



GUIDELINES OF BOARD OF STUDIES

The Board of Studies (**BoS**) is the basic constituent of the academic system of an Institute. Its functions will include framing the content of various courses, reviewing and updating the content from time to time, introducing new courses of study etc.

COMPOSITION OF BOARD OF STUDIES:

The composition of the Board of Studies is given below:

- (a) The Head of the Department as Chairman.
- (b) All Professor / Associate Professor / Assistant Professor of the Department.
- (c) One senior professor to be co-opted by the BoS from other department nominated by the Director in consultation with Head of Department **(If necessary)**.
- (d) One subject expert (**ACADEMIC**) nominated by the Director on the recommendation of the Head of concerned Department.
 - a. Experts should be from (i) IISc / IITs / NITs / other reputed academic Institutions (Government / Aided)
- (e) One subject expert (**R&D / INDUSTRY**) nominated by the Director on the recommendation of the Head of concerned Department.
 - a. Experts should be from Central / State Organization / R&D labs or from the Industry
- (f) In addition to the above members, One Senior Alumni (**ACADEMIC / R&D / INDUSTRY**) to be co-opted by the BoS nominated by the Director in consultation with Head of the Department. **(If necessary)**.
(Alumni Members should be at least 5 years of experience in the relevant field).

CONSTITUTION AND FUNCTIONS OF BOARD OF STUDIES:

1. The BoS shall be constituted by the department for a period of **THREE** years.
2. The meetings of the BoS shall be arranged at least **ONCE IN A YEAR**.
3. The members of the BoS will be nominated by the Director from the list recommended by the Head of the department.
4. In the absence of the Chairman (BoS), the senior member of the BoS will act as Chairman with the director's approval.

5. The BoS shall co-opt experts in a particular field as a member of BoS with prior approval of the Director.
6. The Board of Studies shall have a power:
 - To prepare a detailed content of different courses of each department and submit to the Senate for approval.
 - Revise / update the contents of the syllabi from time to time and submit to the Senate for approval.

OPINION BY CIRCULATIONS

In case of exigency, the Chairman (BoS) / Head of the department / Director may obtain the opinion of the members of BoS by circulation of any proposal. Such opinion together with the action taken thereon shall be communicated to all the members of BoS and to the Senate.

Dean (Academic)