

STATUTE GOVERNING RULES OF BUSINESS OF THE SYNDICATE, THE ACADEMIC COUNCIL, THE FINANCE COMMITTEE AND THE FACULTIES

(Framed under Section 40 (1) (a) of the Karnataka State Universities Act 2000)

1. Title and Commencement

- (i) This Statute shall be called the Statute governing Rules of Business of the Syndicate, the Academic Council, the Finance Committee and the Faculties.
- (ii) This Statute shall come into effect from the date of assent of the Chancellor.

THE SYNDICATE

2. Meetings of the Syndicate: The Syndicate shall hold atleast eight meetings during a year. The duration between two consecutive meetings shall not exceed eight weeks. The Vice - Chancellor may in case of urgency convene **special meetings**.

The Chancellor or the State Government, may also by order direct to hold special meetings to discuss such terms of reference as may be specified by them and the Vice - Chancellor shall comply with such directions.

- 3. Quorum:** The quorum for a meeting of the Syndicate shall be **nine**.
- 4. Agenda of Meetings:** A preliminary statement of business to be transacted at a meeting shall be sent to the members atleast 7 (seven) clear days before the meeting.
- 5. Notice of Propositions by Members:** Notice by members of subjects to be included in the agenda shall be sent so as to reach the Registrar not later than 10 (ten) clear days before the meeting.
- 6. Propositions without Notice:** Any proposition of which notice has not been given, moved by any member, if permitted by the Syndicate on the subjects mentioned in the agenda shall ordinarily be sent to the Registrar within 3 (three) days after the receipt of the agenda.
- 7. Notice of Amendments:** Amendments if any, relating to subjects mentioned in the agenda shall ordinarily be sent to the Registrar within 3 (three) days after the receipt of the agenda.
- 8. Supplementary Agenda:** A supplementary list of such amendments and other urgent subjects arising after the issue of the first agenda shall ordinarily be supplied to each member at or before the meeting.
- 9. Voting:** Every question shall be decided by a majority of the votes of the members present. In the case of any equality of votes, the Chairman shall have a casting vote in addition to his vote as a member.

10. Rules of Debate: No member shall have the right to speak more than once in the course of the discussion of a motion or of an amendment except the proposer of the motion who shall have the right to reply at the close of the discussion of the motion.

But, if at the close of the discussion and before the mover begins to reply, a member wishes to make any observations in the light of the discussion that has taken place, he shall do so without taking more than five minutes.

No speech shall exceed ten minutes in duration except with the permission of the Chairman who may, at his discretion in any case, allow more time.

The Chairman shall regulate the order of speeches.

11. Motion for Adjournment of Closure: A motion for adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

If a motion for adjournment of the discussion is carried such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment thereto, as the case may be, shall be put to vote immediately after the mover's reply.

A member may withdraw his motion or amendment.

12. Intervention during speech: Any member may by way of personal explanation, with the permission of the Chairman, try to remove any misconception of fact but in doing so, he shall strictly confine himself to a statement of the fact and his speech shall not exceed five minutes in duration.

13. Point of Order: Any member may, at any time in the course of discussion, rise and call the attention of the Chairman to a point of order.

If a point of order is raised by one member in the course of a speech by another, the speaker shall forthwith resume his seat until the Chairman has decided it.

The Chairman shall be the sole judge of any point of order raised in the meeting.

14. Record of Proceedings: The decision reached on any subject at a meeting shall be recorded immediately and read over to the Syndicate for approval.

15. Notes of Dissent by Members: Any member who dissents from a decision of the Syndicate and expresses a desire to give a note of dissent may do so in writing before the close of the meeting. Such note shall always be brief and be confined to the main point at issue. Personal references of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated with the proceedings of the meeting.

16. Proceedings of Meetings:

- (i) The proceedings of each meeting of the Syndicate shall be drawn up and circulated to members within **12 (twelve) days** after the meeting. The salient points indicating the trend of the discussions that have taken place on the motions put to vote shall be noted briefly in the proceedings of the meeting when necessary. If any member desires to suggest any correction as to what actually was decided at the meeting, a note shall be sent by him to the Registrar within **7 (seven) days** of the receipt of the proceedings. Such resolutions as have thus been objected to, shall be placed before the next meeting for consideration, and other matters shall be taken to be passed finally, provided that action may be taken in anticipation of confirmation in urgent cases.
- (ii) After confirmation of the proceedings, the copies shall be sent to the Chancellor, the Government and the members of the Academic Council and the Syndicate.

