

Academic Board Coordination & Institutional Communications

Meridian University, Fairhaven

Illustrative work-samples demonstrating document design, drafting standards, and formatting conventions used in academic-board coordination. Names, dates, and reference numbers throughout this portfolio are fictional placeholders.

FUNCTION	Academic Board Coordination & Institutional Communications
SCOPE	Policy notifications, board meeting agendas, briefing materials, and executive minutes for institutional decision-making
DELIVERABLES	Board Agendas · Meeting Minutes · Policy Notifications · Institutional Documents
STATUS	Illustrative samples prepared for portfolio and template demonstration

BOARD AGENDAS

MEETING MINUTES

POLICY NOTIFICATIONS

INSTITUTIONAL DOCS

PROJECT OVERVIEW

Where institutional decisions become official record

This portfolio presents a representative set of work-samples for the Academic Board Coordination & Institutional Communications function — from drafting official policy notifications, through preparing board agendas and briefing materials, to recording executive minutes once decisions are made.

CORE RESPONSIBILITIES DEMONSTRATED

- 01 Drafting official university policy notifications and circulars for institutional distribution.
- 02 Preparing structured agendas for Academic Board and related statutory-body meetings.
- 03 Compiling concise briefing notes and background material to support agenda items.
- 04 Recording and formatting executive minutes that capture resolutions with precision and traceability.
- 05 Maintaining consistency of tone, numbering, and reference conventions across institutional documents.

MERIDIAN UNIVERSITY, FAIRHAVEN
Office of the Registrar — Academic Board Section

Notice & Agenda for the Meeting of the Academic Board

FILE NO.	Ac .B/2026/ [XX]	MEETING NO.	[No.] of 2026
DATE	[Day], [Date Month] 2026	TIME	11:00 A.M.
VENUE	Senate Hall, University Administrative Building	CHAIR	The Vice-Chancellor

ORDER OF BUSINESS

#	AGENDA ITEM	PRESENTED BY	TIME
1	Confirmation of minutes of the previous meeting.	Registrar	5 min
2	Action-taken report on decisions of the previous meeting.	Registrar	10 min
3	Report of the Board of Studies on revision of the syllabus for [Programme Name].	Dean, Faculty of [X]	20 min
4	Approval and ratification of results of the [Examination Name].	Controller of Examinations	15 min
7	Any other matter with the permission of the Chair.	—	10 min

Full agenda runs to 7 items; items 5–6 (new elective proposal, affiliation recommendations) omitted here for length.
Enclosures: (i) Minutes of the previous meeting; (ii) Action-taken report; (iii) Board of Studies report on Item 3; (iv) Statement of results referred to in Item 4.

[Name of Officer]
Registrar (Sd/-)

MERIDIAN UNIVERSITY, FAIRHAVEN

Minutes of the Meeting of the Academic Board

MEETING NO.	[No.] of 2026	DATE	[Day], [Date Month] 2026
PRESIDED BY	The Vice-Chancellor	PRESENT	[N] of [N] members

The Chairperson welcomed the members and, quorum being present, called the meeting to order. The following business was transacted:

Item No. 1 — Confirmation of minutes of the previous meeting.

DISCUSSION The minutes of the meeting held on [date] were placed before the Board.

RESOLUTION RESOLVED that the minutes of the previous meeting be and are hereby confirmed without amendment.

Item No. 3 — Revision of the syllabus for [Programme Name].

DISCUSSION The Dean, Faculty of [X], presented the Board of Studies report recommending syllabus revision, incorporating updated course content and revised evaluation weightage.

RESOLUTION RESOLVED that the revised syllabus be approved for implementation from the academic year 2026–27, subject to minor corrections suggested by members.

Minutes run to 4 items; Items 2 and 4 (action-taken report, ratification of examination results) omitted here for length.

[Name of Officer]

Registrar & Secretary, Academic Board · Approved by the Chairperson

MERIDIAN UNIVERSITY, FAIRHAVEN

NOTIFICATION

NO.	Ac .A1/[XXXX]/2026	DATE	[Date Month] 2026
-----	--------------------	------	-------------------

Sub: Academic Programmes — Revised Guidelines for Internal Assessment — Notified.

Ref: 1. Minutes of the Academic Board meeting held on [date], Item No. [X]. 2. U.O. No. Ac.A1/[XXXX]/2025 dated [date].

In pursuance of the Academic Board's approval and in exercise of the powers conferred under the relevant University Statutes, the following guidelines are hereby notified for compliance by all affiliated colleges, University departments, and autonomous institutions:

1. Internal assessment shall constitute 20% of total marks per course, distributed across attendance, assignments, seminars, and periodical tests as prescribed in Annexure I.
2. Continuous evaluation records shall be maintained by the concerned Department/College and made available for verification on request.
3. Grievances relating to internal assessment marks shall be addressed through the Internal Grievance Redressal Committee within 15 days of publication.
4. These guidelines supersede all previous notifications on the subject to the extent of inconsistency.

COPY TO

Principals of all affiliated Colleges · Heads of all University Departments · Controller of Examinations · University Website Cell · Office file / Guard file

[Name of Officer]
Registrar

MERIDIAN UNIVERSITY, FAIRHAVEN

Briefing Note for the Academic Board

PREPARED FOR	Agenda Item No. 3 — Academic Board Meeting, [date]
PREPARED BY	Academic Board Coordination Section, Office of the Registrar
CLASSIFICATION	For Board Discussion — Not for External Circulation

1. BACKGROUND

The Board of Studies in [Subject] recommended a revision of the syllabus for the [Programme Name] programme, in line with the periodic curriculum-review cycle and recent outcome-based-education guidance.

2. KEY PROPOSED CHANGES

- Two new skill-based elective courses added to the core curriculum.
- Evaluation scheme revised to align internal/external weightage with University norms.
- Mandatory project/dissertation component introduced in the final semester.

3. FINANCIAL / RESOURCE IMPLICATIONS

No additional recurring expenditure required; one-time faculty-orientation and lab-manual costs met from the existing Department budget.

4. RECOMMENDATION

That the Board approve the revised syllabus for implementation from 2026–27, subject to any modifications raised in discussion.

[Name of Officer]
Assistant Registrar, Academic Board Coordination

Four document types, one consistent standard

Across agendas, minutes, notifications, and briefing notes, the same conventions carried through: letterhead-style headers, structured reference and file numbers, formal register, and defined approval/circulation blocks — so any reader could trust the document's authority at a glance.

- BOARD AGENDAS
- MEETING MINUTES
- POLICY NOTIFICATIONS
- INSTITUTIONAL DOCS

All names, dates, reference numbers, and figures in this portfolio are fictional placeholders prepared solely to demonstrate document design and drafting conventions.