

# **GURU NANAK COLLEGE (AUTONOMOUS)**

**Affiliated to University of Madras and Accredited at A Grade by NAAC**

**An ISO 9001:2015 Certified Institution**

**Guru Nanak Salai, Velachery, Chennai – 600 042**



## **ACTION TAKEN REPORT**

**2020-21**



# GURU NANAK COLLEGE (AUTONOMOUS)



Guru Nanak Salai, Velachery, Chennai - 600 042

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A Unit of Guru Nanak Educational Society®

Office : 2245 1746 / 2244 4621

Fax : (044) 2244 7373

Email : iqac@gurunanakcollege.edu.in

Web : www.gurunanakcollege.edu.in

## INTERNAL QUALITY ASSURANCE CELL

**Dr. M.G. Ragunathan, Principal**  
Chairman

**Dr. Swati Paliwal**  
Coordinator

### Student Feedback on Curriculum: 2020-21 - Action Taken Report

#### Action Taken Report on the Parameters which are below threshold value

Parameters	Name of the Programmes	Action Taken
Relevance of syllabus for Core subjects	B.A. English (Shift II)	Core papers like Phonetics, Linguistics, Literary Criticism, and Interpretation of Literature have been introduced to increase the level of appreciation of the various areas of English Literature. These papers will enhance the level of understanding of the subject among the students.
	B.Sc. Visual Communication (Shift II)	The syllabus has been revised with the guidance of experts from the industry and academia. Visual Communication being a multi streamed programme exposes students to the various facets of media requirements.
Relevance of syllabus for Elective subjects	B.A. English (Shift II)	Job-oriented elective papers such as Technical Writing in Semester I and Travel writing in Semester V have been introduced and implemented.
	B.Com. (Corporate Secretaryship) (Shift I)	An increased number of Interdisciplinary electives are being planned to offer a wider variety of subjects to the students.
	B.Sc. Chemistry (Shift I)	The Interdisciplinary courses are offered to expose the students to other disciplines being offered at college.

  
**Dr. Swati Paliwal**  
Coordinator, IQAC  
Guru Nanak College (Autonomous)  
Guru Nanak Salai, Velachery,  
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Relevance of syllabus for Project/Dissertation	B.Sc. Visual communication (Shift II)	As per the suggestion of the Media experts, courses like Visual literacy and Understanding Films, which are relevant and give practical exposure to the students have been included in the current syllabus.
	Master of Business Administration (Shift II)	New electives i.e. International Business, Supply Chain Management and Logistics, Digital Management and Analytics and Travel and Tourism have been introduced to offer a wider choice to the students.
	B.A. English (Shift II)	Students have been exposed to the concept of Research Methodology. They have been encouraged to do projects by applying the concepts learnt in courses such as European Drama, World Literature, Modern Latin American Literature and Indian Literature in Translation.
	B.Com. (Corporate Secretaryship) (Shift I)	Institutional training has been extended to all organizations (Earlier students were permitted to apply only to limited companies with public shares)
	B.Sc. Information Technology (Shift II)	Project has been introduced as a core paper from 2019 batch onwards
	B.Sc. Mathematics (Shift I)	Students have been motivated to take up group projects under the DBT star college scheme. Students enrolled in the Research club have been encouraged to take up projects.

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B.Sc. Plant Biology and Plant Biotechnology (Shift I)	Have incorporated hands-on learning and training techniques as an integral part of the teaching strategy. Made more provision for conducting an increased number of field trips along with internships
B.Sc. Physics (Shift I)	The number of experiments in electronics has been increased so as to enable the students to do projects in electronics
B.Sc. Visual communication (Shift II)	Project work has been made mandatory but the students can choose the specific area in Media in which they want to showcase their talents
M.A. Economics (Shift I)	Students have been encouraged to do projects by applying research methodology in all economic concepts and theories such as the impact of environmental degradation, status of HDI etc.
M.Sc. Zoology(Shift II)	The Research Methodology paper has been updated with details of the latest software on publication and tools for article writing
Master of Business Administration (Shift II)	Students were instructed to be more vibrant at the workplace and use analytical tools for better outcomes
Master of Social Work (Shift II)	During the recent BOS meeting with the staff members, the Social Work Research and Statistics paper was revised and updated. The Department conducted a Research methodology webinar to bring out quality dissertations.

