

**PROPOSAL  
FOR  
ESTABLISHING A PUBLIC SECTOR  
UNIVERSITY**

**TITLED AS**

**MARYAM NAWAZ UNIVERSITY OF LODHRAN  
ACT 2025**

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**MARYAM NAWAZ UNIVERSITY OF LODHRAN  
ACT 2025**

<b>CONTENTS</b>
-----------------

**CHAPTER-1  
PRELIMINARY**

1. Short title and commencement.
2. Definitions.

**CHAPTER-2  
THE UNIVERSITY**

3. Establishment and incorporation of the University.
4. Jurisdiction of the University.
5. University is open to all.
6. Teaching at the University.
7. Students of the University.
8. Fee and other charges.
9. Powers and functions of the University.
10. Integration of public sector institutions.
11. Association and disassociation of colleges.
12. Students representational system.

**CHAPTER III  
OFFICERS OF THE UNIVERSITY**

13. Officers of the University.
14. Chancellor.
15. Revisional powers of the Chancellor.
16. Visitation.
17. Pro-Chancellor.
18. Vice-Chancellor.
19. Powers and duties of the Vice Chancellor.

**20. Pro-Vice Chancellor.**

**21. Dean.**

**22. Registrar.**

**23. Treasurer.**

**24. Controller of Examinations.**

**25. Resident Auditor.**

**26. Other Officers.**

#### **CHAPTER IV AUTHORITIES OF THE UNIVERSITY**

**27. Authorities of the University.**

**28. Syndicate.**

**29. Powers and functions of the Syndicate.**

**30. Appointment and removal of members of the Syndicate**

**31. Academic Council.**

**32. Powers and duties of the Academic Council.**

**33. Board of Faculty.**

**34. Departments and Chairpersons.**

**35. Board of Advanced Studies and Research.**

**36. Functions of the Board of Advanced Studies and Research.**

**37. Board of Studies.**

**38. Functions of Boards of Studies.**

**39. Selection Board.**

**40. Functions of the Selection Board.**

**41. Finance and Planning Committee.**

**42. Functions of the Finance and Planning Committee.**

**43. Discipline Committee.**

**44. Functions of the Discipline Committee.**

**45. Appointment of Committees by certain Authorities.**

**CHAPTER V  
STATUTES, REGULATIONS AND RULES**

**46. Statutes.**

**47. Regulations.**

**48. Rules.**

**CHAPTER VI  
UNIVERSITY FUND**

**49. University Fund.**

**50. Recovery of University dues.**

**51. Audit and Accounts.**

**CHAPTER VII  
MISCELLANEOUS**

**52. Appeal to and review by the Syndicate.**

**53. Pension, insurance, gratuity, provident fund and benevolent fund.**

**54. Tripartite mobility.**

**55. Commencement of term and termination of membership of Authorities.**

**56. Filling of casual vacancies in Authorities.**

**57. Disputes about membership of Authorities.**

**58. Proceedings of Authorities not invalidated by vacancies.**

**59. Bar on membership.**

**60. First Statutes.**

**61. Amendment and repeal of statutes and regulations.**

**62. Removal of difficulties.**

**63. Indemnity.**

**SERVICE STATUTES**

**CHAPTER 1-5**

# MARYAM NAWAZ UNIVERSITY OF LODHRAN

## ACT 2025

### CHAPTER I

#### PRELIMINARY

##### **Short title and commencement. -**

This Act may be called the Maryam Nawaz University of Lodhran Act 2025.

##### **1. Definitions.-** In this Act:

- (a) "Syndicate" means Syndicate of the University;
  - (b) "Academic Council" means the Academic Council of the University;
  - (c) "Administrative Department" means the Higher Education Department of the Government;
  - (d) "Authority" means an Authority of the University specified in terms of section 27;
  - (e) "Chairperson" means the head of a department of the University;
  - (f) "Chancellor" means Chancellor of the University;
  - (g) "College" means academic-cum-administrative unit established, administered and maintained by the University in the prescribed manner;
  - (h) "Commission" means the Higher Education Commission established under the Higher Education Commission Ordinance, 2002 (LIII of 2002);
  - (i) "Constituent college" means a college maintained and administered by the University;
  - (j) "Controller of Examinations" means Controller of Examinations of the University;
  - (k) "Dean" means the Head of a Faculty;
  - (l) "Department" means a teaching department established, administered and maintained by the University in the prescribed manner;
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- (m) "Director" means head of an institute appointed under the provisions of this Act;
- (n) "Faculty" means an academic unit of the University consisting of one or more teaching departments, colleges or institutes;
- (o) "Government" means Government of the Punjab;
- (p) "University" means the Maryam Nawaz University of Lodhran;
- (q) "Institute" means an academic-cum-administrative unit established, administered and maintained by the University in the prescribed manner;
- (r) "Institution" means an institution imparting instruction or conducting research in the public or private sector;
- (s) "Officer" means an officer of the University specified in this Act;
- (t) "prescribed" means prescribed by the statutes or regulations or rules made under this Act;
- (u) "Principal" means the principal of a college established, administered and maintained by the University;
- (v) "Pro-Chancellor" means Pro-Chancellor of the University;
- (w) "Punjab Higher Education Commission" means the Punjab Higher Education Commission established under the Punjab Higher Education Commission Act 2014 (I of 2015);
- (x) "Schedule" means the Schedule appended to this Act;
- (y) "statutes", "regulations" and "rules" respectively mean the statutes, the regulations and the rules made or deemed to have been made under this Act;
- (z) "Student" means a student defined under section 7 of this Act;
- (aa) "Teacher" means a professor, an associate professor, an assistant professor, a lecturer and research staff, engaged on a full-time basis by the University and includes any other person declared by Regulations as a teacher;
- (bb) "Registrar" means Registrar of the University;
- (cc) "Treasurer" means Treasurer of the University;
- (dd) "Pro-Vice Chancellor" means Pro-Vice Chancellor of the University; and
- (ee) "Vice Chancellor" means the Vice Chancellor of the University.

## **CHAPTER II THE UNIVERSITY**

**2. Establishment and incorporation of the University.** - (1) As soon as may be, after commencement of this Act, the Administrative Department shall, by notification in the official Gazette, reconstitute sub-campus of Bahauddin Zakariya University Multan at Lodhran as the Maryam Nawaz University of Lodhran under the provision of this Act.

(2) The University shall consist of the following:

- (a) Chancellor;
- (b) Pro-Chancellor;
- (c) Vice-Chancellor;
- (d) Pro-Vice Chancellor;
- (e) Members of the Authorities;
- (f) Chairpersons and Deans;
- (g) Teachers and Students; and
- (h) Officers and other employees of the University.

(3) The University shall be a body corporate having perpetual succession and a common seal and may, by its name, sue and be sued.

(4) The University may acquire and hold property, both movable and immovable, and lease, sell, transfer and otherwise dispose of any property vested in it.

(5) Notwithstanding anything contained in any other law for the time being in force, the University shall have academic, financial and administrative autonomy, including the powers to employ officers, teachers and other employees on such terms and conditions as may be prescribed.

(6) All properties, rights and interests of whatever kind used, enjoyed, possessed, owned or vested in the sub-campus of Bahauddin Zakariya University Multan, located at Lodhran and all liabilities legally subsisting against the said sub-campus shall stand transferred to the University.

(7) All regular and contract employees serving the sub-campus of Bahauddin Zakariya University Multan, located at Lodhran immediately before coming into force of this Act, shall be considered on deputation with the University and shall, subject to subsection (8), be liable to be transferred to their parent employer on expiry of deputation period.

(8) Subject to the procedure notified by the University, an employee at the disposal of the University under subsection (7), may at any time within three hundred and sixty five days of coming into force of this Act, opt for absorption in the service of the University on such terms and conditions and in such manner as may be prescribed but such terms and conditions shall not be less favourable than those admissible to such an employee while serving the sub-campus of Bahauddin Zakariya University Multan at Lodhran immediately.

