

## Appendix - 29

# SANT BABA BHAG SINGH UNIVERSITY

### GUIDELINES FOR BOARD OF STUDIES

1. There shall be a Board of Studies in each subject of study, for all the examinations upto first degree level and post-graduate level including post-graduate diploma.
2. All the members of the Board of Studies other than ex-officio members shall hold office for two years. The office of Registrar shall keep record of appointment of members and shall set in process steps, at least four weeks in advance to fill any vacancy which is liable to be occur.
3. The Board of Studies may make recommendations in all matters concerning the relevant courses being taught at the University including syllabi. The recommendations concerning syllabi are to be forwarded through the Faculty to the Academic Council.

Provided further that a member of the Board who is punitively debarred from any work of the University by the Board of Management for whatsoever reason, shall cease to be a member of the Board.

A teacher punitively debarred from work of University shall not be eligible to be appointed a member of any University Body during the period of punishment.

4. Meetings of the Board of Studies shall be convened by the Registrar in consultation with the Chairperson, respective Board of Studies, as and when considered necessary.
5. The Chairperson, Board of Studies and three members shall form the quorum for a meeting of the Board of Studies.
6. The functions of a Board of Studies shall be:
  - (i) To recommend to the Faculty concerned
    - a. Outlines of tests, syllabi, courses of study and reading in consonance with general framework and guidelines adopted by the University.
    - b. Minimum qualifications required for admission to various courses of study;
    - c. Other conditions to be complied with by candidates, for admission to degrees, diplomas, certificates and marks of honour.
  - (ii) To act as a consultative body with regard to all questions referred to it, and to bring to the notice of the Faculty or Faculties concerned, any matter connected with the examination in the subject of the Board.