

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RA-5

ON CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL

(Under Clause (1) (a) and (2) of Statute 42)

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| Meetings | 1. The Academic Council shall meet at least twice in a year and at such times as may be decided by the Vice-Chancellor. |
| Chairman & Secretary | 2. The Vice-Chancellor shall be the Chairman and the Registrar shall be the Secretary of the Academic Council. |
| Notice | 3. The Registrar shall issue notices of meetings as per directions of the Chairman at least 30 days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed there shall be circulated at least 7 days prior to the date of the meeting. |
| Motion | 4. Notice of a motion to be included in the agenda for a meeting alongwith a detailed note thereon should reach the Chairman at least 21 days before the meeting.
5. The right of entertaining an item on the agenda or withdrawing it shall vest with the Vice-Chancellor/ Chairman. In case an agenda item submitted by a member is not admitted, he will be informed of the reasons thereof. |
| Quorum | 6. Half of the total members shall form the quorum.
7. An adjourned or continued meeting shall not require a quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.
8. The conduct of business shall be regulated by the Chairman . |
| Conduct of Business | 9. Each member shall be required to observe decorum during the conduct of meetings 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.
10. The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him from attending a particular session/meeting.
11. Ordinarily all decisions shall be by consensus. However, the Chairman may put a motion/ resolution to vote.
12. All members, except the Secretary who is not a member, shall have a right to vote. The Chairman will have a casting vote. |
| Special Meeting | 13. Special/ Emergency meetings may be called by the Chairman at his own 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 meetings shall not be other than that intimated. |

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- Minutes** 14. Not more than seven days after the conclusion of the meeting the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Academic Council. Formal confirmation, however, will be done at the next regular meeting as the first item of the agenda. The second item on the agenda of all meetings shall be the review of implementation of decisions taken earlier.
- Resignation** 15. 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.
- Vacancies** 16. Vacancies shall not invalidate the proceedings of the Academic Council and shall be filled as per provisions of the Statutes.
- General** 17. Ordinarily any matter decided shall not be re-opened before the expiry of six months except with prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
18. The power to interpret, amend, repeal or add to these rules shall vest in the Academic Council.