chemistry (PG) & Research Head
- 16. Dr.V.Chinnathamby, Research Coordinator.
- 17. Mr.K.A. Ameer Hamsha, Senate Member, Manonmaniam Sundaranar University.

**Department Representatives:** 

a) Aided Courses:

Dr. S. Mahadevan, Head of the Department of Tamil & Part - IV Value Education FUBABA Dr.A.M. Ayubkhan, Associate Professor of Tamil. 9.6. OWN 18. 19. Mr. J. Ubaiyathullah, Head of the Department of Arabic & Part - IV Islamic Value in the Education Dr. S. Mohamed Haneef, Head of the Department of English (U.G.). 20. Tmt. A. Rashetha Begam, Head of the Department of Mathematics (U.G.). 21. Mr.K.Rabi Ahamed, Head of the Department of Physics (UG) 22. Dr. M.Kamalutheen, Head of the Department of Chemistry (U.G) 23. Dr. M. Sithi Jameela, Deputy Controller of Examinations, Head of the Department of 24. Zoology (UG) & Part IV Environmental Sciences Dr. M. Syed Ali Fathima, Head of the Department of Botany 25. Mr. A. Shakul Hamid, Head of the Department of Computer Science (UG) 26. Mr. K. Sheik Thamby, Head of the Department of Economics 27. Dr. A.Hamil, Head of the Department of Commerce (P.G., M.Phil. & Ph.D.) 28. Dr. M.N.Mohamed Abusali Sheik, Head of the Department of Commerce (U.G.) 29. Dr. A.H. Mohideen Badshah, Head of the Department of History (UG) 30. Dr.M.Nazeer Ahamed, Head of the Department of History (PG, M.Phil. & Ph.D.) 31. 자신 · 구규처. M.Muhamed Mariam, Assistant Professor of Applied Nutrition & Public Health 32. Dr. M. Syed Ali, Director of Physical Education & Sports (i/c) 33. Dr.R.R. Saravanakumar, Librarian 34. Mrs.M.Fathima Beevi, Head (i/c), Library and Information Scielice Do Fathime Beevi 35. Dr. M. Sulthana Barvin, Assistant Professor of Economics (Coordinator, Part V 36.

b) Unaided Courses:

Mr. M. Sathick Ali, Head of the Department of Tamil. And A THIOLE 37. Mr. S. Mohamed Hussain, Head of the Department of Arabic (UG) 38. Tmt. L. Anita Gnanamuthu, Head of the Department of English (UG) B110/19 39. · 171/10/18 Dr.Kanna Muthiah, Head of the Department of English (Ph.D.) 40. 516/18 Tmt.A. Rizwana, Head of the Department of Mathematics (U.G & P.G.) 41. Dr.S. Syed Ali Fathima – Department of Mathematics (M.Phil. & Ph.D). 42. Tmt. A. Zeenath Bazeera, Head of the Department of Physics (P.G.). 43. Dr.M.I. Zahir Hussain, Head (i/c) of Zoology (PG) & Research Head N 44. Dr. S. Shajun Nisha, Head of the Department of Computer Science (P.G., M.Phil. & Ph.D) 45. Tmt. J. Jannathul Firthous, Head of the Department of Computer Science (U.G.). 46. Tmt. W. Fathima Farzana, Head of the Department of Computer Applications. 47. Mr. R. Spurgen Ratheash, Head of the Department of Information Technology. 48. Dr. R. Janet Rani, Head of the Department of Microbiology. (UG, PG and Ph.D.) 49. Tmt. R. Swarnalakshmi, Head of the Department of Nutrition and Dietetics. 50. Mr.Shahul Hameed, Head of the Department of Business Administration. 51. Dr. A. Jesuraj, Head of the Department of Commerce - I 52. Dr. S.M.A. Syed Mohamed Khaja, Head of the Department of Commerce - II 53. Dr.K. Sheik Mydeen - Head of the Department of B.Com (Finance) 6. 9 54. Students' Representatives R. Seyad Wasim Akram – 📜 – B.B.A. 🤇 🗸 55. R. Mariam Fathimal - III - B.Com. Rate 56. S. Aathina - III - B.A. - English 57. S. Mohamed Asif – III B.A. – Islamic Studies 58.

