

PART III

CONSTITUTION

CHAPTER 1--*Elections to the Senate, the Syndicate and the Academic Council

A - BY UNIVERSITY TEACHERS

Part I

PRELIMINARY

1. These Statutes may be called "Elections for membership of the Senate, Syndicate and Academic Council of the University of the Punjab by the University Teachers Statutes".
- Short Title**
2. (1) In these Statutes, unless a different intention appears from the subject or the context, the following expressions shall have the meanings hereby respectively assigned to them, that is to say,
- Definitions**
- (a) "Act" means the University of the Punjab Act, 1973.
 - (b) "Senate", "Syndicate" and "Academic Council" means the Senate, Syndicate and Academic Council of the University of the Punjab.
 - (c) "Teachers" means Professors, Associate Professors, Assistant Professors and Lecturers engaged whole-time by the University.
 - (d) "Electoral Rolls" means the Electoral Rolls prepared and maintained under Part II of these Statutes.
 - (e) "Elector" means any person whose name is borne on the Electoral Rolls prepared and maintained under Part II of these Statutes.
- (2) All expressions used in these Statutes and defined or used in the Act shall have the meanings respectively assigned to them in the Act.

Part II

PREPARATION OF ELECTORAL ROLLS

3. In pursuance of [clause (xii) of sub-section (1) of section 23 clause, (ix) of sub-section (1) of section 25 and clauses (ix) and (x) of sub-section (1) of section 27 of the Act]¹, the Registrar shall prepare and maintain a list of all the University Teachers, which shall contain their respective dates of appointment as well as the fact whether each such teacher is a Professor, Associate Professor, Assistant Professor or Lecturer and whether any of them is Chairman of University Teaching Department. The names of those who are on study leave, duty leave or leave without pay or on deputation with the Government shall not be included in this list.
- Preparation and maintenance of Electoral Rolls for University Teachers**

*. Notified vide Registrar's No. 772/G.M. Dated 10 May 1974.

1. Amended in accordance with the provisions made in science 23,25 and 27 of the University of the Punjab Act, 1973.

4. (1) The Registrar shall prepare and publish the preliminary list, mentioned in Statute 3 above, by the date to be fixed by the Vice-Chancellor and prominently display on the fixed date one copy of each such list at the Student Teacher Centre at the New Campus and the Registrar's Office at the Old Campus of the University.
- Preliminary Electoral Rolls**
- (2) The Registrar shall make available copies of this list on payment of [Rs. 10/- each]¹.
5. Persons claiming to have their names entered in the list and persons having any objections to make against any entry therein shall make their claims and objections in writing to the Registrar within three days of the publication of the preliminary list.
- Presentation of claims and objections**
6. The Registrar shall decide the claims and objections within two days following the last day fixed for the receipt of claims and objections and, if necessary, on the days following.
- Disposal of claims and Objections**
7. (1) Any person aggrieved by a decision of the Registrar under Statute 6 may, not later than the office hours of the second day following the last day fixed for disposal of claims and objections, prefer an application in writing to the Registrar for revision of the order.
- Application for revision of the orders of the Registrar**
- (2) The Registrar shall receive the application and refer it to a Revision Committee, consisting of the Pro-Vice-Chancellor (Chairman) and two members of the Syndicate to be nominated by the Vice-Chancellor. The Vice-Chancellor shall also nominate a person who will preside over the meeting of the Committee in the absence of the Pro-Vice-Chancellor. Two members shall form quorum for the transaction of business by the Committee.
- (3) The applications for revision shall be disposed of by the Committee within two days after the last day of their receipt by the Registrar. Decision shall be made according to the majority, if there is such a majority. If the members are equally divided, the decision of the Chairman shall be final.
8. The additions to, and deletions from, the preliminary lists, shall be notified and displayed within two days of the decision of the Revision Committee.
- Electoral Rolls**
9. Any person may inspect, in the office of the Registrar, the Electoral Rolls, free of charge, during office hours.
- Inspection**
10. The Registrar shall make available copies of the Electoral Rolls on payment of [Rs. 10/-each]²
- Copies of the Electoral Rolls**

1. Syndicate, dated 7-12-1996.

2. Ibid.

11. No person shall be qualified to vote or to be elected at any election held under these Statutes unless his name is on the Electoral Rolls.
- Eligibility for election**

PART III

Conduct of Elections

12. The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provisions of these Statutes.
- Returning Officer**

13. Whenever a date or dates is/are fixed by the Vice-Chancellor for holding elections, the Returning Officer shall issue separate notifications specifying the following:-
- Notification regarding elections**

- (a) Number of Members to be elected;
- (b) the day (hereinafter referred to as the "nomination day") and time, on, by or within which nomination papers shall be received by the Returning Officer;
- (c) the day (hereinafter referred to as the "Scrutiny day") for the scrutiny of nominations;
- (d) the day (hereinafter referred to as the "withdrawal day") for the withdrawal of candidature;
- (e) the day (hereinafter referred to as the "polling day") or days, hours and place on and at which a poll shall, if necessary, be taken and ballot papers be examined and counted.

14. (1) An elector may nominate any other elector to be a candidate for election by proposal on a prescribed form, obtainable from the Returning Officer, seconded by another elector. The name and the particulars of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Electoral Rolls. The person proposed shall sign the nomination form as a token of his consent to stand for election.
- Nominations**

- (2) The nomination form shall be forwarded to the Returning Officer, by name, so as to reach him not later than the day and time specified in the election schedule.
- (3) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him, shall enter these particulars in a register to be kept for this purpose and shall issue an acknowledgement receipt.

15. An elector shall be entitled to nominate as many persons for election as there are to be elected.
- Number of Nominations**

16. **Invalidation of Nomination** If a proposer or a seconder has signed the nomination papers of more than the number of members to be elected from a particular category, all nomination papers signed by him for that particular category shall be declared invalid.
17. **Scrutiny of Nominations** (1) The Returning Officer shall affix at his office on the second day following the nomination day a list of all the nominees, who have been proposed and seconded, alongwith the names of their respective proposers and seconders as shown in the nomination papers. On the scrutiny day, the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare and publish a list of the validly nominated persons (hereinafter called the candidates) in an alphabetical order. The rejection of a nomination paper shall not *ipso facto* invalidate the nomination of a candidate under any other valid nomination paper.
(2) If the number of candidates is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates elected.
18. **Withdrawal of Candidature** (1) Any candidate, who is not declared elected, may withdraw his candidature by notice in writing subscribed by him and delivered to the Returning Officer within the office hours of the withdrawal day.
(2) No candidate, who has withdrawn his candidature, shall be allowed to cancel his withdrawal.
(3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates elected.
19. **Contents of Ballot Paper** A ballot paper shall contain the names of candidates in alphabetical order. It shall be sealed with the seal of the University.
20. **Members of the Syndicate to assist the Returning Officer** The Vice-Chancellor shall appoint three members of the Syndicate none of whom is a candidate in the election, to collaborate with the Returning Officer in the supervision of polling and counting of votes.
21. **Spoiling of voting paper or letter of intimation** A person voting, who has inadvertently dealt with his ballot paper or letter of intimation in such a manner that it cannot properly be used, or both may, after delivering the spoiled ballot paper or letter of intimation or both to the Returning Officer, obtain another ballot paper or letter of intimation or both. The counter-foil of the spoiled ballot paper shall be marked as cancelled and the new one supplied together with its counter-foil shall be marked as duplicate.
22. **Filling of Ballot Paper** A voter shall vote by putting either a tick (√) or a cross (×) in the space provided for the purpose, against the name of the candidate for whom he wishes to vote. The voting shall be by secret ballot.

23. **Voting** The ballot paper and the letter of intimation, in the form prescribed by the Vice-Chancellor, shall be received by the voter at the time of voting. A person voting shall sign the letter of intimation, giving his serial number, at the notified place of poll on the day and within the hours notified for the purpose in the presence of the Returning Officer or one of the members appointed under Statute 20. The letter of intimation shall be counter-signed by the Returning Officer or a member appointed under Statute 20, as the case may be. The closed envelope, bearing no identifying mark outside, containing the ballot paper, duly filled, shall then be placed in one locked box and the letter of intimation in the other. No ballot paper shall be received after the expiry of the time notified for the purpose.
24. **Scrutiny of Ballot Papers and counting thereof**
- (1) After the expiry of the hour notified for the closing of the poll, the ballot box shall be opened in the presence of the Returning Officer and such of the candidates or their authorised agents referred to in Statute 25 as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer shall then proceed to count the number of valid ballot papers.
- (2) A ballot paper shall be invalid -
- (i) if it bears any identifying mark; or
 - (ii) there is upon it any name, word or sign by which the person voting may be identified; or
 - (iii) it does not bear the official mark; or
 - (iv) it has been left blank by the voter; or
 - (v) the vote has not been cast in the manner prescribed by Statute 22; or
 - (vi) the vote has been cast in favour of more candidates than the number of persons to be elected; or
 - (vii) there is any uncertainty about the identity of the candidate in whose favour the vote has been cast; or
 - (viii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.
25. **Presence of Candidate or his agent** A candidate, or in his absence his authorised agent who must be a voter, shall be allowed to be present at the time of counting of votes.
26. **Objections to the order of the Returning Officer** Objections to the decision of the Returning Officer regarding the validity or otherwise of a ballot paper must be made in writing forthwith.

27. (1) The total number of valid votes received by each candidate would entered in the counting sheet(s). In case of equality of valid votes between two or more than two candidates, the Returning Officer shall record the results on the basis of drawing lots in the presence of the candidates or their authorised agents.
- (2) The signatures of such of the candidates or their authorised agents, as may be present, will be obtained by the Returning Officer, who should himself also sign that sheet.
- (3) It shall be open to the Returning Officer to obtain, with the approval of the Vice-Chancellor, such assistance as may be necessary for the purpose of counting votes.
28. (1) Immediately after counting of votes, a list of elected persons shall be prepared by the Returning Officer. Their names shall then be announced to such of the candidates or their authorised agents as may be present.
- (2) A copy of the list prepared under clause (1) of Statute 28 shall be displayed, outside the office of the Returning Officer, the same day.
29. (1) The election of any candidate shall not be called in question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Returning Officer within ten days of the declaration of the result.
- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two members of the Syndicate to be nominated by him. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member of the Syndicate to act as the third member. If any one of the other two members of the Committee is unable to attend a meeting, the Vice-Chancellor shall appoint another member to act in his place. Two members shall constitute the quorum for the meeting.
- (3) The Vice-Chancellor shall be *Ex-Officio* Chairman of the Committee. If, however, the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (4) The decision of the Committee shall be final. In case of difference of opinion the decision of the majority shall prevail.
- (5) The decision shall be given by the Committee within two weeks from the last day for the presentation of election petitions.
30. The names of the persons elected shall be forthwith submitted to the Vice-Chancellor for approval and if approved shall be published by the Returning Officer in a notification of the University of the Punjab.
31. The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with the election in a sealed cover to sealed in the presence of the members of the Syndicate appointed to assist him and shall then, subject to any direction to the contrary given by the Syndicate, cause them to be destroyed.

Counting of Votes

Declaration and Publication of the Result of the elections

Election Petition

Publication of results

Preservation of Election papers

32. If the Registrar is, for any reasons, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge those duties.
- Delegation of functions of the Registrar**
33. In case any day fixed by part II of these Statutes for any purpose happens to be a University holiday, the day next following shall be considered to be the day fixed for that purpose and the programme for preparation of Electoral Rolls be adjusted accordingly.
- Exclusion of holidays**

(B - BY THE PRINCIPALS AND TEACHERS OF THE AFFILIATED COLLEGES

PART I

PRELIMINARY

- ❑ 1. These Statutes may be called "Elections for membership of the Senate, Syndicate and Academic Council of the University of the Punjab by the Principals and Teachers of the Affiliated Colleges Statutes."
- Short Title**
- ❑ 2. (1) In these Statutes, unless a different intention appears from the subject or the context, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
- Definitions**
- (a) "Act" means the University of the Punjab Act, 1973.
 - (b) "Senate", "Syndicate" and "Academic Council" means the Senate, Syndicate and Academic Council of the University of the Punjab.
 - (c) "Affiliated Colleges", "Authority", "Colleges", "Principal", "Teachers", "University" and "University Teachers" shall have the meanings assigned to these words in the Act.
 - (d) "Electoral Rolls" means the Electoral Rolls prepared and maintained under Part II of these Statutes.
 - (e) "Elector" means any person whose name is borne on the Electoral Rolls prepared and maintained under Part II of these Statutes.
- (2) All expressions used in these Statutes and defined or used in the Act shall have the meanings respectively assigned to them in the Act.

*. Notified vide Registrar's No. 773/G.M. dated 10 May, 1974.

PART II

PREPARATION OF ELECTORAL ROLLS

3. In pursuance of [clauses (xiii) and (xiv) of Sub-Section (1) of Section 23, and clauses (xi) and (xii) of Sub-section (1) of Section 27 of the Act,]¹ the Registrar shall prepare and maintain lists of all Teachers and Principals of all the Affiliated Colleges, containing their respective dates of appointment, the name of the college of which each is a teacher or a Principal.
- Preparation and maintenance of Electoral Rolls for Elections of Teachers and Principals of Affiliated Colleges**
4. The Registrar shall before or on such other date as may be fixed by the Vice-Chancellor notify in such manner as may be prescribed by the Vice-Chancellor that Electoral Rolls of Teachers and Principals of the Affiliated Colleges are to be prepared and revised. A copy of such notice shall also be posted up at the Hailey Hall, University of the Punjab, Lahore.
- Issue of Notice for enrolment**
5. (1) A teacher shall fill the form in his own handwriting and get it attested by the Principal of his college concerned. In the case of a Principal, he shall fill the form in his own handwriting and get it attested by a Gazetted Officer.
- Applications for enrolment**
- (2) The address shown in the application shall be the one where the applicant normally resides or teaches.
- (3) The Registrar shall reject any application made in contravention of clause(1) above.
6. (1) The Registrar shall prepare and publish the preliminary lists mentioned in Statute 3 above by the date fixed by the Vice-Chancellor and prominently display by the fixed date a copy of such lists at the Hailey Hall, University of the Punjab, Lahore.
- Preliminary Electoral Rolls**
- (2) The Registrar shall make available copies of these lists on payment of [Rs. 10/- each.]²
7. Persons claiming to have their names entered in any of the lists and persons having any objection to make against any entry therein shall make their claims and objections in writing to the Registrar within ten days of the publication of the preliminary lists.
- Presentation of Claims and Objections**
8. The Registrar shall decide the claims and objections within seven days following the last day fixed for the receipt of claims and objections and, if necessary, on the days following.
- Disposal of Claims and Objections**

1. Amended in accordance with the provisions in Section 23,25 and 27 of the University of the Punjab Act, 1973.
2. Syndicate, dated 7-12-1996.

9. (1) Any person aggrieved by a decision of the Registrar under Statute 8 may, not later than the office hours of the tenth day following the last day fixed for disposal of claims and objections, prefer an application in writing to the Registrar for revision of the order.

Application for revision of the orders of the Registrar

(2) The Registrar shall receive the application and refer it to a Revision Committee, consisting of the Pro-Vice-Chancellor (Chairman) and two Members of the Syndicate to be nominated by the Vice-Chancellor. The Vice-Chancellor shall also nominate a person who will preside over the meeting of the Committee in the absence of the Pro-Vice-Chancellor. Two members shall form quorum for the transaction of business by the Committee.

(3) The application for revision shall be disposed of by the Committee within ten days after the last day of their receipt by the Registrar. Decision shall be made according to the majority, if there is such a majority. If the members are equally divided, the decision of the Chairman shall be final.

10. The teachers and the Principals of Affiliated Colleges shall notify the change of their address, if any, to the Registrar by post under a registered cover (acknowledgement due), which must reach the Registrar by the third day following the date fixed for the disposal of claims and objections by the Registrar.

Change of Address

11. The additions to, and deletions from the preliminary lists, shall be notified and displayed within three days of the decision of the Revision Committee.

Electoral Rolls

12. Any person may inspect, in the office of the Registrar, the Electoral Rolls, free of charge, during office hours.

Inspection of Electoral

13. The Registrar shall make available copies of the Electoral Rolls on payment of [Rs. 10/- each.]¹

Copies of Electoral Rolls

14. No person shall be qualified to vote or to be elected at any election held under these statutes unless his name is on the Electoral Rolls.

Eligibility for election

1. Syndicate, dated 7-12-1996.

PART III

CONDUCT OF ELECTIONS

15. The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provisions of these Statutes.
- Returning Officer**
16. Whenever a date or dates is/are fixed by the Vice-Chancellor for holding elections, the Returning Officer shall issue separate notifications specifying the following:-
- Notification regarding election**
- (a) Number of Members to be elected;
 - (b) the day (hereinafter referred to as the "nomination day") and time, on, by or within which nomination papers shall be received by the Returning Officer;
 - (c) the day (hereinafter referred to as the "scrutiny day") for the scrutiny of nominations;
 - (d) the day (hereinafter referred to as the "withdrawal day") for the withdrawal of candidature;
 - (e) the day (hereinafter referred to as the "polling day") or days hours and place on and at which a poll shall, if necessary, be taken and ballot papers shall be examined and counted.
17. (1) An elector may nominate any other elector to be a candidate for election by proposal on a prescribed form, obtainable from the Returning Officer, seconded by another elector. The name and the particulars of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Electoral Rolls. The person proposed shall sign the nomination form as a token of his consent to stand for election.
- Nominations**
- (2) The nomination form shall be forwarded to the Returning Officer, by name, by post under Registered Cover so as to reach him not later than the day and time specified in the election schedule.
 - (3) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him, shall enter these particulars in a register to be kept for this purpose and shall issue an acknowledgement receipt.
18. An elector shall be entitled to nominate as many persons for election as there are to be elected.
- Number of Nominations**

19. **Invalidation of Nominations** If a proposer or a seconder has signed the nomination papers of more than the number of members to be elected from a particular category, all nomination papers signed by him for that particular category shall be declared invalid.

20. **Scrutiny of Nominations** (1) The Returning Officer shall affix at his office on the second day following the nomination day a list of all the nominees, who have been proposed and seconded, along with the names of their respective proposers and seconders as shown in the nomination paper. On the scrutiny day the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare and publish a list of the validly nominated persons (hereinafter called the candidates) in alphabetical order. The rejection of a nomination paper shall not *ipso facto* invalidate the nomination of a candidate under any other valid nomination paper.

(2) If the number of candidates is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates elected.

21. **Withdrawal of Candidature** (1) Any candidate, who is not declared elected, may withdraw his candidature by notice in writing subscribed by him and delivered to the Returning Officer within the office hours of the withdrawal day.

(2) No candidate who has withdrawn his candidature shall be allowed to cancel his withdrawal.

(3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates elected.

(4) If the number of candidates after withdrawal, if any, is greater than the number of vacancies to be filled, a poll shall be held.

22. **Contents of Ballot Papers** A ballot paper shall contain the names of candidates in alphabetical order. It shall be sealed with the seal of the University.

23. **Dispatch of Ballot Paper** The Returning Officer shall send, not later than the fifteenth day of the date of declaration of nominations, to every elector (hereinafter referred to as person voting), at the address given in the Register of Teachers and Principals of the Affiliated Colleges, a ballot paper containing the names of candidates in alphabetical order with their academic qualifications, titles and addresses as shown in the nomination papers. The ballot paper shall be sealed with the seal of the University and on its counter-foil shall be noted the number of the elector in the Register of the Teachers and the Principals of the Affiliated Colleges. It shall be accompanied by a letter of intimation in the form prescribed by the Vice-Chancellor giving the date and hours of poll and the number of vacancies, and a copy of the election schedule.

24. No election shall be held to be invalid merely because an elector has failed to receive the ballot paper and letter of intimation in time to return it to the Returning Officer within the time prescribed for the purpose.
- Non-receipt of Ballot Papers**
25. The Vice-Chancellor shall appoint three members of the Syndicate, none of whom is candidate in the election, to assist the Returning Officer in the supervision of polling and counting of votes.
- Members of the Syndicate to assist the Returning Officer**
26. A person voting, who has inadvertently dealt with his ballot paper or letter of intimation in such a manner that it cannot properly be used, or who has lost his ballot paper or letter of intimation, or both, may, after delivering the spoiled ballot paper or letter of intimation or both to the Returning Officer or after satisfying him of the loss of the ballot paper or letter of intimation or both, as the case may be, obtain another ballot paper or letter of intimation or both. The counter-foil of the lost or spoiled ballot paper shall be marked as cancelled and the new one supplied together with its counter-foil shall be marked as duplicate.
- Loss or spoiling of voting paper or letter of intimation**
27. A voter shall vote by putting either a tick (✓) or a cross (x) in the space provided for the purpose, against the name of the candidate for whom he wishes to vote. The voting shall be by secret ballot.
- Filling of Ballot Paper**
28. (1) A person voting may vote either in person or by post.
- Voting**
- (2) A person voting, who chooses to vote in person, shall sign the letter of intimation, giving his serial number, at the notified place of poll on the day and within the hours notified for the purpose in the presence of the Returning Officer or one of the members appointed under Statute 25. The letter of intimation shall be countersigned by the Returning Officer or a member of the Committee, as the case may be. The closed envelope, bearing no identifying mark outside, containing the ballot paper, duly filled, shall then be placed in one locked box and the letter of intimation in the other. No ballot paper shall be received after the expiry of the time notified for the purpose.
- (3) Any Teacher or Principal of an Affiliated College voting, desiring to vote by post, shall sign his letter of intimation in the presence of -
- (i) a Principal of a degree college affiliated to the University, or
 - (ii) a Civil Judge, or
 - (iii) a Magistrate of the First Class.

29. (1) **Scrutiny of Ballot Papers and counting thereof** After the expiry of the hour notified for the closing of the poll, the ballot box shall be opened in the presence of the Returning Officer and such of the candidates or their authorised agents referred to in Statute 30, as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer shall then proceed to count the number of valid ballot papers.
- (2) A ballot paper shall be invalid -
- (i) if it bears any identifying mark; or
 - (ii) there is upon it any name, word or sign by which the person voting may be identified; or
 - (iii) it does not bear the official seal; or
 - (iv) it has been left blank by the voter; or
 - (v) the vote has not been cast in the manner prescribed by Statute 27; or
 - (vi) the vote has been cast in favour of more candidates than the number of persons to be elected; or
 - (vii) there is any uncertainty about the identity of the candidate in whose favour the vote has been cast; or
 - (viii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.
30. **Presence of candidate or his agent** A candidate, or in his absence his authorised agent who must be a voter, shall be allowed to be present at the time of counting of votes.
31. **Objections to the order of the Returning Officer** Objections to the decision of the Returning Officer regarding the validity or otherwise of a ballot paper must be made in writing forthwith.
32. (1) **Counting of Votes** The total number of valid votes received by each candidate would be entered in counting sheet(s). In case of equality of valid votes between two or more than two candidates, the Returning Officer shall record the results on the basis of drawing lots in the presence of the candidates or their authorised agents.
- (2) The signatures of such of the candidates or their authorised agents, as may be present, may be obtained by the Returning Officer, who should himself also sign that sheet.

- (3) It shall be open to the Returning Officer to obtain, with the approval of the Vice-Chancellor such assistance as may be necessary for the purpose of counting votes.
33. (1) Immediately after counting of votes, a list of the elected persons shall be prepared by the Returning Officer. Their names shall then be announced to such of the candidates or their authorised agents as may be present.
- Declaration and Publication of the result of the Election**
- (2) A copy of the list prepared under clause (1) of Statute 33 shall be displayed, outside the office of the Returning Officer, the same day.
34. (1) The election of any candidate shall not be called in question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Returning Officer within ten days of the declaration of result.
- Election Petitions**
- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two members of the Syndicate nominated by him. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member of the Syndicate to act as the third member. If any one of the other two members of the Committee is unable to attend meeting, the Vice-Chancellor shall appoint another member to act in his place. Two members shall constitute the quorum for the meeting.
- (3) The Vice-Chancellor shall be *Ex-Officio* Chairman of the Committee. If however the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (4) The decision of the Committee shall be final. In case of difference of opinion the decision of the majority shall prevail.
- (5) The decision shall be given by the Committee within two weeks from the last day for the presentation of election petition.
35. The names of the persons elected shall be forthwith submitted to the Vice-Chancellor for approval, and if approved, shall be published by the Returning Officer in a notification of the University of the Punjab.
- Publication of results**
36. The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with the election in a sealed cover to be sealed in the presence of the members of the Syndicate appointed to assist him and shall then, subject to any direction to the contrary given by the Syndicate, cause them to be destroyed.
- Preservation of Election Papers**
37. If the Registrar is, for any reasons, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge those duties.
- Delegation of functions of the Registrar**

38. **Exclusion of holidays** In case any day fixed by Part II of these Statutes for any purpose happens to be a University holiday, the day next following shall be considered to be the day fixed for that purpose and the programme for preparation of Electoral Rolls be adjusted accordingly.

*C - BY UNIVERSITY STUDENTS' UNION¹

Part I

PRELIMINARY

1. **Short Title** These Statutes may be called "Elections for membership of the Senate and the Syndicate of the University by the Representatives of the Students' Union Statutes."
2. **Definitions**
- (1) In these Statutes, unless a different intention appears from the subject or the context, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
- (a) "Act" means the University of the Punjab Act, 1973.
- (b) "Senate" and "Syndicate" means the Senate and Syndicate of the University of the Punjab.
- (c) "University Students' Union" shall mean the University Students' Union as constituted under Section 9 of the Act.
- (d) "Electoral Rolls" means the "Electoral Rolls" prepared and maintained under Part II of these Statutes.
- (e) "Elector" means any person whose name is borne on the Electoral Rolls prepared and maintained under Part II of these Statutes.
- (2) All expressions used in these Statutes and defined or used in the Act shall have the meanings respectively assigned to them in the Act.

PART II

PREPARATION OF ELECTORAL ROLLS

3. **Preparation and maintenance of Electoral Rolls for Election of the Representatives of the Punjab University Students' Union** In pursuance of Clause (xvi) of Sub-section (1) of Section 23 and Clause (xii) of Sub-section (1) of Section 25 of the Act, the Registrar shall prepare and maintain a list of the elected representatives of the Punjab University Students' Union.

* . Notified vide Registrar's No. 774/G.M. dated 7 May, 1974.

1. Repealed vide Martial Law Administrator (Zone 'A') order No. 1371 dated 9 February, 1984. The repealing Martial Law Order No. 1371 dated 9 February, 1984 itself has been repealed vide Punjab Ordinance No. II of 1989 Thus reviving the Students Unions.

4. (1) **Preliminary Electoral Rolls** The Registrar shall prepare and publish the preliminary list, mentioned in Statute 3 above by the date to be fixed by the Vice-Chancellor, and prominently display on the fixed date one copy of such a list at the 'student-Teacher Centre at the New Campus and at the Registrar's Office at Old Campus of the University.
- (2) The Registrar shall make available copies of this list on payment of [Re. 10/-each.]¹
5. **Presentation of Claims and Objections** Persons claiming to have their names entered in the list and persons having any objection to make against any entry therein shall make their claims and objections in writing to the Registrar within seven days of the publication of the preliminary list.
6. **Disposal of Claims and Objections** The Registrar shall decide claims and objections within three days following the last day fixed for the receipt of claims and objections and, if necessary, on the days following.
7. (1) **Application for revision of the orders of the Registrar** Any person aggrieved by a decision of the Registrar under Statute 5 may, not later than the office hours of the fourth day following the last day fixed for disposal of claims and objections, prefer an application in writing to the Registrar for revision of order.
- (2) The Registrar shall receive the application and refer it to a Revision Committee, consisting of the Pro-Vice Chancellor (Chairman) and two members of the Syndicate to be nominated by the Vice-Chancellor. The Vice-Chancellor shall also nominate a person who will preside over the meeting of the Committee in the absence of the Pro-Vice Chancellor. Two members shall form quorum for the transaction of business by the Committee.
- (3) The applications for revision shall be disposed of by the Committee within seven days after the last day of their receipt by the Registrar. Decision shall be made according to the majority, if there is such a majority. If the members are equally divided, the decision of the Chairman shall be final.
8. **Electoral Rolls** The additions to, and deletions from the preliminary lists, shall be notified and displayed within three days of the decision of the Revision Committee.
9. **Inspection of Electoral Rolls** Any person may inspect, in the office of the Registrar, the Electoral Rolls, free of charge, during office hours.
10. **Copies of Electoral Rolls** The Registrar shall make available copies of the electoral rolls on payment of [Rs. 10/=]² of each

1. Syndicate, dated 7-12-1996.

2. Ibid.

11. **Eligibility of election** No person shall be qualified to vote or to be elected at any election held under these Statutes unless his name is on the Electoral Rolls.

Part III

CONDUCT OF ELECTIONS

12. **Returning Officer** The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provisions of these Statutes.

13. **Notifications regarding elections** When ever date or date is /are fixed by the Vice-Chancellor for holding elections, the Returning Officer shall issue separate notifications specifying the following:-

- (a) Number of Members to be elected;
- (b) the day (hereinafter referred to as the “nomination day”) and time on by or within which nomination papers shall be received by the Returning Officer;
- (c) the day (hereinafter referred to as the “scrutiny day”) for the scrutiny of nominations;
- (d) the day (hereinafter referred to as the “withdrawal day”) for the withdrawal of candidature;
- (e) the day (hereinafter referred to as the “polling day”) or days, hours and place on and at which a poll shall, if necessary, be taken and ballot papers shall be examined and counted.

14. **Nominations**
- (1) Any elector may nominate any other elector to be a candidate for election by proposal on a prescribed form obtainable from the Returning Officer, seconded by another elector. The name and the particulars of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Electoral Rolls. The person proposed shall sign the nomination form as a token of his consent to stand for election.
 - (2) The nomination form shall be forwarded to the Returning Officer, by name, so as to reach him not later than the day and time specified in the election schedule.
 - (3) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him, shall enter these particulars in a register to be kept for this purpose and shall issue an acknowledgement receipt.

15. **Number of Nominations** An elector shall be entitled to nominate as many persons for election as there are to be elected.

16. If a proposer or a seconder has signed the nomination papers of more than the number of members to be elected from a particular category, all nomination papers signed by him for that particular category shall be declared invalid.

Invalidation of Nominations

17. (1) The Returning Officer shall affix at his office on the second day following the nomination day a list of all the nominees, who have been proposed and seconded, alongwith the names of their respective proposers and seconders as shown in the nomination papers. On the scrutiny day the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare and publish a list of the validly nominated persons (hereinafter called the candidates) in alphabetical order. The rejection of a nomination paper shall not *ipso facto* invalidate the nomination of a candidate under any other valid nomination paper.

Scrutiny of Nominations

(2) If the number of candidates is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates to be elected.

18. (1) Any candidate, who is not declared elected, may withdraw his candidature by notice in writing subscribed by him and delivered to the Returning Officer within the office hours of the withdrawal day.

Withdrawal of Candidature

(2) No candidate who has withdrawn his candidature, shall be allowed to cancel his withdrawal.

(3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates elected.

19. (1) If the number of candidates after withdrawal, if any, is greater than the number of vacancies to be filled, a poll shall be held.

Dispatch of Ballot Papers

(2) The Returning Officer shall send, not later than the seventh day of the date of declaration of nominations, to every elector (hereinafter referred to as a person voting), at the address given in the Electoral Rolls, a ballot paper containing the names of candidates in alphabetical order with their academic qualifications, titles and addresses as shown in the nomination papers. The ballot paper shall be sealed with the seal of the University, and on its counter-foil shall be noted the number of elector in the Electoral Rolls. It shall be accompanied by a letter of intimation in the form prescribed by the Vice-Chancellor, giving the date and hours of poll and the number of vacancies, and a copy of the election schedule.

20. No election shall be held to be invalid merely because an elector has failed to receive the ballot paper and letter of intimation in time to return it to the Returning Officer within the time prescribed for the purpose.

