JAIN (DEEMED-TO-BE UNIVERSITY) · OFFICE OF ACADEMIC AFFAIRS

BoS Academic Portal User manual

How a department fills its Board of Studies record, stage by stage — with a picture of each page. The walkthrough video, section by section, is under Help in the portal.

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SECTION 1

Signing in and your home page

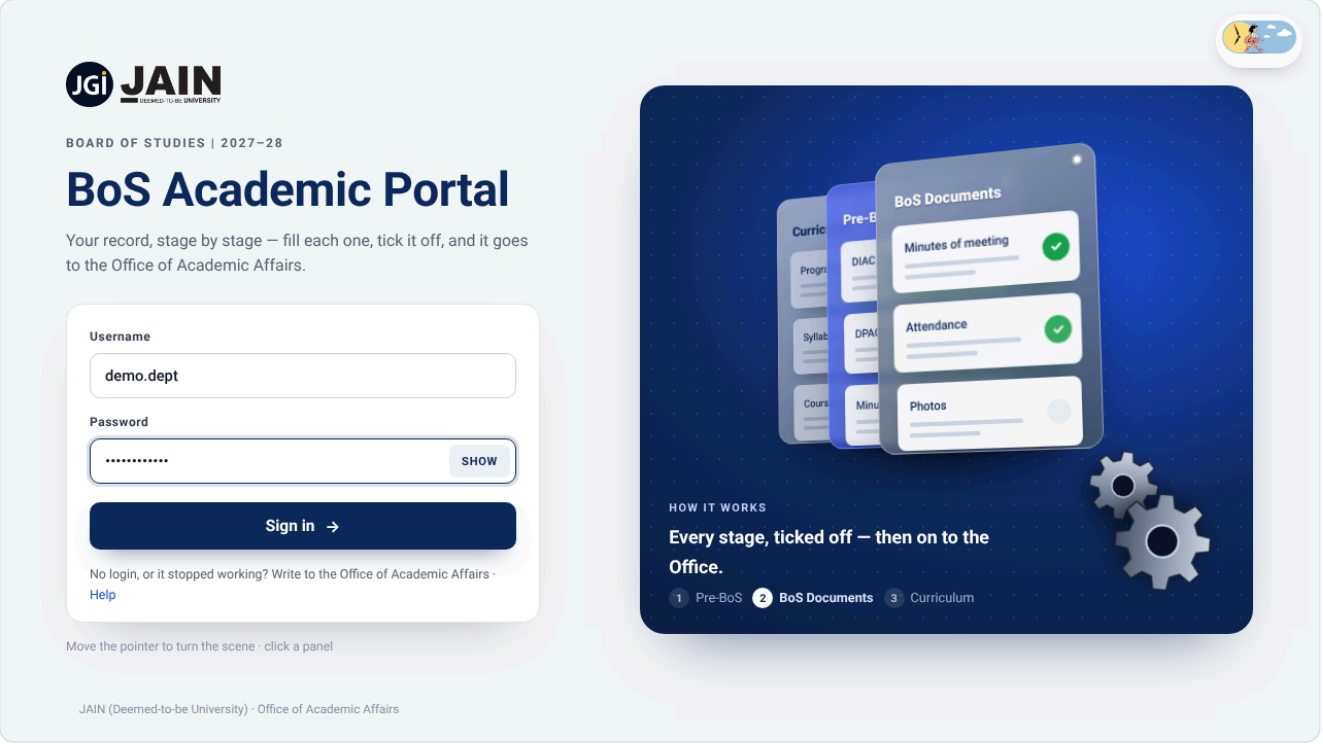
Each department signs in with the username and password the Office of Academic Affairs issued to it. The portal takes the department's record stage by stage: Department Information, Pre-BoS, BoS Documents and Curriculum.

1. Open the portal and enter your department's username and password, then press Sign in.
2. The first time on a computer, give your name and e-mail. Every change you save is noted against them.
3. Your home page shows the next step: press Continue to carry on where you left off.
4. Below it are how many stages are done, and your submissions, programme by programme.
5. The menu on the left opens every stage. A blue dot means in progress; green means submitted.

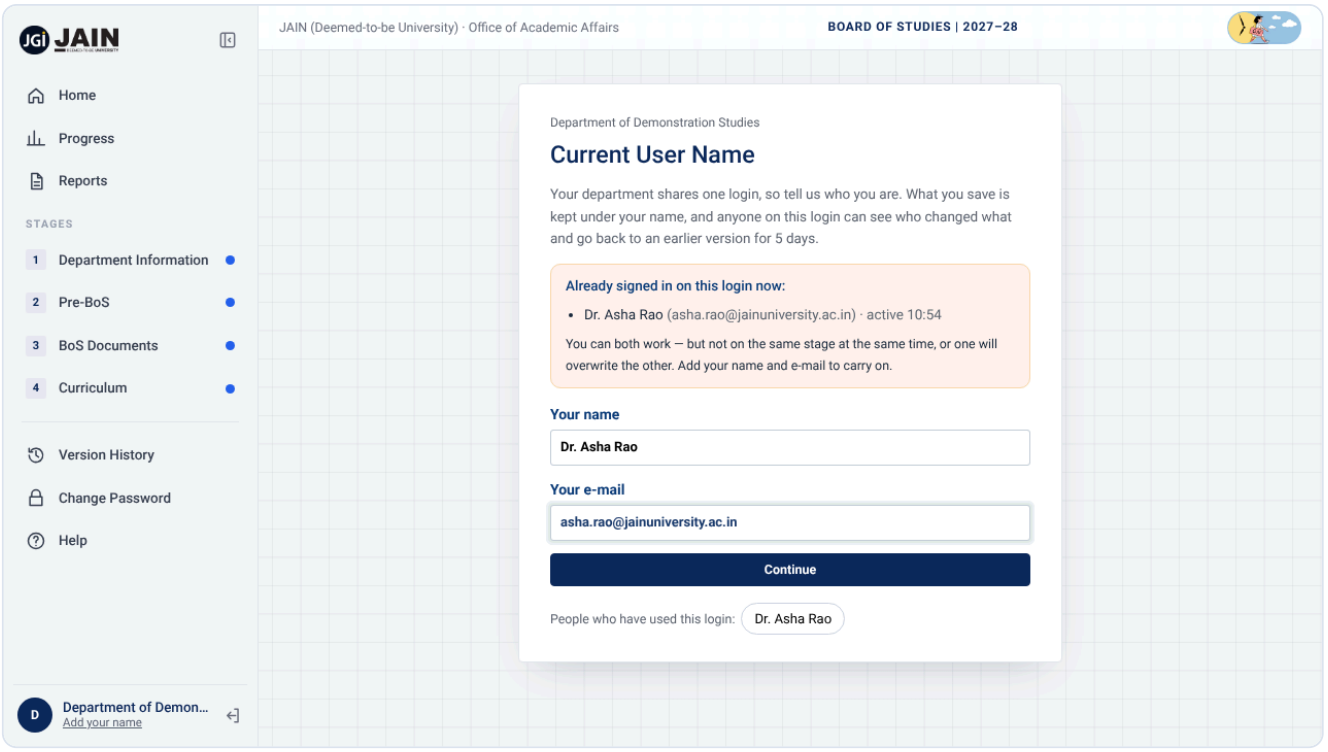
Good to know

- Use “Not you? Switch account” at the foot of the menu when someone else takes over on the same computer.
- Forgot the password, or no login yet? Write to the Office of Academic Affairs.

