

**ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR – 680 001**

**Minutes of the Board of Studies (English) Meeting held on 25/03/2022**

**Venue:** Department of English

**Date:** 25 March 2022

**Time:** 01.30 p.m.

**Agenda:**

1. Feedback on Syllabus
2. Revision of Syllabus for UG Common Courses in English
3. PG Entrance Examination
4. CBCSS Evaluation
5. Add-on Courses / Value-added Courses
6. Certificate Courses
7. Evaluation of current syllabus
8. Regional /National / Social needs addressed in syllabus
9. Question Bank – Preparation and Evaluation
10. Enrichment of Question Bank
11. Field Project / Internships for PG students
12. Any other matter permitted by the Chairman

**Members Present:**

1. Dr. Anto Thomas C (Chairman)
2. Dr. C. S. Biju (Dean, International Affairs)
3. Dr. Anu Paul
4. Mr. M.A. Biju
5. Dr. M.J. Viju
6. Mr. Bibin Joseph
7. Ms. Christeena T Jose
8. Dr. Syam Sudhakar
9. Rev. Dr. Stishin K Paul
10. Rev. Dr. Flergin Antony
11. Dr. E. D. John (HOD, S.F.)
12. Mr. Francis T.V.

**Action Taken Report**

1. Invited Proposals for new add-on courses
2. Committee appointed under Rev. Dr. Flergin Antony to evaluate the current syllabus
3. Evaluated the progress of the Field Projects of 1 UG / PG students.
4. Evaluated the Question Bank preparations for UG / PG 2<sup>nd</sup> Semester
5. Recommended to implement 20% syllabus revision in 5<sup>th</sup> Sem UG Open Course

6. Implemented revised question pattern for PG Entrance

**Minutes**

A regular meeting of the BoS (English) of St. Thomas College (Autonomous) was held in the department on 25 March 2022 at 1.30 p.m. The meeting began with a silent prayer. After the formal-words of welcome, the Chairman initiated the discussion on the Agenda. The members unanimously passed the resolutions. Rev. Dr. Fiergin Antony proposed the vote of thanks and the meeting concluded at 2.30 p.m.

**Resolutions**

1. Feedback on Syllabus by the Faculty, Students, Alumni and Employers was taken. The analysis of the Feedbacks will be taken into consideration during next revision of syllabus.
2. Approved the department presentation for the revision of UG Common Courses in English. The Board ratified the Outcome Based syllabus that focus on Local, Regional as well as National Needs and address the major crosscutting issues. It is decided to have this revised syllabus for UG Common Courses in English from 2022 admissions onwards. The Board approved the following courses:

COURSE CODE	TITLE	NUMBER OF HOURS/WEEK	NUMBER OF CREDITS	SEMESTER
ENG1 A01	Litmosphere: The World of Literature	4	3	1
ENG1 A02	Functional Grammar and Communication in English	5	3	1
ENG2 A03	Readings from the Fringes	4	4	2
ENG2 A04	Readings on Kerala	5	4	2
ENG3 A05	Readings on Indian Literatures	5	4	3
ENG4 A06	Songs and Stories of our World	5	4	4

3. Decided to continue the PG English Entrance Examination pattern and syllabus approved in the previous Board Meeting held on 17/08/2021.
4. Decided to continue with the CBCSS in the forthcoming academic year as specified in the curriculum.
5. The following add-on courses / value-added courses were run during the academic year with focus on employability/skill development/entrepreneurship:
  - I. German A1
  - II. French A1
  - III. Italian A1
  - IV. Portuguese A1

- v. Spanish A1
- vi. Cambridge B1 (PET)
- vii. IELTS
- viii. Cambridge B2 (FCE)
- ix. Cambridge C1 (CAE)
- x. Syriac Foundation
- xi. Sanskrit Foundation
- xii. Chinese Foundation
- xiii. Japanese

6. The following certificate courses were run during the academic year with focus on employability/skill development/entrepreneurship:

- i. Advanced Certificate of Proficiency in English-B2 (ACOPE)- PG
- ii. Certificate of Proficiency in English-B1 (COPE)- UG

7. BoS evaluated the currently running syllabus for both UG and PG and assessed/noticed that following deficiencies with regard to employability/skill development/keeping pace with the industry demands:

- a. More communication skills to be promoted.
- b. Update the stakeholders in contemporary social and cultural issues.
- c. To promote extra reading beyond the prescribed topics.

