



MINUTES OF THE THIRTEENTH ACADEMIC COUNCIL MEETING

The Thirteenth Academic Council Meeting of Virudhunagar Hindu Nadars' Senthikumara Nadar College (Autonomous), Virudhunagar was held on 11.10.2021 (Monday) at 3.00 pm. in K. C. S. Rathinasamy Nadar - R. Mariammal Memorial Building.

The Chairperson and Principal welcomed the gathering.

The Chairperson introduced the newly nominated University Nominees Dr. M. Thangaraj, Professor & Head, Department of Computer Science, School of Information Technology, Madurai Kamaraj university, Dr. G. Kumaresan, Professor & Head, Department of Genetics, School of Biological Sciences, Madurai Kamaraj university, Dr. N. Sankar, Professor, Department of Genetic Engineering, School of Biotechnology, Madurai Kamaraj university, to the Academic Council forum. The Chairperson also introduced the newly nominated members Dr. J. Vimal Priyan, Head, Department of Commerce CA (SF), Dr. M. Balaji, Head, Department of Management Studies, and Dr. S. Jeyakumar, Coordinator, Department of Environmental Science, to the Academic Council forum.

The Principal presented before the Council a brief progress report on Autonomy.

Nine subjects were presented for resolution:

Subject 1:

Approval for the new syllabus for the first & second year M.Com CA passed in the Board of Studies Meeting.

The Principal invited the Chairperson of the Board of Studies to move the subject for the approval of the Academic Council.

Dr. J. Vimal Priyan, Chairperson, Board of Studies of M.Com CA, moved the subject for the approval by the Academic Council for the new syllabus for the first & second year M.Com CA passed in the Board of Studies Meeting held on 14.07.2021 and the subject codes allotted to them are given in **Annexure-I**.

Resolution

The subject was considered and resolved to approve the new syllabus for the first & second year M.Com CA passed in the Board of Studies Meetings held on 14.07.2021 and also the new subject code allotted to each subject.

Subject 2:

Approval for the revised syllabus for the first & third year UG programmes passed in the Board of Studies Meeting.

The Principal invited the Chairpersons of the Board of Studies to move the subject for the approval of the Academic Council.

Dr. N. Prithivikumaran, Chairperson, Board of Studies of B.Sc. Physics, moved the subject for the approval by the Academic Council for the revisions in the syllabus of the first & third year B.Sc. Physics passed in the Board of Studies meeting held on 28.04.2021 and also for the new subject code allotted to each subject as given in **Annexure-I**.

Mrs. B. Salocia Fernando, Chairperson, Board of Studies of B.Sc. Botany, moved the subject for the approval by the Academic Council for the revisions in the syllabus of the first year B.Sc. Botany passed in the Board of Studies meeting held on 28.04.2021 and the subject code allotted to each subject as given in **Annexure-I**.

Dr. K. Nagarajan, Chairperson, Board of Studies of B.Sc. Zoology, moved the subject for the approval by the Academic Council for the revisions in the syllabus of the first year B.Sc. Zoology passed in the Board of Studies meeting held on 28.04.2021 and the subject code allotted to each subject as given in **Annexure-I**.

Resolution

The subjects were considered and resolved to approve the revisions made in the syllabus for the first & third year UG programmes passed in the Board of Studies Meetings held on 28.04.2021 and also the new subject code allotted to each subject.

Subject 3:

Approval for the revised syllabus for the first year PG programmes passed in the Board of Studies Meeting.

The Principal invited the Chairperson of the Board of Studies to move the subject for the approval of the Academic Council.

Dr. K. Nagarajan, Chairperson, Board of Studies of M.Sc. Zoology, moved the subject for the approval by the Academic Council for the revised syllabus for the first year M.Sc. Zoology passed in the Board of Studies meeting held on 28.04.2021 and the subject code allotted to each subject as given in **Annexure-I**.

Resolution

The subject was considered and resolved to approve the revisions made in the syllabus for the first year M.Sc. Zoology passed in the Board of Studies Meetings held on 28.04.2021 and also the new subject code allotted to each subject.

Subject 4:

Approval for the new syllabus for the second year M.C.A & PGDCA passed in the Board of Studies Meeting.

