

Minutes of the meeting of Common Board of Studies held on 17.11.2018 at 2.30PM in the Conference Hall.

**Members Present:**

1. Dr. N. V. Koteswara Rao, Director, Academics.
2. Prof. P. Sreenivas Sarma, Director, Student Affairs.
3. Dr. A. D. Sarma, Director, R&D.
4. Sri C. Obula Reddy, I/c-Head, Dept. of Biotechnology.
5. Dr. R. Sreedhar Rao, Prof., Dept. of Chem. Engg.
6. Dr. K. Lakshmi, Prof. & Head, Dept. of Chemistry.
7. Dr. M. Koti Reddy, Prof. & Head, Dept. of Civil Engg.
8. Dr. M. Swamy Das, Prof. & Head, Dept. of CSE.
9. Dr. G. Suresh Babu, Prof. & Head, Dept. of EEE.
10. Dr. D. Krishna Reddy, Prof. & Head, Dept. of ECE.
11. Dr. A. Sandhya Reddy, Head, Dept. of English.
12. Dr. Suresh Pabboju, Prof. & Head, Dept. of IT & Co-ordinator, IQAC.
13. Dr. D. L. Sreenivas Reddy, Head, MCA.
14. Dr. P. Raj Reddy, Head, Dept. of M&H.
15. Dr. M. V. S. Murali Krishna, Prof. & Head, Dept. of Mech. Engg.
16. Dr. B. Linga Reddy, Prof. & Head, Dept. of Physics.
17. Dr. S. China Ramu, Prof., Dept. of CSE & I/c-AEC.
18. Dr. P. Venkata Prasad, Controller of Examinations.

Dr. P. Ravinder Reddy, Principal, CBIT, occupied the Chair and conducted the proceedings.

- 1. Item No.1 :** **Scheme of instructions (along with subject names and codes) of III and IV semesters of B.E / B.Tech. (as per the AICTE model curriculum), to be implemented from the academic year 2019-20. For more information, please refer to the approved structure in the academic rules book.**

Minutes : Principal informed all the Chairpersons of BoS to accommodate all the subjects and make sure that the syllabus and essential topics are to be included as per the AICTE model curriculum. With regard to inclusion of 'Biology' subject in the III or IV semester curriculum, it is resolved that the decision is left to the discretion of the respective BoS/Heads of the Departments whether to include the subject in the III Semester or V Semester or to offer as an open elective with three(3) credits weightage. In place of 'Biology' subject, the Heads of the Departments may go for a core subject/course of three (3) credits weightage.

Further, it is resolved to prepare the scheme and syllabus for III to VIII semesters of B.E/B.Tech program by the respective BoS.

- Item No.2 :** **Scheme of instructions (along with subject names and codes) of VII and VIII semesters of B.E/B.Tech(as per the CBCS curriculum), to be implemented from the academic year 2019-20. For more information, please refer to the approved structure in the academic rules book.**

Minutes : It is resolved to prepare the syllabus for the approved schemes of VII and VIII semesters of B.E/B.Tech(as per the CBCS curriculum).

**Item No.3 : To list the open electives, which will be offered by respective BoS / Department.**

Minutes : Principal requested the Chair Persons of Board of Studies of all Departments to submit the list of open electives offered by their departments including Physics, Chemistry, Mathematics and English on or before 20.11.2018 and the same shall be shared with all the other departments.

**Item No.4 : To finalise the BoS for mandatory courses of III and IV semesters of B.E/ B.Tech.**

Name of the subject/course	BoS
Environmental Sciences	Civil Engineering
Indian Constitution	English
Essence of Indian Traditional Knowledge	Electrical and Electronics Engineering

The following is also approved for other common courses:

Name of the subject/course	BoS
Principles of Management	Mechanical Engineering
Engg Economics and Accountancy	Mechanical Engineering

**Item No.5 : Balancing of workload regarding mandatory courses and open elective(s).**

Minutes : It is decided to follow approved rules book, and swapping of subjects (if required) are allowed from even to even semesters and odd to odd semesters only. The following is also approved:

Name of the course/subject	To include in the odd semester of the B.E/B.Tech. program	To include in the even semester of the B.E/B.Tech. program
Engg. Economics and Accountancy	Civil, Mech., Prod., EEE, Chemical and Bio-Tech.	ECE, CSE and IT
Open Elective-1	ECE, CSE and IT	Civil, Mech., Prod, EEE, Chemical and Bio-Tech

**Item No.6 : Any other relevant information with the permission of chair.**

Minutes : 1. It is decided to prepare the syllabus and get approval the same by the respective BoS before third week February 2019, further it is resolved to convene Academic council meeting before third week of March 2019.

2. Principal has informed to ensure that the vacant hours/periods in the time table may be allotted as Library / sports / Faculty student interaction / Mentoring in the timetable itself; so that each student may be utilize the facilities available within the institute.
3. With reference to the AICTE model curriculum for PG programs, it is decided to conduct a separate meeting with regard to M.E/M.Tech syllabus, modalities, academic rules, placements, admission procedure, evaluation and paid internships with all the Heads of PG Engineering Departments along with the faculty PG co-ordinators.
4. Principal advised Heads of the Departments not to grant any leave to the faculty (those who are handling I-semester of B.E/B.Tech.) during finalization of consolidation of CIE .
5. Principal informed that, 30.11.2018 is the last instruction day for the I-Semester of B.E/B.Tech. program. Hence, all the faculty who are handling I-semester subjects shall be instructed to update the students attendance regularly till 30.11.2018. Further it is informed that from now onwards, the attendance finalization meetings will not be conducted. As notified by the Principal, all the Heads of the Departments shall send the consolidated attendance reports to AEC and attendance registers to Principal's office for verification. A committee shall be constituted to verify the discrepancies, if any, and the same shall be resolved by the committee.
6. Principal has requested Director-Academics to share the prepared academic calendar for the even semester (commences from 10-12-2018) of the B.E/B.Tech. program and shall be circulated for implementation.
7. Regarding ISO 9001 : 2015 certification, Management Representative for ISO, Dr. R. Sreedhar Rao, Professor, Dept. of Chemical Engineering has requested to nominate two faculty members from each department, so that Internal Audit shall be conducted on or before second week of December, 2018.
8. Dr Suresh Pabboju, Incharge, Alumni activities of CBIT informed that a nomination proforma has already been sent to the Heads of the Departments for the 'Outstanding Alumni' award for the 1993 batch students. Dr. Suresh Pabboju has requested to arrange for circulating the same among the 1993 batch students for nominations.

There being no other items, the meeting terminated with a vote of thanks to the Chair.



**PRINCIPAL**

To  
All Heads of the Departments / Sections, for information.  
All Directors, AO, COE & AEC I/C, for information.