(9) **Jurisdiction of the University.**- The jurisdiction before his placement at the disposal of the university under subsection (7) the University shall

be limited to the territorial limits of the Province of the Punjab:

Provided that the Government may, by general or special order, modify the scope of jurisdiction of the University about the territorial limits.

**3. University to be open to all.-** Subject to such reasonable restrictions as may be prescribed by the statutes and except where the University has been declared, by notification in the official Gazette, to be open only to persons of a specific gender, it shall be open to all persons irrespective of gender, religion, creed, caste, race, class, colour or domicile, who are academically qualified for admission to the courses of study offered by the University, and no such person shall be denied the privileges of the University on any such ground.

**4. Teaching at the University.-** (1) All recognized teaching in various courses at the University, a college, an institute and a constituent college shall be conducted in such manner as may be prescribed by the regulations. Such teaching may include lectures, tutorials, discussions, seminars, demonstrations, distance learning and other methods of instructions as well as practical work in the laboratories, hospitals, workshops and fieldwork.

(2) The teaching in any prescribed course in the University, a college, an institute and a constituent college shall be organized by such Authority as may be prescribed by the regulations.

(3) The courses and the curricula for teaching in the University, a college, an institute and a constituent college shall be such as may be prescribed by the regulations.

(4) A degree, diploma or certificate shall be granted to a student who fulfills the prescribed requirements for that degree, diploma or certificate, respectively.

**5. Students of the University.-** Any person enrolled in the University, a college, an institute or a constituent college as a learner for any academic degree, diploma, certificate or any other program shall be deemed to be a student of the University.

**6. Fee and other charges.-** The University may, from time to time, determine and revise fees and other charges as may be prescribed.

**7. Powers and functions of the University.-** The University shall have the powers to:

- (a) Provide instructions and conduct research in various programs related to Theology, Social Sciences, Applied Sciences, Health Sciences, Material Sciences, Environmental Sciences and Modern Technologies offered at both national and international levels and such other branches of learnings as it may deem fit or required in future; and to make provisions of research related to socio-economic development in such manner as it may determine by the university;
- (b) The university shall pull all its resources together and organize human resource to conduct academic research, provide training, produce highly skilled graduates, promote culture, serve local, national and international communities and play considerable role in the national development.
- (c) Provide instructions and conduct research under the following faculties, Schools and Institutes but not limited to;
  - i. Faculty of Arts & Humanities;
  - ii. School of Business Education;
  - iii. Faculty of Computer Sciences
  - iv. Faculty of Engineering & Technologies;



- v. School of Environmental Sciences;
- vi. Institute of Pharmaceutical Sciences;
- vii. College of Medical and Health Sciences;
- viii. Faculty of Pure & Applied Sciences;
- ix. Faculty of Social Science;

**Provided** that the Board shall be competent to approve programs, departments/schools of national and international importance in the Faculties/schools/institutes and colleges on the recommendations of Academic Council and Board of Advanced Studies & Research or any other relevant statutory bodies of the university.

**Provided** further that Faculties other than listed under sub-section (iv) of section 5 may be approved by the Government, on the recommendations of the Board. The Board shall, on the recommendations of Academic Council, pass a resolution prior to submission of the request to the Patron for the addition of new Faculties.

- (d) prescribe courses of studies to be conducted by it, the colleges, institutes, and constituent colleges;
- (e) establish colleges, institutes, constituent colleges, departments, faculties, centers of advanced studies, centers of excellence, area study centers, laboratories, workshops, institutions, museums and other centers of learning for the development of teaching and research and technological development and make such arrangements for their maintenance, management and administration as it may determine;
- (f) institute professorships, associate professorships, assistant professorships and lectureships and any other post and to appoint persons thereto;
- (g) create posts for teaching, research, extension, administration, and for other related purposes and to appoint persons thereto in the prescribed manner;
- (h) prescribe the terms and conditions of employment of the officers, teachers and other employees of the University, and to lay down such terms and conditions as may be different from those generally applicable to the employees of the Government;
- (i) Institute programs for the exchange of students and teachers between the University and any other university, educational institution or research organization within Pakistan or abroad;
- (j) support the academic and professional development of the faculty and other employees;
- (k) hold examinations and award and confer degrees, diploma certificates and other academic distinctions to and on persons who have been admitted to and have passed its examinations under such conditions as may be prescribed;
- (l) accept an examination and the period of study spent by a student of the University at any other university or place of learning equivalent to an examination or period of study of the University and to withdraw

such acceptance as may be prescribed;

- (m) confer honorary degrees or other academic distinctions on persons in such manner and on such terms and conditions as may be prescribed;
- (n) confer degrees on persons who have carried on independent research under the prescribed conditions;
- (o) provide for such instruction and training for persons not being students of the University, and to grant certificates and diplomas to such persons in the prescribed manner;
- (p) collaborate and cooperate with other universities, research and educational institutions and commercial or industrial organizations in the public or private sector, or other public authorities within Pakistan or abroad in such manner and for such purposes as may be prescribed;
- (q) institute and award financial assistance to the students for fellowships, scholarships, medals, and prizes as may be prescribed;
- (r) establish, control and maintain the University halls of residence for the students, and approve any place as hostel or lodging for the students;
- (s) maintain order, discipline, and security on the campuses of the University, a college, an institute and a constituent college;
- (t) promote co-curricular and recreational activities of the students and make arrangements for promoting their health and welfare;
- (u) develop and implement fund-raising plans;
- (v) undertake or engage in such commercial activities for the purpose of generating revenue as it may deem appropriate;
- (w) carry out its development projects through public-private partnerships in the prescribed manner;
- (x) undertake research, advisory or consultancy services and, for the purpose, enter into arrangements with public or private bodies as may be prescribed;
- (y) charge and receive such fees and other payments as it may determine;
- (z) enter into the contracts for carrying out the purposes of this Act;
- (aa) receive, transfer, invest and manage property, grants and contributions, bequests, trusts, gifts, donations, endowments and other contributions made to the University, and to invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments or other contributions in such manner as may be approved by the Syndicate;
- (bb) provide for the printing, recording, broadcasting, publication and distribution of teaching material, research reports, papers and other works which may be issued by the University;
- (aa) provide career counseling and job search services to the students and alumni;
- (bb) maintain linkages with the alumni;

- (cc) establish a grievance redressal mechanism in such manner as may be prescribed by the regulations;
- (dd) seek support from other universities in curricula, research, faculty development and other areas of mutual interest; and
- (ee) do such other acts as may be necessary for carrying out the objectives of the University.

**8. Integration of public sector institutions.** - (1) Notwithstanding anything to the contrary contained in any other law, notification, contract or instrument, the Government may, by notification in the official Gazette, integrate with the University any sub-campus or college or institute of another university or a public sector institution situated anywhere in the Punjab or transfer any college or institute of the University to the Government.

(2) On the publication of a notification under subsection (1):

- (a) all rights, properties, assets and liabilities vested in or undertaken by the Government or the University in respect of such sub-campus, college, institute or public sector institution shall respectively become the rights, properties, assets and liabilities of the University or the Government, as the case may be; and
- (b) All persons serving in connection with the affairs of such sub-campus, college, institute, or public sector institution in any capacity shall stand transferred to the University or the Government on such terms and conditions as the Government may determine:  
Provided that such terms and conditions shall not be less favorable than those admissible to such persons immediately before their transfer to the University or the Government.
- (c) Any question arising under the provision to subsection (2) shall be referred to the Government and the decision of the Government on such question shall be final.

**9. Association and disassociation of colleges.** - (1) The Government may associate or disassociate any college with or from the University.

(2) In case of association of a college with the University, employees of such college shall remain at the strength of their parent department but shall serve in the associated college as long as the Administrative Department so directs.

(3) An employee shall cease to be the employee of the parent department if he is absorbed in the University in such manner and on such terms and conditions as may be determined by the University.

**10. Students representational system.**- There shall be a student's representational system in the University which shall be established and managed in such manner as may be determined by the Government.

