



Kandivli Education Society's

# B. K. SHROFF COLLEGE OF ARTS & M. H. SHROFF COLLEGE OF COMMERCE

An Autonomous College

NAAC Re-accredited 'A' Grade

ISO 9001 : 2015 Certified

• 'Best College 2017-18' award from University of Mumbai •

## POLICY *on* BOARD OF STUDIES

Implemented from the  
Academic Year : 2021-22





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Bhulabhai Desai Road, Kandivali (West), Mumbai – 400067.

## **Policy on Board of Studies**

### **Basic Information:**

	<b>Policy Title: <u>Policy on Board of Studies</u></b>	
1.	Policy Number: (Suggested By IQAC)	Functional Area: <b>Entire College with UG, PG and other areas</b>
2.	Drafting	<b>By IQAC</b>
3.	Policy Applies to:	<b>Entire Teaching faculty</b>
4.	Effective from the Date:	<b>14 June 2021</b>
5.	Approved by:	<b>IQAC Full Bench in its Meeting held on 17 March 2021</b>
6.	Responsible Authority	<b>IQAC/ HR Manger / Principal</b>
7.	Superseding Authority	<b>Governing Body</b>
8.	Last Reviewed/ Updated:	<b>NA</b>
9.	Reason for the policy	<b>Transparency, Accountability and Fair Working conditions in general and clarity of the functioning of the respective domain in particular</b>
10.	References for the policy	<b>UGC Guidelines, University Act, University and Government Statutes/ various directives from MHRD, Institutional Vision and Mission, Institutional work ethics and philosophy, etc.</b>

## **Criteria 1:**

### **Policy Documents**

#### **1. PURPOSE AND SCOPE**

The purpose of this document is to establish for KES Shroff College of Arts & Commerce (KES) a policy for its Board of Studies.

In 2018, KES has been recognized as an autonomous college under University of Mumbai. As an autonomous college one of the responsibilities of KES is to frame and revise the syllabus of graduate and post-graduate courses offered. In accordance with rules of the University of Mumbai, KES is required to constitute a Board of Studies (BOS) for the purpose of framing of the syllabus and its periodic revision.

The objective of the policy is to govern the composition, constitution and functioning of the Board. Further the policy details the functions of the HOD and its monitoring and review mechanism.

#### **2. COMPOSITION OF THE BOARD**

- a) The Head of the Department as Chairman / Chairperson
- b) All Professor / Associate Professor / Assistant Professor of the Department.
- c) One senior professor to be nominated by the Vice Chancellor on behalf of the University of Mumbai
- d) One subject expert (ACADEMIC) nominated by the Principal on the recommendation of the Head of concerned Department. Experts should be from a reputed academic Institutions (Government / Aided) which is not affiliated to University of Mumbai.
- e) One subject expert (INDUSTRY) nominated by the Principal on the recommendation of the Head of concerned Department. Expert shall be from a Central / State organization or a reputed private organization.
- f) In addition to the above members, One Senior Alumni (ACADEMIC / INDUSTRY) to be co-opted by the BOS nominated by the Principal in consultation with Head of the Department. Expert shall have minimum five years of experience in their relevant field.

### **3. CONSTITUTION OF THE BOARD**

- a) The BOS shall be constituted by the department for a period of three years.
- b) The meetings of the BOS shall be arranged at least once in an academic year.
- c) In the absence of the Chairman (BOS), the senior member of the BOS will act as Chairman with the Principal's approval.

### **4. FUNCTIONS OF THE BOARD**

- a) To frame and revise as frequently as necessary the syllabus of the subject concerned
- b) To prepare model question papers for the subject concerned as and when there is a revision of syllabus.
- c) To recommend the bifurcation of internal and external assessment

### **5. FUNCTIONS OF THE HOD / CHAIRMAN / CHAIRPERSON OF THE BOARD**

- a) To ensure that the Board is constituted as per the approved policy
- b) To ensure conduct of the Board as per the policy.
- c) To ensure complete and up to date records are kept of all functioning and meetings of the Board.
- d) To recommend subject matters experts from Industry, Alumni based upon their qualification and relevant experience.
- e) To recommend for Principal's approval the remuneration to be paid to subject matter experts and nominees in line with applicable regulations.

### **6. MONITORING AND REVIEW OF THE POLICY**

The Policy shall be reviewed once every five years and any changes made shall be in consultation with the Principal and IQAC.

## **1. NEED ASSESSMENT POLICY**

A **needs assessment** is a systematic process for determining and addressing needs, or "gaps" between current conditions and desired conditions or "wants". The discrepancy between the current condition and wanted condition must be measured appropriately to identify the need. The need can be a desire to improve current performance or to correct a deficiency.

