SIMS-Academic Council Rules

General Statement

In accordance with the provisions of the Sindh Institute of Medical Sciences Karachi ACT of 2009 [hereinafter SIMS Act] (section 16, "Academic Council", the Academic Council for the faculty of Undergraduate Studies after approval by the Board of SIMS has framed the following Regulations to known as the Academic Council Procedures, under section 20 of the SIMS-Karachi Act of 2009.

Academic Council Procedures

Powers and Responsibilities

a. **Provost** as Chairperson of the Council shall:

   i. Appoint Registrar SIMS to assist him/her in the affairs of the Council as the Council Secretary.
   ii. Chair all meetings.
   iii. When unable to chair the meeting, designate another member to preside.
   iv. Approve the meeting agenda prepared by the Secretary.
   v. Call special meetings when necessary.
   vi. Appoint special committees as required.

b. **Secretary;** Registrar SIMS-Karachi shall be the Council Secretary. Secretary will be responsible for the following:

   i. Preparation of agenda for approval by the Provost.
   ii. Circulation of agenda to the Council members within the specified time.
   iii. Review of meeting minutes prepared by the administrative staff.
   iv. Approval of minutes by the Provost before circulation.
   v. Circulation of minutes to the membership for approval.
   vi. Forwarding approved minutes of the Council meeting to the Provost.
   vii. Dissemination of information regarding actions taken by the Council.
   viii. Delivering to the Provost copies of the annual reports of the various committees that report to the Council.

c. **<u>Members;</u>** Members are expected to:

   i. Attend all regular or special meetings whenever possible.

   ii. Take an interest in the workings of the Council by reviewing agendas and informing themselves about matters to be discussed before the meeting.

   iii. Contribute and participate in the work of the Council.

   iv. Serve on the Council committees when appointed.

   v. Treat all documents submitted to the Council members for review and deliberation as confidential and do not disclose them before the meeting.

d. Co-opting Members to the Council

   i. The Council, with the approval of the Chair and agreement by the majority, may co-opt persons as "experts" to assist with issues that require specific knowledge and skills.

   ii. Co-opted members shall receive a letter of appointment from the Chair that outlines the terms of appointment. The duration of the appointment shall not exceed one-year.

   iii. The co-opted members shall be governed by the same rules of conduct as regular members.

   iv. Co-opted members shall be non-voting members.

1. **Meetings of the Council:** Council meetings shall be held as frequently as required but at least twice a year.

2. **Quorum:** One-half of the total members of the Council shall constitute the quorum at a regular or special meeting. If during course of meeting, lack of quorum is observed by the Chair or a member, meeting may be adjourned by the Chair.

3. **Duration:** Meeting duration shall not ordinarily exceed two hours.

4. **Open Meetings**

   Meetings are open to the SIUT/SIMS faculty. Seating space may be limited so prior registration with the SIMS office is required.

5. Regular Meetings

i. At least two-regular meetings in a year are required (section 16(4).

ii. Council shall meet as frequently as possible to review matters and expedite decisions.

iii. Notice for a regular meeting date shall be given 10 days in advance.

6. Special Meetings

i. A special meeting may be called by the Chairperson at any time deemed necessary.

ii. Notice for the meeting shall be given at least 24 hours before the time of the meeting.

iii. Agenda for the meeting will be restricted to the purpose of the meeting given in the notice.

7. Attendance at Meetings

i. Members are expected to attend all meetings in person.

ii. If needed, a member may participate in the meeting by electronic communication. The Council secretary must be informed in advance of the need of electronic participation.

8. Agenda:

i. Secretary, with the consent of the Provost, shall prepare the meeting agenda.

ii. Members may submit items for inclusion on the agenda to the Secretary, with all supporting documents at least seven working days before the meeting date. Submissions shall be made electronically.

iii. The agenda and relevant documents will be circulated electronically among the members at least five days before the meeting.

9. Decision

i. Decisions by the Council are taken by the members collectively and are by the majority votes of voting-members present.

ii. When a member has a reservation regarding a particular decision, he/she may during the meeting, ask for their dissent to be formally recorded in the minutes.

10. Minutes

i. The Secretary shall record the proceeding and prepare the draft minutes of the meeting.
ii. The draft minutes shall be circulated among all the members (who attended the meeting) within ten days of the meeting by email.
iii. Every member shall confirm the accuracy or otherwise of the draft minutes within a week (seven days), failing which approval will be presumed.

11. Approval of Minutes

The minutes, including amendments if required, shall be taken as approved once all objections have been either sustained or rejected by Council.

12. Academic Council Committees

A Committee of the Council is a deliberative body established by the Council and authorized to take decisions according to prescribed terms of reference and/or delegated powers. Each Committee of the Council shall have a clear, unique, and necessary function, and be the deliberative forum for prescribed areas of business.

A. Standing Committees

1. Executive Committee
2. Curriculum Committee
3. Admission Committee
4. Paper Moderation Committee
5. Boards of Studies
6. Board of Advance Studies and Research (BASR)
7. Faculty Development Committee
8. Committee on Commencement, Convocations, and Academic Ceremonies
9. Library committee
10. Academic Appeals Committee
11. Subject to the approval of the Board, any other committee that may be required for academic activities.

B. Establishment of Committees

Terms of Reference

The terms of reference and delegated powers of a Committee should be simply and clearly set by the Council. These shall include:

a. Number of Committee members.

b. Mechanism of appointment of members and Chair; through her/his ex officio position or by appointment by the Provost.

c. Mechanism of appointment of Committee Secretary.

d. Duration of appointment with the possibility for renewal of one further period of office if the position is held by appointment.

e. When considering the renewal of membership, all Committees are required to seek permission from the Council for any of their members, other than ex officio members, to serve for more than six consecutive years.

f. Ex-officio members retain membership whilst they hold the relevant office.

g. Members may be co-opted as necessary.

h. Committee Secretaries shall notify the office of the Registrar of impending casual vacancies in membership for advice on the process of identifying suitable replacements.

i. Where a parent Committee deems it appropriate, it may further delegate its decision-making powers to one or more of its Sub-Committees with approval from Academic Council.

j. Academic Council may itself establish Sub Committees targeted at specific areas of activity to report to one or more Academic Council Committees as appropriate. In such circumstances, Academic Council will define the terms of reference and constitution of the Sub Committee. All decisions of the duly constituted Sub-Committees shall be placed for approval before the Council to take effect.

13. Conduct of Meeting

Meetings will be conducted according to the following order unless the Chair allows alteration in the agenda.

i. Recognition of Quorum

ii. Chair’s Remarks

iii. Approval of Agenda

iv. Approval of Minutes

v. Items for Action

vi. Items for Discussion

vii. Any Other Business (with Chair's permission)

viii. Adjournment