

***Constitution, Functions and Powers of the  
Authorities of the COMSATS University Islamabad  
Statutes, 2019***

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# Constitution, Functions and Powers of the Authorities of the COMSATS University Islamabad Statutes, 2019

## 1. TITLE

These Statutes, framed in pursuance of the Section 27 (1)(o) of the COMSATS University Islamabad Act, 2018 shall be called, "*Constitution, Functions and Powers of the Authorities of the COMSATS University Islamabad Statutes, 2019*".

## 2. COMMENCEMENT

These Statutes shall come into force from August 21, 2019.

## 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. "*Academic Department*" means a Teaching Department established and administered either at a single Campus or more than one Campuses simultaneously and shall overall be headed by a Chairperson and at each of the individual Campus by the Head of the Department;
- b. "*Act*" means the COMSATS University Islamabad Act, 2018;
- c. "*Administrative Officer*" means an Officer engaged whole-time by the University as prescribed in CUI Employees Service Statutes;
- d. "*Alumni*" means a graduate of the University who has his/her name entered in the register maintained by the University for the said purpose;
- e. "*Competent Authority*" means the Senate who shall exercise its powers under Section 19 (2) (h) of the Act, to approve the Statutes prescribing the constitution, functions and powers of the Authorities of the University;
- f. "*Constitution, Functions and Powers of Authorities*" means the constitution, functions and powers of authorities of the University prescribed under Sections 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and any other provision of the said Act.
- g. "*Professor*" means a Teacher engaged whole-time by the University at the level of Professor, Eminent Professor or Emeritus Professor;
- h. "*Senior Administrator*" means an Officer engaged whole-time by the University as prescribed in CUI Employees Service Statutes;

- i. “*Senior Faculty*” means a Teacher engaged whole-time by the University as Professor or Associate Professor;
- j. “*The Authorities of the University*” means any of the authority mentioned under Sections 17 or any other provision of the Act namely:
  - i. the Senate;
  - ii. the Syndicate;
  - iii. the Academic Council;
  - iv. Board of Advanced Studies and Research;
  - v. Recruitment, Development, Evaluation and Promotion Committees and Selection Board for teachers and other staff whether at the level of the department, the Faculty, the Campus or the University;
  - vi. Career Placement and Internship Committee of each faculty;
  - vii. Search Committee for the appointment of the Rector;
  - viii. the Representation Committees for appointments to the Senate, Syndicate and the Academic Council;
  - ix. Board of Faculty;
  - x. Board of Studies of Department(s);
  - xi. Finance and Planning Committee; and
  - xii. Such other committees or sub-committees set up by the Senate, the Syndicate and the Academic Council, by whatever name described, through Statutes or Regulations as appropriate.

#### 4. CONSTITUTION OF THE SENATE

- I. The Senate of the COMSATS University Islamabad shall consist of the following, namely:
  - a. the Chancellor who shall be the Chairperson of the Senate and shall preside over the meetings of Senate;
  - b. the Pro-Chancellors;
  - c. the Rector;
  - d. the Secretary of the Ministry dealing with the subject matter of Science and Technology;
  - e. the Secretary of the Ministry dealing with the subject of Education;
  - f. one of the Pro-Rectors nominated by the Rector;
  - g. four persons from society at large, being persons of distinction in the fields of administration, management, education, academics, law, accountancy, medicine, fine arts, architecture, agriculture, science, technology, industry and engineering, so that the appointment of these persons reflects a balance across the various fields. The appointment of persons of distinction in the above-mentioned areas of expertise will be made in such a manner that the special focus or affiliation of the University, to be declared in the manner prescribed, may be reflected in the number of persons of distinction appointed to the Senate in the relevant areas of focus or affiliation;
  - h. one person from amongst the alumni of the University;
  - i. two persons from the academic community of the country, other than an employee of the University, at the level of professor or principal of a college;
  - j. four University Teachers including one Professor, one Associate Professor, one Assistant Professor and one Lecturer, having at least two years' continuous service as full time teacher in COMSATS University Islamabad, to be elected respectively by and from amongst themselves in the manner prescribed by the Senate, however, not more than one University Teacher among these shall be serving on Senate, at the same time, from a single Campus. The Senate may alternatively prescribe that appointment of University Teachers to the Senate shall also be made from amongst a panel of three names for each vacancy recommended by the Representation Committee set up in terms of Section 25 of the Act in prescribed manners;
  - k. Chairperson, Higher Education Commission or his/ her nominee; and
  - l. Two Parliamentarians, one each from Senate and National Assembly;
  - m. The Registrar shall be the secretary of the Senate.
  
- II. The number of the members of the Senate described against clauses h to j of the Sub-Section I above may be increased by the Senate through Statutes subject to the condition that the total membership of the Senate does not exceed twenty three, with a maximum of five University

Teachers, and the increase is balanced, to the extent possible, across the different categories specified in Sub-Section I.

- III. All appointments to the Senate shall be made by the Chancellor. Appointments of persons described in clauses h and i of Sub-Section I shall be made from amongst a panel of three names for each vacancy recommended by the Representation Committee set up in terms of Section 25 of the Act and in accordance with the prescribed procedure. However, efforts shall be made, without compromising on quality or qualification, to give fair representation to women on the Senate.
- IV. Members of the Senate, other than *ex-officio* members, shall hold office for a period of three years. However, one-third of the members, other than *ex officio* members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of one year from the date of appointment by the Chancellor. One half of the remaining members, other than *ex-officio* members, of the first restructured Senate, to be determined by lot, shall retire from office on the expiration of two years from the date of appointment by the Chancellor and the remaining one-half, other than *ex-officio* members, shall retire from office on the expiration of the third year.
- V. No person, other than an *ex-officio* member, may serve on the Senate for more than two consecutive terms.
- VI. The University Teachers appointed to the Senate may not serve for two consecutive terms.
- VII. The Senate shall meet at least twice in a calendar year.
- VIII. The service on the Senate shall be on honorary basis, however, actual expenses to attend the meeting may be reimbursed as prescribed.
- IX. 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 University shall preside over the meeting.
- X. All decisions of the Senate, except those prescribed by the Act, shall be taken on the basis of the opinion of a majority of members present. In the event of the members being evenly divided on any matter the person presiding over the meeting shall have a casting vote.
- XI. The quorum for a meeting of the Senate shall be two thirds of its membership, a fraction being counted as one.

