

**Dr. B. R. AMBEDKAR UNIVERSITY OF
SOCIAL SCIENCES**

ORDINANCE : NINE

BOARD OF STUDIES



**Dr. B. R. AMBEDKAR UNIVERSITY OF
SOCIAL SCIENCES
Dr.Ambedkar Nagar (Mhow),
District Indore, M.P.**

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ORDINANCE NINE BOARD OF STUDIES	
Definitions	1. All words and expressions used herein shall have the same meaning as assigned to them in Dr. B. R. Ambedkar University of Social Sciences, ACT, 2015
Board of Studies	2. As per section 27 (6) of the University ACT - every School of Studies shall have a Board of Studies comprising of such members as prescribed by the Ordinance. 2.1 The powers and functions of the the Board of Studies shall be as may be prescribed by the Ordinance. [section 27 (7) of the University ACT]
Board of Studies- Constitution	3.0 For every academic course of the University there shall be a separate Board of Studies. 3.1 The following shall constitute the Board of Studies - 1. Dean of the School – Chairperson 2. Two External Subject Experts - Member (nominated by Vice Chancellor) 3. Dean's Nominee - Member 4. Head of the Department - Member 5. Subject Course Incharge - Convenor
Board of Studies- Powers and Functions	4.0 The Board of Studies shall have power and functions so as to achieve the aims and objectives of the University to accelerate higher education, research and extension and training in all aspects of social sciences and other disciplines for educational excellence and socio-economic development of Scheduled Castes, Scheduled Tribes and Other Backward Classes as envisioned by Dr. B. R. Ambedkar.

The power and functions of the Board of Studies shall be as follows:

- 4.1 To plan, execute and closely monitor courses of studies and academic programmes on thoughts and philosophy of Dr. B. R. Ambedkar, social emancipation and social justice, economic empowerment and development, educational excellence and development, participation of Scheduled Castes, Scheduled Tribes and Other Backward Classes in Decision Making and Nation Building.
- 4.2 To advise and make recommendations to the Vice Chancellor, Academic Council and the Executive Council in regard to the organization and co-ordination teaching, research, extension, training and collaboration activities/ programme akin to the mandate and objectives of the University.
- 4.3 To approve syllabus and in respect of the revision of syllabi (including modifications in the recommended texts and books for the same), the institution of new courses of study and measures for the improvement of teaching (inter alia covering modes of delivery, assessment and evaluation);

Provided besides as per regulations of UGC for respective degrees, the following shall be the choice based elective and ability enhancement courses of the University, :
 1. Dr. Ambedkar Thoughts and Philosophy (ATP)
 2. Indian Constitution and Social Change (ICSC)
 3. Social Emancipation & Justice, Economic Empowerment & Development, Educational Excellence and Participation of SCs, STs & OBCs in Decision Making and Nation Building (SEEP)
 4. Emerging Dimensions of SCs, STs & OBCs Development, Implications and Temporal Significance (EDD)
 5. Research Methodology and Statistics (RMS)

