

# Rules of Business of Meetings of Authorities of COMSATS University Islamabad (CUI)

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***Rules of Business of the Meetings of the Senate  
COMSATS University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE SENATE COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Sections 18 and 19 of the COMSATS University Islamabad Act-2018, provide that the Senate, being one of the authorities established under the said Act, shall be responsible for the governance of the University and shall have powers of general supervision over the University as prescribed.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of the said Act, Statutes or the Regulations, to regulate the conduct of business of the meetings of authorities. In pursuance of sub-section (1) of the above said Section of the Act, the following Rules of Business of the meetings of the Senate COMSATS University Islamabad have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the “*Rules of Business of the Meetings of the Senate COMSATS University Islamabad, 2018*” and shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these statutes shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) “*Chairperson*” will mean the Chairperson of the Senate
- b) “*External Member*” will mean the member of the Senate not in the service of COMSATS University Islamabad;
- c) “*Secretary*” will mean the Secretary of the Senate
- d) The “*meeting*” will mean the meeting of the Senate
- e) “*Member*” will mean the member of the Senate
- f) “*The Quorum*” will mean the Quorum of the meeting of Senate.



#### **4. CHAIRPERSON OF THE SENATE**

The President of Pakistan, being the Chancellor of the University, shall be the Chairperson of the Senate and thus shall preside over its meetings. In the absence of the Chancellor, meetings of the Senate shall be presided over by the Federal Minister for Science and Technology being one of the Pro-Chancellors. In case of non-availability of the Chancellor and the Federal Minister for Science and Technology, the Executive Director of COMSATS, being one of the Pro-Chancellors of the University, shall preside over the meeting.

#### **5. SECRETARY OF THE SENATE**

The Registrar of the University shall be the Secretary of the Senate.

#### **6. MEETINGS OF THE SENATE**

- I. The meetings of the Senate shall be held on dates, place and time as may be approved by the Chancellor from time to time. The Senate shall meet at least twice in a calendar year.
- II. The Secretary shall, with the approval of the Chancellor, prepare the agenda for the meetings of the Senate and shall send the notice of the meetings and circulate the agenda and the relevant working papers, among the members, by post or through a special messenger.

#### **7. MEETING**

- I. At least fifteen (15) days' notice shall be given to the members for the meeting (ordinary) of the Senate.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least twelve (12) days before a meeting (ordinary).
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Chancellor, seven (07) days before the date of meeting.
- IV. A member of the Senate may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Senate would not be considered necessary.

#### **8. SPECIAL MEETING**

- I. A special meeting of the Senate may be convened any time by the Chancellor or on the proposal made either by one of the Pro-Chancellors or by not less than one-third of the total membership of the Senate to consider any matter(s) of urgent nature.



- II. On receiving the proposal, for convening a special meeting of the Senate, the Secretary shall immediately proceed in the matter and request the Chancellor to fix a date for the meeting.
- III. At least ten (10) days' notice shall be given to the members for the special meeting of the Senate.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

## **9. QUORUM OF THE MEETING**

The quorum for a meeting of the Senate shall be two third of its membership, a fraction being counted as one.

## **10. PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Senate may be called with the same agenda within a week's time.

## **11. DECISIONS BY THE SENATE**

All decisions of the Senate shall be taken on the basis of the opinion of a majority of the members present in a meeting, unless otherwise prescribed by the University Act. In the event of the members being evenly divided on any matter, the person presiding over the meeting shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Senate.

## **12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the Chancellor so decides he can allow the Secretary for sending any item/ case, which in his opinion is of routine in nature, to the members for their opinion by circulation of the relevant papers. In such a case the Chancellor shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

## **13. CONDUCT OF MEETING**

- I. The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of the Chair and on his/ her turn shall address the Chair and no member shall address the meeting after the Chair has called for a vote.



- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The house may adopt the voting through some other procedure, including secret ballot, if deemed necessary.

#### **14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Senate shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval. In case a meeting is presided over by one of the Pro-Chancellors, the minutes of said meeting shall be submitted to the respective Pro-Chancellor for approval.
- II. The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Senate, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within 10 days of the issuance of the said proceedings. The proposed amendment(s), if any, shall be submitted by the Secretary to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

#### **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/ decisions to the respective Departments/Sections for notification/ further action, if any. If the occasion so demands a copy of relevant decisions as mentioned in the proceedings of the Committee may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **16. PRIVILEGE OF MEMBERS**

Any member of the Senate shall be entitled to inspect the proceedings of the Senate, in the office of the Registrar during office hours.

#### **17. DELEGATION OF POWERS TO TAKE A DECISION**

The Senate may delegate its authority to a Special Committee, a Standing Committee, one of the Pro Chancellors or to the Rector to take a decision on a particular issue when in the opinion of the Senate a decision cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Senate in such a case may lay down general line of policy on which the decision may be taken by the Special/Standing Committee, the Pro-Chancellor or the Rector on behalf of the Senate. Such a decision when taken shall be considered to be a regular decision of the Senate.

18. The Secretary may call for any information from any Department/ Campus/ Section, which he may consider necessary for the completion of the case before it is submitted to the Senate for consideration.

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19. In all such matters, which are not provided for under these Rules, action may be taken with the approval of the Chancellor.

**20. SERVICE OF EXTERNAL MEMBER(S) ON THE SENATE**

Service on the Senate shall be on honorary basis, however, in case of participation in a meeting of the Senate the external member(s) shall be entitled for the reimbursement of actual expenses on account of TA/DA, as prescribed.

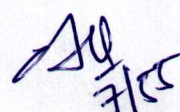
**21. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Senate by special invitation, including COMSATS University Islamabad employees who are responsible for matters being discussed during the meeting, legal advisers, Ministry of Science and Technology Officers, however, such person(s) shall have no right to vote during the meeting.

**22. CHANGE OF RULES**

These rules may be added to, changed or modified from time to time by the Senate, on the recommendation of Syndicate.