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## 5. FUNCTIONS AND POWERS OF THE SENATE

- I. The Senate shall be a body responsible for the governance of the University having the powers of general supervision over the University and shall hold the Rector and the Authorities accountable for all the functions of the University.
- II. The Senate shall have all powers of the University not expressly vested in an Authority or Officer by the Act and all other powers not expressly mentioned by this Act that are necessary for the performance of its functions.
- III. Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act and the Statutes the Senate shall have the following powers:
  - a. to approve the proposed annual plan of work, the annual and revised budgets, the annual report and the annual statement of accounts;
  - b. to hold, control and lay down policy for the administration of the property, funds and investments of the University, including the approval of the sale and purchase or acquisition of immovable property;
  - c. to oversee the quality and relevance of the University's academic programs and to review the academic affairs of the University in general;
  - d. to approve the appointment of the Deans, Professors, Associate Professors and such other senior faculty and senior administrators as may be prescribed;
  - e. to institute schemes, directions and guidelines for the terms and conditions of appointment of all officers, teachers and other employees of the University;
  - f. to approve strategic plans;
  - g. to approve financial resource development plans of the University;
  - h. to consider the drafts of Statutes and Regulations proposed by the Syndicate and the Academic Council respectively and deal with them in the manner as provided for in Sections 27 and 28 of the Act, as the case may be. The Senate may also frame a Statute or Regulation, on its own initiative, however before approval seeking the advice from the Syndicate or the Academic Council, as the case may be, will be required;
  - i. to annul by order in writing the proceedings of any Authority or officer if the Senate is satisfied that such proceedings are not in accordance with the provisions of the Act, Statutes or Regulations after calling upon such Authority or officer to show cause why such proceedings should not be annulled;
  - j. to recommend to the Chancellor removal of any member of the Senate in accordance with the provisions of the Act;
  - k. to make appointment of members of the Syndicate, other than *ex-officio* members, in accordance with the provisions of the Act, if so needed;

  
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- l. to make appointment of members of the Academic Council, other than *ex-officio* members, in accordance with the provisions of the Act, if so needed;
  - m. to appoint Emeritus and Eminent Professors on such terms and conditions as may be prescribed;
  - n. to appoint the Pro-Rectors and Campus Directors, on the recommendation of the Search Committee, in accordance with prescribed procedure and terms and conditions;
  - o. to appoint the Registrar, Treasurer or Controller of Examinations, on the recommendation of the Rector, in accordance with prescribed procedure and terms and conditions;
  - p. to remove any person from the membership of any Authority if such person has become of unsound mind or has become in-capacitated to function as member of such Authority or has been convicted by a court of law for an offence involving moral turpitude;
  - q. to remove from service the Pro-Rectors and Campus Directors, on the ground of inefficiency, moral turpitude, physical or mental incapacity or gross misconduct, including misuse of position for personal advantage of any kind in accordance with prescribed procedure;
  - r. to terminate the appointment of the Registrar, Treasurer or Controller of Examinations, on the advice of the Rector, on the grounds of inefficiency or misconduct in accordance with prescribed procedure; and
  - s. to determine the form, provide for the custody and regulate the use of the common seal of the University.
- IV. The Senate may, subject to the provisions of the Act, delegate all or any of the powers and functions of any Authority, officer or employee of the University at its main campus, to any Authority, committee, officer or employee at its campuses for the purpose of exercising such powers and performing such functions in relation to such campus, and for this purpose the Senate may create new posts or positions at the campus.
- V. **Visitation:** The Senate may, cause an inspection to be made in respect of any matter connected with the University in the prescribed manner.

## 6. CONSTITUTION OF THE SYNDICATE

- I. The Syndicate of the University shall consist of the following, namely: –
  - a. the Rector who shall be the Chairperson of the Syndicate and shall preside over its meetings;
  - b. the Pro-Rectors;
  - c. Joint Secretary concerned from the Ministry of Science and Technology;
  - d. the Directors;
  - e. the Deans;
  - f. three Professors, from different Departments, who are not members of the Senate, to be elected by all the University Teachers in accordance with procedure prescribed by the Senate, however, not more than one Professor among these shall be serving on Syndicate, at the same time, from the same Campus. The Senate may, as an alternative to the elections for the membership of these three Professors on Syndicate, prescribe a procedure for proposal of a panel of names by the Representation Committee set up in terms of Section 25 of the Act, if so needed. However, the appointment of persons proposed by the Representation Committee may be made by the Senate on the recommendation of the Rector;
  - g. Principals of the constituent Colleges;
  - h. the Registrar, who shall also be the Secretary;
  - i. the Controller of Examinations;
  - j. the Treasurer; and
  - k. any other Officer designated as Principal Officer under clause (l) of Section 7 of the Act.
- II. Members of the Syndicate, other than *ex-officio* members, shall hold office for three years.
- III. The quorum for a meeting of the Syndicate shall be one-half of the total number of members, a fraction being counted as one.
- IV. The Syndicate shall meet at least once in each quarter of a calendar year.

