



No. UOM/Acad/21/189

Dated: 21-Apr-2021

### NOTIFICATION

It is notified for the information of all concerned that the Academic Council, University of Malakand in its 14<sup>th</sup> meeting held on 08-Apr-2021 (vide Item No. 1) approved the rules titled "*Rules for the Conduct of Business of the Academic Council*" with immediate effect (available on the UOM website).

This issues with the approval of the competent authority.

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Registrar

Copy for information and necessary action (if any) to:

1. All Deans/Acting Deans
2. Members of the Academic Council
3. Heads of all Teaching Departments/Administrative Sections/Offices
4. Network Administrator with the request to upload the ruled referred above on the UOM website
5. PS to Vice-Chancellor
6. PA to Registrar
7. Relevant File

  
Deputy Registrar Academics

# **University of Malakand Rules for the Conduct of Business of the Academic Council, 2021**

Framed under Section 31 of the Khyber Pakhtunkhwa Universities Act, 2012 (amended from time to time) (henceforth the Act).

## **1. Short Title and Commencement**

- (a) These Rules may be called the “*Rules for the conduct of Business of the Academic Council*”;
- (b) These rules shall come into force at once.

## **2. Definitions**

In these Rules unless these are anything repugnant, in the subject or context:

- (a) “**Meeting**” means a meeting of the Academic Council.
- (b) “**Member**” means an elected, nominated or an ex-officio member of the Academic Council.
- (c) “**Quorum**” means the quorum of the Academic Council as laid down under Section 24(5) of the Act
- (d) “**The member-cum-secretary**” means the Registrar

All others expressions used shall have the same meanings as assigned to them under the Act or the Statutes made thereunder

## **3. Meetings**

Meeting of the Academic Council shall be:

- (a) Ordinary Meeting      (b) Special Meeting      (c) Emergency Meeting

## **4. Ordinary Meeting**

Ordinary meeting shall be held on dates, place of meeting and time as may be approved by the Vice Chancellor from time to time.

## **5. Call for an Ordinary Meeting**

- a) The Secretary shall, with the approval of the Vice Chancellor notify the tentative schedule of the meeting allowing at least 15 days to the departments/sections for submitting their cases complete in all respects for meeting.
- (b) The agenda the relevant working papers of the meeting shall be communicated at least 15 days before the date of the meeting.
- (c) In case of non consideration of an item for the meeting, the Secretary shall communicate to the concerned in writing the reason(s) of non consideration and resubmission of the same after fulfillment of the requirements.
- d) The member-cum-secretary may call for any additional information from any Section or Department which he may consider necessary for the completion of the case before it is submitted to the Vice-Chancellor or Academic Council for orders.

## **7. Supplementary Agenda**

If the occasion so demand supplementary agenda may be issued by the Secretary with the approval of the Vice Chancellor one week before the meeting.

## **8. Additional Items of the Agenda**

A member of the Academic Council may, with the permission of the Vice Chancellor subject to the consent of one-half of the members present, 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. Special Meeting**

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 shall be circulated at least 3 days before the meeting

## **10. Emergency Meeting**

An emergency meeting of the Academic Council may be called by the Vice Chancellor wherever in his/her opinion the occasion so demands. Notice/agenda for such meeting shall be circulated at least one day before the meeting. No other matter(s) except that issue for which the meeting convened shall be discussed at such a meeting.

**11. Chairperson of the Meeting**

The Vice Chancellor shall chair the meeting of the Academic Council. In his absence the Pro Vice Chancellor or the senior most Dean shall preside over the meeting.

**12. Quorum**

The quorum for a meeting of the Academic Council shall be one-half of the total number of member's fraction being counted as one as laid down under Section 24(5) of the Act.

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

If in a meeting, the quorum is not available, the member-cum-secretary, after expiry of 30 minutes, will record and notify 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 Chairperson.

**14. Recording of Proceedings and circulation of the minutes**

- a) Proceedings of a meeting will be recorded by the member-cum-secretary with the comments for modifications (if any);
- b) The minutes thus recorded, the relevant extracts/items shall be circulated among the concerned section/departments/bodies for fulfillment of requirements (if any) before submission to the Syndicate;
- c) If a matter so demands, a copy of the relevant extract/item(s) of the minutes may be issued in advance prior to approval of the Syndicate for immediate necessary action with intimation to the Syndicate for consideration/confirmation.

**15. Commencement of the Meetings**

The Chairperson will announce the commencement of proceedings of the meetings. All items of the Agenda shall be discussed ad-seriatim unless it is decided otherwise by the chairperson.

**16. Deferring of Order of Consideration of Items on the Agenda**

The Chairperson shall have the power to defer any item(s) or motion or give precedence to any item(s) in the Agenda at his discretion or otherwise

**17. Decision by Majority Vote**

- a) 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 Chairperson by secret ballot subject to the consent of one-third of the members present PROVIDED that such decisions are not in contradiction with/repugnant to the spirit of Act/Statutes/regulations etc.
- b) in case tie, the matter shall be decided through a casting vote by the Chairperson.

**18.** Any previous decision of the Academic Council shall not ordinarily be reconsidered within six (06) months of the decision in a subsequent meeting of the Academic Council 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 Academic Council.

**19. Delegation of Powers to Take a Decision in a Case**

The Academic Council may under special circumstances delegate its authority to a 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 a decision cannot be taken in a meeting for want of any data or 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 behalf of the Academic Council. Such a decision when taken shall be considered to be a regular decision of the Academic Council.

**20.** In all such matters which are not provided for under these Rules, action may be taken on the basis of the Act/Statutes with the approval of the Vice Chancellor subject to the consent of one-third of the members present.

**21.** These Rules may be changed or modified from time to time by the Academic Council.