

Rules of Business of the Meetings of the Board of Advanced Studies and Research (BASR), GCWUF 2022.

1. PREAMBLE

- I. The Section 24 of Government College Women University Faisalabad Act 2012 (Act VI of 2013), provides for the establishment of the Board of Advanced Studies and Research as one of the authorities of University having the powers to advise the authorities on all matters connected with the promotion of Advanced Studies and Research in the University as prescribed.
- II. Section 33 of Government College Women University Faisalabad Act 2012 (Act VI of 2013) provides for making the rules, consistent with the provisions of this Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of Section 33, sub-section (1) of the of Government College Women University Faisalabad Act 2012 (Act VI of 2013).

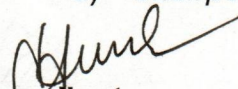
2. SHORT TITLE AND COMMENCEMENT

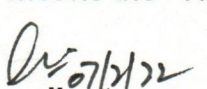
These rules may be called the "*Rules of Business of the Meetings of the GCWUF Board of Advanced Studies and Research, 2022*" and shall come into force from the date of its approval from the Syndicate.

3. DEFINITIONS

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the Government College Women University Faisalabad Act 2012 (Act VI of 2013), except the following:

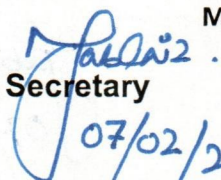
- a) "Chairperson" means the "Vice Chancellor" of the University.


Coordinator
S&T/DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member


Secretary

07/02/2022

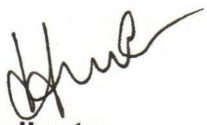
- b) "External Member" means the member of the Board of Advanced Studies and Research not in the service of GCWUF;
- c) "Secretary" means the Registrar, Government College Women University Faisalabad, who will perform the duties / functions of Secretary;
- d) The "meeting" means the meeting of the Board of Advanced Studies and Research;
- e) "Member" means the member of the Board of Advanced Studies and Research;
- f) "The Quorum" means the Quorum of the BASR as laid down under section 24.
- g) "University" means the, Government College Women University Faisalabad.
- h) "Act" means the Government College Women University Faisalabad Act 2012 (Act VI of 2013).

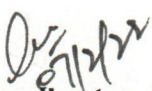
4. CHAIRPERSON OF THE BOARD OF ADVANCED STUDIES AND RESEARCH

The Vice Chancellor shall be the Chairperson of the Board of Advanced Studies and Research and thus shall preside over its meetings. In the absence of the Vice chancellor, the meetings of the Board of Advanced Studies and Research shall be presided over by the nominee of Vice Chancellor.

5. SECRETARY OF THE BOARD OF ADVANCED STUDIES AND RESEARCH

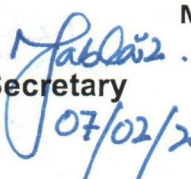
The Registrar of the University shall be the Secretary of the Board of Advanced Studies and Research.


Coordinator
S&T / DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member


Secretary

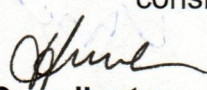
07/02/2022

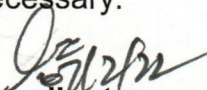
6. MEETINGS OF THE BOARD OF ADVANCED STUDIES AND RESEARCH

- I. The meetings of the Board of Advanced Studies and Research shall be held on dates, place and time as may be proposed by Vice Chancellor from time to time. The Board of Advanced Studies and Research shall meet at least once in a year.
- II. The Secretary shall, with the approval of the Vice Chancellor, prepare the agenda for the meetings of the Board of Advanced Studies and Research and shall send the notice of the meetings and circulate the agenda along with the relevant working papers, among the members, by hand, post or through a special messenger.

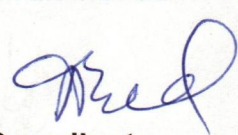
7. MEETING

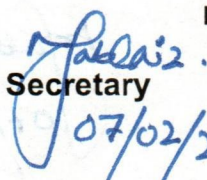
- I. At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Board of Advanced Studies and Research.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting.
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Vice Chancellor five (05) days before the date of meeting.
- IV. A member of the Board of Advanced Studies and Research may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item previous notice to the members of the Board of Advanced Studies and Research would not be considered necessary.


Coordinator
S&T / DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member


Secretary

07/02/2022

8. SPECIAL MEETING

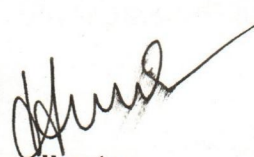
- I. A special meeting of the Board of Advanced Studies and Research may be called any time by the Vice Chancellor or on the proposal of not less than one-third of the total membership of the Board of Advanced Studies and Research to consider any matter of urgent nature.
- II. On receiving the proposal, for convening a special meeting of the Board of Advanced Studies and Research, the Secretary shall immediately proceed in the matter and request the Vice Chancellor to fix a date for the meeting.
- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Board of Advanced Studies and Research.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the special meeting and the agenda of the meeting will be on all matter(s) for which the special meeting is called.

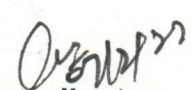
9. QUORUM OF THE MEETING

The quorum for a meeting of the Board of Advanced Studies and Research shall be one half of the total number of members, a fraction being counted as one more.

