

# **ANNEXURE - 'VIII'**

## **ORDINANCE - CONSTITUTION AND FUNCTIONING OF THE BOARDS OF STUDIES**

### **Constitution of Board of Studies:**

Every Department/Institute included in a Faculty shall have a Board of Studies which shall consist of the following:

1. Director/Principal of the Institute/  
Head of the Department (Chairman)
2. All Professors of the Institute/Department
3. Two Associate Professors/  
Readers of the Institute/Department, by  
rotation on seniority
4. Two Assistant Professors/Lecturers of the  
Institute/Department, by rotation on seniority
5. Not more than two outside experts to be coopted  
for their expert knowledge including those  
belonging to profession or industry.

### **Powers and Functions of the Board of Studies:**

- (1) Subject to the control of the Academic Council, each Board of Studies shall perform the following functions:
  - (i) To recommend to the Academic Council, through the Faculty concerned Schemes of examinations and syllabi of various courses; Course Work for research degree courses in the respective disciplines.

- (ii) To recommend to the Academic Council persons suitable for appointment as Paper-Setter/Examiners, Evaluators/Re-evaluators, and Examiners for practical Examinations, etc., in the subjects with which Board of Studies deals.
  - (iii) To make recommendations in regard to course of studies and examinations in the subjects with which it deals.
  - (iv) To take steps for formulation, standardizing and updating of syllabi for various courses and to recommend the reference and text books for the guidance of teachers and students, in the prescribed syllabi of various courses.
  - (v) To consider the synopses and recommend to Academic Council the names of Supervisors and the topics of Research students for carrying on research leading to the award of M.Phil/Ph.D degree in respective disciplines; and to recommend Names for appointment of Examiners for evaluation of the theses submitted by the Research Students in the discipline concerned.
  - (vi) The Board of Studies shall deal with any other matter that may be referred to it by the Faculty / Academic Council.
- (2) In the absence of the Regular Board of Studies for any discipline, an Adhoc Committee may be constituted by the Vice-Chancellor to discharge the functions of the Board of Studies in the same manner.

### **Conduct of Meetings of the Board of Studies:**

- (3) The Head of the Department / Institute shall act as Chairperson at the meetings of the Board.
- (4) **Two- fifth** of the members shall form the **quorum**. Provided that if the total membership of any Board is three, two members shall form the quorum.

- (5) The Chairperson of the Board of Studies will ordinarily not less than seven days previous to a meeting of the Board , issue to each member, a notice stating the time and date of the meeting alongwith agenda.
- (6) Essential items which could not be circulated as a part of the main Agenda may be included in the Supplementary Agenda to be circulated/placed on the Table at the time of the meeting.
- (7) A Board may dispose of its business by meetings or by circulation or by both.
- (8) Every Board shall meet at least once in an academic session. Efforts will be made to include all the pending issues which require consideration by the Board during the Session in the Agenda of the meeting of the Board. Provided that next meeting shall be called with the prior approval of the Vice-Chancellor or a functionary authorized by the University for the purpose.
- (9) Every issue shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairman shall have the casting vote in addition to his own vote as member.
- (10) The minutes of the meetings of the Board of Studies will be circulated to the Members and the Branches concerned alongwith Annexures as expeditiously as possible preferably within seven days of the meeting. Minutes of the previous meeting should be got confirmed in each meeting under first item of the Agenda.
- (11) Complete record of the Agenda and Minutes of all the meetings of the Boards with all Enclosures/Annexures should be maintained.

### **Nomination of Members:**

- (12) (i) Only Members nominated by the Vice- Chancellor in keeping with the provision of the rules should attend the meeting of the Boards of Studies expect where any teacher has been co-opted for any specific item without any voting right.
- (ii) Since the nomination of internal Faculty (other than ex- officio Members) is on seniority by rotation and by name by the virtue of the

positions held by them, the names for nomination of internal faculty should be recommended to the office only on seniority by rotation for nomination by the Vice-Chancellor.

- (iii) Only senior faculty from the reputed Institution/University or Industry preferably from different specializations of the subject in the neighboring region, avoiding the repetition, should be recommended for nomination as External Experts on Board of Studies by the Vice-Chancellor. For each vacancy at least two names should be recommended for nomination as External Experts by the Vice-Chancellor.

### **Syllabi & Scheme of Examinations:**

- (13) Syllabi and Scheme of Examinations of all the courses should be got prepared and approved from the respective Board of Studies well in time so as to ensure timely approval by the Faculty and the Academic Council before the commencement of the coming Academic Session. While getting the Syllabi and Schemes of Examinations approved from the Board of Studies, it should be ensured that every component of the syllabi like division of syllabi of each paper in units; maximum marks/Credit allocated to each paper; pass marks; time allowed to students for attempting the Question Papers; marks allocated for Internal Assessment/ Sessionals; Instructions for the Paper setters/Examiners, Instructions for the students, Number of questions to be given in the Question Paper and Number of questions to be attempted by the examinees, marks allocated to each of the questions, etc. should be properly indicated.

### **Panels of Paper- setters/Examiners:**

- 14 (i) The classwise panels of names of the Paper-setters/Examiners/ Re-evaluators, etc. should be drawn in the meeting of the Board of Studies itself and are not to be circulated as a part of the agenda or the minutes of the meetings of the Board of Studies.
- (ii) A copy of the complete set of panels of Paper-setters/Examiners/ Re-evaluators, etc. in the following format duly signed by the members of

the Board of Studies are to be delivered, alongwith a copy of Resolution of the Board, direct in the office of the Controller of Examinations in a **confidential/ sealed cover** who shall get the same approved from the Academic Council of the University:

Sr. No.	Class	Name and Code of the Paper	Name, Institute and communication Address of the paper-setters/ Examiners	Designation, and Address of paper-setters/ Examiners	Phone/Mobile/ Fax/E.Mail

- (iii) Only senior teachers fulfilling the eligibility conditions for appointment of Paper-setters, preferably from the reputed Institutes/Universities in the neighboring region, should be recommended as Paper-setters/ Examiners, etc.
- (iv) For each of the papers at least four External and two alternative Internal names or as specified under the relevant Ordinance/Rule be recommended as Paper-setters, strictly maintaining the secrecy of the names recommended. The repetition of name of the same examiner be avoided.
- (v) Neither any of the members of the Board of Studies whose any of the near relations has been appearing in the University examination shall participate in the meeting of the Board of Studies at the time of consideration of names of the Paper-setters/Examiners/Re-evaluators for the said specific class nor the name of any such person shall be recommended for appointment as Paper-setters/Examiners/Re-evaluators by the Board or otherwise.
15. The recommendations of the Departmental Research Committee for the admission of candidate for carrying on research for the Ph.D. Programme should be placed before the Board of Studies concerned together with Topic, Synopsis and name of the Supervisor in each case for consideration by the Board; (ii) At least six names of Examiners from the relevant specializations should be recommended for evaluation of Ph.D Thesis who should be senior professors from reputed Institutes/ Universities with atleast three names from the Institutes/Universities located outside the State.

