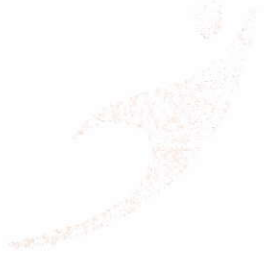


BSc Costume & Fashion Designing 2025-26
Minutes of
Board of Studies Meeting



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Date of Event: 05/03/2026

Faculty-in-Charge: Ms. Alakananda



DEPARMENT OF FASHION DESIGNING

BOARD OF STUDIES 2026

The first Official Board of Studies meeting was held on 05th March 2026 at 2.00 p.m.

Department of Fashion Designing

Date: 05 March 2026

Time: 2.00 p.m. – 3.00 p.m.

Mode: Online

Members Present for meeting:

1. University Nominee - Dr. Thomas Ruby Mariamma, HOD, Associate Professor, Vimala College (Autonomous) Thrissur
2. Chairperson- Ms. Megha A, Assistant Professor, NIMIT(Autonomous)Thrissur
3. Subject Expert- Dr. Leena Leon, Associate Professor and Research Guide Academic Coordinator- FYUGP, Rajagiri College of Social Sciences College (Autonomous) Kalamasserry, Ernakulam
4. Subject Expert - Dr. Vinitha Paulose, Assistant Professor, Department of Fashion Designing, St. Teresa's College (Autonomous), Ernakulam
5. Industry Expert- Mr. Sarath K, Freelance Designer, Brand - Funcle
6. Principal - Rev. Fr. Dr. Paulachan KJ
7. Vice Principal & Controller f Examination -Fr. Dr. Disto Kadhalikattil
8. Vice Principal (Academics) - Ms. Teresa Parackal
9. Dean of Studies -Dr. Joy Joseph Puthussery
10. Asst. Prof. Department of Fashion Designing - Ms. Alakananda



Proceedings

The meeting commenced with a silent prayer, followed by a briefing on the Department. The session was then formally welcomed by the Chairperson, Ms. Megha A, who greeted the Principal, Board members, and all the participants present at the meeting.

This was followed by the Presidential Address delivered by the Principal, Rev. Fr. Dr. Paulachan KJ, who highlighted the importance of academic planning, curriculum development, and the collective efforts of the Board in ensuring quality education.

After the presidential address, the Board proceeded with the discussion of the listed agendas. Each agenda item was presented and discussed in detail by the members, and appropriate suggestions and decisions were recorded.

The meeting concluded with a Vote of Thanks proposed by the Secretary, Ms. Alakananda, who expressed sincere gratitude to the Principal, Chairperson, external members, and all the participants for their valuable presence, guidance, and contributions to the meeting

Agenda 1: Approval of syllabus and curriculum structure

The Board reviewed the existing syllabus and curriculum structure of the programme. It was noted that the syllabus had already been updated in September. During this revision, the Self Minor component was removed. The members discussed that introducing further modifications at this stage may create difficulties in the smooth implementation of the current curriculum.

The Board also noted that the rectification of the question paper pattern had already been completed during the September revision. Therefore, it was suggested that the current syllabus may be continued for the time being.

The Board approved the existing syllabus and curriculum structure. It was decided that the department will wait until the completion of six semesters to review the effectiveness of the curriculum. Any shortcomings identified during this period will be considered for modification in the future.

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Agenda 2: Discussion on Add-on/Certificate Courses

The Board discussed the introduction of Add-On certificate courses to enhance the practical and industry-oriented skills of students. The department proposed courses such as Digital Fashion Designing, Fashion Illustration, Photoshop, Textile Rendering, and CLO 3D to strengthen students' technical and design abilities.

The Board members and industry experts also suggested including courses in Merchandising, Styling and Image Consultancy, and Sustainability and Ethical Fashion, as these areas are highly relevant in the present fashion industry. It was also clarified that these Add-On courses will be conducted separately from the regular syllabus to provide additional skill development opportunities for students.

During the discussion, industry representatives pointed out that many students face difficulties during interviews, particularly in portfolio preparation and tech pack development. They emphasized that students should be trained more effectively in these areas to meet industry expectations.

