

UNIVERSITY OF AGRICULTURE, FAISALABAD

CONDUCT OF BUSINESS RULES OF THE SENATE, 1976

(Framed under Section 33 of the University of Agriculture Faisalabad Act, 1973)

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| Short
title and
commencement | <p>1. (1) These Rules may be called the University of Agriculture, Faisalabad conduct of Business Rules of the Senate, 1976.</p> <p>(2) These Rules shall come into force at once.</p> |
| Definitions. | <p>2. In these Rules, unless there is anything repugnant in the subject or context:-</p> <p>(a) "Act" means the University of Agriculture Faisalabad Act, 1973 as amended from time to time;</p> <p>(b) "Chancellor" means the Chancellor of the University;</p> <p>(c) "Chairman" means the Chancellor or in his absence his nominee;</p> <p>(d) "Member" means a member of the Senate;</p> <p>(e) "Registrar" means the Registrar of the University;</p> <p>(f) "Senate" means the Senate of the University, constituted under Section 22 of the Act;</p> <p>(g) "Syndicate" means the Syndicate of the University as constituted under Section 24 of the Act;</p> <p>(h) "University" means the University of Agriculture, Faisalabad;</p> <p>(i) "Vice Chancellor" means the Vice Chancellor of the University.</p> |
| (Vide Section 22 (1) of the Act) | |
| Meetings.
(Vide
Section 22 (3)
of the Act.). | <p>3. (1) The Senate shall meet at least twice in every year, on dates to be fixed by the Vice Chancellor with the consent of the Chancellor in the month of December when annual statement of accounts of the year shall be presented and in the month of June when Budget estimates revised for the preceding year and proposed for the ensuing year shall be submitted.</p> <p>(2) Should the Chancellor, the Vice Chancellor or 1/3rd of the members of the Senate consider it necessary to call a meeting of the Senate, they may do so.</p> |

the notice of such date, together with the proposals to be discussed to the members of the Senate at least seven days before the date fixed for such meeting.

(3) The meetings of the Senate shall be held at the University Campus at Faisalabad.

(Vide
Section 22
of the Act)

(4) The Chancellor or in his absence his nominee shall be the Chairman of the Senate.

Quorum
(Vide
Section
22 (4) of
the Act).

4. The quorum for a meeting of the Senate shall be one-third of the total number of members, a fraction being counted as one.

Motions
And
Amendments.

5. (1) Proposals submitted by the Syndicate for the decision of the Senate and entered upon the notice of the meeting, shall be dealt with as motions before such meeting without being proposed and seconded at such meeting.

(2) Every other motion or amendment shall be reduced to writing and read out by the mover, and shall be delivered to the Registrar. Every such motion that is not seconded shall drop.

(3) In the event of no member wishing to speak on the motion or in respect of any amendment, or after such discussions on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the vote.

(4) When there is an amendment, the amendment shall be first put to the vote; if the amendment is lost, and no further amendment is proposed, the original motion shall be put to the vote.

(5) Should any amendment be carried, the proposal as amendment shall be stated from the Chair, and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as herein before provided. Not more than one amendment shall be taken to be before the meeting at any one time.

(6) Any motion or amendment may be withdrawn if the mover states his wish to withdraw.

Order of
speaking.

6. (1) The Chairman shall control the order in which members may address the meeting, and the manner in which the business shall be

(2) Members, when speaking, shall stand, and shall address the Chair. No member shall, without the leave of the Chairman, speak more than once to any proposition.

Voting

7. (1) On putting any question to the vote, the Chairman shall call for a show of hands for the affirmative or negative, and shall declare the result.

(2) If votes, including that of the Chairman are equally divided the Chairman shall have a casting vote.

8. After such Statutes as concern any of the matters mentioned in Clauses (a) and (b) of Sub-Section (1) of Section 30 of the Act have been passed by the Senate, they shall be submitted to the Chancellor and shall not be effective until they have been approved by the Chancellor. The Statutes pertaining to all other matters shall be notified in the University by the Registrar and shall take effect from the date of such notification, unless such date is named in the Statutes concerned.

Commencement of term of office.

9. The term of office of members, other than ex-officio members shall commence from the date of the first meeting of the Senate:

Provided that the term of office of a member elected or nominated against a vacancy for the residual period of the term, shall commence from the date of notification of the result of the election or the date of nomination, as the case may be.

Secretary of the Senate.

10. The Registrar shall be the Secretary of the Senate.

Minutes.

11. The minutes of the Senate shall be recorded by the Secretary and shall be submitted to the Chairman of the meeting for confirmation through the Vice Chancellor and shall then be circulated among the members.

**UNIVERSITY OF AGRICULTURE, FAISALABAD CONDUCT
OF BUSINESS RULES OF THE SYNDICATE, 1976**

**Short title
and
commencement.**

1. (1) These Rules may be called the University of Agriculture, Faisalabad Conduct of Business Rules of the Syndicate, 1976.

(2) These Rules shall come into force at once.

Definitions.

2. In these Rules, unless there is anything repugnant in the subject or context:-

(a) "Academic Council" means the Academic Council of the University constituted under Section 26(1) of the Act.