### **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.

#### **CHAPTER IV AUTHORITIES OF THE UNIVERSITY**

**25. Authorities of the University.** - The following shall be the Authorities of the University:

- (a) Syndicate;
- (b) Academic Council;
- (c) Boards of Faculties;
- (d) Board of Advanced Studies and Research;

- (e) Boards of Studies;
- (f) Selection Board;
- (g) Finance and Planning Committee;
- (h) Discipline Committee; and
- (i) such other Authorities as may be prescribed by the statutes.

**26. Syndicate.-** (1) The Syndicate shall consist of:

- (a) the Pro-Chancellor
- (b) the Vice Chancellor;
- (c) a retired civil servant not below the rank of BS-20 to be nominated by the Government;
- (d) a serving Vice Chancellor of a public sector university to be nominated by the Government;
- (e) three members of Provincial Assembly of the Punjab, including at least one female member to be nominated by the Speaker of the Assembly;
- (f) Secretary of the Administrative Department or his nominee not below the rank of a Deputy Secretary;
- (g) Secretary to the Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
- (h) Secretary to the Government, Law and Parliamentary Affairs Department or his nominee not below the rank of a Deputy Secretary;
- (i) Chairman of the Commission or his nominee not below the rank of a Director;
- (j) Chairperson, Punjab Higher Education Commission or his nominee not below the rank of a Director;
- (k) three persons from society at large being persons of distinction in the fields of administration, management, education, academics, law, accountancy, medicine, fine arts, architecture, industry, agriculture, science, technology and engineering with a view to create diversity and balance across the various fields, to be nominated by the Government;
- (l) one Dean of the Faculties of the University to be nominated by the Government;
- (m) one Professor, one Associate Professor and one Assistant Professor of the University to be elected by teachers of their respective cadres in such manner as prescribed by the statutes; and
- (n) the Registrar who shall act as Secretary to the Syndicate.

(2) The meetings of the Syndicate shall be presided over by the Pro-Chancellor or his nominee from amongst the members of the Syndicate.

(3) The members of the Syndicate, other than ex-officio members, shall hold office for three years:

Provided that no person, other than an ex-officio member, may serve on the

Syndicate for more than two consecutive terms:

Provided further that the University teachers appointed to the Syndicate may not serve for two consecutive terms.

(4) The quorum for a meeting of the Syndicate shall be two-third of its total members a fraction being counted as one excluding the vacant categories, wherever applicable.

(5) At least three members of the Syndicate shall be women.

(6) The Syndicate shall meet at least once in each quarter of the year, and the Registrar shall, with the approval of the Vice Chancellor, summon a meeting of the Syndicate.

(7) Unless otherwise prescribed by this Act, all decisions of the Syndicate shall be taken on the basis of the opinion of majority of the members present, and in event of the members being evenly divided on any matter, the person presiding over the meeting shall have a casting vote.

**27. Powers and functions of the Syndicate.-** (1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act and the statutes, exercise general supervision over the affairs and management of the University.

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

- (a) consider the annual report and annual plan of work including key performance indicators to be set up by the University, and to submit these to the Chancellor;
- (b) approve the annual and revised budget estimates with due regard to the advice of the Finance and Planning Committee;
- (c) review the performance of authorities and officers, and pass appropriate direction for the purpose of improvement in management, administration and financial discipline;
- (d) review the quality and relevance of the University's academic programs and review the academic affairs and performance of the University in general;
- (e) approve strategic plans and policies;
- (f) consider and approve the statutes, rules and regulations falling within its authority to approve, and recommend the statutes required to be approved by the Chancellor for his approval;
- (g) recommend to the Government removal of any person, other than ex-officio member, from the membership of any Authority, if such person:
  - (i) has become unsound mind; or
  - (ii) has become incapacitated to function as member of such Authority; or
  - (iii) has been convicted by a court of law for an offence

- involving moral turpitude; and
- (iv) has been proven guilty of misconduct under the statutes made for ensuring efficiency and discipline in the University; or
  - (v) remains continuously absent from three consecutive meetings without any intimation.
- (h) hold, control and lay down policy for the administration of the property, funds and investments of the University including the approval of the sale and purchase or acquisition of immovable property;
  - (i) transfer and accept transfer of movable and immovable property on behalf of the University;
  - (j) enter into, vary, carry out and cancel contracts on behalf of the University;
  - (k) cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
  - (l) invest any money belonging to the University including any unapplied income in any of the securities described in section 33 of the Punjab Trusts Act 2020 (XXI of 2020), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
  - (m) receive and manage any property transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made to the University;
  - (n) administer any funds placed at the disposal of the University for specified purposes;
  - (o) provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the objectives of the University;
  - (p) establish and maintain halls of residence and hostels;
  - (q) arrange for the inspection of colleges, institutes, constituent colleges and the departments;
  - (r) institute professorships, associate professorships, assistant professorships, lectureships and other teaching posts or to abolish such posts;
  - (s) subject to this Act, appoint teachers, officers and other employees on the recommendation of the Selection Board in basic pay scale 17 and above in accordance with the statutes;
  - (t) suspend, punish, remove and dismiss from the service, the officers and teachers of the University in basic pay scales 17 to 21 in accordance with the statutes;
  - (u) promote the officers of the administrative cadre to the next higher scale on such terms and conditions as provided in the

statutes;

- (v) appoint Professor Emeritus on such terms and conditions as may be prescribed;
- (w) create, or abolish such administrative or other posts as may be necessary;
- (x) prescribe powers and duties of officers, teachers and other employees of the University and of those working in the University on deputation or on contract;
- (y) confer, with prior approval of the Chancellor, an honorary degree on a person of eminence;
- (z) approve admission of educational institutions to the privileges of the University and withdraw such privileges;
- (aa) appoint members to various Authorities, committees and bodies in accordance with the provisions of this Act;
- (bb) regulate the conduct and discipline of the students of the University;
- (cc) take actions necessary for the good administration of the University in general and to this end exercise such powers as are necessary;
- (dd) prescribe conditions under which the University may enter into agreements with other institutions and public bodies for purposes of research and advisory services; and
- (ee) perform such other functions as have been assigned to it by the provisions of this Act or the statutes.

(3) The Syndicate may delegate any of its functions to an Authority or officer or a committee except for legislative and budgetary functions.

**28. Appointment and removal of members of the Syndicate.-** (1) The members of the Syndicate shall be appointed and notified by the Government on the recommendations of the Vice Chancellor.

(2) The Government may, on its own motion or on the recommendation of the Vice Chancellor, remove any member of the Syndicate other than ex-officio members, if he has:

- (a) become of unsound mind; or
- (b) become subject to any incapacity which prevents him from functioning as member of the Syndicate; or
- (c) been convicted by a court of law of an offence involving moral turpitude; or
- (d) absented himself from three consecutive meetings of the Syndicate without just cause; or
- (e) accepted any assignment which involves his absence from the country for a continuous period of more than six months without intimation to the Vice Chancellor; or

- (f) been guilty of misconduct including use of position for personal advantage of any kind or gross inefficiency in the performance of his functions:

Provided that before passing such orders, the member concerned shall be afforded a fair opportunity of being heard by the Chancellor.

(3) Subject to the provisions of this Act, the Government shall also nominate members other than ex-officio members of the Syndicate.

**29. Academic Council.-** (1) The Academic Council shall consist of:

- (a) Vice Chancellor (Chairperson);
- (b) Pro-Vice Chancellor;
- (c) Deans;
- (d) Principals and Directors of colleges, institutes and constituent colleges;
- (e) Director, Board of Advanced Studies and Research;
- (f) two senior most professors, other than ex-officio members, from each academic department;
- (g) all Professors Emeritus and Meritorious Professors;
- (h) Chairpersons of the academic departments;
- (i) four University teachers other than Professors, two from each category of Associate professors and Assistant Professors to be appointed by the Syndicate;
- (j) three persons eminent in sciences, social sciences and Arts, of whom one shall be from each category and shall include at least one woman from any of the categories, to be nominated by the Chancellor;
- (k) Secretary to the Government, Administrative Department or his nominee not below the rank of a Deputy Secretary;
- (l) Director Public Instructions (Colleges) of the Government or his nominee;
- (m) Librarian of the University;
- (n) Controller of Examinations; and
- (o) Registrar (Member/Secretary).

