

RULES OF BUSINESS OF THE SYNDICATE

In pursuance of Section-30 of the University of Arid Agriculture, Rawalpindi Act, 1995, the Syndicate in its 3rd Meeting held on 22.03.1997 approved the following Rules of Business of the Syndicate.

1. **Short title and Commencement.**

- a) These rules may be called the " Rules of Business of the Syndicate"
- b) These rules shall come into force at once.

2. **Definitions.**

In these Rules unless there is anything repugnant in the Subject or Context:-

- a) The "meeting" will mean the meeting of the Syndicate.
- b) "Member" will mean the member of the Syndicate.
- c) "The Quorum" will mean the quorum of the Syndicate as laid down under section-21(3) of the University of Arid Agriculture, Rawalpindi Act, 1995.
- d) "The Secretary" Registrar shall be Secretary of the Syndicate.*

All Other expressions used shall have the same meanings as assigned to them under Section-2 of University of Arid Agriculture, Rawalpindi Act, 1995.

3. **Ordinary Meeting.**

The meetings 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.

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 2 weeks before the date approved.

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.

* Amended in its 89th Meeting of Syndicate held on 10.07.2021 vide Notification No. PMAS-AAUR/Synd-89/2936 dated 30.07.2021.

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, 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 15 days before the anticipated meeting and send his proposal to the Secretary. If the proposal is otherwise admissible under the provisions of University of Arid Agriculture, Rawalpindi Act, 1995, or the Statutes and Regulations of the University as in force, he may include the item in the agenda with approval of the Vice Chancellor.

9. **Special Meeting.**

A Special meeting of the Syndicate may be convened at the request of 1/3 of the members of the Syndicate to consider a particular issue. Agenda for such a meeting would be circulated at a week's notice.

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 4 days notice.

11. The Vice Chancellor, shall preside over the meetings of the Syndicate and determine the order of 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 the next day and decisions will be taken by the Majority of votes even if the quorum is not complete.

13. **Decisions 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 note, 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 of controversial nature to the members by post for their opinion by circulation of relevant papers. In case the Vice Chancellor shall be authorized to take action accordingly to the ultimate consensus of majority of opinion received.

15. **Casting Vote**

In case of a tie in voting, the Vice Chancellor shall have a casting vote

16. **Record of Proceeding**

- a) The Secretary of the Syndicate shall maintain the proceedings of the meeting of the Syndicate and get it confirmed by the Vice Chancellor as the Chairman of the Syndicate. Copies of the proceedings so authenticated shall be circulated by the Secretary among all the members of the Syndicate 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**

- a) 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.
- b) 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, for immediate necessary action.
- c) Any previous decision of the Syndicate shall not ordinarily be re-considered within 6 months of the decision in a

- (f) all Associate Professors, other than Chairmen of the Teaching Departments;
 - (g) two Assistant Professors, two Lecturers and two Instructors to be elected by and from amongst themselves;
 - (h) Principals of affiliated Colleges;
 - (j) the Registrar;
 - (k) the Librarian;
 - (l) the Controller of Examinations; and
 - (m) two Agricultural Scientists to be nominated by the Chancellor;
- (2) Members appointed by nomination or election shall hold office for three years.
- (3) The quorum for a meeting of the Academic Council shall be one third of the total number of members, the fraction being counted as one.

24. Power and duties of the Academic Council.— (1) The Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act and the Statutes, have the power to lay down proper standards of instruction, research, publications and examinations and to regulate and promote the academic life of the University and the colleges.

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act and the Statutes, the Academic Council shall have the powers to-

- (a) advise the Syndicate on academic matters;
- (b) regulate the conduct of teaching, research, publication and examinations;
- (c) regulate the admission of students to the courses of studies and examinations in the University;
- (d) regulate the conduct and discipline of the students of the University;
- (e) propose to the Syndicate schemes for the constitution and organization of Faculties, Teaching Departments and Boards of Studies;
- (f) consider or formulate proposals for planning and development of teaching and research in the University;
- (g) make regulations, on the recommendations of the Boards of Faculties and the Boards of Studies, prescribing the courses of studies, the syllabi and the outlines of test for all University examinations:

Provided that if the recommendations of the Board of a Faculty or a Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Syndicate, continue for the next year the courses of studies already prescribed for an examination;

- (h) recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examination of the University;
- (i) regulate the award of studentships, scholarships, exhibitions, medals and prizes;
- (j) frame Regulations for submission to the Syndicate;
- (k) appoint members to the various Authorities in accordance with the provisions of this Act; and
- (l) perform such other functions as may be prescribed by the Statutes.

25. Constitution, Functions and Powers of other Authorities.— The constitution, function and powers of the Authorities for which no specific provision has been made in this Act shall be such as may be prescribed by the Statutes.

26. Appointment of committees by certain Authorities.— The Syndicate, the Academic Council and other Authorities may, from time to time, appoint such standing, special or advisory committees, as they may deem fit, and may nominate such persons on these committees as are not members of the Authorities appointing the committees.