

RULES FOR THE CONDUCT OF BUSINESS OF THE ACADEMIC COUNCIL, 1976

1. Short Title. These Rules may be called the rules for the conduct of business of the Academic Council.
2. Definition. In these Rules, unless the context other-wise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-
 - (a) 'Academic Council' means the Academic Council of the University of Agriculture, Faisalabad as constituted under Section 26(1) of the University of Agriculture Faisalabad Act, 1973.
 - (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 in the **third week after every two months.**
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 excepting 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 members, fraction being counted as one.
9. The term of office of members, other than ex-officio members, shall be three years which shall commence from the date of the first meeting of the Academic Council.

11. If votes, including that of the Chairman are equally divided, the Chairman shall have a casting vote.
12. The order of speaking and conduct of business shall be determined by the Chairman.
13. Proceedings of all meetings 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.
14. 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 shall be put up to the Academic Council in its next meeting.