

HARIDEV JOSHI UNIVERSITY OF JOURNALISM AND MASS COMMUNICATION, JAIPUR

Regulations regarding Procedure to be adopted in the Board of

Management Meetings

क्रमांक:-प. 2 (33) प्रचलित/संस्था/परि/पार्ट-II/2024/6023

दिनांक:-5/3/25

REGULATION NO. 01

In exercise of the powers conferred under section 48(a) of Haridev Joshi University of Journalism and Mass Communication, Jaipur Act 2019 (Act. No. 11 of 2019), the Board of Management of the University hereby makes the following **Regulations** relating to *Procedure to be adopted in the Board of Management Meetings* which shall come into force from the date of notification. This is in Reference to the Board of Management Meeting No. VII dated 02.12.2024 .

- (1) The meeting of Board of Management shall be held ordinarily once in three months; at such times as, the Vice Chancellor decides or on a requisition provided requisition with reason is made by at least 1/3rd (one – third) members of the Board of Management. The meetings can be called as in-person physical meeting or as virtual/online meeting or in hybrid mode on a secured platform.
- (2) The minutes of meeting of the Board shall be recorded and maintained by the Member-Secretary of the Board who may seek assistance from one of the Deputy Registrar's or Assistant Registrar's. The Comptroller, the Controller of Examination, and all Deputy Registrars shall remain present but shall not be part of discussion unless the Board so desires.
- (3) The Registrar shall send a notice for the meeting of the Board of Management to all the members *ten* clear days before the date fixed for the meeting. The notice may be sent on E-mail. Further, as far as possible a verbal confirmation of the receipt of notice may be made by making call on mobile contact number.
- (4) During the temporary absence of the Vice-Chancellor from the meeting, the members present shall elect a Chairman from among the members of the Board of Management for the meeting.
- (5) At all meetings of the Board of Management, one-third of all the then members of the Board (inclusive of the Chairman) present, shall constitute the quorum for the meeting.

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- (6) Where a meeting of the Board of Management has been duly convened if there is no quorum, 30 minutes after the notified time of the meeting, the Chairman may declare that there shall be no meeting today and the meeting will be adjourned to the same day or any time in the next week or to such other day and at such other time and place, as the members of the Board of Management may decide. A notice for the adjourned meeting shall be sent to all the members of the Board of Management.
- (7) If in the course of a meeting, any member calls attention to the absence of a quorum, the Chairman shall dissolve the meeting.
- (8) The Registrar, shall circulate, at least six clear days before the meeting, a statement of business to be brought before the meeting and explanatory note on each item to be considered, as approved by the Vice-Chancellor.
- (9) To discuss any urgent issue that needs immediate discussion, Vice-Chancellor may call Urgent Special Meeting of Board of Management even with a notice of 24 hours. Provided that time limit of six clear days shall not be applicable for Urgent Special Meeting convened by the Vice-Chancellor for some specific business.
- (10) A special meeting of the Board of Management may be convened by the Registrar, if a request to this effect is received in writing from not less than six members of the Board of Management on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item, which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such meetings are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.
- (11) The inclusion of a report of any committee of the Board of Management in the agenda paper shall be held to be equivalent to notice of motion for its adoption. A supplementary statement of business, if any, shall be sent by the Registrar to each member of the Board of Management at least three clear days before the day of the meeting. Provided that it shall be open to the Chairman, to bring up such items and table agenda which are urgent and important in nature for consideration at the meeting itself.
- (12) The Chairman, at her/his discretion may invite Special Invitee to the meeting for making a presentation before the Board however the Special Invitees shall not have the right to vote.

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- (13) The conduct of business at a meeting of the Board of Management shall be regulated by the Chairman.
- (14) Every resolution shall be affirmative in form and shall begin with the word "that".
- (15) Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.
- (16) If no member rises to speak to the resolution after it has been stated from the Chair, the Chairman shall proceed to put the resolution to the vote.
- (17) Not more than one resolution thereto shall be placed before the meeting at the same time.
- (18) A resolution once disposed off shall not be again brought forward at the same meeting, or at any adjournment thereof.
- (19) Every amendment must be relevant to the resolution upon which it is moved.
- (20) No amendment shall be proposed which substantively raises a question already disposed off by the meeting, or which is inconsistent with any resolution already passed by it in the meeting.
- (21) The order in which amendments be considered, shall be determined by the Chairman.
- (22) An amendment must be seconded, otherwise it shall drop.
- (23) When an amendment, which is in order, has been moved and seconded, it shall be stated from the Chair.
- (24) At any time after a resolution or amendment has been made, a member may request the Chairman to put the question.
- (25) The Chairman may at any stage in the proceedings, at her/his own discretion or at the request of a member, explain the scope and effect of the resolution or motion of amendment which is before the meeting.
- (26) Any member may, with the permission of Chairman, rise even while another is speaking, to explain any expression used by him / her which may have been misunderstood by the Speaker, but s/he shall confine himself/ herself strictly to such explanation.
- (27) Any member may call the Chairman's attention to a point of order even while another member is addressing the meeting, but no speech shall be made on such point of order.


