

Board of Studies meeting of the Department of Botany was conducted on 02-07-2016 at 11 AM in the Department of Botany. Following members were present in the meeting.

1. Dr. Mini Chacko (Chairperson)
2. Dr. Joseph Job, Associate Professor, SB College, Changanassery
3. Dr. Hari N.
4. Mr. Rojimon P. Thomas
5. Dr. Elizabeth Cherian
6. Dr. Basil George

Agenda of the meeting:

- Proposal of curriculum for various academic programs
- Recommended books for the reference for teachers and students
- Suggest methodologies for teaching and evaluation
- Suggest panel of names of Examiners to be presented to the Academic Council
- Other matters arising

The decisions taken in the meeting were:

1. The existing syllabus (of MG University) will be continued for the current academic year and new syllabus is to be proposed for the next academic year. Preparations for formulating the new syllabus need to begin simultaneously.
2. The books to be referred will be same as prescribed in the syllabus of M G University and changes can be made when syllabus is revised. It was also decided that teachers can prepare study material for their part of the syllabus.
3. Internal evaluation will be based on attendance, assignments, seminar and viva.
4. A panel of 3 members should be constituted for setting question papers and conduct of the practical examinations. The names of examiners should be forwarded to the office of the Controller of Examinations
5. External Evaluation to be done by 2 examiners. If the difference in the marks of the 2 evaluations is above 10, a third examiner should evaluate the paper. There

will be no provision for reevaluation. However, a student can apply for scrutiny, if need be

Suggestions that evolved from the meeting were:

- An outline of the syllabus of the next academic year can be prepared by the members of the department and that can be discussed in the next Board of Studies meeting. The draft of syllabus prepared thus, can be sent to all the members of the Board of Studies prior to the meeting.
- It should be taken care that the content of the syllabus should be in concurrence with the syllabus of MG University for reasons of equivalency.
- The question paper setter need not need to prepare the key. An internal staff member can be assigned the task with remuneration.

(Member Secretary)

(Read and confirmed)

Dr. Mini Chacko
(Chairperson)

Kottayam
02.07.2016