



THE ACADEMIC COUNCIL

REGULATIONS FOR CONDUCT OF MEETINGS

(Under Section 29 of the Central Universities Act, 2009 and Statute 13 of the Statutes of the University)

(In the Regulations the "Vice-Chancellor" includes in his absence the "Pro-Vice-Chancellor/ the person acting as Vice-Chancellor")

- (i) Meetings of the Academic Council shall be convened by the Vice-Chancellor at any time.
But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor shall convene a special meeting on a date fixed by him/her. At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.
- (ii) The Registrar shall, ordinarily, at least seven days before each meeting of the Academic Council, issue to each member thereof, a notice convening the meeting and a copy of the Agenda thereof:
Provided that in the case of emergent meetings the Vice-Chancellor may suspend or modify the operation of this rule.
- (iii) The Vice-Chancellor shall be the Chairperson of the Academic Council. In his/her absence, the Pro-Vice-Chancellor/ the person acting as Vice-Chancellor shall be the Chairperson, and in the absence of both, the Council shall elect its own Chairperson for the meeting from amongst the members present.
- (iv) At all meetings of the Academic Council, half of the total members of the Academic Council shall form a quorum.
- (v) If at a meeting of the Academic Council the quorum is not complete, the Chairperson may dissolve or adjourn the meeting.
- (vi) Business not included in the Agenda as sent to the members may only be taken up by permission of the Chairperson.
- (vii) The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, person performing the duties of the Registrar shall act as Secretary.
- (viii) All proposals brought forward for consideration of the Academic Council, shall be decided by majority of votes. The Chairperson may decide that any matter may be so decided by a secret ballot or by the show of hands at his discretion.

- (ix) Every resolution shall be passed by a majority of the votes of the members present. It shall be in the option of the Chairperson to decide the manner in which the votes of the members shall be recorded.
- (x) In the case of equality of votes, the Chairperson shall have the casting vote in addition to his vote as a member.
- (xi) No resolution, proposal or other matter, foreign to, or wholly inconsistent with, the matter appearing in the Agenda papers shall be decided by the Academic Council, except to the extent permitted by the Chairperson whose decision on the subject shall be final.
- (xii) It shall be in the power of the Chairperson to regulate the order of the speeches.
- (xiii) A member shall have the right to express his/her dissent if he/she does not agree to any resolution of the Council. This will be mentioned at the end of such resolution that one or more members dissented.
- (xiv) If the Chairperson is of the opinion that a point of order has been raised by a member vexatiously, or for the purpose of mere obstruction, or of interruption to the business of the meeting, he/she shall so declare, and it shall be deemed a breach of order.
- (xv) The Chairperson shall be the sole judge of any point of order and may, at his/her own instance, or at the instance of any member, call to order any member who is speaking. If the member who is called to order disregards such call, the Chairperson may suspend him/her from membership for the rest of the meeting, and in case of gross misbehavior he/she may, with the consent of two-thirds of members present at the meeting suspend him/her for such longer time as he/she may consider necessary. No member may be suspended longer than the duration of the meeting without the vote of two-third of the members present.
- (xvi) A member suspended for the rest of the sitting shall not take part in any discussion but may remain present at the meeting.
- (xvii) A member suspended with the vote of two-thirds of the members present, for a longer period than the duration of a meeting, may be called upon to withdraw from the meeting, and thereupon, he/she shall do so.
- (xviii) The Registrar shall circulate the draft minutes of the meeting of the Council to the members as soon as possible to seek their comments, if any, within seven days. The comments received shall be examined and if necessary, minutes shall be suitably amended.
- (xix) If no comments are received from any member within the stipulated time, the minutes shall be finalized and circulated for appropriate action on the resolutions.
- (xx) The minutes shall be placed before the next meeting of the Council for confirmation.