17. Reconsideration of subjects once disposed of: Subjects once disposed of may be brought up again with reasons which appear adequate to the Vice-Chancellor.

18. Propositions by Members: Subjects sent by Members will ordinarily be included in the agenda. It shall however, be open to the Vice-Chancellor to disallow any subject being so included, if he considers that it does not properly fall within the purview of the Syndicate or that it contravenes the provisions of the Act, or this Statute, or the Ordinances or that it is not expedient to discuss such subject either in public interest or in the interest of the University.

19. Extraordinary Meetings: On a requisition signed by any eight members of the Syndicate to convene an extra-ordinary meeting thereof, the Registrar shall convene an extra-ordinary meeting on a date to be fixed by the Chairman. At such a meeting such subjects as the signatories to the requisition have set forth in the requisition and any urgent subjects brought by the Vice-Chancellor shall be brought forward and disposed of which shall be not later than **10 (ten) days** from the date of receipt of such requisition.

20. Additional Powers and Functions: In addition to the powers vested in it under the Act, the Syndicate shall have the following additional powers and functions:

- (i) To appoint such Sub-Committees or other Committees as might be considered necessary to advise the Syndicate on any matter coming before it for decision.
- (ii) To refer any matter to the Academic Council, a Faculty, a Board of Studies, a Board of Examiners, or any Committee or person for a report or opinion thereon.
- (iii) To maintain a register of donors of the University.
- (iv) To publish lists of text books prescribed or recommended by the Boards of Studies and the Academic Council.

THE ACADEMIC COUNCIL

21. **Meetings of the Academic Council:** The meeting of the Academic Council shall be of three kinds, namely;

- (i) Ordinary
- (ii) Special
- (iii) Extra-Ordinary

22. **Quorum:** Quorum for the Academic Council meeting shall be **one third of the number of members** entitled to be present at the meeting. Fraction shall be ignored.

When the meeting of the Academic Council is dissolved for want of quorum the Vice-Chancellor shall have power to reconvene a meeting of the Academic Council within **15 (fifteen) days** of such dissolution to transact business already mentioned in the Agenda. In such an event, no quorum for holding the meeting would be necessary.

23. **Chairman of the Meeting:** The Vice-Chancellor, if present, shall preside over all meetings of the Academic Council; but if the Vice-Chancellor is not present, a member nominated by him shall act as Chairman.

24. Non-receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting.

25. **Ordinary meeting:** Ordinary meetings of the Academic Council shall be held atleast **4 (four)** times during an Academic year. However, the duration between two consecutive meetings shall not exceed **three months**.

26. **Notice of Ordinary Meeting:** The Registrar shall under the direction of the Vice-Chancellor, give not less than **35 (thirty five) clear days** notice of the date of an ordinary meeting.

27. **Date for forwarding resolution:** Any member who wishes to move a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not later than **25 (twenty five)** clear days before the date of the meeting. Such resolution shall begin with the words. The Academic Council resolves that.....

No member shall send more than four resolutions.

28. **Admissibility of Resolution:** No resolution shall be admissible unless it complies with the following conditions:

- (a) It shall relate to a matter within the cognizance and powers of the University and the Academic Council.
- (b) It shall be clearly and precisely expressed and shall raise substantially one definite issue.

- (c) It shall not contain arguments, inferences, ironical expressions or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity.
- (d) It shall not refer to any matter which is under adjudication by a Court of Law, and
- (e) It shall not raise substantially the same question which was the subject of decision in the Academic Council during the twelve months preceding the date of the meeting unless the prior consent of the Vice-Chancellor has been obtained.

29. Resolutions placed on Agenda:

- (a) The Registrar under the direction of the Vice-Chancellor shall cause each resolution of which notice has been given and which has been admitted in accordance with clause 29 of this Statute, to be placed in the agenda of the meeting of which it is to be moved.
 - (b) When any resolution if not included in the agenda under the direction of the Vice – Chancellor on any of the grounds mentioned in clause 29 of this Statute, the Registrar shall as soon as possible, intimate the fact to the member stating the objection.
 - (c) Resolution of which due notice has been received by the Registrar and admitted under this statute shall be included in the preliminary agenda.
- 30. Despatch of the Agenda:** Not less than **20 days** before the date of an ordinary meeting, the Registrar shall send by post to every member a preliminary agenda specifying the date, the place and the hour of the meeting and business to be brought before the meeting provided that the Syndicate or the Vice- Chancellor may bring any business which in its or his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda.
- 31. Notice of Amendments to Resolutions:** Any member intending to move an amendment to a resolution included in the preliminary agenda of an ordinary meeting of the Academic Council, shall forward a copy of the same to the Registrar so as to reach him not less than **12 (twelve) clear days** before the day of the meeting at which the resolution is to be moved.

