

**QURTABA UNIVERSITY OF SCIENCE AND
INFORMATION TECHNOLOGY D.I. KHAN ORDINANCE, 2001.**

¹[KHYBER PAKHTUNKHWA] ORDINANCE NO. XXII OF 2001.

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SCHEDULE

**QURTABA UNIVERSITY OF SCIENCE AND
INFORMATION TECHNOLOGY D.I. KHAN ORDINANCE, 2001.**

²[KHYBER PAKHTUNKHWA] ORDINANCE NO. XXII OF 2001.

[30th August, 2001.]

**AN
ORDINANCE**

*to provide for the establishment of the Qurtaba University of Science
and Information Technology , Dera Ismail Khan.*

WHEREAS it is expedient to provide for the establishment of the Qurtaba University of Science and Information Technology, Dera Ismail Khan, in the Private Sector, and for matters ancillary thereto;

AND WHEREAS the Governor of the ³[Khyber Pakhtunkhwa] is satisfied that circumstances exist which render it necessary to take immediate action;

NOW, THEREFORE, in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, as amended upto date, and the Provisional Constitution Order No.1 of 1999, read with Article 4 of the Provisional Constitution (Amendment) Order No. 9 of 1999, and in exercise of all powers enabling him in that behalf, the Governor of the ⁴[Khyber Pakhtunkhwa] is pleased to make and promulgate the following Ordinance:

**CHAPTER –I
PRELIMINARY**

1. Short title and commencement.---(1)This Ordinance may be called the Qurtaba University of Science and Information Technology Ordinance , 2001.

(2) It shall come into force at once.

2. Definitions.---In this Ordinance, unless there is anything repugnant in the subject or context-

- (a) “Academic Council” means the Academic Council of the University;
- (b) “Authority” means any of the Authorities of the University under this Ordinance;
- (c) “Board of Governors” means the Board of Governors of the University;
- (d) “Board of Trustees” means the Board of Trustees of Qurtuba Foundation;

²Substituted vide Khyber Pakhtunkhwa Act No. IV of 2011

³Substituted vide Khyber Pakhtunkhwa Act No. IV of 2011

⁴Substituted vide Khyber Pakhtunkhwa Act No. IV of 2011

- (e) “Chairman, Qurtuba Foundation”, means Chairman, Qurtuba Foundation, Dera Ismail Khan;
- (f) “Chairman” means the Chairman of the Board of Governors;
- (g) “Constituent Campus” means a University Campus maintained and administered by the University;
- (h) “Dean” means Dean of the Faculty of the University;
- (i) “Faculty” means a Faculty of the University;
- (j) “Government” means the Government of the ⁵[Khyber Pakhtunkhwa];
- (k) “Head” means Head of a Teaching Department of the University;
- (l) “Patron” means Patron of the University;
- (m) “President” means President of the University;
- (n) “Pro Vice-Chancellor” means the Pro Vice-Chancellor of the University;
- (o) “Qurtuba Foundation” means Qurtuba Foundation, Dera Ismail Khan;
- (p) “Registrar” means the Registrar of the University;
- (q) “Regulations”, Rules” and “Statutes”, mean the Regulations, the Rules and the Statues respectively made or deemed to have been made under this Ordinance;
- (r) “Teaching Department” means Teaching Department established and maintained by the University;
- (s) “UGC” means the University Grants Commission, Islamabad;
- (t) “University” means The Qurtuba University of Science and Information Technology at Dera Ismail Khan, established under this Ordinance;
- (u) “University Teacher” means Honorary Professor, Professor, Visiting Professor, Associate Professor, Assistant Professor and Lecturer engaged by the University for teaching and research and such other persons as may be necessary to be designated and appointed for teaching and research;

⁵Substituted vide Khyber Pakhtunkhwa Act No. IV of 2011

- (v) “Vice Chairman Qurtuba Foundation” means the Vice Chairman of Qurtuba Foundation, Dera Ismail Khan; and
- (w) “Vice-Chancellor” means the Vice-Chancellor of the University.

