SHAH ABDUL LATIF UNIVERSITY

KHAIRPUR, SINDH, PAKISTAN

CODE-2021

SHAH ABDUL LATIF UNIVERSITY

KHAIRPUR, SINDH, PAKISTAN

Established 1987

UPDATED CODE-2021

Price Rs.2000

Title: The Shah Abdul Latif University Code 2021

Compilation & Editing by the following Committee for the publication of Update code, Regulation, Statutes and Rules.

1. **Prof. Dr. Taj Muhammad Lashari,** **Convener**
   Dean, Faculty of Social Sciences
2. **Prof. Dr. Noor Ahmed Shaikh,** **Member**
   Dean, Faculty of Physical Sciences
3. **Mr. Farhan Latif Memon,** **Member**
   Member Syndicate
4. **Dr. Zulfiqar Ali Shaikh,** **Member**
   Registrar
5. **Advocate Mr. Akhtiar Ahmed Bhambhro,** **Member**
   Legal Advisor, SALU, Khairpur
6. **Deputy Registrar (Meetings/AC-I),** **Member/Secretary**

Year of Publication:	**2025**
Edition	**Second (updated upto 2021)**
No. of Copies	**500**
Price:	**Rs.2000**

PREFACE BY THE VICE CHANCELLOR

In light of the rapid development witnessed in Pakistan, the necessity for producing a well-qualified and competent workforce for national development and institution-building became increasingly evident.

It was duly recognized that there existed a significant void in higher education infrastructure in the Upper Sindh region, particularly beyond the Hyderabad district. To address this concern, the Sindh University Shah Abdul Latif Campus was initially established in Khairpur in 1974. Subsequently, this Campus was upgraded and transformed into an independent and full-fledged degree-awarding institution under the title of *Shah Abdul Latif University*, pursuant to an Act passed by the Sindh Provincial Assembly in 1986. The University attained formal legal status through the enactment of the said Act, which was notified via the Sindh Government Gazette Notification on the 15th of March, 1987.

Shah Abdul Latif University, Khairpur has since been catering the need of higher education of the youth in the Sukkur and Larkana Divisions. The students' number has grown significantly, from 1,500 in the year 1987 to over 15,000 at present. This includes candidates enrolled under the Regular and Self-Finance Schemes. These academic initiatives have achieved considerable success, with robust engagement from both in-service and prospective teaching professionals.

The University currently maintains affiliation with 90 degree colleges, accommodating approximately 20,000 students enrolled as regular learners. Additionally, there are an estimated 30,000 individuals who appear for examinations as External or Private candidates under the auspices of Shah Abdul Latif University.

In addition to the Shah Abdul Latif University Act-1986, and the University's First Statutes, the exigency for a comprehensive regulatory framework was recognized in order to ensure the efficient and orderly operation of the University. Consequently, a structured set of rules and regulations has been formulated to uphold the integrity and governance of the University in accordance with statutory provisions.

It is a matter of profound personal satisfaction to record that during my tenure as Vice Chancellor of Shah Abdul Latif University Khairpur, from August 2024 to date, I was entrusted with the significant responsibility of overseeing and navigating the institutional transformation of the Campus. Subsequently, I had the honor to serve as Faculty Member, Chairman of the Department of Urdu, Dean Faculty of Social Sciences & Arts, Dean Faculty of Arts & Languages and Pro-Vice Chancellor of this Alma mater.

It is with a deep sense of pride and responsibility that I am rendering my services as the Vice Chancellor of Shah Abdul Latif University, Khairpur—this following a complete term served as Chairman Pakistan Academy of Letters, Islamabad during the period 2020 to 2023.

For the second time during my tenure in the documented history of Shah Abdul Latif University, a comprehensive *University Code* is being promulgated with some amendments. This Code is intended to consolidate and codify the various statutes, rules, and regulations governing the University into a single reference document. The objective is to facilitate ease of access and clarity for administrative officers, academic staff, and other stakeholders. It is anticipated that the University Code will serve as a valuable tool not only for internal governance but also for members of the public and affiliated institutions within and beyond the province.

I deem it essential to formally acknowledge and express my sincere appreciation for the dedicated efforts and commendable contributions of Prof. (Retd.) Dr. Taj Muhammad Lashari, Ex-Dean Faculty of Social Sciences (Convener of the Code Update, Committee), Prof. Dr. Noor Ahmed Shaikh, Dean Faculty of Physical Sciences, Dr. Zulfiqar Ali Shaikh, Registrar, Mr. Farhan Latif Memon, Member Syndicate and Advocate Akhtiar Ahmed Bhanbhro, Legal Advisor for their pivotal role in the updating and compilation of the code. Their meticulous work in assembling this material has been instrumental to the successful completion of this project.

It is my considered hope and expectation that the updated *University Code-2021* shall facilitate the streamlined and efficient functioning of Shah Abdul Latif University, Khairpur. The proper and consistent application of the rules and regulations contained herein by the responsible management personnel will, without doubt, enhance the governance and operational efficacy of the University's various administrative departments.

Meritorious Prof. Dr. Yousuf Khushk
Vice Chancellor

Table of Contents

PREFACE BY THE VICE CHANCELLOR 4

PART-I THE SHAH ABDUL LATIF UNIVERSITY ACT, 1986 SINDH ACT NO.XI OF 1986 12

CHAPTER - I PRELIMINARY 12

1. Short title and commencement 12
2. Definitions 12

CHAPTER-II THE UNIVERSITY 13

3. Incorporations: 13
4. Powers of the University 14
5. Jurisdiction of the University 15
6. University open to all classes, creeds, etc. 15
7. Teaching in the University. 15
8. Recognized Teaching and courses 16

CHAPTER - III OFFICERS OF THE UNIVERSITY 16

9. Officers of the University 16
10. Chancellor 16
11. Visitation 16
12. Pro-Chancellor 17
13. Vice- Chancellor 17
14. Powers and duties of the Vice Chancellor 17
15. Pro-Vice Chancellor 18
16. Registrar 18
17. Director Finance 18
18. Controller of Examination 19
19. Project Director & Librarian 20

CHAPTER- IV AUTHORITIES OF THE UNIVERSITY 20

20. Authorities 20
21. Senate 21
22. Powers and Duties of the Senate 22
23. Syndicate 22
24. Powers and Duties of the Syndicate 23
25. Academic Council 24
26. Powers and duties of the Academic Council 25
27. The Constitution, functions and powers of the Authorities 25
28. Appointment of Committees by certain authorities 25

CHAPTER-V STATUTES, REGULATIONS AND RULES 25

29. Statutes 25

30. Regulations 26
31. Rules 26
32. Amending and repealing the Statutes and Regulations 27
CHAPTER – VI AFFILIATION OF EDUCATIONAL INSTITUTIONS TO THE UNIVERSITY 27
33. Affiliation 27
34. Addition of courses by affiliated colleges. 28
35. Reports from Affiliated Colleges. 28
36. Withdrawal of affiliation 28
37. Appeal against refusal or withdrawal of affiliation 28
38. Taking over of an Institution or College 28
CHAPTER - VII UNIVERSITY FUND 29
39. University Fund 29
40. Audits and Accounts 29
CHAPTER – VIII GENERAL PROVISIONS 29
41. Opportunity to show cause 29
42. Appeal to and review by the Syndicate 29
43. An officer, teacher or other employee of the University shall retire from service:- 30
44. Pension Insurance, Gratuity, Provident Fund and Benevolent Fund 30
45. Commencement of term of office of members of Authority 30
46. Filling of casual vacancies in Authorities 30
47. Voids in the constitution of Authorities 30
48. Disputes about membership of Authorities 30
49. Proceedings of Authorities not invalidated by vacancies 31
50. Removal of difficulties at the commencement of the Act 31
51. Bar of Jurisdiction. 31
52. Indemnity 31
53. Power to require to serve under any government or organization 31
54. Existing statutes, Regulation and Rules. 31
PART – II THE FIRST STATUTES 37
1. Faculties: 37
2. Dean 38
3. Teaching Departments 39
4. Board of Studies 39
5. Advance Studies and Research Board. 40
6. Selection Board. 41
7. Functions of Selection Board. 42
8. Finance and Planning Committee. 42
9. Functions of the Finance and Planning Committee. 43
10. Affiliation Committee. 43

11. Discipline Committee 47
PART-III ADDITIONAL STATUTES 49
1. Condition of Services of the Employees. 49
2. Award of Next Higher Basic Pay Scale to General and Ex-Cadre Officers. 57
3. Award of Time Scale to the Teachers of Model School 58
4. Minimum Qualification and Experience for appointment of Faculty Members. 60
5. Upgradation of the posts of the university teachers: 61
6. Revised Eligibility Conditions for appointment of faculty in Arts & Design (Studio Practice) disciplines 61
7. Raising Minimum Qualification for Appointment of Lecturer at HEIs 63
8. Model Tenure Track System-2004 64
9. Minimum Qualifications For Employees Other Than Teachers 65
10. Technical Policy 90
11. Efficiency & Discipline (E&D) of the Employees 92
12. Leave to the Officers, Teachers and the Employees 98
13. Leave Encashment 102
14. Study Leave Statutes 1987 105
15. Pension to the Employees 110
16. Purchase Of Car 112
17. Provident Fund For The Employees 113
18. Benevolent Fund For The Employees 115
19. Group Insurance For The Employees 121
20. Medical Allowance And Hospitalization Of The Employees 125
21. Revised Medical Policy 128
21. Conducting of Election of the Authorities of the University 135
22. Registration Of Registered Graduates 145
23. Grant of BPS-21 to the University Professors 150
24. Revised Statutes for Promotion of Professor (BPS-21) to Meritorious Professor (BPS-22) 151
PART-IV REGULATIONS 154
1. Functions Of Deans Of Faculties 154
2. Teaching Institutes/Departments 155
3. Work Load Of University Teachers 156
4. Recognition Of Teachers Not In Direct Employment 157
5. Academic Programs Offered By The University 158
6. Semester Rules & Regulations 158
7. Refund of fees as per HEC criteria given bellow: 160
8. Admission in Affiliated Degree Colleges and Postgraduate Centres 161
a) Admission To Doctor Of Philosophy (Ph.D) 161
b) Regulations Regarding Admission To Master Of Philosophy (M.Phil) 166

9. Revised Regulations of MS/M.Phil and Ph.D Program as per HEC criteria 176
a) Regulations regarding Admission to Master of Philosophy (MPhil/MS): 176
b) Regulations Regarding Admission To Doctor Of Philosophy (Ph.D). 180
10. The HEC Policy of PhD Degree Program effective 1 st January, 2021 195
1. Principles and Purposes of the HEC's PhD Policy 195
3. Minimum Criteria for Admission in PhD Programs 197
4. MINIMUM REQUIREMENTS FOR AWARD OF PHD DEGREES 199
11. Annex 2.2 Timelines for Obtaining NOCs for PhD Programs in Pakistan 202
12. **Admission of Students in Affiliated Colleges** 206
13. **Transition from BA/BSc Programs to Associate Degree Programs: Phasing out of MA/MSc programs** 211
14. Conduct of University Convocation 212
REGULATIONS FOR CONDUCT OF UNIVERSITY CONVOCATION 212
15. REGULATIONS FOR HOLDING CONVOCATION IN AN AFFILIATED COLLEGE 216
16. Conduct and Maintenance of Students Discipline 219
17. Utilization of Self-Financing Scheme Funds Statutes 223
18. Improvement of Classes/Divisions in Bachelor and Master Classes 226
a) REGULATIONS REGARDING IMPROVEMENT OF CLASSES/DIVISIONS IN B.A./B.SC/ B.SC(HOME ECONOMICS) AND B.COM 226
b) REGULATIONS REGARDING IMPROVEMENT OF CLASSES/DIVISIONS IN M.A OR M.Sc. 227
19. Regulations for Change of Name and or Surname 228
20. Conduct Of Examinations Regulations 1987 229
21. Conditions Of Admission To Examinations Regulations 1987 247
OR 249
OR 249
OR 249
22. Regulations Regarding Grace Marks/Condonation Marks 251
23. Regulations For Issue Of Duplicate Degrees/Certificates And Diplomas 252
24. The Sindh Universities and Boards Examinations (Eradication of Malpractices) Ordinance, 1999 254
25. Punishment to the candidates using unfair means in Examinations 257
26. Rules Of Procedure For Meetings Of The Senate 264
27. Rules of Procedure for meetings of the Syndicate) 267
28. Rules of Procedure for Meeting of the Academic Council) 269
29. Commencement of term of the office of a Member of an Authority 271
30. Rules Regarding Allotment And Control Of Residential Colony 272
31. Foreign Service Rules 1987 276
32. Lien Rules 278
33. Appointment of Professor Emeritus 280

34. Revised Eligibility Criteria and Terms and Conditions for Appointment of Professor Emeritus in the University. 280
35. **Maintenance of Accounts Code** 282
36. **Permanent Reimbursement fixed for the Officer** 286

PART – I

SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR ACT 1986

AND

AMENDMENT BILLS, (2002, 2013 & 2018)

PART-I (A)

THE SHAH ABDUL LATIF UNIVERSITY ACT, 1986
SINDH ACT NO.XI OF 1986

GOVERNMENT OF SINDH, LAW DEPARTMENT
N O T I F I C A T I O N
Karachi, the 13th February, 2002

THE SINDH UNIVERSITIES LAWS (AMENDMENT) BILL, 2013
SINDH ACT NO. XLIII OF 2013
AN ACT
Amendment Bill-2013 passed by the Provincial Assembly of Sindh

SINDH GOVERNMENT GAZETTE, MAY 11, 2018
Amended by Provincial Assembly of Sindh
NOTIFICATION
X Karachi, The 11th May, 2018
The Sindh Universities and Institutes laws (Amendment) Act, 2018
SHAH ABDUL LATIF UNIVERSITYAct-1986 (Sindh Act No. XI of 1986)

(First published after having received the assent of the Governor of Sindh in the Gazette of Sindh (Extra-Ordinary) dated: 8th December, 1986).

AN
ACT

to establish *Shah Abdul Latif University* at Khairpur.

PART-I THE SHAH ABDUL LATIF UNIVERSITY ACT, 1986 SINDH ACT NO.XI OF 1986

Preamble

Whereas it is expedient to establish Shah Abdul Latif University at Khairpur:
It is hereby enacted as follows:-

CHAPTER - I PRELIMINARY

1. Short title and commencement

(1) This Act may be called the Shah Abdul Latif University Act, 1986.
(2) It shall come into force on such date as Government may, by notification in the official Gazette, appoint.

2. Definitions

In this Act unless there is anything repugnant in the subject or context:
(a) "Academic Council" means the Academic Council of the University;
(b) "Affiliated College" means an educational institution affiliated to the University but not maintained or administered by it;
(c) "Authority" means any of the Authorities of the University specified in section 20;
(d) "Chancellor" means the Chancellor of the University;
(dd) "Chief Minister" means the Chief Minister, Sindh"*** [AmendedAct-2018 @Annex C]
(e) "College" means a constituent college or an affiliated college;

(ee) "Commission" means the Sindh Higher Education Commission established under the Sindh Higher Education Commission Act-2013 (Sindh Act No.XI of 2013)";*** [Amended Act-2018 @Annex C]

(f) "Constituent College" means a college maintained and administered by the University;

(g) "Dean" means the Chairman of the Board of a Faculty;

(h) "Director" means the head of a Teaching Division or an Institute established as a constituent institution by the University;

(i) "Educational Institution" means an institution imparting instruction in a subject or subjects relating to a Faculty;

(j) "Faculty" means a Faculty of the University;

(k) "Government" means the Government of Sindh;

(kk) "Higher Education Commission, Pakistan" means the commission established Higher Education Commission, Ordinance 2002";*** [Amended Act-2018 @Annex C]

(l) "Prescribed" means prescribed by Statutes, Regulations or Rules;

(m) "Principal" means the head of a College;

(n) "Professional College" means a college providing for instruction in courses of study leading to a degree in medicine, commerce, education, law, fine arts or such other subjects as may be prescribed by Regulations to be professional subjects;

(nn) "Professor Emeritus" means a retired Professor of the University or an outgoing Vice Chancellor of the University conferred with this title on terms and conditions as may be prescribed;";*** [Amended Act-2018 @Annex C]

(o) "Pro-Vice Chancellor" means the Pro-Vice Chancellor of the University;

(p) "Registered graduate" means;

(i) a graduate of the University who has his name entered in the register maintained for this purpose, or

(ii) a graduate of any other University who ordinarily resides within the territorial jurisdiction of the University and has his name entered in the register maintained by the University for this purpose;

(q) "Research Officer" means a person engaged whole-time by the University for research and equivalent in rank to a University Teacher;

(r) "Senate" means the Senate of the University;

(s) "Statutes, Regulations and Rules" means respectively, the Statutes, the Regulations and the Rules made or deemed to have been made under this Act and for the time being in force;

(t) "Syndicate" means the Syndicate of the University;

(u) "Teachers" include Professors, Associate Professors, Assistant Professors and Lecturers engaged whole-time by the University or by the College for teaching degree, honours or post-graduate classes, and such other persons as may be declared to be Teachers by Regulations;

(v) "Teaching Department" means a teaching department maintained and administered, or recognized by the University;

(w) "University" means the Shah Abdul Latif University, as constituted under this Act;

(x) "University Teacher" means a whole-time Teacher appointed and paid by the University, or recognized by the University as such; and

(y) "Vice Chancellor" means the Vice Chancellor of the University;

CHAPTER-II THE UNIVERSITY

3. Incorporations:

(1) The Shah Abdul Latif University shall be constituted at Khairpur in accordance with the provisions of this Act.

(2) The University shall consist of-

(i) The Chancellor, the Pro-Chancellor, the Vice Chancellor, the Deans, the Principals, the Directors, the Chairman of Teaching Departments, the Registrar, the Director Finance, the Controller of Examinations, Resident Auditor, Chief Accountant, Bursar, Director

Planning, Project Director, Inspector Colleges, the Librarian, and such other officers as maybe prescribed;

(ii) The members of the Senate, the Syndicate, Academic Council &other Authorities of the University;

(iii) All University Teachers; and

(iv) Emeritus Professors;

(3) The University shall be a body corporate by the name of the Shah Abdul Latif University and shall have perpetual succession and a common seal, and may sue and be sued by the said name.

(4) The University shall be competent to acquire and hold property, both movable and immovable and to lease, sell or otherwise transfer any movable or immovable property vested in or acquired by it.

(5) All properties, rights and interests of whatever. kind, used, enjoyed, possessed owned or vested in or held in trust by or for the additional Campus of the University of Sindh at Khairpur and all liabilities legally subsisting against that campus shall pass to the University.

4. Powers of the University

The University shall have the powers-

(a) To provide for instruction in such branches of learning as it may deem fit, and to make provision for research and for the advancement and dissemination of knowledge in such manner as it may determine;

(b) To prescribe courses of studies to be conducted by it and the colleges;

(c) To hold examinations and to award and confer degrees, diplomas, certificates and other academic distinctions to and on persons who have been admitted to and have passed its examinations under prescribed conditions;

(d) To confer honorary degrees or other distinctions on approved persons in the manner prescribed;

(e) To provide for such instructions for persons not being students of the University as it may determine, and to grant certificates and diplomas to such persons;

(f) To confer degrees on persons who have carried on independent research under prescribed conditions;

(g) To affiliate and disaffiliate educational institutions under prescribed conditions;

(h) To admit educational institutions to its privileges and to with draw such privileges under prescribed conditions;

(i) to inspect colleges and other educational institutions associated or seeking association with it;

(j) To accept the examinations passed and the periods of study spent by students of the University at other Universities and places of learning as equivalent to such examinations and periods of study in the University, as it may determine and to withdraw such acceptance;

(k) To co-operate with other Universities and public authorities in such manner and for such purposes as it may determine;

(kk) "Higher Education Commission, Pakistan" means the Commission established under Higher Education Commission, Pakistan Ordinance 2002;*** [AmendedAct-2018 @Annex C]

(l) To institute professorships. Associate Professorships, Assistant Professorships and Lectureships. and any other posts and to appoint persons thereto;

(m) To create posts for research. Extension, administration and other related purposes and to appoint persons there to;

(n) To recognize selected members of the teaching staff of affiliated colleges and colleges or educational institutions admitted to the privileges of the University or such other persons as it may deem fit as University Teachers;

(o) To institute and award fellowships. Scholarships. exhibitions, bursaries, medals and prizes under prescribed conditions;

(p) To establish Teaching Departments, Schools, Colleges, Faculties, Institutes, Museums and other centres of learning for the development of teaching and research and to make such arrangements for their maintenance. management and administration as it may determine;

(q) To control the residence of the students of the University and the Colleges to institute and maintain halls of residence and to approve or license hostels and lodging;
(r) To supervise and control the discipline of the students of the University and the colleges to promote the extra-curricular and recreational activities of such students. and to make arrangements for promoting their health and general welfares;
(s) To form union of the students in the prescribed manner;
(t) To demand and receive such fees and other charges as it may determine;
(u) To make provision for research and advisory services and with these objects to enter into arrangements with other institutions or with public bodies under prescribed conditions;
(v) To enter into, carry out very or cancel contracts;
(w) To receive and manage property transferred and grants, be-quests, trusts, gifts, donations, endowments and other contributions made to the University and to invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments or contributions in such manner as it may deem fit;
(x) To provide for the printing and publication of research and other works; and
(y) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a place of education, learning and research;

5. Jurisdiction of the University

(1) The University shall have jurisdiction within the limits of its Campus and in respect of all colleges in such areas within Sukkur Division as may be notified by Government. Provided that Government may, in consultation with the University, by general or special order, modify the jurisdiction.
(2) No educational institution situated within the territorial limits of the University shall, save with the consent of the University and the sanction of Government, be associated in anyway with, or seek admission to the privileges of any other University.
(3) The University may admit to its privileges under prescribed conditions, an educational institution falling within the territorial limits of another University, whether inside or outside Pakistan, provided the consent of such other University is first obtained.

6. University open to all classes, creeds, etc.

The University shall be open to all persons of either sex and of whatever religion race creed class or colour and no person shall be denied the privileges of the University on the grounds of religion, race, caste, creed, class or colour.
Provided that nothing in this section shall be deemed to prevent religious instructions being given to the students in their own religious faiths in such manner as may be prescribed.

6-A. Admission Policy

(1) The Government may issue guidelines and principles with respect to admissions.
(2) The Academic Council shall frame Admission Policy in consonance with such guidelines and Principles";*** [AmendedAct-2018 @Annex C]

7. Teaching in the University.

All recognized teaching in various courses shall be conducted by the University or the colleges in the prescribed manner and may include lectures, tutorials, discussions, seminars, demonstrations as well as practical work in the laboratories, hospitals, workshops and farms and other methods of instructions.

8. Recognized Teaching and courses

(1) The authority responsible for organizing recognized teaching shall be such as may be prescribed.
(2) The courses and the curricula shall be such as may be prescribed.

CHAPTER - III OFFICERS OF THE UNIVERSITY

9. Officers of the University

The following shall be the Officers of the University –

(i) the Chancellor;
(ii) the Pro-Chancellor;
3. In section 9, Clauses (i) and (ii) shall be omitted***[AmendedAct-2018 @Annex C].
(iii) the Vice Chancellor;
(iv) the Pro-Vice Chancellors;**[Passed by the Senate in its 22nd Meeting held on 30.04.2014]**
(v) the Deans;
(vi) the Directors;
(vii) the Principals of the constituent Colleges;
(viii) the Chairman of the Teaching Departments;
(ix) the Registrar;
(x) the Director Finance, the Director Planning & Development, Auditor, Chief Accountant and Bursar;
(xi) the Controller of Examinations;
(xii) the Project Director (Works);
(xiii) the Librarian;
(xiv) such persons as may be prescribed by the Regulations to be officers;

10. Chancellor

(1) The Governor of Sindh shall be the Chancellor of the University.
(2) The Chancellor shall, when present, preside at the Convocation of the University.*** [AmendedAct-2018 @Annex C]
(3) If the "Chief Minister" is satisfied that the proceedings of any Authority are not in accordance with the provisions of this Act, the Statutes, the Regulations, or the Rules, he may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing, annul the proceedings.***

(4) Every proposal to confer any honorary degree shall be subject to confirmation by the Chancellor.
(5) The "Chief Minister" shall have the power to assent to such statutes as are required to be submitted to him by the Senate or with hold assent or refer them back to the Senate for reconsideration. ***
(6) The "Chief Minister" may remove any person from the membership of any Authority if such person***
(i] has become of unsound mind; or
(ii) has been incapacitated to function as member of such Authority; or
(iii) has been convicted by a court of law of an offence involving moral turpitude.

11. Visitation

(1) The "Chief Minister" may cause an inspection or inquiry to be made in respect of any matter connected with the University, and shall, from time to time, appoint such person or persons as he may deem fit for the purposes of carrying out inspection of -***, **

(i)the University, its buildings, Laboratories, Libraries, Museums Workshops and Equipment;

(ii) any institution, college or hostel maintained or recognized by, or affiliated to the University;
(iii) the teaching and other work conducted by the University; and
(iv) the conduct of examination held by the University.

(2) The "Chief Minister" shall, in every such case as aforesaid, give notice to the Syndicate of his intention to cause an inspection or inquiry to be made, and the Syndicate shall be entitled to be represented there at. ***

(3) The "Chief Minister" shall communicate to the Syndicate his views with regard to the results of such inspection or inquiry and shall after as pertaining the views thereon of the Syndicate advise the Syndicate on the action to be taken. ***

(4) The Syndicate shall communicate to "Chief Minister" such action, if any, as has been taken or may be proposed to be taken upon the results of the inspection or inquiry. Such communication shall be submitted to the "Chief Minister" within such time as may be specified by the "Chief Minister". ***

(5) Where the Syndicate does not, within a specified time take action to the satisfaction of the Chancellor, the Chancellor may after considering any explanation furnished or representation made by the Syndicate, issue such directions as he thinks fit, and the Vice Chancellor shall comply with such directions.

12. Pro-Chancellor

(1) The Minister **from cabinet nominated by the Chief Minister** shall be the Pro-Chancellor. ***
(2) Should the **"Chief Minister"** be incapacitated from acting as such due to absence or any other cause, the Pro-Chancellor shall exercise all the powers and perform all the duties of the **"Chief Minister"**.*** **[AmendedAct-2018 @Annex C]**

13. Vice- Chancellor

(1) There shall be a Vice Chancellor of the University who shall be eminent academic and is qualified to be a full Professor and shall be appointed by the Chief Minister for a period of four years, which may be extended for one more term on such terms as the Chief Minister may determine";;.**,*** **[AmendedAct-2018 @Annex C]**
(1-A) The professional and academic qualifications, experience and age for the post of Vice Chancellor shall be as such as may be prescribed";*** **[AmendedAct-2018 @Annex C]**

(2) At any time when the office of the Vice Chancellor is vacant, or the Vice Chancellor is absent or is unable to perform the functions of his office due to illness or some other cause, the "Chief Minister" on advice of Government shall make such arrangements for the performance of the duties of the Vice Chancellor as he may deem fit. **,*** **[Amendment Bill-2013(@Annex B], [AmendedAct-2018 @Annex C]**

(3) The Chief Minister shall, in case of allegation of gross misconduct, inefficiency, corruption, violation of budgetary provisions, moral turpitude, maladministration and mismanagement, remove the Vice Chancellor, **on the basis of substantiated findings of an enquiry committee**, after giving him an opportunity of show cause against such removal.***

(4) The Vice Chancellor may avail leave with the permission of Chief Minister or any other authority duly authorized by the Chief Minister in this behalf.***

14. Powers and duties of the Vice Chancellor

(1) The Vice Chancellor shall be principal executive and academic officer of the University and shall ensure that the provisions of this Act, the Statutes, the Regulations and the Rules are faithfully observed in order to promote the general efficiency and good order of the University. He shall have all powers necessary for this purpose including administrative control over all officers, teachers and other employees of the University.