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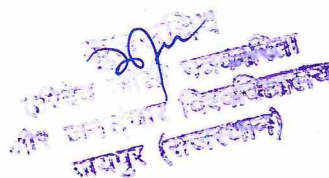
- (28) The Chairman shall be the sole judge on any point of order, and may call any member to order and may, if necessary, dissolve the meeting or adjourn it to some hour on the same or the following day.
- (29) On putting any question to the vote, the Chairman shall call for an indication of the Board of Management by a show of hands in the affirmative and negative, and shall declare the result thereof according to her/his opinion.
- (30) Any four members may then demand a division. The Chairman shall thereupon give such directions for effecting the division as s/he shall consider expedient and shall nominate scrutinizers to count the votes.
- (31) A resolution for the appointment of a committee must define the purpose for which the committee is proposed and number of members to compose it. If the motion is carried, the Vice-Chancellor shall name the persons whom s/he wishes to form the committee. It shall thereupon be open to members to propose and second other names. A ballot shall then be taken, if necessary, and the requisite number appointed from those who obtain the largest number of votes.
- (32) The quorum for a committee constituted by Board of Management in the committee meetings shall be not less than a majority of members appointed.
- (33) At the time of the appointment of a committee, one of its members shall be elected as Chairman of the committee by the Board of Management.
- (34) **Questions:** At a meeting of the Board of Management, a member may ask any Question for the purpose of obtaining information from the Board of Management on a matter concerning to the University.
- (35) **Disallowance of questions:** The Vice-Chancellor may disallow a question on the ground that it cannot be answered consistently with the interests of the University.
- (36) **Rules regarding questions:** No question shall be admitted unless it complies with the following conditions :
- (a) It shall not refer to a person by name nor contain a statement not strictly necessary to make the question intelligible;
 - (b) It shall not contain arguments, inferences ironical expressions and defamatory statements. A member asking a question shall make herself / himself responsible for the accuracy of her/his statement and its implications;
 - (c) It shall not ask for an expression of Opinion or the solution of an abstract legal question or of a hypothetical proposition; and


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- (d) It shall not refer to the character or conduct or competence of any person except in her/his official capacity in the University
- (37) **Notice of Questions:** Any member who intends to ask a question shall forward to the Registrar a notice in writing to that effect, together with a copy of the question to be asked, so as to reach her/him seven clear days before the date of the meeting of the Board of Management.
- (38) No member can ask more than five questions and no question shall refer to more than one subject.
- (39) **Admissibility of questions:** After the last date of receipt of questions, the Board of Management shall consider the admissibility or otherwise of the questions and the answers that should be given thereto.
- (40) **Disallowance of questions & Board of Management's decision:**
- (a) The Board of Management shall decide on the admissibility of a question and shall disallow any question which in its opinion contravenes the provisions of the Act of University, notifying to the person concerned the ground on which the question was disallowed.
 - (b) The Board of Management may disallow, at its discretion:
 - (i) Any question which involves the preparation of elaborate Statements or statistics, and
 - (ii) Any question the answer to which involves an excessive amount of time and labour.
 - (c) The decision of the Board of Management shall be final.
- (41) **Answers to questions:** Questions which have been admitted and the answers thereto shall be printed or typed and circulated to the members of the Board of Management along with the agenda papers but they shall not form part and parcel of the minutes of the meeting.
- (42) **Answering of Questions of meetings:** The Chairman shall call out the name of each questioner in the order in which the names are printed, specifying the serial No. of her/his question, and make a sufficient pause to give her/him or any other member a reasonable opportunity of rising in her/his place, and putting a supplementary question. Supplementary questions must be put immediately after the principal question to which they relate.
- (43) **Time-limit:** the time limit for answering questions shall not exceed One hour.


