

## **ORDINANCE-XI**

### **CONSTITUTION OF THE BOARD OF STUDIES AND TERMS OF OFFICE OF ITS MEMBERS**

**(Section 23 and Statute 16(2) of the Central Universities Act 2009)**

- 1) Each Department shall have a Board of Studies with the following constitution:
  - a) Head of the Department, who shall be the Chairman and Convenor
  - b) All the Professors of the Department/Centre (ex-officio members)
  - c) One Associate Professor of the Department by rotation in order of seniority
  - d) One Assistant Professor of the Department by rotation in order of seniority
  - e) One or Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.
  - f) One or two industry experts or professionals to be nominated by the Vice-Chancellor, out of a panel recommended by the Head of the Department. However, the Vice-Chancellor may also nominate any industry experts or professionals from outside the panel.
- 2) The term of office of members, other than the ex-officio members i.e. the Head of the Department, concerned Dean of the School and the Professors of the department, shall be three years.
- 3) A Teacher of the University Department/Centre shall cease to be a member if he ceases to be a teacher of the concerned Department/Centre.
- 4) Subject to the overall control and supervision of the Academic Council, the functions of the Board of Studies shall be:
  - a) To approve subject for research for various degree and the other requirements of research degree.
  - b) To recommend to the concerned School Board
    - i) Courses of studies and appointment of examiners but excluding research degree.
    - ii) Appointment of supervisors for research.
    - iii) Measures for the improvement of the standard of teaching and research.
  - c) To ensure that the curricula and syllabi of various courses offered by the teachers in the Departments are periodically reviewed and continuously revised and updated.

- a) To perform such other functions as may be assigned to it by the Academic Council, School Board or the Vice Chancellor.
- 5) The Head of the Department/Centre shall convene and preside over the meeting of Board of Studies.
  - 6) In case Head of the Department/Centre is not present at any meeting the senior most member present shall act as the Chairman for the meeting.
  - 7) Board of Studies shall ordinarily meet at least twice a year and/or on such occasions as may be directed by the Vice Chancellor
  - 8) Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting. The rules of conduct of the meetings of the Board shall be prescribed by the regulations.
  - 9) The quorum for the meetings of the Board of Studies shall be half of the total number of members of the Board of Studies which shall include at least once outside expert.
  - 10) Special meetings may be called by the Chairman at his/her own initiative or on a written request by at least one-third of the members of the Board of Studies.
  - 11) In case of special meetings called at the request of the members, no item other than those notified in the Agenda shall be discussed and the presence of all members, at whose request the Special meeting was called, will be essential.
  - 12) If in the opinion of the Vice Chancellor, it is not necessary to expedient to convene a meeting of the Board of Studies to consider any item and if he considers that a matter could be disposed off by circulation among the members of Board of Studies he may issue necessary instructions to that effect.

-----