(b) "Act" means the University of Agriculture Faisalabad Act, 1973 as amended from time to time;

(c) "Chairman" means the Vice Chancellor;

(d) "Member" means a member of the Syndicate;

(e) "Registrar" means the Registrar of the University;

(f) "Syndicate" means the Syndicate of the University, as constituted under Section 24 of the Act;

(g) "University" means the University of Agriculture, Faisalabad.

(h) "Vice Chancellor" means the Vice Chancellor of the University;

Meetings.

3. (1) *Ordinarily, the Syndicate will meet at the University Campus at Faisalabad **atleast four times in a calendar year.**

(2) Special meeting of the Syndicate:-

(a) may be convened at any time or place by the Vice Chancellor at his discretion; or

notified at least 10 days before the date of the meeting and its agenda circulated to the members, ordinarily at least one week before the date fixed for the meeting. In case of a special meeting, such notice shall be given as soon as possible under the circumstances of the case and shall be accompanied by an agenda showing the business to be conducted in the meeting.

(4) The Vice Chancellor shall be the Chairman of the Syndicate.

Quorum.

4. The quorum for a meeting of the Syndicate shall be one-third of the total number of members, a fraction being counted as one.

Provided that where an appeal is made before the Syndicate under Section 42 of the University of Agriculture Faisalabad Act, 1973 against an order passed by the Vice Chancellor, the Vice Chancellor shall not chair the Syndicate meeting for that item. Instead, the Syndicate may choose one of its members present in the meeting by majority vote to preside over the meeting of the Syndicate for that item.

Commencement of term of office.

5. The term of office of members, other than ex-officio members, shall commence from the date of the first meeting of the Syndicate;

Provided that the term of office of a member elected or nominated against a vacancy for the residual period of the term, shall commence from the date of notification of the result of the election or the date of nomination, as the case may be.

Order of speaking.

6. The Chairman shall control the order in which members may address the meeting, and the manner in which the business shall be conducted. No member shall address the meeting after the Chairman has called for a vote.

Voting.

7. (1) All questions shall be decided by the majority of votes of the members present. The voting shall normally take place by show of hands, but in special circumstances, the Chairman may direct a secret ballot to be taken.

(2) If votes including that of the Chairman are equally

confirmation and shall then be circulated among the members.

(2) The decisions may be implemented if no objection is received from any member within ten days of the issue of the minutes of a meeting. Any objection received within this period will be put up to the Syndicate at its next meeting.

(3) The minutes of the last meeting will be placed as first item on the agenda of the next meeting for formal confirmation by the Syndicate;

(4) Progress report of the implementation of the decisions of the Syndicate, taken at a meeting will be put up to it at its next meeting.

(5) Deferred items will be put up at the next meeting of the Syndicate.

(6) The members may propose items on the agenda and may forward to the Secretary of the Syndicate at least 10 days before the Syndicate meeting. Such items may be included in the Agenda with the approval of the Vice Chancellor.

Approved by the Syndicate at its meeting held on 11th
December 1976 and amended from time to time.

* Amended by the Syndicate on 28.06.2014.

RULES FOR THE CONDUCT OF BUSINESS OF THE ACADEMIC COUNCIL, 1976

1. Short Title. These Rules may be called the rules for the conduct of business of the Academic Council.
2. Definition. In these Rules, unless the context other-wise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-
 - (a) 'Academic Council' means the Academic Council of the University of Agriculture, Faisalabad as constituted under Section 26(1) of the University of Agriculture Faisalabad Act, 1973.
 - (b) 'Chairman' means the presiding officer.
3. The Vice Chancellor shall preside at all meetings of the Academic Council. In the absence of the Vice Chancellor, a member of the Academic Council chosen by the majority of the members present from among themselves, will preside.
4. The Registrar shall act as Secretary of the Academic Council.
5. Ordinarily, a meeting of the Academic Council will be held in the **third week after every two months**.
6. A special meeting of the Academic Council.
 - (a) may be convened at any time by the Vice Chancellor at his discretion; or
 - (b) shall be convened by the Vice Chancellor, upon a requisition in writing signed by not less than 50* members of the Academic Council, stating clearly the nature and urgency of the matter to be placed before the Academic Council. No other matter excepting that requisitioned for, shall be discussed at such meeting.
7. An ordinary meeting of the Academic Council shall be notified at least 7 days before the date of the meeting. In case of special meeting, such notice shall be given as soon as possible under the circumstances of the case. In each case, the notice shall be accompanied by an agenda showing the business, to be placed before the meeting.
8. Quorum for the meeting of the Academic Council shall be one-third of the total members, fraction being counted as one.
9. The term of office of members, other than ex-officio members, shall be three years which shall commence from the date of the first meeting of the Academic Council.

11. If votes, including that of the Chairman are equally divided, the Chairman shall have a casting vote.
12. The order of speaking and conduct of business shall be determined by the Chairman.
13. Proceedings of all meetings shall be recorded in writing and signed by the Registrar and confirmed by the Chairman. Any member of the Academic Council shall be entitled to inspect in the University Office during office hours the proceedings of the meetings of the Academic Council.
14. Proceeding of the meeting shall be circulated within a week of the date of the meeting. Any omission or error pointed out by any member within a week shall be put up to the Academic Council in its next meeting.