  
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Learning outcomes in terms of concepts, knowledge, skills and analytical abilities	B.A. English (Shift II)	The number of audio visual classes offered to the students has been increased to help them understand the concepts clearly. To improve their analytical skills more number of debates have been arranged. Courses in Creative Writing, Media and Communication are offered to students to encourage them to be more original and critical in their thinking. Doing a project has helped students focus their thoughts, gather information and write in a focused manner.
	B.Sc. Chemistry (Shift I)	Talks by experts have been planned to clarify concepts and give additional information. Group discussions will help students grasp difficult subjects clearly. Industrial visits have been planned for the forth coming batches.
	B.Sc. Information Technology (Shift II)	Students have been assigned Mini Projects to improve their learning outcomes
	B.Sc. Physics (Shift I)	The syllabus has been modified to include problem oriented evaluation and enhance the analytical abilities of the students has improved.
	B.Sc. Visual communication (Shift II)	Theory subjects like Print media which have lesser scope have been replaced with practical papers like digital art and audio production which has a plethora of opportunities for the students

  
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	M.Sc. Zoology (Shift II)	Internship, projects and field trips which will enhance their knowledge and analytical abilities have been made compulsory for the students.
	Master of Business Administration (Shift II)	Interactive sessions with Executives on Challenges in Decision making on a real time basis are discussed
	Master of Social Work (Shift II)	Syllabus has been updated with subjects relevant to application of Social Work Methods like Case Work, Group Work, Community Development, Counselling, and Research. Students were also given real-time assignments.
<b>Depth of the Course Content</b>	B.A. English (Shift II)	The History of English Literature has been covered exhaustively from the Chaucerian period down to the Modern Age.
	B.Sc. Chemistry (Shift I)	A Department meeting on curriculum upgradation has been conducted, necessary modifications have been planned and will be implemented after the upcoming Board of studies meeting
	B.Sc. Information Technology (Shift II)	New Courses have been introduced to meet the industry standards
	B.Sc. Mathematics (Shift I)	Units involving applications of the concepts and practical for relevant papers shall be put up in next BoS meeting
	B.Sc. Plant Biology and Plant Biotechnology (Shift I)	Plans are on to incorporate hands-on learning and training techniques as an integral part of the teaching strategy. Provision has been made for conducting more field trips along with internships or field trips

  
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	B.Sc. Visual communication (Shift II)	The syllabus has been reframed as per the latest development in technology. The students would benefit from the exposure to current changes in the industry.
	M.A. Economics (Shift I)	Modifications have been made in the syllabus by including various economic concepts along with case studies which may help solve the present economic problems.
	M.Sc. Zoology (Shift II)	Based on the suggestions made by the external experts in the BoS meeting, the curriculum content has been strengthened by including the recent developments in the field.
	M.Sc. Mathematics (Shift II)	
	Master of Business Administration (Shift II)	During the discussion in the BOS meeting with the stakeholders it was decided to modify the course content and make it more relevant to the needs of the industry.
	Master of Social Work (Shift II)	Based on the industrial experts & input from academicians, the course content have been modified with relevance to recent trends
Course content prepares the student to pursue higher studies	B.A English (Shift II)	Existing course content has been modified. Courses like Media and Communication, Creative Writing & Technical Writing have been introduced to prepare the student for pursuing higher studies
	B.Sc. Chemistry (Shift I)	Necessary modifications will be carried out in the curriculum to create interest among students to pursue higher studies viz. internships, mini projects, field visits etc.

