

### **CHAPTER III OFFICERS OF THE UNIVERSITY**

**11. Officers of the University.-** The following shall be the officers of the University:

- (a) Pro-Chancellor;
- (b) Vice Chancellor;
- (c) Pro-Vice Chancellor;
- (d) Deans;
- (e) Chairpersons;
- (f) Director General or Director of an institute or center;
- (g) Registrar;
- (h) Treasurer;
- (i) Controller of Examinations;
- (j) Resident Auditor;
- (k) Librarian; and
- (l) such other persons as may be prescribed by the statutes to be officers of the University.

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

(2) The Chancellor or a nominee of the Chancellor shall preside at convocation of the University.

(3) The University may, with the prior approval of the Chancellor, confer an honorary degree on a person of eminence.

(4) The Chancellor shall have the powers to assent to such statutes as are required by this Act to be submitted to him by the Syndicate or refer them back for reconsideration.

(5) Where the Chancellor is satisfied that the proceedings of any Authority or the orders of any officer are not in accordance with the provisions of this Act, the statutes, regulations or rules, he may direct such Authority or officer that specified proceedings or orders be reconsidered and appropriate action be taken within one month of the direction having been issued:

Provided that if the Chancellor is satisfied that either no reconsideration has been carried out or that the reconsideration has failed to address the concern expressed, he may, after calling upon the Authority or the officer to show cause why such proceedings should not be annulled by order in writing, annul the proceedings.

(6) In the performance of his functions under this Act, the Chancellor shall act and shall 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.

(7) The Chancellor shall review the performance of the Vice-Chancellor periodically in accordance with the key performance indicators as may be determined by the Government in consultation with Punjab Higher Education

Commission and shall pass appropriate directions thereon.

**13. Revisional powers of the Chancellor.-** The Chancellor may, on 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 purposes of satisfying himself as to the correctness, legality or propriety of any finding or order and may pass such orders as he may deem fit but no order shall be so passed unless the person likely to be affected thereby is afforded an opportunity of being heard.

**14. Visitation.-** (1) The Chancellor may cause a visitation or 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:

- (a) the University, its buildings, laboratories, libraries, museums, workshops and equipment;
- (b) a college, an institute, a constituent college or a hostel maintained or recognized by the University;
- (c) teaching and other work conducted by the University; and
- (d) conduct of examinations held by the University.

(2) The Chancellor shall, in every such case, give notice to the Syndicate of his intention to cause a visitation or an inspection or inquiry to be made under subsection (1), and the Syndicate shall be entitled to be represented in the matter.

(3) 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.

(4) The Syndicate shall communicate to the Chancellor an action taken or proposed to be taken upon the results of the inspection or inquiry, and such communication shall be submitted to the Chancellor within such time as may be specified by the Chancellor.

(5) 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.

**15. Pro-Chancellor.-** (1) The Minister in charge of the Administrative Department shall be the Pro-Chancellor of the University, and shall aid and advise the Chancellor in such manner as may be required by the Chancellor.

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

**16. Vice-Chancellor.-** (1) A person who is eligible and who is not more than sixty five years of age on the last date fixed for submission of applications for the post of the Vice Chancellor may apply for the post.

(2) The Government shall determine the terms and conditions of service of Vice Chancellor.

(3) The Government shall determine, by notification in the official Gazette, the qualifications, experience and other relevant requirements for the post of the Vice Chancellor.

(4) The Government shall constitute, for a term of two years from the date of its constitution, a Search Committee consisting of not less than three and not more than five members for making recommendations for appointment of the Vice Chancellor.

(5) The Search Committee shall follow such procedure and criteria for selection of the panel for the post of the Vice Chancellor as the Chancellor may by notification, determine.

(6) The Search Committee shall recommend, in order of merit, a panel of three persons who, in its opinion, are suitable for appointment as the Vice Chancellor.

(7) The Chancellor shall appoint the Vice Chancellor for each term of four years.

(8) If the office of the Vice Chancellor is vacant or the Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Pro-Vice Chancellor shall perform the functions of the Vice Chancellor but, if at any time the office of the Pro-Vice Chancellor is also vacant or the Pro-Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Chancellor shall make such temporary arrangements for the performance of the duties of the Vice Chancellor as he may deem appropriate.

(9) The Chancellor may remove the Vice Chancellor before the expiry of term if he:

- (a) has become of unsound mind; or
- (b) has become subject to any incapacity which prevents him from functioning as the Vice Chancellor; or
- (c) has been convicted by a court of law of an offence involving moral turpitude; or
- (d) has accepted any assignment which involves his absence from the country for a continuous period of more than six months without intimation to the concerned Authority; or
- (e) has been guilty of misconduct including use of position for personal advantage of any kind or gross inefficiency in the performance of his functions.

(10) The Chancellor may cause inquiry, on account of any or all grounds aforementioned, during or after the incumbency of the tenure, as the case may be, of the Vice Chancellor, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute the Vice Chancellor:

Provided that the Chancellor shall not impose any penalty without affording an opportunity to the Vice Chancellor of being heard.