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***Rules of Business of the Meetings of the Syndicate  
COMSATS University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE SYNDICATE COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Sections 21 and 22 of the COMSATS University Islamabad Act, 2018 provide that the Syndicate, being one of the authorities established under the said Act, shall be the executive body of the University and shall exercise all the prescribed powers for general supervision over the affairs and management of the University.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of the said Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of sub-section (1) of the above said Section of the Act, the following Rules of Business of the meetings of the Syndicate COMSATS University Islamabad have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the "*Rules of Business of the Meetings of the Syndicate COMSATS University Islamabad, 2018*". These rules shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) "*Chairperson*" means the Chairperson of the Syndicate;
- b) "*External Member*" means the member of the Syndicate not in the service of COMSATS University Islamabad;
- c) "*Secretary*" means the Secretary of Syndicate;
- d) The "*meeting*" means the meeting of the Syndicate;
- e) "*Member*" means the member of the Syndicate;
- f) "*The Quorum*" means the Quorum of the meeting of Syndicate.

## **4. CHAIRPERSON OF THE SYNDICATE**

Rector of the COMSATS University Islamabad shall be the Chairperson of the Syndicate and thus shall preside over its meetings.

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## **5. SECRETARY OF THE SYNDICATE**

The Registrar of the University shall be the Secretary of the Syndicate.

## **6. MEETINGS OF THE SYNDICATE**

- I. The meetings of the Syndicate shall be held on dates, place and time as may be approved by the Rector from time to time. The Syndicate shall meet at least once in each quarter of the year.
- II. The Secretary shall, with the approval of the Rector, prepare the agenda for the meetings of the Syndicate and shall send the notice of the meeting and circulate the agenda along with relevant working papers, among the members, by hand, post or through a special messenger.

## **7. MEETING**

- I. At least twelve (12) days' notice shall be given to the members for the meeting (ordinary) of the Syndicate.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least ten (10) days before the meeting.
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Rector, five (05) days before the date of meeting.
- IV. A member of the Syndicate may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Syndicate would not be considered necessary.

## **8. SPECIAL MEETING**

- I. A special meeting of the Syndicate may be convened any time by the Rector or on the proposal of not less than one-third of the total membership of the Syndicate to consider any matter(s) of urgent nature.
- II. On receiving the proposal, for convening a special meeting of the Syndicate, the Secretary shall immediately proceed in the matter and request the Rector to fix a date for the meeting.
- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Syndicate.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

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## **9. QUORUM OF THE MEETING**

The quorum for a meeting of the Syndicate shall be one-half of the total number of members, a fraction being counted as one.

## **10. PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Syndicate may be called with the same agenda within a week's time.

## **11. DECISIONS BY THE SYNDICATE**

All decisions of the Syndicate shall be taken on the basis of the opinion of a majority of the members present in a meeting, unless otherwise prescribed by the University Act. In the event of the members being evenly divided on any matter the Chair of the meeting shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Syndicate.

## **12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the Rector so decides he can allow the Secretary for sending any item(s) to the members for their opinion by circulation of the relevant papers. In such a case the Rector shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

## **13. CONDUCT OF MEETING**

- I. The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The house may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

## **14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Syndicate shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson, shall be circulated by the Secretary among all the members of the Syndicate, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven days of the issuance of the said proceedings. The proposed amendment, if any, shall be

  
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submitted, by the Secretary, to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

#### **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the official(s) concerned for notification/ further action, if any. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Syndicate may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **16. DELEGATION OF POWERS TO TAKE A DECISION**

The Syndicate may delegate its authority to a Special Committee or a Standing Committee or one of the Pro-Rectors to take a decision on a particular issue if the Syndicate considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or for some other reason. The Syndicate in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee or by the Pro-Rector on behalf of the Syndicate. Such a decision when taken shall be considered to be a decision of the Syndicate.

17. The Secretary may call for any information from any Department/ Campus/ Section, which he/ she may consider necessary for the completion of the case before it is submitted to the Syndicate for consideration.

18. For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

#### **19. SERVICE OF EXTERNAL MEMBER(S) ON THE SYNDICATE**

In case of participation at a meeting of the Syndicate the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of TA/ DA as prescribed.

#### **20. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Syndicate by special invitation, including the University's employees who are responsible for matters being discussed during the meeting, however, such person(s) shall have no right to vote during the meeting.

#### **21. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate by a majority vote.

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***Rules of Business of the Meetings of the Academic  
Council COMSATS University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE ACADEMIC COUNCIL COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Sections 23 and 24 of the COMSATS University Islamabad Act, 2018, provide that the Academic Council, being one of the authorities established by the said Act, shall be the principal academic body of the University and shall have the powers to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the University, its Campuses and affiliated Colleges.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of this Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of sub-section (1) of the said Section of the Act, the following Rules of Business of the Meetings of the Academic Council COMSATS University Islamabad have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the "*Rules of Business of the Meetings of the Academic Council COMSATS University Islamabad, 2018*" and shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) "*Chairperson*" means the Chairperson of the Academic Council;
- b) "*Secretary*" means the Secretary of Academic Council;
- c) The "*meeting*" means the meeting of the Academic Council;
- d) "*Member*" means the member of the Academic Council;
- e) "*The Quorum*" means the Quorum of the meeting of Academic Council.

## **4. CHAIRPERSON OF THE ACADEMIC COUNCIL**

Rector of the COMSATS University Islamabad shall be the Chairperson of the Academic Council, and thus shall preside over its meetings.

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## **5. SECRETARY OF THE ACADEMIC COUNCIL**

The Registrar of the University shall be the Secretary of the Academic Council.

## **6. MEETINGS OF THE ACADEMIC COUNCIL**

- I. The meetings of the Academic Council shall be held on dates, place and time as may be approved by the Rector from time to time. The Academic Council shall meet at least once in each quarter of a year.
- II. The Secretary shall, with the approval of the Rector, prepare the agenda for the meetings of the Academic Council and shall send the notice of the meeting and circulate the agenda along with relevant working papers, among the members, by hand, post or through a special messenger.

