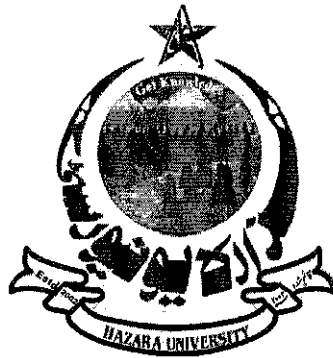



**RULES OF BUSINESS OF SYNDICATE 2017  
(AMENDED 2022)**



**HAZARA UNIVERSITY, MANSEHRA  
PAKISTAN**

  
Vice-Chancellor (Academics)  
Hazara University, Mansehra

**RULES OF BUSINESS OF THE SYNDICATE, HAZARA UNIVERSITY – 2017  
(AMENDED-2022)**

**1. Short title and commencement**

- a. These Rules may be called “Rules of Business of the Syndicate, Hazara University – 2017”, framed under Section 31(1) of Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).
- b. These rules shall come into force at once.

**2. Definitions**

2.1 In these rules unless there is anything repugnant to the subject or context

- a. “Meeting” will mean the meeting of the syndicate.
- b. “Member” will mean the member of the syndicate.
- c. “Quorum” will mean the quorum of the syndicate laid down under section 22(3) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).
- d. “The Secretary” will mean the Registrar as prescribed under Section 13(4)(a) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).

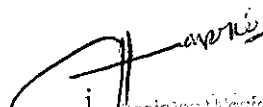
2.2 All other expressions shall have the same meaning as assigned to them under section 23 of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).

**3. Ordinary meeting**

- 3.1 The meeting of the syndicate shall be held on dates; place of meeting and time as may be approved by the Vice Chancellor from time to time.
- 3.2 The quorum for a meeting of the Syndicate shall be two-third of the total number of members, a fraction being counted as one excluding the vacant categories (refers Section 22(3) of the Act).
- 3.3 The Syndicate shall meet at least once in each quarter of the year (refers Section 22(4) of the Act).

**4. Notice of a meeting**

The secretary shall, with the approval of the vice-chancellor, prepare the agenda for a meeting of the syndicate and notify the meeting at least two weeks before the date approved.

  
 i Assistant Registrar (Administrative)  
 Hazara University Islamabad

**5. Circulation of agenda**

The secretary shall circulate the agenda of the meeting and the relevant working papers/explanatory statements among the members by post or through a special messenger at least one week before the meeting.

**6. Supplementary agenda**

If the occasion so demands, supplementary agenda may be issued by the secretary with the approval of the vice-chancellor three days before the meeting.

**7. Additional items of the agenda**

A member of the syndicate may, with the permission of the vice-chancellor, propose an item to be considered at a meeting in addition to the items already on the agenda. For such an item previous notice to the members of the syndicate would not be considered necessary.

**8. Proposals by members**

If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least fifteen days before the anticipated meeting and send his proposal to the secretary. If the proposal is otherwise admissible under the provision of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016), or the statutes and Regulation of the university in force, he may include the item in the agenda with the approval of the Vice Chancellor.

**9. Special Meeting**

A special meeting of the syndicate may be called by the Vice-Chancellor whenever in his /her opinion the occasion so demands. Agenda for such a meeting shall be circulated at a three days' notice.<sup>1</sup>

**10. Emergency Meeting**

An emergency meeting of the syndicate may be called by the Vice-Chancellor whenever in his /her opinion the occasion so demands. Agenda for such a meeting shall be circulated at a four days' notice.

**11.** The Vice-Chancellor shall preside over the meeting of the syndicate and determine speaking and conduct of business.

**12. Procedure If Quorum is Not Available**

If in a meeting, the quorum is not available, another meeting of the syndicate may be called with the same agenda on next day when the quorum is complete.<sup>2</sup>

<sup>1</sup> Amended vide agenda Item No. 5 of 50<sup>th</sup> Syndicate held on April 01, 2022

<sup>2</sup> Amended vide agenda Item No. 5 of 50<sup>th</sup> Syndicate held on April 01, 2022

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 Assistant Registrar (Meetings)  
 University of Peshawar

**13. Decision by Majority Vote**

Every matter under consideration in the meeting shall be decided by a simple majority of votes of members present by a voice vote, show of hands or under special circumstances, if so, decided by the Vice-Chancellor, by secret ballot. Any decision arrived at shall not be vitiated simply because a vacancy has not been filled up or because a member has not been correctly appointed.

**14. Opinion By Circulation of Papers**

"The Vice-Chancellor is authorized to send case/cases which are routine and not have controversial nature to the members by post for their opinion by circulation of relevant papers. In such cases the Vice-Chancellor shall be authorized to take action according to the ultimate consensus of majority of opinion received.

**15. Casting vote:**

In case of a tie in voting in a meeting, the Vice-Chancellor shall have a casting vote in addition to the vote to be exercised by him/her as a member of the Syndicate.

**16. Record of proceedings**

- a. The Secretary of the Syndicate shall maintain the record of proceedings of the meeting of the Syndicate, and get it confirmed by the Vice-Chancellor as the Chairman of the Syndicate. The Secretary among all the members of the Syndicate shall circulate copies of the proceedings so authenticated as early as possible.
- b. A member of the Syndicate shall be entitled to inspect, in the office during office hours, the proceedings of the Syndicate.


**17. Communication of decisions**

After the authentication of proceedings, extracts of relevant paragraphs with relevant files shall be forwarded by the Registrar to the respective Sections/Institutes or bodies.

18. If the occasion so demands a copy of a particular paragraph of the proceedings of the Syndicate may be issued in advance, with the permission and approval of the Vice-Chancellor, of immediate necessary action.
19. Any previous decision of the Syndicate shall not ordinarily be re-considered within six months of the decision in a subsequent meeting of the Syndicate without the special permission of the Vice-Chancellor or at a request received in writing from more than half of the total members of the Syndicate.

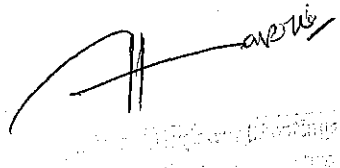
**20. Delegation of powers to take a decision in a case**

The Syndicate may delegate its authority to a special committee or a Standing Committee or to the Vice-Chancellor to take a decision on a particular issue

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 The Vice-Chancellor (Syndicate)  
 University of Madras  
 Chennai - 600 009

when in the opinion of the Syndicate, a decision cannot be taken in a meeting for want of any data or further information to be collected, The Syndicate in such a case may lay down the general line of policy on which the decision may be taken by the Special/Standing Committee or the Vice-Chancellor on behalf of the Syndicate. Such a decision when taken shall be considered to be a regular decision of the Syndicate.

21. The Secretary of the Syndicate may call for any additional information from any Section or Institute, which he may consider necessary for the completion of the case before it is submitted to the Vice-Chancellor or Syndicate for orders.
22. In all such matters, which are not provided for under these rules, action may be taken on the basis of previous conventions or with the approval of the Vice-Chancellor.
23. These rules may be added, changed, or modified from time to time by the Syndicate.
24. Under Section 43(1) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016), the term of office of an appointed/nominated member shall commence from the date of notification.
25. Under Section 43(2) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016), a member who has accepted any other assignment which necessitate his absence from the University for a period of six months or more or absents himself from two consecutive meetings without the leave of such authority, he shall be deemed to have resigned and vacated his seat.

A handwritten signature in black ink is written over a faint, circular official stamp. The signature is slanted and appears to be 'A. J. Khan'. The stamp is mostly illegible but contains some text around the perimeter.