  
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	B.Sc. Information Technology (Shift II)	Courses are designed and developed to help students pursue higher education.
	B.Sc. Mathematics (Shift I)	Internships have been introduced as a compulsory component, after the second year.
	B.Sc. Plant Biology and Plant Biotechnology (Shift I)	Planning to incorporate hands-on learning and training techniques as an integral part of our teaching strategy. Provision is being made for conducting more field trips with internships or field trips with each course.
	B.Sc. Visual Communication (Shift II)	Students mostly prefer to work in specified industry for practical exposure after their UG course. As the students get the basics of all the media papers in UG it is helpful for the students when they opt for higher studies. They will be able to specify which particular subject or area they would like to focus on.
	M.Sc. Zoology (Shift II)	Syllabus has been updated with current scenario in advanced higher learning of the programme to continue their higher studies.
	Master of Business Administration (Shift II)	Internship and projects are made more research based to pursue higher education
	Master of Social Work (Shift II)	The revised Syllabus proposed in BOS 2021, will help the students in appearing in competitive exams.
Course content prepares the student to face interviews	B.A. Defence and Strategic studies	Department offer soft skill and other training program for students to face the Interview, As well as Debate , Group Discussion, MOCK parliament , MOCK UNO , WAR Games has been conducted as a classroom activities to enrich the young minds

  
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	B.A. Economics	To develop employability skills new courses have been introduced such as soft skill courses, Economics for competitive examinations etc.
	B.A. English	The verbal analytical skills developed in the classroom prepare the students to better analyze, articulate and structure their responses.
	B.Com. (Corporate Secretaryship Shift I)	Soft Skill courses like personality enrichment have been included in the curriculum. Skill Development Centre offers Certificate Courses to face the challenges of interview. Placement Cell has been created for preplacement.
	B.Com. (General Shift I)	Soft Skill courses have been included in the curriculum. Skill Development Centre offers Certificate Courses to face the challenges of interview. Placement Cell initiated preplacement training for final year students to inculcate personal grooming
	B.Sc. Chemistry	Necessary modifications will be carried out in the curriculum by arranging group discussions, mock interviews.
	B.Sc. Information Technology	Project and internship has been introduced to make them industry ready
	B.Sc. Plant Biology and Plant Biotechnology	Incorporate hands-on learning and training techniques as an integral part of our teaching strategy and Provision for conducting more field trips with internships or field trips
	B.Sc. Physics	Both the course content and Evaluation methods have been modified to cater to the students who are seeking employment as well as going for higher studies.

  
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	B.Sc. Visual communication	The courses in Media are largely skill-based and the syllabus of Foundation English which aids in the communicative skills of the students has also been revised
	M.A. Economics	Modifications have been planned in the curriculum. There are plans to conduct Mock interviews and group discussions on major areas covered in the competitive examinations such as inflation, GDP, National income etc.
	M.Sc. Chemistry	Modifications have been planned in the curriculum. There are plans to conduct Mock interviews and group discussions from the next academic session.
	M.Sc. Zoology	Group Discussions and Participative Learning classes have been introduced to equip students to face interviews confidently.
	Master of Business Administration (Shift II)	Interviewing skills are given more focus in soft skills subjects
	Master of Social Work (Shift II)	A Skill development workshop has been conducted on Report Writing. Paper Presentation has been included as a compulsory component from the academic year 2021-22
Course content prepares the student to qualify competitive / qualifying examination	B.A. English	The basic concepts and theories necessary for competitive examinations like NET and UPSC have been included.
	B.Sc. Chemistry	A Department meeting on curriculum upgradation has been conducted and necessary modifications will be made in the upcoming Board of Studies meeting.

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B.Sc. Information Technology	Students have been encouraged to attempt the exams.
B.Sc. Plant Biology and Plant Biotechnology	Incorporate hands-on learning and training techniques as an integral part of our teaching strategy and Provision for conducting more field trips with internships or field trips
B.Sc. Physics	Both the Numerical methods and integrated electronics course have been modified to enhance the analytical abilities of the students to qualify in the competitive examinations
B.Sc. Visual communication	Being a skill-based programme, most of our students show less interest in writing competitive examinations, but the modified syllabus and teaching methodology has made a noticeable difference among students.
M.Sc. Chemistry	A departmental meeting has been conducted to modify and upgrade the existing curriculum in the upcoming Board of studies meeting
M.Sc. Zoology	The course content of papers like Biostatistics which have a component for problem solving has been strengthened. Sample question papers from previous years have been given to students as a model to help them clear the competitive exams.
Master of Business Administration (Shift II)	Analytical skills are improved through the course Statistics and Quantitative methods for Business
Master of Social Work (Shift II)	A special orientation session for competitive exams has been proposed for the academic year 2021-22

