

**THE KHYBER MEDICAL UNIVERSITY
SYNDICATE (CONDUCT OF BUSINESS)
RULES, 2017**



THE KHYBER MEDICAL UNIVERSITY SYNDICATE (CONDUCT OF BUSINESS) RULES, 2017

In pursuance of the provisions contained in Section 31(1) & (2) of The Khyber Pakhtunkhwa Universities (Amendment) Act, 2016 the Syndicate of the University has approved the following Rules:-

1. **Short title and commencement:** These rules may be called “The Khyber Medical University Syndicate (Conduct of Business) Rules, 2017”. These rules shall come into force with immediate effect.
2. In these rules, unless there is anything repugnant in the subject or context, the following expressions shall have the meaning as assigned to them:
 - a. “Act” means The Khyber Pakhtunkhwa Universities (Amendment) Act, 2016;
 - b. “Chairperson” means the Vice-Chancellor of the University or in his absences any other attending member to be elected by the members as “Chairperson” for the meeting;
 - c. “Meeting” means a meeting of the Syndicate;
 - d. “Member” means an ex-officio or elected member of the Syndicate;
 - e. “Secretary” means the Registrar, of the University;
 - f. “Quorum” means the Quorum of the Syndicate as laid down under Section 22 (3) of the Act;
 - g. “Syndicate” means the Syndicate of the Khyber Medical University constituted under the Act;
 - h. “University” means Khyber Medical University, Peshawar
3. **Meeting of the Syndicate:**
 - (i) The ordinary meeting of the Syndicate shall be held on date, time and place as may be approved by the Vice Chancellor. The meetings shall be held at least once in each quarter of the year. The quorum for a meeting shall be two-third of the total number of members, a fraction being counted as one excluding the vacant categories, where applicable.
 - (ii) **Agenda:** The Secretary shall prepare the agenda in consultation with the Vice-Chancellor and circulate it among the members at least **07** days before the meeting.
 - (iii) Any member may propose an item which may be included in the supplementary agenda with approval of the Vice-Chancellor provided that it is received at least 03 days before the date of meeting and further that the item is admissible under sub section (2) of Section 23 of the Act;
 - (iv) **Supplementary Agenda:** In case any occasion arises, supplementary agenda may be presented on the table by the Secretary with approval of the Vice-Chancellor;
 - (v) Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed appropriate by the Chairperson.

- (vi) **Special Meeting:** A special meeting may be convened with approval of the Vice Chancellor to discuss a particular issue. Agenda for such a meeting shall be circulated at least 03 days before the meeting.
 - (vii) **Emergency Meeting:** In case of an emergency, the Vice-Chancellor may call a meeting at 24 hours notice. Circulation of agenda in such a case would not be required.
4. **Presiding over the Meeting and the Convener:** In the absence of the Vice-Chancellor, meeting of the Syndicate shall be presided over by the Pro-Vice Chancellor of the university.
5. The Registrar, or in his absence, the **Additional Registrar** /Deputy Registrar shall act as the Secretary of the meeting.
6. **Code for Business:** (i) The Chairperson shall control the order in which members of the Syndicate may address the meeting and the manner in which the business of the house may be conducted.
- (ii) Members when speaking, shall address the Chair and shall take permission of the Chair to speak.
 - (iii) No members shall address the meeting on the issue after the Chairperson has called for vote.
7. **Conduct of Business:** (i) All matters shall be decided by simple majority of vote of the members, by voice-vote, show of hands for "A Yes" or "No", or under special circumstances the Chairperson may order vote by secret ballot.
- (ii) In case of a tie, the Chairperson shall have a casting vote.
 - (iii) Motion & resolution: (a) Motion/Proposals submitted to the Syndicate and entered upon the notice of the meeting, shall be dealt with as motions before such a meeting without being proposed and seconded.
 - (b) Every other motion or resolution, relating to the items on the agenda or amendment, shall be reduced to writing and read out by the mover and shall be delivered to the Secretary.
 - (c) In the event of no member wishing to speak on the motion, or in respect of any amendment or after such discussion on any such motion or amendment as the Chairperson considers sufficient, the Chairperson shall proceed to put the motion for vote.
 - (d) When there is an amendment, the amendment shall be first put to vote; if the amendment is lost, and no further amendment is proposed, the original motion shall be put to the vote.
 - (e) Should any amendment be carried, the proposal as amended shall be stated from the Chairperson and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as hereinbefore provided.
 - (f) Any motion or amendment may be withdrawn with the consent of the House, if the mover so desires.