The Principal invited the Chairperson of the Board of Studies to move the subject for the approval of the Academic Council.

Mr. D. Rajkumar, Chairperson, Board of Studies of M.C.A & PGDCA moved the subjects for the approval by the Academic Council for the new syllabus for the second year M.C.A & PGDCA passed in the Board of Studies Meeting held on 28.04.2021 and the subject codes allotted to them are given in **Annexure-I**.

Resolution

The subject was considered and resolved to approve the new syllabus for the second year M.C.A & PGDCA passed in the Board of Studies Meetings held on 28.04.2021 and also the new subject code allotted to each subject.

Subject 5:

Approval for the new syllabus for the third year B.Voc. Programme on Food Safety and Quality Management and B.Sc. Physical Education passed in the Board of Studies Meeting.

The Principal invited the Chairpersons of the Board of Studies to move the subject for the approval of the Academic Council.

Dr. S. Jeyakumar, Chairperson, Board of Studies of B.Voc. Programme on Food Safety and Quality Management moved the subject for the approval by the Academic Council for the new syllabus of the third year B.Voc. Programme on Food Safety and Quality Management passed in the Board of Studies meeting held on 28.04.2021 and the subject code allotted to each subject as given in **Annexure-I**.

Dr. T. Murugesan, Chairperson, Board of Studies of B.Sc. Physical Education moved the subject for the approval by the Academic Council for the new syllabus of the third year B.Sc. Physical Education passed in the Board of Studies meeting held on 28.04.2021 and the subject code allotted to each subject as given in **Annexure-I**

Resolution

The subjects were considered and resolved to approve the syllabus framed for the third year B.Voc. Programme on Food Safety and Quality Management & B.Sc. Physical Education passed in the Board of Studies meeting held on 28.04.2021 and also the new subject code allotted to each subject.

Subject 6:

Approval for changes in the Internal Evaluation Pattern (UG & PG)

Dr. A. Sarathi, Dean - Internal Exams, moved the subject for the approval by the Academic Council for the changes in the Internal Evaluation Pattern for UG & PG programmes from the academic year 2021-2022. The changes in Internal Evaluation pattern, including ERL (E-Resource Learning) for Part I, II & III courses for UG programmes and for all courses for PG programmes are given in **Annexure – II**.

Resolution

The subject was considered and resolved to approve the changes in the Internal Evaluation Pattern, including ERL (E-Resource Learning) and subsequent changes in the internal evaluation pattern for Part I, II & III courses for UG programmes and for all courses for PG programmes from the academic year 2021-2022.

Subject 7:

Approval for the changes in Question Pattern of PART-I, II & III courses for UG Programmes in Summative Examinations from November-2021.

Dr. R. Palaniappan, Controller of Examinations & SF Coordinator, moved the subject for the approval by the Academic Council for the changes in Question Pattern of PART-I, II & III courses for UG Programmes in Summative Examinations from November-2021 which is given in **Annexure – III**.

Resolution

The subject was considered and resolved to approve the the changes in Question Pattern of PART-I, II & III courses for UG Programmes in Summative Examinations from November-2021.

Subject 8:

Approval for equivalent courses for private students (2012 - 2015 batches)

Dr. R. Palaniappan, Controller of Examinations & SF Coordinator, moved the subject for the approval by the Academic Council for conducting equivalent courses for private students (2012 - 2015 batches) for both UG & PG programmes, as per UGC Guidelines, with effect from the November 2021 Summative Examinations, which is given in **Annexure – IV**.

Resolution

The subject was considered and resolved to assign current equivalent courses for the private students (2012-2015 batches) for both UG & PG programmes with effect from the

November 2021 Summative Examinations. It was also resolved to retain the previous internal score for the respective equivalent courses.

Subject 9:

Approval for changing the courses Value Education and Environmental Studies as mandatory self learning courses from 2022-2023.

Dr. K. Nagarajan, Dean Curriculum (Science), moved the subject for the approval by the Academic Council for changing the courses Value Education and Environmental Studies as mandatory self learning courses from 2022-2023.

Resolution







The subject was considered and resolved to change the courses Value Education and Environmental Studies as mandatory self learning courses from 2022-2023.

All the Nine resolutions were unanimously passed.

Out of 38 members, 33 turned out for the meeting and 5 members got permission to be absent.