## **7. MEETING**

- I. At least twelve (12) days' notice shall be given to the members for the meeting (ordinary) of the Academic Council.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least ten (10) days before the meeting.
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Rector, five (05) days before the date of meeting (ordinary).
- IV. A member of the Academic Council may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Academic Council would not be considered necessary.

## **8. SPECIAL MEETING**

- I. A special meeting of the Academic Council may be convened any time by the Rector or on the proposal of not less than one-third of the total membership of the Academic Council to consider any matter(s) of urgent nature.
- II. On receiving the proposal, for convening a special meeting of the Academic Council, the Secretary shall immediately proceed in the matter(s) and request the Rector to fix a date for the meeting.
- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Academic Council.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

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## **9. QUORUM OF MEETING**

The quorum for a meeting of the Academic Council shall be one half of the total number of members, a fraction being counted as one.

## **10. PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Academic Council may be called with the same agenda within a week's time.

## **11. DECISIONS BY THE ACADEMIC COUNCIL**

All decisions of the Academic Council shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Academic Council.

## **12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the Rector so decides he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Rector shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

## **13. CONDUCT OF MEETING**

- I. The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The Chair may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

## **14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Academic Council shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson, shall be circulated by the Secretary among all the members of the Academic Council, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within



seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

#### **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the respective Departments/ Sections for notification/ further action, if any. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Academic Council may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **16. DELEGATION OF POWERS TO TAKE A DECISION**

The Academic Council may delegate its authority to a Special Committee, a Standing Committee, one of the Pro- Rectors or one of the Deans to take a decision on a particular issue if the Academic Council considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Academic Council in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee or by the Pro-Rector or the Dean on behalf of the Academic Council. Such a decision when taken shall be considered to be a decision of the Academic Council.

17. The Secretary may call for any information from any Department/ Campus/ Section, which he may consider necessary for the completion of the case before it is submitted to the Academic Council for consideration.

18. For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

#### **19. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting may allow such person(s) to take part in the meeting of Academic Council by special invitation, including the University employees who are responsible for matters being discussed during the meeting, however, such person(s) shall have no right to vote during the meeting.

#### **20. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate by a majority vote.

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***Rules of Business of the Meetings of the Board of  
Advanced Studies and Research COMSATS  
University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE BOARD OF ADVANCED STUDIES AND RESEARCH COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Section 17 (1)(b)(i) of the COMSATS University Islamabad Act, 2018, provides for the establishment of the Board of Advanced Studies and Research as one of the authorities of University having the powers to advise the authorities on all matters connected with the promotion of Advanced Studies and Research in the University as prescribed.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of this Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of Section 30, sub-section (1) of the COMSATS University Islamabad Act, 2018, the following Rules of Business of the Meetings of Board of Advanced Studies and Research COMSATS University Islamabad have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the "*Rules of Business of the Meetings of the Board of Advanced Studies and Research COMSATS University Islamabad, 2018*" and shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) "*Chairperson*" means the Chairperson of the Board of Advanced Studies and Research;
- b) "*External Member*" means the member of the Board of Advanced Studies and Research not in the service of COMSATS University Islamabad;
- c) "*Secretary*" means the Secretary of Board of Advanced Studies and Research;
- d) The "*meeting*" means the meeting of the Board of Advanced Studies and Research;
- e) "*Member*" means the member of the Board of Advanced Studies and Research;
- f) "*The Quorum*" means the Quorum of the meeting of Board of Advanced Studies and Research.



#### **4. CHAIRPERSON OF THE BOARD OF ADVANCED STUDIES AND RESEARCH**

Pro-Rector, Academics shall be the Chairperson of the Board of Advanced Studies and Research and thus shall preside over its meetings. In the absence of the Pro-Rector, Academics, the meetings of the Board of Advanced Studies and Research shall be presided over by the Pro-Rector, Research and Innovation. In the absence of above two Pro-Rectors, the Rector shall preside over the meeting of Board of Advanced Studies and Research.

#### **5. SECRETARY OF THE BOARD OF ADVANCED STUDIES AND RESEARCH**

The Registrar of the University shall be the Secretary of the Board of Advanced Studies and Research.

#### **6. MEETINGS OF THE BOARD OF ADVANCED STUDIES AND RESEARCH**

- I. The meetings of the Board of Advanced Studies and Research shall be held on dates, place and time as may be proposed by Pro-Rector, Academics or Rector from time to time. The Board of Advanced Studies and Research shall meet twice in a calendar year.
- II. The Secretary shall, with the approval of the Pro-Rector, Academics or Rector, prepare the agenda for the meetings of the Board of Advanced Studies and Research and shall send the notice of the meetings and circulate the agenda along with the relevant working papers, among the members, by hand, post or through a special messenger.

#### **7. MEETING**

- I. At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Board of Advanced Studies and Research.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting.
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Pro-Rector (Academics)/ Rector five (05) days before the date of meeting.
- IV. A member of the Board of Advanced Studies and Research may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Board of Advanced Studies and Research would not be considered necessary.

#### **8. SPECIAL MEETING**

- I. A special meeting of the Board of Advanced Studies and Research may be called any time by the Rector, Pro-Rector (Academics) or on the proposal of not less than one-third of the

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total membership of the Board of Advanced Studies and Research to consider any matter of urgent nature.

- II. On receiving the proposal, for convening a special meeting of the Board of Advanced Studies and Research, the Secretary shall immediately proceed in the matter and request the Pro-Rector (Academics) or Rector to fix a date for the meeting.
- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Board of Advanced Studies and Research.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

## **9. QUORUM OF THE MEETING**

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.

## **10. PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Board of Advanced Studies and Research may be called with the same agenda within a week's time.

## **11. DECISIONS BY THE BOARD OF ADVANCED STUDIES AND RESEARCH**

All decisions of the Board of Advanced Studies and Research shall be taken on the basis of the opinion of majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Board of Advanced Studies and Research.

## **12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the Pro-Rector (Academics) or Rector so decides he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Pro-Rector (Academics) or Rector shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

## **13. CONDUCT OF MEETING**

- I. The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.

