



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

Ref.No.IMU-HQ/C/12/02/22/2018-ATR/01

Dated: 4.4.2019

CIRCULAR 1902

Sub : Ordinance prescribing the composition of School Boards, its functions and Regulations for conduct of its meetings – Regarding.

- Ref
1. Resolution of 22nd AC dated:28.09.2018 vide Agenda Item No:AC 2018-22-11
 2. Approval of EC Circulation 06 of 2018, dated:07.12.2018
 3. Ordinance 32 of 2018 published in Gazette No.62, dated:13.2.2019

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The Academic Council in its 22nd Meeting held on 28.09.2018 vide reference (1) cited has recommended the Executive Council (i) Repealing of Ordinance 04 of 2014 and (ii) the draft Ordinance prescribing the composition of School Boards, its functions, and Regulations for Conduct of its meetings. The Executive Council vide reference (2) cited has approved the same and Ordinance have been published in the reference (3) cited. The Ordinance prescribing the composition of School Boards reads as follows:-

Ordinance prescribing the composition of School Boards, its

Functions, and Regulations for Conduct of its meetings

2. **Composition of School Board:** The University shall have School Boards for each School. Each School may consist of one or more Departments. The Composition of the School Boards for each school shall be as given below:-

Position/ Clause	School Board of Marine Engineering and Technology and School Board of Nautical Studies
Chairman [Ex-Officio]	Dean of the School or Vice Chancellor in the absence of Dean.
Heads of Departments	Heads of Departments of the School.

IMU Faculty	1 Professor, 1 Associate Professor and 1 Assistant Professor of IMU nominated by the Vice Chancellor.
Affiliated Institutes	Not more than 4 Subject Experts from Affiliated Institutes nominated by the Vice Chancellor
Nominated by DG Shipping	2 Subject Experts nominated by the DG Shipping
Nominated by Academic Council	Not more than 3 Subject Experts who are not employees of the University or of any of its Affiliated Institutes nominated by the Academic Council out of a panel of 6 names proposed by the Vice Chancellor

Position/ Clause	All other Schools
Chairman [ex-Officio]	Dean of the School or Vice Chancellor in the absence of Dean. For the School of Naval Studies, the Vice Chancellor shall be the Chairman. For the School of Allied Studies one of the Deans nominated by the Vice Chancellor shall be the Chairman.
Heads of Departments	Head of Department of the School. If the post of HoD is vacant, then Vice Chancellor may nominate Dean of any School.
IMU Faculty	1 Professor, 1 Associate Professor and 1 Assistant Professor of IMU nominated by Vice Chancellor.
Nominated by other Govt. Agencies (Only for School of Naval Studies)	2 Experts – 1 from NRB and 1 from Naval Scientific establishments such as NSTL, NPOL, etc. Two persons nominated by the Indian Navy and one from Coast Guard.
Nominated by Academic Council	Not more than 6 Subject Experts who are not employees of the University or of any of its Affiliated Institutes nominated by the Academic Council out of a panel of 12 names proposed by the Vice Chancellor

2. **Convener** – A Senior Faculty nominated by the Vice Chancellor shall be the Convener for all the School Boards.
3. **Invitees**: Controller of Examinations or his nominee not below the rank of Assistant Registrar shall be a permanent invitee. When necessary, the Chairman may invite anyone as a Special Invitees.
4. **Functions**: As per Statute 18, the functions of the School Board shall be to recommend to the Academic Council –
 - a. The courses of Under-Graduate and Post-Graduate studies, and their curricula, syllabi and regulations;
 - b. All matters pertaining to the equivalence/recognition of courses offered by other Universities/Institutes;
 - c. Measures for the improvement of the standard of teaching of the Under-Graduate and Post-Graduate courses;
5. **Notice of the meetings**:
 - a. The Controller of Examinations (CoE) shall issue a notice of the meeting to all the members of the School Board in consultation with the Convener.
 - b. Notice for the ordinary meeting of the Board shall be issued at least ten days before the date fixed for the meeting and for the special meetings at least five days before the date fixed for the meeting.
 - c. Notice for every meeting shall be given to every member by hand or post or fax or e-mail. For computing 'notice time', the date on which it is sent by e-mail shall be the criterion.
6. **Convening of meetings**:
 - a. A meeting may be convened on any working day excluding a National Holiday. The meetings shall be preferably held in IMU HQ or in Campuses/any other place, if need arises.
 - b. Special meetings of the School Boards may be called by the Chairman on his/her own initiative or shall be called at the suggestions of the Vice Chancellor or on a written request from at least one third of the members of the Board.
 - c. The Chairman shall have the right to cancel or postpone a meeting for valid reasons to be communicated to all the members.

d. All logistical arrangements for conduct of meetings shall be made by CoE's office.