Non-receipt of Ballot Papers

21. A ballot paper shall contain the names of candidates in alphabetical order. It shall be sealed with the seal of the University.
- Contents of Ballot Paper** 22. The Vice-Chancellor shall appoint three members of the Syndicate, none of whom is a candidate in the election, to assist the Returning Officer in the supervision of polling and counting of votes.
- Members of the Syndicate to assist the Returning Officer**
23. A person voting, who has inadvertently dealt with his ballot paper or letter of intimation in such a manner that it cannot properly be used, or who has lost his ballot paper or letter of intimation, or both, may, after delivering the spoiled ballot paper or letter of intimation or both to the Returning Officer or after satisfying him of the loss of the ballot paper or letter of intimation, or both, as the case may be, obtain another ballot paper or letter of intimation or both. The counter-foil of the lost or spoiled ballot paper shall be marked as cancelled and the new one supplied together with its counter-foil shall be marked as duplicate.
- Loss or spoiling of voting paper or letter of intimation**
24. A voter shall vote by putting either a tick (√) or a cross (x), in the space provided for the purpose, against the name of the candidate for whom he wishes to vote. The voting shall be by secret ballot.
- Filling of Ballot Paper**
25. A person voting shall sign the letter of intimation, giving his serial number, at the notified place of poll on the day and within the hours notified for the purpose in the presence of the Returning Officer or one of the members appointed under Statute 22. The letter of intimation shall be counter-signed by the Returning Officer or a member appointed under Statute 22, as the case may be. The closed envelope, bearing no identifying mark outside, containing the ballot paper, duly filled, shall then be placed in one locked box and the letter of intimation in the other. No ballot paper shall be received after the expiry of the time notified for the purpose.
- Voting**
26. (1) After the expiry of the hour notified for the closing of the poll, the ballot box shall be opened in the presence of the Returning Officer and such of the candidates or their authorised agents referred to in Statute 27 as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer shall then proceed to count the number of valid ballot papers.
- Scrutiny of Ballot Papers and counting thereof**
- (2) A ballot paper shall be invalid:-
- (i) if it bears any indentifying mark; or
 - (ii) there is upon it any name, word or sign by which the person voting may be identified; or
 - (iii) it does not bear the official mark; or

- (iv) it has been left blank by the voter; or
- (v) the vote has not been cast in the manner prescribed by Statute 24; or
- (vi) the vote has been cast in favour of more candidates than the number of persons to be elected; or
- (vii) there is any uncertainty about the identity of the candidate in whose favour the vote has been cast; or
- (viii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.

27. A candidate, or in his absence his authorised agent who must be a voter, shall be allowed to be present at the time of counting of votes.

**Presence of
candidate or his
agent**

28. Objections to the decision of the Returning Officer regarding the validity or otherwise of a ballot paper must be made in writing forthwith.

**Objections to the
order of the
Returning Officer**

29. (1) The total number of valid votes received by each candidate would be entered in the counting sheet(s). In case of equality of valid votes between two or more than two candidates, the Returning Officer shall record the results on the basis of drawing lots in the presence of the candidates or their authorised agents.

**Counting of
votes**

- (2) The signatures of such of the candidates or their authorised agents, as may be present, will be obtained by the Returning Officer, who should himself also sign that sheet.
- (3) It shall be open to the Returning Officer to obtain, with the approval of the Vice-Chancellor, such assistance as may be necessary for the purpose of counting of votes.

30. (1) Immediately after counting of votes, a list of the elected persons shall be prepared by the Returning Officer. Their names shall then be announced to such of the candidates or their authorised agents as may be present.

**Declaration and
publication of the
Result of the Elections**

- (2) A copy of the list prepared under clause (1) of Statute 30 shall be displayed, outside the office of the Returning Officer, the same day.

31. (1) The election of any candidate shall not be called in question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Returning Officer within ten days of the declaration of the result.

Election Petitions

- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two members of the Syndicate nominated by him. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member of the Syndicate to act as the third member. If any one of the other two members of the Committee is unable to attend a meeting, the Vice-Chancellor shall appoint another member to act in his place. Two members shall constitute the quorum for the meeting.
- (3) The Vice-Chancellor shall be *Ex-Officio* Chairman of the Committee. If, however, the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (4) The decision of the Committee shall be final. In case of difference of opinion, the decision of the majority shall prevail.
- (5) The decision shall be given by the Committee within two weeks from the last day for the presentation of election petitions.
- Publication of Results**
32. The names of the persons elected shall be forthwith submitted to the Vice-Chancellor for approval and if approved shall be published by the Returning Officer in a notification of the University of the Punjab.
- Preservation of Election Papers**
33. The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with the election in a sealed cover to be sealed in the presence of the members of the Syndicate appointed to assist him and shall then, subject to any direction to the contrary given by the Syndicate, cause them to be destroyed.
- Delegation of functions of the Registrar**
34. If the Registrar is, for any reasons, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge those duties.
- Exclusion of holidays**
35. In case any day fixed by Part II of these Statutes for any purpose happens to be a University holiday, the day next following shall be considered to be the day fixed for that purpose and the programme for preparation of Electoral Rolls be adjusted accordingly.

(D - BY THE PRESIDENTS OF THE STUDENTS' UNIONS OF THE AFFILIATED COLLEGES

**Part I
PRELIMINARY**

- Short Title**
- 1. These Statutes may be called "Elections for membership of the Senate and the Syndicate of the University of the Punjab by the Presidents of the Students' Union of the Affiliated Colleges Statutes."

* Notified vide Registrar's No. 775/G.M, dated 10 May, 1974.

- 2. Definitions**
- (1) In these Statutes, unless a different intention appears from the subject or the context, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
- (a) "Act" means the University of the Punjab Act, 1973.
 - (b) "Senate" and "Syndicate" means the Senate and Syndicate of the University of the Punjab.
 - (c) "Affiliated College", "Authority" and "College" shall have the meanings assigned to these words in the Act.
 - (d) "Students' Unions of the Affiliated Colleges" shall mean the Students' Unions as mentioned under Statute 23(1)(xvi) and 25(1)(xii) of the Act.
 - (e) "Electoral Rolls" means the "Electoral Rolls" prepared and maintained under Part II of these Statutes.
 - (f) "Elector" means any person whose name is borne on the Electoral Rolls prepared and maintained under Part II of these Statutes.
- (2) All expressions used in these Statutes and defined or used in the Act shall have the meanings respectively assigned to them in the Act.

PART II PREPARATION OF ELECTORAL ROLLS

3. In pursuance of Clause (xvi) of Sub-section (1) of Section 23 and Clause (xii) of Sub-section (1) of Section 25, the Principals of the Affiliated Colleges shall supply the names of the Presidents of the Students' Unions of their colleges to the Registrar for the preparation of Electoral Rolls.
- Preparation and maintenance of Electoral Rolls of Election of Students' Representatives of the Students' Unions of the Affiliated Colleges**
4. The Registrar shall before or on such other date as may be fixed by the Vice-Chancellor, notify in such manner as may be prescribed by the Vice-Chancellor, that Electoral Rolls of the Presidents of the Students' Unions of the Affiliated Colleges are to be prepared and revised. A copy of such notice shall also be posted up at the Hailey Hall, University of the Punjab, Lahore.
- Issue of Notice for enrolment**
5. (1) A President of the Students' Union of an Affiliated College shall fill the form in his own handwriting and get it attested by the Principal of his college.
- Applications for enrolment**
- (2) The address shown in the application shall be the one where the applicant normally resides.
 - (3) The Registrar shall reject any application made in contravention of clause (1) above.

6. (1) The Registrar shall prepare and publish the Preliminary Electoral Rolls by the date to be fixed by the Vice-Chancellor, and prominently display, on the fixed date, a copy of such list at the Registrar's Office at the Old Campus of the University.
- Preliminary Electoral Rolls**
7. Persons claiming to have their names entered in the list and persons having any objection to make against any entry therein shall make their claims and objections in writing to the Registrar within fourteen days of the publication of the preliminary list.
- Presentation of Claims and Objections**
8. The Registrar shall decide the claims and objections within seven days following the last day fixed for the receipt of claims and objections and, if necessary, on the days following.
- Disposal of Claims and Objections**
9. (1) Any person aggrieved by a decision of the Registrar under Statute 8 may, not later than the office hours of the tenth day following the last day fixed for disposal of claims and objections, prefer an application in writing to the Registrar for revision of the order.
- Applications for revision of the orders of the Registrar**
- (2) The Registrar shall receive the application and refer it to a Revision Committee, consisting of the Pro-Vice-Chancellor (Chairman) and two members of the Syndicate to be nominated by the Vice-Chancellor. The Vice-Chancellor shall also nominate a person who will preside over the meeting of the Committee in the absence of the Pro-Vice-Chancellor. Two members shall form quorum for the transaction of business by the Committee.
- (3) The application for revision shall be disposed of by the Committee within seven days after the last day of their receipt by the Registrar. Decision shall be made according to the majority, if there is such a majority. If the members are equally divided, the decision of the Chairman shall be final.
10. The additions to, and deletions from, the preliminary list, shall be notified and displayed within three days of the decision of the Revision Committee.
- Electoral Rolls**
11. Any person may inspect, in the office of the Registrar, the Electoral Rolls, free of charge, during office hours.
- Inspection of Electoral Rolls**
12. The Registrar shall make available copies of the electoral rolls mentioned in Statute 11 on payment of [Rs. 10/- each.]¹
- Copies of the Electoral Rolls**

1. Syndicate, dated 7-12-1996.

13. (1) No person shall be qualified to vote at any election held under these Statutes unless his name is on the Electoral Rolls.
- Eligibility for Voting and Election**
- (2) No one shall be qualified to be elected at any election held under these Statutes unless his name is on the Electoral Rolls, and he is a student of a graduate or a post-graduate class.

PART III CONDUCT OF ELECTIONS

14. The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provisions of these Statutes.
- Returning Officer**

15. Whenever a date or dates is/are fixed by the Vice-Chancellor for holding elections, the Returning Officer shall issue separate notifications specifying the following:-
- Notification regarding elections**

- (a) Number of Members to be elected;
- (b) the day (hereinafter referred to as the "nomination day") and time, on, by or within which nomination papers shall be received by the Returning Officer;
- (c) the day (hereinafter referred to as the "scrutiny day") for the scrutiny of nominations;
- (d) the day (hereinafter referred to as the "withdrawal day") for the withdrawal of candidature.
- (e) the day (hereinafter referred to as the "polling day") or days, hours and place on and at which a poll shall, if necessary, be taken and ballot papers shall be examined and counted.

16. (1) An elector may nominate any other elector to be a candidate for election by proposal on a prescribed form, obtainable from the Returning Officer, seconded by another elector. The name and the particulars of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Electoral Rolls. The person proposed shall sign the nomination form as a token of his consent to stand for election.
- Nominations**
- (2) The nomination form shall be forwarded to the Returning Officer, by name, by post under Registered Cover so as to reach him not later than the day and time specified in the election schedule.
- (3) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him, shall enter these particulars in a register to be kept for this purpose and shall issue an acknowledgement receipt.

17. An elector shall be entitled to nominate as many persons for election as there are to be elected.
- Number of Nominations**
18. If a proposer or a seconder has signed the nomination papers of more than the number of members to be elected from a particular category, all nomination papers signed by him for that particular category shall be declared invalid.
- Invalidation of Nominations**
19. (1) The Returning Officer shall affix at his office on the second day following the nomination day a list of all the nominees, who have been proposed and seconded alongwith the names of their respective proposers and seconders as shown in the nomination paper. On the scrutiny day the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare and publish a list of the validly nominated persons (hereinafter called the candidates) in alphabetical order. The rejection of a nomination paper shall not *ipso facto* invalidate the nomination of a candidate under any other valid nomination paper.
- (2) If the number of candidates is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates elected.
- Scrutiny of Nominations**
20. (1) Any candidate, who is not declared elected, may withdraw his candidature by notice in writing subscribed by him and delivered to the Returning Officer within the office hours of the withdrawal day.
- (2) No candidate, who has withdrawn his candidature, shall be allowed to cancel his withdrawal.
- (3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled the Returning Officer shall declare all the candidates elected.
- (4) If the number of candidates after withdrawal, if any, is greater than the number of vacancies to be filled, a poll shall be held.
- Withdrawal of Candidature**
21. A ballot paper shall contain the names of candidates in alphabetical order. It shall be sealed with the seal of the University.
- Contents of Ballot Paper**
22. The Returning Officer shall send, not later than the fifteenth day of the date of declaration of nominations, to every elector (hereinafter referred to as a person voting), at the address given in the Electoral Rolls, a ballot paper, containing the names of candidates in alphabetical order with their academic qualifications, titles and addresses as shown in the nomination papers. The ballot paper shall be sealed with the seal of the University and on its counter-foil shall be noted the number of the elector in the
- Dispatch of Ballot Papers**

Electoral Rolls. It shall be accompanied by a letter of intimation in the form prescribed by the Vice-Chancellor giving the date and hours of poll and the number of vacancies, and a copy of the election schedule.

23. No election shall be held to be invalid merely because an elector has failed to receive the ballot paper and letter of intimation in time to return it to the Returning Officer within the time prescribed for the purpose.

**Non-receipt of
Ballot Papers**

24. The Vice-Chancellor shall appoint three members of the Syndicate none of whom is a candidate in the election, to assist the Returning Officer in the supervision of polling and counting of votes.

**Members of the
Syndicate to assist
Returning Officer**

25. A person voting, who has inadvertently dealt with his ballot paper or letter of intimation in such a manner that it cannot properly be used, or who has lost his ballot paper or letter of intimation, or both, may, after delivering the spoiled ballot paper or letter of intimation or both to the Returning Officer or after satisfying him of the loss of the ballot paper or letter of intimation, or both, as the case may be, obtain another ballot paper or letter of intimation or both. The counter-foil of the lost or spoiled ballot paper shall be marked as cancelled and the new one supplied together with its counter-foil shall be marked as duplicate.

**Loss or spoiling of
voting paper or letter
of intimation**

26. A voter shall vote by putting either a tick (✓) or a cross (x) in the space provided for the purpose, against the name of the candidate for whom he wishes to vote. The voting shall be by secret ballot.

**Filling of Ballot
Paper**

27. (1) A person voting may vote either in person or by post.

Voting

(2) A person voting, who chooses to vote in person, shall sign the letter of intimation, giving his serial number, at the notified place of poll on the day and within the hours notified for the purpose in the presence of the Returning Officer or one of the members appointed under Statute 24. The letter of intimation shall be counter-signed by the Returning Officer or a member appointed under Statute 24, as the case may be. The closed envelope, bearing no identifying mark outside, containing the ballot paper, duly filled, shall then be placed in one locked box and the letter of intimation in the other. No ballot paper shall be received after the expiry of the time notified for the purpose.

(3) A person voting, desiring to vote by post, shall sign his letter of intimation in the presence of the Principal of his college.

28. (1) After the expiry of the hour notified for the closing of the poll, the ballot box shall be opened in the presence of the Returning Officer and such of the candidates or their authorised agents referred to in Statute 29 as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer shall then proceed to count the number of valid ballot papers.

**Scrutiny of Ballot
Papers and
Counting thereof**

- (2) A ballot paper shall be invalid -
- (i) If it bears any identifying marks; or
 - (ii) there is upon it any name, word or sign by which the person voting may be identified; or
 - (iii) it does not bear the official seal; or
 - (iv) it has been left blank by the voter; or
 - (v) the vote has not been cast in the manner prescribed by Statutes 26; or
 - (vi) the vote has been cast in favour of more candidates than the number of persons to be elected; or
 - (vii) there is any uncertainty about the identity of the candidate in whose favour the vote has been cast; or
 - (viii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.

29. A candidate, or in his absence his authorised agent who must be a voter, shall be allowed to be present at the time of counting of votes.

Presence of candidate or his agent

30. Objections to the decision of the Returning Officer regarding the validity or otherwise of a ballot paper must be made in writing forthwith.

Objections to the order of the Returning Officer

31. (1) The total number of valid votes received by each candidate would be entered in the counting sheet(s). In case of equality of valid votes between two or more than two candidates, the Returning Officer shall record the results on the basis of drawing lots in the presence of the candidates or their authorised agents.

Counting of Votes

(2) The signatures of such of the candidates or their authorised agents, as may be present, may be obtained by the Returning Officer, who should himself also sign that sheet.

(3) It shall be open to the Returning Officer to obtain with the approval of the Vice-Chancellor such assistance as may be necessary for the purpose of counting votes.

32. (1) Immediately after counting of votes, a list of the elected persons shall be prepared by the Returning Officer. Their names shall then be announced to such of the candidates or their authorised agents as may be present.

Declaration and Publication of the Result of the Election

- (2) A copy of the list prepared under clause (1) of Statute 32 shall be displayed, outside the office of the Returning Officer, the same day.
33. **Election Petitions**
- (1) The election of any candidate shall not be called in question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Returning Officer within ten days of the declaration of the result.
- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two members of the Syndicate nominated by the Vice-Chancellor. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member of the Syndicate to act as the third member. If any one of the other two members of the Committee is unable to attend a meeting, the Vice-Chancellor shall appoint another member to act in his place. Two members shall constitute the quorum for the meeting.
- (3) The Vice-Chancellor shall be *Ex-Officio* Chairman of the Committee. If, however, the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (4) The decision of the Committee shall be final. In case of difference of opinion, the decision of the majority shall prevail.
- (5) The decision shall be given by the Committee within two weeks from the last day for the presentation of election petitions.
34. **Publication of Results**
- The names of the persons elected shall be forthwith submitted to the Vice-Chancellor, and if approved, shall be published by the Returning Officer in a notification of the University of the Punjab.
35. **Preservation of Election Papers**
- The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with the election in a sealed cover to be sealed in the presence of the members of the Syndicate appointed to assist him and shall then, subject to any direction to the contrary given by the Syndicate, cause them to be destroyed.
36. **Delegation of functions of the Registrar**
- If the Registrar is, for any reasons, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge those duties.
37. **Exclusion of holidays**
- In case any day fixed by Part II of these Statutes for any purpose happens to be a University holiday, the day next following shall be considered to be the day fixed for that purpose and the programme for preparation of Electoral Rolls be adjusted accordingly.
38. **Removal of difficulties**
- If any difficulty arises as to the election of the members of the Senate and Syndicate of the University of the Punjab by the Presidents of the Students' Unions of the Affiliated Colleges under these Statutes, the Vice-Chancellor may, on the recommendation of the Returning Officer, give appropriate directions to remove such difficulty.

**¹E-- STATUTES RELATING TO THE ELECTION OF MEMBERS OF THE
SENATE BY REGISTERED GRADUATES**

PART I

PRELIMINARY

- | | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short Title | 1. These Statutes may be called the Registered Graduate's Election to the Punjab University Senate Statutes, 1973. |
| Definitions | <p>2. (1) In these Statutes, unless a different intention appears from the subject or the context, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-</p> <p>(a) "Act" means the University of the Punjab Act, 1973.</p> <p>(b) "Elector" in respect of elections under clause (xvii) of Section 23 of the Act, means a graduate whose name is on the Register of Registered Graduate maintained by the Registrar under clause (b) of Section 17 of the Act.</p> <p>(c) "Senate" means Senate of the University of the Punjab.</p> <p>(2) Expressions used in these Statutes and defined or used in the Act shall have the meaning assigned to them in the Act.</p> |

PART II

PREPARATION OF REGISTER

- | | |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preparation and maintenance of Register | <p>3. (1) In pursuance of clause (b) of Section 17 of the Act, the Registrar shall prepare and maintain the Register of Registered Graduates.</p> <p>(2) Any graduate who has taken a degree in any Faculty from the University not less than four years before notification under Statute 4, shall on payment of registration fee of Rs. 200/- be entitled to have his name entered in the Register of Registered Graduates.</p> <p>(3) Any graduate, who has taken a degree in any Faculty from a University other than the University of the Punjab, not less than four years before notification under Statute 4, and residing permanently within the territorial jurisdiction of the University of the Punjab, shall on payment of registration fee of Rs. 200/- be entitled to have his name entered or retained in the Register of Registered Graduates.</p> |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. Notified Vide Registrar's No. 1084/G.M dated 29 September, 1973.

4. **Issue of notice for enrolment** The Registrar shall, before the first November or such other date as may be fixed by the Syndicate, in each year, notify in such manner as may be prescribed by the Syndicate that register of Registered Graduates is to be prepared and revised. A copy of such notice shall also be posted up at the Hailey Hall, Lahore.
5. **Applications for enrolment.**
- (1) Applications for enrolment shall, in the forms shown in the Schedule, obtainable from the Registrar, be received by such date in each year as may be fixed by the Vice-Chancellor.
 - (2) The applicant shall fill in the form in his own handwriting and get it attested:-
 - (a) by a Magistrate of the First Class or a Civil Judge or a Subordinate Judge; or
 - (b) in the case of a graduate of the University, by the Principal of a Degree College, Chairman/Director of University Teaching Department/Institute, Principal of Constituent College or an *Ex-Officio* member of the Senate; or
 - (c) in the case of a graduate of a University other than the University of the Punjab, by the Principal of the College from which the applicant graduated or a gazetted officer (class I); or
 - (d) by a member of the Syndicate or Chancellor's Committee; or
 - (e) in the case of a graduate, serving in the Armed Forces, by a Commissioned Officer of the Armed Forces.
 - (3) The address shown in the application shall be the one where the applicant normally resides or carries on his business.
 - (4) The Registrar shall reject any application made in contravention of clause (1), (2) or (3).
 - (5) The Registrar shall, without any application for the purpose, enter in the Register, the name of every person whose name is borne on the existing Register of Graduates for Life.
6. **Preliminary Register**
- (1) The Registrar shall prepare and publish the Preliminary Register by the fifteenth day after the last date fixed for receipt of application, and shall on the same day post up one copy of such Register at the Hailey Hall, Lahore.
 - (2) The Registrar shall make available copies of the Register mentioned in clause (1) on payment of Rs. 10/- per copy of a Register.
7. **Presentation of Claims and Objections**
- Graduates claiming to have their names entered in the Register and persons having any objection to make against any entry in the Register shall make their claims and objections in writing to the Registrar by the fourteenth day of the publication of the Preliminary Register.

8. **Disposal of claims and Objections** The Registrar shall decide the claims and objections on the fourteenth day following the last day fixed for the receipt of claims and objections and, if necessary, on the days following.
9. **Applications for revision of the orders of the Registrar**
- (1) Any person aggrieved by a decision of the Registrar under Statute 8 may, not later than the office hours of the day following the date of the order, make an application in writing to the Registrar for revision of the order.
 - (2) The Registrar shall refer the applications for revision made against his decision to a Committee, consisting of three members, nominated by the Syndicate annually for this purpose. Two members shall form quorum for the transaction of business by the Committee. It shall elect its Chairman for the meeting.
 - (3) The applications for revision shall be disposed of by the Committee on the third day following the day of their presentation to the Registrar and, if necessary, on the days following. Decision shall be made according to the majority, if there is such majority. If the members are equally divided, the decision of the Registrar shall stand.
10. **Change of Address** Registered Graduates shall notify the change of their addresses, if any, to the Registrar by post under a registered cover (acknowledgement due), which must reach the Registrar by the third day following the date fixed for the disposal of claims and objections by the Registrar.
11. **Final Register** The Registrar shall make such additions to and cancellations or amendments in the Register as may be required in accordance with the orders passed under Statutes 8 and 9 and the changes notified under Statute 10, and shall on the fourteenth day following the day fixed for the disposal of claims and objections by the Registrar, publish the Revised Register and post up a copy each of the Revised Register at the Hailey Hall, Lahore.
12. **Inspection of Final Register** Any Registered Graduate may, on an application to the Registrar, inspect the final Register free of charge during office hours.
13. **Copies of Register** The Register shall make available copies of the final Register mentioned in Statute 11 on payment of a fee of Rs. 10/- per copy.
14. **Registered Graduate to vote** No person shall be qualified to vote or to be elected at any election held under these Statutes unless his name is borne on the Register of Registered Graduates.

PART III

CONDUCT OF ELECTION

15. **Returning Officer** The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provision of these Statutes.
16. **Notification regarding election** Whenever a date or dates is/are appointed by the Vice-Chancellor for holding an election to fill any vacancy among the members elected by the Registered Graduates, the Returning Officer shall issue a notice (hereinafter referred to as election schedule) in such manner as may be prescribed by the Vice-Chancellor from time to time.
- (a) stating the number of vacancies to be filled in by the Registered Graduates; and
 - (b) specifying the following, namely:-
 - (i) the day (hereinafter referred to as the "nomination day") and time, on, by or within which nomination papers shall be received by the Returning Officer;
 - (ii) the day (hereinafter referred to as the "scrutiny day") for the scrutiny of nominations;
 - (iii) the day (hereinafter referred to as the "withdrawal day") for the withdrawal of candidature;
 - (iv) the day (hereinafter referred to as the "polling day") or days, hour and place on and at which a poll shall, if necessary, be taken, and ballot papers shall be examined and counted.
17. **Nomination**
- (1) An elector may nominate any other elector to be a candidate for election by proposal on a prescribed form, obtainable from the Returning Officer, seconded by another elector. The name, academic qualifications, titles, if any, and the address of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Register of Registered Graduates. The person proposed shall sign the nomination form as a token of his consent to stand for election.
 - (2) The nomination form shall be forwarded to the Returning Officer by name by post under registered cover so as to reach him not later than the day and time mentioned in sub-clause (i) of clause (b) of Statute 16.
 - (3) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him and shall enter these particulars in a register to be kept for this purpose.

[4. [Such Registered Graduates as are desirous to contest the Election shall pay Rs. 1000/- as fee for contesting the election of the Senate as Registered Graduates]¹

18. An elector shall be entitled to nominate as many persons for election as there are vacancies.

Number of Nominations

19. (1) Each nominee shall deposit as security a sum of rupees two hundred in cash in the Punjab University Branch of the Habib Bank, Lahore, and shall attach the receipt therefor with the nomination paper.

Security

(2) The Security shall be refundable if the nominee withdraws his name by the withdrawal day.

(3) The Security shall be forfeited in case the nominee fails to secure 10% of the total votes polled.

20. (1) If a proposer or a seconder has signed the nomination papers of more nominees than the number of vacancies, all nomination papers signed by him shall be declared invalid.

Invalidation of Nominations

(2) If a nominee fails to comply with the provisions of clause (1) of Statute 19, his nomination papers shall be declared invalid.

21. (1) The Returning Officer shall affix at his office on the third day following the nomination day a list of all the nominees who have been proposed and seconded. On the scrutiny day the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare a list of the validly nominated persons (hereinafter called the candidates) in alphabetical order.

Scrutiny of Nominations

(2) If the number of candidates is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates to be elected.

22. (1) Any candidate, who is not declared to have been elected, may withdraw his candidature by notice in writing subscribed by him and delivered to the Returning Officer within the office hours of the withdrawal day.

Withdrawal of candidature

(2) No candidate, who has withdrawn his candidature, shall be allowed to cancel his withdrawal.

(3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates to be elected.

1. Notified vide Treasurer's No. 408-12/Finance dated 31 August, 1989.

23. (1) If the number of candidates after withdrawal, if any, is greater than the vacancies to be filled, a poll shall be held.

**Despatch of
Ballot Papers**

- (2) The Returning Officer shall send, not later than the fifteenth day of the date of declaration of nominations, to every elector (hereinafter referred to as a person voting), at the address given in the Register of Registered Graduates, a ballot paper containing the names of candidates in alphabetical order with their academic qualifications, titles and addresses as shown in the nomination papers. The ballot paper shall be sealed with a seal prescribed by the Syndicate and on its counter-foil shall be noted the number of the elector in the Register of Registered Graduates. It shall be accompanied by a letter of intimation in the form prescribed by the Syndicate, giving the date and hours of poll and the number of vacancies, and a copy of the election schedule.

24. No election shall be held to be invalid merely because an elector has failed to receive the ballot paper and letter of intimation in time to return it to the Returning Officer within the time prescribed for the purpose.

**Non-receipt of
ballot papers**

25. The Syndicate shall appoint four members of the Syndicate to assist the Returning Officer in the supervision of polling and counting of votes. The Returning Officer, and not the members so appointed, shall decide whether a ballot paper or a letter of intimation is valid or not.

**Members of the
Syndicate to assist
the Returning
Officer**

26. A person voting, who has inadvertently dealt with his ballot paper or letter of intimation in such a manner that it cannot properly be used, or who has lost his ballot paper or letter of intimation, or both, may after delivering the spoiled ballot paper or letter of intimation or both to the Returning Officer or after satisfying him of the loss of the ballot paper or letter of intimation, or both, as the case may be, obtain another ballot paper or letter of intimation or both. The counter-foil of the lost or spoiled ballot paper shall be marked as cancelled and the new one supplied together with its counter-foil shall be marked as duplicate.

**Loss or spoiling of
voting paper or
letter of intimation**

27. A person voting shall vote by putting a cross in the space provided for the purpose against the name of the candidate for whom he wishes to vote.

Filling of ballot paper

28. (1) A person voting may vote either in person or by post.

Voting

- (2) A person voting, who chooses to vote in person, shall sign the letter of intimation, giving his serial number, at the notified place of poll on the day and within the hours notified for the purpose in the presence of the Returning Officer or one of the members appointed under Statute 25. The letter of intimation shall be counter-signed by the Returning Officer or a member of the Committee, as the case may be. The closed envelope bearing no identifying mark outside, containing the ballot

paper, duly filled, shall then be placed in one locked box and the letter of intimation in the other. No ballot paper shall be received after the expiry of the time notified for the purpose.

- (3) Any person voting, desiring to vote by post, shall sign his letter of intimation in the presence of:-
- (i) the Principal of a Degree College affiliated to the University, or
 - (ii) A Civil Judge, or
 - (iii) a Magistrate of the First Class, or

in case a person voting is in Military Service, he shall sign his letter of intimation in the presence of an Officer not below the rank of a Colonel. The authority in whose presence the person voting has signed his letter of intimation shall authenticate the letter of intimation with his signature and seal of office. The person voting shall then put the letter of intimation along with the closed envelope (bearing no identifying mark outside), containing his ballot paper, duly filled, in a second envelope addressed to the Returning Officer and forward the same by registered post so as to reach the Returning Officer not later than the date and hour notified for the closing of the poll. Any envelope received after the expiry of the time notified for the purpose or otherwise than by registered post shall be treated as invalid. Any envelope duly received shall be placed in a box and kept in safe custody.

29. (1) **Scrutiny of letters of intimation, ballot papers and counting thereof** After the expiry of the hour notified for the closing of the poll, the box containing the envelopes received by post, mentioned in clause (3) of Statute 28, shall be opened in the presence of the Returning Officer and such of the candidates or their authorised agents referred to in Statute 30 as may be present. Each such envelope shall be opened and the Returning Officer shall examine each letter of intimation. If a letter of intimation is found to be unsigned or not authenticated in the manner referred to in Statute 28, the accompanying ballot paper shall be treated as invalid. If the letter of intimation is found to be in order, the envelope containing the ballot paper shall be placed in the locked box containing the ballot papers.
- (2) After the letters of intimation received by post have been examined and action as aforesaid completed, the box containing the envelopes enclosing the ballot papers shall be unlocked on the day and the hour appointed for this purpose and each envelope opened in the presence of the Returning Officer and such of the candidates or their authorised agents as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer, with the assistance of the members appointed, shall then count the number of valid ballot papers.

- (3) A ballot paper shall be invalid if :-
- (i) the envelope containing it bears any identifying mark outside; or
 - (ii) there is upon it any name, word or mark, other than the number, by which the person voting may be identified; or
 - (iii) it does not bear the official mark; or
 - (iv) it has been left blank by the person voting; or
 - (v) the vote has not been cast in the manner prescribed by Statute 27; or
 - (vi) the vote has been cast in favour of more candidates than the number of vacancies; or
 - (vii) there is any uncertainty as to the identity of the candidate in whose favour the vote has been cast; or
 - (viii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.
- (4) If the ballot papers cannot be examined or counted or the result cannot be declared on the polling day, the Returning Officer shall, in the presence of the members appointed under Statute 25, and such of the candidates on their authorised agents as may be present, place the ballot papers in the ballot box and reseal it. The ballot box shall be re-opened on the next day or, if necessary, days next following and the Returning Officer shall proceed to complete the action aforesaid.

