RE-2

REGULATIONS FOR THE MEETINGS OF THE ACADEMIC COUNCIL

[Approved by the Executive Council in its 20th meeting held on 28.06.2014 vide resolution No. EC20.5.1]

(Under Section 23 of SU Act & Statute 13)

1. The Academic Council shall ordinarily meet atleast two times in a calendar year or at such times as may be decided by the Vice-Chancellor.

2. The Vice-Chancellor shall be the Chairman and the Registrar shall be Secretary of the Academic Council.

3. The date of the meeting of the Academic Council shall be fixed by the Vice-Chancellor, who is the Chairman of the Academic Council.

4. The Registrar shall issue the notice of the meeting as per directions of the Chairman at least 21 days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed at the meeting shall be circulated atleast 7 days before the meeting. Sending of agenda through e-mail to the members shall be deemed to have been circulated.

   Provided that it shall be open to the Chairman, at his discretion, to bring up such item(s) which are urgent and important in nature for consideration at the meeting itself. The Chairman may, with the consent of the Council, withdraw any item(s) already circulated for deliberations at the meeting and may defer deliberations on any item for the next meeting.

5. A special meeting of the Academic Council may be convened by the Registrar on a day to be fixed in consultation with the Vice-Chancellor if a request to this effect is received in writing from not less than 1/3rd of the total members of the Academic Council. Members requisitioning such a special meeting shall indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting shall consider only those item(s).

   Provided that a special meeting shall not be held unless 1/3rd of the members who requisitioned such meeting are present.

6. One-third of the existing members of the Academic Council shall form a quorum for a meeting of the Academic Council.

   Where the meeting of the Academic Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the Chairman may decide. A notice for the adjourned meeting shall be sent to all the members of the Academic Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

   If deliberations on the agenda item(s) remain inconclusive on the day of the meeting, the meeting shall be continued on the next day or on some other day as the Chairman may decide. No quorum shall be required for the continued meeting and shall restrict its

deliberations to the agenda circulated earlier except with the permission of the Chairman.

7. The conduct of the business in the meeting of the Academic Council shall be regulated by the Chairman.

8. Each member shall be required to observe the decorum during the conduct of meetings and shall confine his/her discussion to the views relevant to the matter. S/he may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.

9. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.

10. Where a matter is to be considered by the Academic Council, it shall be open to the Chairman to obtain the approval of the members of the Academic Council by circulation. In that event the draft resolution shall be circulated together with the explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by the majority of the members of the Academic Council.

11. The minutes of the meeting shall be prepared by the Registrar, who shall submit the same to the Chairman for his approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any, received from the members shall be considered at the following meeting of Academic Council before those are confirmed.

12. A member, other than ex-officio, may resign from the membership by giving notice in writing to the Registrar and such a member shall cease to be member from the date of receipt of his resignation by the Registrar.

13. The power to amend, repeal or add to these Regulations shall vest with the Executive Council.

14. These Regulations shall come into force from the date of their approval by the Executive Council.