

Rules of Business of the Meetings of the Board of Studies (BOS), GCWUF 2022.

1. PREAMBLE

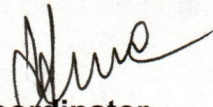
- I. To establishment of the Board of Studies of each Department, as one of the authorities of University, responsible to advise the Authorities on all academic matters connected with instruction, research, publication and examination and for proposing the curricula of all degrees, diplomas and certificates courses in the subject or subjects and to consider all other academic matter relating to the concerned Department as prescribed.

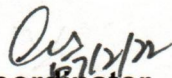
2. SHORT TITLE AND COMMENCEMENT

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

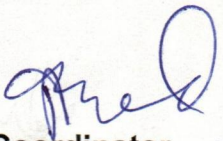
3. DEFINITIONS

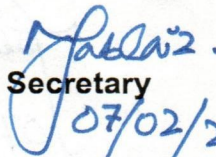
- I. All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 02 of the Government College Women University Faisalabad (GCWUF) Act, 2012 (Act VI of 2013), except the following:
 - a) "*Chairperson*" means the Chairperson of the concerned Board of Studies who shall preside over its meetings;
 - b) "*External Member*" means the member of the Board of Studies not in the service of Government College Women University Faisalabad (GCWUF);


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- c) "Secretary" means the nominee of Chairperson of the concerned Board of Studies, who will perform the duties / functions of Secretary
- d) "Meeting" means the meeting of the Board of Studies;
- e) "Member" means a nominated or *ex-officio* member of the Board of Studies;
- f) "The Quorum" means the Quorum of the meeting of Board of Studies as prescribed.
- g) "University" means the, Government College Women University Faisalabad.

4. CHAIRPERSON OF THE BOARD OF STUDIES

Chairperson of the concerned Academic Department shall also be the Chairperson of the relevant Board of Studies and shall Chair its meetings.

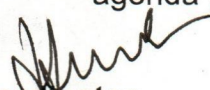
If there is no Chairperson in the department the respective Dean / Coordinator will be the Chairperson of the Board of Studies.

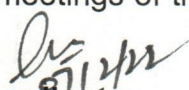
5. SECRETARY OF THE BOARD OF STUDIES

The Chairperson of the Board of Studies shall nominate the Secretary of the Board(s) of Studies.

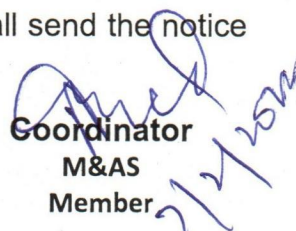
6. MEETINGS OF THE BOARD OF STUDIES

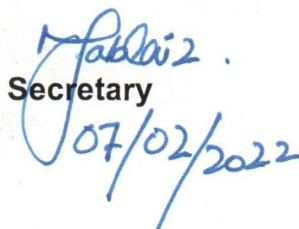
- I. The meetings of the Board of Studies shall be held on such dates, place and time as may be approved by the concerned Chairperson from time to time. Each Board of Studies shall meet at least once in a year.
- II. The Secretary shall, with the approval of the Chairperson, prepare the agenda for the meetings of the Board of Studies and shall send the notice


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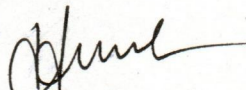
of the meetings & circulate the agenda and the relevant working papers, among the members, at least one week before the meeting by hand, post or through a special messenger.

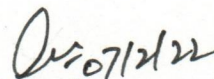
7. MEETING

- I. At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Board of Studies.
- II. The approved agenda and the working papers shall be circulated, by the Secretary at least seven (07) days before the meeting (ordinary).
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Convener, three (03) days before the date of meeting.
- IV. A member of the Board of Studies may, with the permission of the concerned 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 the Board of Studies would not be considered necessary.

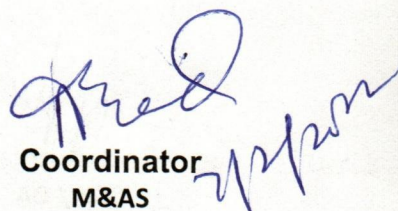
8. SPECIAL MEETING

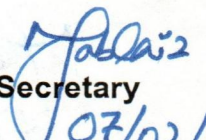
- I. A special meeting of the Board of Studies may be convened any time by the concerned Chairperson or at the request of one-third of the total membership of the Board of Studies to consider any matter(s) of urgent nature.
- II. On receiving the proposal, for convening a special meeting of the Board of Studies, the Secretary shall immediately proceed in the matter and request the concerned Chairperson to fix a date for the meeting.