32. Admissibility of Amendments: Form of amendments to Resolutions:

- (a) No amendment shall be admitted unless it complies with clause 29 of this Statute and the following conditions:

Amendment to a resolution shall be,

- (i) by deleting a word or words;
- (ii) by deleting a word or words in order to insert some other word or words; and
- (iii) by adding or inserting a word or words.

- (b) Every amendment must be relevant to the resolution to which it refers and must be framed so as to form therewith an intelligible and consistent sentence.
 - (c) An amendment must not be virtually an independent proposition.
 - (d) No amendment which would reduce a resolution to its negative or opposite form shall be proposed.
33. Amendments which have been scrutinized and admitted under clause 32 of this Statute, shall be included in the final agenda.
34. **Resolutions on Report or Statements:** Notwithstanding the notice prescribed for resolutions, any member who wishes to move a resolution on any report or statement by the Syndicate included in the preliminary agenda, may do so by giving notice of the resolution which shall reach the Registrar not later than 12 (twelve) clear days before the date of the meeting, provided however, that no such notice will be necessary in the case of resolutions relating to any business brought forward by the Syndicate or the Vice-Chancellor.
35. **Despatch of Final Agenda:** The Registrar shall, on receipt of amendments and resolutions given in accordance with the above provision, prepare under the direction of the Vice-Chancellor, a final agenda together with other subjects, if any and send a copy of it by post to each member of the Academic Council not less than 5 (five) days before the date of the meeting.
36. **Business of Meetings:** At every ordinary meeting of the Academic Council the following shall be the order of Business:
- (a) Report of orders on the Regulations submitted to the Chancellor under section 44(2) of the K.S.U.Act.
 - (b) Confirmation of the minutes of the previous meeting: If necessary only in respect of the items objected to.
 - (c) Any motion for a change in the order of Business as stated in the Agenda.
 - (d) Business brought forward by the Vice-Chancellor or Syndicate.
 - (e) Business brought forward by the Faculties and Boards of Studies and
 - (f) Business brought forward by members of the Academic Council.
37. **Correction of mistakes in Agenda:** At any meeting, the Chairman may, without any formal resolution made, permit the correction of any clerical or typographical mistake in notices of resolutions or in reports or statements or other business placed before the meeting.
38. **Complementary Resolutions:** At any meeting of the Academic Council, resolutions of a complementary character, may, without previous notice be moved from the chair or by any member with the previous permission of the chair.
39. **Resolutions without Notice:** At any meeting of the Academic Council, the following resolutions may be moved without previous notice:
- (i) a resolution for a change in the order of business as stated in the agenda;
 - (ii) a resolution directing the Faculties or the Board of studies to review or reconsider their decision or recommendation and to report at a subsequent meeting of the Academic Council;

- (iii) a resolution for the appointment of a committee to consider and report on any matter before the Academic Council at any time and
 - (iv) a resolution relating to business not included in the agenda but brought forward either by the Syndicate or by the Vice-Chancellor.
40. **Amendments without Previous Notice:** At any meeting of the Academic Council, the following amendments may be moved without previous notice:-
- (i) amendments to a resolution for a change in the order of business as stated in the agenda, substituting an order different from that in the motion;
 - (ii) amendments to a resolution directing the Faculties or the Board of Studies to review or reconsider their decision or recommendations;
 - (iii) amendments to a resolution for appointment of a Committee, whether for enlarging or restricting its purposes or for adding to or omitting the names of members proposed to form it;
 - (iv) amendments to a resolution brought forward by the Syndicate or the Vice-Chancellor;
 - (v) amendments to any resolution on amendment on the agenda which, in the opinion of the Chairman have been rendered necessary by and are consequential upon, any resolution passed by the Academic Council at the same meeting;
 - (vi) amendments of a purely verbal or formal kind which, in the opinion of the Chairman do not effect the sense or import of the action to which they refer.
41. **Resolutions of Amendments not on Agenda:** Save as otherwise provided in these Statutes, no resolution or amendment which is not placed on the agenda shall be moved at the meeting.
42. **Procedure on Resolution under clause 39:** Any resolutions made under clause 39(ii) and (iii) of this Statute shall take precedence over any matter that may be before the meeting at the time and must be disposed of before such question.
43. **Procedure for Change in the order of Business:** A resolution for a change in the order of business as stated in the agenda shall be made immediately after confirmation of the minutes of previous meeting and before the commencement of other business. It cannot be moved at any other time.
44. **Procedure for re-considering a previous decision:** A resolution directing the Faculties or the Board of Studies to review or reconsider their decision or recommendations may be made at any time during the debate on any such decisions or recommendations. The resolution may also indicate generally the direction that the Faculties or the Board of Studies shall report to the Academic Council by a specified date, provided however that, if no date is mentioned for the submission of the report, such report shall be made at the next meeting of the

