

CHAPTER XV

BOARDS OF STUDIES

(Ordinances)

Board of Studies

1. (a) There shall be Board of Studies attached to each department of teaching and research.
- (b) There will ordinarily be two Boards of Studies for each department of teaching and research viz., one for Under-Graduate and the other for Post-graduate courses.
- (c) **Board of Research Studies**

There shall also be a “Board of Research Studies” common to all the branches of studies other than Professional. The Board shall not have more than twenty members, out of which one will be from outside the State and one will be from outside the University but within the State, two representatives from Affiliated Colleges, two non-academic members and fourteen members from among the University teachers based upon their seniority / research credentials giving at least one representation to each school.

The Dean Research and the Dean Academic will be co-opted members of the Boards of Research Studies.

The functions of this Board shall be prescribed by the Syndicate from time to time. However, the following shall ordinarily be the functions of the Board of Research Studies:-

- (i) To advice the Vice-Chancellor and the Syndicate on all matters concerning the research programmes undertaken in the University Departments and Departments of Research in the affiliated colleges and

Centres of Research recognized by this University and formulate the rules governing research degrees :

- (ii) To collect the requests from various Departments of Research / course/ Research students in fields falling under the purview of other Departments and to make recommendations in regard of such courses :
 - (iii) To plan for inter-disciplinary research programmes ;
 - (iv) To make recommendations with regard to general guidelines to be followed in making selection of research students for admission and for award of fellowships; and
 - (v) To identify areas of research and recommend them to the Syndicate.
- (d) There shall be a separate Board of Studies in Distance Education for the Institute of Distance Education. This Board shall consist of a maximum of 12 members. Out of these-
- (i) The Professor-cum-Director of the Institute of Distance Education shall be the Convener of the Board.
 - (ii) The Senior faculty of Institute of Distance Education, University of Madras of each subject Viz. Education, Management Studies, Commerce, History, Economics, Tamil, English, Political Science & Public Administration, Maths, Psychology etc., shall be the Chairpersons of the respective Board. However, where there is no Department or no faculty member, regular Departments chairperson/Head be nominated as the Chairperson.

- (iii) The Head of the Department of each subject, Viz., Education, Management Studies, Commerce, History, Tamil, English, Economics, Mathematics and Statistics etc., from the University Departments shall be the Ex-Officio Member of the respective Board.
- (iv) There shall be a member from the affiliated colleges on seniority and rotation basis from the Departments of Mathematics, Statistics, Commerce, History, Tamil, English and Economics.
- (v) One Principal from among the Principals of affiliated Colleges where the contact programmes are conducted be also included as member based on the seniority and rotation.
- (vi) Two subject experts from IDE, if not available, from regular University departments on seniority basis;
- (vii) Two senior faculties from colleges within the University.
- (viii) Two experts from industry.

2. (a) Each Board shall consist of NO FEWER THAN THREE OR MORE THAN TWELVE MEMBERS, depending upon the subject, out of these at least ONE will be from outside the State (in the case of Professional Boards two members from outside the State) and One will be from outside the University but within the State. The Senior Faculty of each subject from the Institute of Distance Education will also be a Member of the Board. Wherever there are two Boards in a subject, the Chairman of the Post Graduate Board will be Ex-officio Member of the Under-Graduate Board and Vice-versa. The Chairman, Board of Examiners, if not a member of the Board of Studies, will also be an Ex-officio member of the Board.

**Constitution
of Boards**

- (b) (i) One third of the total members of Board of Studies to include members from Sector other than academia viz., experts who are an active service from Industry/Corporate sectors, NGOs/Public Institutions, R &D organizations and consultancy organizations.
- (ii) The remaining members shall be appointed based on the teaching experience (seniority) provided no two members of the same faculty shall be from the same institution with a view to give a wider representation.
- c) The Heads of University Departments will be ex - officio members of the Post-graduate Boards of Studies.

3.(a) Members of the Boards of Studies other than ex-officio members shall be appointed by the Syndicate for a

Term of Office period of three years and one person shall be member for only one Board of Studies in the University at a time. The rule will not, however, be applicable to Board of Research Studies.

