

**PART IV**

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**POWERS AND DUTIES OF OFFICERS,  
TEACHERS AND AUDITOR**

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## CHAPTER I -- POWERS AND DUTIES OF OFFICERS

### 1. Chancellor

- (1) The Governor of the Punjab shall be the Chancellor of the University.

**Sections 11 and  
11-A of the  
University of the  
Punjab Act, 1973**

- (2) The Chancellor or his nominee shall preside at the Convocation of the University and the meetings of the Senate.
- (3) If the Chancellor is satisfied that the proceedings of any Authority are not in accordance with the provisions of the Act, the Statutes, the Regulations, or the Rules, he may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing, annul the proceedings.
- (4) Every proposal to confer an honorary degree shall be subject to confirmation by the Chancellor.
- (5) The Chancellor shall have the power to assent to such Statutes as are required to be submitted to him by the Senate or withhold assent or refer them back to the Senate for re-consideration.
- [(6) The Chancellor may remove any person from the membership of any Authority if such person:-
- (i) has become of unsound mind ; or
  - (ii) has been incapacitated to function as member of such Authority; or
  - (iii) has proceeded outside Punjab for a period exceeding six months ; or
  - (iv) has ceased to hold the position, office or qualification which was pre-requisite for his election/appointment as member of such Authority; or
  - (v) has been convicted by a court of law for an offence involving moral turpitude ;]<sup>1</sup>
  - [(vi) has failed to attend three consecutive meetings of the Authority ; or
  - (vii) has accepted any assignment which involves his absence from the University for a continuous period of six months or more,]<sup>2</sup>
- (7) [Repealed.]<sup>3</sup>

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1. Added/amended by the Punjab Ordinance No. XXII of 1978.  
2. Added by the Punjab Ordinance No. VIII of 1981, dated 4 June, 1981.  
3. Omitted vide Punjab Ordinance No. XII of 1980.

- [(8) In the performance of his functions under the Act the Chancellor shall act and be bound in the same manner as the Governor of a Province acts and is bound under Article 105 of the Constitution of the Islamic Republic of Pakistan.]<sup>1</sup>

**[11-A "Revisional powers of the Chancellor"**

The Chancellor may, of his own motion or otherwise, call for and examine the record of any proceedings in which an order has been passed by any authority for the purpose of satisfying himself as to the correctness, legality or propriety of any findings or orders and may pass such orders as he may deem fit.]<sup>2</sup>

**Section 12 of the  
University of the  
Punjab Act, 1973**

- (1) The Chancellor may cause an inspection or inquiry to be made in respect of any matter connected with the University, and shall, from time to time, appoint such person or persons as he may deem fit, for the purposes of carrying out inspection of :-

- (i) the University, its buildings, Laboratories, Libraries, Museums, Workshops and equipment ;
- (ii) any institution, college or hostel maintained or recognised by or affiliated to the University ;
- (iii) the teaching and other work conducted by the University ; and
- (iv) the conduct of examinations held by the University.

The Chancellor shall, in every such case, give notice to the Syndicate of his intention to cause an inspection or inquiry to be made, and the Syndicate shall be entitled to be represented thereat.

- (2) The Chancellor shall communicate to the Syndicate his views with regard to the results of such inspection or inquiry and shall, after ascertaining the views thereon of the Syndicate, advise the Syndicate on the action to be taken.
- (3) The Syndicate shall communicate to the Chancellor such action, if any, as has been taken or may be proposed to be taken upon the results of the inspection or inquiry. Such communication shall be submitted to the Chancellor within such time as may be specified by the Chancellor.
- (4) Where the Syndicate does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as he thinks fit, and the Vice-Chancellor shall comply with such directions.

1. Added by the Punjab Act No. XVI of 1975.

2. Added by the Punjab Ordinance No. XIII of 1982.

## 2. Pro-Chancellor

(1) The Minister for Education, Government of the Punjab shall be the Pro-Chancellor of the University.

**Section 13 of the University of the Punjab Act, 1973**

(2) He shall perform such duties and functions and exercise such powers as may be assigned and delegated to him by the Chancellor.

## 3. Vice-Chancellor

(1) The Vice-Chancellor shall be appointed by the Chancellor on such terms and conditions as the Chancellor may determine and shall hold office during the pleasure of the Chancellor for a term not exceeding four years.

**Section 14 of the University of the Punjab Act, 1973**

(2) At any time when the office of the Vice-Chancellor is vacant, or the Vice-Chancellor is absent or is unable to perform the functions of his office due to illness or some other cause, the Chancellor shall make such arrangements for the performance of the duties of the Vice-Chancellor as he may deem fit.

