

Procedure to Maintain the Record of Board of Studies

- **Course Review Committee (CRC)**

Course Review Committee (CRC) is to be framed in every department which is headed by a senior faculty and have minimum 3 and maximum 6 faculties who take the feedback of all the stakeholders of University (Student, Alumni, Employer, Faculty & Parent) and analyze the feedback received and make a feedback report. (In report, mention the number of responses we received from the stakeholders and the suggestions regarding curriculum)

1. Feedback form of Stakeholders

2. Feedback Response

3. Analysis of Data

- **Program Review Committee (PRC)**

After that this feedback report should be placed before Program review committee (PRC) which is headed by HOD whose work is to implement the feedback received in all the programs and gave the shape of our curriculum which include PO, PSO, CO, courses focused on skill/entrepreneurship/employability and also include the courses of cross cutting issues like environment, human values and ethics, gender biasness, professional ethics etc. (At least 20 % of syllabus will be changed)

Ensure the % of change in syllabus.

- **Pre – BOS**

After implementing it should go to Dean of particular department for Pre – BOS in which we go through the syllabus and prepare the minutes of meeting.

- **Final BOS**

After pre – BOS, it should go for Vice – Chancellor for final BOS where we invite some academic and industrial experts according to need and after discussion prepare minutes of meeting and action taken report (ATR).

- **Data Submission**

After BOS all the HODs should submit a copy of the feedback response, feedback report, minutes of meeting of pre - BOS and BOS, attendance of all the persons involved in pre BOS and BOS, action taken report (ATR) and syllabus to the office of Registrar for record and maintain the record in department too.