

RULES OF BUSINESS OF THE SENATE, HAZARA UNIVERSITY - 2018

1. Short title and commencement

- a. These rules may be called the Rules of Business of the Senate Hazara University, framed under Section 31(1) of Khyber Pakhtunkhwa Universities Act 2012.

1.1 (a) "Act" means the Khyber Pakhtunkhwa Universities Act, 2012.

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. "Senate" means the Senate of Hazara University constituted under Section 19(1) of the Act.
- b. "Chancellor" means the Chancellor of Hazara University in terms of Section 9(1) of the Act.
- b-(i) "Convener" means Convener of the Senate as provided in Section 19(4) of the Act.
- c. "Pro-Chancellor" means Convener of the Minister of the relevant Administrative Department of Government as provided in Section (3) of the Act.
- d. "Member" means member of the Senate as provided under the Section 19(1) of the Act.
- e. "Chairperson" means the Chancellor under Section 19(1), 19(1)(a) of the Act.
- f. "Secretary" means the secretary to the Senate under Section 13(4)(a) of the Act.
- e. "The Quorum" means the quorum of the Senate as laid down under Section 19(6) of the Act.

2.2 All other expressions shall have the same meanings as assigned to them and as defined under section-2 of the Act or the Statutes.

3. Ordinary Meeting

- 3.1 a. As prescribed under Section 19(3) of the Act "the Senate shall meet at least twice in a calendar year" on dates to be fixed by the Vice Chancellor with the consent of the Chancellor as prescribed under Section 19(3) of the Act.
- b. The quorum for a meeting shall be two-third (2/3) of the total members. A fraction being counted as one excluding the non-existent categories, wherever applicable.

3.2 At least fifteen days' notice shall be given to members for a meeting.

4. Agenda /Working Papers

4.1 The agenda and working papers for the meeting shall be prepared by the secretary with the approval of the Vice Chancellor a month before the date of the meeting.

5. Circulation of Agenda

5.1 The approved agenda and working papers shall be sent to the members at least fifteen days before the meeting.

6. Budget meeting

6.1 The budget meeting shall be held in the third week of June every year on the date to be fixed with the consent of the Chancellor.

7. Special meeting

7.1 A special meeting of the Senate may be called by the Chancellor, or on the request of one-third of the members to discuss a particular issue. Agenda for such meeting shall be circulated at least a week before the meeting.

8. Emergency meeting

8.1 An emergency meeting of the Senate may be called by the Chancellor, or on the request made by two-third of the existing members of the Senate. Agenda for such a meeting shall be circulated at least three days before the meeting.

9. Additional Items of the Agenda

9.1 Any member may propose an item for the agenda, which may be included in the agenda with the approval of the Vice Chancellor, provided it is received seven days before the meeting and is otherwise admissible under section-20 of the Act.

10. Conduct of meetings

10.1 In absence of the Chancellor, meetings of the Senate shall be presided over by such member of the Senate, other than employee of University, as the Chancellor may, from time to time, nominate. The member so nominated shall be the Convener of the Senate under Section 19(4) of the Act.

10.2 The Registrar, or in his/her absence, the Additional Registrar or the Deputy Registrar shall act as the Secretary of the Senate.

10.3 Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairperson.

- 10.4 The Chairperson shall control the order in which members of the Senate may address the meeting and the manner in which the business of the house may be conducted.
- 10.5 Members when speaking shall address the Chairperson. No member shall, without special leave from the Chairperson, speak more than once on the same proposition.
- 10.6 No member shall address the meeting on the issue after the Chairperson has called for vote.
- 10.7 All matters shall be decided by simple majority of the members present. In the event of the members being evenly divided on any matter, the person presiding over the meeting shall have a casting vote.

11. Motions / Resolutions / Amendments

- 11.1 Proposals submitted to the Senate and entered upon the notice of meeting, shall be dealt with as motions before such a meeting without being proposed and seconded.
- 11.2 Every other motion or resolution relating to the items on the agenda or amendment shall be reduced to writing and read out by the mover and shall be delivered to the secretary. Every such motion that is not seconded shall drop.
- 11.3 In the event of no member wishing to speak on the motion or in respect of any amendment or after such discussion on any such motion or amendment, as the Chairperson considers sufficient, the Chairman shall proceed to put the motion to vote.
- 11.4 When there is an amendment, the amendment shall be first put to vote; if the amendment is lost, and no further amendment is proposed, the original motion shall be put to the vote.
- 11.5 Should any amendment be carried, the proposal as amended shall be stated from the Chairperson and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as hereinbefore provided. No more than one amendment shall be put to vote at any one time.
- 11.6 Any motion or amendment may be withdrawn with the consent of the Senate, if the mover so desires.

12. Validation of the Proceedings

12.1 The proceedings of the Senate shall not be invalidated on the ground that any member did not receive the notice of agenda and working papers or both for meeting of the Senate.