Need assessment is an important activity for an educational institution for designing their curriculum. It is responsibility of every institute to design industry-oriented curriculum, therefore it is very much necessary for institute to know the needs of industry.

Steps towards need assessment:

- 1- Appointing a committee of industry expert which also includes principal, department head and alumni member.
- 2- Preparing list of industry requirement.
- 3- Comparing with current curriculum.
- 4- Finding out deviations
- 5- Reporting deviations to concerned authority. (CGC)
- 6- If concerned authority permits, designing syllabus or adopting courses as per recommendations of committee.
- 7- Preparing syllabus as per recommendations.
- 8- Presenting syllabus before BOS.

### **NEED ASSESSMENT COMMITTEE**

Need assessment committee has following member:

- 1- Principal
- 2- Departmental head
- 3- Expert having industrial experience
- 4- Alumni member

### **POLICY FOR APPOINTING COMMITTEE:**

- 1- Committee members must have relevant experience in their field.
- 2- Alumni member should be a working person who can identify the gap between skill provided & skill required.
- 3- Appointed members must be in apposition to suggest modification in syllabus. (Practical, theory, project etc.)
- 4- Industry experts must have enough experience and skill of collecting data and analysis of it.

### **POLICY FOR ACCEPTING OR REJECTING SUGGESTED CHANGES:**

- 1- To have discussion on suggested changes with academic experts.
- 2- Taking opinion of students and also parents (through feedback or in PTA).
- 3- Verifying the practical applicability of suggested changes.
- 4- Notifying the requirement of resources.

### **POWERS & DUTIES OF COMMITTEE:**

- 1- Committee submits its report to departmental heads.
- 2- Committee can give recommendation with respect to change in syllabus.
- 3- Committee can suggest for addition of new programme or course.
- 4- Committee can also suggest for discontinuation of any programme or course.
- 5- Committee can also give their input on method of examination.

### **FUNCTIONS OF COMMITTEE:**

- 1- Committee conduct survey for knowing (to know the need).

- 2- Committee do the need assessment.
- 3- Present report before concerned authority or BOS.

## **MONITORING AND REVIEW OF THE POLICY**

Policy of committee is reviewed every year.

## **2. PROGRAM EFFICACY EVALUATION COMMITTEE POLICY**

### **I. Introduction**

Role of program efficacy evaluation committee is very important for any Institution of Higher Education. The committee is responsible for evaluating each and every program offered by the institution and also determines the effectiveness of program with respect to attaining the vision and Mission statements of the institution and also evaluate the program with respect to National and Global perspectives. Being an autonomous college where the onus is not just to implement the curriculum developed and handed over by the parent university. As an Autonomous college we also have to ensure that programs designed by our own Board of Studies meets all the quality parameters as well as effectively implemented. To evaluate the effectiveness of all the programs college must have its own Program Efficacy Evaluation Committee (PEEC). All KESSC programs must have a Program Efficacy Evaluation Committee (PEEC) appointed by the principal. The goal of the PEEC is to oversee curriculum development and program evaluations for effectiveness in its respective undergraduate and post graduate programs. The committee will have responsibilities such as

1. Evaluating all the programmes and their curriculum for its effectiveness.
2. Keep track of local needs and National and Global perspectives along with industry demands.
3. Keep track of industry and academia linkage with respect individual programs.
4. Suggestions to be provided by the committee to respective Board of studies if any gap is found.
5. Evaluating academic flexibility that makes a marked difference to the student.

### **II. Program Efficacy Evaluation Committee.**

The college has established Program Efficacy Evaluation Committee for every program offered in the college.

1.1. The Board of Studies shall consist of the following members, namely:-

- (a) The Head of the Department in the relevant program: provided that where there is no department the Principal may nominate a senior

teacher from the given or relevant subject as member of the concerned committee

- (b) Two teachers from the concerned subject in respective program with at least five years of teaching experience
- (c) Two teachers from the concerned subject in respective program such that they are recognized for post graduate teaching.

One of the members from (a),(b) and (c) shall be the Chairman of the Program Efficacy Evaluation Committee. Apart from the above members the Committee shall also have the following Nominated/Invited members:

- (d) An eminent scholar nominated by the Principal in consultation with the Head of concerned Department or where no such department exists with the Vice-Principal of the college, from a reputed Academic Institution (Government/Aided) which is not affiliated to University of Mumbai.
- (e) An eminent person from subject-related Industry or association or professional body nominated by the Principal in consultation with the Head of concerned Department provided that where such a department does not exist, with the Vice-Principal of the college.
- (f) One person having at least ten years of experience of working or ownership or advisory or consultancy in any subject related field.
- (g) Top rankers of the final year Graduate and final year Post-Graduate examinations of the previous year of the concerned subject as invitee members for discussions on framing of or revision of that subject or group of subjects for one year.
- (h) One prominent Alumni (ACADEMIC / INDUSTRY) to be co-opted by the BOS with at least five years of experience in their relevant field.

