



Accredited with NAAC A Grade  
12-B Status from UGC

# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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Ref. : TMU/R.O./2022-23/Adm/021

Date: 14.09.2022

## Circular

In view of the 20<sup>th</sup> meeting of Academic Council scheduled on 08 October 2022, it is requested to schedule the meeting of BoS and send the proposal for the schedule of BoS meeting to the office of undersigned for approval of the Hon'ble Vice Chancellor. It is requested to schedule the meeting of BoS before September 30, 2022. Further, the following guidelines are being issued pertaining to recording of minutes of meetings of the BoS in reference to the change /revision in the syllabus of the courses/introduction/deletion of courses:

### **Template for recording minutes:**

Agenda Point: Revision in the syllabus/curriculum

Level of the program-UG/PG

Name of the programme: Strictly as approved by the concerned statutory council / UGC/Academic Council of the University. (No short forms/ slangs allowed)

The table should have the following columns:

S. No	Name & code of the courses added	Name & code of the courses deleted	Name & code of the courses where revision is more than 20%	Name of the stakeholder from where the inputs have been received	Need / rationale to justify the revision

Please, further, note the following points:

1. The minutes have to be recorded in the above template on separate pages for UG and PG programmes and should not be mixed in the same table.
2. The stakeholder's category from which inputs should be received through structured feedback forms are: Students, Faculty, Alumni, Employers, Professionals.
3. The feedback mechanism to be followed is as follows:
  - a. Structured Feedback forms to be distributed and collected at the end of each semester/ year from all the concerned stakeholders by the Coordinator-IQAC of the concerned college.
  - b. Analysis of the responses to be done and meaningful inputs to be deliberated upon, consolidated and forwarded to the concerned BoS Chairperson.
  - c. The focus of BoS should be to ensure that the curriculum of every program is contemporary and has relevance to the local/national/regional/global healthcare and

developmental needs reflected in clearly-stated program outcomes, programme specific outcomes and course outcomes.

d. The BoS recommendations should be deliberated upon before the members of Board of Faculty which would eventually be submitted to the IQAC of the University for approval/ ratification by the Academic Council.

e. Thereafter, the implementation of the inputs to be done and Action Taken Report by each Department to be prepared and presented in the next BoS meeting and submitted to the University IQAC for record and final uploading on the website.

f. For all those programmes whose curriculum is governed by concerned statutory councils, it is requested to all the concerned principals that any change suggested by the council has to be analysed and well documented. Though BoS is not authorised to make changes in that but the additions can always be incorporated. The deliberation and discussion on the same as well as the implementation plan also comes under its purview.

4. From the current session onwards, it is to be ensured that the list of all interdisciplinary courses/open electives offered by the department should be prepared semester wise or year-wise and approved in BoS meeting. The department's name and teacher's name should be mentioned in the concerned list whosoever would deliver the course whether, involved from other departments or shared by one's own Department/College. The approved list of names of faculty, colleges departments has already been circulated by the undersigned (Classification of Faculties).
5. The value added courses of varying durations (minimum 16 contact hours) that are optional, domain specific and offered outside the curriculum that adds value and help the students to get placed, need to be offered to the students by the concerned departments. These courses should not be included in the syllabus books. The brochure, course content and the certificates should be prepared and approved in the BoS for implementation. The cost estimate also needs to be prepared for the same.
6. The attendance record as well as the certificate distribution record of value -added courses are to be duly documented and submitted to the IQAC of the concerned Dept and the concerned IQAC to forward to the University IQAC.
7. Kindly note that the relevant /supporting documents for all the agenda points of BoS meetings should be submitted for information and record to the University IQAC.
8. The concerned BoS chairpersons /convenors are requested to consider the above mentioned points and share the draft of BoS Minutes to Associate Dean (Academics) before final submission to the office of undersigned.

This is issued with the approval of Hon'ble Vice Chancellor.



(Aditya Sharma)  
Registrar

Copy to:

1. P.S. to Hon'ble Chancellor
2. P.S. to Hon'ble Vice Chairman
3. P.S. to Hon'ble Vice Chancellor
4. Director-Students' Welfare
5. Controller of Examinations
6. Dy. Registrar (Academics)
7. Assistant Registrar (IQAC)
8. Assistant Manager (IQAC)
9. Guard file

II.

1. Associate Dean-Academics
2. Principal-All above colleges