STANDARD OPERATING PROCEDURE BOARD OF STUDIES

BOARD OF STUDIES

Each Department has its own Board of Studies which consists of:

- Head of the department concerned (Chairman)
- The entire faculty of each specialization
- Two experts in the subject from outside the college to be nominatedby the Academic Committee
- One expert to be nominated by the principal
- One representative from the industry/corporate sector/allied arearelating to the placement
- One postgraduate meritorious alumnus

FUNCTIONS AND RESPONSIBILITIES:

- 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 as value-added/certificate courses/skill- based courses

- Design the syllabus as per the mission, vision, program outcomes, program-specific outcomes, and course outcomes of all programs offered by the department
- Prepares the contemporary syllabi for different programs based on the changing needs of the profession and the requirements of the industry, for all courses concerning the objectives of the college,stakeholders, and societal/local/national/regional/global developmental needs.
- Approve the curriculum and its structure for all the programs of the department.
- Advises innovative pedagogical methods teaching and evaluation methods
- Suggest a panel of names to the academic committee for the appointment of examiners
- Coordinate research, teaching, consultancy, and any other academic matters for the growth of the department/institution

To make recommendations to the Academic Committee for the following:

- Starting of new courses
- Initiate measures for improvements of standards of teaching, Training and Research

STANDARD OPERATING PROCEDURE (SOP) FOR BOARD OF STUDIES (BOS)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Board of Studies (BoS) at Kottakkal Farook Arts and Science College. The BoS is responsible for approving course outcomes, designing syllabi, approving curriculum, and advising on pedagogical methods for all programs offered by the department.

2. Scope

This SOP applies to all members of the Board of Studies within eachdepartment and covers the following areas:

Approval of course outcomes, program outcomes, program specificoutcomes, and program educational objectives.

Designing syllabi and curriculum for programs offered by the department.

Advising on innovative pedagogical and evaluation methods.

Coordination of research, teaching, and other academic matters withinthe department.

3. Definitions

Board of Studies (BoS): A committee within each department consisting of the Head of the department, faculty members, external subject experts, industry representatives, and alumni, responsible for designing syllabi, approving curriculum, and advising on academic matters.

4. Responsibilities

4.1 Board of Studies Chair (**Head of the Department**) Coordinate BoS meetings
and ensure compliance with policies.Oversee the implementation of decisions taken by
the BoS. Represent the department in Academic Committee meetings.

4.2 Board of Studies Members

Participate in BoS meetings and provide input on academic matters.

Contribute to the design of syllabi, curriculum, and evaluation methods.

Share industry insights and alumni perspectives to enhance the relevance of the programs.

5. Procedures

5.1 Meetings

The BoS will meet at least twice a year to discuss academic matters.

The Chair will prepare and distribute the agenda at least one weekbefore the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Approval of Course Outcomes and Curriculum

The BoS will approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs), and Program Educational Objectives (PEOs) of the programs offered by the department.

The BoS will design syllabi and curriculum based on the approved COs, POs, PSOs, and PEOs, ensuring alignment with the mission, vision, and objectives of the college.

5.3 Pedagogical and Evaluation Methods

The BoS will advise on innovative pedagogical methods and evaluation methods to enhance teaching and learning outcomes.

The BoS will suggest a panel of names to the Academic Committee for the appointment of examiners.

5.4 Recommendations

The BoS will make recommendations to the Academic Committee regarding the starting of new courses and measures for the improvement of standards of teaching, training, and research.

6. Documentation and Reporting

Maintain records of all BoS meetings, decisions, and actions. Document all recommendations and submit reports to the Academic

Committee as required.

Submit quarterly and annual reports on academic matters to the Academic Committee.

7. Review and Revision

This SOP will be reviewed annually by the BoS.

Any changes or updates will be documented and approved by the BoS before implementation.

8. Approval

This SOP is approved by the Head of the Department and is effective from [Date].

Head of the Department's Signature: Date:

9. Distribution

This SOP will be distributed to all BoS members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet