



# **QUAID-I-AZAM UNIVERSITY**

## **ISLAMABAD**

### **CALENDAR - 2012**

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**PUBLISHED UNDER THE AUTHORITY OF THE UNIVERSITY**

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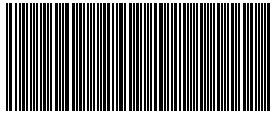
**(DR. SHAFIQ-UR-REHMAN)  
REGISTRAR**

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## **PREFACE**

The last edition of the Calendar of Quaid-i-Azam University Islamabad published in 2000 is now revised, as the University in the recent past has witnessed unprecedented development and changes. Numerous new administrative, academic and financial rules, regulations and practices have either been introduced, modified or deleted altogether having become obsolete with the passage of time. Particularly during the last couple of years, the University has undergone a remarkable expansion. Currently Quaid-i-Azam University Islamabad has four faculties and nine other teaching and research institutes, centres and schools. Undergraduate program has also been started and affiliation has been awarded to a number of new educational institutions. In addition, the University has also established research collaboration with the selected universities and research organizations in the United States, Europe and South Africa.

The University Calendar 2012, contains all new statutes, regulations and rules, additions, deletions, amendments and changes therein, made and framed by the various bodies of the University, from time to time, duly approved by the Syndicate and the Chancellor.

One of the most significant features of the Calendar is that for the first time its soft copy has been produced and is made available on website. All statutes, regulations and rules to be made subsequently or changes in the present ones, will be incorporated in the soft copy promptly so that an updated Calendar is available all the times which will obviously add to the efficiency of the work and good governance.

It is hoped that the revised Calendar will not only be helpful to the faculty, administration and employees in performing their day to day work but also give the general reader an insight about the functions, powers and responsibilities of University authorities.

Suggestions/feedback for the improvement of the Calendar will highly be welcomed.

**(Prof. Dr. M. Masoom Yasinzi)**  
Vice-Chancellor

## TABLE OF CONTENTS

	<b>Page</b>
<b>PART-I Quaid-i-Azam University Act 1973</b>	1
<b>PART-II- A Statutes</b> (Assented to by the Chancellor)	
(1) Quaid-i-Azam University Service Statutes	45
(2) Statutes Relating to Provident Fund for the Teachers, Officers and Employees of the University	119
(a) General Provident Fund Rules	121
(3) Statutes Relating to the Group Insurance	122
(4) Statutes Relating to the Benevolent Fund	129
(5) Service Pension Statutes	135
(6) Statutes for the Grant of BPS 21-22 to Especially Meritorious University Professors	141
<b>PART-II- B Statutes</b> (Approved by the Senate/Syndicate)	
(1) The University Election Statutes	149
(2) Statutes for the Award of Honorary degrees	161
(3) Statutes Relating to Duties of Deans/Chairmen (Chairpersons)	163
(a) Status & Equivalence of Director Schools/Institute/Centres and Chairperson of the Departments.	165
(4) Statutes Relating to Appointment of Professors Emeritus	166
(5) Statutes Relating to Commencement of the Term of the Members of the Syndicate/Academic Council	169

**PART-III-A REGULATIONS (Administrative)**

(1)	University Employees Medical Attendance Regulations	172
(2)	Quaid-i-Azam University Hostels Regulations 1996	179
(3)	Revised Regulations Governing Students Discipline	186
(4)	Regulations for the Award of Gold Medal to the Students of MSc Physics Instituted/Donated by M/S Philips Electrical Company of Pakistan Ltd	191
(5)	Regulations Relating to the Academic Costume of the University	193
(6)	Regulations Relating to the Use of the DRSM Library	196
(7)	Regulations Relating to the Convocations of the University	200
(8)	Regulations Relating to Institution of Scholarships/Fellowships	207
(9)	Regulations Relating to Grant of Financial Assistance/Fellowship to the Teachers of other Universities/Colleges doing PhD in this University	211

**PART-III-B REGULATIONS (Academic)**

(1)	Regulation Relating to BS Programmes	214
(2)	Regulation Relating to Doctor of Pharmacy (Pharm-D)	222
(3)	Regulations Relating to Admission, Registration and Examination for MSc MBA and MPA	231
(4)	Regulations Relating to MPhil Programme	242
(5)	Regulations Relating to the Admission, Registration and Examination for PhD Programme	257
(6)	Regulations Relating to:	270
(a)	Conduct of Examinations and Eradication of Malpractices and Constitution of Unfair Means Control Committee	271
(b)	Appointment, Duties and Remuneration of Examiners, Scrutineers and Checkers	278

(c)	Duties and Functions of the Superintendents of the Examination Centres.(Book of Instructions for Superintendents of Examination Halls)	283
(7)	Regulations Relating to Award of Gold Medals to Successful Students of MA MSc MBA MPA and MPhil in the Faculties of Natural and Social Sciences of the University	302
(8)	Regulations Relating to Admission, Registration and Examination for Post Graduate Diploma in Computer Science	304
(9)	Regulations Relating to the Admission, Registration and Examination for Professional Certificate (PC) Course in Computer Applications.	309
(10)	Regulations Relating to the Admission, Registration and Examination for Certificate Course in Systems Analysis and Design	313

#### **PART IV-RULES**

(1)	Rules of Business of the Syndicate	318
(2)	Rules of Business of the Academic Council	322
(3)	Rules Relating to Teaching/Research Associate ships	328
(4)	Rules Relating to the Institution and Administration of Research Fund of the University.	331
(5)	Rules for Grant of Overtime Allowance to the University Employees	336
(6)	Rules Relating to Award of Post-Doctoral Research Grants	339
(7)	Rules for the Allotment of University Residences	343
(a)	Rules Relating to Visiting Faculty Houses QAU Islamabad.	349
(b)	Rules Relating to Faculty - Officers Hostel QAU Islamabad	352
(8)	Rules for Administering the Trust Funds	353
(a)	Rules for Administering the Trust Funds of Dr. M. Raziuddin Siddiqi Fellowship	354
(b)	Rules for Administering The Trust Funds of Zainab Habibullah Endowment Fund	355

*Quaid-i-Azam University Calendar 2012*

(c)	Rules for the Institution of Razmi Fellowship For MPhil Students of Department of Physics	356
(d)	Rules for the Institution of a Scholarship for MSc. Students in the Faculty of Natural Sciences out of the Endowment Fund in the name of Begum Khurshid Raziuddin Siddiqi	357
(e)	Rules for Administering of Institution of a Farida Raziuddin Siddiqi Scholarship to a Needy Student, Pursuing Master's Degree Programme in the University	358
(f)	Rules for Administering Dr. A.Q. Khan Fellowship	359
(g)	Rules for Administering the Trust Funds of Jari Ahmed Saiyid Fellowship	360
(9)	Rules for the Grant of House Building/ House Purchase and Conveyance Advances	361
(10)	Rules for the Establishment of Endowment Fund for Research Purposes	365
(11)	Rules for the Participation of University Teachers in Conferences/Seminars during the Semester	370
(12)	Rules for Allowing/Rendering Consultancy/Advisory Services by the University Teachers	372
(13)	Rules Relating to Short Term/Part Time Assignments on Contract to Strengthen Programmes of Teaching, Research, Planning and Development without extra burden on the Budget	374

**CONTENTS IN DETAIL**

**PART-I QUAID-I-AZAM UNIVERSITY ACT 1973**

**CHAPTER-I  
ACT NO. XXVIII OF 1973**

	<b>Page</b>
1. Short title and commencement	8
2. Definitions	8
<b>CHAPTER-II THE UNIVERSITY</b>	
3. Incorporation	10
4. Powers of the University	10
5. University open to all classes, creeds, etc.	12
6. Teaching in the University	12
7. <sup>1</sup>	
<b>CHAPTER-III OFFICERS OF THE UNIVERSITY</b>	
8. Officers of the University	13
9. Chancellor	13
10. Visitation	14
11. Pro-Chancellor	14
12. Vice-Chancellor	15
13. Powers & duties of the Vice Chancellor	15
13A. <sup>2</sup>	
14. Registrar	16
15. Treasurer	16
16. Controller of Examinations	16
17. University Auditor	17
<b>CHAPTER-IV AUTHORITIES OF THE UNIVERSITY</b>	
18. Authorities	18
19. <sup>3</sup>	
20. <sup>4</sup>	
21. The Syndicate	18
22. Powers and duties of the Syndicate	19
23. Academic Council	21
24. Powers and duties of the Academic Council	22
25. Constitution, Functions and Powers of the other Authorities	23
26. Appointment of Committees by the Authorities	23

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<sup>1</sup> Words 'University Students Union' omitted vide Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>2</sup> Clause 13-A regarding Pro-Vice-Chancellor omitted vide Quaid-i-Azam University (Amendment) Ordinance 1980.

<sup>3</sup> Word 'the Senate' omitted vide Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>4</sup> Words 'Powers and duties of the Senate' deleted in pursuance of the Quaid-i-Azam University (Amendment) Ordinance 1985.



**CHAPTER-V  
STATUTES, REGULATIONS & RULES**

27.	Statutes	24
28.	Regulations	25
29.	Amendment and Repeal of Statutes & Regulations	25
30.	Rules	26

**CHAPTER-V-A**

**AFFILIATION OF EDUCATIONAL INSTITUTIONS**

30-A.	Affiliation to be approved by the Syndicate	27
30-B.	Application for Affiliation	27
30-C.	Grant of Affiliation	28
30-D.	Extension of Affiliation	28
30-E.	Inspection and Report	28
30-F.	Disaffiliation	28
30-G.	Appeal against Decision of the Syndicate	28

**CHAPTER-VI**

**UNIVERSITY FUND**

31.	University Fund	29
32.	Audit and Accounts	29

**CHAPTER-VII**

**GENERAL PROVISIONS**

33.	Opportunity to Show Cause	29
34.	Appeal to and Review by the Syndicate	29
35.	Pension, Insurance, Gratuity, Provident Fund and Benevolent Fund	30
36.	Commencement of Term of Office of Members of Authorities	30
36-A. <sup>1</sup>	Member of an Authority to Cease to be Member in Certain Circumstances	30
37.	Filling of Casual Vacancies by Authorities.	30
38.	Filling of Vacancies by Authorities in Certain Circumstances	31
39.	Disputes About Membership of Authorities.	31
40.	Proceedings of Authorities not Invalidated by Vacancies	31
41.	First Statutes	31
42.	Repeal and Savings	31
43.	Transitional Provisions	32
43-A.	Tripartite Mobility	32
44.	Removal of Difficulties	33
44-A <sup>2</sup>	Dissolution of Associations or Unions of the University Employees	33
45.	Repeal of Ordinance XXXIX of 1972	33

**THE SCHEDULE**

**THE FIRST STATUTES**

1.	The Faculties	34
2.	Dean	35
3.	Teaching departments and Chairmen/Chairpersons	36
4.	Board of Studies	36

<sup>1</sup> Section 36-A & 43-A inserted vide Quaid-i-Azam University (Second Amendment) Ordinance 1981.

<sup>2</sup> Section '44-A inserted vide Quaid-i-Azam University (Amendment) Ordinance 1985.

5.	Advanced Studies and Research Board	37
6.	Selection Board	38
7.	Functions of Selection Board	39
7-A <sup>1</sup>	Affiliation Committee	39
8.	Finance and Planning Committee	40
9.	Functions of the Finance and Planning Committee	40
10.	Discipline Committee	40

**PART-II-A  
Statutes**

(1)	<b>Quaid-i-Azam University Service Statutes</b>	45
-----	---	----

**PART (I)**

1.	Short title and Commencement	50
2.	Definitions	50
3.	Extent of Application	51

**PART (II)**

**GENERAL PROVISIONS**

4.	Classification of University Service	52
5.	Posts, Scales of Pay, Qualifications etc.	52

**PART (III)**

**RIGHTS AND RESPONSIBILITIES**

6.	Appointing Authority	52
7.	Confirmation of Service	52
8.	Termination/Resignation from Service	52
9.	Appointment by Selection	53
10.	Appointment on Deputation	53
11.	Seniority	54
12.	Whole-Time Service	54
13.	Inventions and Patents	54
14.	Transfer	54
15.	Assumption of Charge	54
16.	Superannuation	55
17.	Re-Employment after Retirement	55

**PART (IV)**

**LEAVE AND LEAVE SALARY**

18.	<b>Kinds of Leave (For Teachers)</b>	
(1)	Kinds of Leave	56
(2)	Competent Authority	56
(3)	Casual Leave	57
(4)	Medical Leave	57
(5)	Study Leave	58
(6)	Extraordinary Leave	58
(7)	Maternity Leave	59
(8)	Sabbatical Leave	59
(9)	Application for Leave	60
(10)	Maintenance of Leave Account	60

---

<sup>1</sup> Clause 7-A inserted vide Quaid-i-Azam University (Amendment) Ordinance 1978.

(11)	Earned Leave	60
(12)	Special Leave	60
(13)	Leave Not Due	60
(14)	Disability Leave	60
(15)	Lump-sum Payment in Case of in-service Death	61
(16)	Leave Preparatory to Retirement	61
(17)	Encashment of Leave Preparatory to Retirement	61
(18)	Grant of Leave	62
(19)	Recall from Leave	62
19.	<b>Kinds of Leave (For Administrative/Other Staff)</b>	
(1)	Kinds of Leave	63
(2)	Competent Authority	63
(3)	Casual Leave	64
(4)	Earned Leave	64
(5)	Medical Leave	65
(6)	Study Leave	65
(7)	Extraordinary Leave	66
(8)	Maternity Leave	66
(9)	Recreation Leave	66
(10)	Leave Not Due	66
(11)	Special Leave	67
(12)	Disability Leave	67
(13)	Lump-sum Payment in case of In-service Death	67
(14)	Leave Preparatory to Retirement.	67
(15)	Encashment of Leave Preparatory to Retirement	67
(16)	Grant of Leave	68
(17)	Recall from Leave	69
(18)	Maintenance of Leave Account	69
	<b>PART (V)</b>	
20.	<b>Prohibition Against Private Trade</b>	70
	<b>PART (VI)</b>	
21.	<b>Other Benefits</b>	70
22.	<b>Participation in the Provident Fund Scheme</b>	70
23.	<b>Gratuity</b>	70
24.	<b>Medical Aid</b>	71
25.	<b>Residential Accommodations</b>	71
26.	<b>Residuary Clause</b>	71
27.	<b>Counting of Period spent during MA/MSc (foreign) and PhD degrees towards Research Experience</b>	71
28.	<b>Hiring of Accommodation</b>	71
Annexure-I	Terms and Conditions for the Surety Bond (Study Leave)	72
Annexure-II	Policy for the Appointment of Adjunct Faculty	73
Annexure-III	Modalities regarding Test/Presentation	75
Annexure-IV	Selection Criteria for appointment of Associate and Full Professors	76
Annexure-V	Financial Powers to Deans/Chairpersons/Various Officers	77
	<b>Posts, Scales of Pay and Qualifications etc.</b>	
Annexure-VI	Teaching Staff Posts under BPS System	78
Annexure-VII	Administrative /Non-Administrative Staff (BPS 17 and above)	93
Annexure-VIII	Qualifications /Experience for Posts, BPS 1-16	104

(2)	<b>Statutes Relating to Provident Fund for the Teachers, Officers and Employees of the University</b>	119
(2a)	<b>General Provident Fund Rules</b>	121
(3)	<b>Statutes Relating To The Group Insurance</b>	122
1.	Definitions	123
2.	Establishment of Fund	123
3.	Entitlement	123
4.	Group Insurance	123
5.	Admissibility for Payment to Relatives on University Employee's Death	125
6.	Submission of Claims for Payment	125
7.	Payment of Claim by the Insurance Company	126
8.	Profit Commission	126
	Annexure 1 - Form of Nomination	127
	Annexure 2 – Certificate	128
(4)	<b>Statutes Relating to the Benevolent Fund</b>	129
1.	Definitions.	130
2.	Entitlement.	130
3.	Establishment of Fund.	130
4.	Benevolent Fund Credits	130
5.	Benevolent Fund Moneys to be kept in the prescribed Bank	131
6.	Subscriptions to be paid by the Employees.	131
7.	Unpaid Subscription recoverable in prescribed manner	131
8.	Right for Payment of Benevolent Grant Not Affected by any Default	131
9.	Benevolent Grants to be paid from the Benevolent Fund.	131
10.	Payment of Benevolent Grant	132
11.	Utilization of Benevolent Grant for Benefit of Family where No Valid Nomination exists	132
12.	Maintenance of Benevolent Fund Accounts	132
13.	Audit of Benevolent Fund Accounts	132
14.	Vesting of the Fund and its Management	132
15.	Board of Trustees	133
16.	Duties and Powers of the Board of Trustees.	133
17.	Appeal against the Decision of Board of Trustees	133
18.	Assistance Package for Families of University Employees who dies in Service.	133
Annexure I -	Form of Nomination.	134
(5)	<b>Service Pension Statutes</b>	135
1.	Short Title	136
2.	Definitions	136
3.	Extent of Application	136
4.	Option	137
5.	Exceptions	137
6.	Application of Government Services Pension Rules to University Employees	138
7.	Qualifying Service for Pension	138
8.	Relaxation	139
9.	Pension Fund	139

10.	Authority Competent to Grant Pension	139
11.	Maintenance of Pension Fund	139
12.	Payments	139
13.	Anticipatory Pension in Default of Expeditious Payment	139
14.	Acceptance of Pensionary Liabilities	140
15.	Amendments in Pension Rules/Rates of Federal Government Applicable to University Employees	140
16.	Assistance Package for Families of University Employees who dies in Service	140
<b>(6)</b>	<b>Statutes for the Grant of BPS-21/22 to Especially Meritorious University Professors</b>	<b>141</b>
1.	Title.	142
2.	Definitions.	142
3.	Extent of Application.	142
4.	Provision of Posts.	142
5.	Eligibility	143
6.	Procedure of Promotion	143
	CR Score - Overall Grading, Quality/Output, Integrity etc.	145
Appendix - A	Details of Length of Service	145
Appendix - B	Annual Confidential Reports	146
Appendix - C	Research/Publications	146
Appendix - D	Educational Administration	147
Appendix - E	(I) Qualifications, (II) Reputation	147

## **PART-II-B**

### **Statutes**

<b>(1)</b>	<b>The University Election Statutes</b>	
1.	Title and Commencement	150
2.	Definitions	150
3.	Election Authority	150
4.	Nomination for Election	151
5.	Nomination for Election	152
6.	Publication of List of Candidates	153
7.	Withdrawals	153
8.	Un-contested Election	153
9.	Contested Election	154
10.	Election Agent	154
11.	Poll-Hours	154
12.	Stopping of Polls	154
13-25	Voting	154
	Form: Nomination for Election	156
	Form: List of Contesting Candidates	157
	Form: Secret Ballot Paper	157
	Form: List of Validly Nominated Candidates	158
	Form: Declaration by Elector Casting Vote by Post	158

	Form: Certificate	159
	Instructions for the guidance of Electors voting by Postal Ballot	160
(2)	<b>Statutes for the Award of Honorary Degrees.</b>	161
(3)	<b>Statutes Relating to Duties of Deans/Chairmen Chairpersons).</b>	163
(3a)	<b>Statutes &amp; Equivalence of Director of Schools/ Institutes/ Centres and Chairpersons of the Departments.</b>	165
(4)	<b>Statutes Relating to the Appointment of Professor Emeritus.</b>	166
(5)	<b>Statutes Relating to the Commencement of the Term of the Members of the Syndicate/Academic Council.</b>	169
	<b>PART-III-A REGULATIONS (Administrative)</b>	
(1)	<b>University Employees Medical Attendance Regulations</b>	
(1)	Preamble	173
(2)	Definitions	173
(3)	Medical Aid	174
(4)	Explanations	175
(5)	Diet Charges	175
(6)	Specialized Medical Attendance	175
(7)	Grant of Permission of Indoor Treatment to the University employees and their Families in the Private Hospital	175
(8)	Reimbursement of Expenses	176
(9)	Medical Aid to Families	177
(10)	Cost of Medicines and Reimbursement	177
(11)	Scales of Accommodation	178
(12)	Residuary Provision	178
(2)	<b>Quaid-i-Azam University Hostels Regulations 1996</b>	
	Preamble	180
	Title & Commencement	180
	Definitions	180
	Eligibility	180
	Peace, Harmony and Good Behaviour	181
	Acts of Indiscipline	181
	Food Service, Health and Sanitation	182
	Special Regulations for Women Residents of the Hostel	183
	Maintenance of Discipline and Good Order	183
	Procedure for Processing Acts of Indiscipline	183
	Punishment and Penalty for Acts of Indiscipline	184
	General Conduct	185
(3)	<b>Revised Regulations Governing Students Discipline</b>	
I.	Competent Authorities	187

II.	Discipline Committee	187
III.	Acts of Indiscipline	187
IV.	Punishment or Penalty for Acts of Indiscipline	188
V.	Procedure for Processing Acts of Indiscipline	189
VI.	Other Provisions	190
(4)	<b>Regulations for the Award of Gold Medal to the Students of MSc Physics Instituted/Donated by M/S Philips Electrical Company of Pakistan Ltd.</b>	191
(5)	<b>Regulations Relating to the Academic Costume of the University</b>	
	1. Ordinary Academic Costume	194
	2. Full Academic Costume	194
	3. Costume for Teachers who are Graduates of other Universities	194
	4. Costume for Teachers and Graduates of this University	194
	5. For the Chancellor	194
	6. For the Pro-Chancellor	194
	7. For the Vice-Chancellor	194
	8. Deleted	194
	9. For the Registrar	194
	10. For the Controller of Examinations	194
	11. For the Deans	195
	12. For other Teachers	195
	13. For the Doctors of Sciences	195
	14. For the Doctors of Philosophy	195
	15. For the Masters Philosophy	195
	16. For the Masters of Sciences	195
(6)	<b>Regulations Relating to the Use of the DRSM Library</b>	196
(7)	<b>Regulations Relating to the Convocations of the University</b>	200
	(1) Convocation shall be of two kinds.	201
	(2) Chancellor.	201
	(3) Pro-Chancellor.	201
	(4) Vice Chancellor.	201
	(5) Deleted.	201
	(6) Notification of Convocation.	201
	(7) Ordinary Convocation.	202
	(8) Special Convocation.	202
	(9) Procedure.	202
	(10) Annual Report of the Vice Chancellor.	203
	(11) Honorary Degrees.	203
	(12) Procedure for the Conferment of Honorary Degrees	203
	(13) Conferment of Degrees other than Honorary Degrees.	203
	(14) Procedure for the Conferment of Degrees.	203

(15)	Prize, Medals and other Distinctions.	204
(16)	Convocation Address.	205
(17)	Closure of the Convocation.	205
(18)	Departure of the Chancellor, Pro-Chancellor/Vice Chancellor, the guest of Honour.	205
(19)	Admission to Degrees.	205
(8)	<b>Regulations Relating to Institution of Scholarships/Fellowships</b>	207
(9)	<b>Regulations Relating to Grant of Financial Assistance/Fellowship to the Teachers of other Universities/Colleges doing PhD in this University</b>	211
<b>PART III-B REGULATIONS (ACADEMIC)</b>		
(1)	<b>Regulations relating to BS Programmes</b>	214
1.	Duration of the Programme	215
2.	Promotion & Probationary Period	215
3.	Registration of Courses	215
4.	Freezing of a Semester	215
5.	Course Limit	216
6.	Credit Hours	216
7.	Examinations	216
8.	Summer Sessions	220
9.	University Fees and Dues	221
10.	Course File	221
11.	Award of Degree	221
(2)	<b>Regulations relating to Doctor of Pharmacy (Pharm-D)</b>	222
1.	Title and Commencement	223
2.	Duration of the Programme	223
3.	Admissions	223
4.	Registration of Courses and University Fees and Dues	224
5.	Credit Hours	224
6.	Freezing of a Semester	224
7.	Attendance	225
8.	Examinations & Evaluation	225
9.	Marks, Grade Points, Letter Grades	226
10.	Promotion & Probation	228
11.	Departmental Grievance Committee	228
12.	Summer Sessions	229
13.	Course File	229
14.	Award of Degree	230
(3)	<b>Regulations relating to Admission, Registration and Examination for MSc, MBA and MPA</b>	231
1.	General	232
2.	Course of Study	233
3.	Organisation of Teaching	233
4.	Admissions	234



5.	Registration of Courses	235
6.	Examinations	236
7.	Grades Promotion and Merit	238
8.	University Dues	240
Appendix-I	Provincial/ Regional Quota	241
<b>(4)</b>	<b>Regulations relating to MPhil Programme</b>	242
I.	Admissions	243
II.	General	244
III.	Registration of Courses	245
IV.	Courses of Study	245
V.	Organization of Teaching	245
VI.	Examinations	246
VII.	Dissertation and Appointment of Supervisor	246
VIII.	Dissertation Examination	248
IX.	Grades, Promotions and Merit	248
X.	Fee and other Dues	250
APPENDIX I	MS (IST)	251
APPENDIX II	Allocation of Marks	252
APPENDIX III	Ready Reckoner	254
APPENDIX IV	Reserved Army Seats	256
<b>(5)</b>	<b>Regulations relating to the Admission, Registration and Examination for studies leading to PhD degree.</b>	257
I.	Definitions	258
II.	Prerequisite Qualification for Admission	258
III.	Admission and Registration	259
IV.	Programme of Studies	260
V.	Comprehensive Examination and Seminars	261
VI.	Supervisor, Thesis Title and Synopsis/Research Proposal	261
VII.	Biannual Progress Report	261
VIII.	Thesis	262
IX.	Examination	262
X.	Fee and Other Dues	264
APPENDIX I	PhD Refinement Rules	265
APPENDIX II	Guidelines for Allocation/ Change of PhD/ MPhil Supervisors	266
APPENDIX III	Procedure/ Criteria for Exemption of MPhil/ PhD Courses	268
<b>6(a)</b>	<b>Regulations Relating to Conduct of Examination, Eradication of Malpractices and Constitution of Unfair Means Control Committee.</b>	271
<b>6(b)</b>	<b>Regulations Relating to Appointment, Duties and Remuneration of Examiners, Scrutineers and Checkers.</b>	278
<b>6(c)</b>	<b>Regulations Relating to Duties and Functions of the Superintendents of the Examination Centres.</b>	283
<b>(7)</b>	<b>Regulations regarding Award of Gold Medals to successful students of MA, MSc , MBA, MPA and MPhil in the Faculties of Natural and Social Sciences of the University.</b>	302
<b>(8)</b>	<b>Regulations relating to the Admission, Registration and Examinations for Post Graduate Diploma in Computer Science and Information Technology.</b>	304

(9)	<b>Regulations relating to the Admission, Registration and Examination for Professional Certificate (PC) Course in Computer Science/ Information Technology.</b>	309
(10)	<b>Regulations relating to the Admission, Registration and Examinations for Certificate Course in Systems Analysis and Design.</b>	313

**PART-IV  
RULES**

(1)	<b>Rules of Business of the Syndicate</b>	318
1.	Short Title and Commencement	319
2.	Definitions	319
3.	Ordinary Meeting	319
4.	Notice of a Meeting	319
5.	Circulation of Agenda	319
6.	Supplementary Agenda	319
7.	Additional Items of the Agenda	320
8.	Proposals by Members	320
9.	Special Meetings	320
10 & 11.	Emergency Meetings	320
12.	Procedure if Quorum is not Available	320
13.	Decisions by Majority Vote	320
13.A.	Opinion by Circulation of Papers	320
14.	Casting Vote	321
15.	Record of Proceedings	321
16 to 18	Communication of Decisions	321
19. to 22	Delegation of Powers to take a Decision in a case.	321
(2)	<b>Rules of Business of the Academic Council</b>	322
1.	Short Title and Commencement	324
2.	Definitions	324
3.	Meetings	324
4.	Ordinary Meetings	324
5.	Notice of a Meeting	324
6.	Circulation of Agenda	324
7.	Supplementary Agenda	325
8.	Additional Items of the Agenda	325
9.	Proposals by Members	325
10.	Special Meetings	325
11.	Emergency Meetings	325
12.	Chairman (Chairperson)ship of the Meeting	325
13.	Quorum	325
14.	Procedure if Quorum is not Available	325
15.	Proceeding of Meeting	325
16. & 7.	Commencement of Meeting	326
18.	Deferring of Order of Consideration of Items on the Agenda	326

19.	Decision by Majority Vote	326
20.	Casting Vote	326
21.	Record of Proceedings	326
22 & 23.	Communications of Decisions	326
24.	Delegation of Powers to Take a Decision in a Case	326
25. to 27.	Calling of Additional Information	327
(3)	<b>Rules Relating to Teaching/Research Associateships</b>	328
(4)	<b>Rule Relating to the Institution and Administration of Research Fund of the University</b>	331
	Preamble	332
1 to 3	Title.	332
4 to 7	The Fund.	332
8 to 13	Award of Grant	332
14.	Evaluation.	333
15.	Extent and Purpose.	333
16.	Expenditure.	333
17.	Release of Allocation.	333
18.	Joint Project.	333
19-20	Report to the Syndicate	333
	Proforma Application	334
	Declaration	335
	Instruction for the Treasurer Office	335
(5)	<b>Rules for Grant of Overtime allowance to the University Employees</b>	336
(6)	<b>Rules Relating to Award of Post-Doctoral Research Grants</b>	339
(7)	<b>Rules for the Allotment of University Residences</b>	343
(a)	<b>Rules Relating to Visiting Faculty Houses QAU Islamabad</b>	349
(b)	<b>Rules Relating to Faculty Officers Hostel QAU Islamabad</b>	352
(8)	<b>Rules for Administering the Trust funds</b>	353
(a)	<b>Rules for Administering the Trust Funds of Dr. M. Raziuddin Siddiqi Fellowship</b>	354
(b)	<b>Rules for Administering The Trust Funds of Zainab Habibullah Endowment Fund</b>	355
(c)	<b>Rules for the Institution of Razmi Fellowship For MPhil Students of Department of Physics</b>	356
(d)	<b>Rules for the Institution of a Scholarship for MSc. Students in the Faculty of Natural Sciences out of the Endowment Fund in the name of Begum Khurshid Raziuddin Siddiqi</b>	357
(e)	<b>Rules for Administering of Institution of a Farida Raziuddin Siddiqi Scholarship to a Needy Student, Pursuing Master's Degree Programme in the University</b>	358
(f)	<b>Rules for Administering Dr. A.Q. Khan Fellowship</b>	359
(g)	<b>Rules for Administering the Trust Funds of Jari Ahmed Saiyid Fellowship</b>	360
(9)	<b>Rules for the Grant of House Building/House Purchase and Conveyance Advances</b>	361
(10)	<b>Rules for the Establishment of Endowment Fund for Research purposes.</b>	365

(11)	<b>Rules for the Participation of University Teachers in Conferences/Seminars During the Semester</b>	370
(12)	<b>Rules for Allowing/Rendering Consultancy/Advisory Services by the University teachers</b>	372
(13)	<b>Rules Relating to Short-Term/Part-Time Assignments on Contract to Strengthen Programmes of Teaching, Research, Planning and Development without Extra Burden on the Budget</b>	374

**PART - I**  
**THE QUAID-I-AZAM UNIVERSITY ACT 1973**  
(As amended & brought up to date)

**THE QUAID-I-AZAM UNIVERSITY ACT 1973  
AS AMENDED BY:**

- i) The University of Islamabad (Amendment) Act, 1976
- ii) The Quaid-i-Azam University (Amendment) Ordinance, 1978
- iii) The Quaid-i-Azam University (Amendment) Ordinance, 1980
- iv) The Quaid-i-Azam University (Amendment) Ordinance, 1981
- v) The Quaid-i-Azam University (Amendment) Ordinance 1984
- vi) The Quaid-i-Azam University (Amendment) Ordinance 1985

**CONTENTS**

**CHAPTER-I**

**ACT NO. XXVIII OF 1973**

	<b>Page</b>
1. Short title and commencement	8
2. Definitions	8

**CHAPTER-II**

**THE UNIVERSITY**

3. Incorporation	10
4. Powers of the University	10
5. University open to all classes, creeds, etc.	12
6. Teaching in the University	12
7. <sup>1</sup>	

**CHAPTER-III**

**OFFICERS OF THE UNIVERSITY**

8. Officers of the University	13
9. Chancellor	13
10. Visitation	14
11. Pro-Chancellor	14
12. Vice-Chancellor	15
13. Powers & duties of the Vice Chancellor	15
13A. <sup>2</sup>	

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<sup>1</sup> Words 'University Students Union' omitted vide Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>2</sup> Clause 13-A regarding Pro-Vice-Chancellor omitted vide Quaid-i-Azam University (Amendment) Ordinance 1980.

14.	Registrar	16
15.	Treasurer	16
16.	Controller of Examinations	16
17.	University Auditor	17

Note: Librarian, Director Computer Centre, Director Works, Director (P&D) and Medical Officer are also the principal officers of the University.

#### **CHAPTER-IV**

##### **AUTHORITIES OF THE UNIVERSITY**

18.	Authorities	18
19.	<sup>1</sup>	
20.	<sup>2</sup>	
21.	The Syndicate	18
22.	Powers and duties of the Syndicate	19
23.	Academic Council	21
24.	Powers and duties of the Academic Council	22
25.	Constitution, Functions and Powers of the other Authorities	23
26.	Appointment of Committees by the Authorities	23

#### **CHAPTER-V**

##### **STATUTES, REGULATIONS & RULES**

27.	Statutes	24
28.	Regulations	25
29.	Amendment and Repeal of Statutes & Regulations	25
30.	Rules	26

---

<sup>1</sup> Word 'the Senate' omitted vide Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>2</sup> Words 'Powers and duties of the Senate' deleted in pursuance of the Quaid-i-Azam University (Amendment) Ordinance 1985.



**CHAPTER-V-A**

**AFFILIATION OF EDUCATIONAL INSTITUTIONS**

30-A.	Affiliation to be approved by the Syndicate	27
30-B.	Application for Affiliation	27
30-C.	Grant of Affiliation	28
30-D.	Extension of Affiliation	28
30-E.	Inspection and Report	28
30-F.	Disaffiliation	28
30-G.	Appeal against Decision of the Syndicate	28

**CHAPTER-VI**

**UNIVERSITY FUND**

31.	University Fund	29
32.	Audit and Accounts	29

**CHAPTER-VII**

**GENERAL PROVISIONS**

33.	Opportunity to Show Cause	29
34.	Appeal to and Review by the Syndicate	29
35.	Pension, Insurance, Gratuity, Provident Fund and Benevolent Fund	30
36.	Commencement of Term of Office of Members of Authorities	30
36-A. <sup>1</sup>	Member of an Authority to Cease to be Member in Certain Circumstances	30

---

<sup>1</sup> Section 36-A & 43-A inserted vide Quaid-i-Azam University (Second Amendment) Ordinance 1981.

*Quaid-i-Azam University Calendar 2012*

37.	Filling of Casual Vacancies by Authorities.	30
38.	Filling of Vacancies by Authorities in Certain Circumstances	31
39.	Disputes About Membership of Authorities.	31
40.	Proceedings of Authorities not Invalidated by Vacancies	31
41.	First Statutes	31
42.	Repeal and Savings	31
43.	Transitional Provisions	32
43-A.	Tripartite Mobility	32
44.	Removal of Difficulties	33
44-A <sup>1</sup>	Dissolution of Associations or Unions of the University Employees	33
45.	Repeal of Ordinance XXXIX of 1972	33

---

<sup>1</sup> Section '44-A inserted vide Quaid-i-Azam University (Amendment) Ordinance 1985.

**THE SCHEDULE**  
**THE FIRST STATUTES**

1.	The Faculties	34
2.	Dean	35
3.	Teaching departments and Chairmen/Chairpersons	36
4.	Board of Studies	36
5.	Advanced Studies and Research Board	37
6.	Selection Board	38
7.	Functions of Selection Board	39
7-A <sup>1</sup>	Affiliation Committee	39
8.	Finance and Planning Committee	40
9.	Functions of the Finance and Planning Committee	40
10.	Discipline Committee	40

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<sup>1</sup> Clause 7-A inserted vide Quaid-i-Azam University (Amendment) Ordinance 1978.

**CHAPTER -I**  
**ACT NO. XXVIII OF 1973**

An Act to re-constitute and re-organize the University of Islamabad.

Whereas it is expedient to reconstitute and reorganize the University of Islamabad for the purpose of improving its administration:

It is hereby enacted as follows:

**1. SHORT TITLE AND COMMENCEMENT**

This Act may be called the Quaid-i-Azam University Act 1973.<sup>1</sup>

It shall come into force at once.

**2. DEFINITIONS**

In this Act, unless there is anything repugnant in the subject or context;

- (a) "Academic Council" means the Academic Council of the University;
- (aa) "Affiliated College" means an educational institution affiliated to, but not maintained or administered by the University;<sup>2</sup>
- (b) "Authority" means an Authority of the University specified in Section 18;
- (c) "Chancellor" means the Chancellor of the University;
- (cc) "College" means a constituent college or an affiliated college;<sup>3</sup>
- (d) "Constituent College" means a college maintained and administered by the University;
- (e) "Dean" means the Chairman (Chairperson) of the Board of faculty;
- (f) "Director" means the head of an Institute;
- (g) "Educational Institution" means an institution imparting instructions in a subject or subjects relating to a faculty;
- (h) "faculty" means a faculty of the University;
- (i) "Government" means the Federal Government;
- (j) "Institute" means a constituent institute maintained and administered by the University;

---

<sup>1</sup> Substituted vide Islamabad University (Amendment) Ordinance, 1976.

<sup>2</sup> Clause (aa) inserted vide Quaid-i-Azam University (Amendment) Ordinance 1978.

<sup>3</sup> Clause (cc)" inserted vide Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

- (k) "Prescribed" means prescribed by Statutes, Regulations and Rules;
- (l) "Principal" means the head of a college<sup>1</sup>;
- (m) "Pro-Chancellor" means the Pro-Chancellor of the University;
- (mm) Deleted<sup>2</sup>
- (n) "Vice-Chancellor" means the Vice-Chancellor of the University;
- (o) "Registered Graduate" means a Graduate of the University who has his/her name entered in the register maintained for the purpose;
- (p) Deleted<sup>3</sup>
- (q) "Statutes" "Regulations" and "Rules" mean the Statutes, Regulations and Rules made or deemed to have been made under this Act and for the time being in force;
- (r) "Syndicate" means the Syndicate of the University;
- (s) "Teachers" include Professors, Associate Professors, Assistant Professors and Lecturers, engaged whole-time by the University or by a constituent college for teaching honours or post-graduate classes and such other persons as may be declared to be teachers by the Regulations;
- (t) "Teaching department" means a teaching department administered and maintained or recognized by the University;
- (u) "University" means the Quaid-i-Azam University<sup>4</sup>;
- (v) "University Teacher" means a whole-time Teacher appointed and paid by the University as such.

---

1 The word "constituent" omitted vide the Quaid-i-Azam University (Amendment) Ordinance No XXVI of 1978.

2 Clause (mm) relating to Pro-Vice-Chancellor omitted vide Quaid-i-Azam University (Amendment) Ordinance 1980.

3 Clause "p" relating to Senate omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

4 Renamed vide the University of Islamabad (Amendment) Act, 1976.

## **CHAPTER-II**

### **THE UNIVERSITY**

#### **3. INCORPORATION**

- (1) The University of Islamabad as reconstituted in accordance with the provisions of this Act and having its principal seat at Islamabad shall, on and from commencement of the University of Islamabad (Amendment) Act, 1976, be renamed as "the Quaid-i-Azam University".<sup>1</sup>
- (2) The University shall consist of:
  - (i) The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Deans, the Principals, the Directors, the Chairmen (Chairpersons) of Teaching departments, the Registrar, the Treasurer, the Controller of Examinations, the Librarian, the Auditor and such other officers as may be prescribed;<sup>2</sup>
  - (ii) members of<sup>3</sup> the Syndicate, the Academic Council and other Authorities of the University;
  - (iii) all University Teachers; and
  - (iv) Professors Emeritus
- (3) The University shall be a body corporate by the name of Quaid-i-Azam University and shall have perpetual succession and a common seal, and shall by the said name sue and be sued.<sup>4</sup>
- (4) The University shall be competent to acquire and hold property, both movable and immovable, and to lease, sell or otherwise transfer any movable and immovable property which may have become vested in or been acquired by it.

#### **4. POWERS OF THE UNIVERSITY**

The University shall have the powers;

- (a) to provide for instruction in such branches of learning as it may deem fit, and to make provision for research and for the advancement and dissemination of knowledge in such manner as it may determine;
- (b) to prescribe courses of studies to be conducted by it and the colleges;<sup>5</sup>
- (c) to hold examinations and to award and confer degrees, diplomas, certificates and other academic distinctions to and on persons who have been admitted to and have passed its examinations under prescribed conditions;

---

<sup>1</sup> Substituted Section 3 Sub-Section 1 vide University of Islamabad (Amendment) Act, 1976

<sup>2</sup> The word and comma "the Pro-Vice-Chancellor" omitted vide the Quaid-i-Azam University (Amendment) Ordinance, 1980.

<sup>3</sup> The word "Senate" omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>4</sup> University of Islamabad substituted by "Quaid-i-Azam University" vide University of Islamabad (Amendment) Act 1976

<sup>5</sup> The word "constituent" omitted vide the Quaid-i-Azam University (Amendment) Ordinance XXVI of 1978.

- (d) to confer in the manner prescribed honorary degrees or other distinctions on persons approved for the purpose;
- (e) to provide for such instruction for persons not being students of the University as it may determine, and to grant certificates and diplomas to such persons;
- (f) to confer degrees on persons who have carried on independent research under prescribed conditions;
- (ff) grant affiliation to an educational institution and to withdraw such affiliation;<sup>1</sup>
- (g) to inspect colleges and other educational institutions associated with or affiliated to, or seeking association with or affiliation to it;<sup>2</sup>
- (h) to accept the examination passed, and the period of study spent, by students of the University at other Universities and places of learning as equivalent to such examinations and periods of study in the University as it may determine, and to withdraw such acceptance;
- (i) to co-operate with other universities and authorities in such manner and for such purpose as it may determine;
- (j) to institute Professorships, Associate Professorships, Assistant Professorships and Lectureships and any persons thereto;
- (k) to create posts for research, extension, administration and other related purposes and to appoint persons thereto;
- (l) to recognize as University Teachers such persons as it may deem fit;
- (m) to institute and award fellowships, scholarships, exhibitions, bursaries, medals and prizes under prescribed conditions.
- (n) to establish teaching departments, colleges, faculties, laboratories, libraries/learning resource centres, workshops, hospitals, farms, institutes, museums and other centres of learning for the development of teaching and research and to make such arrangements for their maintenance, management and administration as it may determine;
- (o) to control the residence of the students of the University and the constituent colleges, to institute and maintain halls of residence and to approve or licence hostels and lodgings;
- (p) to supervise and control the discipline of the students of the University and the constituent colleges, to promote the extra-curricular and recreational activities of such students and to make arrangements for promoting their health and general welfare;
- (q) to demand and receive such fees and other charges as it may determine;
- (r) to make provision for research and advisory services and with these objects to enter into arrangements with other institutions or with public bodies under prescribed conditions;

---

<sup>1</sup> Clause “ff” inserted vide the Quaid-i-Azam University (Amendment) Ordinance 1978.

<sup>2</sup> The word “With or affiliated to, or seeking association with or affiliation to it” added vide the Quaid-I Azam University (Amendment) Ordinance, 1978.

- (s) to enter into, carry out, vary or cancel contracts;
- (t) to receive and manage property transferred and grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University and to invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments or contributions and to convert one kind of property into another, in such manner as it may deem fit;
- (u) to provide for the printing and publications of research and other works; and
- (v) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a place of education, learning and research.

#### **5. UNIVERSITY OPEN TO ALL CLASSES, CREEDS, ETC**

The University shall be open to all persons of either sex of whatever religion, race, creed, class or colour and no citizen of Pakistan shall be denied the privileges of the University on the ground only of sex, religion, race, caste, creed, class or colour;

Provided that nothing in the section shall be deemed to prevent religious instruction being given to the students in their own religious faiths in such manner as may be prescribed.

#### **6. TEACHING IN THE UNIVERSITY**

- (1) All recognized teaching in various courses shall be conducted by the University or the constituent colleges in the prescribed manner and may include lectures, tutorials, discussions, seminars, demonstrations as well as practical work in the laboratories, hospitals, workshops, farms and other methods of instruction.
- (2) The Authority responsible for organizing recognised teaching shall be such as may be prescribed.
- (3) The course and curricula shall be such as may be prescribed.

#### **7. Deleted <sup>1</sup>**

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<sup>1</sup> Section '7' regarding University Students Union and its constitution, functions and privileges omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.



**CHAPTER-III**  
**OFFICERS OF THE UNIVERSITY**

**8. OFFICERS OF THE UNIVERSITY**

The following shall be the Officers of the University, namely:

- (i) the Chancellor;
- (ii) the Pro-Chancellor;
- (iii) Vice-Chancellor
- (iv) omitted <sup>1</sup>
- (v) the Deans;
- (vi) the Directors;
- (vii) the Principals of "constituent colleges;"<sup>2</sup>
- (viii) the Chairmen (Chairpersons) of the Teaching departments:
  - (ix) the Registrar;
  - (x) the Treasurer;
  - (xi) the Controller of Examinations;
  - (xii) the Librarian;
- (xiii) such other persons as may be prescribed by the Regulations to be officers.

**9. CHANCELLOR**

- (1) The President of the Islamic Republic of Pakistan shall be the Chancellor of the University.
- (2) The Chancellor shall, when present, preside at the convocation of the University. <sup>3</sup>
- (3) If the Chancellor is satisfied that the proceedings of any Authority are not in accordance with the provisions of this Act, the Statutes, the Regulations, or the Rules, he/she may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing annul the proceedings.
- (4) Every proposal to confer an honorary degree shall be subject to confirmation by the Chancellor.
- (5) The Chancellor shall have the powers to assent to such Statutes as are required to be submitted to him by the Syndicate with-hold assent or refer them back to the Syndicate, for reconsideration.<sup>4</sup>
- (6) The Chancellor may remove any person from the membership or any authority, if such person:

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<sup>1</sup> Clause (iii-a) regarding Pro-Vice-Chancellor omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1980.

<sup>2</sup> Word "of constituent colleges" added vide the Quaid-i-Azam University (Amendment) Ordinance No XXVI of 1978.

<sup>3</sup> The words "and the meeting of the Senate" omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>4</sup> The word "Syndicate" in place of Senate inserted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

- (i) has become of unsound mind; or
- (ii) has become subject to an incapacity which prevents him from functioning as a member of such Authority; or
- (iii) has been convicted by a court of law of an offence involving moral turpitude.

#### **10. VISITATION**

- (1) The Chancellor may cause an inspection or inquiry to be made in respect of any matter connected with the affairs of the University and shall, from time to time, appoint such person or persons as he may deem fit for the purpose of carrying out inspection of:
  - (i) the University, its buildings, laboratories, libraries,
  - (ii) any institution, college or hostel maintained, recognised or licensed by the University;
  - (ii-a) any affiliated college;<sup>1</sup>
  - (iii) the teaching and other work conducted by the University; and
  - (iv) the conduct of examinations held by the University.
- (2) The Chancellor shall give notice to the Syndicate of his intention to cause an inspection or inquiry to be made under sub-section (1), and the Syndicate shall be entitled to be represented thereat.
- (3) The Chancellor shall communicate to the Syndicate his views with regard to the results of an inspection or inquiry made under sub-section (1) and shall, after ascertaining the views of the Syndicate thereon, advise the Syndicate on the action to be taken by it.
- (4) The Syndicate shall, within such time as may be specified by the Chancellor, communicate to him such action, if any, as has been taken or may be proposed to be taken upon the results of an inspection or inquiry communicated to it under sub-section (3).
- (5) Where the Syndicate does not, within the time specified by the Chancellor, take action to the satisfaction of the Chancellor he may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as he thinks fit, and the Vice-Chancellor shall comply with such directions.

#### **11. PRO-CHANCELLOR**

- (1) The Minister for Education of the Government of Pakistan shall be the Pro-Chancellor of the University ex-officio.
- (2) In the absence of the Chancellor from the Capital of the Federation or during the Chancellor's inability to act or when the Chancellor so directs, the Pro-Chancellor shall exercise all powers and perform all functions of the Chancellor.

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<sup>1</sup> Clause (ii-a) inserted vide the Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

## **12. VICE-CHANCELLOR**

- (1) The Vice-Chancellor shall be appointed by the Chancellor on such terms and conditions as the Chancellor may determine and shall hold office during the pleasure of the Chancellor for a term not exceeding four years.
- (2) At any time when the office of the Vice-Chancellor is vacant, or the Vice-Chancellor is absent or is unable to perform the functions of his/her office due to illness or some other cause, the Chancellor shall make such arrangement for the performance of the duties of the Vice-Chancellor as he/she may deem fit.

## **13. POWERS AND DUTIES OF THE VICE-CHANCELLOR**

- (1) The Vice-Chancellor shall be the principal executive and academic officer of the University, shall ensure that the provisions of the Act, the Statutes, the Regulations and Rules are faithfully observed in order to promote the general efficiency and good order of the University,<sup>1</sup> and shall have all powers necessary for this purpose, including administrative control over all officers, teachers and other employees of the University.
- (2) The Vice-Chancellor shall, in the absence of both the Chancellor and Pro-Chancellor, preside at a convocation of the University<sup>1</sup> and shall, if present, preside at the meetings of the Authorities of which he/she is the Chairman (Chairperson) and be entitled to attend and preside at any meeting of any other Authority or body of the University.
- (3) The Vice-Chancellor may, in an emergency which in his/her opinion requires immediate action, take such action as he/she may consider necessary and shall as soon thereafter as possible report his/her action<sup>2</sup> to the officer, Authority or other body which in the ordinary course would have dealt with the matter.
- (4) The Vice-Chancellor shall also have the powers:
  - (i) to create and fill temporary posts, in consultation with the Dean of the faculty concerned, for a period not exceeding six months;
  - (ii) to sanction all expenditure provided for in the approved budget and to re-appropriate funds within the same major head of expenditure;
  - (iii) to sanction re-appropriation of amount not exceeding five thousand rupees for an unforeseen item not provided for in the budget and report it to the Syndicate at the next meeting;
  - (iv) to appoint paper setters and examiners for all examinations of the University after receiving panels of names from the relevant Authorities;
  - (v) to make such arrangements for the scrutiny of papers, marks and results as he/she may consider necessary;
  - (vi) to direct teachers, officers and other employees of the University to take up such assignments in connection with teaching, research, examination and administration, and such other activities in the University;

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<sup>1</sup> The words "and the meeting of the Senate" omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>2</sup> The words "for approval" omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

- (vii) to delegate, subject to such conditions, if any, as may be prescribed, any of his/her powers under this Act to an officer or other employee of the University;
- (viii) to appoint employees on an initial monthly pay which is below four hundred and fifty rupees<sup>1</sup>; and
- (ix) to exercise and perform such other powers and functions as may be prescribed.

**13-A Deleted<sup>2</sup>**

**14. REGISTRAR**

- (1) The Registrar shall be a whole-time officer of the University and shall be appointed by the Syndicate on such terms and conditions as it may determine.
- (2) The Registrar shall:
  - (a) be the custodian of the Common Seal and the academic records of the University;
  - (b) maintain a Register of Registered Graduates in the prescribed manner;
  - (c) conduct elections of members to the various Authorities in the prescribed manner; and
  - (d) perform such other duties as may be prescribed.

**15. TREASURER**

- (1) The Treasurer shall be a whole-time officer of the University and shall be appointed by the Chancellor on such terms and conditions as the Chancellor may determine.
- (2) The Treasurer shall:
  - (a) manage the property, the finances and the investments of the University;
  - (b) prepare the annual and revised budget estimates of the University and present them to the Finance and Planning Committee and the Syndicate;<sup>3</sup>
  - (c) ensure that the funds of the University are expended for the purpose for which they are provided;
  - (d) perform such other duties as may be prescribed.

**16. CONTROLLER OF EXAMINATIONS**

- (1) The Controller of Examinations shall be a whole-time officer of the University and shall be appointed by the Syndicate on such terms and conditions as it may determine.
- (2) The Controller of Examinations shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.

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<sup>1</sup> As enhanced from time to time.

<sup>2</sup> Section 13A regarding the appointment of Pro-Chancellor omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1980

<sup>3</sup> The words “the Syndicate and the Senate” substituted by “and the Syndicate” vide Quaid-i-Azam University (Amendment) Ordinance 1985.

**17. UNIVERSITY AUDITOR**

- (1) There shall be a University Auditor who shall be an officer in the service of Government whose services have been lent to the University (i.e. belonging to the department of the Auditor General of Pakistan including Controller General of Accounts)
- (2) The duties of the University Auditor shall include pre-audit of all bills and demands for payment submitted to the University.

Note: Librarian, Director Computer Centre, Director Works, Director (P&D) and Medical Officer are also the principal officers of the University who have defined powers and duties.

**CHAPTER-IV**  
**AUTHORITIES OF THE UNIVERSITY**

**18. AUTHORITIES**

The following shall be the Authorities of the University, namely:

- (i) deleted<sup>1</sup>
- (ii) the Syndicate;
- (iii) the Academic Council;
- (iv) the Boards of Faculties;
- (v) the Boards of Studies;
- (vi) the Selection Board;
- (vii) the Advanced Studies and Research Board;
- (viii) the Affiliation Committee;<sup>2</sup>
- (ix) the Finance and Planning Committee;
- (x) the Discipline Committee;
- (xi) such other authorities as may be prescribed by Statutes.

**19. & 20** deleted<sup>3</sup>

**21. THE SYNDICATE**

- (1) The Syndicate shall consist of:
  - (i) the Vice-Chancellor who shall be its Chairman (Chairperson);
  - (ii) one member of the National Assembly to be nominated by the speaker of the Assembly;
  - (iii) deleted<sup>4</sup>
  - (iv) the Chief Justice of Pakistan or a Judge of the Supreme Court of Pakistan nominated by him;<sup>5</sup>
  - (v) the Secretary. Ministry of Education, Government of Pakistan;
  - (vi) one nominee of the University Grants Commission (*renamed as Higher Education Commission*);

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<sup>1</sup> Clause (i) "the Senate" omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985

<sup>2</sup> Clause (vii-a) inserted vide the Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

<sup>3</sup> Section 19 & 20 relating to Senate omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>4</sup> Clause (iii) regarding "two members of the Senate to be elected by the Senate" omitted vide the Quaid-I-Azam University (Amendment) Ordinance 1985.

<sup>5</sup> For the words "his nominee" the words "Judge of the Supreme Court or Pakistan nominated by him" substituted vide the Quaid-i- Azam University (Amendment) Ordinance 1985.

- (vii) one Dean to be nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- (viii) one Professor to be elected by the Professors of the University from amongst themselves;<sup>1</sup>
- (viii-a) one Associate Professor to be elected by the Associate Professors of the University from amongst themselves: and
  - (ix) three persons of eminence to be nominated by the Chancellor;
  - (x) one principal of an affiliated college to be nominated by the Chancellor;<sup>2</sup>
  - (xi) deleted <sup>3</sup>
  - (xii) one aalim to be nominated by the Chancellor: and <sup>4</sup>
  - (xiii) one woman to be nominated by the Chancellor;
- (2) The members of the Syndicate other than ex-officio members, shall hold office for three years;<sup>5</sup>
- (3) The quorum for a meeting of the Syndicate shall be one-half of the total number of members, a fraction being counted as one.

## **22. POWERS AND DUTIES OF THE SYNDICATE**

- (1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act and the Statutes, exercise general supervision over the affairs and management of the property of the University.
- (2) In particular and without prejudice to the generality of the foregoing provision, the Syndicate shall have the power:
  - (a) to hold, control and administer the property and funds of the University;
  - (b) to govern and regulate, with due regard to the advice of the Finance and Planning Committee in this behalf, the finance, accounts and investment of the University and for that purpose, to appoint such agents as it may think fit;
  - (c) to consider the annual report and the annual and revised budget estimates and to approve the same<sup>6</sup> and to re-appropriate funds from one major head of expenditure to another;
  - (d) to transfer and accept transfer of moveable or immovable property on behalf of the University;
  - (e) to enter into, vary, carry out and cancel contracts on behalf of the University;

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<sup>1</sup> The word "and" in Clause (x) omitted vide the Quaid-i-Azam University (Second Amendment) Ordinance 1981.

<sup>2</sup> The word "and" in Clause (x) omitted vide the Quaid-i-Azam University (Second Amendment) Ordinance 1981.

<sup>3</sup> Clause (xi) regarding membership of the President Students Union omitted vide the Quaid-i-Azam University (Amendment) Ordinance, 1985.

<sup>4</sup> Clause (xii) & (xiii) added vide Quaid-i-Azam University (Second Amendment) Ordinance, 1981.

<sup>5</sup> The word "two" substituted by "three" in Sub-Section 2 of Section 21 vide Quaid-i-Azam University (Second Amendment) Ordinance, 1981 The term of the members of the Syndicate will commence from the first meeting of the Syndicate vide statutes approved by the Senate at its VII-meeting held on 23.7.1981.

<sup>6</sup>The words "advise the Senate thereon" substituted by "approve the same" vide Quaid-i-Azam University (Amendment) Ordinance 1985.

- (f) to cause proper books of accounts to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (g) to invest any money belonging to the University, including any unapplied income, in any of the securities described in Section 20 of the Trust Act 1882 (II of 1882), or in the purchase of immovable property or in such other manner as it may determine, with the like power of varying such investment;
- (h) to receive and manage any property transferred and grants, bequests, trusts, gifts, donations, endowments and other contributions, made to the University, and to administer any funds placed at the disposal of the University for specified purposes;
- (i) to determine the form, provide for the custody and regulate the use of the Common Seal of the University;
- (j) to provide the buildings, libraries, premises, apparatus, equipment and other means required for the purpose of the University, and to establish and maintain halls of residence and hostels or approve or licence hostels or lodgings for the residence of students;
- (k) to arrange for the inspection of the colleges and the teaching departments and Institutes;<sup>1</sup>
- (l) to institute Professorships, Associate Professorships, Assistant Professorships, Lectureships and other teaching posts, or to suspend or abolish such posts;
- (m) to create, suspend or abolish such administrative, research, extension or other posts as may be necessary;
- (n) to appoint University Teachers and other Officers on the recommendations of the Selection Board for teaching and other posts;
- (o) to appoint Professors Emeritus on such terms and conditions as may be prescribed;
- (p) to confer with the prior approval of the Chancellor, Honorary degrees in accordance with the conditions prescribed;
- (q) to prescribe the duties of Officers, Teachers and other Employees of the University;
- (r) to suspend, punish and remove from service in the prescribed manner officers (other than the Vice-Chancellor, and the Treasurer)<sup>2</sup>, Teachers and other employees whom it is empowered to appoint;
- (s) deleted<sup>3</sup>
- (t) to appoint members to the various Authorities in accordance with the provisions of this Act;
- (u) to frame and approve the Statutes;<sup>4</sup>
- (v) to consider, and deal in the manner prescribed in sub-section (2) of section 28 with the Regulations made by the Academic Council;

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<sup>1</sup> The word "Constituent" omitted vide Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

<sup>2</sup> The words "Pro-Vice-Chancellor" omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1980.

<sup>3</sup> Clause "s" regarding "report to the Senate on matters which have been referred to it" omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>4</sup> New Clause (u) inserted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.



- (w) to regulate, determine and administer all other matters concerning the University and to this end exercise all necessary powers not specifically mentioned in this Act and Statutes;
- (x) to delegate any of its powers to an Authority or Officers or a Committee or Sub-Committee;
- (x-a) to advise the Chancellor on the grant of affiliation to an educational institution and the withdrawal of such affiliation;<sup>1</sup>
- (y) to perform such other functions as have been assigned to it by the other provisions of this Act or may be assigned to it by the Statutes.

### **23. ACADEMIC COUNCIL**

(1) The Academic Council shall consist of:

- (i) The Vice-Chancellor who shall be its Chairman (Chairperson);<sup>2</sup>
- (ii) The Secretary, Ministry of Education, Government of Pakistan;
- (iii) The Deans;
- (iv) The Directors of Schools/Institutes/Centres;
- (v) The Principals;
- (vi) The University Professors and Professors Emeritus;
- (vii) The Chairmen (Chairpersons) of the Teaching departments;
- (viii) four Associate Professors, not being Chairmen (Chairpersons) of the Teaching departments, to be elected by the Associate Professors;
- (ix) four Assistant Professors and Lecturers to be elected by the Assistant Professors and Lecturers;
- (x) four teachers of constituent colleges, having at least five years' experience of teaching in a degree College, elected from amongst themselves;
- (x-a) two Professors of affiliated colleges, having at least five years' experience of teaching in a degree college, elected from amongst themselves;<sup>3</sup>
- (xi) three persons eminent in the arts, the sciences and the professions, of whom one shall be from each category, to be nominated by the Chancellor;
- (xii) the Registrar;
- (xiii) the Librarian;
- (xiv) the Controller of Examinations.

(2) Members appointed by nomination or election shall hold office for three years.<sup>4</sup>

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<sup>1</sup> Clause (x-a) inserted vide the Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

<sup>2</sup> Clause (i-a) relating to Pro-Vice-Chancellor omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1980.

<sup>3</sup> Inserted vide Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

<sup>4</sup> The Senate in this meeting held on 30.6.1982 approved the following: statutes:

“The term of office of a member of the Academic Council elected, appointed or nominated shall commence from the first meeting of the Academic Council thereafter”

- (3) The quorum for a meeting of the Academic Council shall be one-third of the total number of members, fraction being counted as one.

#### **24. POWERS AND DUTIES OF THE ACADEMIC COUNCIL**

- (1) The Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act and the Statutes have the power to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the University and the colleges.<sup>1</sup>

- (2) In particular and without prejudice to the generality provision, the Academic Council shall have the power:

- (a) to advise the Syndicate on academic matters;
- (b) to regulate the conduct of teaching, research and examination;
- (c) to regulate the admission of students to the courses of studies and examination in the University;
- (d) to regulate the conduct and discipline of the students of the University;
- (e) to propose to the Syndicate schemes for the constitution and organization of Faculties, Teaching departments, Institutes and Boards of Studies;
- (f) to consider and formulate proposals for the planning and development of teaching and research in the University;
- (g) to make Regulation, on the recommendation of the Boards of Faculties and the Boards of Studies prescribing the courses of studies and the syllabi for all University examinations;

Provided that, if the recommendations of a Board of faculty or a Board of Studies are not received by the prescribed date, the Academic Council may subject to the approval of the Syndicate, continue for the next year the courses of studies already prescribed for an examination;

- (h) to recognise the examinations of other Universities or examining bodies equivalent to the corresponding examinations of the University;
- (i) to regulate the award of studentship, scholarships exhibitions, medals and prizes;
- (j) to frame Regulations for submission to the Syndicate;
- (k) to appoint members to the various Authorities in accordance with the provisions of this Act; and
- (l) to perform such other functions as may be prescribed by Statutes.

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<sup>1</sup> The word "Constituent" before the colleges omitted vide the Quaid-i-Azam University Ordinance XXVI-1978.

**25. CONSTITUTION, FUNCTIONS AND POWERS OF OTHER AUTHORITIES**

Subject to the provision of this Act, constitution, function and powers of the Authorities for which no specific provision, or insufficient provision, has been made in this Act shall be such as may be prescribed by Statutes.

**26. APPOINTMENT OF COMMITTEES BY THE AUTHORITIES**

The Syndicate, the Academic Council and any other Authority may, from time to time, appoint such standing special or advisory committees, as it may deem fit, and may appoint to such committees.

persons who are not members.<sup>1</sup>

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<sup>1</sup> The words “the Senate” omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

**CHAPTER-V**  
**STATUTES, REGULATIONS AND RULES**

**27. STATUTES**

- (1) Subject to the provisions of this Act, Statutes may be made to regulate or prescribe all or any of the following matters, namely:
  - (a) The constitution of pension, insurance, gratuity, provident fund and benevolent fund for University employees;
  - (b) the scales of pay and other terms and conditions of service of officers, teachers and other employees of the University;
  - (c) the maintenance of the Register of Registered Graduates;
  - (d) admission of educational institutions to the privileges of the University and the withdrawal of such privileges;
  - (e) the conduct of elections for membership of the Authorities and related matters;
  - (f) the establishment of Faculties, Institutes, Colleges and other academic divisions;
  - (g) the powers and duties of officers and teachers;
  - (h) the conditions under which the University may enter into arrangements with other institutions or with public bodies for purposes of research and advisory services;
  - (i) the conditions for appointment of Professors Emeritus and award of honorary degrees;
  - (j) efficiency and discipline of University employees; and
  - (k) all other matters which are to be or may be prescribed.

- (2) The Syndicate shall frame and approve the Statutes.

Provided that the Syndicate shall not approve Statutes affecting the constitution or powers of any Authority, until such authority has been given an opportunity of expressing an option in writing upon the proposals; Provided further that the draft of Statutes concerning any of the matters mentioned in clauses (a) and (b) of sub-section (1) shall be forwarded to the Chancellor and shall not be effective until it has been approved by the Chancellor.

- (3) The Chancellor may, of his own motion, frame and approve Statutes concerning any of the matters mentioned in clauses (a) and (b) of sub section (1)<sup>1</sup>

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<sup>1</sup> Section 27 sub-section (2) & (3) substituted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

## **28. REGULATIONS**

- (1) Subject to the provisions of this Act and Statutes, Regulations may be made for all or any of the following matters, namely:
  - (a) the general scheme of studies including the duration of courses and the number of subjects or papers for an examination;
  - (b) the courses of study for degrees, diplomas and certificates for the University;
  - (c) the manner in which the recognised teaching referred to in the sub section (I) of section (6) shall be organized and conducted;
  - (d) the admission of students to the University;
  - (e) the conditions under which students shall be admitted to the courses and the examinations of the University and shall become eligible for the award of degrees, diplomas and certificates:
  - (f) the conduct of examination;
  - (g) fees and other charges to be paid by the students for admission to the courses of study and the examinations of the University;
  - (h) the conduct and discipline of students of the University;
  - (i) conditions of residence of the students of the University or constituent colleges, including the levying of fees for residence in halls of residence and hostels;
  - (j) the approval and licensing of hostels and lodgings for students;
  - (k) the conditions under which a person shall carry on independent research to entitle him to a degree;
  - (l) the institution of fellowships, scholarships, exhibitions, medals and prizes;
  - (m) the institution of stipends and free and half-free studentship;
  - (n) the academic costume;
  - (o) the use of the library;
  - (p) the formation of Teaching departments, Institutes and Boards of Studies; and
  - (q) all other matters which are to be or may be prescribed by Regulations.
- (2) The draft of Regulations shall be prepared by the Academic Council and shall be submitted to the Syndicate which may approve or withhold approval or refer it back to the Academic Council for reconsideration; Provided that the Syndicate may form a Regulation at its own initiative and approve it after calling for the advice of the Academic Council.
- (3) No Regulation shall be valid unless it has been approved by the Syndicate.

## **29. AMENDMENT AND REPEAL OF STATUTES AND REGULATIONS**

The procedure for adding to, amending or repealing the Statutes and the Regulations shall be the same as that provided respectively for the framing or making of Statutes and Regulations.

**30. RULES**

- (1) The Authorities and the other bodies of the University make rules consistent with this Act, the Statutes and the Regulations to regulate the conduct of their business and the time and place of meetings and related matters.

Provided that the Syndicate may direct the amendment or the annulment of any rules made by another Authority or body under this section:<sup>1</sup>

Provided further that, if such other authority or body is dissatisfied with such direction, it may apply for review to the Syndicate whose decision in the matter shall be final.<sup>2</sup>

- (2) The Syndicate may make rules to regulate any matter relating to the affairs of the University, which by this Act is not specifically required to be provided for by Statutes or Regulations.

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<sup>1</sup> The words (excepting the Senate) omitted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>2</sup> The words “appeal to the Senate” substituted by “apply for review to the Syndicate” vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

## **CHAPTER V-A**

### **AFFILIATION OF EDUCATIONAL INSTITUTIONS**

#### **30A. AFFILIATION TO BE APPROVED BY SYNDICATE**

No educational institution shall be granted affiliation to, or admitted to the privileges of, the University except with the approval of the Syndicate and the Chancellor.

#### **30B. APPLICATION FOR AFFILIATION**

- (1) An educational institution applying for affiliation to the University shall make an application to the University and shall satisfy it:
  - (a) that the educational institution is under the management of a Government or of a regularly constituted governing body.
  - (b) that the financial resources of the educational institution are such as to enable it to make due provision for its continued maintenance and efficient working.
  - (c) that the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are adequate to make the provision for the courses of instruction, teaching or training to be undertaken by the educational institution.
  - (d) that the educational institution has framed proper rules regarding the efficiency and discipline of its staff and other employees.
  - (e) that the building in which the educational institution is to be located is suitable, and that provision will be made in conformity with the Statutes and the Regulations for:
    - (i) the residence of students, not residing with their parents or guardians, in the hostels established and maintained by the educational institution or in hostels or lodgings approved by it; and
    - (ii) the supervision and physical and general welfare of students:
  - (f) that provision has been made for a library and adequate library services:
  - (g) that, where affiliation is sought in any branch of experimental sciences, due arrangements have been made for imparting instruction in that branch of science in a properly equipped laboratory, museum and other places of practical work:
  - (h) that due provision will, so far as circumstances may permit, be made for the residence of its Principal and members of the teaching staff in or near the educational institution or the place provided for the residence of students; and •
  - (i) that the affiliation of the educational institution will not be injurious to the interests of education or discipline of any other educational institution in its neighbourhood.

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• “Chapter V-A” inserted vide the Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

- (2) The Application shall further contain an undertaking that, after the educational institution is affiliated, any transference of, and changes in, the management and in the teaching staff, save in the case of Government colleges, shall forthwith be reported to the University, and that the teaching staff shall possess such qualifications as are, and may be, prescribed.

**30C. GRANT OF AFFILIATION**

The Syndicate may, after considering the report of the Affiliation Committee, grant or refuse to grant affiliation to an educational institution, and if it grants affiliation, it shall advise the Chancellor to assent to it:

Provided that affiliation shall not be refused unless the educational institution has been given an opportunity to show cause why affiliation should not be refused on the grounds to be given in writing.

**30D. EXTENSION OF AFFILIATION**

Where an educational institution desires to add to the courses of instruction in respect of which it is affiliated, the procedure prescribed for affiliation of educational institutions shall, so far as may be, be followed.

**30E. INSPECTION AND REPORT**

- (1) Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution.
- (2) The University shall cause every such educational institution to be inspected from time to time by one or more competent persons authorised by it in this behalf.
- (3) The University may call upon any educational institution affiliated to it to take, within a specified period, such action as may appear to the University to be necessary in respect of any of the matters referred to in sub-section (1) of section 30B.

**30F. DISAFFILIATION**

- (1) If an educational institution affiliated to the University has failed to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interests of education, the rights referred on the educational institution by affiliation may, on a report made by the Affiliation Committee and with the approval of the Syndicate and the sanction of the Chancellor, be withdrawn in whole or in part or modified:

Provided that the Syndicate may on a report of the Affiliation Committee, and after considering such representation as the educational institution may wish to make, restore to it such rights either in whole or in part.

- (2) The procedure to be followed for the withdrawal of affiliation shall be such as may be prescribed.

**30G. APPEAL AGAINST DECISION OF SYNDICATE**

An appeal shall lie to the Chancellor against the decision of the Syndicate refusing to affiliate an educational institution, or withdrawing in whole or in part, the rights conferred on such institution by affiliation, or against modification of such rights.<sup>1</sup>

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<sup>1</sup> The word "Senate" substituted by "Chancellor" vide the Quaid-i-Azam University (Amendment) Ordinance 1985.



## **CHAPTER-VI**

### **UNIVERSITY FUND**

#### **31. UNIVERSITY FUND**

The University shall have a fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, contributions, grants and all other sources.

#### **32. AUDIT AND ACCOUNTS**

- (1) The accounts of the University shall be maintained in such manner as may be prescribed.
- (2) No expenditure shall be made from the funds of the University if it is not included in the approved budget of the University nor unless a bill for its payment has been audited by the University Auditor in conformity with the Statutes, the Regulations and the Rules.<sup>1</sup>
- (3) The annual statement of the accounts of the University, signed by the Treasurer and the University Auditor, shall be submitted to Government within six months of the closing of the financial year.
- (4) The accounts of the University shall be audited once a year by an Auditor appointed by the Government for the purpose [i.e. auditor(s) deputed by the Director General Audit (Federal Government) Islamabad].
- (5) The observations of the Government Auditor (s), together with such annotations as the Treasurer may make, shall be presented to the Syndicate.

