

NORTH-EASTERN HILL UNIVERSITY REGULATIONS**RA-3****ON THE CONDUCT OF MEETINGS OF THE SCHOOL OF STUDIES, BOARD OF RESEARCH STUDIES, BOARD OF POST-GRADUATE STUDIES, BOARD OF UNDER-GRADUATE STUDIES, DEPARTMENTS, AUTHORITIES, COMMITTEES APPOINTED***(Under Clause (1) (a) of Statute 42)*

- Rules of Business**
- 1.** The School of Studies/Board of Research Studies/Boards of Post-Graduate Studies/Board of Under-Graduate Studies/Departments/Committees shall meet at least once in a Semester and/or at such time as may be desired by the Chairmen of respective Bodies/Vice-Chancellor.
 - 2.** Each Authority/Body shall have a Chairman as prescribed in the ordinances and a Convener to be nominated by the Vice-Chancellor from amongst the administrative officers of the University not below the rank of Deputy Registrar.
 - 3.** The Convener of the Body concerned shall issue the notice of the meeting as per directions of the Chairman, at least 14 days before the meeting indicating the date, venue and time of the meeting and the agenda to be discussed.
 - 4.** Notice of a motion to be included in the agenda for the said meeting along with detailed note thereon may be sent to the Chairman/Convener at least seven days before the meeting.
 - 5.** The right of entertaining an item on the agenda or dropping it shall vest with the Chairman/Vice-Chancellor.

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

6. In the absence of the Chairman or in the absence of the person authorised to chair the meeting, the members present shall elect the Chairman for a particular meeting.
7. Unless otherwise provided in the Ordinances, one-third of the total members shall form a quorum.
8. If there is no quorum, the meeting shall be adjourned. An adjourned or continued meeting shall not require a quorum.
9. The conduct of business shall be regulated by the Chairman.
10. Each member shall be required to observe decorum during the conduct of meeting and shall confine his discussion to the views relevant to the matter. He may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
11. The Chairman shall have the right to name a member in case of conduct not in keeping with the normally expected rule for academic bodies who shall have his obligation to withdraw, failing which the member concerned may be suspended from attending the particular session/meeting.
12. Ordinarily all decisions shall be by consensus. However, in exceptional circumstances the Chairman may put the resolution for voting. In case of difference of opinion on any matter and if still the issue remains unresolved, the matter shall be referred to the Vice-Chancellor/ Academic Council/Executive Council whose decision shall be final.

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- 13.** All members except the Convener, if he is not a member, shall have a right to vote. The Chairman will have a casting vote as well.
- 14.** Special/Emergency meetings may be called by the Chairman on his own or at the instance of the Vice-Chancellor or through a requisition from one-third of the total members at any time deemed fit notwithstanding the normal time limit but the business to be transacted at such meeting shall not be other than that intimated.
- 15.** The Authorities/Bodies shall not discuss or make recommendation on any matter beyond their jurisdiction as defined by Statutes/Ordinances. The decision of the chairman on this point shall be final. However, if majority of the members present have a different view the matter shall be referred to the Vice-Chancellor whose decision shall be final.
- 16.** Not more than three days after the conclusion of the meeting the Convener shall place the draft of the proceedings/minutes before the Chairman for confirmation to intimate implementation and shall circulate the same to all members of the authority concerned initially. Formal confirmation, however, will be done at such regular meeting of the authority concerned as first item of the agenda. The second item on agenda of all meetings shall be the review of implementation of decisions taken earlier.
- 17.** A member, other than ex-officio, may resign from the membership by giving notice in writing to the Chairman who shall forward the same to the Vice-Chancellor and such member shall cease to be a member from the date of acceptance of resignation by the Vice-Chancellor.

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

- 18.** Vacancies shall not invalidate the proceedings of any authority and shall be filled in as per provision of the Ordinances.
- 19.** Ordinarily any matter decided shall not be re-opened before the expiry of six months except with the prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
- 20.** The power to interpret, amend, repeal or add to these rules shall vest in the authority concerned with the approval of the Vice-Chancellor.
- 21.** Where the members of the authorities are teachers of the University, it shall be expected of them to attend the meetings invariably. They may, however, go out on tour or other official duties only after obtaining specific approval of the Chairman.