**MAHATMA GANDHI UNIVERSITY**

**(Abstract)**

Proposals and Guidelines for the conduct of Workshops for the preparation of draft Scheme and Syllabus of UG and PG Programmes w.e.f. 2016 admission onwards - Approved - Orders issued

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**ACADEMIC A IX SECTION**

**UO No.742/Ac AIX/Workshop.Syl Revision/2016 Dated, P.D.Hills, 06/02/2016**

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**ORDER**

**Read**: UO No.5693/AIII(2)/2009/Admn dtd 24/12/2009

The following proposals were submitted for the approval of the Vice Chancellor regarding the conduct of Workshops for the preparation of draft Scheme and Syllabus of UG and PG Programmes w.e.f. 2016 admission onwards.

1. Workshops will be for a maximum of two days, to be conducted within the period from 01/02/2016 to 20/02/2016, by the Board of Studies/Expert Committees (UG & PG) for finalization of draft Scheme and Syllabus for UG and PG Programmes.
2. Chairperson/Coordinator/Senior Member of BOS, Convenor/Senior Member of the Expert Committees shall be entrusted to conduct Workshop for preparation of draft Scheme and Syllabus of UG/PG Programmes at the places of their choice and convenience.
3. For smooth conduct of workshop, provisional advance of Rs. 50,000/- for major subjects and Rs. 25,000/- for minor subjects as per the list below, may be sanctioned to the Chairperson/Coordinator/Senior Member of BOS or Convenor/Senior Member of Expert Committee, as the case may be.
4. The Chairpersons/Coordinator/Senior Member of BOS and Convenor/Senior Member of the Expert Committee shall submit the draft Scheme, Syllabus and Model Question Papers of all subjects on or before 26/02/2016 to Registrar for further necessary action. (3 hard copies and one soft copy in PDF format).

Further, Chairpersons/Coordinator/Senior Member of BOS and Convenors of the Expert Committees shall regularize the provisional payment by submitting Bills and Vouchers and statement of expenditure as per the following instructions/guidelines.

**Instructions/Guidelines:**

1. Remuneration shall be a maximum of Rs. 125/- (Half DA) per day for a participant.
2. The Chairperson/Coordinator/Senior member of BOS, the Convenor/Senior Member of the Expert Committee shall submit the bills and vouchers and statement of expenditure to the University within one month of the conduct of the Workshop.
3. The amount sanctioned as provisional payment by the University can be spent under the Head of Expenditure as shown below. Under no circumstances expenditure under any head shall exceed more than 25% of the limit shown below.

**UG/PG Major subjects**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Head of Account | Amount  in Rs. |
| 1. | Honorarium to the resource persons | 4000/- |
| 2. | Honorarium to participants | 20000/- |
| 3. | Local hospitality | 12000/- |
| 4. | Stationery, DTP charges, photocopy charges & binding and other expenses | 14000/- |
| **Total** | | **50000/-** |

**UG/PG Minor subjects**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Head of Account | Amount  in Rs. |
| 1. | Honorarium to the resource persons | 4000/- |
| 2. | Honorarium to participants | 10000/- |
| 3. | Local hospitality | 3000/- |
| 4. | Stationery, DTP charges, photocopy charges & binding and other expenses | 8000/- |
| **Total** | | **25000/-** |

**List of Major and Minor Subjects (UG and PG)**

**UNDER GRADUATE PROGRAMME**

|  |  |
| --- | --- |
| **MAJOR SUBJECT** | **MINOR SUBJECT** |
| ENGLISH – Dr. Ancy Eapen | ARABIC – Dr. Liyaqath Ali |
| MALAYALAM – Dr. Sherly Kurian | SYRIAC – Fr. Joseph N V |
| HINDI – Dr. A U Varghese | POLITICAL SCIENCE – Dr. Mary Sentrela P S |
| SANSKRIT – Dr. E N Narayanan | SOCIOLOGY – R K Varghese |
| HISTORY – Dr. George Philip | ISLAMIC HISTORY – I K Jayadev |
| ECONOMICS – R. Anand Viswanath | PHILOSOPHY – Dr. Beena Rani B R (UG & PG) |
| COMMERCE – Dr. Helany M Y | STATISTICS – Dr. K M Kurian |
| MATHEMATICS – P J Joy | HOME SCIENCE – Dr. Miriam Mani |
| PHYSICS – K G Thomas | FOOD SCIENCE – Anju Cherian |
| CHEMISTRY – V T Thomas | MICROBIOLOGY – Dr. Jyothis Mathew |
| BOTANY – Dr. Jojo George | GEOLOGY – Dr. Beno Joseph |
| ZOOLOGY – Dr. Antonio Roseline K J | PSYCHOLOGY – Malini R (UG & PG) |
| COMPUTER APPLICATION – K Abdul Rasak | **Expert Committees** |
| MUSIC – Dr. Pooja P Balasundaram |
| ELECTRONICS- Dr. Thomaskutty Mathew  (UG & PG) | TAMIL – Dr. T. Chandran |
| PHYSICAL EDUCATION – Dr. Cicily Perly Alex | GERMAN – Cyriac Tomy Panackal |
| MANAGEMENT STUDIES – Dr. Biju Pushpan | FINE ARTS – Abraham Joseph (UG & PG) |
|  | BIOTECHNOLOGY – Dr. Dennis Thomas T |
|  | FASHION TECHNOLOGY – Manjulin Jacob |
|  | CLINICAL NUTRITION – Swapna George |
|  | FRENCH – Sabeena Bhaskar |
|  | BIOCHEMISTRY – Dr. Sandhya C |
|  | AQUACULTURE – Dr. Benno Periera F G |
|  | MASS COMMUNICATION - Prof. Madavana Balakrishnapillai |
|  | HOTEL MANAGEMENT – P C Georgekutty |
|  | ANIMATION – Jean Sebastian |
|  | MULTIMEDIA – Leenus L K |
|  | TOURISM STUDIES –Dr. Robinet Jacob |
|  | SOCIAL WORK – Dr. Joseph M K |
|  | PERFORMING ARTS - Vanajakumari P D |
|  | BIOINFORMATICS - Stephen James (UG & PG) |
|  | CHENDA – Kalamandalam Raman Nampoothiri (UG & PG) |
|  | MADDALAM - Kalamandalam K Prakash (UG & PG) |