### MEETING OF THE ACADEMIC COUNCIL

Date & Time : 17 - 10 - 2018 at 10.30 a.m. Venue : Seminar Hall		
AGENDA Venue : Seminar Hall		
1.	Invocation -	Mr. J. Ubaiyathullah, Head of the Department of Arabic.
2.	Welcome Address	Dr.M.Mohamed Sathik, Principal, Chairman, Academic Council.
3.	Resolutions of the Academic Council Meeting held on 3 <sup>rd</sup> of March 2018	Dr. S.Mahadevan, FUBA 6224
4.	Resolutions of the Governing Board Meeting held on 17 <sup>th</sup> of March, 2018	Dr.S.M.Abdul Kader, Dean of Sciences.
5.	Resolutions of the Curriculum Development Cell held on 02.08.2018 & 06.08.2018	Dr.S.M.Abdul Kader, Dean of Sciences.
6.	Draft Resolutions of various Departments a) Presentation of the Minutes of the meeting of the Boards of Studies	Chairman of respective Boards of Studies
	<ul> <li>b) Reports on Appeal and Grievances, Examination Discipline, Awards and Finance Committee</li> <li>c) Presentation of the Results of the Semester Examinations _ of April 2018</li> </ul>	Dr. S.H.Mohamed Ameen, Controller of Examinations
	d) Presentation of Proposals / Suggestions from various Departments	
7.	Vote of Thanks -	Dr. A. Abdul Kader Director, Unaided Courses



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## Sadakathullah Appa College

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#### Minutes of the Academic Council Meeting held on 17.10.2018

The first Academic Council Meeting for the academic year 2018-2019 was conducted at 10.30 a.m. on 17th of October, 2018 in the seminar hall. Mr.J.Ubaithullah, Head of the Department of Arabic, solicited the blessings of the Almighty through the recitation of verses from the Holy Quran. Dr.M.Mohamed Sathik, the Principal and Chairman of the Academic Council, welcomed the members present at the meeting - University Nominees: Dr.P.Govindaraju, Professor, Department of Communication, Manonmaniam Sundaranar University, Tirunelveli; Dr.P.Madhava Soma Sundaram, Professor, Department of Criminology and Criminal Justice, Tirunelveli; Dr.S.Madhavan, Manonmaniam Sundaranar University, Professor and Head, Department of Management Studies, Manonmaniam Sundaranar University, Tirunelveli; Experts from outside the College: Alhaj M.K.M. Syed Ahmed Kabeer, M.K.M. Jewellers, Tirunelveli; Dr.Mohammed Ibrahim, Consultant Surgical Oncologist, Tirunelveli; Dr.B.A. Abdul Karim, Former Head, Department of Commerce and Bursar, Sadakathullah Appa College, Tirunelveli; Janab A. Mohamed Hussain, Advocate, Tirunelveli and Mr.Kripakaran Krishnan, Partner and Chief Administrator, Nellai Motor TVS, Tirunelveli; Director of Unaided Courses: Dr.A.Abdul Kader; Dean of of Arts: Dr.S.Mahadevan; the Dean Kader: Sciences: Dr.S.M.Abdul Controller of Examinations: Dr.S.H.Mohamed Ameen; the IQAC Coordinator: Dr.A.Syed Mohamed; the Research Coordinator: Dr.V.Chinnathamby; the Department Representatives of both Aided and Unaided Courses and the Student Representatives.

The Principal informed the newly nominated University Representatives and the Experts from outside the College, about the growth of the College through the years. He then duly introduced them by detailing their academic accomplishments. Following this, Dr.S.Mahadevan, Dean of Arts, presented the resolutions of the previous Academic Council Meeting held on 03.03.2018. The Principal then mentioned the steps taken towards the implementation of each resolution. Regarding the nonimplementation of the introduction of additional sections of B.A. English and B.Sc. Mathematics in the Unaided stream from the academic year 2017-2018, the Principal explained that though the College was favoured with an Inspection Commission from Manonmaniam Sundaranar University, the aforesaid courses could not be introduced in the specified academic year, as there was a lack of qualified staff.

Dr.S.M.Abdul Kader, Dean of Sciences, then brought forth the resolutions of the Governing Board Meeting held on 17.03.2018. With regard to the first resolution: the tenure of each non-teaching staff being defined to a stipulated period of three years, the Principal said that it had been initially put into effect in a few offices. Following this, Dr.S.M. Abdul Kader put forward the resolutions of the Curriculum Development Cell Meetings held on 02.08.2018 and 06.08.2018. The Principal solicited suggestions from the members of the Academic Council in connection with the number of courses offered for the Ph.D. course work. Dr.S.Shajun Nisha, Head of the Department of Computer Science (PG, M.Phil. & Ph.D), said that their research centre was offering twenty papers to facilitate their scholars with more options. Dr.M.Kamalutheen, Head of the Department of Chemistry (UG), suggested that each research centre might offer any number of courses, the minimum being ten. Dr.S.Madhavan, the University Nominee, supported his view. The Council approved the number of course work papers as a minimum being ten and a maximum being any number, depending upon the need of the scholars. The point of discussion then moved on to the course structure of the M.Phil. programme: two core courses and one elective course in the first semester and the project in the second semester. The University Nominees were in favour of this structure and since nobody contradicted it, the Council approved the course structure of the M.Phil. programme as three courses in the first semester and the project in the second semester.

