

SECTION-1: BOARD OF EXAMINATIONS

1.1 Board of Examination (BoE) is constituted to observe the implementation of methodology for assessment of the programmes set by the Academic Council (AC).

It is the highest decision making organ regarding all the policies and matters related to examination and evaluation processes. It is composed of the members to smoothen coordination between CoE office and regular academic administration.

1.1.1 BoE shall meet at least once in a semester in an academic calendar.

1.1.2 The quorum for the conduction of meeting shall be at least 2/3 of the members of BoE (excluding invitees) with the mandatory presence of incumbent CoE.

1.1.3 All the resolutions should be passed preferably with consensus else with the 2/3 majority of the members present for the meeting.

1.1.4 BoE shall be responsible to Institute Governing Body(GB) for all its decisions and functioning of the body.

1.1.5 The composition of BoE, mentioned in 1.2, can be altered only after approval from GB.

1.1.6 Governing Body can dissolve the incumbent BoE only on the recommendations of Academic Council (AC) on the grounds of

1.1.6.1 Incompetency to handle the matters related to examination and evaluation process.

1.1.6.2 Lapse in maintaining integrity towards examination or assessment quality monitoring.

1.2 Composition of BoE:

BoE is composed of members representing general administration and academia. It is also required to involve experts to advise on the challenges in the reformations.

Designation	Member
Chairperson	Principal (<i>Ex-Officio</i>)
Vice chairperson	Dean (Academic Programs)
Member	Dean (Administration)
Members	Two HoDs (other than Dean) Nominated by Institute Governing Body for the duration of 3 years
Members	Two Senior Faculty members nominated by AC (with experience greater than 10 years) from distinct departments for the duration of 3 years
Permanent Invitee	Representative of IT & Systems
Member	CoE/CEO from other institute affiliated to SPPU Nominated by AC
Member-Secretary	Controller of Examinations (<i>Ex-Officio</i>)

- 1.2.1 The members of the BoE can be removed only after approval from GB except in the case of resignations.
- 1.2.2 Members of the Board shall address to the Chairman of BoE in all matters.
- 1.2.3 The invitees in the meeting can put up their views on record but not accounted in case of voting.

1.3 Powers and Functions of BoE:

BoE is entrusted to function and exercise its vested powers as per the GB.

- 1.3.1 To approve the remuneration rates for examination work and expenditures under various heads for the conduction of examinations.
- 1.3.2 To recommend the budget proposed by CoE office to GB for approval.
- 1.3.3 To approve the reformations in examination and evaluation process presented by its members.
- 1.3.4 To approve the panel of examiners recommended by the respective BoS.
- 1.3.5 To create/abolish the posts required in the CoE office, examination committees etc.
- 1.3.6 To promulgate investigative/inquiry committees related to examination work.
- 1.3.7 To report issues and recommendations on examination related to specific program/course to AC.
- 1.3.8 To observe the implementation of examination schedule as sent by AC.
- 1.3.9 To constitute Examination Lapses Committee (ELC), Complaint Redressal Committee (CRC) and any sub-committees as recommended by EC.
- 1.3.10 To work as appellate authority for ELC and CRC.
- 1.3.11 To schedule various examinations conducted at the Institute Level.
- 1.3.12 To approve final declaration of the results.