

3. BOARD OF STUDIES AND APPROVAL PROCESS

3.1 Identification of the BOS panel members

Departmental committee will identify the external experts for BOS. Selection of the BOS members is done based on the university guidelines. Identified members and the BOS date approvals will be taken from the Dean. After the due approval from the Dean, invitation for the BOS meeting will be sent to the external experts. Every faculty member of the department is considered as internal BOS member by default.

3.2 BOS meeting conduction and approval of syllabus

On scheduled date and time, BOS meeting will be conducted. HOD will present the new curriculum along with the all the annexures for the approval. All the changes suggested by the BOS members are recorded during the meeting.

3.3 Submissions of required documents to the University

Feasible suggestions are incorporated in the current academic year curriculum. Minutes of meeting and all other supporting documents such as annexure A (attendance sheet), annexure B (changes in the UG curriculum), annexure C (changes in the PG curriculum), annexure D (examiner list) and annexure E (certificate courses) are prepared and submitted to the Dean's office from where it will be forwarded to university office.

3.4 Approval of the syllabus from Academic council meeting

The Academic Council is the highest academic body of the University which is responsible for the maintenance of standards of instruction, education and examination within the University. At the Academic council, all the annexures and minutes of the meetings are presented. If the Academic council asks us to do few changes in the curriculum, then we incorporate the changes and resubmit it for the approval. Once Academic council members approve the changes, then new curriculum will be introduced from the next academic year.

4. POST BOS PROCESS

4.1 Consolidation of Elective courses to be offered in the following Academic year.

Elective courses to be offered in the next academic year are displayed to the students. Within the stipulated time frame, students should give their preferences. Only those electives having sufficient number of enrolments will be offered for the next academic year. Left out students should opt for the courses from the offered list.

4.2 Sending approved course matrix to IPM

All the courses which are going to be offered for the next academic year will be informed to the IPM team of the university to enable the faculties to enter the syllabus in the KP.

4.3 Uploading the syllabus into the KP.

Uploading the syllabus will be done by the CDC team and the deputed members of the department.

