



No. 3831 Acd-I

Dated: 13/06/2022

To

1. All HODs of P.G. Departments,
Sambalpur University (RESPECTIVE SUBJECTS)
2. The Director,
SUIIT, Sambalpur University (ELECTRONIC)
3. The Principal,
S.S.N Ayurveda College, (AYURVEDA)
Paikmal, Padampur, Bargarh.
4. The principal,
Govt. Women's College, Sambalpur (GEOGRAPHY & ZOOLOGY)
5. The Principal,
Utkalmani Homeopathy Medical College & Research, Rourkela. (HOMEOPATHY)
6. The Principal,
L.R. Law College, Sambalpur. (INDUSTRIAL LAW & PERSONAL MANAGEMENT)
7. The principal,
L.N. College, Jharsuguda. (COMMERCE)
8. The Principal,
VIMSAR, Burla (MEDICINE & PHYSIOTHERAPY)
9. The Principal,
Anchal College, Padampur, Bargarh (SANSKRIT)
10. The Principal,
Deogarh College, Deogarh. (PHILOSOPHY)
11. The Principal
Samabalpur Nursing College, Sambalpur (NURSING)
12. The Director/Principal,
RIMS, Rourkela. (JOURNALISM & MASS COMMUNICATION)
13. Dr. N. Hasdah,
P.G. Deptt. ODIA, S.U. (SANTALI)
14. The Secretary,
Sports Council, Sambalpur University. (PHYSICAL EDUCATION)

Sub: Constitution of BOS Academic Session 2022-23.

Sir/Madam,

I am directed to inform you that, the letters regarding constitution of BOS for the Academic Session, 2022-23 by the concerned P.G. Departments/Colleges were issued on 20.04.2022. However, some Departments/Colleges have not yet constituted the BOS till date.

Therefore you are requested to constitute the BOS of your subject as per the following guidelines and send it to the office of the COE by 30th JUNE, 2022 for necessary action in end.

P.T.O

Guideline for Constitution of BOS:

1. The BOS are to be constituted as per provision of 91 to 98 of Orissa Universities Act 1989 and the Orissa Universities first statute 1990.
2. Professor, Associate Professor/Reader, Assistant Professor/Lecturers of affiliated colleges appointed through OPSC/SSB may also be made part of BOS.
3. BOS of a Department should not have faculty from another Department.
4. In all BOS of all Departments there should be expert from industry.

This is may be treated as urgent.

Memo 3832 /Acad-I

13/08/2022
CONTROLLER OF EXAMINATIONS

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Date: 13/08/2022

Copy forward to necessary action:-

1. The Chairperson, P.G. Council, Sambalpur University.
2. Secretary to Vice-Chancellor, Sambalpur University.
3. The P.A. to Registrar/COE, Sambalpur University.
4. The Directors, DDCE/PEC, Sambalpur University
5. The Director, e-Governance with a request to upload in the Website.
6. The Asst. Registrar (Exam.)/ Asst. COE (P), Sambalpur University,
7. The Programmer, Computer Unit, Sambalpur University.
8. Section Officers, Dispatch, Sambalpur University.
9. Section Officers, All EG & All EC Sections, Accounts-I/ Accounts-II/ Cash-I/Cash-II/Computer Unit / Estate Sections.
10. Two (2) Numbers of Spare copies to Academic-I Section.

13/08/2022
CONTROLLER OF EXAMINATIONS

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**FORM OF ACCEPTANCE OF MEMBER OF THE BOARD OF STUDIES/ COMMITTEES OF
THE SAMBALPUR UNIVERSITY FOR THE
ACADEMIC YEAR 2021-22.**

From:
Name: Phone No. _____
Designation Mobile No. _____
Address E- Mail ID. _____
College Teacher Regd. No. _____

To
**The Controller of Examinations,
Sambalpur University,
Jyoti Vihar, Burla-768019.**

Sir,
With reference to your letter No. _____/Acd.-I(BOS) Dated _____, I am to inform you that **I accept/do not accept** the appointment as a member of the Board of Studies/Committees in _____ of the Sambalpur University for academic year **2022-23**.

Yours faithfully,

(Signature of the member with date)

- N.B.:** 1) In case of acceptance, the member should sign the undertaking given below.
2) Please furnish college Teachers Regd. No. above (applicable to teachers under the jurisdiction of Sambalpur University).
3) Please strike out which ever inapplicable.

