
Policy for constitution of Board of Studies

Preamble :

This policy document for constitution of Board of Studies (BOS) has been prepared on the basis of guideline reported to the Governing Body (GB) in its meeting held on 27.06.2017. The Board of Studies constituted at GSFC University shall function keeping in mind all relevant factors affecting the finalization and revision in the syllabus and shall be responsible to Academic Council (AC) / Board of Management (BOM).

Composition of the Board of Studies :

1. There shall be separate Board of Studies (BOS) for each stream/branch of the School at GSFC University. The composition of Board of Studies for shall be as under:
 - a. Dean of the School – Chairperson
 - b. Three Professors/Associate Professors from other institute/college/university to be nominated by the President/Provost from the panel recommended by the Dean.
 - c. Three Industry Experts to be nominated by the President/Provost from the panel recommended by the Dean.
 - d. Faculty members of the relevant stream/ branch will be invited as a co-opted member of Board of Studies.
 - e. Any other person possessing special knowledge of the subject can be invited to participate for the Board of Studies.
2. The chairman shall preside over the meetings of the Board of studies. In case of his absence, the Provost will chair the Board of Studies. However, it shall be responsibility of an associate dean or in-charge Dean to organise the meeting of Board of Studies as per this policy.
3. The minutes of the meeting of the Board of Studies shall be put up before the Academic Council/ Board of Management and the outcome of the meeting should be shared with the Provost/ President at the earliest.

Quorum :

Minimum 4 members shall form the quorum for transacting the business of Board of Studies.

Meeting :

1. The Board of Studies shall meet at least twice in every academic year and can meet more often as and when required as per the decision of the Dean.
2. The Board of Studies shall review the curriculum for up gradation in line with education E 4.0.
3. The Dean shall fix the date and time of the meetings of the Board of Studies in consultation with the members and shall meet on the appointed date.
4. The Dean shall issue the Agenda at least 7 days before the date of meeting in consultation with the Provost/President.
5. Whenever it is considered necessary, Provost can convene a joint meeting of two or more Board of Studies and at all such meetings, the Provost or his/her nominee shall preside.
6. The minutes of every meeting of Board of Studies shall be prepared within 7 days from the date of the meeting and should be placed before the Board of Studies in its subsequent meeting.
7. The Chairman of the meeting should send the minutes of the meeting of Board of Studies duly approved to the Registrar/Provost/President.

Term :

The term of the nominated members shall be three years which can be extended by the nominating authority for a further period of three years.

Role and Responsibility of the Board of Studies :

The Role and Responsibility of the Board of Studies

1. The primary duty of the Board of Studies is to finalise the syllabus in line with requirement of industry and review it from time to time so as to keep the syllabus at all times industry relevant.
2. To construct program structure in line with latest requirement of the

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- course and best available practices across the country
3. To provide sustainable course curriculum and provide best education by involving faculties and university student
 4. To recommend to the Academic Council (AC) the syllabus for various subjects keeping in view the objective of the university, interest of all stakeholders and national requirement.
 5. To suggest methodologies for innovative teaching & evaluation techniques.
 6. To recommend subjects for industrial research to be conducted by the branch/stream at the University.
 7. To consult the specialists wherever required to efficiently discharge the function of Board of Studies.
 8. To recommend to the Academic Council (AC) measures for improvement of the standards of under-graduate/post-graduate courses and teaching in the subject.
 9. To recommend the syllabus/area of industrial internship for the student.
 10. To provide a suitable framework for monitoring the industrial internship and measure the intended outcome.
 11. To prescribe and recommend to the Academic Council (AC) the textbooks for the courses.
 12. To perform such other functions as may be assigned to it by the Academic Council (AC), Board of Management (BOM), Governing Body, the President and the Provost.
 13. And to generally perform and do all functions to effectively discharge its duty.

General :

1. The policy provides guidelines for constitution of the Board of Studies and its functioning. The Provost has been authorised in consultation with the President to resolve any difficulty in implementation of this policy.