- (b) The term of membership of Board of Studies shall be restricted for one term of three years only except in the case of ex-officio Members. However the Syndicate shall have power to extend the term of a Board till such time a new Board is constituted.
- (c) Provided, however, it shall be competent for the Syndicate to reconstitute Board of Studies as and when found necessary before the normal expire of the period of office.
- (d) Provided also that the Syndicate may declare any member of the Board to have vacated his membership for reasons to be recorded.
- (e) Provided also that it shall be competent for the Syndicate to invite as a member of the Board any person in his official capacity.

- (f) For Professional courses, as far as possible representation should be given to as many subjects as possible.

Chairman 4.(a) The Chairman of each Board of Studies will be nominated by the Syndicate from among the members of Board concerned. The total teaching experience in the concerned subject and the academic eminence of the individual will be the main basis for nomination. In the event of vacancy in the office of the Chairman or if the Chairman leaves India, the Vice-chancellor shall appoint another member of the Board temporarily to act as Chairman in the vacancy or until the Chairman returns to India.

- (b)(i) The Chairman shall have the power to co-opt experts to attend as observers, at specific meetings as and when necessary with the prior permission of the Vice-Chancellor.

- (ii) The Chairman shall have the power to Co-opt two students representatives from the University Departments of Study and Research or from the affiliated colleges offering PG courses during specific meetings as and when necessary with the prior permission of the Vice-Chancellor.

- (c) The Chairman of each Board will prepare the Agenda and notes on agenda well in advance and circulate the same to the members of the Board before convening the meeting of the Boards of Studies.

5. It shall be the duty of each Board of Studies to consider and report on any matter referred to it in accordance with the Laws (Statutes, Ordinances and Regulations) of this University by the Syndicate or by the Academic Council or the Faculty or the President of the Faculty concerned with the subject with which it deals.

Functions

6. Each Board shall have power to recommend to the
Powers Syndicate persons suitable for appointment as
Examiners in the subject with which it deals to
decide on text-books and reference books, and where necessary, to
consult specialists who are not members of the Board in this regard;
and to make recommendations in regard to courses of study and
examinations in the subject with which it deals.

7. The Chairperson of the Boards of Studies have a clear
Meetings and specific agenda for every meetings and
should notify members at least six weeks before
convening a meeting to ensure maximum participation from members.
A maximum of two meetings shall be convened in a year and
each meeting concentrating on completing the agenda in full and
minutes prepared and submitted on the date of the meeting itself.

8. The Chairman shall preside at all meetings of the Board
Quorum of Studies, and in his absence, at any particular
meeting, the members present shall elect their own
Chairman. The quorum will be one third of the total members of the
Board.

CHAPTER XXX

UNIVERSITY LIBRARY

1. The affairs of the University Library shall be managed by the Syndicate.

It shall be competent for the Syndicate to appoint a committee consisting of not more than six members of the Syndicate to advise the Syndicate on matters connected with the University Library and to delegate to it from time to time such powers of management of the Library as it may deem fit.

Management

2. All funds intended for the University Library shall be included in one consolidated account called "The University Library Account". The accounts of the University Library shall be maintained by the Librarian.

3. All payments on account of the Library shall be made by the Registrar, the charges being debited to the University Library Account.

4. The Syndicate shall hold the amount deposited by those who seek the privilege of borrowing books from the Library and shall have the power to invest such amount in any of the securities described in Section 20 of the Indian Trust Act, 1882, or to place the same on deposit in any Bank approved in this behalf by the Government.

5. The Syndicate shall prepare the Annual Report of the University library and submit the same to the Senate for consideration at the annual meeting.

Annual Report.

6. Books and periodicals required for the University Library shall be acquired by the Syndicate after consulting the Boards of Studies and the Heads of Departments of the University. Books for the Sectional Libraries shall be acquired by the Syndicate on the basis of lists supplied by the Heads of Departments.

All purchases of books and periodicals shall be made by the Registrar on indents prepared by the Librarian.

Bills for books and periodicals and for other articles purchased for the University Library shall be checked and passed by the Librarian and then forwarded to the Registrar for payment.

Purchase and payment of Bills.