### **III. The Program Efficacy Evaluation Committee shall have the following powers and duties:**

- (a) To provide the findings of committee to the concerned board of studies.
- (b) To recommend to the changes in program structure if any to the Board of Studies.

- (c) To review and make recommendations for revision of competency based curricular goals and objectives
- (d) To present the report to the Board of Studies for any gaps identified in the industry academia linkage
- (e) To evaluate the students' performance with respect to program
- (f) To evaluate the faculty development with respect to program.
- (g) To evaluate Graduate performance (Exam passing rate)
- (h) To monitor Progress in achieving goals set forth in previous year's action plan
- (i) To monitor Progress on preparation for 5 year self-study visit
- (j) To address areas of non-compliance with UGC standards and new education policy
- (k) To suggest inter-disciplinary courses in coordination with the Board of Studies of other subject or group of subjects to increase the effectiveness of program
- (l) To understand the requirements of the industry or corporate or society at large and to incorporate these requirements in the syllabus of the concerned courses to make the teaching-learning-evaluation process relevant to the needs of the time
- (m) To suggest additional skill development programmes useful for overall development of learners.

## **7. FUNCTIONS OF THE COMMITTEE**

- d) To evaluate the educational activities of the program.
- e) To prepare report on behalf of the program, formal, systematic evaluation of the curriculum at least annually and render a written Annual Program Efficacy Evaluation (APEE) which must be submitted to the Chairperson of Board of Studies annually.

## **8. FUNCTIONS OF THE HOD / CHAIRMAN / CHAIRPERSON OF THE COMMITTEE**

- f) To ensure that the committee is constituted as per the approved policy
- g) To ensure conduct of the committee as per the policy.
- h) To ensure complete and up to date records are kept of all functioning and meetings of the committee.



- i) To recommend subject matters experts from Industry, Alumni based upon their qualification and relevant experience.
- j) To recommend for Principal's approval the remuneration to be paid to subject matter experts and nominees in line with applicable regulations.

## **9. MONITORING AND REVIEW OF THE POLICY**

The Policy shall be reviewed once every five years and any changes made shall be in consultation with the Principal.

## **3. FEEDBACK POLICY**

### **Principle**

KES' Shroff College regards feedback from all stakeholders like students, parents, Teachers, Employer, Alumina as a very important source of input to ensure the maintenance of effective, high quality curriculum design, learning and teaching. The Institute will provide a range of opportunities for students to provide feedback and evaluate feedback from students at different stages of students' learning journey in line with the Quality Management Framework.

### **Scope**

This policy applies to collecting and evaluating student feedback and opinions about individual unit, the course they are enrolled in, quality of teaching, resources and support available at the Institute. Feedback from the institute to students on their performance is dealt with in the policies relating to assessment.

### **Feedback policy**

The Importance of Feedback: Improved Teaching, Improved Learning. Feedback is an essential part of education and training programmes. It helps learners to maximize their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance. This is an important where teacher can improve his/her teaching process that will ultimately benefit the student. The feedback from different stakeholder, help the institute to understand the need of society and what other stakeholders expect from the institute. With this objective the college has developed following feedback systems

<b>Sl No</b>	<b>Nature of Feedback</b>	<b>Frequency in a Year</b>	<b>Objective</b>
01	Feedback by the Student on Campus & Teacher's Performance	Twice (For Semester Program) in a Year	Students' Feedback on Specific Teacher's Performance (By Name)
02	Students' Satisfaction Survey	Once in a Year	Students' Overall Feedback on Teaching -Learning Activities for the Program for that Academic Year
03	Alumni Feedback	Once in a Year	Design and review of Curriculum, experience with the Institute, college infrastructure etc.
04	Parents' Feedback	Once in a Year	Design and review of Curriculum, experience with the Institute & college management
05	Employers' Feedback	Once in a Year	Design and review of Curriculum and students quality, & experience with the Institute
06	Feedback from Teachers	Once in a Year	Design and review of Curriculum, college infrastructure etc.

**Student Feedback will be used:**

- to improve the quality of courses and units through the development of annual improvement plans;
- to support the scholarship of teaching;
- to inform the professional development needs of academic staff;
- to enhance course and unit design;
- to improve the provision of learning resources, facilities, equipment and services through the development of annual improvement plans; and
- to compare and benchmark the Institute's performance against the sector or other providers.

The reports of the feedback are discussed by the 'Feedback Committee' meeting, IQAC meeting for appropriate action. The meeting holds from time to time as and when required.