

# Atal Medical & Research University, H.P.



## Regulations (Conduct of Meetings)

### **Conduct of Meetings of the Board of Management**

1. Meetings of the Board of Management will ordinarily, be held twice in a year or earlier as and when required, on a date and time to be fixed by the Vice-Chancellor. However, the duration between two meetings should not exceed six months in any case.
2. The Vice-Chancellor shall be the Chairperson of the Board of Management and shall preside at its meeting. In absence of the Chairperson, member senior in age, shall preside over the meetings.
3. The Registrar shall give to members of the Board of Management at least 10 days notice, convening the meeting specifying the date, time and place of meeting. The agenda and related paper shall also be sent alongwith the notice of the meeting. However, in case of emergency, the Vice-Chancellor may suspend or modify the operation of this rule.
4. Five members of the Board of Management shall form the quorum.
5. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
6. Notice of Motion or resolution to be included in the agenda of meeting of the Board of Management must reach the Registrar not less than five clear days before the meeting. It will be included in the agenda at the discretion of the Vice-Chancellor.
7. The proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson.
8. The proceedings of the meeting having been duly approved shall be circulated to the Chancellor and members of the Board of Management, ordinarily, within 15 days of the meeting.
9. Any member who ceases to hold the qualification by virtue of which he/she was appointed to the Board of Management shall cease to be member thereof.

### **Conduct of Meetings of the Finance Committee**

1. The Vice-Chancellor shall preside over the meetings of the Finance Committee. In the absence of the Chairperson, member senior in age, shall preside over the meetings.
2. Four members shall form a quorum, out of which at least one shall be either the Secretary, Finance Department, Himachal Pradesh or his nominee or Secretary, Health & Medical Education Department, Himachal Pradesh or his nominee.
3. The Finance Officer, the Member-Secretary of the committee shall give to all members of the Finance Committee at least seven days notice, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent along with the notice of the meeting.
4. The Finance Committee shall ordinarily meet four times in a year preferably before the meeting of the Board to consider the annual accounts and the budget proposals for the next year for submission to the Board of Management with its recommendations.
5. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
6. The proceedings of the meeting shall be recorded in writing and signed by the Finance Officer and approved by the Chairperson.
7. The proceedings of the meetings of the Finance Committee, having been duly approved shall be circulated to the Chancellor and members of the Finance Committee, ordinarily, within 15 days of the meeting.
8. Any member who ceases to hold the qualification by virtue of which he/she were appointed to the Finance Committee shall cease to be member thereof.

### **Conduct of Meetings of the Academic Council**

1. The Registrar shall, ordinarily, at least ten days before each meeting of the Academic Council, issue to each member, a notice convening the meeting alongwith the agenda thereof:-  
Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.
2. In the case of emergent meetings, the Registrar shall give notice of the date, time and place of the meeting as per the circumstances in each case may permit.
3. The Vice-Chancellor shall preside at the meetings of the Academic Council. In absence of the Chairperson, member senior in age, shall preside over the meetings.
4. The one-third members amongst the notified members of the Academic Council shall form the quorum.
5. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
6. Notice of a motion or resolution to be included in the agenda of the meeting of the Academic Council must reach the Registrar not less than five clear days before the meeting. It will be included in the agenda at the discretion of the Vice-Chancellor.
7. Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Chairperson.
8. The proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson.
9. The proceedings of the meeting having been duly approved shall be circulated to the Chancellor and members of the Academic Council, ordinarily, within 15 days of the meeting.
10. Any member who ceases to hold the qualification by virtue of which he/she was appointed to the Academic Council shall cease to be member thereof.

### **Conduct of Meetings of the Faculties**

1. The Dean of the faculty shall preside over the meetings of the Faculty. In the absence of the Dean, the senior most Professor in the Faculty, shall act as Chairperson.
2. Meetings of the Faculties shall be convened by the Dean and shall be held at least once a year. However, special meeting may be convened as and when required.
3. The Dean shall give to all members of the Faculty at least 10 days notice, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent along with the notice of the meeting.

However, in a case of emergency, the Vice-Chancellor may suspend or modify the operation of this rule and the meeting could be called at a shorter notice.