10. PROCEDURE IF QUORUM IS NOT COMPLETE

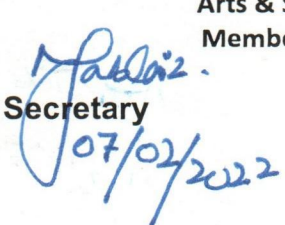
If in a meeting, the quorum is not complete, another meeting of the Board of Advanced Studies and Research may be re-arranged with the same agenda with the consultation of members, so that the quorum issue does not arise second time.


Coordinator
S&T / DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member


Secretary
07/02/2022

11. DECISIONS BY THE BOARD OF ADVANCED STUDIES AND RESEARCH

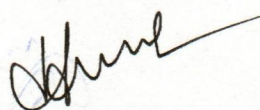
All decisions of the Board of Advanced Studies and Research shall be taken on the basis of the opinion of majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Board of Advanced Studies and Research.

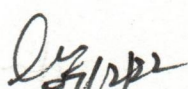
12. APPROVAL BY CIRCULATION OF THE PAPERS

If the Vice Chancellor decides she can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Vice Chancellor shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

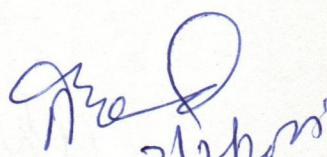
13. CONDUCT OF MEETING

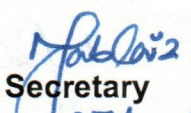
- I. The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The Chair may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.


Coordinator
S&T / DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member

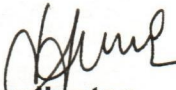

Secretary
07/02/2022

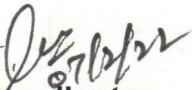
14. RECORD OF PROCEEDINGS

- I. The Secretary of the Board of Advanced Studies and Research shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Board of Advanced Studies and Research, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chairperson and if approved shall be communicated to the members through corrigendum / next meeting.
- III. Progress Report / Implementation status of the decisions taken by the Board of Advanced Studies & Research will be put up in its next meeting.
- IV. The minutes of the last meeting will be placed as first item of the agenda of the next meeting for formal confirmation by the Board of Advanced Studies & Research.

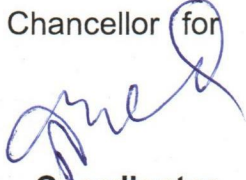
15. COMMUNICATION OF DECISIONS

- I. After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the Vice Chancellor (for


Coordinator
S&T / DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member

12/2/2022


Secretary
07/02/2022

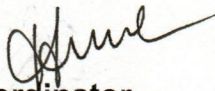
signature / confirmation and onward placement in forthcoming meeting of Academic Council.

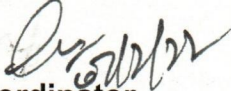
- II. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Board of Advanced Studies and Research may be issued in advance, with the permission and duly approved by the Vice Chancellor / Chairperson for immediate action.

16. DELEGATION OF POWERS TO TAKE A DECISION

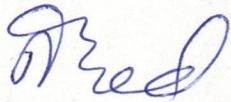
The Board of Advanced Studies and Research may delegate its authority to a Special Committee, a Standing Committee, Vice Chancellor or one of the Deans / Coordinator to take a decision on a particular issue if the Board of Advanced Studies and Research considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Board of Advanced Studies and Research in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/ Standing Committee or the Dean / Coordinator on behalf of the Board of Advanced Studies and Research. Such a decision when taken shall be considered to be a decision of the Board of Advanced Studies and Research.

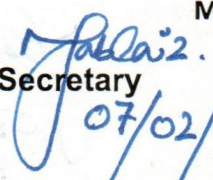
17. The Secretary may call for any information from any Department/ Campus/ Section, which he/ she may consider necessary for the completion of the case before it is submitted to the Board of Advanced Studies and Research for consideration.
18. For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.


Coordinator
S&T / DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member


Secretary

07/02/2022

19. SERVICE OF EXTERNAL MEMBER(S) ON THE BOARD OF ADVANCED STUDIES AND RESEARCH

In case of participation at a meeting of the Board of Advanced Studies and Research the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/DA, if applicable.

20. PARTICIPATION OF SPECIAL MEMBER (CO-OPTED MEMBER) IN A MEETING

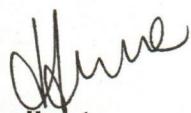
If the Chairperson considers the presence of any person(s) necessary in a meeting, he / she may allow such person(s) to take part in the meeting of Board of Advanced Studies and Research by special invitation, however, such person(s) shall have no right to vote during the meeting.

21. COMMENCEMENT OF TERM OF THE OFFICE

- I. The terms of the office of a member, other than an ex-officio member shall commence from the date of 1st meeting of BASR after his/her notification.
- II. If a member fails to attend three consecutive meeting his/her candidature will stand cancelled and fresh nomination will be approved from the appropriate forum.

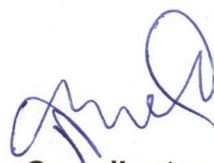
22. CHANGE OF RULES

These rules may be added, changed or modified from time to time by the Syndicate.


Coordinator
S&T / DA
Convener


Coordinator
H&L
Member


Coordinator
Arts & SC
Member


Coordinator
M&AS
Member


Secretary
07/02/2022