Dr. R. Palaniappan, the Member Secretary, proposed vote of thanks and the meeting came to an end.

Members Present:

S.No.	Name and Designation	Signature
1.	Dr. P. Sundara Pandian	
2.	Mr. P. K. Arunachalam	
3.	Dr. K. Sridhar	
4.	Dr. J. Samuel Kirubahar	
5.	Dr. M. Mariappan	 13/10/2021
6.	Dr. G. Ravi	

7.	Mr. R. Mohan	R. Mohan
8.	Dr. N. Prithvikumaran	N. Prithvi
9.	Dr. C. Karunakaran	C. Karunakaran 11/10/2021
10.	Ms. B. Salocia Fernando Additional Dean Curriculum (Science)	B. Salocia Fernando
11.	Dr. K. Nagarajan Dean Curriculum (Science)	K. Nagarajan
12.	Dr. T. Kathirvalavakumar	T. Kathirvalavakumar 11/10/21
13.	Dr. B. Ravichandran	B. Ravichandran 11.10.21
14.	Dr. J. Vimal Priyan	J. Vimal Priyan
15.	Dr. G. Murugesan	G. Murugesan 11/10/2021
16.	Dr. M. Balaji	Dr. M. Balaji 11/10/21
17.	Mr. Z. Ramya Sushil	Z. Ramya Sushil
18.	Dr. A. Balasubramanian	A. Balasubramanian
19.	Mr. D. Rajkumar	D. Rajkumar 11/10/2021
20.	Dr. T. Murugesan	T. Murugesan 11/10/2021
21.	Dr. S. Jeyakumar	S. Jeyakumar
22.	Lt. Dr. N. Alagumanikumar	N. Alagumanikumar
23.	Dr. M. Meena Devi Dean Curriculum (Arts)	M. Meena Devi

24.	Dr. N. Raman	
25.	Dr. A. Mohini	 11/10/21
26.	Dr. R. Palaniappan Controller of Examinations & SF Coordinator	
27.	Mr. R. Rajesh, B.E. M.B.A.	
28.	Mr. K.C. Gurusamy, B.Sc.	
29.	Dr. M. Thangaraj Professor and Head, Department of Computer Science, School of Information Technology, Madurai Kamaraj University Madurai – 625 021.	 11/10/21
30.	Dr. A. Sarathi Dean - Internal Exams	 11/10/21
31.	Dr. P. Sami Dean - Student Services	
32.	Dr. N. Jeyakumaran Dean - Research	
33.	Dr. S. Muthulakshmi Additional Dean Curriculum (Arts)	 13/10/2021



Annexure – II

Internal Evaluation Pattern:

Under Graduate Programmes:

Test	- 10 Marks
ERL (E-Resource Learning)	- 10 Marks
Assignment	- 5 Marks
Total	<u>- 25 Marks</u>

Post Graduate Programmes:

Test	- 20 Marks
ERL (E-Resource Learning)	- 10 Marks
Seminar	- 5 Marks
Assignment	- 5 Marks
Total	<u>- 40 Marks</u>

PG Internal question paper pattern:

Duration of the Internal Test: 2 Hours.

The question paper will have Three Sections.

Total Marks : **40**

Section – A

Q.No. 1-6

(4 x 2 = 8 Marks)

Six questions with the open choice of answering any four

Each question carries a maximum of 2 marks

Section – B

Q.No. 7-11

(3 x 4 = 12 Marks)

Five questions with the choice of answering any three

Each question carries a maximum of 4 marks

Section – C

Q.No. 12-15

(2 x 10 = 20 Marks)

Four questions with the choice of answering any two

*Each question carries a maximum of 10 marks

Date: 05.08.2021

TEACHING - LEARNING - EVALUATION
PROCESS IN ON-LINE MODE
DURING COVID-19 PANDEMIC
PERIOD

GUIDELINES FOR CONDUCTING ON-LINE CLASSES

The Corona COVID-19 pandemic has already had profound impacts on education and has stalled the teaching – learning process for almost six months during the first wave (April – November 2020). Even after the lockdown period, with the implementation of social distancing as instructed by the central and state governments, the classes were conducted in On-line mode for a few months until the regular classes were permitted. The teachers and the students encountered various challenges during the On-line classes and in spite of dedicated efforts and hardships, the teaching fraternity and the students both felt that the On-line mode can only be a temporary alternate / stop-gap arrangement and may not be a viable substitute for face-to-face regular classes.