(2) The Vice Chancellor shall, in the absence of the Chancellor and Pro-Chancellor, preside at the Convocation of the University and the meetings of the Senate and shall, if present, preside at the Meetings of the Authorities of which he is the Chairman and been titled to attend and preside at any meeting of any other Authority or body of the University.

(3) The Vice Chancellor may in an emergency which in his opinion, requires immediate action, take such action as he may consider necessary and shall, as soon thereafter as possible, report his action to the officer, authority or other body which in the ordinary course, would have dealt with the matter.

(4) The Vice Chancellor shall also have the powers -

(i) to create and fill temporary posts for a period not exceeding six months;

(ii) to sanction all expenditure provided for in the approved budget, and to re-appropriate funds within the same major head of expenditure;

(iii) to sanction by re-appropriation an amount not exceeding five thousand rupees for an unforeseen item not provided for in the budget, and report it to the Syndicate at the next meeting;

(iv) to appoint paper setters and examiners for all examinations of the University after receiving panels of names from the relevant authorities;

(v) to make such arrangements for the scrutiny of papers, marks and results as he may consider necessary;

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

(vii) to delegate subject to such conditions, if any, as may be prescribed, any of his powers under this Act to an officer or officers of the University;

(viii) to exercise and perform such other powers and functions as may be prescribed ; and

(ix) to make appointments to all posts in any pay scale up-to the BPS-16 or equivalent;

15. Pro-Vice Chancellor

(1) The Pro-Vice Chancellor shall be from amongst University Professors to be appointed by the Chief Minister, for the main Campus or of the additional campus, if any, or for both the campuses jointly or separately, on such terms and conditions and such age and for such period not exceeding four years at a time as may be prescribed.”; .**,***

(2) The Pro-Vice-Chancellor appointed under sub-section (1)shall, notwithstanding anything contained in this Act, exercise such powers and perform such functions of the Vice-Chancellor or such other powers and functions, in respect of the campus for which he is appointed, as the Chief Minister on the advice of Government may delegate to him**,***[Amendment Bill-2013 @Annex B]

(3) The Pro-Vice-Chancellor shall be ex-officio member of the Senate, Syndicate and Academic Council for the matter pertaining to the campus for which he is appointedand shall be deemed to be included in the University under sub-section (2) of section 3 and be an officer of the University under section 9.”**, ***

16. Registrar

The Registrar shall be a whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Boardon such terms and conditions as it may determine. He shall:

(a) hold office for three years on the expiry of which he shall be eligible for re-appointment;

(b) be the custodian of the common seal and the academic records of the University;

(c) maintain a register of registered graduates in the prescribed manner;

(d) conduct election of members to the various authorities in the prescribed manner; and perform such other duties as may be prescribed.”.**,***

17. Director Finance

(1) The Director of Finance shall be a whole-time officer of the University and shall be appointed by Chief Minister from a panel of three candidates recommended by the Search Committee on such terms and conditions as it may determine. He shall-

(a) Hold office for a period of three years on the expiry of which he shall be eligible for re-appointment;
(b) Be the Chief Financial Officer of the University;
(c) Manage the property, assets, liabilities, finances, receipts, expenditure, funds and the investments of the University;
(d) Prepare the annual and revised budget estimates of the University and present them to the Finance Committee, the Syndicate and the Senate;
(e) Ensure that the funds of the University are expended on the purposes for which they are provided; and
(f) Perform such other duties as may be prescribed.

(2) The experience as well as professional and academic qualifications for the post of Director of Finance shall be such as may be prescribed.

(3) The Director Finance assisted by the Chief Accountant, Bursar and Resident Auditor".**, ***[AmendedAct-2018 @Annex C]

"18-A. **Resident Auditor, Chief Accountant and Bursar**

(1) The Resident Auditor shall be whole-time officer of the University and shall be appointed by the Pro-Chancellor who shall be a Cabinet Minister on such terms and conditions as it may determine. He shall be responsible for all matters connected with the auditing of accounts of the University and shall perform such other duties as may be prescribed.

(2) The Chief Accountant and Bursar shall be whole-time officers of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. They shall assist the Director Finance and perform such other duties as may be prescribed".

(2)For section 19, the following shall be inserted:-

"19-A. **The Director Planning and Development.** The Director, Planning and Development shall be whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall be responsible for the planning and development of the University and shall present the development plans and proposals to the Finance and Planning Committee and other relevant authorities of the University.

19-B. **The Director (Works and Services).** The Director Works and Services shall be whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall be responsible for the execution of the development projects, provision of services, procurement and installation of equipment and machinery and other tools and materials and proper maintenance of all works and services of the University.

19-C. **The Librarian.** The Librarian shall be whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board.

19-D. **Other whole-time Officers of the University.** All the other remaining officers mentioned in section 9, shall be appointed by such officer or authority as authorized by Government on such terms and conditions as it may determine. They shall perform their duties as may be prescribed".

18. Controller of Examination

The Controller of Examination shall be a whole-time officer of the University, and shall be responsible for all matters connected with the conduct of examination and perform such other duties as may be prescribed.

6. For section 18, the following shall be substituted:-

"17. Controller of Examination. The Controller of Examination shall be a whole time officer of the University and shall be appointed by Government on such terms and conditions as it may determine. He shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed."

7. For section 18, the following shall be substituted:-

Chief Accountant, Bursar and Resident Auditor

"18. Chief Accountant, Bursar and Resident Auditor. The Chief Accountant, Bursar and Resident Auditor shall be whole-time officers of the University and shall be appointed by Government on such terms and conditions as it may determine." **[Amendment Bill-2013@Annex B]**

11) In section 18, for the word "Government", the words "the Syndicate on the recommendations of the Selection Board" shall be substituted.

12) In section 18, the following shall be substituted:-

"18-A. **Resident Auditor, Chief Accountant and Bursar** (1) The Resident Auditor shall be whole-time officer of the University and shall be appointed by the Pro-Chancellor who shall be a Cabinet Minister on such terms and conditions as it may determine. He shall be responsible for all matters connected with the auditing of accounts of the University and shall perform such other duties as may be prescribed.

(2) The Chief Accountant and Bursar shall be whole-time officers of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. They shall assist the Director Finance and perform such other duties as may be prescribed". ***[AmendedAct-2018 @Annex C]

19. Project Director & Librarian

The Project Director and the Librarian shall also be whole-time officers of the University.

The Director Planning & Development:

13) For section 19, the following shall be inserted:-

"19-A. **The Director Planning and Development.** The Director, Planning and Development shall be whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall be responsible for the planning and development of the University and shall present the development plans and proposals to the Finance and Planning Committee and other relevant authorities of the University.

19-B. **The Director (Works and Services).** The Director Works and Services shall be whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board on such terms and conditions as it may determine. He shall be responsible for the execution of the development projects, provision of services, procurement and installation of equipment and machinery and other tools and materials and proper maintenance of all works and services of the University.

19-C. **The Librarian.** The Librarian shall be whole-time officer of the University and shall be appointed by the Syndicate on the recommendations of the Selection Board.

19-D. **Other whole-time Officers of the University.** All the other remaining officers mentioned in section 9, shall be appointed by such officer or authority as authorized by Government on such terms and conditions as it may determine. They shall perform their duties as may be prescribed". ***[AmendedAct-2018 @Annex C]

CHAPTER- IV AUTHORITIES OF THE UNIVERSITY

20. Authorities

The following shall be the authorities of the University - Authorities

(a) the Senate;
(b) the Syndicate;
(c) the Academic Council;
(d) the Boards of Faculties;
(e) the Boards of Studies;
(f) the Selection Board;
(g) the Advanced Studies & Research Board;
(h) the Finance and Planning Committee;
(i) the Affiliation Committee;
(j) the Discipline Committee; and
(k) such other Authorities as may be prescribed by Statutes;

ENFORCEMENT OF SINDH UNIVERSITIES AND INSTITUTES LAWS (AMENDMENT) ACT, 2018 – SENATE AND SYNDICATE

14) In the said Act, in section 21 –

(i) for the work " Chancellor" wherever appearing, the words "Chief Minister" shall be substituted;

(ii) in sub-section (1), in clause(xvii), for the words "Chancellor on the recommendation of Government", the words "Chief Minister" shall be substituted. ***[AmendedAct-2018 @Annex C]

21. Senate

(1) The Senate shall consist of -

(i) the Chancellor; after amended "Chief Minister" ***[AmendedAct-2018 @Annex C]
(ii) the Pro-Chancellor;
(iii) the Vice Chancellor;
(iii-a) the Pro-Vice Chancellor (if appointed) **[3.In section 15(3)]**
(vi) the Members of the Syndicate;
(iv) the Deans;
(v) the Directors;
(vi) the Principals of the constituent colleges;
(vii) the University Professors and Emeritus Professors;
(viii) the Chairman of the Teaching Departments;
(ix) the Officer or Teacher Incharge of Students Affairs (by whatever designation called);
(x) three Principals of the affiliated colleges to be electedby the Principals of all such colleges from amongst themselves;
(xi) twelve teachers of the affiliated colleges having at leastthree years service in an affiliated college to be elected bythe teachers of all such colleges from amongst themselves;
(xii) Chairman of the Boards of Intermediate and Secondary Education located within the jurisdiction of theUniversity;
(xiii) Chairman of the Board of Technical Education, Sindh;
(xiv) twelve University Teachers, except for first term,having at-least three years service to. be elected by allUniversity Teachers;
(xv) two registered graduates to be elected by all suchgraduates from amongst themselves;
(xvi) three persons eminent in the Arts Science and theProfessions, one from each category to be nominatedby the Chancellor;
(xvii) In section 21, in sub-section (1), in clause (xvii), after the word "Chancellor" the words "on recommendations of Government" shall be added. [3.In section 15(3)]
(xviii) the Registrar;
(xix) the Director Finance, Planning & Development;

(xx) the Controller of Examinations; and
(xxi) the Project Director and the Librarian.

(2) The Chancellor or in his absence, the Pro-Chancellor orthe absence of both, the Vice Chancellor shall be the Chairman of the Senate.

(3) The Members of the Senate, other than ex-officio members shall hold office, for three years.

(4) The Senate shall meet at least twice in every year on dates to be fixed by the Vice Chancellor with the consent of the Chancellor.

(5) The quorum for a meeting of the Senate shall be one-third of the total number of members, a fraction being counted as one.

22. Powers and Duties of the Senate

Subject to the provisions of this Act, the Senate shall have the powers:-

a. to consider the drafts of Statutes proposed by the Syndicate and deal with them in the manner indicated in sub-section (2) of section 29;
b. to consider and pass resolution on the annual report, the annual statement of accounts and the annual and revised budget estimates;
c. to appoint members to the Syndicate and other Authorities in accordance with the provisions of this Act;
d. to delegate any of its powers to an Authority or Officer or a Committee or Sub-Committee; and
e. to perform such other functions as may be prescribed by Statutes;

23. Syndicate

(1) The Syndicate shall consist of-

(i) the Vice Chancellor (Chairman):
(i-a) the Pro-Vice Chancellor (if appointed) **[3.In section 15(3)]**
(ii) one member of the Provincial Assembly of Sindh to be nominated by Speaker of the Assembly;
(iii) two members of the Senate to be elected by theSenate.
(iv) the Chief Justice of the Sindh High Court or a Judge of the said court to be nominated by the Chief Justice;
(v) one Dean to be nominated by the Chancellor on the recommendation of the Vice Chancellor;
(vi) one Professor, one Associate Professor, one Assistant Professor and one Lecturer to be elected from and by the teachers of each category;
(vii) one Alim and one women not serving in any educational institution to be nominated by the Chancellor; the Education Secretary;"or his nominee not below the rank of an Additional Secretary", (Amended by the Sindh Universities & Institutions Laws (amendments) ordinance 2002).* *Amendment vide Ordinance- 13th February, 2002

(viii) **In section 23, in clauses (vii) and (x), after the word "Chancellor", the words "on the recommendations of Government" shall be added. [3.In section 15(3)]**

(ix) one Principal of the affiliated colleges to be nominated by the Chancellor; and
(x) Three persons of eminence to be nominated by the Chancellor.

ENFORCEMENT OF SINDH UNIVERSITIES AND INSTITUTES LAWS (AMENDMENT) ACT, 2018 – SENATE AND SYNDICATE

15) In section 23, for sub-section (1), the following shall be substituted:-

(i) the Vice Chancellor,who shall be its Chairperson;
(ii) the Pro-Vice Chancellor, (if appointed)to extent of matters relevant to the concerned campus;
(iii) one member of the Provincial Assembly of Sindh to be nominated by Speaker of the Assembly;
(iv) two members of the Senate to be elected by the Senate.

