



THE TAMIL NADU NATIONAL LAW SCHOOL

(A State University established by Act No.9 of 2012)

Navalurkuttappattu, Srirangam Taluk, Tiruchirappalli – 620 009

Tamil Nadu, India

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Meetings of Authorities of the School

(I) General Council

(a) 1. The General Council shall meet atleast once in a year.
2. An annual meeting of the General Council shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the General Council in respect of any year.

3. The meeting of the General Council shall be called by the Chairman or in his absence by the Vice Chancellor either on his own. The Chairman or in his absence the Vice Chancellor, the meeting of the General Council shall be called at the request of not less than 10 members of the General Council.

(b) Notice for the meeting of the General Council

1. It shall be the duty of the Registrar to issue notice for convening the meeting of the General Council.

2. Notice of not less than 15 clear days shall be given before the date of the meeting of the General Council specifically indicating the date and time, the place of the meeting and the business to be transacted thereat.

(c) Agenda:-

1. The agenda shall be prepared by the Registrar in consultation with the Vice Chancellor and with the prior approval of the Chancellor.

2. Any member of the General Council may also tender agenda for discussions in the meeting by furnishing details to the Chancellor not less than 7 days prior to the date of meeting. The Chancellor with his views, if any, thereon may place the said Agenda for discussion in the meeting of the General Council.

(d) Service of Notice of Meeting and Agenda

The notice of meeting of the General Council shall be served on every member by following any one of the mode specified below:

1. By giving or tendering the notice of the meeting with agenda to the member concerned in person.
2. By sending the notice with agenda to the e-mail address of members if the same is available with the School.
3. By sending the notice with agenda through Registered Post.

(e) Chairman of the Meeting

1. The Chancellor shall preside at the meeting of the General Council.
2. In the absence of the Chancellor, the Pro- Chancellor shall preside at the meeting of the General Council.

(f) Attendance of the Meeting

The members and the Chancellor shall sign in the Attendance Register. At the closure of the meeting, the Attendance Register shall be closed by specifying the number of members attended in the Register and the signature of the Chancellor shall be obtained at the end.

(g) Quorum

1. No business shall be transacted at a meeting of General Council unless there be present at least 1/3 of the members of the General Council as on date.
2. If within half an hour of the time appointed by the General Council, a Quorum is not present, the meeting shall stand adjourned unless the Chancellor decide to wait for further half an hour.
3. If the meeting stands adjourned for want of Quorum, the Chancellor may direct to convene such adjourned meeting for transacting the agenda on giving fresh notice or may direct those agendas to be included in the agenda for the next meeting of the General Council.

(h) Passing of the Resolution

1. Every item of the agenda which may come for discussion before the General Council at any meeting shall be decided by majority of the members present and voting.

2. Each member shall have one vote only. And in case of equality of votes, the Presiding Authority shall have and exercise a second or casting vote.

3. In the case of any resolution not carried unanimously the names of the members who voted for and against it shall be recorded in the minutes.

4. The dissent note made by the member against the resolution shall be recorded in the minutes.

(i) Minutes

1. As soon as the discussion on subject is over, the Presiding Authority shall direct the Registrar to draw and enter the Minutes of the proceeding of the General Council in a book to be kept for that purpose then and there.

2. The Presiding Authority shall direct the Registrar to read out the minutes of the proceedings of the General Council in the open meeting at the end, and then only the Presiding Authority shall sign at the end of the Minutes and also the signatures of the members present at the meeting shall be obtained.

(II) Executive Council

- (a)
1. The Executive Council shall meet atleast once in every two months.
 2. The meeting of the Executive Council shall be convened on a date fixed by the Vice Chancellor.

(b) Notice for the meeting of the Executive Council

1. It shall be the duty of the Registrar to issue notice for convening the meeting of the Executive Council.
2. Notice of not less than 15 clear days shall be given before the date of the meeting of the Executive Council specifically indicating the date

and time, the place of the meeting and the business to be transacted thereat.

(c) Agenda

1. The agenda shall be prepared by the Registrar in consultation with the Vice Chancellor.

2. Any member of the Executive Council may also tender agenda for discussions in the meeting by furnishing details to the Vice Chancellor not less than 7 days prior to the date of meeting. The Vice Chancellor with his views, if any, thereon may place the said Agenda for discussion in the meeting of the Executive Council.

(d) Service of Notice of Meeting and Agenda

The notice of meeting of the Executive Council shall be served on every member by following any one of the mode specified below:

1. By giving or tendering the notice of the meeting with agenda to the member concerned in person.

2. By sending the notice with agenda to the e-mail address of members if the same is available with the School.

3. By sending the notice with agenda through Registered Post.

(e) Chairman of the Meeting

1. The Vice Chancellor shall preside at the meeting of the Executive Council.

2. In the absence of the Vice Chancellor, any member chosen by the members of the Executive Council present shall preside at the meeting of the Executive Council.

(f) Attendance of the Meeting

The members and the Vice Chancellor shall sign in the Attendance Register. At the closure of the meeting, the Attendance Register shall be closed by

specifying the number of members attended in the Register and the signature of the Vice Chancellor shall be obtained at the end.

