

## BOARD OF STUDIES

### Composition

1. Head of the Department concerned (Chairperson)
2. The entire faculty of each specialisation
3. Two experts in the subject from outside the college to be nominated by the Academic Council.
4. University Nominee
5. One expert nominated by the Principal
6. One postgraduate meritorious alumna (within 5 years of passing out) to be nominated by the Department.
7. One representative from the industry or corporate sector relating to Placement.

### Term

Three years

### Meeting

Once in a year and more often if necessary.

### Functions

1. Prepare syllabi for various courses keeping in view the objectives of the college and the national requirement for consideration and approval of the Academic Council.
2. Understand the requirements of the industry or corporate or society at large and incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time.
3. Suggest methodologies for innovative teaching and evaluation techniques
4. Encourage learning by collaboration and participation by using information and communication technology tools.
5. Suggest panel of names to the Controller of Examinations for appointment of the examiners.
6. Coordinate research teaching extension and other academic activities in the Department/College.
7. Recommend to the Management Council through the HOD concerned and the Academic Council, the introduction of new diplomas and degrees.
8. Recommend to the Management Council through the HOD concerned and the Academic Council, the discontinuation of diplomas and degrees which have become irrelevant.
9. Prepare the requirements concerning the library, laboratory, equipment in respect of courses concerned.