

Minutes of the Online Common Board of Studies Meeting held on 27.06.2020 at 10:30 AM

Members Present:

1. Sri D. Bhasker Reddy, Advisor-RCG, CBIT
2. Dr. P. Ravinder Reddy, Principal
3. Dr. Suresh Pabboju, Director-IQAC
4. Dr. K. Krishnaveni, Director-Academics
5. Dr. R. Sreedhar Rao, Director-AEC & COE
6. Prof. P. Sreenivas Sarma, Director-Student Affairs & Progression
7. Dr. A. D. Sarma, Director-R&D
8. Dr. Umakanta Choudhury, Director-Innovation & Incubation
9. Dr. N.L.N. Reddy, Director-CDC & Assoc. Prof., Chem. Engg.
10. Dr. M. Swamy Das, Joint Director-Academics (Informatics)
11. Dr. K. Jagannadha Rao, Joint Director-Student Affairs & Progression
12. Dr. Y. Raja Sri, I/c-Head, Dept. of Biotechnology
13. Dr. K. Lakshmi, Prof. & Head, Dept. of Chemistry.
14. Dr. A. Vimala, Prof. & Head, Dept. of Civil Engg.
15. Dr. Y. Rama Devi, Prof. & Head, Dept. of CSE.
16. Dr. G. Suresh Babu, Prof. & Head, Dept. of EEE.
17. Dr. D. Krishna Reddy, Prof. & Head, Dept. of ECE.
18. Dr. K. Radhika, Prof. & Head, Dept. of IT.
19. Dr. P. Raji Reddy, Prof. & Head, Dept. of M&H.
20. Dr. P. V. R. Ravindra Reddy, Prof. & Head, Dept of Mech. Engg.
21. Dr. D. L. Srinivas Reddy, Head, Dept. of MCA.
22. Dr. B. Linga Reddy, Prof. & Head, Dept. of Physics.
23. Dr. S. Saraswathi, I/c-Head, Dept. of SMS.
24. Dr. A. Sandhya Reddy, Head, Dept. of English.
25. Dr. P. Venkata Prasad, Controller of Examinations
26. Dr. M. Koti Reddy, Professor, CED & Member, Academic Council.
27. Dr. A. Supraja Reddy, Assoc. Prof., ECE & Member, Academic Council
28. Dr. N. Vasantha Gowri, Asst. Prof., EEE & Member, Academic Council

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

Item No.1 : Welcoming the new Members

Minutes : Principal welcomed the Advisor-RCG, all Directors, Joint Directors and all the Members of the Common Board of Studies. He informed that some of the Professors have been nominated / appointed for the new positions and Heads of the Departments as detailed here under.

Dr. Suresh Pabboju	-	Director-IQAC
Dr. K. Krishnaveni	-	Director-Academics
Prof. P. Sreenivas Sarma	-	Director-Student Affairs & Progression
Dr. M. Swamy Das	-	Joint Director-Academics (Informatics)
Dr. K. Jagannadha Rao	-	Joint Director-Student Affairs & Progression
Dr. Y. Rama Devi	-	Head, Dept. of CSE
Dr. K. Radhika	-	Head, Dept. of IT
Dr. P.V.R. Ravindra Reddy-	-	Head, Dept. of Mechanical Engineering
Dr. A. Vimala	-	Professor(Adhoc) & Head, Dept. of Civil Engg.

- Item No.2** : **Review of previous Common BoS Meeting Minutes**
- Minutes** : Reviewed the relevant items of the previous Common BoS Meeting Minutes, Principal informed that the Syllabus and Curriculum related to V, VI, VII, VIII Semesters of R-18 will have advanced Subjects as Electives.
- Item No.3** : **Scheme & Syllabus of newly introduced UG and PG Programs (R-20).**
(a) B.E-CSE (Artificial Intelligence and Machine Learning)
(b) B.E-CSE (Internet of Things and Cyber security including Block Chain Technology)
(c) B.E- Artificial Intelligence and Data Science
(d) M.Tech. -Artificial Intelligence and Data Science
- Minutes** : Principal informed that the AICTE has approved the new Courses that have been applied by the institute for the Academic Year i.e. 2020-21 and AICTE has extended EoA for all existing Courses and three additional Courses in UG and one PG Course.
- Principal informed to prepare the new Scheme and Syllabus for the Academic Year 2020-21 (R-20); in which the percentage of Marks in Semester End Examinations - 60% and Continuous Internal Evaluation - 40% subjected to the approval in respective BoS of all Departments, Academic Council, Governing Body and then by the Osmania University. Principal asked the Joint Director-Academics to go through the UGC Mandate and to present the views in the next Common BoS Meeting.
- Regarding preparation of PEOs, Scheme & Syllabus for newly introduced UG and PG Programs, Director-Academics opined that the Heads of the Departments of CSE, IT along with their Internal BoS Members can conduct brainstorming Sessions with the Industry Professionals and Alumni. Based on the inputs received from the discussions held with the Stake Holders, a draft copy of the Scheme & Syllabus can be prepared and presented in the next Common BoS Meeting for approval.
- The Advisor-RCG advised Joint Director-Academics (Informatics) to take a lead and work along with the concerned Heads of the Departments and Director-CDC to conduct the Meetings with the Industry Professionals and Alumni. He further advised Joint Director-Academics (Informatics) to consider PEOs of the New Programs while preparing the Agenda for the Meeting with the Industry Professionals, Academia and Alumni.
- As per the doubt raised by the Head, Civil Engineering, regarding freedom to frame the Syllabus by the Department's Professors, Principal informed that the Departmental BoS has the freedom to frame Syllabus within the scope of the Rules, Regulations and Course Structure defined at the Institute level in this regard.
- Item No.4** : **Review of V to VIII Semester Courses and COs of R-18. (160 Credits)**
- Minutes** : Principal informed all Heads of the Departments to include the advanced Courses viz., AI and ML, Data Science, in the V to VIII Semester as Electives and

