

RAJA MANSINGH TOMAR MUSIC &
ARTS UNIVERSITY GWALIOR (M.P.)



REGULATIONS

2009

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Regulation-1

Conduct of General Council

{Refer Act. Sec. 13 (i)}

- (1) The General Council shall meet at least once in a year and at least fifteen days notice shall be given for its meetings.
- (2) The Chairman shall preside over the meeting and in his absence, the members present shall elect a person from amongst themselves to preside over the meeting.
- (3) One third of the total number of members of the General Council shall form the quorum for a meeting.
- (4) Each member shall have one vote and if there be equality of votes on any question to be determined by the General Council. The Chairman or the person presiding over the meeting shall, in addition, have a casting vote.
- (5) If urgent action by the General Council become necessary the Chairman may permit the business to be transacted by circulation of papers to the members of the General Council and the action proposed to be taken shall not be taken unless agreed to by a majority of the members of the General Council and the action so taken shall be forthwith intimated to all the members of the General Council and the papers shall be placed before the next meeting of the General Council for confirmation.
- (6) The General Council shall have powers as laid down in Section 12 of Act.
- (7) The meeting of General Council shall be fixed by Kulpati in consultation with chair person.
- (8) Agenda of the meeting will be decided by Kulpati
- (9) Kulpati can convene the meeting as & when considered necessary.
- (10) If members want to give their own agenda they should send written agenda to the Registrar before 15 days (Excluding date of meeting)
- (11) Those agenda which are not received within time limit will not be considered for discussion.
- (12) Not more than two hours will be allowed for completion of all agenda of the meeting
- (13) Decision of the Chairman regarding completion of any agenda in full or in part shall be final.
- (14) Any agenda which is not approved by Kulpati will not be included in the agenda of the meeting.

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- (15) Information regarding modification in the agenda shall be given to the members at the time of meeting.
- (16) Not more than 5 minute time will be given to the members for speaking on in agenda except chairperson.
- (17) No members will be allowed to speak more than once.
- (18) Only propose will be allowed to give answer at the end of the discussion.
- (19) Press media persons can be permitted by chairman to sit in the visitor gallery.
- (20) The proceedings of the meeting will be recorded by Registrar which shall be counter signed by Vice-chancellor. The copy of which will be send to all members at an early date.
- (21) If the provisions made in this regulation does not cover any point for conduct of meeting. As & when required the chairperson shall have right to give its own verdict/direction and it shall be final.
- (22) The verdict/direction given by chairman during the meeting shall be final.
- (23) If quorum is not completed after 30 minutes of the fixed date & time meeting can be adjourned for next date and time. There will no quorum for the adjourned meeting.

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Regulation- 2

Conduct of Executive Council

{Refer Section 40(1a) }

1. Executive Council shall meet at least once in three months
2. There shall be two kinds of meetings:-
 - a. Ordinary meeting, and
 - b. Special meeting.
3. An Ordinary meeting shall be held on a fixed day of the month as may be decided by the Executive Council from time to time.
4. A special meeting shall be held whenever the Kulpati thinks if necessary.
5. If the day of the month fixed for the ordinary meeting is a holiday, the meeting shall be held on a day of which previous notice shall be given in the preceding meeting.
6. Agenda of the meeting will be decided by Kulpati.
7. The agenda of the ordinary meeting (along with the minutes of the last meeting) shall be sent Six clear days in advance of the meeting exclusive the day of meeting and day of dispatch of agenda. Any matter not included in the Agenda may be taken up for consideration with the permission of the Chairman.
8. Supplementary Agenda to be taken up by the Executive Council at a meeting shall reach the members ordinarily Three days before the meeting or shall be placed at the table during the meeting.
9. Special meeting may be held at anytime. No other matter except that given in the Agenda will be taken up except with the permission of the Chairman. Provided that in case of emergency the meeting may be held at short notice.
10. The Chairman shall preside over the meeting and in his absence, the members present shall elect a person from amongst themselves to preside over the meeting.
11. Those agenda which are not received within time limit will not be considered for discussion.
12. Decision of the Kulpati regarding completion of any agenda in full or in part shall be final.
13. If any member wants any further information regarding the Agenda, he may write to the Registrar three clear days before the date of the meeting and the Registrar shall supply him the information available.

