

## **GUIDELINES OF THE EXECUTIVE COUNCIL / SYNDICATE / BOARD OF MANAGEMENT**

1. The Copy of agenda must be circulated with the notice of the meeting well in advance as per the statutory provisions of the University. It must be sent to the Office of the Chancellor and the Hon'ble members of the committee. The agenda items are not be disclosed / discussed to the concerned party till the meetings are convened.
2. The Hon'ble Chairman of the meeting and Members of the Committee must ensure not to discuss and waste their precious time on other irrelevant subjects and go beyond the agenda items unless it is imperative for the better prospects of the University.
3. The Non-Member Secretary of the meeting / Registrar must read out loudly the resolution in front of the members and if any suggestions / comments / modifications are there, unanimously / with the majority, should accept it and prepare minutes in detail with the deliberations.
4. In the meeting, in the case of emergency only the Table Agenda must be welcomed after the completion of the regular agenda.  
  
Personal agenda and biases in any form should not be broached up during the Meetings.
5. The decisions taken by the Executive Council/ Syndicate / Board of Management of the University should be kept confidential and under no circumstances be disclosed till the minutes have been approved and circulated.
6. To keep up propriety, avoid wastage of paper and digitally capture all activities of the Executive Council/Syndicate/Board of Management meetings, it is requested that the proceedings of the meetings may be video recorded and the video recording may be saved for posterity and also the recording along with all the soft copies of the agenda points may be forwarded to the Raj Bhavan by e-mail.  
[Secretary.rbb1r-ka@gov.in](mailto:Secretary.rbb1r-ka@gov.in) & [rajbhavankarsecy@gmail.com](mailto:rajbhavankarsecy@gmail.com).

7. Any difference of opinion should be discussed/deliberated amicably keeping in the constructive prospects of the University.
8. No member should address their disagreements/difference of opinion without substantiating with the relevant Act/ Regulations/ Rules/ Statutes etc., directly to the Hon'ble Governor and Chancellor until and unless it is evidently clear of the deviations / malpractices in any form / violations of regulations etc.
9. The Sanctity/decorum/propriety/discipline should be upheld at all times during the Executive Council/ Syndicate/ Board of Management meetings and not to malign the reputation of the concerned University.
10. The members and authorities are not to indulge in any malpractices to promote their vested interests or for personal gains.
11. The approved minutes of the meeting must be sent to the Office of the Chancellor on the very next day.
12. In the minutes, it must be clearly mentioned whether the agenda was accepted/rejected/deferred with reasons.
13. The approved minutes along with the agenda must be published on the website of the University on the next day.

***(Guidelines framed as per Circular No. GS 11 BUM 2021, Dated 27.10.2021 from  
Karnataka Governor's Secretariat)***

Date: 21.06.2023

**(REGISTRAR)**