## **CHAPTER-VII**

### **GENERAL PROVISIONS**

#### **33. OPPORTUNITY TO SHOW CAUSE**

Except as otherwise provided, no officer, teacher or other employee of the University holding a permanent post shall be reduced in rank, or removed or compulsorily retired from service, unless he/she has been given a reasonable opportunity of showing cause against the action proposed to be taken.

#### **34. APPEAL TO AND REVIEW BY THE SYNDICATE**

- (1) Where an order is passed punishing any officer (other than the Vice-Chancellor), teacher or other employee of the University or altering or interpreting to his/her

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<sup>1</sup> The words "if it is not included in the approved budget of the University not" inserted vide Quaid-i-Azam University (Amendment) Ordinance, 1980.

disadvantage the prescribed terms of conditions of his/her service, he/she shall, where the order is passed by the Vice-Chancellor or any other officer or teacher of the University, have the right to appeal to the Syndicate, against the order and where the order is made by the Syndicate have the right to apply to that Authority for review of that order.

- (2) The appeal or application for review shall be submitted to the Vice Chancellor who shall lay it before the Syndicate with his/her views.
- (3) No order on an appeal or application for review shall be passed without affording to the appellants or applicants, as the case may be, an opportunity of being heard.<sup>1</sup>

### **35. PENSION, INSURANCE, GRATUITY, PROVIDENT FUND AND BENEVOLENT FUND**

- (1) The University shall constitute for the benefit of its officers, teachers and other employees in such manner and subject to such conditions as may be prescribed, such pension, insurance, gratuity, provident fund and benevolent fund scheme as it may deem fit.
- (2) Where any provident fund is constituted under this Act, the provisions of the Provident Fund Act 1925 (XIX of 1925), shall apply to such fund as if it were a Government Provident Fund and the University were the Government.

### **36. COMMENCEMENT OF TERM OF OFFICE OF MEMBERS OF AUTHORITIES**

When a member of a newly constituted Authority is elected appointed or nominated, his/her term of office, as fixed under this Act shall commence from such date as may be prescribed.

### **36A MEMBER OF AN AUTHORITY TO CEASE TO BE MEMBER IN CERTAIN CIRCUMSTANCES**

An elected, appointed or nominated member of any Authority shall cease to be a member if he/she:

- (a) absents himself/herself, without the leave of such Authority, from three consecutive meetings thereof; or
- (b) accepts any assignment which involves his/her absence from the University for a period of six months or more.<sup>2</sup>

### **37. FILLING OF CASUAL VACANCIES IN AUTHORITIES**

Any casual vacancy among the elected, appointed or nominated members of any Authority shall be filled, as soon as conveniently may be, by the person or the body who elected, appointed or nominated the member whose place has become vacant and the person elected, appointed or nominated to the vacancy shall be a member of such Authority for

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<sup>1</sup> Sub-Section 3 added vide the Quaid-i-Azam University (Amendment) Ordinance 1984.

<sup>2</sup> Section 36A inserted vide the Quaid-i-Azam University (Amendment) Ordinance, 1981.

the residue of the term for which the person whose place he/she fills would have been a member.

**38. FILLING OF VACANCIES IN AUTHORITIES IN CERTAIN CIRCUMSTANCES**

Where a vacancy in the membership of an Authority cannot be filled because of:

- (a) the office holder whereof was to be a member of Authority ex-officio having ceased to exist;
- (b) the organization, institution or other body, other than the University, having ceased either to exist or to function; or
- (c) the occurrence of other circumstances in which it has become impracticable to fill the vacancy, the vacancy shall be filled in such manner as the Chancellor may direct.

**39. DISPUTES ABOUT MEMBERSHIP OF AUTHORITIES**

If a question arises whether any person is entitled to be a member of any Authority, the matter shall be referred to a committee consisting of the Vice-Chancellor, the Judge of the Supreme Court of Pakistan who is a member of the Syndicate and the most senior of the Deans who are members of the Syndicate; and the decision of this committee shall be binding.

**40. PROCEEDINGS OF AUTHORITIES NOT INVALIDATED BY VACANCIES**

No act, proceeding, resolution or decision of any Authority shall be invalid by reason only of any vacancy in, or any defect in the constitution, of, or in the election, appointment or nomination of any member of the Authority.

**41. FIRST STATUTES**

Notwithstanding anything to the contrary contained in this Act, the Statutes set out in the Schedule shall be deemed to be statutes framed under section 27 and shall remain in force until they are amended or replaced by new Statutes framed in accordance with this Act.

**42. REPEAL AND SAVINGS**

- (1) The University of Islamabad Act, 1967 (XIV of 1967), hereinafter referred to as the said Act, is hereby repealed.
- (2) Upon the repeal of the said Act, all properties, rights and interests of whatever kind, used, enjoyed, possessed, owned or vested in or held in trust by or for the University of Islamabad as constituted under the said Act, and all liabilities legally subsisting against the said University shall pass to the University as reconstituted under this Act.
- (3) Notwithstanding the repeal of the said Act:
  - (a) everything done, action taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorised, jurisdiction or powers conferred, endowments, bequests, funds or trusts created, donations or grants made, scholarships, studentship, or exhibitions instituted, and orders issued under any of the provisions of the said Act or the Statutes and Regulations made there under shall, in so far as they are not inconsistent with the provisions of this Act, or the Statutes, Regulations or Rules made under this Act, be continued and

so far it may be, be deemed to have been respectively done, taken, incurred, acquired, appointed, authorised, conferred, created, made, instituted, granted and issued under this Act and reference in any document to any of the provisions of the said Act or the Statutes or Regulations made thereunder shall, so far as may be, be deemed to be reference to the corresponding provisions of this Act or the Statutes, Regulations or Rules made under this Act and

- (b) any Statutes or Regulations made under the said Act shall, in so far as they are not inconsistent with the provisions of this Act or the Statutes or Regulations made thereunder, be deemed to be Statutes, Regulations or Rules made under this Act having regard to the various matters which by this Act have to be regulated or prescribed by Statutes, Regulations or Rules respectively and shall continue to be in force, until they are repealed, or rescinded or modified in accordance with the provisions of this Act.

#### **43. TRANSITIONAL PROVISIONS**

- (1) The Syndicate as constituted immediately before the commencement of this Act, shall continue to function and shall, as far as may be, exercise the powers assigned to the Senate and the Syndicate under this Act until the first Syndicate is constituted under this Act:

Provided that till such time as the first Senate is constituted under this Act and is able to meet, the first Syndicate shall be deemed to be fully constituted under this Act, without the members to be elected by the Senate and shall, in addition to the powers assigned to the Syndicate under this Act, exercise the power assigned to the Senate.

- (2) The other Authorities, as constituted immediately before the commencement of this Act, shall continue to function and shall, as far as may be, exercise the powers respectively assigned to the corresponding Authorities by or under this Act until such time as they are respectively replaced by the Authorities constituted under this Act.

#### **43A. TRIPARTITE MOBILITY<sup>1</sup>**

- (1) Any officer, teacher or other employee of the University shall, as the Chancellor may direct, serve in a Government department or an educational or research institution in the public interest:

Provided that the terms and conditions offered to him/her shall not be less favourable than those admissible to him/her in the University and that full benefit of his/her previous service shall be allowed to him/her:

Provided further that, in the case of a teacher, such direction shall be issued after consulting the Syndicate.

- (2) The Chancellor may place the services of an employee of the Government or any other university or an educational or research institution at the disposal of the University in the public interest:

Provided that the terms and conditions offered to him/her shall not be less favourable than those enjoyed by him immediately before his/her services are

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<sup>1</sup> Clause 43A substituted afresh vide Quaid-i-Azam University (Second Amendment) Ordinance, 1981

placed at the disposal of the University and that full benefit of his/her previous service shall be allowed to him:

Provided further that, in the case of a teacher, the Chancellor may consult the Selection Board of the University before placing his/her services at the disposal of the University.

**44. REMOVAL OF DIFFICULTIES**

If any difficulty arises as to the first constitution or reconstitution of any Authority upon the coming into force of this Act or otherwise in giving effect to the provisions of this Act, the Chancellor may, on the recommendations of the Vice-Chancellor, give appropriate direction to remove such difficulty.

**44A. DISSOLUTION OF ASSOCIATIONS OR UNIONS OF THE UNIVERSITY EMPLOYEES<sup>1</sup>**

All Associations or Unions of the University employees, by whatever name called, shall stand dissolved.

Provided that the Vice-Chancellor may constitute Committee for the welfare and academic advancement of the employees.

**45. REPEAL OF ORDINANCE XXXIX OF 1972**

The University of Islamabad Ordinance, 1972 (XXXIX of 1972) is hereby repealed.

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<sup>1</sup> Clause 44A inserted vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

## THE SCHEDULE (See Section 41)

### The First Statutes

#### 1. THE FACULTIES

(1) The University shall include the following Faculties and such other Faculties as may be prescribed by Statutes, namely:

- (i) **faculty of Natural Sciences:** The faculty shall comprise the following departments:
- (a) department of Physics
  - (b) department of Mathematics
  - (c) department of Chemistry
  - (d) department of Earth Sciences
  - (e) department of Computer Sciences
  - (f) department of Electronics
  - (g) department of Statistics<sup>1</sup>
- (ii) **faculty of Social Sciences:** The faculty shall comprise the following departments/institutes/centres/schools:
- (a) department of Economics/ *School of Economics*<sup>2</sup>
  - (b) department of History
  - (c) department of International Relations/ *School of Politics and International Relations*
  - (d) department of Pakistan Studies/ National Institute of Pakistan Studies
  - (e) department of Anthropology
  - (f) department of Sociology
  - (g) department of Psychology
  - (h) department of Administrative Sciences /*Quaid-i-Azam School of Management Sciences*
  - (i) Area Study Centre for Africa, North & South America
  - (j) faculty of Law
  - (k) department of Defence & Strategic Studies<sup>3</sup>
  - (l) *Centre of Excellence in Gender Studies*
  - (m) *Taxila Institute of Asian Civilizations*
  - (n) *department of Linguistics*
- (iii) **faculty of Medicine:**<sup>4</sup>
- (iv) **faculty of Biological Sciences:**
- (a) *Animal Sciences*
  - (b) *Bioinformatics*
  - (c) *Biotechnology*<sup>5</sup>
  - (d) *Environmental Sciences*

<sup>1</sup> Added vide decision of the Senate in its IX-meeting held on 30-06-1983.

<sup>2</sup> The Centres/Institutes/departments/Schools shown in italics have been established subsequently.

<sup>3</sup> Renamed as "department of Defence & Strategic Studies" vide Senate decision dated 30-06-1982.

<sup>4</sup> Added vide the Quaid-i-Azam University (Amendment) Ordinance No. XXVI of 1978.

<sup>5</sup> The Syndicate in its 155<sup>th</sup> meeting held on 25.06.2011 approved to revive the previous status of National Centre for Bioinformatics and department of Biotechnology as two separate disciplines in the field of Biological Sciences.

- (e) *Plant Sciences*
  - (f) *Biochemistry*
  - (g) *Microbiology*
  - (h) *Pharmacy*
- (2) There shall be a Board of each faculty which shall consist of:
- (i) the Dean of the faculty to be appointed in manner prescribed in paragraph (2) of Statutes<sup>1</sup>  
Provided that, in the case of subjects in faculty which are taught in the affiliated College or Colleges only:
    - (a) if there is only one such college, the Principal of that college, or
    - (b) if there are more than one such Colleges, the persons elected by the Principals of such colleges from amongst themselves, shall be the Dean of that faculty.
  - (ii) the Professors, Associate Professors and the Chairmen (Chairpersons) of the Teaching departments comprised in the faculty:
  - (iii) two members of each Board of Studies comprised in the faculty, to be nominated by the Board of Studies concerned; and
  - (iv) three Teachers to be nominated by the Academic Council by reason of their specialized knowledge of subjects which, though not assigned to the faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the faculty.
- (3) The members mentioned in clauses (iii) and (iv) of paragraph (2) shall hold office for three years.<sup>2</sup>
- (4) The quorum for a meeting of the Board of a faculty shall be one-half of the total number of members, a fraction being counted as one.
- (5) The Board of each faculty shall, subject to the general control of the Academic Council and Syndicate, have the powers:
- (a) to co-ordinate the teaching and research work in the subject assigned to the faculty;
  - (b) to scrutinize the recommendations of the Board of Studies comprised in the faculty in regard to the appointment of paper setters and examiners, except for research examiners, and forward the panels of suitable paper setters and examiners for each examination to the Vice-Chancellor.
  - (c) to consider any other academic matter relating to the faculty and to report thereon to the Academic Council; and
  - (d) to perform such other functions as may be prescribed by Statutes.

## **2. DEAN**

- (1) There shall be a Dean of each faculty who shall be the Chairman (Chairperson) and Convener of the Board of the Faculty.

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<sup>1</sup> Word "elected" substituted by "appointed" vide the Quaid-i-Azam University (Second Amendment) Ordinance, 1981.

<sup>2</sup> Word "Two" substituted by "Three" vide Quaid-i-Azam University (Second Amendment) Ordinance, 1981

- (2) The Dean of each faculty shall be appointed<sup>1</sup> by the Chancellor from amongst the three most senior Professors in the faculty.
- (3) The Dean shall hold office for three years.<sup>2</sup>
- (4) The Dean shall present candidates for admission to degrees (except honorary degrees) in the courses falling within the purview of the faculty.
- (5) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

### **3. TEACHING DEPARTMENTS AND CHAIRMEN (CHAIRPERSONS)**

- (1) There shall be a teaching department for each subject or group of subjects as may be prescribed by Regulations and each teaching department shall be headed by a Chairman (Chairperson).
- (2) The Chairman (Chairperson) of a teaching department or the Director of an institute/centre shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor from amongst the five<sup>3</sup> most senior Professors and Associate Professors of the department for a period of three years. Provided that in departments in which there is no Professor or Associate Professor, the department shall be looked after by the Dean of the faculty with the help and assistance of a teacher<sup>4</sup> of the department nominated by the Vice-Chancellor.
- (3) The Chairman (Chairperson) of a department shall plan, organize and supervise the work of the department and shall be responsible to the Dean for the work of his/her department.

### **4. BOARD OF STUDIES**

- (1) There shall be a separate Board of Studies for each subject or group of subjects as may be prescribed by Regulations.
- (2) Each Board of Studies shall consist of:
  - (i) the Chairman (Chairperson) of the teaching department concerned;
  - (ii) all Professors and Associate Professors in the teaching department concerned;
  - (iii) two University teachers, other than Professors or Associate Professors, to be appointed by the Academic Council;
  - (iv) three teachers, other than University teachers, to be appointed by the Syndicate;
  - (v) one expert to be appointed by the Vice-Chancellor;

Provided that, in the case of subjects which are taught in the constituent colleges or affiliated colleges<sup>5</sup> only, the Board of Studies shall consist of:

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<sup>1</sup> In Section 2 sub-section (2) the word "nominated" substituted by "appointed" vide the Quaid-i-Azam University (Second Amendment) Ordinance, 1981.

<sup>2</sup> In Section 2 sub-section (2) word "five" substituted by "three" by the Syndicate at its meeting held on 17.8.1995.

<sup>3</sup> In Section 2 sub-section (3) the word "three" substituted by "five" vide the Quaid-i-Azam University (Amendment) Ordinance, 1985.

<sup>4</sup> The words "the most senior teacher of the department" substituted by "a teacher of the department nominated by the Vice-Chancellor" vide the Quaid-i-Azam University (Amendment) Ordinance, 1986.

<sup>5</sup> The word "affiliated college" inserted vide the Quaid-i-Azam University (Amendment) Ordinance, No. XXVI of 1978.



- (a) a Chairman (Chairperson) to be appointed by the Syndicate;
  - (b) five teachers of the colleges to be appointed by the Academic Council; and
  - (c) two experts to be appointed by the Vice-Chancellor.
- (3) the terms of office of members of the Board of Studies other than ex-officio members shall be three years.
- (4) The quorum for a meeting of the Board of Studies shall be one-half of the number of members, a fraction being counted as one.
- (5) The Chairman (Chairperson) of the University teaching department concerned shall be the Chairman (Chairperson) and Convener of the Board of Studies. Where in respect of a subject there is no University Teaching department, the Chairman (Chairperson) of the Board of Studies shall be appointed by the Syndicate.
- (6) The functions of the Board of Studies shall be:
- (a) to advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned;
  - (b) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject concerned;
  - (c) to suggest a panel of names of paper setters and examiners in the subject or subjects concerned; and
  - (d) to perform such other functions as may be prescribed by Regulations.

## **5. ADVANCED STUDIES AND RESEARCH BOARD**

- (1) The Advanced Studies and Research Board shall consist of:
- i. the Vice-Chancellor, who shall be its Chairman (Chairperson);
  - ii. the Deans;
  - iii. three University Professors, other than Deans, to be appointed by the Syndicate; and
  - iv. three University teachers having research qualifications and experience, to be appointed by the Academic Council.
- (2) The term of office of the members of the Advanced Studies and Research Board other than ex-officio members shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be one-half of the total number of members, a fraction being counted as one.
- (4) The functions of the Advanced Studies and Research Board shall be:
- (a) to advise the Authorities on all matters connected with the promotion of advanced studies and research in the University;
  - (b) to propose Regulations regarding the award of research degrees in the University;

- (c) to appoint supervisors for research students and to determine the subjects of their theses;
- (d) to recommend panels of names of paper setters and examiners for research examination after considering the proposals of the Board of Studies in this behalf; and
- (e) to perform such other functions as may be prescribed by Statutes.

## **6. SELECTION BOARD<sup>1</sup>**

- (1) The Selection Board shall consist of:
  - (i) The Vice-Chancellor who shall be its Chairman (Chairperson);
  - (ii) Chairman (Chairperson), University Grants Commission (*renamed as Higher Education Commission*), Islamabad or his/her nominee not below the status of a member;<sup>2</sup>
  - (iii) Secretary, Ministry of Education, Islamabad;
  - (iv) The Chairman (Chairperson) of the Federal Public Service Commission or a member nominated by him;
  - (v) The Chief Justice of Pakistan or a Judge of the Supreme Court of Pakistan nominated by him;
  - (vi) One member of the Syndicate and two other men of eminence, to be nominated by the Chancellor, provided that none of the three is an employee of the University;
  - (vii) The Dean of the faculty concerned;
  - (viii) The Chairman (Chairperson) of the Teaching department concerned;

Provided that when the Board meets for selection of officers other than teachers, the Dean of the faculty and the Chairman (Chairperson) of the Teaching department shall not take part in the proceedings of the Board.
- (2) The members mentioned in clause 6(1) (vi) shall hold office for two years.<sup>3</sup>
- (3) The quorum for a meeting of the Selection Board shall be three.
- (4) No member who is a candidate for-the post to which appointment is to be made shall take part in the proceedings of the Board.
- (5) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned and, in selecting candidates for other teaching posts, two experts in the subject concerned, to be nominated by the Vice-Chancellor from a standing list of experts for each subject approved by the Syndicate on the recommendation of the Selection Board and revised from time to time.<sup>4</sup>

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<sup>1</sup> Statutes 6 paragraph (1) substituted vide the Quaid-i-Azam University (Amendment) Ordinance, 1985.

<sup>2</sup> Clause 6(1) (ii) amended by the Syndicate in its meeting held on 12-03-1988.

<sup>3</sup> The amendment was approved by the Syndicate at its meeting held on 31-10-1992.

<sup>4</sup> Amendment approved by the Chancellor vide Ministry of Education Letter No. F-4-1/176 UE-I dated 25-07-1991.

## **7. FUNCTIONS OF SELECTION BOARD**

- (1) The Selection Board shall consider the applications received in response to an advertisement and recommend to the Syndicate the names of the suitable candidates for appointment to such posts.
- (2) The Selection Board may recommend to the Syndicate the grant of a higher initial pay in a suitable case for reasons to be recorded;
- (3) The Selection Board may recommend to the Syndicate the appointment of an eminently qualified person to a Professorship in the University on terms and conditions which differ in any particular from those prescribed.
- (4) In the event of an unresolved difference of opinion between the Selection Board and the Syndicate, the matter shall be referred to the Chancellor whose decision shall be final.
- (5) The Selection Board will also function as Departmental Promotion Committee to consider the promotion cases of employees in grade 17 and above.<sup>1</sup>

## **7A. AFFILIATION COMMITTEE <sup>2</sup>**

- (1) The Affiliation Committee shall consist of:
  - (i) A Chairman (Chairperson) to be nominated by the Syndicate;
  - (ii) Two Professors to be nominated by the Syndicate;
  - (iii) One representative of the Higher Education Commission to be nominated by that Commission;
  - (iv) One representative of the Ministry of Education to be nominated by that Ministry; and
  - (v) An officer of the University to be nominated by the Vice-Chancellor, who shall also act as Secretary to the Committee.
- (2) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be two years.
- (3) The Affiliation Committee may co-opt such experts, not exceeding two, as it may deem necessary.
- (4) The quorum for a meeting of the Affiliation Committee shall be three.
- (5) The functions of the Affiliation Committee shall be:
  - (a) to make inspection of an educational institution seeking affiliation to, or admission to the privileges of, the University and make a report to the Syndicate;
  - (b) to enquire into complaints of breach of any of the conditions of affiliation by the affiliated college and make a report to the Syndicate; and
  - (c) to perform such other functions as may be prescribed by Regulations.

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<sup>1</sup> Addition vide Notification No (R)/M-442, dated 15-09-1991.

<sup>2</sup> Clause 7A inserted vide the Quaid-i-Azam University (Amendment) Ordinance, 1978.

## **8. FINANCE AND PLANNING COMMITTEE**

- (1) The Finance and Planning Committee shall consist of:
  - (i) the Vice-Chancellor who shall be its Chairman (Chairperson);
  - (ii) deleted<sup>1</sup>
  - (iii) one member of the Syndicate to be appointed by the Syndicate;
  - (iv) two members of the Academic Council to be appointed by the Academic Council;
  - (v) one member to be nominated by the Chancellor; and
  - (vi) the Treasurer.
- (2) The term of office of the members other than the Vice-Chancellor and the Treasurer shall be three years.
- (3) The quorum for a meeting of the Finance and Planning Committee shall be three.

## **9. FUNCTIONS OF THE FINANCE AND PLANNING COMMITTEE**

The functions of the Finance and Planning Committee shall be:

- (a) to consider the annual statement of accounts, the annual revised budget estimates and advise the Syndicate thereon;
- (b) to review periodically the financial position of the University;
- (c) to advise the Syndicate on all matters relating to planning, development, finance, investments and accounts of the University; and
- (d) to perform such other functions as may be prescribed by Statutes.

## **10. DISCIPLINE COMMITTEE**

- (1) The Discipline Committee shall consist of:
  - (i) a Chairman (Chairperson), to be nominated by the Vice-Chancellor;
  - (ii) one Professor to be nominated by the Academic Council;<sup>2</sup>
  - (iii) one member to be nominated by the Syndicate;
  - (iv) the Officer Incharge of Students Affairs who shall also be its secretary; and
  - (v) one Professor or Associate Professor to be- nominated by the Vice-Chancellor.<sup>3</sup>
- (2) The term of office of the members of the Committee, other than ex-officio members shall be two years.
- (3) The quorum for a meeting of the Discipline Committee shall be four.

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<sup>1</sup> Clause 8(ii) relating to representative of the Senate omitted vide Quaid-i-Azam University (Amendment) Ordinance, 1985.

<sup>2</sup> The word "two" substituted by "one" vide the Quaid-i-Azam University (Amendment) Ordinance 1985.

<sup>3</sup> The words "the President of the Quaid-i-Azam University Students' Union" substituted by "one Professor or Associate Professor to be nominated by the Vice-Chancellor" vide the Quaid-i-Azam University (Amendment) Ordinance, 1985.

- (4) The functions of the Discipline Committee shall be:
  - (a) to propose Regulations to the Academic Council for the conduct of University students; and maintenance and discipline and for dealing with cases of indiscipline; and
  - (b) to perform such other functions as may be prescribed by Regulations.

**PART II**  
**(A & B)**

**STATUTES**

**PART II (A)**

**STATUTES**

(Assented to by the Chancellor)

**Statutes approved by the Chancellor under Section 27(1)  
(a) and (b) of the University Act read with provision under  
sub-section (2) of the same section:**

<b>Sections</b>	<b>Page</b>
(1) Quaid-i-Azam University Service Statutes	45
(2) Statutes Relating to Provident Fund for the Teachers, Officers and Employees of the University	120
(3) Statutes Relating to the Group Insurance	122
(4) Statutes Relating to the Benevolent Fund	129
(5) Services Pension Statutes	135
(6) Statutes for the Grant of BPS 21-22 to Especially Meritorious University Professors of Quaid-i-Azam University	141



(1)

**QUAID-I-AZAM UNIVERSITY  
SERVICE STATUTES**

(Assented to by the Chancellor on 01.04.1976)

(As amended and revised)

**PART (I)**

<b>Sections</b>		<b>Page</b>
1.	Short Title and Commencement	50
2.	Definitions	50
3.	Extent of Application	51

**PART (II)**

**GENERAL PROVISIONS**

4.	Classification of University Service	52
5.	Posts, Scales of Pay, Qualifications etc.	52

**PART (III)**

**RIGHTS AND RESPONSIBILITIES**

6.	Appointing Authority	52
7.	Confirmation of Service	52
8.	Termination/Resignation from Service	52
9.	Appointment by Selection	53
10.	Appointment on Deputation	53
11.	Seniority	54
12.	Whole-Time Service	54
13.	Inventions and Patents	54
14.	Transfer	54
15.	Assumption of Charge	54
16.	Superannuation	55
17.	Re-Employment after Retirement	55

**PART (IV)**  
**LEAVE AND LEAVE SALARY**

<b>18.</b>	<b>Kinds of Leave (For Teachers)</b>	<b>Page</b>
(1)	Kinds of Leave	56
(2)	Competent Authority	56
(3)	Casual Leave	57
(4)	Medical Leave	57
(5)	Study Leave	58
(6)	Extraordinary Leave	58
(7)	Maternity Leave	59
(8)	Sabbatical Leave	59
(9)	Application for Leave	60
(10)	Maintenance of Leave Account	60
(11)	Earned Leave	60
(12)	Special Leave	60
(13)	Leave Not Due	60
(14)	Disability Leave	60
(15)	Lump-sum Payment in Case of in-service Death	61
(16)	Leave Preparatory to Retirement	61
(17)	Encashment of Leave Preparatory to Retirement	61
(18)	Grant of Leave	62
(19)	Recall from Leave	62

**19. Kinds of Leave (For Administrative/Other Staff)**

(1) Kinds of Leave	63
(2) Competent Authority	63
(3) Casual Leave	64
(4) Earned Leave	64
(5) Medical Leave	65
(6) Study Leave	65
(7) Extraordinary Leave	66
(8) Maternity Leave	66
(9) Recreation Leave	66
(10) Leave Not Due	66
(11) Special Leave	67
(12) Disability Leave	67
(13) Lump-sum Payment in case of In-service Death	67
(14) Leave Preparatory to Retirement.	67
(15) Encashment of Leave Preparatory to Retirement	67
(16) Grant of Leave	68
(17) Recall from Leave	69
(18) Maintenance of Leave Account	69

**PART (V)**

20. Prohibition Against Private Trade	70
---------------------------------------	----

**PART (VI)**

21.	Other Benefits	70
22.	Participation in the Provident Fund Scheme	70
23.	Gratuity	70
24.	Medical Aid	71
25.	Residential Accommodations	71
26.	Residuary Clause	71
27.	Counting of Period spent during MA/MSc (foreign) and PhD degrees towards Research Experience	71
28.	Hiring of Accommodation	71
Annexure-I	Terms and Conditions for the Surety Bond (Study Leave)	72
Annexure-II	Policy for the Appointment of Adjunct faculty	73
Annexure-III	Modalities regarding Test/Presentation	75
Annexure-IV	Selection Criteria for appointment of Associate and Full Professors	76
Annexure-V	Financial Powers to Deans/Chairpersons/Various Officers	77
<b>Scales of Pay, Qualifications &amp; Experience</b>		
Annexure-VI	Teaching Staff Posts under BPS System	78
Annexure-VII	Administrative /Non-Administrative Staff (BPS 17 and above)	93
Annexure-VIII	Qualifications /Experience for Posts, BPS 1-16	104

(1)

**PART (I)**

**QUAID-I-AZAM UNIVERSITY  
SERVICE STATUTES**

**1. SHORT TITLE AND COMMENCEMENT**

- (1) These Statutes may be called the Quaid-i-Azam University Islamabad Service Statutes.<sup>1</sup>
- (2) These shall come into force with immediate effect.

**2. DEFINITIONS**

In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

1. "Average Pay" means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
2. "Cadre" means a part of the University Service sanctioned or prescribed as a separate unit.
3. "Competent Authority in relation to exercise of any powers" means:
  - (a) the Syndicate or any officer to whom such powers have been delegated by the Syndicate;
  - (b) the Vice-Chancellor or any officer to whom such powers have been delegated by the Vice-Chancellor.
4. "Employee" means a person duly appointed by the competent authority of the University against any of the posts mentioned under clause-4, Part-I of these Statutes.
5. "Family" includes wife & children.
6. "Fee" means a recurring or non-recurring payment to an employee from a source other than the University Fund.
7. "Honorarium" means a recurring or non-recurring payment granted to an employee from the University Fund as remuneration for special work of an occasional character with the sanction of the competent authority.
8. "Month" means a calendar month according to the Gregorian calendar.
9. "Pay" means an amount drawn monthly by an employee as:
  - (a) the pay which has been sanctioned for a post;
  - (b) special pay and deputation pay;

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<sup>1</sup> Renamed as the Quaid-i-Azam University vide the University of Islamabad (Amendment) Act. 1976.

- (c) any other emoluments which may be especially classified as pay.
- 10. "Substantive Pay" means, the pay other than special pay, personal pay or emoluments classed as pay by competent authority to which an employee is entitled on account of a post to which he/she is appointed substantively or by reason of his/her substantive position in the cadre.
- 11. "National Pay Scale" means scales of pay announced by the Federal Government.
- 12. "Ad-hoc appointment" means appointment made otherwise than in accordance with the prescribed methods of recruitment, pending recruitment in accordance with such methods.
- 13. "Prescribed" means, prescribed by rules.
- 14. "Rules" means rules made or deemed to have been made under the Statutes".
- 15. All other expressions shall have the same meanings as assigned to them under the Quaid-i-Azam University Act 1973.

### **3. EXTENT OF APPLICATION**

- (1) Except as otherwise provided these Statutes shall apply to all persons in the service of the University whose pay is debitible to the University Fund.
- (2) These Statutes shall not apply to:
  - (a) any employee between whom and the University, a specific contract or agreement of service subsists and which precludes that contract or agreement from the application of these Statutes;
  - (b) any person in the service of a Provincial or Federal Government or any other University who has been deputed to serve under the University on special terms and conditions;
  - (c) any employee or class of employees to whom the Syndicate may, by general or special order, direct that they shall not apply in whole or in part.

Persons under the category (2), (b) (c) above shall be governed by the specific condition of their agreement or contract of service.

**Explanation:** Holders of scholarship, fellowship and other kinds of stipend will not be included in the category of employees.

**PART (II)  
GENERAL PROVISIONS**

**4. CLASSIFICATION OF UNIVERSITY SERVICE**

Subject to the general powers of the Syndicate to create and abolish posts according to the needs and requirements of the University, the University Service shall comprise of the following categories:

**Category-I** Academic and Administrative/Non-Administrative Staff in BPS 17 and above.

**Category-II** Administrative/Non-Administrative Staff in BPS 1 to 16.

**5. POSTS, SCALES OF PAY, QUALIFICATIONS, ETC.**

- (1) The designations, scales of pay and their qualifications for appointment shall be determined by the Syndicate from time to time.
- (2) The designations, scales of pay and the qualifications of various categories of University employees shall be as follows (see Annexures of these Statutes) and the same shall also apply in the case of adhoc appointments.

**PART (III)  
RIGHTS AND RESPONSIBILITIES**

**6. APPOINTING AUTHORITY.**

- (1) Appointment of employees in category-I shall be made by the Syndicate on the recommendations of the Selection Board.
- (2) All other appointments in category-II shall be made by the Vice-Chancellor on the recommendations of a Selection Committee nominated by the Vice-Chancellor, provided that Vice-Chancellor may delegate the power of appointing employees of category-II to such officers as the Vice-Chancellor may determine.

**7. CONFIRMATION OF SERVICE.**

The services of the University employees shall be confirmed after two years of service, if the post is substantive and the work of the employee is found to be satisfactory by the appointing authority.

**8. TERMINATION/RESIGNATION FROM SERVICE**

Appointments in the University shall be terminable on a three-month notice in the case of employee of category-I, and one month's notice in the case of category-II.

Provided that in the case of a confirmed University employee who has rendered approved service in the University, such a notice can be given by the University only in the following cases:



- (a) The project in which he/she is employed or the post which he/she holds is to be abolished.
- (b) The work or the conduct of the employee is found to be unsatisfactory, in which case the employee shall be given a chance of explaining his/her position and the explanation shall be duly considered by the competent authority.
- (c) Serious illness or disability about which the competent authority is satisfied that it is not curable within a reasonable time and is affecting the efficient execution of the University work.

Except otherwise provided, no employee of the University may be reduced in rank or removed from service, without following the prescribed procedure contained in the Efficiency and Discipline Statutes.

## 9. APPOINTMENT BY SELECTION

- (a) Teaching appointments in the University shall be made by selection on the basis of merit and efficiency. Present incumbents of lower posts shall also be eligible to apply provided they fulfil the required qualifications and experience.
- (b) <sup>1</sup>Non-teaching appointments in the University shall be made on the basis of 50:50, i.e. 50% by direct recruitment and 50% by promotion. Direct appointments shall be made on the basis of merit through open competition by advertising the posts and promotion shall be made on the basis of seniority-cum-fitness against those posts only where feeder posts are available otherwise these shall also be filled by direct recruitment.
- (c) 50% vacant posts of direct recruitment of the administrative staff (from BPS-3 to onward) will be filled through open competition while observing the following quota from the date of approval of the Chancellor:<sup>2</sup>

Quota	Percentage
<b>Merit</b>	<b>7.5%</b>
<b>Punjab (including Federal Area of Islamabad)</b>	<b>50%</b>
<b>Sindh</b> The share of Sindh will be further sub-allocated in the following ratio: i. <b>Urban areas</b> namely Karachi, Hyderabad and Sukkur: 40% of 19% or 7.6% ii. <b>Rural areas</b> <i>i.e.</i> rest of Sindh: 60% of 19% or 11.4%	<b>19%</b>
<b>Khyber Pakhtoonkhwa</b>	<b>11.5%</b>
<b>Balochistan</b>	<b>6%</b>
<b>Gilgit Baltistan/Federally Administered Tribal Areas</b>	<b>4%</b>
<b>Azad Kashmir</b>	<b>2%</b>

## 10. APPOINTMENT ON DEPUTATION

Posts may be filled on deputation by the Syndicate on the recommendation of the Selection Board.

<sup>1</sup> Assented to/approved by the Chancellor vide letter No. F.4-1/76-UE-I dated 25.7.1991

<sup>2</sup> Approved by Syndicate in its 158<sup>th</sup> meeting held on 11.2.2012.

## **11. SENIORITY**

The seniority inter-se of employees in each cadre of University service shall be determined on the basis of the date of joining in each cadre.

Provided that in the case of employees who join on the same date, seniority shall be determined on the basis of the date of birth.<sup>1</sup>

### **Paradigms to determine the seniority of Associate Professor and Professors:<sup>2</sup>**

1. The seniority of the existing Associate Professors against the advertised posts shall be determined from the date of 1<sup>st</sup> Selection Board wherein the case was presented irrespective of early maturity of any case;
2. The seniority of the Associate Professor and Professor on TTS, who apply in between two meetings of the Selection Board, shall be determined from the date of maturity and 1<sup>st</sup> Selection Board irrespective of how many cases were initiated during both the meetings.

## **12. WHOLE-TIME SERVICE**

Unless in any case it is otherwise distinctly provided, the whole time of a University employee shall be at the disposal of the University and he/she may be employed in any manner required by the competent authority without claim or additional remuneration.

## **13. INVENTIONS AND PATENTS**

An employee whose duties involve the carrying out of scientific and technical research shall not apply for or obtain, cause or permit any person to obtain, a patent for an invention made by such employee save with the permission of the Syndicate and in accordance with such conditions as the Syndicate may prescribe.

## **14. TRANSFER**

A competent authority may transfer a University employee from one post to another for which he/she is qualified provided that a University employee shall not be transferred substantively to or appointed on a post carrying lesser pay than the pay of the permanent post previously held by him except:

- (i) as a penalty for inefficiency or indiscipline; or
- (ii) at his/her own request.

## **15. ASSUMPTION OF CHARGE**

An employee shall begin to draw the pay and other emoluments attached to a post with effect from the date on which he/she assumes the duties of the post if the charge is assumed before noon on that day; otherwise from the following day and he/she shall cease to draw them as soon as he/she ceases to discharge the duties of that post.

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<sup>1</sup> Assented to/approved by the Chancellor vide letter No. F-4/1-76-UE-I dated 25.7.1991.

<sup>2</sup> Approved by Syndicate in its 155 meeting held on 25.06.2011

## **16. SUPERANNUATION**

The date of retirement of an employee shall be the date on which he/she attains the age of 60 years provided that:

- (1) an employee shall have the option of retiring on or after attaining the age of 55 years:
- (2) an appointing authority may require an employee to retire on or after the date he/she attains the age of 55 years if declared medically unfit for University services any longer.
- (3) provided further that a teacher who applies for retirement under sub-clause (a) above or who attains the age of 60 years in the course of an academic year shall continue to serve till the end of the academic year unless directed otherwise by the appointing authority.<sup>1</sup>

In case an employee has executed an agreement to serve the University for a specific period in consideration of having been granted a scholarship, fellowship or leave by the University for the purposes of study or research he/she shall not be entitled to exercise the option mentioned in sub-clause (a) or the proviso (c) to paragraph 16 above until he/she completes the period mentioned in the agreement executed by him.

## **17. RE-EMPLOYMENT AFTER RETIREMENT**

- (i) Subject to the provision of Para (ii) below a University teacher who has retired under the Provisions of Statutes above and who is mentally and physically fit, may be re-employed in the interest of the University subject to the following conditions:
  - (a) The period of re-employment shall not exceed two years at a time and shall not exceed beyond the age of 65 years.
  - (b) He shall cease to earn increments in the grade previously held by him.
  - (c) He shall not be entitled to any gratuity or contribution from the University towards his/her Provident Fund for the period of his/her re employment.
- (ii) The provisions of paragraph (i) above shall apply mutatis mutandis to the re-employment or retired teachers of any other University, Government department or Organisation set up by the Federal or Provincial Government.

**NOTE:** The age of retirement of a University employee shall be determined by reference to his/her Matriculation Certificate or if such a certificate is not available on the recommendations of a Medical Board to be appointed by the Vice-Chancellor. [explanation: by NIC (now CNIC) after the introduction of national identity scheme].

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<sup>1</sup> The Syndicate in its meeting held on 12.03.1988 has decided as a matter of policy that in future:

- i) A teacher may not be allowed to continue to serve after he/she attains the age of superannuation (60-years).
- ii) In case the date of retirement of a teacher falls during the middle of a semester, the department may make suitable arrangement to ensure that the teaching is not disturbed due to his retirement.
- iii) If the services of any teacher are required by the department/University after his retirement, he/she may be employed on contract basis in accordance with the rules.

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**PART (IV)  
LEAVE AND LEAVE SALARY**

**18. <sup>1</sup>KINDS OF LEAVE (FOR TEACHERS)**

**(1) Kinds of Leave**

The following categories are admissible to the University teachers:

- (a) Casual leave
- (b) Medical leave
- (c) Study leave
- (d) Extraordinary leave
- (e) Maternity leave
- (f) Sabbatical leave
- (g) Earned leave
- (h) Special leave
- (i) Leave not due
- (j) Disability leave
- (k) Quarantine leave
- (l) Leave Preparatory to Retirement (LPR)
  - i) Encashment of LPR
  - ii) Lump-sum payment in case of in-service death

**(2) Competent Authority to sanction leave<sup>2</sup>**

- (a) **In Case of Casual Leave to:**
  - (i) Dean, the Vice-Chancellor
  - (ii) Chairman (Chairperson), the Dean
  - (iii) All other teachers, the Chairman (Chairperson)
- (b) **In Case of Medical Leave**  
the Vice-Chancellor
- (c) **In Case of Study Leave**

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<sup>1</sup> Sections 18 & 19 amended and revised as approved by the Chancellor vide Ministry of Education letter No. F-4-1/76 dated 25.7.1991

<sup>2</sup> The Syndicate in its meeting held on 13.4.78 agreed that in future all cases for grant of any kind of leave or for deputation on duty outside the University should be finally disposed off by the Vice-Chancellor on behalf of the Syndicate, in consultation with the Deans, to save the time of the Syndicate.

- the Syndicate
- (d) **In Case of Extraordinary Leave**  
the Syndicate
  - (e) **In Case of Maternity Leave**  
the Vice-Chancellor
  - (f) **In Case of Sabbatical Leave**  
the Syndicate
  - (g) **In Case of Earned Leave**  
the Vice-Chancellor
  - (h) **In Case of Special Leave**  
the Vice-Chancellor
  - (i) **In Case of Leave not Due**  
the Syndicate
  - (j) **In Case of Disability Leave**  
the Syndicate
  - (k) **In Case of Lump-sum Payment in the Event of In-service Death**  
the Vice-Chancellor
  - (l) **In Case of Leave Preparatory to Retirement**  
the Syndicate
  - (m) **Encashment of Leave Preparatory to Retirement**  
the Syndicate
- (3) **Casual Leave**  
A teacher shall be entitled to casual leave up to 10 days in a year.
- (4) **Medical Leave**
- (i) Medical leave means leave granted to a teacher in the case of illness on production of certificate from a registered medical practitioner.
  - (ii) Medical leave shall be earned by a teacher at the rate of 1/11<sup>th</sup> of the period spent on duty. Medical leave so earned shall be granted on half average pay. Medical leave on half average pay shall be accumulated up to a maximum of 12 months.
  - (iii) In case the leave earned is exhausted on account of prolonged illness and the teacher is prevented from performing his/her duties on the advice of the medical authority approved by the University, the leave so earned shall be granted on half average pay. Medical leave on half average pay shall be accumulated up to a maximum of 12 months.

Notwithstanding the provisions of clauses ii & iii, the Syndicate may grant in exceptional cases medical leave on such terms and conditions as it may deem fit.

(5) **Study Leave**

- i) Study leave means leave granted to a teacher for obtaining a higher degree.
- ii) Study leave with average pay may be granted to a teacher who has put in at least three years' service in the University as a teacher.
- iii) Study leave on average pay may be granted to a teacher for three years throughout the entire service of a teacher.

Provided that this period may be extended for a period of two years by the Syndicate. This extended period shall be treated as Study Leave without Pay.

- iv) Before proceeding on study leave a University teacher shall execute a bond to serve the University on return for at least a period equal to the study leave enjoyed. In case of default the Syndicate may direct to effect recovery from the teacher.

The Syndicate may grant study leave to a teacher who has not put in three years' service on such terms and conditions as it may deem fit.

Study leave shall not be granted to a teacher unless he/she binds himself/herself to serve the University after completion of his/her studies for a period of five consecutive years under a bond with surety (Annex-I) on such terms and conditions as the Syndicate may determine.

- v) A teacher proceeding on study leave may retain the residential accommodation provided by the University provided that his/her family resides in the house.
- vi) A teacher on study leave shall submit to the University the name of the Supervisor who may be contacted to send periodical report about his/her performance, failing which the Syndicate may cancel his/her study leave.
- vii) A teacher on study leave with pay shall be entitled to his/her normal pay increments.

(6) **Extraordinary Leave**

- i) A University teacher who has put in at least two years' service in the University may be granted extraordinary leave without emoluments.
- ii) The extraordinary leave without emoluments so granted shall not exceed five years throughout the entire service of a teacher. Such leave normally shall not exceed one year at a stretch.<sup>1</sup>

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<sup>1</sup> Approved by the Chancellor vide notification No (R)/M-2002-224 dated 02-05-2002.

- iii) In case of a University teacher who has not completed ten years of service, extraordinary leave without emoluments may be granted for a maximum period of two years.
- iv) The EOL (without pay) may be granted even with shorter than two years depending upon the nature of the case and enabling the employees to pursue higher studies through scholarships and other schemes.<sup>1</sup>

**Note:** The beneficiary would be liable to refund any benefits (scholarship, travel grant, pay and allowances) drawn from QAU while on leave for study.<sup>2</sup>

**(7) Maternity Leave**

A female teacher shall be entitled to maternity leave on full pay for a period not exceeding three months, provided that the date of confinement falls within the period of the leave and the leave does not exceed six weeks beyond the date of confinement.

**(8) Sabbatical Leave**

- i) On completion of every six years of service, a University teacher may be granted Sabbatical leave for twelve months or on completion of three years' service, six months Sabbatical leave on average pay.
- ii) Sabbatical leave shall only be granted for undertaking research at a recognized Centre.
- iii) The period of study leave shall not be counted towards the period prescribed for entitlement to Sabbatical leave.
- iv) Normally, a teacher shall not be allowed to proceed on Sabbatical or extraordinary leave during the middle of a semester.
- v) A teacher proceeding on Sabbatical leave may retain the residential accommodation provided by the University provided that his/her family resides in the house.
- vi) The teacher after returning from Sabbatical leave must certify that he/she was engaged in research work for the whole period of his/her Sabbatical leave.
- vii) Sabbatical leave shall not be combined with any other kind of leave except for completion of research work for a maximum period of three months with summer vacation.
- viii) A teacher after availing Sabbatical leave must serve the University at least for a period of two years after which he/she may be considered for grant of extraordinary or study leave.<sup>3</sup>

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<sup>1</sup> Approved by the Syndicate in its meeting held on 28.07.2007.

<sup>2</sup> Ibid.

<sup>3</sup> Amendments approved by the Chancellor vide President's Sectt. letter No. F-23(73)SO(2)/98, dated 21.01.1998

- ix) In case, the teacher concerned does not come back after availing Sabbatical leave, he/she shall have to refund the whole salary drawn during the leave period along with the liquidated damages of the bond/agreement executed by him.
- x) The Teachers can also avail Sabbatical Leave for carrying out research at the Quaid-i-Azam University because the Quaid-i-Azam University is considered to be a recognized centre.<sup>1</sup>

(9) **Application for Leave**

In case of teachers applying for study leave, sabbatical or extraordinary leave, proposed to be availed in an academic session, the application shall be submitted at least one month before the preceding summer vacations.

(10) **Maintenance of Leave Account**

A regular leave account for each teacher shall be maintained by the Establishment Section.

(11) **Earned Leave**

University Teacher may earn leave on full pay:

- (a) When he/she avails himself/herself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered.
- (b) When during any year he/she is prevented from availing himself/herself of the full vacation as for a Civil Servant in non-vacation department.
- (c) When he/she avails himself/herself of only a part of the vacation as the number of days of vacation not taken bears to the full vacation.

(12) **Special Leave**

A female Teacher, on the death of her husband, may be granted special leave on full pay, when applied for, not exceeding 130 days. This leave shall not be debited to her leave account.

(13) **Leave not Due**

It may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances resuming duty by the teacher concerned. It may be granted to permanent employees.

(14) **Disability Leave**

Leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the balance period.

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<sup>1</sup> Approved by the Syndicate in its meeting held on 07.07.2001



(15) **Lump-sum Payment in Case of in Service Death**

In case a University teacher dies while in service, lump-sum payment equal to full pay up to 365 days out of the leave at his/her credit shall be made to his/her "family" as defined in the Service Statutes.

(16) **Leave Preparatory to Retirement**

- (a) The maximum period, up to which a University Teacher may be granted leave preparatory to retirement shall be 365 days, it may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay or entirely on half pay, at the discretion of the University Teacher.
- (b) Ordinarily leave preparatory to retirement shall not be refused. Orders refusing leave preparatory to retirement to a University teacher and recalling a University teacher from leave preparatory to retirement shall be passed only by the Competent Authorities.

(17) **Encashment of Leave Preparatory to Retirement**

- (a) A University teacher may, fifteen months before the date of superannuation or thirty years qualifying service on or after the 1st July, 1983, at his/her option, be allowed to encash his/her leave preparatory to retirement if he/she undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lesser period which is due and admissible.
- (b) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time the leave pay is drawn for the actual period of such leave subject to a maximum of three hundred sixty-five days.
- (c) If at any time during such period leave is granted on account of ill health supported by medical certificate or for performance of Haj the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted, for example, if a teacher who has opted for encashment of such leave, has taken sixty days leave, his/her cash compensation equal to thirty days leave shall be forfeited.
- (d) The University teacher shall submit the option to the authority competent to sanction leave preparatory to retirement who shall accept the option and issue formal sanction for the payment of cash compensation.
- (e) For the purpose of payment in lieu of such leave:
  - (i) the rate of pay shall be the rate admissible at the time the leave pay is drawn;
  - (ii) the leave pay may be drawn at any time for period for which duty has already been rendered; and
  - (iii) only the "Senior Post Allowance" will be included in the leave pay.

(18) **Grant of Leave**

(A) The maximum period of leave on full pay that may be granted at one time without Medical Certificate shall be equal to 120 days.

i) With Medical Certificate equal to 180 days

Plus

ii) On medical Certificate from leave account in entire service equal to 365 days.

(B) **Leave on Half Pay**

i) Leave on full pay may be converted into leave on half pay, at the option of the University Teacher. Debit to the leave account will be at the rate of one day of the former for every two days of the latter. fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the University Teacher in his/her application for the grant of Leave.

ii) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

iii) All leave at credit in the account of a University Teacher who was in service on the 1<sup>st</sup> July, 1978, shall be carried forward expressed in terms of leave on full pay. The leave account in such cases shall with effect from the 1<sup>st</sup> July, 1978, or in case of University Teacher who was on leave on the date, with effect from the date of his/her return from leave, be recast as under:

(i) **Leave on Average Pay**

(a) 1 month 30 days

(b) 2 days 1 day

(ii) **Leave on Half Average Pay**

(a) 1 month 15 days

(b) 2 days 1 day

Fractions, if any, shall be ignored.

(19) **Recall from Leave**

If a University Teacher is recalled to duty compulsorily from leave that he/she is spending away from his/her headquarters, he/she may be granted a single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place where he/she is required to report for duty. In case he/she is recalled to duty at headquarters and his/her remaining leave is cancelled the fare then admissible shall be for one way journey only.

**19. KINDS OF LEAVE (FOR ADMINISTRATIVE AND OTHER STAFF)**

**(1) Kinds of Leave**

The following categories of leave are admissible to the University employees (other than teachers):

- (a) Casual leave
- (b) Earned leave
- (c) Medical leave
- (d) Study leave
- (e) Extraordinary leave
- (f) Maternity leave
- (g) Recreation leave
- (h) Leave not due
- (i) Special leave
- (j) Disability leave
- (k) Quarantine leave
- (l) Leave preparatory to retirement (LPR)
  - i) Encashment of LPR
  - ii) Lump-sum payment in case of in-service death

**(2) Competent Authority to sanction leave**

**(a) In Case of Casual Leave to**

- (i) Officers in BPS 19 and above - the Vice-Chancellor
- (ii) All other employees in BPS 1 to 18 - Head of Sections/ departments.

**(b) In Case of Earned Leave to**

- (i) Officers in BPS 17 and above - the Vice-Chancellor
- (ii) All other employees in BPS 1 to 16 - the Registrar.

**(c) In Case of Medical Leave to**

- (i) The Officers in BPS No. 17 and above - the Vice-Chancellor
- (ii) All other employees in BPS 1 to 16 - the Registrar

**(d) In Case of Extraordinary Leave to**

- (i) The Officers in BPS 17 and above - the Syndicate
- (ii) All other employees in BPS 1 to 16 - the Vice-Chancellor

(e) **In Case of Study Leave to**

- (i) The Officers in BPS 17 and above - the Syndicate
- (ii) All other employees in BPS 1 to 16 - the Vice-Chancellor

(f) **In Case of Maternity Leave to**

- (i) Officer in BPS 17 and above - the Vice-Chancellor
- (ii) All other employees in BPS 1 to 16 - the Registrar

(g) **In Case of Recreation Leave**

- (i) BPS 17 and above - the Vice-Chancellor
- (ii) BPS 1 to 16 - the Registrar

(h) **Leave Not Due**

- (i) BPS 17 and above - the Vice-Chancellor
- (ii) BPS 1 to 16 - the Registrar

(i) **Special Leave**

- (i) BPS 17 and above - the Vice-Chancellor
- (ii) BPS 1 to 16 - the Registrar

(j) **Disability Leave**

- (i) BPS 17 and above - the Vice-Chancellor
- (ii) BPS 1 to 16 - the Registrar

(k) **Lump-sum Payment in case of In Service Death**

- (i) BPS 17 and above - the Vice-Chancellor
- (ii) BPS 1 to 16 - the Registrar

(l) **Leave Preparatory to Retirement**

- (i) BPS 17 and above - the Vice-Chancellor
- (ii) BPS 1 to 16 - the Registrar

(m) **Encashment of Leave Preparatory to Retirement**

- (i) BPS 17 and above - the Vice-Chancellor
- (ii) BPS 1 to 16 - the Registrar

(3) **Casual Leave**

University employees may be given up to twenty days casual leave in a year, provided that the casual leave for more than 10 days at a stretch shall not be allowed.

(4) **Earned Leave**

A University employee shall earn leave only on full pay. It shall be calculated at the rate of 4-days for every calendar month rendered and credited to the

leave account as "Leave on Full Pay". Duty period of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month for the purpose. If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15-days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on the accumulation of such leave.

#### **Encashment of Earned Leave<sup>1</sup>**

Encashment of earned leave w.e.f 31.12.2010 by allowing 50% of the leave on full pay earned during the year for encashment on yearly basis subject to the conditions of good conduct, earning excellent performance report and contributing positively to the assigned tasks by the concerned non-teaching employee.

#### **(5) Medical Leave**

- (i) Medical leave means leave granted to an employee in case of illness on production of certificate from a registered practitioner.
- (ii) Medical leave shall be earned by an employee at the rate of 1/11<sup>th</sup> of the period spent on duty. Medical leave so earned shall be granted on half average pay. Medical leave shall be accumulated up to a maximum of 12 months.
- (iii) If the leave earned is exhausted on account of prolonged illness and the employee is prevented from performing his/her duties on the advice of medical authority approved by the University, the leave so recommended will be granted at 1/4<sup>th</sup> of the pay. Notwithstanding the provisions of clauses ii & iii, the Syndicate may grant, in exceptional case, medical leave on such terms and conditions as it may deem fit.

#### **(6) Study Leave**

- i. Study leave for employees means leave for the completion of study or training programme approved by the University.
- ii. Study leave with average pay may be granted to an employee who has put in at least three years' service in the University.
- iii. Study leave on average pay may be granted to an employee for two years throughout the entire service of the employee provided that this period may be extended for a period of one year by the Syndicate. This extended period shall be treated as study leave without pay.
- iv. The Syndicate may grant study leave to an employee who has not put in three years' service on such terms and conditions as it may deem fit.
- v. Study leave shall not be granted to an employee unless he/she binds himself/herself to serve the University after completion of his/her studies

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<sup>1</sup> Approved by Syndicate in its 153<sup>rd</sup> meeting held on 11.12.2011.

for a period of five consecutive years under a bond with surety (Annex-I) on such terms and conditions as the Syndicate may determine.

- vi. An employee proceeding on study leave may retain the residential accommodation provided by the University, provided that his/her family stays in the house.
- vii. An employee on study leave shall submit to the University the name of the Supervisor who may be contacted to send periodical report about his/her performance, failing which the Syndicate may cancel his/her study leave.
- viii. An employee on study leave with pay shall be entitled to his/her normal increments.

**(7) Extraordinary Leave**

- (i) An employee who has put in at least two years' service in University may be granted extraordinary leave without emoluments.
- (ii) The extraordinary leave without emoluments so granted shall not exceed five years throughout the entire service of employee. Such leave normally shall not exceed one year at a stretch.
- (iii) The extraordinary leave without emoluments shall be granted only when the competent authority is satisfied that such leave is in the larger interest of the University.
- (iv) In case of a University employee who has not completed ten years of service, extra-ordinary leave without emoluments may be granted for a maximum period of two years.
- (v) The EOL (without pay) may be granted even for shorter than two years depending upon the nature of the case and enabling the employees to pursue higher studies through scholarships and other schemes).<sup>1</sup>

**(8) Maternity Leave**

A female employee shall be entitled to maternity leave on full pay for a period not exceeding three months, provided that the date of confinement falls within the period of this leave.

**(9) Recreation Leave**

It may be granted for 15 days in a calendar year. Debit to the leave account may, however, be for 10 days on full pay.

**(10) Leave not Due**

It may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service,

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<sup>1</sup> Approved by the Syndicate in its meeting held on 28-07-2007.

subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the employees resuming duty. It may be granted to permanent employees.

(11) **Special Leave**

A female University employee, on the death of her husband, may be granted special leave on full pay, when applied for, not exceeding 130 days. This leave shall not be debited to her leave account.

(12) **Disability Leave**

Leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the balance period.

(13) **Lump-sum Payment in Case of in Service Death**

In case a University employee dies while in service, lump-sum payment equal to full pay up to 365 days out of the leave at his/her credit shall be made to his/her "family" as defined in the Service Statutes.

(14) **Leave Preparatory to Retirement**

- (a) The maximum period up to which a University employee may be granted leave preparatory to retirement shall be 365 days. It may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay at the discretion of the University employee.
- (b) Ordinarily leave preparatory to retirement shall not be refused. Orders refusing leave preparatory to retirement to a University employee and recalling a University employee from leave preparatory to retirement shall be passed only by the competent authorities.

(15) **Encashment of Leave Preparatory to Retirement**

- (a) University employee may, fifteen months<sup>1</sup> before the date of superannuation or thirty years qualifying service on or after the 1<sup>st</sup> July, 1983, at his/her option, be allowed to encash his/her leave preparatory to retirement if he/she undertakes in writing to perform duty in lieu of the whole period three hundred and sixty-five days for lesser period which is due and admissible.

“Provided that a civil servant who does not exercise the option within the specified period shall be deemed to have opted for encashment of L.P.R.”

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<sup>1</sup> Amendment made in the Revised Leave Rules 1980 by the President vide. Govt, of Pakistan, Finance Division's Notification NoF.1 (I)-RA/90-320 dated 11-03-1990 and circulated vide Deputy Registrar (Meeting)'s No.(R)/M-dated 17-01-1993 as under:

“Provided that a civil servant who does not exercise the option within the specific period shall be deemed to have opted for encashment of LPR.”

- (b) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time of leave pay is drawn for the actual period of such leave subject to a maximum of three hundred and sixty-five days.
- (c) If at any time during such period leave is granted on account of ill health supported by medical certificate or for performance of Hajj the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.
- (d) The University employee shall submit the option to the authority competent to sanction leave preparatory to retirement who shall accept the option and issue formal sanction for the payment of cash compensation.
- (e) For the purpose of payment in lieu of such leave:
  - (i) the rate of pay shall be the rate admissible at the time the leave pay is drawn;
  - (ii) the leave may be drawn at any time for the period for which duty has already been rendered; and
  - (iii) only the "Senior Post Allowance" will be included in the leave pay as admissible.

(16) **Grant of Leave**

(A) **Leave on Full Pay**

The maximum period of leave on full pay that may be granted at one time without Medical Certificate shall be equal to 120 days.

- (a) With Medical Certificate equal to 180 days PLUS
- (b) On Medical Certificate from leave account in entire service equal to 365 days.

(B) **Leave on Half Pay**

Leave on full pay may be converted into leave on half pay, at the option of the University employee, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the University employee in his/her application for the grant of leave.

There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

- (C) All leave at credit in the account of a University employee who was in service on the 1<sup>st</sup> July, 1978 shall be carried forward and



expressed in terms of leave on full pay. The leave account in such cases shall, with effect from the 1<sup>st</sup> July, 1978, or in case of a University employee who was on leave on that date, with effect from the date of his/her return from leave, be recast as under:

(i) Leave on Average Pay

(a) 1 month                      30 days

(b) 1 days                        1 day

(ii) Leave on Half Average Pay

(a) 1 month                      15 days

(b) 2 days                        1 day

Fraction, if any, shall be ignored.

(17) **Recall from Leave**

If a University employee is recalled to duty compulsorily from leave that he/she is spending away from his/her headquarters, he/she may be granted a single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place where he/she is required to report to duty. In case he/she is recalled to duty at headquarters and his/her remaining leave is cancelled the fare then admissible shall be for one way journey only.

(18) **Maintenance of Leave Account**

A regular leave account for each regular employee shall be maintained by Establishment/Administration Section.

**PART (V)**

**20. PROHIBITION AGAINST PRIVATE TRADE**

- (i) No whole-time employee shall engage directly or indirectly in any trade, occupation or business, nor shall he/she engage in any remunerative work without obtaining prior permission of the Vice- Chancellor. This shall also apply to any fee payable for duties which in connection with an examination of any University, Federal or Provincial Public Service Examination or any other Autonomous or Semi-Autonomous Educational or Scientific Organisation.
- (ii) An employee shall, however, be eligible to receive without special permission any award offered by the Federal or Provincial Government or learned body, public endowment or trust approved by the University in recognition of his/her merit, distinction, research or any other scientific achievement.

**PART (VI)**

**21. OTHER BENEFITS**

A competent authority may appoint an employee to hold substantively, as a temporary measure, or to officiate in two or more independent posts at a time. In such cases his/her pay will be regulated as under:

- (a) The full pay to which he/she would be entitled if his/her appointment to one of the posts stood alone may be drawn on account of his/her tenure of that post;
- (b) For each other post the appointing authority may grant double duty allowance equal to 20% of the substantive pay of the University employee provided it does not exceed Rs.6,000/-<sup>1</sup> per month in any case

**22. PARTICIPATION IN THE CONTRIBUTORY PROVIDENT FUND SCHEME<sup>2</sup>**

The scheme practically became inoperative after the retirement etc. of those employees who opted to remain in the scheme after the introduction of the Pension Scheme.

Scheme of General Provident Fund (GPF) was also introduced in the University. All employees and teachers (i.e. BPS teachers) were required to contribute to GPF compulsorily. Detailed rules of the scheme being as made by the Federal Government and revised from time to time.

**23. GRATUITY**

Became obsolete after the discontinuation of the Contributory Provident Fund Scheme. However Gratuity as provided in the Pension Scheme will remain admissible.

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<sup>1</sup> Revised and adopted in line with Government.

<sup>2</sup> Substituted by the Services Pension Statutes, 1982. Provident Fund Statutes are presently applicable to only those teachers/employees who have not opted for the Pension Statutes.

**24. MEDICAL AID**

The University may make such arrangements for medical aid or may give such allowances in lieu thereof as may be prescribed by the Regulations.

**25. RESIDENTIAL ACCOMMODATION**

The University employees of all categories, other than officers who are allowed free accommodation in view of the nature of their duties, may be provided residential accommodation as may be prescribed by the Syndicate from time to time.

**26. RESIDUARY CLAUSE**

Where these Statutes do not contain provisions relating to any matter affecting the service of University, relevant Federal Government Rule(s) shall be deemed to be effective.<sup>1</sup>

**27. COUNTING OF PERIOD SPENT DURING MA/MSC (FOREIGN) AND PhD DEGREES TOWARDS RESEARCH EXPERIENCE**

- (1) The period spent by in-service teachers only in securing MA/MSc (Foreign) by research and PhD degree shall be counted towards the total period of their research experience at a maximum of 4 years for PhD and 2 years for MA/MSc (Foreign).
- (2) Normally no relaxation will be allowed in qualifications, experience and publications prescribed for recruitment at different levels of the appointment of University teachers in the Basic Pay Scales. Provided, however, any individual case where after following prescribed procedure, suitable qualified people are not available, Selection Board/Syndicate may relax in prior consultation with the Higher Education Commission who would examine each individual case on its merits.<sup>2</sup>

**28. HIRING OF ACCOMMODATION<sup>3</sup>**

- (1) In exceptional and justified cases, employees of the University shall be allowed hiring of accommodation in accordance with the Rules and orders applicable to the Federal Government employees. However, this facility will be subject to availability of funds.
- (2) Any amendment in rules or orders of the Federal Government will automatically apply to the University employees.

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<sup>1</sup> Approved by the Chancellor on 26.8.1976.

<sup>2</sup> Assented to by the Chancellor vide Ministry of Education letter No. F.4-1/76-UE-1 dated 25 July, 1991 as additional sections in the Service Statutes.

<sup>3</sup> *ibid.*

**TERMS AND CONDITIONS FOR THE SURETY BOND**

**(For Study Leave)**

(Approved by the Syndicate in its 154<sup>th</sup> meeting held on 12.03.2011)

- A. That in case a University employee (teaching/non-teaching), who has availed himself/herself of study leave with pay, leaves the University for whatever reasons he/she be bound/directed to pay:

*“Leave salary, three-months’ pay in lieu of notice period and the total funding scholarship provided by the University (if applicable) and Rs.1,000,000/- (Rupees one million only) as the Bond liquidated damage / amount.”*

- B. That in case a University employee (teaching/non-teaching), who has availed himself/herself of study leave without pay, leaves the university for whatever reasons he/she be bound/directed to pay:

*“Three months’ pay in lieu of notice period (if applicable) and Rs.1,000,000/- (Rupees one million only) as the Bond liquidated damage /amount.”*

- C. That in case of University employee (teaching /non-teaching), who has availed himself/herself of study leave both with and without pay, leaves the university for whatever reasons he/she be bound/directed to pay:

*As per clause ‘A’ and ‘B’ mentioned above whatever and how may be applicable – leave salary of the paid period, notice money and the said damage.”*

- D. That the Syndicate may relax any of the conditions taking into consideration any calamity / disaster /restriction / genuine problem on the part of the employee concerned for which reasons so considered shall be recorded for future reference.

*All those who breach the contract/agreement will be black listed and their names will be displayed on yellow pages of HEC and on the QAU website.*

## **POLICY FOR THE APPOINTMENT OF ADJUNCT FACULTY<sup>1</sup>**

Only one Adjunct faculty would be appointed on honorary basis in each department/centre/institute/school.

### **Adjunct faculty:**

In this document, a person who is involved in teaching and research programme at Quaid-i-Azam University but is not on a regular position.

### **Purpose:**

Quaid-i-Azam University has emphasized the development of closer relationships with other universities, research organizations, industry and cultural institutions. All these organizations on their staff have highly qualified scientists and scholars who can contribute to Quaid-i-Azam University-based to further strengthen its teaching and research programmes over an extended period of time.

### **Eligibility**

When a department/centre/institute/school of Quaid-i-Azam University identifies a need for expertise in certain areas, it may nominate a candidate to become an Adjunct faculty. Persons eligible for appointments on these positions shall be qualified because of their teaching and/or research experience to make a contribution at an advanced level to the programmes of the university-level over an extended period of time.

To be appointed, an Adjunct faculty nominee shall meet the following requirements:

1. The individual must hold or had held full time positions in any national or international university or research organization. In case of a retired faculty, the period of retirement shall not exceed five years.
2. The individual must possess the qualifications as per Higher Education Commission criteria to the rank of Professor on Tenure Track System. In case of non-academicians the person must have made outstanding contribution in the career and have been recognized by peers due to his/her significant contributions in his /her field.

### **Terms of Appointment**

3. Initial appointment shall be made for not more than three years but can subsequently be extendable.
4. The title of the position shall be called an Adjunct faculty. The Adjunct faculty will not be entitled to the benefits as permissible to a regular faculty member of the university. However, he/she will be entitled to access to the libraries and Internet facilities.
5. The Adjunct faculty member shall be entitled for payment for teaching in the University at the same rate as being paid to visiting faculty members or as per revision of the Syndicate from time to time.

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<sup>1</sup> Approved by Syndicate in its 157<sup>th</sup> meeting held on 17.09.2011.

6. An Adjunct faculty from other cities and visiting Quaid-i-Azam University to assist in research programme shall be entitled for accommodation in the Bachelors faculty Hostel (subject to availability) free of charge for a maximum period of four months.
7. An Adjunct appointment may be terminated by mutual consent or by either party on one month's notice.
8. An Adjunct faculty's shall not be appointed members to any statutory bodies of the University.

#### **Procedure for Appointment**

9. A committee of five senior faculty members of the department/ centre/ institute/school shall recommend the appointment of an adjunct faculty.
10. The department/centre/institute/school concerned shall complete the adjunct appointment from the completed form and curriculum vitae of the prospective adjunct faculty shall be forwarded to Dean of the faculty concerned for comments.
11. A committee comprising Vice-Chancellor, Deans of all the faculties of the University and the Chairperson/Director of the concerned department/centre/institute/school shall review the recommendations of the department/centre/institute/school and take it to Selection Board.
12. Decision of the Selection Board shall be placed before the Syndicate for approval of the appointment.

#### **Privileges and Role of Adjunct faculty**

13. An Adjunct faculty will have access to the University Library and internet facility.
14. An Adjunct faculty member may use the title of Adjunct faculty in its entire entity in any documentation.
15. An Adjunct faculty shall be allowed to teach maximum of two courses (6 credits) per semester in the university.
16. An Adjunct faculty, residing in Rawalpindi or Islamabad, may supervise, as a supervisor, maximum of four MPhil students (3<sup>rd</sup> semester onwards) at a time.
17. An Adjunct faculty may supervise maximum of two PhD students at a time with co-supervisor from the Quaid-i-Azam University.
18. An Adjunct faculty shall be allowed to collaborate with a regular faculty of the University on a research project of his/her field of specialization. He/she will be allowed to apply for research grant/fund through Quaid-i-Azam University and the grant and/or equipment bought through this grant will not be transferable to any other organization and will be in the exclusive use of Quaid-i-Azam University. The proposal for the research grant must include at least one regular faculty from the concerned department/centre/institute/school. The Treasurer of the university shall be responsible for monitoring the utilization of research funds.
19. If available, an Adjunct faculty shall be provided office and laboratory space in the department/Centre/Institute/School.

**MODALITIES REGARDING TEST / PRESENTATION**

- (1) The minimum passing marks shall be 50% in the test to make a candidate eligible for interview.
  - a) The case in which a candidate did not score 50% marks during screening should not be forwarded to the Selection Board for consideration.
  - b) This applies to position both in teaching and administration.
- (2) Scrutiny process for all kind and cadres of appointments in the case of faculty member:
  - a) Scrutiny of applications shall be performed by a committee comprising Chairperson, Dean of the faculty, and Registrar.
  - b) In case of dispute, appeal may be lodged with the Vice Chancellor.
  - c) The eligible candidates at Lecturer level are required to undergo written test and seminar. Passing marks shall be 50% in each. Candidates holding PhD degree shall be exempted from the written test.
  - d) Not more than five outside candidates (with scores of  $\geq 50\%$  shall be forwarded to the Selection Board.)
  - e) Modalities regarding test / presentation shall be brought forth to Syndicate for consideration / removal of anomalies. Until then, the existing procedure would continue.

**SELECTION CRITERIA FOR APPOINTMENT OF ASSOCIATE PROFESSORS AND PROFESSORS<sup>1</sup>**

**A. Foreign Referees Selection from the List**

- 1) List of 10/12 referees from the departmental committee (within one week of final scrutiny)
- 2) Prioritize the list (Foreign Referees Selection)
- 3) Consent letters (e-mail) to referees (copy to relevant Dean/VC along with request to the referees to reply to all. In case regret from referee(s), send consent letters (email) to next referee(s) from the prioritized list.

Step 2 to step 4 completed within one week after receiving list of referees P.S. must have one qualified person to process all these cases.

**B. Dossier of Applicants to Foreign Referees**

- 1) As soon as consent received from the referee(s).
- 2) Send Dossier (with a Performa) of Applicants (via email) copy to relevant Dean/VC along with request to the referees to reply to Deans as well.

**C. Response Received from Foreign Referees**

- 1) After 3 weeks, send reminder to referee.
- 2) Wait for 2 weeks, and if no response then send dossier of applicants to next referee in the prioritized list after getting the consent.

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<sup>1</sup> Approved by Syndicate in its 155<sup>th</sup> meeting held on 25.06.2011.