30. A candidate, or in his absence his authorised agent who must be a voter, shall be allowed to be present at the time of counting of votes.

**Presence of candidate
or his agent**

31. Objections to the decision of the Returning Officer regarding the validity or otherwise of a letter of intimation or a ballot paper must be made in writing forthwith.

**Objections to the
order of the
Returning Officer**

32. (1) The total number of votes received by each candidate would be entered in the counting sheet.

Counting of Votes

- (2) The signature of such of the candidates or their authorised agents as may be present, will be obtained by the Returning Officer, who should himself also sign that sheet.
- (3) It shall be open to the Returning Officer to obtain, with the approval of the Vice-Chancellor, such assistance as may be necessary for the purpose of counting votes.

33. (1) Immediately after counting of votes list of the elected persons shall be prepared by the Returning Officer and their names shall be announced to such of the candidates or their authorised agents as may be present.
- Declaration and publication of the result of the Election**
- (2) A copy of the list prepared under clause (1) of Statute 33 shall be posted outside the office of the Returning Officer, the same day.
34. (1) The election of any candidate shall not be called in question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Registrar within ten days of the declaration of the result.
- Election Petitions**
- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two members appointed by the Syndicate. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member of the Syndicate to act as the third member; but if any one of the other two members of the Committee is unable to attend a meeting, the Syndicate shall appoint another member to act in his place.
- (3) The Vice-Chancellor shall be *Ex-Officio* Chairman of the Committee. But if the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (4) The decision of the Committee shall be final. In case of difference of opinion the decision of the majority shall prevail. On technical matters the Committee hearing the petition may, at its discretion, seek assistance of experts to be appointed by the Vice-Chancellor.
35. The names of the persons elected shall be forthwith submitted to the Syndicate for approval, and if approved, shall be published in a notification of the University of the Punjab.
- Publications of Results**
36. The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with the election in a sealed cover, to be sealed in the presence of the members of the Syndicate appointed to assist him and shall then, subject to any direction to the contrary given by the Syndicate, cause them to be destroyed.
- Preservation of Election Papers**
37. If the Registrar is, for any reasons, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing, appoint any other officer of the University to discharge those duties.
- Delegation of functions of the Registrar**
38. In case any day fixed by Part II of these Statutes for any purpose happens to be a University holiday, the day next following shall be considered to be the day fixed for that purpose and the programme for preparation of Registers be adjusted accordingly.
- Exclusion of Holidays**

SCHEDULE

FORM 1

[STATUTE 5 (1)]

**Form of Application for Registration as a Registered Graduate
(For use by a Graduate of the University of the Punjab)**

Name (in block letters)
 Father's Name
 University Registered No.

Examination passed	Year of Passing	Roll No.	Name of college or district from which appeared in the examination	*Year of admission to the Degree

*Merely passing a Degree Examination does not entitle a person to be enrolled as a Registered Graduate. Admission to a Degree is a necessary condition.

Address at which the ballot is to be sent

(The address shall be one at which the applicant normally resides or carries on his work or business; failure to comply with this requirement shall invalidate the application).

Station.
 Date Signature of applicant

Certified that this application has been signed by the applicant in my presence and that he is personally known to me (or has been identified by who is personally known to me).

Date. Signature and Seal of the **attesting authority.

**The applicant shall fill in the form in his own hand-writing and get it attested - (a) by a Magistrate of the First Class or a Civil Judge or a Subordinate Judge or (b) by the Principal of a Degree College, Chairman/Director of a University Teaching Department/Institute, Principal of a Constituent College or an *Ex-Officio* member of the Senate or (c) by a Member of the Syndicate or Chancellor's Committee or (d) in the case of a graduate, serving in the Armed Forces, by a Commissioned Officer of the Armed Forces.

Date of remitting the Registration Fee of Rs. 10/-

University Receipt No.

(TO BE FILLED IN BY THE OFFICE)

Certified that the applicant's fee of Rs. 10/- was received, *vide* University Receipt No. dated

Accounts Clerk

Certified that the applicant was admitted to the Degree of in the year

Signature of the Clerk

Eligible for Registration

Not eligible due to

Assistant Registration

Assistant Registrar.

Clerk

Note:- An application form may not be considered if the full or correct particulars are not given.

EXTRACTS FROM THE UNIVERSITY OF THE PUNJAB ACT, 1973 AND STATUTES RELATING TO THE ELECTION OF MEMBERS OF THE SENATE BY REGISTERED GRADUATES.

1. "Registered Graduates" means -
 - (a) a graduate of the University who has his name entered in the register maintained for the purpose; or
 - (b) a graduate of any University who ordinarily resides within the territorial jurisdiction of the University and has his name entered in the register maintained by the University for the purpose.
2. In pursuance of clause (b) of Section 17 of the Act, the Registrar shall prepare and maintain the Register of Registered Graduates.
3. For the purpose of election by registered graduates of the University the Registrar shall maintain a register on which any graduate who has taken a degree in any Faculty from the University not less than four years before notification, shall on the payment of registration fee of Rs. 10/- be entitled to have his name entered in the Register of Registered Graduates.
4. Persons whose names are borne on the existing Register for life need not apply afresh. Their names shall be retained in the Register *ipso facto*.
5. Last date for receipt of application for fresh enrolment with fee is

FORM II
[STATUTE 5 (1)]

Form of Application for Registration as a Registered Graduate
(For use by a Graduate of a University other than the University of the Punjab)

Name (in block letters)

Father's Name

Name of the University from which graduated	Examination passed	Year of passing	Roll No.	Name of College or district from which appeared in the examination	*Year of admission to the Degree

*Merely passing a Degree Examination does not entitle a person to be enrolled as a Registered Graduate. Admission to a Degree is a necessary condition.

Address at which ballot is to be sent

(The address shall be one at which the applicant normally resides or carries on his work or business; failure to comply with this requirement shall invalidate the application)

Station.

Date.

Signature of applicant

Certified that this application has been signed by the applicant in my presence and that he is personally known to me (or has been identified by who is personally known to me).

It is further certified that the applicant is residing permanently within the territorial jurisdiction of the University of the Punjab for the last one year.

Date

Signature and Seal of the **attesting authority.

** The applicant shall fill in the form in his own hand-writing and get it attested - (a) by a Magistrate of the First Class or a Civil Judge or a Subordinate Judge, or (b) by the Principal of a Degree College, Chairman/Director of a University Teaching Department/Institute, Principal of a Constituent College or an *Ex-Officio* member of the Senate or (c) by the Principal of the College from which the applicant graduated or by a Gazetted Officer (Class I) or (d) by a Member of the Syndicate or Chancellor's Committee or (e) in the case of a graduate, serving in the Armed Forces, by a Commissioned Officer of the Armed Forces.

Date of remitting of Registration Fee of Rs. 10/-.....

University Receipt No.

*A Graduate should submit his original degree or a copy, duly attested by a Magistrate of the

First Class or Civil Judge, or by any one of the following:-

- (a) Principal of a Degree College,
- (b) Chairman of a University Teaching Department/Director of an Institute/Principal of a Constituent College, or
- (c) *Ex-Officio* member of the Senate,

with the application form, failing which his application will not be accepted.

Graduates who are practising lawyers or are employed in Colleges and the University as Lecturers, Assistant Professors, Associate Professors and Professors can submit a declaration signed by the Registrar of the High Court or by the Head of the Institution concerned respectively in lieu of the original degree or an attested copy thereof.

If the Vice-Chancellor is satisfied from personal knowledge that an applicant has passed certain Examination, a certificate from him to this effect can be accepted in lieu of the original degree or an attested copy thereof.

(TO BE FILLED IN BY THE OFFICE)

Certified that the applicant's fee of Rs. 10/- was received vide University Receipt No.

Dated

Accounts Clerk

Eligible for Registration

Not eligible due to

Assistant Registration

Assistant Registrar

Clerk

**EXTRACTS FROM THE UNIVERSITY OF THE PUNJAB ACT, 1973 AND STATUTES
RELATING TO THE ELECTION OF MEMBERS OF THE SENATE BY REGISTERED
GRADUATES**

1. "Registered Graduates" means:-
 - (a) a graduate of the University who has his name entered in the register maintained for the purpose; or
 - (b) a graduate of any University who ordinarily resides within the territorial jurisdiction of the University and has his name entered in the register maintained by the University for the purpose.
2. In pursuance of clause (b) of Section 17 of the Act, the Registrar shall prepare and maintain the Register of Registered Graduates.
3. For the purpose of election by registered graduates of Universities other than the University of the Punjab the Registrar shall maintain a register on which any graduate who has taken a degree in any Faculty from a University other than the University of the Punjab, not less than four years before notification, and is residing permanently within the territorial jurisdiction of the University of the Punjab, shall on payment of Registration fee of Rs.10/- be entitled to have his name entered or retained in the Register of Registered Graduates.
4. Persons whose names are borne on the existing Register for life need not apply afresh. Their names shall be retained in the Register *ipso facto*.
5. Last date for receipt of applications for fresh enrolment with fee is.....

CHAPTER II - SENATE

The Senate shall consist of -

**The Senate.
Section 23 of
the University
of the Punjab
Act, 1973.**

- (i) the Chancellor;
- (ii) the Pro-Chancellor;
- (iii) the Vice-Chancellor;
- (iv) the Pro-Vice-Chancellor;
- (v) the Members of the Syndicate;
- (vi) the Deans;
- (vii) the Directors of Institutes;
- (viii) the Principals of the Constituent Colleges;
- (ix) the University Professors and Professors Emeritus;
- (x) the Chairmen of the Teaching Departments;
- (xi) the Officer or Teacher Incharge of Students Affairs (by whatever designation called);
- (xii) the University Teachers having at least three years' service subject to the maximum of 15 to be elected by University Teachers from amongst themselves;
- (xiii) six Principals of Affiliated Colleges to be elected by the Principals of all such Colleges from amongst themselves;
- (xiv) the teachers from the Affiliated Colleges having at least three years' service subject to the maximum of 15 to be elected from amongst themselves;
- (xv) all the Chairmen of the Boards of Intermediate and Secondary Education in the Punjab and the Chairman, Board of Technical Education;
- (xvi) [two students representatives of the University Students' Union and two representatives of the Unions of the affiliated colleges to be elected by the residents of the Students Unions of those Colleges.]¹;
- (xvii) five Registered Graduates to be elected by all such Graduates from amongst themselves;
- (xviii) five persons eminent in the arts, the sciences and the Professions, to be nominated by the Chancellor;

1. Repealed vide Martial Law Administrator (Zone `A') Order No. 1371 dated 9 February 1984. The repealing Martial Law Order No. 1371 dated 9 February, 1984 itself has been repealed vide Punjab Ordinance No. II of 1989. Thus reviving the Students Unions.

- (xix) the Registrar;
- (xx) the Treasurer;
- (xxi) the Controller of Examinations;
- (xxii) the Librarian;
- (xxiii) [Members of the Provincial Assembly of the Punjab to be elected in the following manner:-
 - (a) Two members from each Division excluding Lahore Division to be elected by the Members of the Provincial Assembly from that Division; and
 - (b) One member from each District of Lahore Division to be elected by the Members of the Provincial Assembly from that Division]¹ and
- (xxiv) all the Regional Directors of Education and the Director of Technical Education within the territorial limits of the University.

The Chancellor, or in his absence his nominee, shall be the Chairman of the Senate.

- (2) Members of the Senate, other than *Ex-Officio* members shall hold office for three years.
- (3) The Senate shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor with the consent of the Chancellor.
- (4) The quorum for a meeting of the Senate shall be one-third of the total number of members, a fraction being counted as one.

Subject to the provisions of this Act, the Senate shall have the powers -

**Powers and Duties of the Senate.
Section 24 of the University of the
Punjab Act, 1973**

- (a) to consider the drafts of Statutes proposed by the Syndicate and deal with them in the manner indicated in sub-section (2) of section 31;
- (b) to consider and pass resolutions on the annual report, annual statement of accounts and the annual and revised budget estimates;
- (c) to appoint members to the Syndicate and other Authorities in accordance with the provisions of this Act;
- (d) to delegate any of its powers to any Authority or Officer or a Committee or Sub-Committee; and
- (e) to perform such other functions as may be prescribed by Statutes.

1. Amended and substituted by the Punjab Act No. V of 1985.

RULES OF PROCEDURE FOR MEETINGS OF THE SENATE¹

- (1) The budget meeting of the Senate shall be held in the third week of June every year.
- (2) At least 15 days notice shall be given to members for a meeting.
- (3) A notice of at least seven days shall be given for a special meeting of the Senate.
- (4) On a proposal made by one-third of the total number of members of the Senate for convening a special meeting of the Senate, the Registrar shall immediately move in the matter and request the Chancellor to fix a date for the meeting.
- (5) The agenda and the working papers shall normally be issued by the Registrar at least 15 days before an ordinary meeting and at least 5 days before a special meeting.
- (6) The Registrar shall send the notice and the agenda alongwith the working papers to the members by registered parcel or by hand.
- (7) The Chairman may propose any item(s) to be considered as "Current Work" for which previous notice to the members will not be necessary. Normally the item(s) to be considered as current work shall be those which crop up after the main agenda had been issued. If, however, any item is included in "Current Work", which should have been included in the main agenda, reasons for doing so will be explained to the house.
- (8) Proposals submitted by the Syndicate or by the Academic Council in accordance with the regulations for the decision of the Senate shall be dealt with as motions and will not require to be proposed and seconded.
- (9) A member proposing a motion or amendment arising out of the items listed on the agenda, shall give a notice of the same in writing duly signed by him, to the Registrar so as to reach him at least seven days before the meeting. An amendment arising out of discussion of the items listed on the agenda will be valid only if it is seconded by a member on the floor of the house.
- (10) After such discussion as the Chairman may allow, the amendment shall be put to vote before the original motion is taken up and if the amendment(s) is/are lost, the original motion shall be put to vote. If an amendment is carried, the original motion so amended, shall be put to vote.
- (11) The motions accepted by the Senate shall be sent to the appropriate authority for necessary action or report as the case may be within a fortnight after the confirmation of the proceedings of a meeting.
- (12) Any item, motion or amendment moved by a mover may be withdrawn by him at any time with the permission of the Chair.
- (13) The Chairman shall control the order in which members may address the meeting and the manner in which the business shall be conducted.

1. The Senate vide paragraph 1(a) of the proceedings of its meeting held on 28 June, 1978, authorised the Committee to approve the rules of procedure on behalf of the Senate. The said Committee, at its meeting held on 15 January 1979 approved the Rules of Procedure for meetings of the Senate as printed.

- (14) No member shall address the meeting after the Chairman has called for a vote. Every member who wishes to speak shall be given an opportunity to address the house.
- (15) Members, when speaking shall stand and address the Chair. No member shall, without the leave of Chairman, speak more than once on any motion or amendment.
- (16) On putting a motion to vote, the Chairman shall call for a show of hands for the affirmative or negative and shall declare the result except the result of election of members to various bodies for which a secret ballot will be necessary.
- (17) A member who is not satisfied with the result of vote by show of hands may demand a division which shall be held in such a manner as the Chairman may direct.
- (18) The Registrar may cause the proceedings of the meetings to be recorded and shall submit the same to the Chairman for confirmation within three weeks of the date of the meeting. The proceedings, as confirmed by the Chairman, shall immediately be circulated to the members. In case any member feels that the proceedings have not been correctly recorded, he shall communicate his observations to the Registrar within 20 days of the receipt of the proceedings by him. The amendment proposed, if any, shall be submitted to the Chairman and if approved by him shall be circulated to the members as a corrigenda.
- (19) A member may, at least ten days before the date of a meeting, ask the Registrar to supply to the Senate, at its ensuing meeting, any information about the working of the University.
- (20) The Registrar shall place on the agenda of each meeting a statement about the action taken on the various decisions taken by the Senate at its previous meeting.
- (21) These rules may be amended from time to time by the Senate by majority of votes.

CHAPTER III - SYNDICATE

- (1) The Syndicate shall consist of -

**The Syndicate.
Section 25 of the
University of the
Punjab Act, 1973**

- (i) the Vice-Chancellor, who shall be its Chairman;
- (ii) the Pro-Vice-Chancellor, if any;
- (iii) one member of the Provincial Assembly of the Punjab to be nominated by the Speaker of the Assembly;¹

1. Amended and substituted by the Punjab Ordinance No. XII of 1980.

- [(iv) two members of the Senate to be elected by the Senate]¹
 - [(v) the Chief Justice of the Lahore High Court, Lahore or his nominee from amongst the judges of the Lahore High Court;]²
 - (vi) Secretary to Government of the Punjab, Education Department; or his nominee not below the rank of Additional Secretary;
 - (vi-A) Secretary to Government of the Punjab, Finance Department; or his nominee not below the rank of Additional Secretary;]³
 - [(vii) one nominee of the University Grants Commission;
 - (viii) one Dean to be nominated by the Chancellor on the recommendation of the Vice-Chancellor;
 - (ix) one Professor, one Associate Professor, one Assistant Professor and one such Lecturer as has completed a minimum of two years service in the University to be elected respectively by and from amongst themselves;]⁴
 - (x) three persons of eminence [including one Scholar of Islamic Jurisprudence and one woman not serving in any educational institution]⁵ to be nominated by the Chancellor;
 - [(xi) one Principal of the affiliated colleges to be nominated by the Chancellor]⁶
 - [(xii) The President of the University Students' Union]⁷
- (2) Members of the Syndicate other than *Ex-Officio* members shall hold office for [three]⁸ years.
- (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.

1. Amended by the Punjab Ordinance No. VIII of 1981.

2. Amended and substituted by the Punjab Ordinance No. XII of 1980.

3. Amended and substituted by the Punjab Act V of 1985.

4. Amended and substituted by the Punjab Ordinance No. XII of 1980.

5. Ibid.

6. Ibid.

7. Repealed vide Martial Law Administrator (Zone `A') Order No. 1371 dated 9 February 1984. The repealing Martial Law Order No. 1371 dated 9 February, 1984 itself has been repealed vide Punjab Ordinance No. II of 1989. Thus reviving the Students Unions.

8. Amended and substituted by the Punjab Ordinance No. VIII of 1981.

(1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act, and the Statutes, take effective measures to raise the standards of teaching, research and publication and other academic pursuits and exercise general supervision over the affairs and management of the property of the University.

Powers and duties of the Syndicate. Section 26 of the University of the Punjab Act, 1973.

(2) Without prejudice to the generality of foregoing powers and subject to the provisions of this Act and the Statutes the Syndicate shall have the powers:-

- (a) to take effective measures to raise the standards of teaching, research and publication in the light of national needs;
- (b) to hold, control and administer the property and funds of the University;
- (c) to govern and regulate, with due regard to the advice of the Finance and Planning Committee in this behalf, the finances, accounts and investments of the University and for that purpose to appoint such agents as it may think fit;
- (d) to consider the annual report, the annual and revised budget estimates and to advise the Senate thereon, and to reappropriate funds from one major head of expenditure to another;
- (e) to transfer and accept transfer of movable or immovable property on behalf of the University;
- (f) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (g) to cause proper books of accounts to be kept for all sums of money received and expended by the University and for assets and liabilities of the University;
- (h) to invest any money belonging to the University including any unapplied income in any of the securities described in section 20 of the Trusts Act, 1882, or in the purchase of immovable property or in such other manner as it may determine, with the like power of varying such investments;
- (i) to receive and manage any property transferred, grants, bequests, trusts, gifts, donations, endowment and other contributions made to the University;
- (j) to administer any funds placed at the disposal of the University for specified purposes;
- (k) to determine the form provided for the custody and regulate the use of the Common Seal of the University;

- (l) to provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;
- (m) to establish and maintain halls of residence and hostels or lodgings for the residence of students;
- (n) to affiliate and disaffiliate colleges;
- (o) to admit educational institutions to the privileges of the University and withdraw such privileges;
- (p) to arrange for the inspection of colleges and the Teaching Departments;
- (q) to institute Professorship, Associate Professorship, Assistant Professorship, Lecturership and other teaching posts or to suspend or to abolish such posts;
- (r) to create, suspend or abolish such administrative, research, extension or other posts as may be necessary;
- (s) to appoint University Teachers and other Officers on the recommendations of the Selection Board for Teaching and other posts in the initial pay of Rs. 450/- per mensem or above;
- (t) to appoint Professor Emeritus on such terms and conditions as may be prescribed;
- (u) to confer Honorary Degrees in accordance with the conditions prescribed;
- (v) to prescribe the duties of Officers, Teachers and other employees of the University;
- (w) to suspend, punish and remove from service in the prescribed manner such Officers, Teachers and other employees as are appointed by the Syndicate;
- (x) to report to the Senate on matters on which it has been asked to report;
- (y) to appoint members to the various Authorities in accordance with the provisions of this Act;
- (z) to propose drafts for Statutes for submission to the Senate;
- (aa) to consider and deal in the manner prescribed in sub-section (2) of section 32, the Regulations made by the Academic Council provided that the Syndicate may frame a Regulation at its own initiative and approve it after calling for the advice of the Academic Council;
- (bb) to regulate, determine and administer all other matters concerning the University and to this end exercise all other powers in this behalf not specifically mentioned in this Act and the Statutes;

- (cc) to delegate any of its powers to an Authority or a committee or sub-committee; and
- (dd) to perform such other functions as have been assigned to it by the other provisions of this Act or the Statutes.

- Regulations**¹
1. The Vice-Chancellor shall preside at all meetings of the Syndicate at which he may be present. In his absence the members present at a meeting shall elect a Chairman. The order of speaking and conduct of business shall be determined by the Chairman.
 2. In a meeting of the Syndicate the decision of the majority shall prevail. When the votes are equal, the Chairman shall have a casting vote.
 3. All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by the Chairman. Any Fellow of the University shall be entitled to inspect in the University Office, during office hours, the proceedings of the meetings of the Syndicate.]²
- Disciplinary Committee**
- (i) ([In the month of January every alternate year, the Syndicate shall appoint one or more [Disciplinary Committee]³ to deal with the cases of alleged use of unfair means in connection with the Examinations and other matters affecting the discipline of students.
 - (ii) [Each Disciplinary Committee shall consist of at least three members. The Deputy Controller of Examinations (Secrecy) shall act as Member Secretary of the Committee/s. The quorum for a meeting of Disciplinary Committee shall be three members]⁴
 - (iii) [Provided that if the Controller of Examinations is himself a complainant or initiates the proceedings against a candidate he shall not sit as a member of the Disciplinary Committee deciding the case of such a candidate, and another member may be appointed in his place for the disposal of such cases.]⁵

Except as given in the proviso below, the unanimous decision of the Disciplinary Committee in dealing with cases of the alleged use of unfair means in connection with the examinations shall be final. If the Disciplinary Committee is not unanimous, the matter shall be referred to the Vice-Chancellor, who shall either decide the matter himself or refer it to the Syndicate for decision.

1. Chancellor's Committee dated 21 June, 1978 Para 31.
 2. University of the Punjab Calendar Vol. I (1963-64).page 155.
 3. Amended vide Registrar's No. 595/G.M. dated 5 May 1969.
 The Syndicate at its meeting held on 5 April 1969(paragraph 2) authorized the Vice-Chancellor to set up as many disciplinary Committees as he thinks necessary to clear the pending cases of unfair means in the University Examination.
 4. Notified vide. Registrar's No. 1031/G., dated 15 April, 1987.
 5. Syndicate paragraph 82 dated 23/24 May, 1979.

Provided that if, in the opinion of the Vice-Chancellor, facts have been brought to light within 30 days of the receipt of the decision by the candidate which, had they been before the Disciplinary Committee, might have induced them to come to a decision other than, one arrived at, the Vice-Chancellor may order that such facts be reduced to writing and placed before the Disciplinary Committee; the Disciplinary Committee shall then reconsider the case. The unanimous decision of the Disciplinary Committee on reconsideration, if confirmed by the Vice-Chancellor, shall be final. In case the Vice-Chancellor does not approve the unanimous decision of the Disciplinary Committee, he shall refer the matter to the Syndicate for decision. If the Disciplinary Committee is not unanimous, the matter shall be referred to the Vice-Chancellor, who shall either decide the matter himself or refer it to the Syndicate for decision.

5. Where the Vice-Chancellor or seven members of the Syndicate feel that a certain decision requires reconsideration, the matter may be placed on the agenda of the Syndicate giving reason therefor; it being understood that the case will not be reconsidered a second time within the six months of the arrival of the earlier decision. If the Syndicate arrives at the same decision for the second time that decision will be final and no appeal shall lie against it.]¹

RULES OF PROCEDURE FOR THE MEETINGS OF THE SYNDICATE

- (1) The Registrar shall, with the approval of the Vice-Chancellor, prepare the agenda for a meeting of the Syndicate. Ordinarily a week's notice shall be given for the meeting.
- (2) At least four days before a meeting, the Registrar shall circulate among the members, by post or through special messenger, the agenda for the meeting with relevant papers and explanatory statements.
- (3) Supplementary agenda may be issued by the Registrar, if the occasion so demands, 24 hours before the meeting is due to take place.
- (4) The Registrar or a member of the Syndicate may, with the permission of the Vice-Chancellor/Chairman propose for consideration an item under "Current Work" for which previous notice to members shall not be necessary.
- (5) Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Vice-Chancellor/Chairman.
- (6) If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 15 days before the meeting and send his proposal to the Registrar. The Registrar may include the item in the agenda with the approval of the Vice-Chancellor provided it is otherwise admissible under Section 26 of the University of the Punjab Act, 1973.
- (7) Matters under consideration in a meeting shall be decided by a simple majority vote.
- (8) In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to his vote as a Syndic.

1. Syndicate dated 3 August, 1966, paragraph 3.

- (9) The record of proceedings of meetings of the Syndicate shall be maintained by the Registrar and shall be confirmed by the Vice-Chancellor/Chairman as the case may be. The proceedings after authentication shall be circulated among the members. An advance copy of a Para of the proceedings may, with the permission of the Vice-Chancellor, be issued for necessary action.
- (10) The Registrar may, if the occasion so demands, convene an emergency meeting of the Syndicate with the approval of the Vice-Chancellor irrespective of the time limit prescribed in Rules 1,2 and 3 above.
- (11) In case it is not considered feasible to call an emergency meeting of the Syndicate, the Vice-Chancellor may decide that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers and the issue be deemed to have been settled according to the views of the majority of the members who send in their opinion within time, treating the rest as neutral, provided that at least 50 percent of the members express their opinion on the issue.
- (12) The proceedings of a meeting of the Syndicate, which has been held with a proper quorum, shall not be invalidated on the ground that any member(s) did not receive, within time or at all, the notice or papers or both for that meeting of the Syndicate, although the notice or papers or both were despatched by the Office in the usual manner.
- (13) These rules may be added to, changed or modified from time to time or dispensed with at the discretion of the Syndicate.]¹

CHAPTER IV - ACADEMIC COUNCIL

- ▣ (1) The Academic Council shall consist of :-

**Section 27 of the
University of the
Punjab Act, 1973**

- (i) the Vice-Chancellor (Chairman) ;
- (ii) the Pro-Vice-Chancellor ;
- (iii) the Deans ;
- (iv) the Directors of Institutes ;
- (v) the Principals of the constituent colleges;
- (vi) the University Professors including Professors Emeritus ;
- (vii) the Chairmen of the Teaching Departments ;
- (viii) Education Secretary, the Regional Director of Education and the Director of Technical Education within the territorial limits of the University ;

1. Syndicate dated 3 August, 1966, paragraph 3.

- (ix) two Associate Professors, other than Chairmen of the Teaching Departments, to be elected by and from among themselves ;
- (x) two Assistant Professors and three Lecturers to be elected by and from among themselves ;
- (xi) six Principals of affiliated colleges to be elected by the Principals of all such colleges from among themselves, of whom at least one shall be from professional colleges and one from the women's colleges ;
- (xii) six teachers of affiliated college having at least five years service in an affiliated college other than Principals to be elected by the teachers of all such college from amongst themselves, of whom at least one shall be from professional colleges and one from the women's colleges ;
- (xiii) 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 ;
- (xiv) the Registrar ;
- (xv) the Librarian ; and
- (xvi) the Controller of Examinations.

(2) Members appointed by nomination or election shall hold office for three years.

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

□ (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 powers to lay down proper standards of instruction, research, publication and examinations and to regulate and promote the academic life of the University and the colleges.

Powers and duties of the Academic Council.
Section 28 of the University of the Punjab Act, 1973

(2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of this Act and the Statutes, the Academic Council shall have the powers :-

- (a) to advise the Syndicate on academic matters ;
- (b) to regulate the conduct of teaching, research publication and examinations ;
- (c) to regulate the admission of students to the courses of studies and examinations in the University ;
- (d) to regulate the conduct and discipline of the students of the University ;
- (e) to propose to the Syndicate scheme for the constitution and organization of Faculties, Teaching Departments and Boards of Studies ;

- (f) to consider or formulate proposals for the planning and development of teaching research in the University ;
- (g) to make Regulations on the recommendation of the Boards of Faculties and Boards of Studies, prescribing the courses of studies, the syllabi and the out lines of tests for all University examinations; provided that if the recommendations of the Board of a 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 recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University ;
- (i) to regulate the award or studentships, 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.

- [For admission of candidates to this University from other Universities, Colleges, Institutes, etc., whose examinations are not recognized as equivalent to the corresponding examinations of this University, a Standing Committee of the Academic Council called the Equivalence Committee, shall be set up to examine the cases of such students and make recommendations to the Vice-Chancellor for final approval on behalf of the Academic Council. The members of the Equivalence Committee shall hold office for two years]¹ .
- Regulation**

[The quorum of a meeting of the Equivalence Committee shall be one-third of the total number of members]¹

RULES OF PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL

- (1) The Academic Council shall ordinarily meet during the months of February, May and November each year or whenever the occasion so demands.
- (2) The Registrar shall, with the approval of the Vice-Chancellor, prepare the agenda for a meeting of the Academic Council. Ordinarily a week's notice shall be given for the meeting.
- (3) At least five days before the meeting, the Registrar shall circulate among the members the agenda by post or through a special messenger with relevant papers and explanatory statements.

1. University of the Punjab Calendar, Vol. I, 1963-64, page 158.
2. Academic Council dated 26 May, 1980, paragraph 3.

- (4) A supplementary agenda may be issued by the Registrar, if the occasion so demands, 48 hours before the meeting is due to take place.
- (5) The Registrar or a member with the permission of the Vice-Chancellor/Chairman may propose for consideration an item under "Current Work" for which previous notice to members shall not be necessary.
- (6) Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Vice-Chancellor/Chairman.
- (7) If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 10 days before the meeting and send his proposal to the Registrar. The Registrar may include the item in the agenda with the approval of the Vice-Chancellor provided it is otherwise admissible under Statutes, Regulations or Rules.
- (8) Every matter under consideration in the meeting shall be decided by a simple majority vote.
- (9) In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to his vote as a member of the Academic Council.
- (10) The record of proceedings of meetings of the Academic Council shall be maintained by the Registrar and shall be confirmed by the Vice-Chancellor/Chairman. The proceedings after authentication shall be circulated among the members. An advance copy of a paragraph of the proceedings may, with permission of the Vice-Chancellor, be issued for necessary action.
- (11) The Registrar may, if the occasion so demands, convene an emergency meeting of the Academic Council with the approval of the Vice-Chancellor irrespective of the time limit prescribed in Rules 1, 2, and 3 above.
- (12) In case it is not considered feasible to call an emergency meeting of the Academic Council, the Vice-Chancellor may order that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers among the members and decide the issue according to the views of the majority of the members who send in their opinions within time, treating the rest as neutral, provided that at least 50 percent of the members have expressed their opinion on the issue.
- (13) The proceedings of the Academic Council shall not be invalidated on the ground that any member(s) did not receive within five days or at all, the notice or papers or both for a meeting of the Academic Council.
- (14) The Academic Council may authorise the Vice-Chancellor/Chairman or a Sub-Committee composed of its members to take a decision on its behalf. The validity of this decision shall not be questioned in a subsequent meeting of the Academic Council.

