

Standard Process for the Board of Studies (BoS) of the Schools

In order to align with the ongoing academic activities throughout the year, it is essential that the academic affairs and meetings of the School's Board of Studies (BoS) are conducted in accordance with the processes outlined in the Rules & By-Laws of Shiv Nadar Institution of Eminence (Shiv Nadar IoE). (Please refer to Clause No. 27 of the Rules & By-Laws pertaining to the BoS for specific details.)

As per these regulations, conducting at least three BoS meetings per year is mandatory, with a minimum interval of four months between each meeting. Minutes of the BoS meetings are properly recorded as the same are needed for submission to the IQAC for inclusion in the Annual Quality Assurance Reports (AQARs).

To streamline academic activities across the Schools, the following guidelines have been developed:

- **Composition** - Deans are requested to ensure that the BoS composition aligns with the structure outlined in the Rules & By-Laws. If this has not yet been done, please update the composition accordingly.
- **Meetings** - Each School's BoS is required to meet at least three times a year, with meetings held at least once every four months. The suggested meeting cycles are as follows:
 - 1st Meeting:** Between July and October
 - 2nd Meeting:** Between November and February
 - 3rd Meeting:** Between March and JuneIn addition to these regular meetings, special meetings may be convened as needed.
- Proposals related to the introduction of new courses, changes in the credit structure, new minors, curriculum revisions, and other academic matters for the subsequent academic year must be presented to the Academic Council (AC) for approval before the November-February meeting cycle of the AC. This ensures that AC decisions can be implemented in a timely manner.
- All BoS proposals must be forwarded to the AC for approval or ratification, accompanied by the signed minutes of the BoS meeting for consideration.
- It is recommended that relevant stakeholders be invited to BoS meetings when new programs are being proposed. This ensures that the program's suitability and viability are thoroughly discussed before the proposal is submitted to the AC for final approval. (Please refer to Clause No. 27.3(vii) of the Rules & By-Laws for more details.)
- Please ensure that BoS meetings are conducted per the schedule outlined above and that the signed minutes are forwarded to the Registrar and Vice Chancellor for information.
- A copy of the signed minutes may also be sent to the IQAC Coordinator for inclusion in the AQARs and NAAC accreditation reports.

Please refer to the attached Rules & By-Laws for detailed information on the powers and functions of the BoS, as approved by the Board of Management of Shiv Nadar IoE.

Rules and By-Laws of Shiv Nadar IoE

27 The Board of Studies

27.1. Composition of Board of Studies

Each School/ Centre of Shiv Nadar IoE shall have a Board of Studies, which shall have the following composition:

- (i) Dean of the respective School who shall be the *ex officio* Chairman;
- (ii) the Head of Department of each School/ Centre (*ex-officio*);
- (iii) all Professors of the respective School/ Centre (*ex-officio*);
- (iv) 2 (two) Associate Professors of the respective School/ Centre (*ex-officio*);
- (v) 2 (two) Assistant Professors of the respective School/ Centre by rotation (*ex-officio*);
- (vi) upto 4 (four) external experts from the relevant academic / professional field nominated by the Chairman; and
- (vii) a non-voting secretary to be nominated by the Board of Studies (*ex-officio*).

27.2. Term of the Board of Studies

- (i) The term of each of the nominated members of the Board of Studies shall be 3 (three) years, renewable for 1 (one) more successive term by the nominating body.
- (ii) The *ex officio* members shall continue as long as they hold their respective offices.

27.3. Meetings of the Board of Studies

- (i) Each Board of Studies will meet at least 3 (three) times a year and at least once every 4 (four) months.
- (ii) The notice for a meeting of the Board of Studies shall be issued at least 5 (five) days before the date fixed for the meeting and the agenda for such meeting shall also be dispatched to all the members at least 5 (five) days prior to the scheduled date of the meeting. However, an emergency meeting can be called at a shorter notice, with the prior approval of the Vice-Chancellor.
- (iii) The meetings shall be called by the Chairman of the Board of Studies, and the Chairman shall preside over all meetings of the Board of Studies. Provided that, in the absence of the Chairman, the senior most person present at the meeting shall preside over the meeting.
- (iv) Presence of 50% (fifty percent) members including the Chairman shall constitute valid quorum for the meeting of the Board of Studies.
- (v) All decisions of the Board of Studies shall be by a resolution passed by a majority of the total members present at a duly quorate meeting. The minutes of the Board of Studies shall be recorded by the respective secretaries of the Board of Studies.
- (vi) All recommendations of the decisions taken by the Board of Studies of each School/ Centre related to policy matters should be reported to the Vice-Chancellor, as Chairperson of the Academic Council vide duly signed minutes by the Chairman of the Board of Studies. Provided that if any agenda item requires a policy change, such as introduction of new courses, minor specialization, curriculum revision, etc., the same shall be sent for the consideration of the Academic Council, through the Chairman of the Board of Studies, giving reference of the respective meeting of the Board of Studies where such a policy change was proposed and the relevant resolution, with a copy to the Dean of Schools;
- (vii) In all matters related to the introduction of the new courses/programs the participation of the Dean Academics, Registrar, Director Admissions and Director Finance, in the meeting shall be ensured by the respective Schools before the recommendations are placed before the Academic Council.

27.4. Powers and Functions of the Board of Studies

The powers and function of Board of Studies shall be as follows:

- (i) monitor the teaching and research activities of the faculty and for implementing in the faculty the policies of Shiv Nadar IoE and the decisions of the Board of Management;
- (ii) identify academic and welfare issues relevant to students within the faculty, and ensure up to date knowledge of the academic activities within the faculty;
- (iii) assess the quality of, and provide direction to, the academic work of the faculty including teaching, learning, scholarship, research and research training;
- (iv) advise the Academic Council on the strategic academic direction of the faculty, the academic standard and academic quality assurance, and the management of academic risk in the faculty;
- (v) develop and consider proposals for the introduction of new courses, for changes to existing courses, re-accreditation or discontinuation of existing courses, changes in course nomenclature or course classification as warranted, and make recommendations on these to the Academic Council;
- (vi) maintain and develop courses to ensure a vital and contemporary relationship between the faculty and the professional fields which it seeks to serve;
- (vii) recommend to the Academic Council the minimum requirements that will provide eligibility for entry to particular courses of study of the faculty;
- (viii) submit to the Academic Council the names of students who have completed courses of study together with recommendations as to the award (including the grading) which should be made in each case; and
- (ix) nominate the academic counsellors in the faculty.

27.5. Other functions of the Board of Studies:

- (i) to oversee the academic functioning of the respective School/ Centre, set benchmarking standards and implement goals in tune with the mission of Shiv Nadar IoE;
- (ii) to review and recommend the detailed curriculum for the programmes of studies of the respective School/ Centre leading to a certificate, diploma, graduate degree, post graduate degree, research degree and other academic distinctions;
- (iii) to review the syllabi from time to time and suggest modifications, if any;
- (iv) to consider and recommend to the Academic Council the broad framework and policies related to the programmes offered by the respective School/ Centre;
- (v) to promote and consider schemes for interaction with industry and to submit such proposals to the Vice-Chancellor / Academic Council;
- (vi) to prepare and formulate schemes for faculty development and to submit such proposals to the Vice-Chancellor / Academic Council;
- (vii) to consider feedback reports on the placement and employability of the passed out students and to suggest measures for their improvement, wherever necessary, for consideration of the Vice-Chancellor / Academic Council; and
- (viii) to perform all other functions, which may be prescribed by the Act, Rules & By-laws and Regulations of the Shiv Nadar IoE, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor.