

PROCEEDINGS OF THE PRINCIPAL (FAC), PITHAPUR RAJAH's GOVT. COLLEGE [A], KAKINADA
Present: Dr. Kandula Anjaneyulu, M.A, Ph.D.

Rc.No.9/A.C/BOS/2025-26

Dt.31 July 2025

Sub: Pithapur Rajah's Government College[A] Kakinada--Academic Cell- Conduct of BOS Meetings
for the Academic Year 2025-26 - Guidelines issued - Regarding.

ORDER:

The autonomous colleges, in alignment with their vision, mission, stated objectives, and core values, are mandated to design and develop their own outcome-based curricula. This must be done with due consideration for societal, local, and global industry requirements, employability, and the development of industry-ready and transferable skills. Accordingly, every programme shall prescribe Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) along with a suitable learning outcome assessment management system, supported by a robust and transparent evaluation mechanism to measure attainment levels among students.

Further, the A.P. State Council of Higher Education (APSCHE) has introduced a revised curricular framework effective from the Academic Year 2025-26, incorporating Skill Enhancement Courses, Multi-Disciplinary courses, the Indian Knowledge System and a revised credit structure.

Our institution, from the Academic Year 2022-23 onwards, has defined a renewed vision and mission along with updated objectives and core values, necessitating the design and reorientation of its academic and research administration in line with these directives.

In light of the above responsibilities prescribed by the institution's vision and mission, NEP-2020, NAAC, NIRF, and the APSCHE's revised and new UG and P.G. curricular framework, it is imperative to customize, design, and re-orient our academic and research activities to meet the expectations of students, industries, and government stakeholders.

Accordingly, the Chairpersons of the U.G and P.G Boards of Studies (BoS) of various departments are hereby requested to make necessary arrangements to convene their BoS meetings before **09 Aug 2025**.

The Chairpersons are further instructed to:

1. Prepare the curricula and extracurricular activities for the Academic Year 2025-26 in line with the institution's vision, mission, NEP-2020, and NIRF norms.
2. Devise an appropriate evaluation system to ensure effective learning outcomes and holistic student development.
3. Ensure that the curriculum design includes a mandatory *20% revision* of the syllabus each year without deviating from the APSCHE prescribed syllabus.
4. If the syllabus is not prescribed by APSCHE/Affiliating University, then the syllabus is to be

framed by the BOS committee concerned with duly following the mandate prescribed above.

5. Engage stakeholders viz employers, parents, and alumni, to obtain feedback on the existing curricula and to invite suggestions for improvements.
6. Invite the University nominee, subject experts, industry representatives, student representatives, and parent representatives well in advance. The meeting notice shall clearly specify the date, venue, and agenda, and a soft copy of the agenda and relevant documents shall be circulated for their perusal.
7. Ensure that the subject experts invited preferably hold a Doctorate with at least 10 years of teaching experience and have relevant expertise in designing industry-related, market- and job-oriented curricula.
8. Facilitate thorough deliberations on curriculum design, evaluation methods, incorporation of research components, measures to enhance learning experiences, and optimal utilization of existing human, physical, and ICT resources.
9. Conduct all BoS meetings in offline mode. Online participation shall be permitted only under exceptional circumstances.
10. Prescribe benchmarking and quality initiatives in pedagogy and learning, including strategies for curriculum design and teaching-learning processes, in collaboration with the IQAC Coordinator, prior to the BoS meeting.
11. Ensure that a minimum student attendance of **75%** shall be required for eligibility to appear for I & II Mid-Term Examinations under the CIA component; this shall be formally approved in the BoS meeting.
12. Approve any new programmes to be introduced for the Academic Year 2025–26, the number and frequency of certificate courses, and SWAYAM MOOCs courses.
13. Submit the approved BOS copies in the prescribed format, in **quadruplicate (hard copies)** to the Academic Cell for onward submission to the IQAC, Examination Cell, and Library, within **three days** of the meeting and upload the soft copy in their respective department web pages in the college website.
14. Ensure strict alignment of all recommendations and curriculum changes with the institution's vision and mission.
15. Submit a request to receive advance funds from the Examination cell through Principal for conducting BoS meetings.