- (15) A decision taken by the Academic Council shall not ordinarily be reconsidered within a period of two years from the date on which it has been taken, except when at least one half of the members of the Academic Council make a written request to the Vice-Chancellor and he recommends its reconsideration.
- (16) These rules may be added to, changed, modified or dispensed with from time to time at the discretion of the Academic Council.

MOTIONS AND AMENDMENTS

- (17) Proposals submitted to the Academic Council and entered upon the notice of a meeting, shall be dealt with as motions before such a meeting without being proposed and seconded at such a meeting. Every other motion relating to the items on the agenda or amendment shall be reduced to writing and read out by the mover, and shall be delivered to the Registrar. Every such motion that is not seconded shall drop. In the event of no member wishing to speak on the motion or in respect of any amendment, or after such discussion on any such motion or amendment as the Chairman considers sufficient, the Chairman shall proceed to put the question to the House.
- (18) When there is an amendment, the amendment shall be first put to vote ; if the amendment is lost, and no further amendment is proposed, the original motion shall be put to the vote.
- (19) Should any amendment be carried, the proposal as amended shall be stated from the Chair, and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as herein-before provided. Not more than one amendment shall be put to vote at any one time.
- (20) Any motion or amendment may be withdrawn with the consent of the House if the mover so desires.

ORDER OF SPEAKING

- (21) The Chairman shall control the order in which members may address the meeting, and the manner in which the business shall be conducted. No member shall address the meeting after the Chairman has called for a vote.
- (22) Members, when speaking, shall address the Chair. No member shall, without special leave from the Chairman, speak more than once on the same proposition.

VOTING

- (23) On putting any question to vote, the Chairman shall call for a show of hand for `Ayes' or `Nos' and shall declare the result.]¹

1. Approved by the Syndicate vide paragraph 5 dated 29 April, 1967.

CHAPTER V - BOARDS OF FACULTIES

1. (1) The University shall include the following Faculties:-



**Statute 1 of the Schedule to
the University of the Punjab
Act. 1973**

- (i) Faculty of Arts Comprising the subjects of :-
Administrative Science, Business Administration, Demography, Economics, English, European Languages, Fine Arts, History, Library and Information Science, Linguistics, Music, Military Science, Mass Communication, Philosophy, Political Science, Social Work, Sociology and Women's Studies]¹
- (ii) **Faculty of Science Comprising the subjects of :-**
[Aero Sciences]². Applied Mathematics, Applied Psychology, Botany, B.C.S., M.C.S., Biochemistry and Biotechnology, Chemistry, Clinical Psychology, Geography, Geology, Home Economics, High Energy Physics', Mathematics, Psychology, Physics, Solid State Physics, [Space Science,]³ Statistics and Zoology]⁴
- (iii) **Faculty of Engineering and Technology Comprising the subjects** taught in the Institute of Chemical Engineering and Technology]⁵
- (iv) **Faculty of Islamic and Oriental Learning Comprising the subjects of:-**
Arabic, Asiatic Languages, [Iqbaliat]⁶, Islamic Studies, Persian, Punjabi, Regional Languages of Pakistan and Urdu.
- (v) **Faculty of Law:** Comprising the subjects taught in the Constituent and Affiliated Law Colleges of the University.
- (vi) **Faculty of Commerce:** Comprising the subjects taught in the Constituent and Affiliated Commerce Colleges of the University.
- (vii) **Faculty of Medicine and Dentistry:** Comprising the subjects taught in the Colleges of Medicine and Dentistry affiliated to the University.
- (viii) **Faculty of Education:** Comprising the subjects taught in the University Institute of Education and Research and Training Colleges for Teachers affiliated to the University.
- (ix) **Faculty of Pharmacy:** Comprising the subjects taught in the Department of Pharmacy.]⁷

1. Amended vide Registrar's No. 1404/G.M., dated 6 December, 1973.
2. Added vide Registrar's No. 1279/G.M. dated 6 December, 1983.
3. Nomenclature Changed, Academic Council dated 30 January, 1986 para 11.
4. Amended/Added vide Registrar's No. 828/G.M., dated 9 August, 1983.
5. Ibid.
6. Added vide Registrar's No. 1277/G.M., dated 6 December, 1983.
7. Added vide Registrar's No. 1149/G.M, dated 3 September 1977.

- (2) There shall be a Board of each Faculty which shall consist of-
- (i) the Dean to be [appointed]¹ in the manner prescribed in sub-paragraph (2) of paragraph 2;
 - (ii) the Professors and the Chairmen of the Teaching Departments comprised in the Faculty;
 - (iii) one Lecturer, one Assistant Professor and one Associate Professor to be appointed by rotation in order of seniority from each Department constituted in the Faculty; and
 - (iv) three teachers to be nominated by the Academic Council by reason of their specialised knowledge of the 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 sub-paragraph (2) shall hold office for two years.
- (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 the Syndicate, have the powers:-
- (a) to co-ordinate the teaching, publication and research work in the subjects assigned to the Faculty;
 - (b) to scrutinise the recommendations of the Boards of Studies comprised in the Faculty in regard to the appointment of paper setters and examiners, except for research examinations, and to 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 assigned.
2. (1) There shall be a Dean of each Faculty, who shall be the Chairman and Convener of the Board of the Faculty.

Dean.
[Statute 2 of the
Schedule to the
University of the
Punjab Act, 1973

1. Amended and substituted by the Punjab Ordinance No. VIII of 1981.

- (2) The Dean of each Faculty shall be appointed by the Chancellor from amongst the three senior most Professors in the Faculty for a period of three years and shall be eligible for re-appointment. Provided that if no Professor is available in a Faculty, a Professor from some other Faculty may act as a Dean till a Professor of the Faculty itself is appointed.]¹.
- (3) The Dean shall present candidates for admission to degrees, except Honorary Degrees, in the courses falling within the purview of the Faculty.
- (4) The Dean shall exercise such administrative and academic powers as may be delegated to him.

3. (1) There shall be a teaching department/institute/Centre/College for each subject or a group of subjects, as may be prescribed by Regulations, and each teaching department/institute shall be headed by a Chairman/Director/Principal.

Teaching Departments and Chairmen. Statutes 3 of the Schedule to the University of the Punjab Act, 1973

- (2) [The Chairman of a Teaching Department and the Director of an Institute shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor from amongst the three senior-most Professors of the Department for a period of three years and shall be eligible for reappointment.

Provided that in a Department where there are less than three Professors the appointment shall be made from amongst the three senior most Professors and Associate Professors of the Department.

Provided further that in a Department in which there is no Professor or Associate Professor, no such appointment shall be made and the Department shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the Department.]²

- (3) [The Chairman of the Department/Director of the Institute, Centre/Principal of College shall plan, organize and supervise the work of the Department/Institute and shall be responsible to the Dean for the work of his Department/Institute.]³

1. Amended and substituted by the Punjab Ordinance No. VIII of 1981.
 2. Ibid.
 3. Amended vide Registrar's No. 58/G.M., dated 12 January, 1973.

CHAPTER VI - BOARDS OF STUDIES

4. (1) There shall be a separate Board of Studies for each subject or group of subjects, as may be prescribed by Regulations.

**Statute 4 of the
Schedule to the
University of the
Punjab Act, 1973**

- (2) Each Board of Studies shall consist of :-
- (i) the Chairman/Director/Principal of the teaching department/Institute, Centre/College;
 - [(ii) all Professors and Associate Professors in the University teaching departments and [not more than Seven] Heads of Departments of affiliated colleges having postgraduate classes;]¹
 - (iii) One expert to be appointed by the Vice- Chancellor;
 - [(iv) five to seven teachers, other than University Teachers, to be appointed by the Syndicate, at least four from Mufassil Colleges]² and
 - (v) one Assistant Professor and one Lecturer to be appointed by rotation in order of seniority from the Department concerned.

[Provided that in the case of subjects which are taught in the teaching departments [or constituent colleges]³ only, such as Library and Information Science, [Law]⁴, [Mass Communication]⁵, Pharmacy and Chemical Engineering and Technology, Business Administration and Administrative Science, the Board of Studies shall consist of -]⁶.

- (i) the Director/Chairman of the University teaching department/Institute;
- (ii) all Professors and Associate Professors in the University teaching department/Institute ;
- (iii) one Assistant Professor and one Lecturer to be appointed by rotation in order of seniority by the Academic Council ; and

1. Amended vide Registrar's No. 1225/G.M. dated 9 October, 1977.
 2. Ibid.
 3. Added vide Registrar's No. 876/G.M., dated 28 September 1978.
 4. Ibid. Government Himayat-i-Islam Law College, integrated with the University of the Punjab with effect from Ist October, 1977, vide Punjab Government Law Department No. SO(LC)-399/77, dated 22 September, 1977.
 5. (Substituted for Journalism).Notified Vide Registrar's No.1405/G.M.dated 30-7-1985.
 6. Amended vide Registrar's No. 876/G.M., dated 28 September, 1978.

- (iv) four experts to be appointed by the Vice-Chancellor ;

[Provided further that in the case of professional subjects which are taught in the affiliated colleges only, and not in the University, such as Dentistry, Home Economics, and Educations, the Board of Studies shall consist of -]¹

- (i) the Principals of the Colleges [Heads of Institutes]² concerned;
- (ii) five teachers of the colleges, to be appointed by the Syndicate ; and
- (iii) two experts to be appointed by the Vice-Chancellor ;

[Provided further that in case of subject of Medicine the Board of Studies shall consist of:-

- (i) The principals of the colleges (Head of Institutes);
- (ii) Seven teachers of the Colleges to be appointed by the Syndicate including at least two members from Post-Graduate Institutes;
- (iii) Three Experts to be appointed by the Vice-Chancellor including one member from the teachers of Post-Graduate Institutes.]³

Provided further that in the case of such subjects of Humanities and Sciences as are taught in the affiliated colleges only and not in the University, the Board of Studies shall consist of -

- (i) three teachers from the colleges doing teaching work in the subject to be appointed by the Academic Council ; and
- (ii) one expert to be appointed by the Vice-Chancellor.
- (3) The term of office of members of the Board of Studies, other than *Ex-Officio* members, shall be three years.
- (4) The quorum for meetings of the Board of Studies shall be *one-half* of the number of members, a fraction being counted as one.
- (5) The Chairman of the University teaching department concerned shall be the Chairman and Convener of the Board of Studies. Where in respect of a subject there is no University teaching department, the Chairman 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, publication, research and examination in the subject or subjects concerned ;

1 Amended vide Registrar's No. 1225/G.M., dated 9 October, 1977.

2. Added vide Registrar's No. 1086/G.M. dated 25 November, 1979.

3. Notified vide Registrar's No. 20/G.S dated 5-8-1999. (Approved by Senate dated 16-5-2001.)

- (b) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects 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.

[1. There shall be the following Boards of Studies:-

Statutes

- (1) Board of Studies in Arabic.
- (2) Board of Studies in Persian.
- (3) Board of Studies in Urdu.
- (4) Board of Studies in the Regional Languages of Pakistan - Bengali, Baluchi, Pashtu, Sindhi, etc.
- (5) Board of Studies in other Asiatic Languages - Sanskrit, Hindi, Burmese, Chinese, Indonesian, Japanese, Pali, etc.
- (6) Board of Studies in English Language and Literature.
- (7) Board of Studies in Linguistics.
- (8) Board of Studies in European Languages - French, German, Spanish, Russian, Turkish, Greek and Latin.
- (9) Board of Studies in Botany.
- [(10) Board of Studies in Chemistry.
- (11) Board of Studies in Chemical Engineering and Technology]¹.
- (12) Board of Studies in Economics.
- (13) Board of Studies in Demography.
- (14) Board of Studies in Art & Design.
- (15) Board of Studies in Geography.
- [(16) Board of Studies in Applied Geology]².
- (17) Board of Studies in History.

1. Added vide Registrar's No. 1008/G.M., dated 5 July, 1971.
2. Amended vide Syndicate para 28 dated 12 April 1984.

- (18) Board of Studies in Islamic Studies.
- (19) Board of Studies in [Mass Communication.]¹
- (20) Board of Studies in Mathematics.
- (21) Board of Studies in Music.
- (22) Board of Studies in Philosophy.
- (23) Board of Studies in Physics.
- (24) Board of Studies in Political Science
- (25) Board of Studies in Psychology & Applied Psychology .
- (26) Board of Studies in Sociology.
- (27) Board of Studies in Social Work.
- (28) Board of Studies in Statistics.
- (29) Board of Studies in Zoology.
- (30) Board of Studies in Commerce.
- (31) Board of Studies in Dentistry.
- (32) Boards of Studies in Education.
- (33) Board of Studies in Home Economics.
- (34) Board of Studies in Law.
- (35) Board of Studies in Medicine.
- (36) Board of Studies in Pharmacy.
- (37) Board of Studies in Military Science.
- [(38) Board of Studies in Sports Sciences and Physical Education.]²
- [(39) Board of Studies in Punjabi.]³.
- (40) Board of Studies in Aero Sciences.
- (41) Board of Studies in High Energy Physics.

1. Substituted for Journalism, Notified vide Registrar's No. 1405/G.M., dated: 30-7-1985.
 2. Punjab Government, Education Department No. S.O. (Univ. II)2/31-67 dated 14 September, 1967.
 3. Added vide Registrar's No. 984/G.M. dated 28 August, 1972.

- (42) Board of Studies in Solid State Physics.
- (43) Board of Studies in Business Administration.
- (44) Board of Studies in Administrative Science.
- (45) Board of Studies in Islamic & Pakistan Studies.
- (46) Board of Studies in Kashmiryat.
- (47) Board of Studies in Library and Information Science.
- [(48) Board of Studies in Space Science]¹
- (49) Board of Studies in Special Education.
- (50) Board of Studies in Women's Studies.
- (51) Board of Studies in Business & Information Technology.
- (52) Board of Studies in Natural Medicine.
- (53) Board of Studies in Biochemistry & Biotechnology.
- (54) Board of Studies in Information Technology & Computer Science.

2. For the subjects of Military Science the functions of a Board of Studies shall be discharged by a committee consisting of six members appointed from time to time by the Syndicate on the recommendation of the Academic Council.

3. A member of the Board of Studies who leaves the territorial jurisdiction of the University for the unexpired portion of his term or does not attend during the period of one year, even one meeting of the Board, if such meetings are held, shall be considered as having vacated his seat. Provided that a member shall not vacate his seat on the Board if he can show that his absence was unavoidable.

4. No book shall be recommended by a Board of Studies except on the written report of a member of the Board who has read it.²

1. Nomenclature changed. Academic Council 30 January, 1986 paragraph 11.
 2. University of the Punjab Calendar Vol. I, 1963-1964 pages 160-161.

CHAPTER VII - ADVANCED STUDIES AND RESEARCH BOARD

5. (1) The Advanced Studies and Research Board shall consist of :-

**Statute 5 of the Schedule to
the University of the Punjab
Act, 1973**

- (i) the Vice-Chancellor ; (*Chairman*)
 - (ii) the Deans ;
 - (iii) three University Professors other than Deans to be appointed by the Syndicate;
 - (iv) three University teachers having research qualifications and experience to be appointed by the Academic Council ; and
 - (v) three teachers from affiliated colleges having research qualifications [to be appointed by the Academic Council.]¹
- (2) The term of Office of 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 consider and report to the Authorities on the institution of research degrees in the University;
 - (c) to propose Regulations regarding the award of research degrees;
 - (d) to appoint supervisors for research studies and to determine the subjects of their theses;
 - (e) to recommend panels of names of paper setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
 - (f) to perform such other functions as may be prescribed by Statutes.

1. Added vide Registrar's No. 1225/G.M., dated 9 October, 1977.

**RULES OF PROCEDURE FOR THE MEETINGS OF THE COMMITTEE FOR THE
ADVANCED STUDIES AND RESEARCH BOARD**

- (1) The Advanced Studies and Research Board shall ordinarily meet during the months of October and June or whenever the occasion so demands.
- (2) The Secretary shall, with the approval of the Vice-Chancellor, prepare the agenda for a meeting of the Advanced Studies and Research Board. Ordinarily a week's notice shall be given for the meeting.
- (3) At least five days before the meeting, the Registrar shall circulate among the members the agenda by post or through a special messenger with relevant papers and explanatory statements.
- (4) Supplementary agenda may be issued by the Registrar, if the occasion so demands, 48 hours before the meeting takes place.
- (5) The secretary or a member with the permission of the Vice-Chancellor/Chairman may propose for consideration an item under "Current Work" for which previous notice to members shall not be necessary.
- (6) Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Vice-Chancellor/Chairman.
- (7) If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 10 days before the meeting and send his proposal to the Secretary. The Secretary may include the item in the agenda with the approval of the Vice-Chancellor provided it is otherwise admissible under Statutes, Regulations or Rules.
- (8) Every matter under consideration in the meeting shall be decided by a simple majority vote.
- (9) In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to his vote as a member of the Advanced Studies and Research Board.
- (10) The record of proceedings of meetings of the Advanced Studies and Research Board shall be maintained by the Secretary and shall be confirmed by the Vice-Chancellor/Chairman. The proceedings after authentication shall be circulated among the members. An advance copy of a paragraph of the proceedings may, with the permission of the Vice-Chancellor, be issued for necessary action.
- (11) The Registrar may, if the occasion so demands, convene an emergency meeting of the Advanced Studies and Research Board with the approval of the Vice-Chancellor irrespective of the time limit prescribed in Rules (1),(2), and (3) above.
- (12) In case it is not considered feasible to call an emergency meeting of the Advanced Studies and Research Board the Vice-Chancellor may order that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers among the members and decide the issue according to the views of the majority of the members who send in their opinions within time,

treating the rest as neutral, provided that at least half of the members have expressed their opinion on the issue.

- (13) The proceedings of the Advanced Studies and Research Board shall not be invalidated on the ground that any member(s) did not receive within time or at all, the notice or papers or both for a meeting of the Board.
- (14) The Advanced Studies and Research Board may authorise the Vice-Chancellor/Chairman or a Sub-Committee composed of its members to take a decision on its behalf. The validity of this decision taken on behalf of the Board shall not be questioned in a subsequent meeting of the Board.
- (15) The approval of subjects for research and appointment of supervisors in the case of M.A./M.Sc. Examination shall be accorded by the Chairman on behalf of the Advanced Studies and Research Board on the recommendations of the Board of Studies concerned.
- (16) A previous decision of the Advanced Studies and Research Board shall not ordinarily be reconsidered within one year of the date of the decision in a subsequent meeting of the Board unless the Vice-Chancellor so recommends.
- (17) The rules may be added to, changed or modified from time to time at the discretion of the Board.]¹

1. Syndicate, dated 8 September 1967, paragraph 8.

CHAPTER VIII - SELECTION BOARD

6. (1) The Selection Board shall consist of -

**Statute 6 of the
Schedule to the
University of the
Punjab Act, 1973**

- (i) the Vice-Chancellor; (Chairman)
 - [(ii) the Pro-Vice-Chancellor;]¹
 - (iii) the Chairman, or a member of the Public Service Commission to be nominated by the Chairman;
 - (iv) the Dean of the Faculty concerned ;
 - (v) the Chairman of the teaching department [Director of the Institute and Principal of the Constituent College]² concerned ;
and
 - (vi) one member of the Syndicate [or one member of the Chancellor's Committee till the Syndicate is constituted under the Act, and two other members to be appointed by the Syndicate, provided that none of them is an employee of the University.]³
- (2) The members mentioned in clause (vi) of sub-paragraph (1) shall hold office for two years.
- (3) The quorum of Selection Board in case of selection of a Professor or an Associate Professor and other teachers shall be four and three respectively. In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at (i), (ii)⁴, (iii) and (vi) of sub-paragraph (1) [and the quorum shall be three.]⁵
- (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.

1. Added vide Registrar's No. 365/G.M. dated 21 February, 1976.
 2. Ibid.
 3. Ibid.
 4. Added vide Registrar's No. 877/G.M., dated 28 September 1978.
 5. Added vide Syndicate/Senate dated 23 June 1980 and 30 June 1983 respectively.

7. (1) The Selection Board for teaching and other posts shall consider the applications received in response to advertisement and recommend to the Syndicate the names of suitable candidates for appointment to teaching or other posts, as the case may be and may also recommend :-

Functions of the Selection Board. Statute 7 of the Schedule to the University of the Punjab Act, 1973

- (i) the grant of a higher initial pay in a suitable case for reasons to be recorded ;
- or
- (ii) the appointment of an eminently qualified person to a Professorship in the University on terms and conditions other than those prescribed.

(2) In the event of difference of opinion between the Selection Board and the Syndicate, the matter shall be referred to the Chancellor whose decision shall be final.

RULES OF PROCEDURE FOR THE MEETINGS OF THE SELECTION BOARD

- [(1) The Selection Board shall meet as and when occasion demands. Date and time for a meeting shall be fixed with the approval of the Vice-Chancellor.
- (2) Ordinarily a week's notice shall be given for a meeting which shall be circulated among the members either through special messenger or by post under a certificate of posting.
- (3) The Registrar shall prepare an agenda for a meeting of the Selection Board with the approval of the Vice-Chancellor and shall circulate it among the members either through a special messenger or by post under a certificate of posting, along with relevant papers, ordinarily four days before the date of meeting.
- (4) Supplementary agenda may be issued by the Registrar, if the occasion so demands, 24 hours before the meeting is due to take place.
- (5) The Registrar with the permission of the Vice-Chancellor/Chairman may propose any urgent item/s to be considered at a meeting under "Current Work" for which previous notice to members shall not be necessary.
- (6) Any item included in the agenda, or current work may be taken up for consideration in such order as may be deemed fit by the Vice-Chancellor/Chairman.
- (7) In case the Selection Board is unable to conclude consideration of an item listed on the agenda/supplementary agenda, the members present may decide to meet again on a date and time fixed by them to continue the discussion. No fresh notice will be necessary. The members absent will, however, be informed of the date and time fixed and the meeting thus held will be regarded to be in continuation of the first meeting.
- (8) Matters under consideration in a meeting shall be decided by majority of votes.
- (9) In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to the vote he may exercise as a member of the Selection Board.

- (10) The record of Proceedings of meetings of the Selection Board shall be maintained by the Registrar and shall be confirmed by the Vice-Chancellor/Chairman. The proceedings after authentication shall be circulated among the members. An advance copy of paragraph of the proceedings may, with the permission of the Vice-Chancellor/Chairman be issued for necessary action.
- (11) The Registrar, may, if the occasion so demands, convene an emergency meeting of the Selection Board with the approval of the Vice-Chancellor irrespective of the time limit prescribed in Rules (2), (3) and (4) above.
- (12) In exceptional circumstances, the Vice-Chancellor may direct that opinion of members be invited in circulation. The decision thus taken shall be regarded as a valid decision of the Selection Board provided it is supported by at least 50% of the members of the Selection Board.
- (13) Proceedings of a meeting of the Selection Board held with proper quorum shall not be invalidated on the ground that any member/s did not receive within time, or at all, the notice/papers for the meeting.
- (14) These rules may be added to, changed or modified from time to time, by the Selection Board.]¹

CHAPTER IX - FINANCE AND PLANNING COMMITTEE

8. (1) The Finance and Planning Committee shall consist of :-

**Statute 8 of the Schedule to
the University of the Punjab
Act, 1973**

- (i) the Vice-Chancellor (Chairman);
- [(ii) the Pro-Vice-Chancellor;]²
- (iii) One member of the Senate to be appointed by the Senate;
- (iv) One member of the Syndicate to be appointed by the Syndicate;
- (v) two members of the Academic Council to be appointed by the Academic Council;
- (vi) two nominees of the Chancellor, one each from Education Department and Finance Department;
- (vii) the Treasurer; and
- [(viii) the Registrar.]³

1. Syndicate, dated 13 May, 1967, paragraph 2.
2. Added vide Registrar's No. 59/G. M. dated 14 January, 1975.
3. Added vide Registrar's No. 1225/G.M., dated 9 October, 1977.

- (2) The term of office of the appointed members shall be three years.
 - (3) The quorum for a meeting of the Finance and Planning Committee shall be three members.
9. (1) The functions of the Finance and Planning Committee shall be:-

**Statute 9 of the
Schedule to the
University of the
Punjab Act, 1973**

- (a) to consider the annual statement of accounts and the annual and 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, finances, investments, and accounts of the University;
and
- (d) to perform such other functions as may be prescribed.

RULES OF PROCEDURE FOR THE MEETINGS OF THE FINANCE AND PLANNING COMMITTEE.

- [(1) The Treasurer shall, with the approval of the Vice-Chancellor, prepare the agenda for a meeting of the Finance and Planning Committee. Ordinarily a 14 days notice shall be given under postal certificate for the meeting.
- (2) At least seven days before a meeting, the Treasurer shall circulate among the members, by post or through special messenger, the agenda of the meeting with relevant papers and explanatory statements.
- (3) Supplementary agenda may be issued by the Treasurer, if the occasion so demands, 24 hours before the meeting is due to take place.
- (4) The Treasurer or a member of the Finance and Planning Committee shall, with the permission of the Vice-Chancellor propose for consideration an item under "Current Work" for which previous notice to members shall not be necessary.
- (5) Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Vice-Chancellor.
- (6) Subject to the provision made in Rule (2) above if a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 15 days before the meeting and send his proposal to the Treasurer. The Treasurer may include the item in the agenda with the approval of the Vice-Chancellor provided it is otherwise admissible under the rules.
- (7) Matters under consideration in a meeting shall be decided by consensus or by a simple majority vote.

- (8) In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to his vote as a member.
- (9) The record of proceedings of meetings of the Finance and Planning Committee shall be maintained by the Treasurer and shall be confirmed by the Vice-Chancellor or Chairman. The proceedings after authentication shall be circulated among the members who will have the right to point out discrepancy, if any. An advance copy of a para of the proceedings may, with the permission of the Vice-Chancellor, be issued for necessary action.
- (10) If the occasion so demands, the Treasurer will, with the approval of the Vice-Chancellor, convene an emergency meeting of the Finance and Planning Committee irrespective of the time limit prescribed in Rules (2) and (3) above.
- (11) In case it is not considered feasible to call an emergency meeting, the Vice-Chancellor may decide that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers and the issue be deemed to have been settled according to the views of the majority of the members who send in their opinion within time, treating the rest as neutral, provided that at least 50 per cent of the members express their opinion on the issue.
- (12) The proceedings of a meeting of the Finance and Planning Committee, which has been held with a proper quorum, shall not be invalidated on the ground that any member(s) did not receive, within time or at all, the notice or papers or both for that meeting of the Finance and Planning Committee, although the notice or papers or both were dispatched by the Office in the usual manner.
- (13) These rules may be added to, changed or modified from time to time or dispensed with at the discretion of the Finance and Planning Committee.]¹

1. Syndicate, dated 31 December, 1966, paragraph 31.

CHAPTER X - AFFILIATION COMMITTEE

10. (1) The Affiliation Committee shall consist of –

**Statute 10 of the Schedule to the
University of the Punjab Act, 1973**

- (i) Chairman to be nominated by the Syndicate;
 - (ii) two Professors to be nominated by the Academic Council;
 - [(iii) two teachers to be nominated by the Syndicate;]¹; and
 - (iv) the Director of Education of the [Division]² concerned and the Director of Technical Education. [(*Ex-Officio* members)]³
- (2) The term of office of the members of the Committee, other than *Ex-Officio* members, shall be two years.
- (3) The Affiliation Committee may co-opt not more than three experts [who shall be counted for the quorum of an inspection by the Affiliation Committee.]⁴
- (4) The quorum for a meeting of or for an inspection by the Affiliation Committee shall be three.
- [(5) The Deputy Registrar dealing with the affiliation cases or such other officer as may]⁵ be designated by the Vice-Chancellor for this purpose, shall act as Secretary of the Committee.
- (6) The functions of the Affiliation Committee shall be :-
- (a) to inspect the educational institutions seeking affiliation with, or admission to the privileges of the University and to advise the [Syndicate]⁶ thereon;
 - (b) to inquire into complaints alleging breach of conditions of affiliation by affiliated colleges and to advise the [Syndicate]⁷ thereon; and
 - (c) to perform such other functions as may be prescribed by Regulations.

1. Added vide Registrar's No. 575/G.M. dated 2 April 1974.
 2. Amended vide Registrar's No. 808/G.M. dated 3 May, 1975.
 3. Academic Council dated 6-6-1998.
 4. Amended vide Registrar's No. 575/G.M., dated 2 April, 1974.
 5. Amended vide Registrar's No. 114 7/G.M. dated 3 September, 1977.
 6. Amended vide Registrar's No. 1225/G.M. dated 9 October, 1977.
 7. Ibid.

CHAPTER XI - DISCIPLINE COMMITTEE

11. (1) The Discipline Committee shall consist of :-

**Statute 11 of the Schedule
to the University of the
Punjab Act, 1973**

- (i) Chairman to be nominated by the Vice-Chancellor;
- (ii) two Professors to be nominated by the Academic Council;
- (iii) one member to be nominated by the Syndicate;
- (iv) the Teacher or Officer incharge of Students Affairs by whatever names called (Member Secretary); and
- (v) [The President, University Students' Union]¹

(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 members.

(4) The functions of this Committee shall be :-

- (i) to propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline; and
- (ii) to perform such other functions as may be prescribed.

12. [(1) The Registrar shall be Secretary of the Senate, the Syndicate the Academic Council and the Selection Board.

New Statutes

(2) The Treasurer shall be Secretary of the Finance and Planning Committee.]²

1. Repealed vide Martial Law Administrator (Zone `A') Order No. 1371 dated 9 February 1984. The repealing Martial Law Order No. 1371 dated 9 February, 1984 itself has been repealed vide Punjab Ordinance No. II of 1989. Thus reviving the Students Unions.

2. Added vide Registrar's No. 1225/G.M., dated 9 October, 1977.

B-- STATUTORY BODIES

CHAPTER I--ADVISORY COMMITTEE FOR MEDICAL FACILITIES FOR EMPLOYEES

1. The University shall maintain a unit for providing medical facilities to the University employees.
2. The Management of the medical unit vests in the Syndicate provided that all policy matters relating to the unit shall be considered in the first instance by a Committee to be called Advisory Committee for Medical Facilities for Employees.
3. The Advisory Committee for Medical Facilities shall consist of the following:
 - (i) One member of the Syndicate to be nominated by the Vice-Chancellor (*Ex-Officio* Chairman).
 - (ii) Two representatives of the Academic Staff Association to be nominated by the Executive Committee.
 - (iii) Two representatives of the Administrative and Technical Staff Association to be nominated by the Executive Committee.
 - (iv) Two Professors - one from each Campus to be nominated by the Vice-Chancellor.
 - (v) The Registrar.
 - (vi) The Treasurer.
 - (vii) Consultant Physician [Chief Medical Officer]¹
[Member Secretary.]²
4. The term of office of the members other than *Ex-Officio* shall be two years. If a vacancy occurs in the Committee during the term of office it shall be filled by the nomination of a new member in accordance with Statute 3 above. The new members shall hold office till the formation of the next Committee.
5. The functions of the Advisory Committee shall be as follows:
 - (i) To draft annual budget for submission to the competent authority.
 - (ii) To advise the Vice-Chancellor/Syndicate on the matters relating to provision of medical facilities.

1. Designation changed vide Punjab Government, Education Department No. S.O.(Univ.) 1/168-74, dated 10 January, 1975. (Notified vide Registrar's No. 12/R, dated 21 January, 1975.)

2. Approved by the Vice-Chancellor on behalf of the competent bodies vide orders dated 28 May, 1981.

- (iii) To consider and advise the Vice-Chancellor/Syndicate on the cases that may be referred to the Committee by the Vice-Chancellor/Syndicate.
- (iv) To advise the Vice-Chancellor on all cases relating to interpretation of the rules for provision of medical facilities.

