

## PG - Board of Studies - Constitution and Functions

<b>1</b>	<b>PREAMBLE</b>
	<p>The Board of Studies is a statutory body and reports to the Academic Council through the Dean Concerned.</p> <p>There shall be a Board of Post graduate studies (<b>PG-BOS</b>) for each Post graduate course and shall act under the Academic Council.</p> <p>All academic matters like Introduction of a new Academic Programme, Revision of a programme / course, review of academic rules, etc. shall be handled by the board of studies.</p>

<b>2</b>	<b>Composition of the PG-Board of Studies</b>
<b>The Board of Studies shall consist of ;</b>	
(i)	<b>Chairperson and Convenor</b> - Head of the Department of the Concerned Department
(ii)	In the absence of the Chairperson, the senior member of the PG-Board of Studies will act as Chairperson with the <b>approval of the Vice Chancellor</b> .
(iii)	<b>Dean(s)</b> of the Faculty concerned.
(iv)	<b>Two Professor / Associate Professor</b> of the Department concerned, imparting Post graduate education, by rotation, according to seniority.
(v)	<b>Two Assistant Professors</b> of the Department concerned, imparting Post graduate education, by rotation according to seniority.
(vi)	<b>External Members (a minimum of two)</b> - Co-opted for their expertise and belonging to the concerned profession or industry – In consultation with the Vice Chancellor.
(vii)	<b>Alumni Member</b> : In addition, if necessary, one Alumni (Academic/ R&D/ Industry), may be co-opted by the PG-Board of Studies, nominated by the Chairperson. Provided, the Alumni Member should be at least 5 years of experience in the relevant field.
(viii)	<b>Secretary</b> – Nominated by the Chairperson from the concerned Department.

<b>3</b>	<b>Cessation of Membership:</b>
	<p>A member appointed in his / her capacity as a teacher in any of the University or as the holder of an office shall cease to be member of the PG-Board of Studies concerned from the date he / she ceases to be a teacher in the University or the holder of any such office. Any person appointed in a residuary vacancy shall, subject to other provisions, be a member of the Board concerned only for the residual period for which the person in whose place he /she is appointed.</p>

<b>4</b>	<b>Quorum</b>
	Quorum at a meeting of the Board of Studies shall be 5 members present in person.



<b>5</b>	<b>Functions and Duties of Chairperson of the PG-Board of Studies</b>
(i)	The Chairperson of the Board of studies shall preside over the meeting and in his absence, the senior member of the Board of Studies will act as Chairperson with the approval of the Vice Chancellor.
(ii)	<p><b>The Chairperson shall ensure the following:</b></p> <p>(a) Convening the meetings of PG-Boards of Studies in accordance with Institutional requirements</p> <p>(b) Any member wishing to move resolution shall forward the same to the Dean of the Faculty concerned through the Chairperson so as to reach him at least 15 days prior to the date of meeting. However, it is open to the Chairperson to permit a resolution to be moved at the meeting at shorter notice or without any notice.</p> <p>(c) It shall be open to member(s) to record a dissent of the decisions taken at the meeting of Board of Studies.</p> <p>(d) A copy of the minutes of the meetings should be sent to the Academic Council within a week after the meeting</p> <p>(e) Every resolution of the Board as it is passed, should be written down at the meeting and read out by Chairperson at the meeting itself.</p> <p>(f) The Minutes of the meetings shall be signed by all the members present.</p> <p>(g) A formal record of agenda papers and minutes of meetings are to be maintained.</p>
<b>6</b>	<b>Meetings of the PG-Board of Studies</b>
	<p>The PG- Board of studies shall meet as often as may be necessary, but not less than two times during an academic year, and more often, when so directed by the Chairperson</p> <p>A notice of at least 15 days shall be given for a meeting of the Board of studies along with the agenda prepared with the approval of the Chairperson of the Board of Studies.</p> <p>Every meeting shall be presided over by the Chairperson of the PG-Board of Studies. The Secretary shall finalize the Minutes of the proceedings after the meeting. Decisions at the meeting shall be taken by a simple majority and shall come into force only on the approval by the Academic Council. However, the proposals shall be recommended by the Dean concerned to the Academic Council.</p> <p>Whenever it is deemed necessary it shall be competent for the Vice-Chancellor to convene a <b>Joint Meeting of two or more Boards of Studies</b> and at all such meetings the Vice-Chancellor or his/her nominee shall preside.</p>
<b>7</b>	<b>Opinion by Circulation</b>
(i)	<p>OPINION BY CIRCULATIONS <b>In case of exigency</b>, the Chairperson (PG-BoS) / Secretary may obtain the opinion of the members of PG-BoS by circulation of any proposal.</p> <p>Such opinion together with the action taken thereon shall be communicated to all the members of PG-BoS and to the Academic Council.</p>
(ii)	If a meeting of the PG-BOS is not held for want of quorum, the Vice-Chancellor may direct the Chairperson of the Board to circulate the proposals of the meeting among the members for their opinion.



<b>8</b>	<b>Functions/Responsibilities of the PG-Board of Studies</b>
(i)	To implement academic, administrative and research policies approved by the university for the department.
(ii)	To evaluate, discuss and recommend academic programs, curriculum and course, or changes, revision and improvement in the light of new emerging trends and requirements of Regulatory Authorities.
(iii)	To discuss and recommend the creation, development and improvement of facilities and infrastructure in the department as may be dictated by Regulatory Authorities of programs or contemporary needs.
(iv)	To approve the formation of various committees to be constituted at departmental level.
(v)	To discuss and propose ways and means to ensure high standard of teaching and research in the faculty.
(vi)	To suggest changes in teaching/assessment methodologies as may be required from time to time.
(vii)	Introduction of a new Programme.
(viii)	Increase of intake in a programme.
(ix)	Restructuring or renaming of existing Post graduate course
(x)	Any other academic matter.
(xi)	While making any suggestions, PG-Board of Studies should keep in mind that no compromise has been made with the objectives, vision and mission of the University and also with the education and evaluation methodology and education standards and make suggestions to the DEAN, wherever necessary.
(xii)	All the decisions / recommendations shall be minuted and forwarded to the Academic Council for their consideration and approval and further necessary action through the DEAN concerned.

<b>9</b>	<b>The Faculty-wise list of Boards of Studies is listed herebelow :</b>
	Post Graduate Board of Studies under School of Engineering
	Post Graduate Board of Studies under School of Management
	Post Graduate Board of Studies under School of Humanities & Social Sciences
	Post Graduate Board of Studies under School of Agriculture
	Post Graduate Board of Studies under School of Allied Health Services
	Post Graduate Board of Studies in Architecture under School of Computer Science
	Post Graduate Board of Studies under School of Life Science
	<del>Post Graduate Board of Studies under School of Studies to be formed by the University in future</del>

<b>10</b>	<b>Term of Office</b>
	All the members of the Post Graduate Board of Studies shall hold office for a term of TWO years and shall be eligible for reappointment.

In case of any dispute that may arise in connection with the above, the decision of the University Academic Council shall be final and binding.

The University Authority shall have the right to review and/or amend, wherever necessary, any of the provisions mentioned above, at an appropriate time, as it deems fit.