13. Record of Proceedings

13.1 The Secretary shall record the proceedings/minutes and shall submit them to the Vice Chancellor for signature.

13.2 Two master copies shall be kept under lock and key in the office of the Vice Chancellor and the Registrar. Every page of the master copies shall be signed by the Secretary and counter-signed by the Vice Chancellor.

14. Circulation of Proceedings

14.1 The proceeding / minutes duly signed by the Vice Chancellor and Secretary shall be circulated amongst all members within ten days of the meeting for information and observations, if, any.

15. Discrepancy in the decision taken and the record thereof

15.1 The members shall communicate their observations, if, any, within seven days of receipt of the proceedings / minutes.

15.2 The proceedings/minutes shall be submitted to the Chancellor along with copies of observations communicated to members for consideration/approval. In case observations of a member are agree to, the same shall be incorporated in proceeding/minutes.

15.3 If the Chancellor did not agree with the observations, the decision of the Chancellor shall be communicated to member concerned. If the member is still unsatisfied, he/she shall in writing inform the Secretary to this effect and the matter shall be placed before the Senate in its next meeting, without prejudice to the action taken.

16. Follow up of the decisions

16.1 The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections for information and necessary action.

16.2 Action taken on the decisions of the preceding meeting of the Senate shall form part of the Agenda of the ensuing meeting of the Senate.

16.3 Proceedings / minutes of the meeting shall be placed before Senate in the ensuing meeting for confirmation.

17. Reconsideration of the previous decision

17.1 Any previous decision of the Senate shall not ordinarily be re-considered within one year of the decision of the Senate in subsequent meetings without the permission of the Chancellor, or unless a written request is received from two-third of the existing members of the Senate for re-consideration.

18. Confirmation of the minutes

18.1 The minutes of the meeting of the Senate shall be placed before ensuing meeting for confirmation along with the compliance report as described in para 16.2 above.

19.1 The term of office of an elected/appointed/nominated member shall commence from the date of notification as provided under Section 43(1) of the Act.

19.2 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 as provided under Section 43(2) of the Act.

20. Addition / Modification in the rules of Business

20.1 The rules may be added to, changed or modified from time to time at the discretion of the Senate.

Powers and functions of the Senate

- (1) The Senate shall have the powers of general supervision over the University and shall hold the Vice-Chancellor and the Authorities accountable for all the functions of the University. The Senate shall have all powers of the University not expressly vested in an Authority or Officer by this Act and all other powers not expressly mentioned in this Act that are necessary for the performance of its functions.
- (2) Without prejudice to the generality of the foregoing powers, the Senate shall have the powers to-
- ¹[Deleted]
- ²[Deleted]
- (c) institute schemes, directions and guidelines for the terms and conditions of appointment of all Officers, Teachers and other employees of the University;
- (d) to make appointments of members of the Syndicate, Academic Council, other than ex-officio members, in accordance with the provision of this Act;
- ³[(e) approve the proposed annual plan of work, including key performance indicators to be set up by the University, the annual and revised budgets, the annual report and the annual statement of account;]
- (f) ⁴ [review] the quality and relevance of the University's academic programmes and to review the academic affairs of the University in general;
- (g) approve strategic plans;
- (h) approve financial resource development plans of the University;
- (i) consider the drafts of Statutes proposed by the Syndicate and deal with them in the manner as provided for in section 28;

Provided that the Senate may frame a Statutes or Regulations on its own initiative and approve it after calling for the advice of the Syndicate or the Academic Council, as the case may be;

- (j) recommend to the Chancellor removal of any member of the Senate in accordance with the provisions of this Act;
 - (k) appoint Emeritus Professors and Meritorious Professors on such terms and conditions as may be prescribed; ¹[Deleted]
 - (l) to recommend to the Chancellor removal of any person, except the Vice-Chancellor, from the membership of any Authority, if such person-
 - (i) has become of unsound mind; or
 - (ii) has become incapacitated to function as member of such Authority; or
 - (iii) has been convicted by a court of law for an offence involving moral turpitude; and
 - (iv) has been proven guilty of misconduct under the Statutes made for ensuring efficiency and discipline in the University; ²[Deleted]
 - (m) annul by order in writing the proceedings of any Authority or officer, if the Senate is satisfied that such proceedings are not in accordance with the provisions of this Act, Statutes or Regulations, after calling upon such Authority or officer to show cause why such proceedings should not be annulled ³;
 - ⁴[(n) suspend, punish and remove from service Deans and teachers of the University in BPS-22 in a manner as may be prescribed by Statutes; and
 - (o) To determine the form, provide for the custody and regulate the use of the common seal of the University.]
- (3) The Senate may, subject to the provisions of this Act, delegate all or any of its powers and functions, to any Authority, committee, Officer at its additional campus, if any, for the purpose of exercising such powers and performing such functions in relation to such peripheral campuses, and for this purpose the Senate may create new posts or positions at the peripheral campuses.