



Objective: To elaborate the procedure for the conduction of Board of Studies meeting.

Responsibility:

- Department Board of studies members
- Heads of the respective Departments (BOS Chairman)
- Expert members

Procedure:

Sl. Activities	Responsibility	Target dates/ days
1. Identify the members for Board of Studies (BOS) : Educationalist, Stakeholders, senior faculty members of department	BOS Chairman	3rd week of December
2. Communicating with the identified persons for their consent	BOS Chairman	3rd week of December
3. Date finalized for conduction of BOS meeting for validating the curriculum	BOS Chairman and DAB members	4 th week of December
4. Intimation of the meeting date sent to BOS members	BOS Chairman	4 th week of December
5. Curriculum received from DAB and sent to BOS members	BOS Chairman	1 st week of January
6. Comments received from BOS members conveyed to DAB members	BOS Chairman	2 nd week of January
7. BOS meeting convened and suggestions are noted	BOS In-charge	2 nd week of January
8. Suggestions and corrections noted are handed over to Department DAB In-charge	BOS Chairman	2 nd week of January
9. Final draft received from Department DAB In-charge	Department DAB In-charge	2 nd week of January
10. The corrected final curriculum is submitted to standing committee	BOS Chairman	2 nd week of January

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR CONDUCTION OF BOARD OF STUDIES MEETING**

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11. Date finalised for conduction of BOS meeting for validating syllabus	BOS Chairman and DAB members	1st week of February
12. Intimation of the meeting date sent to BOS members	BOS Chairman	1st week of February
13. Syllabus received from DAB and sent to BOS members	BOS Chairman	2 nd week of February
14. Comments received from BOS members conveyed to DAB members	BOS Chairman	3 rd week of February
15. BOS meeting convened and suggestions are noted	BOS In-charge	4 th week of February
16. Suggestions and corrections noted are handed over to Department DAB In-charge	BOS Chairman	4 th week of February
17. Final draft of the syllabus received from Department DAB In-charge	Department DAB In-charge	2 nd week of March
18. The corrected final curriculum and syllabi submitted to standing committee	BOS Chairman	2 nd week of March

*DAB = Department Advisory Board

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