

**REGULATION NO. 2**  
**PROCEDURE FOR THE CONDUCT OF THE MEETINGS OF THE ACADEMIC COUNCIL**

1. The meetings of the Academic Council shall be held atleast once in a year or at such time as the Vice Chancellor may direct.
2. The Vice Chancellor shall preside at meeting of the Academic Council. In the absence of the Vice Chancellor at any meeting, the Rector, if any, shall preside at the meeting. In the absence of the Vice Chancellor the senior most Dean present shall preside at the meeting.
3. The Registrar shall issue notice of meetings, record the minutes of proceedings and discharge such other duties as may be prescribed.
4. (a) Meetings shall be convened under the direction of the Vice Chancellor.  
(b) A special meeting shall be convened on a requisition signed by at least one fourth members of the Academic Council. The requisition shall specify the business for considering which the meeting is to be called.  
(c) The Vice Chancellor may, at any time, call an emergent meeting but no specific business that is not of immediate urgency shall be transacted thereat. A notice shall be issued 48 hours before the time of the meeting.
5. Except in the case of meeting convened by the Vice Chancellor under Sub-paragraph (c) of paragraph 4 of the Regulation, not less than twenty clear days notice of the time and place of the meeting shall be given to the members.
6. Any member of the Academic Council may make recommendation or proposal to the Academic Council. Such recommendation or proposal shall be sent in the form of letter through the Registrar and shall be considered by the Council at the earliest date possible.
7. Member wishing a proposal to place before the Academic Council shall be sent so as to reach the Registrar at least ten clear days before the meeting.
8. (i) Thirty members of the Academic Council shall form a quorum.  
(ii) No quorum shall be required at an adjourned meeting or an emergent meeting.
9. Except in the case of an emergent meeting convened by the Vice Chancellor under sub-paragraph (c) of paragraph 4 of this Regulation, the agenda, together with a short note on each item of the agenda, shall be despatched at least seven days before the date of the meeting. Members of the Academic Council may ask for additional information if any, on the items of the agenda in case this is communicated to the Registrar at least three days before the date of the meeting.
10. No business shall be transacted at the meeting other than that specified in the agenda, provided that the Chairman may bring forward any business for consideration although not specified in the agenda.
11. A meeting may be adjourned to any day in order to complete the unfinished business. Absent members may also be informed of such adjournment, if possible.
12. Except as provided otherwise, all acts of the Academic Council and all questions coming or arising before them shall be done and decided by the majority of such members thereof as are present and vote at the meeting.
13. The chairman shall have a vote and in the case of equality of votes, a casting vote.
14. The minutes of the proceedings of every meeting shall be drawn up by the Registrar and countersigned by the

Chairman. The minutes of a meeting of the Academic Council shall be circulated to the members, not later than fifteen days after the date of the meeting. Comments, if any may be invited from the members so as to reach the office preferably before the next meeting.

15. Subject to the foregoing provisions, the Vice Chancellor may apply any of the Regulations of procedure for matter at meetings of the court.
16. The minutes shall be confirmed at the next meeting of the Academic Council.