also suggested that the BoS of concerned Department may invite the Industry Professionals as Special Invitees while framing the Syllabus. Principal opined to include 3 Units of these Courses from the Basics and the remaining 2 in the Application area.

The Advisor-RCG advised that focus must be given on the best weightage and application oriented Curriculum may be designed.

Principal advised all Heads of the Departments to submit proposals related to Honorarium before inviting Industry Experts to teach the advanced Courses, so that it can be discussed with the Management and finalized. Principal further suggested to re-write the COs of R-18, wherever necessary by taking into consideration of the revised Blooms Taxonomy.

Item No.5 : **Identification of NPTEL / any other equivalent Courses for V to VIII Semesters of R-18**

Minutes : Principal informed that the AICTE, in one of its recent Circular (15.05.2020) has mandated the Autonomous Institutions to pursue upto 20% of the Courses in each Semester through MOOCs, (NPTEL / SWAYAM). In this connection, Principal advised Director-IQAC, Director-Academics, Joint Director - Academics (Informatics) to formulate the Guidelines for Credit transfer to implement the same for the V to VIII Semester of R 18 Students and for R-20 of our Institute.

The Director-CDC requested Director-Academics and Joint-Director-Academics (Informatics) to formulate Rules taking into consideration of the AICTE's Students Internship Policy and the requirement by the Internship offering Industries, from VII Semester onwards instead of VIII Semester.

The Advisor-RCG advised to sensitize the Students while mandating the 20% of the Courses in our Institute.

Item No.6 : **Credit transfer of Internship activity and MOOCs/ equivalent Courses R-16 and R-18.**

Minutes : Principal informed that a Committee will be constituted to assess the Students who have completed the MOOCs Courses (Coursera and others) and to allot Credits for them.

Principal asked the Director-Academics to formulate the Rules and Regulations related to Honors Degree / Minor Engineering Degree (R-18) and arrange for circulation of the same to all the Directors, Heads of the Departments /Sections, COE, Staff and Students.

The Advisor-RCG advised to leverage the Autonomous Status facility and take a scope according to the Industry needs. Further, he advised Director-Academics to issue a Circular that the requests related to Credit transfer for the MOOCs Courses shall be submitted by the Students in writing to the concerned Head of the Department and the same should be forwarded to the concerned Authorities.

The Student has to enroll the Course in the Academic Examination Cell before Registration of the same in Online Platforms.

Item No.7 : **Revision of Scheme & Syllabus of R-18 of UG and R-19 of PG, in view of the OBE, AICTE Examination Reforms and Internship Policy Guidelines (R20)**

Minutes : Principal advised all Heads of the Departments to modify Scheme and Syllabus of the Programmes before revising the same every two years. A Committee will be constituted with the following Members to prepare Guidelines in this regard to assess the need for the change of Syllabus.

Director-IQAC, Director-Academics, Director-R&D, Director-II, Director- CDC, Joint Director-Academics (Informatics)

Director-Academics informed that the AICTE in the Approval Process Handbook, 2020-21, notified the Students Internship Policy as an essential item to follow. She further informed to work out on the same to implement as it is mandatory. She also informed about the Examination Reforms to be implemented according to Blooms Taxonomy. She advised all the Senior Faculty who have attended the Training on Examination Reforms to share with the respective Departments and try to implement the same to the extent possible.

Principal advised the Heads of the Departments / Chairpersons of BoS of all Departments, to make necessary revision in the existing Model Curriculum (V to VIII Semesters of UG-R18 and III to IV Semester of PG-R-19), so that it will be in line with the OBE and AICTE Examination Reforms and Internship Policy Guidelines.

Item No.8 : **Revision of Laboratory Experiments in R-16, R-18 of UG and R-19 of PG, according to the Guidelines of AICTE Examination Reforms and OBE.**

Minutes : Principal advised all the Chairpersons of BoS to give freedom to the Faculty to design / frame the Lab experiments to test the Professional Skills along with the Technical Skills.

