



St. Joseph's College for Women (Autonomous) Visakhapatnam - 530004

(NAAC Reaccredited & ISO 9001:2015, 14001:2015 Certified)



1.2.1 (8.4): BOS Minutes for the A.Y.2019-20

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of English

AGENDA

DATE: 12/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Department of English

The Board of Studies Meeting for the academic year 2019-20 was held on 14.09.19 at 10. am. in the Department of English, St. Joseph's College for Women (A). The following members participated the meeting.

Dr. T. Bhas

List of the members from the Department.

Dr. T. Bhaskare Sucha

Mrs. K. Perameela Rani

Mrs. P. Veena Spandana

Dr. Latha

Dr. Chaitanya

Dr. Kaithevi Kuthy

Mrs. Anya

Mrs. Vicki Hale

[Signature]
Khaneda
[Signature]
B. Latha
Kaithevi

[Signature]
Anya
Hale

External experts - Subject Experts

Dr. Fatima Rani

Dr. Mamala

Ms. T. Sailaja

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in. T

Expert Nominee

University Nominee - Prof. Somalatha

Co-opted member - Dr. Nalini Dutta

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Somalatha
[Signature]
Nalini Dutta

Department of English

All the minutes of the previous board of studies were read out before the members present, and the review of the previous meeting held on 19th Feb, 2019 felt Satisfactory.

The board members reviewed the Syllabus and the changes proposed for the 2019-2020 admitted batch for all the six Semesters of English Language & literature, The three Semester Syllabus for General English, and the three 2nd Semester Syllabus for Communication & Soft skills was felt Satisfactory which was proposed in the previous board held on 19th Feb 2019.

The mid & End Semester question papers were reviewed and felt Satisfactory.

The Board members appreciated the initiation of English language Fellow Program in the college which is Coordinated by the Dept of English.

Dr. C. Bhushan Surtta
Dr. T. Bhaskare Surtta

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Telugu

AGENDA

DATE: 14/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of the meeting of the
20th Board of Studies in Telugu Second language

held On 14/9/2019 at 10:00 Am
in the St. Joseph's College for women.

List of Members present.

1. Dr. Ch. Annapurna
Head of the Dept
chair person

Ch. Annapurna

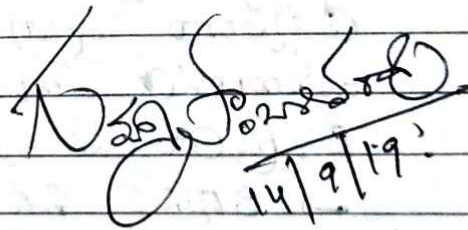
2. Dr. J. Nirmala
Dept of Telugu (Faculty)

J. Nirmala

3. Dr. T. Vasu
Assistant prof. in Telugu
Aditkavi Nannaya University
Rajamahendravaram
External Experts nominated
by the Academic Council

ABSENT

4. Dr. G. Sambasivarao
Andhra Loyola College
Vijayawada
External Experts nominated
by the Academic Council


14/9/19

5. Prof. M. Rattatreya Satry
Dept of Telugu, A.U. VSP
One expert nominee of the
Andhra University.

M. Rattatreya Satry
14-9-19

సమావేశంలో చర్చించిన అంశాలు.

ఈ ఏడాది అనగా 14/9/2019 వ తేదీన సెంట్రల్ జూనియర్ మ్యాజిస్ట్రేట్ కళాశాలలో తెలుగు కాఫీ (విభాగం) నుంచి డిప్లీ స్టాంపుల పాఠ్యంకాలు నిర్ణయం కోసం సమావేశం ఏర్పాటైంది.

1. గత ఏడాది జరిగిన సమావేశంలో అంశాలను చూర్చి చర్చించి ఖైదులోకి తెచ్చి అంశాలను తయారుచేయించింది.
2. సమావేశంనకు హాజరైన విషయ నిపుణులు గతంలో జరిగిన పాఠ్యంకాలపై చర్చించి, తిరిగి అవే కేవలం నమోదు నిర్ణయించారు.
3. సమావేశంలో సెంట్రీ, రెండు, మూడు మార్కుల వరకు సెంట్రీ అండ్ ప్రాక్టర్ పత్రాలను పరిశీలించి, జరిగిన వివిధ అంశాలను వివరించుకుంటూ ప్రతిభను పంపించిస్తే విధంగా ఉన్నాయని తమ తమ అభిప్రాయాలను వ్యక్తం చేశారు.
4. సమావేశానికి హాజరైన విషయ నిపుణులు పాఠ్యంకాలు, వివిధనా పద్ధతులు, ప్రాక్టర్ పత్రాలు సాధారణ స్థాయి కంటే ఉన్నట్లుగా ఉన్నాయని ప్రశంసించి విద్యార్థుల ప్రతిభా చూపుతారని పంపించిస్తే ఉన్నట్లుగా ఉన్నాయని తమ తమ అభిప్రాయాలను వ్యక్తం చేశారు.
 - > కెటగిరీ పద్ధతులు
 - > వీసెన్ మెంట్
 - > క్రాస్ పరీక్ష (క్వెస్ట్)
 - > అతని ఉపనామం.
 ప్రై అంశాలను జరిగినా పద్ధతులతో విద్యార్థులను నిర్ణయించుకుంటు జరిగింది.

5. తెలుగు విభాగం " On line Exam " అంశాన్ని ప్రారంభించడం సమంజసంగా ఉందని, విద్యార్థులను

Member

Ch. Annapurna
Chair Person

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Hindi

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted

batch syllabus for three years.

- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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St. Joseph's College for women (A)
Visakhapatnam

Minutes of the meeting of Board of Studies in
Hindi held on 13.09.2019 at 10 Am.

Members Present

Signature

1) Prof. PK Jayalaxmi
HOD Hindi.

PK Jayalaxmi.

St. Joseph's College for women (A)
Visakhapatnam
Chair person

2) Dr. Mrs. S. Deepthi
Asst. Professor in Hindi
SFC, Visakhapatnam

S Deepthi

3) Prof. N. Satyanarayana
HOD Hindi, Andhra University
Expert nominee of the university

N Satyanarayana

4) Mrs. P. Uma Rani
Chief Manager (A),
SBI, Visakhapatnam
Industrial Expert

P. Uma Rani

5) Prof. K. Nageswara Rao
HOD Hindi, YN College
Narsapuram
(External Expert)

Absent

6) Dr. K. Janaki Devi
HOD Hindi, ANR College
Guduwada
External Expert

Absent

Chairperson welcomed all the members. The items of the agenda were discussed and the following resolutions were passed.

