

Rules of Business of the Meetings of the Board of Faculty (BOF), GCWUF 2022

1. PREAMBLE

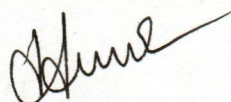
- I. The Section 23 of Government College Women University Faisalabad Act 2012 (Act VI of 2013), provides for the establishment of the Board of each Faculty, as one of the authorities of University, responsible to coordinate teaching, research and publications work in the concerned Departments, to scrutinize the recommendations of the Boards of Studies of concerned Departments in the faculty regarding the courses, scheme of studies, appointment of thesis evaluators, paper setters and examiners and to consider all other academic matter relating to the faculty.
- 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 above said Section of the Act.

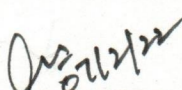
2. SHORT TITLE AND COMMENCEMENT

These rules may be called the "*Rules of Business of the Meetings of the Board of Faculty(s) Government College Women University Faisalabad, 2022*" and shall come into force from the date of its approval from the Syndicate.

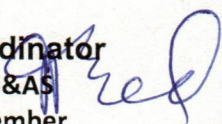
3. DEFINITIONS

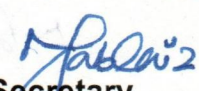
- I. All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the Government


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College Women University Faisalabad Act 2012 (Act VI of 2013), except the following:

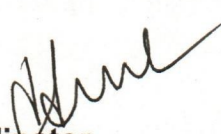
- a) "Chairperson" means the Chairperson of the concerned Board of Faculty;
- b) "External Member" means the member of the Board of Faculty not in the service of Government College Women University Faisalabad (GCWUF);
- c) "Secretary" means the nominee of Chairperson of the concerned Board of Faculty, who will perform the duties / functions of Secretary;
- d) "Meeting" means the meeting of the Board of Faculty;
- e) "Member" means a nominated or *ex-officio* member of the Board of Faculty;
- f) "The Quorum" means the Quorum of the BOF as laid down under section 23.
- g) "University" means the, Government College Women University Faisalabad.
- h) "Act" means the Government College Women University Faisalabad Act 2012 (Act VI of 2013).

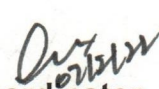
4. CHAIRPERSON OF THE BOARD OF FACULTY

The Dean / Coordinator of the concerned Faculty shall be the Chairperson of the concerned Board of Faculty and shall preside over its meetings.

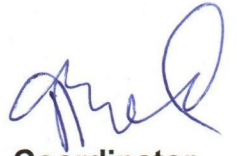
5. SECRETARY OF THE BOARD OF FACULTY

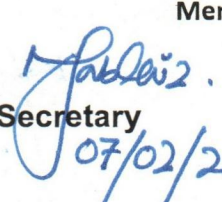
The Dean / Coordinator shall nominate the Secretary of the Board(s) of Faculty.


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6. MEETINGS OF THE BOARD OF FACULTY

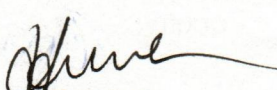
- I. The meetings of the Board of Faculty shall be held on dates, place and time as may be approved by the concerned Dean of respective Faculty from time to time. The Board of Faculty shall meet at least once in a year.
- II. The Secretary shall, with the approval of the concerned Dean / Coordinator, prepare the agenda for the meetings of the Board of Faculty and shall send the notice of the meetings & circulate the agenda and the relevant working papers, among the members, by hand, post or through a special messenger.

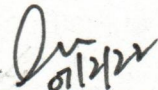
7. MEETING

- I. At least ten (10) days' notice shall be given to the members for meeting (ordinary) of the Board of Faculty.
- 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 Chairperson, three (03) days before the date of the meeting (ordinary).
- IV. A member of the Board of Faculty may, with the permission of the Chairperson, 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 Board of Faculty would not be considered necessary.

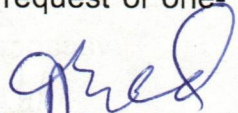
8. SPECIAL MEETING

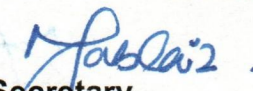
- I. A special meeting of the Board of Faculty may be convened any time by the Dean / Coordinator of the concerned faculty at the request of one-


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third of the total membership of the Board of Faculty to consider any matter(s) of urgent nature.

- II. On receiving the proposal, for convening a special meeting of the Board of Faculty, the Secretary shall immediately proceed in the matter and request the Chairperson to fix a date for the meeting.
- III. At least five (05) days' notice shall be given to the members for the special meeting of the Board of Faculty.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) 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

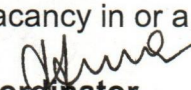
The quorum for a meeting of the Board of Faculty shall be one half of the total number of its members, a fraction being counted as one more.