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The third resolution passed in the Curriculum Development Cell was about the restructuring of the UG programmes in line with Manonmaniam Sundaranar University by (i) introducing Yoga as one of the activities under part V programmes, (ii) offering two Non-Major Elective (NME) courses in place of two Skill Enhancement Courses (SEC), (iii) reallocating the hours and credits for practicals and projects in Arts and Science streams and (iii) offering a common elective course (Personality Development). Dr.S.M.Abdul Kader explained the need for introducing a common elective course to allocate 4 credits. The Council approved the restructuring.

With regard to the fourth resolution – restructuring the PG programmes by reallocating the hours and credits for practicals and projects in both Arts and Science streams and introducing two Extra Departmental Courses (EDC) for both streams in different semesters (the third and fourth semesters for the Arts stream and both the courses in the third semester for the Science stream). Dr.A. Hamil, the Burzar and Head of the Department of Commerce (PG, M.Phil. & Ph.D.), insisted on maintaining uniformity in offering the Extra Departmental Courses for both Arts and Science streams. The Principal sought the advice of the Controller of Examinations. The Controller felt that offering only a single Extra Departmental course in a semester would be advisable rather than two in a semester. Finally it was resolved to offer the two Extra Departmental Courses in the 2<sup>nd</sup> and 3<sup>rd</sup> semesters for both Arts and Science streams.

The fifth resolution was about a committee to be formed to analyse the feasibility of allocating the allied papers among the departments, without affecting the workload of the staff members. The Principal demanded a report on the same from Dr.A. Hamil, the Coordinator of the Committee. Dr.S.M.Abdul Kader said that the process was underway. He also said that some departments were single-manned and that they might be affected by the interdepartmental allocation of allied papers. He also expressed the inconvenience in falling in line with both the UGC and the University norms. Dr.A.Hamil claimed that all the Heads of the Departments should be

accommodated in the committee. The Principal concluded that the committee could be restructured by accomodating all the Heads of the Departments, Dr.A.Hamil being the Coordinator.

With regard to the sixth resolution - the corrective action to be taken on the feedback collected from the students by the IQAC, Dr.M.Kamalutheen, Head of the Department of Chemistry, pointed out that the task had been successfully completed and that a separate register had been maintained for that purpose. The Principal applauded the team for fulfilling the task within the timelines specified.

The ninth resolution was in connection with the e-content to be prepared for one unit of each course and uploaded on the website. The Principal said that it was a step taken towards reaching the national arena. He also regretted that only one or two departments were pursuing this. Prof. K.Rabi Ahamed, Head of the Department of Physics, suggested that the IQAC Coordinator might prepare a schedule for each Department to shoot the presentation in the e-conference hall. Dr.A. Abdul Kader, Director of Unaided Courses, demanded that the video clippings of classroom teaching itself could be converted into e-content. In this regard, Dr.P.Madhava Soma Sundaram, the University Nominee, apprised the Council of the components comprising one module: i) Written content in PDF formats, ii) Video of the content in the form of a lecture, iii) Visual presentation or a clipping related to the topic and iv) Questions and Answers related to the topic. Finally it was resolved that each department should upload at least two such e-contents on the website by 10<sup>th</sup> of November, 2018.

Add-on courses, having been made mandatory for the students who joined the College from the academic year 2018-2019 onwards, formed the tenth resolution. The Controller said that credits had been allotted for these courses. Mr.K.Rabi Ahamed, Head of the Department of Physics, held the view that a committee might be constituted and meetings be convened for admitting the students to the courses. Dr.A.Syed Mohamed, the Coordinator of Add-On Courses, revealed that a committee had already been constituted

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in this regard. He added that there had been heavy rush for certain courses and that admission to the courses would be made on the basis of first come first served basis, from the next academic year onwards. Mr.K.Rabi Ahamed said that there had been a clash between the schedule of Add-On Courses and that of P.G. Lab hours. Dr.A. Hamil, Head of the Department of Commerce (PG, M.Phil., & Ph.D), put forward a suggestion that when a system was made mandatory, the modalities for the course should be worked out and put in black and white. It was resolved that a meeting might be convened for this purpose.