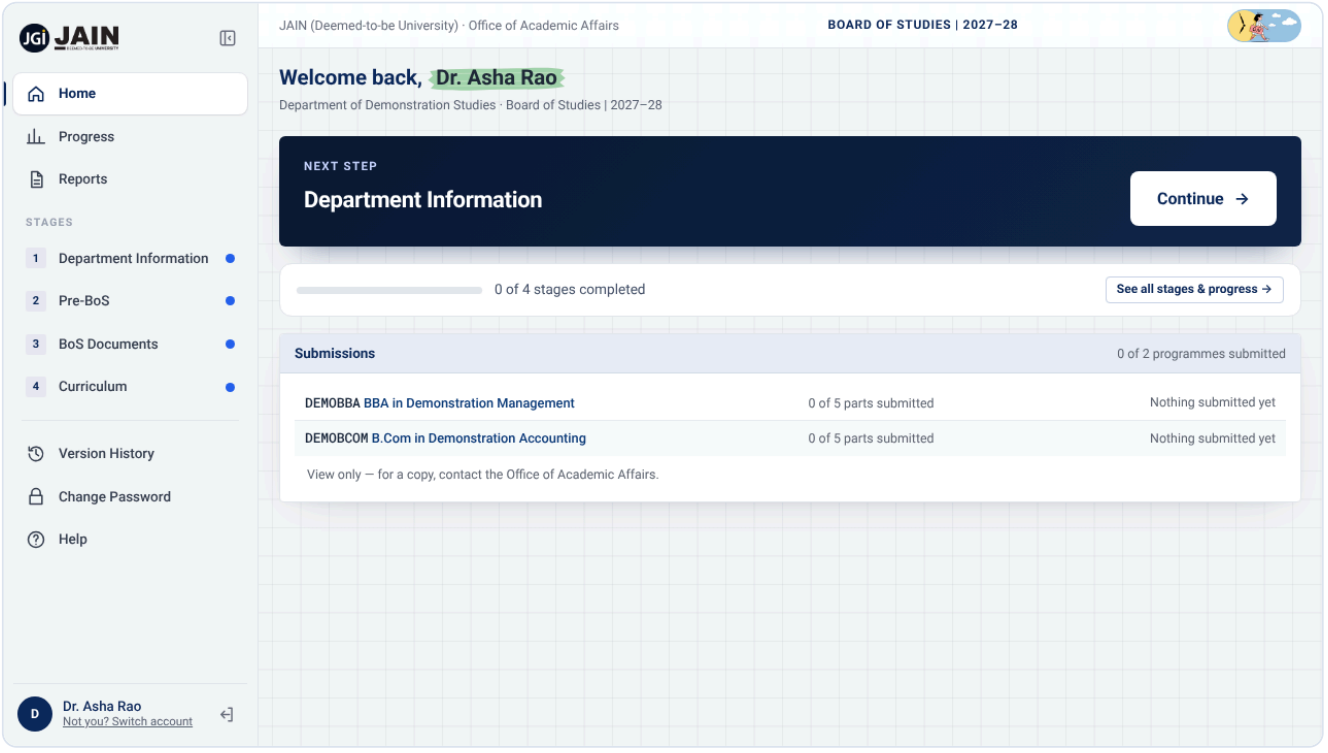
In the video: section 1, from 0:00.



Signing in



Who is filling in



The home page

SECTION 2

Department Information

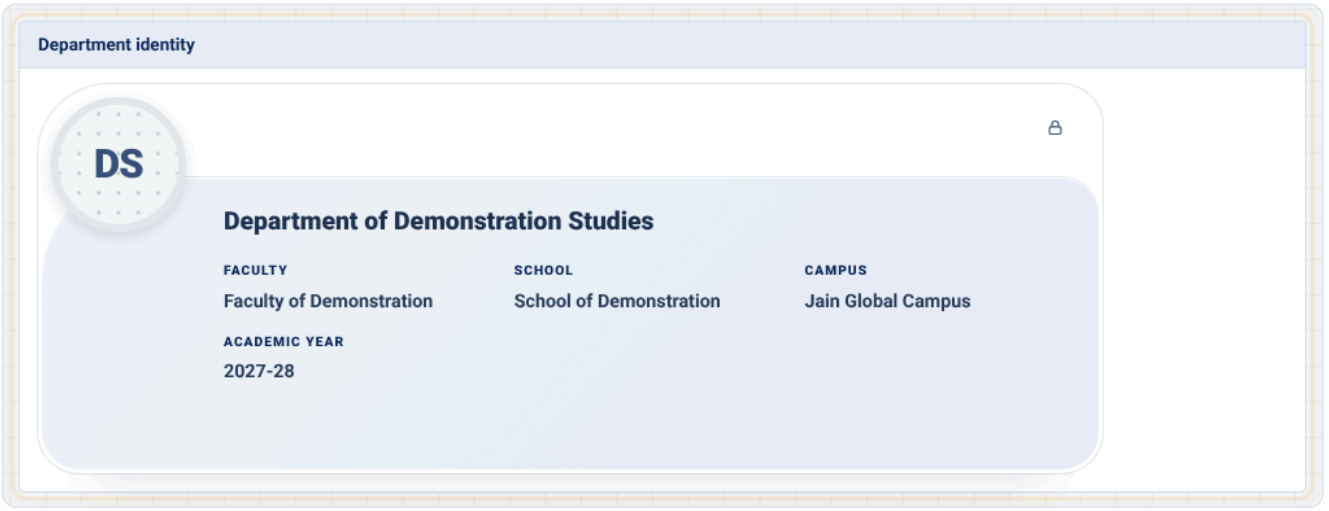
Your department's name, faculty, school and campus come from the Office's records. Here you say which programmes you run this year.

1. Open Department Information from the menu.
2. Check the department's details at the top. To correct them, write to the Office.
3. Under Programmes offered, keep each programme you run this year; Remove takes off one you do not.
4. A programme missing from the list? Use Add UG programme or Add PG programme.
5. When the list is right, scroll to the end of the page and press Submit.

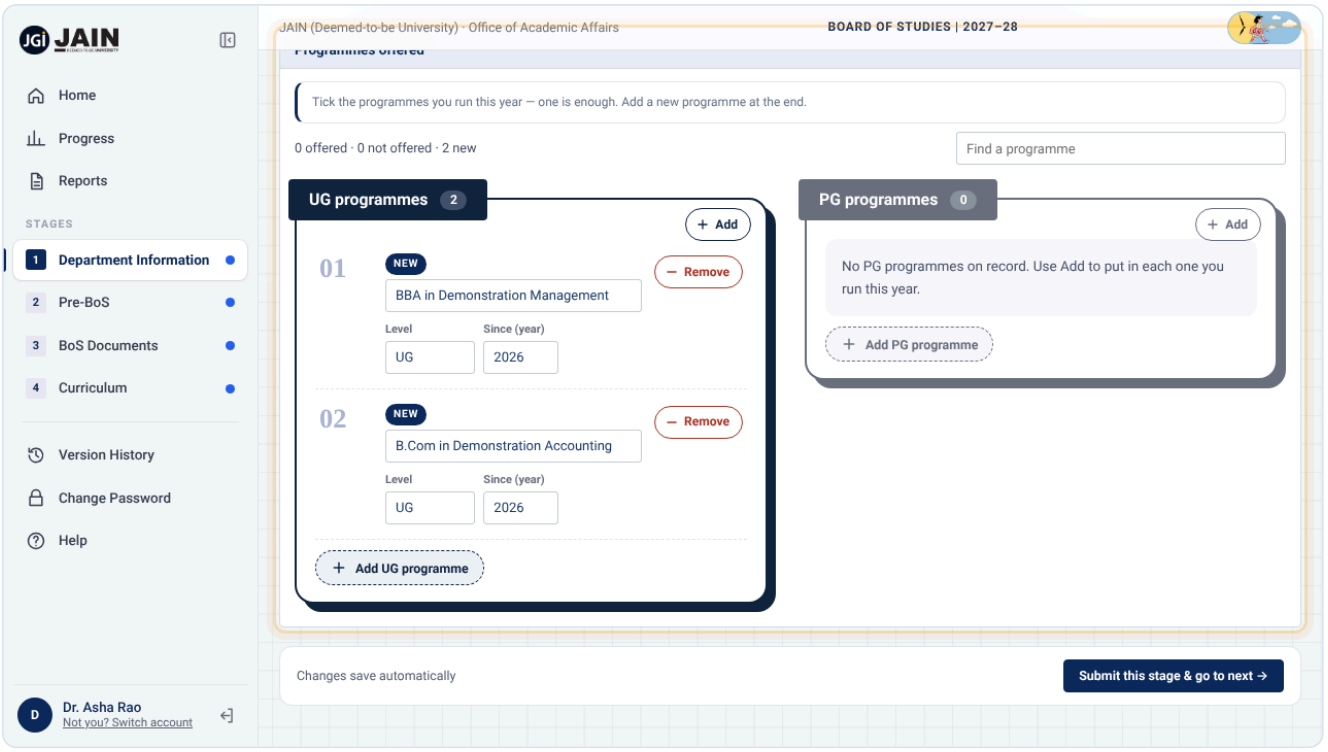
Good to know

- There is no Save button: every change saves itself (the note at the end of the page says when).

