

# **Pt. Sundarlal Sharma (Open) University Chhattisgarh, Bilaspur**

## **REGULATION NO. 03**

### **Meeting of the Planning Board**

**(Refer Section 17(2) of Chhattisgarh Act. No. 26 of 2004**

1. Those regulations may be called "Regulations for the meetings of the planning Board" and they shall come into force from the date they are notified by the University.
2. The date for a meeting of the planning Board, hereinafter referred to as Board, shall be fixed by the Vice Chancellor, who is the Chairman of the Board.
3. The notice for a meeting of the Council shall be issued by the Registrar designated by the planning Board as its Member-secretary.
4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Board. Provided that an urgent meeting of the Board may be convened by giving a shorter notice for reasons to be recorded in writing by the Vice chancellor.
5. The Registrar, designed by the Executive Council, as its Member-Secretary shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his discretion to bring up such items which are urgent and important in nature for consideration at the meeting itself.
6. A special meeting of the Board may be convened by the Registrar, designated by the Executive Council as its Member-Secretary, if a request to this effect is received in writing from not less than 1/3<sup>rd</sup> of the total numbers of the Board on a day to be fixed in consultation with the Vice chancellor. Member requisitioning such a special meeting should indicate the agenda items (s) 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 a meeting are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

7. Where a meeting of the Board has been duly convened and on quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Board may decide, and notice for the adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.
8. Where a matter is to be considered by a Board it shall be open to the Chairman (Vice Chancellor) to obtain the approval of the members of the Board by circulation. In the event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Board.
9. The conduct of business at a meeting of Board shall be regulated by the Chairman.
10. Ordinarily all decisions shall be by the 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 tie, the Chairman shall have a casting vote as well.
11. The minutes of the meeting shall be prepared by the Registrar, designated by the Executive Council as its Member-Secretary, ordinarily within a week's time after The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any received from the members shall be considered at the following meeting before the minutes are confirmed.

12. The decisions taken at a meeting of the board may be implemented by the University on the basis of the minutes approved by the Chairman.
13. The power to amend, repeal or add to these regulations shall vest with the Planning Board.

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(कुलाधिपति, पं. सुन्दरलाल शर्मा (मुक्त) विश्वविद्यालय बिलासपुर के आदेशानुसार राज्यपाल के अवर सचिव, छत्तीसगढ़ के पत्र क्रं. 5889/1132 /रास/2005/यू-6 दिनांक 02.12.2006 के द्वारा अनुमोदित )