



**sasi** INSTITUTE OF  
**autonomous** TECHNOLOGY &  
ENGINEERING

Accredited by **NAAC** with "A" Grade,  
Recognised by UGC under section 2(f) &12(B)  
Approved by **AICTE** - New Delhi  
Permanently Affiliated to JNTUK, SBTET,  
Ranked as "A" Grade by Govt. of A.P.,

## Academics Division

Ref: SITE/AO/Academics/BOS/08/2022-23/01

Date:16-08-2022

## OFFICE ORDER

### Sub: Appointment of BOS, Chairman – Reg.

Ref1: Lr. No. JNTUK/DAP/Sasi(k6)/Nominees/2021, Dated: 11.01.2022.

Ref2: GUIDELINES FOR AUTONOMOUS COLLEGES, Page No: 11.

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This is informing to all BoS chair's submit the committee on or before 17.08.2022 signed hardcopy without fail for given format. The following members are appointed as BoS char's.

Si. No	Name of BOS chair	Name of Programme
1	Dr. C R S Hanuman	B.Tech, ECE
2	Dr. D Prasad	B.Tech, ECT
3	Dr. M V S S Nagendranath	B.Tech, CSE
4	Dr. Pulamolu Kiran Kumar	B.Tech, CST
5	Dr. K Subhash Bhagavan	B.Tech, IT
6	Dr. Avagaddi Prasad	B.Tech, EEE
7	Mr. B Krishna Murthy	B.Tech, ME
8	Dr. Ch. Tirupathi	B.Tech, CE
9	Dr. Shaik Mohammed Rafee	B.Tech, AI & ML
10	Dr. P Rama Krishna	M.B.A
11	Dr. T. Venkata Raghu	1 <sup>st</sup> year of all UG Programmes

There shall be a Board of Studies for every subject or group of subjects prescribed by the Statutes. The Board of Studies shall be the primary academic body of the autonomous college.

### **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) A copy of the minutes of the meetings should be sent to the Principal within a week after the meeting
  - (d) It shall be open to any member to record a dissent of the decisions taken at the meeting of Board of Studies.
  - (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.

### **Powers and duties of Board of studies.**

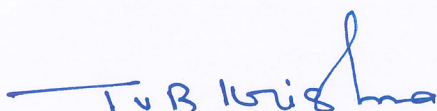
The Board of Studies shall have the following powers and duties, namely:—

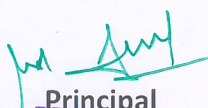
- (a) to recommend to the Governing Body through the faculty or faculties concerned and the Academic Council, the introduction of new diplomas and degrees;
- (b) to recommend to the Governing Body through the faculty or faculties concerned and the Academic Council, the discontinuation of diplomas and degrees which have become irrelevant;
- (c) to recommend to the faculty concerned, the course syllabi, course structures and evaluation schemes of various courses;
- (d) to recommended to the reference books or supplementary reading books and such other material useful for study of the course;

- (e) to recommend to the faculty, modifications in respect of addition or deletion or updating of courses;
- (f) to prepare the panels of paper-setters, examiners and moderators for the college examinations and evaluation, based on the criteria laid down by the Academic Council and recommend them to the Board of Examination and Evaluation ;
- (g) to suggest to the Dean of the academics concerned, organization of orientation and refresher courses in the subject in the summer or winter vacations;
- (h) to prepare the requirements with regard to library, laboratory, equipment in respect of courses concerned;
- (i) to suggest extension programmes with respect to the courses introduced;
- (j) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time;
- (k) to encourage learning by collaboration and participation by using information and communication technology tools;
- (l) to design curricula, add vocational content to every discipline and to prescribe the minimum period to pursue skill development programme and the level of proficiency expected;
- (m) 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
- (n) Advises innovative pedagogical methods teaching and evaluation methods
- (o) 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
- (p) Design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department
- (q) Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional/global developmental needs.

## Do's and Don'ts of a Chairman, Board of Studies

Do's	Don'ts
To get organized in advance	To talk too much as the chair
To have a written agenda and follow the same	To manipulate the group towards your own agenda
To make other members feel comfortable	To assume everyone has the same knowledge or knows what you are talking about
To get member's ideas - brainstorming, open debate	To take sides and avoid conflict of interest
To summarize- what members have said and link associated points together. Accept parts of ideas and ask for them to be developed.	To criticize the values and ideas of others
To start - as close to the start time as possible and finish - on time.	To run over time – start late and close late

  
Dean Academics

  
Principal  
SASI INSTITUTE OF TECHNOLOGY & ENGINEERING  
TADEPALLIGUDEM - 534 101  
W.G. Dist., A.P.

### Attachments

1. BoS formation Circular
2. SITE-IQA-Policy No: 4 (BoS)  
( <https://www.sasi.ac.in/wp-content/uploads/2022/07/SITE-IQA-Policy-No-4.pdf>)
3. Format of BOS Agenda items

### CC To

Mail & Hard copy to: Hon'ble Chairman, SITE  
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE  
Mail & Hard copy to: PA to Principal  
Mail & Hard copy to: Director, SITE  
Mail & Hard copy to: Dr. T V Rama Krishna, Dean Academics  
Mail & Hard copy to: All BoS, Chairman's  
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML/  
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Mail to: All faculty members