## 7. FUNCTIONS AND POWERS OF THE SYNDICATE

- I. The Syndicate shall be the executive body of the University and shall, subject to the provisions of the Act and the Statutes, exercise general supervision over the affairs and management of the University.
- II. Without prejudice to the generality of the foregoing powers, and subject to the provisions of the Act, the Statutes and directions of the Senate, the Syndicate shall have the following powers, namely:

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- a. to consider the annual report, the annual and revised budget estimates and to submit these to the Senate;
- b. to transfer and accept transfer of movable property on behalf of the University;
- c. to enter into, vary, carry out and cancel contracts on behalf of the University;
- d. to cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- e. to invest any money belonging to the University including any un-applied income in any of the securities described in section 20 of the Trusts Act, 1882 (Act II of 1882), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
- f. to receive and manage any property transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made to the University;
- g. to administer any funds placed at the disposal of the University for specified purposes;
- h. to approve the policies pertaining to students' related fees and other charges;
- i. to provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;
- j. to establish and maintain halls of residence and hostels or approve or license hostels or lodgings for the residence of students;
- k. to recommend to the Senate affiliation or disaffiliation of colleges;
- l. to recommend to the Senate admission of educational institutions to the privileges of the University and withdraw such privileges;
- m. to arrange for the inspection of colleges and the departments;
- n. to institute Professorships, Associate Professorships, Assistant Professorships, Lectureships, and other teaching posts or to suspend or to abolish such posts;
- o. to create, suspend or abolish such administrative or other posts as may be necessary;
- p. to approve the appointment of Assistant Professors, Lecturers and such other equivalent Faculty, Non-faculty and Administrative Officers and Research Associates;
- q. to prescribe the duties of officers, teachers and other employees of the University;
- r. to report to the Senate on matters with respect to which it has been asked to report;
- s. to appoint members to various Authorities in accordance with the provisions of the Act;
- t. to propose drafts of Statutes for submission to the Senate;
- u. to regulate the conduct and discipline of the students of the University;
- v. to take actions necessary for the good administration of the University in general and to this end exercise such powers as are necessary;
- w. to delegate any of its powers to any Authority or officer or a committee; and
- x. to perform such other functions as have been assigned to it by the provisions of the Act or may be assigned to it by the Statutes.

## 8. CONSTITUTION OF THE ACADEMIC COUNCIL

- I. The Academic Council of the University shall consist of the following, namely: –
  - a. the Rector who shall be the Chairperson of the Academic Council and shall preside over its meetings;
  - b. the Pro-Rectors;
  - c. the Campus Directors;
  - d. the Deans of Faculties and all the Chairpersons heading the Teaching Departments established either at a single Campus or more than one Campuses simultaneously;
  - e. five members representing the Departments, Institutes and the constituent Colleges, including one Associate Professor, two Assistant Professors and two Lecturers, having at least two years' continuous service as full time teacher in COMSATS University Islamabad, to be elected respectively by and from amongst themselves in the manner prescribed by the Senate, however, not more than one member among these shall be serving on Academic Council, at the same time, from the same Department, Campus, Institute or constituent College. As an alternative to elections, for appointment of these five members, the Senate may prescribe a procedure for proposal of a panel of names by the Representation Committee set up in terms of Section 25 of the Act.
  - f. two Principals of affiliated colleges, having at least two years' service as Principal in an affiliated college, to be elected by the Principals of affiliated colleges from amongst themselves;
  - g. five Professors, having at least two years' service in the COMSATS University, Islamabad to be elected by the Professors of the University among themselves, however, not more than one Professor among these shall be serving on Academic Council, at the same time, from the same Department or from the same Campus and may not serve on Academic Council for more than two consecutive terms. As an alternative to elections, for appointment of these five Professors, the Senate may prescribe a procedure for proposal of a panel of names by the Representation Committee set up in terms of Section 25 of the Act;
  - h. the Registrar, who shall also be the Secretary;
  - i. the Controller of Examinations; and
  - j. the Chief Librarian.
- II. The Senate shall appoint the members of the Academic Council, other than the *ex-officio* and the elected members, if so needed, on the recommendation of the Rector;
- III. Members of the Academic Council shall hold office for three years;
- IV. The Academic Council shall meet at least once in each quarter of a calendar year;
- V. The quorum for meetings of the Academic Council shall be one-half of the total number of members, a fraction being counted as one.

## 9. FUNCTIONS AND POWERS OF THE ACADEMIC COUNCIL

- I. The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act and the Statutes, have the powers to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the University, Campuses, Institutes and the Colleges.
- II. Without prejudice to the generality of the foregoing powers, and subject to the provisions of the Act and the Statutes, the Academic Council shall have the powers:
  - a. to approve the policies and procedures pertaining to the quality of academic programs;
  - b. to approve academic programs and the scheme of studies of different academic programs;
  - c. to approve the policies and procedures pertaining to student related functions including admissions, expulsions, punishments, examinations and certification;
  - d. to approve the policies and procedures assuring quality of teaching and research;
  - e. to recommend the policies and procedures for affiliation of other educational institutions;
  - f. to propose to the Syndicate schemes for the constitution and organization of Faculties, Teaching Departments and Boards of Studies;
  - g. to approve the names of paper setters, if needed, and examiners for all examinations of the University after receiving panels of names from the relevant authorities;
  - h. to institute programs for the continued professional development of University Teachers at all levels;
  - i. to recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
  - j. to regulate the award of studentships, scholarships, exhibitions, medals and prizes;
  - k. to frame and submit Regulations to the Syndicate for onward submission to the Senate;
  - l. to prepare an annual report on the academic performance of the University; and
  - m. to perform such other functions as may be prescribed by Regulations.

