IIMT UNIVERSITY, MEERUT

POLICY DOCUMENT

Constitution, Powers, and Functions of the Board of Studies (BoS)

(Formulated in Alignment with University Grants Commission Guidelines and the National Education Policy Framework)

1. Preamble and Title

This policy document outlines the constitution, powers, functions, and operational procedures of the Board of Studies (BoS) for various Departments and Schools under IIMT University, Meerut.

In compliance with the University Grants Commission (UGC) regulations governing higher education institutions, the Board of Studies serves as the foundational academic body responsible for curriculum design, qualitative instructional standards, evaluation strategies, and continuous academic updating.

2. Objectives

The primary objectives of the Board of Studies are to:

- Ensure academic excellence, relevance, and innovation in course curricula.
- Incorporate outcome-based education (OBE), the National Credit Framework (NCrF), and multidisciplinary flexibility in alignment with UGC directives.
- Foster robust academia-industry linkages and address societal needs through regular curriculum reviews.
- Maintain uniformity and high standards across all internal and external assessments, syllabi, and pedagogical frameworks.

3. Constitution and Composition of the Board of Studies

For each Department or School of Studies at IIMT University, the Board of Studies shall be constituted with the following composition:

S. No.	Category / Designation	Role
1.	Head of the Department (HoD) / Dean of School	Chairperson
2.	All Professors of the Department/School	Members
3.	Two Associate Professors of the Department/School (by rotation based on inter-se seniority)	Members

S. No.	Category / Designation	Role
4.	Two Assistant Professors of the Department/School (by rotation based on inter-se seniority)	Members
5.	External Subject Experts (nominated by the Vice-Chancellor: at least one from a premier institution such as an IIT/NIT/Central University, and one from Industry/R&D sector)	External Experts (Minimum 2)
6.	Meritorious Alumni (co-opted, possessing professional or academic standing of repute)	Special Invitee / Member

Term of Office: The term of nominated and rotated non-ex-officio members shall be two (2) years.

Quorum: sixty per cent (60%) of the total members, including at least one external expert, shall constitute the quorum for a valid meeting.

4. Powers and Functions

Subject to the overall control of the Academic Council and the University Executive Council, the Board of Studies shall exercise the following powers and functions:

4.1 Curriculum Design and Development

- Prepare and frame detailed syllabi and course structures for undergraduate, postgraduate, diploma, and doctoral (Ph.D.) courses.
- Integrate value-added courses, skill-enhancement modules, and Indian Knowledge Systems (IKS) as mandated by regulatory frameworks.

4.2 Review and Upgradation

- Review existing curricula annually based on student, faculty, and stakeholder feedback, recommending updates to keep pace with industry advancements.

4.3 Pedagogy and Assessment

- Recommend methodologies for innovative teaching-learning processes, e-learning integration, and continuous formative/summative evaluations.
- Formulate panels of examiners, paper-setters, and evaluators for review and onward transmission to the Controller of Examinations.

4.4 Research and Specializations

- Recommend subjects and broad areas for doctoral research and outline specialized course-work requirements for Ph.D. programs.

5. Frequency of Meetings and Procedures

Ordinary Meetings: The Board of Studies shall meet at least once in an academic year. Additional meetings may be convened by the Chairperson whenever exigencies demand.

Notice and Agenda: Notice for the meeting, along with an agenda, shall be circulated by the Member Secretary (HoD) at least seven (7) days prior to the scheduled date.

Opinion by Circulation: In cases of urgency, the Chairperson may obtain approval on matters through a resolution by circulation among members, which shall be formally ratified in the subsequent regular meeting.

6. Approval Process

Recommendations proposed and passed by the Board of Studies shall be submitted directly to the School Board and subsequently to the Academic Council of IIMT University for formal ratification and implementation.

This policy shall come into effect immediately upon approval by the competent authorities of IIMT University, Meerut.

Registrar
IIMT University, Meerut

Registrar
IIMT University, Meerut
U.P. Act No. 32 of 2016

Vice-Chancellor
IIMT University, Meerut

Vice Chancellor
IIMT University,
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