6. The Secretary shall submit by the 1st of June annual report to the Advisory Committee dealing with the work of the medical unit during the year ending 30th June, and suggestions, if any, for the next session.]¹

**RULES OF PROCEDURE FOR THE MEETING OF THE ADVISORY COMMITTEE
FOR MEDICAL FACILITIES FOR EMPLOYEES.**

- (1) At a meeting of the Advisory Committee five members shall form a quorum.
- (2) The Advisory Committee shall be constituted in the month of November every alternate year and it will take office from the 1st of December, following.
- (3) The Secretary shall, with the approval of the Chairman, prepare the agenda for a meeting of the Advisory Committee. Ordinarily a week's notice shall be given for the meeting.
- (4) At least four days before meeting the Secretary shall circulate among the members, by post or through special messenger, the agenda for the meeting with relevant papers and explanatory statements.
- (5) Supplementary agenda may be issued by the Secretary if the occasion so demands, 24 hours before the meeting is due to take place.
- (6) The Secretary or a member of the Committee may, with the permission of the Chairman, propose for consideration an item under "current work" for which previous notice to the members shall not be necessary.
- (7) Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as the Chairman might deem fit.
- (8) Matters under consideration in a meeting shall be decided by a simple majority vote.
- (9) The Chairman shall have a casting vote in addition to his vote as a member of the Committee.
- (10) The record of the proceedings of meetings of the Committee shall be maintained by the Secretary and shall be confirmed by the Chairman. The proceedings after authentication shall be circulated among the members.

1. Punjab Government, Education Department No. OSD (Univ.)1/62-70, dated 8 November, 1971. (Notified vide Registrar's No.1546/G.M., dated 15 November, 1971).

11. The Secretary may, if the occasion so demands, convene an emergency meeting of the Committee with the approval of the Chairman irrespective of the time limit prescribed in Rules 3,4 and 5 above.
12. In case it is not considered feasible to call an emergency meeting of the Committee, the Chairman may decide that opinion of the members on a certain issue be invited by a certain date by circulating the relevant papers and the issue may be deemed to have settled according to the views of the majority of the members who send in their opinion within time, treating the rest as neutral, provided at least 50% of the members express their opinion on the issue.

***CHAPTER II --AREA STUDY CENTRE FOR SOUTH ASIAN STUDIES**

**Section 5 of Federal Act
No. XLV of 1975** (1) The management, overall control and supervision of the affairs of Centre established in a University shall vest in a Board of Governors consisting of the following members, namely:

- (a) Vice-Chancellor of the University, who shall also be its Chairman;
- (b) a representative of the Commission;¹
- (c) a representative of the Pakistan History Commission;
- (d) a representative of the Ministry of Foreign Affairs;
- (e) a representative of the Ministry of Education;
- (f) Dean of the Faculty of the University;
- (g) two experts in the relevant discipline to be nominated by the Federal Government on the recommendation of the Commission;
- (h) one nominee of the Syndicate of the University;
- (i) one nominee of the Academic Council of the University; and
- (j) Director of the Centre.

* Renamed as such vide Ministry of Education's No.F.7-2/76-UE, dated 20 May, 1977. Notified vide Registrar's No.D/1942/Est.I., dated 6 July, 1977.

1. Commission means the University Grants Commission vide Section 2(c) of Federal Act No. XLV of 1975.

- (2) In particular and without prejudice to the generality of the foregoing provision, the Board shall have the power to:-
- (a) approve the academic and research programmes of the Centre, with the concurrence of the Academic Council of the University;
 - (b) lay down rules of admission to the Centre;
 - (c) institute fellowships for promotion of research in the discipline concerned;
 - (d) create, suspend or abolish such posts as may be necessary;
 - (e) appoint teachers and other officers; and
 - (f) hold control and administer the funds of the Centre.
- (3) A member of a Board referred to in clause (g) of sub-section (1) shall hold office for such term as may be determined by the Federal Government.
- (4) The meetings of a Board shall be held as and when called by the Chairman; Provided that not less than two meetings shall be held in each year.
- (5) In the exercise of its powers and the performance of its functions, a Board shall be subject to such special or general instructions as may be issued by the Commission from time to time.
- (6) A Board may, for the speedy and efficient working of the Centre, delegate to the Director such of its powers as it may deem necessary.
-

CHAPTER III --CENTRE FOR HIGH ENERGY PHYSICS¹

1. The management, overall control and supervision of the affairs of the Centre shall vest in a Board of Governors consisting of the following members, namely:-

- (a) Vice-Chancellor, University of the Punjab, Lahore (Chairman);
- (b) Chairman, University Grants Commission or his nominee;
- (c) Director, Centre for High Energy Physics (Secretary);
- (d) Four eminent persons to be nominated for a period of two years by the Chairman, Board of Governors on the recommendation of the Director.

2. In particular and without prejudice to the generality of the foregoing provision, the Board shall have the powers to:-

- (a) approve the academic and research programmes of the Centre, with the concurrence of the Academic Council of the University;
- (b) institute fellowships for promotion of research in the discipline concerned;
- (c) create, suspend or abolish such posts as may be necessary;
- (d) appoint teachers and other officers;

3. The meetings of a Board shall be held as and when called by the Chairman. The quorum for a meeting of the Board of Governors shall be four members.

4. The Board may, for the speedy and efficient working of the Centre, delegate to the Director such of its powers as it may deem necessary.

5. There will be an Appointment Committee, which shall consist of the following:-

- (i) Vice-Chancellor, University of the Punjab, Lahore.(Chairman)
- (ii) Director, Centre for High Energy Physics. (Secretary)
- (iii) Three eminent persons to be appointed by the Chairman, Board of Governors on the recommendations of the Director.

6. The term of office of the members of the Appointment Committee shall be one year.

7. The quorum for the meeting of the Appointment Committee shall be three members.

1. Syndicate dated 4 January, 1983, paragraph IX (Current Work.)

CHAPTER IV -- SHAIKH ZAYED ISLAMIC RESEARCH CENTRE

1. The management overall control and supervision of the affairs of the Centre shall vest in a Board of Governors consisting of the following members namely:

**Section 5 of
Federal Act.
XLV of 1975**

(i)	The Vice-Chancellor of the University.	Chairman
(ii)	Dean, Faculty of Islamic Studies Oriental Learning of the University	Members
(iii)	Two prominent Muslim scholars to be nominated by the Ministry of Education out of a panel of six scholars recommended by the Vice-Chancellor of the concerned University.	Members
(iv)	A representative of the Ministry of Education.	Member
(v)	A representative of the University Grants Commission	Member
(vi)	A representative of the Ministry of Finance	Member
(vii)	Directors of other two Sheikh Zayed Islamic Centres	Members
(viii)	A representative of the Syndicate of the University	Member
(ix)	Director of the Centre	Member/Secretary

2. The Board shall have the powers:-

- (a) to approve the academic and research programme of the Centre.
- (b) to appoint Directors of the Centre.
- (c) to lay down rules of admission to the Centre.
- (d) to institute fellowships for promotion of research in the Islamic studies,. Arabic and other related fields.
- (e) to create, suspend or abolish such posts as may be necessary.
- (f) to appoint teachers and other officers from BPS-17 and above.
- (g) to hold control and administer the funds of the Centre: and
- (h) to frame or adopt rules regarding.

- i) Service, conduct and discipline of the employees of the Centre.
- ii) the recruitment procedure and terms and conditions of service of the employees of the Centre.
- iii) Pay scales allowances and other fringe benefits for employees of the Centre: and
- iv) Academic affairs of the centre

to delegate any of its powers to the Director as it may consider appropriate for smooth functioning of the Centre.

- 3.
 - i. The term of office of the members of the Board of Governors other than *Ex-Officio* members shall be three years.
 - ii. The meetings of the Board shall be held as and when called by the Chairman provided that not less than two meetings will be held each year.
 - iii. In exercise of its powers and the performance of its functions the Board may seek advice from Joint Advisory Committee and/or the Federal Ministry of Education from time to time.
 - iv. A member other than *Ex-Officio* members shall vacate his seat if he does not attend three consecutive meetings of the Board of Governors without any valid reason.
 - v. A special meeting of the Board of Governors may be requisitioned on the request of not less than one third of its members.
 - vi. The quorum for a meeting of the Board of Governors shall be one half of the total number of the Board of Governors a fraction being counted as one.
 - vii. Notice of the meetings of the Board of Governors together with its agenda and working paper must be served at least one month in advance for special meetings a seven days advance notice together with agenda and working papers will be required.
 - viii. The decisions of the Board of Governors will be by a majority vote, However a member shall have a right to record his dissent if in his opinion the decision is not in line with the rules, regulations and policies of the Centre/Government.

4. There shall be an Academic Committee consisting of the following members namely:
- (a) Director of the Centre, who shall also be its Convener.
 - (b) All professors and Associate Professors of the Centre.
 - (c) One Assistant Professor and one Lecturer of the Centre by rotation.
 - (d) One expert to be nominated by the Chairman Board of Governors on the recommendations of the Director.
 - (e) A nominee of Academic Council of the University.

FUNCTIONS

For approval of Board of Governors, the Academic Committee shall :-

- (a) propose curricula and syllabi for all degree, diploma and certificate courses in the subjects concerned.
- (b) Suggest a panel of names of paper setters and examiners in the subject concerned; and
- (c) give recommendations on all academic matters connected with instructions, research and examination in the subjects concerned.

EXPLANATION

- (a) The Academic Committee shall normally meet at least once after every four months.
 - (b) The quorum for the meeting shall be one half of the total number of members of the Academic Committee, a fraction begin counted as one.
 - (c) The term of the office of members of the Academic Committee shall be three years.
5. There shall be a Selection Board which shall submit its recommendation for making appointments on the posts in BPS-17 and above to the Board of Governors. The composition of the Selection Board shall be as follows:-
- | | | |
|------|----------------------------------------------------------------------------------------------------|----------|
| i) | Chairman Board of Governors. | Chairman |
| ii) | Dean, Faculty of Islamic Studies
Oriental Learning of the
University. | Member |
| iii) | One eminent Muslim Scholars
on the Board of Governors
to be nominated by Board of Governors. | Member |
| iv) | One nominee of the Selection Board
of the Universities. | Member |

- | | | |
|-----|------------------------------------------------------------------------|------------------|
| v) | Adviser (Acad.) University Grants Commission. | Member |
| vi) | Joint Educational Adviser (HE&LB Wing) Ministry of Education Islamabad | Member |
| vi) | Director of the Centre. | Member/Secretary |

The Selection Board may co-opt subject experts with the permission of the Chairman.

The quorum for a meeting of the Selection Board will be six.

6. There shall be a Selection Committee which shall consider cases for appointment on the posts in BPS-16 and below and recommend to the Board for approval. The Selection Committee shall consist of the following namely:

- | | | |
|-------|-----------------------------------------------------------------------|--------------|
| (i) | Director of the Centre. | Chairman |
| (ii) | A senior-most faculty member of the Centre. | Member |
| (iii) | Deputy Educational Adviser(NI) or his nominee, Ministry of Education. | Member |
| (iv) | Admn. Officer of the Centre | Member/Secy. |

For selection to a post presence of at least three members of the Committee is mandatory.

7. There shall be a Finance Committee to consider the financial matters of the Centres. The Committee shall consist of the following:

- | | | |
|------|--------------------------------------------------------------------|--------------|
| i) | Director of the Centre | Chairman |
| ii) | Director Finance/Treasurer/
Deputy Treasurer of the University. | Member |
| iii) | One Senior faculty member of the Centre. | Member |
| iv) | Deputy Educational Adviser(NI) or his nominee. | Member |
| v) | Administrative Officer/Accounts Officer of the Centre | Member/Secy. |

The Finance Committee shall submit its recommendations to the Board of Governors for approval. The quorum for the meeting shall be four.

8. FUNCTIONS OF A CENTRE

A Centre shall:

- (a) organize teaching of Islamic Studies, Arabic and other disciplines at graduate honours and post-graduate levels;
 - (b) arrange exchange programmes with foreign Universities specially the Arab world for advancement of research in Islamic Studies;
 - (c) initiate and organize research on contemporary challenges to Islam;
 - (d) introduce combined programmes of Arabic and Islamic Studies together with technological subjects;
 - (e) establish a well-equipped Language Laboratory.
 - (f) enroll research students for the degrees of M.Phil. and Ph.D. to be awarded by the University concerned;
 - (g) promote research in the fields of Islamic Studies and Arabic;
 - (h) undertake and conduct research in the disciplines related to the activities of the Centre; and
 - (i) arrange conferences, seminars refresher courses for in-service training programmes for the teachers and researchers in the fields of Arabic and Islamic Studies.
-

CHAPTER V --CENTRE FOR ADVANCED MOLECULAR BIOLOGY¹

- (1) The overall control of the affairs of the Centre shall vest in a Board of Governors consisting of the following members:-
 - (a) Vice-Chancellor, University of the Punjab, Chairman
 - (b) Two Pakistani expatriates or foreign Scientists to be nominated by the Chairman on the recommendation of the Director.
 - (c) Five eminent Pakistani Scientists to be nominated by the Chairman on the recommendation of the Director. The senior most of these five scientists shall be the Vice-Chairman of Board of Governors.
 - (d) One nominee of Syndicate.
 - (e) Two industrialists to be nominated by the Chairman on the recommendation of the Director.
 - (f) Dean, Faculty of Science.
 - (g) One Faculty member to be nominated by the Director.
 - (h) Director of the Centre - Member/Secretary

- (2) Without prejudice to the generality of the foregoing provision, the Board of Governors shall have the powers to:-
 - (a) approve the academic and research programme of the Centre and assess its overall progress;
 - (b) consider and approve the budget of the Centre;
 - (c) recommend to the Government of Pakistan or Federal Funding Agencies or the University of the Punjab for sanction of special grants to the Centre;
 - (d) advise the Centre on policy matters;
 - (e) recommend rules for students admissions for approval by the Academic Council;
 - (f) institute fellowships / prizes for promotion of research in molecular biology and recombinant DNA technology;
 - (g) confirm appointments of faculty members of the Centre on the recommendation of the Selection Committee;

1. The Institute of Molecular Biology was declared as a Centre of Excellence vide Notification No.F-14-10/84-UE-II, dated 25 February, 1984, issued by the Government of Pakistan, Ministry of Education, Islamabad.

- (h) create, suspend or abolish all such posts as may be necessary;
 - (i) act as Advanced Studies and Research Board;
 - (j) confirm other appointments in grade 17 and above made by the Chairman; and
 - (k) advise the Director on various administrative and scientific matters.
- (3) Members of the Board of Governors referred to in clauses (b to e) and (g) of paragraph (1) shall hold office for three years.
 - (4) The Board shall meet at least twice a year.
 - (5) The Chairman, in consultation with the Director may convene an extraordinary meeting of the Board.
 - (6) The quorum for a meeting of the Board shall be one-half of the total number of members, a fraction being counted as one.¹

CHAPTER VI --CENTRE FOR SOLID STATE PHYSICS

(1) The management, overall control and supervision of the affairs of the Centre shall vest in a Board of Governors consisting of the following members, namely:-

**Section 5 of
Federal Act,
XXIV of 1974.**

- (a) Vice-Chancellor of the University, who shall also be its Chairman;
- (b) A representative of the Commission;²
- (c) A representative of the Pakistan Science Foundation;
- (d) A representative of the Ministry of Education;
- (e) Dean of the Faculty of the University;
- (f) Two experts in the subject to be nominated by the Federal Government on the recommendation of the Commission;
- (g) One expert in the subject to be nominated by the Syndicate of the University;

1. Syndicate dated 21 June 1984 paragraph 2 (Current Work.)

2. Commission means the University Grants Commission vide Section 2(c) of Federal Act No. XXIV of 1974

- (h) One expert in the subject to be nominated by the Academic Council of the University; and
- (i) Director of the Centre.

(2) In particular and without prejudice to the generality of the foregoing provision, the Board shall have the power to:-

- (a) approve the academic and research programmes of the Centre, with the concurrence of the Academic Council of the University in which the Centre is established;
- (b) lay down rules of admission to the Centre;
- (c) institute fellowships for promotion of research in the discipline concerned;
- (d) create, suspend or abolish such posts as may be necessary;
- (e) appoint teachers and other officers; and
- (f) hold, control and administer the funds of the Centre.

(3) A member of the Board referred to in paragraph (1) of sub-clause (f) shall hold office for such term as may be determined by the Federal Government.

(4) The meetings of a Board shall be held as and when called by the Chairman; provided that not less than two meetings shall be held in each year.

(5) In the exercise of its powers and the performance of its functions, a Board shall be subject to such special or general instructions as may be issued by the Commission from time to time.

(6) The Board may, for the speedy and efficient working of the Centre, delegate to the Director such of its powers as it may deem necessary.

CHAPTER VII --EQUIVALENCE COMMITTEE

Regulation [For admission of candidates to this University from other Universities, Colleges, Institutes, etc., whose examinations are not recognised as equivalent to the corresponding examinations of this University, a Standing Committee of the Academic Council called the Equivalence Committee, shall be set up to examine the cases of such students and make recommendations to the Vice-Chancellor for final approval on behalf of the Academic Council. The members of the Equivalence Committee shall hold office for two years.]¹

[The quorum of a meeting of the Equivalence Committee shall be one-third of the total number of members.]²

1. University of the Punjab Calendar Vol. I, 1963-64, Page 158.
2. Added vide Academic Council decision dated 26 May, 1980.

RULES OF PROCEDURE FOR MEETING OF THE EQUIVALENCE COMMITTEE

[1. The Equivalence Committee shall examine the cases of admission of candidates to this University from other Universities, Colleges, Institutes, etc., whose examinations are not recognised as equivalent to the corresponding examinations of this University and make recommendations to the Vice-Chancellor for final approval on behalf of the Academic Council.

2. The Equivalence Committee shall ordinarily meet in the month of October and June or whenever the occasion demands.

3. The Assistant Registrar (Academic) will act as Secretary who shall prepare an agenda for consideration in a meeting of the Equivalence Committee with the approval of the Chairman.

4. At least seven days before the meeting, the Registrar shall circulate among the members the agenda by post or through a special messenger with relevant papers and requisite explanatory statements.

5. Supplementary agenda may be issued by the Registrar, if the occasion so demands, 24 hours before the meeting is held.

6. The Registrar or a member with the permission of the Vice-Chancellor may propose an item to be considered at a meeting under "Current Work" for which previous notice to members shall not be necessary.

7. Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Chairman.

8. If a member so desires he may propose in writing the consideration of any item in a meeting at a notice of at least 4 days before the meeting and send his proposal to the Secretary. The Secretary may include the item in the agenda with the approval of the Registrar/Vice-Chancellor provided it is otherwise admissible under Statutes, Regulations or Rules.

9. Every matter under consideration in the meeting shall be decided by a simple majority of vote.

10. In case of a tie, the Chairman shall have a casting vote in addition to the vote he may exercise as a member of the Equivalence Committee.

11. The record of proceedings of meetings of the Equivalence Committee shall be maintained by the Secretary and shall be got confirmed by the Chairman/Vice-Chancellor. The proceedings after authentication shall be circulated by the Secretary among the members. An Advance copy of a paragraph of the proceedings may be issued with the permission of the Vice-Chancellor in such cases as may be deemed fit by the Vice-Chancellor.

12. The Registrar may, if the occasion so demands, convene an emergency meeting of the Equivalence Committee with the approval of the Vice-Chancellor irrespective of the conditions relating to time limit for circulation of agenda mentioned in Rules 2 and 4 above.

13. In case it is not considered feasible to call an emergency meeting of the Equivalence Committee, the Vice-Chancellor may order that opinion of members on a certain issue may be invited by a certain date by circulating the relevant papers among the members and decide the issue according to the views of the majority of the members who send in their opinions within time, treating the rest as neutral, provided that at least half of the members have expressed their opinion on the issue.

14. Nothing otherwise shall invalidate the proceedings of the Equivalence Committee merely on the ground that the notice convening the meeting or the agenda and relevant papers had not been received at all or in time by a member.

15. If the Equivalence Committee feels that a decision on a certain issue cannot be taken without collection of further information or data or for some other reasons, the Equivalence Committee may authorise the Chairman/Vice-Chancellor or a sub-committee composed of its members to take a decision on behalf of the Committee on receipt of such information/data. The validity of such a decision taken on behalf of the Committee shall not be questioned in a subsequent meeting of the Committee.]¹

CHAPTER VIII –TEACHING DEPARTMENTS SPORTS ASSOCIATION²

ARTICLE 1

Preliminary:

(i) *Definition of Terms:*

In this Constitution:

- (a) "Association" means Punjab University [Teaching Departments]³ Sports Association;
- (b) "P.U.T.D.S.A." are the initials used in abbreviating the name of the Association;
- (c) "Executive Committee" means the Executive Committee of P.U.T.D.S.A.

ARTICLE 2

- (ii) (a) The name of the Association shall be "Punjab University Teaching Departments Sports Association".
- (b) The Association shall consist of:-
- (i) Vice-Chancellor, Punjab University (Patron)
- (ii) Registrar, Punjab University, *Ex-Officio* member, or his nominee (not below the rank of a Deputy Registrar).

1. Approved by the Equivalence Committee dated 19 November, 1966.
 2. Syndicate, dated 30 March, 1963, paragraph 7.
 3. Amended as "Teaching Departments" (Syndicate, 10 August, 1977, paragraph 21).

- (iii) Treasurer, Punjab University, [*Ex-Officio* Treasurer]¹
- (iv) Director of Sports, Punjab University, [*Ex-Officio* Secretary]²
- (v) Directress of Sports, Punjab University, [*Ex-Officio* Joint Secretary]³
- (vi) Chairmen/Directors of the Punjab University Teaching Departments or their nominees.

The President shall be elected for two years by the Association at a general meeting.

ARTICLE 3

(iii) *Aims and Objects:*

1. The aims and objects of the Association shall be:-
 - (i) To promote, encourage and control the sports activities in the University Teaching Departments;
 - (ii) To organise and control all Tournaments and exhibition games; and
 - (iii) To carry on all such other functions as may be conducive to the above objectives.

ARTICLE 4

(iv) *Affiliation:*

- (a) All the Punjab University Teaching Departments (excluding University colleges) shall form one Unit and shall be members of the Association.
- (b) The Association shall be affiliated with the Punjab University Sports Tournament Committee and other recognized Sports Associations.

ARTICLE 5

(v) *General Meetings:*

- (a) The Supreme authority shall be vested in the General Body of the Association.
- (b) A General Meeting shall be held annually and not later than the month of October.

1. .Syndicate dated 31 December, 1966 paragraph 21.
 2. Ibid.
 3. Ibid.

- (c) Special General Meetings may be called by the President, Executive Committee or at the request of one-third of the total members at seven days notice.
- (d) For all General meetings at least 15 days notice along with an agenda, audited statement of accounts and report of the activities shall be supplied to all the members by the Secretary.
- (e) The quorum for the General Meeting shall consist of not less than one-third of the total membership. For an adjourned meeting notice of 7 days shall be given and one-fourth of the total number of members shall form the quorum.
- (f) Agenda shall be drawn up by the Secretary and shall also include any proposals sent to him by the members.

ARTICLE 6

(vi) *Executive Committee:*

- (a) The Executive Committee of the Association shall consist of:
 1. President of the Association (*Ex-Officio* Chairman).

 Note:- Two Vice-Presidents to be elected by the Executive Committee from amongst its members elected to it by the Association.
 2. Registrar, Punjab University, or his nominee (not below the rank of a Deputy Registrar).
 3. Treasurer, Punjab University.
 4. One nominee of the Vice-Chancellor.
 5. Six members to be elected by the Association.
 6. Two members to be co-opted by the Executive Committee.
 7. [The Director of Sports, Punjab University, shall be the *Ex-officio* Secretary of the Association and member of the *Executive Committee*.]¹
 8. [The Directress of Sports, Punjab University shall be the *Ex-officio* Joint Secretary of the Association (Women Section) and *Ex-officio* member of the *Executive Committee*.]²

1. Syndicate dated 31 December, 1966, paragraph 21.
 2. Ibid.

- (b) The Executive Committee shall hold office for two years or until the next elections are held by the General Meeting.
- (c) The quorum for the meetings of the Executive Committee shall be Five Members.
- (d) A minimum of four days notice shall be given for holding the meeting.
- (e) In case of emergency 24 hours notice shall be given for convening the meeting.
- (f) Should a vacancy occur amongst the elected office-bearers, the Executive Committee shall be empowered to fill it and the new member shall hold office till the next election.

ARTICLE 7

(vii) ***Funds:***

- (a) Sports fee from the students admitted to the various University Teaching Departments direct to be collected by the Treasurer on behalf of the Association.
- (b) Grants made by the University from time to time.
- (c) Such other funds as may be raised with the approval of the Association.

ARTICLE 8

(viii) ***Powers and duties of the Executive Committee:***

- (a) To meet from time to time for transaction of business;
- (b) To consider and recommend to the General Body of the Association for approval the annual budget of the Association;
- (c) To appropriate funds from one budget head to another, to sanction new expenditure upto Rs.500/- and to sanction expenditure beyond Rs.1,000/- out of the Budget provisions already made;
- (d) To approve the programmes of Tournaments;
- (e) To recommend to the Annual General Meeting bye-laws which may be necessary for the proper functioning of the Association;
- (f) To appoint such Sub-Committee/s as shall facilitate the work of the Association;
- (g) To deal with all matters pertaining to the Association between general meetings;

- (h) To give decisions and rulings on any point not covered by the Constitution; and
- (i) To direct the Secretary to circulate to the members directions of the Executive Committee or any other matter considered necessary.

ARTICLE 9

(ix) *Powers and duties of the office-bearers:*

(a) **The President:**

- (i) The President shall preside over the annual and other general meetings and those of the Executive Committee meetings. The President shall have an additional vote in case of a tie.
- (ii) The President shall have the power to accord sanction to spend up to Rs.2500/- out of the amount provided in the Budget.

(b) **Vice-President:**

In the absence of the President at the annual or other general meetings, or Executive Committee meetings, one of the Vice-Presidents shall take the chair.

(c) **Secretary:**

- (i) The Secretary shall keep the proceedings of all the meetings including General or Executive Committee meetings;
- (ii) The Secretary shall present to the Annual General Meeting a report containing the activities through the Executive Committee;
- (iii) The Secretary shall be the Executive Officer of the Association. He shall keep with him an imprest of Rs.5000/- with a power to spend upto Rs.500/- on any single item;

(d) **Treasurer:**

The Treasurer of the Punjab University shall be the *Ex-Officio* Treasurer of the Association and he shall receive and shall make all payment by cheques.

ARTICLE 10

Amendments to the Constitution:

All amendments to the Constitution shall be circulated at least fifteen days in advance of the Annual General Meeting at which they are to be presented. Amendments shall be passed by not less than one-third majority votes of the members present.

ARTICLE 11

General:

[The Sports rules of the P.U.S.T.C. as per its Constitution will also apply to the Teaching Departments Tournaments]¹

CHAPTER IX -- HAILEY COLLEGE OF COMMERCE COMMITTEE

- Statutes**
1. The University shall maintain a Hailey College of Commerce (hereinafter called the College) with the object of promoting the study of Commerce.
 2. The management of the Hailey College of Commerce shall vest in the Syndicate. Provided that all matters relating to the College shall be considered in the first instance by the College Committee appointed in the manner provided below and that the Syndicate may delegate to this Committee power to decide any matters not requiring the specific sanction of the Syndicate under the Act and the Statutes.
 3. The College Committee shall consist of the following members:-
 - (a) The Vice-Chancellor, *Ex-Officio*.
 - (b) Dean of the Faculty of Commerce.
 - (c) Two representatives of Trade, Industry or Banking to be nominated by the Vice-Chancellor.
 - (d) One representative of Sir Ganga Ram Trust Society.
 - (e) The Principal of the College, *Ex-Officio*.
 - (f) One representative of the Syndicate.

The Vice-Chancellor, when present, shall preside at all meetings of the College Committee. In the absence of the Vice-Chancellor, the Dean of the Commerce Faculty shall act as Chairman. In the absence of the Vice-Chancellor and the Dean, the members present at each meeting shall elect a Chairman.

The Registrar shall act as Secretary of the College Committee. In the absence of the Registrar, Deputy Registrar or an Assistant Registrar shall act as Secretary.

4. The term of office of the members other than *Ex-Officio* shall be two years. Should a vacancy occur in the Committee during the term of office, it shall be filled by the nomination of a new member in accordance with Statute 3 above. The new member shall hold office till the formation of the next Committee.

5. Following shall be the functions of the Hailey College Committee:-
 - (a) To exercise general supervision over the affairs of the College, subject to the Principal's control over the internal discipline and management of the institution.

1. Syndicate dated 31 December, 1966 paragraph 21.

- (b) To make emergency arrangements for carrying on the work of the College pending any orders by the Syndicate.
- (c) To re-appropriate Funds from one budget head to another within the budgeted allotment with the approval of the Vice-Chancellor.
- (d) To ensure that the College shall conform to the provision of the Act, Statutes and Regulations relating to the Constituent Colleges.

6. Not later than the 31st of March each year, the Principal shall frame a budget for the year commencing 1st July next and ending 30th June thereafter, in such form as may, from time to time, be prescribed by the Syndicate and forward the same to the Finance and Planning Committee through the College Committee, to be incorporated in the University Budget submitted to the Syndicate.

7. The Principal shall submit by the [30th September]¹ every year an Annual Report to the College Committee dealing with the working of the College during the year and also programme for the next session.

8. The fees to be charged in the College shall be such as may, from time to time, be prescribed by Regulations. Any student, who fails to pay his fees, or is absent during the session without leave for more than one month, shall be liable to be struck off the rolls.

RULES

- 1. At a meeting of the College Committee three members shall form a quorum.
- 2. The College Committee shall be constituted in the month of January every alternate year and it will take office from the 1st of February following.
- 3. The College Committee may levy auxiliary fees with the approval of the Syndicate.

CHAPTER X -- HALL COUNCIL²

- (a) The Hall Council for the Halls at the New Campus shall consist of the following members:-
 - (1) Five Wardens of the University Halls by rotation on the basis of their seniority as Wardens.

Note: Starting from the senior-most, Wardens will retire in order of seniority if the number of those who have to retire is less than five.
 - (2) Two Superintendents of the University Halls by rotation on the basis of their seniority.

1. Chancellor's No.649-Gs-64/1232 dated 21 September, 1964.
2. Syndicate, dated 22 November, 1969, paragraph 7.

Explanation: For purposes of clauses 1 & 2 above, seniority as Warden/Superintendent shall be counted from the date of appointment as Warden/Superintendent.

- (3) Two Assistant Superintendents to be elected by and from among themselves; provided Assistant Superintendents elected for one term shall not be eligible for re-election for a following second term.
 - (4) Five Secretaries of Common Rooms in the Halls by rotation according to the alphabetical order of the names of the Halls provided one of them shall be a Secretary of a Hall for girls.
 - (5) Resident Officer.
 - (6) Project Director.
 - (7) Two representatives of the Syndicate from among its members.
 - (8) Two nominees of the Vice-Chancellor.
 - (9) Chairman of the Hall Council to be nominated by the Vice-Chancellor.
 - (10) Adviser (Students).
 - (11) One Deputy Adviser (Students) to be nominated by the Adviser (Students).
- (b) The Hall Council shall be reconstituted in September each year and shall take office from the 1st of October.[The quorum for a meeting of the Hall Council shall be one-half of the total number of members.]¹
- (c) Subject to Statutes, Regulations and Rules, the Hall Council shall have the over-all charge of the University Halls. It shall perform the following functions :-
- (1) to initiate Regulations relating to the University Halls for consideration by the Syndicate.
 - (2) to lay down the procedure for the allotment of seats in the Hall.
 - (3) to propose duties of Wardens to the Syndicate.
 - (4) to settle all inter-hall problems/disputes.
 - (5) to take such action as it deems fit to maintain discipline and the proper management of the Halls.

Note: If proposed action requires the approval of the competent authority, the Hall Council shall forward its recommendations to the quarters concerned.

1.. Syndicate, dated 14 March, 1985, paragraph 22.

- (6) to look after the maintenance and over-hauling of furniture, sanitary and electric installations in the Halls and maintenance of the Hall buildings.
- (7) to arrange and supervise inter-hall sports and other cultural activities.

(d) The Hall Council shall have the powers :-

- (1) to adopt appropriate measures to improve the administration of the Halls, if and when necessary;
- (2) to settle disputes between the residents of different Halls and between residents and day scholars;

Note: (i) For this purpose the Hall Council shall appoint a sub-committee consisting of three members (hereafter called the "Disciplinary Committee") two of whom shall be Wardens of Halls.