Director-Academics suggested all Heads of the Departments to enlighten their Faculty on the Virtual Labs and be well versed with that before demonstration to the Students, which essential in the prevailing Pandemic period.

Principal advised all Heads of the Departments to put up Budget Proposals related to Labs well in advance, so that necessary action can be taken for the approval of the same.

Item No.9 : **Schedule for Department-wise BoS Meetings**

Minutes : Principal informed that the BoS Meetings can be planned by individual Departments from 1st July to 25th July. A Circular will be issued in this regard. Principal advised to go ahead with the present structure of BoS because of the Covid-19. The BoS will be revised in next Semester for all the Departments.

The Advisor-RCG directed all Heads of the Departments, when the revision of the BoS is required and the term of present BoS is coming to an end, they shall bring it to the notice of the Principal in writing.

- Item No.10** : **Finalizing the date of conduct of Next Academic Council Meeting**
- Minutes** : **Principal informed to conduct the Academic Council Meeting in the 1st Week of August, 2020.**
- Item No.11** : **Model Question Paper format for Semester End Exam (2019-2020 -Even Semester-Covid 19)**
- Minutes** : Principal advised the Director-Academics to circulate the Model Question Paper format for the even Semester of 2019-20 to all HoDs.
- Principal informed that the Model Question Paper is designed as per the Guidelines given by the UGC and Minutes circulated by the Osmania University during Covid-19 period only.
- Item No.12** : **Class Work for the Academic Year 2020-21**
- Minutes** : Regarding commencement of Class Work for the Academic Year 2020-21, Principal informed that the decision will be taken as per the Guidelines that are to be issued by the State Government and Osmania University.
- Item No.13** : **Institute Magazine or News Letter - Student Centric (Quarterly)**
- Minutes** : It is resolved to have a Common College Magazine which reflects our College Views, Methods, Culture, Developments and Achievements. The same shall be distributed among all the Industries also. The Magazine shall cover all the Club activities, Technical issues, Curricular, Co-Curricular and Extra-Curricular activities.
- It is also resolved to have a Departmental Newsletter (Quarterly) on the respective Departmental page of the Website.
- The Advisor-RCG advised to submit all the events and matter to be appended in the Magazine shall be consolidated and submitted by the Heads of the Departments. The Director-Student Affairs & Progression and the Director-Academics will finalize what are the items to be incorporated or deleted. It is decided to constitute a Committee to work in this direction, (Director-Student Affairs & Progression, Dr. A. Sandhya Reddy, two other Members) after approval by the Management.
- Item No.14** : **Any other item with the Permission of the Chair**
- Minutes** :
1. A Circular to all the Students and Parents shall be prepared regarding the Examinations, commencement of the next semester etc., and send the information to their official e-mail ids and to upload the same on the Institute's Website.
 2. The Advisor-RCG advised that all the Academic related matters shall be routed through IQAC before going the same to the Academic Council Meeting. He further informed that as per the Regulatory Authorities, all the academic related matters should be submitted to IQAC for a

scrutiny before forwarding it to the Academic Council and Governing Body and before uploading the same on the Website.

3. The Advisor-RCG suggested all Heads of the Departments that any submissions or requests shall be submitted in writing or through an e-mail.
4. Principal informed to all Heads of the Departments to nominate one Faculty Member to co-ordinate with the Director-Academics in the activities of BoS and Academic Council.
5. Director-Academics explained about the Essential requirements of the Technical Institutions which are notified in the Approval Process Handbook 2020 -21 viz., Internship Policy, Induction Program, Examination Reforms and National Academic Depository, Rain Water Harvesting, Waste Management and Environment improvement Measures to ensure a sustainable Green Campus.

The Advisor-RCG informed that a write up on Rain Water Harvesting was prepared. He informed that the Maintenance Department has been instructed about the implementation of Waste Management in the Campus and to take Environment improvement Measures. He suggested Head of Civil Engineering Department to take an active part in this regard.

6. Principal informed that the Best Student Projects should be identified and uploaded on You Tube. For identifying the Best Projects, a Committee will be constituted. He also suggested that Ms. Shanmukhi Rama, Assistant Professor, CSE and the Member of Technical Committee, WBC, will help in uploading all the achievements of Students on the Twitter, Face Book and Linked In .
7. Principal advised all Heads of the Departments to complete work related to NBA on or before 31st of July.
8. Director-CDC informed that CBIT Secured 31st Rank among the Engineering Colleges in INDIA TODAY Rankings.
9. Principal informed that all Safety Measures are being taken in the Institute with regard to Covid-19 Pandemic, while answering a question to a HoD, Physics Dept.

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



PRINCIPAL

To

All Heads of the Departments / Sections, for information & N/a.

All the Directors, Joint Directors, Head-HR, CoE, for information and N/a.

C.C. to the Advisor-RCG, CBIT, for kind information.