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- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The Chair may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

#### **14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Board of Advanced Studies and Research shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Board of Advanced Studies and Research, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chairperson and if approved shall be communicated to the members through corrigendum.

#### **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the respective Departments/ Sections/ Officials for notification/ further action, if any. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Board of Advanced Studies and Research may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **16. DELEGATION OF POWERS TO TAKE A DECISION**

The Board of Advanced Studies and Research may delegate its authority to a Special Committee, a Standing Committee, one of the Pro- Rectors or one of the Deans to take a decision on a particular issue if the Board of Advanced Studies and Research considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Board of Advanced Studies and Research in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/ Standing Committee or by the Pro-Rector or the Dean on behalf of the Board of Advanced Studies and Research. Such a decision when taken shall be considered to be a decision of the Board of Advanced Studies and Research.

17. The Secretary may call for any information from any Department/ Campus/ Section, which he/ she may consider necessary for the completion of the case before it is submitted to the Board of Advanced Studies and Research for consideration.

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18. For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

19. **SERVICE OF EXTERNAL MEMBER(S) ON THE BOARD OF ADVANCED STUDIES AND RESEARCH**

In case of participation at a meeting of the Board of Advanced Studies and Research the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/DA, if applicable.

20. **PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Board of Advanced Studies and Research by special invitation, however, such person(s) shall have no right to vote during the meeting.

21. **CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

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***Rules of Business of the Meetings of the Selection  
Board COMSATS University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE SELECTION BOARD COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Section 17(1)(b)(ii) of the COMSATS University Islamabad Act, 2018 provides for the establishment of the Selection Board as one of the authorities of the University having the powers to recommend the appointments of all academic, research and administrative Posts in the University at the ranks of Professor, Associate Professor, Assistant Professor, Lecturer and such other equivalent faculty, non-faculty and administrative officers and Research Associates, in prescribed manner.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of the said Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of Section 30, sub-section (1) of the said Act, the following Rules of Business of the Meetings of the Selection Board COMSATS University Islamabad have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the "*Rules of Business of the Meetings of the Selection Board COMSATS University Islamabad, 2018*" and shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) "*Chairperson*" means the Chairperson of the Selection Board;
- b) "*External Member*" means the member of the Selection Board not in the service of COMSATS University Islamabad;
- c) "*Secretary*" means the Secretary of the Selection Board;
- d) The "*meeting*" means the meeting of the Selection Board;
- e) "*Member*" means the member of the Selection Board;
- f) "*The Quorum*" means the Quorum of the meeting of the Selection Board as prescribed.

## **4. CHAIRPERSON OF THE SELECTION BOARD**

Rector of the COMSATS University Islamabad shall be the Chairperson of the Selection Board, and thus shall preside over its meetings.

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## **5. SECRETARY OF THE SELECTION BOARD**

The In charge, HR Department at Principal Seat of the University shall be the Secretary of the Selection Board.

## **6. MEETINGS OF THE SELECTION BOARD**

- I. The meetings of the Selection Board shall be held on dates, place and time as may be approved by the Rector from time to time. The Selection Board shall meet at least twice in a year.
- II. The Secretary shall, with the approval of the Rector, prepare the agenda for the meetings of the Selection Board and shall send the notice of the meetings and circulate the agenda and the relevant working papers, among the members, by hand, post or through a special messenger.

## **7. MEETING**

- I. At least ten (10) days' notice shall be given to the members for meeting (ordinary) of the Selection Board.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting (ordinary).
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Rector, three (03) days before the date of meeting.
- IV. A member of the Selection Board may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Selection Board would not be considered necessary.

## **8. SPECIAL MEETING**

- I. A special meeting of the Selection Board may be convened any time by the Rector or on the proposal of not less than one-third of the total membership of the Selection Board to consider any matter(s) of urgent nature.
- II. On receiving the proposal, for convening a special meeting of the Selection Board, the Secretary shall immediately proceed in the matter and request the Rector to fix a date for the meeting.
- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Selection Board.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

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**9. QUORUM OF THE MEETING**

The quorum for a meeting of the Selection Board shall be one half of the total number of members, a fraction being counted as one.

**10. PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Selection Board may be called with the same agenda within a week's time and decision taken by majority of votes.

**11. DECISIONS BY THE SELECTION BOARD**

All decisions of the Selection Board shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Selection Board.

**12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the Rector so decides he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Rector shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

**13. CONDUCT OF MEETING**

- I. The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Any member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative.

**14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Selection Board shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson of the meeting, shall be circulated by the Secretary among all the members of the Selection Board, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chairperson and if approved shall be communicated to the members through a corrigendum.

  
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## **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the concerned officials for necessary action/ compliance. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Selection Board may be issued in advance, with the permission and approval of the Chairperson for immediate action.

## **16. DELEGATION OF POWERS TO TAKE A DECISION**

The Selection Board may delegate its authority to a Special Committee or a Standing Committee or to the Pro- Rector or Dean of any faculty to take a decision on a particular issue if the Selection Board considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Selection Board in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/ Standing Committee or by the Pro-Rector or the Dean on behalf of the Selection Board. Such a decision when taken shall be considered to be a decision of the Selection Board.

**17.** The Secretary may call for any information from any Department/ Campus/ Section, which he may consider necessary for the completion of the case before it is submitted to the Selection Board for consideration.

**18.** For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

## **19. SERVICE OF EXTERNAL MEMBERS ON THE SELECTION BOARD**

In case of participation at a meeting of the Selection Board the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/ DA, if applicable.

## **20. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Selection Board by special invitation, however, such person(s) shall have no right to vote during the meeting.

