



ಬೆಂಗಳೂರು  
ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

**BENGALURU  
CITY UNIVERSITY**

Office of the Registrar, Central College Campus, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.  
PhNo.080-22131385, E-mail: registrarbcu@gmail.com

No: BCU/Meeting Guidelines/267/2021-22

Date: 15.11.2021.

**CIRCULAR**

Sub:- Guidelines issued by the Office of the Chancellor regarding the procedures to be followed in connection with the meeting of the Authorities.

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The Circular No. GS 11 BUM 2021 dated 27.10.2021 received from the Karnataka Governor's Secretariat regarding procedure to be followed in connection with Executive Council/Syndicate/Board of Management/Senate meeting are annexed to this Circular. The Guidelines of the Circular are implemented by the Bengaluru City University with immediate effect.

The Statutory Officers and Members of Authorities of the University are informed to scrupulously follow the Guidelines / directions issued by the Hon'ble Governor and Chancellor of the Universities.

  
**REGISTRAR**

To:

1. All the Members of the Syndicate, Bengaluru City University
2. All the Members of the Academic Council, BCU.
3. All the Statutory Officers, BCU.

Copy to;

1. PS to VC/Registrar/Registrar (Evaluation), BCU.
2. University Website.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಸಚಿವಾಲಯ  
KARNATAKA GOVERNOR'S SECRETARIAT

P.B. No.5033  
ರಾಜಭವನ, ಬೆಂಗಳೂರು  
Telephone: 22254102,  
Fax: 080-22252150  
RAJ BHAVAN, BENGALURU

No.GS 11 BUM 2021

Date: 27-10-2021

CIRCULAR

Sub: Supersession to guidelines as specified in Circular  
No.GS 06 GUM 2016, dated 26-04-2016.

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In supersession of the Circular mentioned at subject and keeping up with the present time and digital empowerment, Hon'ble Governor and Chancellor has directed to follow the guidelines outlined below with respect to the Executive Council/Syndicate/Board of Management /Senate meeting :-

- 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 to be disclosed /discussed to the concerned party till the Executive Council / Syndicate /Board of Management/Senate 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 Executive Council / Syndicate / Board of Management/ Senate 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/Senate 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 below mentioned e-mails of the the Raj Bhavan :-

a) [secretary.rbbir-ka@gov.in](mailto:secretary.rbbir-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/Senate meetings and not to malign the reputation of the concerned University.
- 10) No member to air their disagreements / difference of opinion in the media (Print/visual/ or any sort of public platforms)
- 11) The Members and authorities are not to indulge in any malpractices to promote their vested interests or for personal gains.
- 12) The approved minutes of the meeting must be sent to the Office of the Chancellor on the very next day.
- 13) In the Minutes, it must be clearly mentioned whether the agenda was accepted/rejected/deferred with reasons.
- 14) The approved minutes along with the agenda must be published on the website of the University on the next day.

All the Universities should scrupulously observe all the aforesaid guidelines.

**(Approved by Hon'ble Governor & Chancellor)**

*Prathibha D. Habbu*  
(Prathibha D. Habbu)

Under Secretary to Governor(U)

To:

- 1) Hon'ble Minister for Rural Development & Panchayat Raj and Pro-Chancellor, Vidhana Soudha, Bengaluru.
- 2) Hon'ble Minister for Parliamentary Affairs and Legislation, Minor Irrigation, Law and Pro-Chancellor, Vidhana Soudha, Bengaluru.
- 3) Hon'ble Minister for Education Department (Higher Education) and Pro-Chancellor, Vikasa Soudha, Bengaluru.
- 4) Hon'ble Minister for Animal Husbandry and Pro-Chancellor, Vikasa Soudha, Bengaluru.

- 5) Hon'ble Minister for Agriculture and Pro-Chancellor, Vikasa Soudha, Bengaluru.
- 6) Hon'ble Minister for Medical Education and Pro-Chancellor, Vidhana Soudha, Bengaluru.
- 7) Hon'ble Minister for Horticulture and Pro-Chancellor, Vikasa Soudha, Bengaluru.
- 8) The Additional Chief Secretary to Government, Agriculture Department, M.S. Building, Bengaluru.
- 9) The Additional Chief Secretary to Government, Education Department (Higher Education), M.S. Building, Bengaluru.
- 10) The Principal Secretary to Government, Rural Development & Panchayat Raj Department, M.S. Building, Bengaluru.
- 11) The Principal Secretary to Government, Horticulture Department, M.S. Building, Bengaluru.
- 12) The Principal Secretary to Government, Law Department, Vidhana Soudha, Bengaluru.
- 13) The Secretary to Government, Animal Husbandry & Fisheries Department, Vikasa Soudha, Bengaluru.
- 14) The Secretary to Government, Medical Education Department, M.S. Building, Bengaluru.
- 15) All the Vice Chancellors of Universities in the State of Karnataka.
- 16) All the Registrars of Universities in the State of Karnataka.
- 17) PS to Special Secretary to Governor - To save/archive all the forwarding of the University like Proceedings of the Meetings video Recording, soft copies etc etc in digital platform for posterity.
- 18) SGF/ Spare copies.