

**RULES OF BUSINESS OF THE ACADEMIC COUNCIL, HAZARA  
UNIVERSITY - 2017**

**1. Short title and commencement**

- 1.1 These Rules may be called the "Rules for the conduct of Business of the Academic Council", framed under Section 31(1) of Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016.
- 1.2 These rules shall come into force at once.

**2. Definitions**

- 2.1 In these Rules unless there is anything repugnant, in the subject or context.
- a. "Meeting" will mean the meeting of the Academic Council.
  - b. "Member" will mean an elected, nominated or an ex-officio member of the Academic Council.
  - c. "Quorum" will mean the quorum of the Academic Council as laid down under Section 24(5) of Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016.
  - d. "Secretary" will mean the Registrar under Section 24(1)(a) & 13(4)(a) of the Act who shall be member cum secretary of the Academic Council.
- 2.2 All other expressions used, shall have the same meanings as assigned to them under Section 2 & 25 of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016.

**3. Meetings**

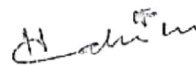
- 3.1 Meetings of the Academic Council shall be:

- a. Ordinary Meeting.
- b. Special Meeting.
- c. Emergency Meeting.

**4. Ordinary Meeting**

- 4.1 Ordinary meetings shall be held on dates, place of meeting and time as may be approved by the Vice Chancellor from time to time.
- 4.2 The Council shall meet atleast once in six months (refers Section 24(4) of the Act).





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### Notice of a meeting

- 5.1 The Secretary shall, with the approval of the Vice-Chancellor notify to the members at least ten days before the date of a meeting.

### Circulation of Agenda

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

### 7. Supplementary Agenda

- 7.1 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.

### 8. Additional Items of the Agenda

- 8.1 A member of the Academic Council 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 Academic Council would not be considered necessary.

### 9. Proposals by Members

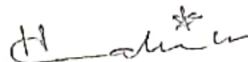
- 9.1 If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least fifteen days before the anticipated meeting and send his proposal to the Secretary. If the proposal is otherwise admissible under the provisions of Khyber Pakhtunkhwa Universities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

### 10. Special Meeting

- 10.1 If a certain matter requires an early reference to the Academic Council, a special meeting of the Academic Council may be convened by the Vice Chancellor or at the request of 1/3 of the members of the Academic Council to consider a particular issue. Agenda for such a meeting would be circulated as soon as before the meeting.

### 11. Emergency Meeting

- 11.1 The Vice-Chancellor calls an emergency meeting of the Academic Council whenever in his/her opinion the occasion so demands. Notice/agenda for such meeting shall be circulated at least one day before

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the meeting. No other matter(s) except that particular issue for which the meeting convened shall be discussed at such a meeting.

12. **Chairmanship of the Meeting**

12.1 The Vice Chancellor shall preside over the meeting of the Academic Council. In his absence the senior Dean shall preside over the meeting.

13. **Quorum**

13.1 The quorum for a meeting of the Academic Council shall be one-half of the total number of members, fraction being counted as one. (*refer Section 24(5) of the Act*)

14. **Procedure, if quorum is not available**

14.1 If in a meeting, the quorum is not available, the Registrar, after expiry of thirty minutes, will record and notify to the members that the quorum is wanting. Additional fifteen minutes shall be allowed for the completion of the quorum before the final announcement of the lack of quorum and the adjournment of the meeting by the Chairman.

15. **Proceedings of Meeting**

15.1 Proceedings of the meeting will be recorded by the Secretary and after confirmation by the Vice-Chancellor, circulated among the members.

16. **Commencements of the Meetings**

16.1 The Chairman will announce the commencement of proceedings of the meeting.

16.2 All items of the Agenda shall be discussed ad-seriatim unless Chairman decides it otherwise.

17. **Deferring of order of consideration of items on the Agenda**

17.1 The Chairman shall have the power to defer any item or motion or give precedence to any item in the Agenda at his discretion or otherwise.

18. **Decisions by majority vote**

18.1 Every matter under consideration in the meetings 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.

19. Casting vote

- 19.1 If votes including that of the Chairman are equally divided, the Vice Chancellor shall have a casting vote in addition to the vote to be exercised by him/her as a member of the Academic Council.

20. Record of proceedings

- 20.1 The secretary of the Academic Council shall maintain the record of proceedings of the meeting of the Academic Council and get it confirmed by the Vice-chancellor as the Chairman of the Academic Council, the proceedings so authenticated shall be circulated by the Secretary among all the members of the Academic Council as early as possible.

- 20.2 A member of the Academic Council shall be entitled to inspect, in the office during office hours, the proceedings of the Academic Council.

21. Communication of decisions

- 21.1 After the authentication of proceedings, extracts of relevant paragraph with files shall be forwarded by the Registrar to the respective Section/Department or Bodies.

- 21.2 If the occasion so demands a copy of a particular paragraph of the proceedings of the Academic Council may be issued in advance, with the permission and approval of the Vice-Chancellor, for immediate necessary action.

- 21.3 Any previous decision of the Academic Council shall not be considered ordinarily within three months of the decision in a subsequent meeting of the Academic Council without the special permission of the Vice-Chancellor or the at a request received in writing from more than half of the total members of the Academic Council.

22. Delegation of power to take a decision in a case

- 22.1 The Academic Council may under special circumstances delegate its authority to special Committee or a Standing Committee or to the Vice chancellor to take decision on a particular issue when in the opinion of the Academic Council decision, can't be taken in a meeting for want of any data for further information to be collected. The Academic Council 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 the behalf of the Academic Council. Such a decision when taken shall be considered to be a regular decision of the Academic Council.

23. Calling for additional information

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- 23.1 The secretary of the Academic Council may call for any additional information from any Section or Department, which he may consider necessary for the completion of the cases before it is submitted to the Vice-Chancellor or the Academic Council for orders.
- 23.2 In all such matters, which are not provided for under these Rules, actions may be taken on the basis of previous conventions or with the approval of vice chancellor.
- 23.3 These Rules may be added to, changed or modified from time to time by the Academic Council.
24. Tenure
- 24.1 The term of office of the members, elected / appointed or nominated shall commence from the date of notification. (refers Section 43(1) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).
- 24.2 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.



Dr. Hakim Khan

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