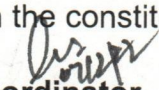
10. PROCEDURE IF QUORUM IS NOT COMPLETE

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

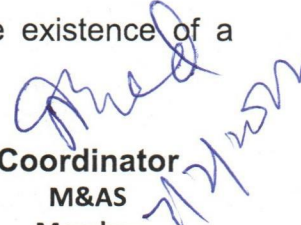
11. DECISIONS BY THE BOARD OF FACULTY

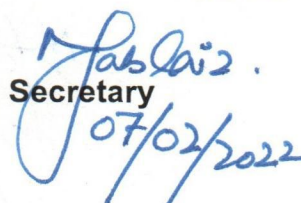
All decisions of the Board of Faculty shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of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


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12. APPROVAL BY CIRCULATION OF THE PAPERS

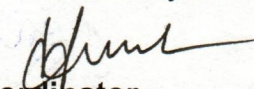
If the Chairperson decides he / she can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Convener shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

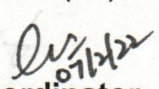
13. CONDUCT OF MEETING

- I. The Convener 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 house may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

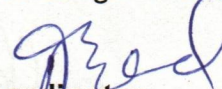
14. RECORD OF PROCEEDINGS

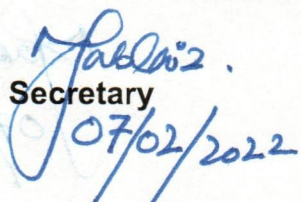
- I. The Secretary of the Board of Faculty shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Board of Faculty, 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


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proposed amendment, if any, shall be submitted, by the Secretary, to the Chairperson of Board of Faculty and if approved shall be communicated to the members through corrigendum.

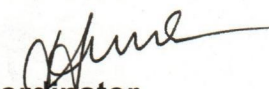
- III. Progress Report / Implementation status of the decisions taken by the Board of Faculty will be put up in its next meeting.
- IV. The minutes of the last meeting will be placed as first item of the agenda of the next meeting for formal confirmation by the Board of Faculty.

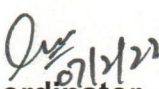
15. COMMUNICATION OF DECISIONS

- I. After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the concerned Dean / Coordinator for 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 Faculty may be issued in advance, with the permission and duly approved by the Vice Chancellor for immediate action.

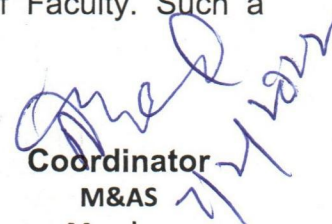
16. DELEGATION OF POWERS TO TAKE A DECISION

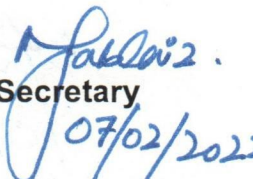
The Board of Faculty may delegate its authority to a Special Committee, a Standing Committee or to its Chairperson to take a decision on a particular issue if the Board of Faculty considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Board of Faculty 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 by the Chairperson on behalf of the Board of Faculty. Such a


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decision when taken shall be considered to be a regular decision of the Board of Faculty.

17. The Secretary may call for any information from any member, which he / she may consider necessary for the completion of the case before it is submitted to the Board of Faculty for consideration.

18. For all such matters, not provided for under these Rules, action may be taken on the basis of previous conventions or with the approval of the Academic Council.

19. SERVICE OF THE EXTERNAL MEMBER(S) ON THE BOARD OF Faculty

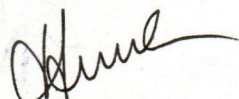
In case of participation in a meeting of the Board of faculty the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/DA, if applicable.

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

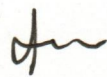
If the Chairperson considers the presence of any person(s) necessary in a meeting he / she may extend special invitation to such person(s) to take part in the meeting of Board of Faculty, however, such person(s) shall have no right to vote during the meeting.

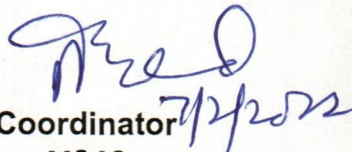
21. COMMENCEMENT OF TERM OF THE OFFICE

I. The terms of the office of a member, other than an ex-officio member shall commence from the date of BOF after his/her notification.


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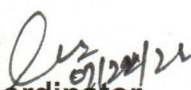

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- II. If a member fails to attend three consecutive meeting his/her candidature will stand cancelled and fresh nomination will be approved from the appropriate forum.

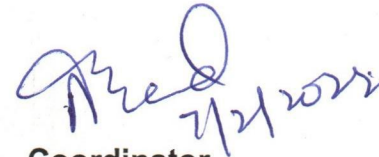
22. CHANGE OF RULES

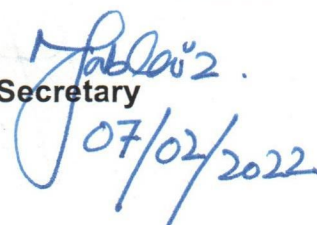
These rules may be added, changed or modified from time to time by the Syndicate.


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