

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

ORDINANCE NO 13

FOR BOARDS OF STUDIES

[As approved by the coordination committee in the 60th meeting held on June 25,1999 at item (10)-13 part-B and adopted by the Board of Management in the 8th meeting held on July 3, 1999]

1. Every Department provided in the Statute no. 8, shall have a Board of Studies, which shall comprise of the following:
 - (a) Director of the Department—Chairman;
 - (b) All Professors of the Department;
 - (c) One Reader/Lecturer (Assistant Professor) assigned to the Department, nominated by the Vice Chancellor;
 - (d) Not more than two Professors/Readers/Lecturers(Assistant Professors) from disciplines not assigned to the Department, nominated by the Vice Chancellor; and
 - (e) Not more than two persons, who are not the employees of the University, co-opted by the Board of Studies for their specialized knowledge in any discipline assigned to the Department or in any allied branch of knowledge.
2. All members of the Board of Studies, other than the ex-officio member, shall hold office for a term of two years. The term of the members will commence from such date as may be notified.
3. Board of Studies shall have power to perform the following functions:
 - (i) To organize developmental and research work in the Department;
 - (ii) To approve the course structure of the academic programmes of the Department, in accordance with the directions of the Academic Council, in pursuance of Statute No 12.
 - (iii) To approve the syllabus in accordance with the course structure;
 - (iv) To recommend to the Vice Chancellor the names of the course writers, examiners and moderators for different courses;
 - (v) To formulate proposals for orientation programmes for course writers;
 - (vi) To formulate proposals for orientation programmes/summer Schools for tutors and counsellors;

- (vii) To prepare general instructions for counselling to students for different programmes concerned with the Department;
 - (viii) To review methodologies adopted for preparation of educational materials for the courses in the disciplines assigned to the Department, to evaluate the educational material, and to make suitable recommendations to Academic Council.
 - (ix) To review from time to time, the courses already in use, and to make such changes in the courses, as may be required.
 - (x) To review the facilities of the Study Centres and arrangements for Laboratory/field work periodically, as may be determined by the Department;
 - (xi) To perform all other functions, which may be prescribed by the Act, the Statutes, the Ordinances and to consider all such matters, as may be referred to it by the Board of Management, the Academic Council, the Planning Board or the Vice Chancellor.
4. The Board of Studies shall normally meet once a year. One third of the total membership of the Board of Studies shall form a quorum for a meeting of the Board of Studies.