



ALLIANCE
UNIVERSITY

*Private University established in Karnataka State by Act No.34 of year 2010
Recognized by the University Grants Commission (UGC), New Delhi*

Policy on the Conduct of Board of Studies (BoS), Academic Council (AC), and Curriculum Review Committee (CRC) Meetings

1. Purpose

This policy establishes a uniform framework for conducting the meetings of the Board of Studies (BoS), Academic Council (AC), and Curriculum Review Committee (CRC) across all faculties of the University. It ensures academic rigor, consistency, and timely approval of curriculum-related matters.

2. Board of Studies (BoS)

2.1 Composition

The BoS shall comprise of such internal and external members as may be notified by the Office of the Registrar from time to time.

2.2 Meetings

➤ Annual External BoS (February):

- Held once every year with both internal and external members.
- Members attending the meeting shall be physically present and online attendance to be avoided.
- Agenda:
 - Review of curriculum for all the programmes offered in the preceding Academic year
 - Review of the Course Catalogue
 - Review, deliberate, and approve changes to the syllabi of all the courses offered by the Department in the forthcoming Academic Year.
 - Review of Minor / Open Electives / Value added courses / CDP courses / any other courses, including offering of new courses under the aforementioned categories offered from the department.
- Approved changes shall be forwarded to the Academic Council for approval.

➤ **Internal BoS (October):**

- Held once every year with only internal members.
- Agenda:
 - Discuss, review and finalize academic activities and course delivery plans for the even semester commencing in January.
 - Review of CDAP of the current semester
 - Review of PO attainment and Evaluation of PO attainment tools (Direct/Indirect)
 - Impact analysis of Internship
 - Impact analysis of all projects undertaken in the previous semester.
 - Review of Doctoral Programmes
 - Review the placement readiness and actions required.
- Any changes made to the syllabus of any course shall be ratified in the next BoS (External) meeting.

2.3 Responsibilities

- Ensure curriculum relevance, rigor, and alignment with industry, societal needs, and regulatory frameworks.
- Recommend changes for approval by the Academic Council.

3. Academic Council (AC)

3.1 Composition

The AC shall comprise of such internal and external members as may be notified by the Office of the Registrar from time to time.

3.2 Meetings

- Convened twice a year — once with both internal and external members, during March or April, and once with only internal members during November or December.
- Agenda: Review and approve the recommendations of the various Boards of Studies.

3.3 Responsibilities

- Ensure uniformity, quality, and compliance of curriculum across faculties.
- Approve syllabi, academic frameworks, and academic regulations as recommended by the BoS.
- Recommend further improvements, if necessary.

4. Curriculum Review Committee (CRC)

4.1 Composition

The CRC shall consist of senior faculty members, academic administrators, and external experts.

4.2 Meetings

- Convened once every **three years**.
- Agenda: Comprehensive review of the curriculum for all programmes offered by the University.

4.3 Responsibilities

- Evaluate the relevance, competitiveness, and global benchmarking of curricula.
- Seek feedback on curriculum from various stakeholders.
- Recommend modifications, additions, or restructuring of programmes.
- Submit recommendations to the respective BoS for adoption.
- Ensure that recommendations, once adopted by BoS, are placed before the succeeding AC for approval.

5. Implementation and Record Keeping

- Minutes of every BoS, AC, and CRC meeting shall be recorded, approved, and archived by the respective Faculty, University Office of Academic Affairs, IQAC and the Office of the Registrar.
- Action Taken Reports (ATRs) must be presented in the subsequent meeting of each body.
- Compliance with regulatory requirements (UGC, BCI, NAAC, etc.) must be ensured in all decisions.