Academic Council and if it is not possible to do so, the fact shall be reported to the Academic Council at such meeting.

45. **Resolution for appointment of a Committee:** A resolution for the appointment of a Committee to consider and report upon any matter before the Academic Council at the time may be made at any time, but not so as to interrupt a speech. The resolution shall state the purpose for which the Committee is to be constituted and the house may appoint the Committee. The resolution may include an instruction and may also specify the date for the submission of the report. An amendment to such a resolution may be for enlarging or restricting the purposes for which the Committee is to be appointed or the matters remitted to it or for giving it an instruction or for fixing a date, or a different date from the one already fixed in the original motion for the submission of the report, provided however that, if no date is mentioned for the submission of a report, such report shall be made at the next meeting of the Academic Council and if it is not possible to do so, the fact shall be reported to the Academic Council at such meeting.
46. **Special meeting of the Academic Council:** The Vice-Chancellor may, whenever, he thinks fit, convene a special meeting of the Academic Council to transact any urgent business. The Registrar, under the direction of the Vice-Chancellor shall give not less than **15 (fifteen) days** notice of such meeting and forward with the notice to each member a copy by post of the preliminary agenda of the meeting. In case of urgency, the Vice-Chancellor may convene a meeting with shorter notice. Any member who wishes to move an amendment to a resolution on the preliminary agenda shall forward the same to the Registrar in writing so as to reach him not later than **7 (seven) clear days** before the date of the meeting. The Registrar shall, on receipt of amendments, prepare under the direction of the Vice-Chancellor, a final agenda showing all the resolutions together with other subjects if any and the amendments admitted and shall send a copy of it by post to each member **3 (three) days** before the date of the meeting. No business other than that brought forward by the Syndicate and/or the Vice-Chancellor shall be transacted at a Special meeting of the Academic Council. It shall be open to the Syndicate and the Vice-Chancellor to bring before the Special meeting any urgent business with or without placing it on the agenda. For items in the agenda for which notice of **15 (fifteen) days** has not been given, it shall be open to members to move amendments without giving prior notice.
47. **Extra-ordinary meeting of the Academic Council:** An extra-ordinary meeting of the Academic Council shall be convened by the Vice-Chancellor on receipt of a requisition in writing signed by not less than one third of the number of members of the Academic Council entitled to be present and sent to the Registrar. Such meeting shall be convened within 30 (thirty) days from the receipt of such requisition. All such requisition shall contain the terms of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution shall be transacted at an extra-ordinary meeting, provided the Syndicate or the Vice-Chancellor may bring any urgent business before such extra-ordinary meeting with or without notice.
48. **Minutes:** The minutes of all proceedings of each meeting of the Academic Council shall be signed by the Chairman of the meeting. The registrar shall, under the direction of the Vice-Chancellor, send by post ordinarily within **20 (twenty) days**

after the meeting, a copy of the minutes of that meeting to each member of the Academic Council. A copy of the minutes shall be submitted to the Chancellor and the State Government.

49. **Objection to Minutes:** If no exception is taken by any member who was present at the meeting as to the correctness of the minutes within **fifteen days** of the despatch of the minutes, they shall be deemed to be correct.
50. **Procedure to decide on Objections:** If exception is taken within the time aforesaid, by means of a letter addressed to the Registrar, specifying the points which require correction in the minutes, the minutes shall be brought forward by the Registrar at the next meeting of the Academic Council.