CHAPTER -II ESTABLISHMENT AND INCORPORATION OF THE UNIVERSITY

3. Establishment and incorporation of the University.---(1) There shall be established, at Dera Ismail Khan, a University to be called ‘Qurtuba University of Science and Information Technology’. It shall consist of-

- (i) the members of such Authorities, Councils, Committees and other bodies as may be established by the University;
- (ii) the teachers and students of the University and its constituent units;
- (iii) the President, the Vice-Chancellor, the Pro Vice Chancellor, the Deans, the Heads of Teaching Departments, the Registrar, the officers and other members of the Board of Governors and other bodies; and
- (iv) such other officers and members of the staff as may, from time to time, be specified by the respective Authorities.

(2) The University shall be a body corporate by the name of ‘Qurtuba University of Science and Information Technology’, Dera Ismail Khan, having perpetual succession and a common seal, with power, among others, to acquire, hold and dispose of any property or investments and shall by the said name sue and be sued.

4. Powers and functions of the University.---The University shall have the powers-

- (a) to provide for instruction and training in such branches of learning as it may deem fit, and to make provision for research, demonstrations and other services, and for the advancement and dissemination of knowledge;
- (b) to admit and examine students;
- (c) to hold examinations and confer or award degrees, diplomas, certificates and other academic distinctions on and to persons who have passed its examinations under prescribed conditions;
- (d) to confer degrees on persons who have carried out independent research under prescribed conditions;
- (e) to select, establish and promote Faculties;

- (f) to confer honorary degrees;
- (g) to prescribe courses of studies in such branches of learning as the University may determine;
- (h) to pursue research;
- (i) to establish and support other facilities for education, training and research;
- (j) to affiliate itself or be associated with other institutions and establish Faculties in Pakistan or abroad for better discharge of its functions and responsibilities;
- (k) to establish constituent campus(es) at Peshawar, Islamabad and in other parts of Pakistan, or abroad;
- (l) to accept the examination passed and the period of study spent by the student of the University at other Universities as equivalent to such examination and period of study in the University, as it may determine, with the permission of relevant bodies, and to withdraw such acceptance;
- (m) to institute Honorary Professorships, Professorships, Visiting Professorship, Associate Professorships, Assistant Professorships, Lecturerships, etc, as well as administrative and other posts, and to appoint persons thereto;
- (n) to supervise the residence and control the discipline of the students;
- (o) to enter into agreements, contracts, and arrangements with Universities, organizations, institutions, bodies and individuals to make provision for research and advisory services, and for the purpose of carrying out its functions and activities;
- (p) to decide teaching methods and strategies in order to ensure most effective educational and training programmes;
- (q) to affiliate/disaffiliate educational institutions in accordance with the procedure approved by the Board of Governors and subject to prior approval of the Government; and
- (r) to do all such acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objectives of the University as a place of learning and research.

5. University open to all classes, creeds etc.---The University shall be open to persons of either sex of whatever religion, race, creed, 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 the ground only of sex, religion, creed, race, class, colour or domicile.

6. Teaching and examinations in the University.---(1)The academic programmes of the University shall be conducted in the prescribed manner and may include lectures, tutorials, seminars, demonstrations as well as practical work in the laboratories/workshops and other methods of instruction. Research will be the main constituent of academic work.

(2) The courses and the curricula shall be such as may be prescribed.

(3) The University may associate external examiners for the conduct of examinations.

7. Authorities of the University.---The Authorities of the University shall consist of-

(a) the Board of Governors;

(b) the Academic Council;

(c) the Board of Faculty;

(d) the Board of Studies;

(e) the Board of Advanced Studies & Research;

(f) the Selection Board; and

(g) any other authority as may be constituted by the Board of Governors.

8. Officers of the University.---The following shall be the officers of the University-

(a) the President;

(b) the Vice-Chancellor;

(c) the Pro Vice-Chancellor(s);

(d) the Deans;

(e) the Heads of Teaching Departments;

(f) the Registrar; and

(g) such other persons as may be specified by Regulations to be the officers of the University.

9. Patron.---(1) The Governor of the ⁶[Khyber Pakhtunkhwa] shall be the Patron of the University.

(2) The Patron, when present, shall preside over the Convocation of the University and confer degrees. In his absence, the President of the University shall perform this function.

(3) Every proposal to confer an honorary degree shall be subject to confirmation by the Patron.

10. The president.---(1) The President shall be elected by the Board of Trustees, Qurtuba Foundation. Prof Abdul Aziz Khan Niazi, Chairman Qurtuba Foundation has been elected by the Board of Trustees as the life-time President of the University.

(2) The President shall be the Chairman of the Board of Governors, Qurtuba University of Science and Information Technology, Dera Ismail Khan, and Chief Administrative and Academic Officer of the University.

(3) The President shall appoint the Vice-Chancellor and the Pro Vice-Chancellor on such terms and conditions as he (the President) may determine. He will consult the Board of Governors while appointing these officers.

(4) The President shall have powers to appoint Heads of Departments/Professors or scholars of international standing and shall also have the authority to set aside such appointments at any time, in the interest of the University.

(5) If the President is satisfied that the proceedings of any Authority or orders of any officer are not in accordance with the provisions of this Ordinance, the Statutes, the Regulations or the Rules, he may, after calling upon such Authority and officer to show cause as to why such proceedings or orders should not be annulled, by order, in writing, annul such proceedings or orders.

(6) The President may remove any officer from his office, or person from the membership of any Authority, if such person-

- (a) has become of unsound mind;
- (b) has been incapacitated to function as member of such Authority;
- (c) has been found involved in any activity which is against the interest of the University; or
- (d) has been convicted by a court of law for an offence.

⁶Substituted vide Khyber Pakhtunkhwa Act No. IV of 2011

(7) The President shall have the powers to perform all such other acts and things, whether incidental to powers aforesaid or not, as may be requisite in order to further the objectives of the University as a place of education, learning and research.

(8) Should the President be incapacitated from acting as such due to absence or any other cause, he may nominate the Vice-Chairman, Qurtuba Foundation, the Vice-Chancellor, or any other member of Board of Trustees or Board of Governors, to act as President in his absence:

Provided that, in the event of the President's death or his mental or physical disability, the Board of Trustees of Qurtuba Foundation shall elect a new President.

(9) The President shall preside over the Convocation of the University in the absence of the Patron and confer degrees.

(10) The President shall approve the Statutes and Regulations proposed by the Board of Governors.

(11) The President may cause an inspection or inquiry to be made on his own motion, or on the request of Government, in respect of any matter connected with the affairs of the University and shall, from time to time, direct any person, or persons, to inquire into or carry out inspection of-

- (a) the University, its building, laboratories, libraries, and other facilities;
- (b) any institution, department or hostel maintained by the University;
- (c) the adequacy of financial and human resources;
- (d) the teaching, research, curriculum, examination; and
- (e) such other matters as may be specified by him.

(12) The President shall communicate to the respective Authorities, his views with regard to the result of visitation and shall, after ascertaining the views of the respective Authority, advise the Authority on the action to be taken by it.

(13) The respective Authority shall, within such time as may be specified by the President, communicate to him such action, if any as has been taken or may be proposed to be taken upon the results of visitation.

(14) Where the respective Authority does not, within the time specified, take action to the satisfaction of the President, the President may issue such directions as he deems fit and the respective Authority shall comply with all such directions.

11. Terms and conditions of appointment of Vice-Chancellor and his powers/duties.---

(1) The Vice-Chancellor, who shall be an eminent scholar of repute and an educationist of distinction, shall be appointed by the President for a term of four years, on such terms and conditions as the President may determine. The Vice-Chancellor shall hold office during the pleasure of the President.

(2) The Vice-Chancellor will be the principal academic and executive officer of the University and shall be responsible for the implementation of the decisions of the Board of Governors and for the execution of the programmes of the University in accordance with the guidelines and policies formulated by the President, the Board of Trustees, Qurtuba Foundation and the Board of Governors, Qurtuba University of Science and Information Technology.