1. The minutes of Board of Studies held in Feb 2019 were read out by the chairperson.

2. Reviewed the syllabi and model question papers of I, II & III semesters of Hindi and found to be satisfactory.

3. The question papers of previous years were scrutinized and found to be satisfactory.

4. The External Experts of BOS were impressed with the student centric activities of Hindi dept like Seminars, quiz, Extempores, debates and Creative writing and prabha magazine.

5. The faculty got appreciation from the External Experts for their publications and editing of the text books for I, II & III semesters. Sahitya Sushma and Sahitya Surabhi/Suman.

6. Faculty served as Resource Person to a 2 day national seminar on Nature and Environmental Conservation in Indian literature organised by SKSD women's college, Tanuku.

Meeting came to the end with the vote of thanks made by the chairperson.

Pr. Jayalashmi
(Chairperson)

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of General Education

AGENDA

DATE: 23/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Foundation Courses

19-20

Minutes of meeting of Board of studies for 'Foundation Courses' held on 23.9.2019, Monday, 4:00 Pm

S.No	Name	HOD (FTH) Designation/Course	Signature
1	Dr. P. Anura Devi	Academic Co-ordinator	P. Anura
2	Dr. P. Mayabani	Chemistry - HUPE	Mayabani P
3	Dr. Bhaskara Suddha	English - CSS-I, II, III	Dr. Suddha
4	Dr. Sujatha	Analytical Skill - Mathe- mathematics	K. Sujatha 23/9/19
5	Mrs. Silishia	C.Sc - I, II, III	Lakshmi Prabhanna 23/9/19
6	Dr. Veera Brahman	Bio-Tech - E Slides	A. Veera Brahman
7	Dr. Anuragamma	Bio-chem - E Slides	Anuragamma
8	Mrs. Harini	Zoology - E Slides	E. Harini 23/9/19
9	Dr. Manikya Kumari	Bot - E Slides	K. Manikya Kumari
10	Dr. P. Jayalakshmi	ECO - LE, EE	P. Jayalakshmi
11	Mrs. Prasanna	ECO - LE, EE	Prasanna
12	Mrs. Pavani	Commerce - EE, LE	N. Pavani
13	Dr. Jyothi	Business Adm - EG, LE	Jyothi
14	Dr. Annapurna	Telugu - LE, EE	Ch. Annapurna
15	Dr. Nirmala	Telugu - LE, EE	J. Nirmala
16	Dr. P.K. Jayalakshmi	Hindi - LE, EE	P.K. Jayalakshmi
17	Mrs. Josephine	Psychology - LE, EE	G. Josephine
18	Mrs. Anitha	History - LE, EE	B. Anitha
19	Mrs. G. Ramesh	Pol. Sci - LE, EE	G. Ramesh
20	Dr. Lakshmi Prabhanna	H.Sc - LE, EE	Lakshmi Prabhanna
21	Mrs. Raman	Off. Mgul - LE, EE	① U. Raman
22	B. Anitha		

The minutes of Previous Board, held on 25.2.2019, were read out and accepted.

The items on the Agenda were discussed and the following resolutions were passed for the consideration of Academic Council

- I. Out of ten foundation course papers, the syllabi is revised for five papers ^{in previous years} they are
- (i) CSS-I + CSS-II of I & II semesters of I year
 - (ii) CSS-III of IV semester, II year
 - (iii) Analytical skills, III/IV semester, II year
 - (iv) ICT-2 of IV semester, II year.

Among these, the revised syllabus ^{of I year} CSS-I, II ^{came} into effect for I years i.e. 'AG' batch and the syllabi of other 3 papers i.e. Analytical skills (III/IV semester), CSS-III (IV semester) ICT-II (IV semester) will come into effect from next year (2020-21) in 'AG' batch students.

II. The syllabi of remaining five papers i.e. HUPE (I sem), Leadership education (II sem), Env. studies (III/IV semesters), Entrepreneurship (IV sem), ICT-1 (III) is reviewed and no changes are proposed.

III. The Board satisfied with the existing methods of teaching-learning process and question papers and Model papers of both HSE & ESE.

The meeting came to an end with the vote of thanks of Chairperson.

- P. Lina Devi

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of Economics

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of the meeting of the Boards of Studies in Economics held
on 13/09/2019

List of members	Signature
1. Prof. P. Jayalakshmi HOD, chairperson	P. Jayalakshmi
2. Mrs. C. G. Prasanna Asst. prof in Economics	C.G.Prasanna 13/9/19
3. Mr. K. N. Murthy Asst. prof. in Economics	K.N. Murthy 13/9/19
4. Dr. B. Santha Kumari Asst. prof. in Economics	Dr. R. Santha Kumari 13/9/19
5. Prof. V. Seshagiri Rao Dept. of Economics, AU, VSKP University Nominee	ABSENT
6. Mr. M. Venkateswara Rao Lecturer in Economics, Govt. Degree College, Rajmundry, EG, Adikavi Nannaya University, AP Subject Expert	M. Venkateswara Rao 13/9/19
7. Dr. P. Srinivas Asst. prof in Economics Kavali P6 Center, Nellore Dist Vikram Simhapuri University. A.P Subject Expert	P. Srinivas
8. Mr. A. Sulochana, Manager, Central Bank of India, Jagadamba Branch, VSKP Corporate Sector	A. Sulochana

The chairperson welcomed the members. The minutes of board of studies held on 20-2-2019 was read ^{out} ~~to~~ (13-7-2019) and reviewed I to VI Semesters syllabi and suggested the following recommendations. No change in the syllabi for all the courses i.e HEP, MEC, EEP and CEN.

Regarding research, teaching and extension activities in the department are thoroughly reviewed and found satisfactory.

The board of studies has recommended survey method for the III semester which covers developmental programmes.

The board reviewed the MSE and ESE question papers regarding the type, difficulty level, and other related aspects of testing, the ability and capacity of the students. They expressed their satisfaction and recommended to continue the existing one.

The chairperson proposed to introduce P.G. Course in Economics in the College. The members of the board also suggested that to develop the department, P.G. Economics course is useful and girl students are benefited in the society.