**Financial Powers<sup>1</sup> to Deans/Chairperson /Various Officers**

<b>Sr No</b>	<b>Nature Of Power</b>	<b>Financial Powers Delegated to</b>	<b>Proposed Financial Powers</b>
1	<b>Imprest Money</b>	Head of department/ Section who is Imprest Holder	Chairman (Chairperson)/Head of Section Rs.10,000/- PD/PSO up to quotation limit as per PPRA rules.
2	<b>Entertainment</b>		
	(i) Meeting of the Syndicate and other bodies.	Registrar	Full Powers for light refreshment up to Rs. 75/- per head.
	(ii) Entertainment charges incurred on meetings by head of Offices.	Deans/ Chairman (Chairperson)/ Treasurer	Maximum Rs.2500/- for light refreshment up to 75/- per head.
	(iii) Entertainment of VC's Offices.	Secretary to V.C	Full Powers.
3	<b>Purchase Of Newspaper/Magazine.</b>	Librarian/Provost	Full Powers out of an approved list by the Vice-Chancellor.
4	<b>Contingencies</b>		
		1.Registrar	To sanction expenditure as per PPRA Rules.
		2.Treasurer	To Sanction expenditure as per PPRA rules.
5	<b>Reimbursement of Medical Charges for Indoor/ Outdoor Medical treatment.</b>	Treasurer	Up to Rs.5000/-
6	<b>Purchase of Furniture and Fittings.</b>	Treasurer	To sanction expenditure as per PPRA Rules.

- The above financial powers are in supersession of all previously delegated financial powers and subject to provision of funds and usual financial rules.

<sup>1</sup> Approved by Syndicate in its meeting held on 158<sup>th</sup> meeting held on 11.02.2012

**TEACHING STAFF POSTS UNDER BPS SYSTEM**

- 1. Eligibility conditions for appointment of faculty in all disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines.**

<b>Sr.</b>	<b>Position</b>	<b>Minimum Qualification</b>	<b>BPS</b>	<b>Experience</b>	<b>Minimum Number of Publications</b>
01	Lecturer	First class Master's degree OR equivalent degree awarded after 16 years of education in the relevant field with no 3 <sup>rd</sup> Division in the academic career from an HEC recognized university/institution. However, during the next two years (i.e. until September 30, 2008) if no candidate is available without 3 <sup>rd</sup> division in the academic record, then the university may forward the case for appointment of selected candidates to the HEC for consideration and approval.	18	Nil	Nil
02	Assistant Professor	a. PhD in the relevant field from HEC recognized university/ institution. b. Master's degree (foreign) OR MPhil. (Pakistan ) OR equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized university/institution.	19	a. Nil b. 4-years teaching/ research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in national or international organization.	a. Nil b. Nil
03	Associate Professor	PhD in the relevant field from an HEC recognized university/ institution.	20	10-years teaching/ research in an HEC recognized university or a postgraduate institution or professional experience in the relevant field in a national or international	The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in the

				<p>organization.  <b>Note:</b> After 30<sup>th</sup> June, 2013, at least 4-years Post-PhD level experience in an HEC recognized university or post-graduate institution or professional experience in organization will be required</p> <p style="text-align: center;">OR</p> <p>5-years post-PhD teaching/ research experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	HEC recognized Journals
04	Professor	PhD from an HEC recognized institution in the relevant field.	21	<p>15-years teaching/research in HEC recognized university or a post graduate institution or professional experience in the relevant field in a national or international organization.  <b>Note:</b> After 30<sup>th</sup> June, 2013 at least 8 years Post PhD level experience in an HEC recognized university or post-graduate institution or professional experience in the relevant field in a national or international organization will be required.</p> <p style="text-align: center;">OR</p> <p>10-years post-PhD teaching/ research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	The applicant must have 15 research publications (with at least 5 publications in last 5 years in HEC recognized journals.

**2. Eligibility conditions for appointment of faculty in Engineering, Information Technology and Computing disciplines.**

Sr.	Position	Minimum Qualification	BPS	Experience	Minimum Number of Publications
01	Lecturer	Master's degree /BSc (Engr) (First Class) in the relevant field from HEC recognized university /institution with no 3 <sup>rd</sup> division in the academic career.	18	No experience required	Nil
02	Assistant Professor	a. PhD in the relevant field from an HEC recognized university/institution. b. Master's degree (awarded after 18 years of education) in relevant field till 2010. After 2010, 30% should be PhDs after 2012, 60% should be PhDs and by the end of 2015, 100% should be PhDs in the relevant field from an HEC recognized university/ institution.	19	a. No experience required. b. 2-years teaching/ research experience in a recognized institution/ university/ college or two years professional experience in the relevant field in a national or international organization.	a. Nil b. Nil
03	Associate Professor	PhD in the relevant field from institution recognized by HEC in consultation with PEC.	20	Till June 2012, 07-years teaching/ research experience in a recognized institution/ college/ university or 7-years professional experience in the relevant field in a national or international organization out of which 2-years must be teaching experience. <b>Note:</b> After 2012, 10 years teaching experience and after 30 <sup>th</sup> June 2013 at least 4-years' experience at the Post-PhD level in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or	8 research publications (with at least 2 publications in the last 5-years upto 2012 and 10 research publications with at least 04 in the last 5-years after 2012 in HEC/PEC recognized journals.

*Quaid-i-Azam University Calendar 2012*

				international organization will be required. OR 5-years post-PhD teaching/ research experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.	
04	Professors	PhD degree in relevant field, recognized by HEC in consultation with PEC.	21	Till June 2012, 12-years teaching/ research experience in a recognized institution /college/ university or 12-years professional experience in the relevant field in a national or international organization out of which 5-years must be teaching experience. <b>Note:</b> After June 2012, 15-years teaching/ research experience and after 30 <sup>th</sup> June 2013 at least 8-years' experience at the post-PhD level in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization will be required. OR 10-years post-PhD teaching/ research experience in an HEC recognized university or a post graduate institution or professional experience in the relevant field in a national or International organization.	12 research publications (with at least 3 publications in the last 5-years upto 2012 and 15 research publications with at least 5 in the last five years after 2012 in HEC/ PEC recognized journals.

**3. Eligibility Conditions for Appointment of faculty in Medical Sciences (Non-Clinical & Basic Sciences) disciplines as per classification by PMDC**

Sr.	Position	Minimum Qualification	BPS	Experience	Minimum Number of Publications
01	Demonstrator	MBBS from an HEC recognized university /institution with no 3 <sup>rd</sup> division in the academic career.	18	No experience is required.	Nil
02	Assistant Professor	a. PhD in the relevant field from an HEC recognized university/ institution OR equivalent degree awarded after 18-years of education in the relevant field as determined by HEC. b. MPhil or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized university/ institution.	19	No experience is required. b. 4-years teaching/ research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.	Nil
03	Associate Professor	PhD in the relevant field from an HEC recognized university/ institution.	20	10-years teaching/research in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.  OR 5-years post-MPhil teaching experience till 2014.	5/6/10 research in journals recognized jointly by HEC and PMDC by calendar years 2009/2011/2013 (with at least 1/2/4 of these publications in the last five years.
04	Professor	PhD from HEC recognized institution in	21	10-years post-MPhil teaching/ research	08/12/15

		the relevant field.		<p>experience in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p> <p><b>Note:</b> After 30<sup>th</sup> June, 2013 at least 8-years Post-PhD level experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization will be required.</p>	<p>research publications in journals recognized jointly by HEC and PMDC by calendar year 2009/2011/2013 (with at least 2/3/5 of these publications in the last five years).</p>
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**4. Eligibility Conditions for Appointment of faculty in Medical Sciences (Clinical Sciences) disciplines as per classification by PMDC.**

Sr.	Position	Minimum Qualification	BPS	Experience	Minimum Number of Publications
01	Senior Registrar	MBBS with MD/ MS/FCPS/ MDS/ Membership of Royal Colleges (UK)/ Diplomat of American Board or equivalent international terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.	18	Nil	Nil
02	Assistant Professor	MBBS with MD/ MS/ FCPS/MDS/ PhD/MPhil (old courses of 4-years) (Pakistan)/ Membership of Royal Colleges (UK)/ Diplomat of American Board or equivalent international terminal qualification (as determined by HEC) in the Clinical Medical	19	Nil	Nil

		Science disciplines.			
03	Associate Professor	MBBS with MD/ MS/ FCPS/MDS/ PhD/MPhil (old courses of 4-years) (Pakistan)/ Membership of Royal Colleges (UK)/ Diplomat of American Board or equivalent international terminal qualification (as determined by HEC) in the Clinical Medical Science disciplines.	20	8-years teaching/ research experience in an HEC recognized university or post-graduate institution. Note: After 30 <sup>th</sup> June 2013, 5 years post terminal qualification level teaching/ research experience in an HEC recognized university or a post graduate institution OR 8-years teaching/ research experience in an HEC recognized university or a post-graduate institution with 3-years post-terminal experience of teaching.	5/8/10 research publications in journals recognized jointly by HEC and PMDC by calendar year 2009/2011/2013 (with at least 1/2/4 of these publications in the last five years).
04	Professor	MBBS with MD/ MS/ FCPS/MDS/ PhD/MPhil (old courses of 4-years) (Pakistan)/ Membership of Royal Colleges (UK)/ Diplomat of American Board or equivalent international terminal qualification (as determined by HEC) in the Clinical Medical Science disciplines.	21	10-years teaching/ research experience in an HEC recognized university or post-graduate institution. Note: After 30 <sup>th</sup> June 2013, 10 years post terminal qualification level teaching/ research experience in an HEC recognized university or a post graduate institution.	08/12/15 research publications in journals recognized jointly by HEC and PMDC by calendar year 2009/2011/2013 (with at least 2/3/5 of these publications in the last five years).

**5. Eligibility conditions for appointment of faculty in all law disciplines.**

Sr.	Position	Minimum Qualification	BPS	Experience	Minimum Number of Publications
01	Lecturer	LLB degree (First Class) from an HEC recognized university/institutions with no 3 <sup>rd</sup> division in the academic career.	18	Nil	Nil



*Quaid-i-Azam University Calendar 2012*

02	Assistant Professor	<p>a. PhD in Law or equivalent degree from an HEC recognized university/institution.</p> <p>b. LLM, JD or equivalent degree from an HEC recognized university/institution.</p> <p>c. LLB degree (First Class) from an HEC recognized university/ institutions.</p>	19	<p>a. Nil</p> <p>b. 4-years Teaching/research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p> <p>c. 6-years teaching/ research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	<p>a. Nil</p> <p>b. Nil</p> <p>c. Nil</p>
03	Associate Professor	<p>a. PhD in Law or equivalent degree from HEC recognized university/institution.</p> <p>b. LLM, JD in Law or equivalent degree from an HEC recognized university/institution.</p>	20	<p>a. 10-years teaching/ research experience in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p> <p><b>Note:</b> After 30<sup>th</sup> June. 2013, at least 4 years Post-PhD level experience in an HEC recognized university or post-graduate institution or professional experience in the relevant field in a national or international organization will be required.</p> <p>OR</p> <p>5-years post-PhD teaching/</p>	<p>The applicant must have 10 research publications with at least 4 publications in last 5 years in HEC recognized journals.</p>

*Quaid-i-Azam University Calendar 2012*

				<p>research experience in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p> <p>b. 12-years teaching/research experience (with at least 4-years' experience after the post-terminal degree level) in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	
04	Professor	<p>a. PhD in Law or equivalent degree from an HEC recognized university/ institution.</p> <p>b. LLM, JD in Law or equivalent degree from an HEC recognized university/ institution.</p>	21	<p>a. 15-years teaching/ research experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p> <p><b>Note:</b> After 30<sup>th</sup> June. 2013, at least 8 years Post-PhD level experience in an HEC recognized university or post-graduate institution or professional experience in the relevant field in a national or international organization will be required.</p> <p>OR</p> <p>10-years post-PhD</p>	The applicant must have 15 research publications (with at least 5 publications in last 5 years) in HEC recognized journals.

				<p>teaching/research experience in HEC recognized university or a post-graduate institution or Professional experience in the relevant field in a national or international organization.</p> <p>b. 17-years teaching/ research experience (with at least 8-years' experience after LLM/JD or equivalent degrees in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	
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**6. Eligibility Conditions for appointment of faculty in Arts & Design (STUDIO PRACTICE) disciplines.**

Sr.	Position	Minimum Qualification	BPS	Experience	Minimum Number of Publications/Achievements
01	Lecturer	First Professional degree (4 years minimum, First Division) from HEC recognized university/institution with no 3 <sup>rd</sup> division in the academic career.	18	Nil	Nil
02	Assistant Professor	<p>a. PhD in the relevant field from HEC recognized university/ institution.</p> <p>b. Master's degree (Foreign) or MPhil. OR equivalent degree awarded after 18-years of education in the relevant</p>	19	<p>a. Nil</p> <p>b. 4-years teaching/ research experience in a recognized university or a post-graduate institution or professional</p>	Nil

		<p>field from HEC recognized university/institution.</p> <p>c. First professional degree (4 years minimum, First Division) with no 3<sup>rd</sup> division in the academic career from HEC recognized university/institution.</p>		<p>experience in the relevant field in a national or international organization.</p> <p>c. 6-years teaching/ research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	
03	Associate Professor	<p>a. PhD in the relevant field from HEC recognized university/institution.</p> <p>b. Master's degree (Foreign) or MPhil or equivalent degree awarded after 18-years of education in the relevant field from HEC recognized university/ institution.</p>	20	<p>a. 10-years teaching/ research experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in national or international organization. <b>Note:</b> After 30<sup>th</sup> June, 2013, at least 4-years Post-PhD level experience in a recognized university or post-graduate institution or professional experience in the relevant field in a national or international organization will be required. OR 5-years post-PhD. level experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	<p>Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria).</p>

				b. 12 years teaching/ research experience (with at least 4-years' experience after the Masters (Foreign) or equivalent degree in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.	
04	Professor	<p>a. PhD from HEC recognized institution in the relevant field.</p> <p>b. Master's degree (Foreign) or MPhil or equivalent degree in the relevant field from HEC recognized university/ institution.</p>	21	<p>a. 15-years teaching/ research experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization. <b>Note:</b> After 30<sup>th</sup> June, 2013, at least 8-years Post-PhD level experience in a recognized university or post-graduate institution or professional experience in the relevant field in a national or international organization. OR 10-years post-PhD teaching/ research experience in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p> <p>b. As prescribed by the HEC.</p>	Outstanding and substantial level of professional art activity and a national or international contribution to the development of Arts and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)

**7. Eligibility Conditions for appointment of faculty in Architecture & Town Planning.**

<b>Sr.</b>	<b>Position</b>	<b>Minimum Qualification</b>	<b>BPS</b>	<b>Experience</b>	<b>Minimum Number of Publications/Achievements</b>
01.	Lecturer	Frist Professional degree (5 years minimum) or Master/ equivalent degree (First Class) in the relevant field from HEC recognized university/ institution with no 3 <sup>rd</sup> division in the academic career.	18	Nil	Nil
02.	Assistant Professor	<ul style="list-style-type: none"> <li>a. PhD in the relevant field from an HEC recognized university/ institution.</li> <li>b. Master's degree (Foreign)/ MPhil or equivalent degree awarded after 19-years of education I the relevant field from HEC recognized university/ institution.</li> <li>c. First Professional degree (5 years minimum, First Division) from an HEC recognized university/ institution.</li> </ul>	19	<ul style="list-style-type: none"> <li>a. Nil</li> <li>b. 3-years teaching/ research experience from a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</li> <li>c. 5-years teaching/ research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</li> </ul>	Nil
03.	Associate Professor	<ul style="list-style-type: none"> <li>a. PhD in the relevant field from HEC recognized university/ institution.</li> <li>b. Master's degree (Foreign)/ MPhil or equivalent degree awarded after 19-years of education in the</li> </ul>		<ul style="list-style-type: none"> <li>a. 9-years teaching/ research experience in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international</li> </ul>	<ul style="list-style-type: none"> <li>a. 08/10 research publications (with at least 2/4 publications in last five years by calendar years</li> </ul>

*Quaid-i-Azam University Calendar 2012*

		relevant field from HEC recognized university/ institution.		<p>organization. OR 4-years post PhD teaching/ research experience in HEC recognized university or a post - graduate institution or professional experience in the relevant field in a national or international organization will be required.</p> <p>b. 10-years teaching/research experience (with at least 3-years' experience after the Master's (Foreign) or equivalent degree in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	<p>2008/2012 respectively) in HEC/PCATP recognized journals. OR Recognition in at least 2 national/ international architectural design competitions or design excellent awards.</p> <p>b. 08/10 research publications (with at least 2/4 publications in last five years by calendar years 2008/2012 respectively) in HEC/PCATP recognized journals. OR Recognition in at least 3 national/ international architectural design competitions or design excellent awards.</p>
04.	Professor	<p>a. PhD from HEC recognized institution in the relevant field. b. Master's degree (Foreign) or</p>		<p>a. 12-years teaching/ research experience in HEC recognized university or a post-graduate</p>	<p>a. 12/15 research publications (with at least 3/5 publications</p>

*Quaid-i-Azam University Calendar 2012*

		<p>MPhil or equivalent degree in the relevant field from HEC recognized university/ institution.</p>		<p>institution or professional experience in the relevant field in a national or international organization.  OR  10-years post PhD teaching/ research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p> <p>b. 15-years teaching/research experience in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization.</p>	<p>in last five years by calendar years 2008/2012 respectively) in HEC/PCATP recognized journals.  OR  Recognition in at least 4 national/ international architectural design competitions or design excellent awards.</p> <p>b. 12/15 research publications (with at least 3/5 publications in last five years by the calendar years 2008/2012 respectively) in HEC/PCATP recognized journals.  OR  Recognition in at least 5 national/ international architectural design competitions or design excellent awards.</p>
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**ADMINISTRATIVE/ NON ADMINISTRATIVE STAFF (BPS 17 and above)**

<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>	<b>Qualifications</b>
1.	Registrar	20	PhD preferably in Education/Administration/Management/Planning with 10-years teaching or administrative experience at a high level (equivalent to BPS-18 or above) in a university or education department.  OR  MPhil or equivalent preferably in education/administration/management/planning with 16-years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or education department.  OR  Masters preferably in Education/ Administration/ Management/ Planning (MBA/ MPA etc.) with 18-years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or Education department.
2.	Controller of Examinations	20	PhD preferably in Education/Administration/Management/Planning with 10-years teaching or administrative experience at a high level (equivalent to BPS-18 or above) in a university or Education department.  OR  MPhil or equivalent preferably in Education/ Administration/ Management/ Planning with 16-years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or Education department.  OR  Masters preferably in Education/ Administration/ Management/ Planning

*Quaid-i-Azam University Calendar 2012*

			(MBA/MPA etc.) with 18-years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or Education department.
3.	Treasurer	Terms to be approved by the Chancellor	High academic achievements in finance and accounts with sufficient experience of working in a responsible position in Government, Semi-Government organization of firms of repute.
4.	Librarian	20	PhD from HEC recognized university or institution preferably in Library Sciences with 10 years teaching or administrative experience at a high level (equivalent to BPS 17 or above) in a university or Education department.  <b>OR</b>  MPhil or equivalent in Library Science with 16 years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or Education department  <b>OR</b>  Master's in Library Science with 18 years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or Education department
5.	Director (ORIC)	20	PhD from HEC recognized university / institution with at least 06 years of experience with a record of continuous activity and achievement as a senior researcher with an established national/international organization of reputation.  <b>Age limit : 37-45 years</b>
6.	Director (P&D)	20	PhD degree from HEC recognized university / institution with 09-years' experience in BPS-17 and above or equivalent in relevant field.  <b>OR</b>  MPhil or equivalent degree with 13-years' experience in BPS-17 and above or equivalent in relevant field.  <b>OR</b>  At least 2 <sup>nd</sup> class Master degree with 17-years in BPS-17 and above or equivalent

*Quaid-i-Azam University Calendar 2012*

			<p>in relevant field</p> <p>Preference will be given to those candidates having academic qualification in Economics, Project Planning; Project Management, Education Planning and Management, Administrative and Management Sciences or any relevant discipline.</p> <p>Knowledge of project proposal preparation, monitoring and evaluation of development projects, public sector development program etc. will be advantageous.</p> <p><b>Age limit: 37-45 years</b></p>
7.	Director (Computer Centre)	20	<p>PhD in Computer Science or related field.10 years' experience on Computers with proven ability in computer research and development</p> <p style="text-align: center;">OR</p> <p>Master's degree in Computer Science or related field.15 years' experience on computers with proven ability in computer research and development.</p>
8.	Deputy. Director (Computer Centre).	19	<p>PhD in Computer Science or related field.5 years' experience on computers with proven ability in computer research and development.</p> <p style="text-align: center;">OR</p> <p>Master's degree or equivalent in Computer Science or relevant field. 10 years' experience on computers with proven ability in computer research and development.</p>
9.	Additional Registrar	19	<p>Master's degree with at least 13 years teaching or administrative experience at a high level in a university or Education department.</p>
10.	Principal Medical Officer	19	<p>MBBS with 13-years' experience in a Govt./Semi-Govt. or private hospital/medical centre/nursing home of good repute.</p> <p>Note: BPS-20 (Personal Scale) will be awarded on 18 years' experience.</p>

*Quaid-i-Azam University Calendar 2012*

11.	Director Sports	19	MA/MSc in Physical Education with 13-years relevant experience: Or BA/BSc in Physical Education with 21-years relevant experience
12.	Director Works	19	BSc in Civil Engineering with a minimum of 10 years' experience as Engineer of which 5 years' experience must be as Executive Engineer or equivalent posts. (Persons with experience in building construction only need apply).
13.	Executive Engineer	18	BSc (Engineering) from a recognised university or equivalent qualification. 5 years' experience of professional work especially in construction of buildings.
14.	Manager, Research Development (ORIC)	18	PhD from HEC recognized university / institution.  OR  MA / MSc with at least 5-years of experience as researcher, a record of success in developing proposal and attracting funding for research from public and private sources including international donors, excellent interpersonal and communications skills strong community relations skills, and knowledge of the needs and interests of corporate and individual donors.  <b>Age limit: 25-35 years</b>
15.	Manager, university-Industry Linkage (ORIC)	18	“PhD in Science or Technology from HEC recognized university / institution.  OR  MSc/MBA with 5 years of experience in working with business and industry or research projects, knowledge of current models and best practices of university – Industry relations and public-private partner ships; familiarity with issues of technology transfer, intellectual property ; and commercialization of university research; experience in dealing with relevant agencies of the Federal, Provincial as well as local government, strong linkages with the local and nationals business and corporate community.”  <b>Age limit: 25-35 years</b>
16.	University Auditor	18	An officer in the service of Government to be obtained on deputation (i.e from the

*Quaid-i-Azam University Calendar 2012*

			Department of Auditor General including Controller General of Accounts).
17.	Senior Medical Officer	18	MBBS with 8-years' experience.
18.	Senior Warden	18	Master's degree with 8 years' experience as Warden (BPS-17) in a university or education department.
19.	Workshop Supervisor	18	BSc Engineering in Mechanical Electrical, Electronics or Mechatronics with 5-years' experience; or Diploma in Polytechnic with 10-years relevant experience
20.	Deputy Registrar/ Deputy Controller of Examination	18	Master's degree with at least 8-years teaching or administrative experience in a responsible position in a university or education department.
21.	Deputy Treasurer	18	Chartered Accountant/Industrial Accountant from a recognized institution or a Master's degree in Business Administration/ Commerce with at least 8-years' experience or commerce graduate with at least 15-years' experience in a reputed organization/ university or Education department.
22.	Deputy Director Sports	18	MA/MSc in Physical Education with 08-years relevant experience: Or BA/BSc in Physical Education with 16-years relevant experience
23.	Deputy Director (P&D)	18	<p>PhD degree from HEC recognized university / institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>MPhil or equivalent degree with 01 years' experience in BPS-17 or equivalent in relevant field.</p> <p style="text-align: center;"><b>OR</b></p> <p>At least 2<sup>nd</sup> class Master degree with 05 years in BPS-17 or equivalent in relevant field.</p> <p>Preference will be given to those candidates having academic qualification in Economics, Project Planning; Project Management, Education Planning and Management, Administrative and Management Sciences or any relevant discipline.</p>

*Quaid-i-Azam University Calendar 2012*

			<p>Knowledge of project proposal preparation, monitoring and evaluation of development projects, public sector development program etc. will be advantageous.</p> <p><b>Age limit: 25-35 years</b></p>
24.	Manager, Research Operation (ORIC)	18	<p>PhD from HEC recognized university / institution.</p> <p style="text-align: center;">OR</p> <p>MSc / MBA with at least 5-years of experience in relevant field; broad familiarity and positive relationship with all major administrative offices and functions of the university and with relevant government agencies, excellent computer skills.”</p> <p><b>Age limit: 25-35 years</b></p>
25.	Assistant. Director (Computer Centre)	18	<p>PhD in Computer Science or related field.</p> <p style="text-align: center;">OR</p> <p>Master’s degree or equivalent in Computer Science or related field.05-years’ experience on Computers.</p>
26.	Network Administrator (CNC)	18	<p>Master in any field of IT or 04-years Bachelor in Electrical or Electronics form a reputed foreign or HEC recognized university / institution with the following experience:</p> <p>05-yers experience of local and wide area networks design. Implementation &amp; maintenance. Professional experience will start after the completion of minimum qualification / degree (s) required for this post.</p>
27.	Assistant Programmer (Computer Centre)	17	<p>Master’s degree or equivalent in computer science or related field with reasonable experience on Computer (i) one year Computer Training at university (ii) One years’ experience as Junior Programmer / Operator.</p> <p style="text-align: center;">OR</p> <p>Bachelor’s degree with postgraduate diploma in Computer Science with two years’ service as Junior Programmer / Operator at a university.</p>

*Quaid-i-Azam University Calendar 2012*

28.	Assistant Programmers/Operators (CNC)	17	Four years Bachelors or Master in Computer Science / IT from some reputed foreign or HEC recognized university / institution with the following experience: 2-3 years' experience of local or foreign organization of good reputed in a similar role and position
29.	Manager / Data Control Assistant in CCCCS	17	Master degree in Computer Science OR four years Bachelor degree in Computer Science form HEC recognized university  Two years minimum experience of managerial work in a Government / Semi Government institution / NGO
30.	Database Administrator (CNC)	17	Four years Bachelors or Master in Computer Science / IT form some reputed foreign or HEC recognized university / institution with the following experience: 2-3 years' experience of local or foreign organization of good reputed in a similar role and position.
31.	Technical Officer (Computer Centre)	17	BSc with training in Software / Hardware 8 years' experience as Technical Assistant in BPS-16 at university level organization.
32.	Research Associate (ORIC)	17	MBA/MA/MSc in basic science with excellent computer and communication skill (high degree/experience shall be preferred).  <b>Age limit: 22-30 years</b>
33.	Assistant Executive Engineer	17	BSc Engineering from a recognised university or equivalent qualification. Two-year' experience in a reputed firm or organization.
34.	Architectural Engineer	17	BSc in Architectural Engineering with two years' experience in a reputed firm or organisation.
35.	Assistant Registrar/ Assistant Controller	17	Master's degree /LLB, with at least 4 years teaching or administrative experience in a responsible position in a university or Education department OR Bachelor's degree with 8 years' experience as Superintendent in a university or Education department.

*Quaid-i-Azam University Calendar 2012*

36.	Assistant Registrar (Legal)	17	Masters/Bachelors in Law with 5 years' experience of working with High Court in the civil, criminal and service matters with strong inter-personal/ communication and computer skills.
37.	Assistant Registrar (Public Relations)	17	Masters in Mass Communication / Media Studies or equivalent in the field of Mass Communication with 5-years rich experience of working as Journalist/PRO with public & private sector organizations especially with Print and Electronic Media at national or international level with strong Communication skills and Media relations.
38.	Horticulturist	17	Masters in Botany / Horticulture / Plant Sciences / equivalent with five (5) years progressive experience of managing botanical garden /landscape / façade embellishment in a reputed govt. /private organization with sound designing and strong communication (written & verbal)skills.
39.	Veterinarian	17	DVM in 1 <sup>st</sup> Division or a higher degree from a recognized university and at least three years professional experience.
40.	Field Work Supervisor (Anthropology)	17	<ul style="list-style-type: none"> <li>i) At least II Class Master degree in Anthropology from any recognized university.</li> <li>ii) Must have experience in field work supervision especially using the technique of participant observation.</li> <li>iii) Proficiency in any of the regional languages of Pakistan other than Urdu would be considered additional qualifications.</li> </ul>
41.	Secretary to Vice-Chancellor	17	<p>Bachelor's degree with at least 5 years' experience of Stenographic, Secretarial and administrative work in a university or education department.</p> <p>Note: BPS-18 will be granted after putting in 5 satisfactory service. BPS-19 alongwith the designation of Senior Private Secretary will be granted after putting in 12 years satisfactory service. No post will require to be created for this purpose.</p>



*Quaid-i-Azam University Calendar 2012*

42.	Purchase and Store Officer	17	<p>“Master degree in Economics, Business Administration, Public Administration, Commerce with 3-years’ experience as Assistant Store Officer in Government / Semi Government /Autonomous Educational institution or Research Organization;</p> <p style="text-align: center;">OR</p> <p>Graduate with Economics / Commerce / Business Administration with 5-years’ experience as Assistant Store Officer in Government / Semi Government / Autonomous Educational institution or Research Organization.</p>
43.	Medical Officer	17	MBBS.
44.	Assistant Workshop Supervisor	17	BSc Engineering in Mechanical Electrical, Electronics or Mechatronics; or Diploma in Polytechnic with 05-years relevant experience.
45.	Assistant Director Sports	17	MA/MSc in Physical Education: Or BA/BSc in Physical Education with 08-years relevant experience
46.	Electronic Engineer	17	BE Electrical / Electronics or MSc (Electronics) from a recognized university with good academic record.
47.	Assistant Director (P&D)	17	<p>At least 2<sup>nd</sup> class Master degree with 03 years’ experience in relevant field or equivalent.</p> <p>Preference will be given to those candidates having qualification in Economics, Project Planning; Project Management, Education Planning and Management, Administrative and Management Sciences or any relevant discipline.</p> <p>Knowledge of project proposal preparation, monitoring and evaluation of development projects, public sector development program etc. Will be advantageous.</p> <p><b>Age limit: 22-30</b></p>
48.	Accounts Officer	17	M.Com / MBA (Finance and Accounting) with 2-years’ experience or B.Com/BBA (finance and Accounting) with 10-years’ experience of Audit and Accounts in a responsible position in Government or Education department

*Quaid-i-Azam University Calendar 2012*

49.	Transport Officer	17	Diploma in Automobile Engineering or higher degree from a recognized institution with experience in management of Transport Service and maintenance will be additional qualifications.
50.	Manager Student Financial Assistance	17	i) MBA/MPA with at least 4 years' experience as Coordinator/ Technical Assistant or equal in a university or education department. ii) Computer Literacy is must. The candidates having certificate course in computer applications from a recognized institute will be given preference.
51.	Manager/Data Control Assistant in CCCCS,	17	Master degree in Computer Science or four years Bachelor degree in Computer Science from HEC recognized university Two years minimum experience of managerial work in a Government / Semi-Government institution / NGO.
52.	Assistant Librarian	17	<u>For Direct recruitment</u> First Class Master's degree in Library Science or equivalent qualification. <u>For Promotion/appointment of existing in-service Cataloguers/Classifiers.</u> 2 <sup>nd</sup> Class Master's degree in Library Science with at least 5-years' experience as Cataloguer/Classifier.
53.	Scientific Officer/Technical Officer (department of Biochemistry)	17	(i)MSc Biochemistry with 5 years laboratory experience in a recognized institution, or (ii)BSc with Chemistry, Botany/Zoology and 8 years laboratory experience in a recognized institution. (iii)Preference will be given to the applicants having experience in handling and operation of instruments such as HPLC, GC, Spectrophotometers, Atomic Absorption and Radio-immuno essay (RIA)''
54.	Field Supervisor (department of Admin. Sciences)	17	At least 1 <sup>st</sup> Class Master degree in Business / Public Administration from any recognized university. Must have experience in carrying out supervision of field work such as internship and marketing

*Quaid-i-Azam University Calendar 2012*

55.	Laboratory/ Stores Supervisor (department of Chemistry)	17	MSc (Chemistry) at least in II Division with a minimum of one year experience in handling and maintenance of scientific instruments/equipment.
56.	Herbarium Botanist/ Assistant Curator	17	iii) First class Master's degree or equivalent qualification in the relevant field. iv) Familiarity with the Flora of Pakistan Military Service
57.	Security Officer	17	Graduate with 15 years' Military service experience of Armed Forces not below the rank of JCO or equivalent or Police Officer not below the rank of Sub-Inspector.  OR  Master degree with 10 years' Military service of not below the rank of JCO or Police Officer not below the rank of Sub-Inspector.

**QUALIFICATION/EXPERIENCE FOR POSTS, BPS-1 TO 16**

<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>	<b>Qualifications</b>
1.	Superintendent	16	Graduate with at least four (04) years' service/ experience as Assistant Incharge or five (05) years' service as Assistant Incharge/ Assistant/ Stenographer of any Govt. / semi Govt. organizations(s) <sup>1</sup> .
2.	Personal Assistant	16	Bachelor's degree with high speed in shorthand and typing and at least 3 years' experience as Stenographer in a university, Government department or semi-Government organisation.
3.	Assistant Accounts Officer/ Assistant Audit Officer	16	BCom with 5 years' experience or SAS (or equivalent) with some reasonable experience in accounts and audit in a university, Government or semi-Government institution.
4.	Technical Assistant	16	MA/MSc
5.	Estate Officer	16	Graduate with 5 years' experience in Estate Management.
6.	Cataloguer/Classifier	16	Bachelor's degree in Natural or Social Sciences with Diploma In Library Sciences and two years' experience of Library work in a university, Govt. or Semi-Government Library.
7.	Calligrapher	16	Intermediate (relaxable in case of exceptionally suitable candidates) with three years' experience in official work of confidentiality & reliability and knowing the art of Calligraphy.
8.	Assistant Store Officer <sup>2</sup>	16	Graduate with 5-years' experience or Intermediate with 10-years' experience or Matriculate with 15-years' experience.

<sup>1</sup> Eligibility revised by Syndicate in its 159th meeting held on 16.07.2012.

<sup>2</sup> Approved by Syndicate in its 158 meeting held on 11.02.2012

*Quaid-i-Azam University Calendar 2012*

9.	Assistant Resident <sup>1</sup> Warden (Male/Female)	16	(i) MA/MSc OR  Bachelor's degree with at least five years' experience as Assistant, Assistant Incharge, Stenographer, Stenotypist in a university or education department.  (ii) The candidate must have knowledge of Computer. Additional consideration will be given to those who know shorthand.
10.	Staff Nurse <sup>2</sup>	16	a) Matriculation b) Three years Diploma in Nursing recognised by the Pakistan Nursing Council. c) One year Diploma in Midwifery recognised by the Pakistan Nursing Council. d) Certificate of registration as "Registered Nurse" and "Registered Midwife" conferred by the Pakistan Nursing Council.
11.	Junior Programmer <sup>3</sup>	16	Bachelor's degree with Postgraduate Diploma in Computer Science or Bachelor's degree in Computer Sciences (BCS).
12.	Data Analyst	16	BSc in Computer Science/IT/Statistic from recognized institution, Knowledge of MS Office is mandatory. Age limit 22 to 30 years (on closing date of applications)
13.	Assistant Network Manager	16	BA/BSc/BCS with CCNA/MCSE from an HEC recognized university/institution with 3-years relevant experience  OR  BA/BSc/BCS from an HEC recognized university/institution and 5-years relevant experience.

<sup>1</sup> Approved by Syndicate at its -meeting dated 26-06-2004 & 16-10-2004

<sup>2</sup> Approved by Syndicate on 6-7-1988.

<sup>3</sup> Approved revised qualification by the Syndicate in its 113-meeting dated 23-10-1999

14.	Stenographer <sup>1</sup>	16	Graduation with a speed of 100 words per minute in Shorthand and 40 words per minute in typing and 2 years' experience as Stenotypist in a university, Government or Semi-Government Organisation. Intermediate Stenotypist having three years' experience shall also be eligible for promotion.
15.	Senior Technician (Electrical/Mechanical) Workshop	15	Diploma in Mechanical Engineering from Government Polytechnic Institute with at least II Division with sufficient experience in operating precision lathes and other workshop machines. Experience of a precision mechanical workshop attached to a recognised institution is essential. Must have ability to construct instruments within given tolerance and drawings.
16.	Electronics Specialist Workshop	15	Post-Matric Diploma in Electronics from a Polytechnic Institute in 1 <sup>st</sup> Division with 7 years' experience of laboratory equipment in a recognised institution.
17.	Glass Blower <sup>2</sup>	15	Matriculate having 6-months training with five years' experience in a Glass Blowing Laboratory.
18.	Cashier	15	Graduate with one year experience or Intermediate with 2 years' experience or Matriculate with 3 years' experience in a university Government or Semi-Government Organisation in Accounts Work.
19.	Assistant Incharge	15	Graduate with at-least four (04) years' experience as Assistant in any Govt. / semi Govt. organizations(s) <sup>3</sup> .
20.	Assistant	14 (8-posts provided for promotion as Assistant-Incharge in BPS-15 on the basis of seniority cum fitness)	Graduate with 2 years' experience as UDC or Intermediate with three (3) years' experience or Matriculate with at-least five (5) years' experience as UDC in a university, Government or semi-Government organization.

<sup>1</sup> Amended as per Govt. decision by the Syndicate in its 158<sup>th</sup> meeting held on 12-02-2012

<sup>2</sup> Assented to by the Chancellor vide Presidents Sectt. U.O. No.23(13)/S/Dir-2/90, dated 10.6.98.

<sup>3</sup> Eligibility revised by Syndicate in its 159<sup>th</sup> meeting held on 16.07.2012.

*Quaid-i-Azam University Calendar 2012*

21.	Statistical Assistant <sup>1</sup>	14	BCS or Bachelor degree with Post Graduate Diploma in Computer and having at least two years' experience in the relevant field/statistical working Planning & Development Section of a university /Govt. /Semi-Govt. department.
22.	Statistical Assistant <sup>2</sup>	14	BCS or Bachelor degree with Post Graduate Diploma in Computer and having at least two years' experience in the relevant field/statistical working in Planning & Development Section of a university / Govt. /Semi-Govt. department.
23.	Sports Supervisor <sup>3</sup>	14	BA/BSc with senior Diploma in physical education plus one year experience in any institution.
24.	Stenotypist <sup>4</sup>	14	Intermediate with a speed of 80 words in shorthand and 35 w.p.m. in typing.
25.	Khateeb	14	Must be qualified in Dars-e-Nizami from a Madrisa of repute with MA degree in Islamic Studies. Additional qualification of being Hafiz-e-Qur'an will be preferred.
26.	Receptionist <sup>5</sup>	14	FSc (Computer) in 2nd Division. The candidate must have passed at least a computer certificate course 3-6 months duration and have the knowledge and experience of computer (MS Office, documentation, browsing the internet, software, website handling, etc.).
27.	Air Conditioning Plant Operator	13	Post-Matric Diploma in Air Conditioning from a Government Technical College. 10 years' experience of maintenance and operations on an Air-Conditioning plant.
28.	Photographer	13	(i) Matriculation certificate from a recognised Board or equivalent recognised qualification. (ii) First-hand experience and knowledge of photographic chemical and modern techniques of laboratory processing, developing, enlarging,

<sup>1</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010

<sup>2</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010

<sup>3</sup> Approved by Syndicate on 6-7-1988.

<sup>4</sup> Amended by the Syndicate in its 158<sup>th</sup> meeting held on 12-02-2012

<sup>5</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010.

			<p>retouching and finishing, etc.</p> <p>(iii) Knowledge and experience of colour photography, colour processing and printing is preferable.</p> <p>(iv) Good knowledge of English to caption photographs.</p> <p>(v) Three years' service as press photographer in a newspaper or a news agency of standing, a Government department or information and Public Relations set up of Autonomous Bodies.</p>
29.	Key Punch Supervisor	11	<p>Intermediate with a speed of 10,000 Key depressions per hour.</p> <p>5 years' experience as Key Punch Operator.</p>
30.	Network Technician <sup>1</sup>	11	<p>FA/FSc One year Diploma in Networking from recognized institute/organization with 3-years relevant experience</p> <p style="text-align: center;">OR</p> <p>FA/FSc with 5-years relevant experience</p>
31.	Senior Technician (Computer Hardware) <sup>2</sup>	11	<p>Three years Diploma in Computer Hardware Electronics from a recognized Polytechnic Institute at least in Second Division with minimum one year relevant experience in an institute/organization.</p>
32.	Sub-Engineer	11	<p>Diploma in Mechanical Engineering from Government Polytechnic. Preference will be given to the candidate having some experience in plumbing work.</p>
33.	Periodical/Acquisition Assistant	11	<p>BA with two years' or an intermediate with three years' experience or a Matriculate with 5 years' experience in a university or Education department Library.</p>
34.	Electronic Technician	11	<p>Three years Diploma in Electronics Trade from a Polytechnic Institute in at least second division with three years practical experience in a recognised Institute.</p>

<sup>1</sup> Ibid.

<sup>2</sup> Approved by Syndicate at its 150 -meeting dated 09-05-2009



*Quaid-i-Azam University Calendar 2012*

35.	Store Keeper	11	Graduate with one year experience or an Intermediate with 2-years' experience or Matriculate with three years' experience in a university or Semi-Government Organization in Store-Keeping.
36.	Imaam	11	Must be qualified in Dars-e-Nizami from a Madrisa of repute. Preference will be given to Hafiz-e-Qur'an.
37.	Coach (All Round) <sup>1</sup>	11	F.A. National/Provincial player in a major game with 3-years' experience of coaching/ organising.
38.	Garden Supervisor <sup>2</sup>	11	<p>(i) Matric with Science.</p> <p>(ii) Diploma in the relevant field (Forestry, Horticulture, Floriculture etc. from a recognized institution).</p> <p>(iii) 5-years' experience as Garden Supervisor or equivalent post.</p> <p style="text-align: center;">OR</p> <p>(i) FSc in the relevant subject.</p> <p>(ii) Diploma in the relevant field (Forestry, Horticulture, Floriculture etc. from a recognized institution).</p> <p>(iii) 5-years' experience as Garden Supervisor or equivalent post.</p> <p style="text-align: center;">OR</p> <p>(i) BSc in the relevant subject.</p> <p>(ii) Diploma in the relevant field (Forestry, Horticulture, Floriculture etc. from a recognized institution).</p> <p>(iii) 1-year experience as Garden Supervisor or equivalent post.</p>

<sup>1</sup> Assented to by the Chancellor vide President Sectt. U.O. No. 23(13)/S/Dir-2/90, dated 10.6.98

<sup>2</sup> Approved by Syndicate at its 143-meeting dated 26-08-2006

39.	Laboratory Technician <sup>1</sup>	11	Matric with Science and Diploma/Certificate in Lab/Technician from a recognized Institute (Medical faculty), with at least 5-years' experience in the relevant field.
40.	Laboratory Assistant / Photographer/Artist <sup>2</sup>	11	BSc with Zoology with one year experience of Laboratory work or FSc with two years' experience in photographing and photo processing or FSc with two years' experience in the use of Digital Graphic, Presentation and Image Processing Software's
41.	Field Assistant <sup>3</sup>	11	BA with two years or an intermediate with three years or Matriculate with five years' experience of Archaeological field work/Archaeological survey and excavations. (preference will be given to Archaeology and History).
42.	Surveyor	11	Diploma from Rasul, School or Engineering or equivalent qualifications with three years' experience of surveying.
43.	Sub-Engineer	11	Diploma from a School of Engineering/Polytechnic with two-year' experience of Overseer's job.
44.	Sr. Draftsman	11	3-years Diploma Course from a Government Polytechnic Institute in the relevant field with two years' experience in the job.
45.	Jr. Draftsman	11	Certificate course in Draftsman from a recognised Institute with two years' experience in the relevant field.
46.	Upper Division Clerk	9	Graduate with one (1) year clerical experience or Intermediate with two (2) years' experience in a university/ Government/ Semi-Government Organisation. <sup>4</sup>
47.	Glass Blowing Technician (Workshop)	9	Matriculate with at least 10 years' experience in a Scientific or Glass blowing organization. Applicant possessing a recognised Diploma in Glass Blowing will be preferred.

<sup>1</sup> Approved by Syndicate at its 144-meeting dated 28-10-2006

<sup>2</sup> Approved by Syndicate at its 149-meeting dated 29-09-2008

<sup>3</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010

<sup>4</sup> Eligibility revised by Syndicate in its 159th meeting held on 16.07.2012.

*Quaid-i-Azam University Calendar 2012*

48.	Junior Technician	9	Matriculate with Certificate in the relevant field from a recognised institution with three years' experience or Matriculate with Diploma from a recognised institution.
49.	Head Driver <sup>1</sup>	9	Literate with ten years' experience as a heavy duty driver.
50.	Technician (Computer Hardware) <sup>2</sup>	9	Intermediate with certificate in Computer Hardware (6-months) from a recognized Institute with minimum 2-years' experience of Computer Hardware maintenance in an Institute/Organization.
51.	Key Punch Operator	9	Matric with a speed of 10,000 Key depressions per hour and 1 year experience on Key Punch Machines.
52.	AC Technician <sup>3</sup>	9	Literate with 05-years' experience in the field of Air-Condition, deep freezer etc.
53.	Control Clerk	8	Matric with full knowledge of Computer configuration/Peripheral Unit & Input Output Media.
54.	Lower Division Clerk	7	Matriculate preferably with experience in a university, Government or Semi-Government organisation with a speed of 30 words per minute in typing.
55.	Telephone Operator	7 (Plus Good Conduct Pay and Telecom Allowance)	Matriculate with some experience as Telephone Operator in Telephone and Telegraph department.
56.	Cheque Writer <sup>4</sup>	7	Matriculate with two years' experience of cash handling in a university, Government & Semi-Government Organization. Preference will be given to Computer literate person

<sup>1</sup> Approved by Syndicate at its 116-meeting dated 22-07-2000

<sup>2</sup> Approved by Syndicate at its 149-meeting dated 29-09-2008

<sup>3</sup> Approved by Syndicate in its 149-meeting dated 29-09-2008

<sup>4</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010.

57.	Welder	7	Matriculate with Diploma/Certificate in Welding from a recognised institution with three years' experience in the field.
58.	Laboratory Assistant <sup>1</sup>	7	Matriculation some experience in the relevant trade. (for Social Sciences Deptts.)  Matriculate with Science and some experience in the relevant trade (for Natural Sciences Deptts.).
59.	Turner/Machinist <sup>2</sup>	7	Literate with certificate course (01 year) and 05-years' experience in the relevant field.
60.	Animal Assistant <sup>3</sup>	7	Matric with Science plus three years' experience in animal housing (preferably Laboratory Animals). Feeding and Care
61.	Lift-cum-Generator Operator <sup>4</sup>	7	Matric 2nd Division and 2-years' experience in Generator Operator/Maintenance with a Government department or any Private Reputable Firms/Company.
62.	Sanitary Supervisor <sup>5</sup>	7	Intermediate 2nd Class with diploma/certificate in sanitation and three years' experience in the relevant field.  OR Matriculation with certificate in sanitation and seven years' experience in the relevant field.
63.	Asstt. Air-Conditioning Plant Operator	7	Up to Middle with 3 years' experience of maintenance and operations experience In Air-conditioning Plant.
64.	Dispenser-cum -dresser	6	Matriculate with sufficient experience in profession at a recognised Hospital/ Dispensary.

<sup>1</sup> Qualification revised by Syndicate in its 132-meeting dated 31-05-2003

<sup>2</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010

<sup>3</sup> Approved by Syndicate in its 149-meeting dated 29-09-2008

<sup>4</sup> Approved by Syndicate in its 150-meeting dated 09-05-2009

<sup>5</sup> Approved by Syndicate at its 150-meeting dated 09-05-2009

65.	Workshop Fitter <sup>1</sup>	5	Literate with 10-years and experience in the relevant field.
66.	AC Technician <sup>2</sup>	5	Literate with 05-years' experience in the field of Air-Condition, deep freezer etc.
67.	Winder/Electrician <sup>3</sup>	5	Literate with 3-years' experience in winding of electric motors, fans etc.
68.	Mason <sup>4</sup>	5	i. Matric with two years' experience in Masonry work in a private or government organization. ii. Literate with five years' experience in Masonry working in a private or government organization.
69.	Assistant Store-Keeper	5	Matriculate preferably with experience in Store-Keeping in a university, Government or Semi-Government department.
70.	Carpenter	5	Matriculate with Certificate from a recognised institution or a literate with 10 years' experience in the field.
71.	Proof Reader	5	Matriculate with experience in proof reading in a university, Government or a Good Private press.
72.	Electrician <sup>5</sup>	5	Literate with 5-years relevant experience in university, Govt. or Semi-Govt. organization.
73.	Book Binder	5	Literate with sufficient experience of book-binding.
74.	Duplicating Machine Operator	5	Matriculate
75.	Checker in the Transport Unit <sup>6</sup>	5	Middle with at least 4 years' experience as Checker in the Transport department of a university or Government/Semi-Government organizations.

<sup>1</sup> Approved by Syndicate in its 152-meeting dated 31-07-2010

<sup>2</sup> Approved by Syndicate in its 149-meeting dated 29-09-2008

<sup>3</sup> Approved by Syndicate in its 149-meeting dated 29-09-2008

<sup>4</sup> Approved by Syndicate in its 152-meeting dated 31-07-2010 (revised)

<sup>5</sup> Approved by Syndicate in its 150-meeting dated 09-05-2009

<sup>6</sup> Approved by Syndicate on 6-7-1988.

*Quaid-i-Azam University Calendar 2012*

76.	Record Keeper <sup>1</sup>	5	Matriculate preferable with experience in Record-Keeping in university, Government or Semi-Government department.
77.	Canner/Polisher <sup>2</sup>	5	Literate with 10-years' experience in the relevant field.
78.	Posheshman <sup>3</sup>	5	Literate with 10-years' experience in the relevant field.
79.	Workmistry <sup>4</sup>	5	Matriculate pass with minimum 2-years' experience for supervising construction works in any Govt. /Semi-Govt. department or private reputable firm.
80.	Mechanic/Fitter <sup>5</sup>	5	Primary with at least 6-years professional experience in an Auto Workshop/Organization.
81.	Auto Electrician <sup>6</sup>	5	Literate with five years relevant experience in a university Government or Semi-Government Organization.
82.	Head Mali <sup>7</sup>	5	i) Matriculate with Science. (ii) Certificate in Gardening from a recognized institution.
83.	Welder	5	Matriculate with Diploma/Certificate in Welding from a recognised institution with three years' experience in the field.
84.	Rock Cutter/Machine <sup>8</sup> Operator	5	Matriculate with Science with one year experience of Rock Cutting.
85.	Caretaker <sup>1</sup>	5	Matriculation with preferably with experience of working in office/Guest House

<sup>1</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010

<sup>2</sup> Approved by Syndicate in its 152-meeting dated 31-07-2010

<sup>3</sup> Approved by Syndicate in its 152-meeting dated 31-07-2010

<sup>4</sup> Approved by Syndicate in its 152-meeting dated 31-07-2010.

<sup>5</sup> Approved by Syndicate in its 113-meeting dated 23-10-1999

<sup>6</sup> Approved by Syndicate in its 150-meeting dated 09-05-2009

<sup>7</sup> Approved by Syndicate at its 143-meeting dated 26-08-2006

<sup>8</sup> Approved by Syndicate at its 149-meeting dated 29-09-2008

*Quaid-i-Azam University Calendar 2012*

			in a university, Government or Semi-Government department or NGO
86.	Plumber	5	Middle with 5 years' experience in Plumbing in a private Organisation/ Government department.
87.	Painter <sup>2</sup>	5	Middle with 5-years' experience or literate with 10-years' experience in relevant field in private or Government Organization
88.	Driver/Despatch Rider	4  (50% of sanctioned posts are placed in senior scales BPS-5, 6 & 7 on the basis of 5, 10 & 15 years' service respectively as Driver/ Despatch Rider as per Govt. Rules)	Eligibility criteria is prescribed like HTV licence holders etc
89.	Moazzin <sup>3</sup>	4	Literate - Must have some religious knowledge.
90.	Laboratory Attendant	2	Nil
91.	Library Attendant	2	Nil

<sup>1</sup> Approved by Syndicate at its 152-meeting dated 31-07-2010

<sup>2</sup> Approved by Syndicate at its 149-meeting dated 29-09-2008

<sup>3</sup> Up-gradation approved by the Syndicate in its meeting held on 6.7.1988.

*Quaid-i-Azam University Calendar 2012*

92.	Workshop Attendant	2	Nil
93.	Book Bearer	2	Nil
94.	Daftry	2	Nil
95.	Medical Attendant	2	Experience of working at a recognised Hospital/Dispensary.
96.	Telephone Helper	2	Matriculate
97.	Qasid	2	Nil
98.	Cook <sup>1</sup>	2	Nil
99.	Animal Attendant	2	Nil
100.	Field Attendant	2	Nil
101.	Gardner	2	Nil

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<sup>1</sup> Upgraded the post of Cook from BPS-1 to BPS-2 by the Syndicate in its 153-meeting held on 11-12-2010



*Quaid-i-Azam University Calendar 2012*

102.	Glass Workshop Attendant	2	Nil
103.	Pump Operator	2	Nil
104.	Masson Helper	2	Nil
105.	Caretaker (Female)	1	Nil
106.	Naib Qasid	1	Nil
107.	Chowkidar	1	Nil
108.	Farash	1	Nil
109.	Day Care Attendant (Female) <sup>1</sup>	1	Nil
110.	Bearer	1	Nil
111.	Telephone/Office Attendant	1	Nil
112.	Mali	1	Nil
113.	Bus Conductor-cum-Cleaner	1	Nil

<sup>1</sup> Approved by Syndicate in its 154<sup>th</sup> meeting held on 12.3.2011.

*Quaid-i-Azam University Calendar 2012*

114.	Greaseman	1	Nil
115.	Denter	1	Nil
116.	Groundman	1	Nil
117.	Helper	1	Nil
118.	Electrician Helper	1	Nil
119.	Sweeper	1	Nil
120.	Painter Helper	1	Nil
121.	Sewerman	1	Nil
122.	Mortermate	1	Nil
123.	Transport Helper	1	Nil

(2)

**STATUTES RELATING TO PROVIDENT FUND  
FOR THE TEACHERS, OFFICERS AND  
EMPLOYEES OF THE UNIVERSITY**

**(Assented by the Chancellor on 1 April 1976)**

(2)

**STATUTES RELATING TO PROVIDENT FUND  
FOR THE TEACHERS, OFFICERS AND EMPLOYEES  
OF THE UNIVERSITY**

**(Substituted by the Services Pension Statutes, 1982. Contributory Provident Fund Statutes where applicable to only those teachers/employees who did not opt for the Pension Statutes.)**

The employees, who opted to continue towards Contributory Provident Fund after the introduction of Pension Scheme in 1982, have either been retired or have changed their option subsequently. So now no employee is being governed under the CPF scheme. Therefore CPF scheme has become inoperative. Hence its details are deleted from the calendar.

(2a)

## **GENERAL PROVIDENT FUND RULES**

- (1) **Constitution of the Fund:** The General Provident Fund was constituted in the University in 1991 after the introduction of Pension Scheme that replaced the Contributory Provident Fund.
- (2) **Eligibility:** All regular faculty and employees are eligible for subscription towards General Provident Fund (GPF).
- (3) **Subscribers Account:** As soon as a University teacher/ employee complete two years' service he/she shall be allotted a General Provident Fund account number. When a number has been allotted, the subscription should be started.
- (4) **Conditions and Rates of Subscription:** The subscription to the General Provident Fund is mandatory and is made by deduction from the monthly salary. There are uniform rates of subscription towards General Provident Fund revised from time to time duly adopted by the University.
- (5) **Nominations:** As provided for in the General Provident Fund Rules amended by the Government from time to time, duly adopted by the University.
- (6) **Interest:** As announced and paid by the Bank wherein GP Fund accumulations are kept.
- (7) **Advance from the Fund:** As provided for in the General Provident Fund Rules amended by the Government from time to time, duly adopted by the University.
- (8) **Final withdrawal of the accumulations:** As provided for in the General Provident Fund Rules amended by the Government from time to time, duly adopted by the University.
- (9) **Protection of the accumulations:** As provided for in the General Provident Fund Rules amended by the Government from time to time, duly adopted by the University.

(3)

**STATUTES RELATING TO THE GROUP INSURANCE**

**(Assented by the Chancellor on 1 April 1976)**

<b>Sections</b>	<b>Page</b>
1. Definitions	123
2. Establishment of Fund	123
3. Entitlement	123
4. Group Insurance	123
5. Admissibility for Payment to Relatives on University Employee's Death	125
6. Submission of Claims for Payment	125
7. Payment of Claim by the Insurance Company	126
8. Profit Commission	126
Annexure 1 - Form of Nomination	127
Annexure 2 – Certificate	128

(3)

## **STATUTES RELATING TO THE GROUP INSURANCE**

### **1. DEFINITIONS**

In these statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- (a) "Family" in relation to University Employee means his/ her:
  - (i) wife or wives or husband, as the case may be;
  - (ii) children and step-children less than 18 years old;
  - (iii) children and step-children not less than 18 years old if wholly dependent upon him or her; and
  - (iv) parents, sisters and minor brothers if residing with and wholly dependent upon him or her.
- (b) "Funds" means the Quaid-i-Azam University Employees Group Insurance Fund.
- (c) All other expressions shall have the same meanings as assigned under the Quaid-i-Azam University<sup>1</sup> Act, 1973 and other statutes from time to time.

### **2. ESTABLISHMENT OF FUND**

There shall be established a fund to be called University Employees Group Insurance Fund for the purpose of securing life insurance benefits and to provide adequate financial protection to the family of the University employee in the event of his/her premature death.

### **3. ENTITLEMENT**

All University employees shall be entitled to the benefits of this fund except:

- (a) the staff paid from contingencies;
- (b) the work charged establishment;
- (c) part-time University employees;
- (d) those employed on contract for a short period;
- (e) employees who have attained the age of 60 years; and
- (f) any category of University employees excluded from the purview of these orders by the Syndicate.

### **4. GROUP INSURANCE**

The Syndicate:

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<sup>1</sup> Islamabad University renamed as Quaid-i-Azam University vide Islamabad University (Amendment) Act 1976

- (a) shall from time to time arrange for the insurance of the University employees in the sums specified under clause 6 with such Insurance Company or other insurer as it may deem fit in accordance with the provisions of these orders;
  - (b) shall have the powers to sanction expenditure connected with the administration and management of the Fund;
  - (c) may do or cause to be done all other things ancillary or incidental to any of the aforesaid provision or to the purposes of the Group Insurance.
5. The financing of the Group Insurance Scheme will be as under:
- (a) All officers who are in the scale of basic pay of No. 17-22 (category No.1) or above shall pay to the Insurance Fund such sum of money as may be prescribed as premium for the insurance of his/her life by the University authorities.
  - (b) The Insurance premia on behalf of all employees who are in the basic pay scale below. 17 (Category No. II) be paid by the University itself to the Insurance Fund.
6. <sup>1</sup>The sum assured to be paid to the family of deceased employees will be as per the prevailing approved rates.
- Any subsequent revision made by the Federal Government in the ceilings of the Sum Assured in respect of its employees shall also apply to the University employees.
- The premium shall, however, be paid by the University in respect of employees in grade I to 15 and that in respect of employees in grade 16 and above by the employees themselves as in the Government.
7. When a confirmed University employee joins other service and his/her lien is maintained in the University, he/she shall continue to be governed by these statutes in the same manner as if he/she had not been transferred and shall remit to the Treasurer his/her contribution for credit to the Fund during the period he/she remains on foreign service/deputation.
8. If for any reason contribution to the Fund has not been deducted from the pay of University<sup>1</sup> employee or paid in manner provided in clause 5 of these statutes the same shall in lump sum be:
- (a) deducted from his/her subsequent pay bill or
  - (b) remitted to the Treasurer who shall credit the amount to the Insurance Fund.
- Notwithstanding the fact that a University employee may have at different times belonged to different classes of University employees, the amount to be paid on his/her death to the member or members of his/her family nominated by him/her in this behalf or the other persons mentioned in clause 5 of these statutes shall be the sum specified in clause 6 in respect of the category to which he/she belonged immediately before his/her death.
9. If a University employee, for any reason whatsoever, quits University service or is discharged or removed from service, his/her services are terminated, he/she shall be entitled neither to any benefit from the Insurance Fund, nor to the refund of the

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<sup>1</sup> Approved by the Vice-Chancellor on 29-1-1996 (Effective from 1-12-1995)



contributions, made by him/her towards the Group Insurance during the period of his/her service.

**10.**

- (i) Within three months of the coming into force of these statutes every employee who is entitled to the benefits of the Group Insurance shall nominate in the form appended at Annexure I, a member or members of his/her family to whom he/she desires the sum insured to be paid in the event of his/her death, specifying in the case the assured sum is to be paid to more than one member of his/her family, the proportion in which such sum is to be paid to them and forward the nomination to the Treasurer for transmission to the Insurance Company concerned which shall assign a nomination number to the employee and furnish a receipt to this effect to be placed in his/her Service Book/Service Roll.
- (ii) In case the nominee or one of the nominees is a minor the University employee shall nominate one or more persons through whom the payment of the sum assured or the share of the minor successor as the case may be, shall be paid.
- (iii) A University employee may, at any time, cancel a nomination by sending a notice in writing to the Treasurer for transmission to the Insurance Company and may also send a fresh nomination alongwith such notice.

**11. ADMISSIBILITY FOR PAYMENT TO RELATIVES ON UNIVERSITY EMPLOYEE'S DEATH.**

The arrangement to be made with an Insurance Company or other insurer under clause 4 of these statutes shall be to the effect that on the death of a University employee the sum specified against his/her category under these statutes shall be paid:

- (a) to such member or members of his/her family as he/she may have nominated for the purpose, in a full or in the shares specified by him/her at the time of making the nomination; and
- (b) Where no valid nomination by the University employee exists at the time of his/her death, to his/her family, and in the absence of a family, to his/her surviving relatives, if any, in the manner and in the shares in which the Provident Fund/ Benevolent Fund of a deceased University employee payable under the University Rules in force from time to time.

**12. SUBMISSION OF CLAIMS FOR PAYMENT**

Claims under these statutes shall become payable only upon submission of following documents by Head of the institute/ department/ section concerned through the Treasurer to the Insurance Company of:

- (a) a certificate in the form appended as Annexure II certifying the death of the University employee concerned and indicating the category to which such employee belonged immediately before his/her death and his/her nomination number; and
- (b) where no valid nomination under clause 10 exists in respect of a University employee at the time of his/her death, a certificate specifying the names of the members of his/her family, and in the absence of any member of his/her family, the names of his/her surviving relatives, to whom the sum assured is payable

under the provisions of clause 1 and the shares in which the sum is payable to them.

**13. PAYMENT OF CLAIM BY THE INSURANCE COMPANY**

On receipt of the documents referred to in clause 12 the insurance company concerned shall make immediate arrangements for the payment of the sum assured, to the person or persons recommended by the University.

**14. PROFIT/COMMISSION**

The profit/commission received by the University towards the Group Insurance from the insurance company or other insurer from time to time shall be transferred to the University Benevolent Fund.

**ANNEXURE-I**

**FORM OF NOMINATION**

(Referred to in clause 10 of the Statutes)

I,.....son/daughter/wife.....  
of the institute/ department/branch.....Quaid-i-Azam University,  
Islamabad<sup>1</sup> hereby nominate the person/persons mentioned below who is/are members/members  
of my family as defined in the University Group Insurance Statutes to receive the assured sum in  
the event of my death.

Name and address of Nominee	Relationship	Age	Proportion of the amount to be paid	If the Nominee is minor, name of the person/persons to whom payment to be made on his/her behalf

Date the.....day of .....

Signature of Subscriber

Seal of Office

Attested by .....

\*The signature of the subscriber should be attested by an officer of the University Officer or Class I Officer of the central or Provincial Government who should affix his/her seal of office below his/her signatures.

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<sup>1</sup> Name of the University changed to Quaid-i-Azam University Islamabad vide Islamabad University (Amendment) Act, 1976.

ANNEXURE-II

(Referred to in clause 12 of the Statutes)

Dated .....

To,

.....  
.....

(Address of the Insurance Company)

Subject: **PAYMENT OF CLAIM IN RESPECT OF.....**  
**UNDER GROUP INSURANCE SCHEME**

Dear Sir,

I am directed to report that Dr./Mr./Mrs./Miss .....  
Age .....years, has died on .....

It is, therefore, requested that the payment of Rs. ....  
(Rupees ..... only), the amount for  
which the deceased was covered may be made under intimation to this University:

- (a) to his/her nominee or nominees. The nomination number assigned to the deceased was .....; or
- (b) (Where no nomination exists) to the following member(s) of his/her family.
- | Name  | Relationship with the deceased | Share |
|-------|--------------------------------|-------|
| (i)   |                                |       |
| (ii)  |                                |       |
| (iii) |                                |       |
| (iv)  |                                |       |
- (c) In the absence of a family), to his/her surviving relatives mentioned below in the share noted against each.
- | Name  | Relationship with the deceased | Share |
|-------|--------------------------------|-------|
| (i)   |                                |       |
| (ii)  |                                |       |
| (iii) |                                |       |

It is hereby certified:

- (1) That the deceased was subscriber to the University Group Insurance Fund.
- (2) That at the time of the death the deceased was class ..... employee.

Yours faithfully,

Treasurer

(4)

**STATUTES RELATING TO THE BENEVOLENT FUND**

**(Assented to by the Chancellor on 1 April 1976)**

<b>Sections</b>	<b>Page</b>
1. Definitions.	130
2. Entitlement.	130
3. Establishment of Fund.	130
4. Benevolent Fund Credits	130
5. Benevolent Fund Moneys to be kept in the prescribed Bank	131
6. Subscriptions to be paid by the Employees.	131
7. Unpaid Subscription recoverable in prescribed manner	131
8. Right for Payment of Benevolent Grant Not Affected by any Default	131
9. Benevolent Grants to be paid from the Benevolent Fund.	131
Table of Monthly Contribution and Benevolent Grant	131
10. Payment of Benevolent Grant	132
11. Utilization of Benevolent Grant for Benefit of Family where No Valid Nomination exists	132
12. Maintenance of Benevolent Fund Accounts	132
13. Audit of Benevolent Fund Accounts	132
14. Vesting of the Fund and its Management	132
15. Board of Trustees	133
16. Duties and Powers of the Board of Trustees.	133
17. Appeal against the Decision of Board of Trustees	133
18. Assistance Package for Families of University Employees who die in Service.	133
Annexure I - Form of Nomination.	134

(4)

## **STATUTES RELATING TO THE BENEVOLENT FUND**

In these Statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them.

### **1. DEFINITIONS**

- (a) "Family"; in relation to the University employee means his or her;
  - (i) wife or wives or husband, as the case may be,
  - (ii) children and step-children less than 18 years old,
  - (iii) children not less than 18 years old if wholly dependent upon him/ her, and
  - (iv) parents, sisters and minor brothers if residing with and wholly dependent upon him or her.
- (b) "Fund"; means the University Employees Benevolent Fund.
- (c) All other expressions shall have the same meaning as assigned to them under section 2 of the Quaid-i-Azam University Act, 1973.<sup>1</sup>

### **2. ENTITLEMENT**

All University employees shall be entitled to the benefits of this fund except:

- (a) the work charged establishment;
- (b) Part-time University employees;
- (c) those employed on contract for a fixed short period;
- (d) employees who have attained the age of 60 years; and
- (e) any category of University' employees specially excluded from the purview of these statutes by the Syndicate.

### **3. ESTABLISHMENT OF FUND**

There shall be established a Fund to be called the University Employees Benevolent Fund.

### **4. To the credit of the Benevolent Fund shall be placed;**

- (a) all sums paid by the employees as subscription to the Benevolent Fund;
- (b) all Benevolent grants, donations, gifts, endowments, etc. made by the central Government, autonomous bodies, organizations and institutions or others for the purpose;
- (c) all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the Fund;

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<sup>1</sup> University of Islamabad renamed as the Quaid-i-Azam University vide Islamabad University Amendment Act, 1976.

- (d) profit/commission received by the University towards the Group Insurance from the Insurance Company;
  - (e) Contributions of the University or portion thereof credited to the Provident Fund Account of an employee which on closing his/her account remains un-refundable;
  - (f) the unclaimed amount of interest on provident fund of an employee;
  - (g) any amount which remains unclaimed for a period of three years after the Provident Fund Account of an employee has been closed.
5. The moneys credited to the Benevolent Fund shall be kept in such bank as may be prescribed.

**6. SUBSCRIPTIONS TO BE PAID BY THE EMPLOYEES**

Every regular employee shall pay to the Benevolent Fund a monthly subscription at the rate as prescribed in the rules and revised by the Government from time to time and adopted by the University.

7. Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the Treasurer the sum of subscription payable by him/her and any amount of subscription remaining unpaid due to inadvertence or negligence of the employee or otherwise shall be recoverable from him/her in such manner as may be prescribed by the Vice-Chancellor.
8. Default in the payment of the subscription either for the reasons that the pay of the employee was not drawn or due to his/her inadvertence, negligence or fault of any other reasons whatsoever shall not affect his/her right or the right of his/her family to receive the Benevolent Grant provided for in clause 9 but the amount of unpaid subscription shall be deducted from the Benevolent Grant.

**9. BENEVOLENT GRANTS TO BE PAID FROM THE BENEVOLENT FUND**

If any employee:

- (a) is declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his/her employment and is for that reason retired or removed from service, he/she shall be entitled to receive for life such benevolent grant from the Benevolent Fund as may be prescribed; or
- (b) dies during the continuance of his/her employment, or during retirement before attaining the age of seventy years, his/her spouse shall be entitled to receive for life such benevolent grant from the Benevolent Fund as may be prescribed.

Provided that, if the deceased employee has no spouse or the spouse dies the other members of his/her family shall be entitled to receive benevolent grant from the Benevolent Fund for a period of fifteen years or up to the date the deceased employee would have attained the age of seventy years, whichever is earlier;

Provided further that, the said period of fifteen years shall be reckoned from the date from which he/she began drawing such grant.

Provided that in the case of an employee who dies after having drawn benevolent grant under this section, the said period of fifteen years shall be reckoned from the date from which he/she began drawing such grant.

- (c) For the relief of exceptionally needy former employees in their old age.
- (d) A lump sum amount of Rs.50,000/- shall be payable on the marriage of one child of serving, retired and deceased employees irrespective of gender subject to the following conditions namely:
  - i. The marriage of the child takes place on or after 21<sup>st</sup> day of April, 2011;
  - ii. The marriage grant shall be paid on production of a Nikah Nama issued by the competent authority.
- (e) A lump sum amount of Rs.10,000/- shall be paid as burial charges to the bereaved family members of an employee died on or after 21<sup>st</sup> day of April 2011, while in service or after retirement before attaining the age of 70 years.<sup>1</sup>
- (f) Farewell grant equal to one month's pay to an employee who proceeds on retiring pension after twenty years' continuous service out of the University Employees Benevolent Fund. This grant shall be paid to those employees, retired on or after first day of January 2006.<sup>2</sup>

#### **10. PAYMENT OF BENEVOLENT GRANT**

On the death of an employee, the amount of benevolent grant payable under statutes 9 shall be authorised by the Board of Trustees to be paid to such member or members of his/her family as he/she might have nominated in the prescribed form given in Annexure I in full or in the shares specified by him/her at the time of making nominations.

- 11. Where no valid nomination made by the employee exists at the time of his/her death, the amount of Benevolent Grant shall be paid to such member, members of his/her family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance/benefit of all the members of family, as may be prescribed or may, consistent with the rules, be determined by the Board of Trustees or an officer authorised by the Board of Trustees in this behalf.
- 12. The accounts of the Benevolent Fund shall be maintained in such manner and form as prescribed under the Statutes relating to Maintenance of Account of the University as in force from time to time.
- 13. The account of the Benevolent Fund shall be audited by the External Auditors of the University every two years and their report published for general information.
- 14. The fund shall vest in the Quaid-i-Azam University<sup>3</sup> as a body corporate and managed by a Board of Trustees to be nominated by the Syndicate.
- 15. **The Board of Trustees shall consist of:**
  - (a) The Vice-Chancellor: Chairman (Chairperson) Ex-Officio.

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<sup>1</sup> The Syndicate in its 158<sup>th</sup> meeting held on 11.2.2012 approved the adoption of both notifications No.9/92(GN)/Admn-Bt dated 31<sup>st</sup> May 2011 regarding Marriage Grant and Burial Charges issued by Federal Employees Benevolent & Group Insurance Funds (Establishment Division) Islamabad.

<sup>2</sup> Approved by Syndicate in its meeting held on 29.09.2008.

<sup>3</sup> University of Islamabad renamed as the Quaid-i-Azam University vide Islamabad University (Amendment) Act 1976.