7. The Syndicate shall determine the Universities and other Institutions with which exchange relationship may be opened and shall determine in consultation with the Boards of Studies and Heads of Departments concerned the publications that may be exchanged.

Exchange relationship.

8. The Librarian shall be appointed by the Syndicate on the recommendation of a committee appointed by the Syndicate for the purpose.

Appointment of Librarian.

9. The Librarian shall be in charge of the Library and shall give effect to the orders of the Syndicate and shall perform such other duties as may be prescribed by the Syndicate.

Duties.

10. The Syndicate shall appoint the clerical and menial servants of the Library and shall have power to suspend or dismiss any of them.

11. *The Rules of the University Library shall be framed by the Syndicate after considering the recommendations of the Academic Council, If any, in this behalf.

-0-

* For the rules of the Library-Vide Appendix - D

CHAPTER XXXI

RESIDENCE OF STUDENTS AND RECOGNITION OF HOSTELS

Ordinances under section 32 and of the Act.

1. Hostel, means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Act.

Definition.

‘Approved Lodgings’ means lodgings periodically inspected by the colleges and included in a Registrar of Lodgings maintained by the college and approved by the Syndicate.

2. The Syndicate shall prescribe from time to time such general or special conditions as it may deem necessary for recognition of hostels and shall have power to grant or to withhold recognition to any hostel.

Syndicate to Prescribe conditions.

3. Students who do not live either with their parents or guardians approved by the principal of their college, shall during term time, reside in a hostel or in approved lodgings unless exempted by the Principal of the college. Every college shall maintain a register of approved lodgings.

Residence in hostel or approved lodgings

4. Students living in hostels shall be under the disciplinary supervision of the Warden or Assistant Warden. Students living in hostels shall be assigned to individual members of their college staff for such additional supervision as may be considered necessary unless the Warden or Assistant Warden of the hostel happens to be on the staff of the college concerned. Students not living in hostels, or with parents or with approved guardians, shall be assigned to individual members of the college staff for disciplinary supervision unless exempted by the principal of the college.

**Discipline
and control**

5. Hostels which are managed by colleges shall be managed by a regularly constituted Managing Body, the constitution of which shall be subject to the approval of the Syndicate.

**Managing Body
for hostels.**

6. The appointment of the superintending staff of every hostel shall be made by the Managing Body or by any authority to whom such body may have delegated the power and all such appointments shall be reported to the Syndicate.

**Appointment
of staff.**

7. Any person who desires that a hostel maintained or managed by them should be recognized by the Syndicate shall apply to the Syndicate for such recognition of any hostel or approved lodgings as it may require. The Syndicate after such enquiry as it may deem fit, shall grant or withhold recognition. Recognition once granted may be withdrawn temporarily or permanently by the Syndicate.

**Procedure-
Recognition of
hostels.
Inspection of
hostels and
lodgings.**

8. The Syndicate shall arrange for the periodical inspection of all hostels and approved lodgings, and may order a special inspection of any hostel or approved lodgings to be made whenever it considers it necessary and shall take such action on the report as it deems fit.

CHAPTER XXXII**EXAMINERS
(Ordinance)**

1. Appointment of examiners shall be made by the Syndicate, according to the Rules as may be remade by the Syndicate from time to time for selection of Examiners.

2. The Syndicate, may, at any time, cancel the appointment of any examiner.

3. Examiners appointed by the Syndicate may be of the following classes:

- A. (1) Examiners (Question Paper-Setters) who will set the question paper for the examinations.
- (2) Examiners (Valuation of answer paper) whose duties will be:-
 - (i) Chairman:
 - (a) to distribute the work of valuation Practical Exams.
 - (b) Prepare Scheme of Valuation;
 - (ii) Chief Examiners:
 - (a) to assess the work of the additional Examiners;
 - (b) to value answer paper;
 - (c) to set the papers for Practical Examinations if any;
 - (d) to report upon the result of the examinations; and
 - (e) such other work as may be assigned to them by the Syndicate.

Examiners shall be constituted into Boards.

Each Board shall have a Chairman who shall be appointed by the Syndicate.

Conducting Boards shall pass the results and forward them to the COE for submission to the Syndicate.