## **21. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

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***Rules of Business of the Meetings of the Finance  
and Planning Committee COMSATS University  
Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE FINANCE AND PLANNING COMMITTEE COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Section 17 (1)(b)(viii) of the COMSATS University Islamabad Act, 2018, provides for the establishment of the Finance and Planning Committee as one of the authorities of University having the powers to consider and submit to the Syndicate annual and revised budget estimates and annual statement of accounts and to advise the Senate on all matters relating to the planning, development, finance, investment, accounts and financial resource development plans of the University and perform other functions as prescribed.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of this Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of Section 30, sub-section (1) of the said Act following Rules of Business for the Meetings of Finance and Planning Committee COMSATS University Islamabad have been approved by the Syndicate have in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the "*Rules of Business of the Meetings of Finance and Planning Committee COMSATS University Islamabad, 2018*" and shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

- I. All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:
  - a) "*Chairperson*" means the Chairperson of the Finance and Planning Committee;
  - b) "*External Member*" means the member of the Finance and Planning Committee not in the service of COMSATS University Islamabad;
  - c) "*Financial Year*" means a period of twelve months, as reckoned for accounting and taxing purposes, starting from July 1 of a calendar year and ending on June 30 of the following calendar year;
  - d) "*Secretary*" means the Secretary of Finance and Planning Committee;
  - e) The "*meeting*" means the meeting of the Finance and Planning Committee;
  - f) "*Member*" means the member of the Finance and Planning Committee;



- g) "*The Quorum*" means the Quorum of the meeting of Finance and Planning Committee.

**4. CHAIRPERSON OF THE FINANCE AND PLANNING COMMITTEE**

Rector of the COMSATS University Islamabad shall be the Chairperson of the Finance and Planning Committee, and thus shall preside over its meetings.

**5. SECRETARY OF THE FINANCE AND PLANNING COMMITTEE**

The Treasurer of the University shall be the Secretary of the Finance and Planning Committee.

**6. MEETINGS OF THE FINANCE AND PLANNING COMMITTEE**

- I. The meetings of the Finance and Planning committee shall be held on such dates, place and time as may be approved by the Rector from time to time. The Finance and Planning committee shall meet at least twice in a financial year.
- II. The Secretary shall, with the approval of the Rector, prepare the agenda for the meetings of the Finance and Planning committee and shall send the notice of the meetings and circulate the agenda and relevant working papers, among the members, by hand, post or through a special messenger.

**7. MEETING**

- I. At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Finance and Planning committee.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting (ordinary).
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Rector, five (05) days before the date of meeting.
- IV. A member of the Finance and Planning Committee may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Finance and Planning Committee would not be considered necessary.

**8. SPECIAL MEETING**

- I. A special meeting of the Finance and Planning Committee may be convened any time by the Rector or on the proposal of not less than one-third of the total membership of the Finance and Planning Committee to consider any matter(s) of urgent nature.

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- II. On receiving the proposal, for convening a special meeting of the Finance and Planning Committee, the Secretary shall immediately proceed in the matter and request the Rector to fix a date for the meeting.
- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Finance and Planning Committee.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

## **9. QUORUM OF THE MEETING**

The quorum for a meeting of the Finance and Planning Committee shall be one half of the total number of members, , a fraction being counted as one.

## **10. PROCEDURE IF QUORUM IS NOT AVAILABLE**

If in a meeting, the quorum is not available, another meeting of the Finance and Planning Committee may be called with the same agenda within a week's time and decision taken by majority of votes.

## **11. DECISIONS BY THE FINANCE AND PLANNING COMMITTEE**

All decisions of the Finance and Planning Committee shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Finance and Planning Committee.

## **12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the Rector so decides he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Rector shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

## **13. CONDUCT OF MEETING**

The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.

On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The Chair may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

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#### **14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Finance and Planning Committee shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson, shall be circulated by the Secretary among all the members of the Finance and Planning Committee, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

#### **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the respective Departments/ Sections/ Officials for necessary action/ compliance. If the occasion so demands a copy of relevant decisions as mentioned in the proceedings of the Finance and Planning Committee may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **16. DELEGATION OF POWERS TO TAKE A DECISION IN A CASE**

The Finance and Planning Committee may delegate its authority to a Special Committee or a Standing Committee or one of the Pro- Rectors to take a decision on a particular issue if the Finance and Planning Committee considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Finance and Planning Committee in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee or by the Pro-Rector on behalf of the Finance and Planning Committee. Such a decision when taken shall be considered to be a decision of the Academic Council.

17. The Secretary may call for any information from any Department/ Campus/ Section, which he may consider necessary for the completion of the case before it is submitted to the Finance and Planning Committee for consideration.
18. For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

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**19. SERVICE OF EXTERNAL MEMBER(S) ON THE FINANCE AND PLANNING COMMITTEE**

In case of participation at a meeting of the Finance and Planning Committee the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/DA, if applicable.

**20. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Finance and Planning Committee by special invitation, however, such person(s) shall have no right to vote during the meeting.

**21. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

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***Rules of Business of the Meetings of the Board of  
Faculty(s) COMSATS University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE BOARD OF FACULTY(S), COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Section 17(1)(b)(vi) of the COMSATS University Islamabad Act, 2018 provides for the establishment of the Board of each Faculty, as one of the authorities of University, responsible to coordinate teaching, research and publications work in the concerned Departments, to scrutinize the recommendations of the Boards of Studies of concerned Departments in the faculty regarding the courses, scheme of studies, appointment of thesis evaluators, paper setters and examiners and to consider all other academic matter relating to the faculty.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of this Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of sub-section (1) of the above said Section of the Act, the following Rules of Business of the Meetings of the Board of Faculty(s) have been approved by the Syndicate in its 2<sup>nd</sup> meeting held on July 31, 2018 and concurred by the Senate in its 1<sup>st</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the “*Rules of Business of the Meetings of the Board of Faculty(s) COMSATS University Islamabad, 2018*” and shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) “*Chairperson*” means the Chairperson of the concerned Board of Faculty;
- b) “*Secretary*” means the Secretary of the Board of Faculty;
- c) The “*meeting*” means the meeting of the Board of Faculty;
- d) “*Member*” means a nominated or *ex-officio* member of the Board of Faculty;
- e) “*The Quorum*” means the Quorum of the meeting of Board of Faculty as prescribed.

## **4. CHAIRPERSON**

The Dean of the concerned Faculty shall be the Chairperson of the concerned Board of Faculty and shall preside over its meetings.