(3) The Vice-Chancellor shall also exercise the following powers and functions-

- (a) submit plans of work and budget estimates of the University for the consideration of Board of Governors;
- (b) direct the activities connected with the execution of programmes for instruction, training, research and services to community, etc;
- (c) authorize expenditure provided for in the approved budget and to re-appropriate funds above rupees one hundred thousand, within the same major head of expenditure, subject to approval by the Board of Governors in the immediate next meeting;
- (d) sanction and re-appropriate an amount not exceeding one hundred thousand rupees for an unforeseen item not provided for in the budget, and report it to the Board of Governors in the immediate next meeting for approval;
- (e) appoint, with the approval of the Board of Governors, or the President, teachers, officers and members of the administrative staff of the University and such other persons as may be necessary in accordance with policies and procedures approved by the President, or the Board of Governors and while doing so shall ensure the presence of highest intellectual and moral qualities in the persons so appointed;
- (f) appoint non-administrative support staff, with the approval of the President, and on the recommendations of selection committees of concerned Departments/ sections;
- (g) appoint paper-setters and examiners for all examinations of the University from the panel approved by the relevant authorities;
- (h) direct, with the approval of the President, teachers and officers of the University to take up such assignments in connection with academic and

administrative and such other activities in the University as he may consider necessary for the purpose of the University;

- (i) submit to the Board of Governors, in accordance with the rules of procedure, reports on the activities of the University and the execution of the plans of work;
- (j) where necessary, will create and fill temporary posts for a period not exceeding six months, with the prior approval of the President; and
- (k) undertake any other work assigned by the President or the Board of Governors.

12. Pro Vice-Chancellor/ Registrar and other officers of the University.---The terms and conditions of appointment to the posts of Pro Vice-Chancellor, the Registrar and other officers of the University and their duties/responsibilities will be determined by the Board of Governors; provided that the President/ Chairman, Board of Governors may appoint suitable persons to the posts of Pro Vice-Chancellor and the Registrar himself, in view of the individual's qualifications, professional standing and experience, for appointment to the posts.

13. Criteria for selection of academic and administrative staff.---The academic and administrative staff of the University shall be selected with a view to achieving the stated objectives. The basic criteria for their selection shall be the highest standards of competence, integrity and efficiency.

14. Board of Governors of the University.---(1) The Board of Governors shall consist of the following-

- (a) the "President" who shall be the Chairman of the Board of Governors;
- (b) the Vice-Chancellor;
- (c) the Pro Vice-Chancellor;
- (d) five members of Board of Trustees of Qurtuba Foundation, to be nominated by the President;
- (e) chairman, University Grants Commission, Islamabad, or his nominee;
- (f) a serving or retired Judge of High Court to be nominated by the Chief Justice of the Peshawar High Court, Peshawar;
- (g) five nominees of the President who should be eminent educationists, scientists and administrators;
- (h) one scientist of international repute to be nominated by the Board of Governors;

- (i) one nominee of the Patron from amongst eminent educationists and scientists;
- (j) one Dean of the University to be nominated by the Vice-Chancellor;
- (k) one serving Vice-Chancellor/Rector of a public sector University, to be nominated by the Board of Governors;
- (l) the Registrar shall be the Secretary of Board of Governors. In his absence, the Vice-Chancellor may assign this function to any other officer of the University.

(2) Members of Board of Governors, other than 'ex-officio' members, shall hold office for a term of three years.

(3) No act or proceedings of the Board shall be invalid by reasons only of the existence of vacancy in or any defect in the constitution of the Board.

15. Powers and functions of the Board of Governors.---The Board of Governors shall exercise the powers and perform the functions as follows-

- (a) hold, control and administer the property, funds, and resources of the University and raise funds for the purpose of the University upon such security as may be required under Regulations;
- (b) undertake responsibility for the financial viability of the University including responsibility for ensuring effectiveness of its operations, their continuity and preservation of the autonomy of the University;
- (c) consider and pass the resolution of the annual report, plan of work, statement of accounts and the annual and revised budget estimates and to re- appropriate funds;
- (d) consider and approve annual budget of the University ;
- (e) formulate or approve the principles, policies and plans governing the activities and operations of the University so as to facilitate and raise the standard of research, teaching and other academic work;
- (f) enter into, vary, carry out and cancel contracts on behalf of the University;
- (g) receive and manage any property transferred and grants, gifts, donations, endowments and other contributions made to the University;

- (h) administer any fund placed at the disposal of the University for special purpose;
- (i) approve Statutes, Rules and Regulations relating to academics, administration and service conditions of employees of the University;
- (j) prepare, or cause to be prepared, and revise, from time to time, statutes, rules and regulations for the efficient and effective operation of the University;
- (k) create components of the University such as Faculties/ Departments/ institutes under its jurisdiction and constitute such standing committees, councils and other administrative or academic advisory bodies as it deems necessary, and review their work;
- (l) call for and consider reports relating to the activities of the University and the execution of the plans of work and direct the Vice-Chancellor to furnish information relating to any matter specified by the Board of Governors;
- (m) create such academic or administrative posts as it may deem necessary and approve appointments to such posts;
- (n) constitute committees or sub-committees for the purpose of the University, as it may deem necessary;
- (o) take all such initiatives as it may consider necessary or desirable for the efficient and effective management and functioning of the University;
- (p) appoint teachers and officers, on the recommendations of the Selection Board;
- (q) approve the award of honorary degrees in accordance with prescribed conditions;
- (r) suspend, punish or remove from service any member of the staff, except the Vice-Chancellor and the Pro Vice-Chancellor in accordance with the prescribed procedure;
- (s) appoint members to the various authorities in accordance with the provisions of this Ordinance;
- (t) frame a financial code for incurring and regulating expenditure of the University fund;
- (u) affiliate and disaffiliate educational institutions in the prescribed manner;

- (v) perform such other functions as have been assigned to it by or under the provisions of this Ordinance or the Statutes; and
- (w) delegate powers to an authority or officer or a committee where it considers necessary.

16. Meetings of the Board of Governors.---(1) The Board shall meet at least twice a year on dates to be fixed by the President; provided that a special meeting may be called at any time by the President, or on a request by not less than fifty percent of its members a fraction being counted as one, to consider any matter of urgent nature.

(2) In the case of a special meeting not less than ten clear days notice shall be given to the members of the Board, and the agenda of the meeting shall be restricted to the matter for which the special meeting is called.

(3) The quorum for a meeting of the Board shall be one-half of its members, a fraction being counted as one.

(4) The decisions of the Board shall be expressed in terms of the views of the majority and voting of the members present. If the members are equally divided, the Chairman of the Board shall exercise a casting vote.

17. The Academic Council.---(1) The Academic Council shall consist of-

- (a) the Vice-Chancellor, who shall also be its Chairman;
- (b) the Pro Vice-Chancellor, who will act as Chairman in the absence of the Vice-Chancellor. In the absence of the Pro Vice-Chancellor, the seniormost Dean will act as Chairman;
- (c) the Dean(s);
- (d) all the Heads of the Teaching and Research Departments/ Institutes/Centres of Excellence;
- (e) all Honorary Professors of the University;
- (f) all Professors of the University;
- (g) two Assistant Professors and two Lecturers to be nominated by the Board of Governors;
- (h) three persons eminent in the arts, the sciences and the profession, of whom one shall be from each category, to be nominated by the Board of Governors;

- (i) advisor (Academics)/nominee of University Grants Commission; and
 - (j) the Registrar, who shall also be its Secretary. In his absence, the senior most officer dealing with academics will act as Secretary.
- (2) Members appointed by nomination shall hold office for three years,
- (3) The quorum for a meeting of the Academic Council shall be fifty percent of the total number of members, a fraction being counted as one.

18. Powers and duties of Academic Council.---(1) The Academic Council shall be the academic body of the University and shall, subject to the provisions of this Ordinance and the Statutes, have the powers to lay down proper standards of instruction, research, publications, examinations and shall regulate and promote the academic life of the University.

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

- (a) to advise the Board of Governors on academic matters;
- (b) to regulate the conduct of teaching, research, publications and examinations;
- (c) to regulate the admission of students to the courses of studies and examinations in the University;
- (d) to approve Regulations in connection with the conduct and discipline of the students of the University;
- (e) to propose to the Board of Governors schemes for the constitution and organization of Faculties and Teaching Departments, Institutes, Constituent Colleges and Centres of Excellence;
- (f) to consider or formulate proposals for the planning and development of teaching and research in the University;
- (g) to make Regulations on the recommendations of the Boards of Study and Boards of Faculties prescribing the courses of studies, the syllabi and the outlines of tests for the University examinations, subject to the approval of the Board of Governors;
- (h) to regulate the award of studentships, scholarships, medals and prizes;
- (i) to frame Regulations for submission to the Board of Governors;

- (j) to appoint/nominate members to the various authorities in accordance with the provisions of this Ordinance;
- (k) to recognize the examinations of other universities or examining bodies as equivalent to the corresponding examinations of the University;
- (l) to recommend affiliation/disaffiliation of educational institutions, to the Board of Governors, in the prescribed manner; and
- (m) to perform such other functions as may be assigned by Statutes.

