

BOARD OF STUDIES TERMS OF REFERENCE

CONSTITUTION AND THE FUNCTIONS OF THE BOARDS OF STUDIES

(I) GENERAL

1. There shall be a separate Board of Studies for each academic program.
2. The Boards of Studies shall be considered as Authorities of the University.
3. Both UG and PG Board of Studies shall function for a period of three years and shall continue to function until it is reconstituted.
4. The UG Board shall be responsible for three-year and four-year UG programmes.
5. The Vice-Chancellor shall be the competent authority to constitute / reconstitute the Boards of Studies.
6. The Vice-Chancellor may also appoint a common Board for UG as well as PG Diploma programmes or PG Certificate Courses.
7. A separate PG Board shall be appointed mandatorily for a Masters programme.

(II) COMPOSITION OF THE BOARDS OF STUDIES

Each UG/PG Board of Studies shall consist of the following members:

- a) The chairperson of the Board of Studies who shall be appointed by the Vice-Chancellor from among the teachers of the discipline concerned on rotation basis for a period of three years.
- b) All other faculty members of the discipline concerned subject to the condition that such number doesn't exceed five.
- c) Two experts of the discipline concerned from outside the University to be selected by the VC from a pool of subject experts recommended by the faculty of the discipline.
- d) One expert from the industry/service organization/profession/vocation may also be included in case of professional programs.

(III) FUNCTIONS OF THE BOARDS OF STUDIES

- a) To formulate and revise, as frequently as necessary, the syllabus of the subject.
- b) To ensure that the curriculum reflects the state of the discipline at any moment and further that students receive a rigorous, up to date as well as future oriented education.
- c) To recommend assessment schemes for the subject and program concerned.
- d) To offer guidelines for research / capstone projects undertaken by students as part of their graduation requirements.
- e) To prepare / revise panels of examiners for valuation / revaluation, practical and viva-voce and panels of adjudicators for Thesis / Dissertation / Project Work of UG/PG courses and Ph.D.
- f) To consider and offer opinion on any matter referred to it by the Academic Council, Curriculum Committee (?), Vice Chancellor or the Dean of the School concerned.
- g) To frame the syllabi and model question papers for the entrance exams for admission into UG/PG Programmes of the University.
- h) To recommend to the University the pass/class regulations for the course concerned.
- i) To recommend to the University the qualifications required to teach a particular course/subject/paper.

(IV) MEETINGS OF THE BOARDS OF STUDIES

- (a) Each PG/UG/Combined Board shall meet at least once in an academic year.
- (b) The Chairperson of the Board will preside over the meetings. In his/her absence, other members will nominate one among them to preside over the meeting.
- (c) The Chairperson shall prepare the agenda for each meeting and share it with all the members at least fifteen days before the meeting.
- (d) The quorum for each meeting shall not be less than $\frac{1}{2}$ (one half) of the total strength of the Board.
- (e) The decisions of the BOS shall be made as far as possible by consensus, and if required, by majority.

- (f) The Chairperson shall prepare the minutes of each meeting and shall submit them to the Dean of the concerned school.
- (g) Members seeking to introduce a resolution may forward the same to the Chairperson of the BOS at least 10 days prior to the date of the meeting.
- (h) The Vice-Chancellor may seek the opinion of the BOS on any issue concerning the discipline.
- (i) The Vice-Chancellor may convene the joint meeting of PG and UG Boards of Studies as and when necessary.



(S Sundara Rajan)
Registrar