- B. Additional Examiners whose duties will be, to value answer papers and to conduct Practical Examinations. Additional Examiners will not be members of (Conducting) Boards of Examiners.

Question Paper-Setters

4. Question Paper-Setters shall ordinarily be unconnected with teaching work in the affiliated college of the University in respect of the subjects in which they set papers.

5. Question Paper-Setters shall be appointed for one year and shall be eligible for re-appointment.

Examiners

6. A list of persons employed in colleges, arranged in order to subjects, shall be compiled from the staff returns submitted by colleges, and kept up-to-date showing:-

- (a) name of teacher;
- (b) college in which he is working;
- (c) age; and date of birth;
- (d) qualifications with class and date;
- (e) present position and date of appointment to it;
- (f) class and subject in which he is teaching
- (g) number of years of U.G. & P.G. teaching experience in the college; and
- (h) previous appointments as examiners etc., showing year and position

To the list of persons employed in colleges shall be added the names of the teachers of the University, with relevant information, as far as may be, under the same heads, and in the case of Professional Examinations, the names of the other persons recommended by the Boards of Studies.

7. The following persons shall not ordinarily be eligible for appointment:-

- a) Person with less than two years' teaching experience in a college, to any examinership in Arts and Science.
- b) The teachers who have not fulfilled the required qualifications stipulated by the University from time to time, to hold the teaching positions in the approved colleges.
- c) Persons with less than seven years' teaching experience in a college, and without previous experience in examining to the Conducting Boards in Arts and Science; and
- d) Member of the Syndicate-except for special reasons which shall be recorded in writing.

8. Examiners & Additional Examiners and Assistant Examiners shall be appointed for one year and shall be eligible for re-appointment in two successive years following the year of appointment and shall ordinarily be so re-appointed.

Examiners who have held office for three successive years, whether in the same subject or in different subjects, shall not be re-appointed until a period of two years has elapsed, provided that the number of new Examiners appointed in any year, who have not previously been Examiners or Additional Examiners or Assistant Examiners or Question Paper-Setters in this University, shall not exceed one half of the total number appointed to a Board.

The preceding rule shall not apply (a) to examinations in subjects in which the number of competent Examiners is so limited as to make

it undesirable in the opinion of the Syndicate that the rule should be enforced strictly; (b) to the members of the Conducting Boards for the M.A., M.Sc., B.Com. Degree Examinations or Pre-University examinations with reference to which it shall be competent for the Syndicate to extend the period of appointment of any member upto five years.

An Additional Assistant Examiner who is re-appointed but not is successive years shall not ordinarily hold office for more than three years in any period of five years.

An Additional Examiner who is re-appointed but not is successive years shall not ordinarily hold office for more than three years in any period of five years.

9. A preliminary list shall be prepared by the Registrar out of the consolidated list referred to in Ordinance 6, in accordance with the provisions of Ordinances 7 and 8 and shall be forwarded to the Boards of studies, who shall be requested to recommend persons to the Syndicate. The Preliminary list and the list of persons recommended by the Boards of Studies together with the remarks, if any, of the Boards of Examiners on any of the persons included in either list, shall be submitted to the Syndicate.

10. The rules referred to in Ordinances 7 and 8 shall not apply to the appointment of Examiners for Professional Examinations, Oriental Titles and the Diploma Examinations held by the University.

GENERAL

11. In the case of examinations which are held twice a year, examiners, additional and Assistant examiners appointed for the March, April, July examinations shall ordinarily be re-appointed for the September or December examinations.

12. A list shall be prepared annually by the Registrar showing those who have been Question paper-Setters, Examiners, Additional Examiners and Assistant Examiners during the proceeding five years.

13. The remuneration and allowances payable to Examiners and Chairman of Boards appointed under Ordinance 1 of this chapter shall be fixed by the Syndicate.

The total remuneration payable for any single person for all examination work done at any examination period (January to June to December) shall not be less than Rs.30/- and not more than Rs.1500/-

Section to check does not include remuneration for setting question papers. The chairmen's fee shall not be taken into account towards the maximum admissible.

14. All examiners shall carry out the instructions which the Syndicate may issue from time to time.