P. Jayalakshmi

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of Political Science

AGENDA

DATE: 13/09/2019

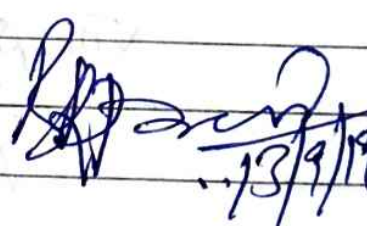
TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
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- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of the meeting of Board of studies in
political science held on 13-09-2019.

List of Members.

1. Mr. G. RAMESH
Chairperson. G. Ramesh
13/9/19
2. prof. M. Nalini
university Nominee. - ABSENT -
prof. Dept of political science and
public Administration.
Andhra university,
Vizakhapatnam-2
phone: 9440301471.
3. Sri K. Vijaya Babu, M.A. M.phil. - ABSENT -
HOD political science.
Andhra Loyola College,
Vijayawada.
Mobile: 9440133820
4. Dr. B. Rajendra prasad, M.A. M.phil, ph.D.
Senior Lecturer in Dept. of political science,
Maris stella College,
Vijayawada, 
13/9/19
phone no's: 8019928999, 9491347007.

The chairperson welcomed the members. The minutes of previous Board of Studies Meeting held on 20-02-2019 were read out and passed. The Items of the Agenda were discussed.

Reviewed all the six semesters papers and found and discussed Thoroughly to be satisfactory for...

The syllabus for six semesters was discussed Thoroughly and with minor modifications were made without changing Titles and contents of the papers.

Reviewed the Question papers of six semesters and found them satisfactory.

The Board reviewed the Innovative teaching and Evaluation techniques and found them satisfactory.

The Board suggested to Introduce cluster in VI Semester under CBCS w.e.f. 2015-16 VIII A1, A2, A3 etc.

- VIII A1 → International Relations.
- " A2 → India Foreign policy.
- " A3 → Contemporary Global Issues.

The Board suggested paper setters and Examiners.

The Board reviewed and suggested the use of ICT tools in teaching.

The meeting came to an end with vote of thanks by the chairperson.

G. Ramesh
13/09/2019.

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of JMC

AGENDA

DATE: 14/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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ODD - Semester

Minutes of the meeting of the Board of Studies in Journalism and mass communication in St. Joseph's college for women (A), Visakhapatnam on 14th September 2019 at 10 A.M. in the campus.

List of Members


1. Chairperson

Dr. Sr. Shyji
Principal

St. Joseph's college for
women (A), Visakhapatnam.

Dr. Shyji

2. Expert Nominee of
Andhra University, Prof. D.V. Murthy,
Head of the Dept. of
Journalism & mass Comm.,
Chairman Ros, A.U.


14/9/2019

3. Subject Expert / media Expert
Mr. Smit Bhattachajee, **Absent**
Chief of Bureau
The Hindu, Visakhapatnam.

4. Subject Expert
Mr. Raj Kumar **Absent**
Former Head of dept of
visual communication,
Andhra Jayala college, VZA.

5. Co-opted member & Co-ordinator,
Ms. D. A. Ramani
HOD, Office Management,
St. Joseph's College for Women (A),
Visakhapatnam.

D.A. Ramani

6. Faculty member,
Mr. D. Narayana Rao
Incharge of Dept of
- Journalism & mass comm.
St. Joseph's College for Women (A)
Visakhapatnam.

D. Narayana Rao
14/12/19

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The minutes of previous meeting were taken as read.

The items on the agenda were discussed and resolutions passed accordingly.

I. Reading of minutes of previous Board of Studies Meeting, To Review research, teaching, extension and other academic activities in the Journalism and mass communication Department

ii. The Review and methodologies for innovative teaching and evaluation techniques was reviewed and suggested by the members.

iii. The subject model papers were reviewed and suggested to make some changes. Some model questions were chosen for I. Introduction to mass communication, II, print journalism and III, Theories of mass communication, IV, Multimedia & Applications.

IV. Semester V - paper (II) - 5802 - "The multimedia and Applications" syllabus was reviewed and suggested to continue this paper for next academic years in the purpose of practical & Technical knowledge towards final year Journalism students.

V. The cluster in Journalism and mass communication mainly Development Journalism was proposed and reviewed by the Board. The cluster syllabus was reviewed and accepted by the Board.

The papers proposed were:

1. JMC A1 - 6802: Environment Journalism.
2. JMC A2 - 6802: Technical & Creative writing.
3. JMC A3 - 6802: Photo Journalism.

VI. The Names were suggested for paper setters by Examiners.

The meeting came to conclude with a vote of thanks.

S. S. S. S.

Chairperson.

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISA KHAPATNAM - 530 004

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Psychology

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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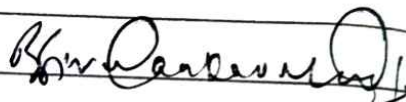
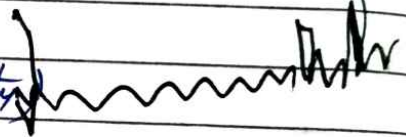
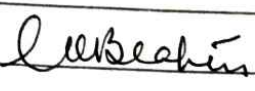
Department of Psychology

Minutes of meeting of the Board
of studies in the Dept. of Psychology

held on 13 Sep, 2019 at English staff
room at St. Joseph's college for
Women (A) Visakhapatnam.

List of members

Signature

1. G. M. R. Josephine (HOD) G. M. R. Josephine
2. Dr. Siva Sankar Mandal 
3. Prof. T. V. Anandha Rao
(One Expert nominee of the university) 
4. Mr. P. Srinivas
(External Expert)
5. Dr. Deepa Mohan
(Subject Expert) Deepa Mohan
6. Dr. G. K. Beales .M.A. Ph.D. 
(Industrial Expert)

The minutes of previous (board)
meeting were read and passed by the
Board

The Agenda for Board of studies
were discussed. The following resolutions
were made.

The Board insisted to create practical knowledge among the students.

The Board recommended that to give assignments based on application level.

The Board recommended that conduct some awareness camps and workshops for the students.

The Board recommended that to encourage students to prepare MCQs Bank.

The Board reviewed the model question papers and felt satisfied.

The meeting came to an end with vote of thanks proposed by Dept. incharge, Mrs. G. Josephine.