19. Constitution, functions and powers of other Authorities.---The constitution, functions and the powers of the authorities for which no specific provision has been made in this Ordinance shall be such as may be prescribed by Statutes.

20. Appointment of committees by Authorities.---The Board of Governors, 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 nominate such persons on these committees who are not members of the Authorities.

21. General provisions.---(1) The University will work in coordination with Government and University Grants Commission, in respect of laws or policies framed with regard to ensuring excellence in academics and research.

(2) In the case of academic staff, academic qualifications shall not be less than those duly approved by the University Grants Commission for such appointments.

22. University fund, audit and accounts.---(1) The University shall have a fund to which shall be credited income from fees, donations, trusts, bequests, endowments, grants, contributions and any other sources.

(2) No contribution, donation or grant, which may directly or indirectly involve any immediate or subsequent financial liability of the University or which may involve an activity not included in its programmes for the time being shall be accepted without the prior approval of the Board of Governors.

(3) The accounts of the University shall be maintained in such form and in such manner as may be prescribed by Rules.

(4) The accounts of the University shall be audited each year within four months of the closing of the financial year of the University by a Chartered Accountant appointed by the Board of Governors.

(5) The accounts, together with the report of the auditor thereon, shall be submitted to the Board of Governors for approval.

(6) The auditor's report shall certify that the auditor has complied with the standards of audit and certification laid down by the Institute of Chartered Accountants of Pakistan.

(7) The University has been established solely for education purposes and it will be run on no-profit-no-loss basis. In case, after meeting essential recurring and developmental expenditures, the surplus funds, if any, in any year may be transferred to Qurtuba Foundation for maintaining its existing institutions and expansion of its education network and activities.

(8) The University shall create and maintain a suspense account/ reserve fund to the extent as specified by the Board of Governors to meet unforeseen contingencies from time to time.

(9) The University shall transfer 0.5% of the first collection of funds from students to Government for the purpose of registration and welfare of students.

23. Removal of difficulties.---(1) If any question arises as to the interpretation of any of the provisions of this Ordinance, it shall be placed before the President, whose decision thereon shall be final.

(2) If any difficulty arises in giving effect to any of the provisions of this Ordinance, the President may make such order, not inconsistent with the provisions of this Ordinance, as may appear to him to be necessary for removing the difficulty.

(3) Where this Ordinance makes any provision for anything to be done but no provision or no sufficient provision has been made in respect of the authority who, or the time at which, it shall be done, then it shall be done by such authority, at such time, or in such manner as the President may direct.

Peshawar,
dated the,
29th August, 2001.

Lt. Gen. (Rtd.) IFTIKHAR HUSSAIN SHAH
Governor of the ⁷[Khyber Pakhtunkhwa]

⁷Substituted vide Khyber Pakhtunkhwa Act No. IV of 2011

**QURTUBA UNIVERSITY OF SCIENCE AND
INFORMATION TECHNOLOGY D.I. KHAN**

SCHEDULE

THE FIRST STATUTES

1. THE FACULTIES

There shall be a Faculty/Faculties of the University which shall include the following disciplines and such other Faculties as may be prescribed by the Board of Governors-

- (i) Computer Science & Information Technology;
- (ii) Management Sciences;
- (iii) Arts & Social Sciences;
- (iv) Natural and Applied Sciences;
- (v) Engineering;
- (vi) Medical Sciences; and
- (vii) Such other faculties as may be determined by Statutes.

2. BOARD OF FACULTY

- (a) There shall be a Board of Faculty which shall consist of-
 - (i) the Dean of the Faculty;
 - (ii) the Honorary Professors, Professors and the Heads of the Academic Departments/institutions in the Faculty;
 - (iii) one member other than Professors and Head of each Academic Department to be nominated by the Head;
 - (iv) two teachers to be nominated by the Academic Council by reason 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;
 - (v) two experts in the field from outside the University to be appointed by the Board of Governors; and
 - (vi) one member to be nominated by the Vice- Chancellor.