In the video: section 2, from 1:37.



Department identity



Programmes offered

SECTION 3

Pre-BoS

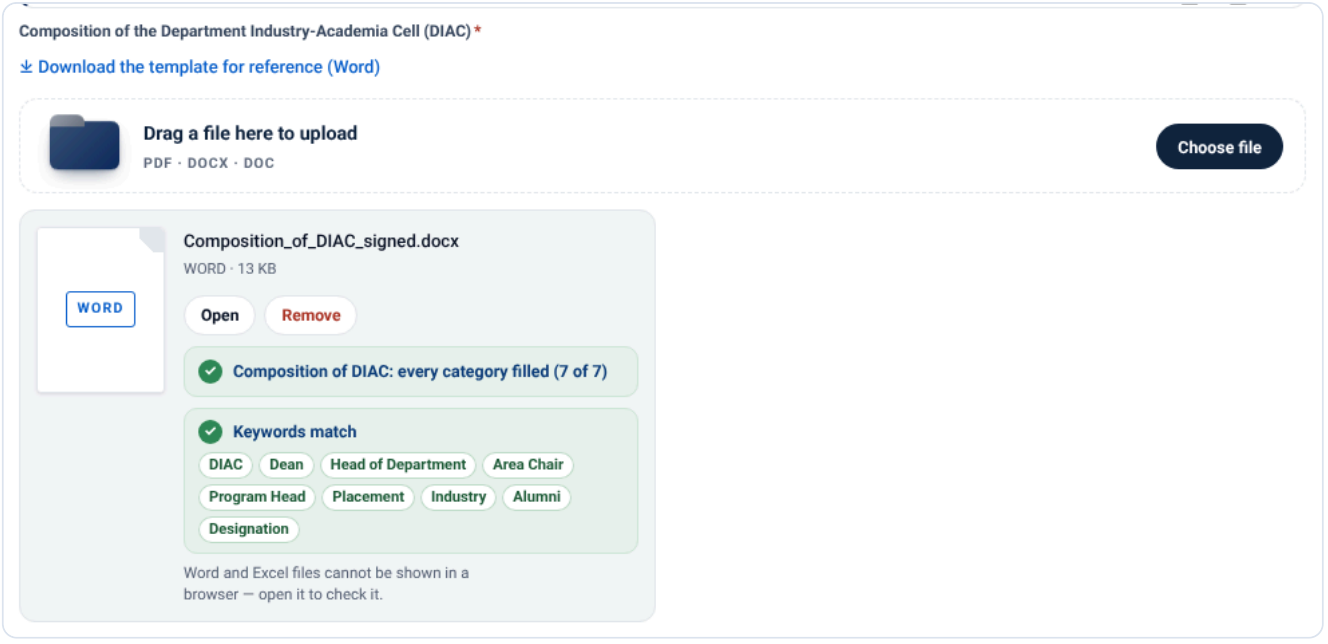
Pre-BoS collects the signed composition of the Department Industry-Academia Cell (DIAC), of the Department Programme Assessment Committee (DPAC), and the minutes of the Pre-BoS meeting.

1. Download each template (“Download the template for reference”), fill it in and sign it.
2. Upload it: drag the file onto its box, or press Choose file. A Word file, a signed PDF or a scanned copy are all accepted.
3. Check what the portal read: a Word form is checked row by row; the keywords show whether it is the right document.
4. Open or View shows the file; Remove takes it away so you can upload another.

Good to know

- The keyword check is a guide only. A scanned copy, or a category that does not apply, does not stop you submitting.

In the video: section 3, from 2:24.



An uploaded composition form, with its checks

SECTION 4

BoS Documents

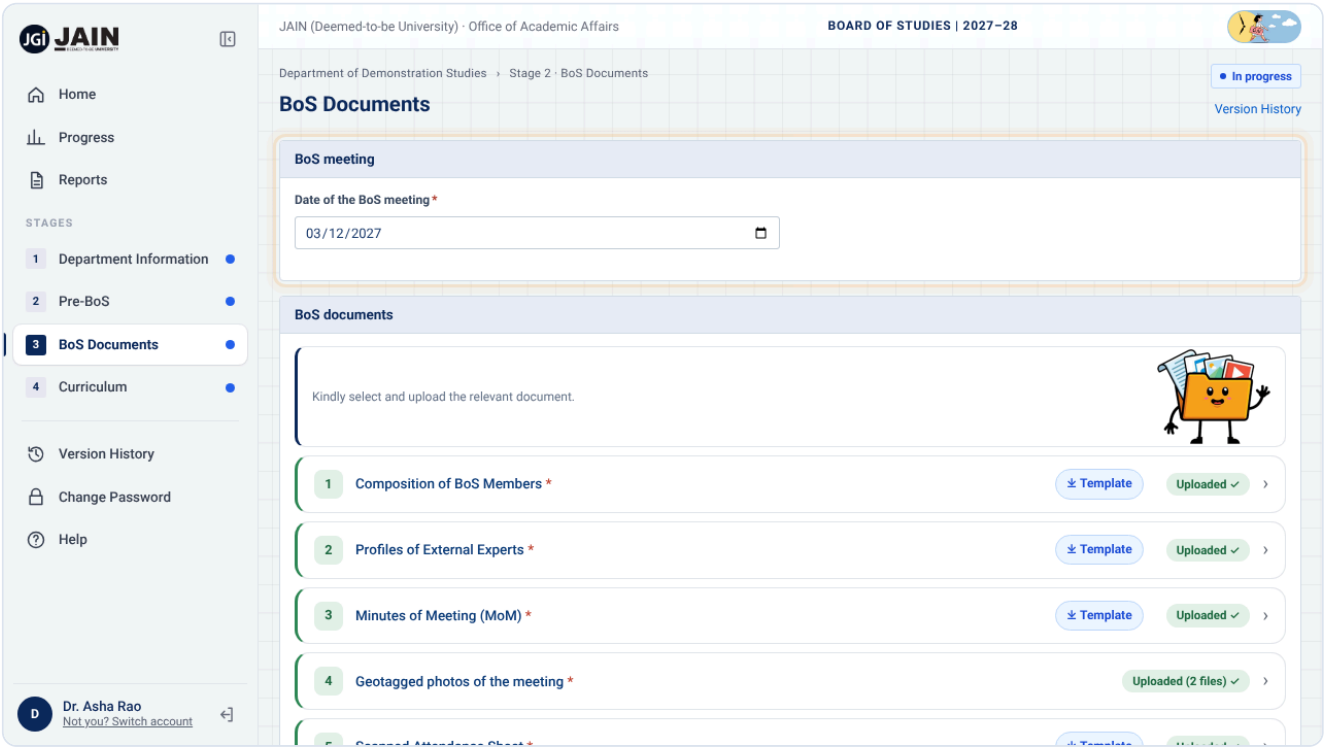
BoS Documents holds the date of the Board of Studies meeting and its documents.

1. Enter the date of the BoS meeting.
2. Upload the composition of BoS members, profiles of the external experts, the minutes, geotagged photos, the attendance sheet, the vision and mission, and the stakeholder feedback.
3. A red star marks a document you must upload; the others are optional.

Good to know

- Several files can go into one box (for example one profile per expert).

In the video: section 4, from 3:27.