G. M. R. Josephine
(Chair Person)

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of Commerce

AGENDA

DATE: 14/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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MINUTES OF THE 18TH MEETING OF THE BOARD OF STUDIES HELD IN COMMERCE ON 14TH Sep 2019 AT 10 A.M AT ST. JOSEPH'S COLLEGE FOR WOMEN(A) VISAKHAPATNAM

LIST OF MEMBERS :

1. R. PAVANI
Incharge, Dept of Commerce

[Signature]

2. Prof. N. Kishore Babu (University nominee)
Dept. of Commerce & Management Studies
Andhra University
Visakhapatnam.

[Signature]

3. Prof. S. S. Prasada Rao (Subject Expert)
Dept. of Finance
Gitam University
Visakhapatnam.

[Signature] 14/9/19

4. Dr. G. Sudhakariah
Lecturer in Commerce
JMJ College for Women
Tenali.

5. P. V. S. P. Kumar (Industrial Expert)
Chartered Accountant
Akkayapalem
Visakhapatnam.

[Signature]

6. Mr. R. Vijay Kumar
7. Dr. J. Jayendra
8. Mrs. K. Seericha (Computers,
Incharge of the department.)

Prasad
14/9/19
Sri Lanka

The meeting began with the words of "welcome". The minutes of the previous meeting were read and approved.

The business as per the items specified in the agenda were taken up.

Board members reviewed the academic, teaching activities and suggested the following:

- To encourage the students in report writing
- To conduct student seminars.
- To sponsor the students for various competitions like Business Quiz, Business fest. in other
- Deputing the students for conferences organised by professional bodies such as ICA, ICB, SEEMA, and other educational institutions.
- Sponsor the faculties for 3 seminars / workshops & Faculty development programmes.
- To conduct a guest lectures by industrial experts once in a month.

Board members reviewed the model question papers and suggested to conduct Mid Semester - I for Unit I & Unit II, Mid Semester - II for Unit III & Unit IV.

The meeting came to close with "Vote of Thanks".

N. Dhanu

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of BBA

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

**** ** ****

Minutes of the 6th meeting of The Board of Studies
in B.B.A held on 13th September, 2019 at 3.00pm
at St. Joseph's College for Women (CA), Visakhapatnam

List of the Members

Head / Incharge of the dept.

M. Jyothi

Prof. Mrs. P. Saralhya Srideni
Dept. of Commerce + Mgmt. Studies,
Andhra University,
Visakhapatnam

University Member
Nominee

Ms. D. Uma Kumari,
Head, Dept. of BBA.
Andhra Loyola College (CA)
Vijayawada - 8.

Subject
Expert D. Uma

Dr. Mrs. M. Sambhasimudu

Head, Dept. of Commerce + Mgmt. Studies
JMJ College for Women (CA)
Tenali

Subject
Expert

Absent

Mrs. M. Mani Kumar
Addl. General Manager,
Hindustan Shipyard Ltd.

Industrial
Expert
(Co-opted
member)

Reviewer

Dr. N. Jyothi

Faculty Member

Mrs. Ch. Priyanka

Faculty Member

Mrs. Vijay Kumar Ratnam

Faculty Member

Dr. K.V.S. Prasad

Faculty Member

Jyothi
Ch. Priyanka
Ratnam
Prasad

The meeting began with the words of welcome. The minutes of the previous board were read and approved.

- The business as per the items of the agenda were taken up and the following recommendations were made and resolutions adopted accordingly.
- Industrial expert suggested to prepare an Industrial Visit report in data format after visiting any industry.
- End Semester model question papers were reviewed suggested to include application based questions.
- Experts appreciated the teaching learning techniques adopted by the department.
- To encourage the students & faculties to join for MOOCs certification courses.
- Experts appreciated incorporation of news-reading in the class. They suggested to focus more on business related news.

- Experts appreciated ^{club.} ~~clubs~~ and association activities conducted by the department, suggested to encourage more P.D sessions and to participate in other colleges management meets.

The meeting came to an end with a vote of thanks proposed by the chairperson.

- N. Jyothi.

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of Mathematics

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of the Board of Studies 2019-20

Minutes of the Meeting of the Board of Studies
in Mathematics at St. Joseph's College for Women (A).
Visakhapatnam on 13.09.19 at 10.00 Am.

List of Members:

Members	Signature
1. Dr. Capt. K. Sujatha, Ncc officer HOD. (Chair person)	K. Sujatha
2. Prof. K.K.M. Sarma (Expert Nominee of the university)	K.K.M. Sarma 13/9/19
3. Sri M.V. Ravi Chandra (Industrialist) (Industry Nominee)	M.V.R. Chandra 13/9/19
4. Dr. P. Srinivasa Sai (Expert External Nominated) by the Academic Council	P. Srinivasa Sai 13/9/19
5. Mr. M.V. Gopinath (External expert Nominated by the Academic Council)	M.V. Gopinath 13/9/19
6. Mrs. K.K. Sowjanya (Faculty Member)	K.K. Sowjanya
7. Mrs. G. Yojana (Faculty Member)	G. Yojana

8.	Mr. S. Sri Ram (Faculty Member)	S. Sri Ram
9.	Mr. Dr. V. Gowri Sankara Rao. (Faculty Member)	J. S. R.
10.	A. Parvathi (Faculty Member).	A. P.
11.	K. Vennela (IMSc Mathematics)	K. Vennela
12.	P. Praneetha (IMSc Mathematics)	P. Praneetha

Previous ~~The~~ minutes of the Board of Studies in Mathematics on 19.02.2019 were read out and ratified. All the members were present.

The items of the agenda were discussed and the following resolutions passed.

1. The syllabi prescribed for various courses in all semesters were thoroughly reviewed and felt satisfactory with the present content.
2. Research, Teaching, Extension and other academic activities in the department such as
 - (i) conduct of student seminars
 - (ii) student projects competitions
 - (iii) Quiz competitions
 - (iv) Arranging Guest Lectures by Eminent Persons
 - (v) Project work related to Advance Research work in Mathematics

3. The Board of studies members expressed their satisfaction with the present teaching learning techniques such as
- (i) Lecture method
 - (ii) student seminars
 - (iii) Each-one-Teach-one
 - (iv) Power Point Presentation
 - (v) Project Work
 - (vi) Quizzes
 - (vii) Field Work
 - (viii) Group discussion
 - (ix) Problem solving Method
 - (x) Assignments
 - (xi) Peer Teaching

4. Reviewed and analyzed the mid-semester and End semester Examination question papers and expressed their satisfaction

5. Board members appreciated activities in the Quizzing club organized by the department.

5. Board has recommended a list of paper setters and submitted to the examination cell

6. Recently conducted a workshop on Multiple Integrals to the students with the help of UPMSS & STS

6. Board was satisfied with the students Research capacities through the presentation synopsis of Research Papers. They were suggested that, being future mathematical scientists, it would be beneficial for them to take up in-depth provisional profiles of outstanding mathematicians and present their findings. Best Projects could be awarded Prizes.