- (b) Two members to be nominated by the Syndicate from among the Academic Staff.
- (c) One member to be nominated by the Syndicate from among the Administrative Staff.
- (d) Treasurer: Secretary Ex-Officio.

The nominated members shall hold office up to two years at the pleasure of the Syndicate. Retiring members will be eligible for re-nomination. Quorum for meetings shall be 3.

#### **16. DUTIES AND POWERS OF THE BOARD OF TRUSTEES**

The Board shall have power:

- (a) to settle claims for benevolent grants under these statutes and all matters connected with such claims;
  - (b) to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provision of these statutes;
  - (c) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Benevolent Fund;
  - (d) to sanction expenditure connected with the administration and management of the Benevolent Fund;
  - (e) to invest moneys held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for purposes of raising rent income, and in other profitable ventures the plans whereof having been previously approved by the Syndicate; and
  - (f) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Benevolent Fund.
- 17.** An appeal shall lie to the Syndicate against the decisions of the Board of Trustees within 90 days of its decisions and the decision of the Syndicate shall be final and binding on members participating in the scheme.

#### **18. ASSISTANCE PACKAGE FOR FAMILIES OF UNIVERSITY EMPLOYEES WHO DIE IN SERVICE**

Federal Government vide Finance Division (Regulations Wing) O.M No.7/40/2005-E.2 dated 16.6.2006 announced an assistance package for the families of those employees who die in service. The University adopted the package as per the Syndicate's approval given in its meeting held on 29.9.2008. The package contains several benefits, i.e. lump sum grant, Pension, Accommodation, Employment, Education, Health, Plot of land, waiver of remaining balance of HBA and waiver of unpaid amount of plot allotted by FGEHF etc.

**FORM OF NOMINATION**

**(Referred to in Clause 10 of the Statutes)**

I.....  
son/ daughter/ wife of .....  
of the institute/department/branch,, Quaid-i-Azam University<sup>1</sup> hereby nominate the person/persons mentioned below who is/are members/members of my family as defined in the Statutes relating to Benevolent Fund to receive the assured sum in the event of my death.

Name and address of Nominee	Relationship	Age	Proportion of the amount to be paid	If the Nominee is minor, name of the person/ persons to whom payment to be made on his/her behalf
-----------------------------	--------------	-----	-------------------------------------	---

Date the.....day of .....

Signature of Subscriber

Attested by .....

Seal of the office.

The signature of the subscriber should be attested by a University officer or Class I officer of the Central or Provincial Government who should affix his/her seal of office below his/her signatures.

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<sup>1</sup> University of Islamabad renamed as the Quaid-i-Azam University vide Islamabad University (Amendment) Act 1976.

(5)

**SERVICE PENSION STATUTES**

**(Assented to by the Chancellor vide letter  
No. F-4-1/76-UE-1, dated 8 November 1982.)**

<b>Sections</b>	<b>Page</b>
1. Short Title	136
2. Definitions	136
3. Extent of Application	136
4. Option	137
5. Exceptions	137
6. Application of Government Services Pension Rules to University Employees	138
7. Qualifying Service for Pension	138
8. Relaxation	139
9. Pension Fund	139
10. Authority Competent to Grant Pension	139
11. Maintenance of Pension Fund	139
12. Payments	139
13. Anticipatory Pension in Default of Expeditious Payment	139
14. Acceptance of Pensionary Liabilities	140
15. Amendments in Pension Rules/Rates of Federal Government Applicable to University Employees	140
16. Assistance Package for Families of University Employees who die in Service	140

(5)

## **SERVICE PENSION STATUTES**

### **1. SHORT TITLE**

- (i) These Statutes may be called the Quaid-i-Azam University Services Pension Statutes 1982.
- (ii) These shall be deemed to have come into force at once.

### **2. DEFINITIONS**

In these Statutes, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them;

- (a) “Head of department” means the Head of the University teaching or administrative department and includes the Principal/Director of a constituent college/institution.
- (b) “Medical Authority” means an authority appointed to conduct medical examination of the University employees for the purpose of granting invalid pension, extraordinary pension or commutation of pension. This authority shall be:
  - (i) In the case of an employee in BPS 1 to 11, a Doctor nominated by the Vice-Chancellor; and
  - (ii) In the case of all other employees a Standing Medical Board consisting of not less than two Medical Officers to be appointed by the Syndicate.
- (c) “Pension Fund” means the fund maintained under Statute 10;
- (d) “Syndicate” means the Syndicate of the University;
- (e) “Treasurer” means the Treasurer of the University;
- (f) “University” means the Quaid-i-Azam University;
- (g) “University employee” and “University Service” respectively mean the employee to whom and the service to which these Statutes apply;
- (h) “University Fund” means the University Fund maintained under section 31 of the Quaid-i-Azam University Act, 1973.

All other expressions shall have the same meanings as assigned to them under the Quaid-i-Azam University Act, 1973.

### **3. EXTENT OF APPLICATION**

- (i) All University employees under the rule-making control of the University Unless they opt to continue to be governed by the Statutes concerning contributory Provident Fund for the benefit of the employees of the University, hereinafter referred to as the existing Statutes, as applicable to them;

- (ii) All other employees declared as University employees by the Syndicate unless they opt to continue to be governed by the Statutes concerning Contributory Provident Fund.

#### **4. OPTION**

University employees mentioned in Clause (i) of Statute 3 may exercise option within a period of six months from the date of publication of these Statutes in the official Gazette. The option shall be communicated in writing to the Treasurer as well as the Registrar of the University and the option once so exercised shall be final. Where a University employee specified in clause (i) of Statute 3 fails to exercise option within the stipulated period he/she shall be deemed to have opted for these Statutes. A University employee who, at the time of publication of these Statutes is out of Pakistan or is on leave, may exercise his/her option and communicate it within six months from the date of his/her return from leave or from abroad. If he/she does not exercise and communicate his/her option within the prescribed period, he/she shall be deemed to have opted for these Statutes.

##### **EXPLANATION - I**

A University employee mentioned in Clause (i) of Statute 3 can only opt either for these Statutes or for the existing Statutes. It is not open to him/her to opt for the existing Statutes for a part of his/her service and for these Statutes for the remaining part or parts.

##### **EXPLANATION - II**

A University employee who opts for these Statutes or is deemed to have so opted or to whom these Statutes have been applied, his/her family shall not be granted any gratuity, bonus or stipend of any kind to which he/she was or would have been entitled under the existing Statutes, except the pension admissible under these Statutes.

##### **EXPLANATION - III**

- (i) The amount subscribed to the Provident Fund by a University employee who opts for these Statutes or is deemed to have so opted or to whom these Statutes have been applied, shall be refunded to him/her alongwith the amount of interest accrued thereon unless he/she declares that the amount at his/her credit may not be refunded and may be treated as voluntary fund.
- (ii) The amount contributed by the University to the Provident Fund of a University employee who opts for these Statutes or is deemed to have so opted or to whom these Statutes have been applied shall be surrendered or stand surrendered, as the case may be, to the University alongwith the amount of interest accrued thereon.

Provided that these provisions shall not apply to the University employees who are appointed on contract basis for a limited period and have been extended the benefit of Provident Fund under the terms and conditions of their appointments.

#### **5. EXCEPTIONS**

These Statutes shall not apply to:

- (i) The employees engaged on daily wages:
- (ii) University employees engaged on contract which contains no stipulation for pension under these Statutes;

- (iii) Any person for whose appointment and conditions of service special provision is made by or under any law, rule or regulation for the time being in force:
- (iv) Any university employee who holds a post which has been declared by the Syndicate to be non-pensionable;
- (v) Any person whose whole-time is not retained for University service but is merely paid for work done, such as part-time Lecturers, Scrutineer, etc.;
- (vi) Any person who is not paid from the University Fund, but is paid from a fund held by the University as a Trustee, or from any other local fund or is remunerated by fees for the grant of tenure of land or of any other source of income or of a right to collect money.

## **6. APPLICATION OF GOVERNMENT SERVANTS, PENSION RULES TO UNIVERSITY EMPLOYEES**

- (1) Save as otherwise provided in these Statutes, the Government of Pakistan pension rule for Civil Servant introduced vide No. F(6)1- Rev-I/75 dated 7.1.1977 (hereinafter referred to as the said Rules), as remain applicable to Government servants shall mutatis mutandis apply to University employees, and:
  - (a) any reference to Government were a reference to University;
  - (b) any reference to Government servant were a reference to University employees;
  - (c) any reference to Provincial-Consolidated Fund were a reference to the University Fund.
  - (d) any reference to Class-IV Service were a reference to any kind of service which may be specially classed as such by the Syndicate; and any reference Superior Service were a reference to any kind of Service which is not Class-IV Service.
- (2) If any difficulty or dispute arises regarding the application of the said Rules to the University employees, the matter may be resolved by the decision of the Vice-Chancellor.
- (3) If any question arises regarding the interpretation of these Statutes, the matter shall be referred to the Federal Government whose decision thereon shall be final.
- (4) Addition to Section-6 as Clause 4.

The orders of the Federal Government allowing or disallowing any monetary benefits to the Government pensioners shall apply to the University pensioners after the approval of the Federal Government.

## **7. QUALIFYING SERVICE FOR PENSION**

Subject to these Statutes, service rendered by a University employee from the date of his/her joining University service or the date of attaining the age of 18years<sup>1</sup>, whichever is later shall count as service for pension.

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<sup>1</sup> Amendment approved by the Chancellor vide notification No.(R)/M-2000-3227 dated 08.07.2000

**8. RELAXATION**

Any of these Statutes may for the reasons to be recorded in writing be relaxed in individual cases by the Syndicate or the Vice-Chancellor, as the case may be, if the strict application of these Statutes is likely to cause hardship to the individual concerned.

**9. PENSION FUND**

A pension Fund shall be instituted to which the accumulated balance of University's contribution towards employees Provident Fund & gratuity as well as current year's budget provision on the same account shall be transferred alongwith the interest earned on these sums. Further contributions to the Fund will be made at the rates as may be determined by the University from time to time,

**10. AUTHORITY COMPETENT TO GRANT PENSION**

The authority competent to grant pension shall be the authority competent to make appointment to the post last held by the University employee at the time of retirement.

**Note:** The Syndicate in its meeting held on 12.3.1988 decided that:

- (i) The period of service spent by an employee with any National i.e. Govt-Semi-Govt and autonomous organization before joining the University should be counted towards pensionary benefits, provided (a) that the previous service is continuous with the University service and (b) that the previous organization(s) agree to provide pension contribution for the period spent with the organization(s)
- (ii) The period of service spent by an employee with any other National i.e., Govt./Semi-Govt. and autonomous organization which had no pensionary scheme for its employees, and which was operating the contributory provident fund scheme, shall be counted towards pensionary benefits, provided that the employee deposits with the University, the contributory provident fund received from the previous organization excluding his/her own share alongwith the interest-profit thereof at the rate 6% per annum for the period that the money has been kept with him.

**11. <sup>1</sup>MAINTENANCE OF PENSION FUND**

The pension fund shall be kept in the National Bank of Pakistan/Habib Bank Ltd., Quaid-i-Azam University Campus Branch, Islamabad.

**12. PAYMENTS**

All pensions shall be paid out of the Pension Fund.

**13. ANTICIPATORY PENSION IN DEFAULT OF EXPEDITIOUS PAYMENT**

All formalities for the grant of pension shall be completed as expeditiously as possible so that the University employee retiring on pension starts getting his/her pension regularly within one month of his/her retirement; provided that if due to unavoidable circumstances such period is to be exceeded the authority competent to grant the pension shall sanction anticipatory pension for the interim period,

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<sup>1</sup> Vide amendment approved by the Chancellor and notified by the Ministry of Education letter no. F-4-1/76-UE-I dated 19.5.1985.

14. The Quaid-i-Azam University will accept the pensionary liability in respect of employees of other organizations only if:
- (i) the former employers had pension scheme, and
  - (ii) the former employing organization is prepared to accept the proportionate liability for the period; such an employee was in its service.
15. Amendments made by the Federal Government in the Pension Rules or in the rate of pension shall also apply to the University employees from the date they are applied to Government Servants.
16. **ASSISTANCE PACKAGE FOR FAMILIES OF UNIVERSITY EMPLOYEES WHO DIE IN SERVICE**

Federal Government vide Finance Division (Regulations Wing) O.M No.7/40/2005-E.2 dated 16.6.2006 announced an assistance package for the families of those employees who die in service. The University adopted the package as per the Syndicate's approval given in its meeting held on 29.9.2008. The package contains several benefits, i.e. lump sum grant, Pension, Accommodation, Employment, Education, Health, Plot of land, waiver of remaining balance of HBA and waiver of unpaid amount of plot allotted by FGEHF etc.



(6)

**STATUTES FOR THE GRANT OF BPS-21/22 TO  
ESPECIALLY MERITORIOUS UNIVERSITY  
PROFESSORS OF QUAID-I-AZAM UNIVERSITY**

(Assented to by the Chancellor vide U.O.  
No. 23(10)/S/Div-218 dated 11 November 1992)

<b>Sections</b>	<b>Page</b>
1. Title.	142
2. Definitions.	142
3. Extent of Application.	142
4. Provision of Posts.	142
5. Eligibility	143
6. Procedure of Promotion	143
CR Score - Overall Grading, Quality/Output, Integrity etc.	145
Appendix - A Details of Length of Service	145
Appendix - B Annual Confidential Reports	146
Appendix - C Research/Publications	146
Appendix - D Educational Administration	147
Appendix - E (I) Qualifications, (II) Reputation	147

(6)

**STATUTES FOR THE GRANT OF BPS-21/22 TO  
ESPECIALLY MERITORIOUS UNIVERSITY PROFESSORS OF  
QUAID-I-AZAM UNIVERSITY**

**1. TITLE AND COMMENCEMENT**

- (1) These statutes may be called the Quaid-i-Azam University Statutes of 1992 for the grant of BPS-21/22 to University Professors.
- (2) They shall be deemed to have come into force with effect from 9<sup>th</sup> January, 1992.

**2. DEFINITIONS**

In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them.

- (a) "Syndicate" means the Syndicate of the University
- (b) "Proforma" means the proforma appended to these statutes
- (c) "Professor" means the Professor who is a whole-time employee of the University and has been granted BPS-21 on regular basis
- (d) "Chancellor" means the Chancellor of the University. All other expressions will have the same meaning as assigned to them in the Quaid-i-Azam University Act of 1973/1985.

**3. EXTENT OF APPLICATION**

All University Professors who are employed on regular basis in BPS-20.

**4. PROVISION OF POSTS**

- (1) The number of Professors to be promoted to BPS-21 and 22 shall be calculated on the basis of 12.5% of sanctioned posts of professors in BPS-20.
- (2) The minimum number of professors in BPS-21 to be promoted to BPS-21/22 will be one, and the maximum number shall be four which shall be subject to periodic revision by the HEC on the recommendation of the Syndicate.
- (3) In case the number of Professors in BPS-21/22 is 4, or more than 4, the ratio between BPS-22 and 21 will be maintained at 1:3.
- (4) Grant of BPS-21 or 22 to a Professor shall be personal to him/her and there would be no need to upgrade the post. He/she will carry the scale in the event of his/her transfer to another post.
- (5) A Professor appointed as a Vice-Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor, provided that he/she has completed one full term of four years as Vice-Chancellor. The personal grade of BPS-22

allowed to him/her shall not be counted towards the 12.5% quota of BPS-22/21, specified under 4(1) & 4(2) above.

## **5. ELIGIBILITY**

- (1) Promotion to BPS-21/22 shall be open to especially meritorious university professors serving in BPS-20 and having excellent record of (a) research publications, (b) international recognition of research, (c) organizing teaching and research guidance to MPhil and PhD levels and (d) providing leadership in the development of teaching and research programme.
- (2) Only those professors who have been appointed on regular basis in grade 21, and who have completed 22 years of service in Scale-17 and above shall be considered for promotion to grade 21 or 22.
- (3) Professors in BPS-21 shall be considered only for the grant of grade-21. BPS-22 shall be granted only to those meritorious professors who have served at least for two years in BPS-21.
- (4) The grant of scale 21 or 22, as the case may be, shall be admissible to Professors only once in career.

## **6. PROCEDURE OF PROMOTION**

- (1) The Vice-Chancellor shall prepare the cases of meritorious Professors for grant of BPS-21 or 22 and place before the Syndicate, the record of each such Professor on the proforma designed for this purpose and approved as a part of these Statutes, alongwith (a) annual confidential record of five preceding years, and (b) a résumé of the achievements of the Professor in research, teaching, organization and development.
- (2) The Syndicate acting as Selection Board will make recommendations for grant of BPS-21 or 22.
- (3) All cases of grant of BPS-21/22 shall be notified after the approval of the Chancellor and shall be effective from the date of such approval.

### **Particulars of Post/Offices as on (give the date)**

1. Total number of posts sanctioned in BPS- 21.
2. Total number of officers holding technical/professional posts in BPS-21, on regular basis.
3. Pool posts 12.5% of the total number of posts in BPS-20. (i.e. (1) above).

### **Particulars of Professor proposed for grant of BPS-22**

1. Name of the Professor.
2. Date of Birth.
3. Professional category to which the post belongs (Natural Sciences, Social Sciences etc)
4. Qualification including technical qualification possessed by the Professor.
5. Service/cadre to which he/she belongs.

6. Present position.
7. Date of regular appointment to a post in BPS-20 or 21 and its designation.
8. Total length of service in posts in basic pay scale 17 and above possessed by the Professor APPENDIX-A.
9. (i) Analysis of Confidential Reports (Appendix-B) C.R. Score-Overall Grading quality/out-put, integrity, etc. (page-3).
10. In the case of adverse entry, indicate the year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (if a representation against adverse remarks is pending, it should be indicated).
11. State whether he/she has been suspended or any penalty' has been imposed or any proposal for disciplinary action or suspension is under consideration.
12. State the reasons for which his/her case is considered to be a "specially meritorious" case.

**C.R. SCORE-OVERALL GRADING, QUALITY/OUT-PUT  
INTEGREITY ETC.**

<b>PARTICULARS OF PROFESSORS</b>	<b>TOTAL NUMBERS</b>	<b>MARKS SCORE</b>
1. Length of service (Appendix-A)	20	
2. Analysis of Confidential Reports (Appendix-B)	20	
3. Research/Publications (Appendix-C)	20	
4. Educational Administration (Appendix-D)	20	
5. Qualification and Professional Reputation (Appendix-E)	20	
	Total:	100

*Note:* Professors who have been appointed as Vice-Chancellor in BPS-22 should be allowed personal grade of BPS-22 as Professors provided they have completed their tenure of two years.

***APPENDIX-A***

**DETAILS OF LENGTH OF SERVICE**

Designation of post held	Method of appointment	Pay Scale	Service rendered (Period with date)	Calculation	
				Years	Months
		BPS-17			
		BPS-18			
		BPS-19			
		BPS-20			
		BPS-21			
		BPS-22			

**MARKS:**

- |   |   |
|---|---|
| (i) Marks for service in BPS-21 to over and above a total service of 22-years in Grade-17 and equivalent & above for promotion to BPS-22. | 2 marks for each year with a maximum of 20 marks. |
| (ii) Marks for service in BPS-21, for promotion to BPS-22.  | 4 marks for each year with a maximum of 20 marks. |
| (iii) For promotion from Grade-21 to 22 for persons working in BPS-22 on contract/tenure basis.   | 4 marks per year with a maximum of 20 marks.      |

It may be clarified that the total marks secured in Appendix-A will not exceed 20.

**APPENDIX-B**

**ANNUAL CONFIDENTIAL REPORTS**

Maximum Marks – 20

**Remarks based on overall assessment of ACRS**

**Marks**

Very Good / Excellent

20

Good

15

Average / Satisfactory

5

For persons working in BPS-22 on contract/tenure basis 5 marks per year will be awarded subject to a maximum of 20.

**APPENDIX-C**

**RESEARCH /PUBLICATIONS**

**MARKS**

Research Papers published in foreign journals of International repute.

2 marks per paper subject to a maximum of 20

Research Paper published in local journals.

1-mark per paper subject to a maximum of 20

Other: advanced level publications/articles.

Up to a maximum of 5-marks

It may be clarified that the total marks for Appendix 'C' will be 20.

**EDUCATIONAL ADMINISTRATION**

<u>Type</u>	<u>Period</u>	<u>Marks</u>
Vice-Chancellor		5 marks per year subject to a maximum of 20.
Pro-Vice-Chancellor		4 marks per year subject to a maximum of 15.
Deans		3 marks per year subject to a maximum of 12.
Principal of a College/Chairman (Chairperson) of the Deptt./Director of Institute/School/ Provost/Warden		2 marks per year subject to a maximum of 10.
Student Adviser		1 mark per year subject to a maximum of 5.
Any other responsible administrative job related to education and research in organizations other than University.		1 mark per year subject to a maximum of 5.

It may be clarified:

- The total number of marks for Annexure-D will not exceed 20.
- Persons working on more than one administrative job simultaneously will be graded only for the job carrying higher marks.

**APPENDIX-E**

I.	<b><u>QUALIFICATIONS</u></b>	
	<b><u>Post-M.A/MSc (or equivalent degree)</u></b>	<b><u>Marks</u></b>
	MPhil or equivalent	2
	PhD	4
	Post-Doctorate	5
	Total marks will not exceed 10.	
II.	<b><u>REPUTATION</u></b>	
	Professional reputation at national and international level keeping in view out-standing contribution to higher education in the form of research, teaching administration, planning and policy making.	10 maximum

**PART - II (B)**

**STATUTES (Approved by the Senate/Syndicate)**

**Statutes approved by the Senate/Syndicate under Section 27(I) (c to k) of the University Act read with sub-section (2) of the same section**

<b>Sections</b>	<b>Page</b>
(1) The University Election Statutes.	150
(2) Statutes for the Award of Honorary Degrees.	161
(3) Statutes Relating to Duties of Deans/Chairmen (Chairpersons).	163
(3a) Status & Equivalence of Director of School/Institutes/Centres and Chairpersons of the Departments.	165
(4) Statutes Regarding the Appointment of Professor Emeritus.	166
(5) Statutes Regarding the Commencement of the Term of the Members of the Syndicate/Academic Council.	169



(1)

**THE UNIVERSITY ELECTION STATUTES**

**(Approved by the Syndicate in its meeting held on 23 January 1973)**

<b>Sections</b>	<b>Page</b>
1. Title and Commencement	150
2. Definitions	150
3. Election Authority	150
4. Nomination for Election	151
5. Nomination for Election	152
6. Publication of List of Candidates	153
7. Withdrawals	153
8. Un-contested Election	154
9. Contested Election	154
10. Election Agent	154
11. Poll-Hours	154
12. Stopping of Polls	154
13-25 Voting	154
Form: Nomination for Election	156
Form: List of contesting candidates	157
Form: Secret Ballot Paper	157
Form: List of Validly nominated Candidates	158
Form: Declaration by Elector Casting Vote by Post	158
Form: Certificate	159
Instructions for the guidance of Electors voting by Postal Ballot	160

(1)

## **THE UNIVERSITY ELECTION STATUTES**

### **1. TITLE AND COMMENCEMENT**

These Statutes may be called “The University Election Statutes”.

These Statutes shall come into force with immediate effect, and shall remain in force till replaced by new Statutes which may be prescribed in normal manner.

### **2. DEFINITIONS**

In these Statutes unless there is anything repugnant in the subject or context of the University Ordinance 1972.

- (i) Election means election of a member or members of any authority or body under the University of Islamabad Ordinance 1972.
- (ii) “Election Agent” means an election agent appointed by a candidate under Section 9, and where no such appointment is made, the candidate acting as his/her own agent.
- (iii) “Election in a poll to a constituency” means a person who is actually on the electoral roll for any electoral constituency for purposes of elections under the University ordinance.
- (iv) “Polling Day” means the day on which the polling is conducted for the elections.
- (v) “Presiding Officer” means, a Presiding Officer, appointed by the Returning Officer as such.
- (vi) “Returning Officer” means Returning Officer, appointed by the Registrar to exercise the powers and perform functions assigned to him/her.
- (vii) “Scrutiny Day” means a day appointed under the Statutes for the scrutiny of nomination papers.
- (viii) “Withdrawal Day” means, a day appointed under the Statutes on or before which the candidature may be withdrawn.
- (ix) “Registrar” means, the Registrar of the Quaid-i-Azam University Islamabad and election authority for the purposes of these Statutes.

All other expressions shall have the same meanings as assigned to them and as defined under Section 2 of the University of Islamabad (Quaid-i-Azam University Islamabad) Ordinance, 1972.

### **3. ELECTION AUTHORITY**

The Registrar shall conduct the elections and deals with all other relevant matters as the Election Authority of the University, and subject to these Statutes regulate his/her own procedure of work.

- (i). The Registrar may require any University teacher/officer or any other University employee to perform such functions or render such assistance for the purpose of these Statutes as he/she may direct.

- (ii). All Offices/Sections of the constituency and the Central Office shall assist the Registrar in the performance of his/her functions and for this purpose he/she may issue such directions as he/she may consider necessary for carrying out his/her obligations under these Statutes.
- (iii). The Registrar shall determine the number of constituencies for election or by re-election every six monthly in case of all University bodies and notify them in a notice for general information. The Voters' lists shall be finalized one day before the date of nomination in the respective constituencies.

#### **4. ELECTION**

- (i). The Registrar shall appoint from among the teachers and officers of the University a Returning Officer for one or more than one constituencies to perform duties of the Returning Officer, and to do all such acts as may be necessary for the effective and fair conduct of elections in accordance with the provisions of these Statutes.
- (ii). The Presiding Officer shall preside over a Polling Station or Stations for the purposes of election of member for that constituency subject to such changes as in the opinion of the Registrar may become necessary one week before the polling day.
- (iii). A Returning Officer shall appoint for each Polling Station under him a Presiding Officer and put one or more officers to assist the Presiding Officer as the Returning Officer may consider necessary, provided that a person who is or has at any time been an immediate subordinate to any candidate or has been in his/her private employment shall not be appointed as a Presiding Officer or an Officer in that particular constituency.
- (iv). The Presiding Officer shall conduct polling in accordance with the provisions of these Statutes and shall be responsible for maintaining order at the Polling Station and shall report to the Returning Officer any act or incident which may in his/her opinion effect the fairness of the Poll.
- (v). In case of illness or other cause of absence of an officer, a substitute Returning Officer/Presiding Officer shall be appointed by the Registrar/Returning Officer immediately.
- (vi). The Election Authority shall provide the Presiding Officer for each constituency with a copy of the electoral list for that constituency.
  - (a). For the purpose of holding elections for membership of any University Body other than the elections by the members of the National Assembly as prescribed under Section 21(ii) of the Islamabad University Ordinance 1972<sup>1</sup> or by a University body as prescribed under Section 21(iii) of the Act & Section 2(i) of the First Statutes, the Registrar shall by notification call upon the electors to elect a member from each constituency and shall in relation to each constituency specify in the notification;
    - 1) a day for the nomination of a candidate,

---

<sup>1</sup>

Renamed as Quaid-i-Azam University vide University of Islamabad (Amendment) Act 1976

- 2) a day for scrutiny of the nomination papers,
  - 3) a day on which or before which the candidature may be withdrawn,
  - 4) a day at least 5 days after the withdrawal day for the conduct of poll.
- (b). Election within the University bodies will be conducted by the Registrar in special meetings of these bodies when these bodies are called upon to elect their representatives.
- (vii). The Returning Officer shall give public notice of the dates of election and make necessary arrangements accordingly.
- (viii). Notice issued shall also invite nominations and specify the time before which and the place at which nominations papers shall be received by the Returning Officer.

## **5. NOMINATION FOR ELECTION**

- (i) Any elector of a constituency may propose or second the name of any qualified person to be a member for that constituency.
- (ii) Every proposal shall be made by a separate nomination paper in the prescribed form which shall be signed by the proposer and the seconder and shall contain:
  - (a) a declaration signed by the candidate that he/she has consented to the nomination and that he/she is not subject to any disqualification for being elect as a member.
  - (b) a declaration signed by the proposer and the seconder that neither of them has subscribed to any other nomination paper either as proposer or seconder.
- (iii) Every nomination paper shall be delivered by the candidate or his/her proposer or seconder to the Returning Officer against a receipt.
- (iv) The Returning Officer shall give a serial number to every nomination paper and endorse therein the name of person presenting it and the date of its receipt and inform such person of the time and the place at which he/she shall hold scrutiny.
- (v) The Returning Officer shall duly notify a list of nomination papers received by him/her containing the particulars of the candidate and the name of the proposer and seconder as shown in the nomination paper.
- (vi) The candidates, their election agents, their proposers and their seconders may attend the scrutiny of the nomination papers and the Returning Officer shall give them reasonable opportunity for examining the nomination papers. Objections raised, if any shall be decided by the Returning Officer.
- (vii) The Returning Officer may in any case reject a nomination paper if he/she is satisfied after a summary enquiry that:
  - (a) a candidate is not qualified to be elected as a member.
  - (b) the proposer or seconder not qualified to subscribe to the nomination papers.

- (c) any provision of these Statutes has not been complied with or the signatures of the proposer or the seconder is not genuine, provided that:
  - (1) the rejection of nomination paper shall not ipso-facto invalidate the nomination of a candidate under any other valid nomination papers.
  - (2) the Returning Officer shall not reject a nomination paper on the ground of any difficulty which is not of a substantial nature and may allow any such difficulty to be remedied forthwith.
  - (3) the Returning Officer shall not enquire into the correctness of any entry in the electoral roll.
- (viii) The Returning Officer shall endorse on each nomination paper his/her decision of any case of rejection, and briefly record the reason.
- (ix) Where the nomination of a candidate has been rejected under this section, an appeal shall lie within the prescribed period to the Registrar and any order passed on this appeal shall be final.

#### **6. PUBLICATION OF LIST OF CANDIDATES**

- (i) The Returning Officer shall after the scrutiny of the nomination papers is over, prepare and publish in the prescribed form a list of candidates validly nominated.
- (ii) In case of an appeal against the rejection of a nomination paper accepted by the Registrar, the list of validly nominated candidates shall be revised accordingly.

#### **7. WITHDRAWALS**

- (i) Any validly nominated candidate may, by a notice in writing signed by himself/herself and delivered to the Returning Officer either by himself/herself or by his/her agent, withdraw his/her candidature on or before the withdrawal date.
- (ii) A notice of withdrawal under sub-section (i) shall in no circumstances be open to recall or cancellation.
- (iii) Copies of such notice of withdrawal shall be published and placed on the Notice Board of the University.
- (iv) The Returning Officer shall prepare and publish in the prescribed manner a list of contesting candidates.
- (v) In case of death of a candidate after nomination, the Returning Officer shall terminate proceedings and start fresh proceedings as if for a new election.
- (vi) Where the proceedings relating to nomination, scrutiny or withdrawal cannot for reasons beyond the control of the Returning Officer take place on the day appointed therefor, he/she may postpone or adjourn such proceedings with the approval of the Registrar and notify fresh dates immediately.

#### **8. UN-CONTESTED ELECTION**

Where there is only one candidate qualified to contest the election or where after scrutiny and after withdrawals, if any, only one person is left in a constituency, the Returning Officer shall report it to the Registrar who will inform such candidate to have been elected to the seat provided no appeal is pending against the rejection of any nomination paper,

until the period prescribed for filing such an appeal has expired and no such appeal has been filed or where an appeal is filed until the disposal of such an appeal.

**9. CONTESTED ELECTION**

- (i) If there are more than one contesting candidates in a constituency, the Returning Officer shall give notices of the poll.
- (ii) The Returning Officer shall arrange to exhibit prominently on each polling station the name and designation of each contesting candidate.

**10. ELECTION AGENT**

- (i) The candidate may appoint a person qualified to be elected as a member to be his/her election agent and may change him/her with the permission of the Returning Officer.
- (ii) The candidate shall send to the Returning Officer a notice in writing of the appointment of an agent containing the name of the agent and his/her serial number in the electoral roll.
- (iii) If no agent is appointed, the candidate shall be deemed to be his/her own election agent.
- (iv) Where any act or thing is authorized under these Statutes to be done in the presence of the candidate or any election agent, the failure of such person to attend at the time and place appointed for the purpose shall not invalidate any act or thing otherwise validly done.

**11. POLL-HOURS**

The Returning Officer shall, subject to any direction of the Registrar, notify the day and the hours during which the poll shall be taken and notify the day and hour so fixed.

**12. STOPPING OF THE POLL**

- (i) The Presiding Officer of a Polling Station may stop the poll and inform the Returning Officer that he/she has done so if the polling at the polling station is at any time so interrupted and obstructed that it cannot be resumed in the opinion of the Presiding Officer.
- (ii) When the polling has been stopped under sub-section (i), the Returning Officer shall immediately report the circumstances to the Registrar and the Registrar shall direct a fresh poll of that polling station for which fresh day shall be appointed by the Returning Officer, and the Returning Officer shall also fix the place at which the hours during which such polling shall be taken and notify accordingly.

**13. VOTING**

The election under these Statutes shall be contested by tendering ballot papers by hand, in double cover, in the prescribed form, in the case of all constituencies or by post in case of registered graduate constituency under registered sealed double cover not later than the polling day and hours fixed for receiving the ballot papers by the Presiding Officer.

- 14.** The ballot papers in registered graduate constituencies shall start being issued 10 days before the election date by the Returning Officer in the prescribed form by hand against receipt or under certificate of posting.

15. The ballot papers shall be issued after identification and comparison with the electoral roll to the satisfaction of the Returning Officer or the Presiding Officer.
16. Any ballot paper bearing any cutting, scratching or over-writing and which does not bear the official mark shall be rejected.
17. Any voter who has inadvertently spoiled a ballot paper, and requests for the issue of a duplicate paper, it shall be issued by the same officer who issued the original ballot paper after satisfying himself/herself that the spoiled original ballot paper has been destroyed in his/her presence.
18. Immediately after the close of the Poll, the Presiding Officer shall in the presence of the contesting candidates; election agents, as may be present, open the envelopes, scrutinize the ballot papers and count the rejected & un-rejected ballot papers separately immediately.
19. The Presiding Officer shall record the number of votes polled by the contesting candidates and note down the total number of votes cast and total number of votes rejected on the basis of the balance. The candidate getting the highest number of un-rejected votes shall be reported to the Returning Officer for notifying his/her success.
20. In case of equality of votes between the two or more than two candidates, the Returning Officer shall record the results on the basis of drawing lots in the presence of the contesting candidates or their agents, and obtain signatures of such candidates or election agents as have been witnesses to the proceedings.
21. The ballot papers rejected as well as un-rejected, counterfoils, statements of documents, proceedings in connection with the election, shall be sealed by the Returning Officer in an envelope and handed over to the Registrar with a covering letter containing a list of the contents of the sealed envelope.
22. The Registrar shall retain these documents for a period of three months and the documents will be open to inspection. In case of dispute, the envelope shall be opened by the Registrar in the presence of the applicant(s) and the concerned Returning Officer and after inspection, will be re-sealed in their presence. After 3-months, the documents will be destroyed.
23. All petitions in case of a dispute in election shall be addressed to the Syndicate and will be decided by a committee appointed by the Syndicate who will determine their own procedure.
24. The decision of the committee shall be final.
25. In all other matters where these Statutes are silent, the rules relating to the election of the National Assembly of Pakistan shall be followed by analogy as far as possible at the discretion of the election authority.

**NOMINATION  
for**

**Election to the**

(to be filled in by the proposer)

- (1) I------(name of the proposer) registered as an elector at serial No.-----in the electoral roll for -----Electoral Area in ----- do hereby propose the name of ----- whose address is ----- from-----constituency.
- (2) I hereby certify that I have not subscribed to any other nomination paper either as proposer or seconder.

Date-----

Signature of the proposer

(To be filled in by the seconder)

- (1) I,------(name of the seconder) registered as an elector at Serial No.-----in the electoral roll for do hereby second the nomination of ----- whose address is ----- as a candidate from----- constituency.
- (2) I hereby certify that I have not subscribed to any other nomination paper either as proposer or seconder.

Date-----

Signature of the Seconder

(Declaration by the person nominated)

I, ----- son/daughter/wife of ----- registered as an elector at serial No.----- in the electoral roll for -----, do hereby declare that I have consented to the above mentioned nomination and that I am not subject to any disqualification for being elected as -----.

Date-----

Signature of the person nominated

(to be filled in by the Returning Officer)

Serial number of nomination paper ----- This nomination paper was delivered to me at my office at----- (Hours) on\_\_\_\_\_ (Date) by \_\_\_\_\_ being the candidate/proposer seconder.

Date-----

Returning Officer

(Decision of Returning Officer accepting or rejecting the nomination paper on the day fixed for scrutiny).

I have examined this nomination paper in accordance with provision of the Section ----- of the Quaid-i-Azam University Election Statutes, and decide as follows -----.

(In case of rejection, state brief reasons)

Date-----

Returning Officer



**LIST OF CONTESTING CANDIDATES**

**Election to the**

From .....<sup>1</sup>Constituency.

<b>Serial No 1</b>	<b>Name of the contesting candidates in Alphabetical order 2</b>	<b>Designation of the contesting candidates 3</b>
----------------------------	--	---

Notice is hereby given that the poll shall be taken between the hours of.....  
on (date) .....

Returning Officer

Place .....

Date .....

**SECRET BALLOT PAPER**

<b>Serial No</b>	<b>Name of the Candidates</b>	<b>Constituency No.....</b>	<b>Choice Cross Marked</b>
1			
2			
3			
4			
5			

Note: to be put in a sealed cover to be enclosed in another closed cover to be cast in polling box or to be sent by post in case of registered graduate constituencies in the manner prescribed.

---

<sup>1</sup> Insert the number and name of the Constituency.

**LIST OF VALIDLY NOMINATED CANDIDATES**

Election to the

From.....

<sup>1</sup>Constituency.

Serial No 1	Name of Candidates 2	Designation 3	Present Postal Address of the candidates 4
----------------	-------------------------	------------------	---

Returning Officer

Place .....

Date .....

**DECLARATION BY ELECTOR CASTING VOTE BY POST**

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number ..... has been issued at the above election

Date.....

Signature of elector

Address.....

**(Attestation of Signature)**

The above has been signed in my presence by ..... (elector) who is personally known to me/has been identified to my satisfaction by..... (identifier), who is personally known to me.

Signature of identifier if any.....

Address .....

Signature of Attesting Officer

Date.....

Designation .....

Address .....

<sup>1</sup> Insert the number and name of the Constituency.

**CERTIFICATE**

I hereby certify that:

- (1) the above named elector is personally known to me/has been identified to my satisfaction by .....(identifier) who is personally known to me;
- (2) I am satisfied that the elector..... suffers from.....(infirmity) and is unable to record his/her vote himself/herself or sign his/her declaration;
- (3) I was requested by him/her to mark the ballot paper and to sign the above declaration on his/her behalf; and
- (4) The ballot paper was marked and the declaration signed by me on his/her behalf, in his/her presence and in accordance with his/her wishes.

Signature of identifier, if any.....

Address.....

Signature of Attesting Officer

Designation.....

Date.....

Address.....

.....

.....

**INSTRUCTIONS FOR THE GUIDANCE OF ELECTORS  
VOTING BY POSTAL BALLOT**

The persons whose names are printed on the ballot paper sent herewith are candidates for the constituency mentioned in the ballot paper. If you desire to vote, you should record your vote with pen by putting a cross mark within the space containing the name of the contesting candidate for whom you wish to vote. Thereafter, you should follow the instructions detailed below:

- (a) After you have recorded your vote on the ballot paper, place the ballot paper in the smaller cover marked "A" sent herewith. Close the cover and secure it by seal or otherwise.
- (b) You have then to sign the declaration in form also sent herewith, in the presence of a Gazetted Officer or a Commissioned Officer who is competent to attest your signature under sub-rule(3) of rule 12.
- (c) If you are unable to mark the ballot paper and sign the declaration yourself in the manner indicated above by reason of infirmity, you are entitled to have your vote marked and the declaration signed on your behalf by any officer mentioned in item (b) above. Such an officer will at your request mark the ballot paper in your presence and in accordance with your wishes. He will also complete the necessary certificate in this behalf.
- (d) After your declaration has been signed and your signature has been attested in accordance with item (b) above, put the declaration form and the smaller cover marked 'A' containing the ballot paper, in the larger cover marked 'B'. After closing the larger cover send it to the Returning Officer by Post.
- (e) You must ensure that the cover reaches the Returning Officer before the date of the poll.
- (f) Please note that:
  - (i) If you fail to get your declaration attested or certified in the manner indicated above, your ballot paper will be rejected; and
  - (ii) If the cover reaches the Returning Officer after the date of the poll your vote will not be counted

(2)

**STATUTES FOR THE AWARD OF  
HONORARY DEGRESS**

**(Approved by the Senate in its meeting held on 20 September 1975)**

(2)

**STATUTES FOR THE AWARD OF HONORARY DEGREES**

1. The syndicate may after consideration of the recommendations of the Vice-Chancellor, confer an Honorary Degree on any person without requiring him/her to take an examination, if it is satisfied that he/she is a fit and proper person to receive such a degree by reasons of his/her eminence in the field of science or scholarship or in view of his/her distinguished services to the country or humanity in general.
2. The decision of the Syndicate to confer such a degree shall be made at a meeting held after proper notice and supported in each case by the opinion of majority of the members present in the meeting.
3. The decision of the Syndicate to confer such a degree shall be submitted for confirmation to the Chancellor and the same shall not be conferred unless it is approved by the Chancellor.

(3)

**STATUTES RELATING TO DUTIES OF  
DEANS/CHAIRMEN (CHAIRPERSONS)**

**(Approved by the Syndicate in its meeting held on 5 April 1975  
and by the Senate in its meeting held on 20 September 1975)**

(3)

**STATUES RELATING TO DUTIES OF  
DEANS/CHAIRMEN (CHAIRPERSONS)**

**DUTIES OF THE DEAN**

Subject to the general supervision and control of the Vice-chancellor, the Dean shall perform the following duties:

1. He/she shall present the candidates for admission to the degree (Except Honorary Degree) in the courses falling within the purview of the faculty.
2. He/she shall preside over the meetings of the Board of faculty.
3. He/she shall coordinate and supervise inter-departmental matters relating to teaching and research.
4. He/she shall in consultation with the Chairmen (Chairpersons) of the teaching departments of his/her faculty, prepare the academic programme and the development schemes.
5. He/she shall perform such other duties and functions as may be assigned to him/her by the Vice Chancellor from time to time.

**DUTIES OF THE CHAIRMAN (CHAIRPERSON)**

1. He/she shall preside over the meetings of the Board of Studies.
2. He/she shall plan, organize and supervise the work of the department.
3. He/she shall coordinate the work of teaching and research in various subjects in the department.
4. He/she shall in consultation with the Teachers of the department concerned recommend the candidates for admission and for the grant of scholarships/fellowships.
5. He/she shall prepare the academic programme, the development schemes and the annual budget of the department
6. He/she shall be responsible to the Dean for the proper functioning of the department.
7. He/she shall perform such other duties and functions as may be assigned to him/her by the Vice Chancellor from time to time.



(3a)

**STATUS & EQUIVALENCE OF DIRECTOR OF  
SCHOOLS/INSTITUTES/CENTRES AND CHAIRPERSON OF THE  
DEPARTMENT<sup>1</sup>**

1. The Director of Schools and /Chairpersons of departments shall be of equal rank and status.
2. The eligibility and mode of appointment of both the Directors and Chairpersons shall be the same as currently followed for Chairpersons.
3. The seniority of both the Directors and Chairpersons shall be determined in order of chronological merit/ rules thereto.
4. A person who is full-time and permanently employed at the rank of Associate Professor or higher position shall be considered for appointment as Director of School. However, preference shall be given to the one who is employed as Professor and is senior within the School.
5. The job description for both the Directors and Chairpersons shall be the same as those of the erstwhile.
6. The chain of command of the Directors shall be the same as that of Chairpersons.
7. The Directors of Schools shall sit in the meetings of Selection Board and departmental Promotion/Selection Committee (DPC/DSC) to participate in the selection process of faculty and support staff for the School.
8. The Director shall abide by the University rules framed and effective from time to time (by the Vice Chancellor/Syndicate).
9. A school will function in the same manner as a department, however, with sections dealing with sub-disciplines/specialization of the school. In this respect the Director of the school will have the status of Chairperson while each section will be dealt with an In-charge who will have the same status as under the Director as of In-charge of a department who is functioning under the supervision of the Dean.

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<sup>1</sup> Approved by the Syndicate in its meeting held on 11.2.2012.

**(4)**

**STATUTES RELATING TO THE APPOINTMENT  
OF PROFESSOR EMERITUS**

**(Approved by the Senate in its meeting held on 12 November 1977 and  
Revised by Syndicate in its meeting held on 26.08.2006)**

(4)

## **STATUTES RELATING TO THE APPOINTMENT OF PROFESSOR EMERITUS<sup>1</sup>**

### **1. Provision of Posts**

1. The number of Professor Emeritus to be appointed is to be decided by the University syndicate.

### **2. Eligibility**

- i) University Syndicate may confer title of an Emeritus Professorship to a Meritorious Professor retired in BPS-21 or BPS-22 in recognition of his/her scholarship and service to university education who has served the University or its constituent institution or a centre of excellence of the University for a minimum period of 10 years as Professor.
- ii) Vice Chancellor, if he/she was a Meritorious Professor of a University and retired after completing at least one full tenure as Vice Chancellor in QAU or in any other Public Sector University, shall be conferred the status of Professor Emeritus in the parent university subject to the conditions in Clause 2.1

### **3. Procedure**

- i) All cases of the eligible retired meritorious Professors of the University at that time will be placed before the Syndicate for consideration.

### **4. Terms & Conditions**

- i) Whereas the conferment of professor Emeritus status will be for life time the financial benefits will be for a maximum period of 5 years from the date of conferment.
- ii) The Emeritus Professorship honour shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the University to a greater extent in consonance with the status and calibre of the title.
- iii) The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the University, will have the following responsibilities.
  1. Mandatory presence on campus for three working days a week
  2. Provide guidance or continue research with faculty and or students.
  3. Postgraduate student's supervision.
  4. Seminars and/or writing of textbooks in the field of his/her specialization.

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<sup>1</sup> Amendment approved by Syndicate in its meeting held on 26.08.2006.

- iv) He/she shall report progress of his/her achievements of contributions towards the academic life of the University by the end of each calendar year to the Vice Chancellor for information of the Syndicate.
- v) The conferment of Emeritus status shall normally be for life time but can be terminated if the Professor so desires or the Syndicate terminates by the majority on grounds of moral turpitude or physical or mental incapacity or gross misconduct or non-performance of the responsibilities assigned under clause.4(iii)

**5. Financial Benefits/Facilities**

- i) Professor Emeritus shall be paid a lump sum of Rs.50,000/- (including house rent).
- ii) This amount shall not however, be payable where the Professor is in the employment with any other agency/government or is reemployed by the University.
- iii) Such facilities (including medical) and services as exist in the University for a teacher to carry on his/her intellectual pursuits shall be open to the Professor Emeritus.

(5)

**STATUTES RELATING TO THE COMMENCEMENT  
OF THE TERM OF THE MEMBERS OF THE  
SYNDICATE/ACADEMIC COUNCIL**

**(Approved by the Senate in its meeting held on 23 July 1981 and 30 June 1982)**

(5)

**STATUTES RELATING TO THE COMMENCEMENT  
OF THE TERM OF THE MEMBERS OF THE  
SYNDICATE/ACADEMIC COUNCIL**

- A. The term of office of the members of the Syndicate elected/appointed or nominated shall commence from the first meeting of the Syndicate.
- B. The term of office of a member of the Academic Council elected, appointed or nominated shall commence from the first meeting of the Academic Council thereafter.

**PART III  
(A & B)**

**REGULATIONS  
(ADMINISTRATIVE & ACADEMIC)**

**PART III-A**

**REGULATIONS (ADMINISTRATIVE)**

<b>Sections</b>	<b>Page</b>
(1) University Employees Medical Attendance Regulations	172
(2) Quaid-i-Azam University Hostel Regulations, 1996.	179
(3) Revised Regulations Governing Students Discipline	186
(4) Regulations for the Award of Gold Medal to the Students of MSc Physics Instituted/Donated by M/S Philips Electrical Company of Pakistan Limited.	191
(5) Regulations Relating to the Academic Costume of the University	193
(6) Regulations Relating to the Use of the Library	196
(7) Regulations Relating of the Convocations of the University	200
(8) Regulations Relating to Institution of Scholarships/Fellowships	207
(9) Regulations Relating to the Grant of Financial Assistance/Fellowship to the Teachers of other University/Colleges doing PhD in this University.	212

(1)

**UNIVERSITY EMPLOYEES MEDICAL  
ATTENDANCE REGULATIONS**

**(Approved by the Syndicate in its meeting held  
on 4 November 1969, as amended and revised from time to time)**

<b>Sections</b>		<b>Page</b>
(1)	Preamble	173
(2)	Definitions	173
(3)	Medical Aid	174
(4)	Explanations	175
(5)	Diet Charges	175
(6)	Specialized Medical Attendance	175
(7)	Grant of Permission of Indoor Treatment to the University Employees and their Families in the Private Hospital	175
(8)	Reimbursement of Expenses	176
(9)	Medical Aid to Families	177
(10)	Cost of Medicines and Reimbursement	177
(11)	Scales of Accommodation	178
(12)	Residuary Provision	178



(1)

## **UNIVERSITY EMPLOYEES MEDICAL ATTENDANCE REGULATIONS**

### **1. PREAMBLE**

- (i) These Regulations may be called the “University Employees Medical Attendance Regulations.
- (ii) They shall come into force with immediate effect.
- (iii) Extent: They shall apply to all University employees of Class A, B, C and D such other persons in the part-time or temporary service of the University who are declared eligible as such by the Vice-Chancellor from time to time.

### **2. DEFINITIONS**

In these regulations unless there is anything repugnant in the subject or context:

- (a) “Authorised Medical Attendant” means a Medical-Practitioner from among the panel of medical practitioners approved as such by the Vice-Chancellor.
- (b) “Family” means wife, children, step-children, and parents of an employee of the University residing with him/her and wholly dependent upon him/her.
- (c) “Hospital” means a hospital approved as such by the Vice - Chancellor for the treatment of the University employees.
- (d) “Medical Attendance” means the attendance in hospital, clinic of the authorised medical attendant or at the residence of a University employee including such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in any hospital, and are considered necessary by the authorized medical attendant and such consultation with a specialist as the authorized medical attendant may determine.
- (e) “Patient” means an employee of the University or his/ her family member to whom these regulations may apply and who has fallen ill.
- (f) “Specialist” means any one or more of such medical practitioners specialized in the treatment of a particular disease or diseases including pathologist, bacteriologists, radiologists, gynaecologist, obstetricians or other who from time to time, be declared as such by the Vice-Chancellor and who are recommended for treatment by the respective authorized medical attendants.
- (g) “Treatment” means the use of all medical and surgical facilities available at an approved hospital or clinic of the authorised medical attendant in which the University employee is treated and includes:
  - (i) Employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant;
  - (ii) Supply of such medicines, vaccines or sera as are prescribed by the authorised medical attendant or other therapeutical substances, not ordinarily so available, as the authorised medical attendant may certify in

writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the University employee.

- (iii) Supply of such medicines, vaccines, sera or other therapeutical substances as are available in the hospital or with the authorised medical attendant.
  - (iv) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the University employee;
  - (v) Such nursing as is ordinarily provided to indoor patients by the hospital and the specialist consultation described in clause (d) but it does not include diet or provision, at the request of the University employee, of accommodation superior to that described in sub-clause (iv) above.
- (h) All other expressions shall have the same meaning as assigned to them under Section 2 of the University of Islamabad Act, 1967

### 3. MEDICAL AID

A University employee shall be entitled, free of charge, to medical attendance under sub-clause (g) above. Any amount paid by him on account of such a treatment including consultation with a specialist as provided hereafter shall, on production of a certificate in writing by the medical attendant in this behalf, be reimbursed to him/her by the University as per the following details:

(1) **Medical Allowance:**

Rates of monthly Medical Allowance:<sup>1</sup>

BPS	Married		Un-married	
	Minimum	Maximum	Minimum	Maximum
01-06	4000	8000	4000	7000
07-11	4500	8000	4500	7000
12-16	5000	8000	5000	7000
17 & above	5500	8000	5500	7000

(2) **Hospitalization/ Indoor treatment Charges:**

The maximum yearly ceiling fixed per employee is Rs.50000/-

(3) **Outdoor Treatment Charges:**

The maximum yearly ceiling fixed per employee is Rs.20000/-

(4) **Laboratory/Consultancy Charges:**

- i) Rate of lab/consultancy charges per visit has been enhanced to Rs.1000/- from February, 2012.
- ii) The maximum yearly ceiling fixed per employee is Rs.15000/-.

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<sup>1</sup> Approved by Syndicate in its meeting held on 12.03.2011.

- iii) University Medical Centre and faculty of Biological Sciences should be engaged in arranging medical lab tests in the University Medical Centre. The medical lab test facility shall be provided for employees as well as on commercial basis.

#### **4. EXPLANATIONS:**

The Vice-Chancellor may in special case authorise the reimbursement of expenses in part or in full in excess of the ceilings fixed for hospitalization and outdoor treatment (also includes prolonged) on the recommendations of the treating physician/hospital, University Medical Officer and Medical Committee; in anticipation of the approval of the Syndicate.

- (i) The ceilings will be subject to review of the syndicate after two years.
- (ii) The Medical Lab Tests/Consultation facility may be continued, however, prescription and the copy of costly medical test report (i.e. other than normal test) should also be submitted with the claim
- (iii) The University employees may be allowed to draw medical allowance in lieu of medical aid under the Regulations at fixed monthly rates according to the ceilings fixed for the University employees of the various categories and the conditions laid down under Rule-3 of the Medical Aid Regulations, till further orders, as reimbursement for expenses on medical treatment of the University employees and their families.

Note: May be read with Clause (ii) above and Syndicate and Government's decisions made from time to time.

#### **5. DIET CHARGES**

In case of patients treated in a hospital where a composite sum is levied by the hospital as inclusive of all charges to cover medical, surgical and nursing charges (including diet and accommodation or other charges which cannot be specified separately) 15% of such a sum will be taken as diet charges and shall be borne by the employees.

#### **6. SPECIALISED MEDICAL ATTENDANCE**

If the authorised medical attendant or consultant /specialist is of the opinion that the case of a patient is of such a serious or special nature as may require medical attendance by some persons other than himself/herself or that the patient requires anti-rabic treatment, he/she may with the approval of the Vice Chancellor (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient);

- (a) Send the patient to the nearest specialist or other authorised medical attendant by whom, in his/her opinion medical attendance is required for the patient or in the case of anti-rabic treatment to the nearest place where such treatment is available.
- (b) If the patient is too ill to travel summon such specialist or other medical attendant to attend upon the patient. Any amount paid by him/her on this account shall be reimbursed to the patient on production of a certificate.

**7. GRANT OF PERMISSION OF INDOOR TREATMENT TO THE UNIVERSITY EMPLOYEES AND THEIR FAMILIES IN THE PRIVATE HOSPITAL.**

The rules on the subject be strictly followed and indoor treatment be availed only at approved hospitals of the University. However, only in case of some emergency or where the situation is beyond control, the treatment at private hospital could be availed. In such cases, the reimbursement shall be made according to the rates of approved hospitals of the University.<sup>1</sup>

**8. REIMBURSEMENT OF EXPENSES**

(1) The University employee shall be entitled to receive free of charge:

(a) **Treatment:**

In such hospital at the nearest place where he/she falls ill and can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment or;

(b) **Specialized Treatment:**

If there is no such hospital as is referred to in sub-clause (a) above, in such hospital other than approved hospital or as near that place as can in the opinion of the authorised medical attendant, provide the necessary and suitable treatment.

The expenses so incurred under sub-clause (a) and (b) above will be reimbursed to the patient by the University.

(c) **Treatment at residence:**

(i) If the authorised medical attendant is of the opinion that owing to the absence or remoteness of a suitable hospital or due to the severity of the illness a University employee cannot be given treatment as provided under the clause 7, the University employee may receive treatment at his/her residence.

(ii) A University employee receiving treatment at his/her residence under sub-clause (i) above shall be entitled to receive towards the cost of such treatment incurred by him/her as a sum equivalent to cost of such treatment, as he/she would have been entitled to, free of charge, to receive under these regulations if he/she had not been treated at his/her residence.

(iii) Claims for sums admissible under sub-clause (ii) above shall be accompanied by a certificate in writing by the authorised medical attendant stating the reasons for the opinion referred to in sub-clause (i) above.

(iv) If a University employee or a member of his/her family falls ill at a place other than the University headquarters, within Pakistan, he/she may receive treatment at the nearest university/ Municipal/ Government Hospital or Health Centre. The cost of such a

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<sup>1</sup> Approved by the Syndicate in its meeting held on 26-08-2006.

treatment as attested by the Medical Officer in-charge will be paid by the patient and reimbursed by the University on production of vouchers.(i.e. according to approved rates)

- (2) The cost of similar treatment referred to in sub-clause c (i) and (ii) above.
  - (i) Charges of services rendered in connection with, but not included in, medical attendance on or treatment of, a patient entitled to free of charges, medical attendance or treatment under these regulations shall be determined by the authorised medical attendant and paid by the patient.
  - (ii) If any question arises as to whether any service, is included in medical attendance or treatment it shall be referred to the Vice-Chancellor and his/her decision shall be final.

## **9. MEDICAL AID TO FAMILIES**

The family of a University employee shall be entitled free of charge to the medical attendance and treatment on the scale and under the conditions the University employee is entitled to receive at a clinic of a medical attendant or at a hospital. This shall include confinement of a University employee's wife in a hospital but not prenatal or postnatal treatment or confinement at residence.

- (i) As already defined, the word "Family" for the purpose of medical treatment shall also include parents of the University employees residing with and dependent on him/her.
- (ii) The retired University employees/pensioners and their families dependent on them shall also be entitled to indoor medical treatment in the approved hospitals.<sup>1</sup>

## **10. COST OF MEDICINES AND REIMBURSEMENT**

Save as provided in sub-clause 2 (i) the cost of medical attendance and treatment rendered to a University employee or a member of his/her family shall be charged by the authorised medical attendant from the University subject to such limits and restrictions as may be imposed by the Vice-Chancellor from time to time.

In case the medical attendant charges the cost of such medical attendance and treatment from the patient or prescribed medicines are not available in his/her clinic, the cost involved shall be reimbursed by the University subject to such limits or restrictions as may be imposed by the Vice-Chancellor from time to time.

The charges may be reimbursed by the University on production of a certificate from the medical attendant in the following form:

- (a) Forms of Certificates for reimbursement. In case the cost of medical attendance or treatment is not charged by the medical attendant from the patient:

"Certified that the cost of medical attendance or treatment charged for in the bill was necessary for the restoration of the health of the patient whose signatures are given below".

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<sup>1</sup> Approved by the Syndicate in its meeting held on 31.10.1992.

In case of treatment of a member of the family of an employee signatures of the University employee shall be recorded.

- (b) In case the cost of medical attendance or treatment is borne by the patient:

“Certified that the cost of medical attendance or treatment charged for from patient as included in the attached bill aggregating to Rs. .... was necessary for the restoration of the health of the patient whose signatures are given below.”.

In case of treatment of any member of the family of an employee signatures of the University employee shall be recorded.

- (c) In case if medicines prescribed by the medical attendant are purchased from the market:

“Certified that the medicines purchased form the market and included in attached voucher No. .... for Rs. .... were prescribed by me and were essential for the restoration or prevention of serious deterioration of the health of the patient whose signature are given below.”

In case of treatment of any member of the family of an employee signatures of the University employee shall be recorded.

- (i) For the purposes of admitting all claims by the sanctioning authority special specimen signatures shall be obtained by the Deputy Treasurer.
- (ii) The cost involved on maternity cases at the residence of an employee shall be reimbursed.

The University employees will be required to carry identity cards with them while seeking medical attendance at a clinic or a hospital. Failure to produce the identity cards may result in medical facilities being refused.

#### **(11) SCALES OF ACCOMMODATION**

The scales of an accommodation in hospitals for University employees as indoor patients will be as under:

- |   |                   |
|---|-------------------|
| (i) University employee of Class A and B  | Special Ward      |
| (ii) University employee of Class B and C | Semi private ward |
| (iii) Others                              | General ward      |

(In case of hospitals maintained by the Federal and Provincial governments, same scale and accommodation shall apply as is applicable to Government Servants).

#### **(12) RESIDUARY PROVISION**

Where these regulations do not contain provision relating to any matter affecting medical attendance and treatment a relevant Federal Government rule or rules if any shall be deemed to be effective.

(2)

**QUAID-I-AZAM UNIVERSITY HOSTEL  
REGULATIONS 1996**

**(Approved by the Syndicate in its meeting held  
on 12 February 1997, as amended and revised)**

	<b>page</b>
Preamble	180
Title & Commencement	180
Definitions	180
Eligibility	180
Peace, Harmony and Good Behaviour	181
Acts of Indiscipline	181
Food Service, Health and Sanitation	182
Special Regulations for Women Residents of the Hostel	183
Maintenance of Discipline and Good Order	183
Procedure for Processing Acts of Indiscipline	183
Punishment and Penalty for Acts of Indiscipline	183
General Conduct	184
Revised Hostel Charges	185

(2)

**QUAID-I-AZAM UNIVERSITY HOSTEL  
REGULATIONS, 1996**

**Preamble:** Whereas it is expedient and in the interest of more efficient administration of the University Hostels in the light of experience over the last two decades, the following Regulations are made in pursuance of Section 28(1) (i) of the Quaid-i-Azam University Act 1973.

**Title & Commencement**

- 1(a) These Regulations may be called the “Quaid-i-Azam University Hostel Regulations 1996.”
- (b) These Regulations shall come into force with effect from 15 February 1996.

**Definitions**

2. The following terms and expressions unless repugnant to the context shall have the meanings assigned to them as under:
  - a) “Hostel Discipline Committee” means the Committee appointed by the Vice-Chancellor for the maintenance of discipline in the University Hostel.
  - b) “Officer Incharge Students Affairs” means the Officer Incharge Students Affairs of the University.
  - c) “Senior Warden” means an officer so appointed by the Vice Chancellor for Hostel management.
  - d) “Provost” means the Provost of the University.
  - e) “University Hostel” means a hostel established by the University for the residence of University students.
  - f) “Mess Committee” means the Committee constituted by the Provost under rules to be framed by him/her.

All other expressions shall have same meanings as assigned to them under Section 2 of the Quaid-i-Azam University Act, 1973.

**Eligibility**

3. Students admitted in the University teaching departments and registered for the morning courses shall be eligible to apply for accommodation in the University hostels. Students admitted on self-financed basis (morning & evening courses) shall also be considered for allotment of accommodation subject to availability. All applicants shall file an affidavit along with their applications deposing that he/she:
  - i) has no permanent or temporary accommodation available to him/her in Islamabad/Rawalpindi
  - ii) is neither employed anywhere in any capacity in Islamabad/Rawalpindi



iii) is a bonafide resident of \_\_\_\_\_  
District \_\_\_\_\_

**Note:** Any statement found to be false at any stage will entail forfeiture of accommodation in the University hostel forthwith without any let or hindrance or further correspondence.

4. (a) <sup>1</sup>MA/MSc and MPhil students should not be allowed hostel accommodation beyond five semesters subject to good behaviour in the class.
- (b) Scholars registered for PhD should not be allowed hostel accommodation beyond five years (stay in hostel and not the duration of study<sup>2</sup>) subject to annual review of good behaviour and satisfactory report from the supervisor.
5. Student residents of University hostels shall pay hostel fee and dues at the rates approved by the Syndicate from time to time. They will be required to produce clearance certificate before registration for courses in each Semester and before issue of roll numbers for the terminal examinations.

#### **Peace, Harmony and Good Behaviour**

6. Decency, good behaviour and fellow -feeling will be promoted by all residents of hostel and hostel administration under the general supervision and control of the Warden/Senior Warden/Provost.
7. The Provost may issue instructions from time to time for observing night timings for marking attendance.
8. (a) Written permission from the Warden/Senior Warden will be necessary for stay outside the hostel.
- (b) In case of absence from the hostel for a week, the university may forfeit the accommodation of the student the defaulting resident and the Warden/Senior Warden may open the lock and deposit the luggage for safe custody and draw up an inventory submitting a copy of the inventory to the Provost.
9. Playing of music, making noise or indulging in rowdy behaviour which may cause inconvenience or be a nuisance to other residents of the hostel is to be strictly avoided by imposing fine and issuing warning or “in chronic cases” a report may be made to the Provost for a reference to the Hostel Discipline Committee for a minor punishment after due process.

#### **Acts of Indiscipline**

10. The following will be acts of minor indiscipline.
  - a) Impersonation, giving false information, willful suppression of information, cheating or deceiving.
  - b) Violation of public morals such as the use of indecent and filthy language, undesirable remarks and gestures.

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<sup>1</sup> Amendments approved by the Syndicate in its meeting held on 31.07.2010.

<sup>2</sup> Clarification made by Syndicate in its 157<sup>th</sup> meeting held on 17.09.2011.

- c) Playing of music, making noise or indulging in rowdy behaviour or be a nuisance which may cause inconvenience to other residents of the hostel.
  - d) Changing the duly allotted room without prior permission in writing form the Provost.
11. The following will be treated as serious acts of indiscipline, punishable with major punishment or in case of cognizable offences, action under law:
- a) Possession, custody or access to liquor, drugs or intoxicants of any kind, gambling appliances, lethal instruments of any description, explosives or fire arms.
  - b) Causing damage to furniture, fixtures of the hostel by any act of omission or commission
  - c) Tempering with machinery or unauthorized use of University vehicles or removing them from the custody of an authorized University employee.
  - d) Adding, abetting or facilitating trespass in the hostel by an unauthorized person under any circumstances.
  - e) Acts involving moral turpitude or cognizable offense.
  - f) Defiance of authority and breach of discipline.
  - g) Acts like abusing, quarrelling, fighting, insolence towards others, use of force.
  - h) Indulgence in acts which may cause insult or physical injury to the students, teachers, officers, staff of the University or any other person.
  - i) Spreading by word of mouth or written material of religious, sectarian, ethnic regional or linguistic conflicts/hatred.
  - j) Possession, carrying or use of any type of weapons/fire arms or explosive material within the University premises including hostels.
  - k) Damaging any University property, including building, equipment, vehicles etc. in any manner.
  - l) Using any University property, including building, equipment, vehicles etc. without lawful authority.
  - m) Sale, distribution or consumption of intoxicants on the hostels/campus.
  - n) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
  - o) Obstructing the functioning of the University or causing disruption of peaceful atmosphere and other activities in hostels.
  - p) Providing shelter to illegal/unauthorized occupants in hostel.

**Food Service, Health and Sanitation:**

12. (a) Subject to maintenance of proper standards of health and sanitation food service may be organized by the residents of hostel under the supervision,

control and direction of Provost and through Mess Committee to be constituted by the Provost under rules to be framed by him/her.

- (b) Cleanliness, sanitation and anti-epidemic arrangements will be inspected by the Provost.
- (c) A student catching infectious disease may be shifted to the Medical Centre/Hospital under advice of the Medical Officer/Provost

**Special Regulations for Women Residents of the Hostel:**

- 13. (a) A resident may be permitted an overnight stay only at places permitted in writing by the parents/guardians with the permission of the Lady Warden.
- (b) On week-end and other holidays permission of the Lady Warden shall be necessary for an overnight stay out of the hostel.
- (c) In special cases, the Lady Warden may permit a resident to stay out beyond fixed hours. In such cases, a Pass shall be issued by the Lady Warden.
- (d) At the time of admission in the hostel all residents shall submit a list of persons who may visit the residents in the hostel and of those persons with whom they may go out. The list must be signed by the parents/guardians in the prescribed form.
- (e) Visitors permitted by the parents /guardians may see the residents in the visiting room between 4.30 p.m. and 8.30 p.m. in summer and between 2.30 p.m. and 6.30 p.m. in winter.

**Maintenance of Discipline and Good Order:**

- 14. In order to maintain students discipline in the hostel, the following shall be the competent authorities :
  - a) Vice-Chancellor
  - b) University Discipline Committee
  - c) Hostel Discipline Committee
  - d) Provost
- 15. The Hostel Discipline Committee shall be constituted by the Vice Chancellor and shall consist of a Professor to be appointed by the Vice-Chancellor as Chairman (Chairperson), the Provost and two senior Wardens.
- 16. The Hostel Discipline Committee/Provost shall have the authority to impose punishment in case of breach of discipline regarding minor offences committed within the hostel premises.

**Procedure for Processing Acts of Indiscipline:**

- 17. .
  - a) Provost may impose a fine not exceeding Rs.500/- on the spot for any act of indiscipline committed within the hostel premises or violation of hostel rules.

- b) The acts of indiscipline which warrant imposition of major penalties/punishments will be reported by the Provost to the Officer Incharge of Students Affairs for Processing by the University Discipline Committee.
- c) For the cases falling under the purview of the Hostel Discipline Committee, Provost will issue a show-cause notice to the student charged with an act of indiscipline.
- d) The Hostel Discipline Committee will ensure that the student against whom disciplinary proceedings have been initiated is given adequate opportunity to explain his/her conduct.
- e) The Hostel Discipline Committee may ask, if necessary, the student(s) charged with an act of indiscipline to appear before the Committee.
- f) In case the reply to the show-cause notice is not received within the specified time, or if the resident student concerned fails to appear before the Committee when so required, the Committee will take an ex parte decision.
- g) In order to create an effect of deterrence against acts of indiscipline, the notification of the decision of punishment and penalties will be placed on the University Notice Boards and where necessary, in the National Press. A copy of the notification shall also be sent to:
  - i) Chairman (Chairperson) of the department concerned
  - ii) Controller of Examinations
  - iii) Treasurer
  - iv) Parents/Guardian

#### **Punishment or Penalty for Acts of Indiscipline**

18. Punishment or penalty for an act of indiscipline shall be in accordance with the gravity of the case, and may be any one or more of the following, or any other as determined by the Discipline Committee:

##### **(1) Minor Penalties/Punishment**

- a) Censuring or warning in writing.
- b) Rustication from the hostel for a maximum period not exceeding one semester.
- c) A fine up to Rs.2000/-.
- d) Deprivation from the benefits/privileges enjoyed by the students(s).
- e) Withholding of Registration/Roll No. Slip/examination results.

##### **(2) Major Penalties/Punishment**

- a) Fine commensurate with nature and extent of misconduct.
- b) Cancellation of hostel accommodation.
- c) Cancellation of financial benefits/concession.
- d) Suspension of admission and ban on entry in the premises of the University for a Specific Period.
- e) Rustication from the University for a specific period and ban on entry into the University Campus.

- f) Expulsion from the University and ban on entry into the University Campus.

**General Conduct**

19.

- (a) Student residents are expected to develop the habit of self-discipline, they shall not conduct themselves in a manner which may interfere with the study and convenience of the fellow residents or injure their feelings. Nothing can make social life truly pleasant except by genuine courtesy and mutual consideration.
- (b) Rooms shall be kept clean and tidy by the residents.
- (c) The residents are advised not to keep large sums of money with them. The hostel authorities will not be responsible for any theft or loss of valuables/ornaments(including mobile phone, laptop etc).
- (d) Complaints, if any, against the misbehaviour of bearers/sweepers should be reported to the Warden. Residents are not allowed to use abusive language or physical force against them.
- (e) The lights in the rooms must be switched off when not in use.
- (f) Residents are not allowed to take away newspapers form the Newspaper stand to their rooms.
- (g) Guests for stay overnight or providing shelter to an unauthorized / illegal outsider in the hostels is strictly prohibited.
- (h) Use of electric heater is not allowed.
- (i) For the recreation of residents there is a common room in each hostel where arrangements for indoor games are made. A Committee to be constituted by the Provost shall be responsible for these activities.

20.

- A. “Regulations regarding Conditions of Residence of University Students” approved by the syndicate on 5<sup>th</sup> April 1975 are hereby repealed with immediate effect.
- B.
  - (i) The word “Provost” appearing in Clauses No. 1(iv), V(b)(1), V(c)(1), V(c)(2), V(c)(3), and V(c)(5), of the Regulations “Governing Students Discipline” approved by the Syndicate on 23.9. 1993 stand deleted.
  - (ii) Clause IV (iii), V (a) (2) & the word “or the Hostel” in Clause V (b) (2) of the same Regulations will also stand repealed.