BoS Documents

SECTION 5

Curriculum

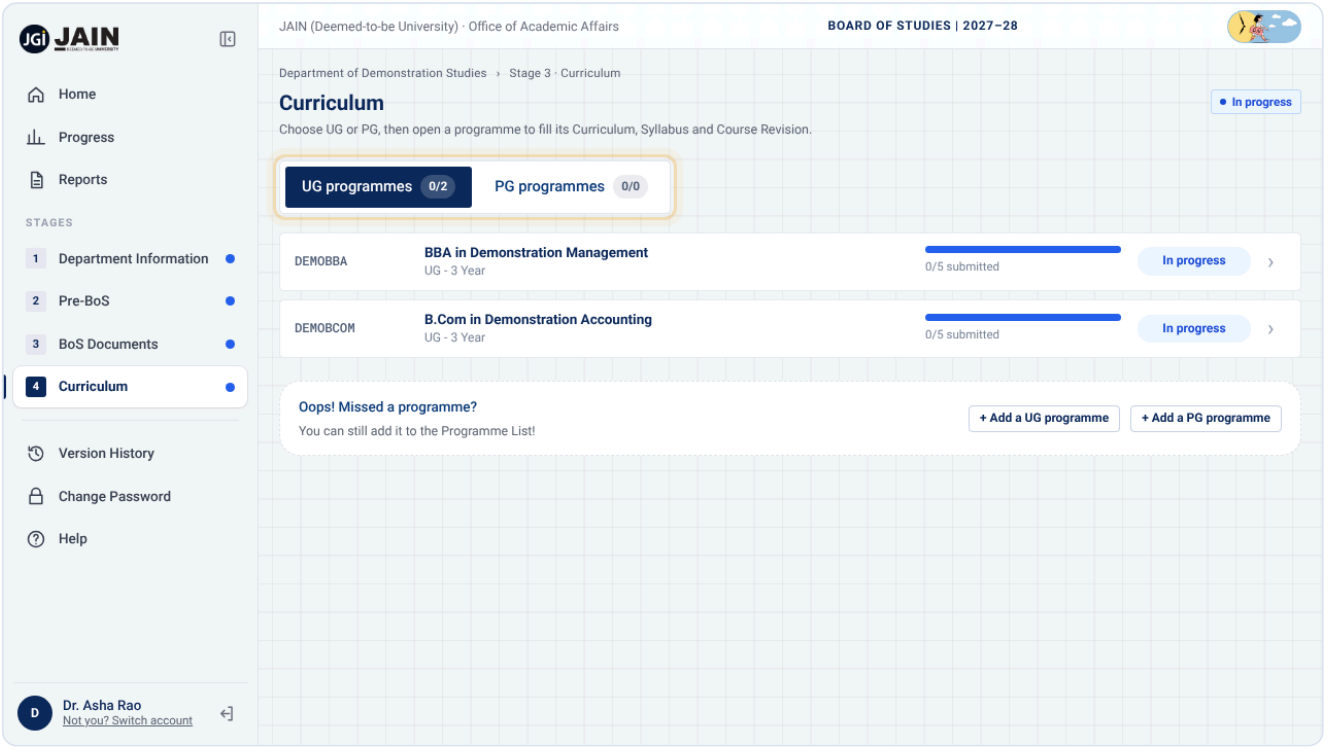
The Curriculum stage is filled programme by programme. Each programme has three parts — Curriculum, Syllabus and Course Revision — for the current batch, and the same for each earlier batch.

1. Open Curriculum, choose UG or PG, and open a programme.
2. Programme details: the specialisation; the batch is set for you. For a UG programme the degree is worked out from its structure.
3. 1. Objective: the programme's objectives, one per line.
4. 1.A and 1.B: the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs). Add the next one with “+ Add PO...”; every course's CO-PO-PSO mapping takes these columns.
5. Items 2 to 12, the regulations. A box showing grey sample wording may be left empty to accept it.
6. The programme structure: every course, semester by semester, with its category, L-T-P-E hours, credits and marks. Semesters 7 and 8 have their own Honours and Honours with Research groups.
7. The credit tables fill themselves; the UGC Table 2 strip at the top says whether the credits meet the requirement.

Good to know

- Submit the Curriculum, then go on to the Syllabus: the buttons at the top take you between the parts.

In the video: section 5, from 4:07.



Programmes



Objective, POs and PSOs



The programme structure



Credits by classification

SECTION 6

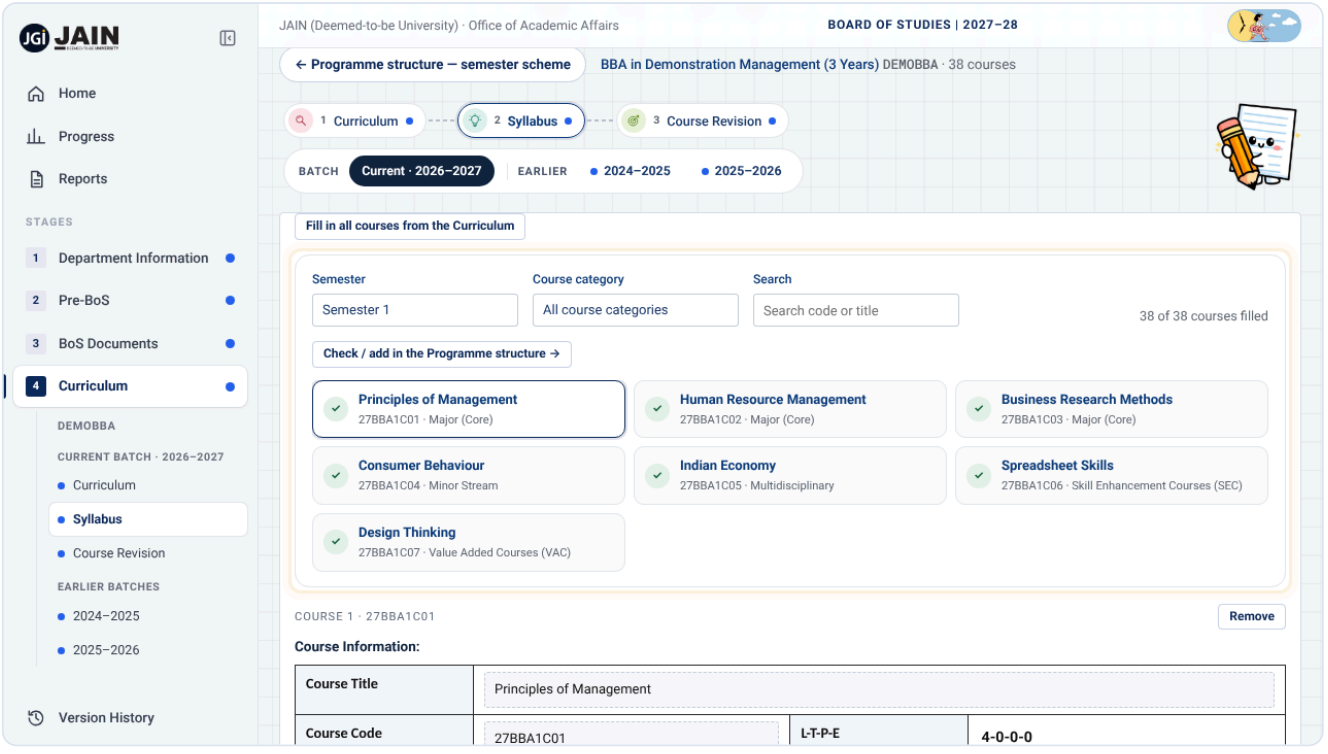
Syllabus

The Syllabus has one sheet per course, laid out as the University's sample syllabus.

1. Choose a semester, a course category and a course (or search by code or title).
2. Course Information — title, code, L-T-P-E, semester, contact hours, credits and CA : ESE — comes from the Curriculum; change it there.
3. Course Objectives start from the programme's objectives: change them for the course.
4. Course Outcomes: write each CO and choose its level of Bloom's Taxonomy (1 to 6). A level is suggested from the first word.
5. CO-PO-PSO Mapping: choose 1, 2 or 3 (or –) for each CO against each PO and PSO, and type the Articulation figure for each column.
6. Course Content: each module with its title, hours, the COs it serves and its Bloom's level, then the Text Books, Book References and Web References.

> **Good to know**
>
> - "Fill in all courses from the Curriculum" makes a sheet for every course in the structure.

