**POSTGRADUATE INSTITUTE OF AGRICULTURE**

**UNIVERSITY OF PERADENIYA**

**BOARD OF STUDY IN**……………

**MINUTES OF THE (2024:1) BOARD OF STUDY MEETING HELD ON (date) AT (time)**

**Attendance**

**Present:**

**Excused:**

**Absent:**

|  |  |  |
| --- | --- | --- |
| **Minute No.** | **Item/Description** | **Action by** |
| **2024:1:1** | **Notices and Announcements** | Chairperson |
| **2024:1:2** | **Confirmation of minutes** | Chairperson |
| **2024:1:3** | **Business arising from the minutes** | Chairperson  Members |
| **2024:1:4** | **Academic Program** | Chairperson  Secretary  Programme Coordinators  Members |
| **2024:1:5** | **Quality Assurance** | Director  Chairperson |
| **2024:1:6** | **Matters to be reported by the Director/PGIA** | Director |
| **2024:1:7** | **Student matters**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Registration**  **No.** | **Name of the Student** | **Degree Programme** | **Request/**  **Activity** | **Reason/**  **Justification** | **Decision/**  **Recommendation** | |  |  |  |  |  |  |   **Nominating Examiners for Comprehensive examination**   |  |  |  |  | | --- | --- | --- | --- | | **Registration**  **No.** | **Name of the Student** | **Degree Programme** | **Examiners** | |  |  |  |  |   **Nominating Examiners for thesis defenses**   |  |  |  |  | | --- | --- | --- | --- | | **Registration**  **No.** | **Name of the Student** | **Degree Programme** | **Examiners** | |  |  |  |  |   *(Note - If you have nothing to reported, please keep the tables without deleting and mention as nothing to report, Please include Appointments under the Academic Programme)* | Chairperson  Secretary  DR |
| **2024:1:8** | **Any other Business** |  |

Signature

Name

(Secretary/BS in ……………)