

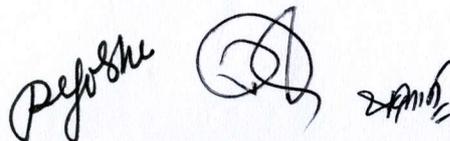
**Madan Bhandari University of Science and Technology  
Academic Council Rules 2080**

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 Academic 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, Faculty Board 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.



- 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

### Academic Council

- 3. Tasks, duties and powers of the Academic Council:** In addition to the tasks, duties and powers specified in Clause 10 Sub-Clause 4 of the Act, the tasks, duties and powers of the Academic Council shall be as follows:
- (a) To approve/modify the framework for organization of research and teaching programs of the University based on the proposal from the Executive Council, if required, in consultation with the Board of trustees.
  - (b) To approve the intake size for academic programs based on the review of the proposal from the Executive Council, if required, in consultation with the Board of Trustees.
  - (c) To recommend the award of honorary degrees to the distinguished individuals having made significant contribution to the society, especially in the field of higher education.
  - (d) To approve the nomenclature of teaching and research positions and minimum qualifications for these positions.
  - (e) To approve policies on honorary chairs, adjunct professors, emeritus professors.
  - (f) To approve policies on the offer of joint degrees with other academic institutions.
  - (g) To approve degrees of other universities for the purpose of student admission and faculty recruitment.

*Ref: shu*  *2/19/15*

- (h) To formulate policies related to curriculum development.
- (i) To form various committees or sub-committees or working groups as required in matters within their scope and determining their duties and procedures.
- (k) To monitor the delivery and quality of research and teaching programs based on the periodic reports submitted by the Executive Council and Program Committees.
- (l) To submit annual report to the Board of Trustees on the status of the research and teaching.
- (j) To perform other tasks as required with the framework of the Act and applicable Rules.

**4. Tenure of members and conditions of vacancy:** (1) The tenure of the nominated members of the Academic Council shall be three years.

(2) The tenure of the members of the Academic Council shall be staggered as decided by the Academic Council.

(3) The posts of nominated members shall be vacant in the following conditions:

- (a) If the resignation of a member is accepted by the President,
- (b) In case of the death,
- (c) In case of the absence in the meeting of the Academic Council more than three consecutive times without notice or valid justification,
- (d) If the tenure of the position related to his or her nomination ends;
- (e) If officially proved to be insane or mentally unsound,
- (f) If found guilty by a court of law for moral turpitude or other criminal charges,
- (g) If the member is proved unfit to continue according to any Law or Rules.
- (h) If there is a conflict of interest which cannot be managed.

**5. Resignation of a member:** (1) A nominated member of the Academic Council wishing to resign from the position of a member of the Council shall submit a resignation to the President.

**6. Nomination of Vacant Member:** (1) If position of a member becomes vacant due to any reason pursuant to Rule 4 and Rule 5, another person shall be nominated from the same category for the remaining term pursuant to Clause 10 of the Act.

**7. Secretary of the Academic Council:** A University staff recommended by the President shall be appointed as the Secretary to the Academic Council by the Academic Council.

*Refuse*  *Refuse*

## Chapter 3

**Meeting of the Academic Council**

- 8. Meeting of the Academic Council:** (1) The meeting of the Academic Council will normally be held four times a year. But in case of the need, the Convener can call a meeting at any time.
- (2) The meeting of the Academic Council shall be held on the date, time and place specified by the Convener of the Council.
- (3) The meeting of the Academic Council can also be held online. Attendance of the online meeting will be authenticated by the Convener.
- 9. Chairing of the meeting:** The meeting of the Academic Council shall be chaired by Convener of the Academic Council. In the absence of the Convener, the member designated by the Convener will preside over the meeting.
- 10. Notice and Agenda of the Meetings:** (1) The Convener shall approve the agenda of the meeting.
- (2) The secretary as instructed by the Convener shall send the agenda of the meeting and inform the Council members about the venue of the meeting, date and time of the meeting seven days before the date of the meeting.
- 11. Quorum:** (1) The quorum of the meeting of the Academic 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.
- 12. Postponement of Meeting:** (1) The Convener may postpone a meeting if she/he feels the meeting preparations is inadequate.
- 13. Proposal/Agenda that could not be discussed in the meeting:** (1) If the proposal/agenda presented in the meeting 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 Academic Council.
- 14. Decision of the meeting:** Decisions in the meeting will 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.

*Ref: 2/11/11*



*2/11/11*

- 15. Minutes of the Meeting:** (1) The Secretary of the meeting will 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 the receipt of the draft.
- (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 get them authenticated 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 members of the Academic Council within two business days after the minutes are authenticated by the Convener.
- 16. Invitees to the meeting:** (1) The Secretary as instructed by the Convener shall extend an invitation to any individual to attend the meeting of the Academic Council as an invitee.
- (2) The invitees will be allowed to express his/her opinion in the meeting. But they will not have the voting right.
- (3) The observers will not be allowed to express his/her opinion in the meeting.

#### Chapter 4

#### Miscellaneous

- 17. Legal opinion and advice:** (1) The Academic Council may seek legal advice from the University's legal advisor or other legal experts.
- 18. Constitution of Committees and Sub-committees:** (1) The Council may form committees and sub-committees as needed for carrying out its functions and prescribe the terms of reference for them.
- (2) The Council may change or withdraw members of the committee and sub-committee or fill the vacant position of members constituted as per Sub-Rule (1).
- 19. Benefits:** The benefits of the Convener and members of the Academic Council shall be as specified in the Financial Rules of the University.

*Person*      *[Signature]*      *Zamin*