## **5. SECRETARY OF THE BOARD OF FACULTY**

The Registrar of the University or his/her nominee shall be the Secretary of the Board(s) of Faculty.

## **6. MEETINGS OF THE BOARD OF FACULTY**

- I. The meetings of the Board of Faculty shall be held on dates, place and time as may be approved by the concerned Dean of respective Faculty from time to time. The Board of Faculty shall meet at least twice in a year.
- II. The Secretary shall, with the approval of the concerned Dean, prepare the agenda for the meetings of the Board of Faculty and shall send the notice of the meeting and circulate the agenda and the relevant working papers, among the members, by hand, post or through a special messenger.

## **7. MEETING**

- I. At least ten (10) days' notice shall be given to the members for meeting (ordinary) of the Board of Faculty.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting.
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Chairperson, three (03) days before the date of the meeting (ordinary).
- IV. A member of the Board of Faculty may, with the permission of the Chairperson, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of Board of Faculty would not be considered necessary.

## **8. SPECIAL MEETING**

- I. A special meeting of the Board of Faculty may be convened any time by the Dean of the concerned faculty, Rector or at the request of one-third of the total membership of the Board of Faculty to consider any matter(s) of urgent nature.
- II. On receiving the proposal, for convening a special meeting of the Board of Faculty, the Secretary shall immediately proceed in the matter and request the Chairperson to fix a date for the meeting.
- III. At least five (05) days' notice shall be given to the members for the special meeting of the Board of Faculty.

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- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

**9. QUORUM OF THE MEETING**

The quorum for a meeting of the Board of Faculty shall be one half of the total number of its members, a fraction being counted as one.

**10. PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Board of Faculty may be called with the same agenda within five days' time.

**11. DECISIONS BY THE BOARD OF FACULTY**

All decisions of the Board of Faculty shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Board of Faculty.

**12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the Chairperson so decides he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Convener shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

**13. CONDUCT OF MEETING**

- I. The Convener of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The house may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

**14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Board of Faculty shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Board of Faculty,

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for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chairperson of Board of Faculty and if approved shall be communicated to the members through corrigendum.

#### **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the concerned Department/ Section/ Official(s) for necessary action/ compliance/ information. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Board of Faculty may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **16. DELEGATION OF POWERS TO TAKE A DECISION**

The Board of Faculty may delegate its authority to a Special Committee, a Standing Committee or to its Chairperson to take a decision on a particular issue if the Board of Faculty considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Board of Faculty in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee or by the Chairperson on behalf of the Board of Faculty. Such a decision when taken shall be considered to be a regular decision of the Board of Faculty.

17. The Secretary may call for any information from any member, which he may consider necessary for the completion of the case before it is submitted to the Board of Faculty for consideration.

18. For all such matters, not provided for under these Rules, action may be taken on the basis of previous conventions or with the approval of the Academic Council.

#### **19. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may extend special invitation to such person(s) to take part in the meeting of Board of Faculty, however, such person(s) shall have no right to vote during the meeting.

#### **20. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

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***Rules of Business of the Meetings of the Board of  
Studies COMSATS University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE BOARD(s) OF STUDIES COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. The Section 17(1)(b)(vii) of the COMSATS University Islamabad Act, 2018 provides for the establishment of the Board of Studies of each Department, as one of the authorities of University, responsible to advise the Authorities on all academic matters connected with instruction, research, publication and examination and for proposing the curricula of all degrees, diplomas and certificates courses in the subject or subjects and to consider all other academic matter relating to the concerned Department as prescribed.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of the said Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of sub-section (1) of the above said Section of the Act, the following Rules of Business of the meetings of the Board(s) of Studies have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the “*Rules of Business of the Meetings of the Board(s) of Studies COMSATS University Islamabad, 2018*” and shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) “*Chairperson*” means the Chairperson of the concerned Board of Studies who shall preside over its meetings;
- b) “*External Member*” means the member of the Board of Studies not in the service of COMSATS University Islamabad;
- c) “*Secretary*” means the Secretary of the Board of Studies;
- d) “*Meeting*” means the meeting of the Board of Studies;
- e) “*Member*” means a nominated or *ex-officio* member of the Board of Studies;
- f) “*The Quorum*” means the Quorum of the meeting of Board of Studies as prescribed.



#### **4. CHAIRPERSON OF THE BOARD OF STUDIES**

Chairperson of the concerned Academic Department shall also be the Chairperson of the relevant Board of Studies and shall Chair its meetings.

#### **5. SECRETARY OF THE BOARD OF STUDIES**

The Registrar of the University or his/ her nominee shall be the Secretary of the Board of Studies.

#### **6. MEETINGS OF THE BOARD OF STUDIES**

- I. The meetings of the Board of Studies shall be held on such dates, place and time as may be approved by the concerned Chairperson from time to time. Each Board of Studies shall meet at least twice in a year.
- II. The Secretary shall, with the approval of the Chairperson, prepare the agenda for the meetings of the Board of Studies and shall send the notice of the meetings and circulate the agenda and the relevant working papers, among the members, at least one week before the meeting by hand, post or through a special messenger.

#### **7. MEETING**

- I. At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Board of Studies.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting (ordinary).
- III. If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Convener, three (03) days before the date of meeting.
- IV. A member of the Board of Studies may, with the permission of the concerned Chairperson, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Board of Studies would not be considered necessary.

#### **8. SPECIAL MEETING**

- I. A special meeting of the Board of Studies may be convened any time by the concerned Chairperson or at the request of one-third of the total membership of the Board of Studies to consider any matter(s) of urgent nature.

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- II. On receiving the proposal, for convening a special meeting of the Board of Studies, the Secretary shall immediately proceed in the matter and request the concerned Chairperson to fix a date for the meeting.
- III. At least seven (07) days' notice shall be given to the members for the special meeting of the Board of Studies.
- IV. The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

## **9. QUORUM OF THE MEETING**

The quorum for a meeting of the Board of Studies shall be one half of the total number of its members, a fraction being counted as one.

## **10. PROCEDURE IF QUORUM IS NOT AVAILABLE**

If in a meeting, the quorum is not available, another meeting of the Board of Studies may be called with the same agenda within five (05) days' time.

