

Guidelines of Boars of Studies

Board of Studies

1. There shall be a Board of Studies for every subject or group of subjects, as may be proposed by the Director of the School concerned and approved by the Board of Management.

2. The Board of Studies shall consist of:

a) Director of School or Head of Department, as the case may be - Chairperson.

If the Board has been constituted for more than one subject, the Vice Chancellor shall nominate the Chairperson.

b) Three teachers each from the category of Professors, Associate Professors and Assistant Professors of the subjects nominated by the Vice-Chancellor.

c) One Expert each having experience in Industry, Academia and Research Organizations as nominated by the Vice-Chancellor.

3. The term of the nominated members shall be three years.

Powers and functions of Board of Studies

1. The Board of Studies shall have the following powers and duties, namely:

a) To prepare syllabus for various courses of studies and design online courses of studies, wherever feasible.

b) To recommend books, including textbooks, supplementary reading, reference books and other material for such courses of Graduate and Postgraduate studies.

c) To prepare requirements in respect of teaching of the subject at various courses including teachers' qualifications and infrastructure, such as library, laboratory, equipment, consumables etc. for consideration of Academic Council and Board of Management.

d) To make recommendations to the Academic Council regarding the norms of recognition of postgraduate teachers.

e) To make recommendations to the Academic Council regarding the conduct of courses in university.

f) To recommend names of suitable persons for inclusion in the panels for appointment of paper-setters, examiners and moderators at the University examinations in the subject.

g) To suggest organization of orientation and refresher courses in the subject.

2. Every decision of the Board of Studies shall be placed before the Dean of concerned Faculty for approval and make further recommendations to the Academic Council, wherever necessary.
3. The Board shall meet as often as required.
4. The Chairperson of the Board of Studies shall preside over the meetings of the Board. In the absence of the Chairperson, the person elected by members present from amongst themselves shall preside at that meeting.
5. The Chairperson shall convene the meeting of the Board by issuing a notice of minimum eight days and shall inform the Registrar. However, for the urgent and special meetings no notice will be required to be given provided all the members are present either in person or through video conference.
6. One third of the members shall form the quorum.
7. Any items, questions, matters or proposals on the agenda shall be decided by majority votes of members present. In case of equality of votes, the Chairperson shall have a casting vote.
8. A copy of minutes of meetings will be forwarded to the Academic Council of University under the signatures of the Chairperson and the Dean of faculty.




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