CIRCULAR

Deans of the Faculties
Chairmen of the Departments of Studies
Principals of Polytechnics
Director/Coordinator of the Institutions/Centres/Units

Subject: Requisitions for issuing Notices of Board of Studies ( Ordinary & Special)

A few complaints have been made to the Vice-Chancellor from outside members of the Board of Studies of certain Departments that the meetings of BOS are held at very short notice and sufficient time is not allowed to them to arrange their journey. It has also been brought to his kind notice that the concerned Head of Departments are fixing Meetings in Summer vacations.

In this context, your kind attention is invited towards this Office Circulars No. Acad.D-2437 dated 11/18.03.1096 and No. Acad.D-1713 dated 13.01.2004 wherein the minimum required period for issuing the notice of BOS was allowed as 20 days for Ordinary and 10 days for Special. Again vide No. Acad.D-1188 dated 11.08.2012 and No. Acad.D-1801 dated 13.10.2012 it was requested to all heads of concerned Departments to ensure that the requisitions for issuing notice of Board of Studies (Ordinary/Special) be sent to the Office of the Registrar before 14 days for Ordinary and 07 days for Special meetings, but it has been found that the requisitions for issuing notice for holding BOS are still receiving 02 or 03 days before the proposed fixed date for meeting.

The Vice-Chancellor was kindly appraised with the above position who has taken a serious view in the matter and has ordered that the directives already given in the aforesaid circulars No. Acad.D-1188 dated 11.08.2012 and No. Acad.D-1801 dated 13.10.2012 be followed strictly, failing which no notice for holding Board of Studies would be issued, in case the requisition are received at a very short notice.

The Vice-Chancellor has further ordered to avoid holding meetings of BOS in Summer and Winter Vacations. However, in case of exegencies of the situation so demand, only the Special Meetings can be convened and that too at a prior notice of 07 days.

Compliance of the above directives of the Vice-Chancellor are to be followed strictly.

Copy also to:
1. AR to VC/PVC
2. PS to Registrar
3. Controller (A&E)