8. Recently we have MoU with Uttara Andhra Society in Mathematics and Prof. Heera Keshi Suresh Kumar Memorial Society

7. The Board meeting ended with vote of thanks by the chair person.

Last week 15th & 16th NOV, we organized a National Conference on "Recent Adv. in..." with the help of those two societies UPMSS & STS. It was great success with 264 participants

K. Sujata
13/09/19

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Physics

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of Board of Studies meeting
held on 13/09/19 at 10:00 AM

The board members are as follows:

A] Faculty Members

a) Dr. K. Radhakrishna
HOD & Chairperson

Radhakrishna

b) Mrs. A. Mary Vijaya Raghav
Asst. Prof

A. Mary

c) Dr. G. Pavan Kumar
Asst. Prof

G. Pavan Kumar

d) Mr. Ch. Praveen Babu
Asst. Prof

Ch. Praveen Babu

e) Dr. P. Padmarathi
Asst. Prof

P. Padmarathi

f) Dr. B. Jaya Raja
Asst. Prof

B. Jaya Raja

B] External Subject Experts

a) Prof. M. Indira Devi
Dept. of Physics; AU

M. Indira Devi
13/9/19

b) Dr. G. Srinivas Rao

Reader in Physics; Andhra Loyola College (A) - ABSENT -
Vijayawada

c) Sri. L.S.R. Ch. Nageswar Rao

Lecturer (SG I); Sr. C.R. Reddy College (A) - ABSENT -
West Godavari; AP-534 007

C] Industrial Expert:

a) Mr. Y. Chidambara Rao

Sr. Scientific Officer; Naval Dockyard; Vsp

Y. Chidambara Rao

D] Alumnus:

a) Yogitha Sharma
MSc (Maths)

Yogitha Sharma

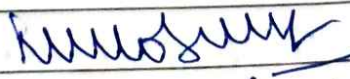
b) Neelu Sharma

Neelu Sharma

Minutes of the meeting:

The following resolutions were taken in the Board of Studies meeting held on 13/09/19 at 10:00 AM

1. The minutes of previous board of studies meeting held on 19/02/19 were read out. The members of the board discussed the items given in the present agenda.
2. Board discussed research, teaching extension and other academic activities of the department and found satisfactory.
3. The members proposed to change ESE question paper model of first year in both the semesters for the benefit of the students.
4. According to the members suggestions all essay questions must be answered, which will have internal choice for each question with a change in distribution of marks.
5. Members expressed satisfaction with present teaching and evaluation methods.
6. Members also recommended to separate MPC and MPCs of II yr and III yr Physics students to improve academic standards.


HOD/Physics 13/9/19
Chairperson-BOS

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Chemistry

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of Board of studies Meeting of Chemistry
 Department - SJC held on 13th September 2019
 St. Joseph's College for Women (A) Visakhapatnam

Members	Designation	Signature
Prof. P. Mangavani	Chair person, BOS	Mangavani P
Prof. P. Bhushanavathi	Controller of Examination.	P. Bhushanavathi
Prof. P. Sarada	Coordinator - ICAAC	P. Sarada
Dr. M. Raga Sudha	Ast. Professor	M. Raga Sudha
Mrs. P. Aruna Jyothi	Ast. Professor	P. Aruna Jyothi
Mrs. Y. Aswini	Ast. Professor	Y. Aswini
Mrs. Y. Kumari	Ast. Professor	Y. Kumari
Mrs. P. Pushpavathi	Ast. Professor	P. Pushpavathi
Dr. Ms. Divyalakshmi	Ast. Professor	Dr. Divyalakshmi

Subject Expert Nominated by Andhra University
 Prof. B. Venkateswar Rao
 Department of
 Engineering Chemistry
 Andhra University
 B.V. - - - 12/9/19

External Expert Nominated by Academic Council
 Prof. Sarath chandra babu
 Principal, GITAM UNIVERSITY
 Sarath chandra babu
 13/9/2019

Industry Expert
 DR. G. V. Subbaraju
 Managing Director
 NATSOL Laboratories Pvt. Ltd.
 Ranky Commercial Hub.
 Visakhapatnam 531019

Prof. G. Jyothi
 Head, Department of Chemistry
 Ch. S. D. St. Theresa (A) College ELURU
 W. Godavari - AP
 Student nominee: Ms. Ywasree
 G. Jyothi 13/9/19
 R. Ywasree

After the approval of minutes of the previous BOS held on 20/2/2019, members on the board discussed the items on the agenda and passed the following resolutions.

Members on the board reviewed the syllabus question papers of I - VI semesters and expressed their satisfaction. Mid examination pattern of splitting of marks with both online & off line supported with necessary crew are recapitulated. Our subject experts encouraged the Jr. faculty research papers in international forum.

Department is going to offer new certificate course on the title: **Herbal Cosmotics** with focus on side effects of Cosmotics.

ii) student nominee expressed her satisfaction on her content and conduct of exams.

Feasibility of Youths programs on MOU are discussed. Experts expressed happiness & congratulated for industry tie up with NATSOL, Parawada, Visakhapatnam, and for strong research facilities at Shaheed Rajguru college for Applied Science for women - Delhi.

— Mangalamma P.

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Computer Science

AGENDA

DATE: 13/09/2019





TIME: 1.00pm

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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**ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES**

Minutes of the meeting of Board of Studies in Computer Science, held on 13th September 2019.