The Board acknowledged the suggestions given by the members and industry experts. It was noted that the add-on courses will be conducted separately from the regular syllabus to enhance students' practical skills. The Board also recommended including courses such as Merchandising, Styling and Image Consultancy, and Sustainability and Ethical Fashion considering their relevance in the present fashion industry. The Board also recognized the importance of improving students' abilities in portfolio preparation and tech pack development to better prepare them for industry interviews. The selection of the certification and the courses will be decided by the college and will be placed before the Board for approval.

Agenda 3: Internship Guidelines

The Board discussed the internship guidelines for first-year students, as mentioned in the syllabus. It was noted that students are required to complete 60 hours of internship as part of their academic requirement. The internship may be carried out in boutiques, merchandising units, or other relevant fashion industry establishments so that students can gain practical exposure beyond their classroom learning. Students will

also be encouraged to visit industries and study the production process to understand the working environment of the fashion and garment industry.

Students who successfully complete the internship will be required to submit a certificate from the concerned organization as proof of completion.

During the discussion, it was suggested that the 60-hour internship may be split into two parts of 30 hours each, if necessary, to provide flexibility in implementation.

The Board agreed that the college may take the necessary decision regarding the implementation of the internship, including the possibility of splitting the 60 hours into two phases of 30 hours each, based on the guidelines mentioned in the syllabus. The institution can proceed with appropriate action to ensure students receive meaningful industry exposure. The institution may also assign industry or boutique visit reports during the first-year vacation to strengthen students' practical understanding of the industry.

Agenda 4: Evaluation and assessment pattern

Evaluation and assessment pattern for practical examinations to be followed for the programme. It was stated that the practical examination procedure will be conducted as per the university evaluation system and will follow the proper rules and regulations.

The practical examinations will be evaluated by an external examiner, and the examination will be conducted according to the updated decisions and procedures of the college.

The discussion also included the maintenance of practical records. It was suggested that after the semester examination, it is not necessary to keep all the practical records in the department. Only the best practical record may be retained for reference purposes, and the remaining records can be returned to the students after the completion of the semester.

The Board agreed that the evaluation and assessment pattern will follow the university guidelines, with practical examinations evaluated by an external examiner and theory examinations conducted as per the



college procedures. It was also agreed that only the best practical record will be kept in the department, and the remaining practical records will be returned to the students after the semester examination.

Agenda 5: Open-End Module Documentation of Practical and Theory Paper

The documentation and evaluation procedure for the Open-End Module included in both the Practical and Theory papers. It was proposed that the Open-End Module should allow students to demonstrate their creativity, subject understanding, and independent learning based on the topics covered in the syllabus. The Board suggested that clear criteria for evaluation should be prepared in accordance with the syllabus to ensure transparency and fairness in assessment.

After discussion, the Board resolved that the Open-End Module will be documented and evaluated based on well-defined criteria derived from the syllabus. The evaluation will be carried out by the respective subject teachers, ensuring that students' individual efforts, creativity, and understanding of the subject are properly assessed. This approach will help in recognizing the genuine work and learning outcomes of the students.

The meeting concluded with a Vote of Thanks by Ms. Alakananda, acknowledging the presence and valuable inputs of the members. The session ended with consensus to implement the above resolutions for academic growth and student development.

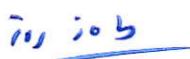
The meeting concluded at 3.00 p.m.

Minutes prepared by:



Alakananda
Board of Studies Secretary

Verified by:



Dr. Joy Joseph Puthussery
IQAC Coordinator & Dean of Studies

Approved by:



Rev. Fr. Dr. Paulachan K.J.
Principal

No: NIMIT/NFD/BoS/19/2025-2026

Date:01/03/2026

Circular

The **Board of Studies (BoS) Meeting** of the **Department of Fashion Designing**, Naipunnya Institute of Management and Information Technology, will be conducted on **5th March at 2:00 p.m.** through **online mode**. All the members are required to be present for the same on time. **The Board of Studies members are as follows:**