- (b) The members other than Ex-officio members shall hold office for three years.
- (c) The quorum for a meeting of the Board of a Faculty shall be fifty percent of the total number of members, a fraction being counted as one.
- (d) An officer of the University designated by the Vice-Chancellor shall act as Secretary to the Board of Faculty.

3. FUNCTIONS OF THE BOARD OF FACULTY

The Board of each Faculty shall, subject to the general control of the Academic Council and the Board of Governors will have the powers to-

- (i) co-ordinate the teaching, and research work in the subjects assigned to the Faculty;
- (ii) scrutinize the recommendations of the Boards of Studies comprising the Faculty with regard to the appointment of paper-setters and examiners for graduate and post-graduate examinations and to forward the panels of suitable paper setters and examiners for each examination to the Vice-Chancellor;
- (iii) consider any other academic matter relating to the Faculty and report thereon to the Academic Council;
- (iv) prepare a comprehensive annual report regarding the performance of each department, comprising the faculty for presentation to the Academic Council;
- (v) perform such other functions as may be prescribed under Statutes.

4. DEAN OF FACULTY

- (a) There shall be a Dean of Faculty who shall be the Chairman and convener of the Board of Faculty.
- (b) The Dean shall be appointed by the President from amongst the three most senior Professors of the Faculty and will hold office for a period of three years, and will be eligible for re-appointment.
- (c) The Dean shall present candidates for admission to degrees (except honorary degrees) in the courses falling within the purview of the Faculty.
- (d) The Dean shall exercise such other powers and perform such other duties as may be assigned to him by the Board of Governors or as may be prescribed.

5. ACADEMIC DEPARTMENTS AND HEADS OF THE DEPARTMENTS

- (a) There shall be an Academic Department for each subject or a group of subjects, as may be prescribed by Regulations and each Academic Department shall be headed by a Head of Department;
- (b) The Head of an Academic Department shall be appointed by the President or the Board of Governors, initially for a period of three years, on the basis of the individuals standing in the profession and contribution to excellence in academics:

Provided that in a Department in which there is no Professor, no such appointment shall be made and the department shall be looked after by the Dean of the Faculty, with the assistance of the senior most teacher of the Department;

- (c) The Head of the Department shall plan, organize and supervise the work of the department and shall be responsible to the Dean for the work of his Department;
- (d) The Head of Department shall, under the general supervision of the Vice-Chancellor and the Dean, exercise all administrative, financial and academic powers and such other duties or powers as may be delegated to him by the President or the Board of Governors; and
- (e) The Head of the Department shall prepare a comprehensive annual report on the performance of the department and faculty research and development and submit it to the Dean of the Faculty for evaluation and submission to the Board of Faculty, the Academic Council and the Board of Governors.

6. BOARD OF STUDIES

- (a) There shall be a separate Board of Studies for each subject or a group of subjects as may be prescribed by Regulations;
- (b) Each Board of Studies shall consist of -
 - (i) the Head of the Teaching Department;
 - (ii) all Honorary Professors, Professors and Associate Professors in the Teaching Department;
 - (iii) in case total number of University Teachers is less than three, then this number may be made up by nominating other University Teachers as prescribed below in sub-clause (iv);

- (iv) one or two University Teachers, as the case may be, other than a Professor or Associate Professor, to be appointed by the Academic Council;
 - (v) three teachers, other than University Teachers to be appointed by the Board of Governors. The number will be determined according to the need of each Board; and
 - (vi) one expert to be appointed by the Vice-Chancellor.
- (c) The term of office of members of the Board of Studies, other than “Ex-officio” members, shall be three years;
- (d) The quorum for a meeting of the Board of Studies shall be one half of the total number of the members, a fraction being counted as one;
- (e) The Head of the Teaching Department concerned shall be the Convener of the Board of Studies;
- (f) The functions of the Board of Studies shall be-
- (i) to advise the Board of Faculty, on all academic matters connected with institutions, publications, research and examinations in the subject or subjects concerned;
 - (ii) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned;
 - (iii) to suggest to the Board of Faculty, panel of names of paper- setters and examiners in the subject or subjects concerned; and
 - (iv) to perform such other duties as may be assigned to him by the Dean concerned.

