

- in the subject or subjects concerned;
- 3.3 Suggest a panel of names of Paper-Setters, Examiners and Subject Experts in the subject or subjects concerned; and to
- 3.4 Perform such other functions as may be prescribed by Regulations.

4. **Procedure for Conducting BoS Meetings:**

- 4.1 Each Department/Institute/Centre shall hold the BoS meeting preferably twice a year.
- 4.2 To ensure smooth conduct of BoS meetings, the following procedure will be followed:
- 4.2.1 The concerned HoD/Chairperson/Director shall initiate process of conducting BoS meeting through the concerned Dean.
- Provided that if there is no Dean in the concerned faculty, the HoD/Chairperson/Director shall hold direct correspondence with the Office of the Registrar or any other Office as decided by the Vice-Chancellor from time to time.*
- 4.2.2 The Meeting will be called by the concerned HoD/Chairperson/Director, after obtaining approval of the Vice-Chancellor.
- 4.2.3 Agenda of the meeting will be determined by HoD/Chairperson/Director. However, in cases where the concerned Dean deems it appropriate, may direct the concerned HoD/Chairperson/Director to convene meeting in connection with a particular agenda item.
- 4.2.4 After approval, the concerned HoD/Chairperson/Director shall communicate the time, date, venue and agenda of the meeting to the members at least 03 days before the meeting.
- Provided that the HoD/Chairperson/Director may call an emergency meeting of BoS in 24 hours after prior approval of the Vice-Chancellor. In such case, agenda will be placed on table.*
- 4.2.5 The copies of the letter addressed to the members for the meeting must also be sent

- 5.1.5 six university teachers including two Associate Professors, two Assistant Professors and two lecturers to be elected from amongst themselves in the manner prescribed by Statutes;
- 5.1.6 two Principals, preferably one female, of affiliated colleges, one each from public and private sector, to be nominated by the relevant administrative Secretary of the Government department;
- 5.1.7 one Principal of the constituent college, to be nominated by the Senate;
- 5.1.8 the Director Admissions;
- 5.1.9 the Controller of Examinations; and
- 5.1.10 the Registrar, who shall be its member-cum-secretary.

5.2 Members of the Academic Council, other than ex-officio, shall hold office for three years.

5.3 The Academic Council shall meet at least once in six months.

5.4 The quorum for meetings of the Academic Council shall be one-half of the total number of members, a fraction being counted as one.

N.B.: The term of office of an elected/appointed/nominated member shall commence from the date of notification as provided under section 43(1) of the Act.

6. **Procedure for Conducting AC Meetings:**

To ensure smooth conduct of AC meetings, the following procedure will be followed:

- 6.1 The Secretary/Registrar shall inform in writing at least 21 days before the proposed meeting, all Deans, Chairpersons/HoDs and other concerned to submit agenda items within 05 working days for placing before the Academic Council.
- 6.2 Agenda item submitted after the stipulated time but not less than 05 days before the date of Academic Council, may be considered as Supplementary Agenda if allowed by the Vice-Chancellor.
- 6.3 The Vice-Chancellor may allow any other agenda item to be placed before the AC as additional agenda item.
- 6.4 The agenda submitted may be both in soft and hard form or may be only in soft or hard form as determined by the Vice-Chancellor.
- 6.5 The Registrar shall seek approval of the time, date and venue of the meeting from the Vice-Chancellor.
- 6.6 After approval, the Secretary/Registrar shall prepare the agenda and working papers for the

Powers and Functions of the Advanced Studies and Research Board (ASRB):

- 3.1 Advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
- 3.2 Consider and report to the Authorities on the institution of research degrees in the University;
- 3.3 Propose Regulations regarding the award of research degrees;
- 3.4 Appoint supervisors for research students of MS/M.Phil and PhD or other equivalent degrees and to approve titles and synopses of their theses / dissertations;
- 3.5 Perform such other functions as may be prescribed by Statutes.

4. Procedure for Conducting ASRB Meetings:

- 4.1 The University shall hold ASRB meeting preferably in each quarter of the year.
- 4.2 The Vice-Chancellor, if he deems appropriate, may call a meeting on any emergent issue in 24 hours and shall, in this case, direct the concerned office for needful. In emergency meetings, agenda will be placed on Table.
- 4.3 To ensure smooth conduct of ASRB meetings/proceedings, the following procedure will be followed:
 - 4.3.1 Director Academics and Research or any other office or officer, as determined by the Vice-Chancellor from time to time, shall collect 'Research Synopses etc' from the concerned HoDs/Chairpersons/Directors through a formal letter addressed to them for placing them before the Board.
 - 4.3.2 After collecting cases, Director Academics and Research or any other office or officer, as determined by the Vice-Chancellor from time to time shall initiate a request through the office of the Registrar along with agenda for the approval of the Vice-Chancellor. The request shall also propose time, date and venue.
 - 4.3.3 After approval of the proposed meeting, the concerned office shall communicate the time, date, venue and agenda of the meeting to the members

The Board of Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the powers to:

- 3.1.1 Coordinate teaching, research and publication work in the subjects assigned to the faculty;
- 3.1.2 Scrutinize the recommendations of the Board of Studies in regard to the scheme of studies, syllabi and courses offered by various departments in the faculty;
- 3.1.3 recommend appointment of paper setters and examiners for annual system of examinations;
- 3.1.4 consider any other academic matters relating to the faculty and report thereon to the Academic Council;
- 3.1.5 prepare a comprehensive Annual Report regarding the performance of each department comprising the faculty for presentation to the Academic Council; and to
- 3.1.6 perform such other functions as may be assigned to it.

Procedure for Conducting BoF Meetings:

- 4.1 Each faculty shall hold BoF meeting preferably in each quarter of the year.
- 4.2 The Vice-Chancellor, if he deems appropriate, may direct the Dean to call an emergency meeting of BoF in 24 hours for an agenda determined by him (Vice-Chancellor).
- 4.3 To ensure smooth conduct of BoF meetings, the following procedure will be followed:
 - 4.3.1 The Dean shall collect case(s) pertaining to courses and other academic matters etc' from the concerned HoDs/Chairpersons/Directors through a formal letter addressed to them for placing before the Board of Faculty.
 - 4.3.2 After collecting cases, he shall seek approval of holding BoF meeting from the Vice-Chancellor in writing through the office of the Registrar. The request letter for approval must contain the proposed agenda of the meeting.
 - 4.3.3 Agenda of the meeting shall be determined by the Dean. However, in cases where the Vice-Chancellor deems it appropriate may direct the concerned