**POST GRADUATE PROGRAMME**

|  |  |
| --- | --- |
| **MAJOR SUBJECTS** | **MINOR SUBJECTS** |
| ENGLISH – Lincy Joseph | ARABIC – Dr. Hilal K M |
| MALAYALAM – Dr. Baby Thomas | ELECTRONICS - Dr. Thomaskutty Mathew (UG & PG Combined) |
| HINDI – Dr. Mariamma V Mathew | PHILOSOPHY - Dr. Beena Rani B R (UG & PG Combined) |
| POLITICAL SCIENCE – Dr. K M Seethi | STATISTICS – Sophy Thomas |
| HISTORY – Dr. George Philip | PSYCHOLOGY ­- Malini R (UG & PG Combined) |
| ECONOMICS – L Unnikrishnan | **Expert Committees** |
| COMMERCE – Dr. Sunny Joseph | SYRIAC – Fr. Jacob Thekkeparambil |
| MATHEMATICS – R. Shylaja | SOCIOLOGY – Johnson M M |
| PHYSICS – Dr. Regimol C Cherian | ISLAMIC HISTORY – I K Jayadev |
| CHEMISTRY – Dr. Joseph John | FOOD TECHNOLOGY – Beena Cherian |
| BOTANY – Dr. J G Ray | GEOLOGY – Dr. Krishnakumar K N |
| ZOOLOGY – Dr. Samson David Padayatty | BIOTECHNOLOGY - Dr. Keerthy T R |
| COMPUTER APPLICATION – Dr. R Vijayakumar | TEXTILE & FASHION – Manjulin Jacob |
| HOME SCIENCE – Dr. Sheelamma Jacob | CLINICAL NUTRITION – Swapna George |
| MICROBIOLOGY – Dr. Jyothis Mathew | BIOCHEMISTRY – Dr. Valsa A K |
| SOCIAL WORK – Dr. Sr. Lizy P J | MASS COMMUNICATION - Prof. Madavana Balakrishnapillai |
| **Expert Committee** | ANIMATION - - Prof. Madavana Balakrishnapillai |
| SANSKRIT – Dr. K K Beena | TOURISM STUDIES – Dr. Robinet Jacob |
|  | PERFORMING ARTS – K Prakash |
|  | BIOINFORMATICS ­- Stephen James (UG & PG) |
|  | CHENDA - Kalamandalam Raman Nampoothiri (UG & PG) |
|  | MADDALAM - Kalamandalam K Prakash (UG & PG) |
|  | MUSIC – Prof. V K Ramesan |
|  | ACTURIAL SCIENCE – Prof. Kochumathew M Joseph |
|  | BIOSTATISTICS – K M Kurian |
|  | ENVIRONMENTAL SCIENCE – Prof. Thomas Stephen |
|  | MMH – Sajan N Thomas |

Sanction has been accorded by the Vice Chancellor for the approval of the above proposals.

Orders are issued accordingly.

**Sd/-**

**REGHUNATHAN NAIR. D**

**ASSISTANT REGISTRAR III (Acad)**

**For REGISTRAR**

Copy to:

1. PS to VC/PVC
2. PA to Registrar/FO/CE
3. AR/DR/JR (Acad)
4. Chairpersons/Convenors/Co-oridnator of BOS/Expert Committees
5. Ad B6 (To prepare the provisional payment bills)
6. Ad. D Section
7. Content Management Section
8. PRO
9. AR/DR/JR Finance
10. Audit I/IV
11. General Cash
12. Stock File/File Copy

**FORWARDED / BY ORDER**

**Sd/-**

**SECTION OFFICER**