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- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Board of Studies.
- 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

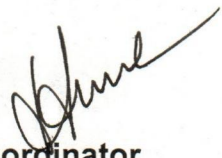
The quorum for a meeting of the Board of Studies shall be one half of the total number of its members, a fraction being counted as one more.

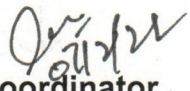
10. PROCEDURE IF QUORUM IS NOT AVAILABLE

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

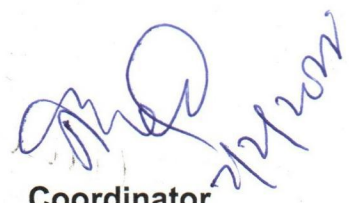
11. DECISIONS BY THE BOARD OF STUDIES

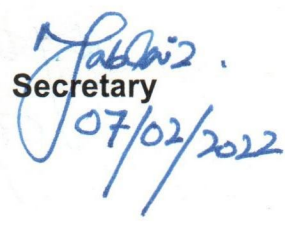
All decisions of the Board of Studies shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Convener shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only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


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12. APPROVAL BY CIRCULATION OF THE PAPERS

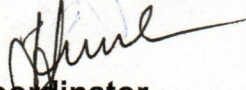
If the concerned Chairperson decides she/he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Chairperson shall be authorized to take action according to the ultimate consensus of opinion received from majority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

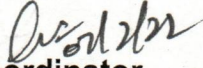
13. CONDUCT OF MEETING

- 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. Any 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.

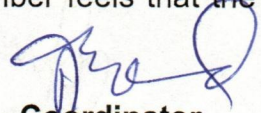
14. RECORD OF PROCEEDINGS

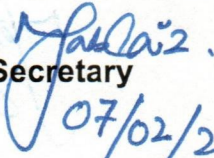
- I. The Secretary of the Board of Studies shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson, shall be circulated by the Secretary among all the members of the Board of Studies, for authentication, as early as possible. In case any member feels that the


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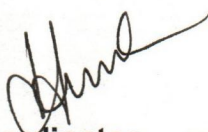
proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the concerned Chairperson and if approved shall be communicated to the members through corrigendum / next meeting.

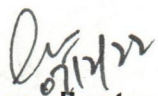
15. COMMUNICATION OF DECISIONS

- I. After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings / decisions to the concerned Dean/ Coordinator for placement in forthcoming meeting of Board of Faculty.
- II. If the occasion so demands a copy of relevant decision as mentioned in the proceedings of the Board of Studies may be issued in advance, with the permission and duly approved by the Vice Chancellors for immediate action.

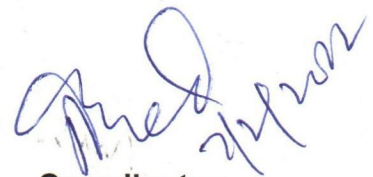
16. DELEGATION OF POWERS TO TAKE A DECISION

The Board of Studies may delegate its authority to a Special Committee, a Standing Committee or to the Chairperson to take a decision on a particular issue if the Board of Studies 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 Studies 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 Studies. Such a decision when taken shall be considered to be a regular decision of the Board of Studies.


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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 Studies for consideration.
18. In 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 Vice Chancellor.

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

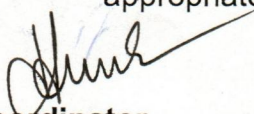
In case of participation in a meeting of the Board of Studies the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/DA, if applicable.

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 Study, however, such person(s) shall have no right to vote during the meeting.

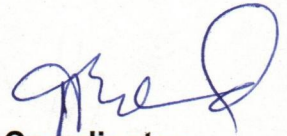
21. COMMENCEMENT OF TERM OF THE OFFICE

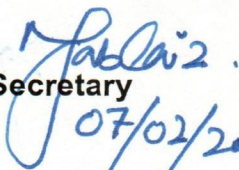
- I. The terms of the office of a member, other than an ex-officio member shall commence from the date of 1st meeting of BOS after his/her notification.
- II. If a member fails to attend three consecutive meeting his/her candidature will stand cancelled and fresh nomination will be approved from the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


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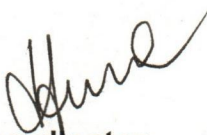

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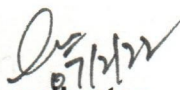

Secretary

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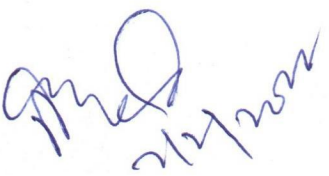
22. CHANGE OF RULES

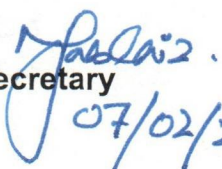
These rules may be added, changed or modified from time to time by the Syndicate.


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