## 10. CONSTITUTION OF THE BOARD OF ADVANCED STUDIES AND RESEARCH

- I. The Board of Advanced Studies and Research of the University shall consist of the following, namely: –
  - a. Pro-Rector, Academics, who shall preside over the meetings of the Board of Advanced Studies and Research;
  - b. Pro-Rector, Research and Innovation, who shall also preside over the meetings of the Board of Advanced Studies and Research in the absence of Pro-Rector, Academics;
  - c. the Deans of the Faculties;
  - d. three University Professors other than Deans to be appointed by the Syndicate, however, not more than one Professor among these shall be serving on Board of Advanced Studies and Research, at the same time, from the same Department and from the same Campus and none of these shall be from any Department or Campus being represented by three University Teachers appointed by the Academic Council;
  - e. three University Teachers having research experience namely one Professor, one Associate Professor and one Assistant Professor to be appointed by the Academic Council, however, not more than one University teacher among these shall be serving on Board of Advanced Studies and Research, at the same time, from the same Department and from the same Campus and none of these will be from any Department or Campus being represented by three Professors appointed by the Syndicate;
  - f. three scholars of eminence to be appointed by the Rector on the recommendations of the Academic Council; and
  - g. the Registrar who shall also be the Secretary of the Board of Advanced Studies and Research.
- II. The term of office of members of the Board of Advanced Studies and Research, other than *ex-officio* members, shall be three years.
- III. The Board of Advanced Studies and Research shall meet at least four times in a calendar year.
- IV. The quorum for the meetings of the Board of Advanced Studies and Research shall be one half of the total number of members, a fraction being counted as one.

## 11. FUNCTIONS AND POWERS OF THE BOARD OF ADVANCED STUDIES AND RESEARCH

The Board of Advanced Studies and Research shall have the following functions and powers, namely: -

- a. to advise the Authorities on all matters related with the promotion of Advanced Studies and Research in the University;
- b. to consider and report to the Authorities on the institution of higher degrees in the University;
- c. to propose Regulations concerning the award of higher degrees;
- d. to recommend to the Academic Council the names for the panels of examiners for evaluation of thesis and for other research examinations after considering the proposal of the concerned Board of Faculty in this behalf;
- e. to approve the synopses and theses of Higher Degrees;
- f. to appoint supervisors for research studies; and
- g. to perform such other functions as may be prescribed by the Statutes and Regulations.

## 12. CONSTITUTION OF THE BOARD(S) OF FACULTIES

- I. The University shall have the following faculties and may add other faculties, whenever needed, as per prescribed procedure: -
  - a. **Faculty of Information Science and Technology** comprising the Departments of Computer Science, Health Informatics;
  - b. **Faculty of Sciences** comprising the Departments of Biosciences, Chemistry, Earth Sciences, Environmental Sciences, Mathematics, Meteorology, Pharmacy, Physics, Statistics;
  - c. **Faculty of Engineering** comprising the Departments of Chemical Engineering, Civil Engineering, Electrical and Computer Engineering and Mechanical Engineering;
  - d. **Faculty of Business Administration** comprising the Departments of Development Studies, Economics, Humanities, Management Sciences;
  - e. **Faculty of Architecture and Design** comprising the Department of Architecture and Design.
  - f. **Faculty of Health Sciences**
- II. There shall be a Board of each Faculty of the University which shall consist of the following, namely: -
  - a. Dean of the concerned faculty who shall be the Chairperson of the Board of Faculty and shall preside over its meetings;
  - b. Campus Directors;
  - c. all Chairpersons of the Teaching Departments;
  - d. all Professors of the Teaching Departments of the concerned Faculty;
  - e. three University teachers including one Professor, one Associate Professor and one Assistant Professor, to be nominated by the Academic Council by reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in its opinion, important bearing of the subjects assigned to the said Faculty;
  - f. the Registrar or his nominee who will also be the Secretary of Board of Faculty;
- III. The term of office of a nominated member of a Board of Faculty shall be three years.
- IV. The Board of Faculty may co-opt University teacher(s)/ expert(s) from industry by special invitation, with the approval of Rector, whenever needed.
- V. The Board of Faculty shall meet at least twice in a calendar year.
- VI. The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one.

### 13. FUNCTIONS AND POWERS OF THE BOARD(S) OF FACULTY

The Board of each Faculty of the University shall, subject to the general control of the Academic Council, the Syndicate and the Senate, have the Powers to:

- a. coordinate teaching, research and publications work in the Departments assigned to the Faculty;
- b. scrutinize the recommendations of the Boards of Studies of various Departments in the faculty regarding the courses, scheme of studies and syllabi and forward it to the Board of Advanced Studies and Research/ Academic Council, as the case may be;
- c. scrutinize the recommendations of the Boards of Studies, comprised in the faculty, on appointment of paper setters and examiners, except for higher degree programs examinations, and forward the panels of suitable paper setters and examiners for each examination to the Rector/ Campus Director, as the case may be;
- d. scrutinize the recommendations of the Boards of Studies comprised in the faculty on the appointment of thesis evaluators, paper setters and examiners for higher degree programs examinations and forward its recommendations to the Board of Advanced Studies and Research;
- e. consider any other academic matter relating to the faculty and to report thereon to the Academic Council; and
- f. perform such other functions, as may be prescribed or assigned to it by University authorities.