  
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The library holdings for the course	B.A .Defence and Strategic studies	Most of the reference books are found in the library. Multiple copies of books made available for wards, separate orientation has been given to the students for the effective use of E-Resources.
	B.A. English	For all course books on analytical approach and journals are kept in library. These can be accessed along with online resources.
	B.Com. (Corporate Secretaryship Shift I)	Multiple copies of the latest editions of the course book have been stocked in the library
	B.Com. (Corporate Secretaryship Shift II)	Orientation has given to students regarding online resources and they are encouraged to utilize the online resources.
	B.Sc. Information Technology	A large number of online resources and e-content has been provided to the students to understand the concepts
	B.Sc. Visual communication	Since the curriculum of Visual communication is mostly based on practicals and E-content can be accessed through inflibnet, this information is regularly shared with the students and their use of the facility is regularly monitored.
	M.A. Economics	E-content can be accessed through inflibnet. The latest edition of the recommended books and other books in the major thrust areas of economics and journals are available in the college library.
	M.Sc. Zoology	E-content can be accessed through inflibnet. Students have been instructed to collect e-Books and course materials available in the library

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	M.Sc. Mathematics	E-content can be accessed through inflibnet. Steps are being taken to increase the number of copies of prescribed text books available in the library.
	Master of Business Administration (Shift II)	E-content can be accessed through inflibnet. Students are instructed to make use of the Question bank and e-articles available for their specific subjects.
	Master of Computer Applications (Shift II)	Students can access more e-resources through inflibnet.
	Master of Social Work (Shift II)	Students have been given access to College Library e-resources, Question Banks and e-articles
Overall rating	B.Sc. Information Technology (Shift II)	The syllabus is being updated to accommodate the changes in Technology and the industry requirements.
	B.Sc. Visual Communication (Shift II)	Visual Communication is a multi-streamed programme that concentrates on all areas of media. The syllabus has been revised with the guidance of industry experts and technical experts in the media industry.
	Master of Social Work (Shift II)	Based on the feedback received from the industrial expert and external experts the course content has been extensively revised.

  
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Action taken report on the Parameters which are below threshold value		
Parameters	Name of the Programmes	Action Taken
Relevance of syllabus for Core subjects	B.A. Defence and Strategic Studies (Shift I)	The current syllabus is an updated one. Especially NME Police Administration, Criminology, Elective Subjects like Introduction to Student Support Services, and core subjects - Comprehensive security has been introduced.
	B.Sc. Chemistry (Shift I)	A meeting of the Department has been held with all the staff concerned and the matter regarding updation of curriculum has been discussed in detail. It has been decided to upgrade the existing syllabus and introduce a few new papers in the forthcoming BoS meeting.
	B.Sc. Plant Biology and Biotechnology (Shift I)	It has been decided to reframe the syllabus to cover recent trends in the Industry. A career guidance programme for the final students has been planned in the near future.
	B.Sc. Visual Communication (Shift II)	As per the requirements of the media and industry, most of the core papers have been reframed in the syllabus in such a manner that they meet the expectations of the industry.
	M.Sc. Zoology (Shift II)	The core subjects have been revamped to ensure that there is a continued relevance of the programme for the students.

  
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Relevance of the syllabus to the developmental needs	B.Sc. Chemistry (Shift I)	There is a plan to modify the syllabus to cover the recent trends in the industry. A career guidance programme for the final years is also on the anvil.
	B.Sc. Plant Biology and Biotechnology (Shift I)	It has been decided to reframe the syllabus to cover recent trends in the Industry. A career guidance programme for the final year students has been planned in the near future.
	B.Sc. Visual Communication (Shift II)	Industry requirements have been taken into consideration while revamping the syllabus.
	M.Com (General) (Shift I)	Recent developments in the field of GST, Accounting Standards, Income Tax, and Research Ethics have been introduced in the current syllabus.
	Master of Social Work (Shift II)	Syllabus for the Major Papers has been revised and implemented from the current academic year.
Syllabus framed is skill oriented	B.A. Defence and Strategic Studies (Shift I)	The syllabus has been updated in the recent BOS meeting. Especially NME Police Administration, Criminology, Elective Subjects like Introduction to Student Support Services, and core subjects Comprehensive security has been introduced
	B.Com (Bank Management) (Shift II)	Skill based courses like GST and Advanced Tally courses are offered to students
	B.Com (Corporate Secretaryship Shift I)	Skill based courses like GST, Advanced Tally courses are offered to students.