List of Members		Signature
Dr. S. Viziananda Row Professor Dept.Of Computer Science and system Eng. College of Engineering. Andhra University. Visakhapatnam-530003 <u>vizianandarow_s@yahoo.com</u> 0891-2550247/9441662996	University Nominee	
Dr. Yalavarthi Radhika Professor Dept of Computer Science engineering Gitam University, Visakhapatnam. <u>radhika.yalavarthi@gitam.edu</u> 8500669667	Subject Expert	
Mr. W. Anil Assistant Professor. Dept. of IT JNTUK-University college of Engineering Vizianagaram <u>anilwurity.it@jntukucev.ac.in</u> 8500669667.	Subject Expert	
S.Ravi Sekhar Sr. Software Engineer Quant Systems Pvt Ltd Seethammadhara, Visakhapatnam. <u>sangam.ravi.sekhar@gmail.com</u> 9652244000	Subject Expert	ABSENT
Y.Thomas Raju K.Naga Sireesha Feirose Begum P.Giri Babu N Subhasri S Laxmi Prasanna S Srilatha K Naga Srinivas		ABSENT Sireesha Feirose S Laxmi S Srilatha K Naga Srinivas 

Minutes of the meeting of Board of studies in computer science held on 13-September-2019

The meeting began with the words of "welcome" .The minutes of the previous meeting were read and approved.

The following agenda was taken up for discussion:

1. The Board members reviewed the academic ,teaching and academic activities and suggested the following:
 - To conduct guest lectures by industrial experts for cluster subjects.
 - To encourage students to participate in various academic competitions.
2. The Board reviewed Innovative Teaching and Evaluation Techniques and found satisfactory.
3. The board reviewed the mid and end semester question papers and found satisfactory.

K. N. Sreedha

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Statistics

AGENDA

DATE: 14/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of Board of Studies

Statistics

Minutes of the fifth meeting of the Individual Board of Studies in Statistics at St. Joseph's College for Women (A), Visakhapatnam held on 14-09-2019 at 10:00 AM.

	Members	Signature
1.	Dr. Capt. K. Sujatha Chair person	K. Sujatha 14/09/2019
2.	Mrs. J. Pallavi priyanka faculty Member	J. Pallavi 14/9/19
3.	Prof. B. Muri Swamy (Expert nominee of the university)	B. M. Swamy 14/09/2019
4.	Sri S.V. Narasimha Rao (Expert nominated by the Academic Council) DNR College (A), Bhimavaram.	ABSENT
5.	Dr. K. Srinivas (Expert nominated by the Academic Council) Andhra Loyola College (A)	Dr. K. Srinivas 14/9/19
6.	Mr. K.V.A.P. Swamy Senior Statistical officer National Statistical Office	K.V.A.P. Swamy 14/9/19

Members	Signature
7. J. Paramathi (Student representative)	J. Paramathi
8. B. Mourika priya (Student representative)	B. Mourika priya

The Minutes of the Board of studies in statistics on 19.02.2019 were read out and notified. All the members were present except Sri S.V. Narasimha Rao, Ex-officio nominee of the University.

The items of the Agenda were discussed and the following resolutions passed.

1. The syllabi prescribed for various courses in all semesters were thoroughly reviewed and felt satisfactory with the present content.
2. Reviewed and analyzed the mid semester and end semester question papers and expressed their satisfaction
3. Research, Teaching, Extension and other academic activities in the department such as
 - (i) Conduct of student seminars
 - (ii) Project work competitions
 - (iii) Quiz competitions
 - (iv) Survey related to social issues
 - (v) Arranging Guest Lectures
4. The Board of studies members expressed their satisfaction with the present teaching learning

techniques such as

- (i) Lecture method
- (ii) student Seminars
- (iii) Power Point Presentation
- (iv) Project work
- (v) Quizzes
- (vi) Field work
- (vii) Group discussion
- (viii) Problem Solving Method
- (ix) Assignments
- (x) Peer Teaching

5. BOS members advised to change the Evaluation pattern for Project work to be carried in VI Semester which is given below

The Project study has 150 marks weightage comprising of Project report, PPT Presentation and Viva-voce. The main Pass mark for Project is 60 marks out of 150 marks on an aggregate.

Seminars: 40 marks (Internal)

- I seminar (10 marks)
- II seminar (15 marks)
- III seminar (15 marks)

Project Report: 60 Marks (External)

- (i) Introduction
- (ii) Review of Literature
- (iii) Methodology
- (iv) Analysis & Discussion
- (v) Conclusions & suggestions
- (vi) References

PPT Presentation & Viva-Voce of Project
for Internal - 20 Marks

PPT Presentation & Viva-Voce of the Project
in External - 30 Marks

Maximum no- of students for a project
is Two / Group consists of only two members

Viva voce is conducted by the External
Examiners only in the External Examination.

6. The members of BOS suggested to start
a skill development Programme on
"R - Programming" to the students in
III semester.

7. BOS members suggested to conduct the
statistics Practicals using Excel, SPSS
and to establish a separate statistical
Laboratory. As the workload for statistics
is now increased, the board resolved to
request the College authorities to appoint
another statistics Lecturer in the college

8. The Board meeting ended with vote of
thanks by the chair person.

K. Sujatha
4/10/2019

**ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES**

Department of Botany

AGENDA

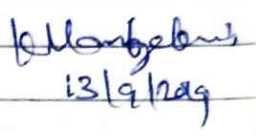

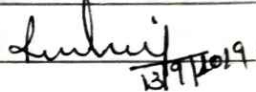
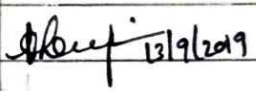
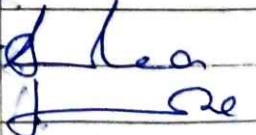
DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of the meeting of the Board of Studies in Botany held on 13-09-2019 in the Department of Botany, St. Joseph's College for Women (Autonomous).

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Prof. K. Manikya Kumari	Chair person HOD of Botany	 13/9/2019
2.	Sr. Hema	Asst. Professor	 15/9/19
3.	Mrs. K. Roseline Subhashini	Asst. Professor	 13/9/2019
4.	Dr. Viswa Deepika	Asst. Professor	 13/9/2019
5.	Mrs. K. Prameela HOD - Botany JMJ College, Tenali	External Expert Nominated by Academic Council	ABSENT
6.	Dr. J. Suneetha GDC, Rajahmundry	External Expert Nominated by Academic Council	ABSENT
7.	Prof. D. Sandhya Deepika Dept. of Botany Andhra University Visakhapatnam	Expert nominee of Andhra University	 13/9/2019

The minutes of the meeting of Board of Studies in Botany held on 19-2-2019 were read out and passed. The items on the agenda were discussed and the following resolutions were passed.

As part of research, the experts on the board suggested to include and evaluate student projects as part of Mid Practical Exam for 10 marks and written exam for 10 marks for the students who involve in project work. Whereas, regular practical exam should be conducted for the remaining students for 20.