(11) The process of selection of a new Vice Chancellor shall be initiated six months prior to the expiry of the existing term of the incumbent.

**17. Powers and duties of the Vice Chancellor.-** (1) The Vice Chancellor shall

be the principal executive and academic officer of the University, and shall ensure that the provisions of this Act, statutes, regulations and rules are faithfully observed in order to promote teaching, research, publication, administration and the general efficiency and good order of the University.

(2) For purposes of subsection (1), the Vice Chancellor shall have all powers prescribed by and under this Act, statutes, regulations and rules, including administrative control over all officers, teachers and other employees of the University.

(3) The Vice-Chancellor shall preside at the meetings of the Authorities of which he is the Chairperson.

(4) Subject to such conditions as may be prescribed by the statutes, the Vice-Chancellor may, in an emergency, take an action which is not otherwise in his competence but in the competence of any other authority:

Provided that meeting of such authority shall be convened within forty-five days of the action taken and a detailed description of the emergency and merit of the action taken be presented to the Authority for a permanent decision.

(5) The Vice-Chancellor shall also have the powers to:

(a) direct officers, teachers and other employees of the University to take up such assignments in connection with teaching, research, examination, administration and such other activities in or for the University as he may consider necessary for the purposes of the University;

(b) sanction all expenditures provided for in the approved budget in the prescribed manner;

(c) make appointments in basic pay scale 16 and below in such manner as may be prescribed by the statutes, subject to reporting all such appointments to the Syndicate in its next meeting:

Provided that the Selection Committee for recommendations of suitable candidates for appointment in basic pay scale 16 and below shall be constituted by the Syndicate in such manner as may be prescribed by the statutes;

(d) suspend, punish, remove and dismiss from service employees of the University in basic pay scale 1 to 16 in such manner as may be prescribed by the statutes;

(e) delegate, subject to such conditions as may be determined, any of his powers under this Act to an officer of the University;

(f) appoint examiners or reviewers and paper setters for examinations of the University after receiving panels of names from the relevant Authorities;

(g) appoint foreign and local referees for evaluation of candidates for faculty positions from the panel of names in the prescribed manner;

(h) appoint visiting Professors in various disciplines for a period not more than one academic year on such terms and conditions as

may be prescribed by the statutes; and

- (i) exercise and perform such other powers and functions as may be prescribed by the statutes.

(6) The Vice-Chancellor shall present an annual report to the Chancellor through the Administrative Department within three months of the closure of an academic year, and the annual report shall present such information as regards the academic year under review, including disclosure of all relevant facts pertaining to the following:

- (a) academics;
- (b) research;
- (c) administration; and
- (d) finances, including audited statement of accounts and management.

(7) The annual report shall be made available, before its presentation before the Chancellor, to all officers and teachers, and shall be published in such number of copies as are required to ensure its wide circulation and uploaded to the website of the University.

(8) The Vice-Chancellor shall be responsible for the implementation of powers and functions of the University and its Authorities.

**18. Pro-Vice Chancellor.** - (1) There shall be a Pro-Vice Chancellor of the University to be appointed by the Chancellor from amongst the three senior most Professors of the University for three years.

(2) The Pro-Vice Chancellor shall be deemed to be the acting Vice Chancellor to perform all the functions and powers of the Vice Chancellor in case of expiration of the tenure of the regular Vice Chancellor or in case of vacancy of the office of Vice Chancellor owing to any other reason.

(3) The Pro-Vice Chancellor, in addition to his duties as Professor, shall perform such other functions as may be assigned to him under this Act, the statutes or regulations.

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

(2) The Dean of each Faculty shall be appointed by the Chancellor on the recommendation of Vice Chancellor from amongst the three senior most Professors in the Faculty for a period of three years, and shall be eligible for re-appointment for not more than two consecutive terms:

Provided that where a Professor is not available in the respective Faculty, a Professor from another Faculty may be appointed as Dean till the appointment of the Professor of the respective Faculty.

(3) The Dean shall present candidates for admission to degree, except honorary degrees, in the courses falling within the purview of the Faculty.

(4) The Dean shall exercise such other administrative and academic powers and perform such other functions as may be prescribed by the statutes.

**20. Registrar.** - (1) The Registrar shall be the whole time officer of the University and shall be appointed by the Chancellor on the recommendations of the Syndicate for a term of three years in such manner and on such terms and conditions as may be prescribed by the statutes.

(2) No person shall be appointed as Registrar unless he possesses the prescribed experience, qualifications and other requirements of the post.

(3) The Registrar shall:

- (a) be the administrative head of the secretariat of the University, and be responsible for the provision of secretariat support to the Authorities of the University and the Vice Chancellor;
- (b) act as Secretary to the Syndicate, Academic Council, Selection Board and such other Authorities, bodies and committees of the University;
- (c) be the custodian of academic records, the common seal and such other properties of the University as the Syndicate may commit to his charge;
- (d) have the power to enter into agreements, sign documents and authenticate records on behalf of the University subject to the decision of Authorities;
- (e) maintain a register of registered graduates in the prescribed manner;
- (f) supervise the process of appointment or nomination of members to the various Authorities and other bodies in the prescribed manner;
- (g) prepare and update the handbook of the statutes, regulations and rules approved by the officer, Authorities, bodies or committees from time to time, and make them available to public, all respective members of the Authorities and officers of the University; and
- (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, from time to time, by the Syndicate or the Vice Chancellor.