  
**Dr. Swati Paliwal**  
Coordinator, IQAC  
Guru Nanak College (Autonomous)  
Guru Nanak Salai, Velachery,  
Chennai-600 042

  
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VELACHERY, CHENNAI - 600 042



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A Unit of Guru Nanak Educational Society®

Office : 2245 1746 / 2244 4621

Fax : (044) 2244 7373

Email : iqac@gurunanakcollege.edu.in


Web : www.gurunanakcollege.edu.in

## INTERNAL QUALITY ASSURANCE CELL

**Dr. M.G. Ragunathan, Principal**  
Chairman

**Dr. Swati Paliwal**  
Coordinator

B.Sc. Chemistry (Shift I)	Department meeting on curriculum upgradation has been conducted, necessary modifications will be carried out in the future upcoming Board of studies meeting.
B.Sc. Plant Biology and Biotechnology (Shift I)	It has been decided to reframe the syllabus to cover recent trends in the Industry. A career guidance programme for the final year students has been planned in the near future.
B.Sc. Physics (Shift I)	Necessary modifications have been made in the syllabus as well as the methods of evaluation to improve the skill sets of the students.
B.Sc. Visual Communication (Shift II)	Industry requirements have been kept in mind while modifying the syllabus in the recent BOS
M.Sc. Chemistry (Shift I)	It has been decided to offer skill development courses for the forth coming batches
M.Sc. Zoology (Shift I)	The practical syllabus has been strengthened with inclusion of more Invertebrate and Vertebrate fauna to improve the dissection and identification skill among students
M.Com (General) (Shift I)	New Soft Skill courses offered by the Department of English have been introduced in the revised curriculum. These focus on areas like Workplace Communication, Stress and Time Management and Self-Management.
Mater of Computer Application (Shift II)	skill development courses have been conducted to enhance job-oriented skills in the students

  
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The course content developed is job oriented	B.A. Defence and Strategic Studies (Shift I)	The current syllabus has been updated with the skill based courses. New Subjects like Police Administration, Criminology and Field Trip Project has been introduced
	B.A. English (Shift II)	The current syllabus has been updated with the skill based courses.
	B.Com (Corporate Secretaryship) (Shift I)	Job Oriented Courses such as Income Tax & GST have been introduced.
	B.Com (General) (Shift I)	Job Oriented Courses such as Income Tax & GST have been introduced.
	B.Sc. Advanced Zoology & Biotechnology (Shift I)	Job oriented Courses like Aquaculture, Sericulture, Apiculture and Medical Laboratory Technology have been offered to students to enable them to become entrepreneurs in the respective fields.
	B.Sc. Chemistry (Shift I)	Job oriented courses viz. analytical chemistry, pharmaceutical chemistry and industrial chemistry have been offered to students from 2019-20 onwards.
	B.Sc. Mathematics (Shift I)	Working on updating the current courses and meeting the expectation of the industry. The updated course will be introduced for the next batch after a BOS meeting.
	B.Sc. Plant Biology and Biotechnology (Shift I)	The syllabus will be revised to include the recent trends in the Industry. The Department has planned to conduct career guidance for the final year students.