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- (44) **Supplementary Questions :** Any member may put a supplementary question for the purpose of further elucidating any matter or fact regarding which an answer has been given, provided that the Chairman may disallow any supplementary question, if in her/his opinion, it infringes the Statutes. The decision of the Chairman shall be final and no discussion shall be permitted at any meeting of the Board of Management.
- (45) **Answering of Supplementary Questions:** Supplementary questions shall be answered by member nominated by the Board of Management for the purpose.
- (46) The Chairman may decline to allow a supplementary question being put without notice, and member nominated to answer any supplementary question may decline to answer it without notice in which case the supplementary questions may be put by the questioner only in the form of fresh question at the next meeting of the Board of Management.
- (47) In any case not provided by these Regulations, the Chairman shall be entitled to give her/his own ruling as to procedure.
- (48) Only decisions, not speeches, shall be printed in records provided that :—
- (i) If in the course of a discussion involving important decisions, contrary points of view have been well made, such points of view may at the discretion of the Chairman, be mentioned in order to place on record that the final decision taken was not oblivious of those contrary points of view.
and
 - (ii) Such observations on the annual report, the annual accounts and the financial estimates as are accepted by a majority of the members present for communicating the same to the Board of Management shall also be recorded.
- (49) After every meeting or adjourned meeting, the Registrar shall prepare the draft minutes and place before the Vice-Chancellor for consideration and approval. The amendments, corrections suggested by the Vice-Chancellor shall be incorporated and the minutes be submitted to Vice-Chancellor for approval.
- (50) The Registrar shall, as early as possible within two weeks, send a copy of the minutes of such meeting as approved by the Vice-Chancellor to the members of Board of Management. In the event of any exception being taken to the correctness of the minutes as circulated, the attention of the Vice-Chancellor shall be called to the matter within a week. The Vice-Chancellor may order corrections in the minutes of the meeting within fifteen days. The exception raised by members and not addressed may be deliberated at the next meeting of the Board of Management before confirmation.


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- (51) The decisions taken at a meeting, of the Board of Management may be implemented by the University on the basis of the minutes approved by the Vice-Chancellor.
- (52) The decision of the Vice-Chancellor regarding interpretation of this regulation shall be final and binding.
- (53) **Notes of Dissent by Members:** Any member who dissents from a decision of the Board of Management 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.
- (54) **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 s/he considers that it does not properly fall within the purview of the Board of Management 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.
- (55) **Reconsideration of subjects once disposed off:** Subjects once disposed off may be brought up again with reasons which appear adequate to the Vice-Chancellor in subsequent meetings.
- (56) **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 thereceipt of the agenda.
- (57) The Agenda shall include :-
- (i) Items proposed by the Vice-Chancellor for placing before the Board of Management;
 - (ii) Minutes of the Academic Council and Financial Committee and items proposed or recommended by the Academic Council and Financial Committee.
 - (iii) Items proposed by the Pro-Vice-Chancellor, Deans of Faculties and other officers of the University and approved for inclusion in the agenda by the Vice-Chancellor.
 - (iv) Any item proposed by a member or by members of the Board of Management and approved for inclusion in the agenda by the Vice-Chancellor.
 - (v) Recommendations of all the committees constituted by the Board of Management with a note by the Vice-Chancellor on the same.



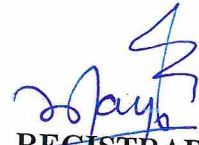
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- (vi) Any other items approved by the Vice-Chancellor as reporting item.
- (58) At the opening of the Board of Management meeting the Vice-Chancellor shall make opening remarks and highlights the achievements of University and development since the last meeting. S/he may share a free and frank opinion about the course of events and apprise the Board of Management about the state of affairs.
- (59) The Vice-Chancellor may limit and specify the time allocated to a member to speak on an item under consideration of the Board of Management. S/he may at anytime call close of the debate and seek vote on the motion/resolution.
- (60) Each member present in the meeting shall have one right to the vote. The right to vote in the meeting is not transferrable.
- (61) In in-person physical meeting, a few members may be permitted to join online in the meeting. Such members will inform the Vice Chancellor in advance that they will attend the meeting on-line so that suitable arrangements may be made in time. All such members shall be counted as member present in the meeting and will have right to speak and vote.
- (62) The official language of the Board of Management meeting shall be English and Hindi only, however no translation services will be provided.
- (63) Minutes of the meeting shall be published Hindi and in case of any difference or discrepancy pointed out, the ruling of Vice-Chancellor shall be binding in such matters.
- (64) The resolution of the Board will bear a unique five-digit number where first three digit indicate the number of the meeting and last two digit indicating the resolution serial number in that meeting.

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Copy forwarded for information and necessary action to:

1. The Secretary, Governor Secretariat, Raj Bhawan, Jaipur
2. The Secretary, Higher Education, Government of Rajasthan, Jaipur
3. PS to Vice-Chancellor, HJU, Jaipur
4. PA to Registrar, HJU, Jaipur
5. PA to Comptroller of Finance, HJU, Jaipur
6. Controller of Examination, HJU, Jaipur
7. Dy.Registrar/ Assistant Registrar, HJU, Jaipur
8. Coordinator (Academic & Administration)/Acting Dean, Academic Campus, HJU, Jaipur
9. Incharge, Website, HJU, Jaipur
10. Guard file.


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