The details of honorarium to be paid to the University Nominee and Subject Experts attending the Board of Studies (BOS) meeting are as follows

UG BOS for AY 2025-26

S.No	Designation	Honorarium (Rs)	TA
1	University Nominee	1000	Below 20 Km @Rs.200/- (Local Conveyance) Above 20 Km, Bus fare/Train fare (Whichever is less)
2	Subject Expert	500	Below 20 Km @Rs.200/- (Local Conveyance) Above 20 Km, Bus fare/Train fare (Whichever is less)
3	Industrialist	500	Below 20 Km @Rs.200/- (Local Conveyance) Above 20 Km, Bus fare/Train fare (Whichever is less)

PG BOS for AY 2025-26

S.No	Designation	Honorarium (Rs)	TA
1	University Nominee	1000	Below 20 Km @Rs.200/- (Local Conveyance) Above 20 Km, Bus fare/Train fare (Whichever is less)
2	Subject Expert	500	Below 20 Km @Rs.200/- (Local Conveyance) Above 20 Km, Bus fare/Train fare (Whichever is less)
3	Industrialist	500	Below 20 Km @Rs.200/- (Local Conveyance) Above 20 Km, Bus fare/Train fare (Whichever is less)

- Binding charges limited to Rs.250/- per program.
- The Bills/Vouchers shall be in compliance with applicable rules and norms.

Following contents shall be presented in the BOS document in the order

1. Proceedings of the Principal pertaining to BOS
2. Composition of BOS
3. Vision and Mission of the department
4. Agenda: It shall include ATR on the previous BOS meeting first, resolutions, etc., later.
5. Table showing the Allocation of Credits in the following table for both theory and Practicals' in case of science subjects

S. No	Semester	Title of the Course (Paper)	Hrs./week	Max. Marks (SEE)	Marks in CIA	Credits
1	III	Physical Chemistry-1	3	50	50	4

6. Resolutions adopted in the meeting with detailed discussion that took place during the meeting.
7. Each BOS Chairman shall, immediately after syllabus, tabulate the changes made in the syllabus/ paper along with justification.
8. Attendance of Members present with signatures in the tabular form.
9. List of Examiners & Paper setters (Minimum 20 members and at least 02 members from other states)
10. Syllabus for each course (both theory & Practical in case of Science subjects) followed by model question papers (theory & practical) and allocation of CIA (50marks) for each course with structure.
11. Each student (2025-26 AB) has to complete one MOOCS course from SWAYAM in any subject per year.

CIA structure for Single Major system

- Out of 50 marks for CIA, 25 marks are allocated for Mid examinations. In each semester two mid examinations to be conducted and the average of the two will be considered.
- Mid examinations are to be conducted in offline mode at college level
- Mid examination to be conducted in offline mode in which the student should attempt **one essay** question for ten marks out of two questions, **three short** answer questions with five marks each out of five questions
- The remaining 25 marks for CIA are allocated as per the following structure.

Project-10M	Seminar- 5M	Assignment- 5M	Viva on theory- 3M	Clean & green and Attendance- 2M
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TEMPLATE FOR BOS COMPOSITION

PROCEEDINGS OF THE PRINCIPAL(FAC), P.R. GOVERNMENT COLLEGE(A), KAKINADA

Present: Dr. Kandula Anjaneyulu, M.A, Ph.D.

R.C.No.2/A.C/BOS – Members Nomination/2025-26

Dated: 31.07.2025

SUB: P.R. Government College(A), Kakinada- UG/PG Board of Studies (BOS) - Nomination of Members - Orders issued.

REF: Proc.RC.No.1/A.C/BOS/2025-26 dated:31 July 2025 of the Principal, Pithapur Rajah's Government College(A) Kakinada.

ORDER:

The Principal, P.R. Government College(A), Kakinada is pleased to constitute UG/PG Boards of Studies in -----for framing the syllabi in respective Subject for all Semesters duly following the norms of the UGC Autonomous guidelines.

S. No	Name of the Person	Designation
1		Chairman & Lecturer Incharge, Department.
2		University Nominee
3		Subject Expert -I Lecturer in.
4		Subject Expert - II Lecturer in
5		Representative from Industry
6		Member
7		Member
8		Member
9		Member
10		Member
11		Member
12		Member
13		Member
14		Member
15		Student Alumni Member
16		Student Member
17		Student Member

The above members are requested to attend the BoS meeting on - -2025 and share their valuable reviews, and suggestions on the following functionaries.

- Prepare syllabi for the subject keeping in view the objectives of the college and interest of the stake holders for consideration and approval of the IQAC and Academic Council.
- Suggested methodologies for innovative teaching and evaluation techniques.
- Suggest the panel of Names to the academic council for appointment of Examiners.
- Coordinate research, teaching, extension and other activities in the Department.

PRINCIPAL

P. R. Government College(A), Kakinada

The Chairpersons of all Boards of Studies are hereby instructed to comply with these directives in letter and spirit to ensure the highest standards of academic and administrative excellence.

19-07-25
PRINCIPAL
P.R. Govt. College (Autonomous)
Pithapur Rajah's Government College(A)
Kakinada
KAKINADA-533 001

Copy to:

- 1.Lecturers-in-Charge (BOS Chairmen) of all the departments
- 2.Academic Coordinator
- 3.IQAC coordinator
- 4.Controller of Examinations
- 5.Office