

**Madan Bhandari University of Science and Technology**  
**Executive Council Rules, 2080**

The Board of Trustees of Madan Bhandari University of Science and Technology has approved the following Rules pursuant to Clause 37 of Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).

**Chapter 1**

**Initials**

1. **Short Title and Commencement:** (1) The Rules shall be called "**Madan Bhandari University of Science and Technology Executive Council Rules, 2080 (2023 AD)**".  
 (2) These Rules come into effect immediately.
2. **Definition:** Unless the subject or context requires otherwise in these Rules:
  - a) "Academic Council" means the Academic Council of the University pursuant to Clause 10 of the Act.
  - b) "Act" means the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD).
  - c) "Agenda" means subject and proposals prepared for meetings of Board of Trustees, Executive Council, Academic Council and other prescribed bodies of the University for deliberations and decisions in the meetings.
  - d) "Chairperson" means Chairperson of the Board of Trustees pursuant to Clause 7 Sub-Clause 14 of the Act.
  - e) "Executive Council" means the Executive Council of the University pursuant to Clause 11 of the Act.
  - f) "Officials" means University officials pursuant to Clause 6 of the Act and the University Rules.
  - g) "President" means the President of the University pursuant to Clause 12 of the Act.
  - h) "Prescribed" or "as prescribed" means prescribed or as prescribed in the Rules formulated under the Act.
  - i) "Faculty" means faculty of the University pursuant to Clause 19 of the Act.
  - j) "Rules" means Rules adopted pursuant to Clause 37 of the Act.

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- k) "Researcher" means researchers of the University pursuant to Clause 19 of the Act.
- l) "Staff" means administrative and other staff at the University pursuant to Clause 19 of the Act.
- m) "Trustee" means members of the Board of Trustees including the Chairperson.
- n) "University" means the Madan Bhandari University of Science and Technology established pursuant to Clause 3 of the Act.
- o) "Vice President" means the Vice-President of the University pursuant to Clause 6 (b) of the Act.

## Chapter 2

### Executive Council

**3. Constitution of the Executive Council:** (1) The Executive Council shall be constituted as follows:

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|---|-------------|
| a. President  | Coordinator |
| b. Vice Presidents  | Member      |
| c. Three persons from among Professors nominated by the Board of Trustees upon recommendation of the President          | Member      |
| d. Two persons from among Chiefs of the bodies constituted under clause 5 (d) of the Act nominated by Board of Trustees | Member      |

**4. Tasks, Duties and Powers of the Executive Council:** (1) In addition to the tasks, duties and powers specified in Clause 11 (3) of the Act, the tasks, duties and powers of the Executive Council shall be as follows:

- a. Formulate short-term, medium-term and long-term policies, plans and programs on various subjects such as university teaching, research and professional development of teachers etc.
- b. To establish necessary bodies and operate them in an orderly manner according to the purpose of the University,

*P. J. Joshi*

*[Signature]*

- c. To determine the intake capacity for each program based on the recommendation of the related Institutes.
- d. To establish and maintain relations with Universities and other educational institutions in the country and abroad.
- e. To establish the necessary funds for the University by receiving financial grants and material resources from the Government of Nepal and other International or National sources and make arrangements for its operation.
- f. To submit the annual report and other important reports of the University to the Board of Trustees.
- g. To approve leave and deputation of university teaching, research and administrative staff for a period of more than three months.
- h. To grant permission to appoint teachers, technical and administrative staffs in contract service and permission to extension of contract service period.
- i. To review, evaluate and supervise the work of the university from time to time, issue instructions subject to the necessary rules and regulations.
- j. To form various committees or sub-committees as required and determine their tasks, duties, responsibilities and work procedures.
- k. To approve regulations and guidelines necessary for the university.
- l. To appoint or grant approval for appointment in non-regular positions such as visiting faculty, advisors and others.
- m. To determine remuneration rate for non-regular appointments such as visiting faculty, advisors and others.
- n. To do other necessary work to fulfill the objectives of the University under the University Act and Rules.

**5. Tenure of the Members and the Condition of Vacancies:** (1) The tenure of the member nominated pursuant to clause 11 sub-clause (2) (c), (d) of the Act shall be three years.