(v) A judge of the High Court nominated by Chief Justice;
(vi) The Secretary to the Government of Sindh of the relevant Department or his nominee not below the rank of an Additional Secretary;
(vii) One Nominee of Higher Education Commission of Pakistan;
(viii) The Secretary to Government of Sindh, Universities and Boards of his nominee not below the rank of an Additional Secretary;
(ix) The Chairperson Sindh Higher Education Commission or his nominee not below the level of a whole-time member of Commission;
(x) one Dean to be nominated by the Government on the recommendations of the Vice Chancellor;
(xi) one Professor to be elected by the Professors of the University from amongst themselves;
(xii) one Associate Professor to be elected by the Associate Professors of the University from amongst themselves;
(xiii) one Assistant Professor to be elected by the Assistant Professors of the University from amongst themselves;
(xiv) one Lecturer with minimum service of two years to be elected by the Lecturers of the University from amongst themselves;
(xv) three persons of eminence to be nominated by the Chief Minister;
(xvi) one Principal of the affiliated colleges if any, and the Principals of the constituent colleges to be nominated by the Vice Chancellor;
(xvii) one Alim and one women not serving in any educational institution to be nominated by the Chief Minister; and
(xviii) one University Officer of administration side, to be elected from amongst the administrative officers;. ***[AmendedAct-2018 @Annex C]

(2) Members of the Syndicate, other than ex-officio members, shall hold office for three years.
(3) The quorum for a meeting of the Syndicate shall be one half of the total number of member, a fraction being counted as one.

24. Powers and Duties of the Syndicate

(1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act and the statutes, exercise general supervision over the affairs of the University and the management of its property.
(2) without prejudice to the generality of the foregoing powers, and subject to the provisions of this Act and the Statutes, the Syndicate shall have the powers-

a. to hold, control and administer the property and funds of the University;
b. to govern and regulate, with due regard to the advise of the Finance and Planning Committee in this behalf, the finances, accounts and investments of the University and for that purpose to appoint such agents as it may think fit;
c. to consider the annual report, the annual and revised budget estimates and to advice the Senate thereon, and to re-appropriate funds from the major head of expenditure to another;
d. to transfer and accept transfer of moveable or immoveable property on behalf of the University;
e. to enter into, vary, carry out and cancel contracts on behalf of the University;
f. 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;
g. to invest any moneys belonging to the University including any unapplied income in any manner it deems fit and may withdraw from such investment.
h. to receive and manage any property transferred, and grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University;
i. to administer any funds placed at the disposal of the University for specified purposes;
j. to determine the form provide for the custody and regulate the use of the common seal of the University;

k. to provide the buildings, libraries, Premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;

l. to establish and maintain halls of residence and hostels or approve or license hostels or lodging for the residence of students;

m. to affiliate and disaffiliate colleges;

n. to admit educational institutions to the privileges of the University and withdraw such privileges;

o. to arrange for the inspection of colleges and the Teaching Departments;

p. to institute Professorships. Associate, Professorships. Assistant Professorships, Lectureships and other teaching posts or to suspend or to abolish such posts;

q. to create, suspend or abolish such administrative, research, extension or other posts as may be necessary;

r. to appoint University Teachers and other officers on the recommendation of the Selection Board to posts in basic scale of pay 17 or above;

s. to appoint Emeritus Professors on such terms and conditions as may be prescribed;

t. to confer Honorary Degrees in accordance with conditions prescribed;

u. to prescribe the duties of Officers, Teachers and other employees of the University;

v. to suspend, punish and remove from service Officers (other than the Vice Chancellor), Teachers and other employees in the manner prescribed;

w. to report to the Senate on matters on which it has been asked to report;

x. to appoint members to the various Authorities in accordance with the provisions of this Act;

y. to propose drafts for Statutes for submission to the Senate;

z. to consider and deal in the manner prescribed in sub-section (2) of section 30, the Regulations made by the Academic Council; provided that the Syndicate may frame a Regulation at its own initiative and approve it after calling for the advance of the Academic Council;

(aa) to regulate, determine and administer all other matters concerning the University and to this and exercise all other powers not specifically mentioned in this Act and the Statutes;

(bb) to delegate any of its powers to an Authority or Officer or a Committee or Sub-Committee; and

(cc) to perform such other functions as are assigned to it by the other provisions of this Act or by the Statutes.

25. Academic Council

(1) The Academic Council shall consist of –

(i) the Vice Chancellor (Chairman);

(i-a) the Pro-Vice Chancellor (if appointed) **[3.In section 15(3)]**

(ii) the Deans;

(iii) the Directors;

(iv) the Principals of the constituent colleges;

(v) the University Professors including Emeritus Professors;

(vi) the chairmen of the Teaching Departments;

(vii) the Education Secretary; "or his nominee not below the rank of an Additional Secretary", (Amended by the Sindh Universities & Institutions Laws (amendments) ordinance 2002).* *Amendment vide Ordinance- 13th February, 2002

(viii) two Associate Professors, other than Chairmen of the teaching departments to be elected by and from amongst themselves;

(ix) four Assistant Professors and Lecturers to be elected by and from amongst themselves;

(x) four Principals of affiliated colleges to be elected by the Principals of all such colleges from amongst themselves, of whom at least one shall be from professional colleges, if any, and one from the women's colleges.

(xi) five teachers of the affiliated colleges including one from a women's college but excluding the principals, having at least five years' service in an affiliated college, to be elected by all the teachers of such colleges.

(xii) Three persons eminent in the arts, the sciences and the professions, of whom one shall be from each category to be nominated by the Chancellor.

(xiii) the Registrar;
(xiv) the Librarian; and
(xv) the Controller of Examinations;

(2) The members appointed by nomination or election shall hold office for three years.

(3) The quorum for a meeting of the Academic Council shall be one-third of the total number of members.

26. Powers and duties of the Academic Council

(1) The Academic Council shall be the academic body of the University and shall, subject to the provision of this Act and the Statutes, have the power to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the University and the colleges.

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

a. to advise the Syndicate on academic matters;
b. to regulate the conduct of teaching, research and examination;
c. to regulate the admission of students to the courses of studies and examinations in the University;
d. to regulate the conduct and discipline of the students of the University;
e. to propose to the Syndicate schemes for the constitution and organization of Faculties, Teaching Departments and Boards of Studies;
f. to consider or formulate proposals for the Planning or Development of teaching and research in the University;
b. to make Regulations, on the recommendations of the Boards of Faculties and the Boards of Studies prescribing the courses of studies the syllabi and the outlines of tests for all University examinations; provided that if the recommendations of the Board of Faculty or a Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Syndicate, continue for the next year the courses of studies already prescribed for an examination;
c. to recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
a. to regulate the award of studentships, scholarships, exhibitions, medals and prizes.
d. to frame Regulations for submission to the Syndicate;
e. to appoint members to the various Authorities in accordance with the provisions of this Act; and
f. to perform such other functions as may be prescribed by Statutes;

27. The Constitution, functions and powers of the Authorities

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

28. Appointment of Committees by certain authorities

The Senate, the Syndicate, the Academic Council and other Authorities may, from time to time, appoint such standing, special or advisory committees, as they may deem fit, and may place on such committees, persons who are not members of the Authorities appointing the committees.

CHAPTER-V STATUTES, REGULATIONS AND RULES

29. Statutes

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

(a) the constitution of pension, insurance, gratuity, provident fund and benevolent fund for University employees;

(b) the scales of pay and other terms and conditions of service of Officers. Teachers and other employees of the University;
(c) the maintenance of the register of registered graduates;
(d) affiliation and disaffiliation of educational institutions and related matters;
(e) admission of Educational institutions to the privileges of the University and withdrawal of such privileges;
(f) (f)the conduct of elections for membership of the Authorities of the University and related matters;
(g) the establishment of Faculties, institutes, colleges and other Academic Divisions;
(h) the powers and duties of Officers and Teachers;
(i) conditions under which the University may enter into arrangements with other institutions or with public bodies for purposes of research and advisory services;
(j) constitution, functions and privileges of the University students union and other matters relating thereto;
(k) conditions for appointment of Emeritus Professors and award of honorary degrees;
(l) efficiency and discipline of University employees;
(m)the general scheme of studies including the duration of courses and the number of subjects and papers for an examination; and
(n) all other matters which by this Act, are to be or may be prescribed or regulated by Statutes;

(2)The draft of Statutes shall be proposed by the Syndicate to the Senate which may approve it, or pass it with such modifications as the Senate may think fit or may refer it back to the Syndicate for reconsideration, or may reject it:

Provided that the Syndicate shall not propose draft of Statutes affecting the constitution or powers of any Authority of the University until such Authority has been given an opportunity of expressing an opinion in writing upon the proposal.

30. Regulations

(1) Subject to the provisions of this Act, and the Statutes, Regulations may be made for all or any of the following matters:-

(a) the courses of study for degrees, diplomas and certificates of the University;
(b) the manner in which the recognized teaching referred to in section 7 shall be organized and conducted;
(c) the admission of students to the University;
(d) the conditions under which students shall be admitted to the courses, and the examinations of the University and shall become eligible for the award of degrees, diplomas and certificates;
(e) the conduct of examinations;
(f) fees and other charges to be paid by students for admission to the courses of study and the examinations of the University;
(g) the conduct and discipline of students of the University;
(h) conditions of residence of the students of the University or the colleges, including the levying of fees for residence and hostels;
(i) approval and licensing of hostels and lodgings;
(j) conditions under which a person should carry on independent research to entitle him to a degree;
(k) the institution of fellowships, scholarships, exhibitions, medals and prizes;
(l) the institution of stipends and free and half-free studentships;
(m)the Academic costume;
(n) the use of the Library;
(o) the formation of Teaching Departments and Boards of Studies; and
(p) all other matters which by this Act, or the Statutes are to be prescribed by Regulations;

(2) The Regulations shall be prepared by the Academic Council and shall be submitted to the Syndicate which may approve them or withhold approval or refer them back to the Academic

Council for reconsideration. A Regulation prepared by the Academic Council shall not be valid, unless it receives the approval of the Syndicate.

31. Rules

(1) The Authorities and the other bodies of the University may make Rules consistent with this Act, Statutes and the Regulations, to regulate the conduct of their business and the time and place of meetings and related matters:

Provided that the Syndicate may direct the amendment or the annulment of any Rules made by another Authority or body excepting the Senate, under this section:

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

(2) The Syndicate may make Rules to regulate any matter relating to the affairs of the University which has not been specifically provided for by this Act, Statutes or Regulations.

32. Amending and repealing the Statutes and Regulations

The procedure for adding to, amending or repealing the Statutes, the Regulations and the rules shall be same as prescribed respectively for framing or making the Statutes, the Regulations or the Rules.

CHAPTER – VI AFFILIATION OF EDUCATIONAL INSTITUTIONS TO THE UNIVERSITY

33. Affiliation

(1) An educational institution applying for affiliation to the University for any courses of studies, shall make an application to the University and shall satisfy it -

(a) that the educational institution is under the management of the Government or of a regularly constituted governing body;

(b) that the financial resources of the educational institution are sufficient to enable it to make due provision for its continued maintenance and efficient working;

(c) that the strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are adequate to make due provision for the courses of instructions, teaching or training to be undertaken by the educational institution;

(d) that the educational institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;

(e) that the building in which the educational institution is to be located is suitable and that provision will be made in conformity with the Statutes and the Regulations for the residence of students not residing with their parents or guardians in the hostels, established and maintained by the educational institution or in hostels or lodgings approved by it, and the supervision and physical and general welfare of students.

(f) that provision has been made for a Library and adequate Library services;

(g) that where affiliation is sought in any branch of experimental sciences, due arrangements have been made for imparting instruction in that branch of science in a properly equipped laboratory, museum and other places of practical work;

(h) that due provision will so far as circumstances may permit, be made for the residence of Principal and members of the teaching staff in or near the college or the place provided for the residence of students; and

(i) that the affiliation of the educational institution, having regard to the provision which may have been made for students by another educational institution in its neighborhood, will not be injurious to the interests of education or discipline.

(2) The application shall further contain an undertaking that after the educational institution is affiliated any transference of and changes in the managements and in the teaching staff, shall

be forthwith reported to the University, and that the teaching staff shall possess such qualifications as are or may be prescribed.

(3) The procedure to be followed in disposing of an application for the affiliation of an educational institution shall be such as may be prescribed.

(4) The Syndicate may, on the recommendation of the Affiliation Committee, grant or refuse affiliation to an educational institution:
Provided that affiliation shall not be refused, unless educational institution has been given an opportunity of making are presentation against the proposed decision.

34. Addition of courses by affiliated colleges.

Where an affiliated college desires to add to the courses of instructions in respect of which it is affiliated the procedure prescribed under sub-section (3) of section 33 shall, so far as may be, be followed.

35. Reports from Affiliated Colleges.

(1) Every affiliated college shall furnish such reports returns and other information as the University may require enabling it to judge the efficiency of the college.

(2) The University may call upon any affiliated college to take, within a specified period such action as may appear to the University to be necessary in respect of any of the matters referred to in sub-section (1) of section 33.

36. Withdrawal of affiliation

(1) If any affiliated college fails at any time to fulfill any of the requirements mentioned in this Act, or fails to observe any of the conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interests of education the Syndicate may, on the recommendation of the Affiliation Committee and after considering the representation as the affiliated college may wish to make, withdraw either in whole or in part, the rights conferred upon such college by affiliation or modify such rights.

(2) The procedure to be followed for the withdrawal of affiliation shall be such as may be prescribed.

37. Appeal against refusal or withdrawal of affiliation

An appeal shall lie to the Senate against the decision of the Syndicate refusing to affiliate an institution, or withdrawing in whole or in part the rights conferred on an affiliated college by affiliation or modifying such rights:

Provided that no order in appeal shall be passed unless the appellant has been given an opportunity of being heard.