(ii) The Disciplinary Committee shall co-opt the Superintendent or Warden of the Hall concerned if the dispute is between resident students and the Principal/Chairman of the Department concerned, if the dispute is between a day scholar and a resident student.

(iii) The Disciplinary Committee shall be competent to impose any one of the punishments specified in the Regulations concerning the Halls at the New Campus and its unanimous decision shall be final. In case of difference of opinion between the members the matter shall be referred to the Hall Council.

(iv) If the Disciplinary Committee arrives at a unanimous decision that the gravity of the offence demands imposition of a penalty provided in the Regulations relating to rustication and expulsion, the case shall be referred to the Disciplinary Committee of the College/Department concerned.

- (3) to hear appeals from the students against the decision of the Disciplinary Committee;
- (4) to suggest structural changes in the buildings of the Halls to be constructed in future;
- (5) to prepare priority lists of repairs including repairs to furniture in consultation with the Maintenance Engineer.

CHAPTER XI -- INSTITUTE OF EDUCATION AND RESEARCH¹

1. The Institute of Education and Research shall function in Lahore as a post-graduate college of education and research of the University of the Punjab.
2. The aims and objectives of the Institute shall be as follows:-
 - (a) to provide and promote facilities for advanced study and research in education;
 - (b) to provide teaching, training and guidance in order to prepare candidates for the degrees of Master of Arts and Doctor of Philosophy in Education of the University and such other diplomas as may be instituted;
 - (c) to provide opportunities for professional educators to improve their knowledge and ability through summer and evening classes, short courses, seminars and other means;
 - (d) to conduct research in the several branches of education, publish the results of such research, and act as an educational-informational dissemination centre.
 - (e) to render any other services to educational institutions at all levels as and when necessary.
3. The administration, management and control of the Institute shall be vested in a Board of Governors.
 - (a) The Board of Governors of the Institute of Education and Research shall consist of the following:-
 - (i) Vice-Chancellor of the University of the Punjab.(Chairman)
 - [(ii) Secretary to the Government of the Punjab, Education Department or his nominee not below the rank of Deputy Secretary.
 - (iii) Dean Faculty of Education, University of the Punjab.]²
 - (iv) Chairman of the Board of Intermediate and Secondary Education, Lahore.
 - (v) Director, Institute of Education and Research, who shall also act as Secretary to the Board of Governors.

1. Substituted for the previous statutes (given at pp. 125-126 of the Punjab University Calendar Vol.-I, 1963-64) vide Punjab Government, Education Department No. S.O.Univ.1/49/63 dated 14 April, 1964.

2. Notified vide Registrar's No.9/G.S. dated 20-7-1998.(Approved by the Senate dated 15-4-1999).

- [(vi) Senior most Professor other than the Director, of the Institute of Education and Research & Dean, Faculty of Education, University of the Punjab.
 - (vii) Three persons to be appointed by the Chancellor on the recommendation of the Vice-Chancellor.]¹
 - (viii) One person from the public sector to be appointed by the Chancellor on the recommendation of the Vice-Chancellor.
- (b) The term of office of members of the Board of Governors other than *Ex-Officio* members shall be three years. The members shall take office at the beginning of January.
4. (a) The Board of Governors shall exercise on behalf of the University all functions, responsibilities and powers of defacto possession of the buildings of the Institute, namely the academic buildings of the Institute, two hostels, auditorium and faculty housing, etc.
- (b) The Board of Governors shall exercise on behalf of the University all functions, responsibilities, and powers of defacto possession of all moveable property such as books, furniture, equipment, machines, vehicles, instructional materials, etc.
- (c) The Board of Governors shall exercise full authority and responsibility in all administrative and financial matters connected with the Institute subject to the provisions of clause (d) below.
- (d) The Board of Governors shall present the annual budget proposals of the Institute of Education and Research in consultation with the Treasurer of the University; both recurring and non-recurring; developmental and non-developmental; to the Syndicate for appropriate sanction, processing, and further action.
- (e) Government financial grants for the Institute shall be released in favour of the Chairman of the Board of Governors. The Director of the Institute will be the Sanctioning Officer. The University will, however, set up a cell of its accounting and audit departments located in the Institute for usual pre-audit purposes.
- (f) The Board of Governors shall determine the terms of service of the Director, the members of the faculty and other employees of the Institute of Education and Research.
- (g) The Board of Governors will make all appointments to posts in the Institute of Education and Research.

1. Notified vide Registrar's No.9/G.S. dated 20-7-1998.(Approved by the Senate dated 15-4-1999).

- (h) The Board of Governors will be responsible for framing any rules and regulations as required for the proper and efficient functioning of the Institute of Education and Research.
 - (i) The Board of Governors may delegate any powers and functions to the Chairman of the Board of Governors, Director, or the Faculty Council of the Institute.
 - (j) The Board of Governors shall prescribe its own rules of business.
 - (k) The quorum for a meeting of the Board of Governors shall be four.
- 5.
- (a) There shall be a Faculty Council in the Institute of Education and Research consisting of the Chairman of its various special purposes committees and two other members of the Faculty Council elected by the total teaching staff. The Director will be *Ex-Officio* President of the Faculty Council.
 - (b) The Director with the Faculty Council shall exercise all authority and responsibility in respect of academic matters including courses of study, degree requirements, teaching and syllabi, provided that the schemes of study and syllabi, shall be referred to the Academic Council for approval.
 - (c) The Director and the Faculty Council will also be responsible for student admissions and requirements for such admissions.
 - (d) The Director and the Faculty Council will prescribe its own rules of business.
 - (e) The Director and the Faculty Council shall also be responsible for student evaluation and examinations. On recommendations of the Faculty Council the Director shall forward to the University, a list showing the names of the successful candidates for the several degrees, for the award of appropriate degrees by the University.
6. There will be an Appointments Committee which shall consist of the following:-
- (i) The Vice-Chancellor (*Chairman*).
 - (ii) Two members to be appointed by the Vice-Chancellor.
 - (iii) Two members to be nominated by the Syndicate.
 - (iv) A nominee of the Board of Governors of the I.E.R.
 - [(v) Dean, Faculty of Education.
 - (vi) The Director of the I.E.R. member and *Ex-Officio Secretary*¹.

1. Notified vide Registrar's No. 8/G.S dated 20-7-1998.(Approved by Senate dated 15-4-1999).

- (1) The term of office of members of the Appointments Committee shall be one year.
- (2) The quorum for the meetings of the Appointments Committee shall be four members.
- (3) The functions of the Appointments Committee shall be as follows:-
 - (i) to consider the applications of candidates for the posts of Professors, Associate Professors and other Teachers in the I.E.R.;
 - (ii) to recommend to the Board of Governors of the I.E.R. the names of the suitable candidates for appointment to the posts of Professors, Associate Professors and other Teachers and their terms and conditions of service.
- (4) Clause 3(i) and (ii) shall not, however, apply to the appointment of the following categories of teachers:
 - (a) Part-time teachers.
 - (b) Teachers appointed on temporary lecture basis.
 - (c) Teachers appointed on an honorarium.
 - (d) Temporary appointment for a period not exceeding one year or till the appointment of regular incumbent whichever is earlier.

CHAPTER XII -- LAW COLLEGE COMMITTEE

1. The University shall maintain [a Law College (hereinafter called the College)]¹ for the promotion of legal studies.
2. The management of the Law College shall vest in the Syndicate. Provided that all matters relating to the Law College shall be considered in the first instance by the Law College Committee appointed in the manner prescribed below and that the Syndicate may delegate to this Committee power to decide any matters not requiring the specific sanction of the Syndicate under the Act and Statutes.
3. The Law College Committee shall consist of the following members:-
 - (a) Vice-Chancellor. *Ex-Officio*.
 - (b) Dean of the Law Faculty.
 - (c) One nominee of the Law Faculty from among the members of the Legal Profession.
 - (d) One nominee of the Syndicate.

1. Lahore Law College (former Government Himayat-i-Islam Law College) has been integrated with the University w.e.f. 1st October, 1977, vide Punjab Government Law Department No. SO (LC)-399/77 dated 22 September, 1977.

- (e) Principal, Law College (*Ex-Officio*).
- (f) One eminent jurist to be nominated by the Syndicate.

The Vice-Chancellor, when present, shall preside at all meetings of the College Committee. In the absence of the Vice-Chancellor, the Dean of the Law Faculty shall act as Chairman. In the absence of the Vice-Chancellor and the Dean, the members present at each meeting shall elect a Chairman.

The Registrar shall act as Secretary of the College Committee. In the absence of the Registrar, Deputy Registrar or an Assistant Registrar shall act as Secretary.

4. The term of office of the members other than *Ex-Officio* shall be two years. Should a vacancy occur in the Committee during the term of office, it shall be filled by the nomination of a new member in accordance with Statute 3 above. The new members shall hold office till the formation of the next Committee.

5. Following shall be the functions of the Law College Committee:-

- (a) To recommend to the Syndicate the appointment of Part-time Associate Professors of Law and Part-time Law Lecturers.
- (b) To exercise general supervision over the affairs of the Law College subject to the Principal's control over the internal discipline and management of the institution.
- (c) To make emergency arrangements for carrying on the work of the College pending any orders by the Syndicate.
- (d) To re-appropriate funds from one Budget head to another within the budgeted allotment with the approval of the Vice-Chancellor.
- (e) To ensure that the College shall conform to the provision of the Act, Statutes and Regulations, relating to the Constituent Colleges.

6. Part-time Associate Professors of Law and Part-time Lecturers shall be appointed by the Syndicate. They shall not be entitled to leave, or to subscribe to the Provident Fund, but subject to the general control of the Syndicate may be granted temporary leave of absence upto a maximum of 4 days in a session by the Principal and for a period exceeding 4 days only on medical grounds on production of a certificate signed by the applicant to the effect that during the days the medical leave was availed of the applicant was also prevented from attending to his professional duties on account of ill-health.

In case of protracted illness for more than 10 days, the Chairman of the Law College Committee may grant leave without pay.

7. Not later than the 31st March each year, the Principal shall frame a budget for the year commencing 1st July next and ending 30th June thereafter, in such form as may from time to time be prescribed by the Syndicate and forward the same to the Finance and Planning Committee through the College Committee, to be incorporated in the University Budget submitted to the Syndicate.

8. The Principal shall submit by the 1st June every year an Annual Report to the College Committee dealing with the working of the College during the year and also programme for the next session.
- *9. The fee to be charged in the College shall be such as may, from time to time, be prescribed by Regulations. Any student who fails to pay his fees, or is absent during the session without leave for more than one month, shall be liable to be struck off the rolls.

RULES

1. At a meeting of the College Committee three members shall form a quorum.
2. The College Committee shall be constituted in the month of January every alternate year and it will take office from the 1st of February following.
3. The College Committee may levy auxiliary fees with the approval of the Syndicate.

CHAPTER XIII -- ORIENTAL COLLEGE COMMITTEE

Statutes □ 1. The University shall maintain an Oriental College (hereinafter called the College) for the promotion of Oriental Learning and development of such Pakistan Languages, as the Syndicate may, from time to time, determine.

2. The management of the College shall vest in the Syndicate, provided that all matters relating to the College shall be considered in the first instance by the College Committee appointed in the manner provided below and that the Syndicate may delegate to this Committee power to decide any matters not requiring the specific sanction of the Syndicate under the Act and the Statutes.

3. The College Committee shall consist of the following members:-

- (a) The Vice-Chancellor, Ex-Officio.
- (b) Pro-Vice-Chancellor, Ex-Officio.
- (c) Dean, Faculty of Islamic and Oriental Learning, [Ex-Officio]¹
- (d) Two nominees of the Syndicate.
- (e) Two nominees of the Academic Council.
- (f) Principal, Oriental College, Ex-Officio.
- (g) Assistant Registrar (Academic) - Secretary.

*. The Vice-Chancellor may exempt any candidate from the payment of tuition fee or re-admission fee (Syndicate dated 30 March, 1963, paragraph 46).

1. Amended vide Registrar's No.1066/G.M., dated 10 November, 1979.

The Vice-Chancellor, when present, shall preside at all meetings of the College Committee. In the absence of the Vice-Chancellor, the members present at each meeting shall elect a Chairman.

4. The term of office of the members other than Ex-Officio shall be two years. Should a vacancy occur in the Committee during the term of office, it shall be filled by the nomination of a new member in accordance with Statute 3 above. The new member shall hold office till the formation of the next Committee.

5. Following shall be the functions of the College Committee:-

- (a) To exercise general supervision over the affairs of the College, subject to the Principal's control over the internal discipline and management of the institution.
- (b) To make emergency arrangements for carrying on the work of the College pending any orders by the Syndicate.
- (c) To ensure that the College shall conform to the provision of the Act, Statutes and Regulations, relating to the Constituent Colleges.
- (d) To reappropriate Funds from one budget head to another within the budgeted allotment with the approval of the Vice-Chancellor.

6. Not later than the 31st of March each year the Principal shall frame a budget for the year commencing 1st July next ending 30th June thereafter, in such form as may from time to time be prescribed by the Syndicate, and forward the same to the Finance and Planning Committee through the College Committee to be incorporated in the University Budget submitted to the Syndicate.

7. The Principal shall submit by the 1st of June every year an Annual Report to the College Committee dealing with the working of the College during the year and also programme for the next session.

8. The fee to be charged in the College shall be such as may, from time to time, be prescribed by Regulations. Any student who fails to pay his fees, or is absent during the session without leave for more than one month shall be liable to be struck off the rolls.

RULES

1. At a meeting of the College Committee, three members shall form a quorum.
2. The College Committee shall be constituted in the month of January every alternate year and it will take office from the 1st of February following.
3. The College Committee may levy auxiliary fees with the approval of the Syndicate.

**RULES OF PROCEDURE FOR THE MEETINGS OF THE ORIENTAL COLLEGE
COMMITTEE**

- [1. The Committee shall ordinarily meet whenever the occasion demands and at least once when the Annual Budget of the University Oriental College is approved by it.
2. The Secretary shall prepare an agenda for a meeting of the Committee with the approval of the Registrar. Ordinarily a week's notice shall be given for the meeting.
3. At least four days before the meeting, the Registrar shall circulate the agenda among the members by post or through a special messenger, with relevant papers and requisite explanatory statements.
4. Supplementary agenda may be issued by the Registrar, if the occasion so demands, 24 hours before the meeting is held.
5. The Secretary/a member with the permission of the Chairman may propose an item to be considered at a meeting under "Current Work" for which previous notice to members shall not be necessary.
6. Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Chairman.
7. If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 15 days before the meeting and send his proposal to the Registrar in duplicate. The Registrar may include the item in the agenda provided it is otherwise admissible under Statutes, Regulations or Rules.
8. Every matter under consideration in the meeting shall be decided by a simple majority vote.
9. In case of a tie, the Chairman shall have a casting vote in addition to the vote he may exercise as a member of the Committee.
10. The record of proceedings of meeting of the Committee shall be maintained by the Secretary/Convener and shall be got confirmed by the Chairman. The proceedings after authentication shall be submitted to the Registrar. In case of an emergency an advance para of the proceedings may be issued with the permission of the Chairman for further necessary action.
11. The Registrar may, if the occasion so demands, convene an emergency meeting of the Committee irrespective of the conditions relating to time limit for the circulation of agenda mentioned in Rules 1,2 and 3 above.
12. In case it is not considered feasible to call an emergency meeting of the Committee, the Chairman may authorise the Secretary that opinion of members on a certain issue may be invited by a certain date by circulating the relevant paper among the members and decide the issue according to the views of the majority of the members who send in

their opinion within time, treating the rest as neutral, provided at least 50 per cent of the members have expressed their opinion on the issue.

13. The proceedings of the Committee shall not be invalidated on the ground that any member/s did not receive within time or at all the notice/papers for the meeting.
14. A previous decision of the Committee shall not ordinarily be reconsidered within six months of the date of the decision in a subsequent meeting of the Committee unless the Vice-Chancellor so desires.
15. These rules may be added to, changed or modified from time to time at the discretion of the Syndicate.]¹

**CHAPTER XIV –UNIVERSITY COLLEGE OF INFORMATION TECHNOLOGY
COMMITTEE**

- STATUTES**
1. The University shall maintain Punjab University College of Information Technology (hereinafter called the College) for the promotion and development of Information Technology.
 2. The management of the College shall vest in the Syndicate, provided that all matters relating to the College shall be considered in the first instance by the College Committee appointed in the manner provided below and that the Syndicate may delegate to this Committee power to decided any matters not requiring the specific sanction of the Syndicate under the Act and the Statutes.
 3. The College Committee shall consist of the following members:-
 - a) Vice-Chancellor *(Ex-Officio)*
 - b) Dean, Faculty of Science *(Ex-Officio)*
 - c) Two nominees of the Syndicate
 - d) Two nominees of the Academic Council
 - e) Principal, Punjab University College of Information Technology. *(Ex-Officio)*
 - f) Registrar *Secretary*

The Vice-Chancellor, when present, shall preside over all meetings of the College Committee, In the absence of the Vice-Chancellor, the Dean, Faculty of Science shall preside.
 4. The term of office of the members other than *Ex-Officio* shall be two years should a vacancy occur in the Committee during the term of office, it shall be filled by the nomination of a new member in accordance with statute 3 above. The new member shall hold office till the formation of the next Committee.

1. Syndicate dated 30 June, 1967, paragraph 10.
2. Notified vide Registrar's No.59/G.S dated 25-1-2002.

5. Following shall be the functions of the College Committee:-
 - a) To exercise general supervision over the affairs of the College, Subject to the Principal's control over the internal discipline and management of the institution.
 - b) To make emergency arrangements for carrying on the work of the College pending any orders by the Syndicate.
 - c) To ensure that the College shall conform to the provision of the Act, Statutes and Regulations, relating to the Constituted Colleges.
 - d) To re-appropriate funds from one budget head to another within the budgeted allotment with the approval of the Vice-Chancellor.
6. Not later than the 30th April each year the Principal shall proposed budget for the year commencing next fiscal year, in such form as may from time to time be prescribed by through the College Committee to be incorporated in the university budget in prescribed manners.
7. The Principal shall submit by the Ist of June every year an Annual Report to the College Committee dealing with the working of the College during the year and also programme for the next session.
8. The tuition fee to be charged in the College shall be such has may, from time to time be prescribed by Regulations. Any student who fails to pay his fees or is absent during the session without leave for more than one month shall be liable to be struck off the rolls.

RULES

1. At a meeting of the College Committee, four members shall form a quorum.
2. The College Committee shall be constituted in the month of January every alternate year and will take office from the Ist of February following.
3. The College Committee may levy auxiliary fees with the approval of the Syndicate.

RULES OF PROCEDURE FOR THE MEETINGS OF THE UNIVERSITY COLLEGE OF INFORMATION TECHNOLOGY COMMITTEE.

1. The Committee shall ordinarily meet whenever the occasion demands and at least once when the Annual Budget of the University College of Information Technology is approved by it.
2. The Secretary shall prepare an agenda in consultation with the Principal, Punjab University College of Information Technology for a meeting of the Committee; Ordinarily seven days notice shall be given for the meeting.
3. At least four days before the meeting the Registrar (Secretary) shall circulate the agenda among the members by post or through a special messenger, with relevant papers and requisite explanatory statements.

4. Supplementary agenda may be issued by the Registrar (Secretary) if the occasion so demands, 24 hours before the meeting is held.
 5. The Secretary/a member with the permission of the Chairman may propose an item to be considered at a meeting under Current work for which previous notice to members shall not be necessary.
 6. Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Chairman.
 7. If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 15 days before the meeting and send his proposal to the Registrar in duplicate. The Registrar may include the item in the agenda provided it is otherwise admissible under Statutes, Regulations or Rules.
 8. Every matter under consideration in the meeting shall be decided by a simple majority vote.
 9. In case of a tie, the Chairman shall have a casting vote in addition to the vote he may exercise as a member of the Committee.
 10. The record of Proceedings of meeting of the Committee shall be maintained by the Secretary and shall get it confirmed from the Chairman. In case of an emergency an advance Para of the Proceedings may be issued with the permission of the Chairman for further necessary action.
 11. If the occasion so demands an emergent meeting of the Committee may be convened irrespective of the conditions relating to time limit for the circulation of agenda mentioned in Rules 1,2 and 3 above.
 12. In case it is not considered feasible to call an emergent meeting of the Committee, the Chairman may authorize the Secretary that opinion of members on a certain issue may be invited by a certain date by circulating the relevant papers among the members and to decide the issue according to the views of the majority of the members who send their opinion within the prescribed time, treating the rest as neutral, provided at least 50 percent of the members expressed their opinion on the issue.
 13. The Proceedings of the Committee shall not be invalidated on the ground that any member did not receive within time or at all the notice/papers for the meeting.
 14. A previous decision of the Committee shall not ordinarily be reconsidered within six months of the date of the decision in the subsequent meeting of the committee.
 15. These rules may be added to, changed or modified from time to time at the discretion of the Syndicate.
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CHAPTER XV -- PAKISTAN STUDY CENTRE

(1) The management, overall control and supervision of the affairs of a Centre established in a University shall vest in a Board of Governors consisting of the following members, namely:-
Section 6 of Federal Act No. XXVII of 1976

- (a) Vice-Chancellor of the University, who shall also be its Chairman;
 - (b) a representative of the *Commission;
 - (c) a representative of the Pakistan History Commission;
 - (d) a representative of the Ministry of Education;
 - (e) a representative of the National Education Council;
 - (f) Dean of the Faculty of the University;
 - (g) two experts in the relevant discipline to be nominated by the Federal Government on the recommendation of the Commission;
 - (h) one expert in the relevant discipline to be nominated by the Syndicate of the University;
 - (i) one expert in the relevant discipline to be nominated by the Academic Council of the University; and
 - (j) Director of the Centre.
- (2) In particular and without prejudice to the generality of the foregoing provision, a Board shall have the power to:-
- (a) approve the academic and research programmes of the Centre with the concurrence of the Academic Council of the University in which the Centre is established;
 - (b) lay down rules of admission to the Centre;
 - (c) institute fellowships for promotion of research in the discipline concerned;
 - (d) create, suspend or abolish such posts as may be necessary;
 - (e) appoint teachers and other officers; and
 - (f) hold, control and administer the funds of the Centre.

*. Commission means the University Grants Commission, vide Section 2(c) of the Federal Act No. XXVII of 1976.

- (3) A member of a Board referred to in Clause (g) of sub-section (1) shall hold office for such term as may be determined by the Federal Government.
- (4) The meetings of a Board shall be held as and when called by the Chairman.
- (5) In the exercise of its powers and the performance of its functions, a Board shall be subject to such special or general instructions as may be issued by the Commission from time to time.
- (6) A Board may, for the speedy and efficient working of the Centre, delegate to the Director such of its powers as it may deem necessary.

CHAPTER XVI -- (a) PUNJAB UNIVERSITY CAMPUS COMMITTEE¹

1. A "University Campus Committee" shall be appointed by the Syndicate from time to time.

The member of the Committee at present are:-

- (1) Vice-Chancellor. *(Chairman)*
- (2) Pro-Vice-Chancellor.
- (3) Director General, L.D.A or his representative not below the rank of Director.
- (4) General Manager, WAPDA, Electricity Lahore or his representative not below the rank of Superintending Engineer.
- (5) Additional Secretary Finance Division, Govt. of the Punjab, Civil Secretariat, Lahore.
- (6) Chairman, Hall Council, University of the Punjab.
- (7) Chairman, Maintenance Committee, University of the Punjab.
- (8) Director, Planning & Development, University of the Punjab.
- (9) Chairman, Project Working Group.
- (10) Chief Engineer, Punjab Buildings Department or his representative not below the rank of Director.
- (11) Chief Architect, Govt. of the Punjab.
- (12) Registrar, University of the Punjab.
- (13) Treasurer, University of the Punjab.

1. Notified vide Registrar's No. 135/G.S dated 19-11-1995.

- (14) Resident Officer, University of the Punjab.
- (15) Project Director, University of the Punjab. (*Member/Secretary*)

A quorum for a meeting of the committee shall be one third of the members. A meeting of the committee should be held at least once in three months.

2. **THE DUTIES AND POWERS OF THE COMMITTEE SHALL BE:-**

DUTIES:

- (a) To arrange for the acquisition of land.
- (b) To arrange for the Planning and designing of the New University Campus with the help and advice of the Consultant Architect.
- (c) To arrange for administrative approval for financing the project.
- (d) To arrange for development of the area.
- (e) To arrange for the Engineering execution of the project.
- (f) To deal with the executive, financial and administrative business connected with the project.
- (g) To keep the Syndicate informed periodically on the progress of the project.

POWERS:

- (a) To sanction and incur all expenditure relating to the Campus subject to competent administrative approval.
 - (b) To create such appointments on behalf of the Syndicate, as may be necessary from time to time and to make appointments in that behalf in accordance with the provisions laid down in the Statutes relating to appointments in the University.
 - (c) To frame a programme of construction and lay down priorities.
 - (d) To re-delegate any of its powers to an agency or individual under its control.
-

(b) WORKING GROUP OF CAMPUS COMMITTEE

1. [Project Working Group of the Campus Committee consists of the following:-¹

1. Prof. Dr. Muhammad Akram Ch. *(Chairman)*
Dean, Faculty of Islamic & Oriental Learning
2. Prof. Dr. Zafar Iqbal Jadoon,
Director, Institute of Public Administration.
3. Prof. Dr. Shafqat Nawaz,
Director, Institute of Chem. Engg. & Tech.
4. Resident Officer-I,
University of the Punjab.
5. Treasurer,
University of the Punjab.
6. President,
Academic Staff Association,
University of the Punjab.
7. President,
Punjab University Administrative and Technical Staff Association,
8. Eng. Lt. Col (R)Muhammad Latif Raja,
University Engineer.
9. Eng. Lt. Col (R) Mir Pervez Khurshid *(Member / Secretary.)*

1. Notified vide Registrar's No. D/534./R dated, 14-6-2002.

2. [Subject to the powers delegated to the Project Director, the Project Working Group shall perform the following duties and exercise the following powers:-]¹
1. To scrutinize and recommend to the New Campus Committee the annual budget of the New Campus Project.
 2. To scrutinize reports of Consultants on all tenders, beyond the competency of Project Director to accept.
 3. To approve all tenders upto the value of *Rs.200 lacs (Two Hundred Lacs).
 4. To make recommendations to the New Campus Committee in regard to tenders of more than *Rs. 200 Lacs. (Two Hundred Lacs).
 5. To examine requirements and design of all the buildings and to make recommendations to the New Campus Committee for works costing more than that the Project Working Group is competent to accord administrative approval.
 6. To authorize minor changes in designs and specifications.
 7. To formulate proposals for contract obligations of Architects and Consultants and to place them before the New Campus Committee.
 8. To accord administrative approval for any original work:
 - (i) upto *Rs.25 lacs (Twenty Five lacs) each for works provided in the sanctioned scheme;
 - (ii) upto *Rs.5 lacs (Five lacs) for works not provided in the sanctioned scheme.
 9. To sanction purchase of furniture according to scales and specifications upto *Rs. 10 lac (Ten lacs) at a time.
 10. Subject to the approval of the Vice-Chancellor, to sanction, out of general pool, scale of furniture for Departments, Hostels and other Buildings at the New Campus.
 11. To negotiate with contractors on any tender received and on any other matter relating thereto provided that if the total value of the contract exceeds *Rs.200 lacs (Two Hundred lacs) the matter shall be referred to the New Campus Committee for approval.
 12. To exercise general supervision over the staff employed by the Consultants and to receive monthly, six monthly and yearly reports from them on the progress of work.
 13. To perform such other duties as may be entrusted to it by the New Campus Committee from time to time.

1. Revised by the Campus Committee at its meeting held on 21 March, 1977.

*. Amounts Revised by Government of the Punjab, Finance, Department, Notification No. FD(FR)11-5/82 dated, 28-3-2002

(c) THE NEW CAMPUS MANAGEMENT COMMITTEE¹**Constitution:-**

The Committee shall consist of:-

1. The Vice-Chancellor - *(Chairman)*
2. The Vice-Chairman *(to be nominated by the Vice-Chancellor)*
3. The Resident Officer.
4. The Project Director.
5. One representative of employees occupying houses types B,C and D to be nominated by the Vice-Chancellor.
6. Three representatives of University employees occupying houses type 'E' to be nominated by the Vice-Chancellor.
7. One representative of employees occupying houses types G,H & I to be nominated by the Vice-Chancellor.
8. Two Wardens of Halls to be appointed by rotation on the basis of seniority as Wardens.
Note:- Seniority would be determined on the basis of date of appointment as Warden.
9. Two other nominees of the Vice-Chancellor.

The Resident Officer shall act as Executive Secretary of the New Campus Management Committee.

The New Campus Management Committee may appoint Committee or Committees to look after the work related to the management of the New Campus.

The New Campus Management Committee shall be reconstituted every alternate year in the month of September and shall take office on the first of October.

Powers and Duties:

Subject to the overall control of the Syndicate the New Campus Management Committee shall be responsible for the general management and superintendence over the affairs, concerns and property of the University at the New Campus and shall exercise that superintendence in accordance with the regulations approved by the Syndicate from time to time.

1. Punjab Government, Education Department No. O.S.D.(Univ.)1/62-72 dated 8 November, 1971. Notified, vide Registrar's No.1548/G.M. dated 16 November, 1971.

More specifically, the powers and duties of the New Campus Management Committee shall be as follows:-

1. To look after the maintenance of the buildings, roads and other physical facilities at the New Campus.
2. To look after the maintenance of lawns and arboriculture at the New Campus.
3. To administer the landed property at the New Campus.
4. To be responsible for maintenance of such installations at the New Campus that are not under the charge of a particular Department.
5. To control and maintain the Telephone Exchange at the New Campus.
6. To manage the University transport and to make such other arrangements/ facilities as the Committee may deem proper.
7. To provide civic amenities at the New Campus.
8. To organise and control the security of the New Campus.
9. To prepare a budget for exercising all powers and responsibilities in connection with the management of the New Campus and to refer it to the relevant authorities for incorporation in the main budget.
10. To sanction and incur all expenditure relating to the management of the New Campus subject to competent administrative approval.
11. To reappropriate amounts from one budget head to an other budget head within the sanctioned budget.
12. To create such posts on behalf of the Syndicate as may be necessary from time to time and to make appointments in that behalf in accordance with the provisions laid down in the Statutes relating to appointments in the University.
13. To delegate any of its powers or duties to an individual or to a Committee.
14. To do such other things as may be entrusted to it by the Syndicate or the Vice-Chancellor from time to time for the management of the New Campus.

CHAPTER XVII -- PUNJAB UNIVERSITY LIBRARY COMMITTEE

Statutes

1. The management of the University Library (hereinafter called 'the Library') so far as the financial and administrative matters are concerned shall vest in the Syndicate. Provided that all matters relating to the functions of the Library Committee as outlined below shall in the first instance be considered by the Library Committee appointed by the Academic Council in the manner provided in the following clause 2. The Syndicate may delegate to this Committee powers to decide any matters requiring sanction of the Syndicate under the Statutes and Regulations.

2. The Library Committee shall be constituted triennially and shall consist of the following :-

- A. To be appointed by the Academic Council.
 - (i) Two representatives of the Academic Council.
 - (ii) Three University Professors including Chairmen of the University Teaching Departments.
 - (iii) Two Principals of the local Degree Colleges.
- B. Three nominees of the Syndicate to be appointed by it from among its members.
- C. *Ex-Officio*:
 - (i) The Registrar.
 - (ii) The University Librarian, (*Secretary*).

Out of the above members the Chairman shall be nominated by the Syndicate.

Four members shall form a quorum.

In the event of any vacancy among the members, the Committee shall report the vacancy with or without suggesting a nominee or representative to the Syndicate for "B" and to the Academic Council for "A" as the case may be.

The Committee shall hold its meetings as often as the work may necessitate.

3. The functions of the Library Committee shall be:-
- (i) To frame rules regarding the use of Library materials and the hours of service.
 - (ii) To advise in the preparation of the Library budget.
 - (iii) To allocate funds (provided in the Library budget) to subjects.