- 9. Proceedings & Validation of Proceedings:** (i) The proceedings of the Syndicate shall not be invalidated on the grounds that either any member did not receive the notice or agenda and working papers or both for the meeting, or the availability of a vacancy in the Syndicate due to expiry of the term of office of any member.
- (ii) The Secretary shall record the proceedings/minutes and shall submit the same to the Vice-Chancellor for approval.
 - (iii) Subsequently, copies of the proceedings/minutes shall be circulated among all the members for remarks/input / observations (if any) to be communicated to the office of the Secretary within 15 days of the issuance of the minutes.
 - (iv) If any member draws the attention of the Secretary or the Chairperson to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairperson whose judgment shall be forwarded to the member concerned. If the member is still not satisfied, the matter shall be placed before the Syndicate in its next meeting, without prejudice to the action taken.
 - (v) The minutes shall stand approved if no remarks/input / observations are received from the members within the stipulated period of time.
 - (vi) After the authentication/approval of the proceedings/minutes, two master copies shall be kept under lock and key in the office of the Vice-Chancellor and the Registrar. Every page of the master copies shall be signed by the Secretary and counter-signed by the Vice-Chancellor.
 - (vii) The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections/ institutes/ colleges/departments for information and necessary action.

**THE KHYBER MEDICAL UNIVERSITY
ACADEMIC COUNCIL (CONDUCT OF
BUSINESS) RULES, 2017**



THE KHYBER MEDICAL UNIVERSITY, ACADEMIC COUNCIL (CONDUCT OF BUSINESS) RULES, 2017

In pursuance of the provisions contained in Section 29(1) of The Khyber Pakhtunkhwa Universities (Amendment) Act, 2016 the Syndicate of the University has approved the following Rules:-

1. Short title and commencement: These rules may be called The Khyber Medical University Academic Council (Conduct of Business) Rules, 2017. These rules shall come into force with immediate effect.

2. Definitions: (i) In these rules unless there is anything repugnant in the subject or context, the following expressions shall have the meaning as assigned to them:

- (a) "Academic Council" means the Academic Council of the Khyber Medical University Khyber Medical University as constituted under the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016
- (b) "Act" means the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016
- (c) "Chair person" means the Vice Chancellor of the University
- (d) "Council" means the Academic Council
- (e) "Member" means a member of the Academic Council
- (f) "Meeting" means meeting of the Academic Council
- (g) "Quorum" means the Quorum of the Academic Council as laid down under Section-24(5) of the Act and
- (h) "Secretary" means the Registrar, of the University.
- (i) "University" means Khyber Medical University, Peshawar

2. All other expressions shall have the same meanings as assigned to them and as defined under section-2 of the Act.

3. Meeting of the Academic Council: (i) The ordinary meeting of the Academic Council shall be held on date, time and place as may be approved by the Vice Chancellor provided that the council shall have a meeting at least once in six months. The quorum for a meeting of the Council shall be one half of the total number of members, a fraction being counted as one.

- (ii) **Agenda:** The Director Academics & Admissions shall prepare the agenda in consultation with the Vice-Chancellor and circulate it among the members at least 05 days before the meeting.
- (iii) Any member may propose an item which may be included in the Supplementary agenda with approval of the Vice-Chancellor provided that it is received at least 03 days before the date of meeting and further that the item is admissible under sub section (2) of Section 25 of the Act;
- (iv) **Supplementary agenda:** In case any occasion arises, supplementary agenda may be presented on the table by the Secretary with approval of the Vice-Chancellor.
- (v) Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed appropriate by the Chairperson.

- (vi) **Special Meeting:** A special meeting of the Council may be convened with the approval of the Vice Chancellor to discuss a particular issue. Agenda for such a meeting shall be circulated at least 03 days before the meeting.
 - (vii) **Emergency Meeting:** In case of an emergency, the Vice-Chancellor may call a meeting of the Council at 24 hours notice. Circulation of agenda in such a case would not be required.
- 4. Presiding over the Meeting:** In the absence of the Chairperson, meeting of the Council shall be presided over by the Pro-Vice Chancellor of the university.
- 5.** In the absence of the Secretary the Director Academics & Admissions, shall act as Secretary of the Council.
- 6. Code for Business:** (i) The Chairperson shall control the order in which members of the Council may address the meeting and the manner in which the business of the house may be conducted.
- (ii) Members when speaking shall address the Chair and shall speak with the permission of the chair only.
 - (iii) No members shall address the meeting on the issue after the Chairperson has called for vote.
- 7. Conduct of Business:** (i) All matters shall be decided by simple majority of vote of the members, by voice-vote, show of hands for "A Yes" or "No", or under special circumstances the Chairperson may order vote by secret ballot.
- (ii) In case of a tie, the Chairperson shall have a casting vote.
- 8. Motion and resolution:** (i) Proposals submitted to the Council and entered upon the notice of meeting shall be dealt with as motions before such a meeting without being proposed and seconded.
- (ii) Every other motion or resolution, relating to the items on the agenda or amendment, shall be reduced to writing and read out by the mover and shall be delivered to the Secretary.
 - (iii) In the event of no member wishing to speak on the motion, or in respect of any amendment or after such discussion on any such motion or amendment, as the Chairperson considers sufficient, the Chairperson shall proceed to put the motion for vote.
 - (iv) When there is an amendment, the amendment shall be first put to vote; if the amendment is lost and no further amendment is proposed the original motion shall be put to the vote.
 - (v) Should any amendment be carried, the proposal as amended shall be stated from the Chairperson and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as hereinbefore provided.
 - (vi) Any motion or amendment may be withdrawn with the consent of the House, if the mover so desires.
- 9. Proceedings & Validation of Proceedings:** (i) The proceedings of the Academic Council shall not be invalidated on the grounds that either any member did not receive the notice or agenda and working papers or both for meeting of the Council, or the availability of a vacancy in the Council due to expiry of the term of office of any member.

