

NATIONAL ENGINEERING COLLEGE, K.R. NAGAR, KOVILPATTI
(An Autonomous Institution, Affiliated to Anna University, Chennai)

BOARD OF STUDIES

I. Preamble

National Engineering College, established in the year 1984, got autonomous status in the year 2011. After attaining autonomous status, it has established the following statutory bodies: Governing Body, Academic council, Boards of studies & Finance committee to articulate a broad statement of purpose and functions which the individual departments will adopt to create effective governance.

II. Board of Studies

It is a UGC requirement that each taught programme of study has a Board of Studies (BoS) which is responsible for the student experience, teaching and learning, and quality assurance of all programmes of study offered by the Department. A BoS may be responsible for more than one programme. The Board shall ensure effective discharge of the teaching objectives of the Institution and is ultimately responsible for the content, structure, delivery and quality assurance.

III. Composition of Board of Studies

The Board of Studies shall meet as and when necessary, but at least once a year as per UGC norms and the constitution of the Board of Studies shall be as follows:

1. The Chairman of the Board of Studies shall be the Head of the department for the program concerned
2. The entire faculty of each domain area preferably faculties having more than ten years of experience and handled PG courses at least for 3 years.
3. Two academic experts from outside the college to be nominated by Academic Council who are -
 - i. professors in the parent university or other universities /affiliated reputed institutions/NITs/IITs/IISc having published –
 - a. at least one reference book in the subject or
 - b. at least three research papers in national and international Journals during the last three years.

- ii. Persons with post graduate degree holding rank not lower than that of assistant Directors in the National R & D laboratories/reputed Institutions
Provided that at least one of them from the category under clause 3(i)
- 4. One expert to be nominated by the Vice-chancellor of Anna University, Chennai
- 5. One representative with post graduate degree from Industry /Corporate sector/allied area relating to placement.
- 6. One Postgraduate meritorious alumnus to be nominated by the Principal

The Chairman, Board of studies, may with approval of the Dean (Academic) of the college co-opt:

- a. Experts from outside the college as per the clause 3 whenever special courses of studies are to be formulated
- b. Other members of the staff of the same faculty
- c. Student members preferably one boy and one girl from final year /pre final year, who have secured highest academic records in the previous years.

IV. Term:

The members of the Board of Studies shall be nominated by the Dean (Academic) with the approval of the Principal and the term of such members shall be Two years.

V. Functions and Duties of Chairman, Board of Studies

- 1. The Chairman of the Board of studies shall preside at the meeting and in his absence, the Head of the Institution shall nominate a Chairman for the meeting.
- 2. The Chairman shall ensure the following:
 - a. Convening the meetings of Boards of Studies in accordance with Institution requirements
 - b. Any member wishing to move resolution shall forward the same to the Dean (Academic) through the Principal so as to reach him at least 15 days prior to the date of meeting. However, it is open to the Chairman to permit a resolution to be moved at the meeting at shorter notice or without any notice.
 - c. It shall be open to any member to record a dissent of the decisions taken at the meeting of Board of Studies.

- d. A copy of the minutes of the meetings should be sent to the Principal within a week after the meeting.
- e. Every resolution of the Board as it is passed, should be written down at the meeting and read out by Chairman at the meeting itself.
- f. The Minutes of the meetings shall be signed by all the members present.
- g. The quorum for a Board of Studies shall be two-third of the full membership
- h. A formal record of agenda papers and minutes of meetings are to be maintained.

VI. Functions and Duties of Board of Studies

The Board of Studies of a department in the college shall:

- a. Prepare curriculum for the programme by keeping in mind the Programme Educational Objectives.
- b. Prepare syllabi for various courses based on the course outcomes, programme outcomes and the objectives of the programme, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- c. Suggest methodologies for innovative teaching and evaluation techniques;
- d. Suggest panel of names to the Academic Council for appointment of examiners; and
- e. Ensure updation of state of the art research, adoption of technology enables teaching learning methodologies and other best academic practices into the curriculum and syllabus.