(3)

**REVISED REGULATIONS GOVERNING  
STUDENTS DISCIPLINE**

**(Approved by the Syndicate in its meeting held on 4 October 1997)**

<b>Sections</b>	<b>Page</b>
I. Competent Authorities	187
II. Discipline Committee	187
III. Acts of Indiscipline	187
IV. Punishment or Penalty for Acts of Indiscipline	188
V. Procedure for Processing Acts of Indiscipline	189
VI. Other Provisions	190

(3)

## **REVISED REGULATIONS GOVERNING STUDENTS DISCIPLINE**

Where it is necessary to create conditions on the campus for not only imparting education to students in a peaceful environment but also to enrich their personalities by inculcating in them sense of reason, tolerance, discipline and civilized behaviour, ensuring thereby an orderly and decent atmosphere of learning on the campus, and a decent mode of residence in the University hostels: therefore, the following Regulations establish rules for permissible student behaviour and structure for enforcement.

### **I. COMPETENT AUTHORITIES**

In order to maintain student discipline on the campus, the following shall be the competent authorities:

- (i) Vice-Chancellor;
- (ii) University Discipline Committee;
- (iii) Chairman (Chairperson) of Teaching departments/Directors of Institutes/Schools and Centres.

### **II. DISCIPLINE COMMITTEE**

- (1) The Committee shall consist of:
  - (i) The Chairman (Chairperson) of the committee to be nominated by the Vice-Chancellor.
  - (ii) One Professor to be nominated by the Academic Council.
  - (iii) One member to be nominated by the Syndicate.
  - (iv) One Professor or Associate Professor to be nominated by the Vice-Chancellor.
  - (v) The Officer Incharge of Students Affairs, to be appointed by the Vice-Chancellor from amongst the teaching faculty of the University for a term of two years. The officer Incharge of Students Affairs will be an ex-officio member and Secretary of the Discipline Committee.
- (2) The Discipline Committee will have an authority to impose punishment or penalty in the case of breach of discipline on the Campus.
- (3) The terms of office of the members of the Committee other than the ex-officio members shall be two years.
- (4) The quorum for a meeting of the Committee shall be three.
- (5) During the academic session, the University Discipline Committee shall meet at least once a month.

### **III. ACTS OF INDISCIPLINE**

The following, among others, shall constitute acts of indiscipline cognizable under these regulations:

- (1) Violation of public morals, such as the use of indecent and filthy language; undesirable remarks and gestures; acts of moral turpitude; disorderly behaviour like abusing, quarrelling, fighting, insolence towards others, use of force.
- (2) Indulgence in acts which may cause insult or physical injury to the students, teachers, officers, staff of the University or any other person.
- (3) Defiance of a University Authority.
- (4) Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflicts/hatred.
- (5) Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- (6) Possession, carrying or use of any type of weapons/fire-arms or explosive material within the University premises.
- (7) Damaging any University property, including building, equipment, vehicle, etc., in any manner.
- (8) Using any University property, including building, equipment, vehicle, etc., without lawful authority.
- (9) Sale, distribution or consumption of intoxicants on the campus.
- (10) Use of student organizations for furthering the cause of a political party.
- (11) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- (12) Allowing or abetting entry to the premises of the University of Expelled Students or anti-social elements.
- (13) Obstructing the functioning of the University or causing disruption of teaching/research/other activities.

#### **IV. PUNISHMENT OR PENALTY FOR ACTS OF INDISCIPLINE**

Punishment or penalty for acts of indiscipline shall be according to the gravity of the case, and may be any one or more of the following, or any other as determined by the Discipline Committee.

##### **Minor Penalties/ Punishments**

- (i) Censuring or warning in writing.
- (ii) Probation for a specific period.
- (iii) A fine which may amount up to Rs.1,000/-.
- (iv) Withholding of a certificate of good moral character.
- (v) Deprivation from the benefits/privileges enjoyed by the student(s) of the University.
- (vi) Withholding of Examinations Results.



**Major Penalties/Punishments**

- (i) Fine commensurate with nature and extent of misconduct.
- (ii) Cancellation of hostel accommodation
- (iii) Cancellation of financial benefits/concessions
- (iv) Suspension of admission and ban on entry in the premises of the University for a specific period.
- (v) Cancellation of examination results.
- (vi) Rustication from the University for a specific period and ban on entry into the University campus.
- (vii) Expulsion from the University and ban on entry into the University campus.

**V. PROCEDURE FOR PROCESSING ACTS OF INDISCIPLINE**

(a) .

- 1. The Chairperson/Director will deal with acts of indiscipline committed by the students of the respective department/centre/institute, and impose minor penalties determined by a Committee<sup>1</sup> consisting of the Chairperson/Director, one senior teacher and a student's Adviser to be appointed by the Chairperson/Director.

(b)

- 1. The acts of indiscipline which warrant imposition of major penalties/punishments will be reported by the Chairperson/Director to the Officer In-charge of Students Affairs for processing by the Discipline Committee.
- 2. For an act of indiscipline taking place outside the teaching departments but on the campus and involving students of two or more than two departments, the case will be reported to the Officer In-charge Students Affairs directly.

(c) .

- 1. The Officer In-charge Students Affairs, the Chairperson/Director as the case may be, will issue a show-cause notice to the student charged with an act of indiscipline.
- 2. The Discipline Committee/ Chairperson/Director will ensure that the student against whom disciplinary proceedings have been initiated is given adequate opportunity to explain his/her conduct.
- 3. The Discipline Committee/ Chairperson/Director may ask, if necessary, the student(s) charged with an act of indiscipline to appear before the committee.
- 4. In case the reply to the show-cause notice is not received within the specified time, or if the student concerned fails to appear before the committee when so required, the committee will take an exparte decision.

---

<sup>1</sup> The Committees will be constituted and duly notified by the Chairman/Director

5. An appeal against the decision of the Chairperson/Director can be filed with the Discipline Committee within 15 days of the announcement of the decision.
6. An appeal against the decision of the Discipline Committee can be filed with Syndicate within 15 days of the decision. The decision of the Syndicate will be final.
7. In order to create an effect of deterrence against acts of indiscipline, the notification of the decision of punishments and penalties will be placed on the University notice board and, where necessary, in the national press.

**VI. OTHER PROVISIONS:**

1. Nothing provided in Class V above shall restrict the powers of the Vice-Chancellor to pass immediate orders without referring the case to the Discipline Committee and without following the normal procedure, if circumstances so require.
2. Any orders imposing penalty by the Vice Chancellor may be withdrawn and misconduct pardoned with such conditions as may be considered necessary by the Vice Chancellor, if at any time, after passing such orders, the Vice-Chancellor is satisfied that the penalized student has exhibited genuine repentance over his/her past conduct and promises to demonstrate improved conduct in future.

(4)

**REGULATION FOR THE AWARD OF GOLD MEDAL  
TO THE STUDENTS OF MSC PHYSICS INSTITUTED/  
DONATED BY M/S PHILIPS ELECTRICAL COMPANY  
OF PAKISTAN LIMITED.**

(Approved by the Syndicate in its meeting held on 20 January 1976)

(4)

**REGULATION FOR THE AWARD OF GOLD MEDAL  
TO THE STUDENTS OF MSc PHYSICS INSTITUTED/  
DONATED BY M/S PHILIPS ELECTRICAL COMPANY  
OF PAKISTAN LIMITED.**

The Gold Medal for MSc Physics will be awarded to the student of this University who:

- (i) Has secured the highest accumulated grades in all the four Semesters;
- (ii) Has not secured more than one 'B' grade throughout; and
- (iii) Has neither failed in nor repeated any of the courses at any stage throughout four semesters completed in two years.

(5)

**REGULATIONS RELATING TO THE ACADEMIC  
COSTUME OF THE UNIVERSITY**

**(Approved by the Syndicate in its meeting held on 24 October 1978)**

<b>Sections</b>	<b>Page</b>
1. Ordinary Academic Costume	194
2. Full Academic Costume	194
3. Costume for Teachers who are Graduates of other Universities	194
4. Costume for Teachers and Graduates of this University	194
5. For the Chancellor	194
6. For the Pro-Chancellor	194
7. For the Vice-Chancellor	194
8. Deleted	194
9. For the Registrar	194
10. For the Controller of Examinations	194
11. For the Deans.	195
12. For other Teachers	195
13. For the Doctors of Sciences	195
14. For the Doctors of Philosophy	195
15. For the Masters of Philosophy	195
16. For the Masters of Sciences	195

(5)

## **REGULATIONS RELATING TO THE ACADEMIC COSTUME OF THE UNIVERSITY**

1. 'Ordinary academic costume' includes black gown, cap, without hood or sash, and 'full academic costume' includes in addition a hood or sash.
2. 'Full academic costume' shall be worn by all graduates of the University and may be worn by all graduates of other University, present at convocation and on such ceremonial occasions as the Syndicate or Vice-Chancellor may prescribe.
3. If a Teacher is a graduate of other University, he/she may wear either the costume of his/her degree or the costume which he/she is entitled to wear as a teacher of this University.
4. Teachers and Graduates of this University are entitled to wear academic costume as follows:
5. **FOR THE CHANCELLOR**  
Gown of dark green velvet with 4 inches gold lace and tufts in front and on the outside of the bottom of the sleeves. The lace shall be embroidered with crescent and star. Cap of dark green velvet with gold tassel.
6. **FOR THE PRO-CHANCELLOR**  
Gown of dark green velvet with 4 inches golden colour silk and tufts in front and on the outside of the bottom of the sleeves. The lace shall be embroidered with crescent and star. Cap of dark green velvet with golden silk tassel.
7. **FOR THE VICE-CHANCELLOR**  
Gown of dark green velvet with silver lace and tufts in front and outside and on the outside bottom of the sleeves. The crescent and star, in silver, should be laid on the lace. Cap of dark green velvet with silver tassel.
8. **DELETED<sup>1</sup>**
9. **FOR THE REGISTRAR**  
Gown of dark green silk with 4 inches white silk ribbon in front and on the outside of the bottom of the sleeves. Hood representing the colours of all faculties of the University. Cap of dark green colour with white silk tassel.
10. **FOR THE CONTROLLER OF EXAMINATIONS**  
Gown of dark green silk with 4 inches white silk ribbon in front and on the outside of the bottom of the sleeves. Hood representing the colours of all faculties of the University. Cap of dark green colour with white silk tassel.

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<sup>1</sup> The words Pro-Vice-Chancellor deleted in terms of the Quaid-i-Azam University (Amendment) Ordinance 1980.

**11. FOR THE DEANS**

Black gown with 4 inches broad silk facing and 1 inch broad silk ribbon on sleeves in colour of the faculty. Hood in the colour of the faculty with white lining. Cap of black velvet with black silk tassel.

**12. FOR OTHER TEACHERS**

Gown of black silk with full sleeves and hood in the colour of the faculty with White lining. Cap of black velvet with black silk tassel.

**13. FOR THE DOCTORS OF SCIENCES**

A scarlet silk gown shall have a 3 inch border of the faculty colour running in front and on the outside of the bottom of the sleeves.

The hood shall be fully lined with faculty colour. Cap of dark green velvet with green silk tassel.

**14. FOR THE DOCTORS OF PHILOSOPHY**

A scarlet silk gown shall have a 2 inch border of the faculty colour running in front and on the outside of the bottom of the sleeves.

The hood shall be fully lined with faculty colour. Cap of dark green velvet with green silk tassel.

**15. FOR THE MASTERS OF PHILOSOPHY**

The gown of black silk with full sleeves. The hood shall be of white silk with 3 inches border of the faculty colour. Cap of dark black velvet with black silk tassel.

**16. FOR THE MASTERS OF SCIENCES**

The gown of black silk with full sleeves. The hood shall be of white silk with 3 inches border of the faculty colour. Cap of dark black velvet with black silk tassel.

The following colours shall be assigned to the Faculties and shall be represented on the hoods of the graduates of that faculty as detailed below:

- |       |                                |          |
|-------|--------------------------------|----------|
| (i)   | Faculty of Natural Sciences    | Dark Red |
| (ii)  | Faculty of Social Sciences     | Orange   |
| (iii) | Faculty of Biological Sciences | Purple   |
| (iv)  | Faculty of Medicine            | Maroon   |

(6)

**REGULATIONS RELATING TO THE USE  
OF THE DRSM LIBRARY**

**(Approved and amended by the Syndicate in its meeting held  
on 24 October 1978, 31 October 1992 and 6 February 1999)**



(6)

**REGULATIONS RELATING TO THE USE  
OF THE DRSM LIBRARY<sup>1</sup>**

1. The use of the University Library shall be open to members of the of the following categories after applying for the membership on the prescribed form:
  - (a) Members of the University Teaching Staff.
  - (b) Fellows and Research Scholars.
  - (c) Junior Research Assistants, Senior Research Assistants, BS-Economics & BS-Business Administration and Students on the rolls of the University.
  - (d) Officers of the University.
  - (e) Other employees of the University.
2. Member of the library shall be entitled to borrow books from the library except those books which are especially mentioned in rule 7 below.
3. Borrower's tickets shall be issued to every member, on presentation of which, books, will be issued to him/her from the Library. One ticket shall entitle him/her to borrow only one book at a time. This ticket shall not be transferable and should be surrendered at the time of obtaining a clearance certificate. A sum of Rs.50/- shall be charged for the loss of each ticket.
4. Books may be issued to members of various categories as under:

Members of Category-A	15 books for a period of one semester <sup>2</sup>
Members of Category-B	5 books for a period of one month
Members of Category-C	5 books for a period of two weeks
Members of Category-D	4 books for a period of two weeks with the permission of the Chairman (Chairperson)/section concerned
Members of Category-E	2 books for a period of two weeks with the permission of Chairman (Chairperson)/ Head of the department/ section concerned.
5. Books once borrowed may be re-issued with the permission of the Librarian provided they are not required by another member.
6. In case a book is urgently required, the Librarian may recall it at a short notice any time and such a book shall be returned immediately by the borrower.

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<sup>1</sup> The Syndicate in its meeting held on 6.2.1999 approved the proposal to re-name Central Library of the University as "Dr. Raziuddin Siddiqui Memorial Library" as a recognition of its meritorious services rendered to the University.

<sup>2</sup> As amended by the Syndicate in its meeting held on 31.10.1992

7. Books and other material of the following description shall not be issued to borrowers but may be consulted in the Library during working hours with the permission of the Librarian.
- (i) Reference books like Encyclopaedias, Dictionaries, reports and other reference.
  - (ii) Reserved books.
  - (iii) Books banned by Federal or Provincial governments.
  - (iv) Rare books and protected documents.
  - (v) Microfilms, Autographs, Tape-Records.
  - (vi) Periodicals.
  - (vii) Any other material at the discretion of the Librarian.
- 8.
- (i) In case of loss of a book, the member shall be required to replace the original edition of book.
  - (ii) In case a book is not available in the market, the prices will be charged according to the following time scales:
    - (a) Books purchased during last 10 years; 2 times of the purchased price.
    - (b) Books purchased during last 20 years; 3 times of the purchased price.
    - (c) Books purchased during last 30 years; 4 times of the purchased price.
    - (d) Books purchased during last 40 years; 5 times of the purchased price.
  - (iii) If a rare book, encyclopaedia, dictionary or any other reference book is mutilated or lost, the price will be determined by the sub-committee of the Library Committee. This committee will also consider the cases for mutilation, stealing and misbehaviour with the Library Staff to recommend a suitable punitive action.
  - (iv) If a volume of a set is lost by a member, he/she will be required to replace that volume. In case the volume is not available in the market, the member will be asked to get a good quality photocopy and bear hard binding expenditure. He/she will also deposit a fine of Rs.100/-.
  - (v) For the books received as donation having no price the following criteria will be followed:
    - (a) The member shall be asked to replace the book.
    - (b) If the book is not available in the market and it's another copy is available in the Library, it will be dealt according to the criteria mentioned at (iv) above.
    - (c) In case the book is not present in the Library and also not available in the market/ "books in the print/publisher's catalogue and through internet" the price will be ascertained and charged according to the following criteria:

- i. The Books having up to 100 pages Rs.150/-
  - ii. The Books having pages 101-200 Rs.300/-
  - iii. Same criteria will be followed for the book having more pages.
  - iv. The fraction will be charged in the next limit.
9. The Library timings shall be prescribed by the Librarian from time to time with the approval of the Vice-Chancellor.
10. The stock taking must be held after every 3 years. The Library shall be closed during August for 15 days for stock-taking. All borrowers shall return the books for the purpose at a week's notice and issue of books shall remain suspended during the period.
11. Members of the Library shall deposit their umbrellas, sticks, combustible material and other articles in the cloak room provided for the purpose in the entrance hall. All books issued to them shall be shown to the attendant at the entrance before leaving.
12. Eating, sleeping, smoking and audible conversation within the Library premises shall be prohibited.
13. Books borrowed from the Library are non-transferable and shall be returned to the Library on or before the last date stamped on the date-label. A fine of Rs.1/- per book per day will be charged up to two weeks. From the third week, a fine of Rs.5/- per book per day will be charged from the borrower.
14. Books, micro-films, autographs, Photostat, tape-records, and other materials may be issued on a quasi-permanent loan to the departments on the recommendations of the Chairperson with the approval of the Deans from time to time. A separate account department-wise of all such issued materials shall be maintained in the Library.
15. New arrivals of books, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian to the Chairperson of the various departments from time to time.
16. The Library has introduced a new charging system for issue and return of books. The borrowers will be issued borrower's card for issue record. The fine of Rs.50/- will be charged for the loss of borrower's card.

(7)

**REGULATIONS RELATING TO THE  
CONVOICATIONS OF THE UNIVERSITY**

**(Approved by the Syndicate in its meeting held  
on 24 October 1978, as amended and revised)**

<b>Sections</b>	<b>Page</b>
(1) Convocation shall be of two kinds.	201
(2) Chancellor.	201
(3) Pro-Chancellor.	201
(4) Vice Chancellor.	201
(5) Deleted.	201
(6) Notification of Convocation.	201
(7) Ordinary Convocation.	202
(8) Special Convocation.	202
(9) Procedure.	202
(10) Annual Report of the Vice Chancellor.	203
(11) Honorary Degrees.	203
(12) Procedure for the Conferment of Honorary Degrees	203
(13) Conferment of Degrees other than Honorary Degrees.	203
(14) Procedure for the Conferment of Degrees.	203
(15) Prize, Medals and other Distinctions.	204
(16) Convocation Address.	205
(17) Closure of the Convocation.	205
(18) Departure of the Chancellor, Pro-Chancellor/Vice Chancellor, the guest of Honour.	205
(19) Admission to Degrees.	205

(7)

## **REGULATIONS RELATING TO THE CONVOICATIONS OF THE UNIVERSITY**

### **1. CONVOICATION SHALL BE OF TWO KINDS**

- (a) Ordinary Convocation held for conferring the degrees of a particular year or years, if there was no convocation in the previous years, on persons who have under prescribed conditions, pursued a course of study in, and passed examinations of the University, and on persons who have under prescribed condition carried on independent research.
- (b) Special Convocation held for conferring honorary degrees, in the prescribed manner, on eminent person or persons.

### **2. CHANCELLOR**

The Chancellor shall, when present, preside at the Convocation of the University,

### **3. PRO-CHANCELLOR**

The Pro-Chancellor shall, in the absence of the Chancellor, preside at the Convocation of the University.

### **4. VICE CHANCELLOR**

The Vice Chancellor shall, in the absence of the Chancellor/Pro-Chancellor, preside at the Convocation of the University.

### **5. Deleted.<sup>1</sup>**

### **6. NOTIFICATION OF CONVOICATION**

- (i) The date of Convocation shall be fixed by the Chancellor on the recommendations of the Vice-Chancellor. As soon as the date of Convocation is fixed, the Registrar shall notify all graduates entitled to receive their degrees at the Convocation, through the press and through notices sent to the candidates' known addresses under certificate of posting.
- (ii) The Registrar shall, likewise, notify all members of the Syndicate, the Academic Council and the faculties by means of a circular, giving the time, date and venue of the Convocation.
- (iii) Graduates receiving degrees at the Convocation in accordance with the Regulations for admission to degrees shall make their own arrangements for the academic costumes prescribed for the degrees in question.
- (iv) Similarly, all Deans and other officers presenting themselves at the Convocation shall wear the academic costume to which they are entitled.

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<sup>1</sup> The words Pro-Vice Chancellor deleted in terms of the Quaid-i-Azam University (Amendment Ordinance 1980)

- (v) No graduate shall be admitted to Convocation unless and until he/she is in the proper academic costume.

## **7. ORDINARY CONVOCATION**

The procedure at any ordinary Convocation shall be as follows:

- (i) The members of the University and the graduates who are to receive their degrees shall assemble at the place and time notified to them by the Registrar.
- (ii) Entry of graduates to the Convocation Hall or Enclosure may be closed half an hour before the time of the commencement of the convocation.
- (iii) The candidates to be admitted to the degree shall be presented by the Dean of the faculty or Chairman (Chairperson) of the department concerned or in the absence of the Dean, or the Chairman (Chairperson), by a person nominated by the Vice Chancellor.

## **8. SPECIAL CONVOCATION**

- (i) Special Convocation may be held for conferment of the degree honoris causa on eminent persons deserving such degrees.
- (ii) The persons to be admitted to such degrees shall be presented by the Registrar or in his/her absence, by a person nominated by the Vice-Chancellor.

## **9. PROCEDURE**

At the appointed time a procession will be formed and will enter the Convocation Hall or Enclosure in the following order:

- (1) Controller of Examinations
  - (2) The Registrar
  - (3) Members of the Academic Council
  - (4) Members of the Syndicate
  - (5) Deleted<sup>1</sup>
  - (6) The Guest of Honour
  - (7) Deleted<sup>2</sup>
  - (8) The Vice-Chancellor
  - (9) Pro-Chancellor
  - (10) The Chancellor
- (i) All those present in the Auditorium shall rise in their seats when the Chancellor, Pro-Chancellor/Vice-Chancellor, the guest of honour, if any, and the person invited to deliver the Convocation address, step on the Dais, and shall resume their seats when the Chancellor, Pro-Chancellor/Vice-Chancellor and the guest of honour resume their seats.

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<sup>1</sup> The words Members of the Senate deleted in terms of the Quaid-i-Azam University (Amendment Ordinance 1985).

<sup>2</sup>The words Pro-Vice Chancellor deleted in terms of the Quaid-i-Azam University (Amendment Ordinance 1980).

- (ii) The Chancellor, Pro-Chancellor/Vice-Chancellor, shall at the request of the Registrar, declare the convocation open. The proceedings of the Convocation shall begin with recitation from the Holy Qur'an.

**10. ANNUAL REPORT OF THE VICE-CHANCELLOR**

The Vice-Chancellor shall present a brief report regarding achievements of the University during the last academic year and its future plans.

**11. HONORARY DEGREES**

After the annual report the honorary degrees, shall be conferred in the prescribed manner on eminent person/persons deserving such degrees in the accordance with the decision of the Syndicate under Clause 2 sub-section 27(i) of the Quaid-i-Azam University Act, 1973.

**12. PROCEDURE FOR THE CONFERMENT OF HONORARY DEGREES**

- (i) The Registrar shall read the citation regarding the recipient of the degree and read out the relevant resolution of the Syndicate.
- (ii) The Registrar shall read out the name of the recipient of the degree who shall walk forward to the Chancellor, Pro-Chancellor/Vice-Chancellor. The Chancellor, Pro-Chancellor/Vice-Chancellor, shall confer the honorary degree in the following words:

“In accordance with the resolution of the Syndicate and by virtue of the authority vested in me as Chancellor, Pro-Chancellor/Vice Chancellor, of this University I admit you to the degree of Doctor of Science/Law, honoris causa, and in token thereof I present to you this degree, and authorise you to wear the robes ordained as the insignia of this degree.”
- (iii) The recipient of the degree shall thereupon be robed in the prescribed costume and resume his/her seat.
- (iv) When the honorary degree, has been conferred the Chancellor, Pro-Chancellor/Vice-Chancellor, shall say to the Registrar:

“Let the degree conferred be now proclaimed”
- (v) The Registrar shall thereupon read out the record of the degree as follows:

“We the Chancellor, Pro-Chancellor/Vice-Chancellor, and members of the Syndicate and the Academic Council of the Quaid-i-Azam University do hereby proclaim and make known that we have admitted Mr/Miss/Mrs to the degree of Doctor of Sciences/Law, Honoris Causa”.

**13. CONFERMENT OF DEGREES OTHER THAN HONORARY DEGREES**

The candidate for the degrees shall be presented to the Chancellor, Pro-Chancellor/ Vice-Chancellor, by the Dean of the Faculties or Chairman (Chairperson) of the concerned department in convenient batches.

Provided that in the absence of the Dean or Chairman (Chairperson) of the department a person nominated by the Vice Chancellor shall present the recipients of degrees.

**14. PROCEDURE FOR THE CONFERMENT OF DEGREES**

- (i) The following order shall be observed in the conferment of the degrees:

- (1) Candidates for the degrees of DSc or D.Lit.
  - (2) Candidate for the degrees of PhD
  - (3) Candidates for the degrees of Master of Philosophy
  - (4) Candidates for the degrees of Master of Science, Master of Business Administration, Master of Public Administration; MBBS and such other degrees as may be approved from time to time. The Chancellor, Pro-Chancellor/Vice Chancellor, will say:

“Let the candidates now be presented”.
- (ii) The Dean shall request the Chancellor, Pro-Chancellor/Vice-Chancellor, as under:
- “Mr. Chancellor, Pro-Chancellor/Vice-Chancellor, I present to you this candidate/these candidates who has/have been certified after examination/who have under prescribed conditions carried on independent research to be duly qualified to receive the degree of \_\_\_\_\_”.
- (iii) The Chancellor, Pro-Chancellor/Vice-Chancellor, shall confer the degree in the following words:
- “By virtue of the authority vested in me as Chancellor, Pro-Chancellor/Vice Chancellor, of this University I admit you to the degree of Doctor of Science/Doctor of Philosophy/Master of Philosophy/Master of Science/Master of Business Administration/ Master of Public Administration and in token thereof I present to you this degree and authorise you to wear the robes ordained as the insignia of this degree.”
- (iv) The candidates after receiving their degrees shall resume their seats.
- (v) When all graduates have been presented, the Registrar shall read out the list of graduates who are not present, and who have requested and paid the fees for conferment of the degree in absentia and shall request the Chancellor, Vice-Chancellor, as under:
- “Mr. Chancellor, Pro-Chancellor/Vice Chancellor, I request that these candidates who have been certified after examination/who have under prescribed conditions carried on independent research to be duly qualified to receive the degree of \_\_\_\_\_”.
- (vi) In admitting the candidates to the degrees, in absentia, the Chancellor, Pro-Chancellor/Vice Chancellor, shall simply say:
- “By virtue of the authority vested in me as Chancellor, Pro-Chancellor/Vice Chancellor, of this University I admit them all, in absentia, to the degrees to which they are entitled”. The Scroll shall then be presented to the Chancellor, Pro-Chancellor/Vice Chancellor, who shall affix his/her signature to it.

## **15. PRIZES, MEDALS AND OTHER DISTINCTIONS.**

- (i) The Registrar shall then present the persons who since the date of the last annual Convocation have earned distinctions by gaining medals if any.



- (ii) The formula for the presentation of medals, prizes and other distinctions shall be as follows:

“Mr. Chancellor, Pro-Chancellor/Vice Chancellor, I present to you.

.....  
.....

..... who has been awarded  
..... For the year.....  
for original contribution for the advancement of Science.

- (iii) The Chancellor, Pro-Chancellor/Vice Chancellor, shall then award the prize, medal or other distinction.
- (iv) The candidate shall receive the Prize, Medal or other Distinction from the Chancellor, Pro-Chancellor/Vice Chancellor, and resume his/her seat.

**16. CONVOCATION ADDRESS**

- (i) After distribution of prizes and medals, the Chancellor, Pro-Chancellor/Vice Chancellor, or the Guest of Honour, on request, shall address the Convocation.

**17. CLOSURE OF THE CONVOCATION**

- (i) The Convocation will come to an end when the Chancellor, Pro-Chancellor/Vice Chancellor, or the Guest of Honour, conclude his/her address.
- (ii) At the request of the Registrar, the Chancellor, Pro-Chancellor/Vice Chancellor, shall declare the Convocation closed.

**18. DEPARTURE OF THE CHANCELLOR, PRO-CHANCELLOR/ VICE CHANCELLOR, THE GUEST OF HONOUR**

The Chancellor, Pro-Chancellor/Vice Chancellor, or the Guest of Honour, if any, shall be conducted out of the Auditorium in a procession by members of the Syndicate and the Academic Council, the Registrar and the Controller of Examinations.

When the Chancellor, Pro-Chancellor/Vice-Chancellor, and the Guest of Honour rise to leave, all present in the Auditorium will stand up and will remain standing till the procession has left.

**19. ADMISSION TO DEGREES**

The Vice Chancellor shall from time to time report to the Syndicate the names of all persons who have passed the examinations required for the various degrees of the University or the persons who are to be admitted to the degrees on account of their independent research under the prescribed conditions, and have become qualified under the Regulations for admission to such degrees. When the Syndicate has sanctioned the admission of any such person to any degree, he/she shall be entitled to be admitted to that degree. The following persons shall be admitted to their various degrees at the convocation.

- (a) Person/persons to whom honorary degree/degrees is/are conferred under Section 4(d) of the Quaid-i-Azam University Act, 1973.
- (b) Persons who have qualified the examinations or person/persons who has/have carried on under prescribed condition independent research.

- (c) Persons who are qualified to be admitted to the following degrees:
- DSc or DLit
  - PhD
  - MS/MD
  - MPhil
  - MSc/MBA/MPA
- (d) Any other degree prescribed by the authorities

The Graduates who do not obtain their degrees at the Convocation shall apply to the Vice-Chancellor through the Dean of the faculty/Chairman (Chairperson) of the department concerned for obtaining such degrees in absentia.

Prescribed fee is to be paid to the Treasurer for obtaining degrees in absentia.

(8)

**REGULATIONS RELATING TO INSTITUTION  
OF SCHOLARSHIPS/FELLOWSHIPS.**

**(Approved by the Syndicate in its meeting held  
on 26 February 1979)**

(8)

**REGULATIONS RELATING TO INSTITUTION  
OF SCHOLARSHIPS/FELLOWSHIPS**

**Scholarship:**

1. Each semester, the number of scholarships available for MSc students will be notified by the University subject to such terms and conditions as may be laid down by the Academic Council.
2. Each department shall have a Scholarship Committee consisting of the Chairman (Chairperson) and three teachers to be appointed by the Vice Chancellor.
3. The recommendations of the Committee shall be placed before the Vice Chancellor for approval.
4. Award of scholarships shall be subject to the rules and regulations of the University in force from time to time.
5. The value of the scholarship shall be fixed by the Syndicate from time to time on the recommendations of the Academic Council.
6. If a student fails to join the University within a period fixed by the Vice Chancellor, the award will be liable to cancellation.
7. The Scholarship shall be awarded for one semester in the first instance but may be renewed for subsequent semester(s) depending upon the academic merit and conduct of the student, provided that.
  - (i) The total period for which a student holds the scholarship shall not exceed four semesters; and
  - (ii) He/she shall not be eligible of the award of a scholarship in the fifth or sixth semester of the duration of the course to which he/she is admitted
8. No student shall hold the scholarship more than once in a semester. In the case of re-admission, a student may be considered for the award of a scholarship provided that he/she did not hold it when he/she was previously admitted.
9. In case of an unsatisfactory report from the department, the Vice Chancellor may suspend or cancel the award and may award it to the next best candidate.
10. Each student on award of a scholarship shall execute a fidelity bond and undertake to continue his/her studies and complete them to the satisfaction of the University authorities. In case of unsatisfactory performance or premature termination of studies by the scholar, he/she shall be liable to refund the amount paid to him.
11. A scholarship holder shall not, during the tenure of his/her scholarship, hold any full or part-time job or engage in any trade or vocation or receive scholarship from any other source or undertake such other activities as may interfere with his/her studies.

12. The usual rules of audit shall be followed by the Treasurer's department for disbursing the scholarships to the recipients.
13. The Scholarships shall be payable from the date of joining the University to the last date of the examination or for such period as may be determined by the Academic Council.
14. The Scholarship-holder may be allowed by the Chairman (Chairperson) of the department, leave up to 7 days in a semester, in case of genuine need or emergency.

**Fellowships:**

1. Research fellowships, available in each semester for candidates admitted to MPhil and PhD programmes in various subjects will be notified by the University subject to such terms and conditions as may be laid down by the Academic Council.
2. The recommendation of the Scholarship Committee of each department shall be placed before the Vice-Chancellor for approval.
3. Award of fellowships shall be subject to the rules and regulations of the University in force from time to time.
4. The value of the fellowship shall be fixed by the Syndicate from time to time on the recommendation of the Academic Council.
5. If a student fails to join the University within a period fixed by the Vice-Chancellor, the award will be liable to cancellation.
6. The fellowship shall be awarded for one semester in the first instance but may be renewed for subsequent semester(s) depending upon the academic merit and conduct of the student.
7. In case of an interim vacancy withdrawal or cancellation of a research fellowship, the award for the remaining period of the term to some other research fellow shall be authorised by the Vice Chancellor on the recommendations of the department concerned.
8. The Vice Chancellor may suspend or terminate the appointment of a research fellow on the recommendation of the Chairman (Chairperson) of the department concerned, if in his/her opinion the conditions of the award are not being satisfactorily fulfilled.
9. In the case of an unsatisfactory performance or a premature termination of studies by the student, he/she shall be liable to refund the amount paid to him/her.
10. The research fellows will work under the general supervision of the Chairman (Chairperson) of the department concerned, and the guidance of a teacher appointed by the Advanced Studies & Research Board. At the end of each semester, the student will submit a progress report for the information of the Chairman (Chairperson)/Vice Chancellor
11. Each candidate, on award of fellowship shall execute a fidelity bond and undertake to continue his/her studies and research and complete it to the satisfaction of the University authorities.
12. The recipient of a fellowship shall not, during the tenure of the fellowship, hold any full or part-time job or engage in any trade or vocation.
13. The fellowship shall be payable from the date of joining the University to the last date of the examination or such durations as may be determined by the Academic Council.

14. The rules of audit shall be followed by the Accounts Section in the disbursement of fellowships.

**Merit Scholarships and Fellowships.**

1. Each semester one merit scholarship and one merit fellowship for award to the MSc and MPhil student respectively shall be made available to each department.
2. In the beginning of a semester, the Scholarship Committee of a department shall meet to review the academic performance and conduct of all the MSc and MPhil students on its rolls and recommend to the vice Chancellor for his/her approval the name of the most outstanding student, one each in MSc and MPhil, for the award of the merit scholarship/fellowship.
3. The value of a merit scholarship/fellowship shall be higher than that of the ordinary scholarship/fellowship and shall be fixed by the Syndicate from time to time on the recommendations of the Academic council.
4. In all other matters, the award of merit scholarships/fellowships shall be governed by the rules and regulations applicable to ordinary scholarships/fellowships.

(9)

**REGULATIONS RELATING TO GRANT OF FINANCIAL  
ASSISTANCE/FELLOWSHIP TO THE TEACHERS  
OF OTHER UNIVERSITIES/COLLEGES  
DOING PhD IN THIS UNIVERSITY.**

**(Approved by the Syndicate in its meeting held on 26 February 1982)**

(9)

**REGULATIONS RELATING TO GRANT OF FINANCIAL  
ASSISTANCE/FELLOWSHIP TO THE TEACHERS  
OF OTHER UNIVERSITIES/COLLEGES  
DOING PhD IN THIS UNIVERSITY.**

The teachers of other universities/colleges who get study leave for doing PhD in this University shall also be eligible for grant of fellowship/financial assistance.



**PART III-B**

**REGULATIONS (ACADEMIC)**

<b>Sections</b>		<b>Page</b>
(1)	Regulations relating to BS Programmes	215
(2)	Regulations relating to Doctor of Pharmacy (Pharm-D)	222
(3)	Regulations relating to Admission, Registration and Examination for MSc, MBA and MPA	231
(4)	Regulations relating to MPhil Programme	242
(5)	Regulations relating to the Admission, Registration and Examination for studies leading to PhD degree.	257
(6)	Regulations relating to:	270
(a)	Conduct of Examinations, eradication of malpractices and Constitution of Unfair Means Control Committee.	271
(b)	Appointment, Duties and Remuneration of Examiners, Scrutineers and Checkers.	278
(c)	Duties and Functions of the Superintendents of the Examination Centres. (Book of Instructions for the Superintendents of Examination Halls)	283
(7)	Regulations regarding Award of Gold Medals to successful students of MA, MSc , MBA, MPA and MPhil in the Faculties of Natural and Social Sciences of the University.	302
(8)	Regulations relating to the Admission, Registration and Examinations for Post Graduate Diploma in Computer Science and Information Technology.	304
(9)	Regulations relating to the Admission, Registration and Examination for Professional Certificate (PC) Course in Computer Science/ Information Technology.	309
(10)	Regulations relating to the Admission, Registration and Examinations for Certificate Course in Systems Analysis and Design.	313

(1)

## **REGULATIONS RELATING TO BS PROGRAMMES**

(Approved by the Syndicate in its 155<sup>th</sup> meeting held on 25.6.2011)

<b>Section</b>	<b>Topic</b>	<b>Page</b>
1.	Duration of the Programme	215
2.	Promotion & Probationary Period	215
3.	Registration of Courses	215
4.	Freezing of a Semester	215
5.	Course Limit	216
6.	Credit Hours	216
7.	Examinations	216
8.	Summer Sessions	220
9.	University Fees and Dues	221
10.	Course File	221
11.	Award of Degree	221

(1)

## **REGULATIONS RELATING TO BS PROGRAMMES**

### **1. Duration of the Programme**

- 1.1. The programs leading to BS shall be of four years duration, equally divided into eight regular semesters excluding summer semesters.
- 1.2. Each regular semester shall be spread over eighteen weeks, sixteen weeks for teaching and two weeks for preparation and the conduct of examinations.

### **2. Promotion & Probationary Period**

- 2.1. If a student scores CGPA less than 1.0 at the end of any semester during the program of studies, he/she shall be dropped from the university rolls (for first semester students, the GPA at the end of the first semester would be considered for the above purpose).

#### **2.2. Probation**

- 2.2.1. Whenever any student's CGPA falls between 1.0 and 2.0 he/she shall be put on probation.
- 2.2.2. A student shall be allowed three chances to remain on probation during the entire BS Programme of Studies.
- 2.2.3. A student failing to achieve the required CGPA of 2.0 for the fourth time shall cease to be the student of the University.
- 2.3. The student eligible to continue the study program and having failed in a compulsory course(s) shall repeat the course(s) whenever such course(s) shall be offered by the department / school / institute provided the contents of the study program remain unchanged.
- 2.4. A student shall have to complete the BS Programme within twelve (12) regular semesters or six years, but he/she shall not be allowed to avail more than three attempts to clear a given course.

### **3. Registration of Courses**

- 3.1. At the beginning of each semester, a student shall register in the course(s) being offered by the department/school/institute in a prescribed format.

### **4. Freezing of a Semester**

- 4.1. If a regularly registered student does not wish to pursue his/her studies in a particular semester he/she may request for freezing of the said semester. If the permission is granted, the student can continue his/her studies after the said period is over. A student will not be allowed freezing of the first semester of his/her studies.
- 4.2. A student shall be allowed to apply for freezing of at the most two semesters in his/her entire program of studies. The application must be submitted within four weeks from the commencement of classes. Only in exceptional circumstances of

medical emergency of the student or fatality of immediate family member, the University may allow freezing of semester after four weeks.

- 4.3. The case for freezing of the semester shall be placed before the Dean of the faculty by the Chairperson/Director of the respective department/ school / institute and the decision shall be communicated to the Controller of Examinations.
- 4.4. Being allowed a semester freeze by the Dean of the faculty, the student who has deposited / paid the tuition fee for the frozen semester may request for refund. In such case the University shall deduct 25% of the tuition fee deposited and remaining 75% shall be reimbursed to student.
- 4.5. Being allowed a semester freeze by the Dean of the faculty, the student shall resume the program in the next semester provided he/she has the option of registering in at least 12 credit hours of course work. Otherwise, the student will re-join the program after a total lapse of two semesters. However, the student has to complete the degree requirements within 6 years from the date of his/her first admission (including the period of the semester(s) declared to have been frozen).

#### **5. Course Limit**

- 5.1. A student is required to take 15-18 credit hours coursework per regular semester.
- 5.2. However, the Chairperson/ Director of the department / school / institute may allow a maximum of 21 credit hour coursework in one semester on the approval of the Dean.

#### **6. Credit Hours**

- 6.1. A credit hour means teaching a theory course for 60 minutes each week throughout the semester.
- 6.2. One credit hour in laboratory or experimental work would require lab conduct of at least two hours per week for the first four semesters' courses while for the remaining semesters' laboratory courses one credit hour would require three conduct hours per week.
- 6.3. A course with 3 credit hours for theory and one credit hour for laboratory work will be denoted as 4 credit hours course i.e. (3+1).

#### **7. Examinations**

- 7.1. Eligibility to appear in the terminal examinations of a semester
  - 7.1.1. No student shall be eligible to appear in the terminal examination unless he/she is registered at the University for the respective study programme and has paid all the required dues.
  - 7.1.2. A student must have attended at least 80% of the classes held in a course in order to be allowed to sit in the terminal semester examinations. However, the Chairperson/Director may grant a relaxation of 10% of the attendance in lieu of his/her participation in extracurricular activities duly recommended / nominated by the University.

- 7.1.3. Students having class attendance less than the prescribed in 7.1.2 in a particular course will be required to repeat the course or its substitute course as and when offered.
- 7.1.4. A student must have submitted all assignments, term papers and reports by the end of teaching for semester.

7.2. **Special Examination**

- 7.2.1. A special examination shall be conducted for a student who is unable to appear in the terminal examination of course(s) on medical grounds or the demise of parent, spouse, children or brother/sister provided the incident / medical conditions occur during or within two weeks prior to terminal examination.
- 7.2.2. A student must have met the eligibility criteria to appear in the terminal examination of the semester
- 7.2.3. The student shall have to produce the death certificate of the kin referred to above.
- 7.2.4. A student shall have to submit an application of illness to the Dean of faculty on or before the date of commencement of the examination / paper as the case may be.
- 7.2.5. In case of serious illness of the student, he/she must provide evidence of having been hospitalized or receiving indoor treatment in a recognized private or a public sector hospital.
- 7.2.6. A student shall have to apply to the concerned department to appear in a special examination. The case shall be examined by the '**Departmental Grievance Committee**' and recommendations of the committee shall be placed before the Dean through the chairperson / director of the department / school / institute for approval.
- 7.2.7. Special terminal examination of a semester shall take place during the semester break before the commencement of the next semester.
- 7.2.8. Chairperson /Director of the department / school / institute will monitor the special examinations and ensure the standards.
- 7.2.9. There would be only one chance on medical grounds to appear in a specially conducted examination during entire program of studies.

7.3. **Departmental Grievance Committee**

- 7.3.1. There shall be a '**Departmental Grievance Committee**' comprising of:
  - a. Chairperson /Director of the departments / School / Institute
  - b. Two senior most faculty members other than the faculty member against whom any complaint is registered (if any). In case the complainant is a female student, at least one of the Committee members must be female or be co-opted from the department/school/institute/faculty for this purpose.

7.3.2. The committee will address the grievances of the students about any course instructor or grade or for any other academic or fairness issues.

7.3.3. Appellate body against the decision of the said committee will be the Dean of the faculty.

7.3.4. **Grievance on Grade**

7.3.4.1. A student must approach the chairperson /director of the department / school / institute for a grievance regarding the received grade within three (3) working days of the display of the results on his / her respective department / school / institute notice board / webpage / website.

7.3.4.2. The chairperson / director of the department / school / institute may forward the grade grievance to the **departmental Grievance Committee** if deem necessary / appropriate.

7.3.4.3. It will be binding on the committee to hear both sides (student and instructor), and give the final decision within 5 days or before the start of the date of registration for the new semester whichever comes earlier

7.3.4.4. The Committee may for reasons to be recorded in writing, decide to:

- i. Reject the student's application;
- ii. Ask the concerned teacher to review his/her grading and satisfy the Committee. The Committee shall forward its report / recommendations to the Dean.

7.4. **Evaluation**

7.4.1. There shall be a perpetual evaluation system of the students' performance. In addition to home assignments, term papers, quizzes class presentations and lab work, the following examinations in each course during the semester shall be held: -

7.4.1.1. Mid Semester Examination of 1½ -3 hours duration having weightage from 25 to 30%.

7.4.1.2. Semester's Terminal Examination of 3-4 hours duration having a weightage of 50%

7.4.2. In case of Laboratory courses or courses requiring extensive field work / computation etc. 50% of the weightage would continue to be assigned to terminal examination while the remaining 50% weightage would be given to continuous evaluation with the distribution according to the needs of the particular course.

7.4.3. There shall be 100 marks assigned to each course.

The mid semester examination shall be held by the end of the 8th week of commencement of classes for each course. The terminal examination of the semester shall be held at the end of the semester.

**7.4.4. Marks, Grade Points, Letter Grades**

7.4.4.1. The progress of a student shall be monitored in each semester on the basis of his / her academic performance in the semester as measured by the number of courses passed and Grade Point Average (GPA). The GPA for each semester shall be calculated as follows:

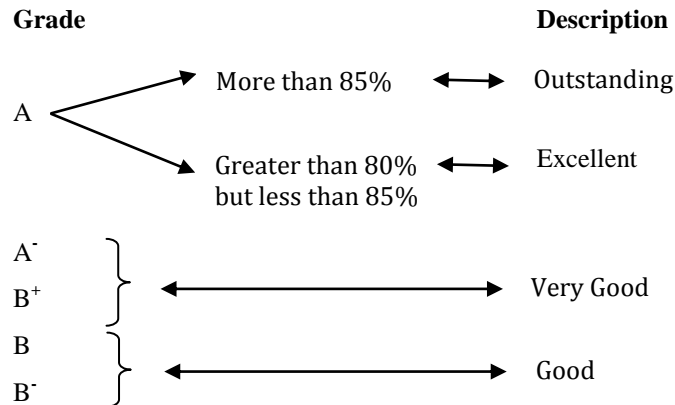
$$\text{GPA} = \frac{\sum (\text{credit hours of each course registered} \times \text{grade point earned in each course})}{\sum \text{credit hours registered in the semester}}$$

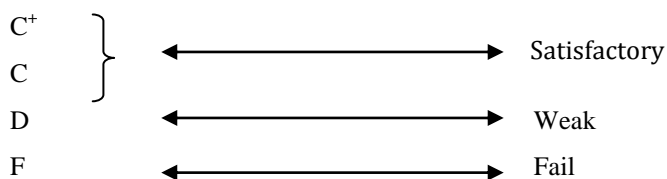
7.4.4.2. Letter grades will be used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below:

Mark Range	Grade Point	Grade
80 and above	4.00	A
76-79	3.80	A <sup>-</sup>
72-75	3.50	B <sup>+</sup>
68-71	3.00	B
64-67	2.80	B <sup>-</sup>
60-63	2.50	C <sup>+</sup>
55-59	2.00	C
50-54	1.00	D
0-49	0	F

\*fraction is to be rounded to the nearest whole Number.

7.4.4.3 The general expectation associated with each letter grade is as follows:





- 7.4.5. The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.
- 7.4.6. **Honor Board**
- 7.4.6.1. There shall be an honor board maintained in the respective Deans' office.
- 7.4.6.2. The names of those students earning 3.8 CGPA or better shall be displayed on honor board.
- 7.4.6.3. Name of student would remain on honor list if he/she maintains a CGPA of 3.8 or better.
8. **Summer Sessions:** Summer sessions if offered provide opportunities to the students who fail or withdraw from a course and those who wish to improve their GPA to qualify to the next semester.
- 8.1. During the semester break, a department / school / institute may offer at least one intensive session of 48 contact hours with courses of its choice.
- 8.2. Students who fail or withdraw from a course or courses can register for course(s) offered during the Summer Semester.
- 8.3. Students who obtain D or C grade i.e. less than 60% in a course or courses can opt to repeat the course or courses to improve their CGPA. However, grade improvement would not be allowed in more than four (4) courses during the entire study program of studies.
- 8.4. The students can register for up to two courses during summer semester.
- 8.5. A student, who has taken examination in the semester immediately prior to the said summer semester and has failed in certain courses according to departmental result sheet, can register for summer semester on recommendation of the chairperson /director countersigned by the Dean concerned.
- 8.6. A student shall have to achieve 80% attendance target, complete tasks for sessional marks, and appear for mid and terminal semester examinations for each course registered for summer semester
- 8.7. Special examination shall not be allowed for summer semester courses
- 8.8. The Dean of the faculty in consultation with the Chairperson /Director of respective department / school / institute may decide about the number of students to be registered for a particular course that is being offered in a summer semester.
- 8.9. All other conditions regarding pre-requisite courses, duration and weightage of mid and terminal examinations, shall remain the same. The mid examination will be held immediately after half of the classes have been completed.



9. **University Dues**

9.1. Each student of the BS Programme of Studies shall be required to pay tuition fee and such other dues as may be determined by the Syndicate from time to time.

10. **Course File:** Maintenance of course file is compulsory for the teachers. It will have a complete record of all academic activities during the semester. The course file will contain:

10.1. Description of courses

10.2. Course coding

10.3. Weekly teaching schedule

10.4. Date of mid-semester examination

10.5. Grading policy identifying each activity, such as homework, quizzes, mid-semester examination, terminal examination, term paper

10.6. Record of each homework assignment evaluation

10.7. Copy of each quiz given

10.8. Copy of mid-semester examination

10.9. Grading sheets of the course detailing statistical data on the grades obtained by the students.

10.10. Difficulties/problems faced during classroom/course delivery

10.11. Number of lectures hours.

11. **Award of Degree:**

11.1. After successful completion of all the academic requirements of the program, the University shall award BS-4 Years degree to s student.

11.2. A student after successfully completing minimum 62 credit hours course work may have the option to seek / obtain BSc/BA Pass degree.

(2)

**REGULATIONS RELATING TO  
DOCTOR OF PHARMACY (PHARM-D)**

(Approved by the Syndicate in its 159<sup>th</sup> meeting held on 16.07.2012)

<b>Sections</b>	<b>Page</b>
1. Title and Commencement	223
2. Duration of the Programme	223
3. Admissions	223
4. Registration of Courses and University Fees and Dues	224
5. Credit Hours	224
6. Freezing of a Semester	224
7. Attendance	225
8. Examinations & Evaluation	225
9. Marks, Grade Points, Letter Grades	226
10. Promotion & Probation	228
11. Departmental Grievance Committee	228
12. Summer Sessions	229
13. Course File	229
14. Award of Degree	230

(2)

**REGULATIONS RELATING TO  
DOCTOR OF PHARMACY (PHARM-D)**

1. **Title and Commencement**

These regulations may be called Pharm-D Regulations 2011 and shall come into force w.e.f academic session 2011-12.

2. **Duration of the Programme**

2.1. The programmes leading to Pharm-D shall be of five years duration (ten regular semesters) excluding summer semesters.

2.2. The courses of study for Pharm-D programme shall be split into First Professional, Second Professional, Third Professional, Fourth Professional and Fifth Professional, each of which shall be of two semesters duration.

2.3. The student has to complete the degree requirements within fifteen (15) regular semesters (7-1/2 years) from the date of his/her admission in Pharm-D program (including the period of the semester(s) declared to have been frozen, availed/ un-availed).

2.4. Each regular semester shall be spread over minimum duration of sixteen weeks of teaching.

3. **Admissions**

3.1 The following shall be the minimum academic qualifications for admission of a candidate to the First Professional of Doctor of Pharmacy degree course, namely:

Priority 1: The candidate shall have passed the Intermediate Science (FSc) Examination (Medical Group), or an equivalent examination from a Board of Intermediate and Secondary Education in Pakistan.

OR

The candidate shall have passed an examination of a foreign institution or examining body, which is equivalent to the Intermediate (FSc) Examination (Medical Group) of a Board of Intermediate and Secondary Education in Pakistan, which would be certified/ascertained. Equivalence certificate to be determined by Inter Board Committee of Chairmen (IBCC)/HEC.

Priority 2: The candidate shall have passed a higher examination of a Pakistani university with Biological Sciences provided that he/she has passed the Intermediate (FSc) Examination (Pre-Medical Group) from a Board of Intermediate and Secondary Education in Pakistan. The admission granted on this qualification will not exceed 10% of the total seats.

3.2 The optimum number of annual admissions of students in the First Professional in the Pharmacy department shall not be more than one hundred, including the reserved seats, in each session subject to the capacity of lecture rooms and the facilities in the

laboratories and libraries. However, the number of sessions will not be more than one in an academic year.

- 3.3 A candidate seeking admission to the Pharmacy department shall possess adequate mental and physical health.
  - 3.4 University may allocate seats for children of the registered pharmacists provided that such seats shall not exceed five percent of the total annual admissions of students in the First Professional.
  - 3.5 University may allocate up to 2% of un-availed seats specified in section 3.4 under non-subsidized program in the First Professional for children of the proprietors, partners and directors of pharmaceutical industry provided they offer donations in shape of cash/equipment/chemicals worth of at least Rs.1,00,000/year.
  - 3.6 Admission of students to the Pharmacy department including that to reserved seats shall be strictly on merit in accordance with regulation 5.1, and regional/other quota (like armed forces, disabled etc.) as approved by the syndicate of the University.
  - 3.7 Every admitted student shall have minimum 60% marks.
4. **Registration of Courses and University Fees and Dues**
- 4.1. A student shall register in the course(s) being offered by the department as per schedule announced for the semester.
  - 4.2. Each student of the Pharm-D programme shall be required to pay tuition fee and such other dues as may be determined by the Syndicate from time to time.
  - 4.3. A student is required to take 18-21 credit hours course work per regular semester. "However, in case of a combination of course work with labs, the Chairperson of the department may allow a maximum of 24 credit hours courses/labs in one semester on the approval of the Dean concerned."
5. **Credit Hours**
- 5.1 A credit hour means teaching a theory course for one hour each week throughout the semester.
  - 5.2 One credit hour in laboratory or experimental work would require laboratory courses of three conduct hours per week.
6. **Freezing of a Semester**
- 6.1 If a regularly registered student does not wish to pursue his/her studies in a particular semester, he/she may request for freezing of the said semester. If the permission is so granted the student can continue his/her studies after the said period is over.
  - 6.2 A student will not be allowed freezing of the first semester of his/her studies.
  - 6.3 A student shall be allowed to apply for freezing of at the most two semesters in his/her entire program of study. The application must be submitted within four weeks from the commencement of classes. Only in exceptional circumstances of medical emergency of the student or fatality of immediate family member, the University may allow freezing of semester after four weeks.

- 6.4 The case for freezing of the semester shall be placed before the Dean of the faculty by the chairman/chairperson of the Pharmacy department and the decision shall be communicated to the Controller of Examinations.
- 6.5 Being allowed a semester freeze by the Dean of the faculty, the student who has deposited/paid the tuition fee for the frozen semester may request for refund. In such case the University shall deduct 25% of the tuition fee deposited and remaining 75% shall be reimbursed to student.
- 6.6 The student has to complete the degree requirements within fifteen semesters (7-1/2 years) from the date of his/her admission to First Professional (including the period of the semester(s) declared to have been frozen).

## **7. Attendance**

- 7.1 A student must have attended at least 80% of the classes held in a course in order to be allowed to sit in the terminal semester examination.
- 7.2 The Chairperson may condone, for valid reasons, deficiency up to 5% of the total lectures and Dean of the faculty on recommendation of the chairperson may on special grounds condone up to another 5% of the total lectures (especially for students participating in extracurricular activities duly recommended/nominated by the University).
- 7.3 The attendance of the student will be counted from 1<sup>st</sup> day of the semester and not from the date of admission.
- 7.4 Students having less than the prescribed class attendance in a particular course will be required to repeat the course or its substitute course as and when shall be offered.

## **8. Examinations & Evaluation**

- 8.1. There shall be a perpetual evaluation system of the student's performance. In addition to home assignments, term papers, quizzes class presentations and lab work, the following examinations in each course during the semester shall be held:
  - 8.1.1. Semester Sessional Examination of 1½ -3 hours duration having weightage of **25-50%**. At least two sessional tests will be conducted for each course.
  - 8.1.2. Semester's Terminal Examination of 3-4 hours duration having a weightage of 50%
- 8.2. There shall be 100 marks assigned to each course.
- 8.3. The Semester Sessional Examination shall be held at any time between 5<sup>th</sup> and 14<sup>th</sup> week of the semester. The terminal examination of the semester shall be held at the end of the semester.
- 8.4. Eligibility to appear in the terminal examination of a semester:
  - 8.4.1. No student shall be eligible to appear in the terminal examination unless he/she is registered at the University for the respective semester and has paid all the required dues.

- 8.4.2. A student must have attended at least 80% of the classes held in a course in order to be allowed to sit in the terminal semester examination. However, the Chairperson may grant a relaxation as provided in 8.2 above.
- 8.4.3. A student must have submitted all assignments, term papers and reports by the end of teaching for semester. For laboratory courses external evaluation shall be held at the end of every second semester. The external examiners shall be associated with local or internal examiners in written, oral and practical parts of examination.
- 8.5. Special terminal examination a course or courses in a semester will take place during the semester break before the commencement of next semester.
- 8.6. A special examination shall be conducted for a student who is unable to appear in the terminal examination of course(s) on medical grounds or the demise of parent, spouse, children and brother/sister provided the incident/medical condition occur during or within two weeks prior to terminal examination. To appear in Special examination:
- 8.6.1. A student must have met the eligibility criteria to appear in the terminal examination of a semester.
- 8.6.2. The student shall have to produce the death certificate of the kin referred to above.
- 8.6.3. A student shall have to submit an application of illness to the Dean of faculty on or before the date of commencement of the examination/paper as the case may be.
- 8.6.4. In case of serious illness of the student, he/she must provide evidence of having been hospitalized or receiving indoor treatment in a recognized private or a public sector hospital.
- 8.6.5. A student shall have to apply to the department to appear in a special examination. The case shall be examined by the 'departmental Grievance Committee' and recommendations of the committee shall be placed before the Dean through the chairman/chairperson of the department for approval.
- 8.7. Chairperson of the department will monitor the conduct of special terminal examinations and ensure the standards.
- 8.8. There would be two chances on medical grounds to appear in especially conducted examinations during entire program of studies.
- 8.9. External examiners shall always be associated with internal examiners for evaluation of laboratory courses at the end of even semester. The Dean will approve one external examiner for laboratory/clinical courses out of three proposed by the Chairperson.
- 8.10. Examination section of the University shall declare results of theory courses as well as the labs at the end of each semester.

## **9 Marks, Grade Points, Letter Grades**

- 9.1 The progress of a student shall be monitored in each semester on the basis of his/her academic performance in the semester as measured by the number of courses passed and Grade Point Average (GPA). The GPA for each semester shall be calculated as follows:

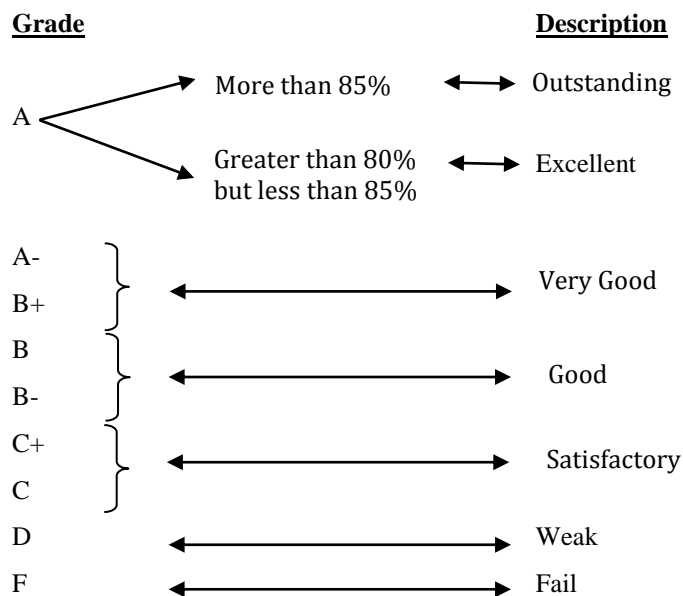
$$\text{GPA} = \frac{\sum (\text{credit hours of each course registered} \times \text{grade point earned in each course})}{\sum \text{credit hours registered in the semester}}$$

9.2 Letter grades will be used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below.

<b>Marks Range</b>	<b>Grade Point</b>	<b>Grade</b>
80 and above	4.00	A
76-79	3.80	A-
72-75	3.50	B+
68-71	3.00	B
64-67	2.80	B-
60-63	2.50	C+
55-59	2.00	C
50-54	1.00	D
0-49	0	F

\*fraction is to be rounded to the nearest whole Number.

9.3 The general expectation associated with each letter grade is as follows:



- 9.4 The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.
- 9.5 There shall be an honor board maintained in the respective Deans' Office.
- 9.6 The names of those students earning 3.8 CGPA shall be displayed on honor board.
- 9.7 Name of student would remain on honor list if he/she maintains a CGPA of 3.8

## **10 Promotion & Probation**

- 10.1 No student shall be promoted to the next professional until he/she passes 32 credits courses of previous professional examination.
- 10.2 Any student who fails to pass the first professional examination in five semesters and for the remaining professional in four semesters, availed or un-availed, shall cease to pursue further pharmacy education. A student shall cease to be a student of the University if he/she has left with more semesters to pass than remaining from the maximum numbers (15 semesters).
- 10.3 A student failing to pass 192 credits course work at the end of the fifteen semesters shall cease to be a student of the University.
- 10.4 Whenever any student's CGPA falls between 1.0 and 2.0, he/she shall be put on probation.
- 10.5 A student shall be allowed three chances to remain on probation during the entire Pharm-D Programme of studies, after which he/she shall ceased to be the student of the University
- 10.6 A student shall have to complete the Pharm-D programme within fifteen (15) regular semesters or seven and half years.

## **11 Departmental Grievance Committee**

- 11.1 There shall be a "departmental Grievance Committee" comprising:
  - a. chairman/chairperson
  - b. Two senior most faculty members other than the faculty member against whom any complaint is registered (if any). In case the complainant is a female student, then at least one of the Committee members must be a female or be co-opted from other departments/centres/schools of faculty of Biological Sciences.
- 11.2 The committee will address the grievances of the students about special examination request, any course instructor or grade or for any other academic or fairness issues.
- 11.3 Dean shall be the Appellate authority against the decision of the said committee.
- 11.4 A student must approach the chairman/chairperson of the department for a grievance regarding the received grade within three (3) working days of the display of the results on his/her department notice board/webpage/website.
- 11.5 The chairperson of the department may forward the grade grievance to the 'Departmental Grievance Committee' if deem necessary/appropriate.



- 11.6 It will be binding on the committee to hear both sides (student and instructor), and give the final decision within 5 days or before the start of the date of registration for the new semester whichever comes earlier. The Committee may for reasons to be recorded in writing, decide to:
  - 11.7 Reject the student's application
  - 11.8 Ask the concerned teacher to review his/her grading and satisfy the committee. The committee shall forward its report/recommendations to the Dean of faculty of Biological Sciences.
12. **Summer Sessions**
  - 12.1 Summer Sessions if offered provide opportunities to the students who fail or withdraw from a course and those who wish to improve their GPA.
  - 12.2 During the semester break, department may offer at least one intensive session of 48 contact hours with courses of their choice.
  - 12.3 Students who fail or withdraw from a course or courses can register for course(s) offered during Summer Semester. Students who obtain D or C grade i.e. less than 60% in a course or courses can opt to repeat the course or courses to improve their CGPA. However, grade improvement would not be allowed in more than five (5) courses during the entire study programme of study.
  - 12.4 The students can register for up to two courses during summer semester. A student, who has taken examination in the semester immediately prior to the said summer semester and has failed in certain courses according to departmental result sheet, can register for summer semester on recommendation of the chairman/chairperson countersigned by the Dean of the faculty of Biological Sciences.
  - 12.5 A student shall have to achieve 80% attendance target, complete tasks for sessional marks, and appear for mid and terminal semester examinations for each course registered for summer semester.
  - 12.6 Special examination shall not be allowed for summer semester courses.
  - 12.7 The Dean in consultation with the chairman/chairperson of the department may decide about the number of students to be registered for a particular course, that is being offered for summer semester.
  - 12.8 All other conditions regarding pre-requisite courses, duration & weightage of sessional and terminal examinations, shall remain the same.

13. **Course File**

Maintenance of course file is compulsory for the teachers. It will have a complete record of all academic activities during the semester.

The course file shall contain:

- a. Description of courses
- b. Course coding
- c. Weekly teaching schedule
- d. Date of semester sessional examination

- e. Grading policy identifying each activity, such as homework, quizzes, semester sessional examination, terminal examinations, term paper
- f. Record of each homework assignment evaluation
- g. Copy of each quiz given
- h. Copy of semester sessional examinations
- i. Grading sheets of the course detailing statistical data on the grades obtained by the students.
- j. Difficulties/problems faced during classroom/course delivery
- k. Number of lectures hours

14. **Award of Degree**

After successful completion of all the academic requirements (192 credit hours of compulsory courses as approved by the Higher Education Commission/ Pharmacy Council of Pakistan) of the programme with minimum CGPA of 2.5, the University shall award Pharm-D degree to student.

(3)

**REGULATIONS RELATING TO ADMISSION, REGISTRATION AND  
EXAMINATION FOR MSc MBA AND MPA**

(As amended & brought up to date)

<b>Sections</b>	<b>Page</b>
1. General	232
2. Course of Study	233
3. Organisation of Teaching	233
4. Admissions	234
5. Registration of Courses	235
6. Examinations	236
7. Grades, Promotion and Merit	238
8. University Dues	240
Appendix-I Provincial/ Regional Quota	241

(3)

**REGULATIONS RELATING TO THE ADMISSION, REGISTRATION  
AND EXAMINATIONS FOR MSc, MBA<sup>1</sup> AND MPA**

The Quaid-i-Azam University shall offer courses leading to the degrees of Master of Science, Master of Business Administration and Master of Public Administration, hereinafter referred to as Master's degrees, in the subjects provided in the schedule and introduced from time to time. Applications for admissions to various courses of study shall be invited from all over Pakistan and admissions shall be made on the basis of merit and that of regional quota. Foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan<sup>2</sup>.

An academic year of the University shall comprise of two semesters, each of a minimum duration of 16 weeks of teaching.

The spring and fall semesters would start on the first Monday falling in the months of February and September, in each calendar year. There should be a gap of two weeks between the fall and spring semesters, and the exact dates would be decided in a meeting of Deans/Chairpersons, taking the factual position (prevalent at that time) into consideration.<sup>3</sup>

A University Directors may, with the prior approval of the Academic Council, arrange courses during summer vacation.

**1. GENERAL**

- (a) The course of study for MSc and MPA degrees shall normally extend over four semesters.

The course of study for MBA degree shall normally extend over seven semesters.<sup>4</sup>

- (b) The minimum duration for completing the Master's degree, excluding MBA shall be four semesters. A Master's degree will be awarded for passing a minimum of 60 credits (63 for Social Sciences)<sup>5</sup>. A course of one credit shall mean one hour of lecture or three hours of laboratory work per week.

- (c) Master's degree programmes in the faculty of Biological Sciences will be offered in the following subjects and such other subjects as may be included from time to time:

- (i) Animal Sciences/Zoology
- (ii) Biochemistry

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<sup>1</sup> On the directives of HEC the QAU has resolved that MBA programme will be equivalent to MS programme from Spring semester 2013.

<sup>2</sup> Higher Education Commission streamlined the admission procedure of foreign students and introduced the new procedure of admission effective from 1st November, 2006 to encourage and to facilitate foreign students.

<sup>3</sup> Approved by the Syndicate at its meeting held on 26.08.2006.

<sup>4</sup> Approved by Academic Council in its 104th meeting held on 15.07.2011.

<sup>5</sup> Ibid.

- (iii) Environmental Sciences<sup>1</sup>
  - (iv) Microbiology
  - (v) Plant Sciences/Botany
- (d) Master's degree programmes in the faculty of Natural Sciences will be offered in the following subjects and such other subjects as may be included from time to time:
- (i) Chemistry
  - (ii) Computer Science
  - (iii) Electronics
  - (iv) Geophysics
  - (v) Information Technology
  - (vi) Mathematics
  - (vii) Physics
  - (viii) Statistics
- (e) Master's degree programmes in the faculty of Social Sciences will be offered in the following subjects and such other subjects as may be included from time to time:
- (i) Anthropology
  - (ii) Archaeology
  - (iii) Business Administration
  - (iv) Defence and Strategic Studies
  - (v) Economics
  - (vi) Gender Studies
  - (vii) History
  - (viii) International Relations
  - (ix) Linguistics
  - (x) Pakistan Studies
  - (xi) Political Science<sup>2</sup>
  - (xii) Psychology
  - (xiii) Public Administration
  - (xiv) Sociology<sup>3</sup>

## **2. COURSES OF STUDY**

The courses of study and syllabi for various degrees of the University shall be submitted by the respective Boards of Studies and Boards of Faculties to the Academic Council and the Syndicate for approval. Such courses and syllabi shall become effective from the date of approval by the Syndicate or such other date as the Syndicate may determine.

## **3. ORGANISATION OF TEACHING**

- (a) Teaching in various courses shall be conducted in the University department or constituent or affiliated Institutions through lectures, tutorials, discussions,

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<sup>1</sup> Curriculum approved by Syndicate in its 155 meeting held on 25.06.2011.

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

seminars, demonstrations, and practical work in laboratories, field work and other methods of instructions approved by the Academic Council.

- (b) Teaching in each department/institute/centre shall be conducted by the University teachers or such other persons as may be declared to be the “teachers” by the University.
- (c) Teaching in each department/institute/centre shall be organized through courses specified for each subject and approved by the relevant authorities mentioned in Section-2 of these regulations.
- (d) Each student shall follow the syllabi and courses of studies as may be prescribed by the Academic Council and the Syndicate from time to time.
- (e) English shall be the medium of instructions, except in language courses.

#### **4. ADMISSIONS**

- (a) A person holding a Bachelor’s degree from a Pakistani university or an equivalent degree from any other recognized university with at least a second division or its equivalent grade shall be eligible for admission to the Master’s programme of study.

The candidates with Bachelor degrees requiring more than two years duration after intermediate such as BBA, BSc (Hons), B.C.S. three years and B.Ed. or professional degrees viz. MBBS, BSc Engg, BE, BSc (Pharmacy) Agriculture, Marine Technology and Naval Sciences will also be eligible for admission to MSc Programme subject to the condition that they will not claim any exemption/relaxation in the courses of studies or duration of studies (two years period 4 semesters).<sup>1</sup>

- (b) Each candidate shall make an application for admission on a prescribed form in response to the advertisement by the University in the national press.

- (c)
  - (i) Admission shall be made on the basis of merit and that of regional quota.
  - (ii) The merit shall be determined on the basis of academic record. The formula for calculating merit shall be as under:

$$\text{MOAC} = 800 \times \left( \frac{\text{MOF}}{\text{TM}} + \frac{\text{MOB}}{\text{TM}} \right) + \text{HQ}^2$$

Where

MOAC = Marks of Academic Career out of 1600

MOF = Marks obtained in FA/FSc

MOB = Marks obtained in BA/BSc/BCom/BBA

TM = Total Marks in the relevant Examination

HQ = Hifz-e-Qur’an (20 marks)

- (iii) All the admissions shall be approved by the Deans of the faculty concerned on recommendations of the Admission Committees of the University.
- (iv) The Academic Council may prescribe any other criteria for determining merit for admission from time to time.

<sup>1</sup> Approved by Syndicate at its meeting held on 30.8.2003.

<sup>2</sup> The word ‘NCC’ omitted from the formula vide decision of Syndicate made at its meeting held on 30.8.2003.

- (d) Admission to one department shall not give a student a right to migrate to another department.
- (e) The following shall not be eligible for admission to the Master's programme:
  - (i) Those who have failed under clause 7c (i) of these Regulations.
  - (ii) Those who have ceased to be the students of this University under clause 7c (iii) of these regulations.
  - (iii) Those who already possess a Master's or an equivalent degree from this or any other university.
  - (iv) Those who are already on the rolls of this University.
- (f) The maximum age limit for admission to the Master's programme shall be 26 years. Any one beyond the age of 26 years shall not be admitted unless relaxation is granted by the Vice-Chancellor in special circumstances on recommendation of the Chairman (Chairperson) of the department concerned.
- (g) The Vice-Chancellor may cancel/refuse admission of/to any student without assigning any reasons.