Sl. No		Name of The Expert	Designation	Institutional Affiliation	Qualification
1	University Nominee	Dr. Thomas Ruby Mariamma	HOD, Associate Professor	Vimala College (Autonomous) Thrissur	Ph.D
2.	Chairperson	Ms. Megha A	Assistant Professor	Naipunnya Institute of Management and Information Technology (NIMIT) (Autonomous) Thrissur	Master's
3.	Faculty From Department	Ms. Alakananda	Assistant Professor	Naipunnya Institute of Management and Information Technology (NIMIT) (Autonomous) Thrissur	Master's
4.	Subject Expert	Dr. Leena Leon	Associate Professor and Research Guide Academic Coordinator- FYUGP	Rajagiri College of Social Sciences College (Autonomous) Kalamasserry, Ernakulam.	MBA, Ph.D
5	Subject Expert	Dr. Vinitha Paulose	Assistant Professor,	St. Teresa's College (Autonomous), Ernakulam	M.Sc., Mphil, Ph.D

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			Department of Fashion Designing		
6	Industry Expert	Mr. Sarath K	Freelance Designer	Brand - Funcle	MBA

Rev. Fr. Dr Paulachan KJ

(Principal)

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PROGRAMME SCHEDULE

BOARD OF STUDIES MEETING

Department of Fashion Designing

Date: 05/03/2026

Time: 2.00 PM

Mode: Online

Prayer

Welcome Address - Ms. Megha A, Chairperson, BoS – Department of Fashion Designing

Presidential Address - Rev. Fr. Dr. Paulachan KJ, Principal

Discussion on Agenda Items

- Approval of Syllabus and Curriculum Structure
- Add-On / Certificate Course Proposal
- Internship Guidelines
- Practical Evaluation and Assessment Pattern
- Open-End Module Documentation

Suggestions and Finalization of Resolutions

Vote of Thanks - Ms. Alakananda, Assistant Professor, Department of Fashion Designing

EMAIL INVITATION FOR BOS MEETING:

Alakananda <alakananda@naipunnya.ac.in>

Naipunnya

Official Invitation to Serve on the Board of Studies - Eapartment of Fashion Designing

message

Tue, Mar 3, 2026 at 10:37 PM

Megha A <megha@naipunnya.ac.in>
to: Fr Paul Kailhottingal Kailhottingal <principal@naipunnya.ac.in>, viceprincipal academics <viceprincipalacademics@naipunnya.ac.in>, "Dr.Joy Puthuseery" <dr.joy@naipunnya.ac.in>, "Fr.Disto Kadalikkatti" <frdisto@naipunnya.ac.in>, IQAC NIMIT <iqacnimit@naipunnya.ac.in>
cc: alakananda@naipunnya.ac.in

Respected Sir/Madam,

Department of Fashion Designing cordially invites you to attend the Board of Studies (BoS) Meeting to be held as per the details given below.

Date: 05/03/2026
Time: 2:00 PM
Mode: Online

The Google Meet link will be shared 10 minutes before the meeting.

I kindly request your esteemed presence and valuable suggestions for the academic development and curriculum enhancement of the Fashion Designing department. Your expert guidance will greatly strengthen the quality of our academic programmes.

The agenda of the meeting includes:

- Approval of syllabus and curriculum structure
- Discussion on add-on/certificate courses
- Internship guidelines
- Evaluation and assessment pattern
- Open-End Module Documentation of Practical and Theory Paper

A detailed discussion will be held on the agenda items above for academic planning, curriculum enhancement, and programme quality improvement.

The composition of the Board of Studies is as follows:

SLNo	Name of The Expert	Designation	Institutional Affiliation	Qualification
1	University Nominee Dr. Thomas Ruby Marimma	HOD, Associate Professor	Vimala College (Autonomous) Thrissur	Ph.D
2	Chairperson Ms. Megha A	Assistant Professor	Naipunnya Institute of Management and Information Technology (NIMIT) (Autonomous) Thrissur	Master's
3	Faculty From Department Ms. Alakananda	Assistant Professor	Naipunnya Institute of Management and Information Technology (NIMIT) (Autonomous) Thrissur	Master's
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5	Subject Expert Dr. Vinitha Paulose	Assistant Professor, Department of Fashion Designing	St. Teresa's College (Autonomous), Emakulam	M.Sc. Mphil, Ph.D
6	Industry Expert Mr. Sarath K	Freelance Designer	Brand - Funcle	MBA

We warmly welcome you to the Board of Studies and look forward to your guidance.