## 14. CONSTITUTION OF THE BOARD(S) OF STUDIES

- I. There shall be a separate Board of Studies for each Teaching Department involved in the teaching of a subject or a group of subjects, as may be prescribed;
- II. The University shall have the following Board of Studies of the Departments and may add other Board of Studies on establishment of Departments, whenever needed, as per prescribed procedure: -
  - a. Board of Studies in Computer Science;
  - b. Board of Studies in Health Informatics;
  - c. Board of Studies in Biosciences;
  - d. Board of Studies in Chemistry;
  - e. Board of Studies in Earth Sciences;
  - f. Board of Studies in Environmental Sciences;
  - g. Board of Studies in Mathematics;
  - h. Board of Studies in Meteorology;
  - i. Board of Studies in Pharmacy;
  - j. Board of Studies in Physics;
  - k. Board of Studies in Statistics;
  - l. Board of Studies in Chemical Engineering;
  - m. Board of Studies in Civil Engineering;
  - n. Board of Studies in Electrical and Computer Engineering;
  - o. Board of Studies in Mechanical Engineering;
  - p. Board of Studies in Management Sciences;
  - q. Board of Studies in Development Studies;
  - r. Board of Studies in Humanities;
  - s. Board of Studies in Economics;
  - t. Board of Studies in Architecture and Design.
- III. Each Board of Studies shall consist of the following, namely:
  - a. Chairperson of the Academic Department, who shall be the Chairperson of the Board of Studies of his/ her respective Department and thus shall preside over its meetings;
  - b. all the Professors, other than the Dean of the Faculty, and Associate Professors in the concerned Department;
  - c. all Heads of said Department at different Campuses;
  - d. one senior Assistant Professor and one senior Lecturer of the said Department to be nominated by the Dean of concerned Faculty;
  - e. three to five teachers/ experts relevant to the said subject(s), from outside the University,

to be appointed by the Academic Council from the panel recommended by the concerned Board of Faculty. The number will be determined by the Academic Council according to the requirement of each Board of Studies; and

- f. nominee of Registrar who shall be the Secretary of the Board of Studies;
  - g. Board of Studies may co-opt expert(s) by special invitation, with the approval of Rector, whenever needed.
  - h. Provided that in the case of such subjects as are taught in the affiliated colleges only and not in the University, the Board of Studies shall consist of: -
    - i. Chairperson of an Academic Department to be appointed by the Rector who shall be the convener of the meeting;
    - ii. three Professors/ Associate Professors of the Academic Departments of the University relevant to the concerned subjects as experts to be appointed by the Rector on the recommendations of concerned Dean;
    - iii. three to five teachers from the affiliated colleges doing teaching work in the relevant subject(s) to be appointed by the Rector on the recommendations of concerned Dean;
    - iv. nominee of the Registrar who shall be the Secretary of the Board of Studies.
- IV. The term of office of members of the Board of Studies other than *ex-officio* members shall be three years.
- V. The Board of Studies shall meet at least twice in a calendar year.
- VI. The quorum for the meetings of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

## 15. FUNCTIONS AND POWERS OF THE BOARD(S) OF STUDIES

Each Board of Studies shall have the following Powers and Functions:

- a. to advise the Authorities on all academic matters connected with instruction, research, publication and examination in the subject or subjects concerned;
- b. to propose curricula and syllabi for all the degree, diploma and certificate programs in the subject or subjects concerned;
- c. to suggest a panel of names of Paper-Setters and Examiners in the subject or subjects concerned; and
- d. to perform such other functions as may be prescribed by Regulations.

## 16. CONSTITUTION OF THE FINANCE AND PLANNING COMMITTEE

- I. The Finance and Planning Committee of the University shall consist of the following namely:
  - a. the Rector who shall be the Chairperson of the Finance and Planning Committee and shall preside over its meetings;
  - b. the Pro-Rectors;
  - c. Campus Directors;
  - d. a representative of the Higher Education Commission (HEC) not below the rank of Deputy Director, Finance;
  - e. Chief Financial and Accounting Officer of the Ministry of Science and Technology or his/ her nominee;
  - f. one member of the Senate to be nominated by the Senate;
  - g. one of the Deans to be nominated by the Syndicate;
  - h. the Registrar; and
  - i. Treasurer who shall also be the Secretary.
- II. The term of office of members of the Finance and Planning Committee, other than *ex-officio* members, shall be three years.
- III. The Finance and Planning Committee shall meet at least twice in a calendar year.
- IV. 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.

## 17. FUNCTIONS AND POWERS OF THE FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee shall have the following powers and functions, namely: -

- a. to consider annual and revised budget estimates and to submit these to the Syndicate;
- b. to consider annual statement of accounts and to submit this to the Syndicate;
- c. to recommend the policies pertaining to student related fees and other charges for the consideration of the Syndicate;
- d. to review periodically the financial position of the University;

- e. to advise the Senate, through Syndicate, on all matters relating to the planning, development, finance, investment, accounts and financial resource development plans of the University;
- f. to prepare short term, medium-term and long-term development plans;
- g. to prepare employees and resource development plans including the proposals for creation of new posts in the University; and
- h. to perform such other functions as assigned by the provisions of the Act or as may be prescribed.

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## 18. CONSTITUTION OF THE SELECTION BOARD