(2) The members of the Academic Council, other than ex-officio, shall hold office for a term of three years, and if the office of any such member becomes vacant before the expiry of the term, the vacancy shall be filled for the remaining period in the prescribed manner.

(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.

(4) The Academic Council shall meet at least once in six months.



**30. Powers and duties of the Academic Council.-** (1) The Academic Council shall be the academic body of the University and may lay down proper standards of instructions, research, publication and examination and regulate and promote the academic life of the University and its constituent colleges.

(2) In particular, and without prejudice to the generality of the foregoing provision, the Academic Council may:

- (a) advise the Syndicate on academic matters;
- (b) regulate conduct of teaching, research and examinations;
- (c) regulate the admission of students to the courses of studies and examinations of the University;
- (d) regulate the award of studentships, scholarships, medals and prizes;
- (e) propose to the Syndicate schemes for the constitution and organization of faculties, institutes and other academic bodies;
- (f) recommend policies and procedures pertaining to the quality of academic programs to the Syndicate;
- (g) propose regulations on the recommendations of the Boards of Faculties and the Boards of Studies for consideration and approval of the Syndicate;
- (h) propose for each academic year, on the recommendations of the Boards of Studies, regulations prescribing the courses of studies, the syllabi and the outlines of tests for all examinations; provided that, if the recommendations of a Board of Faculties or the Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Syndicate, permit such regulations to continue for the following years;
- (i) recognize the examinations of other universities or examining bodies as equivalent to the corresponding examinations of the University;
- (j) institute programs for the continued professional development of the teachers at all levels;
- (k) prepare an annual report on the academic performance of the University;
- (l) appoint members to the Authorities in accordance with the provisions of this Act; and
- (m) perform such other functions as may be prescribed by the statutes or assigned by the Syndicate.

**31. Board of Faculty.-** (1) There shall be a Board of Faculty for each Faculty which shall consist of:

- (a) Dean of the Faculty (Chairperson);
- (b) Professors and the Chairpersons in the Faculty;

- (c) two members to be nominated by the Academic Council on the basis of their specialized 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;
  - (d) two experts, including at least one woman, in the field from outside the University to be appointed by the Syndicate; and
  - (e) one member from amongst the officers of the University to be nominated by the Vice Chancellor on recommendations of the Principal of the constituent college or Director of an institute.
- (2) The members other than ex-officio members of a Board of Faculty shall hold office for a period of three years.
- (3) The quorum for a meeting of a Board of Faculty shall be one half of the total number of members, a fraction being counted as one.
- (4) A Board of Faculty, subject to the general control of the Syndicate and Academic Council, may:
- (a) coordinate the teaching and research work in the subjects assigned to the Faculty;
  - (b) scrutinize the recommendations of a Board of Studies comprising a Faculty with regard to the appointment of paper setters and examiners for graduate and postgraduate examinations, and to forward the panels of suitable paper setters and examiners for each examination to the Vice Chancellor;
  - (c) consider any other academic matter relating to the Faculty and submit its report to the Academic Council;
  - (d) prepare a comprehensive annual report regarding the performance of each department in the Faculty for presentation to the Academic Council; and
  - (e) perform such other functions as may be prescribed by the statutes.

**32. Departments and Chairpersons.-** (1) There shall be a department, college or an institute for each subject or a group of subjects as may be prescribed by the regulations, and each department, college or an institute shall be headed by the Chairperson or Principal or Director.

(2) The Chairperson of a department, Principal of a college, or 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, institute or college for a period of three years, and shall be eligible for reappointment but if in a department, college or an institute, no Professor is available, the appointment shall be made from amongst the three senior most Associate Professors of the department, college or an institute:

Provided that in a department, college or an institute, where there is no Professor or Associate Professor, no such appointment shall be made and the

department or the institute shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the department or institute.

(3) The Chairperson, Principal or Director shall plan, organize and supervise the work of the department, college or institute and shall be responsible to the Dean for the work of his department, college or institute.

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

- (a) Vice-Chancellor (Chairperson);
- (b) all the Deans;
- (c) all Principals and Directors of constituent colleges and institutes;
- (d) Controller of Examinations;
- (e) one University Professor from each Faculty to be nominated by the Academic Council;
- (f) one member from amongst the officers of the University to be nominated by the Vice Chancellor;
- (g) three members from the relevant field, research organizations and the Government including at least one woman from any of the categories to be nominated by the Syndicate; and
- (h) Registrar who shall act as Secretary to Board of Advanced Studies and Research.

(2) The term of office of the members of the Board of Advanced Studies and Research, other than ex-officio members, shall be three years.

(3) The quorum for a meeting of the Board of Advanced Studies and Research shall be one half of the total number of members, a fraction being counted as one.

**34. Functions of the Board of Advanced Studies and Research.-** The Board of Advanced Studies and Research shall:

- (a) advise an Authority on all matters connected with the promotion of advanced studies and research publication in the University;
- (b) consider and report to an Authority with regard to a research degree of the University;
- (c) propose regulations regarding the award of a research degree;
- (d) appoint supervisors for a postgraduate research student and to approve title and synopsis of a thesis or dissertation;
- (e) recommend panels of names of examiners for evaluation of a research examination; and
- (f) perform such other functions as may be prescribed by the statutes.

**35. Board of Studies.-** (1) There shall be a separate Board of Studies for each

subject or group of subjects as may be prescribed by the regulations.

- (2) The Board of Studies shall consist of:
  - (a) the Chairperson of the departments;
  - (b) all the teachers of the departments concerned; and
  - (c) three to five experts or teachers, other than the teachers of the University, to be appointed by the Syndicate according to the need of the Board of Studies.

(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 meeting of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

(5) The Chairperson of the concerned department shall be the Chairperson and Convener of the Board of Studies.

(6) The Chairperson of the department concerned shall be the Chairperson and Convener of the Board of Studies, and where in respect of a subject there is no department, the Chairperson shall be appointed by the Syndicate.

**36. Functions of Boards of Studies.-** The Board of Studies shall perform the following functions:

- (a) advising the Authorities on all academic matters connected with instructions, publication, research and examinations in the subject or subjects concerned;
- (b) proposing curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned;
- (c) suggesting a panel of names of paper setters and examiners in the subject or subjects concerned; and
- (d) Undertaking such other functions as may be prescribed by the regulations.

**37. Selection Board.-** (1) The Selection Board shall consist of:

- (a) Vice-Chancellor (Chairperson);
- (b) a representative of the Secretary of the Administrative Department not below the rank of a Deputy Secretary;
- (c) Dean of the faculty concerned;
- (d) Principal or Director of the concerned college or institute;
- (e) Chairperson concerned;
- (f) two experts, including at least one woman, to be nominated by the Syndicate; and
- (g) Registrar (Secretary).

(2) The members, other than ex-officio members, shall hold office for three years.

(3) Five members, including at least one expert, shall constitute the quorum for a meeting of the Selection Board.

(4) No member who is a candidate or whose family member is a candidate for a post to which appointment is to be made shall take part in the proceedings of the Selection Board for selection of a candidate on such post.

(5) In selection of candidates for the post of Professor or Associate Professor, the Selection Board shall co-opt or consult three experts in the subject and in selecting candidates for any other teaching post, two experts in the subject, to be nominated by the Vice Chancellor from a standing list of experts for each subject approved by the Syndicate.

(6) The Syndicate may approve or revise the standing list of experts of a subject on recommendations of the Selection Board.

**38. Functions of the Selection Board.** - (1) The Selection Board shall:

- (a) consider the applications and recommend to the Syndicate the names of suitable candidates for appointment to teaching and other posts, and recommend suitable salary for the selected candidate; and
- (b) consider all cases of promotion of officers of the University and recommend the names of suitable candidates for such promotion to the Syndicate.