As it is impossible to reopen the colleges in the present situation prevailing in the country and in specific, our Tamilnadu State due to the prevailing second wave of Covid-19 pandemic and also considering the uncertainty that lies ahead, it is now proposed that the Odd Semester of the Academic Year 2021-2022 shall be conducted only through Virtual Mode for all degree programmes until or otherwise offline classes are permitted by the government.

The proposed On-line Teaching module adopts a nonconventional approach to the Teaching-Learning-Evaluation process, taking into consideration the socio-economic constraints of the students which includes the factors such as internet connectivity, physical endurance, psychological factors, effectiveness of On-line content delivery mode and other related concerns.

SALIENT FEATURES AND RECOMMENDATIONS:

1. Google Classroom shall be the preferred and recommended virtual platform, considering the ease of access and the internet data required by the student and the teacher. **Each class must have a single link for the entire semester.** The combined classes may have a separate link.
2. There shall be virtual teaching hours comprising Live Classes conducted through Google Meet and will be referred to as Virtual Class Room (VCR).
3. It is proposed to conduct the classes through a 6 day order with 5 classes per day.
4. In a week, each student will be attending a maximum of 3 hours and 15 minutes VCRs per day, totalling a maximum of 19½ hours of VCRs per week.
5. The VCR's shall be of 35 Minutes duration with 5 Minutes break (15 minutes break during 3rd & 4th) in between each class.
(I 9.30-10.05, II 10.10-10.45, III 10.50-11.25, IV 11.40-12.15, V 12.20-12.55)
6. The remaining 10½ hours shall be conducted through asynchronous mode i.e. Off-line teaching through digital means such as E-Contents / Videos / Power points / Study material / Reference links to Certified academic portals such as NCERT, e-Pathasala, etc., posted in students' learning portal (Google Classroom or College website or WhatsApp or other suitable platform) and these classes will be referred to as 'e-Resource based Learning' (e-RL).

7. The VCRs and E-RLs put together will make a total of 30 hours per week.
8. The Course Teacher is expected to provide the students the relevant study material for the eRLs of a particular week through the Google Classroom and / or other relevant platforms, such as (WhatsApp, Telegram, etc.) before the end of every topic. A simple assignment/quiz has to be administered on the topics covered through e-RLs to monitor the self-study progress of the student. The assignment/quiz should be completed by the student within a maximum of 6 working days, and only those students who submit the required assignments within the deadline will be marked present for the E-RLs of the respective courses.
9. The students who are negligent intentionally irrespective of repeated warnings must be monitored properly and appropriate corrective action must be taken by the Course teacher/HoD/Principal.
10. The Course Teacher shall enter the attendance daily for the VCR's in the student portal / database / any other attendance record.
11. The virtual classes for the entire Odd Semester shall be conducted for 15 weeks (90 working days).
12. For effective implementation of On-line teaching – learning process, it is recommended to teach syllabus through VCRs (Live On-line Classes) and through e-RLs (Off-line Classes providing study material, reference material, PPT's, video lectures, links, etc.).
13. The Practical papers will be taught using On-line live or pre-recorded demonstrations, YouTube Videos or using Virtual Lab software (Ref. <http://vlab.co.in/>). The experiments that will be dealt through the VCRs shall comprise 50% of the actual list of experiments. The e-RLs of Practical papers shall be utilized for Record / Observation work / Assignment etc. Attendance for e-RLs shall be given based on progress / completion of the required work.
14. **The Continuous Internal Assessment** for all the Theory Papers shall be conducted based on the following method:
 - The Internal evaluation will have 4 components namely Tests (20 marks), e-RL (10 marks), Seminars (05 marks) and Assignments (05 marks) for Post Graduate Students, and 3 components namely Tests (10 marks), e-RL (10 marks) and Assignments (5 marks) for Under Graduate Students.**
 - For computation of e-RL, marks, minimum 10 assignments/quiz for each course must be conducted per semester. The average of above assignments/quiz must be awarded for internal tests (maximum 10 marks).**