- (iv) To lay down procedure for selection and purchase of books, journals and manuscripts.
- (v) To take decisions on requests for transfer of books and journals to Departmental Libraries.
- (vi) To advise on the reproduction of rare and unique materials.
- (vii) To consider and to forward to the University authorities annual stock-taking reports of the Library.
- (viii) To formulate general policy of Library Development.

REGULATIONS FOR THE USE OF THE PUNJAB UNIVERSITY LIBRARY.

1. The following classes of persons shall on application (in prescribed form) be permitted to draw books from the Library for use at home:-

(The application form contains a declaration of intention to obey the rules of the Library and to pay any fines or charges which may be incurred through their infringement).

- (a) Fellows of the University; Members of the Teaching Staff of the University and the affiliated colleges; University Research Fellows, Research Scholars and Research Assistants.
- (b) Post-Graduate students of the University and the affiliated colleges; students of the various Honours Schools; 2nd and 3rd year students taking up Honours in a subject.

Provided that students of the University Post-Graduate Certificate and Diploma classes shall deposit a security of Rs.30/ which will be refunded on return of books and settlement of dues, if any.
- (c) B.A./B.Sc. [and B.Com.]¹ students on the rolls of the University Colleges and teaching departments, B.Sc. students taking Astronomy and Geology; students of the University Oriental College Hons. classes in Languages.
- (d) `A' Class Officers of the University [and permanent University employees preparing for post-graduate examinations].²
- (e) Trained Librarians, working in the Library of an affiliated college or a University Department, and Punjab University Library Assistants.
- (f) Approved candidates for a Doctorate Degree and such other casual borrowers as require to use the Library for special reasons. A member belonging to either of these classes shall have to deposit a security of Rs. [500/-]³ or the value of books (if it exceeds Rs. 500)⁴ refundable on return of books and settlement of dues, if any. Persons working in the

1 .Modified vide Chancellor's letter No. GS(B)-70-57, dated 20 January, 1970.

2. Added vide Punjab Government Education Department No. S.O.(Univ.)5/10/97 dated 17 October, 1969.

3. Approved by the Syndicate dated, 19-6-1999.

4. Ibid

Government Research Department, Semi-Government Research Institutes, and Heads of recognised private Research Institutes (to be approved in each case by the Library Committee), when they are pursuing any special subjects, may be exempted from depositing the security provided the Heads of the Departments and the Institutes accept financial responsibility for losses, if any.

- (g) Such other applicants who are permitted for special reasons to be recorded by the Library Committee without having to made a deposit.

2. A Card known as the Borrower's Card will be issued to each of the persons permitted to draw books from the Library under Regulation 1. Such cards shall be strictly "non-transferable," and shall have to be presented at the counter at the time of drawing or returning books, etc. A borrower, who loses his card, shall at once inform the Chief Librarian in writing. A duplicate card will be issued to him on payment of a fee of [Re. 10/-]¹

Provided that no book will be issued to a student member unless he presents his Borrower's card in person along with his identity card or applies by post sending his card with the application.

Library cards of all borrowers other than those of confirmed University employees shall be renewed every year.

3. Under-graduates on the rolls of the affiliated colleges, and such other casual visitors as may obtain the special written permission of the Librarian, will be permitted to use the Library for the purposes of reading and reference during good behaviour, but must be prepared to furnish the Chief Librarian with evidence of their identity.

4. A borrower of classes(a)and(g) will be entitled to have in his possession at one time not more than six books. Each book shall be returned within a period of one month from the date of its issue.

Provided that a whole-time University Professor or Associate Professor may have in his possession a maximum number of 10 books at one time and may return these within a period of 3 months from the date of their issue.

5. Borrowers of class (b) excepting students of the University Post-Graduate Certificate and Diploma Classes may have in their possession not more than four books at a time. Borrowers of classes (c),(d), (e) and (f), and students of the University Post-Graduate Certificate and Diploma classes will draw three books.

Books drawn by borrowers under this rule shall be returned not later than two weeks from the date of issue. Borrowers belonging to mofussil stations may, however, retain the books for a maximum period of one month.

Provided that the student borrowers deposit a security of Rs. 20 (refundable on return of all books and settlement of dues, if any) for drawing books during the summer vacation.

6. Any borrower sub-lending books drawn from the Library on his card to any other person shall do so on his own responsibility.

1. Approved by the syndicate dated 19-6-1999.

7. Books not in great demand may be renewed on request at the discretion of the Chief Librarian.

8. Books shall be divided into three classes: A, B and C. Class A will include all specially valuable works, and all works permanently or temporarily reserved for reference use. Books in Class A shall not be removed from the Library except by special permission of the Chief Librarian. Class B will include all current numbers of periodicals. These may be borrowed but must be returned within three days. Class C - all other books - may be borrowed and retained according to the provisions of Regulations 4 and 5.

9. Books prescribed by the Punjab University for various examinations will not be issued without the special permission of the Chief Librarian. These when borrowed, must be returned within three days.

10. Manuscripts will be issued with the special permission of the Chief Librarian. The borrower shall have to execute a bond in the prescribed form.

11. Books for the summer vacation will be issued by special permission, and these must be returned as soon as the vacation is over.

12. A fine of [Re.1/-]¹ per volume per day will be [charged for an ordinary book]², in case books are retained longer than the period prescribed for each category of borrowers. The fine will in all cases be calculated from the date on which the books should have been returned.

Provided that in the case of text-books, current periodicals and books issued with the special permission of the Chief Librarian, the fine shall be [Rs.2/-]³ per volume per day.

Provided further that a borrower's right to draw books from the Library may be suspended during the period he does not return overdue books or pay the amount due from him.

Provided also that the roll numbers of such student borrowers as fail to return the University Library books or pay their dues shall not be sent to their colleges until they have returned the books or paid the dues and have produced a certificate from the Librarian to that effect.

13. Books not returned on due date laid down under the Regulations and reported to have been lost, shall be paid for immediately on the expiry of the prescribed limit of time, and this amount shall in no case be refundable. The amount payable to the Library shall be determined by the Chief Librarian.

14. Borrowers who wish to have books sent out of Lahore must deposit [present postal charges of Registered post.]⁴

15. A security deposited under any of the foregoing Regulations shall lapse to the University if it remains unclaimed for a period of three years from the date on which a borrower ceases to be a member of the Library.

1. Approved by the Syndicate dated 19-6-1999.

2. Ibid.

3. Ibid.

4. Approved by the Syndicate dated 19-6-1999.

16. Readers and members shall not damage, mark or write upon any book, periodical, map or manuscript, nor shall they trace or perform mechanical reproduction of any material belonging to the Library without written permission of the Chief Librarian. Readers and members who violate this Regulation shall be required to pay the fine imposed by the Chief Librarian or to replace the damaged material, or to pay its price as determined by the Chief Librarian. If one volume of a set is injured, and it is not available separately, the whole set shall have to be replaced or paid for. A damaged book or set, which has been replaced or paid for by a borrower, shall become his property.

Borrowers and readers are advised to inspect books at the time of issue and to call the attention of the Chief Librarian to any defects, etc.

17. The Chief Librarian may, at his discretion, reduce or remit the delay fine incurred by a borrower.

18. Such borrowers as abuse their privilege will be reported to the Library Committee for appropriate action.

19. The Library will be closed for two months during summer vacation for stock-taking and on weekend, and on certain holidays by special notice.

CHAPTER XVIII -- PUNJAB UNIVERSITY SPORTS TOURNAMENT COMMITTEE¹

PART I

1. Title:

The organization shall be called "The Punjab University Sports Tournament Committee" (hereinafter referred to as "The Committee") with its Headquarters at Lahore.

Statutes

The Syndicate shall exercise general supervision over the P.U.S.T.C. and shall decide on all constitutional changes. It shall also exercise control over structural alterations and additions and other permanent fixtures on the University Playgrounds.

2. Aims and Objects:

Its aims and objects shall be:

- (a) to conduct an Annual Sports Tournament for the men students of all Colleges and of the Teaching Departments of the University. Students of Higher Secondary Classes will not be eligible;
- (b) to organize Punjab University Sports Clubs and Teams to take part in the Inter-University and other tournaments and matches;
- (c) to organize coaching for University students interested in sports;
- (d) to promote the best type of sportsmanship and team spirit amongst University students;

1. The new Constitution of the PUSTC was approved by the Syndicate, vide paragraph 20 of its proceedings, dated 29 February, 1964.

- (e) to promote sports activities by affording all possible facilities;
- (f) to adopt all such measures as may be incidental or conducive to the attainment of these aims and objects.

3. Composition:

The Committee shall comprise the following:

- [(a) The Principals of all Men's affiliated/constituent Colleges or their nominees from amongst senior members of the Academic Staff.
- (b) Nine Chairmen/Directors of the Punjab University Teaching Departments/Institutes nominated by the Vice-Chancellor from amongst the Chairmen/Directors of University Teaching Departments/Institutes for 3 years at the beginning of any academic session.
- (c) The Registrar, Punjab University, or his nominee not below the rank of Deputy Registrar.
- (d) The Director Sports, Punjab University, who shall, *Ex-Officio*, be the Secretary of the P.U.S.T.C.]¹
- (e) The Treasurer of the Punjab University who shall be the *Ex-Officio* Treasurer of the P.U.S.T.C.
- (f) The Presidents of the various Sports Clubs of the University.

4. Functions:

The functions of the Punjab University Sports Tournament Committee shall be:-

- (a) to make bye-laws for organizing conducting and controlling the University Sports Tournament;
- (b) to make bye-laws for conducting elections of office-holders and members of the Executive Committee and for the establishment of University Sports Clubs;
- (c) to elect once a year the office-holders and members of the Executive Committee from among the members of the P.U.S.T.C.;
- (d) to consider and pass the Annual Budget prepared by the Executive Committee;
- (e) to consider and adopt the Annual Reports and audited accounts of the P.U.S.T.C. presented by the Secretary and the *Ex-Officio* Treasurer, respectively.

1. Amended vide Registrar's No 1130/G.M. dated 21 August, 1977.

PART II

5. Management:

The affairs of the P.U.S.T.C. shall be managed by an Executive Committee consisting of the following:-

(a) President:

[The President shall be elected from amongst the members of the Committee for one year. He shall be eligible to seek re-election for any number of terms.]¹ He shall, as far as possible, be a local member of the Committee.

(b) Two Vice-Presidents:

One Vice-President shall be elected from among the local members and the other from among the members from the mofussil.

(c) Secretary:

The Director of Sports, Punjab University, will be *Ex-Officio* Secretary of the P.U.S.T.C. and the Secretary of the University Sports Clubs. In his absence, the Assistant Director of Sports, Punjab University, will represent him.

(d) Treasurer:

The Treasurer of the Punjab University shall be *Ex-Officio* Treasurer of the P.U.S.T.C.

(e) Registrar:

The Registrar, University of the Punjab, or his nominee not below the rank of Deputy Registrar.

(f) Members:

[Seven Members shall be elected by the Committee from amongst members of the P.U.S.T. one of whom shall be from Lahore, one from Lahore Division other than Lahore, one from Sargodha Division, one from Rawalpindi Division, one from common zones, one from Faisalabad Division & one from Gujranwala Division Colleges]²

Note: Five Members shall form a quorum.

6. Powers/Duties of the Office-bearers:

(a) President:

The President shall preside over the meetings of the P.U.S.T.C. and of the Executive Committee. In his absence the elder Vice-President shall act as

1. Amended by the Syndicate dated 12 January, 1978.
2. Notified vide Registrar's No.02/G.S. dated 7-1-1996.

President. In the absence of both of them, the other Vice-President shall act as President. In the absence of all the three, the P.U.S.T.C. or the Executive Committee shall elect any one from amongst members present to be the Chairman for that particular meeting.

The President shall have the power to:

- (i) decide a tie by a casting vote;
- (ii) summon the Annual General or extraordinary meeting of the Committee at his own initiative or at the request of one-third of the members of the Committee;
- (iii) Summon a meeting of the Executive Committee at his own initiative or at the request of not less than three members of the Executive Committee;
- (iv) give rulings in case of dispute regarding the application or interpretation of the bye-laws, provided the dispute after reference to the Executive Committee, has not been finally resolved by it. His ruling shall be final and binding;
- (v) discharge any other functions on being empowered by an extra-ordinary resolution of the P.U.S.T. Committee.

(b) Vice-Presidents:

In the absence of the President, the Vice-President acting for him shall perform the same duties and have the same powers as are vested in the President.

7. Secretary:

The duties of the Secretary shall be determined by the Syndicate of the University of the Punjab.

Subject to the duties determined by the Syndicate, he will also be the Secretary of the Executive Committee and of all University Sports Clubs and shall record, or cause to be recorded, the proceedings of the meetings of the Executive Committee and the proceedings of the Sports Clubs, which shall be circulated to all members.

He shall be incharge of the office of the Committee and shall be competent to spend upto a sum of Rs. [2500/-]¹ on any one item.

He shall represent the P.U.S.T.C. on all Zonal or Provincial Sports Bodies.

He shall maintain a register of all the affiliated colleges and University Teaching Departments and sports clubs and keep record of the Tournaments.

He shall be responsible for the maintenance of the University Grounds and employment of Ground Staff.

1. Treasurer's No. D/24-26/Finance, dated 14-1-1998.

He shall organize the training and coaching of University representative sides under his personal supervision.

He shall inspect and report to the Committee on the arrangement made by the Colleges and the University Teaching Departments for the healthy development of sports at least once a year.

8. Treasurer:

He shall maintain all accounts of the income and expenditure of the Committee and Sports Clubs and shall present the audited accounts to the P.U.S.T.C. through the Executive Committee.

PART III

9. Duties and Powers of Executive Committee:

The duties and powers of the Executive Committee shall be:

- (a) to organize, conduct and control the Punjab University Sports Tournament, the Sports Clubs and all other activities entered into by the P.U.S.T.C. in accordance with the regulations or bye-laws laid down by it from time to time;
- (b) to spend the funds of the P.U.S.T.C. according to the sanctioned Budget and standing bye-laws;
- (c) to maintain University playgrounds in proper condition;
- (d) to fill up any vacancy that occurs in an elected seat in the course of the year due to resignation, deputation, transfer from Degree-College cadre or any other reason for the unexpired term of office;
- (e) if, in the bona-fide discharge of its duties, the Executive Committee is unable to carry out the provisions of any of these rules, or considers it necessary to frame additional rules or bye-laws temporarily, it shall have the power to do so, but shall have such actions confirmed at the next meeting of the P.U.S.T.C.
- (f) the Executive Committee shall meet as often as occasion requires, but not less frequently than once in two months during the academic session.
- (g) seven clear days' notice of the meeting shall be given to the members together with time, date, venue and agenda of such a meeting. In case of an emergency, a meeting may be convened at a shorter notice, or the matter may be referred to the members by post or telegram, as the case may be, under orders of the President and the decision of the majority as received in writing shall have the same force and effect as of a resolution passed by a meeting duly convened and held such a procedure shall be duly entered in the minutes.

10. Annual General Meeting:

The Annual General Meeting of the Committee shall be held [preferably in the month of May but not later than the month of June each year.]¹ The Secretary shall give not less than 15 clear days' notice of the meeting to all members and shall circulate with

1. Amended vide Registrar's No. 243/G.M., dated 8 March, 1978.

the notice a copy of the Agenda, Annual Reports of the P.U.S.T.C. and Sports Clubs, audited Statements of Accounts of P.U.S.T.C. and its Sports Clubs and the Budget Estimates, etc.

The business to be transacted at the meeting shall include:

- (i) Consideration and adoption of the annual report of the Secretary, P.U.S.T.C. and its Sports Clubs. This report after confirmation will be submitted to the Syndicate for information and such action as it may consider necessary.
- (ii) Consideration and adoption of audited statement of accounts and the budget estimates presented by the *Ex-Officio* Treasurer. This statement of accounts and budget estimates will, after confirmation, be submitted to the Syndicate for such action as it may consider necessary.
- (iii) Election of President, Vice-Presidents and members of the Executive Committee. They shall hold office for one year.

Rules of Business:

- (i) Twenty members shall form the quorum.
- (ii) All decisions shall be by a simple majority vote and in case of a tie, the Chairman shall have the casting vote.
- [(iii) Voting by proxy shall not be allowed. Nominees of Principals shall have the right to vote, but they shall have no right to contest the election.]¹
- (iv) No individual member shall exercise more than one vote.
- (v) Ten clear days' notice shall be given for any meeting convened to amend the bye-laws.
- (vi) On receipt of the agenda, the Principal of an affiliated College, if not attending in person, shall communicate the name of his nominee 7 days before the Annual General Meeting. In case of non-receipt of such a nomination in time, the representative shall not be eligible to attend the meeting.

PART IV

11. Accounts, their Operation, Maintenance and Auditing:

All funds and moneys of the Committee shall be kept in a scheduled Bank, approved by the Syndicate of the Punjab University.

All books of accounts and other relevant papers, registers and books shall be kept properly and maintained by the *Ex-Officio* Treasurer.

1. Registrar's No. 1130/G.M., dated 21 August, 1977.

Expenditure not exceeding [Rs. 1000/-]¹ may be sanctioned by the President, [Rs. 500/-]² by the Secretary. For expenditure beyond this, necessary sanction of the Executive Committee shall be obtained. [However, after the Budget of the P.U.S.T.C. has been passed by the Committee, the Secretary shall incur expenditure as per approved Budget allocations. In case certain budget allocation falls short, the President shall be empowered to sanction the required amount from the funds of the Committee through re-appropriation from certain other budget allocations, etc.]³

The Secretary may keep an imprest of Rs. 200/- with him for petty expenses and other contingencies. He shall maintain proper account for the same.

[Sports fee @ Rs. 35/- per student per year will be charged from the candidates taking admission in the Colleges/Teaching Departments.]⁴

The University Auditors shall audit the account of the previous year of the Committee and Sports Clubs. They shall have access to all books of accounts, vouchers, documents and other relevant papers necessary for preparing their report for submission to the Executive Committee by the 15th of April each year.

1. Registrar's No. 1130/G.M., dated 21 August, 1977.
2. Ibid.
3. Ibid.
4. Vice-Chancellor's orders dated 21 April, 1986.

CHAPTER XIX – [PUNJAB UNIVERSITY STUDENTS' UNION]¹

1. *Name:*

Statutes

The name of the Organization shall be PUNJAB UNIVERSITY STUDENTS' UNION (P.U.S.U.)

2. *Objectives:*

- (a) To devise ways and means whereby its members should be able to understand and discuss world affairs.
- (b) To provide a platform for the promotion of moral, physical and intellectual development of students.
- (c) To promote unity of national ideals.
- (d) To hold debates, discussions and symposiums on problems incidental to the attainment of its objectives and for the general interest of the students.
- (e) To provide opportunities for a closer contact between the teacher and the taught.
- (f) To promote the spirit of self-discipline.
- (g) To represent the students in respect of matters connected with their welfare.

3. *Membership and Subscription:*

- (i) All regular whole-time students who have taken direct admission to a teaching department/institute/constituent college of the University.

Note:- For the purpose of this clause students of certificate/diploma and evening classes [except students of the Diploma in Library Science class]² shall not be considered as whole-time students.

- (ii) *Subscription:*

Every student in clause (i) above shall pay [Rs. 15/-]³ as annual subscription at the time of admission, provided that the rate of subscription may be changed by two-third majority vote of the Executive Committee.

[Every student in clause (i) above shall also pay Rs. 6/- as annual Magazine Fee.]⁴

4. An up-to-date list of all the members shall be maintained in the Union Office.
5. The subscription once paid shall not be refundable, nor shall the subscription be charged twice for the same year.
6. The Vice-Chancellor of the University shall be the patron of the Union.

1. Repealed vide Martial Law Administrator (Zone `A') Order No. 1371 dated 9 February 1984. The repealing Martial Law Order No. 1371 dated 9 February, 1984 itself has been repealed vide Punjab Ordinance No. II of 1989. Thus reviving the Students Unions.
2. Notified vide Registrar's No. 808/G.M. dated 22 August, 1978.
3. Ibid.
4. Notified vide Registrar's No. 1076/G.M. dated 5 May, 1976.

7. Office-Bearers:

- (a) The following shall be Office-bearers of the Union.
 - (i) President.
 - (ii) Vice-President.
 - (iii) Secretary.
 - (iv) Joint Secretary.
 - (v) Honorary Treasurer.

The Offices of the President, Vice-President, Secretary and Joint-Secretary shall be filled by election by the members of the Union by their general vote. Provided that the candidate for the office of the President shall be a student of a final year post-graduate class.

- (b) No person shall be eligible to contest election as a candidate for any office of the Union, or of any Society of the Union, or the membership of the Executive Committee of the Union who:-
 - (i) has, at any stage of his academic career, suffered rustication or expulsion for moral turpitude or for gross mis-conduct or has been disqualified from appearing in a public examination held by a University;
 - (ii) is more than 30 years of age on the day fixed for filing of nomination papers for the office for which he wants to be a candidate;
 - (iii) holds a Master's Degree in any subject or a Bachelor's Degree in Law;
 - (iv) has contested for the same office at a previous election.
- (c) No candidate shall contest for more than one office at one time.

8. Executive Committee:

There shall be an Executive Committee consisting of the following. This Committee shall be the Chief Executive Body of the Union:-

- (i) The Office-bearers of the Union.
- (ii) Three other members from amongst the members of the Union elected through general vote of the members.
- (iii) One woman member to be elected by and from amongst women members.
- (iv) six Chairmen of the Societies elected through the general vote of the members, provided that
 - (a) The Chairman of Majlis-Khawateen shall be a woman elected by women members.

- (b) The Chairman of the Science Society shall be a Science Student.
- (v) Three other members nominated by the Vice-Chancellor, one of whom shall be designated as Adviser to the Union. Provided that they shall not have the right to vote.

9. A resolution passed by the Executive Committee in respect of matters which fall outside the objectives of the Union or which commits the University to any financial or administrative obligation shall not become operative unless assented to by the Vice-Chancellor.

10. Functions of the Executive Committee:

The functions of the Executive Committee shall be to: -

- (a)
 - (i) Hold debates at Inter-University level.
 - (ii) Organize competitive debates for the members of Union and those of affiliated colleges and award prizes.
 - (iii) Invite distinguished scholars, eminent personalities and academicians to address members of the Union.
 - (iv) Select from amongst the student members delegates to participate in debates, symposiums and seminars arranged by Colleges and Universities.
 - (v) Arrange social gatherings in honour of visiting students from other Colleges and Universities.
- (b) Organize other cultural and extra-curricular activities.
- (c) Represent the students in respect of matters connected with their welfare.
- (d) Suggest to the Vice-Chancellor, in consultation with the Unions of the affiliated and constituent colleges, panels of names of students for the selection of:
 - (i) Representatives of the University to the Association of Students Unions of the Universities of Pakistan (A.S.U.U.P.)
 - (ii) Delegates to meetings of International Organizations.
- (e)
 - (i) Prepare the budget in consultation with the University Treasurer and present it to the Vice-Chancellor for approval.
 - (ii) Allocate funds to Societies and the Magazine Boards provided under articles 23 & 24.
- (f) Fill by co-option any vacancy that might occur amongst its elected members for the remaining part of the term.
- (g) Fill by election from amongst its elected members any vacancy of office-bearer that might occur during the term of its office.

11. Meetings of the Executive Committee:

- (a) The Executive Committee shall meet at least once a month.
- (b) Notwithstanding anything to the contrary contained in the Constitution, any five elected members of the Executive Committee may, on a written requisition signed by them, call upon the President and the Secretary to convene an extra-ordinary meeting of the Executive Committee.
- (c) The requisition shall state the object of the meeting.
- (d) If the President or the Secretary or both do not proceed to cause a meeting to be called, within seven days from the date of requisition, the requisitionists may themselves call the meeting of the Executive Committee.

The quorum for a meeting of the Executive Committee shall be nine.

12. Powers and Duties of the President:

- (a) The President shall preside over all meetings of the Union.
- (b) He shall maintain order at the meetings and conduct business according to the Union rules of business.
- (c) In emergency he shall be empowered to spend a sum not exceeding Rs. 50/- in any month on items provided for in the Budget. Accounts for the same accompanied by receipts and vouchers shall be submitted to the Executive Committee at its next meeting for approval.
- (d) In case of emergency he may call a meeting of the Executive Committee at his discretion.

13. Powers and Duties of the Vice-President:

- (a) In the absence of the President, the Vice-President shall exercise the powers of the President for the purposes of any meeting. If neither the President nor the Vice-President is present at any meeting, a Chairman shall be elected from amongst the members of the Executive Committee, who shall have all powers of the President for the purposes of the meeting.
- (b) The Vice-President shall carry out other duties of the President in the absence of the President.

14. Powers and Duties of the Secretary:

- (a) The Secretary shall call meetings of the Executive Committee in consultation with the President. In the absence of the Secretary, the Joint-secretary shall call meetings.
- (b) He shall keep minutes of such meetings and shall present them for confirmation at the next meeting. In the absence of both the Secretary and the Joint Secretary, the President may ask any member to act as Secretary.
- (c) He shall conduct correspondence on behalf of the Union and shall sign on behalf of the Union all documents except drafts and cheques, which shall be signed by the Hony. Treasurer of the Union. He shall cause notice of the meetings to be given to the members of the Executive Committee.
- (d) He shall keep all records of the Union other than those kept by the Hony. Treasurer.

- (e) He shall supervise the work of the office of the Union.
 - (f) He shall be responsible for the office purchases on behalf of the Union.
 - (g) He shall keep the President informed of all relevant matters in a meeting.
15. The term of office-bearers and other members of the Executive Committee shall be from the time they assume office till the next election, provided that an office-bearer or a member of the Executive Committee shall cease to hold office or be a member when he ceases to be a student on rolls of the University and in the case of the member of the staff when he ceases to be on the staff of the University.

[Provided further that a student of the F.E.L. class shall not cease to be an office bearer or a member of the Executive Committee for the sole reason that the lectures to F.E.L. class have ended and he is appearing in the Examination. He shall, however, cease to be an office bearer or a member of the Executive Committee, if he is detained for shortage of lectures in the F.E.L. Class or if he does not rejoin the LL.B. class within two weeks of the last date notified by the Principal for admission to the LL.B. class in the ensuing session]¹

16. *Honorary Treasurer:*

The Vice-Chancellor shall nominate a University Teacher/Officer to act as Honorary Treasurer of the Union.

17. *Election Committee:*

- (a) A Committee consisting of three senior University Teachers nominated by the Vice-Chancellor shall supervise all elections of the Union, which shall ordinarily be completed by the end of November every year.
- (b) The Adviser (Students) shall act as Returning Officer.
- (c) The Election Committee shall appoint Presiding Officers for each Teaching Department/Institute/College.

18. *General:*

Notwithstanding anything to the contrary contained in the Constitution, the Vice-Chancellor, on the advice of two-thirds of the members of the Executive Committee, may appoint a Committee consisting of three University Professors to inquire into the alleged misconduct on the part of any office-bearer or member of the Executive Committee and on recommendation of the Committee, may suspend or remove any such person from the Executive Committee.

19. The Executive Committee shall have the power to frame its rules of business in accordance with this Constitution for effective working of the Union.
20. The Union will open its current account with a scheduled bank at Lahore, under the name of "THE PUNJAB UNIVERSITY STUDENTS' UNION FUND". This account shall be operated by the Hony. Treasurer of the Union.
21. The account of the Union shall be audited quarterly by the University Auditors. The Hony. Treasurer shall present an audited statement of accounts to the Executive Committee at the end of each financial year.

1. Notified vide Registrar's No. 909/G.M. dated 20 June, 1974.

22. A proposal for amending the Constitution or any provision thereof must be signed by three fourths of the elected members of the Executive Committee and referred to the Syndicate/Senate, whose decision shall be final.

23. **Societies:**

(a) *The Executive Committee shall establish the following Societies of the Union:*

- (i) Literary Society.
- (ii) Social and Manual Work Society.
- (iii) [Cultural Society]¹
- (iv) Majlis-i-Khawateen
- (v) Islamic Studies Society.
- (vi) Science Society.

(b) *Each Society shall consist of the following:*

- (i) Chairman.
- (ii) Vice-Chairman.
- (iii) Secretary.
- (iv) Joint Secretary.
- (v) Three Student Members.
- (vi) An Adviser to be appointed by the Vice-Chancellor from amongst the teachers of the University.
- (vii) President of the Union.

(c) *Each Society shall:-*

- (i) function under the general guidance of the Adviser, who shall see that the funds allocated to the Society are properly spent.
- (ii) draw up a plan of work within the funds allocated to it.
- (iii) frame its own rules of business in accordance with the provision of the Constitution.
In general the Chairman of each Society shall be the chief functionary of that Society. The Secretary shall conduct correspondence on behalf of the Society. He shall organize the functions of the Society under the direction of the Chairman with the prior approval of the Adviser.
- (iv) Each Society shall be collectively responsible for the maintenance of discipline and order during the function organized by it.

1. Amended vide Registrar's No. 682/G.M. dated 25 April, 1974.

- (v) The quorum for a meeting of a Society shall be four, of whom one shall be its Adviser.
- (vi) Meetings of a Society may be convened by its Chairman, in consultation with the Adviser, for the conduct of the business assigned to it.

The Office-bearers and members of each Society except the Chairman shall be appointed by a Committee consisting of:-

- (i) Adviser (Students) (Chairman)
 - (ii) Adviser of the Society concerned appointed by the Vice-Chancellor.
 - (iii) Chairman of the Society concerned.
 - (iv) President of the Union (Secretary).
 - (v) Secretary of the Union.
24. (a) (i) There shall be two separate Magazine Boards for the Urdu and English Magazine.
- (ii) Each Magazine Board shall consist of Chief Editor, Editor, Joint Editor and Adviser (to be appointed by the Vice-Chancellor).
- (iii) The Chief Editor shall be the Chairman and the Editor shall be the Secretary of the Board.
- (iv) The Joint Editor shall be the Manager of the Magazine concerned.
25. The Vice-Chancellor will nominate an Election Tribunal consisting of three University Professors.

A defeated candidate shall have the right of petition to the Election Tribunal within a week of the official declaration of the result of the election.

26. *Removal of Difficulties:*

In case of any difficulty which arises in respect of the interpretation/functioning of the Constitution, the Vice-Chancellor may pass such orders as he deems fit to remove the difficulty.

[RULES REGULATING THE EXPENDITURE OF THE STUDENTS' UNION]¹

I. Accounts Books and other Registers:

- (a) All books of accounts and other relevant papers including the following registers shall be kept properly and maintained at the office of the President of the Union.
 - (i) Budget Register.
 - (ii) Stock Register.

1. Chancellor's Committee, dated 23 December, 1974. (Notified vide Adviser Student's No. D/92/S.T.C. dated 6 February, 1975.)

- (iii) Register of Temporary Advances.
 - (iv) Imprest Register.
 - (v) Repairs Register.
 - (vi) Register of News Papers.
 - (vii) Entertainment Register.
 - (viii) Over-time Register.
- (b) The cash book shall be properly written and reconciled with the Bank Statement. It should be signed by the President and the Hony. Treasurer.

2. *Imprest and Temporary Advances:*

- (a) The President would be advanced a sum of Rs. 10,000/- as Imprest for day to day expenses which shall be recouped accordingly. Regular Accounts should be maintained for the same.
- (b) Temporary Advances out of Union Fund would not be given except in special circumstances. The Temporary Advances shall be adjusted immediately and 2nd advance shall not be given unless account of the previous one was rendered.

3. *Incurring of Expenditure:*

- (a) Except usual budgeted items of expenditure Rs. 100/- may be sanctioned by the President, at a time and for the expenditure exceeding Rs. 100/- the sanction of the Executive Committee shall be necessary.
- (b) The expenditure incurred out of the Students' Union Fund shall be confined to the objects specified in the Constitution of the Punjab University Students' Union.
- (c) Purchases for sums exceeding Rs. 200/- in each case shall be made by inviting quotations.

4. *T.A./D.A.*

- (a) University T.A. Rules would be followed while making payments of T.A./D.A. out of the Students' Union Fund.
- (b) The Daily Allowance to the participants of various debates shall be paid at the rate of Rs. 5/- per day.