38. Taking over of an Institution or College

(1) The Chancellor may, on the request of any affiliated college, direct that the control and management of such college of Affiliated may be taken over by the University.

(2) The Chancellor may, for the efficient management and control of such college establish a Board of Governors.

(xix) In section 38 –

(xx) in sub-section (2), after the word "Chancellor", the words "on the recommendation of Government" shall be inserted;

(xxi) in sub-section (3), in clause (iii), after the word "Chancellor", the words "on the recommendation of Government" shall be added. **[3.In section 15(3)]**

16) In section 38, for the word "Chancellor" wherever appearing, the "Chief words "Chief Minister" shall be substituted and the words "on recommendations of Government wherever appearing" shall be omitted. ***[AmendedAct-2018 @Annex C]

(3) The Board of Governors shall consist of -

i. The Pro-Chancellor Chairman
ii. The Vice Chancellor Vice-Chairman
iii. Such other Members as may be appointed by the Chancellor.

(4) Subject to special or general direction of the Chancellor the Board of Governors shall exercise general supervision and control over the affairs of such college and without prejudice to the generality these powers it shall-

(a) formulate the policy for running the college in the light of guidelines issued by the University from time to time;
(b) control and administer the property of the college;
(c) manage and regulate the funds, finances, assets and investments of the college;
(d) maintain the accounts of the college in the prescribed manner; and
(e) appoint teachers and other employees of the college and have the power to take disciplinary action against them.

CHAPTER - VII UNIVERSITY FUND

39. University Fund

The University shall have a fund to which shall be credited Fund its income from fees, donations, trusts, bequests, endowments, contributions, grants and all other sources.

40. Audits and Accounts

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

(2) No expenditure shall be made from the funds of the University, unless it is within the budget grant and a bill for its payment has been audited by the Resident Auditor in conformity with the Statutes, the Regulations and Rules.

(3) The annual statement of the accounts of the University signed by the Director Finance, Planning &Development and the Resident Auditor, shall be submitted to Government within six months of closing of the financial year.

(4) The accounts of the University shall be audited once a year in conformity with the Statutes, Regulations and Rules by the Auditor appointed by Government for this purpose.

(5) The observations of Government Auditor, together with such annotations as the Director Finance, Planning &Development may make, shall be presented to the Syndicate.

CHAPTER – VIII GENERAL PROVISIONS

41. Opportunity to show cause

Except as Otherwise provided no Officer. Teacher or other employee of the University holding a permanent post shall be reduced in rank, or removed or compulsorily retired from service unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken.

42. Appeal to and review by the Syndicate

Where an order is passed punishing any Officer (other than the Vice-Chancellor) Teacher or other employee of the University or altering or interpreting to his disadvantage the prescribed terms or conditions of his service, he shall where the order is passed by the Vice-Chancellor or any other Officer or Teacher of the University, have the right to apply to the Syndicate against the order, and where the order is made by the Syndicate, have the right to apply to that authority for review of the

order. The appeal or application for review shall be submitted to the Vice-Chancellor and he shall lay it before the Syndicate with his views:-

Provided that no order in appeal or review shall be made unless the appellant or the applicant as the case may be, has been given an opportunity of being heard.

43. An officer, teacher or other employee of the University shall retire from service:-

(i) On such date, after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may direct; or
(ii) Where no direction is given under clause (i) on the completion of sixty years of age;

Explanation: In this section "competent authority" means the appointing authority or a person 'duly authorized by the appointing authority in that behalf not being a person lower m rank to the officer, teacher or other employee concerned.

44. Pension Insurance, Gratuity, Provident Fund and Benevolent Fund

(1) The University shall constitute for the benefit of its Officers, teachers and employees in such manner and subject to such conditions as may be prescribed, such pension, Insurance, gratuity, provident fund and benevolent fund scheme as It may deem fit.

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

45. Commencement of term of office of members of Authority

(1) When a member of a newly constituted Authority is elected, appointed or nominated, his term of office, as fixed under this Act, shall commence from such date as may be prescribed.
(2) Nothing in sub-section (1) shall affect the provisions of section 46.
(3) Where a member who has been nominated or elected to any Authority fails to attend three meetings of the Authority consecutively he shall cease to be member.
(4) Where a member who has accepted any assignment or for any such other reason remains absent from the University for a period of less than six months he shall be deemed to have resigned vacated his seat.

46. Filling of casual vacancies in Authorities

Any casual vacancy among the elected, appointed or nominated members of any Authority shall be filled, as soon as vacancies in conveniently may be by the person or persons or the body who Authorities elected, appointed or nominated the member whose place has become vacant and the person and person elected, appointed or nominated to the vacancy shall be a member of such authority for the residue of the term for which the person whose place he fills would have been a member.

47. Voids in the constitution of Authorities

Where there is a void in the constitution of an Authority as constitution constituted by this Act, because of the abolition of a specified office of under Government or because an organization, institution or other Authorities body outside the University has been dissolved or has ceased to function, or because of some other similar reason, the void shall be filled in such manner as the Chancellor may direct.

17) In section 47, for the word "Chancellor", the words "Chief Minister" shall be substituted.

48. Disputes about membership of Authorities

If a question arises whether any person is entitled to be a member of any Authority, the matter shall be referred to a committee consisting of the Vice Chancellor and the Judge of the
High Court and the senior most Dean who are members of the Syndicate and the decision of this committee shall be final and binding.

49. Proceedings of Authorities not invalidated by vacancies

No. act, resolution or decision of any Authority shall be invalid by reason of any vacancy on the Authority doing, passing, or making it or by reason of any want of qualification or invalidity in the election, appointment or nomination of any *de-facto* member of the Authority, whether present or absent.

50. Removal of difficulties at the commencement of the Act

If any difficulty arises as to the first constitution or reconstitution of any Authority upon the coming into force of this Act or otherwise in first implementation of the provisions of this Act, the Chancellor may, on the recommendation of the Vice Chancellor, give appropriate direction to remove such difficulty.

51. Bar of Jurisdiction.

18) In section 50, for the word "Chancellor", the words "Chief Minister" shall be substituted.
(SINDH GOVERNMENT GAZETTE, MAY 11, 2018 THE SHAH ABDUL LATIF UNIVERSITY Act-1986 (Sindh Act No. XI of 1986)

No court shall have jurisdiction to entertain any proceedings, grant any injunction or make any order in relation to anything done or purported to have been done or intended to be done under this Act.

52. Indemnity

No suit or legal proceedings shall lie against Government, the University or any person in respect of anything which is done or purported to have been done or intended to be, or has been, done in good faith under this Act.

53. Power to require to serve under any government or organization

(1) Notwithstanding anything contained hereinbefore—

(xxii) In section 53, in clauses (a) and (b), after the word "Chancellor", the word "in consultation with Government" shall be inserted
(Amendment Bill-2013 passed by the Provincial Assembly of Sindh) [3.In section 15(3)]

19) In section 53, in sub-section (1), for the word "Chancellor" wherever appearing, the words "Chief Minister" shall be substituted and the words "in consultation with Government" wherever appearing shall be omitted.
(SINDH GOVERNMENT GAZETTE, MAY 11, 2018 THE SHAH ABDUL LATIF UNIVERSITY Act-1986 (Sindh Act No. XI of 1986)
***[AmendedAct-2018 @Annex C]

(a) Any officer, teacher or other employee of the University shall, as the Chancellor may in the public interest direct, serve in any post under Government or any other University or an Educational or Research Institutions.

(b) The Chancellor may, in the public interest, direct any post in the University to be filled by appointing any employee of Government or any other University or an Educational or Research Institution;

Provided that in the case of a teacher, the Selection Board shall be consulted before filling in the post.

(2) Where any appointment or transfer has been made under this section, the terms and conditions of service of the appointee or transferee shall not be less favourable than those admissible to him immediately before such appointment or transfer and he shall be entitled to all benefits of his post service.

54. Existing statutes, Regulation and Rules.

All the statutes, regulations and rules made by or under the Sindh University Act and in force in the additional Campus at Khairpur shall, in so far as such statutes, regulation or rule is not inconsistent with any provision of this Act, be deemed to have been made under this Act and be continued until altered, amended or rescinded under this Act.

By order the Speaker Provincial Assembly of Sindh

TAHSEEN AHMED BHATTI

Secretary, Provincial Assembly of Sindh

THE SINDH GOVERNMENT GAZETTE

Published by AUTHORITY

KARACHI SUNDAY MARCH 15, 1987

PART-I

GOVERNMENT OF SINDH
EDUCATION & CULTURE DEPARTMENT

N O T I F I C A T I O N

Karachi, the 12th March, 1987

No. SO(Acd-III)21(5)/85--- In exercise of the powers conferred by sub-section (2) of section 1 of the Shah Abdul Latif University Act-1986, the Government of Sindh are pleased to appoint the date of the publication of this notification as the date on which the said Act shall come into force.

Secretary to Govt. of Sindh
Education & Culture Department

SECRETARY TO CHANCELLOR
GOVERNOR'S HOUSE
KARACHI

NOTIFICATION

No.GS/1-76/86(SO-I): Consequent to the up-gradation of the Shah Abdul Latif Campus of the Sindh University to a full fledge University on 12h March 1987, under the provisions of the Shah Abdul Latif University Act – 1986, the jurisdiction of the two universities is notified as under with immediate effect and until further orders:

a. University of Sindh, Jamshoro

(1) All the degree colleges including Medical and Law Colleges, within the administrative jurisdiction of Hyderabad Division.

(2) All the degree colleges in Sakrand and Nawabshah Talukas of Nawabshah District of Sukkur Division.

(3) All Medical colleges within the administrative jurisdiction of Sukkur Division.

b. Shah Abdul LatifUniversity, Khairpur

All the degree colleges including Law Colleges within the administrative jurisdiction of Sukkur Division and also Larkana Division excluding Medical colleges and those situated within Sakrand and Nawabshah Talukas of Nawabshah District.

BY ORDER OF THE CHANCELLOR

(Muhammad Ayyub)
Secretary to Governor/Chancellor

EXTRA ORDINARY Registered No. M – 324

The Sindh Government Gazette

Published by Authority

KARACHI, FRIDAY, MAY 11, 2018

PART – I

PROVINCIAL ASSEMBLY OF SINDH
NOTIFICATION
KARACHI, THE 11TH MAY, 2018

NO.PAS/LEGIS-B-09/2018-The Provincial Assembly of Sindh in its sitting held on 09th March, 2018 passed the Sindh Universities and Institutes Laws (Amendment) Bill, 2018 and was sent to Honourable Governor for accord his assent as required under clause (2)(a) of Article 116 but he, instead of accord assent to the Bill, returned the same with message in exercise of powers vested upon him under clause 2(b) of Article 116.

The Provincial Assembly of Sindh in its sitting held on 13th April, 2018 reconsidered the Bill and passed it again which was accordingly sent to the Governor for accord his assent. The period of ten days has been elapsed and the subject bill shall be deemed to have been assented by the Governor in view of clause (3) of Article 116 of the Constitution and is hereby published as an Act of the Legislature of Sindh.

THE SINDH UNIVERSITIES AND INSTITUTES LAWS (AMENDMENT) ACT, 2018.

SINDH ACT NO. XV OF 2018

AN
ACT

to amend certain laws relating to the Universities and Institutes, in force, in the Province of Sindh.

Preamble. WHEREAS it is expedient to maintain uniformity in the organization, management and control of public sector Universities and degree awarding institutes in the Province of Sindh and to amend certain laws relating thereto, in the manner hereinafter appearing;

It is hereby enacted as follows:-

PART – II

THE FIRST STATUTES

SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR
SINDH GOVERNMENT GAZETTE, MAY 11, 2018

PART – II THE FIRST STATUTES
SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

SINDH GOVERNMENT GAZETTE, MAY 11, 2018
Amended by Provincial Assembly of Sindh
NOTIFICATION
Karachi, The 11th May, 2018
The Sindh Universities and Institutes laws (Amendment) Act, 2018
SHAH ABDUL LATIF UNIVERSITY Act-1986 (Sindh Act No. XI of 1986)

20. In the first statutes –

For the word "Chancellor" wherever appearing, the words "Chief Minister" shall be substituted; and

THE FIRST STATUTES

1. Faculties:

(1) The University shall include the following Faculties which are comprises of the following Institutes / Departments:

i) The Faculty of Arts & Languages
ii) The Faculty of Law
iii) The Faculty of Medicine
iv) The Faculty of Natural Sciences
v) The Faculty of Education
vi) The Faculty of Islamic Studies
vii) Faculty of Management Sciences
viii) The Faculty of Social Sciences
ix) The Faculty of Physical Sciences; and
x) Such other Faculties as may be prescribed by statutes.