- I. There shall be a Selection Board to recommend the appointments at all academic, research and administrative posts in the University at the positions of Professor, Associate Professor, Assistant Professor, Lecturer and such other equivalent faculty, non-faculty and administrative officers and Research Associates and shall consist of the following namely:
  - a. the Rector who shall be the Chairperson of the Selection Board and shall preside over its meetings;
  - b. one of the Pro-Rectors, nominated by the Rector;
  - c. Director of the Campus concerned;
  - d. Dean of the Faculty concerned;
  - e. Chairperson of the Teaching Department/ Director of the Institute concerned;
  - f. one nominee of Ministry of Science and Technology not below the rank of Joint Secretary;
  - g. one nominee of the Higher Education Commission not below the rank of Director General;
  - h. In charge/ Head of the Human Resource Department at Principal Seat of the University who shall also be the Secretary of the Selection Board;
  - i. Selection Board, with the approval of Rector, may opt maximum of two subject experts of the relevant field, whenever needed, who will be counted for the quorum of that meeting of Selection Board.
- II. The members, other than *ex-officio* members, shall hold office for three years.
- III. The quorum of Selection Board shall be one-half of the total number of members, a fraction being counted as one.
- IV. In case of selection of Officers other than Teachers, the Selection Board shall consist only of members mentioned at sub-clauses (a), (b), (c), (f), (g), (h), of clause I and Head of the concerned Department at University and the quorum shall be one half of these members, a fraction being counted as one.
- V. No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Selection Board.
- VI. In selecting candidates for the posts of Professor and Associate Professor, the Selection Board shall consider reports from minimum of two reviewers in the subject concerned, to be nominated by the Rector, from a standing list of Professors from Technological Advanced countries as approved by the Syndicate and revised from time to time.
- VII. The Selection Board shall meet as and when required.

## 19. FUNCTIONS AND POWERS OF THE SELECTION BOARD

- I. The Selection Board shall interview all those shortlisted applicants as forwarded by the Screening and Shortlisting Committee against each of the advertised position. The Selection Board shall recommend:
  - a. to the Senate for the approval of names of suitable candidates for appointments to the positions of Professor, Associate Professor and such other equivalent faculty, non-faculty and administrative officers;
  - b. to the Syndicate for the approval of names of suitable candidates for appointments at the positions of Assistant Professor, Lecturer and such other equivalent faculty, non-faculty and administrative officers and Research Associates;
  - c. to the Senate or Syndicate, as the case may be, the grant of a higher initial pay in the suitable cases for reasons to be recorded in writing;
  - d. to the Senate the appointment of an eminently qualified person to a position in the University on such terms and conditions which may differ in any particular case from those prescribed;
  
- II. The Selection Board shall have the powers to consider all cases of promotions of Officers of the University, as per prescribed CUI Employees Promotion Statutes and shall recommend to the Senate for the approval of the names of suitable candidates for the non-faculty positions equivalent to Professor and Associate Professor and to the Syndicate for the approval of the names of suitable candidates for the non-faculty positions equivalent to Assistant Professor and Lecturer.

## 20. CONSTITUTION OF THE SCREENING AND SHORTLISTING COMMITTEE

- I. The University shall have a Screening and Shortlisting Committee.
- II. Screening and Shortlisting Committee shall consist of the following namely:
  - a. one of the Pro-Rectors to be nominated by the Rector who shall also be the Chairperson of the Screening and Shortlisting Committee and shall preside over its meetings;
  - b. Director of the Campus concerned who shall also preside over the meeting of Screening and Shortlisting Committee in the absence of Pro-Rector. In case of Main Campus, the nominee of Rector shall be the member of respective Screening and Shortlisting Committee and shall preside over its meeting in the absence of Pro-Rector;
  - c. Dean of the Faculty concerned;
  - d. Chairperson of the Department concerned;
  - e. Head of the Teaching Department at concerned Campus;
  - f. In charge/ Head of University Human Resource Department;
  - g. one expert of the concerned subject for faculty positions to be nominated by the Rector;
  - h. In charge/ Head of the concerned Campus HR Department shall also be the Secretary of respective Screening and Shortlisting Committee.
- III. The members, other than *ex-officio* members, shall hold office for a period of three years.
- IV. The quorum for a meeting of Screening and Shortlisting Committee shall be one-half of the total number of members, a fraction being counted as one.
- V. In case of selection of Officers other than teachers, the Screening and Shortlisting Committee shall consist of members mentioned at sub-clauses (a), (b), (f) and (h) of clause II and Head of the concerned Administrative Department at the Campus and the quorum shall be one-half of these members, a fraction being counted as one.
- VI. No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Screening and Shortlisting Committee.
- VII. In assessing candidates for the positions of Professor and Associate Professor, the Screening and Shortlisting Committee shall consider reports from minimum of two reviewers in the subject concerned, to be nominated by the Rector, from a standing list of experts from Technological Advanced Countries as approved by the Syndicate and revised from time to time.
- VIII. The Screening and Shortlisting Committee shall meet whenever required by the University.

## 21. FUNCTIONS AND POWERS OF THE SCREENING AND SHORTLISTING COMMITTEE

The Screening and Shortlisting Committee shall have the following functions and powers:

- a. to consider all applications for teaching and other posts, received in response to an advertisement for appointment to the positions of Professors, Associate Professors, Assistant Professors, Lecturers and such other equivalent faculty, non-faculty and administrative officers and Research Associates, as per eligibility requirements for the said positions.
- b. to interview all the eligible candidates as a result of scrutiny and shortlisting at least five applicants against each of the advertised position, if possible, and submit to the Selection Board for consideration.

## 22. CONSTITUTION OF THE STAFF GRADE RECRUITMENT AND PROMOTION COMMITTEE(S)

- I. There shall be a separate Staff Grade Recruitment Committee(s) of the University, for its Main Campus and for each of the individual Campuses, to make appointments and promotions of Staff Grade (SG) employees against all the vacant sanctioned posts as per prescribed CUI Service Statutes and CUI Employees Promotion Statutes respectively and shall consist of the following namely:
  - a. nominee of the Rector for the Main Campus and the Campus Directors, for their respective Campuses, shall be the Chairperson of the Staff Grade Recruitment and Promotion Committee and shall preside over its meetings;
  - b. Head of the Department/ Section/ Unit concerned;
  - c. one nominee of the Rector;
  - d. one expert of the relevant field to be appointed by the Rector for Main Campus and by the concerned Director for his/ her respective Campus;
  - e. In charge HR of the concerned Campus who shall also be the Secretary of respective Staff Grade Recruitment Committee.
- II. The members, other than *ex-officio* members, shall hold office for a period of three years.
- III. The quorum for a meeting of the Staff Grade Recruitment and Promotion Committee(s) shall be one half of the total number of members, a fraction being counted as one.
- IV. The Staff Grade Recruitment and Promotion Committee shall meet whenever required by the University.