## **11. DECISIONS BY THE BOARD OF STUDIES**

All decisions of the Board of Studies shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Convener shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Board of Studies.

## **12. APPROVAL BY CIRCULATION OF THE PAPERS**

If the concerned Chairperson so decides he/ she can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Chairperson shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

## **13. CONDUCT OF MEETING**

- I. The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Any member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- II. On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The Chair may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.



#### **14. RECORD OF PROCEEDINGS**

- I. The Secretary of the Board of Studies shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- II. The copy of the proceedings, as approved by the Chairperson, shall be circulated by the Secretary among all the members of the Board of Studies, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the concerned Chairperson and if approved shall be communicated to the members through corrigendum.

#### **15. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the concerned Departments/ Sections/ Official(s) for necessary action/ compliance/ information. If the occasion so demands a copy of relevant decision as mentioned in the proceedings of the Board of Studies may be issued in advance, with the permission and approval of the concerned Chairperson for immediate action.

#### **16. DELEGATION OF POWERS TO TAKE A DECISION**

The Board of Studies may delegate its authority to a Special Committee, a Standing Committee or to the Chairperson to take a decision on a particular issue if the Board of Studies considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Board of Studies in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee or by the Chairperson on behalf of the Board of Studies. Such a decision when taken shall be considered to be a regular decision of the Board of Studies.

17. The Secretary may call for any information from any member, which he may consider necessary for the completion of the case before it is submitted to the Board of Studies for consideration.
18. In all such matters, not provided for under these Rules, action may be taken on the basis of previous conventions or with the approval of the Rector.

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**19. SERVICE OF THE EXTERNAL MEMBER(S) ON THE BOARD OF STUDIES**

In case of participation in a meeting of the Board of Studies the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/DA, if applicable.

**20. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he/ she may extend special invitation to such person(s) to take part in the meeting of Board of Study, however, such person(s) shall have no right to vote during the meeting.

**21. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

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***Rules of Business of the Meetings of the Screening  
and Shortlisting Committee COMSATS University  
Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE SCREENING AND SHORTLISTING COMMITTEE COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. Section 17(1)(b)(ii) of the COMSATS University Islamabad Act, 2018 provides for the establishment of the Screening and Shortlisting Committee as one of the authorities of the University having the powers to scrutinize the applications and shortlist candidates for appointments to the positions of Professors, Associate Professors, Assistant Professors, Lecturers and equivalent faculty, non-faculty and administrative officers, RAs/TAs and Research Associates, in prescribed manner.
- II. Section 30 of the COMSATS University Islamabad Act, 2018 provides for making the rules, consistent with the provisions of the said Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of Section 30, sub-section (1) of the said Act, the following Rules of Business of the Meetings of Screening and Shortlisting Committee COMSATS University Islamabad have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the "*Rules of Business of the Meetings of the Screening and Shortlisting Committee COMSATS University Islamabad, 2018*". These rules shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) "*Chairperson*" means the Chairperson of the Screening and Shortlisting Committee;
- b) "*External Member*" means the member of the Screening and Shortlisting Committee not in the service of COMSATS University Islamabad;
- c) "*Secretary*" means the Secretary of Screening and Shortlisting Committee;
- d) "*Meeting*" means the meeting of the Screening and Shortlisting Committee;
- e) "*Member*" means the member of the Screening and Shortlisting Committee;
- f) "*The Quorum*" means the Quorum of the meeting of Screening and Shortlisting Committee as prescribed.

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#### **4. CHAIRPERSON OF THE SCREENING AND SHORTLISTING COMMITTEE**

One of the Pro-Rectors, nominated by the Rector, shall be the Chairperson of the Screening and Shortlisting Committee and thus shall preside over its meetings. In case of absence of the Pro-Rector, the meeting of the concerned Screening and Shortlisting Committee shall be Chaired by the Director of the concerned Campus and in case of Principal Campus the nominee of the Rector shall Chair its meeting.

#### **5. SECRETARY OF THE SCREENING AND SHORTLISTING COMMITTEE**

In charge/ Head of the HR Department of the concerned Campus shall be the Secretary of respective Screening and Shortlisting Committee.

#### **6. MEETINGS OF THE SCREENING AND SHORTLISTING COMMITTEE**

- I. The meetings of the Screening and Shortlisting Committee of each Campus shall be held from time to time on such dates, place and time as may be approved by the Rector/ Pro-Rector nominated by the Rector for the said purpose. The Screening and Shortlisting Committee shall meet whenever needed by the University.
- II. The concerned Secretary shall, with the approval of the Rector/ concerned Pro-Rector, prepare the agenda for the meeting of the respective Screening and Shortlisting Committee and shall send the notice of the meetings and circulate the agenda and the relevant working papers, among the members, by hand, post or through a special messenger.

#### **7. MEETING**

- I. At least ten (10) days' notice shall be given to the members for meeting (ordinary) of the Screening and Shortlisting Committee.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting.
- III. If the occasion so demands, supplementary agenda of an ordinary meeting may be issued by the Secretary, with the approval of the Rector, three (03) days before the date of meeting.

#### **8. SPECIAL MEETING**

- I. A special meeting of the Screening and Shortlisting Committee may be convened any time by the Rector or concerned Pro-Rector nominated by the Rector to consider any matter(s) of urgent nature.
- II. At least five (05) days' notice shall be given to the members for the special meeting of the Screening and Shortlisting Committee.



- III. The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

**9. QUORUM OF MEETING.**

The quorum for a meeting of the Screening and Shortlisting Committee shall be one-half of the total number of members, a fraction being counted as one.

**10. PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Screening and Shortlisting Committee may be called with the same agenda within three (03) days' time and decision taken by majority of votes.

**11. DECISION BY THE SCREENING AND SHORTLISTING COMMITTEE**

All decisions of the Screening and Shortlisting Committee shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Screening and Shortlisting Committee.

**12. CONDUCT OF MEETING**

The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting.