(g) Quorum

1. No business shall be transacted at a meeting of Executive Council unless there be present at least one half of the members of the Executive Council as on date.

2. If within half an hour of the time appointed by the Vice Chancellor, a quorum is not present, the meeting shall stand adjourned unless the Vice Chancellor decide to wait for further half an hour.

3. If the meeting stands adjourned for want of quorum, the Vice Chancellor may direct to convene such adjourned meeting for transacting the agenda on giving fresh notice or may direct those agendas to be included in the agenda for the next meeting of the Executive Council.

(h) Passing of the Resolution

1. Every item of the agenda which may come for discussion before the Executive Council at any meeting shall be decided by majority of the members present and voting.

2. Each member shall have one vote only. And in case of equality of votes, the Vice Chancellor or the member presiding as the case may be, shall have and exercise a second or casting vote.

3. In the case of any resolution not carried unanimously, the names of the members who voted for and against it shall be recorded in the minutes.

4. The dissent note made by the member against the resolution shall be recorded in the minutes.

(i) Minutes

1. As soon as the discussion on subject is over, the Vice Chancellor or the member presiding as the case may be, shall direct the Registrar to draw and enter the

Minutes of the proceeding of the Executive Council in a book to be kept for that purpose then and there.

2. The Vice Chancellor or the member presiding as the case may be, shall direct the Registrar to read out the minutes of the proceedings of the Executive Council in the open meeting at the end, and then only the Vice Chancellor or the member presiding as the case may be, shall sign at the end of the Minutes and also the signatures of the members present at the meeting shall be obtained.

(III) Academic Council

(a) 1. The Academic Council shall meet atleasttwice in every year and one of such meeting shall be called the annual meeting.

2. The meeting of the Academic Council shall be convened on a date fixed by the Vice Chancellor.

(b) Special Meeting

The Vice Chancellor may, whenever he thinks fit or and shall upon a requisition in writing signed by not less than 50% of the total members of the Academic Council convene a special meeting of the Academic Council.

(c) Notice for the meeting of the Academic Council

1. It shall be the duty of the Registrar to issue notice for convening the meeting of the Academic Council.
2. Notice of not less than 15 clear days shall be given before the date of the meeting of the Academic Council specifically indicating the date and time, the place of the meeting and the business to be transacted thereat.

(d) Agenda

1. The agenda shall be prepared by the Registrar in consultation with the Vice Chancellor.

2. Any member of the Academic Council may also tender agenda for discussions in the meeting by furnishing details to the Vice Chancellor not less than 7 days prior to the date of meeting. The Vice Chancellor with his views, if any, thereon may place the said Agenda for discussion in the meeting of the Academic Council.

(e) Service of Notice of Meeting and Agenda

The notice of meeting of the Academic Council shall be served on every member by following any one of the mode specified below:

1. By giving or tendering the notice of the meeting with agenda to the member concerned in person.
2. By sending the notice with agenda to the e-mail address of members if the same is available with the School.
3. By sending the notice with agenda through Registered Post.

(f) Chairman of the Meeting

1. The Vice Chancellor shall preside at the meeting of the Academic Council.
2. In the absence of the Vice Chancellor, any member chosen by the members of the Academic Council present shall preside at the meeting of the Academic Council.

(g) Attendance of the Meeting

The members and the Vice Chancellor shall sign in the Attendance Register. At the closure of the meeting, the Attendance Register shall be closed by specifying the number of members attended in the Register and the signature of the Vice Chancellor shall be obtained at the end.

(h) Quorum

1. No business shall be transacted at a meeting of Academic Council unless there be present at least 1/3 of the members of the Academic Council as on date.

2. If within half an hour of the time appointed by the Vice Chancellor, a quorum is not present, the meeting shall stand adjourned unless the Vice Chancellor decide to wait for further half an hour.

3. If the meeting stands adjourned for want of quorum, the Vice Chancellor may direct to convene such adjourned meeting for transacting the agenda on giving fresh notice or may direct those agendas to be included in the agenda for the next meeting of the Academic Council.

(i) Passing of the Resolution

1. Every item of the agenda which may come for discussion before the Academic Council at any meeting shall be decided by majority of the members present and voting.

2. Each member shall have one vote only. And in case of equality of votes, the Vice Chancellor or the member presiding as the case may be, shall have and exercise a second or casting vote.

3. In the case of any resolution not carried unanimously, the names of the members who voted for and against it shall be recorded in the minutes.

4. The dissent note made by the member against the resolution shall be recorded in the minutes.

(j) Minutes

1. As soon as the discussion on subject is over, the Vice Chancellor or the member presiding as the case may be, shall direct the Registrar to draw and enter the Minutes of the proceeding of the Academic Council in a book to be kept for that purpose then and there.

2. The Vice Chancellor or the member presiding as the case may be, shall direct the Registrar to read out the minutes of the proceedings of the Academic Council in the open meeting at the end, and then only the Vice Chancellor or the member presiding as the case may be, shall sign at the end of the Minutes and also the signatures of the members present at the meeting shall be obtained.
