



Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

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Policy Document category	Academics (BoS)
Policy	Board of Studies (BoS) which is responsible for the student experience, teaching and learning, and quality assurance of all programmes of study offered by the Department. A BoS may be responsible for more than one programme. The Board shall ensure effective discharge of the teaching objectives of the Institution and is ultimately responsible for the content, structure, delivery and quality assurance.
Date effective from	1 st June 2024.
Rules	<ol style="list-style-type: none"> 1. There shall be a separate BoS for each Department of Teaching constituted as per the composition prescribed in the Regulations. 2. The Boards of Studies shall be considered as Authorities of SVPEC. 3. Each Board of Studies shall normally function for a period of three years and shall continue to function until it is reconstituted. 4. The principal shall be the competent authority to constitute/reconstitute the Boards of Studies. The principal may also convene a meeting of the Common Boards of Studies, as he/she may consider necessary.
Functions and Duties	<p>The Board of Studies shall have the following powers and duties, namely: —</p> <ol style="list-style-type: none"> a. to recommend to the Governing Body through the faculty or faculties concerned and the Academic Council, the introduction of new diplomas and degrees; b. to recommend to the Governing Body through the faculty or faculties concerned and the Academic Council, the discontinuation of diplomas and degrees which have become irrelevant; c. to recommend to the faculty concerned, the course syllabi, course structures and evaluation schemes of various courses; d. to recommended to the reference books or supplementary reading books and such other material useful for study of the course; e. to recommend to the faculty, modifications in respect of addition or deletion or updating of courses; f. to prepare the panels of paper-setters, examiners and

	<p>moderators for the college examinations and evaluation, based on the criteria laid down by the Academic Council and recommend them to the Board of Examination and Evaluation</p> <ul style="list-style-type: none"> g. to suggest to the Dean of the academics concerned, organization of orientation and refresher courses in the subject in the summer or winter vacations; h. to prepare the requirements with regard to library, laboratory, equipment in respect of courses concerned; i. to suggest extension programmes with respect to the courses introduced; j. to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time; k. to encourage learning by collaboration and participation by using information and communication technology tools; l. to design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programme and the level of proficiency expected; m. Ensure updation of state-of-the-art research, adoption of technology enables teaching learning methodologies and other best academic practices into the curriculum and syllabus n. Advises innovative pedagogical methods teaching and evaluation methods o. To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department p. Design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department q. Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional/global developmental needs.
Composition	<ol style="list-style-type: none"> 1. Head of the Department concerned (Chairman). 2. The entire faculty of each specialization. 3. Two subject experts from outside the Parent University to be nominated by the Academic Council. 4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal. 5. One representative from industry/corporate sector/allied area relating to placement. 6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the

	<p>approval of the principal of the college, co-opt:</p> <ol style="list-style-type: none"> a. Experts from outside the college whenever special courses of studies are to be formulated. b. other members of staff of the same faculty.
Functions and Duties of Chairman	<ol style="list-style-type: none"> 1. The Chairman of the Board of studies shall preside at the meeting and in his absence, the Head of the Institution shall nominate a Chairman for the meeting. 2. The Chairman shall ensure the following: <ol style="list-style-type: none"> a. Convening the meetings of Boards of Studies in accordance with Institution requirements b. Any member wishing to move resolution shall forward the same to the Dean- Academic through the principal so as to reach him at least 15 days prior to the date of meeting. However, it is open to the Chairman to permit a resolution to be moved at the meeting at shorter notice or without any notice. c. It shall be open to any member to record a dissent of the decisions taken at the meeting of Board of Studies. d. A copy of the minutes of the meetings should be sent to the principal within a week after the meeting. e. Every resolution of the Board as it is passed, should be written down at the meeting and read out by Chairman at the meeting itself. f. The Minutes of the meetings shall be signed by all the members present. g. The quorum for a Board of Studies shall be two-third of the full membership h. A formal record of agenda papers and minutes of meetings are to be maintained.
Term	The term of the nominated members shall be three years.
Meetings	<p>The Board of Studies shall meet at least twice a year.</p> <ol style="list-style-type: none"> a) The Chairperson of the Board of studies concerned will preside over the meetings of the Board of Studies. In his/her absence, the other members will nominate one among them to preside over the meeting. b) The Chairperson of each Board of Studies shall arrange to prepare the agenda for each meeting and cause it to be sent to all the members at least seven days before the date of the meeting. c) The resolutions in the Boards of Studies, which are recommendatory in nature, shall be made as far as possible by consensus and, if required, by majority. d) The Chairperson of Board of Studies shall prepare the minutes of each meeting and shall submit them to the Dean- Academics who is member secretary of the Academic Council. e) It shall be competent for the principal to obtain the opinion of the Board of Studies on any item by circulation among the members. <p>Members desiring to move resolutions, shall forward the same to the</p>

	Chairperson concerned at least three days prior to the date of the meeting.
Role in Physical resources	<p>a. The academic matters shall be referred to the respective Board of studies. The following matters that are accepted by PAC, DDC shall be referred to Board of studies.</p> <ol style="list-style-type: none"> 1. Introduction of the new courses 2. Change of syllabus for the existing courses 3. Introduction of the New Laboratories 4. Establishment of excellence centers <p>b. The board of studies shall review the recommendations and decide on other related aspects such as credits, Course/Lab inclusion sequence and level; course precedence's etc. and make a report for the consideration of standing committee, through the Deans of schools.</p> <p>C. A review of recommendations of the infrastructural facilities made by PAC and accepted by DDC shall be made by BoS and any recommendations shall be made on the infrastructural facilities required either for up gradation of existing courses or introduction of new courses.</p>
Attendance Register meetings	Members of the BoS attending a meeting shall sign a Register kept for the purpose before they occupy their places at the meeting.
Quorum	The quorum for each Board of Studies meeting shall be 2/3 of the total strength.
Related/Supportive Documents	UGC- GUIDELINES FOR AUTONOMOUS COLLEGES and AU Academic Regulations (https://www.ugc.gov.in/pdfnews/2239254_FinalRevisedGuidelinesAutonomousColleges19-01-2018.pdf)
Functional Reporting	Head of Department
Administrative Reporting	Head of Department
Custodian	Principal Office, SVPEC and Office of the concerned Department