



Ref: SWARNIM/RO/CIRCULAR/2024/25

15.04.2024

## Circular

This is inform to all the Academic Director/Dean/ Principals/HODs of Swarnim Startup and Innovation University that as per the Univeristy statutes Clause no. 4.5, the formation/revision of Board of Studies of the respective constituent institutes has to follow below procedure:

1. There shall be a Board of Studies for Each Department comprising:
  - a) The Head of the Faculty/Centre/Department/School – chairperson.
  - b) All teachers of the concerned department or as may be decided by the Academic Council from time to time.
  - c) Two experts of the concerned faculty/department to be nominated as members by the Provost on the recommendation of the Chairman, Board of Studies from outside the University from academia/Industries. The External members having minimum experience of 10 years and equivalent to professor cadre.
2. Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.
3. Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to Academic Council for approval.



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4. The meetings of the Board of Studies shall be arranged at least twice during an academic year.

**Note:** Before finalizing the External Members, the name of selected external members shall be approved by presenting their credential to Provost by Institute head & then only communicate with external members for BOS meeting confirmation.



**Registrar**

**Copy to;**

1. The President/Vice President, Swarnim Startup & Innovation University.
2. The Provost, Swarnim Startup & Innovation University.
3. Chief Administrative Officer/Academic Director/Dean/Principals/Functional Head/HODs, Swarnim Startup & Innovation University
4. Guard File

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