(1) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall ensure that the provisions of this Act, the Statutes, the Regulations and the Rules are faithfully observed in order to promote teaching, research, publication, administration and the general efficiency and good order of the University. He shall have all powers necessary for this purpose including administrative control over all officers, teachers and other employees of the University.

**Section 15 of the University of the Punjab Act, 1973**

(2) The Vice-Chancellor shall preside at the meetings of the Authorities of which he is the Chairman and be entitled to attend and preside at any meeting of any other Authority or body of the University.

(3) The Vice-Chancellor may, in an emergency which in his opinion requires immediate action, take such action as he may consider necessary and shall, as soon thereafter as possible, report his action for approval to the Authority or other body which in the ordinary course would have dealt with the matter.

(4) The Vice-Chancellor shall also have the powers<sup>1</sup> :-

- (i) to create and fill temporary posts for a period not exceeding six months ;
- (ii) to sanction all expenditure provided for in the approved budget, and to re-appropriate funds within the same major head of expenditure ;

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1. Please see Part XIII of this Calendar for powers delegated to Vice-Chancellor.

- (iii) to sanction by re-appropriation an amount not exceeding Rs. 5,000 for an unforeseen item not provided for in the budget, and report it to the Syndicate at the next meeting ;
- (iv) to appoint paper setters and examiners for all examinations of the University after receiving panels of names from the relevant Authorities;
- (v) to make such arrangements for the scrutiny of papers, marks and results as he may consider necessary ;
- (vi) to direct teachers, officers and other employees of the University to take up such assignments in connection with teaching, research, examinations, administration and such other activities in the University as he may consider necessary for the purpose of the University ;
- (vii) to delegate, subject to such conditions, if any, as may be prescribed, any of his powers under this Act, to an officer or officers of the University ;
- (viii) to exercise and perform such other powers and functions as may be prescribed ; and
- (ix) to appoint employees below the initial pay of Rs. 450/-

#### **4. Pro-Vice-Chancellor**

1. [The Chancellor may, if considered expedient, appoint a Pro-Vice-Chancellor from amongst the Professors of the University in consultation with the Vice-Chancellor.
2. The Pro-Vice-Chancellor shall hold office during the pleasure of the Chancellor for a term not exceeding four years.
3. The Pro-Vice-Chancellor shall be paid such special pay as the Chancellor may determine.
4. In addition to his duties as Professor, the Pro-Vice-Chancellor shall be assigned such administrative duties as may be determined by the Vice-Chancellor in consultation with the Syndicate.]<sup>1</sup>.

[The following administrative and financial powers have been delegated to the Pro-Vice-Chancellor:-]<sup>2</sup>.

#### **(a) Administrative**

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1. Amended and substituted by the Punjab Ordinance No.XII of 1980.
  2. Chancellor's Committee, dated 6 November, 1974, paragraph 23. Notified vide Registrar's No. D/600/Est., dated 30 January, 1975.

1. To represent the Vice-Chancellor as his alternative on various Managing Committees and other non-statutory bodies when he is unable to attend.
2. To deal with the problems of students including those of resident students of the New (Quaid-i-Azam) Campus Hostels.
3. To permit the employees to join evening or morning classes and to appear in the examinations.
4. To permit the employees to work as Assistants with Head Examiners.
5. To serve as Chairman of the Committee of Deans.
6. Corrections in dates of birth.
7. Approval of the list of Graduates, Prize, Medal and Scholarship Winners on University results and declamation contests.
8. Creation of Centres of University Examinations.
9. Appointment of Superintendents.
10. Acceptance of Endowments.
11. Appointment of Scrutineers.
12. Permission to appear in an Examination.
13. To pass final orders for crossing efficiency bar in the case of Administrative Staff [and technical staff working in the Administrative Departments.]<sup>1</sup>
14. To accept resignations of employees up to and including the rank of Lecturers, Assistant Registrars, Assistant Controllers and Assistant Treasurers.
15. To condone delay in receipt of applications for affiliation.
16. To verify if conditions imposed by the Inspection Committees have been properly fulfilled.
17. To approve the appointment of the sole agent for the sale of fascicules.
18. To pass final orders on the recommendations received from the Centre Superintendents in regard to the candidates who arrive at the examination centre late and are admitted provisionally.
19. To sanction casual leave to Deputy Registrars/Deputy Controllers/Deputy Treasurers.

