

**THE KHYBER MEDICAL UNIVERSITY
RULES OF BUSINESS FOR THE SENATE, 2021**



KHYBER MEDICAL UNIVERSITY
PHASE V, HAYATABAD, PESHAWAR

THE KHYBER MEDICAL UNIVERSITY RULES OF BUSINESS FOR THE SENATE

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

1. **Short title and commencement:** These rules may be called The Khyber Medical University Rules of Business of the Senate framed under section 31(1) of the Khyber Pakhtunkhwa Universities (Amended) Act, 2016. 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:
 3.
 - i. **"Act"** means the Khyber Pakhtunkhwa Universities Act, 2012.
 - ii. **"Senate"** means the Senate of Khyber Medical University constituted under Section 19(1) of the Act.
 - iii. **"Chancellor"** means the Chancellor of Khyber Medical University in terms of Section 9 (1) of the Act.
 - iv. **"Convener"** means Convener of the Senate as provided in Section 19(4) of the Act.
 - v. **"Pro-Chancellor"** means the Minister of the relevant Administrative Department of Government as provided in Section (3) of the Act.
 - vi. **"Member"** means member of the Senate as provided under Section 19(1) of the Act.
 - vii. **"Chairperson"** means the Chancellor under Section 9(1) & 19(1) (a) of the Act.
 - viii. **"Secretary"** means secretary to the Senate under Section 13(4) (a) of the Act.
 - ix. **"Quorum"** means the quorum of the Senate as laid down under Section 19(6) of the Act.
 - x. All other expressions shall have the same meanings as assigned to them and as defined under Section 2 of the Act or the statutes.
4.
 - i. The ordinary meeting of the Senate shall be held at least twice a year on dates to be fixed by the Vice-Chancellor with the consent of the Chancellor as prescribed under Section 19(3) of the Act.
 - ii. The budget meeting shall be held in third week of June every year on the date to be fixed with the consent of the Chancellor.
5. The agenda and working paper for the meeting shall be prepared by the Secretary with the approval of the Vice-Chancellor a month before the date of the meeting.

6. The approved agenda and working paper shall be sent to the members at least fifteen days before the meeting.
7. A special meeting of the Senate may be called by the Chancellor, or on the request of one third of the members to discuss a particular issue. Agenda for such a meeting shall be circulated at least a week before the meeting.
8. An emergency meeting of the Senate may be called by the Chancellor, or on the request of two third of the existing members of the Senate. Agenda for such a meeting shall be circulated at least three days before the meeting.
9. Any member may propose an item for the agenda which may be included in the agenda with the approval of the Vice Chancellor provided it is received ten days before the meeting and is otherwise admissible under Section-20 of the Act.
10. In the absence of the Chancellor, meeting of the Senate shall be presided over by such member of the Senate, other than employee of the University, as the Chancellor may, from time to time, nominate. The member so nominated shall be the Convener of the Senate as provided under Section 19(4) of the Act.
11. The Registrar, or in his /her absence, the Additional Registrar or the Deputy Registrar shall act as the Secretary of the Senate.
12. Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairperson.
13.
 - i. The Chairperson shall control the order in which members of the Senate may address the meeting and the manner in which the business of the house shall be conducted.
 - ii. Members when speaking shall address the Chairperson. No member shall, without special leave from Chairperson, speak more than once on the same proposition.
 - iii. No member shall address the meeting on the issue after the Chairperson has called for vote.
14. The Quorum for a meeting of the Senate shall be $\frac{2}{3}^{\text{rd}}$ of its total members a fraction being counted as one excluding the non-existent categories, wherever applicable.
15. All matters shall be decided by simple majority of the members present. In the event of the members being evenly divided on any matter, the person presiding over the meeting shall have a casting vote.
16. The proceedings of the Senate shall not be invalidated on the ground that any member did not receive the notice of agenda and working papers or both for meeting of the Senate.
17. The secretary shall record the proceedings/ minutes and shall submit to the

Vice- Chancellor for signature.

18. The proceedings/ minutes duly signed by the Vice Chancellor and Secretary shall be circulated amongst all members within ten days of the meeting for information and observations, if any.
19. The member shall communicate their observations, if any, within seven days of the receipt of the proceedings/ minutes.
20. The proceedings/ minutes shall be submitted to the Chancellor along with copies of observations communicated by members for consideration/ approval. In case observations of a member are agreed to, the same shall be incorporated in proceedings/ minutes.
21. If the Chancellor did not agree with the observations, the decision of the Chancellor shall be communicated to member concerned. If the member is still unsatisfied, he/she shall in writing inform the Secretary to this effect and the matter shall be placed before the Senate in its next meeting, without prejudice to the action taken.
22. 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.
23. The relevant extract of proceedings along with relevant working papers/files shall be forwarded by the Secretary to the respective sections for information and necessary action.
24. Any previous decision of the Senate shall not ordinarily be re-considered within one year of the decision of the Senate in subsequent meetings without the permission of the Chancellor, or unless a written request is received from two third of the existing members of the Senate for re-consideration.
25. Proceedings/ minutes of the meeting shall be placed before Senate in the ensuing meeting for confirmation.
26. Action taken on the decisions of the preceding meeting of the Senate shall form part of the agenda of the ensuing meeting of the Senate.
27. The term of office of an elected/ appointed/ nominated member shall commence from the date of notification as provided under Section 43 (1) of the Act.
28. A member who has accepted any other assignment which necessitates his absence from the Senate for a period of six months or more, or absents himself from two consecutive meetings without the leave of such authority, he shall be deemed to have resigned and vacated his seat as provided under Section 43 (2) of the Act.
29. These rules may be added to, changed or modified from time to time at the discretion of the Senate.