5. *Cultural Societies:*

- (a) All requests for advance of money to the Chairmen of the Societies shall be entertained provided these were signed by the Adviser of the respective Society and countersigned by the President, Punjab University Students' Union. The advances would not be paid to any Society in excess of Rs. 300/- at a time.
- (b) The advances drawn by the Societies shall be adjusted immediately and 2nd advance will not be given unless the previous one was adjusted.

**CHAPTER XX -- PUNJAB UNIVERSITY WOMEN'S SPORTS TOURNAMENT
COMMITTEE**

1. **Statutes** There shall be a Punjab University Women's Sports Tournament Committee with its headquarter at Lahore.
2. (A) *Ex-officio Members:*
1. The Principals of all the affiliated Women's Degree and Professional Colleges or their nominees from teaching staff.
 2. The Physical Training Supervisors of such Colleges.
 3. The Principals or their nominees from the teaching staff of all the Co-educational affiliated degree colleges, provided they have at least five women students on their roll.
 4. The Physical Training Supervisors of such Co-Educational affiliated Colleges.
 5. The Registrar, Punjab University, or his nominee.
 6. [The Treasurer, Punjab University shall be *Ex-Officio* Treasurer of the P.U.W.S.T.C.]¹
 7. The Directress of Games and Sports, Punjab University, also (*Ex-Officio* Secretary of the P.U.W.S.T.C.)
- (B) *Ordinary Members:*
- (a) Seven (7) persons, interested in Women's Education whether they are members of affiliated colleges or not, to be elected by the *Ex-Officio* members in the first instance.
 - (b) The ordinary members should not hold office for more than 3 years but may be re-elected after a gap of one year.
3. The functions of the P.U.W.S.T.C. shall be:-
- (a) To make rules for the organization, conduct and control of various tournaments and championships of the Punjab University Women's Tournament.
 - (b) To elect once a year the office-holders mentioned in Statute 5 below.
 - (c) To frame the Annual Budget.
 - (d) To decide the games to be played and fix dates for tournaments.

1. Added vide Registrar's No. 1200/G.M. dated 8 October, 1968.

4. For the purpose of conducting business, Eleven shall form a quorum in the general meeting.
5. The Executive Committee of the P.U.W.S.T.C. shall consist of:-
- (a) The President, P.U.W.S.T.C.
 - (b) Two Vice-Presidents, P.U.W.S.T.C. (one from local and one from Mofussil).
 - (c) [The Treasurer. P.U.W.S.T.C.]¹
 - (d) Four elected members (3 local and 1 mofussil college)
 - (e) Secretary, P.U.W.S.T.C.
 - i. The Office-holders and Members of the Executive will be elected by the P.U.W.S.T.C. in such manner that no two members will be from the same college.
 - ii. For the purpose of conducting business, three shall form a quorum.
6. The Duties and Powers of the Executive Committee shall be to organize, conduct and control the Punjab University Tournaments and various championships from time to time.
7. The accounts of the P.U.W.S.T.C. and all Sports Clubs shall be kept by the [.....]² Treasurer in a bank authorized by the University and [pre-audited]³ annually by the University Auditors. Reports of the Treasurer and Auditors shall be submitted to the Syndicate through the Finance and Planning Committee after these have been considered by the Executive Committee of the P.U.W.S.T.C.
8. The annual meeting of the P.U.W.S.T.C. shall take place in the month of May each year when the annual elections shall take place. The Secretary shall submit a review of the tournaments with a report on the activities of the past year. The Treasurer shall give a report with a Statement of Accounts duly audited.
9. A fortnight's notice shall be given for the annual meeting together with the agenda.
10. All elected members shall retire at the annual meeting but shall be eligible for re-election.

1. The word "Honorary" deleted vide Registrar's No. 1200/G.M. dated 8 October, 1968.

2. Deleted, *ibid*.

3. Added, *ibid*.

11. If any vacancy occurs during the year on the Executive Committee, the Executive will be empowered to fill that vacancy.

12. A seven days' notice shall be given for the Executive Committee meeting but in urgent cases a two days' notice can be given.

13. The Punjab University Tournament and various Championships shall be conducted annually on the dates fixed by the P.U.W.S.T.C.

14. The Syndicate shall exercise general control over the Punjab University Women's Sports Tournament Committee and shall decide on constitutional changes. It shall exercise supervision over structural alterations and additions and other permanent fixtures on the University grounds.

CHAPTER XXI-- RESEARCH SOCIETY OF PAKISTAN¹

Constitution:

WHEREAS the Evacuee Trust Property Board (hereinafter referred to as the Board) sponsored the Research Society of Pakistan (hereinafter referred to as the Research Society) as successor to the Gokhale School of Economics and Politics with the object of raising the standard of scholarship and research in Pakistan;

AND WHEREAS on the proposal of the Board the University of the Punjab agreed to the integration of the Research Society with the University;

AND WHEREAS the Syndicate of the University of the Punjab in its meeting held on the 30th May, 1964, has decided that the Research Society be integrated with the University as a semi-autonomous body with its own Board of Governors;

AND WHEREAS in pursuance of the provisions of Section 23 of the West Pakistan (University of the Punjab) Ordinance, 1961 (West Pakistan Ordinance XXII of 1961) read with section 22 thereof statutes called the Research Society of Pakistan (University of the Punjab) Statutes 1965 were promulgated *vide* Notification No. S.O. Univ. 3/16/65 dated September 16th, 1965;

AND WHEREAS the University of the Punjab, which was giving an annual grant of one lakh to the Society, found it impossible to continue this financial support.

AND WHEREAS the Chairman of the *E.T.P.* Board proposed to the University *vide* his letter No. 1931.PS/Chairman, EPTB/69 dated September 17, 1969 that (a) in future the University should contribute very little financial support to the Society (b) but its close association with academic and administrative side of the Society's work should continue and (c) certain amendments in the constitution of the Society should be made to reflect the new situation.

1. Originally Approved *vide* West Pakistan Government, Education Department No. S.O.Univ. 3/19/65 dated 16 September 1965. (Notified *vide* Registrar's No. 1341/G.M., dated 30th September 1965). Revised *vide* Punjab Government, Education Department No. O.S.D.(Univ) 1/46-70, dated 5 August, 1971. (Notified *vide* Registrar's No. 1248/G.M. dated 23 August, 19/1)

Now, therefore, in the light of the above paragraphs and in pursuance of the provisions of Section 23 of the West Pakistan (University of the Punjab) Ordinance, 1961 (West Pakistan Ordinance XXII of 1961) read with section 22 thereof the Syndicate is pleased to amend the following Statutes of the Society as follows :-

1. (1) These Statutes may be called the Research Society of Pakistan (University of the Punjab) Statutes, 1965.
- (2) They shall come into force at once.
2. On the coming into force of these statutes:-
 - (a) the Research Society shall be integrated with the University of the Punjab and henceforth be known as the Research Society of Pakistan (University of the Punjab) hereinafter referred to as the Society ;
 - (b) all properties and rights of whatever kind used, enjoyed or possessed by and all interests of whatever kind owned by or vested in or held on trust by, and all liabilities legally subsisting against the Research Society shall be passed on and vested in the Society.
3. *Aims and objects of the Society:*
 - (1) The Primary aim of the Society is broadly to render services to scholars and students on the same lines as those of the Asiatic Society of Bengal in undivided India.

Provided that :-

- (i) the activities of the Society will include modern as well as earlier periods ; and
- (ii) priority will be given to work connected with the Muslim heritage in Indo-Pakistan Sub-Continent, with special emphasis on Pakistan.
- (2) For the purpose of achieving its objects, the Society shall undertake:-
 - (i) to search for, acquire and publish important manuscripts and other valuable source material relating to the history and cultural heritage of Pakistan and Muslim India ;
 - (ii) to provide facilities for and promote research on :-
 - (a) cultural and political aspects of the life of Muslims of the Sub-Continent;
 - (b) cultural, political, literary, linguistic, economic, topographical and archaeological features of Pakistan;
 - (iii) to publish results of research in the form of books, monographs, etc.;
 - (iv) to publish a research journal which among other things, will provide information regarding research work being carried on by other organizations, especially in Pakistan; and

- (v) such other steps as may be necessary and are incidental or conducive to the attainment and furtherance of the objectives of the Society.

4. Board of Governors :

(1) The administration, control and management of the Society shall vest in a Board of Governors, as hereinafter constituted.

(2) The Board of Governors shall consist of the following :-

- (i) Vice-Chancellor of the University of the Punjab - President.
- (ii) Vice-President - To be nominated by the President [*in consultation with the Chairman, Evacuee Trust Property Board.*]¹
- (iii) Chairman, *Evacuee Trust Property Board* or his representative.
- [(iv) A nominee of the Chairman, *Evacuee Trust Property Board.*]²
- (v&vi) Two nominees of the *Evacuee Trust Property Board*.
- (vii) Chairman of the Persian Department, University of the Punjab.
- (viii) Chairman of the History Department University of the Punjab.
- (ix&x) Two members to be nominated by the Vice-Chancellor from amongst the University faculty members engaged in teaching or research in cognate subjects.

Provided that a member mentioned against clause (ix) and (x) shall cease to be a member when he relinquishes, quits the service of the University or otherwise becomes ineligible.

- (x) Director [Secretary,]³ Research Society of Pakistan.
- (xii to xv) Four scholars (two to be nominated from outside the territorial jurisdiction of the University) at a special meeting of the members mentioned in clause (i) to (xi) above.

(3) The members of the Board of Governors, other than *Ex-Officio* members shall hold office for three years.

5. Any vacancy occurring amongst the members under clauses (v) and (vi), (ix) and (x), (xii) to (xv) of clause 4 shall be filled by nomination by the *Evacuee Trust Property Board*, the Vice-Chancellor and the Board of Governors, respectively.

6. (1) The Board of Governors shall meet at least twice a year.

(2) The quorum for the meeting of the Board of Governors shall be 7 (seven).

1. Added vide Registrar's No. 1451/G.M., dated 12 December, 1973.

2. Ibid.

3. Added vide Registrar's No. 1451/G.M., dated 12 December, 1973.

- (3) The decisions in the meetings shall be taken by majority of votes of the members present.
7. (1) The Board of Governors shall have the power :-
- (i) to elect, as Honorary fellows of the Society, scholars who have distinguished themselves in any one of the fields in which the Society is interested ;
 - (ii) to demand and receive such fees and other charges as may be prescribed by University Regulations ;
 - (iii) to receive grants, bequests, gifts, donations and other contributions ;
 - (iv) to sanction such administrative and research posts as may be considered necessary ;
 - (v) to appoint officers and research workers of Class 'A' as defined in the University Statutes ;
 - (vi) to consider and approve the Budget Estimates of the Society prepared in consultation with the Secretary of *Evacuee Trust Property Board*;
 - (vii) to frame such rules and regulations as may be necessary for the promotion of the objectives and for proper administration of the Society ;
 - (viii) to consider and adopt the annual reports and the audited statement of accounts of the society ;
 - (ix) to approve recommendations regarding programme of publishing books, monographs, etc.;
 - (x) to delegate any of its powers to an officer/member of the Executive Committee;
 - (xi) to frame regulations for the conduct of business of the Board of Governors and the Executive Committee.
- (2) The rights and privileges of Honorary Fellows and members of the Society shall be such as may be prescribed by rules made under these Statutes.
8. (1) *The Executive Committee :*
- There shall be an Executive Committee (hereinafter referred to as the Committee) which shall consist of the following :
- (i) The Vice-President of the Society (Chairman).
 - (ii) Chairman of the Persian Department, University of the Punjab.
 - (iii) Chairman of the History Department, University of the Punjab.
 - (iv) Secretary, *Evacuee Trust Property Board*.

(v) & (vi) Two members to be nominated by the President from amongst the members of the Board.

(vii) Director - *Ex-Officio* Secretary and member.

- (2) The term of office of members of the Committee other than *Ex-Officio* members shall be three years.
- (3) The quorum for the meetings of the Committee shall be 4 (four).
- (4) The decisions in the meeting of the Committee shall be by majority of votes of the members present at the meeting.
- (5) The President of the Society if present shall preside at the meetings of the Committee. In the absence of the President the Vice-President of the Society will preside at the meeting of the Committee.

9. *Powers and duties of the Executive Committee :*

Subject to the provisions of these Statutes, the rules made thereunder and the overall policy control of the Board of Governors, the Committee shall be in the charge of the day to day affairs of the Society, and shall :-

- (i) regulate and decide all administrative matters concerning the Society within these Statutes and the rules made thereunder ;
- (ii) recommend to the Board of Governors the appointment, confirmation and scales of pay of Research Staff ;
- (iii) appoint the employees of the Society other than referred to in paragraph 7 (1) (v) ;
- (iv) prepare the annual Budget of the Society in consultation with the Secretary, E.T.P. Board and submit to the Board of Governors for approval ;
- (v) Prepare annual reports, consider annual audit reports and submit them to Board of Governors for approval;
- (vi) advise the Board of Governors on all matters connected with research and publications undertaken by the Society ;
- (vii) draw up a programme of publishing books, monographs, etc., for approval of the Board of Governors ;
- (viii) propose rules and regulations to the Board of Governors for election of Honorary Fellows, the admission of members to the Society and for other purposes ;
- (ix) implement the decisions of the Board of Governors on matters connected with research and publication, other than the journal of the Society ; provided that the Committee may, with the approval of the President, undertake additional work in anticipation of the confirmation by the Board of Governors ;

- (x) Keep a watch over the work of the Society and give necessary help and guidance to the Director and other staff of the Society ;
 - (xi) periodically report to the President regarding the work done by the Committee ;
 - (xii) sanction all expenditure provided in the budget of the Society ;
 - (xiii) sanction any amount upto Rs.1000/- at a time for an item not provided for in the budget of the Society subject to the maximum limit of Rs.5,000/- in a year and the availability of funds ;
 - (xiv) to delegate any of its powers to an officer/Sub-Committee ;
 - (xv) to admit ordinary members to the Society.
10. (1) *The following shall be the officers of the Society :-*
- (i) The President.
 - (ii) The Vice-President (to be nominated by the President).
 - (iii) Director [Secretary]¹
 - (iv) Such other officers as may be prescribed by rules made under these Statutes.
- (2) Subject to these Statutes and Regulations, the duties and functions of the officers shall be such as may be prescribed by rules made under paragraph 7 (1) (vii).
11. (1) *Powers and duties of the President :*
- The powers and duties of the President of the Board of Governors shall be as follows:-
- (i) to re-appropriate funds from one budget head to another ;
 - (ii) to sanction any amount up to Rs. 2,000/- at a time for an item not provided for in the budget of the Society, subject to the maximum limit of Rs.20,000/- in a year and the availability of funds ;
 - (iii) to issue such directions to the officers and employees of the Society as are necessary for the furtherance of the objectives of the Society and to perform such other duties as he considers necessary for promotion of the objectives of the Society; provided that normally in matters connected with research and publications, the Committee, and the Vice-President be consulted.
- (2) In case of urgency, the President may create any post other than a post referred to in paragraph 7 (i) & (v) and appoint suitable person thereto; provided that the President shall refer the appointment for approval to the Board at its next meeting.

1. Added vide Registrar's No. 1451/G.M. dated 12 December 1973.

- (3) The President may delegate any of his powers to such officers and members of the Committee as he may deem fit.
- (4) In a situation where the life of the Board had expired and a new Board had not been formed for various reasons, the President is empowered to take such action as is deemed appropriate by him in furtherance of the aims of the Society.]¹

12. Accounts and Audit :

- (1) All moneys belonging to the Society shall be deposited in the name of the Society in a scheduled Bank approved by the Board of Governors for this purpose.
- (2) The accounts of the Society shall be maintained by the Director with the help of an Accountant.
- (3) All gifts, grants and donations, etc., made in favour of the Society shall be received by the Director/Secretary or by the scheduled Bank approved by the Board of Governors and deposited forthwith in the accounts of the Society.
- (4) All gifts, grants and donations, made for the Society shall be utilized for the furtherance of the objectives of the Society and not for any other purpose.
- (5) An Audited statement of accounts shall be submitted to the Board of Governors by the [Director]² each year along with the Budget Estimates.
- (6) The *Executive Committee* shall be competent, subject to the general control of the Board of Governors, to direct that any uninvested amount standing to the credit of the Society be invested in the fixed deposit or a Government security.
- (7) The accounts of the Society shall be audited by a Chartered Accountant appointed by the Board of Governors.

13. General:

These statutes shall not be amended or modified unless the Board of Governors has been consulted and concurrence of Evacuee Trust Property Board obtained.

1. Added vide Registrar's No. 1451/G.M. dated 12 December 1973.
2. Substituted for Treasurer, Ibid.

CHAPTER XXII --SOCIAL SCIENCES RESEARCH CENTRE

1. **Name:**

The Centre shall be called Social Sciences Research Centre.

2. **Objectives :**

The Objectives of the Centre shall be :

- (i) To initiate research projects and to contract projects with agencies outside the University for research on sociological, economic and demographic problems of Pakistan and to carry them out under the mutually agreed conditions of financial obligations and time period within which the research is to be completed.
- (ii) To train young persons with aptitude towards social research in various activities of sample survey, i.e., interviewing techniques, coding, tabulating and analysing of data and writing of preliminary reports.
- (iii) To assist research workers in the various University Teaching Departments of the Social Sciences in their individual researches.

3. **Functions :**

The functions of the Centre shall be:

- (a) To act as a Post-graduate Training Institute for research workers in the field of empirical and methodological research in social sciences.
- (b) To act as a survey research centre for the departments of social sciences faculty particularly for the departments of Economics and Sociology and to provide them necessary facilities (e.g., maps for social surveys, framing of questionnaires, preparation of codes, designing of cards, mechanical tabulation of data etc.).
- (c) To initiate and carry out empirical and methodological research in the fields of Economics, Sociology and demography in cooperation with the departments of Economics, Sociology and Statistics.
- (d) To accept contract research from agencies outside the University in cooperation with departments of Economics, Sociology and Statistics provided this does not affect the normal functions of the Centre.
- (e) To have working relations with other research institutes in the country carrying out similar research.
- (f) To develop relations with international research institutes engaged in similar work.

4. [Managing Committee :]¹

There will be a Managing Committee of the Social Sciences Research Centre and shall consist of :

- (i) Vice-Chancellor. *(Chairman)*
- (ii) One nominee of the Syndicate.
- (iii) Head of the Department of Economics.
- (iv) Director, Institute of Statistics.
- (v) Head of the Department of Sociology.
- (iv) Chief Economist, Planning & Development Department.
- (vii) Director, Economic Research Institute, Lahore.
- (viii) Director, Social Sciences Research Centre.

The [functions]² of the Managing Committee shall be :

- (i) To examine the requirements of the Centre for personnel etc., to fulfil its functions, which primarily are:
 - (a) to function as a training centre in empirical and methodological research in social sciences,
 - (b) to have an Economic Research wing well equipped library containing data on national economy, and
 - (c) to carry out research in related fields subject to availability of funds, and subject to the priority of (a) and (b).
- (ii) To scrutinise the annual programme for training and research developed by the Centre... in accordance with the functions indicated above... and to suggest ways and means to carry out research on those projects and to make suitable recommendations to the Finance Committee giving full justifications.
- (iii) To consider the recommendations of the Director and to nominate Project Leaders for taking major responsibility of research projects to be executed in the Centre from amongst the staff of the Centre or of the departments of related disciplines.
- (iv) To advise the Director in the selection of the regular staff on all levels below that of Associate Director.

1. Syndicate dated 25 June, 1966.

2. Syndicate dated 23 September, 1967.

- (v) To exercise general supervision over the affairs of the Social Sciences Research Centre subject to the Director's control over the internal discipline and management of the institution.

5. Functions and Powers of the Director:

1. The Director will enjoy all the privileges and powers of a Chairman of a University Department.
2. He will be empowered to assign duties and to allocate research staff to various projects undertaken by the Social Sciences Research Centre.
3. He will select project leaders for various projects.
4. He will be competent to make temporary appointments, with the approval of the Vice-Chancellor.

6. Finances:

The Social Sciences Research Centre, being an integral part of the University will be supported with an adequate budget operated on the same basis as in the case of other departments. However, in drawing up its yearly budget, attention may be paid to the following considerations:-

- (i) The needs of the individual research projects.
- (ii) Whereas in the course of time contract research may be able to take care of a high proportion of research expenses of the Social Sciences Research Centre, provision may be made to run it as if no research was going to be contracted.
- (iii) The income of the Centre will be credited to the University account and not in the separate account of the Centre.
- (iv) [The minimum income of the Department from projects should not be less than 50 per cent of its expenditure.]¹

Staff:

1. Director.
2. Associate Director.
3. Research Officer.*
4. Assistant Research Officer.

These posts are to be filled under two years training contract by holder of M.A./M.Sc. degree in the subjects of Economics, Sociology and Statistics.

In addition to the research staff, the Centre shall have other administrative, Library and Technical Staff.

1. Chancellor's Committee dated 30 June, 1975 paragraph 4(g)(viii).

*. Designation of the Research Assistant/Research Supervisor changed to Research Officer. Finance and Planning Committee/Syndicate dated 19 January, 1974 and respectively.

C -- NON--STATUTORY BODIES

CHAPTER I --ADMINISTRATIVE BOARD OF THE DEPARTMENT OF URDU ENCYCLOPAEDIA OF ISLAM¹

(a) Composition :

1. Vice-Chancellor. *(Chairman)*
2. Pro-Vice-Chancellor.
3. Mr. Justice (Retd.) Sardar Mohammad Iqbal, ex. Wafaqi Mohtasib, 9 Gulberg, Lahore. .]²
4. ³[Mr. Muhammad Husain Dawood, Managing Director, Dawood Hercules Limited, 35-A Amprus Road Lahore]
5. Finance Secretary to the Government of the Punjab or his representative.
6. Education Secretary to the Government of the Punjab or his representative.
7. Dean, Faculty of Islamic and Oriental Learning.
8. Dean, Faculty of Science.
9. Dean, Faculty of Law.
10. One nominee of the Vice-Chancellor: [Chairman, University Grants Commission Islamabad.]⁴
11. Registrar.
12. Treasurer.
13. Chairman, Department of Urdu Encyclopaedia of Islam. (Member and Secretary)

(b) Powers and Functions :

- [1. The management of the Department shall rest in the Syndicate and all matters relating to the Department shall be considered in the first instance by the Administrative Board which shall have over-all administrative control of the Department, provided that the duties and functions of the Administrative Board would be organisational and

1. Setup initially by the Chancellor's Committee vide paragraph 10 of its proceedings dated February, 1956.
2. Nominated by the Vice-Chancellor vide Registrar's No. 24/R dated 21 January, 1980.
3. Approved by the Vice-Chancellor on the recommendations made by the Administrative Board, Department of Urdu Encyclopedia of Islam at its meeting held on 22-3-1999.
4. Notified Vide Registrar's No. D/1664-65/Est.II dated 7 October, 1984.

administrative and not overlap the duties of the Chairman acting as Chief Editor.

2. To consider Quarterly Reports of the Department and review annually the work done in the Department early in October and forward the annual report to the Syndicate.
3. To recommend to the Syndicate appointment of Officers of Class `A'.
4. To review periodically, the progress of the sale of fascicules and make suitable recommendations in this regard to the Syndicate.
5. To pass final orders on proposals forwarded by the Chairman regarding incorporation of new articles not included in the Leiden Encyclopaedia of Islam.
6. To devise ways and means for removing bottlenecks in the printing of fascicules.
7. To advise the Syndicate on matters relating to Department referred to it.
8. To recommend to the Syndicate creation of administrative and other posts.
9. To suggest to the Syndicate ways and means for securing financial support for the Department.
10. To grant permission to learned bodies and recognized institutions to translate or reproduce articles or part thereof from the Urdu Encyclopaedia of Islam on terms and conditions that may be determined by it in each case, and
11. Subject to the provisions contained in the statutes, regulations and rules to exercise such powers as it may deem necessary for furtherance of the objectives of the Department.]¹

CHAPTER II--THE ADMINISTRATIVE BOARD FOR DAIRAH-E-MAARIF-E-IQBAL²

(a) **Composition:**

- | | | |
|----|---------------------------------------------------------------------------|--------------------|
| 1. | Vice-Chancellor | <i>(Chairman)</i> |
| 2. | Dean, Faculty of Islamic & Oriental Learning. | |
| 3. | Chairman, Department of Urdu. | |
| 4. | Registrar. | |
| 5. | Treasurer. | |
| 6. | Chairman, Dairah-e-Maarif-e-Iqbal
University Oriental College, Lahore. | <i>(Secretary)</i> |

1. Syndicate dated 18 May, 1968, paragraph 5
2. Notified vide Registrar No. 22/G.S. dated 15-6-2001.

(b) Powers and Functions:

1. The Management of the Department shall rest in the syndicate and all matters relating to the Department shall be considered in the first instance by the Administrative Board which shall have over all Administrative control of the Department, provided that the duties and functions of the Administrative Board would be organizational and Administrative and not overlap the duties of the Chairman acting as Chief Editor.
 2. To consider Quarterly Reports of the Department and review annually the work done in the Department early in October and forward the annual report to the Syndicate.
 3. To recommend to the Syndicate appointment of Officers of Class 'A'.
 4. To review periodically, the progress of the sale of fascicules and make suitable recommendations in this regard to the Syndicate.
 5. To pass final orders on proposals forwarded by the Chairman regarding incorporation of new articles not included in the Leiden Dairah-e-Maarif-e-Iqbal.
 6. To devise ways and means for removing bottlenecks in the printing of fascicules.
 7. To advise the Syndicate on matters relating to Department referred to it.
 8. To recommend to the Syndicate creation of Administrative and other posts.
 9. To suggest to the Syndicate ways and means for securing financial support for the Department.
 10. To grant permission to learned bodies and recognized institutions to translate or reproduce articles or part thereof from the Dairah-e-Maarif-e-Iqbal terms and conditions that may be determined by it in each case, and
 11. Subject to the provisions contained in the statutes, regulations and rules to exercise such powers as it may deem necessary for furtherance of the objectives of the Department.
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**CHAPTER III- ADMINISTRATIVE COMMITTEE FOR THE LITERARY HISTORY
OF THE MUSLIMS OF THE INDO-PAKISTAN SUB-CONTINENT
(DELETED)¹**

CHAPTER IV--COMMITTEE OF DEANS

(a) Composition:

Deans of all Faculties [with Pro-Vice-Chancellor as its Chairman.]²

(b) Powers and Functions:

To advise on matters referred to it by the Vice-Chancellor or any of the authorities of the University.

**CHAPTER V--(a) IMPLEMENTATION COMMITTEE OF THE NEW SCHEME³
FOR THE MASTER'S DEGREE PROGRAMME**

(PARTS I & II)

(a) Composition:

- (i) Pro-Vice-Chancellor. *(Chairman)*
- (ii) Deans of the Faculties.
- (iii) Principals of Constituent Colleges.
- (iv) Adviser (Students).
- (v) Principal, Government College, Lahore.
- (vi) Two nominees of the Syndicate.

(b) Powers and Functions:

- (a) to resolve any difficulties pertaining to the implementation of the New Scheme for the Master's Degree programme; and
- (b) to make recommendations for additions/alterations in the prescribed Rules and Regulations.

1. Department closed after 3 March, 1979 - Syndicate dated 24 June 1978 para 3.
2. Chancellor's Committee, dated 23 December, 1974, paragraph 23
3. Added vide Registrar's No. 473/G.M. dated 13 May 1981.

(b) IMPLEMENTATION COMMITTEE FOR SEMESTER SYSTEM¹**(a) Composition :**

1. Pro-Vice-Chancellor *(Chairman)*
2. Deans of the Faculties.
3. Principals of Constituent Colleges.
4. Adviser (Students).
- [5. Principal, Government College, Lahore.]²
- [6. Two members nominated by the Academic Council/Syndicate.]³

(b) Powers and Functions.

[To resolve all difficulties connected with admissions to classes following Semester System]⁴

CHAPTER VI--UNIVERSITY MOSQUE COMMITTEE
(a) Composition.

1. Khatib, Jamia Masjid *Ex-Officio*. *(Chairman)*
2. [Repealed]⁵
3. Assistant Treasurer, New Campus *Ex-Officio*. *(Treasurer)*
4. Four members to be nominated by the Vice-Chancellor.
5. Secretary to be nominated by the Vice-Chancellor.
Four members shall form a quorum.

(b) Functions.

- a) To exercise administrative control, general supervision over the affairs of all the University Mosques.

1. Set up initially by the Vice-Chancellor's order, dated 30 August, 1975.
2. Academic Council/Chancellor's Committee, dated 24 January, 1976/3 March, 1976, paragraphs 36/3.
3. Academic Council/Chancellor's Committee, dated 19 March, 1976/3 April, 1976, paragraphs 3/52.
4. Academic Council/Chancellor's Committee, dated 8 September/26 December, 1975, paragraphs 38/3.
5. Repealed by the Martial Law Administrator Zone 'A' Orders No. 1371, dated 9 February, 1984

- (b) To make emergency arrangements for carrying on the affairs of the Mosques in the absence of the Imam Masjid; may be for reason of illness or otherwise.
- (c) To ensure that the affairs of the Mosques are run in accordance with the policy of the University.
- (d) To approve programme of series of lectures by prominent Ulmas and eminent Scholars.
- (e) To re-appropriate fund from one Budget Head to another within the budgeted provision with the approval of the Vice-Chancellor through the Treasurer, Punjab University, Lahore.

CHAPTER VII--UNIVERSITY PRESS COMMITTEE

(a) [Composition:

- 1. Pro-Vice-Chancellor. *(Chairman)*
- 2. A senior teacher to be nominated by the Vice-Chancellor.
- 3. Registrar.
- 5. A grade 18 expert to be nominated by the Superintendent, Government Printing Press.
- 6. Superintendent, Punjab University Press, *(Member and Secretary)*.

(b) Functions:

- a) to take all policy decisions;
 - b) recruitment of staff, their promotions, confirmation, extension in service, etc. ;
 - c) to consider development plans, budget proposals, etc. ;
 - d) defining and delegation powers to the Superintendent, Punjab University Press.
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CHAPTER VIII--URDU DEVELOPMENT COMMITTEE¹

(a) Composition:

1. Vice-Chancellor (Chairman)
2. Pro-Vice-Chancellor.
3. Dean, Faculty of Science.
4. Dean, Faculty of Arts.
5. Dean, Faculty of Islamic & Oriental Learning.
6. Principal, University Oriental College.
7. Principal, University Law College, Lahore.
8. Chairman, Department of Urdu.
9. Registrar.
10. Treasurer.
11. Convener, Urdu Development Committee. (Member and Secretary)

(b) Powers and Functions :

1. [To compile text-books and related material in Urdu with a view to changing over from English to Urdu as medium of instruction.]²
2. [To standardize technical terms.
3. To prepare books/monographs on Arts and Science subjects.
4. To make recommendations to the Syndicate pertaining to budget, annual grant, administration, raising of funds, appointment of Class `A' employees and future programme.]³

1. Re-Constituted by the Vice-Chancellor on behalf of the relevant bodies. Notified vide Registrar's No. 15/G.S. dated 10th April,2001.
2. Syndicate, dated 13 January, 1962, paragraph 26.
3. Convener's letter No. UDC 387/32-77, dated 5 September, 1977.

CHAPTER IX--[ORIENTAL PUBLICATIONS FUND COMMITTEE]¹**(a) Composition :**

1. Vice-Chancellor. *(Chairman)*
2. Principal, Oriental College. *(Secretary)*
3. Two distinguished Orientalists to be nominated by the Syndicate.

(b) Functions :

1. To recommend to the Syndicate ways and means of utilizing in the best manner the University Oriental Publications Fund.
 2. To select for publication suitable editions of mainly unpublished classical works in Arabic, Persian, Urdu and Allied Languages, and other research works connected with Oriental Learning. The Committee may co-opt other scholars for advice on works under consideration.
 3. To arrange publication and reprinting of an edition which has nearly run out.
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1. Syndicate dated 28 May, 1960, paragraph 15.