Name of Faculty	**Institutes / Departments**
Faculty of Arts & Languages	1. Institute of English Languages & Literature 2. Department of Sindhi 3. Department of Urdu 4. Institute of Foreign Languages 1. Arabic 2. Persian 3.Russian 4. Turkish 5. Chinese 5. Department of Fashion Designing & Fine Arts
The Faculty of Law	1. Shaheed Zulfiqar Ali Bhutto School of Law 2. All subjects comprised in Law Courses
Faculty of Natural Sciences	1. Department of Bio-Chemistry 2. Department of Botany 3. Institute of Chemistry 4. Institute of Microbiology 5. Department of Pharmacy 6. Department of Zoology
Faculty of Education	1. Department of Teacher Education 2. Department of Special Education 3. All subjects comprised in Education Courses 4. Institute of Education (Main Campus)

	a. Colleges of Education affiliated with SALU b. Study Centres (Branches) of the Institute of Education in various Districts, (under Semester System)
Management Sciences	1. Institute of Commerce and Management 2. Institute of Business Administration 3. Department of Public Administration
Faculty of Social Sciences	1. Department of Economics 2. Institute of International Relations 3. Department of Media & Communication Studies 4. Department of Pakistan Studies 5. Department of Political Science 6. Department of Sociology & Gender Studies 7. Institute of Islamic Studies 8. Department of Physical Education
Faculty of Physical Sciences	1. Department of Archaeology 2. Institute of Computer Science 3. Department of Geography 4. Department of Mathematics 5. Department of Physics & Electronics 6. Department of Statistics

(The following Faculties were added and / or re-arranged existing Faculties on the recommendations of the Academic Council & Syndicate duly passed by the Senate in its 22nd meeting held on 30.04.2014 and 23rd meeting held on 28.01.2016).

(2) There shall be a Board of each Faculty which shall consist of:

i) The Dean
ii) The Professors and the Chairmen of the Teaching Department comprised in the Faculty.
iii) Two members of each Board of Studies, comprised in the Faculty, to be nominated by the Board of Studies concerned; and
iv) Three Teachers to be nominated by the Academic Council by reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the Subjects assigned the Faculty.

(3) The members mentioned in sub-clauses (iii) and (iv) of clause (2) shall hold office for three years.

(4) The Quorum for a meeting of the Board of the Faculty shall be one half of the total number of members, fraction being counted as one.

(5) The Board of each Faculty shall subject to the general control of the Academic Council and the Syndicate, have the powers:

a) To co-ordinate the teaching and research work in the subjects assigned to the Faculty.
b) To scrutinize the recommendations of the Board of Studies, comprised in the Faculty in regard to the appointment of papers setters and the examines, except for research examinations, and to forward the panels of suitable paper setters and examines for each examinations to the Vice Chancellor;
c) To consider any other academic matter relating to the Faculty and to report thereon to the Academic Council and
d) To perform such other functions as may be prescribed by Statutes.

2. Dean

(1) There shall be a Dean of each Faculty who shall be the Chairman and convener of the Board of Faculty.
(2) The Dean of Each Faculty shall be appointed by the Chancellor on the recommendations of the Vice Chancellor from amongst the three senior most Professors in the Faculty.
(3) The Dean shall hold office for three years.
(4) The Dean shall present candidates for admission to degree, except honorary degrees, in the courses failing within the purview of the Faculty.
(5) The Dean, shall exercise such other powers and perform such other duties as may prescribed.

3. Teaching Departments

(1) There shall be a Teaching Department for each subject or a group of subjects, as may be prescribed by Regulation and each Teaching Department shall be headed by a Chairman.
(2) The Chairman of a Teaching Department or Director of an Institute shall be appointed by the Syndicate on the recommendation of the Vice Chancellor from amongst three most senior Professors and three most senior Associate Professor of the Department, for a period of three years.
Provided that where there is no Professor or Associate Professor in a Department, it shall be looked after by the Dean of the Faculty with assistance of the most senior teacher of the Department.

(3) The Chairman of the Department shall plan, organize and supervise the work of the Department and shall be responsible to the Dean for the work of his Department.

4. Board of Studies

(1) There shall be a separate Board of Studies for each subject or group of subjects, as may be prescribed by Regulations.
(2) Each Board of Studies shall consist of:
i) The Chairman of the Teaching Department;
ii) All Professors and Associate Professors in the University Teaching Department:

Provided that if the total number of University Teachers under sub-clauses (i) and (ii) comes to less than three, then this number may be made up by nominating other University Teachers as in sub-clause (iii).

iii) One or two University Teachers, as the case may be, other than a Professor or an Associate Professor, to be appointed by the Academic Council;

iv) Three Teachers other than University Teachers to be appointed by the Syndicate. The number will be determined by the Syndicate according to the need of each Board; and

NOTE: The Syndicate in its 69th meeting held on 24.01.2011, it was resolved as under:
Resolution No.2 (para-ii): The Syndicate authorized the Vice Chancellor to appoint the members on the Board of Studies and Board of Faculties on completing the period as and when required, as per seniority, under clause 4(2)(iv) of the first statutes appended to the Shah Abdul Latif University Act-1986, in all Institutes/Departments of the University in future.

v) One expert to be appointed by the Vice Chancellor;

Provided that in the case of subjects which are taught in the Teaching Department or constituent colleges only, such as Law, Commerce, Social work, Journalism, Geology, etc, the Board of Studies shall consist of –

a) The Chairman of the University teaching department:
b) All professors and associate professors in the university teaching department.
c) One university teacher, other than a professor or an associate professor, to be appointed by the academic council; and
d) Four experts to be appointed by the Vice Chancellor.

Provided further that in the case of Professional subjects which are taught in the affiliated colleges only, and not in the University, such as medicine, Animal Husbandry, Dentistry, Home Economics, Engineering, Agriculture, Education etc, the Board of Studies shall consist of –

a) The Principles of the colleges concerned;
b) Five Teachers of the colleges, to be appointed by the Syndicate; and
c) Two experts to be appointed by the Vice Chancellor:

Provided also that in the case of such subjects of Humanities and Sciences as are taught in the affiliated Colleges only and not in the University, the Board of Studies shall consist:

a) Six Teachers from the colleges doing teaching work in the subject to be appointed by the Academic Council; and
b) One expert to be appointed by the Vice Chancellor.

(3) The term of office of members of the Board of Studies other than ex-officio members shall be three years.

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

(5) The Chairman of the University Teaching Department concerned shall be the Chairman and convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department, the Chairman shall be appointed by the Syndicate.

(6) The functions of the Board of Studies shall be –

a) To advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned;
b) To propose curricula and syllabi for all degree, diploma and certificate courses 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.

5. Advance Studies and Research Board.

(1) The Advance Studies and Research Board shall consists of –

i) The Vice Chancellor (Chairman/Chairperson);
ii) The Pro-Vice Chancellor (Main campus & sub campuses) (Ex-officio members included as approved by the Senate in its 22nd meeting held on 30.04.2014)

iii) The Deans;
iv) Three University Professors other than Deans to be appointed by the Syndicate; and
v) Three University Teachers having research qualifications and experience to be appointed by the Academic Council.
(The following ex-officio members were included after the approval of the Senate in its 19th meeting held on 08.02.2010)
vi) The Director Quality Enhancement Cell (QEC)
vii) The Director Research/Director Office of Research, Innovation and Commercialization (ORIC)
The Post of Director Research was re-named as Director, Office of Research, Innovation and Commercialization (ORIC) in pursuance of HEC Higher Education Commission Islamabad at all the Public and Private sector universities and Degree Awarding Institution (DAIs) of Pakistan vide a latter No.1-10/ED/HEC/2010/1086, Dated:- 08-12-2010. Issued Notification No.Admn/Teach/-1226 dated: 07-10-2013. Approved/noted by the Syndicate in its 80th meeting of Syndicate held on 30.11.2018 and 01-12-2018

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

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

(4) The functions of the Advance Studies and Research Board shall be –
a) To advise the Authorities on all matters connected with the promotion of advanced studies and research in the University;
b) To consider and report to the Authorities on the institution of research degree in the University;
c) To propose Regulations regarding the awards of research degrees;
d) To appoint supervisors for research students and to determine the subjects of their thesis;
e) To recommend panels of names of paper setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
f) To perform such other functions as may be prescribed by Statutes.

6. Selection Board.

(1) The Selection Board shall consist of –

i) The Vice Chancellor (Chairman/Chairperson);
ii) The Chairman or a member of the Sindh Public Service Commission to be nominated by the Chairman;
iii) The Dean of the faculty concerned;
iv) The Chairman of the Teaching Department concerned; and
v) One member of the Syndicate and two other men of eminence, to be appointed by the Syndicate, provided that neither of the three are employees of the University.

(2) The members mentioned in sub-clause (v) of clause (1) shall hold office for two years.

(3) (a) Four members shall form the quorum for the selection of a Professor or and Associate Professor and three members for the selection of other Teachers.

(b) In case of Officers other than teachers, the Selection Board shall consist only or members at sub-clauses **(i),** (ii) and (v) of clause (1).

The quorum for the Selection Board for appointments/promotions of Officers BPS-17 and above shall be three members [Amendment], duly approved by the Senate in its 12th meeting held on 12-08-2002, vide Resolution No.06, as under:
"It was resolved that the proposed amendment in the "First Statutes" to the effect that a sentence "The quorum for the Selection of officers shall be three members" be added at the end of clause 6(3)(B) (Selection Board) of first Statutes. It was further resolved to send the approved amendment to the Secretariat of Governor Sindh for assent of the Chancellor/Governor Sindh".

(4) No member who is candidate for the post to which appointment is to be made shall take part in the proceedings of the board.

(5) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall xo-opt or consult three experts in the subject concerned and in selecting candidates for other teaching posts, two experts in the subject concerned, to be nominated by the Vice Chancellor from a standing list of experts for each subject approved by the Syndicate on the recommendation of the Selection Board and revised from time to time.

7. Functions of Selection Board.

(1) The Selection Board shall consider the applications received in response to advertisement and recommend to the Syndicate the names of suitable candidates for appointment to teaching and other posts.

(2) The Selection Board may recommend the grant of a higher initial pay in a suitable case for reasons to be recorded.

(3) The Selection Board may recommend to the Syndicate the appointment of an eminently qualified person to a professorship in the University on terms and conditions other than those prescribed.

(4) in the event of an unresolved difference of opinion between the Selection Board and the Syndicate, the matter shall be referred to the Chancellor whose opinion shall be final.

8. Finance and Planning Committee.

(1) The Finance and Planning Committee shall consist of –

i) The Vice Chancellor (Chairman);
ii) One member of the Senate to be appointed by the Senate;
iii) One member of Syndicate to be appointed by the Syndicate;
iv) Two deans of the University to be nominated by the Vice Chancellor;
v) One nominee of the Chancellor;
vi) The Director Finance; and
vii) One nominee of the Higher Education Commission, Islamabad.
viii) One Nominee of Sindh-Higher Education Commission
Decision No.2(i) passed by the Syndicate in its 86th meeting held on 21.10.2023.

(2) The terms of office of the appointed members shall be three years.

(3) The quorum for a meeting of the Finance and Planning Committee shall be three members.

9. Functions of the Finance and Planning Committee.

The functions of the Finance and Planning Committee shall be –

a) To consider the annual statement of accounts and the revised budget estimates and advise the Syndicate thereon;
b) To review periodically the financial position of the University;
c) To advise the Syndicate on all matters relating to planning, development, finances, investments and accounts of the University; and
d) To perform such other functions as may be prescribed by the statutes.

10. Affiliation Committee.

(1) The affiliation committee shall consist of –

i) The Vice Chancellor;
ii) Two Professors to be nominated the Academic Council; and
iii) The Director of Education (Colleges) of the Region concerned.

(2) The term of office of the members of the Committee, excluding Ex-officio members, shall be two years.

(3) The Affiliation Committee may co-opt not more than three experts.

(4) The quorum for a meeting or an inspection by the Affiliation Committee shall be three members.

(5) An officer of the University to be designated by the Vice Chancellor for this purpose shall act as the Secretary of the Committee.

(6) The functions of the Affiliation Committee shall be –

a) To inspect the educational institutions seeking affiliation with or admission to the privileges of the University and to advise the Academic Council thereon;
b) To inquire into complaints alleging breach of conditions of affiliation by affiliated colleges and to advise the Academic Council thereon; and
c) To perform such other functions as may be prescribed by the Regulations.

The Syndicate SALU, Khairpur has been adopted/approved, vide decision No.31 in its 53rd meeting held on 04.06.2002, in pursuance of HEC Higher Education Commission Islamabad regarding affiliation Criteria/ guidelines for of Public and Private Institutes by the affiliating universities vide letter No.4-18/2005(SO-I)/409, Dated:-25-04-2005 through the Secretariat of Governor Sindh, vide letter No.1-10/ED/HEC/2010/1086, Dated:- 08-12-2010 and issued Notification.

AFFILIATION CRITERIA/GUIDELINES FOR PUBLIC SECTOR UNIVERSITIES/HEIs.
[Revised HEC Policy already approved by the Academic Council vide Resolution No.14 in its 17th meeting held on 09.10.2024 is also mentioned in the Chapter-VI of Provision Act Ordinance of the University]

Definitions:

In this criteria anything repugnant in the subject and context used vide infra:

a. 'affiliation' means affiliation with the university / Degree Awarding Institutes (DAIs);
b. 'affiliation committee' means the committee, which guides the university / DAI regarding affiliation/de-affiliation of institution ;
c. 'Commission' means Higher Education Commission ;
d. 'inspection committee' means the sub-committee constituted by the Vice-Chancellor / Rector forexecuting inspection of the institute;
e. 'institution' means the educational institution seeking affiliation with the university / DAI;
f. 'prescribed' means prescribed by the university ;
g. 'principal' means the head of the college or the chief executive of the institution applying

foraffiliation ;

h. Syndicate/Senate or BOG' means Senate or Board of Governors of affiliating university as thecase may be;
i. 'Vice-Chancellor / Rector means head of affiliating university / DAI;
j. 'university / Degree Awarding Institute means the affiliating university / DAI;

2. Legal formalities:

i) University / DAI (in public) should have provision in its Act to affiliate the College / Institute.
ii) The Universities/DAIs may not grant affiliation to any institution in other provinces. However in case of the Federal territory the University may obtain permission of the HEC before granting affiliation.
iii) The ownership of the institution seeking affiliation shall vest in a body corporate and not in individual(s) or family. It shall be registered under the relevant laws of companies ordinance/societies registration act/trust act as a foundation/society/trust. This shall not be required in case the institution is in the public sector;
iv) The Institute / College seeking affiliation with public sector institution shall register itself with the Provincial Government or the HEC in case of Federal territory, if applicable.
v) Grant affiliation on subject basis. Such new subject to be offered with require University approval.
vi) A copy of the registration deed along with a memorandum of association will be supplied to affiliating Institution to examine the objectives and credentials of the members. A brief profile of each member of management should also be provided.