  
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B.Sc. Physics (Shift I)	The course content of both the theoretical and practical papers have been changed to enhance the skill sets required for the job market.
B.Sc. Visual Communication (Shift II)	All the courses on offer are related to job-orientation
M.Sc. Chemistry (Shift I)	Job oriented courses viz. Analytical chemistry and organic chemistry have been revised and updated from the 2020-21 batch.
M.Sc. Zoology (Shift II)	The job oriented papers like Entomology, Aquaculture, and Microbiology etc. which will enable the students to become entrepreneurs or scientists have been revised.
M.Com (General) (Shift I)	Courses like GST & Customs duty, Modern Management Practices, Computerized Accounting, and Advertisement & Salesmanship have been designed giving importance to employability skills.
Master of Social Work (Shift I)	The syllabus has been revised for all three specializations and implemented from the 2021-22 batch.
Master of Computer Application (Shift II)	The latest technology required for the industry has been included in the syllabus as elective subjects

  
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Standard of the syllabus is on par with National/International Standards	B.A. Defence and Strategic Studies (Shift I)	It is on par with UGC recommended standard syllabus. Defence Studies Subjects are as par with International Standard, subjects like International Organization, Specialized Warfare, Fundamentals of Journalism, Disarmament and Arms control International Law International Standard.
	B.Com (Corporate Secretaryship)(Shift I)	Instead of languages, Financial management, Marketing management, Principles of management were introduced to meet the global requirements
	B.Com (General)(Shift I)	Syllabus improved as per National / International Standards.
	B.Sc. Chemistry (Shift I)	Modifications have already been made in the syllabus from the 2019-20 batch to bring our syllabus on par with national and international curriculum.
	B.Sc. Plant Biology and Biotechnology (Shift I)	It has been planned to reframe the syllabus to cover recent trends in the Industry. we have planned to conduct career guidance programme for the final year students
	B.Sc. Physics (Shift I)	Necessary action has been taken to enhance the standard of the papers and bring it on par with national and international curriculum
	B.Sc. Visual Communication (Shift II)	The recently modified syllabus is on par with National standards

  
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M.A. Economics (Shift I)	New subjects like Macro Economics and Gender Economics were introduced to put the syllabus on par with the National standards
Master of Business Administration (Shift II)	More specializations have been included to bring the subjects on par with international standards
M.Sc. Chemistry (Shift I)	Modifications have already been made in the syllabus from 2020-21 batch to put our syllabus on par with national and international curriculum.
M.Sc. Zoology (Shift II)	The syllabus has been modified to include the current scenario and issues at the global level and thereby help our students compete with overseas students.
M.Com (General) (Shift I)	Recent developments at the global and national level pertaining to the field of IT, Research domains and accounting standards has been incorporated in the syllabus.
Master of Social Work (Shift II)	The syllabus has been framed with inputs from subject experts from reputed institutions. which are relevant to universally practiced Social Work Methods
M.A Defence and Strategic Studies (Shift II)	The suggestions of the Alumni will be placed before the forthcoming Board of Studies meeting to analyze and make changes according to their point of view.
Master of Computer Application (Shift II)	At present Global Certification courses are being offered to the students. There are plans to offer a number of courses of international certification through skill development.

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Overall standard of the syllabus	B.A. Defence and Strategic Studies (Shift I)	By introducing skill based courses as part of the syllabus and aligning closely with the UGC recommended syllabus, the current syllabus has been enhanced. To add to the above BOS is updated with New courses like Police Administration, Criminology, Comprehensive Security and Student Support Services Especially Field Trip Project has been Introduced.
	B.Com (Corporate Secretaryship Shift I)	Job Oriented, Skill Oriented courses have been introduced in the revised curriculum.
	B.Sc. Chemistry (Shift I)	Modifications have already been made in the syllabus from 2019-20 batch to frame the syllabus to bring it on par with national and international curriculum.
	B.Sc. Plant Biology and Biotechnology (Shift I)	Have worked to reframe the syllabus to cover recent trends in the Industry. Plans are afoot to conduct career guidance programmes for the final year students.
	B.Sc. Visual Communication (Shift II)	The syllabus has been reworked to meet the current needs of the industry. There are plans to update and upgrade the syllabus as and when required, to enable students to meet the high end industry standards.
	M.Sc. Zoology (Shift II)	The entire syllabus has been revamped with strengthened subject content according to the BOS member's suggestion.
	Master of Social Work (Shift II)	The Syllabus has been revised and framed in relevance with National and International standards in BOS 2021 with inclusion of papers such as Environmental Social Work and Disaster Management.
	Master of Computer Application (Shift II)	Discussion has been held with stake holders to update the syllabus and present what is relevant in the industry.

  
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