(4) The Chancellor may, on the advice of the Syndicate or otherwise, cause an inquiry to be conducted in the prescribed manner on account of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity during or after the incumbency of the tenure of the Registrar, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute the Registrar.

(5) When the office of the Registrar is vacant or the Registrar is absent or unable to perform his functions owing to any cause, the Chancellor shall make temporary arrangements, on the recommendations of the Syndicate, for performance of duties of the Registrar but the period of such temporary arrangements shall not exceed six months, and the Registrar shall be appointed during that period.

(6) Before the six months of expiry of term of the Registrar, the Vice

Chancellor shall cause to initiate process for recruitment of the Registrar.

**21. Treasurer.-** (1) The Treasurer shall be a whole time officer of the University and shall be taken from the officers of Finance Department of the Government or from officers of Auditor General of Pakistan on deputation on such terms and conditions as may be prescribed, or appointed for a term of three years by the Chancellor on the recommendation of the Syndicate in such manner and on such terms and conditions as may be prescribed by the statutes.

(2) No person shall be appointed as Treasurer unless he possesses the prescribed experience, qualifications and other requirements of the post.

(3) The Treasurer shall be the Chief Financial Officer of the University and shall:

- (a) manage the property, assets, liabilities, receipts, expenditures, funds and investments of the University;
- (b) prepare the annual and revise budget estimates of the University and present them to the Finance and Planning Committee and Syndicate for approval;
- (c) ensure that the funds of the University are expended on the purposes for which they are provided;
- (d) have the account of the University audited annually so as to be available for submission to the Syndicate within six months of the close of the financial year; and
- (e) perform such other duties as may be determined by the Syndicate.

(4) The Chancellor may on the advice of the Syndicate or otherwise cause inquiry in the manner prescribed on account of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity during or after the incumbency of the tenure of a Treasurer, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute a Treasurer.

(5) When the office of the Treasurer is vacant or the Treasurer is absent or unable to perform his functions owing to any cause, the Chancellor shall make temporary arrangements on the recommendations of the Syndicate for performance of duties of the Treasurer, but the period of such temporary arrangements shall not exceed six months, and the Treasurer shall be appointed during that period.

(6) Before the six months of expiry of the term of Treasurer, the Vice-Chancellor shall cause to initiate the process for recruitment of the Treasurer.

**22. Controller of Examinations.-** (1) The Controller of Examinations shall be a whole-time officer of the University and shall be appointed by the Chancellor on the recommendation of the Syndicate for a term of three years in such manner and on such terms and conditions as may be prescribed by the statutes.

(2) No person shall be appointed as the Controller of Examinations unless he possesses the prescribed experience, qualifications and other requirements of the post.

(3) The Controller of Examinations shall be responsible for all matters connected with evaluation and assessment records and the conduct of examinations and perform such other duties as may be determined by the Syndicate.

(4) The Chancellor may, on the advice of the Syndicate or otherwise, cause inquiry in the manner prescribed on account of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity during or after the incumbency of the tenure of a Controller of Examinations, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute a Controller of Examinations.

(5) When the office of the Controller of Examinations is vacant or the Controller of Examinations is absent or unable to perform his functions owing to any cause, the Chancellor shall make temporary arrangements on the recommendations of the Syndicate for performance of duties of the Controller of Examinations but the period of such temporary arrangements shall not exceed six months, and the Controller of Examinations shall be appointed during that period.

(6) Before the six months of expiry of term of Controller of Examinations, the Vice Chancellor shall cause to initiate the process for recruitment of the Controller of Examinations.

**23. Resident Auditor.-** (1) The Resident Auditor shall be a whole time officer of the University and shall be taken from the officers of Finance Department of the Government or from the officers of Auditor General of Pakistan on deputation on such terms and conditions as may be prescribed by the statutes.

(2) The Resident Auditor of the University shall be responsible for pre-auditing of all bills and documents for all payments to be made by the University and to carry out internal audit of all units including colleges, institutes, constituent colleges, administrative sections and developmental projects.

(3) The Resident Auditor shall perform such other functions as may be prescribed.

(4) The Vice Chancellor may, with the approval of the Syndicate, repatriate the services of the Resident Auditor on grounds of allegation of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity in accordance with the procedure prescribed by the statutes before completion of his tenure.

(5) Before the six months of expiry of the term of the Resident Auditor, the Vice Chancellor shall cause to initiate process for deputation of the Resident Auditor.

**24. Other Officers.-** Subject to the provisions of this Act, the terms and conditions of the service and the powers and duties of other officers including but not limited to the Deans, Chairpersons, Principals, Directors, Librarian of the University shall be such as may be prescribed by the statutes.