3. Application for affiliation:

-

An institution applying for affiliation with a university shall make an application to the Registrar of the university on prescribed form (Ann-I) at least 6 months prior to the date from which affiliation is sought. There shall be an application processing fee at such rates as may be prescribed by university / DAI.

The Institute seeking affiliation shall satisfy the affiliating University / DAI with regard to objectives of theInstitute and credentials of the members of the corporate body.

The Institute shall only offer those programs which are offered by the affiliating University / DAIThe C.V's of faculty shall be provided along with application for affiliation.

The procedure to be followed in disposing of an application for the affiliation of an institution shall be such

as may be prescribed by the affiliating universities. The Syndicate / Senate / BOG may, on the recommendation of the Affiliation Committee, grant or refuse affiliation to an educational institution.

4. Conditions governing the grant of affiliation:

The provisions for affiliation of institution shall be governed by the following conditionalities:

4.1). Institutional and academic:

i) That the institution is to be under the management of a regularly constituted governing body;
ii) That the institution must be suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas, telephones and internet must be ensured;
iii) That the Institution must implement/meet the HEC Quality Criteria at main campus as well as affiliated institution.
iv) That the institution must be easily accessible to students and general public at large;
v) The Institution must be located on a minimum of 0.5 acre (4 kanals) land with required physical infrastructure;
vi) That the institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
vii) That provision has been made for well stocked library and well equipped laboratory facilities and other practical work where affiliation is sought in any branch of experimental science.

Where affiliation is sought in IT fields due arrangements have been made for imparting instructions in awell-equipped IT laboratory having internet connectivity, which can cater to the course needs ofstudents and teachers ;

viii) That the library shall have at least 50 books per subject as reference books and at least 200 books per subject for supplementary reading. The institution should spend at least Rs. 50,000/- per annum for updating the library by adding new editions and titles. The institution should subscribe 10 daily newspapers and 5 weekly periodicals;

ix) That the library shall have seating facility for minimum of10% of the total number of studentsfor that shift.

x) That institution shall have internet connectivity with appropriate number of computers depending upon the student's population and the subjects offered;

xi) That at least 10% of students be granted fee exemptions and scholarships on need basis;

xii) That permission granted shall be restricted to a specified place and for a particular subject. No sub-campus or branch shall be established or franchised;

xiii) That the strength and qualifications of teaching and other staff and the terms and conditions of their service are adequate;

xiv) That the courses of study and syllabi taught in institution should be same as being followed by the university;

xv) That all examinations leading to award of degrees/diplomas/certificates and their checking and evaluation shall be done by the university;

xvi) That the institution shall not admit students for any degree/discipline except those to be awarded by the university under its seal;

xvii) That the institution shall be governed by the statutes, regulations, rules framed by the university from time to time regarding; general scheme of studies; duration of courses ; the medium of instruction and examination ; detailed syllabi for examination held by university; the conditions under which students shall be admitted to the examination of university etc. ;

xviii) That in drawing up the organizational structure of the institutions, the standard and quality of teaching and efficiency of the system must be ensured;

xix) The strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are appropriate enough to provide for courses of instruction, teaching and trainingwork to be taken;

xx) That the institution shall have at least 25% of the faculty with MS/M.Phil degrees;

xxi) That the institutions must possess 50% of its teaching faculty employed on permanent basis with minimum prescribed qualifications as Master's degree/Bachelor (Honors) from an accredited/chartered university in relevant subjects;

xxii) The work load of the faculty should not exceed the limits prescribed by the government/affiliating universities for affiliated institution in public sector; and

xxiii) That the sponsors will provide career counseling and job search services to students.

4.2). **Financial:**

i). That subject to the satisfaction of university, the institution is financially stable and has the ability to sustain a regular functioning and efficient working?

ii). That the institution shall furnish such reports, returns and other information as the university may require, to enable it to judge the financial sustainability and soundness of thesponsors ;

iii). That the sponsors shall, prior to enrolling students establish an endowment fund of Rupees one million, whose interests be utilized for refurbishing the laboratories and libraries and for provision of gadgets aimed at enhancing the quality of education;

iv). That working capital of at least Rs. 2.0 million lies with the institution for smooth functioningof the affairs of institution;

v). That tangible asset in form of land, building etc. not less than Rs. 5.0 million are inexistence on ground

vi). That above financial arrangements need to be supported by documentary evidence

4.3). Constitutional and Cultural:

i). That the institution shall be required to strictly comply with and respect the

constitutionalprovisions, local laws, cultural and religious sensitivities;

ii). That the institution must restrict to teaching, training and co-curricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken.

4.4). Co-curricular & Health Care facilities:

i) That the sponsors shall promote the extra-curricular and recreational activities of students, and to make arrangements for promoting their health and general welfare;

ii) That institution shall ensure to provide co-curricular activities like debating contest, declamation contest, Quran Khawani, Naat Khawani, holding of Musharahas, camp fire, boy scouts, girls guides activities etc. Excursions to places of historical importance and student's visits to factories, stock exchanges, chambers of commerce & industries and other educational trips etc. shall also be arranged for augmenting the development of students;

iii) That indoor and outdoor facility for games should be ensured to provide healthy out lets to the youngsters for imbibing the sense of competition and tolerance. The students should be encouraged to participate in one/two of the games. If possible the facilities of gymnasium should also be made available;

iv) The practice of providing necessary health care to the students has gradually dwindled and dispensed with in most of the institutions. Since, the students work in groups and have to spend most of the time together the chances of catching the contagious/infectious diseases are greater than in any other gathering. That's why, it is advisable that quarterly medical checkup should be ensured and students be advised for health problems

4.5). Monitoring & Visitation:

i). That the institution shall furnish such reports, returns and other information as the university may require, enabling it to judge efficiency and effectiveness of the institution;

ii). That monitoring and visitation of institution will be carried out by an Inspection Committee to be appointed by university, when there exists substantial evidence on any aspect of the institutional inefficiency or malfunctioning;

iii). That the university may call upon any institution to take such action as it may deem necessary in respect of any of the matter specified under law from time to time;

iv). That the institution will abide by the laws of Commission and university with regard to affiliation of institutions framed from time to time;

v). That the university shall have full powers to take any action, it may consider appropriate including de-affiliation of an institution, if it is found indulging in any subversive or unlawful activity, or against provisions of laws. However, in doing so the placement of students pursuing different academic courses will be the responsibility of institution and university;

vi). That the institution shall be liable to provide facilities to the representatives of Commission and university for visitation to enable them to verify that the institution is maintaining appropriate academic standards;

vii). That the institution shall furnish an annual statement of accounts to university with detailsof fees, donations and other income received and expenditure incurred duly audited within two months of the close of every financial year ;

viii). An inspection of institution shall be held once a year during first three years of its affiliation by the Inspection Committee constituted by university and subsequently once in three years

4.6). Space standards and norms:

i). The institution shall be located in a spacious, separate and independent building conducive for academic activities, situated on plot of at least half acre (04 kanals), depending on the location having potential for further development, without any other institution sharing the premises;

ii). That sufficient space in shape of classrooms, common room, library, laboratories and common room for girls is available with appropriate size not less than 16' X 32' sq. ft. for each section of a class;

iii). That size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20' X 40' sq. ft.;

iv). That institution shall have an auditorium, 2 class rooms, students common room (in case of girls students) and staff room;

v). That institution shall have adequate canteen, toilets, a dispensary and facility for indoor and outdoor games;

vi). The desirable space standards for institution are laid down in form (Annex –II)4.7).

vii). **Inspection requirements**:

In order to physically verify the detailed academic and physical infrastructure available with the institution, the inspection committee may like to conduct a detailed survey of the institution before grant of affiliation.The affiliation, however, will be granted subject-wise.

4.8). Formal agreement:

i). All arrangements of affiliation between institution and university should be agreed upon and formally written down as approved legal agreement and signed by senior authorized representatives. Detailed arrangements for partnership should be set out clearly in the agreement and memorandum of understanding;

ii). The agreement should take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc. ;

iii). The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation ;

iv). The validity period of the agreements should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review;

v). Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and Commission

5. Conditions and procedure for de-affiliation:

If an institution fails to observe any of conditions of its affiliation, or its affairs are conducted in a manner which is prejudicial to the interest of education or the university, the rights conferred as a result of affiliation may, on an inquiry made by the Affiliation Committee, and after giving an opportunity of hearing to the Principal and with the approval of Senate/BOG, be withdrawn. However, the Vice-Chancellor may, on a report of the Affiliation Committee, and after considering such representation as the institution may wish to make, restore to it such rights either in whole or in parts. The procedure to be followed for the withdrawal of affiliation shall be on case to case basis.

The appeal against refusal or withdrawal of affiliation shall lie to the Vice-Chancellor against the decision of Senate/BOG refusing to affiliate an educational institution or withdrawing the rights conferred on such institution by affiliation or against modification of such rights. May not dis-affiliate current students. Must give notice and stop future admission.

6. Fees for affiliation and sharing in income:

i). The institution shall be required to pay an annual affiliation fee, at such rates as may beprescribed, to cover the cost of services provided by the university ;

ii). The university and institution will share the gross fees received from students, in theproportions to be determined by the Senate/BOG from time to time

7. Affiliation Committee:

There shall be constituted an affiliation committee by university, comprising:

i). The Chairman; a professor of the university to be nominated by Vice-Chancellor;

ii). Two Professors/Associate Professors of the university of different disciplines, in which affiliation is being sought by the institution;

iii). An expert to be nominated by the Commission;

iv). An Associate Professor/Assistant Professor of a local institution of concerned academic discipline

7.2). The affiliation Committee may co-opt an expert for specific meetings from inside or outside theuniversity, conforming to the matter being considered.

7.3). The quorum for a meeting of Affiliation Committee shall be three members7.4). The term of office of the members shall be three years

7.5). The functions of the Affiliation Committee shall be:

i) To advise Senate/BOG regarding affiliation of an institution;
ii) To monitor the academic performance of the institutions;
iii) To inquire into complaints alleging breach of conditions of affiliation by institutions and to advisethe Senate/BOG thereon;
iv) To recommend to the Senate/BOG the suspension or withdrawal of privileges of the university to an institution;
v) To perform such other functions as may be assigned from time to time

8. Inspection Committee:

There shall be an Inspection committee constituted by university, comprising the members of Affiliation Committee of the university with additional membership of Registrar of university to execute the preliminary examination of the institution whether it fulfills the basic requirements to be used as an educational institution to cater the literary needs of the society, supplementing quality education. The Committee will inspect the institution seeking affiliation and to submit its report to Senate/BOG of university. The Senate/BOG will grant affiliation on the advice of Inspection Committee.

Annexure - I

APPLICATION FORM FOR AFFILIATION

Note: please answer every question clearly and carefully

1. General:
   i) Name of Institution, address with fax/email/telephone numbers;
   ii) Year and objectives of establishment ;
   iii) Name of the controlling authority/chief executive ;
   iv) Name, designation and qualifications of the head of institution ;
   v) Name of registered society/body, trust, foundation, NGO etc. ;
   vi) Governing body, its composition and other relevant details

2. Physical facilities:
   i) Infrastructure available in shape of land, type of current building (owned/rented) and totalcovered area of the administration building ;
   ii) Total number and size of class rooms, capacity for students ;
   iii) Details of the laboratories, workshops and equipment's appropriate to the courses ;
   iv) Details of the office equipment, furniture and fixtures ;
   v) Number of quarters/residence at the campus for teaching staff ;
   vi) Details of sports grounds and other facilities ;
   vii) Position of gas and water and electricity fitting ;
   viii) Transport vehicles for official use and students ;
   ix) Details of hostel buildings

3. Academic facilities:
   i). Current academic programs presented at institution;
   ii). Details of subjects to be offered at Bachelor's level with proposed combinations of academicgroups;
   iii). Subjects to be offered at Master's level

4. Faculty/staff:
   i) Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales ;
   ii) Mode of appointment of teaching staff and criteria of selection ;
   iii) Total number of non-teaching, administrative and supporting staff, their designation,qualifications and experience ;
   iv) Details of medical services for students and employees
5. Library:

   i) Number of books, textbooks, journals (international and national), periodicals, newspapers,reference books in library ;
   ii) Information regarding accommodated number of students in reading room

6. Facilities regarding Information Technology:

   i) Details of computer literacy and integration of networking and visualization into normalinstitutional activities, student computer ratio ;
   ii) Internet connectivity available to students

7. Students:

   i) Total number of students enrolled in the institution ;
   ii) Enrolment of students level-wise

8. Admissions:

   i) General policy ;
   ii) Number of students to be enrolled, level-wise ;
   iii) Procedures and criteria of admission

9. Quality assurance and student supervision:

   i) Arrangement for academic supervision of students :
   ii) Arrangements for quality assurance :
   iii) Level of administrative and technical support for quality assurance

10. Finances:

   i) Financial position of institution and sources of income to meet the recurring anddevelopmental expenses of the institution ;
   ii) Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous ;
   iii) Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, runninglaboratory expenses, examinations, consumable etc.

