



Rules of Business of the Syndicate

**UNIVERSITY OF SCIENCE & TECHNOLOGY,
BANNU, Khyber Pakhtunkhwa. (Pakistan)**

UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU

**Rules of Business of the Syndicate as prescribed under Section 31 of the
Khyber Pakhtunkhwa Universities Act 2012**

1. These rules may be called the Rules of Business of the Syndicate in term of Section 31 of the Khyber Pakhtunkhwa Universities Act 2012.
2. These rules shall come into force with immediate effect.
3. In these rules unless there is anything repugnant in the subject or context of the Khyber Pakhtunkhwa Universities Act 2012.
 - (a) "Syndicate" means the Syndicate of the University of Science & Technology, Bannu as constituted under the Khyber Pakhtunkhwa Universities Act 2012.
 - (b) "Member" means an ex-officio or elected member of the Syndicate.
 - (c) "Meeting" means a meeting of the Syndicate.
 - (d) "Chairman" means the Vice-Chancellor, University of Science & Technology, Bannu or if he is absent from any meeting any other member elected by the members present to be the Chairman of the meeting.
 - (e) "Secretary" means the Registrar University of Science & Technology, Bannu or in his absence the Dy. Registrar.
 - (f) "Quorum" means the quorum of the Syndicate as laid down under Section 22(3) of the Khyber Pakhtunkhwa Universities Act 2012.

All other expression shall have the same meaning as assigned to them and as defined under Section 2 of the Khyber Pakhtunkhwa Universities Act 2012.

4. The meeting of the Syndicate shall be held on dates as may be approved by the Vice-Chancellor at least 10 days before the date of meeting.
5. The Secretary shall prepare the agenda and notify the meeting with the approval of the Vice-Chancellor at least 10 days before the date of meeting.
6. The Secretary will circulate the agenda of the meeting alongwith working papers among the members at least 7 days before the meeting.
7. In case any occasion arise supplementary agenda may be issued by the Secretary with the approval of the Vice-Chancellor 4 days before the meeting.
8. A member of the Syndicate may propose an additional item to be brought on the agenda with the permission of the Vice-Chancellor.
9. A special meeting of the Syndicate may be convened at the request of one third of the members of the Syndicate to discuss a particular issue. Agenda for such meeting will be circulated by the Secretary with the approval of the Vice-Chancellor at least at 7 days notice.
10. In case of an emergency the Vice-Chancellor may call a meeting of the Syndicate at 24 hours notice. Circulation of agenda in such case would not be necessary.
11. All matters shall be decided by a simple majority of votes of member by a voice-vote, show of hands or under special circumstances by secret ballot. In case of a tie, the Chairman shall have a casting vote.

12. The Chairman shall place each issue before the meeting and then the decision of the Syndicate whether by consensus or by vote shall be announced and reduced to writing.
 13. The Secretary shall maintain the record of proceedings of the meeting and get it approved by the Chairman of the meeting. Copies of such proceedings shall be circulated among all the members of the Syndicate.
 14. After the authentication of the proceedings two master copies will be kept under lock and key in the office of Vice-Chancellor and Registrar. Every page of the master copy shall be signed by the Secretary and confirmed by the Chairman of the meeting.
 15. Any previous decision of the Syndicate shall not ordinarily be reconsidered within one year of the decision of the Syndicate in subsequent meetings without the permission of the Vice-Chancellor/Chairman or if a request is received from two third of the total members of the Syndicate.
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