The last resolution was about the mail IDs to be collected from the 2018-2019 batch students to enable the NAAC Peer Team to collect feedback from them, when they would be in the third year. It was said that the process was underway.

Following this, the Department Representatives presented the draft resolutions of their respective Board of Studies Meetings held on 6th and 7th of October, 2018. They made mention of the modifications made in the syllabi, replacement of one course by another and suggestions made by the members of the Boards of Studies. Dr.S.Shajun Nisha, Head of the Department of Computer Science (PG, M.Phil. and Ph.D.), moved a resolution to effect the two suggestions made by the members of their Board of Studies: i) Presentation of a research paper in a seminar/workshop / conference to be made mandatory for M.Phil. scholars and (ii) The allotment of marks for M.Phil. project by the external and internal examiners is to be of a different ratio instead of the existing one (50:50). She also produced a copy of the UGC guidelines, stating the aforesaid norm. As it had already been made mandatory for M.Phil. scholars to publish a research paper in a reputed journal, there arose differences of opinion as to whether the existing norms were to be carried on or the UGC norms be implemented. The Principal proposed that a separate meeting might be convened to arrive at a final solution.

Dr.S.Syed Ali Fathima, Head of Department of Mathematics (UG & PG), demanded for a separate lab for PG Mathematics. Dr.S.Mohamed Hancef, Head of the Research Department of English, made mention of the add-on course 'Certificate in Translation Proficiency in English' being replaced by 'Certificate in Business English'. Dr.M.Sithi Jameela, Deputy Controller of Examination and Head of the Department of Zoology (UG), came with a claim that a new course - Diploma in sericulture could be introduced for their students as only diploma holders were placed as inspector of sericulture in various Government sectors.

Dr.S.H.Mohamed Ameen, Controller of Examinations, brought forth the reports on Appeal & Grievances and Examination Discipline Committee Meetings held on 04.06.2018. He informed the Council of the number of students involved in malpractice in the semester examinations of April, 2018 and the punishment meted out to them. He then presented the reports on two Special Examination Committee Meetings held on 05.09.2018 and 09.10.2018. He made known the Committee's resolution to constitute a sub committee, comprising of the Controller, the Deputy Controller, Dean of Arts, Dean of Sciences and the IQAC Coordinator to formulate punishments for those who involved in malpractice in the examination hall. He argued that the quantum of punishment was disproportionate to the malpractice committed. His regret was that those who carry bits with them or copy from others or exchange papers with others were all punished in similar fashion. His demand was that the punishment should vary for malpractices of different measures. The Principal said that the punishments formulated for various malpractices in Manonmaniam Sundaranar University had clarity and that the same could be put into practice in this College as well.

Dr.S.H.Mohamed Ameen also informed the Council of another resolution passed in the 2<sup>nd</sup> Special Examination Committee Meeting - a sum of Rs.1000/- to be collected in addition to Rs.200/- per paper from 2013 and earlier batch failures for conducting a one-time special examination. Following this, Dr.A.Syed Mohamed moved a motion to add more members in the Revaluation Board as the existing number of members was insufficient for the purpose. Dr.A.Hamil made a request to add the respective HODs in the Revaluation Board. Dr.S.Madhavan, the University Nominee, revealed that the Head of the Departments in Manonmaniam Sundaranar University were part of the Revaluation Board. The Principal offered a resolution that the Heads of the Departments could be included in the Revaluation Board.

The point of Discussion them moved on to the allocation of marks for assignment and attendance in the internal tests. Dr.S.M.Abdul Kader, Dean of Sciences, enquired whether this allotment of marks for attendance had played any role in increasing the attendance of the students. Dr.A. Hamil expressed the students' anguish that they had to write assignments for a bare minimum of two marks. The Principal invited the opinion of the Student Representatives. Their opinion was in step with Dr.A. Hamil. They were of the view that many had failed and some had lost ranks due to the mark allotment for attendance. Mr.Kirupakaran Krishnan, the Alumnus, felt that instead of awarding marks for attendance, activities like performance in leadership forums and giving powerpoint presentations might be awarded marks. Dr.Mohamed Ibrahim, Consultant Surgical Oncologist, in sync with Kirupaharan Krishnan, said that instead of reducing marks for poor attendance, marks could be awarded for some positive attributes. Dr.S.Madhavan was of the view that attendance and marks could not be collaborated. He further said that the allocation ratio was not just and that it was to be the other way round. Mr.Shahul Hameed, Head of the Department of Business Administration, questioned the need for collecting a condonation fee of Rs.500/- apart from reducing marks for poor attendance. He argued that students should not be doubly punished. Tmt.A.Rizwana, Head of the Department of Mathematics (Unaided UG and PG), narrated an incident to say that allotment of marks for attendance should be done away with, Dr.A.Sycd Mohamed proposed a motion to introduce course wise attendance, as it would be easy to monitor. The Principal, justifying that the