The Board appreciated the extension and academic activities conducted by the department through Green Globe Nature Club and Biology Association.

The experts on the Board suggested to involve students in more no. of field study based activities, especially in Ethno-Botany as part of innovative teaching and evaluation methods, since it is gaining lot of importance nowadays. They also suggested to involve students in identifying rare and endangered local medicinal plants and engage them in Coastal study to identify different Algae and shore plants with the help of experts in Algae and Plant Taxonomy.

The members on the Board felt the need for LCD projector facility in the regular classrooms to facilitate innovative teaching learning methods at ease.

The MID and END Semester Question papers were scrutinized and found to be satisfactory. However, the experts on the Board

Suggested to include internal choice for essay or short answer type questions to make sure that the student answers at least one question from each unit which will help them to be thorough with the syllabus in all units. Accordingly the model Question Paper may be changed suitably.

The Board expressed satisfaction over the current teaching, learning and evaluation methods in practice. The Meeting came to an end at 12 PM with the vote of thanks by the chair person.

K. Manikya Kumari
Chair Person.

Dr. K. Manikya Kumari, M.Sc., Ph.D.
Head of the Department
Department of Botany & Biotechnology
St. Joseph's College for Women (Autonomous)
Visakhapatnam-530 004

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of Zoology

AGENDA

DATE: 14/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of the Board of Studies - September 2019

The Board of studies meeting was held in the Department of Zoology, St. Joseph's college for women(A), on the 14th of September 2019

Members of the Board

Name of the Member	Signature
1. E. Harini - <u>Chairperson & HOD</u>	<u>Harini</u>
2. Dr. A. Sneha -	<u>Sneha</u>
3. Dr. P. Rasima -	<u>Rasima</u>
4. Dr. Tulasi -	<u>Tulasi</u>

Expert Nominated from University

Prof. U. Shameem Dept of Zoology, A.U.	- U. Shameem
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External Experts

Dr. Y. Poli Naidu	Absent
Dr. V. Sandhya	Absent

Industry Expert

Mr. K. Kamal Raj

Kamal Raj
14/9/19.

The Board of studies meeting was held on 14th September 2019.

The minutes of the previous BOS which was held on 19th February 2019 were read and passed.

The items on the agenda were discussed and the following resolutions were passed.

Review of the model question papers for the concerned subjects was done & found to be satisfactory.

Review of the innovative teaching & evaluation techniques were done and found to be satisfactory.

It was suggested to improve on the research activities in the Department.

The meeting came to an end with a vote of thanks by the chairperson.

E. Harini

HEAD OF THE DEPT. OF ZOOLOGY
ST. JOSEPH'S COLLEGE FOR WOMEN
VISAKHAPATNAM. (A.P.)

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Biochemistry

AGENDA


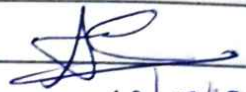
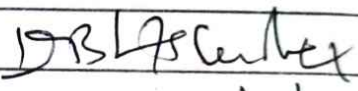

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of Meeting Board of studies meeting of Biochemistry held on 13-09-2019 at St. Josephs college for women (Autonomous):

S.No	Name	Designation	Signature
1.	Dr. K.P.J. Hemalatha Professor Dept. of Biochemistry Andhra University	External expert of University	 13/09/19
2.	Mr. S.V.N. Suresh Kumar HOD, Dept. of Biochemistry Aditya Degree College Kakinada	External Expert nominated by the Academic Council	 13/09/19
3.	Dr D. Bhaskar Rao Research Scientist AMC, VSP.	Coopted member nominated by Principal	 13/9/19
4.	Dr P. Mary Anupama	Lecturer Incharge Biochemistry	
5.	Dr. A. Mausami Shankar	Lecturer in Biochemistry	

The meeting was conducted on the said date between 10.00 to 11.00 and the following points were resolved.

- The meeting has started with reading of Minutes of meeting of the previous BOS meeting and all the experts have approved that their suggestions were incorporated.
- The experts suggest to contribute to research by writing projects as part of that the discussion included eligibility of existing faculty, having research center and institute having 12B of UGC. The faculty were asked to see if they can apply as co-investigators.
- Teaching extension methods like teaching beyond syllabus, training students to face competitive exams can be done. Experts suggested to take initiative in these areas and motivate students.
- The experts appreciated the Internship procedure and project work done. They suggested to see that students get practical experience.
- They appreciated teaching methodologies being followed and asked the faculty to work on innovative methods of teaching.
- Evaluation techniques were approved.
- Model question paper was verified and experts were satisfied with the pattern.

- Experts suggested to ~~see~~^{see} the list of paper setters and examiners and update it at regular intervals.
- The BOS meeting has gone beyond agenda and experts were willing to add their suggestions for revision of syllabus by ~~next~~^{next} meeting.
- The meeting concluded with a positive note that it is essential to bring changes in syllabus, experiments and methods of evaluation. Dr. Bhaskar suggested to add group discussion as it would bring out the skill of students and help them emerge as competent individuals.

Dr. P. Manjushree

(Dr. P. Manjushree)

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

BOARD OF STUDIES

Department of Biotechnology

AGENDA

DATE: 13/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted batch syllabus for three years.
- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of thirteenth meeting of the Board of Studies in Biotechnology being held on 13-09-2019 in the department of Zoology, St. Joseph's College for women (Autonomous), Visakhapatnam.

S.No	Name	Designation	Signature
1.	Dr. A. Veesabrahmanam	Assistant Professor, In-charge in Biotechnology chair person/HOD of Biotechnology	A. Veesabrahmanam
2.	Dr. D. Manjula Devi	Assistant professor in Biotechnology.	D. Manjula
3.	M. H. Vedula Katsagadda	Lec. in Biotechnology, Govt. college / Subject Expert, RJY, Affiliated to AKNU, RJY	ABSENT
4.	Miss. K. Varaha	H.O.D. Biotechnology, St. Ann's degree college for women Gorantla Guntur, Affiliated to ANU.	ABSENT
5.	Prof. P. K. Ratna Kumar	Expert Nominee from Andhra University, WSKP	P. K. Ratna
6.	Dr. Gadi: Jageswar	Director, SMDRC, Rawapur Visakhapatnam	ABSENT

The minutes of the meeting of Board of Studies in Biotechnology held on 10-02-2019 in the department were read out and passed.