**13. RECORD OF PROCEEDINGS**

- I. The Secretary of the Screening and Shortlisting Committee shall maintain the record of proceedings of the meeting and shall submit the same to the Chair of the said meeting for approval. In case a meeting is presided over by the concerned Director, the minutes of said meeting shall be submitted to the respective Director for approval.
- II. The copy of the proceedings, as approved by the Chairperson of the said meeting, as the case may be, shall be circulated by the Secretary among all the members of the Screening and Shortlisting Committee, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within five (05) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.



#### **14. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the relevant proceedings/decisions to the Incharge/ Head of the HR Department of the University at Principal Seat for placing before the Selection Board for consideration.

#### **15. DELEGATION OF POWERS TO TAKE A DECISION**

The Screening and Shortlisting Committee may delegate its authority to the Chair, concerned Campus Director, Special Committee or a Standing Committee to take a decision on a particular issue if the Screening and Shortlisting Committee considers that a decision in a case cannot be taken in a meeting for want of any data or further information to be collected.

**16.** The Secretary may call for any information from any Department/ Section of concerned Campus for the completion of the case before it is placed before the Screening and Shortlisting Committee for consideration.

**17.** For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

#### **18. SERVICE OF THE EXTERNAL MEMBER(S) ON THE SCREENING AND SHORTLISTING COMMITTEE**

In case of participation in a meeting of the Screening and Shortlisting Committee the external member(s) shall be entitled for prescribed honorarium, if any. and for the reimbursement of prescribed TA/DA, if applicable.

#### **19. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he/ she may extend special invitation to such person(s) to take part in the meeting of Screening and Shortlisting Committee, however, such person(s) shall have no right to vote during the meeting.

#### **20. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

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***Rules of Business of the Meetings of the Appraisal  
and Contract Review Committee COMSATS  
University Islamabad, 2018***

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# **RULES OF BUSINESS OF THE MEETINGS OF THE APPRAISAL AND CONTRACT REVIEW COMMITTEE COMSATS UNIVERSITY ISLAMABAD, 2018**

## **1. PREAMBLE**

- I. Section 17 (2) of the COMSATS University Islamabad Act, 2018 provides for the establishment of Appraisal and Contract Review Committee, being one of the authorities established under the said Act, to review employee's performance and based on that submit its recommendations to the Rector, for approval, of the award or otherwise of annual increment, honorarium and contract extension of the University employees.
- II. Section 30 of the COMSATS University Act, 2018 provides for making the rules, consistent with the provisions of the said Act, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities. In pursuance of sub-section (1) of the above said Section of the Act, the following Rules of Business of the meetings of Appraisal and Contract Review Committee COMSATS University Islamabad have been approved by the Syndicate in its 1<sup>st</sup> meeting held on July 31, 2018 and concurred by the Senate in its 2<sup>nd</sup> meeting held on August 21, 2019.

## **2. SHORT TITLE AND COMMENCEMENT**

These rules may be called the "*Rules of Business of the Meetings of the Appraisal and Contract Review Committee COMSATS University Islamabad, 2018*". These rules shall come into force from the date of its approval from the Syndicate.

## **3. DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018, except the following:

- a) "*Chairperson*" means the Chairperson of the Appraisal and Contract Review Committee;
- b) "*Secretary*" means the Secretary of the Appraisal and Contract Review Committee;
- c) "*Meeting*" means the meeting of the Appraisal and Contract Review Committee;
- d) "*Member*" means the member of the Appraisal and Contract Review Committee;
- e) "*The Quorum*" means the Quorum of the meeting of Appraisal and Contract Review Committee.



**4. CHAIRPERSON OF THE APPRAISAL AND CONTRACT REVIEW COMMITTEE**

One of the Pro-Rectors, nominated by the Rector, shall be the Chairperson of the Appraisal and Contract Review Committee and shall preside over its meetings. In case of non-existence/ unavailability of Pro-Rector(s) the meetings of Appraisal and Contract Review Committee shall be Chaired by the Rector or his/ her nominee.

**5. SECRETARY OF THE APPRAISAL AND CONTRACT REVIEW COMMITTEE**

The Incharge/ Head, Human Resource Department of the Principal Seat of the University shall be the Secretary of the Appraisal and Contract Review Committee.

**6. MEETINGS OF THE APPRAISAL AND CONTRACT REVIEW COMMITTEE**

- I. The meetings of the Appraisal and Contract Review Committee shall be held on dates, place and time as may be approved by the concerned Pro-Rector and in his absence by the Rector from time to time. The Appraisal and Contract Review Committee shall meet whenever needed.
- II. The Secretary shall, with the approval of the concerned Pro-Rector/ Rector, prepare the agenda for the meetings of the Appraisal and Contract Review Committee and shall send the notice of the meetings and circulate the agenda and relevant working papers, among the members, by hand, post or through a special messenger.

**7. MEETING**

- I. At least ten (10) days' notice shall be given to the members for meeting (ordinary) of the Appraisal and Contract Review Committee.
- II. The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting.
- III. If the occasion so demands, supplementary agenda of an ordinary meeting may be issued by the Secretary, with the approval of the concerned Pro-Rector/ concerned Director, three (03) days before the date of meeting.

**8. SPECIAL MEETING**

- I. A special meeting of the Appraisal and Contract Review Committee may be convened any time by the Rector or concerned Pro-Rector to consider any matter(s) of urgent nature.







Secretary, to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

**14. COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the concerned Official(s)/ Department/ Section for necessary action/ implementation.

**15. DELEGATION OF POWERS TO TAKE A DECISION**

The Appraisal and Contract Review Committee may delegate its authority to the Chair, a Special Committee or a Standing Committee to take a decision on a particular issue if the Appraisal and Contract Review Committee considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected.

- 16.** The Secretary may call for any information from any Department/ Section of concerned Campus for the completion of the case before it is placed before the Appraisal and Contract Review Committee for consideration.

- 17.** For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

**18. PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he/ she may extend special invitation to such person(s) to take part in the meeting of Appraisal and Contract Review Committee, however, such person(s) shall have no right to vote during the meeting.

**19. CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

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