chronic absentees deserved punishment, passed a resolution that course wise attendance could be put into effect from the following academic year and that a course wise condonation fee of Rs.200/- could be collected from them. Dr.M.Nazeer Ahamed, Head of the Department of History (PG, M.Phil. & Ph.D) expressed his support for the existing system. Dr.B.A. Abdul Karim, the Administrative Officer, held the view that course wise attendance would be a difficult mechanism to carry out and that they should not waste time in concentrating on such irregular students. Mr.A. Shahul Hamid, Head of the Department of Computer Science, felt that it was unfair to reduce marks for poor attendance as the shift system facilitated the staff and the Management rather than the students. On the other hand, Alhaj M.K.M. Syed Ahmed Kabeer, Expert from outside the College, felt that there should not be any leniency in matters concerning attendance. Janab A.Mohamed Hussain, Advocate, stated that even in District Courts, if the judges did not take their seats by 10.30., they would be issued memos. Finally the Principal passed a resolution that the existing mark allotment would be dispensed with and that course wise attendance would be effected. He added that students with poor attendance would be charged with a fine of Rs.200/- per course.

The meeting came to an end at 1.45 p.m. with the Director of Unaided Courses proposing a vote of thanks.

Principal



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#### **Resolutions of the Academic Council Meeting held on 17-10-2018**

#### 1. Resolution 1/ 2018 / October

Resolved that the syllabi framed for the UG, PG, M.Phil. and Ph.D. Programmes in the Aided and Unaided streams be approved by the Council.

#### 2. Resolution 2/ 2018 / October

i) Resolved that Yoga be included under the Part-V Programmes from the academic year 2018-19.

ii) Resolved that the revised scheme of evaluation for Part - V Programmes such as NSS/NCC/RRC/YRC/YWD/Yoga be approved.

#### 3. Resolution 3/ 2018 / October

i) Resolved that the syllabi for the course work and internal examination guidelines for Ph.D. programmes in Commerce, History, English and Computer Science be approved with effect from 01.07.2016 and the same in Chemistry, Mathematics, Physics, Microbiology and Zoology be approved, with effect from the academic year 2018- 2019.

ii) Resolved that the number of course work papers for Ph.D. programme be a minimum of ten and a maximum of any number, depending upon the need of the scholars.

#### 4. Resolution 4/ 2018 / October

Resolved that the course structure, syllabi and guidelines for M.Phil. programme in Commerce, History, English, Computer Science, Mathematics and Physics be approved with effect from the academic year 2018-2019.

#### 5. Resolution 5/ 2018 / October

Resolved that the changes made in the course structure of the UG and PG programmes, as stated in the resolution numbers 3 and 4



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of the CDC meeting, held on 02.08.2018, be approved with effect from the academic year 2018-2019.

#### 6. Resolution 6/ 2018 / October

Resolved that the report on Appeal & Grievances and Examination Discipline Committee Meeting, Awards Committee Meeting and the Results of April, 2018 examinations be approved.

#### 7. Resolution 7/ 2018 / October

Resolved that the committee constituted already for analysing the feasibility of allocating the Allied papers among the departments, be restructured, by accommodating all the Heads of the Departments, Dr.A.Hamil being the Coordinator.

#### 8. Resolution 8/ 2018 / October

Resolved that a separate meeting be convened to discuss paper presentation to be made mandatory for M.Phil. scholars.

### 9. Resolution 9/ 2018 / October

Resolved that the punishments meted out to those who involved in various malpractices in the examination hall, be on a par with that followed in Manonmaniam Sundaranar University.

### 10. Resolution 10/ 2018 / October

Resolved that the Heads of the Departments be included in the Revaluation Board.

### 11. Resolution 11/ 2018 / October

Resolved that the course wise attendance be implemented from the following academic year and a course wise condonation fee of Rs.200/- be collected from the students.

Principal