**(b) Financial**

1. To order refund of Examination fee without any deduction.
2. To increase the number of instalments in which loans are to be recovered in case of employees of classes 'B', 'C' and 'D' subject to the condition that the recovery is made in full in each case before the employee attains the age of retirement.
3. To condone delay in submission of T.A. bills if they are received after 6 months.

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1. Chancellor's Committee, dated 31 March, 1975, paragraph 8. (Notified vide Registrar's No.3371-84/Est., dated 26 May, 1975.)

4. To sanction the payment of belated bills.
5. To sign bills pertaining to over-time to the administrative staff after these have been sanctioned by the Vice-Chancellor.

In addition to above the Pro-Vice-Chancellor will perform such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

### 5. Dean

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

**Statute 2 of the  
Schedule to the  
University of the Punjab**

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- [(2) The Dean of each Faculty shall be appointed by the Chancellor from amongst 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 Dean till a Professor of the Faculty itself is appointed.]<sup>1</sup>

- (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.

[Subject to the provisions of Statutes and Regulations and subject to the general supervision of the Vice-Chancellor, the powers and duties of the Deans shall be as follows:-]<sup>2</sup>

**(a) DUTIES**

- (1) To preside at meetings of Faculties.
- (2) To exercise such administrative and financial powers as may be delegated by the Vice-Chancellor in respect of the Departments under their control.
- (3) To make proposals for improvement of facilities in each Department in consultation with the Faculty.

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

2. Chancellor's Committee dated 23 December, 1974. Paragraph 23 as provided in clause (3) of Section 16 of the University of the Punjab Act 1973. (Notified vide Registrar's No. D/600/Est. dated 30 January, 1975).

No application for a post within the country or abroad should be forwarded, unless the Dean of the Faculty concerned had examined it in the light of the staff position in the Department/Constituent College of the University and had recommended it, [Chancellor's Committee, dated 23 November, 1974, paragraph 23 (2)].



- (4) To submit plans of development for introducing new disciplines in consultation with the Faculty.
- (5) To make decisions or make recommendations on problems of teachers and students of the disciplines included in a Faculty.
- (6) To perform such other functions as may be entrusted to them by the Vice-Chancellor from time to time.

**(b) ADMINISTRATIVE POWERS**

- (1) To appoint, in consultation with the Chairman/Director of the Department/Institute concerned technical staff up to B.P.S. No. 6.
- (2) To permit the Departments to proceed on excursions and on industrial/study tours within the country. The Dean should ensure that the teaching Department does not suffer.  
work in the
- (3) To grant casual leave to the Chairmen / Directors / Principals of Departments / Institutes / Colleges.
- (4) To pass final orders for crossing efficiency bar in the case of technical staff working in the Teaching Departments/ Institutes /Constituent Colleges.
- (5) To make appointments of part-time lecturers for full academic session or a part thereof, under intimation to the Vice-Chancellor.
- (6) To nominate delegates of the University to conferences within the country.
- (7) To permit vacation officers, except the Deans, to remain on duty during the summer vacation. In the case of the Deans, permission will be granted by the Vice-Chancellor.
- (8) All cases of appointments to be referred to the Selection Board should be submitted to the Vice-Chancellor through the Dean concerned.
- (9) To make recommendations for grant of leave other than casual leave to the Chairmen/Directors/ Principals of Departments/ Institutes/ Colleges.

**(c) FINANCIAL POWERS**

- (1) To sanction brother/sister fee concession, provided the students are studying in different Teaching Departments / Institutes / Constituent Colleges of the University.
- (2) To sanction advances to the Chairmen/Directors/Principals of Departments / Institutes/Colleges under all heads, subject to the availability of funds and budget provision.
- (3) To sanction reappropriation in consultation with the Treasurer, subject to the provision of the Statutes and the following conditions :
  - (a) The reappropriation does not involve undertaking of recurring liability.

- and the
- (b) The reappropriation does not increase an item which has been specifically reduced by the Finance and Planning Committee Syndicate.
  - (c) The reappropriation is not made to provide funds for an individual item and expenditure not contemplated by the budget.
- (4) To order provisional payment of salaries and T.A./D.A. of the teaching staff.
  - (5) To exercise powers of the Vice-Chancellor to sanction expenditure out of the amount provided in the budget of the Teaching Departments / Institutes / Constituent Colleges.
  - (6) To remit late admission fee in deserving cases of the University students.
  - (7) To write off articles upto the value of Rs. [5,000/-]<sup>1</sup> in a department in one financial year.

