

HARIDEV JOSHI UNIVERSITY OF JOURNALISM AND MASS COMMUNICATION, JAIPUR

क्रमांक: प. 2(33) एज्यू/संघ/परि./ए-11/2024/6011

दिनांक: 5/3/25

Regulations regarding Procedure to be adopted in the Academic Council

Meetings

REGULATION NO. 02

In exercise of the powers conferred under section 48(a) of the 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 following **Regulations** relating to *Procedure to be adopted in the Academic Council 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 annual meeting of the Academic Council shall ordinarily be held towards the end of January or beginning of February each year. The Academic Council shall consider at this meeting, among other issues, the recommendations made by the Faculties regarding the courses of study for the examination of the University. Other meetings of Academic Council may be held at such other times during the academic session as the Vice-Chancellor may direct. The meetings can be called as in-person physical meeting or as virtual/ online meeting or in hybrid mode on a secured platform.
- (2) Notice of ordinary meeting of Academic Council together with agenda papers must be issued at least 10 clear days prior to the scheduled date of meeting. However, to discuss any urgent issue that needs immediate discussion, Vice-Chancellor may call special meeting of Academic Council even with a short notice. 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 of the concerned member of Academic Council.
- (3) Notice of a motion or resolution to be included in the supplementary agenda of an ordinary meeting of Academic Council must be in the hands of the Registrar not less than seven clear days before the date of meeting.
- (4) 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


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considered, as approved by the Vice-Chancellor.

- (5) **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 Academic Council or that it contravenes the provisions of the Act, or Statute, or the Ordinances.
- (6) The minutes of meeting of the Academic Council shall be recorded and maintained by the Member-Secretary of the Academic Council who may seek assistance from one of the Deputy Registrar's or Assistant Registrar's.
- (7) The Comptroller, the Controller of Examination, and all Deputy Registrars shall remain present as special invitee but shall not be part of discussion unless the Academic Council so desires. The Chairman, at her/his discretion may invite any other Special Invitee to the meeting for making a presentation before the Academic Council however the Special Invitee(s) shall not have the right to vote.
- (8) In the absence of the Vice-Chancellor, the members shall elect as Chairman the Dean of one of the Faculties to preside over the meeting.
- (9) The conduct of business at a meeting of the Academic Council shall be regulated by the Chairman.
- (10) Amendments to motions on the agenda and new proposals also can be moved at the meeting with the permission of the Chairman.
- (11) At all meetings of the Academic Council, one-third of all the then members of Academic Council present shall constitute the quorum for the meeting.
- (12) If in the course of a meeting, any member calls attention to the absence of a quorum, the Chairman shall dissolve the meeting.
- (13) Where a meeting of the Academic Council 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 Academic Council may decide. A notice for the adjourned meeting shall be sent to all the members of the Academic Council.
- (14) 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 for them may be made in time.

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All such members shall be counted as member present in the meeting and will have right to speak and vote.

- (15) At the opening of the Academic Council meeting the Vice-Chancellor shall make opening remarks and highlights the academic achievements of University since the last meeting. S/he may share a free and frank opinion about the course of events and apprise the Academic Council about future proposed academic activities in the University.
- (16) Thereafter, the member secretary shall take-up agenda items one by one and discussion on the agenda items will be taken up. Members will be free to submit their opinion on the agenda items.
- (17) Ordinarily all decisions during the meeting 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.
- (18) **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.
- (19) 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.
- (20) 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.
- (21) 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 hours on the same or the following day.
- (22) On putting any question to the vote, the Chairman shall call for an indication of the Academic Council by a show of hands in the affirmative and negative, and shall declare the result thereof according to her/his opinion.
- (23) **Questions:** At a meeting of the Academic Council, a member may ask any Question for the purpose of obtaining information from the Academic Council on a matter concerning to the Academic activities in the University.
- (24) **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.

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(25) **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
- (d) It shall not refer to the character or conduct or competence of any person except in her/his official capacity in the University

(25) **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 him / her seven clear days before the date of the meeting of the Academic Council

(26) After every meeting or adjourned meeting, the Registrar shall prepare the draft minutes and shall 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.

(27) The Registrar shall, as early as possible within two week, send a copy of the minutes of such meeting as approved by the Vice-Chancellor to the members of Academic Council. 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 Academic Council before confirmation.

(28) Only decisions, not speeches, shall be printed in records provided that :—

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.

(29) Minutes of the meeting shall be published in Hindi and in case of any difference or discrepancy pointed out by any member; the ruling of Vice-Chancellor shall be binding

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in such matters.

- (30) The recommendations of the Academic Council will be put in the meeting of Board of Management for consideration and approval. If Board of Management gives suggestions on the recommendations received from the Academic Council, Academic Council shall reconsider its original recommendations in the light of suggestions received from the Board of Management in its next meeting. Academic Council may or may not accept the suggestions of the Board of Management. After the meeting of Academic Council, either the revised recommendations on the issue or the original recommendations (as the case may be) will again be submitted to the Board of Management for consideration.
- (31) **Notes of Dissent by Members:** Any member who dissents from a decision of the Academic Council 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.


REGISTRAR

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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.


DY.REGISTRAR