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

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

- (a) Vice-Chancellor (Chairperson);
- (b) all the Deans;
- (c) All Principals or Directors of constituent colleges or institutes;
- (d) one member of the Syndicate to be nominated by the Syndicate;
- (e) one member of the Academic Council to be nominated by the Academic Council;
- (f) one representative each from the Administrative Department and Finance Department of the Government not below the rank of a Deputy Secretary;
- (g) One nominee of Commission not below the rank of Deputy Director; and
- (h) Treasurer (Secretary).

(2) The term of office of the nominated members shall be three years.

(3) Six members of the Finance and Planning Committee shall constitute the quorum for a meeting of the Finance and Planning Committee.

(4) The representation of Finance Department and Administrative Department shall be mandatory for holding the meeting of Finance and Planning Committee.

**40. Functions of the Finance and Planning Committee.-** The Finance and Planning Committee shall:

- (a) prepare the annual statement of accounts and propose annual budget estimates and make recommendations to the Syndicate for approval;
- (b) review periodically the financial position of the University;
- (c) advise the Syndicate on all matters relating to fee structure, finance, investments and accounts of the University; and
- (d) perform such other functions as may be prescribed by the statutes.

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

- (a) the Chairperson to be nominated by the Vice Chancellor;
- (b) two Professors to be nominated by the Academic Council;
- (c) two Professors to be nominated by the Syndicate; and
- (d) the teacher or officer-in-charge of students' affairs, by whatever name called (Member/Secretary).

(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 Discipline Committee shall be four members.

**42. Functions of the Discipline Committee.-** The functions of the Discipline Committee shall be to:

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

**43. Appointment of Committees by certain Authorities.-** (1) The Syndicate, the Academic Council and other Authorities may, from time to time, appoint such standing, special or advisory committees, as they may deem fit, and may place on such committee persons who are not members of the Authorities appointing the Committees.

(2) The constitution, functions and powers of the Authorities for which no specific provision has been made in this Act shall be such as may be prescribed by the statutes or regulations.

## **CHAPTER V**

### **STATUTES, REGULATIONS AND RULES**

**44. Statutes.-** (1) Subject to the provisions of this Act, the statutes may be made to regulate or prescribe all or any of the following matters:

- (a) scales of pay, method of recruitment and other terms and conditions of service of officers, teachers and other employees of the University and the constitution of their pension, insurance, gratuity, provident fund and benevolent fund;
- (b) conduct and discipline of the officers, teachers and other employees of the University;
- (c) constitution, powers and duties of the Authorities and conduct of elections to such Authorities and related matters;
- (d) establishment of institutes, colleges, constituent colleges faculties, departments and academic divisions;
- (e) powers and duties of officers, teachers and employees of the University;
- (f) conditions for appointment of Professors Emeritus;
- (g) conditions on which the University may enter into arrangements with public bodies or other organizations for purposes of research and advisory services;
- (h) award of honorary degrees;
- (i) maintenance of register of students and registered graduates; and
- (j) all other matters which by this Act, are to be or may be prescribed by the statutes.

(2) The Syndicate shall have powers to approve all kind of statutes except concerning any of the matters mentioned in clauses (a) and (b) of subsection (1) of this section, which shall be forwarded to the Chancellor by the Syndicate, and shall not be effective until approved by the Chancellor:

Provided that:

- (a) the statutes affecting the constitution or powers of any Authority of the University shall not be proposed or approved until such Authority has been given an opportunity of opinion in writing upon the proposal; and
- (b) the Syndicate shall only have the power to propose any statutes concerning efficiency and discipline of the officers, teachers and other employees of the University and such statutes may be approved by the Chancellor.

**45. Regulations.-** (1) Subject to the provisions of this Act and the statutes, the regulations may be made for any of the following matters:

- (a) courses of study for degrees, diplomas and certificates of the University;
- (b) manner in which the recognized teaching is conducted in the University, colleges, constituent colleges and institutes;
- (c) admission of students to the University and conditions under which they are admitted or allowed to take courses and examinations of the University and become eligible for the award of degrees, diplomas and certificates;
- (d) conduct of examinations;
- (e) fees and other charges to be paid by the students for admission to the courses of study and the examinations of the University;
- (f) conduct and discipline of students of the University;
- (g) conditions of residence of the students of the University including the levying of fees for residence in halls of residence and hostels;
- (h) approval and licensing of hostels and lodgings;
- (i) conditions under which a person should conduct research to entitle him to a degree;
- (j) institution of fellowships, scholarships, exhibitions, medals and prizes;
- (k) institution of stipends and free and half-free studentship;
- (l) academic costumes;
- (m) use of the library;
- (n) general scheme of studies including the duration of courses, the system of examinations and the number of subjects and papers for examinations;
- (o) formation of Teaching Departments and Board of Studies; and
- (p) all other matters which by this Act and the Statutes, are to be or may be prescribed by the regulations.

(2) The Academic Council and, in financial matters, the Finance and Planning Committee shall prepare and submit the regulations to the Syndicate which may approve them with or without modifications or refer them back to the Academic Council or Finance and Planning Committee for reconsideration or reject them.

**46. Rules.-** (1) An Authority or a body of the University may make rules consistent with this Act, the statutes and regulations to regulate the conduct of its business:

Provided that the Syndicate may direct the amendment or the annulment of any rules made under this Act by another Authority or body:

Provided further that, if such other Authority or body is dissatisfied with such direction, it may appeal to the Chancellor whose decision in the matter shall be final.

(2) The Syndicate may make rules to regulate any matter relating of the



affairs of the University which, by this Act, has not been specifically provided in the statutes or regulations.

## **CHAPTER VI UNIVERSITY FUND**

**47. University Fund.-** (1) There shall be a Fund of the University to be known as the University Fund to which shall be credited all sums received by the University.

(2) The University may accept donations in the shape of moneys, land, vehicles, equipment or any other items that may facilitate the functioning of the University and all such donations shall be used, maintained and disposed of by the University in the prescribed manner.

**48. Recovery of University dues.-** The University or any person generally or specially authorized by it may apply to the District Collector concerned for recovery of any sum due to the University under any bond, and the District Collector shall thereupon proceed to recover the sum due as arrears of land revenue.

**49. Audit and Accounts.-** (1) The accounts of the University shall be maintained in such form and in such manner as may be prescribed.

(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, regulations and the rules by the Auditor appointed by the Government.

(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:

Provided that the Government shall have the power to carry out financial and performance audit of all activities carried out by the University for which the Government shall notify the procedure for such audit.

(5) The observations of the Government Auditor together with such annotations, as the Treasurer may make, shall be presented to the Syndicate for appropriate decision.

## **CHAPTER VII MISCELLANEOUS**

**50. Appeal to and review by the Syndicate.-** (1) Where an order is passed punishing any officer other than the Vice Chancellor, teacher or any other employee of the University or altering or interpreting to the disadvantage of his prescribed terms or conditions of service, he shall, where the order is passed by the Vice Chancellor or any other officer or teacher of the University, have the right to appeal

to the Syndicate against the order and where the order is made by the Syndicate, have the right to apply to the Chancellor for review of that order.

(2) The application for review under subsection (1) shall be submitted to the Vice Chancellor and he shall present it to the Chancellor with his views:

Provided that no order under this section shall be passed unless an opportunity of being heard is afforded to the person to be affected thereby.

**51. Pension, insurance, gratuity, provident fund and benevolent fund.-** (1) The University shall constitute for the benefit of its officers, teachers and other employees in such manner and subject to such conditions as may be prescribed, such pension, insurance, gratuity, provident fund and benevolent fund schemes as it may deem fit.

(2) Where any provident fund has been constituted under this Act, the provisions of the Provident Fund Act, 1925 (XIX of 1925) shall apply to such fund as if it were the Government Provident Fund.

**52. Tripartite mobility.-** (1) An employee of the University, on recommendations of the Syndicate, may be directed to serve in any post in any other University or under the Government or in a public educational or research institution.