- (ii) The **Director Academics & Admissions** shall record the proceedings/minutes and shall submit the same to the Vice-Chancellor for initial approval.
- (iii) Subsequently, copies of the proceedings/minutes shall be circulated among all the members for remarks/input / observations (if any) to be communicated to the office of the Secretary within 15 days of the issuance of the minutes.
- (iv) If any member draws the attention of the Secretary or the Chairperson to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairperson whose judgment shall be forwarded to the member concerned. If the member is still not satisfied, the matter shall be placed before the Syndicate in its next meeting, without prejudice to the action taken.
- (v) The minutes shall stand initially approved if no remarks/input / observations are received from the members within the stipulated period of time.
- (vi) Subsequently, the minutes shall be placed before the Syndicate for final approval.
- (vii) After authentication/ approval of the proceedings/minutes from the Syndicate two master copies shall be kept under lock and key in the office of the Vice-Chancellor and the Registrar. Every page of the master copies shall be signed by the Secretary and counter-signed by the Vice-Chancellor.
- (viii) The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections/ institutes/ colleges/departments for information and necessary action.

**THE KHYBER MEDICAL UNIVERSITY
CONDUCT OF BUSINESS RULES, 2017
(COMMITTEES/BOARD/COUNCIL)**



CONDUCT OF BUSINESS RULES (COMMITTEES / BOARD / COUNCIL)

- 1. Conduct of Business:** (i) The forum shall meet as per statutory requirement and with proper approval of Vice Chancellor as deemed appropriate.
(ii) The meeting of the forum will be convened on the 03 days notice or as deemed appropriate by the Vice Chancellor.
(iii) The quorum of the meeting will be one third of the total members.
(iv) The secretary shall circulate the agenda of the meeting well in time.
(v) The meeting shall be presided over by the chairperson and in his absence by the Registrar or representative of the Vice Chancellor.
- 2. Code for Business:** (i) The Chairperson shall control the order in which members of the forum may address the meeting and the manner in which the business of the house may be conducted.
(ii) Members when speaking shall address the Chair and shall speak with permission of the Chair only.
(iii) All matters shall be decided by simple majority.
- 3. Proceedings & Validation of Proceedings:** (i) The proceedings of the meeting shall not be invalidated on the grounds that; either any member did not receive the notice or agenda and working papers or both for the meeting, or the availability of a vacancy in the forum due to expiry of the term of office of any member.
(ii) The Secretary shall record the proceedings/minutes and shall submit the same and to the chairperson for further approval of the Vice Chancellor.
(iii) Subsequently, copies of the proceedings/minutes shall be circulated among all the members.
(iv) If any member draws the attention of the Secretary or the Chairperson to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairperson whose judgment shall be forwarded to the member concerned. If the member is still not satisfied, the matter shall be placed before the forum at its next meeting, without prejudice to the action taken.
(v) The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections/department/ institutes/colleges for information and for further necessary action.

**HOSPITAL CO-ORDINATION
COMMITTEE CONDUCT OF BUSINESS
RULES, 2017**



HOSPITAL CO-ORDINATION COMMITTEE CONDUCT OF BUSINESS RULES, 2017

1. **Conduct of Business:** (i) The committee shall meet in routine as per requirement of the Rules/Regulations/Statutes with due approval of the Vice Chancellor.
(ii) The chairman/secretary shall convene the meeting on the 03 days notice or as per statutory requirement with approval of Vice Chancellor.
(iii) **The quorum of the meeting will be one third of the total members.**
(iv) The secretary will circulate the agenda of the meeting to all the members well in time.
(v) The meeting shall be presided by the chairperson and in his absence by the Secretary or his representative as approved by the Vice Chancellor.
2. **Code for Business:** (i) The Chairperson shall control the order in which members of the Council may address the meeting and the manner in which the business of the house may be conducted.
(ii) Members when speaking shall address the Chair and will speak with the permission of the Chair only.
(iii) All matters shall be decided by simple majority.
3. **Proceedings & Validation of Proceedings:** (i) The proceedings of the meeting shall not be invalidated on the grounds that either any member did not receive the notice or agenda and working papers or both for the meeting, or the availability of a vacancy in the Council due to expiry of the term of office of any member.
(ii) The Secretary shall record the proceedings/minutes and shall submit the same to the chairperson for further approval of the competent authority.
(iii) Subsequently, copies of the proceedings/minutes shall be circulated among all the members.
(iv) If any member draws the attention of the Secretary or the Chairperson to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairperson whose judgment shall be forwarded to the member concerned. If the member is still not satisfied, the matter shall be placed before the committee at its next meeting, without prejudice to the action taken.
(v) The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections/departments /institutes /colleges for information and for further necessary action.