- For computation of seminar marks for PG students, it is suggested that Group Seminars / Presentation (on topics covered through e-RLs) and viva-voce can be conducted.
 - Similarly for computation of Assignment marks, it is suggested that Written / Problem solving Assignments (on topics covered through e-RLs) shall be scanned and uploaded by the student within the stipulated time. Multiple Choice Questions can also be asked by asking the students to submit through google forms.
15. For Practical Papers, there has to be continuous evaluation and grading at the end of each experiment and the consolidated internal marks are to be computed which include Digital Record / Manual Record / Observation marks etc.
16. The timings for the VCRs shall be from 9.30 am to 12.55 pm for all Programs.
17. As the E-RLs are to be taken up by the student Off-line, there need not be any scheduled timings. If the staff members want to engage the students during this e-RLs, the staff members are permitted to engage the students through google meet (the link already allotted for that class) between 1.45 to 3.45 p.m.
- This model is designed in such a way to ensure that the student community is provided with adequate opportunities, amidst this pandemic situation, to continue with their learning effectively and a level playing field is offered to all the students irrespective of their socio-economic background.

GUIDELINES FOR ON-LINE CLASSES

General Code of Conduct:

- Students are expected to log in to each class a few minutes before the scheduled start time of the class. Any delay, rescheduling or cancellation of the VCR's shall be intimated through the class WhatsApp / Telegram group or Google Classroom.
- The teachers shall adhere to formal dress code and shall ensure that the students are dressed formally during the class sessions. Night clothes and attire that are listed as unacceptable as per policy documents of the institution are to be avoided.
- Students need to be seated in a dedicated study space for the entire duration of the On-line class, with no distractions or access to any other persons. Students shall not annotate unless specifically asked to, and shall use formal language during the On-line sessions.
- Students need to keep audio and video in mute mode for better and endured band-width / signal reception during the session unless instructed otherwise by the teacher. Doubts of the students should be clarified only during the session.
- Students are expected to use headphones / earphones mandatorily, so that there is minimum distraction to them.
- Students shall submit their assessments / homework on time. Late submissions will result in marks being deducted. The students must keep the hardcopy of the answer scripts, assignments, notebooks, Lab observation notes, record books, workbooks, etc. which shall be reviewed after the commencement of Off-line classes.
- Parents / Guardian are not permitted to interact with their ward or the teacher, while the class is on.

- Students are expected to adhere to all the norms mentioned for the On-line classes. Failure to do so will entail warning or removal from session or further action by competent authority, depending on the issue.
- Special classes for the entire class can be arranged with the permission of the HODs and duly informed to the Principal.

Roles and Responsibilities of the Institution

- Teachers shall establish healthy conducive rapport with the students. They shall sensitize the students / parents about On-line learning and the ways to remove obstacles in On-line learning by suitably instructing them.
- The learning privacy of the individual student and the teaching progress of the individual teacher shall be protected. It shall be ensured that the photo, audio or video recording of the classes by the students or any others (with or without the knowledge of the student) is strictly prohibited, except by the concerned teachers only, for academic purpose.
- The On-line classes shall be conducted only using a dedicated web link (g-meet or other suitable platforms), with the class mentor, class teachers and the Head of the Department as the host, and the students as guest. Any instruction to the student(s) shall be administered only through common platforms such as Class WhatsApp Group or Class Web link. Using separate / instant web links, communicating through private e-Mail / WhatsApp / SMS messages shall be avoided, and if required or unavoidable, shall be used exclusively for academic purposes with the permission of the HoDs.
- Any complaints regarding the On-line classes shall be addressed to the class teacher / class mentor / Head of the Department. The students / parents shall also flag their complaints to the "On-line Classes - Grievances Redressal Committee" (OGRC) which shall comprise the Principal as Chairman of the committee and some of the teaching staff members of the college.
- The OGRC shall either refer it to the concerned Class Mentor or Head of the Department if they consider it deemed fit, or the OGRC shall directly address the complaints. The OGRC shall ensure that the complaint is addressed, resolved within one week and the Action Taken Report (ATR) of which shall be maintained in the office of the chairman of OGRC, the Principal. He shall order for further enquiry, take necessary corrective action or shall take legal action, following our College rooms as and when deemed as required or essential.