(2) The Chief Minister may, in consultation with the Syndicate, place the services of an employee of the Government or any other University or of public educational or research institution at the disposal of the University in public interest.

(3) The terms and conditions offered to a person appointed under this section shall not be less favourable than those enjoyed by him immediately before his services are placed at the disposal of the University, the Government, public educational or research or any other institution.

(4) The Administrative Department, in public interest, may utilize services of any University employee on a temporary basis in the Administrative Department.

(5) The employee availing himself of mobility shall not be absorbed and shall not serve for more than five years in total during his entire service in the recipient University, institution or Department.

**53. Commencement of term and termination of membership of Authorities.-**

(1) When a member of a newly constituted Authority is elected, appointed or nominated, his term of office as fixed under this Act shall commence from the date of notification.

(2) Where a member who has accepted any other assignment which necessitates his absence from the University for a period of six months or more, or absents himself from two consecutive meetings without the leave of such Authority, he shall be deemed to have resigned and vacated his seat.

**54. Filling of casual vacancies in Authorities.-** (1) Any casual vacancy among the elected, appointed or nominated members of any Authority shall be filled, as soon as may be, by the person or the body who elected, appointed or nominated the member whose place has become vacant and the person elected, appointed or

nominated to the vacancy shall be a member of such Authority for the residue of the term for which the person whose place he fills would have been a member.

(2) Whenever there occurs a vacancy or flaw in the constitution of an Authority as constituted by this Act, statutes, or regulations on account of abolition or bifurcation of a specified office under the Government, or because an organization, institution, or the other body outside the University has been dissolved or has ceased to function, or because of some other similar reason, it shall be filled as the Chancellor may direct.

**55. Disputes about membership of Authorities.-** If a question arises whether any person is entitled to be a member of any Authority, the matter shall be referred to a committee consisting of the Vice Chancellor, Secretary of the Administrative Department and the Dean or Deans who are members of the Syndicate, and the decision of the committee shall be final and binding.

**56. Proceedings of Authorities not invalidated by vacancies.-** No act, proceeding, resolution or decision of any Authority shall be invalid by reason of any vacancy on the Authority doing, passing, or making it or by reason of any want of qualification or invalidity in the election, appointment, or nomination of any *de facto* member of the Authority, whether present or absent.

**57. Bar on membership.-** (1) No Vice Chancellor of any public sector university shall be a member of more than one Syndicate and the Selection Board at a time.

(2) No person other than ex-officio members shall be a member of more than two Authorities of the University at a time.

**58. First Statutes.-** Notwithstanding anything to the contrary contained in this Act, the statutes set out in the Schedule shall be deemed to have been the statutes made under section 46 and shall continue to remain in force until amended or repealed in accordance with the provisions of this Act.

**59. Amendment and repeal of statutes and regulations.-** The procedure for adding to, amending or repealing the statutes and regulations shall be same as provided respectively for making the statutes and regulations under this Act.

**60. Removal of difficulties.-** If any difficulty arises in giving effect to any of the provisions of this Act, the Government may give such directions, not inconsistent with this Act, as it may consider necessary for the removal of such difficulty

**61. Indemnity.-** No suit or legal proceedings shall lie against the Government, the University or any Authority, officer or employee of the Government or the University or any person in respect of all acts done, orders passed, or proceedings taken in good faith under this Act.

**SCHEDULE**  
**SERVICE STATUTES**

**CHAPTER-I**  
**PRELIMINARY**

**1. Short title and commencement.** - (1) These Statutes may be cited as the Maryam Nawaz University of Lodhran Employees (Appointment, Terms and Conditions of Service) Statutes 2022.

(2) These shall come into force at once.

**2. Definitions-** (1) In the Statutes:

- (a) “Act” means the Maryam Nawaz University of Lodhran Act 2022;
- (b) “appointing authority” means an authority as reflected in column 3 of the Schedule-I;
- (c) “Class-A post” means a post in BS-17 and above;
- (d) “class-B post” means a post in BS-16 and below;
- (e) “competent authority” means the appointing authority of a post;
- (f) “duty” means the duty prescribed by the Syndicate under the Act;
- (g) “employee” means a person who is a member of service or holds a post in connection with the affairs of the University excluding those:
  - (i) on deputation in the University;
  - (ii) engaged on a work-charged basis;
  - (iii) engaged on part part-time basis;
  - (iv) engaged on an assignment basis; or
  - (v) paid out of any fund or contingences;
- (h) “leave” means the leave as given in Chapter-IV of the Statutes;
- (i) “pay and allowances” means the pay and allowances as given in Chapter-III of the Statutes;
- (j) “permanent post” means a post sanctioned without any limit of time;
- (k) “post” means a post as reflected in column 2 of the Schedule-I;
- (l) “scale of pay” means the scale as reflected in column 2 of the Schedule-I;
- (m) “Schedule-I & II” means the Schedules appended to the Statutes;
- (n) “scrutiny committee” means a scrutiny committee constituted under the Act;

- (o) "Selection Board" means the Selection Board constituted under section 39 of the Act;
- (p) "selection committee" means a committee constituted under the Act;
- (q) "service" means the service of the University;
- (r) "Statutes" means the University of Lodhran Employees (Appointment, Terms and Conditions of Service) Statutes 2022;
- (s) "temporary post" means a post other than a permanent post; and
- (t) "tenure post" means a post for a specific period.

(2) A word or expression used but not defined in the Statutes shall have the same meaning as assigned to it in the Act.

## **CHAPTER-II**

### **APPOINTMENTS AND TERMS AND CONDITIONS OF SERVICE**

**3. Nomenclature, terms and conditions of a post.-** The nomenclature of a post, appointing authority, its scale of pay, minimum qualification and experience, method of recruitment, minimum and maximum age limit and mode of appointment shall be such as given in the Schedule-I.

**4. Appointment against a post.-** (1) An appointment against class-A post other than the Registrar, Treasurer, Controller of Examinations and Resident Auditor shall be made on the recommendations of the Selection Board.

(2) An appointment, against class-B post, shall be made on the recommendations of the Selection Committee.

(3) For appointment of Registrar, Treasurer or Controller of Examinations, the Syndicate may, through a committee constituted under the Act, conduct the process for its recommendations to the Government.

**5. Procedure of appointment against a post.-** (1) For an appointment, other than by promotion, the Registrar shall, after approval of the competent authority, advertise the post in at least two national dailies, one in English and one in Urdu, having wide circulation and on the website of the University.

(2) The advertisement shall contain number of vacancies, nomenclature of a post, its scale of pay, minimum and maximum age, minimum qualification and experience, mode of appointment and closing date for receipt of applications, which shall not be less than fifteen days from the date of its publication.

(3) The Registrar shall prepare a list containing names and father or husband names of applicants for each post and upload on the official website of the University within five working days from the closing date.

(4) The Registrar shall, after receipt of applications, prepare a list of the applicants on the basis of qualification and experience, as early as possible, but not later than thirty working days from the closing date.

(5) The list, prepared under sub-statute (4) along with the applications and its enclosures, shall be forwarded to the scrutiny committee, as early as possible, for preparing eligibility list of the applicants as per the Recruitment Policy appended as Schedule-II.

(6) The scrutiny committee shall, through Registrar, send the list of the eligible applicants, along with the applications and its enclosures, to the Selection Board or the selection committee, as the case may be.

**6. Procedure of appointment by promotion against class-A post.-** (1) For appointment by promotion against a class-A post, the Registrar shall prepare, maintain and circulate annually the seniority list of regular employees along with their character roles containing annual performance evaluation reports and synopsis, stating the number of punishments awarded and pending inquiry or inquiries against them, if any, and place the matter before the Selection Board for consideration and recommendations.

(2) A confirmed employee having qualification and service prescribed for promotion shall be eligible for competing for promotion to next higher post.

(3) An employee shall not claim promotion including proforma promotion as a matter of right.