## 23. FUNCTIONS AND POWERS OF THE STAFF GRADE RECRUITMENT AND PROMOTION COMMITTEE(S)

The Staff Grade Recruitment and Promotion Committee(s) shall have the following functions and powers: -

- a. to consider all applications for staff grade posts as prescribed in CUI Employees Service Statutes, received in response to an advertisement against the sanctioned vacant posts and to scrutinize all the cases as per eligibility requirements for the said post(s);
- b. to interview the eligible candidates and submit the names and pay of a principal candidate and an alternate candidate, if possible, against each of the advertised vacant position, to the Rector for the Main Campus and to the Campus Director for his/ her respective Campus;

- c. to consider the cases of promotion of staff grade employees as per prescribed CUI Employees Promotion Statutes and submit the recommendations to the Rector for the Main Campus and to the Campus Director for his/ her respective Campus;
- d. Campus Directors shall forward the recommendations, for appointment and promotion, of their respective Staff Grade Recruitment and Promotion Committees for the approval of the Rector.

## 24. CONSTITUTION OF THE APPRAISAL AND CONTRACT REVIEW COMMITTEE

- I. There shall be an Appraisal and Contract Review Committee of the University consisting of the following, namely: -
  - a. one of the Pro-Rectors to be nominated by the Rector who 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-Rectors the meetings of the Appraisal and Contract Review Committee shall be presided over by the Rector or his/ her nominee;
  - b. Director of the Campus Concerned. In case of Main Campus, the nominee of Rector shall be the member of respective Appraisal and Contract Review Committee;
  - c. two members to be appointed by the Syndicate;
  - d. one member to be appointed by the Rector;
  - e. Incharge/ Head of University Human Resource Department who shall also be the Secretary of Appraisal and Contract Review Committee;
- II. The members, other than *ex-officio* members, shall hold office for a period of three years.
- III. The quorum for a meeting of the Appraisal and Contract Review Committee shall be one-half of the total number of members, a fraction being counted as one.
- IV. The Appraisal and Contract Review Committee shall meet whenever required by the University.

## 25. POWERS AND FUNCTIONS OF THE APPRAISAL AND CONTRACT REVIEW COMMITTEE

The Appraisal and Contract Review Committee shall have the following functions and powers namely: -

- a. to review each employee's annual performance assessed by the respective Head/ Incharge and recommend to the Rector, for approval, of the following:
  - i. grant/ deferment/ stoppage of annual increment;
  - ii. issuance of letter of advice/ concern/ warning, if performance so demands;
- b. to review each employee's performance during the year under consideration and preceding two years and based on that recommend to the Rector, for approval, of the award of performance-based honorarium;

- c. to review the performance of each employee during the period of his/ her previous contract(s) with the University and to recommend to the Rector, for approval, of the following:
  - i. contract extension for a specific duration;
  - ii. no further extension of contract.
- d. to consider the cases of anomalies in employees' pay and submit its recommendations with justification, for revision/ re-fixation of employees' pay, through the Treasurer, to the Rector for approval.

## **26. CONSTITUTION OF THE FACULTY(S) CAREER PLACEMENT AND INTERNSHIP COMMITTEE(S)**

- I. Each faculty of the University shall have a Career Placement and Internship Committee and shall consist of the following: -
  - a. one of the Chairpersons of Academic Departments of concerned faculty, to be nominated by the concerned Dean of faculty, who shall be the Chairperson of said Committee and shall preside over its meetings;
  - b. Chairperson or his/ her nominee of each Academic Department of concerned faculty;
  - c. three nominees of Dean concerned, however, one of them will also be the Secretary of the said Committee.
- II. The quorum of the meeting of Faculty(s) Career Placement and Internship Committee shall be one half of the total membership;
- III. The Faculty(s) Career Placement and Internship Committee shall meet at least twice in a calendar year.

## **27. FUNCTIONS AND POWERS OF THE CAREER PLACEMENT AND INTERNSHIP COMMITTEE**

- I. The Faculty(s) Career Placement and Internship Committee(s) will propose, to the Board of their respective Faculty, regulations to facilitate the placements and internships of the graduates/ alumni of all the Departments of said faculty;
- II. The Faculty(s) Career Placement and Internship Committee(s) will provide the annual program, to the concerned Academic Departments and Career Counselling Offices at Campuses, for the placements and internships of their graduates and shall review the implementation of said program;
- III. The Faculty(s) Career Placement and Internship Committee(s) will provide guidelines to the concerned Academic Departments and Career Counselling Offices at Campuses, for helping students/ alumni in the pursuit of higher studies;
- IV. The Faculty(s) Career Placement and Internship Committee(s) may constitute similar committees in the concerned Departments of their faculty and may place on such committee(s) the faculty members, as they may deem fit, whenever needed.
- V. The Faculty(s) Career Placement and Internship Committee will provide guidelines to the concerned Career Counselling Offices at Campuses for offering counseling and placement services to the students of their respective faculty;

- VI. The Faculty(s) Career Placement and Internship Committee shall propose, to the Dean concerned, the annual program for undertaking a range of activities including but not limited to on-campus job fairs, experts/ company presentations, workshops on resume writing and interviewing skills and job search strategies, for approval and implementing in the concerned Departments/ Campuses through Career Counselling Offices at Campuses.

