

Peter 6/11/11

Subject: Meetings of Board of Studies and School Boards

The School Boards of Schools and Board of Studies for Centres have been constituted and notified.

It has been observed that there are various confusions regarding functioning of these bodies amongst some faculty members. It is suggested that the following points may be circulated to all faculty members for smooth functioning of these bodies and timely inclusion of their recommendations in the meetings of the statutory bodies for approval.

- i. All arrangements, including notifying, preparing agenda/minutes, financial aspects, for meetings of the Board of Studies will be made by the respective COCs/OICs.
- ii. The arrangements for the School Boards will made by respective Deans in support with COCs/OICs of their Centres.
- iii. The expenditure for conducting their meetings to be incurred from centre's budget as approved by FC and EC.
- iv. The COCs/OICs may take approval of finance required for conducting meetings, stay and transport of guests from Competent Authority (DAA or Vice Chancellor as the case may be) directly.
- v. The Registrar's office will maintain record of the already notified bodies. The Registrar office, however, may provide assistance of officials deputed for this purpose, if required.
- vi. A copy of agenda and minutes of each meeting of Board of Studies and School Boards, duly approved by the competent authority, may be submitted in the office of the Registrar. These copies are to be kept on record in Registrar's office and all meetings without such record/further approval of the statutory bodies may not be considered valid.

Submitted for consideration and further orders please.

Shweta 6/11/11
Deputy Registrar

Registrar / *DNA* 6/11/11

DAA, 18

BOS

file

ASMK 26/11/11

Plant sources

Copy to OIC/COC/Deans of the school

AR 10/11

DA 13/11/11
9.11.11