

Department Board (- will also discuss examination matters of the BA programme courses the department offers)

Terms of Reference:

- a) To be responsible for the delivery of the programme(s) and courses it offers, including course planning, teaching, assessment and evaluation, admissions policy, and achievement of the intended student learning outcomes.
- b) To be responsible for the quality of teaching and research work of the department.
- c) To formulate departmental policies within University guidelines.
- d) To consider staff matters of the department.
- e) To set up committees as it thinks necessary to discharge its duties.
- f) To exercise such additional responsibilities and powers as may be assigned to it by the President from time to time.

Membership

Chairperson	:	Head of the Department
Members	:	All full-time members of the teaching staff of the Department at the rank of Assistant Lecturer or higher Two/three/four elected student representatives
Secretary	:	To be elected from among its members
Observer	:	One research postgraduate student (if any) elected from among themselves

[Note: The Dean concerned should receive the agenda papers and minutes of the Department Boards.]