#### 6. Director / Principal of Constituent College / Chairman

[(1) There shall be a teaching department/institute 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.]<sup>2</sup>

**Statute 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 re-appointment.

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.]<sup>3</sup>

[(3) The Chairman of the Department/Director of the Institute 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.]<sup>4</sup>

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1. Syndicate, dated 7-6-2000.
  2. Amended by the Chancellor's Committee vide resolution dated 30 December, 1972. (Notified vide Registrar's No. 58/G.M., dated 12 January, 1973).
  3. Amended and substituted by the Punjab Ordinance No. VIII of 1981.
  4. Amended by the Chancellor vide resolution dated 30 December 1972. (Notified vide Registrar's No. 58/G.M. dated 12 January 1973).

## 7. Registrar

**Section 17 of the University of the Punjab Act, 1973**

The Registrar shall be a whole-time officer of the University and shall be appointed by the Syndicate on such terms and conditions as may be determined by it. He shall :-

- (a) be the custodian of the Common Seal and the academic records of the University ;
- (b) maintain a Register of Registered Graduates in the prescribed manner ;
- (c) conduct elections of members to the various Authorities in the prescribed manner ; and
- (d) perform such other duties as may be prescribed.

**Statute 12 (I) of Schedule to the University of the Punjab Act, 1973**

[The Registrar shall be Secretary of the Senate, the Syndicate, the Academic Council and the Selection Board]<sup>1</sup>.

**Statutes**

[1. The following shall be the duties of the Registrar:-

- (i) to conduct the official correspondence of the University ;
  - (ii) to issue all notices convening meetings of the Senate, Syndicate, Academic Council, and any Committee appointed by these Authorities.
2. It shall be the duty of the Registrar, under orders of the Syndicate, to affix the Common Seal to Statutes and Regulations.
  3. The Registrar shall be responsible that adequate information is regularly supplied to the Senate, the Syndicate and the Academic Council in order that the provisions of the University of the Punjab Act, 1973, and of all Statutes, Regulations and Rules made thereunder, may be duly carried into effect.
  4. The Syndicate may, in the absence of the Registrar on leave or otherwise, assign such of his duties as it may think proper to any officer of the University as a temporary arrangement.
  5. The Registrar shall continue to remain the Head of the Office and

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

6. He shall continue to be the Resident Officer but in lieu of the free accommodation that was provided to him, he shall perform the following duties in his capacity as Resident Officer:-

- (i) He will exercise general supervision over the buildings, roads and gardens in the University Office premises.
- (ii) Requisitions coming from the various Departments and University Colleges for special repairs, additions and modification will be examined by him with the assistance of the University Engineer.
- (iii) On behalf of the Vice-Chancellor he will make inspections on the spot and verify that the changes asked for are not fictitious and are really necessary or desirable. In these inspections he will be accompanied by the University Engineer and the Principal of the College or Chairman of the Department concerned.
- (iv) After the above process has been gone through, the Registrar will make necessary recommendations to the Vice-Chancellor. If the Vice-Chancellor accepts his recommendations, the University Engineer will be authorised to draw up detailed estimates which will be submitted to the Chief Engineer in accordance with the work rules already approved. After this is done, the Treasurer will be responsible for inviting tenders, checking the bills and making payments. This will not apply in the case of Annual Repairs but the Registrar may pay surprise visits to see that the work had been properly carried out.
- (v) The Resident Officer will receive a report from the Chief Engineer at the end of every year, about special repairs, modifications and additions done in the premises belonging to the University. This report will be submitted to the Vice-Chancellor and the Syndicate.]<sup>1</sup>

Provided that in case the Registrar is unable to occupy the University House, it may be allotted to another administrative officer, or teacher who will also act as the Resident Officer, and perform the duties detailed above in lieu of the free accommodation.

[6-A. All the papers (pertaining to Examinations) for consideration by the Senate, Syndicate, Academic Council or other bodies of the University, shall be put up by the Controller of Examinations to the Registrar and the latter shall have full authority to call for information or full details relating to these matters.]<sup>2</sup>

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1. University of the Punjab Calendar Vol. I, 1963-64, pages 168-69.

2. Registrar's No. 2090/G.M., dated 29 November, 1966.

### 8. Treasurer

The Treasurer shall be a whole-time officer of the University and shall be appointed by the Chancellor on such terms and conditions as the Chancellor may determine. He shall:-

**Section 18 of the University of the Punjab Act, 1973**

- (a) manage the property, the finances and the investments of the University;
- (b) prepare the annual and revised budget estimates of the University and present them to the Finance and Planning Committee, the Syndicate and the Senate ;
- (c) ensure that the funds of the University are expended on the purposes for which they are provided ; and
- (d) perform such other duties as may be prescribed.