The contents of the agenda has been thoroughly discussed.

The syllabi of the both theory & practicals of biotechnology course of I through VI semesters were reviewed and suggested some changes in the "VI" Semester.

All the semesters were verified and following recommendations were suggested.

1. Semester-I

paper: Cell Biology & Genetics.

- No changes were made in the paper.

2. Semester-II: Techniques in Biotechnology.

- No changes were made in the paper.

3. Semester-III paper: Microbiology, Molecular biology.

- No changes were made in the paper.

4. Semester-IV: paper: Microbiology.

- No changes were made in the paper.

5. Semester-V: paper (I) Genetic Engineering.

- No changes were made in the paper.

paper-II: plant and animal Biotechnology

- No changes were made in the paper.

6. Semester-VI: paper: Industrial, medical, Agricultural and Environmental Biotechnology.

The Board has suggested few changes in the paper and introduced the cluster pattern for Biotechnology stream.

→ For VI Semester, the common paper was suggested and entitled as "Environment

Biochemistry.

→ cluster pattern for VI Semester of Biochemistry
cluster paper - 1 BTH-E1

Title of the paper: Industrial Biochemistry.

cluster paper - 2 BTH-E2

Title of the paper: plant anatomy & physiology.

cluster paper - 3 BTH-E3

Title of the paper: Basics of Forensic Science.

⇒ The syllabus of the common paper, was adopted from the previous common paper (BTH6701(3)).

⇒ The current common paper in VI Semester, was prepared from the portions of Andhra University's environmental and ecology syllabus.

⇒ About 75% of the syllabus content in the present common paper, was suggested.

→ The MID and End Semester ^{Question} papers were scrutinised and found to be satisfactory.

→ The board suggested ~~the~~ both MID & END Semester questions papers ^{to VI Semester} at par ~~the~~ by newly introduced cluster syllabus.

→ The Board expressed satisfaction over the practical content, teaching & evaluation techniques with timely relevant modifications & upgradation.

of the syllabus.

→ The meeting concluded at 12:30 p.m with
vote of thanks by the Chair person.

A. V. Bhalasani
H/c. dept. of Biotechnology

Head of the Department
Department of Biotechnology
St. Joseph's College for Women (Autonomous)
Visakhapatnam-531 004

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM
BOARD OF STUDIES
Department of Home Science

AGENDA

DATE: 12/09/2019

TIME: 10.00am

- Reading of Minutes of Previous Board of Studies Meeting
- To review all six Semester papers to finalize 2019-20 admitted

batch syllabus for three years.

- Review the model Question papers for the Subjects concerned
- Review of research, teaching, extension, and other academic activities in the Department / College.
- To review and suggest methodologies for innovative teaching and evaluation techniques.
- Any other relevant matter according to the discretion of the Chairperson.

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Minutes of the Board of Studies
Meeting held on 12th September, 2019 at 10 am.

The following members were present

1. Dr. Y. Lakshmi Prabha - HOD & Chairperson
Lakshmi Prabha
2. Ms. N. Nivya, Asst. Professor - Nivya 12/9/19
3. Ms. V. Sony, Asst. Professor - Sony 12/9/19
4. Ms. P. Alekhya, Asst. Professor - P. Alekhya 12/9/19
5. Ms. P. Sai Sudha, Asst. Professor - P. Sai Sudha 12/9/19
6. Ms. Samhita Barlam, Asst. Professor - ~~Samhita~~ 12/9/19
P. Indira 12/9/19
7. Ms. P. Indira, Asst. Professor

External Members

8. Dr. S. Gowri Sankar - Univ. Nominee -
9. Dr. D. Anilka, Professor, APAU
10. Mr. S. L. N. Sastri, Industry Expert - ~~Sastri~~ 12/9/19
11. Mrs. Suvarchala M, Subject Expert, H. Suvarchala 12/9/19
Principal, ASD Govt. College for Women

12. Dr. P. S. Annapurna, Co-opted Member
Retd. HOD, Dept. of Home Science - Annapurna

Student Representatives

1. Ms. Asha Jayantilal - Asha
2. Ms. Niharika Varma - Niharika Varma

The eligibility for PG was agreed to include :
10+2+3 with Food & Nutrition / Food Technology or *
Composite / General Home Science at B.Sc. / B.Sc. with Co-BC

1. The Syllabus of all the semesters was reviewed. The CBCS pattern being implemented from AG batch onwards was scrutinized and discussed. The co-opted member commended the pattern of the Program and the syllabi of all the semesters.
2. The teaching, extension activities being taken up in the department were reviewed and found to be satisfactory.
3. It was suggested that the Major Research Project may be offered to deserving academically advanced learners, instead of a paper.
4. Teaching-learning effectiveness was discussed. Innovative methodologies being followed, such as experiential learning, participative learning were reviewed.
5. The co-opted member suggested that the Department might consider offering short term courses in life skills.
6. The meeting alumni representatives expressed that the course "Community Nutrition" now being offered in V semester might be strengthened.
7. The meeting concluded with a vote of

Thanks proposed by the chairman.

* and any other two life science subjects.

Home Science – Syllabus New Format – 2019-2020

	THEORY (100m)	PRACTICAL(50m)	THEORY(100m)	PRACTICAL(50m)	THEORY(100m)	PRACTICAL(50m)
I	Communication process	Communication process pracs	Food Science	Food Science pracs	Physiology	Physiology pracs
II	Psychology	Computer Applications in Home Science -I	Residential Space Design	RSD Pracs.	Basics of Textiles	B.TexPracs.
III	Pre and Post-natal development	Computer Applications in Home Science -II	Nutrition Science	N.Scpracs.	Microbiology & Public health	Practicals
IV	Life Span Development -I	LSD pracs	Biochemistry / Historic Costumes & Fashion	Practicals	Foundation of Art & Design	FAD Pracs.
V	Early Childhood Education	ECE pracs	Family & Community Nutrition	FCN Pracs.	Management Principles	MP Pracs
	Food Service Management	Baking and Confectionary	Textile Design	TD Pracs	Traditional Textiles of India	Basic Research Methodology
VI	Child Welfare	Extension Education Project	Life Span Development - II	Practicals	Family Economics	Entrepreneurship programme
	Dietetics	Dietetics pracs	Apparel Design		Interior Design	I.D. Pracs

Lakshmi Prabha Y