In the video: section 6, from 5:47.



Choosing a course

Course Title	Principles of Management		
Course Code	27BBA1C01	**L-T-P-E**	**4-0-0-0**
Semester	**I**	**Contact Hours**	**60**
Credits	**4**	**CA : ESE**	**50:50**

Course Information

At the end of the course, the learner will be able to:

Course Outcome	Description	Bloom's Taxonomy Level
CO 1	Explain the key ideas of Principles of Management	2 – Understanding
CO 2	Apply them to business problems	3 – Applying
CO 3	Analyse a real case and present findings	4 – Analyzing

+ Add a course outcome

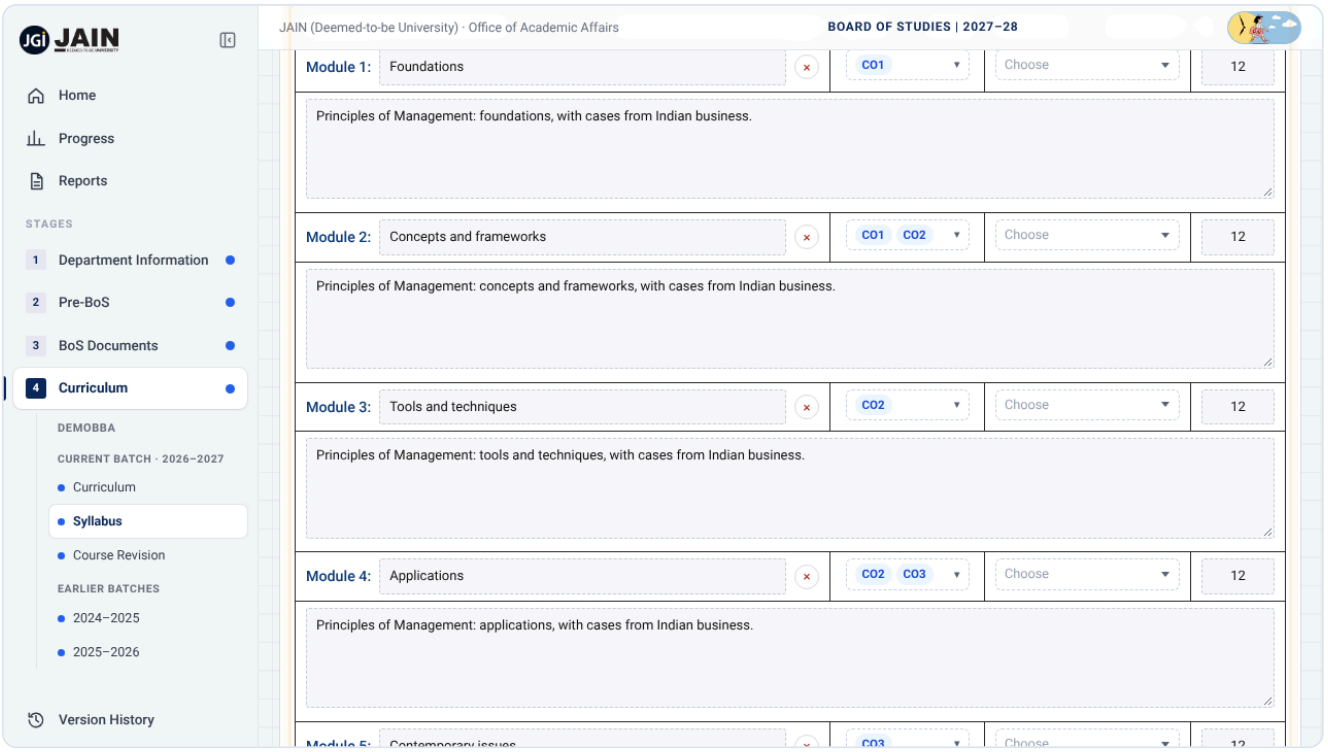
Course Outcomes and Bloom's levels

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PSO1	PSO2	PSO3	PSO4
CO1	3	–	–	2	–	–	2	–	–	2	–	–	2
CO2	3	–	2	–	–	2	–	–	2	–	–	2	–
CO3	3	2	–	–	2	–	–	2	–	–	2	–	–
Articulation	**3**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**2**

3-High, 2-Medium, 1-Low

The columns are the POs and PSOs of the Curriculum (1.A and 1.B). To add or remove one, do it there. **POs and PSOs in the Curriculum →**

CO-PO-PSO Mapping



Course Content

SECTION 7

Course Revision

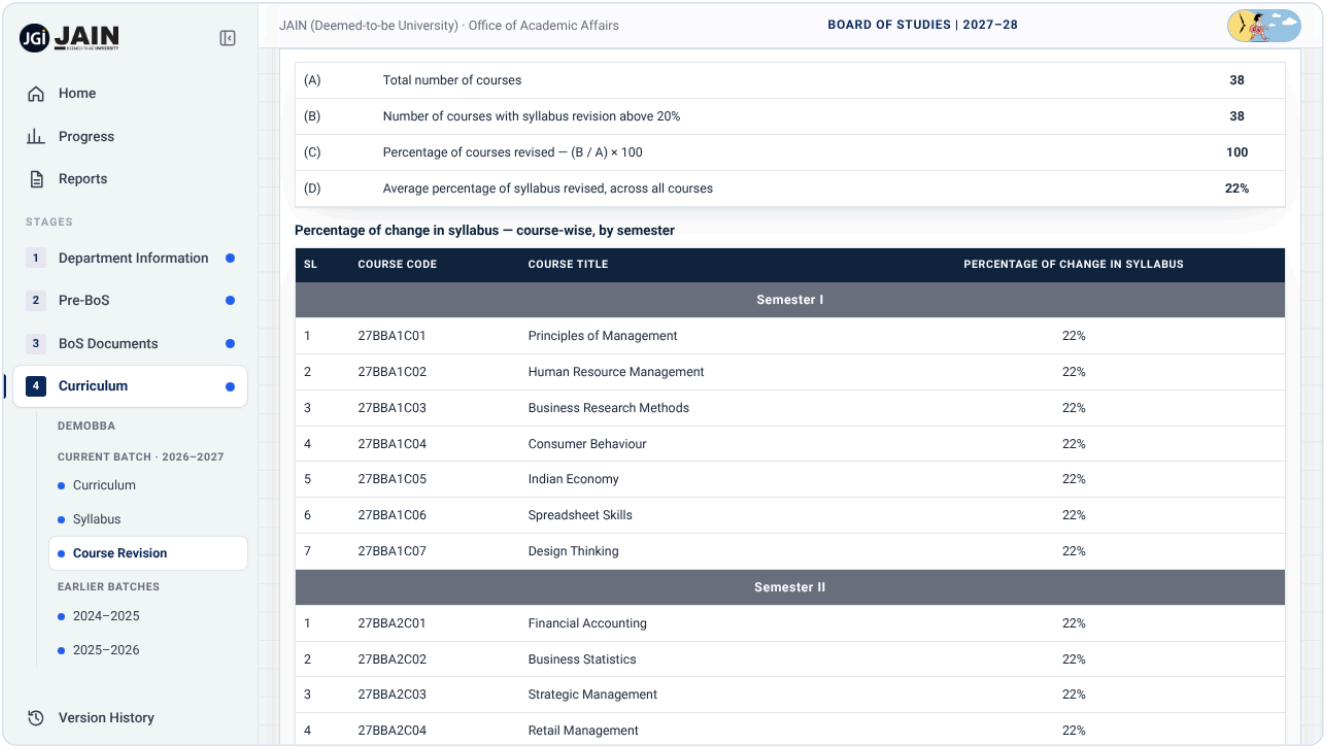
Course Revision compares each course's previous syllabus with the revised one.

1. The summary counts the courses and gives the average percentage of revision.
2. Each course shows its modules, previous beside revised, with the percentage of change.