**7. Procedure of appointment by promotion against class-B post.-** (1) For appointment by promotion against a class-B post, the Registrar shall prepare, maintain and circulate annually a list of regular employees and place it before the selection committee for its consideration and recommendation of a suitable employee to the competent authority for appointment to the higher post.

(2) A confirmed employee having qualification and service prescribed for promotion shall be eligible for competing for promotion to next higher post.

(3) An employee shall not claim promotion including proforma promotion as a matter of right.

**8. Medical fitness certificate.-** (1) An appointment, by initial recruitment, shall be made subject to production of a medical fitness certificate of the appointee from the Government hospital except those whose medical fitness was certified on their first appointment.

(2) The Competent Authority may, subject to recording reasons in writing, direct an employee for producing fresh medical fitness certificate.

**9. Verification of educational certificates and degrees.-** (1) An appointment by initial recruitment shall be subject to the verification of educational certificates and degrees of the candidate.

(2) If, at any stage after appointment, it is discovered that an appointee obtained appointment on the basis of false or forged document or through deceit by any means, the appointment shall be considered void *ab-initio* and the appointee shall be liable to refund all amounts received in consequence of appointment in addition to such other actions as may be taken against under the law.

**10. Record of date of birth.-** (1) The date of birth as mentioned in the Secondary School Certificate or, in absence of such certificate, as mentioned in valid Computerized National Identity Card, shall be duly recorded in the service book at the time of joining for calculating the age of the employee.

(2) The date of birth, once recorded at the time of joining, shall be final and thereafter no alteration in the date of birth of the employee shall be permissible.

**11. Deputation.-** (1) The appointing authority may, subject to the provisions of the Act, borrow an employee of corresponding scale of pay in the University from Federal or Provincial Governments or their autonomous bodies, for a period not exceeding three years, in accordance with the Deputation Policy of the Government.

(2) The appointing authority may, subject to the provisions of the Act, lend an employee of the University to Federal or Provincial Governments or their autonomous bodies for a period not exceeding three years, in accordance with the Deputation Policy of the Government.

**12. Appointment on a tenure track system.-** The Syndicate shall make appointments on tenure track system on the recommendation of the Selection Board in consonance with the Model Tenure Track Process Statutes issued by the Higher Education Commission.

**13. Appointment of a widow, widower, child or spouse.-** In case, during service, an employee dies or is declared invalidated or incapacitated for further service; the widow, widower, child or spouse of such deceased or invalidated or incapacitated employee, as the case may be, who is otherwise eligible for the post, shall be appointed to a post in (BS-01) to (BS-11) without observance of formalities prescribed for the post.

**14. Probation and confirmation.-** (1) A person, appointed to a permanent post by initial recruitment, shall remain on probation initially for a period of two years and for a period of one year, if appointed otherwise.

(2) The competent authority may extend the period of probation for a further period not exceeding two years in all.

(3) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

(4) If no order of termination is passed before the expiry of the maximum period of probation, the employee shall stand confirmed.

(5) A probationer who is confirmed on completion of initial or extended period of probation, the confirmation shall be with effect from the date of joining of the post.

**15. Performance evaluation report.-** (1) The minimum period for assessment of a work and conduct of an employee, for the purpose of performance evaluation report, shall be ninety days in a calendar year. If an employee served for a period of more than ninety days, under more than one reporting officers, the performance evaluation report shall be drawn up by all the reporting officers.

(2) The performance evaluation report of an employee shall be initiated by the officer in-charge or the head of the department or the faculty concerned, as the case may be, and shall be countersigned by the next higher administrative authority till thirty-first January of the succeeding year.

(3) The next higher administrative authority shall countersign the performance evaluation report within fifteen days from its receipt.

(4) The adverse remarks recorded in the performance evaluation report by the initiating officer and agreed or solely recorded by the counter signing authority shall be underlined in red ink and communicated to the employee till fifteenth February of the succeeding year.

(5) A representation, if any, against the adverse remarks, shall be made to the Vice Chancellor within fifteen days of the communication of such remarks.

(6) If the adverse remarks, in the performance evaluation report, are countersigned and agreed by the Vice Chancellor, the representation shall lie to the Syndicate and decision of the Syndicate shall be final.

**16. Post-dating of a promotion to a higher post.-** An employee, on promotion, may post-date his promotion up to a date when it shall be to his benefit but the employee shall exercise this option within six months from the date of the order of promotion and the option once exercised shall be final.

**17. Seniority.-** (1) The *inter-se* seniority of the employees shall be determined as under:

- (a) an employee who has been assigned a higher merit by the competent authority at the time of initial recruitment shall rank senior to the employee placed in a lower merit in the same batch of selectees for the same group of posts;
- (b) if the merit of two or more employees in the list of selectees is the same, the elder employee shall be senior to the younger; and
- (c) seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post but the employees promoted to higher post in the batch shall, on their promotion to higher posts, retain their *inter-se* seniority as in the lower posts.

(2) In case of extraordinary leave without pay beyond five years, the name of the employee to whom such leave is granted shall be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period and the name of such employee shall be brought back on the seniority list only after duty is resumed on return and seniority of such employee shall be determined after deducting the period of extraordinary leave beyond five years.

(3) The Registrar shall prepare, maintain and circulate annually, cadre and scale wise seniority lists of the regular employees and shall furnish a copy to the Administrative Department.



**18. Resignation from service.-** An employee may resign from the post, subject to serving a notice to the competent authority, for the period as laid down in the appointment letter or deposit a basic pay for that period in lieu thereof. If no such period has been mentioned in the appointment letter, the employee shall give one month's notice or deposit one month's pay in lieu thereof.

**19. Termination of an employee, appointed temporarily, other than penalty.-** If the services of an employee, appointed temporarily, are no longer required, for the reasons other than penalty under the Act or statutes made thereunder on the subject, the competent authority may dispense with his services by giving him one month's notice or one month's pay in lieu thereof.

**20. Retirement.-** (1) An employee holding a permanent post shall retire on attaining sixty years' age.

(2) An employee, other than those who are bound under a surety bond or agreement with the University, may retire from service on any such date after completion of twenty five years of regular service counted from the date of joining the service by exercising the option and obtaining the approval of the competent authority.

(3) An employee, on retirement, shall be entitled to such pension, gratuity and other benefits as per rules and policies of the Government.

**21. Retention of lien.-** A confirmed employee shall acquire lien against the post held by him when he is relieved as a consequence of his selection against some other post, cadre or service in the Federal Government or Provincial Governments or autonomous body or authority. He shall retain his lien in the University until he is confirmed in such other post, cadre or service or for a maximum period of three years whichever is earlier, and the said period of lien shall not be extended in any case.

**22. Age relaxation.-** Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government.

**23. Domicile.-** An appointment, other than under the tenure track system or faculty, shall be made from amongst the candidates domiciled in the Punjab.

**24. Officer of the University.-** An employee in BS-17 and above shall also be the officer of the University.

**25. Authorities of the University.-** The Selection Committee shall also be the Authority of the University.

### **CHAPTER-III PAY AND ALLOWANCES**

**26. Salary.-** (1) A class-A post employee shall be entitled to such salary as may be recommended by the Selection Board, under clause (a) of section 40 of the Act, and approved by the competent authority.

(2) A class-B post employee shall be entitled to such salary as admissible to the scale of pay against which he is appointed.

**27. Medical allowance.-** An employee shall be entitled to such medical allowance as admissible to the corresponding categories of the civil servants.

**28. Medical reimbursement.-** An employee shall be paid actual expenditure incurred during hospitalization in case of indoor treatment in the Government hospital or any other hospital approved by the Syndicate.

**29. Compensatory allowance.-** The Syndicate may grant such compensatory allowance to the employees or category of employees, as it may deem fit.

**30. House rent allowance.-** The employee who is not provided accommodation by the University shall be paid house rent allowance as admissible to the corresponding categories of the civil servants.

**31. Traveling and daily allowances.-** (1) An employee on official duty shall be entitled to such traveling and daily allowances as admissible to the corresponding categories of the civil servants.