## **5. REGISTRATION OF COURSES**

- (a) At the beginning of each semester, a student shall register in the course(s) being offered by the department on the prescribed registration cards.
- (b)
  - (i) A student shall normally be required to register a total of 15 credit courses in a semester. However, Chairperson of a department may allow a student to register courses of 12 credits in a semester as a special case.
  - (ii) A student may, in the final semester, register less than 12 credit courses if that completes the credit requirement of a degree.
- (c) A student may register additional non-credit course(s) out of the prescribed courses, on successful completion or otherwise the result of which shall be mentioned in the transcript. However, its grade shall not be counted towards calculation of GPA/Percentage.<sup>1</sup>
- (d) The Chairperson of each department shall forward within seven days from the date of commencement of a semester all the course registration cards to the Controller of Examinations.
- (e) A student may change or drop course(s) or convert a credit course into a non-credit course, or vice-versa, within 15 days from the date of commencement of a semester on the recommendations of the teacher(s) and the Chairperson of the department concerned.\*
- (f)
  - (i) No registration or change of course(s) shall be allowed after 15 days from the date of commencement of the semester.\*

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<sup>1</sup> Amendment approved by Syndicate at its meeting held on 26.8.2006.

\* Approved by the Syndicate at its meeting held on 22.02.2003.

- (ii) No drop of course(s) or change of a non-credit course to credit course or of a credit course to a non-credit course shall be allowed after 15 days from the date of commencement of the semester.\*
- (g) A student dropping all the registered courses or choosing not to register in any course during a semester will deem to have dropped the semester.
  - (i) The student dropping a semester after the registration of the courses shall be required to pay tuition fee/hostel charges for the semester.
  - (ii) The semester shall only be dropped provided the student seeks permission/recommendation of the Chairperson/ Dean of the faculty concerned and applies in this respect to the Controller of Examinations within 45 days of the commencement of the semester. No request for dropping of semester shall be entertained after the prescribed time on any grounds whatsoever.<sup>1</sup>
  - (iii) The student, who does not register any course in a semester, will not pay tuition fee/hostel charges for that semester. Such a student shall not be entitled to avail University's facilities during that semester.
  - (iv) The dropped semester shall be counted towards the maximum period of six semesters allowed under section 7(d) (ii) for completing the Master's degree.

## **6. EXAMINATION**

- (a) A student shall be evaluated in each course on the basis of sessional tests, class assignments and terminal examinations. 50% marks shall be reserved for sessional tests and class assignments and 50% marks for the terminal examinations.
- (b) The terminal examinations will be held at the end of each semester on the dates to be fixed by the Controller of Examinations in consultation with the Chairmen (Chairpersons) of the departments.
- (c) A student shall be eligible to appear in the terminal examinations provided that:
  - (i) He/she has been on the rolls of the University during that semester;
  - (ii) Has registered himself/herself for the courses of study, and
  - (iii) Has attended, not less than 80% of the lectures/seminars delivered to his/her class in each course and 80% of the practicals/laboratory demonstrations prescribed for the respective courses. The Chairman (Chairperson) of the department concerned may, on the recommendation of the teacher of the course concerned, condone the deficiency in attendance up to 5% of the total lectures, seminars, practicals and laboratory demonstrations. The student falling short of the required percentage of attendance of lectures/ seminars/ practicals/ laboratories demonstrations etc., shall not be allowed to appear in the terminal examination of the course concerned and shall be treated as having been failed in that course.
  - (iv) Has paid all the University dues including tuition fee/hostel fee, etc. before the commencement of examinations.

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<sup>1</sup> Amendment in Clause approved by Syndicate at its meeting held on 26.08.2006.



- (d) A date-wise record of the attendance of students shall be maintained by each teacher.
- (e) A handicapped/disabled (blind) student will be provided writer/amanuensis at the expense of the University on recommendation of the Chairman (Chairperson) of the department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

## **6.2 MSc PROJECT/THESIS**

MSc students of the departments, where project/thesis is a requirement for MSc degree, will be required to carry out research on a project/thesis of 6 credits and submit a project report/thesis as a requirement for partial fulfilment of their Master degrees in the relevant disciplines.

- (a) A student will select a topic of research in consultation with his/her supervisor during the 3<sup>rd</sup> semester.
- (b) The time of summer vacation prior to or following the 4<sup>th</sup> semester will be utilized for the project report/thesis.
- (c) The student will be required to do field work up to 16 weeks where necessary.
- (d) The final project report/thesis will be submitted by the student in spiral/loose binding through the supervisor to the department by the end of the 4<sup>th</sup> semester or during the extended period.
- (e) The project report/thesis will be submitted 2 weeks before the commencement of the next semester.

## **6.3 PANEL OF EXAMINERS**

- (a) A panel of external examiners for evaluation of project report/thesis and conduct of viva-voce examination shall be recommended by the respective Board of Studies and approved by the Vice-Chancellor.
- (b) The External Examiner shall be appointed by the Vice-Chancellor on the recommendations of Chairman (Chairperson) of the department concerned from the approved panel.
- (c) The external examiner shall evaluate the project report/thesis and conduct viva-voce examination of the student on the date and time given by the Chairman (Chairperson) of the department concerned.
- (d) In case, the project report/thesis is adjudged inadequate by the external examiner, he/she may reject the project report/thesis or ask the student to revise the same.
- (e) The student shall be required to submit revised version of the project report/thesis within a period of one month from the date of viva-voce examination. Revised version of the project report/thesis shall be examined by the Supervisor/Chairman (Chairperson) of the department concerned.
- (f) The result of revised version as received from the Supervisor/Chairman (Chairperson) of the department concerned shall be declared and no further

extension would be granted in case the revised version of the project report/thesis has been rejected.

- (g) After the viva-voce examination, the successful student shall submit three hard bound copies with black<sup>1</sup> cloth cover and golden lettering on the front and the spine of the project report/thesis to the department for onward transmission to the quarters concerned for declaration of result.
- (h) The result of the student shall not be declared unless he/she has submitted three hard bound copies of the project report/thesis to the department.
- (i) A student who carries forward his/her project report/thesis to the fifth/sixth semester will have to pass a minimum of 6 credits during the fourth/fifth semester.

## **7. GRADES, PROMOTION AND MERIT**

- (a) The minimum pass marks for each course shall be 50%. A student obtaining less than 50% marks in any course shall be deemed to have been failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks.
- (b) If a student fails to appear in the terminal examination in a course(s) on medical or any other reasons, he/she shall be treated as absent and failed.
- (c)
  - (i) A student shall be required to pass at least 12-credits of course work in each of the 1<sup>st</sup> and the 2<sup>nd</sup> semesters failing which the student shall be deemed to have been failed in the respective semester.

A student shall be required to pass at least 9-credits of course work in each of the 3<sup>rd</sup> and the 4<sup>th</sup> semesters failing which the student shall be deemed to have been failed in the respective semester.

A student failing to pass 60 (for Social Sciences 63) credits of course work at the end of the 4<sup>th</sup> semester shall be required to pass in the 5<sup>th</sup> semester at least 9 credits of course work or all the remaining credits if less than 9 failing which the student shall be deemed to have been failed in that semester.

A student failing to pass 60 (for Social Sciences 63) credits of course work at the end of the 5<sup>th</sup> semester shall be required to pass in the 6<sup>th</sup> semester all the remaining credits failing which the student shall be deemed to have been failed in that semester.

A student, who has failed under Clause 7(c) (i) may be given one chance as a concession to continue his/her studies. Such a concession shall be granted ONCE ONLY during the entire period of study for the Master's degree.

- (ii) A student failing TWICE under Clause 7(c) (i) shall cease to be a student of the University.

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<sup>1</sup> Colour of the thesis cover approved by the AS&RB in its 214<sup>th</sup> meeting held on 5.6.2007.

- (iii) A student failing to pass 60 (for Social Sciences 63) credits course work at the end of the 6<sup>th</sup> semester shall cease to be a student of the University.
- (d) .
  - (i) A student shall repeat the compulsory courses in which he/she had been failed as soon as the course(s) are offered next.
  - (ii) No student shall be allowed to continue studies beyond six semesters under any circumstances.
- (e) The total marks for a course will be based on the number of credits of the course. For each credit, the total marks shall be 50, to be divided between sessional awards and terminal examination in accordance with Clause 6(a) of these Regulations. Courses of different credit values shall be weighed with different total marks, as under:

Sr.	Course Credit Value	Marks of Sessional Tests/ Class Assignments	Marks of Terminal Examination	Total Marks
1.	1- Credit	25	25	50
2.	2-Credits	50	50	100
3.	3-Credits	75	75	150
4.	4-Credits and so on	100	100	200

The total marks for the Master's degree shall, therefore, be 3000. Fractional part of the marks awarded shall be disregarded.

- (f) Percentage of marks shall be calculated up to three significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored).
- (g) Candidates securing 80% marks or more in a course shall be given grade 'A', 60% to 79.9% grade 'B', 50% to 59.9% grade 'C' and less than 50% grade 'F' in that course. The overall performance of a student shall be graded in the same manner.
- (h) On successful completion of the requirements of the Master's degree, each candidate shall be awarded the degree of Master of Science, Master of Business Administration or Master of Public Administration.
 

A separate transcript shall also be issued to each candidate showing the marks and grades obtained in each course and also the aggregate marks, percentage marks and the grade. For students completing Master's degree in the normal period of four semesters, a mention to this effect shall be made in their transcripts.
- (i) The Controller of Examinations shall issue a Certificate of Merit to a student who stands first in the subject on the basis of the overall result provided that the student has obtained 80% marks or more in the aggregate, has not failed in, or repeated any course and has completed the course work in four semesters. The

recipient for the award of Certificate of Merit shall also be awarded the Chancellor's Medal.

- (j) The President's Gold Medal shall be awarded to the students who stand first in MSc in the faculty of Social, Natural and Biological Sciences. The Controller of Examinations shall also issue Certificates of Merit to such students.
- (k) There shall be no re-evaluation of answer books. A student may, on payment of fee as prescribed by the Syndicate, get the answer book re-checked for totalling and for verification that all questions or parts thereof have been fully marked, in the presence of the teacher concerned, the Chairman (Chairperson) of the department and the Controller of Examinations within one month from the date of declaration of the results. Errors or omissions, if any, shall be rectified.

## **8. UNIVERSITY DUES**

Each student of the Master's programme of study shall be required to pay tuition fee and such other dues as may be determined by the Syndicate from time to time.

- i) Children of the University employees of BPS 17 & above will get 50% concession in fee.
- ii) Full fee concession will be given to the children of the University employees' up to BPS-16.<sup>1</sup>

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<sup>1</sup> Approved by the Syndicate in its 153<sup>rd</sup> meeting held on 11.12.2010

**Regional/Provincial Quota for admission in  
Bachelor's and Master's Programmes<sup>1</sup>**

<b>Quota</b>	<b>Percentage</b>
<b>Merit</b>	<b>7.5%</b>
<b>Punjab</b> (including Federal Area of <b>Islamabad</b> )	<b>50%</b>
<b>Sindh</b> The share of Sindh will be further sub-allocated in the following ratio: i. <b>Urban areas</b> namely Karachi, Hyderabad and Sukkur: 40% of 19% or 7.6% ii. <b>Rural areas</b> <i>i.e.</i> rest of Sindh: 60% of 19% or 11.4%	<b>19%</b>
<b>Khyber Pakhtoonkhwa</b>	<b>11.5%</b>
<b>Balochistan</b>	<b>6%</b>
<b>Gilgit Baltistan/Federally Administered Tribal Areas</b>	<b>4%</b>
<b>Azad Kashmir</b>	<b>2%</b>

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<sup>1</sup> Approved by Syndicate in its 159<sup>th</sup> meeting held on 16.07.2012.

(4)

**REGULATIONS RELATING TO THE ADMISSION, REGISTRATION  
AND EXAMINATIONS FOR MPhil PROGRAMME**

(As amended & brought up to date)

<b>Section</b>		<b>Page</b>
I.	Admissions	243
II.	General	244
III.	Registration of Courses	245
IV.	Courses of Study	245
V.	Organization of Teaching	245
VI.	Examinations	246
VII.	Dissertation and Appointment of Supervisor	246
VIII.	Dissertation Examination	248
IX.	Grades, Promotions and Merit	248
X.	Fee and other Dues	250
APPENDIX I	MS (IST)	251
APPENDIX II	Allocation of Marks	252
APPENDIX III	Ready Reckoner	254
APPENDIX IV	Reserved Army Seats	256

(4)

## **REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR MPhil PROGRAMME**

The Quaid-i-Azam University shall offer courses leading to the degree of Master of Philosophy, abbreviated as MPhil, in the subjects provided in the schedule and introduced from time to time. Applications for admissions to various courses of study shall be invited and admission shall be made on the basis of merit.

An academic year of the University shall comprise of two semesters, each of a minimum duration of 16 weeks of teaching. The spring and fall semesters would start on the first Monday falling in the months of February and September, in each calendar year. There should be a gap of two weeks between the fall and spring semesters, and the exact dates would be decided in a meeting of Deans/Directors and Chairpersons, taking the factual position (prevalent at that time) into consideration.<sup>1</sup>

### **DEFINITIONS**

The terms used in these regulations shall deem to have the following meaning:

- (i) Department shall mean a teaching department/centre/institute/colleges/school or an affiliated institute or centre of the University.
- (ii) Chairperson shall mean the head of a teaching department/ centre/ institute/ colleges/ school or director of an affiliated institute or a centre.
- (iii) A course of one credit shall mean one hour of class room teaching or 3 hours of laboratory work per week.

### **I. ADMISSION TO THE MPhil PROGRAMME**

- (a) To be eligible for admission to MPhil, a candidate:
  - (i) Shall possess an MA/MSc degree or its equivalent in the relevant discipline.
  - (ii) Shall have obtained first division in MA/MSc or BA/BSc or at least 60% marks in BS (Hons) and all other 4-5 years degrees.
  - (iii) Shall not have obtained third division in BA/BSc or MA or MSc.
  - (iv) In case of a third division in FA/FSc, the candidate should have obtained first division in both BA/BSc and MA/MSc; or at least 60% marks in BS (Hons) and all other 4-5 years degrees.

Provided that any of the conditions (ii) – (iv) above may be relaxed by the Vice-Chancellor in case of a teacher of a university/college and an employee of a research organization.

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<sup>1</sup> Approved by the Syndicate at its meeting held on 26.08.2006.

- (v) Shall have passed NTS GAT-General/ GRE-General with at least 50% accumulative score<sup>1</sup>.
- (vi) Shall not be eligible for admission:
  - 1) Anyone who has been rusticated or expelled by any University or College for mis-conduct or for use of unfair means in the examinations or any offence involving moral turpitude.
  - 2) Anyone who was admitted earlier to MPhil programme but later was declared to have been ceased to be a student of the University under these regulations.
- (b) Each candidate shall make an application for admission in response to an advertisement by the University on a prescribed form alongwith documents specified in the form.
- (c) The admission to MPhil programme shall be made on the basis of cumulative merit to be determined from previous academic record, written test and interview following the scheme given in Appendix-II to be approved by the Academic Council from time to time.
- (d) The admission to MPhil shall be approved by the Advanced Studies and Research Board after a candidate has qualified in a written test and interview and recommended by the Selection Committee of the department/ institute/ centre concerned.
- (e) The Selection Committee for each department/institute/centre shall be constituted by the Vice-Chancellor in consultation with the Chairman (Chairperson)/Director of the department, institute/centre concerned.

## **II. GENERAL**

- (a) The requirements for the MPhil degree shall comprise course work of 24 credits and a dissertation of 26 credits.
- (b) The requirements for the MPhil degree shall normally be completed within four consecutive semesters.
- (c) The course requirement shall normally be completed within the first two semesters.
- (d) Dissertation based on research shall normally be completed by the end of the fourth semester.
- (e) Each MPhil student shall follow the syllabi and courses of studies as may be prescribed by the Academic Council from time to time.
- (f) All semester examinations shall be held on the University Campus.
- (g) English shall be the medium of instructions.
- (h) An MPhil student shall be required to pay tuition fee and such other dues as determined by the Syndicate from time to time.

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<sup>1</sup> Approved by AS&RB in its meeting held on 22.09.2011.



### **III. REGISTRATION OF COURSES**

- (a) At the beginning of each semester an MPhil student shall register for the courses of study on the prescribed registration card.
- (b) The Chairman (Chairperson)/Director of each department/institute/centre shall forward within seven days of the commencement of the semester classes all the registration of courses cards to the Controller of Examinations. A student may change/drop course(s) within 15 days from the commencement of semester on the recommendations of the teacher and the Chairman (Chairperson) of the department/Institute/Centre concerned. No change or drop of the registered course(s) shall be allowed after 15 days of the commencement of semester.\*
- (c) A student shall register in at least 50% of the credit courses in the first semester and the remaining credits in the second semester.
- (d) A student dropping all the registered courses or choosing not to register in any course during a semester shall deem to have dropped the semester.
  - (i) The student dropping a semester shall be required to pay tuition fee for the semester.
  - (ii) The dropped semester shall be counted towards the maximum period of six semesters allowed under clause VII(h) (i) of these regulations for completing the MPhil degree.
  - (iii) The semester shall only be dropped provided the student seeks the permission/recommendation of the Chairman (Chairperson)/ Dean of the faculty concerned and applies in this respect to the Controller of Examinations within 45 days of the commencement of the semester. No request for dropping of semester shall be entertained after the prescribed time on any ground whatsoever.<sup>1</sup>

### **IV. COURSES OF STUDY**

The courses of study and syllabi for the MPhil degree shall be submitted through the respective Boards of Studies and the Board of Faculties to the Academic Council and Syndicate for approval. Such courses and syllabi shall become effective from the date of approval by the Academic Council or as may be prescribed.

### **V. ORGANIZATION OF TEACHING**

- (a) Teaching in various courses for MPhil shall be conducted in the University departments or the constituent affiliated institutions through lectures, tutorials, discussions, seminars, field work and other methods of instruction as approved by the Academic Council.
- (b) Teaching shall be conducted by the University teachers or by such other persons who may be allowed by the Vice-Chancellor to teach.

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\* Approved by the Syndicate at its meeting held on 22.2.2003.

<sup>1</sup> Inclusion of Clause approved by Syndicate at its meeting held on 26.08.2006.

- (c) Teaching shall be organized through courses prescribed by the Academic Council/Syndicate from time to time.
- (d) Teaching shall be entrusted to a person who possesses a doctorate unless otherwise permitted by the Advanced Studies and Research Board.

## **VI. EXAMINATIONS**

- (a) A student shall be evaluated in each course on the basis of periodical test(s)/assignments(s) during the semester and terminal examination at the end of the semester. Each course shall carry 100 marks of which 50% shall be reserved for class test(s)/assignment(s) and 50% for the terminal examination.
- (b) There shall be a written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Chairman (Chairperson) and Dean concerned.
- (c) A student shall be allowed to appear in the examination provided that he/she has been on the rolls of the University during that semester, has registered himself/herself for the courses of study and has attended at least 80% of the lectures/laboratory work and completed the course work to the satisfaction of the teacher and the Chairman (Chairperson) of the department concerned.

## **VII. DISSERTATION AND APPOINTMENT OF SUPERVISOR**

- (a) Each student shall perform research work as partial fulfilment of the requirement of the degree under the supervision of a person appointed for the purpose by the Advanced Studies and Research Board on the recommendations of the Chairman (Chairperson) of the department and the Dean of the faculty concerned.
- (b) A supervisor or co-supervisor appointed for MPhil research must hold a doctorate degree unless otherwise permitted by the Advanced Studies and Research Board.
- (c) Where necessary and desirable, a co-supervisor may also be appointed.
- (d) A student shall select a topic of dissertation which will be recommended by the supervisor and the Chairman (Chairperson) of the department concerned to the Advanced Studies and Research Board for approval within thirty days of the commencements of the third semester.
- (e) The supervisor shall submit progress reports of the student towards the end of the third and fourth semesters to the Controller of Examinations and beyond, if permitted to continue. If two consecutive reports are unsatisfactory, shall cease to be a student of the University.
- (f) In addition to satisfactory progress report in the third semester, a student shall continue to maintain a CGPA of 2.5 on the basis of course work taken up in that semester. If the CGPA is less than 2.5 he/she shall cease to be a student of the University.
- (g) A student who fails to complete the requirements of the MPhil degree in the normal period of four semesters shall cease to be student unless provided with the benefit of Clause VII (h).

- (h) In case a student fails to complete the MPhil requirements within the normal period of four semesters, the Advanced Studies and Research Board may allow him/her an extension for one semester on the recommendation of the supervisor duly endorsed by the Chairman (Chairperson). Extension for another semester may be allowed by the Advanced Studies and Research Board, provided the supervisor justifies the extension to the satisfaction of the Board by indicating the circumstances which led to non-completion of MPhil programme within five semesters. No fellowship or financial assistance shall be provided during the extended period of 5<sup>th</sup> or 6<sup>th</sup> semesters.
- (i) No extension beyond six semesters shall be granted under any circumstances. A student failing to submit his/her dissertation by the end of the sixth semester shall cease to be a student of the University.
- (j) A student who is granted the benefit of Clause VII (h) of the Regulations shall be allowed to submit his/her dissertation within the extended period. He/she shall be required to pay such charges for use of facilities as the University may prescribe from time to time.
- (k) .
- 1) After the completion of research, each student shall submit five<sup>1</sup> copies of the dissertation approved by the supervisor to the Controller of Examinations before the final examination as mentioned below:
    - (i) One for the External Examiner
    - (ii) One for Examination Section
    - (iii) One for department Office
    - (iv) One for students hard copy
    - (v) One for the Supervisor
  - 2) After the viva-voce examination and after the critical comments, if any of the examiners have been incorporated: four copies of the final hard-bound dissertation be submitted as mentioned below:
    - (i) One for Examination Section
    - (ii) One for Central Library
    - (iii) One for departmental Office
    - (iv) One for SupervisorTo be returned to the student after submission of hard bound copy.
- (l) The dissertation shall be printed on A4 size (11"x 8.5") paper and shall have a green<sup>2</sup> hard binding with golden lettering on the front and the spine.
- (m) A student is required to submit the hard bind copies of the dissertations after the Viva voce and corrections suggested by the external examiners.<sup>3</sup>

If the student fails to deposit the thesis within four months of the Viva voce he/she will be asked to deposit fine as follows:<sup>4</sup>

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<sup>1</sup> Addition/amendment approved by the Syndicate at its meeting held on 31.1.2004.

<sup>2</sup> Colour of thesis cover approved by the AS&RB in its 214<sup>th</sup> meeting held on 5.6.2007.

<sup>3</sup> Approved by AS&RB in its 255<sup>th</sup> meeting held on 16.8.2011.

<sup>4</sup> Approved by AS&RB in its 262<sup>nd</sup> meeting held on 12th & 19th March 2012.

- 1) Within 4-5 months of the viva voce: Rs.5000/-
- 2) Within 5-6months of the viva voce: Rs.10000/-
- 3) Thereafter, the fine would continue to increase at the rate of Rs.5000/- per month.

### **VIII. DISSERTATION EXAMINATION**

A student who has completed the following requirements shall be eligible for admission to MPhil final examination.

- (i) That he/she has been a student on a regular basis in a teaching department of the University/Institute/Centre for the prescribed period, or allowed necessary extension as provided for under Clause VII(h).
- (ii) That he/she has successfully completed the prescribed courses, guided reading and class assignments, including seminars, colloquia and tutorials to the satisfaction of the teacher and the Chairman (Chairperson) of the department concerned.
- (iii) That he/she has completed a dissertation on research topic approved by the Advanced Studies and Research Board.
- (iv) A student, who has completed the requirements stated above, shall submit an application on a prescribed form to the Controller of Examinations for admission to the final examination for MPhil.
- (v) The Supervisor shall inform the Controller of Examinations through the Chairman (Chairperson) of the department concerned about the date on which the viva-voce examination is to be held. The Vice-Chancellor shall on the advice of the Supervisor /Chairman (Chairperson), appoint an External Examiner from the panel of examiners approved by the Advanced Studies and Research Board.
- (vi) The examination shall be held on the University Campus on such dates as may be notified by the Controller of Examinations in consultation with the Supervisor/Chairman (Chairperson) of the department concerned.
- (vii) The viva-voce examination in defence of the dissertation shall be conducted by a committee consisting of the Chairman (Chairperson) of the department concerned, Supervisor of the student and the External Examiner.
- (viii) Each successful student shall be awarded the degree of Master of Philosophy (MPhil) on successful completion of the requirements of MPhil.

### **IX. GRADES, PROMOTIONS AND MERIT**

- (a) The minimum pass in marks for each course shall be 50%. Candidates securing 80% marks or more shall be placed in grade 'A' those securing 65% or more but less than 80% marks in grade 'B' and those securing 50% or more but less than 65% marks in grade 'C'.
- (b) If a student fails to appear in the terminal examination of a course on medical or any other reason, he/she be treated as absent and failed.

- (c) In each of the first and second semesters a student will be required to obtain a minimum Grade Point Average of 2.5 failing which he/she shall be deemed to have failed in that semester.
- (d) A student who has failed in any semester under Clause IX(c) may be given one chance as a concession to continue his/her studies. Such a concession shall be granted ONLY ONCE during the entire period of study for MPhil degree.
- (e) A student failing twice under IX(c) shall cease to be a student of the University.
- (f) The Supervisor shall submit two progress reports of the student during the third and fourth semesters as provided under Clause VII (e) to the Controller of Examinations. If both reports are unsatisfactory, he/she shall cease to be a student.
- (g) A student who, by the end of the third semester, does not pass 24 credits of course work or does not maintain a CGPA of 2.5 shall be deemed to have failed and shall cease to be a student of the university as provided for under Clause VII(f).
- (h) A student obtaining first position in his/her department shall be awarded a Certificate of Merit and Chancellor Medal provided that he/she obtains a CGPA of at least 4.0 points, and has not failed in, or has not repeated any course and has completed the entire requirements for MPhil degree within four consecutive semesters.
- (i) A student obtaining first position in the faculty concerned shall be awarded a Certificate of Merit and President's Gold Medal provided that he/she obtains a CGPA of at least 4.0 points, and has not failed in, or has not repeated any course and has completed the entire requirements for MPhil degree within four consecutive semesters.
- (j) The result of a student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however, be issued to each student showing percentage of marks, grade obtained in each course and cumulative grade point average. Grade Point (GP) shall be determined on the basis of Numerical Grade in the manner shown in Appendix II to these regulations.
- (k) Grade Point Average (GPA) shall be calculated in accordance with the following formula:  
$$\text{Sum of (GPE x Cr) / Total credits, where}$$
$$\text{GPE = grade points earned in a course}$$
$$\text{Cr = credits of the corresponding course}$$

And sum is over all the courses.
- (l) The Cumulative Grade Point Average (CGPA) at the end of a semester shall be the Grade Point Average of all the courses which have been passed up to that time.
- (m) There shall be no re-evaluation of answer books. A student may on payment of fee as prescribed by the Syndicate, get the answer book re-checked for totalling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, the Chairperson of the department and

the Controller of Examinations, within one month from the date of declaration of the results. Errors or omissions if any shall be rectified.<sup>1</sup>

**X. FEE AND OTHER DUES**

Each student shall be required to pay tuition fee and such other charges as may be determined by the Syndicate from time to time.

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<sup>1</sup> Inclusion of additional clause approved by Syndicate at its meeting held on 24.12.2005.

## **MASTERS IN INFORMATION SCIENCE & TECHNOLOGY<sup>1</sup>**

The Quaid-i-Azam University shall offer course leading to the degree of Master of Science, abbreviated as MS, in the area of Information Science and Technology (MIST). The degree will be awarded with the name “Master of Information Science & Technology”. Applications for admissions shall be invited and admission shall be made on the basis of merit.

### **OBJECTIVES**

The objective of the programme is to provide with an opportunity to those who are working in the related fields and may not be able to attend a full time post graduate programme in a row. The students will not only improve their qualifications but will be equipped with the latest knowledge and techniques in the field of information studies.

### **DURATION**

The programme is flexible in the sense that a student may complete it from 1½ - 4 years depending upon the course load taken by the student in different semesters. Students who can take break from their jobs for the entire duration will be able to complete their Masters in the minimum time period.

### **ELIGIBILITY**

MSc (Computer Science, Software Engineering, Information Technology) or 4 years BS (Computer Science, Software Engineering, Information Technology) with experience in digital information management.

### **COURSE WORK**

MIST programme consist of 30 credit hours. Each course is of 3 credit hours and there are 3 compulsory courses and a number of optional courses.

MIST programme with two options:

- 1) 24 credit hours for the course work and 6 credit hours for project/thesis.
- 2) 30 credit hours for the course work.

### **FEE AND OTHER DUES**

Each student shall be required to pay tuition fee and such other charges as may be determined by the Syndicate from time to time.

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<sup>1</sup> Approved by Syndicate in its 155<sup>th</sup> meeting held on 25.06.2011

**APPENDIX-II**

The allocation of marks for determining merit shall be as follows<sup>1</sup>:

Marks for Written Test = (40 or 50) & for interview= 10 (if conducted<sup>2</sup>) Max = 50

Marks for Previous Academic Record as presented below Max = 50

**Total = 100**

**“Previous Academic Record” Marks Distribution**

<b>Class</b>	<b>Marks Obtained (%)</b>	<b>Marks to be Granted for Admission</b>
<b>FSc (Max 15)</b>	45-49	05
	50-54	07
	55-59	09
	60-64	11
	65-69	13
	≥70	15
<b>BSc (Max 17)</b>	45-49	07
	50-54	09
	55-59	11
	60-64	13
	65-69	15
	≥70	17
<b>MSc Annual System (Max 18)</b>	45-49	08
	50-54	10
	55-59	12
	60-64	14
	65-69	16
	≥70	18
<b>MSc Semester System (Max. 18)</b>	50-54	04
	55-59	06
	60-64	08
	65-69	10
	70-74	12
	75-79	14
	80-84	16
	≥85	18
<b>BS (Hons) &amp; all other 4-5 years degrees (Max. 35)</b>	60-64	18
	65-69	21
	70-74	24
	75-79	27
	80-84	30
	≥85	35
<b>Note: (Fraction ≤0.40 shall be ignored and ≥0.50 shall be read as next whole number)</b>		

<sup>1</sup> Amendment approved by Syndicate in its 155<sup>th</sup> meeting held on 25.06.2011

<sup>2</sup> In certain cases where the number of candidates is large, the department may or may not conduct the interview.



**Less than 45% marks** in FSc, BSc, MSc Annual System; **Less than 50% marks** in MSc Semester System and **Less than 60% marks** in BS (Hons) & all other 4 to 5 years Degrees will be **graded as zero marks**.

**READY RECKONER FOR CALCULATING GRADE POINT BASED ON LETTER GRADES AND CORRESPONDING NUMERICAL GRADES:**

**(An increase of 1.5 marks increases GP by 0.1):**

**TABLE FOR GRADE 'C' RANGE OF NUMERICAL VALUE:**

<b><u>50% OR MORE BUT LESS THAN 65%</u></b>	
<b>Percentage Marks</b>	<b>Grade Point (GP)</b>
50.0	2.0
51.5	2.1
53.0	2.2
54.5	2.3
56.0	2.4
57.5	2.5
59.0	2.6
60.5	2.7
62.0	2.8
63.5	2.9

**TABLE FOR GRADE 'B' RANGE OF NUMERICAL VALUE:**

**65% OR MORE BUT LESS THAN 80%**

65.0	3.0
66.5	3.1
68.0	3.2
69.5	3.3
71.0	3.4
72.5	3.5
74.0	3.6
75.5	3.7
77.0	3.8
78.5	3.9

**TABLE FOR GRADE 'A' RANGE OF NUMERICAL VALUE:**

**80% OR MORE**

80.0	4.0
81.5	4.1
83.0	4.2
84.5	4.3
86.0	4.4
87.5	4.5
89.0	4.6
90.5	4.7
92.0	4.8
93.5	4.9
95.0 and above	5.0

**NOTE:**

- (i) For Numerical Grade of 63.5 and 64 in Grade 'C' GP values shall be the same i.e. 2.9.
- (ii) For Numerical Grade of 78.5 and 79 in Grade 'B' GP value shall be the same i.e. 3.9.

- (iii) If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. The third and higher digits shall be ignored. Thus GP for 'A' shall be from 4.0 to 5.0 for 'B' from 3.0 to 3.9, for 'C' from 2.0 to 2.9 and for 'F' zero.

**Reserved Army Seats in MPhil Programme<sup>1</sup>:**

One seat each in MPhil Programme of the following disciplines shall be reserved for the Nominees of GHQ in respect of wives, sons and daughters of “Shaheed Jawans” subject to fulfilment of minimum educational qualifications and qualifying the admission test/ interview:

1. Physics
2. Chemistry
3. Mathematics
4. Economics
5. History

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<sup>1</sup> Approved by Syndicate in its 159<sup>th</sup> meeting held on 16.07.2012.

(5)

**REGULATIONS RELATING TO THE ADMISSION, REGISTRATION  
AND EXAMINATIONS FOR PhD PROGRAMME**

(As amended & brought up to date)

<b>Sections</b>		<b>Page</b>
I.	Definitions	258
II.	Prerequisite Qualification for Admission	258
III.	Admission and Registration	259
IV.	Programme of Studies	260
V.	Comprehensive Examination and Seminars	261
VI.	Supervisor, Thesis Title and Synopsis/Research Proposal	261
VII.	Biannual Progress Report	261
VIII.	Thesis	262
IX.	Examination	262
X.	Fee and Other Dues	264
APPENDIX I	PhD Refinement Rules	265
APPENDIX II	Guidelines for Allocation/ Change of PhD/MPhil Supervisors	266
APPENDIX III	Procedure/ Criteria for Exemption of MPhil/ PhD Courses	268

(5)

## **REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR PhD PROGRAMME**

The Quaid-i-Azam University shall offer a programme to the degree of Doctor of Philosophy, abbreviated as PhD, in the subjects provided in the schedule and introduced from time to time.

### **I. DEFINITIONS<sup>1</sup>**

Unless stated otherwise, the following terms in these regulations shall have the meaning defined hereunder:

- (i) department shall mean a teaching department of the University or an affiliated institute or a centre
- (ii) Chairman (Chairperson) shall mean the head of a teaching department or the director of an affiliated institute or a centre.
- (iii) Research Board shall mean the Advanced Studies and Research Board as constituted under Section 5 of the First Statutes of the Quaid-i-Azam University Act.

### **II. PREREQUISITE QUALIFICATION FOR ADMISSION**

- (a) To be eligible for admission to PhD, a candidate shall possess an MPhil degree or its equivalent in a relevant subject from a recognized university.

The candidates will have to qualify the NTS GAT Subject Test prior to admission<sup>2</sup>.

- (b) A college or university teacher or a member of the research staff of a research organization who holds an MA/MSc degree but has shown undoubted promise for research may also be considered for admission to PhD
- (c) After successful completion of two semesters, a student registered for MPhil degree may be transferred, on the recommendations of the Admissions Committee of the department to the Research Board, to the PhD programme, provided that the student has passed all the 24 credits of the MPhil course work, obtaining an aggregate of 75% marks or more.

<sup>3</sup>Upon conversion from MPhil to PhD a student will be treated as a PhD student from the date of conversion.

Those who seek admission in PhD without having obtained MPhil or its equivalent degree must pass MPhil entry test and interview, which is pre-requisite for taking MPhil admission in the University.

- (d) A student may convert PhD candidature subject to the following conditions:

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<sup>1</sup> Approved by the Syndicate in its 124<sup>th</sup> meeting held on 13<sup>th</sup> April 2002.

<sup>2</sup> Approved by the Syndicate in its 153<sup>rd</sup> meeting held on 11.12.2010.

<sup>3</sup> Approved by the Syndicate at its meeting held on 09-05-2009.

- i) that the student requesting for conversion does not possess an MPhil degree.
- ii) that the student has satisfactory performance in the PhD course work.
- iii) that the conversion is recommended by the departmental Admission Committee and is routed through the Dean.<sup>1</sup>

### **III. ADMISSION AND REGISTRATION**

- (a) A candidate seeking admission to PhD programme shall apply on the prescribed form.
- (b) The application shall be submitted to the Chairman (Chairperson) of the department in which the student wishes to pursue his/her studies.
- (c) All applications received in the department shall be periodically considered by the departmental Admission Committee to be constituted by the Vice-Chancellor.
- (d) The admissions committee, when satisfied, shall recommend to Advanced Studies and Research Board the candidates who are found suitable for admission to PhD programme.
- (e) The admission shall be approved by the Advanced Studies & Research Board.
- (f) A “notification of registration” for each candidate approved for admission to PhD programme shall be issued by the University.
- (g) Each student so selected shall be required to register and pay the dues within 30 days from the date of issuance of the notification of registration, failing which the admission of the selected candidate shall be deemed as cancelled. The tuition fee and other dues shall be prescribed by the Syndicate from time to time.
- (h) In case of in-service students, they are required to produce NOC from their respective departments by the end of first semester, failing which their admission shall be cancelled.
- (i) Each PhD candidate shall be required to register for the course/ research work at the beginning of each semester.<sup>2</sup>
- (j) A student can do more than one PhD.
- (k) A student cannot do two PhDs, simultaneously even at different universities.
- (l) A student after taking a migration certificate from the QAU cannot pursue PhD here, unless he/she re-migrates back to this University.
- (m) A student cannot be awarded two PhDs on the same research material/ document.
- (n) Every student at the time of admission to this University shall give an affidavit to the effect that he/she is not pursuing degree program studies at any other institution.<sup>1</sup>

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<sup>1</sup> Approved by the Syndicate at its meeting held on 26.8.2006.

<sup>2</sup> Addition of clause approved by Syndicate at its meeting held on 19.3.2005.

- (o) <sup>2</sup>The Chairperson/Director or each department/ institute/centre shall forward within seven days of the commencement of the semester classes all the registration of courses cards to the Controller of Examination. A student may change/drop courses(s) within 15 days from the commencement of semester on the recommendations of the teacher and the Chairperson of the department/institute/centre concerned. No change or drop of the registered course(s) shall be allowed after 15 days of the commencement of semester.
- (p) A student dropping his/her research programme during the semester shall deem to have dropped the semester.
- (q) The student dropping a semester shall be required to pay tuition fee for the semester.
- (r) The dropped semester shall be counted towards the maximum period of seven years, required for completion of PhD degree.<sup>3</sup>

#### **RE-ADMISSION**

- (a) A student whose admission is cancelled on grounds other than disciplinary action may be re-admitted in the PhD Programme, subject to the payment of outstanding dues.
- (b) If the course work and comprehensive examination were passed within five years prior to the cancellation of the admission, full credit may be allowed regarding course work and comprehensive examination as the case may be. In case the admission is sought after the lapse of five years from the date of passing the course work and comprehensive examination the departmental PhD Admission Committee may determine the course(s) to be re-done as well as its recommendations about the comprehensive examination.<sup>4</sup>
- (c) If a student who is re-admitted to PhD program and had previously spent the minimum period of three years as a PhD student, he/she may be allowed to submit the thesis after six months from the date of his/her re-admission.<sup>5</sup>

#### **IV. PROGRAMME OF STUDIES**

- (a) The minimum period for completion of PhD requirements shall be three years from the date of registration, and the maximum period shall be seven<sup>6</sup> years. Only under exceptional circumstances, to be described in detail by the candidate and supported by the supervisor, the Research Board may allow extension beyond seven years.
- (b) Residence requirement of two years shall be necessary for the students pursuing PhD programme. However, in cases where the Supervisor and Co-Supervisor are satisfied that research work can be carried out outside the university, residency requirement may be exempted.

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<sup>1</sup> Additional clause approved by Syndicate at its meeting held on 28.7.2007.

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

<sup>4</sup> Addition approved by Syndicate at its meeting held on 16.10.2004.

<sup>5</sup> Ibid.

<sup>6</sup> Increase in duration approved by the Syndicate at its meeting held on 16.07.2008.



- (c) (i) A PhD student falling in the category defined by Clause II(b) above shall be required to pass 24 credits of MPhil courses within the first four semesters of admission.
- (ii) The courses shall be selected with the approval of the supervisor from amongst the courses being offered in the department.
- (iii) For the course work, the mode of registration and examinations shall be governed by the MPhil regulations.
- (iv) PhD course work should be completed by students in the first four semesters where they are required to do 18 credit hours after MPhil, and in six semesters where they are required to do 42 credit hours.<sup>1</sup>

#### **V. COMPREHENSIVE EXAMINATION AND SEMINARS**

- (a) A student shall be required to pass a comprehensive examination, consisting of a written and an oral part, within three years of admission to the PhD programme.
- (b) If a student does not pass the comprehensive examination in the first attempt, he/she may be given one more chance on the recommendation of his/her Supervisor. The registration of a PhD student shall be deemed as cancelled if he/she does not pass the comprehensive examination even in the second attempt.
- (c) A department shall normally hold at least one comprehensive examination in an academic year.
- (d) The comprehensive examination shall consist of written and oral parts. The examination shall be conducted by a PhD Examination Committee appointed by the Vice-Chancellor on the recommendations of the Chairman (Chairperson) of the department and Dean of the faculty concerned in consultation with the supervisor. The supervisor of the student will also be co-opted as a member of this committee. The pass percentage shall be 50%.
- (e) After passing the comprehensive examination, but before the submission of his/her thesis, a PhD student will give at least one seminar on a topic relevant to his/her field of research.

#### **VI. SUPERVISOR, THESIS TITLE AND SYNOPSIS/RESEARCH PROPOSAL**

- (a) The Research Board shall appoint a supervisor (and a co-supervisor, if necessary) from the relevant field and approve the field of research/title on the recommendations of the department concerned.
- (b) In the faculty of Social Sciences, a research proposal will also be submitted by the candidate to the department within one year after passing the comprehensive examination.

#### **VII. BIENNIAL PROGRESS REPORT**

The supervisor of a student shall submit a detailed report to the Research Board by 30<sup>th</sup> June and 31<sup>st</sup> December each year on the progress of the student in accordance with the

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<sup>1</sup> Approved by AS & RB in its 236th meeting held on 23.12.2009.

prescribed format. In cases where no supervisor has been appointed, progress report will be submitted by the Chairman (Chairperson) of the department concerned.

In case of two consecutive adverse reports, the Research Board may cancel the registration of the candidate.

## **VIII. THESIS**

The thesis submitted by a PhD candidate shall comply with the following conditions:

- (a) It shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or by the invention of new methods of investigation.
- (b) It shall not include research work for which a degree has already been conferred in this or any other university.
- (c) It shall be written in English and the presentation must be satisfactory for publication.
- (d) Any part of the thesis which has been published before submission of the thesis may be appended at the end of the thesis.
- (e) The thesis shall be typed on A4 size (11.69"x8.27") paper with margins of 1-½" on the left and 1" to the right, top and bottom of each page. The thesis shall be hard bound with red<sup>1</sup> cloth cover and golden lettering on the front and the spine.

## **IX. EXAMINATION**

- (a) There shall be a standing list of external examiners for each department consisting of persons of eminence in the respective field of research. The list shall be suggested from time to time by the Board of Studies of the department/Board of Faculty concerned and approved by the Research Board. The external examiners will be requested to critically examine the thesis for its suitability for the award of PhD degree.
- (b) There shall also be a standing list of local examiners for each department consisting of eminent persons engaged in research in the respective area. The list shall be suggested from time to time by the Board of Studies of the department/ Board of Faculty concerned and approved by the Research Board. The local examiners will be requested to conduct the final viva-voce examinations of thesis.
- (c) (i) The candidate shall in the first instance submit six <sup>2</sup>unbound copies of his/her completed thesis along with an application on prescribed form for the evaluation of his/her thesis, duly forwarded by his/her supervisor and the Chairman (Chairperson) of the department:
  - i. Three for external examiners
  - ii. One for Examination section
  - iii. One for department office
  - iv. One for the supervisor

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<sup>1</sup> Colour of the cloth approved by AS & RB in its 214th meeting held on 5.6.2007.

<sup>2</sup> Addition/amendment approved by the Syndicate at its meeting held on 31.1.2004.

- (ii) After corrections have been incorporated in accordance with the comments of external examiners; two copies of thesis in loose binding, to be sent to viva-voce examiners.
- (iii) After the viva-voce examination; four copies of the final hard-bound thesis be submitted:
  - i. One for Examination Section
  - ii. One for Central Library
  - iii. One for the departmental office
  - iv. One for Supervisorto be returned to the student after submission of hard bound copy.
- (d) The supervisor shall suggest a panel of at least eight<sup>1</sup> external examiners from the approved list. The Vice-Chancellor shall appoint three external examiners from the suggested panel to evaluate the thesis.
- (e) The reports of the examiners shall be placed before the Research Board for consideration.
- (f) If the thesis is adjudged as adequate by two of the three examiners, the Research Board shall allow the candidate to appear in the viva-voce (thesis defence) examination.
- (g) If two of the three examiners find that the thesis is wholly inadequate it may be rejected by the Research Board.
- (h) If any of the examiners suggests modification/revision of the thesis, the candidate shall be required to resubmit a revised version of the thesis, duly certified by the supervisor, within one year.
- (i) The revised version of the thesis shall be approved by the same examiner who suggested modification/revision of the thesis.
- (j) If any of the examiners finds the thesis adequate but suggests minor modifications/revision, this may be incorporated without referring again to the examiner as required in clause (i).
- (k) The viva-voce examination shall be conducted by the two external examiners appointed by the Vice-Chancellor from the panel approved by the Research Board, the Supervisor and the Chairperson of the department concerned.
- (l) The viva-voce examination shall be open to the public but the evaluation will be done only by the panel of examiners.
- (m) If the candidate fails to satisfy the examiners in the viva-voce examination he/she may be given a chance to defend the thesis for the second and final time within a period of six months.
- (n) A candidate who successfully completes all the requirements shall be awarded, with the approval of the Research Board and the Syndicate, the degree of PhD under the Seal of the University.

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<sup>1</sup> Approved by AS & RB in its 236<sup>th</sup> meeting held on 23.12.2009.

The Vice-Chancellor may approve the recommendations of the Research Board on behalf of the Syndicate regarding the award of PhD degree to the candidate.

**X. FEE AND OTHER DUES**

Each student shall be required to pay tuition fee and such other charges as may be prescribed by the Syndicate from time to time.

**PhD REFINEMENT RULES:<sup>1</sup>**

- (1) All the students registered in PhD program of the University after December 17, 2005 need to complete 18 credit-hours course work. The course work shall be based on at least 12-credit hours of class work teaching (regular courses) and up to a maximum of 6 credit hours of seminar.
- (2) For a PhD student who does not hold an MPhil or equivalent degree, the course work requirement shall be of 42 credit hours. The course work shall be based on at least 36-credit hours of class work teaching (regular courses) and up to a maximum of 6-credit hours of seminar.
- (3) Deficiency in courses, recommended by the admission committee or supervisor, shall be part of the 18/42 credit hours course requirement of the PhD program.
- (4) The 6-credit hours of seminar shall neither be counted towards the minimum teaching load of a faculty member, nor shall any faculty member of the University be paid for 6-credit hours of seminar.
- (5) The students registered in PhD program of the University after December 17, 2005 must provide a copy of the paper published from the date presented in the thesis. In case the paper has been accepted but not published, an acceptance letter from editor or editorial staff of the journal must be provided to the examination section.
- (6) For the students registered in PhD program of faculty of Biological Sciences and Natural Sciences after December 17, 2005, a paper published in W, X and Y categories shall be accepted until June 30<sup>th</sup> 2009. After June 30, 2009 paper published only in W category shall be accepted.
- (7) For the students registered in PhD program of faculty of Social Sciences after December 17, 2005, a paper published in W, X or Y category shall be accepted.

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<sup>1</sup> Approved by Syndicate at its meeting held on 9.5.2009.

**GUIDELINES FOR ALLOCATION/CHANGE OF PhD/MPhil SUPERVISORS AND LIMIT OF MAXIMUM NUMBER OF PhD / MPhil STUDENTS WITH A SUPERVISOR**

i)	Maximum number of PhD students with a supervisor	10
ii)	Maximum number of MPhil students with a supervisor per year / at any one time	08
iii)	Maximum number of MPhil students with a supervisor per semester	05
iv)	Minimum number of MPhil students with each eligible faculty member per semester or year	01
v)	Minimum number of PhD students with each eligible Assistant Professor / Associate Professor	01
vi)	Minimum number of PhD students with Professor	02

**APPOINTMENT OF SUPERVISORS FOR MPhil & PH.D STUDENTS:**

- 1) As a general rule, all the PhD and MPhil students registered in a department/ school/ institute/ centre of QAU have to be supervised by permanent faculty appointed in that department/ school/ institute/ centre. Only in exceptional circumstances wherein all resources within the department/ school/ institute/ centre have been exploited and the possibilities of soliciting support from other department/ centre of QAU have been exhausted, other possibilities can be explored.
- 2) A permanent faculty member of QAU having already completed successful supervision of at least two PhD OR one PhD and 10 MPhil theses can supervise up to a maximum of 10 PhD students at any point of time.
- 3) A permanent PhD faculty member of QAU who completed at least one MPhil supervision or has published at least 2 papers in HEC-recognized W category for Natural and Biological Sciences / WXY categories in the Social Sciences, but has not yet completed successful supervision of at least two PhD or one PhD and 10 MPhil theses can supervise up to a maximum of 5 PhD students at any point of time.
- 4) A permanent PhD faculty member of QAU can co-supervise up to maximum of 5 PhD students at any point of time.
- 5) A permanent PhD faculty member of QAU can supervise / co-supervise up to a maximum of 12 PhD students at any point of time, subject to fulfilment of the conditions in clauses (02) (3) and (4) above.
- 6) A permanent PhD faculty member when he/she has less than two years of his/her retirement should have co-supervisors for his/her PhD students. In all such cases the co-supervisors should have more than four years to retirement.

- 7) A permanent PhD faculty member when he/she has less than one year of his/her retirement should not register additional PhD students as supervisor.
- 8) The following categories of academics/researchers holding PhD degree may be appointed as supervisor / co-supervisor of a PhD thesis subject to the condition that at any point of time the maximum number of students allocated to any such person will not exceed 3, and in each such case a permanent faculty member of QAU will be appointed as co-supervisor or supervisor as the case may be. This shall be subject to fulfilment of the conditions in clauses (2) (3) and (4) above:
  - a. HEC Foreign faculty appointed at QAU for at least 3 years.
  - b. Faculty appointed at QAU on contract for at least 2 years under any scheme.
  - c. Retired faculty of QAU working with other universities/ educational institutions or research organizations in Islamabad/Rawalpindi, with at least 3 years contract.
  - d. Academicians/ researchers working in other universities/ educational institutions or research. organizations
  - e. Organizations in Islamabad/Rawalpindi holding a permanent position or a contract appointment for at least 3 years. The supervisors/ co-supervisors would not seek any financial assistance from the University; however, they would be entitled to the HEC support for supervision, as per HEC rules.
  - f. In case of a split PhD agreement a visiting faculty member, who is resident at QAU for at least 1 year, may be appointed as a PhD supervisor, provided that an agreement exists that the remaining part of the PhD will be supervised by the visitor on his/her return to his/her parent institution, along with the student supervised.
- 9) An academic/researcher holding PhD degree, working outside Pakistan, may be appointed as co-supervisor of up to 3 PhD candidates. In all such cases the supervisor must be a permanent QAU faculty member.
- 10) A permanent faculty member of QAU can supervise up to a maximum of 8 MPhil thesis/year but not more than 5 in a semester.
- 11) The following categories of academics/researchers holding PhD degree may be appointed as supervisor of an MPhil thesis subject to the condition that at any point of time the maximum number of students allocated to one person will not exceed four:
  - a. HEC foreign faculty appointed at QAU for at least 1 year.
  - b. Faculty appointed at QAU on contract for at least 1 year under any other scheme.
  - c. Retired faculty of QAU working with other universities/educational institutions or research organizations in Pakistan with at least 1 year contract.
- 12) If the supervisor of a PhD student remains absent for two or more consecutive years, the student will have the right to seek change of supervisor. The appointment of a new supervisor will be subject to recommendation of the PhD admission committee of the concerned department/ school/ institute/ centre.
- 13) If a PhD student does not complete registration formalities for two consecutive semesters, his/her admission will stand cancelled.

## **PROCEDURE/CRITERIA FOR EXEMPTION OF MPhil/ PhD COURSES<sup>1</sup>**

Procedure/criteria for exemption of MPhil /PhD Courses for the students who have studied/ cleared in other universities/ institutions recognized by HEC:

- (1) **Transfer of Credits:** The Admission Committee of the department concerned will decide on the maximum number of transferable credits on the basis of the information (Course outlines, Transcripts) provided by the applicant. The transferable credits depend on the standing of the institution where the candidate is transferring from, the nature of successfully completed courses and on the grades obtained. The maximum transferable credits will be 50%.

Any decision on the transfer of credits for the courses completed by the applicant will be taken after the evaluation of the courses by the Admission Committee at the departmental level. Applicants can be called for an interview/test before making a final decision about the transfer of credits. Information about transferable courses/credits will be communicated to the candidates at the time of admission offer except for courses for which interviews or tests are required.

- (2) **Credit Transfer and Exemption Policy:** Credit will only be transferred when the following conditions are met credit transfer cases will not be entertained after a student has started the programme of study:
- (3) **Application for credit Transfer:** Application for credit transfer will be submitted by the student supported by the following documents:
  1. The course outline and teaching plan of the course that was completed in a different university/institution and which is being considered for credit transfer.
  2. The course contact hours and the name of the faculty who taught the course along with the relevant grades.
- (4) **Conditions for Course Transfer/Exemption:**
  1. If the course content is 80% similar to the course content at Quaid-i-Azam University, the course credit will be considered for transfer.
  2. A course exempted elsewhere is non-transferable unless it is pursued as a regular course.
  3. Exempted courses shall not include seminars or audited courses.
  4. Exempted courses shall not exceed 50% of the credit courses being offered by the department at QAU.
  5. B grade or 65% marks are required for a course to be considered for transfer.

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<sup>1</sup> Approved by Syndicate in its 154<sup>th</sup> meeting held on 12.3.2011.



6. The course work being sought for credit transfer has been completed at an HEC recognized educational institution.
7. Acceptability to transfer credit to a student's academic curriculum would be determined by the head of the department in consultation with the Admission Committee where the application is being made.

(6)

**REGULATIONS RELATING TO:**

- (a) **CONDUCT OF EXAMINATIONS, ERADICATION OF MALPRACTICES AND CONSTITUTION OF UNFAIR MEANS CONTROL COMMITTEE**
- (b) **APPOINTMENT, DUTIES AND REMUNERATION OF EXAMINERS, SCRUTINEERS AND CHECKERS**
- (c) **DUTIES AND FUNCTIONS OF THE SUPERINTENDENTS OF THE EXAMINATION CENTRES.**

**(Approved/Amended by the Syndicate in its meeting held on  
20 December 1982 and 12 February 1997)**

<b>Sections:</b>	<b>Page</b>
6(a) Regulations Relating to Conduct of Examination, Eradication of Malpractices and Constitution of Unfair Means Control Committee.	271
6(b) Regulations Relating to Appointment, Duties and Remuneration of Examiners, Scrutineers and Checkers.	278
6(c) Regulations Relating to Duties and Functions of the Superintendents of the Examination Centres.	283

**6(a)**

**REGULATIONS RELATING TO CONDUCT OF EXAMINATIONS,  
ERADICATION OF MALPRACTICES AND CONSTITUTION OF  
UNFAIR MEANS CONTROL COMMITTEE**

**CONDUCT OF EXAMINATIONS**

1. All examinations shall be held at such centres as may be approved by the Vice-Chancellor.
2. A candidate permitted to take a degree examination of the University shall not be permitted to take another degree examination in the same year.
3. The superintendent of each centre shall be appointed by the Vice-Chancellor at least one week before the date fixed for the commencement of the examination.
4. In cases of emergency, owing to the refusal or inability of a superintendent to act, or to other cause, when there is no time to bring the appointment of a Superintendent to the notice of the Vice-Chancellor, the Controller of Examination shall be empowered to appoint such Superintendent. Where necessary the Controller of Examination shall arrange for the appointment of one or more deputy superintendents.
5. The rules relating to the duties of superintendents and supervisory staff including the directions to candidates may be altered from time to time by the Vice-Chancellor.
6. If a candidate's paper is lost after having been received the candidate superintendent of the examination or by one of his/her assistants, and if passes in all other subjects of the examination, he/she may be required to appear in that one paper which is lost on a date fixed by the Controller of Examinations, and if he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of dispute as to whether a candidate's paper was duly received or not, the findings of Controller of Examinations who will fix responsibilities, subject to the approval of the Vice-Chancellor, shall be final.
7. A college candidate accepted for the examination to whom the roll number has been issued out who fails to appear or complete the examination on account of his/her serious illness or of an accident to himself/herself or due to his/her selection for and/or participation in an international sports contest (or girl guide rallies) as a national representative of Pakistan, may on the recommendation of the Principal or the officer signing the admission form and on production of a medical certificate, be permitted to appear in the next examination of the whole or part of the examination missed by him, on payment of the prescribed fee. The candidate shall be intimated, free of charge, as to whether he/she had obtained the minimum pass marks or not in the paper's in which he/she had appeared. The application of such a candidate shall be entertained only if the following conditions are fulfilled:
  - (a) The application is submitted without any delay and in no case later than the 10<sup>th</sup> day from the date of the candidate being incapacitated from taking or completing the examination through the Principal of his/her college.
  - (b) The Principal of an affiliated college certifies after making necessary enquiries
    - (i) that the candidate could not appear in or complete the examination due to

grave danger to his/her health or that of others taking the examination and that it was physically impossible for him to appear in or complete the examination and (ii) that the candidate had a reasonable chance of success if he/she had appeared in the examination. This Regulation shall apply to all the examinations which are held twice a year.

8. Admission to a supplementary examination as in Regulation-7 shall also be allowed if a candidate is unable:
  - (a) to complete his/her examination on account of the death of a near relative on one of the days of the examination certified by the Principal of an affiliated college.
  - (b) to appear in his/her examination on account of the death of a near relative not more than 15 days before the commencement of the examination certified by the Principal of the college.
  - (c) by a near relative is meant father, mother, full and half brother and sister, paternal and maternal uncle, grandfather, wife, son, daughter and husband.
9. Every day before the examination begins, the Superintendent or the Deputy Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. No late comer shall be admitted unless this warning has been repeated to him at the gate.
10. The Superintendent or the Deputy Superintendent or both, as the case may be, shall forward to the Controller of Examinations every day a declaration signed by him or them and witnessed by all the Invigilators then on duty to the effect that he/she did, as a matter of fact call upon the candidates to search their pockets and to surrender all papers, books or notes in their possession.
11. Any candidate who, after announcement made under Regulation-9, fails to part with or is found to have in his/her possession or accessible to him, papers, books or notes, relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent of the centre from the Examination room and shall be debarred from passing the said examination on report of the centre Superintendent.
12. If it is found that a candidate has access to, or is in possession of papers, books or notes, which might possibly be of assistance to him/her;
  - (a) but that his/her access to, or possession of such books, notes or papers was inadvertent, and was not mala-fide, his/her answer-book shall be cancelled, as a disciplinary measure without any implication of moral turpitude, and
  - (b) in other cases of possession be disqualified from passing any examination that year. For the purpose of these Regulations the year means a full academic year consisting of two semesters.
13. Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy the answer-book, or using or attempting to use these or any other unfair means, shall be disqualified from passing any examination for a period not exceeding three years or six semesters.

14. Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such law;
  - (a) any candidate found guilty of deliberate previous arrangements to cheat in the examination such as smuggling in another answer book, impersonation or misconduct of serious nature and the person who impersonates such candidate, if he/she is on rolls of the University or an affiliated college, shall be disqualified for a period of not less than three and not more than five years or declared as not a fit and proper person to be admitted to any future examination of the University, according to the seriousness of the offence and the other circumstances of the case.
15. .
  - (a) Any candidate, obtaining admission to the examination on false representation made on his/her application form or using abusive or obscene language in the answer-book, shall be disqualified from passing any examination for a period not exceeding two years.
  - (b) Any candidate forging another person's signatures on his/her application or his/her admission form shall be disqualified as in Regulations-13.
16. Any candidate found guilty of disclosing his/her identity or making peculiar marks in his/her answer-book for that purpose shall;
  - (a) If he/she is successful in the examination, be disqualified from passing the examination that year; or
  - (b) If unsuccessful in the examination, be disqualified for that year and the following year.
17. Candidate guilty of communicating, or attempting to communicate, with Examiners with the object of influencing them in the award of their marks, shall be deemed to have used, or attempted to use, unfair means within the meaning or Regulation-13 and shall be punished accordingly. Communications of the nature addressed to the Controller of Examinations or other officer of the University shall be treated as falling in the same category and the candidate concerned shall be punished as in Regulation-13.
18. An approach made by a relative, guardian or a friend of a candidate, will, as a rule, be considered to be on behalf of the candidate who shall be punished as laid down in this Regulation. The making of an appeal to the examiner through an answer-book by a candidate is prohibited. The answer-book in which such an appeal is made shall be liable to cancellation.
19. Any candidate who refuses to obey the Superintendent of an examination in the examination hall, or changes his/her seat with another candidate, or changes his/her roll number and creates disturbance of any kind during the examination, stages a walk-out, resorts to a pen-down strike, or instigates others to do so, or otherwise misbehaves in or around an examination hall, shall be liable to expulsion by the Centre Superintendent or the Controller of Examinations or Inspector of a Centre or any officer duly authorised by the Controller of Examinations, as well as to any of the following punishments according to the seriousness of the offence;
  - (a) Cancellation of the answer-book concerned.

- (b) Disqualification for one year only.
  - (c) Disqualification up to three years.
20. In case of an emergency, the Vice-Chancellor is authorised to award suitable punishment, without reference to the Unfair Means Control Committee to any candidate or to any student on the rolls of the University or an affiliated college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any examination hall.
21. Any candidate found in possession of fire-arms or anything capable of being used as a weapon of offence in or around any examination hall, shall be liable to expulsion by the officers as mentioned in Regulation-19 above, and to disqualification ranging between two and three years.
22. Notwithstanding anything herein before contained, no punishment shall be imposed unless a student accused of using unfair-means in an examination has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.
23. The Vice-Chancellor, to avoid hardship in genuine cases, shall have power to sanction the remission of the late fee, and acceptance of admission form and fee after the expiry of the last date with late fee.
24. The Vice-Chancellor or an officer authorised by him may, on receipt of an application in the prescribed form addressed to the Vice-Chancellor and accompanied by a fee of Rs.50/- per paper satisfy himself/herself that;
- (a) the result of the applicant has been correctly compiled and declared (this will include checking of answer-books, award lists and result sheets);
  - (b) the answer-book is in the hand-writing of the candidate himself/herself (in exceptional cases, the Vice-Chancellor may in his/her discretion, allow the answer sheet to be shown to the candidate or his/her guardian for verification of hand-writing), This, however, shall not fetter the discretion of the Vice-Chancellor to act a particular answer-book re-examined in exceptional cases where there is a strong ground to believe that the same has not been justly evaluated.
25. To facilitate the disposal of such applications. the following time limit has been fixed for the receipt and disposal of applications;
- 1. Last date for the receipt of application on the prescribed form in the office of the Controller of Examinations.      Within 10 days from the date of declaration of the result (applications received after the prescribed limit shall not be entertained under any circumstances).
  - 2. Disposal.      Ordinary: within 15 days from the date of receipt of the application on the prescribed form on payment of prescribed fee.  
Urgent: within 96 hours from the date of receipt of the application in the

Controller of Examinations office on  
the prescribed form on double fee.

27. Notwithstanding anything contained in regulations relating to all the University Examinations the Controller of Examinations shall have power to with-hold roll numbers, and result of those candidates who fail to clear their University dues, hostel fees/dues, tuition fees, examination fee and other dues.

**28. ERADICATION OF MALPRACTICES**

Whoever is guilty of:

**Punishment for Malpractices**

- (i) premature disclosure of a question or question paper knowing that such question or question paper is to be put or set at an examination written or oral; or
- (ii) replacement of an answer book or any portion thereof; or
- (iii) awarding with dishonest motive marks more or less than the marks deserved by a candidate. if the person doing so is an examiner; or
- (iv) recording in any document with dishonest motive marks more or less than the marks awarded to a candidate by the examiner concerned if the person doing so is other than the examiner; or
- (v) supplying to a candidate during his/her examination, answer to a question contained in the question paper put or to be put at an oral examination; or
- (vi) mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by the University, or in any manner using, or causing to be used a certificate, document or record knowing that it is so mutilated, interpolated or erased; or
- (vii) divulging or procuring information, pertaining to the University examination papers, answer books, examiners, conduct of examinations, fictitious roll numbers, examination results or any information incidental thereto.
- (viii) falsification of official examination results by any means including substitution of answer-books, mutilation, alliterate or falsification of University records; or
- (ix) impeding the progress of examination at any examination centre by any means whatsoever; or
- (x) assaulting or threatening any person in charge of an examination centre or any other person employed in connection with an examination, or
- (xi) approaching or influencing any University employee to act corruptly or dishonestly in the conduct of any examination declaration of any examination result, or marking of paper or obtaining secret information relating to any examination.

- (xii) attempting or abetting the commission of any of the aforesaid acts; shall be punishable under Pakistan Penal Code. The employees will also be dealt with under Efficiency and Discipline Rules.

**Offences to be cognizable and bailable:**

29. Notwithstanding any provision made in the Pakistan Penal Code or any other law for the time being in force all offences under this Act shall be cognizable by the Police only on a report by the Registrar of the Quaid-i-Azam University or such other official of the University who may be especially authorized by him in this behalf and be cognizable bailable.

**Unpublished records to be privileged documents:**

30. No employee of the University shall give evidence of any fact relating to unpublished University records or produce any document pertaining to the affairs of the University except with the previous written sanction of the Vice-Chancellor or the Registrar who may give or with hold such permission in his/her discretion.

**Official information not be asked for by Courts**

31. No employee of the University shall be compelled to a presence in any court of law of communications made to him in the court of his employment or of information in his possession which come to his knowledge by reason of his employment or of information in his possession which come to his knowledge by reason of his employment by the university except with the previous written sanction of the Vice-Chancellor or the Registrar who may give or with hold such sanction in his discretion.

**Committee to deal with use of unfair means<sup>1</sup>**

32. The U.M. Control Committee(s) to deal with the cases of alleged use of unfair means in connection with Examinations as have been defined under Regulations relating to Conduct of Examination shall consist of:

(i)	Dean of the faculty concerned	Member/Chairman (Chairperson)
(ii)	A senior Professor other than Deans of faculty concerned / affiliated college.	Member
(iii)	Chairman (Chairperson) and the Principal of the department / college concerned.	Member
(iv)	Controller of Examinations	Member
(v)	Deputy Controller of Examinations / Assistant Controller of Examinations	Member/Secretary

33. Except as given in the proviso below, the unanimous decision of the U.M.C. Committee in dealing with the cases of the alleged use of unfair means in

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<sup>1</sup> U.M.C. "Unfair means Control"



connection with the Examinations shall be final. If the decision of the U.M. Control Committee is not unanimous, the matter shall be referred to the Vice-Chancellor, who shall either decide the matter himself/herself or refer it to the Syndicate for decision.

34. Provided that if, in the opinion of the Vice-Chancellor, facts have been brought to his/her notice within 15-days of the receipt of the decision by the candidate which, had they been before the Committee, might have induced them to come to a decision other than one arrived at, the Vice-Chancellor may order that such facts to reduce to writing and placed before the U.M.C. Committee, the Committee shall then consider the case. The unanimous decision of the U.M. Control Committee and reconsideration, if confirmed by the Vice-Chancellor, shall be final. In case the Vice-Chancellor does not approve the unanimous decision of the U.M. Control Committee, he/she shall refer the matter to the Syndicate for decision. If the decision of the U.M.C. Committee is not unanimous the matter shall be referred to the Vice-Chancellor who shall either decide the matter himself/herself or refer it to the Syndicate for final decision. The decision of the Syndicate shall be final and no appeal shall be agreed.

6(b)

**REGULATIONS RELATING TO APPOINTMENT,  
DUTIES AND REMUNERATION OF EXAMINERS  
SCRUTINEERS & CHECKERS**

1. Appointment of Examiners shall be made by the Vice-Chancellor ordinarily from lists of persons recommended as suitable for the purpose in various subjects or in accordance with instructions issued by the Vice-Chancellor from time to time.
2. In cases of emergency, the Vice-Chancellor may appoint Examiners on his/her own initiative.

*Note:* The term examiner comprehends:

- (i) those who set question papers and examine scripts;
- (ii) those who set question papers but do not examine scripts
- (iii) those who only examine scripts.

Examiners again are either (a) external (b) neutral or (c) internal.

- (a) An external examiner is one who is not teaching in the same affiliated/constituent college of the Quaid-i-Azam University. In case of emergency the Dean of the faculty with the approval of the Vice-Chancellor can appoint the teacher of the same college as an external examiner provided he/she is not teaching the same subject in which the examination is to be held.
- (b) A neutral examiner is one who is not teaching the (and has not taught during the two years preceding the examination) candidates for the particular examination for which he/she is appointed. He/she may or may not be on the staff or an affiliated/ constituent college or post-graduate teaching department.
- (c) An internal examiner is one who is teaching (or has taught during the two years preceding the examination) candidates for the particular examination for which he/she is appointed.

**DUTIES OF EXAMINERS**

3. Examiners shall distribute their questions as far as possible over the whole range of the subject in which they are setting question papers.
4. Where alternative text-books are prescribed for an examination, examiners shall not base their questions exclusively on any one of such text-books.
5. Paper-setters shall assign marks for each question in the paper separately, such marks being clearly indicated in the question paper for the information of the candidates.
6. Any paper that does not conform strictly to the rules here laid down, may be returned to the Examiner concerned for correction.
7. Every examiner shall send his/her paper to the Controller of Examinations (by name) by hand or by registered, insured post in accordance with the instructions issued by the

Controller of Examinations in the matter. A paper not sent in the manner prescribed may be rejected by the Controller of Examinations.

8. No award list sent to the Controller of Examinations shall show any fractional marks for any paper.
9. It shall be the responsibility of the Principal of the College to see that the results in his/her paper are submitted to the Controller of Examinations in time.
10. Paper-setters for all written Examinations shall be both external and internal.
11. No student who is on the rolls of an affiliated/constituent college or post-graduate teaching department of the University be appointed as an examiner.
12. Before the results of an Examination are published, they shall be submitted to the Vice-Chancellor for approval, together with a statement of the percentage of passes in the whole examination and in each subject be the current year and for the three preceding years. The Vice-Chancellor will authorise publication of the results if he/she approves them. If, however, the Vice-Chancellor considers, after examining the statistics submitted that there has been marked change of standard in the whole examination or in a particular subject, he/she may refer the matter to the Examiner(s) concerned for a report on the apparent change of standard, suggesting, at the same time, any specific modification of the results he/she considers desirable. If the Vice-Chancellor and the Examiner(s) agree on the modification (if any) to be made, the Vice-Chancellor shall authorise the publication of the results accordingly. If, however, the Vice-Chancellor and the Examiner(s) do not agree or no report can be obtained from the Examiner(s) the Vice-Chancellor may, if he/she is of the opinion that there has been a marked change of standard, order re-examination of any paper, or set of papers by a new examiner to be appointed by the Vice-Chancellor.
13. Both the internal and external examiners will set full paper. The moderation of the paper will be done in accordance with the rules of the Pakistan Medical and Dental Council by the internal examiner and the Controller of Examinations.

#### **REMUNERATION TO BE PAID TO EXAMINERS**

14. Some provisions of General Application:
  - (i) If a paper setter does not examine the answer-papers of candidates in the paper set by him for any reasons, such as the following he/she will be paid half the setting for only:
    - (a) He/she expresses his/her unwillingness to examine the papers.
    - (b) He/she is unable to examine the papers on account of illness.
    - (c) He/she becomes unavailable by going out of Pakistan after setting the question-paper.
  - (ii) If an examiner is appointed to examine the answer-papers pertaining to a paper not set by him/her, he/she will be paid half the fee prescribed for setting that paper, in addition to the remuneration due to him/her for examining the answer-papers.
  - (iii) The rates at which remuneration will be paid to Examiners will be as approved by the Syndicate from time to time.

## **SCRUTINEERS AND TABULATORS**

15. 1. Scrutineers for the results of the University Examinations shall be appointed by the Vice-Chancellor on the recommendation of the Controller of Examinations.
2. The Scrutineers will be classified as under:

Category:	1.	For MSc examinations
	2.	For MPhil examinations
	3.	For all other examinations
3. Ordinarily a member of the Teaching Staff of the University shall be eligible for appointment as a Scrutineer. In special circumstances the Vice-Chancellor may waive this condition at his/her discretion.
4. The Scrutineer shall be paid such remuneration as may be fixed from time to time.
5. An automatic deduction from the remuneration of each Scrutineer concerned will be made as under, subject to a maximum of the total amount of remuneration earned by such Scrutineer for the result concerned:

For mistakes in totals affecting the general result of a candidate, Rs.5/- per mistake.
6. The Vice-Chancellor is empowered to disqualify a Scrutineer without assigning any reason.