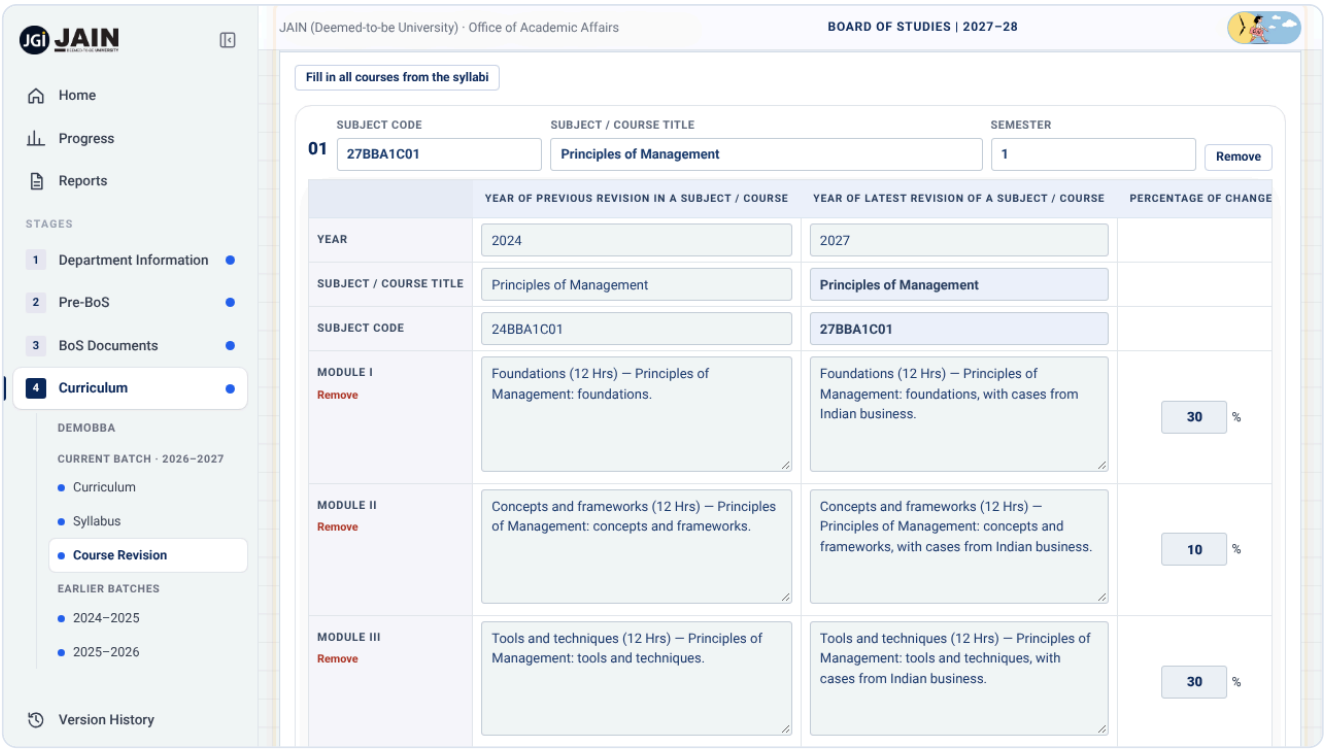
Good to know

- A course's revision opens from its row in the programme structure as well.

In the video: section 7, from 6:58.



The summary



Course by course

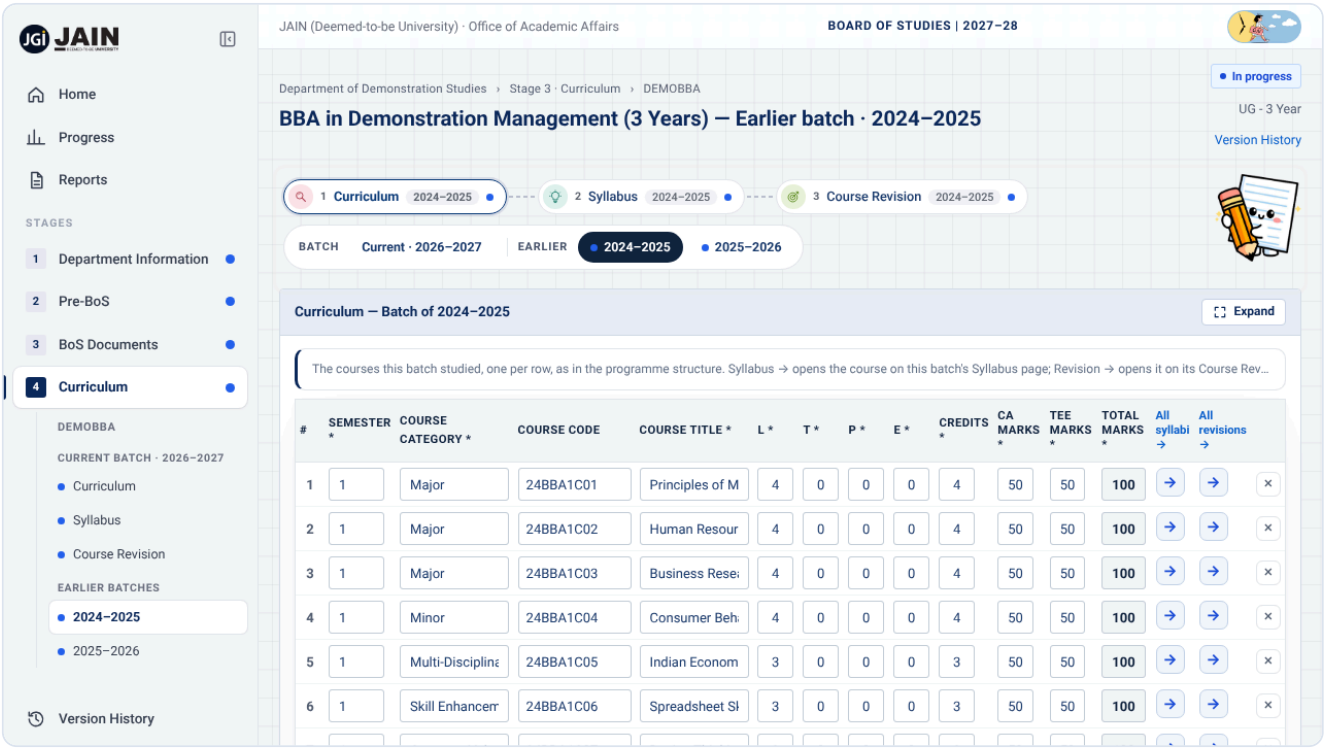
SECTION 8

Earlier batches

Earlier batches have the same three parts, for the semesters the Office has set for each batch.

1. Choose the batch at the top of a programme's pages (Earlier · 2024–2025 …).
2. List the batch's courses as in the programme structure; the arrows open a course's syllabus or revision.

In the video: section 8, from 7:26.