Thanks and Regards

Megha A
Assistant Professor
Department of Fashion Designing
Naipunnya Institute of Management and Information Technology (NIMIT) (AUTONOMOUS)
Pongam | Koratty East | PIN-680308
Thrissur District | Kerala

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Meeting Link: <https://meet.google.com/jcb-koho-ttr>

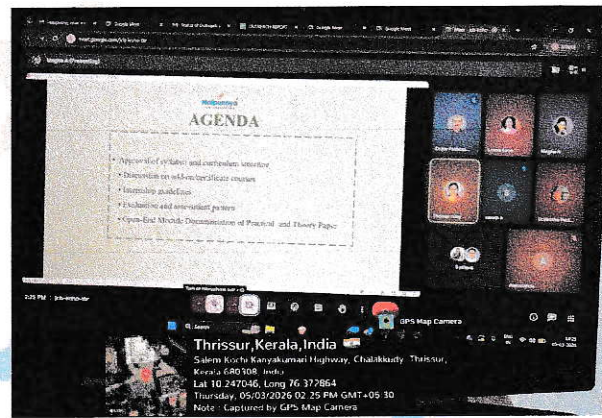
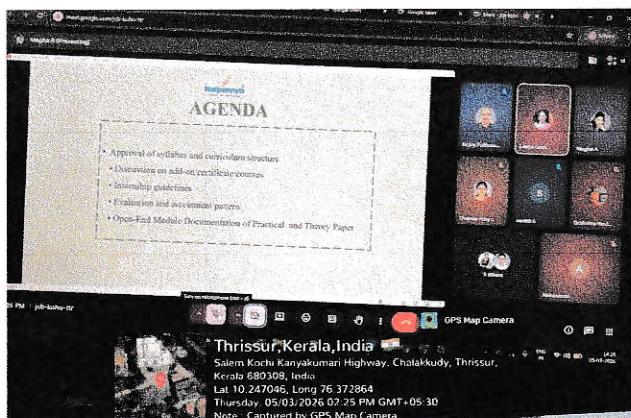
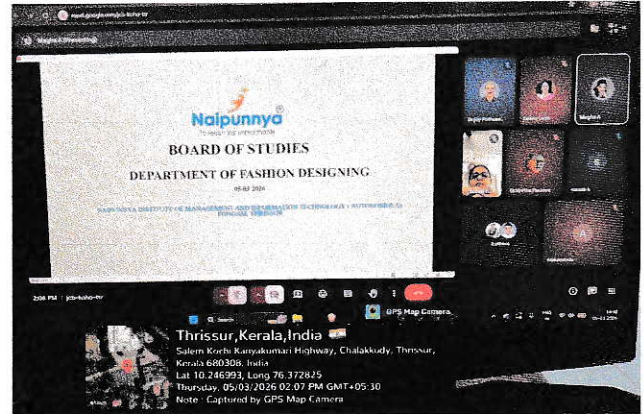
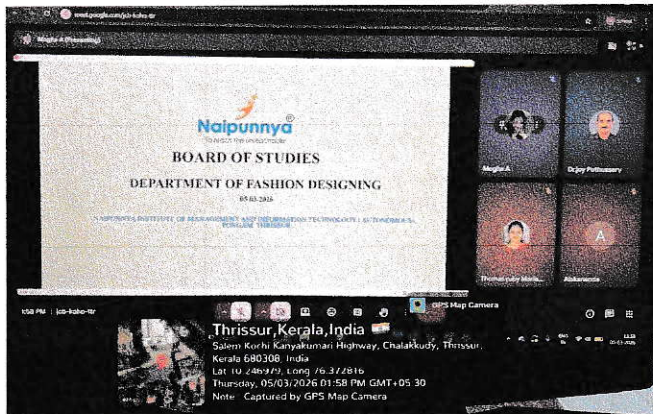
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PHOTOGRAPHS



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