## **DUTIES**

16.
  - (i) Comparison of marks entered in the tabulation by the tabulators with the award list submitted by the examiners.
  - (ii) Checking of total marks recorded in the award lists.
  - (iii) Verification of absentees from the absentee memos supplied by the Centre Superintendent.

## **EVERY SCRUTINEER SHALL SEE:**

17.
  - (a) The marks written in words in the award list against each Roll Number tally with the marks given in figures and that marks have not been awarded in excess of the maximum in a paper.
  - (b) That each page of the award list and correction in awards has been duly signed by the Teacher/Chairman (Chairperson) concerned.
  - (c) That marks have been correctly posted in the Tabulation Register according to the courses shown against each.
18.
  - (a) Every mistake detected by the Scrutineer in the Tabulation Register must be got corrected by the tabulator concerned and initialled by the Scrutineer.

- (b) In case of any kind of objection to pass a result the Scrutineer must put-up a note in writing for decision of the proper authority.
  - (c) Any suspected case of tempering with the result must be reported to the Controller of Examinations in writing.
  - (d) All Scrutineers are expected to scrutinize "Later Cases" whenever they are requested to do so.
  - (e) When on account of non-receipt of awards from the department/Examination or discrepancies in awards, results or marks of any candidate are withheld, the Scrutineer concerned are expected to keep themselves in touch with the Examination Section to find out whether such result(s) was/were completed and ready for scrutiny.
  - (f) The Scrutineer must consider themselves jointly responsible for the correctness of the results.
19. Every Scrutineer must finish the work assigned to him/her and sign the Tabulation Register before the given date.
20. After the results have been thoroughly scrutinized the Scrutineer shall sign on the Tabulation Register where the results have been tabulated. They shall sign a certificate on the last page of the Tabulation to the effect that the results of the Roll Numbers allotted to them have been scrutinized and found correct or corrected, as the case may be, with any other remarks that may be considered necessary.

#### **APPOINTMENTS, DUTIES AND PAYMENT OF CHECKERS**

1. Checkers shall be appointed annually/semester-wise by the Vice-Chancellor on the recommendations of the Controller of Examinations.
2. The Checkers shall be classified as under:
  - (i) For MSc/MPhil Examinations
  - (ii) For All other Examinations.
3. Ordinarily any member of the University Teaching/Non-teaching Staff shall be eligible for appointment as a Checker. In special circumstances the Vice-Chancellor may waive this condition at his/her discretion.
4. A Checker when appointed may continue to act as such as long as his/her work may be considered to be satisfactory.
5. In cases of emergency owing to the refusal or inability of a Checker to act as such or due to other reasons, the Controller of Examinations may appoint any other Checker and report to the Vice-Chancellor for ex-post facto approval.
6. The Vice Chancellor is empowered to disqualify a Checker either temporarily or permanently without assigning any reason.
7. The checkers will be responsible to perform the following duties:
  - (i) Comparison of serial number of answer books/additional booklets with those entered in the daily attendance chart.

- (ii) Comparison of marks entered in the inner side of script against each answer with those entered on the title page of the script.
- (iii) Comparison of marks entered on the scripts with those entered in the award list.
- (iv) Checking of total recorded into the award list.
- (v) Verification of absentees from the absentee memos supplied by the department/Centre Superintendent.
- (vi) Checking/comparison of marks written in figures and in words in the award list.

After the award list/answer sheet have been thoroughly checked, the Checkers shall sign on each of the award list/answer sheet.

6(c)

**REGULATIONS RELATING TO THE DUTIES  
AND FUNCTIONS OF THE SUPERINTENDENTS  
OF THE EXAMINATION CENTRES**

The person(s) appointed as Superintendent for the Rawalpindi/Islamabad Centres will take delivery of the question papers and other articles from the University Office, between 9 a.m. to 12 noon on the day before the commencement of an examination.

**1. Safe Custody of Question Papers**

The Superintendent shall be responsible for the safe custody of Question Papers from the time of taking delivery of sealed packets. He shall keep them in his personal custody and make sure that no one else possesses a duplicate key of the place where they are kept.

**2. Superintendent's Residence**

The Superintendent shall, in no case, reside in a Student's Hostel or in a house of an examiner. Suitable arrangements for residence, consistent with the safe custody of Question Papers should be made before hand.

**3. Opening of Question Paper Envelops**

Superintendent shall open each envelope containing Question Papers in the Examination Hall on the date and hour fixed for an Examination in a subject in the presence of two witnesses after verifying the subject by a reference to the date sheet and carefully examining the condition of the envelope and the seals. If the envelope is found in proper condition, the Superintendent shall open with a pen knife the flap-side of the envelope leaving the seals intact for inspection.

The opening certificate printed on the flap-side of the Question Paper Envelops shall be signed by the Superintendent and countersigned by two witnesses.

The empty envelopes should be carefully preserved and after the termination of the examination sent to the Assistant Controller (Conduct) alongwith the balance of question papers.

4. Before opening an envelope containing question papers, the Superintendent should ascertain if candidates are present for that particular paper. If no candidate is present, the envelope should not be opened but sent to the Controller of Examinations by name with a forwarding letter in a separate cover.
5. The Superintendent should, before distributing the question papers to candidates, see that the envelope opened by him contains the question paper indicated on the envelope and that mentioned in the Date Sheet. In case of a discrepancy instructions should be promptly obtained from the Controller of Examinations.
6. **Penalty for Opening a Wrong Envelope**

No honorarium will be paid to a Superintendent, who through an oversight, opens an envelope containing question papers meant for some other day. The Deputy Superintendent and the Invigilators, who have acted as witnesses for opening the envelope, shall not be paid

any remuneration. The matter shall be reported to the Vice-Chancellor for such other action as may be considered necessary.

**7. Misprint in Question Papers**

The Superintendent shall immediately bring to the notice of the Controller of Examinations any misprint, or ambiguity in a question paper.

**8. Prevention of Leakage of Question Paper in a Centre**

To prevent the possibility of questions on any subject being known by another centre before time following precautionary measures should be adopted.

- a. No person including menials should be allowed to leave the examination hall before the expiry of half an hour after the commencement of an examination.
- b. No copy of the question paper should be allowed to go out of the examination hall before the expiry of half the time.
- c. No candidate should be permitted to leave the examination hall before the expiry of an hour after the distribution of the question papers.
- d. Candidates leaving the examination hall before the expiry of half the time should not be allowed to take their question papers with them.
- e. The Superintendent should not allow any member of the Supervisory Staff to read a question paper or keep it in his/her possession.
- f. The Superintendent should keep spare copies of the question papers after distribution **IN HIS/ HER SAFE CUSTODY AND SHOULD NOT KEEP THEM OPEN ON THE TABLE.**
- g. The Superintendent should not give the question papers to anyone but return the balance to the University Office. Inspector of Examination Centre shall invariably check the balance of the question papers.

**9. Admission of Candidates**

- (a) The Superintendents shall compare particulars of candidates appearing at the centre with the list (Cut List) and names of candidates, subjects offered and total number of candidates appearing in the various subjects in the examination. The Superintendent shall not admit any candidate whose name does not exist in the cut list of candidates for that centre or about whom he/she has no directions on behalf of the Controller of Examinations.
- (b) If, at a place, where there are more than one centres of examination a candidate presents himself/herself for examination at a centre not allotted to him originally, the Superintendent shall, if there is sufficient time, direct the candidate to go to the Centre originally allotted to him. If, however, there is no sufficient time the Superintendent may allow the candidate to take the examination at his/her centre for that day only and should report the case to the Controller of Examinations. He should also inform the Superintendent of the Centre to which the candidate originally belonged.
- (c) The Superintendent shall collect the Roll Number slips issued to the candidates as authority for admission to the examination centre on the very first day of the



examination and forward them to the Controller of Examinations after the termination of the Examination.

- (d) If a candidate is unable to produce the Roll Number slip on demand, he/she should be allowed to take the examination provisionally, provided his/her name exists in the confidential list of candidates and should be asked to obtain a duplicate Roll Number Slip from the University on payment of a fee to be prescribe from time to time. This measure is necessary to avoid impersonation. The confirmation, in case of candidates admitted provisionally, should be obtained from the Controller of Examinations by email/letter. The following certificate signed by the candidate and countersigned by the Superintendent should be obtained from the former:

I.....son/daughter  
of .....being a candidate listed under  
Roll No.....for the .....  
examination do hereby declare that in the absence of any authority issued on behalf of the Quaid-i-Azam University, Islamabad by its Controller of Examinations, I have solicited the favour of appearing at the centre named below at my own risk and responsibility and that the University or any member of its supervisory staff incurs no liability whatsoever by permitting me to take my examination at this centre. I will further abide by the orders of the University whose decision shall be final.

**10. Stray Answer-Books**

Answer-books of candidates admitted under Rule 10(d) are to be treated as stray answer-books and should be sent separately under a registered parcel to the Secrecy Officer under double cover, the inner cover to be labeled as under:

STRAY ANSWER BOOKS = Subject .....  
Paper .....Examination.....  
Roll Number.....Centre.....  
Reasons in brief .....

**11. Discrepancy in the Subject offered**

The Superintendent shall not ordinarily allow a candidate to appear in a subject other than that shown against his/her name in the confidential list of candidates, If, however, a candidate insists that he/she had offered a subject not shown in the confidential list, the Superintendent shall allow him to appear provisionally in that subject and send an intimation to this effect to the Controller of Examinations, by the registered post/special messenger.

**12. Late Arrival:**

- (a) All examinations shall start at the Post Office Time. No change should be made in the time fixed for the examination. The Superintendent will open doors of the examination hall each day half an hour before the time specified for distribution of question paper. Candidates must be admitted to the Examination Hall before time fixed for commencement of the examination. The superintendent shall permit a candidate to take the Examination provisionally if he/she is late by more than 15 minutes and shall forward a

written statement from the candidate giving reasons for his/her late arrival to the Controller of Examinations in prescribed form (SF-9). These cases would be referred to the Vice- Chancellor for final orders.

- (b) The Superintendent shall not admit a candidate to the examination hall after the expiry of 15 minutes from commencement of the examination. In very exceptional circumstances however, the Superintendent may, up to half an hour from commencement of the examination, permit a candidate to take his/her examination provisionally when he/she is satisfied that the candidate was delayed due to circumstances beyond his/her control the Superintendent shall send a detailed account regarding cause of delay on the part of the candidate to the Controller of examination in the prescribed form (SF-3) alongwith a statement signed by the candidates to the effect that his/her admission to the examination is provisional and that he/she will have no claim to have his/her scripts evaluated in case the Syndicate does not approve his/her admission to the examination hall.
- (c) No candidate shall be admitted to the Examination Hall for any reason whatever after expiry of half an hour from the commencement of the Examination.
- (d) The Superintendent shall send to the Controller of Examination a list of candidates not admitted to the Examination Hall with reasons for his/her refusal to do so. (SF-3).

**13. Seating Arrangements**

The Superintendent shall make satisfactory seating arrangements a day before the commencement of the examination. Candidates shall be seated in such a manner so as to render any inter- communication impossible. Candidates belonging to the same institution must be seated well apart; candidates from the institution where the examination is being held should be seated in the Main Hall under direct supervision of the Superintendent.

“At a place where there are two or more centres the candidate shall be seated, as far as possible, at the institution other than the one to which they belong.”

**14. Prisoner Candidates**

The prisoner candidates should be seated in one row only preferably, near the entrance gate of the Examination Hall.

**15. Roll Number**

The superintendent shall write the Roll Number of each candidate with white chalk on each table so that the candidate may easily find his/her seat. Row No. should also be marked on the first and last table of each row.

**16. Plan of the Examination Hall**

The Superintendent shall arrange to prepare a typed plan of the Examination hall showing the seating arrangements as well as the direction in which the candidates are required to face. A copy of the plan should be pasted at a conspicuous place outside the Examination hall a day before the commencement of the Examination. After the termination of the examination a copy of the seating plan shall be sent to the Assistant

Controller of Examinations (Conduct).

17. **Purdah Arrangements for Women Candidates**

In a combined centre for men and women candidates, the latter should preferably be seated in a separate room and an adequate number of Lady Invigilators appointed to supervise them. In case no separate room is available for women candidates, suitable portion of the Examination hall should be reserved and purdah arrangement should invariably be made for them. A separate bath room should also be arranged. Subject to safeguard against the use of unfair means, male Superintendent of the combined centre should, as far as possible, refrain from visiting the room or the place where women candidates are taking their examination.

18. **Bath Room Arrangements**

The Superintendent should be particularly careful about making arrangements for urinals and latrines for the use of candidates. Latrines and urinals located near the examination hall should be allowed to be used to the candidates who wish so. The Superintendent should see that one of the Invigilators always accompanies the candidate wishing to make use of the urinal or latrine while the examination is going on. To prevent any possibility of the use of the unfair means, the urinal or the latrine must be inspected each time before and after a candidate uses it.

19. **Identification Book**

Candidates on their first appearance should be required to write their full names legibly and Roll Numbers (in their own hand writing) in the Identification sheet (SP-14). The Roll Number and the names written by the candidates in the identification sheet should then be compared with the attendance chart (SF-13) of the candidates. The signatures in the Identification sheet should be compared with the signature of the candidates on their Roll Number slips. If there is any discrepancy the matter should be reported to the Controller of Examinations alongwith the candidate's explanation. His answer-book should be sent as a stray answer-book to the Secrecy Officer. The Identification sheet should be sent to the Assistant Controller of Examination (Conduct) after the termination of the examination.

20. **Ink**

No ink will be supplied to the candidates by the University. The Superintendent shall not allow any candidate to use any ink other than the blue black ink. If any candidate uses any ink other than the blue black ink in spite of Superintendent's instructions his/her answer-book alongwith the candidate's explanation should be sent to the Secrecy Officer in separate cover, under an Insured Parcel.

21. **Blank Answer-Books**

(a) The Superintendent shall not give more than one answer book to a candidate in one paper under any circumstances. The continuation sheets should, however, be provided in case the answer book already supplied is finished the record of issue of Answer book and continuation sheets to each candidate should be maintained on SF-16 and SF-17 respectively. To avoid detachment of continuation sheets the candidates should be asked to write on the title page of the answer-book the number of such sheets attached and the invigilator concerned should, in the presence of the candidate, verify his/her statement

receiving the answer book, otherwise the responsibility of a loss, if any, should be that of the invigilator.

- (b) The thread for stitching will be supplied by the Superintendent. To avoid detachment, the candidates should be asked to stitch the continuation sheets inside the cover of their answer books. Invigilators should be instructed to see that the blank continuation sheets supplied to the candidates are stitched immediately.
- (c) A very strict control should be maintained on the use of blank answer books. The Superintendent should keep a regular record of the blank answer books and continuation sheets utilized every day in every paper and should strike balances per session for information of the Inspector of the centre who may check the documents any moment. The prescribed form (SF-4) should be submitted to the Assistant Controller of Examinations (Conduct) duly filled in alongwith the Superintendent bill after the termination of the examination. The balance of blank answer books and continuation sheets received from the Superintendents would be checked in the University office and until this is done the bill of the centre would not be sent to the Accounts Branch for payment.
- (d) The Superintendent shall be personally responsible for the safe custody of blank answer books. He should make sure that he has received all the bundles sent by the University and that the same are intact.
- (e) The use of blank answer book and continuation sheets for any purpose other than writing of answers in the examination hall is illegal. The cancelled or spoiled answer books must be returned to the University alongwith the balance of blank answer books

22. **Filling up Memos**

- (a) Memos must be filled in correctly giving all details in full for each paper/option. Roll Numbers of candidates whose answer books are dispatched to the Secrecy Officer must tally with those given on the answer books as well as in the Attendance Chart (SF-13) of candidates supplied by the University. Roll Numbers of candidates present as well as absent must be correctly mentioned in the memo in the column meant for the purpose. The Superintendent shall prepare three copies of the Memo. Copy 'A' shall be placed by him inside the packet of the Answer-books and dispatched to the Secrecy Officer Copy 'B' shall be dispatched under separate Registered cover to the Assistant Controller (Examinations) and copy 'C' shall be retained by the Superintendent for his/her own record. Three copies of relevant Question Paper should also be placed inside the packet of Answer- books for each subject and paper.

- (b) **Wrong Roll Number on an Answer-Book**

Candidates sometimes, either through carelessness or inadvertence, omit or wrongly write their Roll Numbers on the answer-books. Such an omission or mistake when passed by the Superintendent unnoticed involves serious complications in the University. To avoid this, the Superintendent must take special care to compare the Roll Numbers written on the answer-books with those given in the Attendance Chart of the candidates. When an answer-book

with a wrong Roll Number is discovered in the course of this comparison or otherwise: the Superintendent should send the answer-book to the Secrecy Officer with an explanatory note. He should not make the correction himself/herself. In case of two answer-books bearing the same Roll Number; the Superintendent should obtain explanations from the candidates and send the case to the Controller of Examination as an Unfair Means Case; The Superintendent should also ask the candidates to be particularly careful in writing their Roll Number correctly and legibly on the answer-books. Attention of Invigilators should also be drawn to the relevant instructions in this book under the heading "Duties of Invigilators".

23. The Superintendent should announce every day in the Examination hall that candidates should answer only as many questions are required to be answered. If they answer more than the specified number they run the risk of losing credit for their best answers as the Examiner may see only those answers which have been first answered by the candidates, according to the specified number.

24. **Secrecy** Strict Secrecy should be maintained in all the University Examinations. Hence all the Answer-books should be sent to the Secrecy Officer in a cloth cover.

The Superintendent should announce to the candidates that Roll Numbers should be written by them on three places i.e. on the right hand top corner of the title pages and on two other pages of the answer-book. If continuation sheet is used in addition to the answer-book the Roll Number should also be written on the right hand top corner of the continuation sheet.

25. Every answer-book supplied to a candidate must be signed as under:

- (a) In case of examinations in which fictitious Roll Numbers are assigned, the signatures should be affixed by the Superintendent or the Deputy Superintendent on the right hand top corner and two other pages of the answer-book and of the continuation sheet, if used.
- (b) Answer-book should in NO CASE, BE SIGNED BEFORE ISSUE. They must be signed during the course of the examination. Serious notice shall be taken in case of non-compliance of this instruction.
- (c) Maps and Graph papers

Supplied separately to candidates should also be signed. The maps and graph papers must be stitched inside the cover of the answer-book

26. **Use of Drawing Instructions, Stencils, etc.**

The candidates may bring their own drawing instruments with them for the examination where these are actually needed. Candidates in Physics and Chemistry may use stencils.

27. **Damage to Furniture and other Articles**

The Superintendent should warn the candidates not to damage the furniture of the examination centre; otherwise they would be liable to serious penalty.

28. **Illness of a candidate in the Examination Hall**

In case a candidate falls ill in the Examination Hall, the Superintendent may send for a

qualified doctor for treatment, if the candidate so desires. The doctor's fee in all such cases shall be paid by the candidate concerned and not by the University.

In an examination where candidates are eligible to appear in the Supplementary Examination under the Illness Regulations, their answer-books should not be dispatched in the bundles of answer-books but should be sent separately to the Secrecy Officer. A medical Certificate alongwith the report of the Superintendent should invariably be sent to the Controller of Examinations separately and not alongwith the scripts. However, a note to this effect must be made on the outer cover of the answer-book in question. If the candidate wants to apply for permission to reappear in the paper, he/she should be directed to apply in the prescribed form available from the University Office.

29. **Amanuensis**

Superintendents are not allowed to sanction amanuensis under any circumstances unless authorised by the Controller of Examinations.

- (a) The amanuensis must be of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.
- (b) The Superintendent shall choose a suitable amanuensis and forward immediately to the Controller of Examinations a report giving full particulars of the candidate and the amanuensis.
- (c) The Superintendent shall arrange a suitable room for the disabled candidate(s) and also appoint a special invigilator to supervise.
- (d) Such candidate(s) shall be given half an hour more than the time allowed for answering the question papers.
- (e) Blind candidates would be provided amanuensis at the expense of the University and they would be allowed 45 minutes for solving a question paper over and above the time stipulated for a question paper.

**III-Answer-Books**

30. **Collection of Answer-Books**

Immediately after the expiry of the time allotted for a paper, the answer-books should be carefully collected and the examination hall cleared of all candidates. Under no circumstances should the candidates be asked by the Superintendent to leave their answer-books on the tables.

The Superintendent should instruct the candidates that they are not allowed to leave the examination hall without handing over the answer-books to the Invigilator of their own. The candidates should remain in their seats and not leave their places until the answer-books have been collected by the Invigilator concerned. The Invigilator should then arrange the answer-books of his/her section serially and hand them over to the Superintendent or the Deputy Superintendent. Care should be taken to insert absentee slips in lieu of the Answer-books of absentees. Invigilator should see that a candidate who does not attempt even any part of the question paper nevertheless submits an answer-book bearing his/her roll number and other particulars required in the title page. Such answer-books should be superscripted "Not attempted" in the handwriting of the Superintendent without initials.

31. **Despatch of Answer-books**

All the answer-books collected by the Superintendent at his/her centre shall be arranged serially, counted properly, securely tied, packed in cloth, sealed and despatched to the Secrecy Officer on the same day, the examination is held. In case of afternoon papers when it is not possible to despatch the packet on the day the seal of the Deputy Superintendent should be used, In case the Deputy Superintendent has not seal of his/her own, the packet may be sealed with the seal of the Superintendent but the seal must remain in the custody of the Deputy Superintendent. Where there are night post offices the answer-books should be despatched the same evening. The Superintendent of the local centres should deliver the packets of answer-books for the evening sessions in the Secrecy Officer each day after the termination of the paper.

32. **Special instructions in connection with the Secrecy Office**

Special care should be taken in regard to the packets secrecy is maintained. The Memo for the Secrecy Officer and one copy of relevant question paper must be packed inside the packet alongwith the answer-books.

33. **Attendance Charts**

The Attendance Charts (SF-13) duly filled in should be despatched to the Secrecy Officer immediately after the termination of the examination.

34. **Packing of Answer-books**

When answer-books are sent by registered post, the Superintendent should see that they are packed in cloth lined envelopes or in cloth. Paper envelopes should in no case, be used for this purpose.

In case the candidates have been given the option of answering the questions in Urdu or English, the answer-books having the Urdu script shall have to be sent to the Special Examiners for marking, the answer-books of the Urdu and English scripts should be packed in two different packets. These two packets should then be despatched to the Secrecy Officer in one bundle.

35. **Mode of Despatch of Answer-books**

The Superintendent should note the following instructions in regard to the despatch of answer-books. If the seal affixed on the packet of answer-book is in the possession of the Deputy Superintendent, the packet should be despatched by the Superintendent otherwise by the Deputy Superintendent.

**VI - UNFAIR MEANS**

36. **Direction for Candidates**

A copy of the Rules containing direction for candidates in a poster form supplied by the University shall be posted outside the examination hall.

37. Instructions to candidates in RED INK (Poster No. E-34/C) should be exhibited daily at the main gate of the Centre of Examination quite close to the seating plan.

38. Instructions to be read out by the Superintendent every day in each session before the commencement of the examination.

On each and every day of the examination once every time before the examination begins and also to the candidates who arrive late, the Superintendent shall read out the following rules for the warning of the candidates:

- (a) Candidates should search their pockets and put outside the Examination Hall, all papers, books or notes which they may have in their possession before they occupy their seats.
- (b) Candidates should not disclose their identity or make any kind of peculiar marks outside or inside their answer-books. Entries like “7{6” etc. are strictly forbidden and should not be written outside or inside the answer books.
- (c) Candidates should not write their names, the name of their centre, college or District. The private candidates should not write that they are appearing as such.
- (d) Candidates should use fictitious names like ABC or XYZ if they have been asked to write a letter.
- (e) Candidates should fill in the entries on the title page of their answer-books only in the manner prescribed below:

Examination: MBBS. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or Final Professional, as the case may be)

Subject: Biochemistry, General Pathology, Special Pathology or Surgery (as the case may be)

Paper: I or II (as in the date sheet)

Date: 1<sup>st</sup> March 1981 (as in the date sheet)

(Entries only in the manner prescribed above are to be made. No other entry is allowed and any deviation from these instructions shall be punishable).

- (f) Candidates should write Q. I or II and begin writing their answers. No lines or brackets need to be drawn under or around the Question No. No other mark be given.

Any infringement of this rule will be dealt with under the unfair means regulations.

(The Superintendent shall forward to the Controller of Examinations at the end of an examination a declaration (SF-11) signed by him and witnessed by the Deputy Superintendent to the effect that he/she did read out the instructions to the candidates and did call upon them to surrender all papers, books or notes in their possession)

### 39. **Misbehaviour of a candidate in or around the Examination Hall**

Any candidate who refuses to obey the Superintendent of an examination in the Examination Hall, or changes his/her seat with other candidates, or changes his/her Roll Number card, creates disturbance of any kind during the examination, stages a walk out; resorts to a pen down strike or instigate others to do so or otherwise misbehaves in/or around any examination hall, shall be liable to expulsion by the Superintendent or the Controller of Examination or Inspector of a centre or any



officer duly authorised by the Controller of Examinations as well as to any of the following punishments according to the seriousness of the offence:

- (a) Cancellation of the answer-book concerned.
- (b) Disqualification for one year only.
- (c) Disqualification up to three years.

The Superintendent of the Examination Hall shall report, without delay, each such case in detail with evidence and explanation of the candidate concerned for final orders of the University.

40. **Possession of weapons inside the Examination Hall**

Any candidate found in possession of firearms or anything capable of being used as weapon of offence in or around any examination hall, shall be liable to expulsion by the officers as mentioned in Regulation 19 above and disqualified for a period ranging between one and two years.

41. **Explanation of the candidates using unfair means**

When the Superintendent takes action against a candidate using or attempting to use unfair means, he/she should invariably demand written explanation or statement of the candidate concerned. If any candidate refuses to give his/her statement, the fact should be noted in the report.

42. The Superintendent has the right of asking the candidates to leave the Examination Hall when he/she suspects the candidate of using unfair means. He, however, cannot prevent the candidate from taking the examination in subsequent papers.

When a candidate is detected using unfair means, the Superintendent should take care that this report is always full and complete in every respect and includes all the known facts and relevant circumstances of the case and other evidence.

While submitting a copy of the seating plan alongwith the unfair means case of any candidate, the Superintendent should show by an arrow which way the candidate was facing.

The Superintendent should NOT forward more than one case in the same report. Each case must be submitted with a separate report unless it is inter-related with another case.

The Superintendent should submit his/her report in the prescribed form (SF-9) to the Deputy Controller of Examinations alongwith the answer-book of the candidate.

43. **Removal of Officials**

If an unfair means case remains undetected in a centre and is brought to the notice of the Controller of Examinations by the Examiner leading to disqualification the names of all or any of the officials concerned, i.e. the Superintendent the Deputy Superintendent or the Invigilators may be removed from the list of the Supervisory Staff.

**VII - SUPERVISION**

44. The Supervisory Staff of a centre is directed to reach the centre one day before the Commencement of the Examination so as to help the Superintendent in the arrangement of the centre. If any, Invigilator does not reach the centre at a fixed time, the Superintendent is authorised to appoint a person in his/her place. In case the Deputy Superintendent is absent, the Superintendent should get approval Assistant Controller (Conduct) the substitute stating his/her father's name, qualification address and experience by email or telephone.
45. Subject to the provision of Regulation 3, the following will be the Supervisory Staff at a centre in addition to the Superintendent as explained further.

- (a) Deputy Superintendent(s)
- (b) Invigilator(s)

Deputy Superintendent: One Deputy Superintendent shall be appointed for the whole period of the examination at each centre in addition to the required number of invigilators.

46. **Invigilators**

- (a) One Invigilator for each set of 40 candidates shall ordinarily be allowed.
- (b) OUT OF THE USUAL QUOTA OF INVIGILATORS PERMISSIBLE UNDER THE RULES, one of the invigilators is to be appointed by the Superintendent to do the clerical work at a centre of Examination.
- (c) The rule (one invigilator for every 40 candidates) applies to each hall or a room used as a centre and to the centre as a whole. The number of rooms used and the number of candidates seated in each room must invariably be indicated in the invigilators bill against each date. No. extra invigilator will be sanctioned except in extremely exceptional cases when the previous sanction of the Controller of Examinations should be obtained. This sanction should be attached to the bill to avoid unnecessary correspondence and delay in payment.
- (d) In a combined centre where women candidates are seated, a lady invigilator should invariably be appointed
- (e) No invigilator is permissible when the actual number of candidates appearing at a centre is ten or below.

47. **Duties of invigilators to be read out**

- (1) The Superintendent should read out and explain to the invigilators their duties on the first day of the Examination.
- (2) The Superintendent shall keep and preserve for six month's accurate in every detail, a list of duties allotted by him to each invigilator. He shall have a signed statement from every invigilator showing the Roll Numbers which the latter was supervising on each day of his/her duty. Similar record shall be kept in respect of the Deputy Superintendent(s).

- (3) The Superintendent should also secure a certificate from the Deputy Superintendent and each invigilator that there was no relative or a candidate privately coached by him at that centre. The Superintendent shall not allow an invigilator to work at the centre when the latter's relative or a candidate coached by him is appearing.
48. As far as possible no person should be appointed as an Invigilator at a centre where candidates belonging to his/her own institution are taking their examination at that centre.
49. **Posting of Invigilators**
- If an exception is made to Rule No, 48, the Superintendent shall arrange that invigilators from particular Institutions are not posted on duty to supervise candidates from the same Institutions. In case no outsider is appointed by the University office, the Superintendent should arrange locally and communicate their names to the University for approval and record. Subject to this provision, the invigilators should, if possible change their places of duty every day.

## **VI – Practicals**

50. **Oral and Practical Examinations**
- The Superintendent shall communicate to the examinees in Practicals at his/her centre the exact date and place of the examination and such other instructions as he/she may think necessary.
51. Roll Numbers of candidates taking their practical examinations at stations or centre other than their own should always be communicated to the Superintendent concerned so as to reach him/her at least four days in advance to enable him to prepare a chart regarding the distribution of the candidates for notification to candidates as well as the examiners in good time.
52. **Letter of Authority to Candidates going to another Centre for Practical Examinations**
- If candidates from one centre are going to another centre for their Practical Examination, the Superintendent should give them a letter of authority for the Superintendent and the examiner of the centre at which the candidates have to take their Practical Examination.
53. **Question Papers for Practical Examinations**
- The sealed envelopes containing question papers of each Practical Examination are sent to the Chairman (Chairperson) of the department, head of Institution or Principal of the College by the Controller of Examination who will hand over the same to the Examiners. The envelopes containing instructions/key's to Examiners are to be opened by the Examiners on the date and time specified on the envelopes in order to make arrangements for the apparatus and specimen required for the examination.

54. The Superintendent and the Inspectors of Examination Centre should in no circumstances:
- (a) set question papers:
  - (b) make financial commitments on behalf of the University and
  - (c) Take any other action on matters not specifically mentioned in the regulations without previous reference to the Controller of Examinations.
55. **Superintendents not to Leave the Station Without Permission**
- From the time the Superintendent reach their stations of examination up to the time of conclusion of the examination, they should consider themselves the agents of the University and must not leave the station during the examination days without the previous permission of the Controller of Examinations.
56. **Superintendents not to Leave Examination Hall**
- The Superintendent shall remain in the examination hall during the time allotted for each paper. He/she shall on no account, speak or permit anyone to speak to a candidate on any subject pertaining to the question during the hours of examination except for the purpose of correcting misprints or other errors.
57. **Admittance of Visitors to the Examination Hall**
- No visitor should be allowed to enter the hall during the examination without the production of an identity card of the University bearing the signatures of the Controller of Examinations.
58. **Report about Conduct of Examination.**
- On the conclusion of an examination the Superintendent shall submit to the Assistant Controller (Conduct) a report about the conduct of the examination at his/her centre pointing out therein infringement of rules, if any, by himself/herself or by any of the invigilators or by candidates, etc. in a prescribed form (SF-8). He should also submit, with his/her bills, the questionnaire (given on the back of the Superintendents contingent bill form) duly signed, as otherwise the payments are likely to be held up.
59. **Return of furniture by the Superintendent.**
- The Superintendent should be particularly careful in returning the furniture taken from the various institutions for the examination immediately after the termination of the examination. Receipts for return of furniture should invariably be obtained and a certificate for breakage or damage to the furniture, if any, should be given to the Institution concerned for appending it with the estimate to be sent by them to the Controller of Examinations for approval before repairs or replacements are taken in hand.
60. **Return of Blank Answer-books**
- A separate report in duplicate, on a printed Form (SF-4) shall be submitted to the Assistant Controller (Conduct) by the Superintendent about the blank answer-books. The balance of blank answer-books and continuation sheets should be returned to the Assistant Controller (Conduct) by; Special Messenger alongwith Form No. SF-4

(Statement of the consumption of blank answer- books) after the termination of the examinations.

61. **Return of University Seal**

The University Seal should be sent to the Assistant Controller (Conduct) under a Registered Parcel by hand separately and not alongwith any other articles of stationery.

62. **Smoking not Permitted in the Examination Hall**

The Superintendent shall neither allow the candidates and the Supervisory Staff to smoke inside the Examination Hall nor permit them to go out of the Examination Hall for a smoke.

63. **Superintendent's Expenses**

The Superintendent is expected to make arrangements for the examination under his/her charge, as economically as possible consistent with efficiency. A superintendent's Stationery Box will be available from Superintendent - Secrecy/Conduct for use at the centre. A list of the articles deposited in the box will be supplied by the University.

64. **Articles Purchased to be Returned**

Articles purchased for the examination, as sanctioned by the Controller of Examinations, from time to time, should be deposited in the box after the termination of the examination in the charge of the Superintendent Secrecy/Conduct from whom the box was originally received unless otherwise instructed by the University. At least three lists of such articles deposited should be prepared. One should he/she sent to the Controller of Examinations for record, the second to be attached with the contingent bill and the third to be kept in the box

65. **Safe, Trunks and Locks**

The purchase or hire of safes, trunks and locks for question papers is not permissible.

66. **Chowkidar for Safe Custody of Vehicles.**

No chowkidar is allowed to look after the vehicles of the examinees. Superintendent may allow someone to look after them on a reasonable charge from the candidates.

67. If there is no clock in an Examination Hall, the Superintendent shall make necessary arrangements to procure it on a reasonable rate.

68. **Bill of Expenses**

All necessary expenses, relating to postage, arrangements for the conduct of examination, etc. will be paid by the University on submission of a detailed bill on the prescribed bill form.

Previous sanction for the postage on ordinary, registered letters and parcels, railway freight and octroi expenses is not required, but actual payees receipts where available, in support of this expenditure should always be attached with the bill in order to avoid audit objections and delay in payment.

69. **Conveyance for Superintendent**

In case no conveyance is provided to the Supervisory Staff by the University, they shall be entitled to TA charges as admissible under the rules. Provided, that the Controller of Examinations can sanction conveyance allowance at a higher rate under special circumstances.

No voucher will be required for any conveyance (of all kinds) charges but a certificate to the effect that the amount was actually spent should be submitted along with the contingent bill.

70. **Advance Money to Superintendents:**

A reasonable amount per candidate would be advanced to the Superintendent by cash to meet contingent expenses at the examination centre

**Purchase of Articles**

The articles that may be required at the Centre for use at the examination centre, for instance for packing and sealing the answer sheets etc may be purchased as per the market rates.

The Superintendents are, however, expected to use articles consistent with efficiency. They will not be required to furnish vouchers for payment of purchase of necessary amount spent. A certificate to the effect that this amount actually has been spent for articles will suffice.

71. **Stationery to be Supplied by the University Office**

The articles of stationery for use of students would be supplied by the University if necessary.

72. **Previous Sanctions**

Previous sanctions for the following articles on the prescribed form S.F. 12 (in duplicate) should be obtained.

(It should be noted that previous sanction of the Controller of Examinations is required only for items mentioned below).

- (a) Packing cloth when not supplied by the University – one yard of cloth or Hessian for a packet of about 125 – 150 answer books to be dispatched or half a yard for a small packet to be sent. Local Superintendents may please note that the packets of answer-books should invariably be wrapped in cloth supplied by the office.
- (b) Sanction for Extra Invigilators:
  - (i) Ordinarily, one Invigilator for each set of 40 candidates is allowed. For sanction of extra Invigilators the number of candidates seated in the Examinations Hall and the side room, when used to be specified in detail as required in the form (SF-6) for the purposes.
  - (ii) The appointment of extra Invigilators is only for the days when the necessity of such extra work is realized. In no case the extra Invigilator appointed later on, be included in the total number of invigilators already allotted to the centre for the distribution of turns.

This would facilitate the checking of extra payment and expediting payment of the bills to the Invigilators.

- (iii) Sanction in regard to the appointment of extra supervisory staff and for other expenditure must be obtained during the course of the examination. No application in this respect may be entertained after the termination of the examination.
  - (iv) The names and the particulars of the substitutes of those Invigilators and Deputy Superintendents who for one reason or the other cannot undertake the work should be forwarded in duplicate for sanction/approval on the form (No.SF-7) alongwith the list of invigilators etc., appointed at the centre by the University. – The bill of the Supervisory Staff should be sent to the Treasurer complete in every respect alongwith the original appointment letters. – The sanction of the Controller of Examinations should be obtained in the prescribed Form (SF-7) and attached with the bill. Previous approval of a substitute of a Deputy Superintendent by email or otherwise is necessary.
- (c) To avoid any hardship or inconvenience to the examiners, adequate arrangements for the Iced-water and Pedestal/Ceiling/Table fans in the Examination Hall should invariably be made. The expenditure thus incurred should be indicated in the Form (SF-12) and immediately submitted to the Controller of Examinations for approval.

### **73. How to Draw Contingent Expenses Bill**

Bill of contingent expenses by Superintendent are often delayed for want of genuine vouchers etc. The following instructions should, therefore, be observed.

- (i) A mere cash memo is not valid acquaintance for payment unless the fact of payment is expressly acknowledged. The receipt of the payee should invariably be obtained on the face of the memo, in those words “Received in full payment”.
- (ii) The details of the unused and spare articles deposited in the stationery box or auctioned or sold should be supplied, as in the absence of this information no useful check over the adequacy of the amount fetched can be exercised.
- (iii) The details of the expenditure incurred on account of postage on ordinary letter and email should be attached with the bill in support of the claim in order to see how the amount was spent.
- (iv) The actual payees’ receipts in support of payment should clearly bear the signatures or the thumb-impression of the payees, which should be attested by the Superintendent giving the dates on which such payments were made.

Note: Stationery forms referred to as SF 4,6,7,12,13,15,16 as referred to in these Regulations are available in the Superintendent’s file E-33/C in the office of Controller of Examinations.

**List of Documents Sent by the University to the Superintendents:**

1. Parcel containing question papers envelopes.
2. Blank answer-books.
3. List of candidates and Centre Statement.
4. Labels addressed to the Secrecy Officer.
5. List of supervisory staff.
6. Book of Instructions for Superintendents and Supervisory staff.
7. Superintendent's file.
8. Direction for candidates.
9. Memo. Book for Secrecy Officer.
10. Travelling Allowance Bill Form.
11. Contingent Bill Form.
12. Bill form for Invigilators (written examinations).

**List of documents and papers to be sent by the Superintendents to the University Office:**

<b>S.No.</b>	<b>Name of Officer</b>	<b>Name of Document</b>
1.	Secrecy Officer	Attendance Chart
2.	Treasurer	i. Invigilators Bills. ii. Contingent Bills.
3.	Assistant Controller (Conduct)	i. Certificates regarding opening of parcels of Question Papers. ii. Certificates regarding scrutiny of envelopes containing Question papers. iii. Empty cloth lined envelopes with seals intact alongwith the balance of question papers. iv. Roll Number slips collected from the candidates. v. A seating plan of the Examination Hall. vi. Identification book vii. Certificate of reading out rules regarding directions to candidates re-use of unfair means, etc. S.F. II. viii. Report about blank answer-books received,



utilized and returned. (SF-4).

- ix. Form No.SF-16 bearing signatures of the candidates.
- x. Report of superintendent re-deposit of stationery box with the Head of the institution containing perishable and imperishable articles.
- xi. General reports regarding conduct of Examination.
- xii. Book of Instructions to Superintendents.
- xiii. Confidential list of candidates.
- xiv. Declaration Form SF-15.
- xv. University seal – to Assistant Controller (Conduct) in a separate parcel within 2-days after the examination.

Note:

- (A) Attendance chart should be sent to the Secrecy Officer just after the termination of the examination.
- (B) All other documents mentioned above are to be submitted within a fortnight of the termination of the examination. Item Nos.3 (i-ii) should, however, be sent to the Assistant Controller (Conduct) on the day when the parcel containing Question Papers are opened.

Controller of Examinations  
Quaid-i-Azam University  
Islamabad.

(7)

**REGULATIONS RELATING TO AWARD OF  
GOLD MEDALS TO SUCCESSFUL STUDENTS  
OF MA, MSc, MBA, MPA AND MPhil IN  
THE FACULTIES OF BIOLOGICAL, NATURAL AND SOCIAL  
SCIENCES OF THE UNIVERISTY**

**(Approved by the Syndicate in its meetings held on  
21 July 1994 and 29 August 1996)**

(7)

**REGULATIONS RELATING TO AWARD OF GOLD MEDALS TO  
SUCCESSFUL STUDENTS OF MA, MSc, MBA, MPA AND MPhil IN THE  
FACULTIES OF BIOLOGICAL, NATURAL AND SOCIAL SCIENCES  
OF THE UNIVERISTY**

- (a) The President's Gold Medals may be awarded to the students who stand first in MSc in the Biological, Social & Natural Sciences.<sup>1</sup>
- (b) .
  - i) The President's Gold Medal may be awarded to the student standing first in MPhil in Biological Sciences
  - ii) The President's Gold Medal may be awarded to the student standing first in MPhil in Social Sciences.<sup>2</sup>
  - iii) The President's Gold Medal may be awarded to the student standing first in MPhil in Natural Sciences.<sup>3</sup>
- (c) The Chancellor's medal may be awarded to the student standing first in each subject in MA, MSc, MBA, MPA and MPhil examinations.<sup>4</sup>

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<sup>1</sup> Approved by the Syndicate in its meeting held on 21.07.1994.

<sup>2</sup> Approved by the Syndicate in its meeting held on 29.08.1996.

<sup>3</sup> Ibid.

<sup>4</sup> Approved by the Syndicate in its meeting held on 21.07.1994.

(8)

**REGULATIONS RELATING TO THE ADMISSION, REGISTRATION  
AND EXAMINATION FOR POST GRADUATE DIPLOMA IN  
COMPUTER SCIENCE AND INFORMATION  
TECHNOLOGY**

**(Approved by the Syndicate in its meeting held on 31 October 1992)**

(8)

**REGULATIONS RELATING TO THE ADMISSION, REGISTRATION  
AND EXAMINATION FOR POST GRADUATE DIPLOMA IN  
COMPUTER SCIENCE AND INFORMATION  
TECHNOLOGY<sup>1</sup>**

**1. ADMISSIONS**

- (a) A person holding Bachelor's degree from any Pakistani University or an equivalent degree from any other recognised University with at least second division or an overall 'B' grade shall be eligible for admission.
- (b) [merged in Clause 1(a) above]<sup>2</sup>
- (c) Each student shall be admitted on the basis of merit, computed from Academic qualifications, test and interview. The allocation for determining the merit shall be as follows:
  - (i) Academic Record 75%
  - (ii) Aptitude Test 20%
  - (iii) Interview 5%For Academic Record, 50% weightage will be given to BA/ BSc/ BCom / BE and 50% to FA/FSc/ICom
- (d) Five seats are reserved for the nominees of Govt/Semi Govt / autonomous organisations.
- (e) All admissions shall be approved by the Vice-Chancellor on the recommendations of the Director, Computer Centre.
- (f) The Vice-Chancellor may cancel/refuse admission of/to any student without assigning any reason.

**2. GENERAL CONDITIONS**

- (a) The courses of study for Post Graduate Diploma in Computer Science / Information Technology shall extend over 12 months having three semesters with duration of four and a half months, four and a half months and three months respectively.
- (b) A Post Graduate Diploma will be awarded for passing a minimum of 36 credits. A course of one credit shall mean one hour of lecture or three hours of Laboratory work per week.
- (c) English shall be the medium of instruction.
- (d) Students will not get hostel accommodation.

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<sup>1</sup> Vide approval of the Vice-Chancellor dated 22-07-2004

<sup>2</sup> Condition amended vide Notification No.(R)/M-04-1053 dated 10.4.2004.

**3. REGISTRATION OF COURSES**

- (a) At the beginning of each semester, a student shall register in the course(s) as given in Appendix-I, being offered by the Computer Centre on prescribed registration cards.
- (b) A student will be required to register for courses of 15 credits in the first semester, 15 credits in the second semester and 6 credits in the third semester.
- (c) The Director of Computer Centre shall forward within fifteen days from the date of the commencement of a semester all the registration of courses cards to the Controller of Examinations.

**4. EXAMINATION**

- (a) A student shall be evaluated in each course on the basis of sessional tests, class assignments, and terminal examination, of which 50% marks shall be reserved for sessional tests, class assignments and 50% marks for the terminal examination.
- (b) The terminal examination will be held at the end of each semester on the dates to be fixed by the Controller of Examinations in consultation with the Director, Computer Centre.
- (c) A student shall be eligible to appear in the terminal examination provided that:
  - (i) he/she has been on the rolls of the University during that semester;
  - (ii) has registered himself/herself for the course of study, and
  - (iii) has attended, not less than 80% of the lectures/seminars delivered to his/her class in each course and 80% of the practicals/laboratory demonstrations prescribed for the respective courses. The Director, Computer Centre may, on the recommendations of the teacher of the course concerned, condone the deficiency in attendance up to 5% of the total lectures, seminars, practicals and laboratory demonstration. The student falling short of the required percentage of attendance of lectures/ seminars/ practicals/ laboratory demonstration etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course.
- (d) A date-wise record of the attendance of students shall be maintained by the Computer Centre.
- (e) After completing the project, students shall be required to submit a report. Project will be jointly evaluated by the internal supervisor and the external examiner by conducting examination.

**5. GRADES, PROMOTION AND MERIT**

- (a) The minimum pass marks for each course shall be 50%. Candidates obtaining less than 50% marks in any course shall be deemed to have

failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks.

- (b) If a student fails to appear in the terminal examination in a course(s) on medical or any other reason, he/she shall be treated as absent and failed.
- (c) .
- (i) At the end of first semester, a student shall be required to pass at least 9 credits of course work failing which the student shall be deemed to have failed in that semester and cease to be the student of the university.
  - (ii) A student failing in six credits or less shall be given one chance as a concession of makeup examination within two weeks of the declaration of the result, failing which he/she shall cease to be the student of the university.
- (d) .
- (i) At the end of second semester, a student shall be required to pass at least 9 credits of course work failing which the student shall be deemed to have failed .in that semester and cease to be the student of the university.
  - (ii) A student failing in six credits or less, shall be given one chance as a concession of makeup examination within two weeks of the declaration of the result, failing which he/she shall cease to be the student of the university.
- (e) A student shall be required to submit his/her Project Report at the end of the third semester.
- A student, who fails to submit the Project Report at the end of third semester, may be allowed to do so in the next six months on payment of existing monthly fee during the extended period.
- If the student does not submit the report after the extended period, then he/she shall cease to be the student of the University.
- Further up to two students may be allowed to work on a project.<sup>1</sup>
- (f) Course of 3 credit hours will be weighted with 150 marks. The total marks for the Post Graduate Diploma shall be 1800.
- (g) Percentage of marks shall be calculated up to three significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit.
- (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored)
- (h) Candidates securing 80% marks or more in a course shall be given grade 'A', 60% to 79.9 grade 'B' and 50% to 59.9%) grade 'C' in that course. The overall performance of a student shall be graded in the same manner.

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<sup>1</sup> Clause amended vide approval of the Syndicate in its meeting held on 6.2.1999.

- (i) On successful completion of the requirements of the diploma each candidate shall be awarded the Post Graduate Diploma in Computer Science/Information Technology. A separate transcript shall also be issued to each candidate showing the marks and grades obtained in each course, and also the aggregate marks, percentage marks and the grade.
- (j) The Controller of Examination shall issue a Certificate of Merit to a student who stands first in the subject on the basis of the overall result provided that the student has obtained 80% marks or more in the aggregate, has not failed in, or repeated any course and has completed the course work in one year.
- (k) There shall be no re-evaluation of answer books. A student may, on payment as prescribed by the Syndicate from time to time, get the answer book re-checked for totalling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, the Director of Computer Centre and the Controller of Examination, within one month from the date of declaration of the results. Errors or omissions if any shall be rectified.

**6. UNIVERSITY DUES**

Each student of the Post Graduate Diploma of Computer Science/Information Technology shall be required to pay tuition fee and such other dues as may be determined by the University from time to time.

**7. TUITION FEE**

Tuition fees should be deposited by 10th of each month and with a fine of Rs.100/- by 20<sup>th</sup> of each month. Failing which, the name of the student may be struck off from the rolls.



(9)

**REGULATIONS RELATING TO THE ADMISSION,  
REGISTRATION AND EXAMINATION FOR  
PROFESSIONAL CERTIFICATE COURSE (PCC) IN  
COMPUTER SCIENCE / INFORMATION TECHNOLOGY**

**(Approved by the Syndicate in its meeting held on 25 July 1991)**

(9)

**REGULATIONS RELATING TO THE ADMISSION,  
REGISTRATION AND EXAMINATION FOR PROFESSIONAL  
CERTIFICATE COURSE (PCC) IN COMPUTER SCIENCE/  
INFORMATION TECHNOLOGY<sup>1</sup>**

**1. ADMISSIONS**

- (a) A person holding Bachelor's degree from any Pakistani University or an equivalent degree from any other recognised University with at least second division or an overall 'B' grade shall be eligible for admission.
- (b) Each student shall be admitted on the basis of merit, which shall be determined according to the following formula:

$$\text{FMT} = 800 \times \left( \frac{\text{MOF}}{\text{TM}} + \frac{\text{MOB}}{\text{TM}} \right) + \text{HQ}^2$$

Where:

- FMT = Final Total marks
- MOF = Marks obtained in Intermediate Certificate.
- MOB = Marks obtained in Bachelor's degree.
- TM = Total Marks in the relevant Examination
- HQ = Hifz-e-Qur'an (20 marks)

- (c) Ten seats are reserved for the nominees Govt./Semi Govt./Autonomous organizations.
- (d) All admissions shall be approved by the Vice-Chancellor on the recommendations of the Director, Computer Centre.
- (e) The Vice-Chancellor may cancel/refuse admission of/to any student without assigning any reason.

**2. GENERAL CONDITIONS**

- (a) The courses of study for Professional Certificate shall extend over a minimum period of 5 months.
- (b) A Certificate will be awarded for passing 16 credits.
- (c) English shall be the medium of instruction.
- (d) Students will not get hostel accommodation.

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<sup>1</sup> Vide approval of the Vice Chancellor on 22-07-2004

<sup>2</sup> The word 'NCC' omitted from the formula vide decision of Syndicate made at its meeting held on 30.8.2003.

- (e) Computer Centre may alter the dues and the course(s) mentioned in accordance to the need and changing technology after getting the approval from the Vice-Chancellor.

### **3. REGISTRATION OF COURSES**

- (a) At the beginning of the course, a student shall register in the course(s) offered by the Computer Centre on prescribed registration cards.
- (b) A student will be required to register for courses of 16 credits.
- (c) The Director of Computer Centre shall forward within fifteen days from the date of the commencement of the course all the registration of courses cards to the Controller of Examinations.

### **4. EXAMINATION**

- (a) A student shall be evaluated in each course on the basis of sessional tests, class assignments, and terminal examination, of which 50% marks shall be reserved for sessional tests, class assignments and 50% marks for the terminal examination.
- (b) The terminal examination will be held at the end of courses on the dates to be fixed by the Controller of Examinations in consultation with the Director, Computer Centre.
- (c) A student shall be eligible to appear in the terminal examination provided that:
  - (i) he/she has been on the rolls of the Computer Centre during the course period.
  - (ii) has registered himself/herself for the course of study, and
  - (iii) has attended, not less than 80% of the lectures/seminars delivered to his/her class in each course and 80% of the practicals/laboratory demonstrations prescribed for the respective courses. The Director, Computer Centre may, on the recommendations of the teacher of the course concerned, condone the deficiency in attendance up to 5% of the total lectures, seminars, practicals and laboratory demonstration. The student falling short of the required percentage of attendance of lectures/seminars/practicals/laboratory demonstrations etc. shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as have failed in the course.

### **5. GRADES, PROMOTION AND MERIT**

- (a) The minimum pass marks for each course shall be 50%. Candidates obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks.
- (b) If a student fails to appear in the terminal examination in a course(s) on medical reason, he/she shall be given a chance of an examination and the dates of examination shall be decided by the Director, Computer Centre.

- (c) .
- (i) At the end of the course, a student shall be required to pass at least 9 credits of course work failing which the student shall be deemed to have failed and cease to be the student of the university.
  - (ii) A student failing in seven credits or less, shall be given one chance as a concession of makeup examination and the dates of examination shall be decided by the Director, Computer Centre. If the student fails in this examination, he/she shall cease to be the student of the university.
- (d) Course of 3 credit hours will be weighted with 150 marks. The total marks for the Certificate Course shall be 800.
- (e) Percentage of marks shall be calculated up to three significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit.
- (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored)
- (f) Candidates securing 80% marks or more in a course shall be given grade 'A', 60% to 79.9% grade 'B' and 50% to 59.9% grade 'C' in that course. The overall performance of a student shall be graded in the same manner.
- (g) On successful completion of the requirements of the Certificate each candidate shall be awarded the Professional Certificate in Computer Applications. A separate transcript shall also be issued to each candidate showing the marks and grades obtained in each course, and also the aggregate marks, percentage marks and the grade.
- (h) There shall be no re-evaluation of answer books. A student may, on payment of Rs.100/- per paper, get the answer book re-checked for totalling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, the Director of Computer Centre and the Controller of Examination, within one month from the date of declaration of the results, errors or omissions if any, shall be rectified.

## **6. UNIVERSITY DUES**

Each student of the Professional Certificate Course of Computer Science shall be required to pay tuition fee and such other dues as may be determined by the University from time to time.

(10)

**REGULATIONS RELATING TO THE  
ADMISSION, REGISTRATION AND  
EXAMINATION FOR CERTIFICATE COURSE  
IN SYSTEMS ANALYSIS AND DESIGN**

**(Approved by the Syndicate in its meeting held on 31 October 1992)**

(10)

**REGULATIONS RELATING TO THE ADMISSION,  
REGISTRATION AND EXAMINATION FOR CERTIFICATE COURSE  
IN SYSTEMS ANALYSIS AND DESIGN**

**1. ELIGIBILITY**

- (i) A person holding Bachelor's degree from Pakistani University or all equivalent degree from any other recognised University with at least Second Division or an overall 'B' grade shall be eligible for admission,
- (ii) All admissions shall be approved by the Vice-Chancellor on the recommendations of the Director, Computer Centre.

**2. DURATION OF COURSE**

Duration of the course shall be 8 weeks.

**3. GENERAL CONDITIONS**

- (i) At the beginning of the course, a student must register in the subject of study on the prescribed Registration Card.
- (ii) The Director, Computer Centre shall forward Registration of subject cards within 15 days of the commencement of the course to the Controller of Examinations.
- (iii) English shall be the medium of instructions.
- (iv) Each student shall follow the syllabi and subject of study as may be prescribed by the Centre from time to time.

**4. COURSE OF STUDY**

- (i) The course shall normally extend over 8 weeks. Six weeks are reserved for the lectures and two weeks for the Case Study.
- (ii) The Certificate Course will be minimum of 9 credit hours.
- (iii) The course syllabi shall contain the following contents:

**SYSTEMS ANALYSIS AND DESIGN**

(1) **Introduction to Computing Systems:**

Computer hardware, structure and operations. Operating System, DOS Commands.

(2) **Systems Concepts** What is a System, understanding the existing system. Initial and Detailed Investigation, Documenting the findings.

(3) **Systems Design**

Define objectives, the design process, the implementation phase, the operation phase.

- (4) **File Organisations**  
Organisation of storage devices, Files, sequential, Random and Index-sequential, Searching, Sorting and Merging Techniques.
- (5) **Databases**  
Conventional files versus databases, Database structures, Distributed and Integrated Databases.
- (6) **Basic Tools in Systems Analysis**  
Display Tools and Design Making Tools: Systems flowchart, the programming flowchart, decision tables, Gantt Charts, Linear Programming, PERT Charting.
- (7) **Role of the Systems Analyst**  
Areas in which he/she works, communication skills and the qualities of a Systems Analyst.
- (8) **Forms Design**  
Some elementary techniques in designing input form and output documents.
- (9) **Computer Management**  
Feasibility Study, State-of-Computer Technology, Computer Selection. Scheduling Computer Project.
- (10) **Feasibility Study**  
Types of feasibility studies, conducting the feasibility study, Feasibility Report, Making presentation.
- (11) **System Testing and Conversion**  
Testing a system, scope of conversion and system evaluation.
- (12) **Case Study Exercises**  
At the end of the course, the students will be required to work on a real life case under the supervision of a teacher and submit a report.

## 5. EXAMINATION

- (i) A student shall be eligible to sit for the Terminal Examination provided that he/she has been on the rolls of the Centre during the course, has registered himself/herself for the course of study, has attended not less than 80% classes and completed the subject to the entire satisfaction of the Director, Computer Centre.
- (ii) The subject shall carry 100 marks of which 30% marks shall be reserved for class Test/Assignment/Practical and 70% for the Terminal Examination.
- (iii) The examination shall be held on the University Campus.
- (iv) The minimum pass marks for the subject shall be 50%. Candidates securing 80% or more marks shall be placed in Grade 'A', 65% to 79% in Grade 'B' and

50% to 64% marks in Grade 'C'. Candidates obtaining less than 50% marks in the subject shall be deemed to have failed in the subject. Failure shall be shown by, letter 'F' in the Result Card.

- (v) Students failing in the subject shall be given only one chance to clear within 8 weeks.
- (vi) Students not able to take the examination due to unavoidable circumstances shall be given a chance to reappear. The date of examination will be set by the Director, Computer Centre.
- (vii) On successful completion of the course, the candidate shall be awarded the Certificate in, 'Systems Analysis and Design' mentioning final grade on the basis of overall marks obtained in the subject.

**6. FEE DUES**

Registration and course fee shall be decided mutually as agreed by the nominating agency and the Director, Computer Centre and approved by the Vice-Chancellor.



## **PART-IV**

### **RULES**

<b>Sections</b>	<b>Page</b>
(1) Rules of Business of the Syndicate	318
(2) Rules of Business of the Academic Council	322
(3) Rules Relating to Teaching/Research Associateships	328
(4) Rules Relating to the Institution and Administration of Research Fund of the University	331
(5) Rules for Grant of Overtime allowance to the University Employees	336
(6) Rules Relating to Award of Post-Doctoral Research Grants	339
(7) Rules for the Allotment of University Residences	343
(a) Rules Relating to Visiting Faculty Houses QAU Islamabad	349
(b) Rules Relating to Faculty Officers Hostel QAU Islamabad	352
(8) Rules for Administering the Trust funds	353
(a) Rules for Administering the Trust Funds of Dr. M. Raziuddin Siddiqi Fellowship	354
(b) Rules for Administering The Trust Funds of Zainab Habibullah Endowment Fund	355
(c) Rules for the Institution of Razmi Fellowship For MPhil Students of Department of Physics	356
(d) Rules for the Institution of a Scholarship for MSc. Students in the Faculty of Natural Sciences out of the Endowment Fund in the name of Begum Khurshid Raziuddin Siddiqi	357
(e) Rules for Administering of Institution of a Farida Raziuddin Siddiqi Scholarship to a Needy Student, Pursuing Master's Degree Programme in the University	358
(f) Rules for Administering Dr. A.Q. Khan Fellowship	359
(g) Rules for Administering the Trust Funds of Jari Ahmed Saiyid Fellowship	360
(9) Rules for the Grant of House Building/House Purchase and Conveyance Advances	361
(10) Rules for the Establishment of Endowment Fund for Research purposes.	365
(11) Rules for the Participation of University Teachers in Conferences/Seminars During the Semester <sup>1</sup>	370
(12) Rules for Allowing/Rendering Consultancy/Advisory Services by the University teachers <sup>2</sup>	372
(13) Rules Relating to Short-Term/Part-Time Assignments on Contract to Strengthen Programmes of Teaching, Research, Planning and Development without Extra Burden on the Budget <sup>3</sup>	374

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<sup>1</sup> Approved by the Syndicate in its meeting held on 5.4.1984.

<sup>2</sup> Approved by the Syndicate in its meeting held on 1.8.1992.

<sup>3</sup> Approved by the Syndicate in its meeting held on 29.6.1996.

(1)

## **RULES OF BUSINESS OF THE SYNDICATE**

**(Approved by the Syndicate in its meeting held on 23 January 1973)**

<b>Sections</b>	<b>page</b>
1. Short Title and Commencement	319
2. Definitions	319
3. Ordinary Meeting	319
4. Notice of a Meeting	319
5. Circulation of Agenda	319
6. Supplementary Agenda	319
7. Additional Items of the Agenda	320
8. Proposals by Members	320
9. Special Meetings	320
10 & 11. Emergency Meetings	320
12. Procedure if Quorum is not Available	320
13. Decisions by Majority Vote	320
13.A. Opinion by Circulation of Papers	320
14. Casting Vote	321
15. Record of Proceedings	321
16 to 18. Communication of Decisions	321
19. to 22. Delegation of Powers to take a Decision in a case	321

(1)

## **RULES OF BUSINESS OF THE SYNDICATE**

In pursuance of Section-30 of the Quaid-i-Azam University Ordinance 1972, the Syndicate vide paragraph-2 of the proceedings of its meeting held on 23<sup>rd</sup> January 1973 has approved the following Rules of Business:

1. **SHORT TITLE AND COMMENCEMENT**

- a) These rules may be called the ‘Rules of Business of the Syndicate’
- b) These rules shall come into force at once.

2. **DEFINITIONS**

In these Rules unless there is anything repugnant in the subject or context:

- (a) The “meeting” will mean the meeting of the Syndicate.
- (b) “Member” will mean the member of the Syndicate.
- (c) “The Quorum” will mean the quorum of the Syndicate laid down under Section-21 (3) of the Quaid-i-Azam University Ordinance 1972.
- (d) ‘The Secretary’ will mean an Officer nominated by the Vice-Chancellor as the Secretary of the Syndicate.

All other expressions used shall have the same meanings as assigned to them under Section-2 of the Quaid-i-Azam University Ordinance 1972.

3. **ORDINARY MEETING**

The meetings of the Syndicate shall be held on dates, place and time as may be approved by the Vice-Chancellor from time to time.

4. **NOTICE OF A MEETING**

The Secretary shall, with the approval of the Vice-Chancellor, prepare the agenda for a meeting of the Syndicate and notify the meeting at least 2 weeks before the date approved.

5. **CIRCULATION OF AGENDA**

The Secretary shall circulate the agenda of the meeting and the relevant working papers/explanatory statements among the members by post or through a special messenger at least one week before the meeting.

6. **SUPPLEMENTARY AGENDA**

If the occasion so demands, supplementary agenda may be issued by the Secretary with the approval of the Vice-Chancellor three days before the meeting.

7. **ADDITIONAL ITEMS OF THE AGENDA**

A member of the Syndicate may, with the permission of the Vice-Chancellor, propose an item to be considered at the meeting in addition to the items already on the agenda. For such an item previous notice to the members of the Syndicate would not be considered necessary.

8. **PROPOSALS BY MEMBERS**

If a member so desires, he/she may propose in writing the consideration of any item in a meeting at a notice of at least 15-days before the anticipated meeting and send his/her proposal to the Secretary. If the proposal is otherwise admissible under the provisions of Quaid-i-Azam University Ordinance 1972, or the Statutes and Regulations of the University as in force, he/she may include the item in the agenda with the approval of the Vice-Chancellor.

9. **SPECIAL MEETINGS**

A special meeting of the Syndicate may be convened at the request of 1/3 of the members of the Syndicate to consider a particular issue. Agenda for such a meeting would be circulated at a week's notice.

10. **EMERGENCY MEETINGS**

An emergency meeting of the Syndicate may be called by the Vice-Chancellor whenever in his/her opinion the occasion so demands. Agenda for such a meeting shall be circulated at a 4-days' notice.

11. The Vice-Chancellor shall preside over the meetings of the Syndicate and determine speaking and conduct of business.

12. **PROCEDURE IF QUORUM IS NOT AVAILABLE**

If in a meeting, the quorum is not available, another meeting of the Syndicate may be called with the same agenda on next-day and decisions taken by majority of votes even if the quorum is not complete.

13. **DECISION BY MAJORITY VOTE**

Every matter under consideration in the meeting shall be decided by a simple majority of votes of members present by a voice vote, show of hands or under special circumstances, if so decided by the Vice-Chancellor, by secret ballot. Any decision arrived at shall not be vitiated simply because a vacancy has not been filled up or because a member has not been correctly appointed.

13.A. **OPINION BY CIRCULATION OF PAPERS<sup>1</sup>**

“The Vice-Chancellor is authorized to send case/cases which are routine and not of controversial nature to the members by post for their opinion by circulation of relevant papers. In such cases the Vice-Chancellor shall be authorized to take action according to the ultimate consensus of majority of opinion received”.

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<sup>1</sup> Amendment approved by the Syndicate in its meeting held on 10.7.1976.

14. **CASTING VOTE**

In case of a tie in voting in a meeting, the Vice-Chancellor shall have a casting vote in addition to the vote to be exercised by him/her as a member of the Syndicate.

15. **RECORD OF PROCEEDINGS**

a) The Secretary of the Syndicate shall maintain the record of proceedings of the meeting of the Syndicate, and get it confirmed by Vice-Chancellor as the Chairman (Chairperson) of the Syndicate. Copies of the proceedings so authenticated shall be circulated by the Secretary among all the members of the Syndicate as early as possible.

b) A member of the Syndicate shall be entitled to inspect, in the office during office hours, the proceedings of the Syndicate.

16. **COMMUNICATION OF DECISIONS**

After the authentication of proceedings, extracts of relevant paragraphs with relevant files shall be forwarded by the Registrar to the respective Sections/Institutes or bodies.

17. If the occasion so demands a copy of a particular paragraph of the proceedings of the Syndicate may be issued in advance, with the permission and approval of the Vice-Chancellor, for immediate necessary action.

18. Any previous decision of the Syndicate shall not ordinarily be re-considered within 6 months of the decision in a subsequent meeting of the Syndicate without the special permission of the Vice-Chancellor or at a request received in writing from more than half of the total members of the Syndicate.

19. **DELEGATION OF POWERS TO TAKE A DECISION IN A CASE**

The Syndicate may delegate its authority to a special committee or standing committee or to the Vice-Chancellor to take a decision on a particular issue when in the opinion of the Syndicate; a decision cannot be taken in a meeting for want of any data or further information to be collected. The Syndicate in such a case may lay down the general line of policy on which the decision may be taken by the Special/Standing Committee or the Vice-Chancellor on behalf of the Syndicate. Such a decision when taken shall be considered to be a regular decision of the Syndicate.

20. The Secretary of the Syndicate may call for any additional information from any Section department, centre, school or institute which he/she may consider necessary for the completion of the case before it is submitted to the Vice-Chancellor or Syndicate for orders.

21. In all such matters which are not provided for under these Rules, action may be taken on the basis of previous conventions or with the approval of the Vice-Chancellor.

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

(2)

**RULES OF BUSINESS OF THE ACADEMIC COUNCIL**

**(Approval by the Syndicate in its meeting held on 18 February 1979)**

**RULES OF BUSINESS OF THE ACADEMIC COUNCIL**

<b>Sections</b>	<b>Page</b>
1. Short Title and Commencement	324
2. Definitions	324
3. Meetings	324
4. Ordinary Meetings	324
5. Notice of a Meeting	324
6. Circulation of Agenda	324
7. Supplementary Agenda	325
8. Additional Items of the Agenda	325
9. Proposals by Members	325
10. Special Meetings	325
11. Emergency Meetings	325
12. Chairmanship of the Meeting	325
13. Quorum	325
14. Procedure if Quorum is not Available	325
15. Proceeding of Meeting	325
16. & 17. Commencement of Meeting	326
18. Deferring of Order of Consideration of Items on the Agenda	326
19. Decision by Majority Vote	326
20. Casting Vote	326
21. Record of Proceedings	326
22 & 23. Communications of Decisions	326
24. Delegation of Powers to Take a Decision in a Case	326
25. to 27. Calling of Additional Information	327

(2)

## **RULES OF BUSINESS OF THE ACADEMIC COUNCIL**

In accordance with Section 30(1) of the Quaid-i-Azam University Act 1973, the following Rules of Business of the Academic Council are adopted:

### **1. SHORT TITLE AND COMMENCEMENT**

- a) These Rules may be called the ‘Rules for the Conduct of Business of the Academic Council;
- b) These rules shall come into force at once.

### **2. DEFINITIONS**

In these rules unless there is anything repugnant, in the subject or context:

- a) The “meeting” will mean the meeting of the Academic Council.
- b) “Member” will mean an elected, nominated or an ex-officio member of the Academic Council.
- c) “The quorum” will mean the quorum of the Academic Council as laid down under Section 23(3) of the Quaid-i-Azam University Act 1973.
- d) “The Secretary” will mean the Registrar or an Officer nominated by the Vice-Chancellor as the Secretary of the Academic Council.

All other expressions used shall have the same meanings as assigned to them under the Quaid-i-Azam University Act 1973.

### **3. MEETINGS**

Meetings of the Academic Council shall be:

- a) Ordinary Meeting
- b) Special Meeting
- c) Emergency Meeting

### **4. ORDINARY MEETING**

Ordinary meetings shall be held on dates, place and time as may be approved by the Vice-Chancellor from time to time.

### **5. NOTICE OF A MEETING**

The Secretary shall, with the approval of the Vice-Chancellor notify the members at least ten days before the date of a meeting.

### **6. CIRCULATION OF AGENDA**

The Secretary shall circulate the agenda of the meeting and the relevant working papers/explanatory statements among the members at least one week before the meeting by post or through a special messenger.



7. **SUPPLEMENTARY AGENDA**

If the occasion so demands supplementary agenda may be issued by the secretary with the approval of the Vice-Chancellor three days before the meeting.

8. **ADDITIONAL ITEMS OF THE AGENDA**

A member of the Academic Council may, with the permission of the Vice-Chancellor, propose an item to be considered at a meeting in addition to the items already on the agenda. For such an item previous notice to the members of the Academic Council would not be considered necessary.

9. **PROPOSALS BY MEMBERS**

If a member so desires, he/she may propose in writing the consideration of any item in a meeting at a notice of at least 15-days before the anticipated meeting and send his/her proposal to the Secretary. If the proposal is otherwise admissible under the provisions of Quaid-i-Azam University Act, 1973 or the Statutes and Regulations of the University as in force, he/she may include the item in the agenda with the approval of the Vice-Chancellor.

10. **SPECIAL MEETING**

If a certain matter requires an early reference to the Academic Council a special meeting of the Academic Council may be convened by the Vice-Chancellor or at the request of 1/3 of the members of the Academic Council to consider a particular issue. Agenda for such a meeting would be circulated as soon as before the meeting.

11. **EMERGENCY MEETINGS**

An emergency meeting of the Academic Council may be called by the Vice-Chancellor whenever in his/her opinion the occasion so demands. Notice/Agenda for such meeting shall be circulated at least one day before the meeting. No other matter (s) except that particular issue for which the meeting convened shall be discussed at such a meeting.

12. **CHAIRMAN (CHAIRPERSON)SHIP OF THE MEETING**

The Vice-Chancellor shall preside at the meeting of the Academic Council. In his/her absence the senior Dean shall preside over the meeting.

13. **QUORUM**

The quorum for a meeting of the Academic Council shall be one-third of the total number of members, fraction being counted as one.

14. **PROCEDURE IF QUORUM IS NOT AVAILABLE**

If in a meeting, the quorum is not available, the Registrar, after expiry of 30 minutes, will record and notify the members that the quorum is wanting. Additional fifteen minutes shall be allowed for the completion of the quorum before the final announcement of the lack of quorum and the adjournment of the meeting by the Chairman (Chairperson).

15. **PROCEEDING OF MEETING**

Proceedings of the meeting will be recorded by the secretary and after confirmation by the Vice-Chancellor circulated among the members.