## 28. CONSTITUTION OF THE AFFILIATION COMMITTEE

- I. Affiliation Committee shall consist of the following: -
  - a. the Pro-Rector, Academics, who shall be the Chairperson of the Affiliation Committee and shall preside over its meetings and shall lead inspection visits. In the absence of Pro-Rector, Academics the Senior most Dean of the Faculty shall preside over the meeting of Affiliation Committee and shall lead inspection visits;
  - b. one member of the Syndicate to be nominated by the Syndicate;
  - c. one nominee of Higher Education Commission not below the rank of BPS 19;
  - d. one nominee of Ministry of Science and Technology not below the rank of BPS 19;
  - e. all the Deans of Faculties;
  - f. two Professors to be appointed by the Academic Council;
  - g. the Director of Education of the Division concerned;
  - h. the Controller of Examinations;
  - i. the Registrar who shall also be the Secretary of Affiliation Committee;
- II. The Affiliation Committee may co-opt not more than three experts, with the approval of Rector, who shall be counted for the quorum of an inspection by the Affiliation Committee;
- III. The term of office of the members of the Affiliation Committee, other than *ex-officio* members, shall be three years;
- IV. The Affiliation Committee shall meet as per need of the University;
- V. The quorum for a meeting and inspection visit by the Affiliation Committee shall be one half of the total number of members.

## 29. FUNCTIONS AND POWERS OF THE AFFILIATION COMMITTEE

The Affiliation Committee shall have the following powers and functions, namely: -

- a. to inspect the educational institutions seeking affiliation with, or admission to the privileges of the University and to advise the Senate through Syndicate thereon;
- b. to inquire into the complaints alleging breach of conditions of affiliation by affiliated colleges/ affiliated institutions and to advise the Senate through Syndicate thereon;
- c. to propose to the Syndicate on all matters of affiliation or disaffiliation of colleges for onward submission to the Senate for consideration;
- d. to perform such other functions as may be prescribed by Regulations.

### **30. CONSTITUTION OF THE CAMPUS DISCIPLINE COMMITTEE**

- I. University shall have the separate Discipline Committees for its Main Campus and for each of the individual Campuses;
- II. Campus Discipline Committee(s) shall consist of the following namely:
  - a. nominee of the Rector for Main Campus and nominee of the Director for his/ her respective Campus, not below the level of Associate Professor or equivalent, who shall be the Chairperson of the Campus Discipline Committee and thus shall chair its meetings;
  - b. one Senior Teacher, not below the level of Associate Professor, if available, from the concerned Campus to be nominated by the Campus Director as member;
  - c. two Senior Teachers/ Senior Officers, not below the level of Associate Professor or equivalent, if available, from the concerned Campus to be appointed by the Syndicate;
  - d. Incharge Students' Affairs of the concerned Campus, who shall also be the Secretary of the Campus Discipline Committee;
- III. The quorum for a meeting of Campus Discipline Committee shall be one-half of the total members, a fraction will be counted as one;
- IV. The term of office of the members of the Affiliation Committee, other than *ex-officio* members, shall be three years.

### **31. FUNCTIONS AND POWERS OF THE CAMPUS DISCIPLINE COMMITTEE**

- I. Functions and Powers of the Campus Discipline Committee shall be -
  - a. to give suggestions, to the Rector, for Main Campus, and to the Campus Directors, for their respective Campuses, relating to the conduct of students and maintenance of discipline at the Campuses;
  - b. to propose Regulations to the University Discipline Committee relating to the conduct of University students, maintenance of discipline and penalties for the breach of discipline by the students;
  - c. to deal with all the cases of indiscipline, misconduct and violation of rules and regulations by the students of respective Campus;
  - d. to inquire into the complaints alleging the misconduct or involvement of student(s) in violation of discipline, rules and regulations of the University and submit its recommendations to the Rector for Main Campus and Directors for their respective Campuses for approval;

- e. to impose minor/ major penalties including the suspension, expulsion, rustication of students or imposition of fine, on the basis of the inquiry conducted, with the approval of nominee of Rector for Main Campus and concerned Director for his/ her respective Campus; and
  - f. to perform such other functions as may be assigned to it.
- II. The Campus Discipline Committee will decide each case of indiscipline, misconduct and violation of rules and regulations by the students within two weeks' time.
- III. **Appellate Authority:** The appellate authority against the decisions of the Campus Discipline Committees shall be the University Discipline Committee.

## **32. CONSTITUTION OF THE UNIVERSITY DISCIPLINE COMMITTEE**

- I. The University shall have a Discipline Committee with the name University Discipline Committee;
- II. University Discipline Committee shall consist of the following namely:
  - a. Pro-Rector, Academics, who shall be the Chairperson of University Discipline Committee and shall chair its meetings;
  - b. two Deans to be nominated by the Rector and Senior of these two shall also Chair the meeting of University Discipline Committee in the absence of Pro-Rector, Academics;
  - c. two Senior Teachers, not below the level of Associate Professor, to be appointed by the Syndicate;
  - d. Controller of Examinations; and
  - e. Registrar who shall also be the Secretary of University Discipline Committee;
- III. The quorum for a meeting of University Discipline Committee shall be one half of the total members, a fraction will be counted as one.

## **33. FUNCTIONS AND POWERS OF THE UNIVERSITY DISCIPLINE COMMITTEE**

- I. Functions and Powers of the University Discipline Committee shall be :-
  - a. to propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and penalties for the breach of discipline by the students;
  - b. to deal with all the appeals submitted by the students against the decisions of Campus Discipline Committees and to give its decision on such appeals within a period of two weeks' times; and
  - c. to perform such other functions as may be assigned to it.
- II. The decisions of the University Discipline Committee shall be final; however, it may review any decision once if advised by the Rector.