

UNIVERSITY OF VETERINARY & ANIMAL SCIENCES, LAHORE

(Rules for the Conduct of Business of the Advanced Studies & Research Board)

1. **Short Title:** These rules may be called the UVAS Rules for the conduct of business of the ASRB, 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. ASRB means the Advanced Studies & Research Board of the UVAS.
 - b. Chairman means the Presiding Officer.
3. The Vice Chancellor shall preside at all meetings of the ASRB. In the absence of the Vice Chancellor, the senior most Dean of the University present from among themselves will preside.
4. The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
5. The Director, AS&R shall act as Secretary of the Advanced Studies & Research Board.
6. Ordinarily, a meeting of the ASRB will be held once in a quarter of the year.
7. A special meeting of the Advanced Studies & Research Board.
 - 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 ASRB, stating clearly the nature and urgency of the matter to be placed before the ASRB. No other matter except that requisitioned for, shall be discussed at such meeting.
8. An ordinary meeting of the ASRB 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.

9. Quorum for the meeting of the ASRB shall be one half of the total number of the members, fraction being counted as one.
10. 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.
11. If votes, including that of the Chairman are equally divided, the Chairman shall have a casting vote.
12. Proceedings of all meeting shall be recorded in writing and signed by the Director Advance Studies and Research and confirmed by the Chairman. Any member of the ASRB shall be entitled to inspect in the University Office during office hours the minutes of the proceedings of the meetings of the ASRB.
13. 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 ASRB in its next meeting.