7. **Number of meetings:** There shall be at least 1 meeting of the Board in a Semester.

8. **Tenure of Members:**

a. The members of the School Board other than ex-officio members shall hold office for a term of 3 years.

b. The 3-year tenure of a nominated Member shall commence from the date of written intimation regarding his nomination by IMU.

9. **Quorum:**

a. 1/3 of the total strength of the School Board as on the day of meeting.

b. No business should be transacted when the quorum is not present.

c. Participation in the meeting through electronic mode shall not be permitted.

d. No member can depute a nominee to attend the meeting unless he is expressly authorised to do so.

e. Where necessary, the Chairman may invite anyone as a Special Invitee to attend the meeting but such person shall not be counted for the purposes of quorum and shall not be eligible to vote.

10. **Presiding over meetings:**

a. The Chairman shall preside over the meetings.

b. If the Chairman is unable to attend the meeting for any reason, then the senior most Faculty member in the School shall preside.

11. **Attendance and Leave of absence:**

a. The Chairman may grant leave of absence to a member not present in the meeting and such leave of absence shall be recorded in the minutes of the meeting.

b. An Attendance Register containing the names and signatures of the members present at the meeting shall be maintained by the Convener. The Attendance shall be maintained during their tenure and thereafter transferred to the next Convener.

- c. Every member who attends the meeting shall sign the attendance register at that meeting.

12. Agenda Items and Notes:

- a. The Chairman shall decide the Agenda Items for the meeting.
- b. The Agenda Notes shall be prepared by the Convener in the prescribed format and sent to the Controller of Examinations for vetting and obtaining approval of the Chairman.**
- c. The pages of the Agenda Notes shall be consecutively numbered and the Convener shall initial every page by way of authentication.
- d. The Agenda Notes for the meeting shall be ordinarily sent at least 7 days prior to the date of the School Board meeting.
- e. The Agenda Notes for the meeting shall be sent by Convener to every member by e-mail only. However, hard copies of the complete Agenda Notes will be placed on the table of each member. For computing the time, the date on which the Agenda Notes are sent by e-mail shall be the relevant criterion.
- f. Notwithstanding sub-para 'd' above, if the Chairman considers that any Agenda Item is urgent or important, he may direct the Agenda Notes to be sent even after the seven-day deadline or even place it on the table at the time of the meeting.
- g. Each Agenda Item shall be numbered as follows: SB - (Initials of the School Board - ME/ NS/ MM/ NAOE/ NV/ AS) (Calendar year) - (Number of the School Board meeting) - (Serial number of the Agenda Item). For example, the tenth Agenda Item of the 6th School Board of Marine Engineering and Technology Meeting held on 28.09.2018 shall be numbered as 'SB-ME 2018-06-10'.
- h. The first Agenda Item of a regular meeting of the School Board shall be the confirmation of the minutes of the previous meeting.
- i. The second Agenda Item shall be the Action Taken Report (in the prescribed format) on the minutes of the previous meeting.
- j. The next set of Agenda Items may be the confirmation of the various Resolutions-by-Circulation.
- k. The next set of Agenda Items may be the reporting of the minutes of the Syllabus Review Committee or any Committee formed by the School Board for any purpose.

1. This will be followed by all other Agenda Items for decision/ recommendation to the Academic Council.

13. Decision Making:

- a. Ordinarily, all decisions of the meeting shall be by the consensus of all members. Where warranted, the Chairman may put a motion to vote and the resolution shall be based on simple majority. In case of a tie, the Chairman shall have a casting vote.
- b. The name(s) of the member(s) who dissented or abstained from the resolution shall be recorded with the reasons, if any, in the minutes of the meeting.
- c. The name(s) of the member(s) who recused themselves from the discussion due to their interest in a particular Agenda Item shall be recorded in the minutes of the meeting.