	<ol style="list-style-type: none"> 6. Elementary Science and Agriculture (ESA) – Food and Nutrition, Social & Preventive Medicine, Geography, General Agriculture, Animal Science, General Science. 7. Computer Applications & Information Technology (CAIT) 8. English Communication & Personality Development (ECPD). <ol style="list-style-type: none"> 4.4 To recommend subjects for research for various degrees and for other requirements of the research degrees and to recommend Supervisors and Co-Supervisors for research degree programmes 4.5 To prepare and recommend to the Faculty and the Academic Council, detailed courses of study, curricula and schemes of examinations for the different levels of studies in the respective subjects. 4.6 To prepare and recommend the Academic Calendar of the School concerned. 4.7 To take measures for the improvement of the standard of teaching and research. 4.8 To consider and make recommendations on any matter referred to it by the concerned School, the Academic Council, the Executive Council or the Vice-Chancellor, and on any question pertaining to its sphere of work that may appear necessary to it 4.9 To recommend journals, books and reference materials for library 4.10 To consult specialists, who are not members of the Board whenever necessary, 4.11 To recommend schemes for preparation, translation of books
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	<p>or reference in the subject or subjects with which it deals.</p> <p>4.12 To recommend to the Vice Chancellor, the lists of examiners for the Examinations of the course of studies and recommend names of suitable person for inclusion in the panels for appointment of paper-setters and moderators at the University examinations.</p> <p>4.13 To recommend names of persons suitable for appointment of experts for evaluation of these and dissertations and for conduct of viva voce examinations, wherever prescribed.</p> <p>4.14 To make recommendations to the Academic Council in regard to the number and qualifications of guest faculty/visiting faculty, library facilities and/or laboratory equipments in subjects concerned.</p> <p>4.15 To advise and recommend to the Vice Chancellor, Academic Council and the Executive Council the new courses / subjects for which a particular School or Department or Institution or Samajik Vigyan Kendra or Institution or any other University/ College/ Institution/ Centre in collaboration may enroll students.</p> <p>4.16 to recommend to the Dean of the School or Vice Chancellor or the Academic Council the names of suitable persons as expert/s for examining theses submitted by students, in consultation with the Supervisor or Co Supervisor in the particular subject;</p> <p>4.17 To report to the Vice Chancellor or the Academic Council or the Executive Council or the Governing Body on all matters referred to it by any of them;</p> <p>4.18 To suggest organization of orientation and refresher Courses, Seminars, Workshops, Training Programmes, Extension Activities in the subject/s concerned</p> <p>4.19 It shall be the duty of the Board of Studies to consider and</p>
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	<p>report on any matter referred to it in accordance with the University ACT, Statutes, Ordinances or Regulations by the Executive Council or by the Academic Council or by the Vice Chancellor or by the Dean of School concerned or any other School of the University.</p>
<p>Board of Studies - Meeting</p>	<p>5.0 The meeting of the Board of Studies may meet as and when necessary. However, atleast two meetings of Board of Studies shall be conducted in an academic year.</p> <p>5.1 The Chairman of the Board or in his / her absence a member appointed by the Vice-Chancellor shall preside over the meeting of the Board of Studies</p> <p>5.2 Meetings of the Board of Studies shall be convened by the respective Subject Course.</p> <p>5.3 Any two or more Boards may, and at the request of the Executive Council or the Academic Council shall meet and make a joint report upon any matter which lies with the purview of both. In such cases, the joint meeting shall elect its own Chairman and the quorum for such a joint meeting shall include the full quorum of each Board represented, no member present being counted more than once for the purpose of determining the quorum.</p> <p>5.4 Where a matter arises, in respect of which the Vice-Chancellor, or the Dean of the School or the Dean of two or more Schools, deem it necessary to elicit the common view of two or more Boards of Studies, or the Chairpersons of such Boards so deem necessary, a joint meeting of the concerned Boards may be convened by the Chairpersons acting jointly, under intimation to the Dean or Deans concerned.</p> <p>5.5 Registrar will notify the meeting of Board of Studies on the recommendation of the Head of the Department.</p>

		<p>5.6 The Course Incharge of the concerned Board of Studies shall send to the Registrar a copy of the minutes as approved by the Chairperson within ten days after the date of the meeting.</p> <p>5.7 The Vice-Chancellor, may in urgent cases, obtain the opinion of the Board of Studies by circulation of any proposal among the members of the Board. Such opinion, together with the action taken thereon shall be re-communicated to all the members by the Registrar.</p> <p>5.8 If a meeting of the Board of Studies is not held for want of quorum, the Vice-Chancellor may direct the Chairman of the Board to circulate the proposals of the meeting among the members for their opinion.</p>
Board of Studies: Notice of Meeting	6	<p>Notice of every meeting shall be given to all members at least seven days in advance, specifying the place, date, time and agenda items for the meeting;</p> <p>Provided that in cases of emergency, a meeting may be called at one day advance notice.</p>
Board of Studies: Procedure at Meeting & Casting vote	7	<p>Save as otherwise provided in the ACT, decisions are to be taken by a majority members present and voting, and in case of equality of votes, Chairperson shall have a casting vote in addition to vote to which he is entitled as a member.</p>
Board of Studies: Record and Approval of Proceedings	8	<p>The Course Incharge shall prepare the proceedings and shall place for approval of the Chairperson of the Board of Studies and shall send the approved minutes to the Vice Chancellor before notification and circulation to all concerned for necessary action.</p>
Board of Studies: : Notification of Minutes	9	<p>The approved minutes shall be notified and circulated by the Registrar to all concerned for necessary action.</p>

Board of Studies: Action Taken Report	10	The Course Incharge shall collect the Action taken report from all concerned and place the compiled Action Taken Report before the Chairperson, Board of Studies.
Board of Studies: Agenda	11	<p>The Course Incharge shall propose the agenda and seek the date from the Chairperson for holding the meeting of the Board of Studies.</p> <p>11.1 The approved agenda with notes any, shall be circulated by the Course Incharge at least seven working days before the scheduled date of the Board of Studies meeting.</p>
Board of Studies : Venue and Arrangements	12	<p>The meeting of the Board of Studies shall be held in the University at a specified time, date and place as approved by the chairperson and all members shall be informed well in time by the Course Incharge.</p> <p>12.1 All members shall be informed properly, in case of any change in the venue or time of the meeting.</p> <p>12.2 The Course Incharge shall make all arrangements for the meeting of the Board of Studies.</p>
Board of Studies : Payments	13	All members except the University officials shall be paid TA/DA and logistic support and honorarium as per norms of the University for attending meeting of the Board of Studies.