

ORDINANCE FOR
BOARD OF STUDIES Under Clause (1 and 2) of Statue (16)
[APPROVED BY AC HELD ON 12TH MARCH 2012 AND EC HELD ON 18TH MARCH 2012]

1. Each Department shall have a Board of Studies.
 - (a) Where two or more subjects are assigned to a Department, the Academic Council may approve the constitution of a separated Board of Studies for each of them or assign one or more of them to a common Board of Studies.
 - (b) Where a course of study, or a research degree programme, in a subject is conducted in the University jointly by two or more Departments, or by a School, the constitution of the Board of Studies for the same shall be provided for by the relevant Ordinance or Regulations.
 - (c) Where a subject is proposed to be instituted, the Vice Chancellor may, pending the organization of the regular Board of Studies, constitute, at his discretion and under intimation to the Academic Council and the Executive Council, an *ad hoc* Board of Studies for the same, and such *ad hoc* Board of Studies shall exercise all powers of a regular Board of Studies.

2. Each Board of Studies shall consist of :
 - (i) The Head of the Department concerned who shall ex-officio by the Chairperson:
Provided that where the subject is not assigned to any Department, the Vice Chancellor shall appoint as the Chairperson, for a term of two years, with eligibility for re-appointment as such, a professor of the University who professes the same or a related or an allied subject, and such appointment, or reappointment, shall be reported to the Academic Council.
 - (ii) The following regularly appointed teachers of the Department concerned professing the subject or subjects assigned to the Board, namely:
 - (1) All Professors;
 - (2) One Associate Professor, by rotation in the order of seniority for a term of one year.
 - (3) One Assistant Professor, by rotation in the order of seniority for a term of one year.
 - (4) Two external members (i.e. members not in the service of the University) professing the subject or subjects assigned to the Board, nominated by the Academic Council for a term of two years;
 - (5) Two cognate members (i.e. members professing the same or a related or an allied subject) nominated by the Vice Chancellor, form amongst teachers of other Departments, whether under the same or another School for a term of one year.
 - (6) One senior most teacher of relevant subject amongst teachers of Affiliated Colleges for the period of one year by rotation.

3. The functions of the Board of Studies shall be as follows:
 - (a) To make recommendations.

- (i) on matters pertaining to the courses of study for the Master's degree, Diplomas and Certificates of Proficiency in the assigned subjects and for the Bachelor's degree in the subject.
 - (ii) to the Board of the School concerned, in respect of the revision of syllabi (including modifications in the recommended texts and books for the same), the institution of new courses of study and measures for the improvement of teaching (*inter alia* covering modes of delivery, assessment and evaluation);
 - (iii) to the Admissions Committee in respect of admissions; and
 - (iv) to the Examinations Committee, in respect of examinations.
- (b) to recommend subjects for research for various degrees and for other requirements of the research degrees.
- (c) to appoint and recommend to the Examination Committee, the lists of examiners for the Examinations of the course of study referred to in sub-clause (a);
- (d) to perform the functions assigned by the relevant Ordinances and Regulations in respect of the research degree programmes in the assigned subject or subjects;
- (e) to appoint supervisors for research.
- (f) to take measures for the improvement of the standard of teaching and research.
- (g) to consider and make recommendations on any matter referred to it by the concerned School Board, the Academic Council, the Executive Council or the Vice-Chancellor, and on any question pertaining to its sphere of work that may appear necessary to it; and
- (h) to perform such other functions as may be assigned to it by the Ordinance or Regulations.
4. (a) Meetings of the Board of Studies shall be convened by the Chairperson, who shall also record and maintain the proceedings thereof.
- (b) Where a matter arises, in respect of which the Vice-Chancellor, or the Dean of the School or the Dean of two or more Schools, deem it necessary to elicit the common view of two or more Boards of Studies, or the Chairpersons of such Boards so deem necessary, a joint meeting of the concerned Boards may be convened by the Chairpersons acting jointly, under intimation to the Dean or Deans concerned.
- (c) Where two or more Boards of Studies, belonging to the same School meet jointly, the Dean of the School shall be the Chairperson of such meeting; provided that where such Boards of Studies belong to different Schools, the concerned Dean with the longest tenure as such shall be the Chairperson of such meeting.
- (d) The quorum for the Board of Studies Meeting shall be 50% of the total Members of the Board.
5. Registrar will notify the meeting of Board of Studies on the recommendation of the Head of the Department.
6. At least two meetings of Board of Studies shall be conducted in an academic year.