

Ref. No. MRIIRS/Acad./2025/028

Dated: 17.02.2025

NOTIFICATION

In continuation of our notification Nos. MRIIRS/Notification/2024/101 dated 30.04.2024, the Competent Authority has been pleased to accord approval to re-constitute the '**Board of Studies**' of the Department of English under School of Media Studies & Humanities as under:-

Head of the Department

1. Dr. Swati Chauhan	Associate Professor & Head Deptt. of English,SMeH, MRIIRS	Chairperson
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All Professors of the Department

1. Dr. Sujata	Professor Deptt. of English,SMeH, MRIIRS	Member
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Associate Professors of the school or department, by rotation

1. Dr. Ipshita Nath	Associate Professor Deptt. of English,SMeH, MRIIRS	Member
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Three Assistant Professors of the school or department, by rotation

1. Dr. Tripti Tyagi	Assistant Professor Deptt. of English,SMeH, MRIIRS	Member
2. Dr. Guni Vats	Assistant Professor Deptt. of English,SMeH, MRIIRS	Member
3. Dr. Sagar Kumar Sharma	Assistant Professor Deptt. of English,SMeH, MRIIRS	Member

Two persons co-opted for their expert knowledge including those belonging to the concerned profession or industry

1. Prof. P.Unnikrishnan	Professor in English Deshbandhu College University of Delhi, New Delhi	External Member
2. Prof. Nandini Sahu	Professor in English Hindi University ALO Building 37/2 Bhairab Dutta Lane, Nangibagan, Salkia, Howrah-711106	External Member

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University under Section 3 of the UGC Act, 1956)

(NAAC Accredited 'A++' Grade)

Administrative Headquarters: 5E/1-A, Bungalow Plot, N.I.T. Faridabad-121001, Phone: +91-129-4198600 (30 lines)
MRIIRS Aravali Campus: Plot 'A' Sector-43, Delhi Surajkund Road, Faridabad-121004, Phone: +91-129-4198100 (30 lines)

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Powers and Duties of 'Board of Studies' as per Ordinance No-7

- (i) To coordinate the teaching and research work in the Programmes assigned to the Department(s);
- (ii) To appoint committees of courses for the Department(s), wherever required, to supervise the work of such committees.
- (iii) To recommend to the Board of School, the scheme courses and syllabi of Studies in the various programmes assigned to the Department(s).
- (iv) To recommend to the Board of School, name of paper setters, examiners and moderators, wherever required;
- (v) To consider schemes for the advancement of the standards of teaching and research and to submit such proposals to the Board of School concerned.
- (vi) To consider schemes for interaction with industry and to submit such proposals to Board of School concerned.
- (vii) To prepare and formulate schemes for School Development and to submit such proposals to Board of School concerned.
- (viii) To consider feedback reports on the placement and employability of the passed out students and to suggest remedial measures, wherever necessary, for consideration of the Board of School concerned.
- (ix) To consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Board of School concerned.
- (x) To perform all other functions which may be prescribed by the Ordinances / rules, and to consider all such matters as may be referred to it by the Board of School, the Academic Council or the Vice-Chancellor;
- (xi) To delegate to the Chairman, or to any other member of the Board or to a Committee, such or specific powers as may be decided upon by the Board from time to time.

Terms of Membership

The term of the other than ex-Officio members shall be upto **29.04.2026**. Any member can be considered for re-nomination.

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Meetings

- (i) Notice for a meeting of the Board, shall ordinarily be issued at least 10 days before the day fixed for the meeting. However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice- Chancellor.
- (ii) The quorum for the meeting of the Board shall be one third of its total members subject to minimum five members.
- (iii) The Chairman, Board of Studies, shall hold at least two meetings in a semester.

Shinarikeshi
REGISTRAR 15.2.25

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Copy forwarded to the following for information and necessary action:

1. Dean-SMeH, MRIIRS
2. HoD-English, SMeH, MRIIRS
3. All the Members (through Dean-SMeH Office)
4. PS to VC (For kind information of Vice-Chancellor)

Shinarikeshi
REGISTRAR
15.2.25

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