UNDERTAKING TO BE FURNISHED BY THE MEMBER ACCEPTING THE APPOINTMENT

I do hereby undertake that none of my relation/relations (as detailed overleaf) would appear in any of the University examinations during the Academic year **2022-23**.

(Signature of the member with date)

The term 'NEAR RELATION' includes:

Father, Mother
Brother, Sister
Wife, Husband
Son and Daughter

Daughter's son and daughter, son's son and daughter, Brother's son and daughter, Sister's son and daughter, Maternal Uncle (Mother's Brother) Maternal Uncle's sons and daughter.

Maternal Uncle's Wife

Paternal Uncle (Father's Brother), Paternal Uncle's Son and Daughter.

Paternal Uncle's Wife

Father's Sister, Father's Sister's Husband, Father's Sister's Son and daughter.

Mother's Sister, Mother's Sister's Husband, Mother's Sister's Son's and Daughter.

Son-in-Law (Daughter's Husband, Brother's Daughter's Husband, Sister's Daughter's Husband).

Daughter-in-law (Son's Wife, Brother's son's Wife, Sister's Son's Wife).

Brother-in-law (Wife's Brother, Sister's Husband).

Sister-in-law (Brother's Wife, Wife's Sister) and Wife's Sister's Husband.

GENERAL INSTRUCTIONS AND GUIDELINES FOR BOARD OF STUDIES/ COMMITTEES

1. All recommendations should be written clearly, legibly and in ink and must be signed by the Chairman, with his signature and date
2. The exact significance of books prescribed, books recommended for supplementary reading regarding and books recommended for reference should be clearly brought out.
3. The names of publishers of each book and its price should be as far as possible, be mentioned against each book.
4. No Text Books whose availability is uncertain should be recommended.
5. Text Book likely to invite communal antipathy should not be recommended.
6. If a book has stood the test of time and is generally considered to be of superior standard by authorities in the field of available, a new book should not be introduced merely for the sake of change in its place.
7. While revising the courses of studies, care should be taken to note the change clearly under the following heads.
 - i) Change the Regulation; ii) Change of Syllabus, iii) Change of Text Books.The change may be without any overlapping, so that further action may be taken by the University in accordance with those recommendations.
8. The Courses and Text Books which are prescribed for an examination can not be changed for a period of three years without prior permission of the Vice-Chancellor, such permission is not necessary, if there is an item in the agenda to this effect.
9. The Chairman of each Board of Studies is requested to make correction, if any in the printed Syllabus for the previous year to be supplied at the meeting so that the corrections will be intimated to the Colleges.
10. No change in the programme of the meeting be made.
11. Courses of Studies should be oriented towards competitive examinations as far as practicable, without affecting the academic standard.
12. With the approval of the Vice-Chancellor the Chairman, Board of Studies may request for assistance of some expert for his specialized assistance.
13. Each Board of Studies will be provided with a list of Registered Colleges/University teachers published by this University under Statute 102(3) of the Orissa Universities First Statutes, 1990 for the current academic session.
14. The content of the courses should be such that it will be possible to finish the course without much strain.
15. Writers of Books submitted for consideration of the Board of Studies for prescription in the Courses of Studies or those who have or have had a financial interest in such books should not be present where the books are under consideration.
16. **THE CHAIRMANS OF EACH BOARD OF STUDIES ARE REQUESTED TO RECOMMEND, THE COURSE STRUCTURE/DRAFT SYLLABUS WHICH CAN NOT BE CHANGED FOR A PERIOD OF THREE YEARS**

SPECIAL INSTRUCTION FOR BOARD OF STUDIES

1. All Meeting will be held as per programme enclosed.
2. Meeting cannot be adjourned to any other date on the ground that, some members are absent, if there is a quorum as per Statutes.
3. If the business is not over on the first day of the meeting it can be adjourned to the following day. Meeting should not be adjourned to subsequent dates in which, payment for extra travelling allowances will be needed without the express and prior permission of the Vice-Chancellor, if such permission will be granted by the Vice-Chancellor only in such cases where he is satisfied that it is not possible under any circumstances to dispose of an item in the agenda.
4. No individual member/members or Chairman should be authorized by the Board of Studies to finalize any business on behalf of the Board of Studies.
5. The Chairman/Members may hand over all the concerned papers and proceedings to the Assistant in charge and explain to him any point on which he has doubt before handling for the papers to him.
6. In case extra dates are suggested outside the instructions as per serial 3 above, the University may or may not accept the recommendations. If the University does not accept the recommendations, the business on the agenda not transacted will remain unchanged and the previous year's recommendation will be binding on all concerned.