[The Treasurer shall be Secretary of the Finance and Planning Committee.]<sup>1</sup>

**Statute 12 (2) of Schedule to the University of the Punjab Act, 1973**

### 9. Controller of Examinations

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

**Section 19 of the University of the Punjab Act, 1973**

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

## CHAPTER II--DUTIES OF UNIVERSITY TEACHERS

- (1) In addition to the like provisions for the time being in force, the duties of the University Teachers shall be as follows:-
- (i) to teach the students by means of lectures tutorials, discussions, seminars, demonstration and the like ;
  - (ii) to conduct, guide and supervise research ;
  - (iii) to maintain personal contact with the students, give them individual guidance and supervise their extra-curricular activities ;
  - (iv) to assist the authorities in preparing the courses and syllabi, in conducting the examinations, in organizing the libraries, and other curricular and extra-curricular activities of the University and its Departments, Colleges and other institutions ;
  - (v) to perform such other functions and duties as may be assigned to them by the Vice-Chancellor.
- (2) The total work-load in hours of the Teachers and the distribution of work-schedule for the various duties mentioned in clause (I) during an academic year of thirty-six weeks, shall normally be in accordance with the table given below this paragraph.
- (3) The Vice-Chancellor shall have the power to vary the distribution of an individual Teacher's work schedule so as to make it possible for his special talent, equipment and aptitude to be put to the maximum use.
- (4) Every Teacher shall give frequent assignments and periodic tests to his students, and shall maintain a regular record of their performance at such assignments and tests.

### TABLE

#### (a) FOR ARTS, HUMANITIES AND SOCIAL STUDIES

	Lectures	Tutorials	Student Guidance	Seminar and Research Guidance	Personal Studies and Research	Administration and other Activities
Professors ...300		100	100	300	300	400
Associate Professors ...400		100	100	200	400	300
Assistant Professors Lecturers ...500		200	100	100	400	200

**(b) FOR SCIENCE SUBJECTS**

	Lectures	Tutorials	Practicals	Student Guidance	Seminar and Research Guidance	Personal Studies and Research	Administration and other Activities
Professors ...200		100	100	100	300	300	400
Associate Professors ...300		100	200	100	200	300	300
Assistant Professors Lecturers ...300		200	300	100	100	300	200

It shall be the duty of each Professor and Associate Professor :-

**Duties of Professors  
and Associate  
Professors**

- (a) To contribute as far as in him lies to the advancement and diffusion of knowledge especially by the prosecution and promotion of original research .
- (b) To give instruction in accordance with the curriculum from time to time prescribed by the University and in accordance with such time-tables as may be approved by the Academic Council in the subject committed to his charge.
- (c) If required, to examine candidates for admission to University classes, and for Degrees and Honours in the subject committed to his charge when appointed by the Syndicate, and to be responsible for such class examinations as may be prescribed by the Academic Council.
- (d) To take part in the organization of the work of the University when assigned to any of the University bodies.]<sup>1</sup>

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1. University of the Punjab Calendar Volume I for the year 1963-64, pages 170-172 with the modification that designation "Reader" has been changed to "Associate Professor" and "Assistant Professor" has been added so as to conform with the existing cadre of teaching staff.

### CHAPTER III -- AUDITOR, AUDIT AND ACCOUNTS.

The Resident Auditor shall be taken from Government on deputation.

**Section 20 of the  
University of the  
Punjab Act, 1973**

- (1) The account of the University shall be maintained in such form and in such manner as may be prescribed.

**Section 41 of the  
University of the  
Punjab Act, 1973**

- (2) [No expenditure shall be made from the funds of the University unless :-
- (a) the expenditure is included in the approved budget of the University; and
- (b) a bill for its payment has been audited in conformity with the Statutes, the Regulations and the Rules by the Auditor appointed by the Government.]<sup>1</sup>
- (3) The annual statement of the accounts of the University signed by the Treasurer and the Auditor, shall be submitted to the Government within six months of closing of the financial year.
- (4) The accounts of the University shall be audited once a year in conformity with the Statutes and Regulations and the Rules by the Auditor appointed by the Government for this purpose.
- (5) The observations of Government Auditor, together with such annotations as the Treasurer may make, shall be presented to the Syndicate.

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