It was decided to address them in the future revisions.

8. It was decided to address the Regional/National/social needs through projects/assignments/seminars etc.
9. Evaluated the preparation of Question Bank based on OBE and Bloom's Taxonomy.
10. Decided to augment the Question Bank with 20% more questions.
11. It was decided to enrich the Question Bank of every course by adding 10% of additional questions in the bank.
12. It was decided that Field Projects are compulsory for PG students.

Anto Thomas C  
CHAIRMAN



**Dr. Anto Thomas C. PhD**  
Associate Professor & Head  
Research Guide  
Research & PG Dept. of English  
St. Thomas College, Thrissur



ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR – 680 001

Minutes of the Board of Studies (English) Meeting held on 06/10/2022

Venue: Department of English




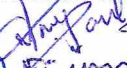



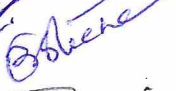




Date: 06 October 2022

Time: 02.00 p.m.

Agenda:

1. Alternation of the Elective Course for UG
2. Feedback on syllabus
3. Add-on Courses / Value-added Courses
4. Address deficiencies in syllabus
5. Updating Question Bank
6. Field Projects
7. Students-centric learning methods
8. Continuation of Blended Learning Methods
9. Any other matter permitted by the Chairman

Members Present:

1. Dr. Anto Thomas C (Chairman) 
2. Dr. C. S. Biju (Dean, International Affairs) 
3. Dr. Biju John (Dean of Arts & Humanities) 
4. Dr. Anu Paul (Member) 
5. Mr. M.A. Biju (Member) 
6. Dr. M.J. Viju (Member) 
7. Mr. Bibin Joseph (Member) 
8. Ms. Christeena T Jose (Member) 
9. Dr. Syam Sudhakar (Member) 
10. Rev. Dr. Stishin K Paul (Member) 
11. Dr. E. D. John (HOD, S.F.) 
12. Mr. Francis T.V. (Member) 

Action Taken Report

1. Feedback on syllabus is taken.
2. Revised the syllabus for UG Common Courses in English (2022 admissions onwards)
3. Evaluated the pattern for PG Entrance Examinations.
4. Commenced new add-on courses / value-added courses.
5. Evaluated the Certificate Programmes (UG / PG) in the department.

6. Evaluated the current syllabus for UG and PG
7. Addressed Local/Regional/National needs in the syllabus
8. Evaluated the Question Bank system.
9. Decided to have Field Projects for all PG students.


### Minutes

A regular meeting of the BoS (English) of St. Thomas College (Autonomous) was held in the department on 06 October 2022 at 02.00 p.m. The meeting began with a silent prayer. After the formal words of welcome, the Chairman initiated the discussion on the Agenda. The members unanimously passed the resolutions. Dr. C. S. Biju proposed the vote of thanks and the meeting concluded at 3.30 p.m.

### Resolutions

1. Decided to implement choosing from the existing UG syllabus ENG6B15 (Course Code) Literature of the Marginalized (Course Name) as the Elective Course for VI Semester UG from 2022-23 examinations onwards.
2. Received the feedback on syllabus from IQAC and the Board observed that the scrutiny of it is in progress.
3. Decided to continue offering all the add-on courses / value-added courses organized by the department.
4. Initiated the discussions on syllabus deficiency and the Board assigned the members of the department to scrutinize the problems in the syllabus before the next meeting.
5. Board is satisfied with the augmentation of the Question Bank prepared by the members of the department.
6. Decided to include more student-centric learning methods.
7. Decided to continue using the Blended Learning Methods introduced during the pandemic period.
8. Evaluated the introduction of compulsory Field Projects for PG students.

Anto Thomas C  
CHAIRMAN

  
6/10/2022  
Dr. Anto Thomas C. PhD  
Associate Professor & Head  
Research Guide  
Research & PG Dept. of English  
St. Thomas College, Thrissur

