

BOS Meeting Minutes

Name of the Board: _____

Minutes of _____ Board of Studies Meeting

Venue :	Date :	Time :
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S.No.	Name	Designation and Affiliation	Category	Nature	Signature
1.			Chairman	Head of the Department	
2.			University Nominee	Nominated by University	
3.			Academic Expert	Nominated by Institution	
4.			Industry Expert	Nominated by Institution	
5.			Alumni Member	Nominated by Institution	
6.			BOS member	Faculty Member	
7.			Convener-UG	Faculty Member	
8.			Convener-PG	Faculty Member	
9.			BOS member	Faculty Member	
10.			BOS member	Faculty Member	

11.			BOS member	Faculty Member	
12.			BOS member	Faculty Member	
13.			BOS member	Faculty Member	
14.			BOS member	Faculty Member	
15.			BOS member	Faculty Member	
16.			BOS member	Faculty Member	
Student Invitees					
17.			Student	Student Member	
18.			Student	Student Member	

Points Discussed:

S. No.	Items	Points discussed and conclusions
1	Statutory Bodies Requirements	
2	Report on Stakeholders Expectation	
3	Minutes of Department Meeting on Curriculum & Syllabi	
Curriculum & Syllabi (UG) – 2023 Regulations		
4	Curriculum	
	Syllabi for Semester _____ & _____	
	New Course Introduction	
	Industry attached courses	
	Skill Development Courses	
	Online Courses	
	Elective Courses	
	Emerging Areas	
Curriculum & Syllabi (PG) – 2024 Regulations		
5	Curriculum	

	Syllabi for Semester ____ & ____	
	New Course Introduction	
6	Examiners Panel List (UG & PG) (External and Internal)	
7	Any other points	