(2) Employees of other institutions or universities attending the meetings of the University or appointed as examiners or deputed to conduct the examinations or other assignments of the University shall be paid such traveling allowance and daily allowance as admissible to the corresponding categories of the civil servants.

**32. Honoraria.-** The Syndicate may, on the recommendations of the Vice Chancellor, grant honoraria in a year up to one month's basic pay to an employee or a class of employees for rendering exceptional duty to the University.

**33. Increments.-** An annual increment in the pay shall ordinarily be drawn as a matter of course on first December of each year, if an employee has completed six months of service in that scale of pay on thirtieth November of that year.

**34. Other allowances.-** (1) Deputation allowance, conveyance allowance, qualification allowance, additional charge allowance and computer allowance shall be paid to such employees as are entitled to them in accordance with the corresponding categories of the civil servants.

(2) Syndicate may grant senior post allowance, entertainment allowance, special allowance, integrated allowance, dearness allowance, special relief allowance and *ad hoc* relief allowance or any other allowances as it may deem fit.

(3) Registrar, Treasurer, Controller of Examinations and Resident Auditor shall be entitled to such perks and privileges as entitled to government servants in the corresponding scale of pay.

**35. Pension on last drawn pay.-** An employee, on retirement, shall be entitled to such pension, as per policy of the Government, on the basis of last pay drawn.

#### **CHAPTER-IV LEAVE AND LEAVE ENCASHMENT**

**36. Leave.-** (1) An employee shall not claim leave as a matter of right.

(2) The authority competent to grant leave shall be competent to refuse, revoke or modify the leave already granted.

(3) Leave shall be earned on the basis of service rendered by an employee except for the period during which he remains on leave.

(4) Leave shall be applied in terms of days.

**37. Casual leave.-** The reporting officer may grant casual leave on special grounds and to a maximum of ten days at a time and to a maximum of twenty five days in a year.

**38. Leave on half pay.-** (1) The competent authority may grant leave on half pay for more than one hundred and twenty days as long as it is available by conversion into the leave account.

(2) The Vice Chancellor may grant up to one hundred and twenty days leave on half pay as long as it is available by conversion into the leave account.

**39. Extraordinary leave.-** (1) The competent authority may grant extraordinary leave without pay up to a maximum period of five years at a time to an employee who is in continuous service for a period of not less than ten years:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

(2) The competent authority may grant extraordinary leave without pay for a maximum period of two years to an employee who has not completed ten years of continuous service.

(3) The Vice Chancellor may grant up to one hundred and twenty days extraordinary leave to any employee.

**40. Study leave.-** (1) A regular employee, with not less than three years services in the University desiring to pursue for higher education abroad or within the country may be granted leave on full pay not exceeding four years by the competent authority.

(2) The study leave shall initially be granted for one year and may be extended on the satisfactory report of the research supervisor or Registrar of the degree awarding institute concerned, about the performance, after every year.

(3) In case unsatisfactory report is received from research supervisor or Registrar of the degree awarding institute concerned, the study leave shall be cancelled by the competent authority.

(4) The study leave shall not be granted to more than twenty-five percent employees in the department at a time.

(5) The study leave shall not be granted unless the employee submits surety or bank guarantee to the satisfaction of the competent authority.

**41. Earned leave in case of non-vocational employee.-** (1) A non-vocational employee shall earn leave on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as leave on full pay.

(2) If an employee remained on duty for more than fifteen days in a calendar month, he shall be entitled to earn leave for full calendar month but if

remained on duty for fifteen days or less, he shall not earn any earned leave for that month.

(3) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

(4) There shall be no maximum limit on the accumulation of such leave.

**42. Earned leave in case of vocational employee.-** A vocational employee may earn leave on full pay if:

- (a) he avails full vocation in a calendar year at the rate of one day for every calendar month of duty rendered;
- (b) during any year, he is prevented from availing the full vocation then he shall be treated at par with non-teaching employees of the University for that year; and
- (c) he avails himself of only a part of the vocation as in sub-clause (a), then combination of earned leaves according to the proportion of vocations and on duty period for the entire year.

**43. Leave on full pay.-** (1) The maximum period of leave on full pay that may be granted at one time shall be as follows:

- (a) without medical certificate; 120 days
- (b) with medical certificate; 180 days
- (c) on medical certificate from leave 365 days  
account, once in entire service.

(2) The competent authority may grant leave on full pay for more than one hundred and twenty days.

(3) The Vice Chancellor may grant up to one hundred and twenty days leave on full pay.

**44. Iddat leave.-** (1) The Vice Chancellor shall grant *Iddat* leave on full pay for a period not exceeding one hundred and thirty days to a female employee on the death of her husband and such leave shall not be debited to her leave account.

(2) The *Iddat* leave shall commence from the date of the death of husband, and the female employee shall furnish death certificate issued by the department concerned to the Vice Chancellor, subsequently.

**45. Maternity leave.-** (1) The Vice Chancellor shall, on the application of a female employee, grant her maternity leave on full pay, outside the leave account, to the extent of ninety days in all.

(2) The maternity leave shall not be granted more than three times in the entire service of a female employee.

(3) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extraordinary leave as may be due and admissible to a female employee.

**46. Paternity leave.-** (1) The Vice Chancellor shall, on the application of a male employee, grant him paternity leave on full pay, outside the leave account, for a maximum period of seven days on or immediately before the birth of his child.

(2) The paternity leave shall not be granted more than two times in the entire service of a male employee.

**47. Leave ex-Pakistan.-** The competent authority may grant leave ex-Pakistan on full pay, half pay or without pay, to an employee in accordance with statutes 37 to 43 of the statutes.

**48. Leave preparatory to retirement.-** (1) The Vice Chancellor may grant leave preparatory to retirement, for a maximum period of three hundred and sixty five days, subject to availability of leave balance in employee account.

(2) An employee may, at his discretion, take leave preparatory to retirement, subject to availability, either on full pay or partly on full pay and partly on half pay or entirely on half pay.

(3) An employee may opt for encashment of leave in lieu of leave preparatory to retirement as admissible to the corresponding categories of civil servant.

(4) An employee on leave preparatory to retirement shall not resume duty without permission of the competent authority.

**49. Encashment of leave in case of in-service death.-** In case an employee dies or is invalidated or incapacitated while in-service, lump sum payment equal to full pay up to three hundred and sixty five days, out of the leave at his credit, shall be made besides the pension given to his family.

**50. Over stay after sanctioned leave.-** (1) Unless the leave of an employee is extended by the authority competent to grant such leave, an employee who remains absent after the expiry of his leave, shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) The leave debited under sub-statute (1), shall be adjusted against future earning of leave, if there is insufficient credit in the leave account.

**51. Combination of different types of leave.-** One type of leave may be combined with any other type of leave otherwise admissible to an employee.

**52. Leave to lapse when an employee leaves service.-** All leaves at the credit of an employee shall lapse when he leaves the service due to any cause.

**53. Quarantine leave.-** An employee may be granted quarantine leave outside his leave account to the extent recommended by the authorized medical officer and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

## **CHAPTER-V GENERAL CONDUCT**

**54. Conduct of employees.-** The employees shall not engage themselves directly or indirectly in tuition or any business or trade or occupation.

**55. Disciplinary proceedings.-** (1) The competent authority may, on its own or on a complaint in writing, initiate disciplinary proceedings, against an employee, under the Act.

(2) The procedure for holding disciplinary proceedings shall, subject to the provisions of the Act, be as provided in the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (XII of 2006).

(3) The Syndicate, under clause (t) of subsection (2) of section 29 of the Act, may suspend, punish and remove from service an employee whom it is empowered to appoint.

(4) The Vice Chancellor may suspend, punish and remove from service an employee whom he is empowered to appoint.

**56. Residuary matters.-** If no provision or sufficient provision exists in the Statutes with respect to any terms and conditions of the service of an employee, the rules or instructions or policy governing the service of a civil servant under the Punjab Civil Servants Act, 1974 (VIII of 1974) shall, as nearly as possible, apply to service of the employee.