UIT UNIVERSITY

Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Policy of Resolution Numbering of Regular Meetings

1. Policy Statement

1.1. It is the policy of UIT University to document and publish all resolutions passed by statutory bodies, such as the Academic Council, the Board of Faculty, etc. in accordance with the established guidelines for resolution numbering. This policy must be read in conjunction with the Rules of the University. In case of any inconsistencies between this policy and the rules of the university, the rules of the university will take precedence. The Vice Chancellor's decision will be final on the interpretation of any policy provision related to the documentation and numbering of resolutions.

2. The Need

2.1. UITU follows a system of numbering resolutions for the Board of Governors (BOG) and Academic Council (AC) meetings. However, no approved policy extends to other meetings presently. While documenting minutes of regular meetings, departments generally assign resolution numbers against an agenda point without giving due consideration to the meeting platform, departmental/faculty ownership, and meeting count. This situation often results in difficulties in subsequent referrals for meeting decisions/resolutions for various purposes.

2.2. With the aforementioned in view, an integrated system of numbering the resolutions of agenda points of meetings is being proposed, which should be followed for all regularly scheduled meetings at the University, Faculty, and Department levels. With the proposed scheme, all stakeholders will be able to extract instantly the following information by simply looking at the Resolution No. of a meeting and will also be able to assign a Resolution No. effortlessly:

   a. Meeting platform
   b. Faculty ownership
   c. Departmental ownership
   d. Count of the meeting
   e. Agenda point reference
   f. Sub Agenda point reference (if any)

3. Meeting Platforms

Following are the platforms that exist at the University, Faculty, and Department levels:

3.1. University-level Platforms:
   a) Board of Governors (BoG)
   b) Academic Council (AC)
   c) Board of Advance Studies and Research (BASR)
   d) UIT University Research Committee (UURC)
   e) Selection Board (SB)

f) Ethical Review Board (ERB)
g) Deans' Committee (DC)
h) Finance and Planning Committee (FPC)
i) Unfair Means Committee (UMC)
j) Quality Enhancement Cell (QEC)
k) Prospectus Committee (PC)
l) Affiliation Committee (AfC)
m) Other committees as constituted by the BOG/AC/Vice Chancellor as needed

3.2. Faculty-level Platforms:
a) Board of Faculty (BoF)
b) Ethical Review Committee (ERC)
c) Faculty Research Committee (FRC)

3.3. Department-level Platforms:
a) Board of Studies (BoS)
b) Departmental Research Committee (DRC)
c) Any other Standing Committee

3.4. Faculties of the University
a) Faculty of Engineering and Technology (FET)
b) Faculty of Management and Social Sciences (FMSS)
c) Faculty of Computing Science (FCS)

3.5. Departments of the Faculties

3.5.1. Faculty of Engineering and Technology (FET)
a) Department of Electrical Engineering (EL)
b) Department of Engineering Technology (ET)

3.5.2. Faculty of Computing Science (FCS)
a) Department of Computer Sciences (CS)

3.5.3. Faculty of Management and Social Sciences and Humanities (FMSS)
a) Department of Management Sciences (MS)
b) Department of Social Sciences (SS)

4. Proposed Numbering System for Meeting Resolutions

4.1. The details of the proposed numbering system for meeting resolutions, including numbering templates and examples, are provided in Appendix A.

5. Implementation and Communication

5.1. All Departments and Faculties of the University should adopt the proposed resolution numbering scheme.

5.2. The proposed numbering system should be implemented with immediate effect.

5.3. This policy shall be communicated to all faculties, departments, and relevant stakeholders for immediate implementation and compliance.

Appendix A

Proposed Numbering System for Meeting Resolutions

1. Numbering Template for University-level Platforms

Resolution No.	Meeting Platform	Meeting Count	Resolution No.	Description
Agenda No: BoG -007–004	Board of Governors	7th Meeting	Agenda No. 4	Agenda No. 4 of 7th Board of Governors Meeting
Resolution No: BoG-007–004-007–004	Board of Governors	7th Meeting	Resolution No. 4	Resolution No. 4 of 7th Board of Governors Meeting
⬤olution No: AC-029-021d	Academic Council	29th Meeting	Resolution No. 21d	Resolution No. 21d of 29th Academic Council Meeting
Resolution No: BASR-055–016	Board of Advanced Studies and Research	55th Meeting	Resolution No. 16	Resolution No. 16 of the 55th Board of Advanced Studies and Research Meeting
Resolution No: SB-015-009c	Selection Board	15th Meeting	Resolution No. 9c	Resolution No. 9c of the 15th Selection Board Meeting
Resolution No: DC-003–011	Deans' Committee	3rd Meeting	Resolution No. 11	Resolution No. 11 of 3rd Deans' Committee Meeting

2. Numbering Template for Faculty-level Meetings

Resolution No.	Meeting Platform	Faculty Ownership	Meeting Count	Resolution No.	Description
Agenda No: BoF-FET-014-006a	Board of Faculty	Faculty of Engineering and Technology	14th Meeting	Agenda No. 6a	Agenda No. 6a of 14th FET Board of Faculty Meeting
Resolution No: BoF-FET-014-006a	Board of Faculty	Faculty of Engineering and Technology	14th Meeting	Resolution No. 6a	Resolution No. 6a of 14th FET Board of Faculty Meeting
Resolution No: FRC-FMSS-005-012	Faculty Research Committee	Faculty of Management and Social Sciences	5th Meeting	Resolution No. 12	Resolution No. 12 of 5th FMSS Faculty Research Committee Meeting
Resolution No: ERC-FCS-021-023	Ethical Review Committee	Faculty of Computing Sciences	21st Meeting	Resolution No. 23	Resolution No. 23 of 21st FCS Ethical Review Committee Meeting
Resolution No: BoF-FET-027-002	Board of Faculty	Faculty of Engineering and Technology	27th Meeting	Resolution No. 2	Resolution No. 2 of 27th FET Board of Faculty Meeting
Resolution No: FRC-FMSS-010-017b	Faculty Research Committee	Faculty of Management and Social Sciences	10th Meeting	Resolution No. 17b	Resolution No. 17b of 10th FMSS Faculty Research Committee Meeting

3. Numbering Template for Department-level Meetings

Resolution No.	Meeting Platform	Department Ownership	Meeting Count	Resolution No.	Description
Agenda No: BoS-CS-008-003	Board of Studies	Department of Computer Science	8th Meeting	Agenda No. 3	Agenda No. 3 of 8th CS Board of Studies Meeting
Resolution No: BoS-CS-008-003	Board of Studies	Department of Computer Science	8th Meeting	Resolution No. 3	Resolution No. 3 of 8th CS Board of Studies Meeting
Resolution No: DRC-CS-012-009c	Departmental Research Committee	Department of Computer Science	12th Meeting	Resolution No. 9c	Resolution No. 9c of 12th CS Departmental Research Committee Meeting
Resolution No: DRC-EL-006-004a	Departmental Research Committee	Department of Electrical Engineering	6th Meeting	Resolution No. 4a	Resolution No. 4a of 6th EL Departmental Research Committee Meeting
Resolution No: BoS-CS-011-007	Board of Studies	Department of Computer Science	11th Meeting	Resolution No. 7	Resolution No. 7 of 11th CS Board of Studies Meeting