4. Notice of motion of resolution to be included in the supplementary agenda, of a meeting of the Faculty must reach the Dean, not less than 7 days before the date of meeting.
5. Amendment to motion on the agenda and new proposals can also be moved at the meeting with the permission of the Chairperson.
6. Two fifths of the members shall form a quorum.
7. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
8. The proceedings of the meetings of the Faculties shall be circulated to the members of the Faculties, ordinarily, within 15 days of the meeting.
9. Any member who ceases to hold the qualification by virtue of which he/she was appointed to the Faculties shall cease to be member thereof.

### **Conduct of Meetings of Boards of Studies**

1. The Boards of Studies (UG/PG), the Chairperson shall be from amongst the Senior Professors in the subjects constituting the board on the basis of seniority and rotation. The Chairperson shall preside over the meetings of the board but in the absence of the Chairperson, the senior most member present shall preside at such meeting.
2. Two fifths of the members shall form a quorum.
3. The Chairperson of the Board of Studies shall give to all members of the Board of Studies at least seven days notice, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent along with the notice of the meeting.  
However, in a case of emergency, the Vice-Chancellor may suspend or modify the operation of this rule and the meeting could be called at a shorter notice.
4. A Board may dispose of its business by meetings or by circulation or by both.
5. Meetings of the Board shall be convened by the Chairperson and shall be held at least once a year.
6. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
7. The proceedings of the meetings of the Boards of Studies after having been duly approved by the Chairperson shall be circulated ordinarily, within 15 days of the meeting.
8. Any member who ceases to hold the qualification by virtue of which he/she was appointed to the Faculties shall cease to be member thereof.

## **Conduct of Meetings of the Senate**

1. The annual meeting of the Senate shall, unless otherwise directed by the Vice-Chancellor, be held at least twice a year on the dates to be fixed by the Vice-Chancellor. One of such meetings shall be the annual meeting.
2. Provided that ordinary meetings of the Senate may be convened at any time by the Chancellor, Vice-Chancellor or on a written request of one-third of its members. The written request by the members intimating the purpose for which such meeting is deemed to be necessary will be submitted to the Vice-Chancellor, who may after consideration fix the date and time of such meeting.

The Registrar shall circulate the notice of the meeting, together with the business which is intended to be transacted in the meeting to the members of the Senate, at least seven days before the date fixed for such meeting.

3. A special meeting of the Senate may be convened at any time by the Chancellor, Vice-Chancellor or on a written request of one-third of its members. The written request by the members intimating the purpose for which such meeting is deemed to be necessary will be submitted to the Vice-Chancellor, who may after consideration fix the date and time of such meeting. The Registrar shall circulate the notice of the meeting, together with the business which is intended to be transacted in the meeting to the members of the Senate, at least seven days before the date fixed for such meeting.
4. The Registrar shall, under the direction of Vice-Chancellor, give to all member of the Senate at least 15 days notice, convening the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent along with the notice of the meeting. However, in case of emergency, the Vice-Chancellor may convene an ordinary meeting at a shorter notice.
5. Except in emergent meeting, not less than seven days before the date of a meeting, the Registrar shall, under the direction of the Vice-Chancellor issue to every member, agenda papers, specifying the date, time and place of the meeting and the business to be transacted in the meeting.
6.
  - i) In all the meeting of the Senate, two-fifths of the Members shall form a quorum.
  - ii) If the required number of members for purposes of quorum is not present by the half an hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of the fact.
7. The Chancellor shall, if present, preside over the meetings of the Senate. In the absence of Chancellor, the Vice-Chancellor shall preside over the meetings, but in the absence of both the Chancellor and Vice-Chancellor, member senior in age, shall preside over the meeting.

8. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes, the Chairperson shall have a casting vote in addition to his own vote as a member.
9. All proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson.
10. The proceedings of the Senate having been duly approved shall be circulated to the Chancellor and members of the Senate and the Board of Management within one month of the meeting.
11. Any member who ceases to hold the qualification by virtue of which he was appointed to the Senate shall cease to be member thereof.