An earlier batch

SECTION 9

Checking and submitting

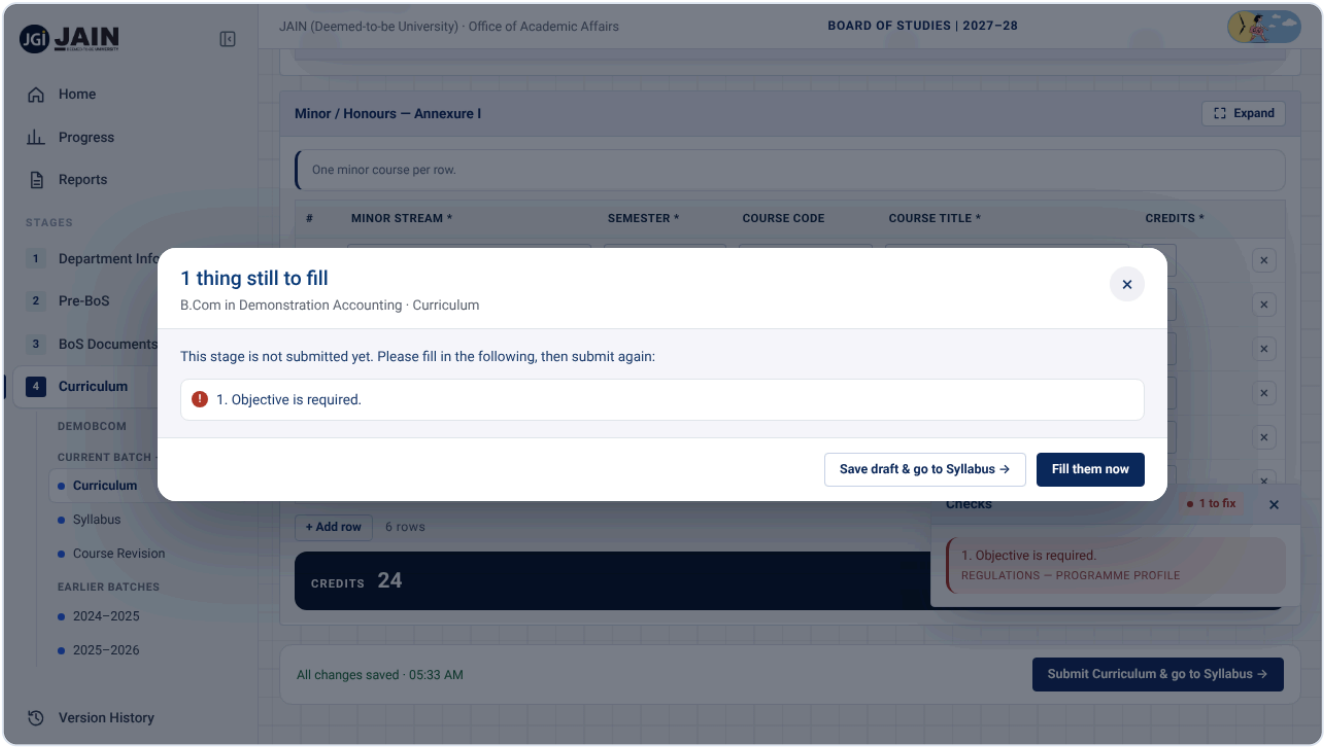
Everything saves as you type. When a stage or part is complete, submit it.

1. Scroll to the end of the page and press Submit.
2. The page is checked first. Anything missing is listed in the Checks panel; each item takes you straight to its box. Fill it in and press Submit again.
3. Once the checks pass, the stage or part is submitted and the next one opens.
4. A programme's last step opens a review of the whole programme: every part, and what is in it. Tick to confirm and press Submit all.
5. Submitted work goes to the Office of Academic Affairs and becomes read-only. Only the Office can send it back for correction; their comments show at the top of the page.

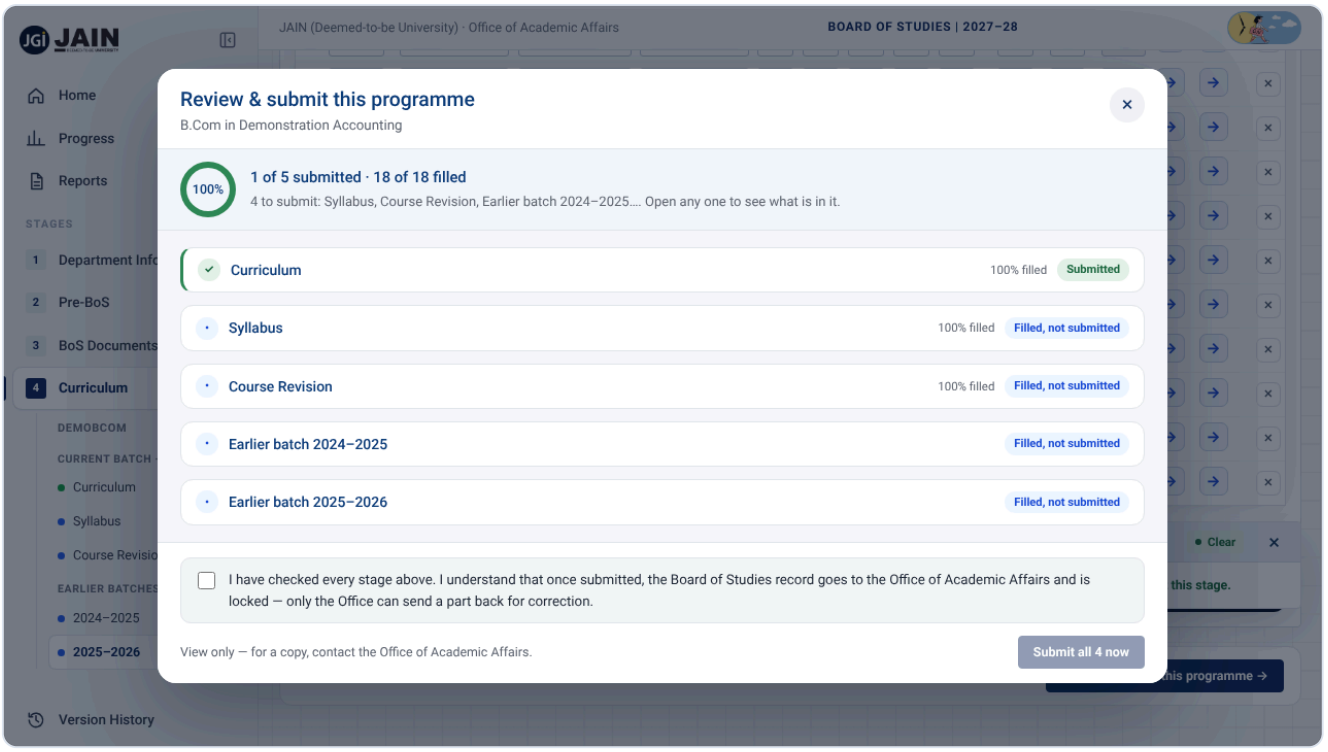
Good to know

- Nothing is lost if you stop half-way: everything you typed is saved, and Continue on the home page brings you back.

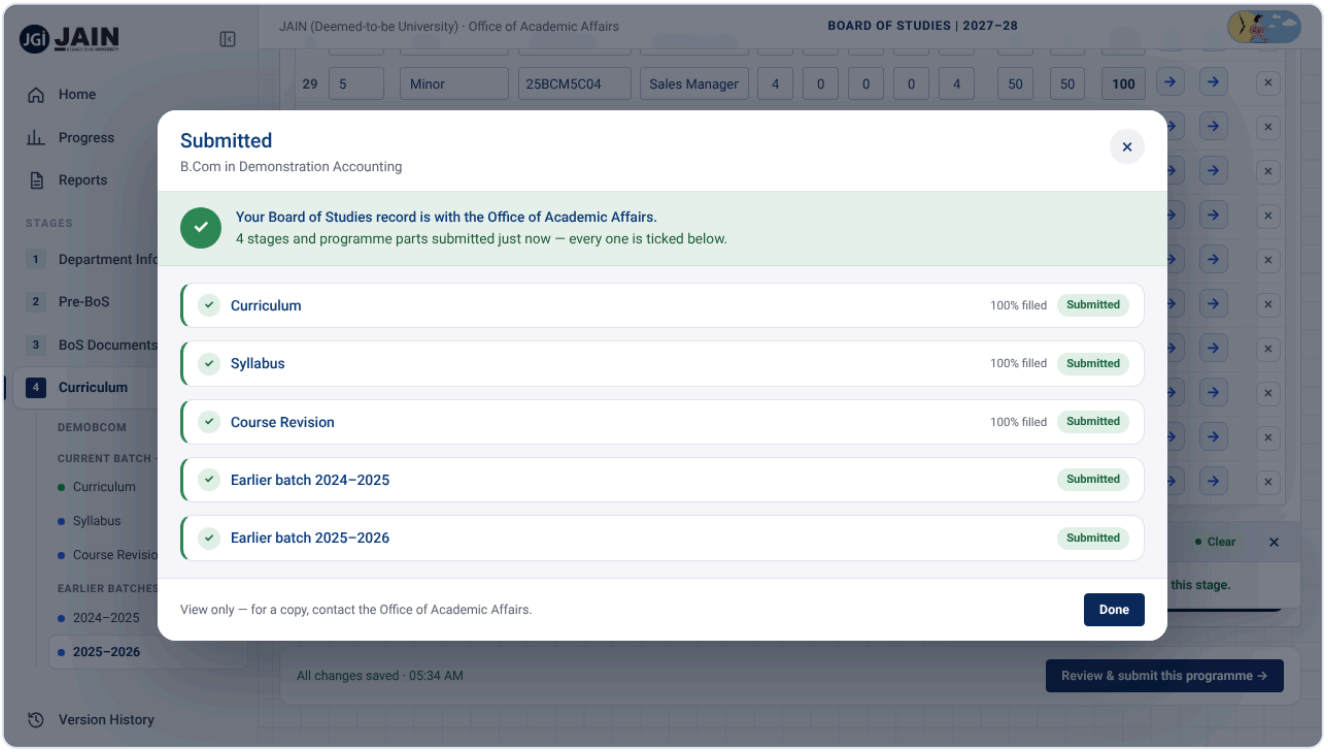
In the video: section 9, from 8:00.



