Minutes of the Board of Studies / Academic Council Meeting

Metas Adventist College

Approval of Courses

Meeting: Academic Council **Date: 22 August 2024**

Time: 11:30 AM **Venue: College Committee Room**

Members Present

- Chairperson / Principal
- Academic Council Members
- Heads of Departments
- Subject Experts
- IQAC Coordinator
- Industry Expert (if applicable)
- Faculty Representatives

Agenda

1. Approval of new courses and curriculum revisions
2. Review of syllabus structure and course outcomes
3. Introduction of value-added and certificate courses
4. Academic planning for the upcoming semester

Minutes of the Meeting

1. Review of Existing Curriculum
The Chairperson welcomed all members and reviewed the existing curriculum structure. Suggestions from faculty members, subject experts, and stakeholders were discussed to enhance the relevance and effectiveness of the courses.

2. Approval of New Courses
The Board reviewed proposals submitted by various departments for introducing new certificate/value-added courses. After detailed discussion, the following courses were approved for implementation from the academic year 2025–2026:

- Certificate Course in Communication Skills
- Value Added Course in Digital Marketing
- Add-on Course in Environmental Sustainability
- Certificate Program in Data Analytics

The Board approved the course objectives, syllabus structure, duration, and evaluation methods.

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3. Curriculum Revision
The committee discussed revisions in selected course syllabi to align with current industry trends and university guidelines. Necessary modifications in course outcomes, practical components, and assessment patterns were approved.

4. Teaching and Evaluation Methods
The Board emphasized the use of ICT-enabled teaching methods, project-based learning, seminars, and continuous internal evaluation practices for effective curriculum delivery.

5. Recommendations
- Departments should ensure timely implementation of approved courses.
- Course coordinators must maintain proper documentation and records.
- Feedback from students and stakeholders should be collected for future improvements.

Resolutions Passed
- Approval granted for introduction of proposed certificate and value-added courses.
- Revised syllabus structure approved for implementation.
- Departments instructed to submit course reports at the end of the semester.

Vote of Thanks
The meeting concluded with a vote of thanks to the Chair.

Chairperson Signature: _____

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