

CONDUCT OF BUSINESS RULES (COMMITTEES / BOARD / COUNCIL)

1. Conduct of Business: (1) The forum shall meet after two months in routine and as and when so required by the chairman.
  - (2) The members, may by two third majority, requisition the meeting for a specific agenda and the chairman will have to call meeting with in 15 days.
  - (3) The quorum of the meeting will be one third of the total members.
  - (4) The secretary well circulates agenda of the meeting three days a head to the time fixed.
  - (5) Every meeting shall be presided by the chairperson and in his absence by the Secretary (Registrar) or his representative.
2. Code for Business: (1) The Chairperson shall control the order in which members of the forum may address the meeting and the manner in which the business of the house may be conducted.
  - (2) Members when speaking shall address the Chair. No member shall, without special leave from the Chairperson, speak more than once on the same proposition.
  - (3) All matters shall be decided by simple majority.
3. Proceedings & Validation of Proceedings: (1)The proceedings of the meeting shall not be invalidated on the grounds that; either any member did not receive the notice or agenda and working papers or both for the meeting, or the availability of a vacancy in the forum due to expiry of the term of office of any member.
  - (2) The Secretary shall record the proceedings and shall submit them to the chairperson for further necessary action.
  - (4) Copies of the proceedings shall be circulated among all the members.
  - (5) If any member draws the attention of the Secretary or the Chairperson to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairperson whose judgment shall be forwarded to the member concerned. If the member is still not satisfied, the matter shall be placed before the forum at its next meeting, without prejudice to the action taken.
  - (6) The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections for information and for further necessary action.
4. Procedure for Re-Consideration of Previous Decisions: Any previous decision of the meeting shall not ordinarily be re-considered without the permission of the Vice-Chancellor, or unless a written request is received from two thirds of the total number of members for re-consideration.

Saving: The forum may change / amend or rescind these rules from time to time