The Checks panel lists what is missing



Review & submit this programme



Submitted

SECTION 10

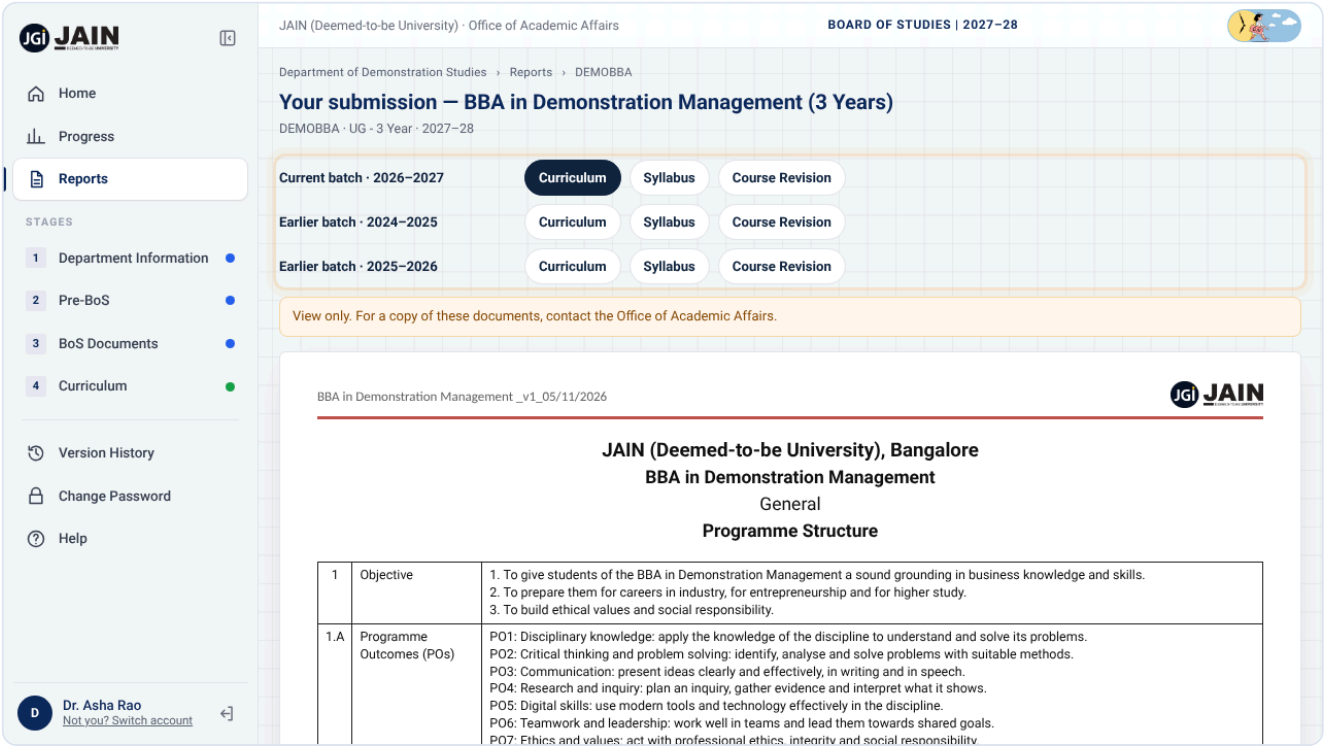
Reports

Reports shows what you have submitted.

1. Open Reports from the menu: every programme, with what is submitted.
2. See your submission shows each Curriculum, Syllabus and Course Revision — current batch and each earlier batch — as the Office's Word templates lay them out.

> **Good to know**
>
> - It is view only. For a copy, contact the Office of Academic Affairs.

In the video: section 10, from 9:50.



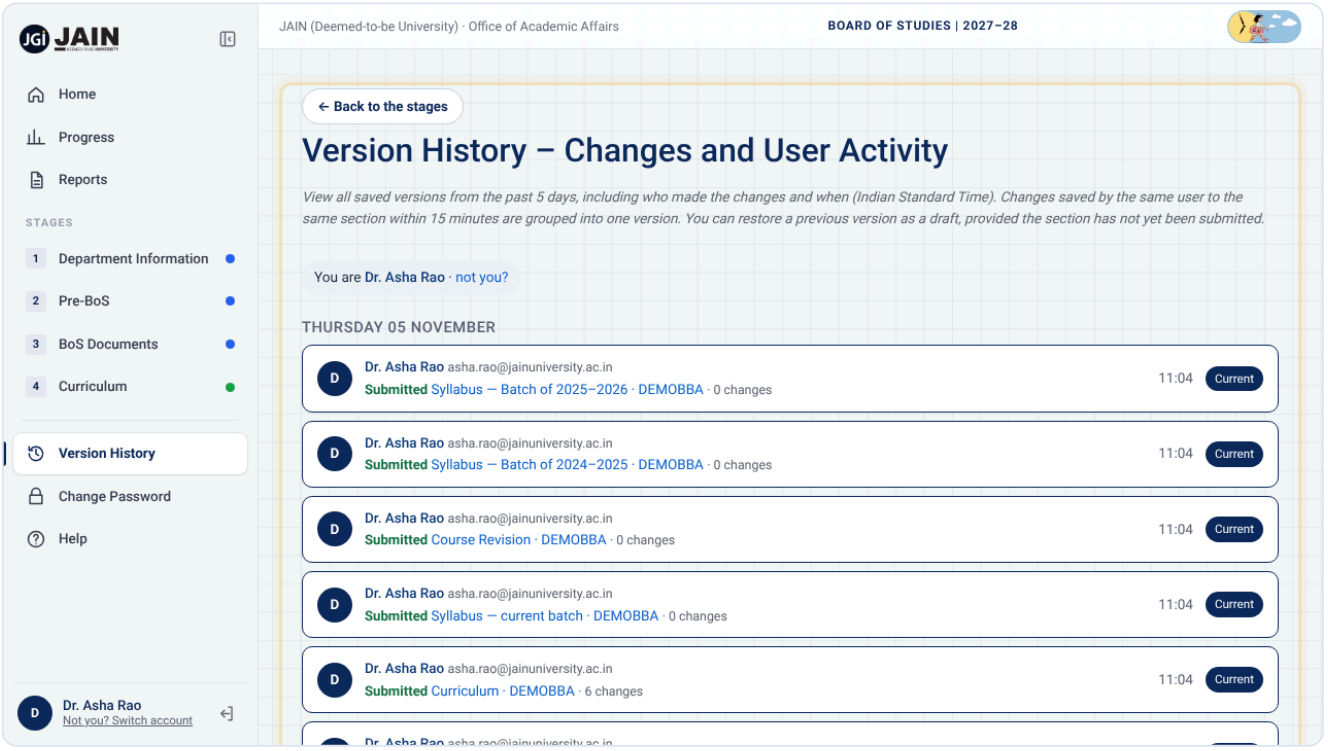
Your submission

SECTION 11

Version history, password and help

1. Version History shows every saved version, who made it and when; a version can be restored as a draft while that part is not yet submitted.
2. Change Password sets a new password for your department's login.
3. Help opens the walkthrough video, section by section, and this manual.

In the video: section 11, from 10:32.



Version History