Key Result Area (KRA) for Assistant Registrar (Academics)

1. **Conduction of BoS Meeting**:
   o Ensure the Board of Studies (BoS) meeting is conducted by June 15 every year.
2. **Record Keeping**:
   o Maintain accurate and up-to-date records of all syllabuses.
3. **Expert Nominations**:
   o Secure nominations of experts for the BoS.
4. **Inclusion of Industry Experts and Students**:
   o Ensure the inclusion of industry experts and students in the BoS.
5. **Curriculum Feedback Platform**:
   o Create a platform for incorporating the views of industry experts and students on the curriculum.
6. **Online Feedback on Curriculum**:
   o Conduct online feedback on the curriculum from all stakeholders and communicate the results to the respective deans.
7. **Implementation of Experiential Learning**:
   o Track the implementation of experiential learning at different schools and ensure its inclusion in the syllabus.
8. **BoS Minutes**:
   o Ensure the minutes of the BoS meetings are created as per the Standard Operating Procedure (SoP).
9. **Inclusion of AI and IKS**:
   o Ensure the inclusion of Artificial Intelligence (AI) and Indian Knowledge Systems (IKS) in all curriculums.
10. **Reporting to Academic Council**:
    o Report the minutes of the BoS meetings to the Academic Council.
11. **Data Management**:
    o Use the Prabandh platform and offline mode to keep all data organized and accessible.
12. **Annual Reporting**:
    o Submit the following reports on July 01 every year: a. Status of the conduction of all BoS meetings. b. Inclusion of AI and IKS in the curriculum. c. Implementation of experiential learning in forms such as Project-Based Learning (PBL), Activity-Based Continuous Assessment (ABCA), etc.
13. **Regulatory Compliance**:
    o Keep track that the curriculum broadly follows the guidelines of regulatory bodies, if any.