16. **COMMENCEMENT OF THE MEETING**

The Chairman (Chairperson) will announce the commencement of proceedings of the meeting.

17. All items of the Agenda shall be discussed ad-seriatim unless it is decided otherwise by the Chairman (Chairperson).

18. **DEFERING OF ORDER OF CONSIDERATION OF ITEMS ON THE AGENDA**

The Chairman (Chairperson) shall have the power to defer any item or motion or give precedence to any item in the Agenda at his/her discretion or otherwise.

19. **DECISIONS BY MAJORITY VOTE**

Every matter under consideration in the meeting shall be decided by a simple majority of votes of members present by a voice vote, show of hands or under special circumstances, if so decided by the Vice-Chancellor by secret ballot. Any decisions arrived at shall not be vitiated simply because a vacancy has not been filled up or because a member has not been correctly appointed.

20. **CASTING VOTE**

If votes including that of the Chairman (Chairperson) are equally divided, the Vice-Chancellor shall have a casting vote in addition to the vote to be exercised by him/her as a member of the Academic Council.

21. **RECORD OF PROCEEDINGS**

- a) The Secretary of the Academic Council shall maintain the record of proceedings of the meeting of the Academic Council and get it confirmed by Vice-Chancellor as the Chairman (Chairperson) of the Academic Council. Copies of the proceedings so authenticated shall be circulated by the Secretary among all the members of the Academic Council as early as possible.
- b) A member of the Academic Council shall be entitled to inspect, in the office during office hours, the proceedings of the Academic council.

22. **COMMUNICATION OF DECISIONS**

After the authentication of proceedings, extracts of relevant paragraphs with files shall be forwarded by the Registrar to the respective Section/department or bodies.

If the occasion so demands a copy of a particular paragraph of the proceedings of the Academic Council may be issued in advance, with the permission and approval of the Vice-Chancellor, for immediate necessary action.

23. Any Previous decision of the Academic Council shall not ordinarily be reconsidered within 3 months of the decision in a subsequent meeting of the Academic Council without the special permission of the Vice-Chancellor or at a request received in writing from more than half of the total members of the Academic Council.

24. **DELEGATION OF POWERS TO TAKE A DECISION IN A CASE**

The Academic Council may under special circumstances delegate its authority to a special committee or a Standing Committee or to the Vice-Chancellor to take decision on a particular issue when in the opinion of the Academic Council a decision cannot be

taken in a meeting for want of any data or further information to be collected. The Academic Council in such a case may lay down the general line of policy on which the decision may be taken by the Special/Standing Committee or the Vice-Chancellor on behalf of the Academic Council. Such a decision when taken shall be considered to be a regular decision of the Academic Council.

25. **CALLING FOR ADDITIONAL INFORMATION**

The Secretary of the Academic Council may call for any additional information from any Section or department which he/she may consider necessary for the completion of the case before it is submitted to the Vice-Chancellor or Academic Council for orders.

26. In all such matters which are not provided for under these Rules, action may be taken on the basis of previous conventions or with the approval of the Vice-Chancellor.

27. These Rules may be added to, changed or modified from time to time by the Academic Council.

(3)

**RULES RELATINGS TO TEACHING / RESEARCH ASSOCIATESHIPS**

**(Approved by the Syndicate in its meeting held on 28 July 1979)**

Note: Teaching / Research Associates are not being appointed since long,  
so these rules are in-operative

(3)

## **RULES RELATING TO TEACHING/ RESEARCH ASSOCIATESHIPS**

### **1. DEFINITIONS**

“Teaching-Research Fellowship” means fellowship awarded for the purpose of research leading to a research degree in any branch of Natural and Social Sciences.

“Teaching-Research Associate” means a person awarded Teaching-Research Fellowship to undertake teaching and research in a in a teaching department of the university.

“Fund” means fund set aside for the purpose of awarding fellowship to Teaching-Research Associate.

### **2. RULES**

#### **1) Eligibility**

- a) Such persons, who hold MSc/MA/MPhil degree in first class and, in addition, preferably have two first classes to their credit in the academic record, shall be eligible for applying for the fellowship. Candidates obtaining First, Second or Third position in MSc/MPhil examination shall be preferred
- b) They must be nationals of Pakistan.

#### **2) Purpose of the Fellowship**

- a) Fellowship shall be awarded for the purpose of undertaking research, in a University Teaching department leading to research degree (MPhil. PhD) in accordance with the regulations of the University approved for this purpose from time to time.
- b) The awardee shall be required to perform such teaching functions as may be assigned to him by the departmental Chairman (Chairperson).

### **3. CONDITIONS OF AWARD**

- a) Fellowship shall be awarded for a period of one year in the first instance but may be renewed each year for a total of 3 years, subject to satisfactory performance of the awardee both in the research and teaching.
- b) The progress of each awardee shall be evaluated by the Advanced Studies and Research Board on the basis of annual reports forwarded by the supervisor of the fellow and the Chairman (Chairperson) of the department.
- c) The appointment shall be approved by the Vice-Chancellor on the recommendation of the Chairman (Chairperson) and the Dean and shall be notified by the Registrar.
- d) Each awardee shall receive a stipend equal to the initial salary of a lecturer (Grade 18) and all such allowances, including the house rent, as may be admissible to a Grade 18 Officer of the University.

- e) Each awardee shall enter into agreement with the University on a bond prepared for this purpose. The awardee shall not be allowed to resume his/her duties, unless bond in a proper format is duly admitted by the Registrar.
- f) A suitable amount shall be placed at the disposal of the supervisor of the fellow, for such contingent expenditure as required for the research programme of the fellow.
- g) The fellow may earn leave up-to 15 days in one year and shall also be entitled to casual leave of 10 days in one year.
- h) A fellow shall normally work in a teaching department of the University but may on the recommendation of the supervisor, Chairman (Chairperson) and Dean, take such specific research assignment; at another well-established laboratory, as may be considered appropriate, for a period of the time determined for this purpose by the Chairman (Chairperson). Such a period normally, shall not exceed six months at a time. No TA/DA will be paid for such visits.
- i) A fellow shall submit a report of his/her research and teaching performance through his/her supervisor and Chairman (Chairperson) to the Advanced Studies and Research Board every six months.

4. **TERMINATION OF AWARD**

- a) The period of award, under no circumstances shall exceed three years.
- b) The contract with the awardee may be terminated at any time, without assigning any reason
- c) In the event of two consecutive adverse reports, accepted by the Advanced Studies and Research Board the contract shall automatically stand terminated and a letter to this effect shall be issued by the Registrar after seeking approval of the Vice-Chancellor.

(4)

**RULES RELATING TO THE INSTITUTION AND  
ADMINISTRATION OF RESEARCH FUND OF THE UNIVERSITY**

**(Approved and amended by the Syndicate in its meeting held on  
28 July 1979 and 4 October 1997)**

<b>Section</b>		<b>page</b>
	Preamble	332
1 to 3	Title.	332
4 to 7	The Fund.	332
8 to 13	Award of Grant	332
14.	Evaluation.	333
15.	Extent and Purpose.	333
16.	Expenditure.	333
17.	Release of Allocation.	333
18.	Joint Project.	333
19-20	Report to the Syndicate	333
	Proforma Application	334
	Declaration	335
	Instruction for the Treasurer Office	335

(4)

## **RULES RELATING TO THE INSTITUTION AND ADMINISTRATION OF RESEARCH FUND OF THE UNIVERSITY**

### **PREAMBLE**

Where it is necessary to institute a research fund in the various fields and to provide mechanism for its administration the following rules are hereby prescribed;-

#### **1. TITLE**

The rules may be called Rules for the Institution and Administration of Research Funds of the University.

2. These rules shall come into force from a date to be notified by the Syndicate.

3. The following expressions, unless repugnant to the context, shall have the following meanings assigned to them:

(a) "Fund" means the Research Fund of the University as instituted under these Rules.

(b) "Research Project" means a Research Project proposed and submitted by a teacher.

(c) The Projects shall be recommended by a Technical Committee constituted for the purpose and approved by the Vice- Chancellor.

(d) The Technical Committee shall consist of Dean of the faculty, Chairman (Chairperson) concerned and two experts in the subject to be nominated by the Vice-Chancellor.

(e) "Grantee" means a University teacher receiving the grant as Principal investigator.

(f) All other expressions shall have the same meaning as assigned to them in the Quaid-i-Azam University Act, 1973.

#### **4. THE FUND**

There shall be research fund in the University to which shall be credited all budgetary allocations for research, grants, gifts, endowments received for purposes of research in the University with interest on balances so accumulated.

5. The Treasurer will maintain separate account of income and expenditure out of this fund.

6. The balances will be credited to the University account but the fund will not be lapsable.

7. The fund shall be administered by the Vice-Chancellor on advice of the Deans.

#### **8. AWARD OF GRANTS**

The University research fund shall be unutilized for promoting the research efforts of University teachers in all disciplines of Natural and Social Sciences.



9. Only the whole-time teacher of the Quaid-i-Azam University shall be eligible for the award of a research project, out of this fund.
10. Research Project, both for applied and basic research shall receive equal priority.
11. Research Project shall be submitted on the prescribed proforma. Incomplete proposals shall not be considered.
12. Research projects shall be submitted to the Dean of the faculty concerned, who shall process the proposal for the consideration/approval of the Vice-Chancellor.
13. Six monthly progress Reports of a Project shall be submitted by the grantee to the Vice-Chancellor through the Dean of the faculty. The final report shall be submitted to the Advanced Studies and Research Board through the Chairman (Chairperson) and the Dean.
14. **EVALUATION**  
Each report shall spell out clearly the significant achievements and advances made in the existing knowledge, employing a format used for publication in an international journal.
15. **EXTENT AND PURPOSE**  
Proposal for the whole time employment of technical and non-technical staff from the fund shall not be entertained.
16. **EXPENDITURE**  
Grantee shall utilize the project funds in accordance with the audit rules of the University. However, in such cases, the recommendations of the Purchase Committee shall not be required for the purchases envisaged in the research project.
17. **RELEASE OF ALLOCATION**  
After a project has been approved the funds allocated shall be made available to the teacher awarded the project, in the form of an imprest not exceeding Rs.15,000/- at a time. He/she will operate the fund in the same manner, as an imprest account is operated in the University.
18. **JOINT PROJECT**  
A joint project may be submitted by more than one teacher as a collaborative effort at inter or intra-departmental level shall be encouraged.
19. **REPORT TO THE SYNDICATE**  
At the end of each year, significant researches accomplished through the support of this fund shall be compiled and reported to the Syndicate.
20. These rules may be amended, altered or added to from time to time at the discretion of the Syndicate without notice or legal liability.

**PROFORMA APPLICATION  
FOR RESEARCH SUPPORT FROM UNIVERSITY RESEARCH FUND**

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Total cost Rs. _____	Nature of Project	Basic
Grand Period _____	(tick one)	Applied
		Both

---

1. Title of the project
2. Name of the teacher (enclose bio-data on a separate sheet)
3. department  
whether guiding MPhil and Yes \_\_\_\_\_ No \_\_\_\_\_  
PhD students?  
If Yes, How may? MPhil \_\_\_\_\_ PhD \_\_\_\_\_
4.
  - (a) Attach a brief statement, introducing the project highlighting the work already done the work required to be done, the work proposed to be done, the plan of work, the methods to be used, the experimental design and hypotheses if any.
  - (b) List 1-3 most significant and recent publications of your own. If any
  - (c) List 1-5 most recent publications on the subject.
5. **Budget** \_\_tick one: one year \_\_\_\_\_ six months \_\_\_\_\_

**Budget Head**

**Amount**

- a) Expendables (chemical, glass-ware etc.)
- b) Small laboratory equipment repair of equipment, other laboratory supplies.
- c) Stationery
- d) Typing, duplicating, acquisition of reprints and research materials.
- e) Contractual services (employment of technical personnel for a period not exceeding 3 months)
- f) Travel inland and abroad for the collection of research material/data. <sup>1</sup>

Total

\_\_\_\_\_  
\_\_\_\_\_

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<sup>1</sup> As amended by the Syndicate in its meeting held on 6 July 1988.

## DECLARATION

I undertake to complete the project before accepting any other assignment and abide by rules and instructions of the Vice-Chancellor issued from time to time.

Dated:

Signature of the applicant

### FOR OFFICE USE ONLY

- a) Recommendation of the referees:
- (1)
- (2)
- b) Placed before the Vice-Chancellor<sup>1</sup> \_\_\_\_\_
- c) (i) Approved (ii) Not approved (iii) Referred back for reconsideration
- d) In case of (c)(i) above, the grant approved is Rs. \_\_\_\_\_

Signature of the Dean

### INSTRUCTIONS FOR THE TREASURER OFFICE

1. Kindly place a sum of Rs. \_\_\_\_\_ at the disposal of Dr./Mr./Mrs./Miss \_\_\_\_\_ of the department of \_\_\_\_\_ for the project entitled \_\_\_\_\_.
2. An amount of Rs.15000/- may be paid as an imprest advance to meet day to day petty expenses relating to the project. The amount may be credited to the following bank account:  

Bank account: \_\_\_\_\_.

Title: \_\_\_\_\_

Bank name and branch: \_\_\_\_\_
3. All expenditures to be authorized will be made in accordance with the research fund rules.<sup>2</sup>
4. Please intimate the undersigned after taking necessary action.

Signature of the Dean

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<sup>1</sup> As amended by the syndicate in its meeting held on 04.10.97

<sup>2</sup> Ibid.

(5)

**RULES FOR GRANT OF OVERTIME ALLOWANCE TO  
THE UNIVERSITY EMPLOYEES**

**(Approved and amended by the Syndicate in its meetings held on  
10 November 1977, 14 June 1990 and 6 February 1999)**

(5)

**RULES FOR GRANT OF OVERTIME ALLOWANCE TO THE  
UNIVERSITY EMPLOYEES<sup>1</sup>**

**Overtime allowance for employees (other than drivers/conductors/despach riders):**

- (a) Each employee in BPS 1 to 16 shall be paid overtime allowance at a rate which shall be equal to his/her per hour earning calculated on the basis of respective initial scale of pay.
- (b) The Security Officer shall draw honorarium @ Rs.300/- and Chowkidars (Security Guards) @ Rs.200/- per day during Eid holidays
- (c) The applicability of the overtime may be extended up to BPS-17 in respect of following specified categories:
  - i) Assistant Librarians in the Central Library.
  - ii) Technical Assistants of Laboratories in various departments.
  - iii) Those working in the Computer Centre.
- (d) During holidays the overtime allowance shall be twice of the normal rate.
- (e) The maximum limit of overtime will be 60% of the initial pay of latest BPS. Rate of overtime shall also be worked out on the basis of employee's per hour earning based on initial basic pay of latest BPS.

**Overtime allowance for drivers/conductors/despach riders:**

- (a) Rate of overtime for drivers/ despach riders is Rs.15/- per hour. Rs.500/- will be paid to drivers on holiday subject to eight hours duty. Otherwise Rs.15/- per hour.
- (b) Conductors will be paid overtime allowance at a rate which shall be equal to his per hour earning calculated on the basis of his initial scale of pay (i.e. like other University employees as mentioned above).

**Fixed Extra Work Load Remuneration to the Staff Engaged in Self-Finance/  
Evening Programme:**

Officers of BPS 17 and above will get Rs.3000/- pm.

Officers of BPS 16 will get Rs.2500/- pm.

Staff from BPS 6- 15 will get Rs.2200/ pm.

Staff from BPS 1- 5 will get Rs.2000/- pm.

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<sup>1</sup> Approved by the Syndicate in its meeting held on 10.11.1977 and revised in its meeting held on 6.2.1999.

**Instructions:**

- No claim for overtime allowance shall be entertained unless all the formalities as outlined in the prescribed Performa are fulfilled. The overtime allowance for employees in grade 1 to 11 shall have the prior approval of the Treasurer/Registrar while overtime allowance for employees in grade 12 to 17 shall have the prior approval of the Vice-Chancellor.
- Overtime allowance for Drivers/Despatch Riders shall be as admissible in the Government.
- The overtime should be restricted and kept to a bare minimum.

(6)

**RULES RELATING TO AWARD OF  
POST-DOCTORAL RESEARCH GRANTS**

(Approved by the Syndicate in its meeting held on 28 July 1979)

<b>Sections</b>		<b>Page</b>
	Preamble	339
1.	Title	340
2. & 3.	Date of Effect	340
4 to 6	Purpose of Grant	340
7 to 11	Eligibility	341
12 to 14	Award of the Post-Doctoral Fellowship	341
15	Financial Provisions	341
16 & 17.	Other Employment	342

(6)

## **RULES RELATING TO AWARD OF POST DOCTORAL RESEARCH GRANTS**

### **PREAMBLE**

Whereas it is necessary to promote post-doctoral research in the University in realization of the objectives of the University, the following rules are framed to govern the administration and award of post-doctoral research assignments in this University.

1. **TITLE**

The Rules may be called the Rules relating to the award of Post-Doctoral research grants.

2. **DATE OF EFFECT**

These rules shall come into force with effect from the date to be notified by the Syndicate.

3. Unless there is anything repugnant in the text the following expressions shall have the meanings assigned to them:

- (a) Post-Doctoral Research means the research undertaken in the University teaching department with the approval of the competent authority
- (b) Grant will include post-doctoral fellowship and other ancillary expenses for the purpose of post-doctoral research
- (c) Grantee will mean the person/persons to whom a fellowship is awarded under these rules
- (d) All other expressions shall have the same meanings as assigned to them under the Quaid-i-Azam University Act 1973.

4. **PURPOSE OF GRANT**

Quaid-i-Azam University Post-Doctoral Fellowships are intended to enable Pakistani scholars to undertake research in any branch of National and Social Sciences in a university's teaching department.

5. The post-doctoral research is proposed to be undertaken in those fields of study which are relevant to the existing or future research programmes of the departments.

6. Through this Programme, the expatriate Pakistani scholars shall be encouraged to extend their expertise to the University teaching departments for the development and growth of research and teaching in the University, and, in this manner also to enable them to seek job opportunities in Pakistan.

7. **ELIGIBILITY<sup>1</sup>**

- (a) The applicant must hold a PhD degree and must be a national of Pakistan. Pakistani nationals working abroad shall also be eligible.

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<sup>1</sup> Inserted as per decision of the Syndicate of its meeting held on 28<sup>th</sup> July, 1979.



- (b) That each awardee of Post-doctoral fellow should bind himself/herself to work for a period of two years in the first instance.
8. Applications may be submitted on a plain paper alongwith detail of academic qualifications, research experience, and publications. A letter of recommendations from the Head of the organization where the person is engaged in work must also accompany the application. The application must include a summary of the research project, the applicant wishes to pursue at the University.
9. Under special circumstances, the university may invite a scholar to undertake post-doctoral research in an area of study to be determined by the Advanced Studies and Research Board on the recommendations of the department concerned and the Dean of the faculty.
10. Application may be addressed to the Vice-Chancellor and submitted to the Dean of the faculty.
11. Post-doctoral fellowship shall be awarded for a period of one year in the first instance. The fellowship may be extended for a further period of one year. The extension shall be granted by the same authority approving the award of fellowship in the first instance, but the recommendations of the departmental Chairman (Chairperson) and the Dean of the faculty shall be obligatory. All requests for extension shall be accompanied by a statement about the work accomplished during the period of award and work proposed to be completed during the extension period.
12. **AWARD OF THE POST-DOCTORAL FELLOWSHIP<sup>1</sup>**
- On receipt of the application, the Dean of the faculty shall seek the advice of the Chairman (Chairperson) of the department concerned and shall process the application for presentation to the Advance Studies and Research Board.
13. The Vice-Chancellor, after receiving recommendation from the Advances Studies and Research Board, shall finally approve the award of Fellowship.
14. The Registrar shall notify the letter of award clearly stating the terms of the award.
15. **FINANCIAL PROVISIONS**
- If a fellowship is awarded, the Quaid-i-Azam University shall provide the following financial support to the grantee and the details of this shall be stated in the letter of award.
- (a) Air and/or rail ticket for international or national travel from the place of employment to Islamabad.
- (b) Stipend ranging between Rs.36,000/- to Rs.48,000/- including all fringe benefits except medical allowance. The amount of stipend in each case shall be determined by the Advanced Studies and Research Board.
- (c) Medical Allowance as admissible under rules.
- (d) Special laboratory expenses to the extent of Rs.10,000/- P.A.

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<sup>1</sup> The Syndicate in its 154<sup>th</sup> meeting held on 11.03.2011 approved the enhancement in the amount for Post-Doctoral Research Fellows from Rs.18,000/- to Rs.25,000/- p.m.

- (e) Travel by air shall be allowed by economy or tourist accommodation and by railway in first class ACC or equivalent for the grantee.

16. **OTHER EMPLOYMENT**

The grantee shall not undertake other work outside the University, paid or unpaid, during the grant period, without the previous approval of the Vice-Chancellor.

- 17. These rules may be modified, altered, amended or added to at the discretion of the Syndicate without notice or any legal liability.

That the budgeted heads in Proforma for research grant application should be modified to include such elements as are applicable to the Social Science research.<sup>1</sup>

(7)

**RULES FOR THE ALLOTMENT OF UNIVERSITY RESIDENCES**

(Approved by the Syndicate in its meeting held on 5 April 1984 as amended)

<b>Section</b>		<b>Page</b>
(7)	Rules for the Allotment of University Residences	344
(7)a	Rules relating to Visiting Faculty Houses (VFHs).	349
(7)b	Rules relating to “Faculty-Officers Hostel.”	352

(7)

## **RULES FOR THE ALLOTMENT OF UNIVERSITY RESIDENCES**

- (1) The houses on the University Campus shall be allotted to the eligible employees by the House Allotment Committee to be appointed by the Vice-Chancellor from time to time. The decision of the Committee shall be subject to confirmation by the Vice-Chancellor.
- (2) Houses will be allotted to the employees including those on deputation with the University. Other things being equal, preference will be given to the permanent employees of the University.
- (3) Application on the prescribed form for the allotment of a house at the University Campus shall be addressed to the Registrar/Secretary, House Allotment Committee. The application will be considered by the House Allotment Committee whenever houses are available for allotment.
- (4) The houses shall be allotted to various categories of employees in accordance with the following entitlement:

Category of House	Basic Pay Scale of Allottees	
	For non-teaching staff	For faculty Members
‘A’	BPS 19-20	BPS 20-21
‘B’	BPS 17-18	BPS 18-19
‘C’	BPS 11-16	-
‘D’	BPS 1-10	-

- (5) The standard rent of the above houses shall be determined by the Syndicate from time to time.
- (6) The teachers and officers shall be allotted University residences on the proportionate basis according to the number of teaching and non-teaching staff in their respective grades and categories. This ratio of teaching and non-teaching staff in BPS 17 & 18 (category-B) is 75:25<sup>1</sup>.
- (7) Necessary punitive action will be taken against the ex-employees who retain university accommodation illegally and the amount of the penalty will be recovered from the illegal occupants of the university accommodation.
  - i) All such indiscipline activities may be controlled by disconnecting the utility services of houses/quarters, in case any retired employee would hesitate to give vacant possession of house after availing 6 months permissible period.
  - ii) Before issuance of provisional clearance certificate to retiring employee, undertaking may also be obtained from him/her that he/she will vacate the house

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<sup>1</sup> Approved by Syndicate in its 141<sup>st</sup> meeting held on 24.09.2005.

before or immediately on the expiry of permissible period and that if he/she fails to do so he/she will be liable to pay the penalty.<sup>1</sup>

- (8) An employee of the higher status shall not be considered for allotment of a house in lower category so long as there are eligible applicants with wives and children unprovided for in that category.

“If an employee residing in the University accommodation is promoted/ demoted to another status, he/she must apply for the house of his/her new entitlement whenever such houses is made available for allotment”.

- (9) Subject to Rule 4, allotment shall be made with due regard to the following considerations:

- i) An applicant who does not own a house within the limits of Rawalpindi/Islamabad shall be given preference to one who owns a house within the said limits.

A person shall be deemed to own a house if he/she owns it in his/her own name or in that of his/her spouse or dependent children.

- ii) If a person residing in the University accommodation builds/buys a house within the limits of Rawalpindi/Islamabad shall vacate the University accommodation within a period of one month of the completion of the house.

The allottees of University residences shall be asked to submit the same declaration which they have signed at the time of applying for the University residences every year in the month of January.

The seniority inter-se of an employee in each category of University service (as per Clause-4 part II of Service Statutes) shall be determined from the length of service within the cadre (excluding the period spent on any type of leave without pay).<sup>2</sup>

- iii) Married employees shall be given preference over the unmarried ones in the same category irrespective of their length of service. Provided that the Allotment Committee may, if it is satisfied that dependent parents, real brothers or sister are living with an unmarried employee of the University, treat him/her at par with the married employees. No discrimination shall be made on gender basis.

- iv) An employee whose wife/husband/children are living with him/her shall be preferred to one whose wife/ husband/ children are not residing with him/her.

- v) Allottee shall be required to occupy the premises within one month from the date on which allotment letter is issued. The failure shall result in cancellation of the allotment.<sup>3</sup>

- (10) Notwithstanding anything contained in the above Rules, the Vice-Chancellor may make such allotment and pass such orders as he/she deems fit.

- (11) Employees, except in grade 1 & 2, shall pay rent of the residence at the rate prescribed by the University from time to time.

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<sup>1</sup> Approved by Syndicate in its 150<sup>th</sup> meeting held on 09.05.2009.

<sup>2</sup> Approved by the Syndicate in its meeting held on 10.02.1994.

<sup>3</sup> Amendment approved by Syndicate in its meeting held on 09.05.2009.

- (12) All gardens, trees, shrubs, hedges and grassy plots, within and outside the residence shall be maintained and be the property of the University and shall not be cut and removed without the written permission of the Horticulturist. The allottees of 'A' and 'B' type houses shall pay the following charges for the upkeep of the lawns:<sup>1</sup>

'A' type	Rs.40/- P.M.
'B' type	Rs.30/- P.M.

- (13) The allottee shall pay to WAPDA/CDA/Sui Northern Gas Pipelines Ltd., meter rent and consumption charges for the electricity, water and gas respectively.
- (14) The Resident Officer, to be nominated by the Vice-Chancellor, shall be entitled to free residential accommodation but he/she will have to pay (a) water charges (b) charges for upkeep of lawns and (c) electricity and gas charges and such fee for other services as may be levied from time to time.
- (15) The rent and other charges payable by the tenants shall be recovered from their salaries every month.
- (16) Families of married University employees living in the allotted houses who proceed abroad for training or higher studies (on duty leave), Sabbatical leave or leave without pay (EOL) can be allowed by the Syndicate to retain accommodation allotted to them for the period and on the terms as may be fixed by the Syndicate.
- (17) A retired University employee shall be allowed to retain the official accommodation for a period not exceeding six months and no extension shall be allowed beyond the aforesaid period. Retiring officers/officials should prepare themselves accordingly.<sup>2</sup>
- Note: It is advised in their own interest that they should manage for accommodation they will live in after the retirement well in time. This will enable them to vacate the University accommodation soon after the permissible period without causing any problem to the University and themselves as well.
- (18) A University employee, who chooses to serve outside the University in Pakistan or abroad on getting leave without pay from the University up to a period of six months, may not be required to give vacant possession of the official residence. If, however, the period of leave without pay is more than six months, he/she may be allowed to retain the residence for a maximum period of six months, if it is occupied by the wife, children or widowed mother on payment of the amount equivalent to monthly rental ceiling of the concerned employee.
- (19) If an unmarried employee who has been allotted a house, proceeds abroad on study leave or otherwise, he/she shall have to vacate the house and deliver its vacant possession to the Estate Office before he/she proceeds abroad.
- (20) In the event of dismissal, removal, resignation, transfer or retirement, other than voluntary retirement, the allottee shall be entitled to retain the accommodation, including accommodation occupied on hiring/self-hiring basis for a period not exceeding two months on payment of normal rent.<sup>3</sup>

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<sup>1</sup> Approved by the Vice Chancellor vide Notification No Estt./69 dated 16.7.1990.

<sup>2</sup> Amended by the Vice Chancellor vide notification No 600/R/Estate, dated 24-12-1999.

<sup>3</sup> Amended by the Vice Chancellor vide notification No 600/R/Estate, dated 23-10-1996.

- (21) In the event of the death of an allottee, the family of the allottee shall be entitled to retain the accommodation, for a period of five years or till the age of superannuation, whichever is earlier but for a minimum period of three years. However, the family of the deceased employee can have the option to retain the house at the campus for three years from the date of employee's demise and to claim house rent ceiling for the actual/remaining admissible period subject to fulfilment of the procedure prescribed for requisition of house.<sup>1</sup>
- (22) An inventory of lights/sanitary fittings, fittings, fixtures and other moveable property in a house shall be prepared in duplicate by the Maintenance Cell. The employee to whom the house is allotted shall sign both the copies in token of receipt of these articles. One copy shall be retained by the allottee and the other shall be kept in the office of the Estate Office. The allottee shall be responsible for the proper care and preservation of the University property under his/her charge, and shall be responsible for making good any damage done to it. At the time of termination of the allottee, the allottee shall have to hand over all moveable and immovable property in the same good condition in which it was given under his/her charge.
- (23) No employee residing in a house at the Campus shall be allowed to keep milk cattle, goat or horse. Employees having pets like dogs, cats etc., shall get them inoculated against rabies annually and shall submit certificate to that effect within fifteen days of the date of inoculation.
- (24) The Resident Officer may require any employee in possession of vicious pet, which is source of trouble for the residents, to remove it from the Estate within a week. Failure to comply with it will result in cancellation of allotment.
- (25) Infringement of the above Rules shall entail the cancellation of allotment and evacuation from the Estate. The following amount will be recovered from the illegal/unauthorised occupants of the University residences who do not vacate the houses even after the due date:

A-Type house:	Rs.50,000/- P.M.
B-Type house:	Rs.40,000/- P.M.
C-Type house: <sup>2</sup>	Rs.20,000/- P.M.
D-Type house:	Rs.15,000/- P.M.

#### **GENERAL**

- (26) Category wise priority lists shall be maintained for the allotment of houses by the Secretary, House Allotment Committee.
- (27) The House Allotment Committee shall ordinarily decide all questions arising with regard to the interpretation of any provisions of these Rules.
- (28) An appeal against the decisions of the House Allotment Committee in all matters shall be made to the Vice-Chancellor, whose decision shall be final.

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<sup>1</sup> Amended by the Syndicate in its 153<sup>rd</sup> meeting held on 11.12.2010.

<sup>2</sup> Approved by Syndicate in its 145<sup>th</sup> meeting held on 28.07.2007.

*Quaid-i-Azam University Calendar 2012*

- (29) The Vice-Chancellor shall have the power to amend and modify these Rules as and when deemed necessary.
- (30) No one will be allowed to hire a house till such time any house lying vacant at the University Residential Colony is allotted/occupied by the eligible employee.
- (31) The Vice-Chancellor, on the recommendations of the Allotment Committee may cancel the allotment of any employee for the reasons to be recorded in writing.



(7)a

**RULES RELATING TO VISITING FACULTY HOUSES (VFHs)  
QUAID-I-AZAM UNIVERSITY (QAU), ISLAMABAD<sup>1</sup>**

**A. ELIGIBILITY**

1. Faculty members visiting QAU from a foreign country, henceforth called foreign faculty members, for teaching/research purposes or for participation in any conference/seminar sponsored either by Higher Education Commission (HEC), or by another government institution, or by any department/affiliated institution of QAU will be eligible to apply for allotment of VFHs.
2. QAU faculty members working either on Basic Pay Scales (BPS) or on Tenure Track System (TTS) and having a family size not greater than 4 will be eligible to apply for allotment of VFHs. A QAU member will cease his/her eligibility in following cases:
  - i) He/she purchases/constructs a house in Rawalpindi or Islamabad.
  - ii) He/she retires or resigns from his/her QAU post.
  - iii) He/she joins another department on deputation.

**B. ALLOCATION**

1. One VFH (no.11) will be converted to Child-Care Centre.
2. At least 4 VFHs will be reserved for allotment to foreign faculty members only.
3. Initially, 9 VFHs will be allotted to QAU faculty members. Out of these 9 VFHs, 3 will be allocated to Associate Professors and Professors working either on BPS or on TTS.
4. Any additional demand for VFHs by foreign faculty members, after full occupancy of the 4 reserved VFHs for them, will be met by asking QAU faculty members to vacate their allotted/occupied VFHs for foreign faculty members. In such a situation, a QAU faculty member who would have moved in most recently will be asked to vacate his/her VFHs. If more than one QAU faculty members would have occupied the VFHs at the same time, then the most junior one among them will be asked to vacate his/her VFHs.

**C. RENT**

1. Foreign faculty members will pay rent @ Rs.25,500/- per month for each completed month and @ Rs.850/- per day for an incomplete month. The sponsor of a foreign faculty member as mentioned in A.1 above will be held responsible for the payment of rent.
2. Foreign faculty members visiting QAU for teaching/research purposes for less than a month may be exempted from payment of rent provided that their sponsor mentioned in A.1 above requests for the same and the Vice-Chancellor (VC), QAU duly approves it.

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<sup>1</sup> Approved by Syndicate in its meeting held on 16.07.2008.

3. Foreign faculty members visiting QAU for participation in a conference/seminar for less than 7 days may be exempted from payment of rent provided that their sponsor mentioned in A.1 above requests for the same and the VC, QAU duly approves it.
4. QAU faculty members working on BPS will pay exactly the same rent as paid by their colleagues, availing A and B type housing facility of QAU. That is, they will surrender house rent @ 45 per cent of the basic pay or their house-requisition ceiling whichever they would have been availing before moving in VFH. In addition they will pay maintenance charges equivalent to 5 per cent of their basic pay. Their rent will be deducted directly from their salaries.
5. QAU faculty members working on TTS will pay the lump sum amount of house-requisition ceiling for BPS-19. In addition they will pay maintenance charges equivalent to 5 per cent of the basic pay of respective equivalent BPS.
6. QAU members, after lapse of their eligibility as mentioned in A.2 above, are allowed to continue their occupation of VFH up to a maximum period of one month. Over this period, they will pay rent @ Rs.500/- per day.
7. A QAU faculty member who is asked by the Allotment Committee for VFH to vacate his/her VFH (B.4) because of additional demand for VFH by a foreign faculty member as mentioned in B.4 above and who fails to vacate the premises within 2 weeks of receiving the notice with this effect, will pay rent @ Rs.40,000/- per month. In addition, payment of his/her salary will be stopped unless he/she vacates the premises.

**D. APPLICATION PROCEDURE**

1. Foreign faculty members will apply for VFHs through their sponsors as mentioned in A.1 above. Sponsors on behalf of foreign faculty members will also be allowed for allotment of VFH. To ensure availability of VFH on time, the Allotment Committee for VFHs will appreciate receiving such applications at least a month before the intended date of occupancy.
2. QAU faculty members will apply for VFH exactly the same way as they apply for A and B type houses of QAU. Their applications will be treated according to their seniority.

**E. POSSESSION AND VACATION**

1. An allottee of VFHs will occupy the premises within a month of receiving allotment letter; otherwise his/her allotment will be cancelled.
2. A QAU faculty member who ceases his/her eligibility for VFH for any reason mentioned in A.2 above will be allowed to retain his/her VFH up to a maximum period of one month.
3. A QAU faculty member who proceeds abroad on any type of leave for more than 3 months will vacate his/her VFH before leaving.
4. A QAU faculty member who proceeds abroad or out of city for official purposes for more than 3 months will be encouraged to vacate his/her VFH before leaving.
5. A QAU faculty member who wants to vacate VFH on his/her own will either serve a 15-day notice to the Allotment Committee for VFH or will pay the rent for 15 days.

6. A QAU faculty member will be allowed to move to A or B type house upon eligibility.

**F. MISCELLANEOUS**

1. An allottee will sign the undertaking of inventories in the VFH at the time of moving in and will sign the handing over of same inventories at the time of moving out. Any damage or breakage to vacated VFH inventories will be recovered from the occupant at actual cost.
2. A QAU faculty member who is allotted a VFH will submit, before moving in the VFH, a duly signed surety bond on legal paper stating that he/she will abide by all rules regarding VFHs, particularly B.4 and C.7 above.
3. Residents of VFHs will neither keep any pet like dog, cat, goat, and cow, nor indulge in any activity like loud music that was cause trouble to their neighbours. In a case of any complaint, the VC, QAU will appoint an enquiry committee and in light of its recommendation has the right to cancel the allotment.
4. All QAU faculty members will pay for utilities such as gas, electricity and phone from their own pocket.
5. All foreign faculty members will be exempted from payment for utilities. Their rent will cover the cost of utilities as well.
6. A QAU faculty member who has to vacate VFH at the notice of Allotment Committee for VFHs to accommodate a foreign faculty member will be temporarily allotted a room at normal rent in University Guest House, if available, provided that he/she vacates the VFHs within 15 days of receiving notice to this effect and requests, in writing, for allotment of a room in the guest house.
7. A QAU faculty member who has to vacate his/her VFH for a foreign faculty member as mentioned in B.4 will be placed at the top of the waiting list for VFHs.
8. A QAU faculty member, who once vacates VFH on his/her own but wants to move in again, will have to apply afresh.

**G. CHILD-CARE CENTRE**

Rules for the Centre will be notified later on.

(7)b

**RULES RELATING TO “FACULTY-OFFICERS HOSTEL”  
QUAID-I-AZAM UNIVERSITY, ISLAMABAD<sup>1</sup>**

Conditions for allotment of “Faculty-Officers Hostel” (converted from guesthouse):

1. That the bachelor teachers may be allocated rooms in the “Faculty - Officers Hostel” so that if needed they may be facilitated in order to keep them motivated to serve the University having a peaceful state of mind;
  2. That the allottees may be charged a standard rent @ Rs.10,000/- per month for BPS and Rs.15,000/- for TTS teachers;
  3. That the rent may be deducted on monthly basis from the salaries of the allottee;
  4. That the allottees may be allowed to accommodate only blood relations for a maximum of a week if / when so needed with justification thereto;
  5. That the allottees shall not be allowed to accommodate anyone from the opposite sex especially during nights;
  6. That the allottees shall be required to deposit with the University (Treasurer) an amount of Rs.10,000/- as security refundable at the time of leaving the Hostel subject to a clearance certificate from the Hostel In-charge/ Vice-Chancellor;
  7. That the allottees would not be allowed to keep costly items / accessories with them and they shall be responsible for security of such item if they keep so. However, the University shall try its best to protect them and personal belongings of the allottees in general;
  8. That the allottees shall be entitled to hour-rent as per rules;
  9. That the allottees shall not carry / keep pet animals and weapons or anything which may damage property or people (colleagues and employees) around with them in the Hostel;
  10. That the allottees shall observe means of economy while using electric, gas or telephones accessories of the University while staying at the hostel;
  11. That the allottees shall not make any construction in or construct change any part of the Hostel and its surrounding;
  12. That the allottees shall submit to the Hostel In-charge an application form duly recommended by the head concerned (to be designed by the In-charge, Hostel) an attested copy of CNIC and the security amount at the time of allotment;
  13. That the allottees shall abide by rules and regulations framed by the University at any point of time in the larger interest of the University.
  14. A room will be fixed for examiners visiting QAU until University constructs its new guest house.
- P.S. University should also request National Centre for Physics (NCP) to provide rooms in its Hostel on subsidized rates whenever required by QAU.

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<sup>1</sup> Approved by Syndicate in its meeting held on 25.06.2011.

(8)

**RULES FOR ADMINISTERING THE TRUST FUNDS  
FOR FELLOWSHIPS/ ENDOWMENT FUNDS/SCHOLARSHIP**

<b>Section</b>		<b>Page</b>
(8)a	Rules for Administering the Trust Funds of Dr. M. Raziuddin Siddiqi Fellowship	354
(8)b	Rules for Administering The Trust Funds of Zainab Habibullah Endowment Fund	355
(8)c	Rules for the Institution of Razmi Fellowship For MPhil Students of Department of Physics	356
(8)d	Rules for the Institution of a Scholarship for MSc. Students in the Faculty of Natural Sciences out of the Endowment Fund in the name of Begum Khurshid Raziuddin Siddiqi	357
(8)e	Rules for Administering of Institution of a Farida Raziuddin Siddiqi Scholarship to a Needy Student, Pursuing Master's Degree Programme in the University	358
(8)f	Rules for Administering Dr. A.Q. Khan Fellowship	359
(8)g	Rules for Administering the Trust Funds of Jari Ahmed Saiyid Fellowship	360

(8)a

**RULES FOR ADMINISTERING THE TRUST FUNDS OF DR. M. RAZIUDDIN SIDDIQI FELLOWSHIP**

The terms and conditions of the existing agreement between the Dr. Abdul Qadeer Khan Research Laboratories, Kahuta (hereinafter called the *donor*) and the Quaid-i-Azam University, Islamabad (hereinafter called the *recipient*), established on 28.07.1986 are revised and agreed upon as under:

1. The donation shall be meant for award of PhD Fellowships to scholars enrolled in the recipient's institution, under the name "**Professor Raziuddin Siddiqui Fellowship**";
2. The donation shall be maintained in an endowment account by the recipient;
3. The recipient shall be allowed to utilize the proceeds of the endowment account for the grant of Fellowships;
4. Two Fellowships will be granted annually (one for Physics and one for Mathematics).
5. The Fellowships will be for a period of three years in the first instance, extendable for a year on the recommendation of the Supervisor and Chairman (Chairperson) of the department, but will be subject to satisfactory progress;
6. The amount of Fellowship shall be Rs.5,000/- per month per PhD scholars (subject to revision by the Committee mentioned in clause 11, according to availability of funds);
7. In case no Scholar is available in either subject in a particular year, the unspent amount will be added to the endowment account, and the Fellowship will be granted in the same subject next year;
8. An annual progress report of the fellow shall be submitted to the Dean, FNS by the Chairman (Chairperson) of the department concerned;
9. Any publication made by the Fellow, or thesis submitted to the recipient shall include an acknowledgement of support by the donor;
10. The recipient shall keep a record of the expenditure incurred on the Fellowship grants and provide a biannual statement of expenditure to the donor;
11. The selection shall be made BY the following committee:
  - a. Dean, faculty of Natural Sciences, QAU. Chairperson
  - b. One nominee of Dr AQ Khan Research Laboratories, Kahuta. Member
  - c. Chairperson, department of Mathematics, QAU. Member
  - d. Chairman (Chairperson), department of Physics, QAU. Member

(8)b

**RULES FOR ADMINISTERING THE TRUST FUNDS OF ZAINAB  
HABIBULLAH ENDOWMENT FUND<sup>1</sup>**

The scholarship may be awarded to two postgraduate students, one in Natural Sciences and the other for I.T (MSc)

The selection will be made by the committee consisting of the following members:

- |   |          |
|---|----------|
| 1. Vice-Chancellor, Quaid-i-Azam University | Chairman |
| 2. Dean, faculty of Natural Sciences        | Member   |
| 3. Director, Institute of I.T               | Member   |
| 4. One member to be nominated by the Donor  | Member   |

The provisions for the execution of fund are:

1. The amount so endowed may be held in trust by the University and invested in such government securities as the University may determine.
2. The income earned from the securities may be distributed equally to two scholars, one male and the other female, every year.
3. The amount of scholarship may not exceed Rs.10,000/- per student per year.
4. One scholarship may be awarded for a scholar of Natural Sciences and the other for Information Technology.
5. Out of the 2 scholarships, one may be granted to a student from District Attock. If no student from District Attock meets the minimum merit requirements, then the Selection Committee may use its discretion.
6. The progress report about the fellow shall be submitted to the Vice-Chancellor by the Chairperson of the department concerned after every six months.

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<sup>1</sup> Approved by Syndicate in its meeting held on 16.10.2004.

(8)c

**RULES FOR THE INSTITUTION OF RAZMI FELLOWSHIP FOR MPhil STUDENTS OF DEPARTMENT OF PHYSICS<sup>1</sup>**

1. A candidate aged less than 25 years at the start of the MPhil will be eligible for the fellowship.
2. Preference will be given to the students interested in theoretical quantum optics and related areas.
3. Two fellowships will be awarded every year to the students of MPhil second or third semester.
4. The amount of the fellowship will be Rs.4,000/- per month and its maximum duration will be one year.
5. Only whole time students of the department of Physics, Quaid-i-Azam University will be eligible for the fellowship.
6. The final selection for the award of the Scholarship/Fellowships will be made by the following Committee:<sup>2</sup>
  - a. Chairperson, department of Physics Chairperson
  - b. A Senior faculty Member from the department of Physics Member
  - c. A Senior Scientist from the National Centre for Physics Member
  - d. Ms Bilquis Razmi or a representative of her family Member
7. The quorum for the meeting of the Committee will be 2 members apart from the Chairman (Chairperson).
8. The continuation of the fellowship will depend on the satisfactory performance of the candidate, which will be assessed by the Committee at the end of semester.
9. The students drawing scholarship/financial assistance from any other source shall not be eligible for the fellowship.
10. The Fellowship is effective from January, 2005.

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<sup>1</sup> Approved by Syndicate in its meeting held on 28.12.2006

<sup>2</sup> Vide amendment made by the Syndicate in its meeting held on 28.12.2006.



(8)d

**RULES FOR THE INSTITUTION OF A SCHOLARSHIP FOR MSc.  
STUDENTS IN THE FACULTY OF NATURAL SCIENCES OUT OF THE  
ENDOWMENT FUND IN THE NAME OF BEGUM KHURSHID  
RAZIUDDIN SIDDIQI<sup>1</sup>**

1. The donor will establish one scholarship in the name of Begum Khurshid Raziuddin Siddiqi for MSc students in the faculty of natural Sciences. The scholarship will be awarded to one MSc student and would carry an annual cash award of Rs.20,000/-;
2. The donor will make an endowment of Rs.2 lacs (Rs.200,000/-) with the University so that the profit from it can be used for annual scholarship;
3. The selection of the candidate for award of scholarship will be made by a Committee consisting of the Vice-Chancellor and the Chairmen (Chairpersons) of the departments of Biology, Chemistry, Physics and Mathematics on the basis of merit list prepared by the Controller of Examinations after declaration of results of spring semester each year;
4. The scholarship will be awarded to the top ranking student in the faculty of Natural Sciences, irrespective of his/her financial status.

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<sup>1</sup> Approved by the Syndicate in its meeting held on 17.08.2002.

(8)e

**RULES FOR ADMINISTERING OF INSTITUTION OF A FARIDA  
RAZIUDDIN SIDDIQI SCHOLARSHIP TO A NEEDY STUDENT,  
PURSUING MASTER'S DEGREE PROGRAMME IN THE  
UNIVERSITY<sup>1</sup>**

1. The donor will make an endowment of Rs.2 lacs (Rs.200,000/-) to the University so that the annual bank profit from it can be used for a scholarship.
2. The University shall establish one scholarship in the name of "Farida Raziuddin Siddiqi" as desired by the donor for a student of this University on the need-cum-merit basis. The Scholarship will be awarded to a student, pursuing Master's degree programme in any department of the University and would carry a cash award to be determined on the basis of profit earned during the preceding year. The department may be selected by rotation in alphabetical order.
3. The Scholarship will be awarded to a deserving/needy student on the basis of his/her financial status and academic performance.
4. In the case of premature termination of studies by the student, he/she shall be liable to refund the amount paid to him/her.
5. The Scholarship will be awarded to a student of 1<sup>st</sup> semester (Master's degree) which will be continued till the end of the 4<sup>th</sup> semester on the basis of his/her satisfactory academic performance.
6. The selection of the candidate for the award of scholarship will be made by a committee, to be constituted by the Vice-Chancellor, and will include the Chairperson of the department where the student is enrolled.
7. Award of scholarship shall be subject to the rules and regulations of the University in force from time to time.
8. The usual rules of audit shall be followed by the Accounts Section in the disbursement of scholarship.

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<sup>1</sup> Vide agreement made between Dr. Toufiq A. Siddiqi and Vice-Chancellor, Quaid-i-Azam University on 11.08.2001.

(8)f

### **RULES FOR ADMINISTERING DR. A.Q. KHAN FELLOWSHIP**

The terms and conditions of the existing agreement between the Dr. Abdul Qadeer Khan Research Laboratories, Kahuta (hereinafter called the *donor*) and the Quaid-i-Azam University, Islamabad (hereinafter called the *recipient*), established are revised and agreed upon as under:

1. The donation shall be meant for award of MPhil Fellowships to scholars enrolled in the recipient's institution, under the name "**Dr. A.Q Khan Fellowship**";
2. The donation shall be maintained in an endowment account by the recipient;
3. The recipient shall be allowed to utilize the proceeds of the endowment account for the grant of Fellowships;
4. Three Fellowships will be granted annually to MPhil Physics students.
5. The Fellowships will be for a period of two years;
6. The amount of Fellowship shall be Rs.3,000/- per month per MPhil scholar;
7. In case no scholar is available in either subject in a particular year, the unspent amount will be added to the endowment account, and the Fellowship will be granted in the same subject next year;
8. A biannual progress report of the Fellow shall be submitted to the Dean, FNS by the Chairperson of the department concerned;
9. Any publication made by the Fellow, or thesis submitted to the recipient shall include an acknowledgement of support by the donor;
10. The recipient shall keep a record of the expenditure incurred on the Fellowship grants and provide a biannual statement of expenditure to the donor;
11. The selection shall be made by the following committee:
  - a. Dean, faculty of Natural Sciences, QAU      Chairperson
  - b. One nominee of Dr A.Q Khan Research  
Laboratories, Kahuta      Member
  - c. Chairperson,  
department of Physics, QAU      Member
12. The award shall be granted on the basis of the candidate's performance in the Admission Test and Interview and on the basis of his/her CV.

(8)g

**RULES FOR ADMINISTERING THE TRUST FUNDS OF  
JARI AHMED SAIYID FELLOWSHIP<sup>1</sup>**

1. The fellowship may be awarded to two talented scholars joining the MPhil program in the department of History, one in the spring semester, and one in the fall semester.
2. Only those students will be eligible for this fellowship who are doing course work for the MPhil degree.
3. The selection will be made from amongst the three students who have topped the entrance examination to the MPhil program in History.
4. The financial need of the student will be taken into consideration for making the final selection from amongst the top three students.
5. The fellowship will be awarded for one semester only. Every semester there will be a new selection for the award of the fellowships.
6. Those who have come in the list of top three students in terms of academic performance in the first semester will be considered for the fellowship in the second semester.
7. The selection will be made by a Committee consisting of the following members:
  - a. Vice-Chancellor, QAU. Chairman
  - b. Dean, faculty of Social Sciences Member
  - c. Chairperson, department of History Member
  - d. One member to be nominated by the Donor Member
8. The progress report about the Fellow shall be submitted to the Vice-Chancellor by the Chairperson of the department concerned every 6 months.
9. Any publication made by the Fellow or the thesis submitted to the University shall contain a footnote acknowledging his/her gratitude to the University and to the donor of the Fellowship.

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<sup>1</sup> Approved by Syndicate in its meeting held on 16.10.2004.

**(9)**

**RULES FOR THE GRANT OF HOUSE  
BUILDING/ HOUSE PURCHASE AND CONVEYANCE ADVANCES**

**(Approved by the Syndicate in its meeting held on 07 January 1987)**

(9)

**RULES FOR THE GRANT OF HOUSE  
BUILDING/ HOUSE PURCHASE AND CONVEYANCE ADVANCES**

**1. HOUSE BUILDING ADVANCE /HOUSE PURCHASE ADVANCE**

36 months' pay. However, due to limited funds the following ceiling will be observed:

BPS-1 To BPS-6	Rs.90,000/-
BPS-7 To BPS-16	Rs.150,000/-
BPS-17 To BPS-20	Rs.300,000/-

**Eligibility**

Regular University employees with at least 5-years' service, between the age 30-50 years will be eligible.

In case of persons beyond the age of 50 years:

- (a) The amount will be reduced proportionately by the number of years left in attaining the age of superannuation; or
- (b) The value of amount, of instalment, may be proportionately raised as so to ensure full recovery before the retirement of the employee.

<sup>1</sup>The advance will be admissible for the purchase of house/plot and for the construction of house, thereon. Preference, will, however, be given to the owners of plot for construction of houses/purchase of plot/house in Islamabad and Rawalpindi.

(c) **Interest Free/Interest Bearing**

For employees in BPS-1 to 15 the house building advance will be interest free. In the case of employees in BPS-16 and above, the loan will be interest bearing.

Interest to be charged will be the same as notified by the Government in the year in which the house building advance is sanctioned.

(d) **Mortgage**

The plot and the house thereon will be mortgaged in favour of the University. Where the property is already mortgaged, the University will execute an agreement with the employee to secure the University's interest.

(e) **Miscellaneous**

- i) The advance will also be admissible to those employees who have already taken loan from the HBFC/other agencies but could not complete the house due to shortage of funds.
- ii) Where the plot is not in the name of an employee but held in the name of his/her wife/husband, the advance will also be admissible.
- iii) In case the employee fails to fulfil the requirement of the advance sanctioned within a specified period, the advance will automatically lapse and will be granted to the next senior applicant on waiting list.

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<sup>1</sup> Approved by the Syndicate in its meeting held on 14<sup>th</sup> June 1990

- iv) Only one advance i.e. either house building advance or conveyance advance will be admissible at one time during the financial year.
- v) In all the cases an Agreement to be executed on judicial paper between University and the employee will be drawn up in consultation with the Legal Adviser to safeguard the interest of the University. This agreement will be executed and got deposited with the Treasurer before the advance is actually drawn.
- vi) The seniority of the employees for the purposes of grant of advances shall be determined on the basis of total length of service in the University. The period spent on any type of leave without pay shall be excluded.
- vii) The facility of House Building Advance may also be extended to those employees who own plots at any place in Pakistan in line with the Government Rules.
- viii) Simple interest at the rate fixed by Government should be charged on advances granted to University employees for building houses or for purchase of conveyance. Where an advance is drawn in more than one instalment, the rate of interest recoverable should be determined with reference to the date on which the first instalment was drawn. The interest is calculated on the balance outstanding on the last day of each month. If a University employee dies before retirement, no recovery will be made on account of interest. In case recoveries on account of interest were in progress at the time of death, no recovery will be made for the remaining amount of interest.
- ix) No interest will be charged from University employees on advances for the purchase of bicycles. In case of bicycle advance, the number of instalments of recovery will be Rs.30 for temporary employees and 48 for permanent employees
- x) In case an employee, who was in BPS-15 or below at the time when house-building advance was sanctioned to him/her, if promoted to BPS-16 or above, no interest shall be charged from him/her. However, if the amount of advance is revised on the basis of his/her pay in BPS-16 or above, interest will become payable under the normal rules/orders.
- xi) In case an employee, who was in BPS-16 or above when house-building advance was sanctioned to him/her is reverted to a post in BPS-15 or below, interest will be charged from him/her under the normal rules and orders.
- xii) The employees, who do not claim interest on GP Fund balance, will be granted House Building/House Purchase Advance, Motor Car Advance & Motor Cycle Advance free of interest.

2. **MOTOR CAR/MOTOR CYCLE/SCOOTER/BICYCLE ADVANCES<sup>1</sup>**

i) Bicycle Advance	Rs.5,000
ii) Motor Cycle/Scooter Advance	Rs.50,000
iii) Motor Car Advance	Rs.150,000

Second Motor Car and Motor Cycle Advance has also become permissible w.e.f 25.06.1995.

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<sup>1</sup> Revised rates announced by the Finance Division approved by the Vice Chancellor effective from 1<sup>st</sup> July 1995

**MODALITIES FOR THE USE OF UNIVERSITY VEHICLE(S) IN CASE OF DEATH OF AN EMPLOYEE OR FOR ANY OTHER PURPOSE<sup>1</sup>**

The Syndicate approved the following modalities for the use of University Vehicle(s) in case of death of an employee or for any other purpose:

- i) Use of University vehicles for the said purpose must be authorized by the Chairman (Chairperson) Transport Committee/Vice-Chancellor;
- ii) Drivers are required to check vehicles before use. Any damage or technical fault to vehicle should be recorded and reported to the Transport Officer without any delay;
- iii) Accidents occurred in the course of using University vehicles should be reported immediately to the Transport Officer by telephone instantly and in writing in the form of occurrence report later on;
- iv) Members of staff are not permitted to carry unauthorized passengers in the course of using vehicle for work purposes;
- v) The University vehicle (i.e. bus or van), not more than one, may be provided to the employees (faculty/staff) on the eve of the death of an in-service employee or his/her immediate family member (i.e. wife, mother/father and children) to participate in the funeral ceremony.
  - (a) The University vehicle (i.e. bus or van), one at a time, may be provided to the faculty and his/her students for research purpose.<sup>2</sup>
- vi) For any other private/personal purpose of the employees (i.e faculty/staff), the University vehicle may be provided as per prescribed procedure/practice in vogue on payment subject to availability of the vehicle/staff at the moment;
- vii) In any case, employee(s) will submit requisition form to the authority concerned.

**Rates chargeable for private use of University Vehicles:**

<b>S. No</b>	<b>Type of Vehicle</b>	<b>Charges / Rates</b>
1	Car/ small van	Rs.20/- per km
2	Wagon	Rs.25/- per km
3.	Bus	Rs.40/- per km
4.	Waiting Charges	Rs.50/- per hour

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<sup>1</sup> Approved by Syndicate in its 155<sup>th</sup> meeting held on 25.06.2011.

<sup>2</sup> Replacement of clause v and addition of clause v(a) approved by Syndicate in its 158<sup>th</sup> meeting held on 11.02.2012.



(10)

**RULES FOR THE ESTABLISHMENT OF ENDOWMENT FUND FOR  
RESEARCH PURPOSES**

**(Approved by the Syndicate in its meeting held on 08 June 1992)**

(10)

## **RULES FOR THE ESTABLISHMENT OF ENDOWMENT FUND FOR RESEARCH PURPOSES**

Whereas the Vice-Chancellor, Quaid-i-Azam University, Islamabad, applied to the Government of Pakistan, Ministry of Education for setting up a Research Endowment Fund to promote the scientific research in the University.

And whereas the Government of Pakistan, Ministry of Education has accorded sanction to the said proposal to set up a fund under the name Research Endowment Fund, conforming to the requirement of the Charitable Endowments Act, 1890.

And whereas the Government of Pakistan, Ministry of Education has approved the Scheme of Administration pertaining to the Research Endowment Fund.

And whereas in accordance with the said Scheme of Administration, Research Endowment Fund, the Committee of Administration constituted under the said scheme applied to the Federal Government for settlement of a scheme of Administration to administer its properties.

Now, therefore, in exercise of powers conferred by sub-section (1) of section 5 of the Charitable Endowment Act 1890 (VI of 1890), the Federal Government is pleased to settle a scheme for administration of the Research Endowment Fund, Quaid-i-Azam University.

1. The scheme may be called a Scheme for Administration of the Research Endowment Fund, Quaid-i-Azam University.

2. **Definitions:** In this scheme, unless there is anything repugnant in the subject or context:

- (a) "Beneficiaries" means the teachers, Research Assistants and all other persons by whatever designation of the Quaid-i-Azam University, conducting scientific research.
- (b) "Committee" means the Committee of Administration constituted under Para 5(2) of the Scheme.
- (c) "Fund" means the research endowment fund of the Quaid-i-Azam University established under paragraph 3.
- (d) "Scientific Research" means systemic investigation for the purpose of increasing the existing knowledge in the field of sciences.

3.

(1) There shall be established a fund to be known as research endowment fund.

(2) The fund shall consist of:

- (a) Grants from the Government
- (b) Voluntary donations
- (c) Income from investments in financial, industrial or other commercial undertakings.

4. **AIMS AND OBJECTIVES**

- (1) The aims and objectives of the Fund shall be:
  - (a) To apply the income of the Fund (other than the seed money provided initially by Federal Government) for providing financial and other assistance to the beneficiaries.
  - (b) To extend and improve research facilities to the beneficiaries.
  - (c) To provide any other facility, help or amenity which the Committee may decide from time, and which may be conducive to the assistance of the beneficiaries in conducting scientific research.
- (2) For carrying out the objects specific in clause (1), the Fund may be applied for the following:
  - (a) To receive and administer funds for research, and to that end, take and hold, by request advice, gift, purchase or lease, either absolutely or in trust, any property, personal or mixed, without limitation as to amount or value, except such limitation, if any, as may be imposed by any law to sell, convey, dispose of any such property and invest and reinvest the principal and income thereof, to deal with and expend the aforementioned objects as may be contained in the instruments under which property is received and/or;
  - (b) To receive any property, real, personal or mixed in trust under the terms of any will, deed of trust or other trust instruments for the foregoing objects or any of them (but no other purpose) and in administering the same to carry out the directions and exercise the powers contained in the trust instrument under which the property is received including the expenditure of the principal as well as the income for one or more objects or such subjects as may be authorized or directed in the instrument under which it is received and;
  - (c) To receive, take title to, hold and use the proceeds and income of stocks, bonds, obligations, or other securities of a Government or corporation, domestic or foreign, but only for the foregoing purposes or some of them; and/or;
  - (d) To undertake, do and perform all such acts, matters or things as may be desirable and/or necessary in the opinion of the Committee for the accomplishment of the foregoing purposes or any of them and in particular but without prejudice to the generality of the foregoing provisions to enter into contracts to undertake financial, industrial or commercial obligations, to borrow or raise or secure the payment of money to sell, exchange, mortgage, let, or lease the property and accounts of the Fund to purchase, take on lease or tenancy or in exchange, hire, take over options or otherwise acquire any estate, interest or property, and to hold, deal with or turn to account any property, assets, or rights, real or personal or of any kind and, at the discretion of the Committee to apply the assets of the Fund in or towards the establishment of any association and institution the objects or purposes of which may be in accordance with the objects of the Fund.

5.

- (1) The fund shall be administered for the aforesaid objects by a Committee of administration.
- (2) The committee of administration shall consist of:
  - (a) Vice-Chancellor, Quaid-i-Azam University who shall be the Chairman of the Committee.
  - (b) All Deans of Faculties, QAU, one of whom will be elected as the Vice-Chairman (Chairperson) by rotation for 2 years.
  - (c) One representative of the Ministry of Education;
  - (d) One representative of the University Grants Commission<sup>1</sup>;
  - (e) One representative of the Ministry of Finance or Auditor General of Pakistan;
  - (f) Chairmen (Chairpersons) of Departments/Directors of Institute/ Centre concerned, QAU.
  - (g) One Member to be nominated by F&P Committee of the QAU.
  - (h) One member to be nominated by the Syndicate of QAU.
  - (i) Registrar, Quaid-i-Azam University Member/Secretary
  - (j) Treasurer, Quaid-i-Azam University.
- (3) The nominated members shall hold office for a period of 2 years and outgoing nominated members will be eligible for nomination for another term. Quorum for the meeting shall be 1/2 of the total number of the members, a fraction counting as one.
- (4) The Chairman may, and the Secretary, on the requisition of the 1/3 of the members shall at any time convene a meeting of the Committee.
- (5) The Chairman (Chairperson) shall preside over all the meetings of the Committee. In the absence of the Chairman, the Vice-Chairman (Chairperson) shall preside over the meetings.
- (6) For administration of the Funds properties, the committee may employ officers and other employees on terms and conditions to be approved by the Committee.
- (7) Questions arising at any meeting of the members shall be determined by a simple majority of the members present. In case of an equal vote, the Chairman shall have a second or casting vote.

6. **FUNCTIONS OF THE COMMITTEE**

- (1) The Committee shall have the power to utilize, apply and invest the corpus of the Fund and its income in such manner as it may consider proper in accordance with the aims and objects of the Fund.
- (2) Without prejudice to the generality of the foregoing power, the Committee may:
  - (a) Enter into contracts, engagements, arrangements and execute necessary documents;

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<sup>1</sup> Now Higher Education Commission.

- (b) Open current, fixed, profit and loss sharing or any other account with any bank or banks as may be necessary and to pay into and to draw out money from such accounts, and make, draw, endorse, sign, accept negotiate and issue all cheques, bills of lading, drafts, orders, bills of exchange, Government securities, promissory notes and other negotiable instruments;
  - (c) Appoint sub-committees or boards to transact business and may delegate any of its powers to any such sub-committee or board or any member or officer of such sub-committee or board.
  - (d) Delegate any of its powers to any member or members or to any officer or employee of the Committee or any of its undertaking and for this purpose may execute or authorize execution of any powers of attorney or other instruments.
7. The Committee shall at all times conform to, and abide by, the rules framed under section 13 of the Charitable Endowments Act, 1890.
8. **MINUTES OF THE MEETING**
- (a) The Secretary of the Committee shall maintain the record of proceedings of every meeting of Committee and get it confirmed by the Chairman. Copies of the minutes so authenticated shall be circulated by the Secretary among the members as early as possible.
  - (b) A member of the Board shall be entitled to inspect in the office during office hours, the proceedings or other records of Fund.
9. **AUDIT AND ACCOUNTS OF THE FUND**
- (a) The Account of the Fund shall be maintained/ managed in such manner and form as prescribed under QAU statues/rules relating to the maintenance of Accounts of the University as in force from time to time.
  - (b) The Accounts of the Fund shall be audited by a University auditor after every year and his/her report presented on the Syndicate of QAU before it is published for general information.
  - (c) Accounts of the Fund shall be audited once a year by an auditor appointed by Govt. for this purpose.
10. **REMOVAL OF DIFFICULTIES**
- If any difficulty arises as to the first constitution of the Committee of the Administration, or otherwise, in giving effect to the provision of this scheme, the Syndicate may, on the recommendation of the Vice-Chancellor give appropriate directions to remove such difficulties.
11. **DISSOLUTION OF THE FUND**
- For the transference of its assets, in the event of its dissolution, after meeting all liabilities, if any to another institution, to which approval has also been granted by the Committee or by the Federal Government, intimation of such transference will be given to the CRB within three months of the dissolution.

(11)

**RULES FOR THE PARTICIPATION OF UNIVERSITY TEACHERS IN  
CONFERENCES/ SEMINARS DURING THE SEMESTER**

**(Approved by the Syndicate in its meeting held on 05 April 1984)**

(11)

**RULES FOR THE PARTICIPATION OF UNIVERSITY TEACHERS IN  
CONFERENCES/SEMINARS DURING THE SEMESTER**

1. As far as possible the University should encourage the teachers to attend the conferences/seminars etc. during the summer vacations.
2. In case of conferences/seminars of national/international level organized during a semester, a teacher may be allowed by the Vice-Chancellor to attend for a maximum of 10 days and he/she may be treated on duty during this period.
3. The faculty members may be allowed by the Vice-Chancellor to attend extended symposia/seminars/workshops/courses etc. of 2 to 12 weeks duration, particularly those arranged by the international agencies for the benefit of the Third World and the teacher concerned may be treated on duty for that period provided that Vice-Chancellor feels that the attendance or the training is in the vital interest of the University. The Programme for the participation in such meetings should be finalized well in advance and alternative teaching arrangements should be made by the teacher and the Chairman (Chairperson) concerned.
4. Cases of teachers for participation in symposia/ seminars/ workshops/ courses etc., for a longer duration than 12 weeks (barring those courses organized by the International Centre for Theoretical Physics under collaborative arrangements and other agencies) should be decided by the Syndicate on the merit of each case. A teacher may be permitted to visit abroad for the second time after the expiry of one year of his/her first visit.

The teachers should not be allowed to combine any type of leave with the conference/seminar/course etc. leave and the teacher concerned must report back for duty immediately after attending such a conference/ seminar/course etc.

(12)

**RULES FOR ALLOWING/ RENDERING CONSULTANCY/  
ADVISORY SERVICES BY THE UNIVERSITY TEACHERS**

**(Approved by the Syndicate in its meeting held on 01 January 1992)**



(12)

**RULES FOR ALLOWING/RENDERING CONSULTANCY/  
ADVISORY SERVICES BY THE UNIVERSITY TEACHERS<sup>1</sup>**

**TERMS AND CONDITIONS FOR CONSULTANCY/ADVISORY SERVICES**

- i) No teacher shall undertake or enter into an agreement with any public or private body to perform any consultancy or advisory work, give any expert advice for the purpose in any court of law and take up any arbitration assignment, without prior written permission of the University.
- ii) The teacher interested in consultancy work/advisory services shall seek the written permission from the Vice-Chancellor on the recommendations of the Chairman (Chairperson) of the department/Dean of the concerned faculty for undertaking the consultancy/advisory work. A copy of contract entered into will be submitted by the teacher concerned of the University.
- iii) The Vice-Chancellor shall not grant permission unless the teacher assures the Vice-Chancellor and the Vice-Chancellor is satisfied that the proposed assignment shall in no way interfere with his/her normal work load of the University. The consultancy/advisory service shall be executed only after office working hours of the University.
- iv) In case the work, undertaken involves the use of the University equipment, materials, chemicals and utilities, the disbursement of the amount shall have to be made in accordance with the rules of the University.
- v) A teacher will deposit with the University 33% of the amount received/earned by him during the financial year through consultancy/advisory services rendered.
- vi) The teacher undertaking consultancy/advisory work will send to the Vice-Chancellor a report during the 1<sup>st</sup> week of July of that year indicating the remunerations received on account of consultancy/advisory services rendered by him/her during the preceding financial year and giving details of the payments made to the University.

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<sup>1</sup> Approved by the Syndicate in its meeting held on 01-08-1992

(13)

**RULES RELATING TO SHORT TERM/PART TIME ASSIGNMENTS  
ON CONTRACT TO STRENGTHEN PROGRAMMES OF TEACHING,  
RESEARCH, PLANNING AND DEVELOPMENT WITHOUT EXTRA  
BURDEN ON THE BUDGET**

(Approved by the Syndicate in its meeting held on 29 November 1996)

(13)

**RULES RELATING TO SHORT TERM/PART TIME ASSIGNMENTS ON CONTRACT TO STRENGTHEN PROGRAMMES OF TEACHING, RESEARCH, PLANNING AND DEVELOPMENT WITHOUT EXTRA BURDEN ON THE BUDGET<sup>1</sup>**

The Syndicate approved the Rules for the short-term/part-time assignments on contract basis to strengthen the programme of teaching, research, planning and development.

The contractual appointments may be made in accordance with the existing rules of the University.

**RULES RELATING TO CONTRACTUAL ARRANGEMENTS**

Whereas it is expedient to frame rules for short term/part time contractual assignments in the interest of economy without impairing efficiency, the following rules are prescribed by the Syndicate under Section 30(2) of the Quaid-i-Azam University Act, 1973:

- |                             |    |   |
|-----------------------------|----|---|
| Short title & commencement: | 1. | i) These rules may be called the short term/part time contractual assignment rules.<br>ii) These rules shall come into force with immediate effect.   |
| Definitions:                | 2. | In these rules the following expressions, unless repugnant to the context, shall have the following meanings assigned to them:<br>i) "Contractual Assignment" shall mean an offer by the University and acceptance by the assignee of a specific job for a specific period as approved by the Vice-Chancellor.<br>ii) "Short-term" assignment will be a whole time assignment on specified emoluments while "part time assignment" will be an addition to the normal vocation of an assignee.<br>iii) All other expressions shall have the same meanings as assigned to them under Section-2 of the Quaid-i-Azam University Act 1973. |
| Kinds of Assignments:       | 3. | The Vice-Chancellor may at his/her discretion approve contractual assignments: e.g.<br>i) Teaching a specialized course.  |

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<sup>1</sup> Approved by the Syndicate in its meeting held on 29.09.1996.

- ii) Project appraisals, project evaluation, report related to the University academic/administrative undertakings.
  - iii) Scheme formulation for academic and physical development.
  - iv) Field work and data collection.
  - v) Such other assignments as the Vice-Chancellor may approve in the interest of the University.
- Financial Support
- 4. The rate of payment will be in the form of consolidated salary package/honorarium without fringe benefits admissible in case of regular university employees.
  - 5. Rate of payment subject to terms and conditions of the contractual assignment will be determined by the Vice-Chancellor on the basis of negotiation and in consideration of the academic qualifications, record of service and experience, present status and quality of expertise.
  - 6. A person given an assignment will be eligible for reassignment of a job if so required by the University.
- Eligibility
- 7. The following categories of scientists, scholars, specialists and experts will be eligible for such assignments on whole time/part time basis on terms and conditions mutually agreed upon for a specific period extendable up to two years at a time.
    - (a) Scientists, scholars and experts of good standing and qualified persons serving in other organizations.
    - (b) Members of the staff in active service of the University who may be available for overtime work and completion of the contractual assignment on terms and conditions offered provided the assignment is agreed by the Vice-Chancellor and approved by the Syndicate.
    - (c) Master's/PhD degree holders from their respective universities who are conversant with the latest technique and up to date advances in their respective fields of advanced studies and research.
  - 8. The Vice-Chancellor may relax any of the rules if the interests of the University work so demands.

*Quaid-i-Azam University Calendar 2012*