(2) The post of nominated member shall be vacant in the following cases:

- (a) If the resignation of a member is accepted by the Executive Council,
- (b) if he/she leaves the position he/she is representing,
- (c) if officially proved to be insane or mentally unsound,
- (d) In case of death,

*P. Joshi*

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- (e) if absents in the meeting of the Executive Council for more than three consecutive times without notice,
- (f) if found guilty by any court of law for moral turpitude or other criminal charges.
- (g) If the member is proved unfit to continue according to any law or rule.
- (h) If there is conflict of interests with the University that cannot be managed.

**6. Resignation of a Member:** If a nominated member of the Executive Council wants to resign from the position of a member of the Council, that resignation must be submitted to the Convener. The resignation of the members of the Executive Council will be accepted by the Convener.

**7. Nomination of Vacant Member:** (1) If the position of a nominated member of the Executive Council becomes vacant before end of the tenure, the vacant position shall be filled from the same category for the remaining term pursuant to Clause 11 of the Act.

(2) The member who is nominated pursuant to Clause 11 Sub-Clause (2) (c) from among the academic staff of the University shall not normally be nominated for more than two times.

**8. Secretary of the Executive Council:** The staff appointed by the Executive Council shall work as the Secretary of the Executive Council.

### Chapter 3

#### Meeting of the Executive Council

**9. Meeting of the Executive Council:** (1) The meeting of the Executive Council shall be held on the date, time and place specified by the Convener of the Council.

(2) The meeting of the Executive Council can also be held online. The attendance of the online meeting will be authenticated by the Convener.

**10. Chairing of the Meeting:** The meeting of the Executive Council shall be chaired by the Convener of the Executive Council. In the absence of the Convener, the Vice-president appointed by the Convener from among the Vice-presidents of the University will preside over the meeting.

**11. Notice and Agenda for Meetings:** (1) The convener shall approve the agenda of the meeting.

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- (2) The Secretary as instructed by the convener shall send a written notice including the agenda of the meeting, venue, date and time at least 3 days before the date of the meeting. But in special cases, the notice may be sent one day in advance of the meeting. Notice of the meeting can also be sent by e-mail.
- 12. Quorum:** The quorum of the meeting of the Executive Council shall be more than 50 percent of the existing members of the Council. The Convener shall adjourn the meeting if the required quorum for the meeting is not met.
- 13. Postponement of Meeting:** The Convener may postpone a meeting if she/he feels meeting preparations are inadequate.
- 14. Proposals/agenda that could not be discussed in the meeting:** If the proposals/agenda presented in the meeting and could not be discussed in the meeting due to lack of time or any other reason, it can be put as a new proposal in the next meeting of the Executive Council.
- 15. Decision of the Meeting:** The decision of the meeting shall be made by simple majority of the members present. But if the votes for and against a proposal are equal the Convener may cast a decisive vote.
- 16. Minutes of the Meeting:** (1) The Secretary shall circulate the draft minutes of the meeting to the members upon consent from the Convener within three business days after the meeting.
- (2) The members shall send comments on the draft minutes to the Secretary within three business days after receipt of the draft minutes.
- (3) The Secretary shall incorporate comments received and get a consent from the convener within two business days after receipt of the comments.
- (4) The Secretary shall enter the decisions of the meeting into the minute book and set them for authentication by the Convener within two business days after receiving the consent from the convener.
- (5) The Secretary shall circulate the minutes of the meeting to all members of the Executive Council within two business days after the minutes are authenticated by the Convener.
- 17. Invitee to the Meeting:** (1) The Secretary as instructed by the Convener shall extend an invitation to any individual to attend the meeting of the Executive Council as an invitee or an observer.

*Rejoice*

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- (2) The invitee will be allowed to express his/her opinion in the meeting. But, the invitee will not have the voting right.
- (3) The observers will not be allowed to express his/her opinion in the meeting.

#### **Chapter 4**

#### **Miscellaneous**

- 18. Legal Opinion and Advice:** The Executive Council may seek legal advice from the university's legal advisor or other legal experts.
- 19. Constitution of Committees and Sub-Committees:** (1) The Executive Council may form committees, sub-committees or task force as needed.  
(2) The Council may change or withdraw members of the committee, sub-committee or Task-force as needed.
- 20. Authority Delegation:** The Executive Council may issue directives or delegate authority and rights to a committee or President, Vice-president or any officials, unless it is written to be done by a specific official or person in the Act or the Rules.
- 21. Interpretation of Rules:** The Board of Trustees shall have the right to interpret these Rules.

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