7. BOARD OF ADVANCED STUDIES AND RESEARCH

- (a) The Board of Advanced Studies and Research shall consist of-
 - (i) the Vice-Chancellor (Chairman);
 - (ii) in his absence, the senior most Dean present at the meeting will act as Chairman;
 - (iii) the Dean(s);
 - (iv) one University Professor from each faculty having experience of research in the relevant field to be appointed by the Academic Council;
 - (v) one University Professor from each Faculty, other than Dean, to be appointed by the Board of Governors;
 - (vi) one member to be nominated by the Vice-Chancellor;
 - (vii) three members from the relevant field from Research Organizations to be nominated by the Board of Governors; and
 - (viii) the Registrar, who shall also be its Secretary, or in his absence the senior most officer of the University dealing with academics will act as Secretary.
- (b) The term of office of the members of the Board of Advanced Studies and Research, other than Ex-officio members, shall be three years; and
- (c) 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.

8. FUNCTIONS OF BOARD OF ADVANCED STUDIES AND RESEARCH

The functions of the Board of Advanced Studies and Research shall be to-

- (i) advise the Authorities on all matters connected with the promotion of advanced studies, research and publications in the University;
- (ii) consider and report to Authorities on the institution of research degrees in the University;
- (iii) propose Regulations regarding the award of research degrees;

- (iv) appoint supervisors for postgraduate research students and to approve title and synopses of their theses/dissertations;
- (v) recommend panel of examiners for evaluation of their theses and other research examinations; and
- (vi) perform such other duties as may be prescribed by Statutes.

9. SELECTION BOARD

- (a) The Selection Board shall consist of-
 - (i) The President (Chairman), in his absence, the Vice-Chancellor will act as Chairman of the Board;
 - (ii) The Vice-Chancellor;
 - (iii) The Pro Vice-Chancellor;
 - (iv) The Dean of the concerned faculty;
 - (v) The Head of the concerned Academic Department;
 - (vi) One member of the Board of Governors to be nominated by the President;
 - (vii) One eminent scholar to be nominated by the President;
 - (viii) One expert to be nominated by the Board of Governors;
 - (ix) Two members of the Board of Trustees to be nominated by the Board of Trustees, Qurtuba Foundation.
- (b) The Registrar, who shall also be the Secretary or, in his absence, the Deputy Registrar dealing with Establishment will act as Secretary;
- (c) The members, other than Ex-officio members, shall hold office for three years;
- (d) The quorum for a meeting of the Selection Board shall be four members, including the Chairman;
- (e) No member, who is a candidate for the post to which appointment is to be made, shall take part in the proceedings of the Board;
- (f) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned, and in selecting candidates for other teaching posts, two experts in the subject

concerned, to be nominated by the Vice-Chancellor from a standing list of experts (revised from time to time) for each subject approved by the Board of Governors on the recommendations of the Selection Board; and

- (g) In case of selection/promotion of officers, the Selection Board shall consist only of members at sub clauses (i), (ii), (iii), (vi), (viii) and (ix).

10. FUNCTIONS OF THE SELECTION BOARD

- (a) For teaching and administrative staff, the Selection Board shall consider the applications and recommend to the Board of Governors the names of suitable candidates for appointment;
- (b) The Selection Board shall recommend suitable salary for the selectee concerned and may also recommend the grant of a higher initial salary in a suitable case for reasons to be recorded, based on qualifications, teaching experience, research contribution and national/international standing in case of teaching staff only:

Provided further that the pay-scales of University teachers and administrative staff (officers) will not be less than those prescribed by the University Grants Commission/Government for these categories of employees, from time to time;

- (c) The Selection Board will consider all cases of promotion of existing officers of the University and recommend names of suitable candidates for such promotion to the Board of Governors;
- (d) The Selection Board will consider, and may recommend to the President/ Board of Governors, the name of an eminent scholar for appointment as Visiting Professor on terms and conditions to be prescribed;
- (e) In the event of the unresolved difference of opinion between the Selection Board and the Board of Governors, the decision of the Board of Governors shall be final.