COMMITTEE OF THE ACADEMIC COUNCIL:

51. The Academic Council may at its first meeting appoint a Committee which shall consist of the Vice-Chancellor as Chairman, the Registrar as member convenor and ten other members including the Deans, who are members of the Academic Council. The **quorum** for the meeting of the Committee shall be **five**.
52. It is competent for the Vice-Chancellor to invite for any meeting of the Committee persons having special knowledge and experience of any subject and the persons so invited shall be competent to take part in the discussions of the Committee but shall not be entitled to vote upon any question.
53. The Committee shall exercise such powers and perform such duties as the Academic Council may by resolution, delegate or assign to it.
54. The Committee shall in particular, advise the Academic Council on the following matters:-
 - (a) the grant of exemptions in accordance with the regulations if any;
 - (b) the qualifications for admission to University Courses in accordance with the Regulations, if any;
 - (c) recognition of examinations of other Universities, Institutions and Boards as equivalent to the examinations of the University.
 - (d) such other matters as may be referred to it by the Academic Council or the Syndicate.
55. **Chairman:** The Vice-Chancellor, if present, shall preside at meetings of the Committee, and in his absence a person nominated by the Vice-Chancellor shall be the Chairman.
56. The Vice-Chancellor may, at his discretion, obtain the opinion of the Committee by circulation.

THE FINANCE COMMITTEE

57. **Meetings:** The Finance Committee shall meet atleast once in three months. It may also meet at other times when the Vice-Chancellor considers necessary.

58. **Quorum:** The **quorum** for a meeting of the Finance Committee shall be **five**.
59. **Functions of the Finance Committee:** The finance Committee shall perform the following functions, namely;
- (i) to conduct the general scrutiny of accounts of the University, review the yearly audit reports and make recommendations thereon;
 - (ii) to scrutinize the annual budget estimates and make recommendations to the Academic Council and Syndicate;
 - (iii) to scrutinize all proposals of the University involving expenditure for which no provision is made in the budget or involving the expenditure in excess of the amount provided for in the budget including creation, upgradation and abolition of posts in the University.

THE FACULTIES

60. **Meetings:** The Faculties shall meet ordinarily once a year or at such times as fixed by the Vice-Chancellor or on the requisition of the Dean with the consent of the Vice-Chancellor or on the written requisition of one third of the number of members entitled to be present at the meeting of the Faculty.
- (a) The Dean of the Faculty shall preside over the meetings of the Faculty.
 - (b) In the absence of the Dean, the Vice-Chancellor may appoint any other member as Chairman of the meeting.
61. **Quorum:** The quorum for a meeting of the Faculty shall be **one third** of the number of members entitled to be present at the meeting. Fraction shall be ignored.
62. **Notice of Resolutions:** A member of the Faculty may bring before the meeting of the Faculty any matter within its cognizance by giving written notice of the same to the Dean, who shall, subject to the provisions of the Statutes, request the Registrar to include such matters in the agenda of the next meeting of the Faculty.
63. **Notice of the Meeting and Agenda:** Notice of a meeting of the Faculty shall be sent by post to each member by the Registrar under the direction of the Vice-Chancellor stating the date, time and place of the meeting and also showing the business to be brought before the meeting. The period of notice shall ordinarily be **15 (fifteen) days** unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period. No item of business which is not entered on the agenda of a meeting of the Faculty shall be considered at the meeting, provided that the Dean may bring any matter before the meeting without the same being included in the agenda.
64. **Powers and Functions:** The powers and functions of the Faculty shall be:
- (i) to consider and report on matters referred to it by any of the Authorities of the University;
 - (ii) to refer any matter to the Board of Studies comprised within the Faculty for consideration and report;

(iii) to consider and report on any recommendation referred to it by the Board of Studies before it is referred to the Academic Council and

(iv) to make suggestions or recommendations to the Syndicate and the Academic Council regarding the organization of teaching, training, research and examinations in the subjects comprised in the Faculty.

65. **Joint Meetings:** The Vice-Chancellor may convene joint meetings of two or more Faculties for the purpose of considering any matter common to them and shall preside over such meeting and in his absence the senior most Dean shall preside over the meeting.

(Assented by the Chancellor on 20.09.2002 and communicated by the Secretary to Government, Education Department vide letter No. ED 03 UDN 2002 dated 30.09.2002, and notified under Notification No. മുംഗ്/എൻ.എൻ.ടി.വി.ഹൗസ്.സി:2002-03:എൻ.1, ദിനാംക് 17.10.2002).

Sd/-
REGISTRAR