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14. The Agenda of the meeting will ordinarily be sent with the notice. Items of the Agenda will be accompanied by a short note where necessary.
15. Notice of a resolution to be moved at a ordinary meeting of the Executive Council must reach the Registrar not less than 15 clear days before the date of the meeting.
16. Amendment to a motion of a resolution already on the Agenda can be moved in the meeting itself with the permission of the Chairman.
17. If a member in whose name a resolution or a motion stands in the Agenda, is absent, the said resolution may be considered with the permission of the Kulpati.
18. The decision of the Executive Council on important items shall, as far as possible, be recorded after the disposal of that item.
19. Notes for the amendment of the minutes of a meeting must reach the Registrar three days before the meeting of the Executive Council in which they have to be confirmed. A meeting, however, may, with the permission of the Chairman, move an amendment of the minutes in the meeting at the time of confirmation.
20. Such items on the Agenda as may remain undisposed off shall be included in the Agenda of the next meeting.
21. If quorum is not completed after 30 minutes of the fixed date & time, meeting can be adjourned for next date and there is no quorum for the adjourned meeting.
22. If any other provision has been made in this regulation for the conduct of the meeting Kulpati will have right to give its own direction/verdict.

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Regulation-3

Conduct of Academic Council

1. Meeting of the Academic Council shall be held on fixed day of the month as decided by Kulapati.
2. The agenda of Academic Council (along with minutes of last meeting) shall be send, six Clear days in advance of meeting, excluding the day of meeting and day of dispatch of agenda.
3. Supplementary agenda or any other matter or agenda may be taken up with the permission of chairman.
4. Supplementary Agenda to be taken up by the Academic Council at the meeting shall reach the members ordinarily three days before the meeting or shall be placed at the table.
5. Such item on agenda as may remain undisposed of shall be included in agenda of next meeting.
6. In a meeting of Academic Council chairman shall have a vote and a casting vote if there is equality of vote.
7. Powers of Duties of Academic Council will be governed by Act 22.
8. Agenda of the meeting will be decided by Kulapati.
9. The quorum of the meeting will be by majority of total members.
10. The proceedings of the meeting will be recorded by the Registrar which will be countersigned by the chairperson. The copy of which will be send to all members at an early date.
11. If the provision made in this regulation do not cover any point as and when required for the conduct of meeting the chair person will have right to gave its own verdict/Direction.
12. The verdict /direction given by chairman will be final.
13. If any member wants any further information regarding the Agenda, he may write to the Registrar three clear days before the date of the meeting and the Registrar shall supply him the information available.
14. Notice of a resolution to be moved at a ordinary meeting of the Executive Council must reach the Registrar not less than 15 clear days before the date of the meeting.
15. Amendment to a motion of a resolution already on the Agenda can be moved in the meeting itself with the permission of the Chairman.

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16. If a member, in whose name a resolution or a motion stands in the Agenda, is absent, the said resolution may be considered with the permission of the Chairman of Academic Council.
17. Notes for the amendment of the minutes of a meeting must reach the Registrar three days before the meeting of the Academic Council in which they have to be confirmed. A member, however, may, with the permission of the Chairman, move an amendment of the minutes in the meeting at the time of confirmation.
18. If any other provision has not been made in this regulation for conduct of meeting Kulpati will have right to give its own direction/verdict.
19. If quorum is not completed after 30 minutes of the fixed date & time, meeting can be adjourned for next date and there is no quorum for the adjourned meeting.
20. The decision of the Academic Council on important items shall, as far as possible, be recorded after the disposal of that item.

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Regulation-4

Funds of the University

(Refer Section 42)

Funds of the University will be managed as per rules of M.P. Government & relevant instructions issued from time to time.

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Regulation-5
Award of Scholarship, medal & Prize
(Refer Ordinance Sec. no. 9)

- (1) Scholarship will be awarded as per conditions laid down in Ordinance No. 09.
- (2) Medals & Prizes will be awarded to the toppers of each faculty on the basis of merit list of each Faculty by the University.
- (3) Medals & Prizes may also be awarded to the students who fulfill all conditions of any specific medal. A prize sponsored by any person, authority, donar, Institution for a particular excellence in any academic/cultural or extra curricular activities.
- (4) Awardee will be selected by a committee constituted by Kulpati consisting of Dean of concerned Faculty, University professor/coordinator of concerned programme & one external member to be nominated out side the University.

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Regulation-6

Instruction to examiners

1. Board of studies will prepare a model question paper for each theory examination.
2. These model question papers will be placed before respective faculties for approval.
3. Approval model question papers will be send to each setter of theory papers.
4. Paper setter will set the question paper in the light of model question paper.
5. Question paper should include objectives questions, short & long questions.
6. Internal choice of 50% will be given to each units of the syllabus.
7. A detailed instruction should be supplied by each paper setter for co-examiners (If any).
8. For general instructions of examinations refer to ordinance 5 to 8.

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