



Policies & Procedures Manual

Sir Syed University of Engineering & Technology

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Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

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Draft for Policy of Resolution Numbering of Regular Meetings

1. Preamble

Presently a system of numbering the resolutions against agenda points of regularly scheduled meetings of only Board of Governors (BOG) and Academic Council (AC) is being followed at the University. However, no approved policy exists which is applicable to resolutions of all meetings besides BOG and AC. In absence of a formal policy document the statutory bodies and the committees formed in the University neither follow any uniform way nor do they have any standard and unified system of numbering the resolutions against agenda points of regularly scheduled meetings. This situation often results in serious difficulties in subsequent referrals of the meeting decisions/ resolutions for various purposes. A system of numbering the resolutions of agenda point of regular meetings is presented in this policy document.

2. Introduction

A system of numbering the resolutions of agenda point of meetings is outlined in the following paragraphs which is applicable to all regularly scheduled meetings held at University/ Faculty/ Departmental levels. The system is applicable to both academic as well as non-academic departments. With the given system, all stakeholders are able to extract instantly the following information from the Resolution Number. Moreover, the system facilitates all stakeholders in swift location of referred resolution of a meeting from the record:

- a. The Meeting Platform
- b. Faculty or Department, (if applicable)
- c. Count of the meeting
- d. Agenda point reference
- e. Sub Agenda point reference (if any)

3. Meeting Platforms at the University

Some Meeting Platforms exist at the University level whereas the other Meeting Platforms exist at the Faculty or Departmental level. The purpose of this document is not to list all Meeting Platforms because different Meeting Platforms are often created at the University as well as at the Faculty / Department levels, as and when required. In recent past Online Academic Council was established at the University level and DCQIs were formed at

departmental levels. The procedure defined in this document is generic and is applicable to existing as well as Meeting Platforms to be established in future.

Some of the Meeting Platforms at the University level including, Statutory Bodies, are listed below. The list can be expanded when required:

- a. Board of Governors (BOG),
- b. Academic Council (AC),
- c. Board of Advanced Studies (BASR),
- d. Finance & Planning Committee (FPC)
- e. Selection Board (SB)
- f. Online Academic Council (OAC)
- g. Online Accreditation Committee (OAComm)
- h. Deans Committee (DC)
- i. Management Committee (MC)
- j. Admission Committee (AdC)
- k. Prospectus Committee (PC)
- l. Unfair Means Committee (UMFC)
- m. Miscellaneous Affairs Committee (MAC)
- n. Affiliation Committee
- o. Other Committees or Councils may be constituted by the BOG/AC/Vice Chancellor, as and when required

At the Faculty level the Board of Faculty (BOF) is the statutory body and other committees can be constituted by the respective Deans. At the Departmental level Board of Studies (BOS) is the statutory body and other committees can be constituted by the Chairpersons and Heads of Departments.

4. Numbering System for Meeting Resolutions

The numbering system of resolutions is same for meetings held at the University level and that for the meeting held at Faculty/ Departmental level. However, in case of the meeting held at Faculty/ Department level, reference to the relevant Faculty/ Department is also included in the numbering scheme of the resolution.

The template of numbering system for resolutions of regular meetings, along with examples, is given below:

Template of Resolution Numbering:

Resolution No. -	{Meeting Platform}	- {Faculty/ Department}	- {Meeting Count}	.{Agenda Point}	.{Sub Agenda Point}
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Examples:

i. “Resolution number of 60th BOG meeting, agenda item 4, sub-agenda item 1” will be written as:

Resolution No.–BOG–60.4.1

ii. “Resolution number of 39th BOF, meeting of B&AS Faculty, agenda item 2, sub-agenda a” will be written as:

Resolution No.–BOF–B&AS-39.2.a

iii. “Resolution number of 15th Deans Committee (DC) meeting, agenda item 6” will be written as:

Resolution No.–DC–15.6

iv. “Resolution number of 13th DCQI meeting, of TE department, agenda item 2” will be written as:

Resolution No.–DCQI–TE-13.2

5. Implementation

This policy is to be implemented with immediate effect for recording of resolutions of the minutes of all regular meetings at the University level and Faculty/ Departmental level.