

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE

(Rules for the Conduct of Business of the Academic council 2002)

1. **Short Title:** These rules may be called the UVAS Rules for the conduct of business of the Academic Council, 2002.
2. **Definition:** In these Rules, unless the context otherwise requires, the following expressions shall be the meanings hereby respectively assigned to them, that is to say:
 - a. Academic Council means the Academic Council of the UVAS.
 - b. Chairman means the Presiding Officer.
3. The Vice Chancellor shall preside at all meetings of the Academic Council. In the absence of the Vice Chancellor a member of the Academic Council chosen by the majority of the members present from among themselves will preside.
4. The Registrar shall act as Secretary of the Academic Council.
5. Ordinarily, a meeting of the Academic Council will be held once in a quarter.
6. A special meeting of the Academic Council.
 - a. may be convened at any time by the Vice Chancellor at his discretion; or
 - b. shall be convened by the Vice Chancellor, upon a requisition in writing signed by not less than 50% members of the Academic Council, stating clearly the nature and urgency of the matter to be placed before the Academic Council. No other matter except that requisitioned for, shall be discussed at such meeting.
7. An ordinary meeting of the Academic Council shall be notified at least 7 days before the date of the meeting. In case of special meeting, such notice shall be given as soon as possible under the circumstances of the case. In each case the notice shall be accompanied by an agenda showing the business; to be placed before the meeting.

8. Quorum for the meeting of the Academic Council shall be one third of the total number of the members, fraction being counted as one.
9. All questions shall be decided by the majority of votes of the members present. The voting shall normally take place by show of hands, but in special circumstances, the presiding officer may direct a secret ballot to be taken.
10. If votes, including that of the Chairman are equally divided, the Chairman shall have a casting vote.
11. Proceedings of all meeting shall be recorded in writing and signed by the Registrar and confirmed by the Chairman. Any member of the Academic Council shall be entitled to inspect in the University Office during office hours the proceedings of the meetings of the Academic Council.
12. Proceeding of the meeting shall be circulated within a week of the date of the meeting. Any omission or error pointed out by any member within a week should be put up to the Academic Council in its next meeting.