14. Minutes of the meeting:

- a. **The Minutes shall be prepared by the Convener in the prescribed format and sent to the Controller of Examinations for vetting and obtaining approval of the Chairman.**
- b. The minutes of the meeting shall be a self-contained document complete with agenda, discussion and decisions appropriately.
- c. Follow-up action on the minutes as approved by the Chairman shall be taken/ monitored by the Convener. It shall also be the responsibility of the CoE to take/ monitor prompt follow-up action on the decisions taken, and to place an Action Taken Report at the next meeting of the School Board in the prescribed format.
- d. The minutes shall record the names of the members present in the meeting, the names of the members who were granted leave of absence, the names of the Special Invitees, if any, who attended the meeting.
- e. One set of records of Agenda, Minutes of Meeting, and Attendance will be kept with CoE's office for reference.
- f. Apart from the resolution/decision, the minutes may contain a fair and correct summary of the deliberations. In case of major decisions, the rationale thereof shall also be indicated. Where any earlier resolution/decision is superseded or modified, the minutes shall contain a reference to such earlier resolution/decision. The minutes shall be based only on the actual deliberations that took place in the course of the meeting, and not on the basis of any

written communications that may have been received from absentee members.

- g. The pages of the minutes shall be consecutively numbered and the Convener shall initial every page to guard against tampering of the minutes in any manner in the future.
- h. The minutes of the meeting shall be sent by Convener through e-mail to all the members of the School Board (including those who were absent) ordinarily within 10 days from the date of the meeting but not later than 15 days.
- i. Comments on the wording of the minutes, if any, received from the members shall be considered at the time of confirmation of the minutes at the next meeting of the School Board before the minutes are confirmed. However, such comments shall be entertained only from those members who were actually present at the meeting.

15. Passing of Agenda-by-Circulation:

- a. If the Chairman is of the opinion that an immediate decision is necessary in any matter, the Convener may send the Agenda Note of the item-by-Circulation together with a draft resolution - by email - to all the members of the School Board giving them not less than three clear working days for their comments, if any. If no comments are received from a member within the time limit specified, it shall be presumed that he has no objection to the proposal.
- b. The date of the Resolution-by-Circulation shall be the last date given to the members for their comments on the Agenda Item-by-Circulation.
- c. A member may seek clarification or additional information from the Convener with regard to the Agenda Item-by-Circulation.
- d. In cases where not less than five members make a request that the Agenda Item-by-Circulation is best discussed in a regular meeting of the School Board, the Chairman shall include the subject as an Agenda Item in the next regular meeting. In all other cases, the Resolution-by-Circulation is deemed to be approved.
- e. Ordinarily, only urgent but not important Agenda Items shall be placed before the School Board by-Circulation.
- f. No resolution on an Agenda Item shall be passed by-Circulation after the notice convening a regular meeting of the School Board has been issued.

- g. Agenda Note of an item-by-Circulation shall not be sent to the members who have an interest in that particular matter and the same shall be recorded in the Agenda Note as well as the Resolution-by-Circulation issued thereafter.
- h. The Resolution-by-Circulation shall be placed before the next School Board meeting for confirmation.

16. Obligations of Members:

- a. The Agenda Notes and minutes sent to the members of the School Board are confidential in nature and should not be divulged to outsiders.
- b. If any member has any interest in any Agenda Item under the consideration of the School Board, then he should suo motu recuse himself from the deliberations for the particular Agenda Item.
- c. If a member becomes disqualified to be a member of the School Board under the IMU Act, Statutes or Ordinances, then he should suo motu inform this fact to the Convener at the earliest."

17. In case of any discrepancies in this Circular, the Ordinance 32 of 2018 published in Gazette No.62, dated 13.2.2019 shall prevail

Note : The Ordinance 04 of 2014 published in the Gazette No. 273 dated 19.07.2018, Ordinance 03 of 2015 published in the Gazette No. 305 dated 03.09.2015 and Ordinance 02 of 2015 published in the Gazette No. 305 dated 03.09.2015 are hereby repealed.



REGISTRAR

To

The Directors of all IMU Campuses.

The Principals of all Affiliated Institutes.

CC: I.T.Cell, IMU-HQRS.(To upload in IMU Website)