11. Additional information, if any.

Annexure - II

STANDARD NORMS FOR THE AFFILIATION OF AN INSTITUTION

Component	Nature of Requirement	Standards/Norms for affiliation of institutions		Available Facilities in College
Departments	Departments (Physics,Chemistry etc)	Only one department		
	Teacher: Student ratio(desirable)	1:20	Maximum for Science subjects involving lab.Work	
		1:30	For others	
	No. of administrative staff includinglaboratories, library & other staff for miscellaneous duties.	Equal to teaching staff		
Teaching Faculty	Faculty	Permanent Faculty: 50 % Qualification: Master's/BS (4 years) degree in relevant subject		
	No. of Faculty (full-time) required (cadre-wise) per department	-		
	Associate Professorand Professor	At least 25 % faculty with M.Phil/MS degree particularly in Basic Sciences, Computer and I.T. subjects		
Libraries	Journals	Subscription to 5 impact factor journal, at least 10 Daily newspapers and 5 weekly periodicals		
	Books required	At least 50 reference booksper subject and at least 200 books per subject for supplementary reading		
Facilities	Hall/Lecture theatres (desirable)	16' x 32' for each section ofclass (not exceeding 40 students)		
	No of rooms required(desirable)	2 lecture rooms, 1 seminar room, 1 Library cum Readingroom, 1 committee room		
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office		
Laboratories/ Workshops/PC/ Internetservice	No. of laboratoriesrequired (desirable)	At least 1 Lab. Per department with appropriate space (in case of science subject)		
	Workshops (desirable)	20 to 40 sq ft. per student		
	PC (desirable)	Computer Lab. for 40-50 students 1 for 3 students in case of IT		

		courses	
	Internet service (desirable)	Minimum 1 Mb access rateshall be provided	
Gross Area	Area in acres	1/2 acre (04 kanals) at least (depending upon the location having potential for further development)	
	Built in/covered Area (desirable)	Minimum 100 sq ft. per student.	
	General facilities: office, staff rooms,cafeteria, readingroom, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff andstudents	
Hostels (Desirable)	Cubicles (desirable) Dormitories (desirable)Dinning (desirable) Gross space (desirable)	-	
Scholarships	Scholarships and free-ships	At least 10% of the students to be given scholarships / concession	
Inspection	Peer review	One Faculty having an impactfactor of 100 will be associated in the inspection of the institution for NOC clearance.	
Finance	Endowment Fund (Secured in the nameof Trust/Society)	Rs. 1.0 million (not applicable in case of public sector institution)	
	Tangible assets in the form of land/buildingetc.	Rs.5.0 million	
	Working Capital.	Rs.2.0 million (not applicable in case of public sector institution)	
	Total :	Rs.8.0 million	

UNIVERSITY - INSTITUTION RELATIONSHIP

The university all will consider application for affiliation from institutions offering programs similar to those offered by the university. The quality assurance system governing university and the institution must be designed to meet the following conditions:

a) It is rigorous enough to offer the security about the standard and quality of the programs being provided.

b) It provides frequent and reliable two way communication between the institution and the university.

c) It is effectively managed both academically and administratively.

In practice, the nature of the university relationship with each institution may be different, because of the previous experience of staff, the profile of the portfolio of programs to be offered, the resources available, and geographical location.

a) The university should take an institutional view of the context within which higher education programs are to be provided. It should set up a team to visit the institution to review the facilities available for higher education students and to discuss with staff of the institutions and their counterparts in the university involved in managing the proposed affiliation provision a range of matters including:

    i) Communications, and particularly the lines of academic accountability from the institutions programs to the university.

    ii) Arrangements for the academic and administrative management of the programs to be offered.

    iii) Learning resources: provision on site, and arrangements for access to the University's collections

    iv) Staffing strategy: procedures for the identification and appointment of staff to teach, plans for staff development and scholarly activities, and arrangements for staff management and deployment.

    v) The provision of information to students in publicity material, handbooks etc, and related matters such as appeals and complaints procedures.

    vi) Student services.

    vii) Relationships with academic service providers of the university, the Admissions Department and the relevant Faculty Office(s), to secure the integrity of the admissions and, particularly,the assessment processes:

b) The university may prefer arrangements in institutions which bring all their higher education provision together in one policy making forum, constituted to be able to make and secure the implementation of academic judgments on the affiliated higher education progrmmes being offered:

c) The university should make arrangements to monitor periodically the effectiveness of the relationship with its affiliated institutions.

GUIDING CRITERIA

An affiliated institution should possess the following characteristics. It should be able to provide evidencethat:

- Its policies for academic planning, quality assurance and resource allocation are coherent and relateto its mission aims and objectives.
- Its systems of governance and management embody clear functions and lines of accountability andresponsibility.
- It has demonstrable depth and strength of academic leadership
- Its missions, policies and systems are developed, implemented, communicated and reviewed through consultation with stakeholders.
- It is able to demonstrate continued confidence and stability over an extended period of time in its governance, financial control, quality assurance arrangements and organizational structure.
- Its programs are established and maintained at the appropriate academic standards, as confirmed by academic peers from other higher education institutions and, where appropriate, from professional and statutory bodies.
- Its programs are regularly self-assessed through annual monitoring and periodic review to ensure that they consistently meet stated objectives and outcomes, and that their subject matter and pedagogical methods are kept up to date.
- Its procedures specify the body responsible for approving amendments to approved programs.
- Its academic authority is vested in the academic council or equivalent, and the responsibilities ofthe bodies established within the academic committee structure are clearly differentiated, with their powers of decision, discretion and action carefully described.
- It defines monitors and maintains academic standards through its assessment criteria and practices,which in turn are related to declare learning objectives and learning outcomes.
- It monitors the effectiveness of its learning and teaching infrastructure, ensuring that teaching is consistent with stated objectives and learning outcomes, and that resources for learning are adequate to facilitate students learning to the standard required.
- Its admissions, student induction and student counseling arrangements support its academic aims.
- It engages external peers in the assessment of its students.
- It monitors the reliability and validity of its assessment practices, and the outcomes of its monitoring inform program planning decisions.
- It manages its assessment procedures expeditiously, and keeps its examiners and students informed at the earliest opportunity.
- It gives students constructive formative feedback on their assessed work.
- It is able to monitor student progression and performance, and provide timely and accurate information to satisfy academic and non-academic information needs.
- Its staff is well qualified, with a significant proportion having higher degrees, relevant professional qualifications and experience, experience of teaching elsewhere in higher education, and experienceto curriculum and assessment design.
- Its staff is actively engaged with the pedagogic development of their discipline, through subject associations and relevant professional bodies, institutional staff development opportunities, and teaching development activities.
- Its staff are acknowledged by external academic and professional peers as having academic expertise, as demonstrated through research and scholarly activity, consultancy, external funding for academic development initiatives, and contributions to professional journals.
- Its staff maintains the high professional standards associated with higher education, as

demonstrated by the formal consideration of feedback from students and other stakeholders, including reports from professional bodies.

11. Discipline Committee

(1) The Discipline Committee shall consist of –

i) The Vice Chancellor or his nominee;
ii) Two Professors to be nominated by the Academic Council
iii) One member to be nominated by the Syndicate
iv) The Teacher or officer Incharge of students Affairs by whatever name called (Member Secretary).

(2) The term of office of the members of the Discipline Committee, excluding ex-officio members, shall be two years.

(3) The quorum for a meeting of the Discipline Committee shall be four members.

(4) The functions of the Discipline Committee shall be –

i) To propose Regulations to the Academic Council for the conduct of University Students, maintenance of discipline and for dealing with cases of in-discipline; and
ii) To perform such other functions as may be prescribed by Regulations.

PROVINCIAL ASSEMBLY OF SINDH
NOTIFICATION
KARACHI, THE 16TH SEPTEMBER, 2013.

NO.PAS/Legis-B-05/2013 - The Sindh Universities Laws (Amendment) Bill, 2013 having been passed by the Provincial Assembly of Sindh on 19th August, 2013 and assented to by the Governor of Sindh on 28th August, 2013 is hereby published as an Act of the Legislature of Sindh.

THE SINDH UNIVERSITIES LAWS (AMENDMENT) BILL, 2013

SINDH ACT NO. XLIII OF 2013

AN ACT

BY ORDER OF THE SPEAKER
PROVINCIAL ASSEMBLY OF SINDH

G.M.UMAR FAROOQ
ACTING SECRETARY
PROVINCIAL ASSEMBLY OF SINDH

PART-III ADDITIONAL STATUTES

1. Condition of Services of the Employees.

(STATUTES REGARDING CONDITIONS OF SERVICE OF THE EMPLOYEES OF SHAH ABDUL LATIF UNIVERSITY MADE UNDER SECTION 29(1) (b) OF THE ACT - 1986)

1. SHORT TITLE

These Statutes may be called the Shah Abdul Latif University, Khairpur, Employees (Terms & Conditions of Service) Statutes, 1987.

2. DATE OF COMMENCEMENT

These Statutes shall come into force with immediate effect.

3. APPLICATION

Except as otherwise provided, these Statutes will apply to all employees of Shah Abdul Latif University, Khairpur except the following:

a) Any Employee between whom and the University a specific contract of agreement of service subsists.

b) Any person in the service of a Provincial or Federal Government or any other Institution or Organization on deputation to this University on special terms and conditions.

c) Any employee or class of Employees for whom the Syndicate may, by general or special order, direct that these Statutes shall not apply in whole or in part.

4. DEFINITIONS

i) "University" means the Shah Abdul Latif University, Khairpur.

ii) "Syndicate" means the Syndicate of the University.

iii) "Vice Chancellor" means the Vice Chancellor of the University.

iv) "Competent authority" means the appointing authority or officer authorized by the appointing authority.

v) "Cadre" means a part of University service sanctioned as a separate unit.

vi) "Employees" means the Officers, the teachers and other employees serving under the University.

vii) "Foreign Service" means service in which a University employee receives his pay with the sanction of the University from any source other than the University fund.

viii) "Honorarium" means a recurring or non-recurring payment granted to an employee from the University funds as remuneration for special work of an occasional character.

ix) "Lien" means the title of a University employee to help substantively either immediately or on the termination of a period or periods of absence, permanent or a tenure post to which he has been appointed substantively.

x) "Officiate" means performing the duties of a post on which another person holds a lien. The competent authority may, however, also appoint an employee to officiate in a vacant post on which no other employee holds a lien.

xi) "Pay" means the amount drawn monthly by a University employees as:

a). The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in a temporary or an officiating capacity or to which he is entitled by reason of his pension in a cadre; and

b) Overseas pay, technical pay, special pay and personal pay; and
c) Any other emoluments, which may be specially classed as pay by the Syndicate.

xii) "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited period.

5. **a)** No whole time employee of the University shall, except with the prior permission of the Vice Chancellor/appointing authority engage himself directly or in-directly in any trade, occupation, business or calling other than his official duties under the University, provided that such prohibition shall not prevent an employee from accepting the examination work of this University.

b) The teachers may obtain permission from their appointing authority for doing any professional consultancy work after office working hours which does not affect their official duties.

Provided that 30% of their earnings from the consultancy work will have to be paid to the University.

Provided further that they shall not do this work with any firm or contractor engaged by this University for job or work until one year after its termination/completion.

6. An employee shall, however, be eligible to receive without special permission, any award offered by or through the Federal or Provincial Government or Autonomous Body, Public Endowment or Trust in recognition of his merit, distinction, research or any other achievements.

7. Competent authority may appoint an employee to hold temporarily or to officiate in one or more post or posts at a time, provided that the duties of his substantive post do not suffer.

8. AGE OF ENTRY INTO SERVICE

No person, who is less than 18 years or more than 45 years of age, shall be appointed in the University service by initial recruitment, provided that the

competent authority, may in the interest of University waive the upper age limit subject to physical fitness.

9. QUALIFICATIONS

a) Minimum qualifications and experience for Teaching staff shall be as given in the Shah Abdul Latif University, Khairpur Teachers (minimum qualifications for appointment Rules 1987) **(Appendix "A")**

NOTE:

1. UPGRADATION OF THE POSTS OF THE UNIVERSITY TEACHERS

In pursuance of HEC vide letter No.F.P.2-152/HEC/2006/350, dated: December 05, 2006 and recommended by the Syndicate in its 59th meeting held on 06.01.2007 and duly approved by the Senate in its 17th meeting held on 22.03.2008 **(APPENDIX "A-I")**

2. REVISED ELIGIBILITY CONDITIONS FOR THE APPOINTMENT OF FACULTY MEMBERS 2013 (REVISED CRITERIA 2013 OF HEC)

In pursuance of HEC vide letter No.F.P.2-152/HEC/2006/350, dated: December 05, 2006 and recommended by the Syndicate in its 59th meeting held on 06.01.2007 and duly approved by the Senate in its 17th meeting held on 22.03.2008 **(APPENDIX "A-II")**

3. In pursuance of HEC vide letter No.1-4(FAC)QA/2017/HEC/22-84, Dated: 26th January, 2017 and recommended by the Syndicate in its 79th meeting held on 17.12.2017 **(APPENDIX "A-III")**

b) Minimum qualifications and experience for employees, other than teachers, shall be as given in the **(Appendix "B")**.

NOTE: The requirement of possessing minimum qualifications to a post as given in (Appendix "B") shall not apply to the employees appointed by promotion.

c) In case of an employee already appointed or appointed as a special case, he shall not be confirmed till he fulfills the prescribed conditions of minimum qualifications and experience, unless the deficiency is condoned by the competent authority.

10. APPOINTING AUTHORITY

Subject to the provisions of the Act, the appointing authorities of the University employees shall be as mentioned below:

1) Syndicate in case of the employees (excluding the Vice Chancellor and the Director Finance) appointed to posts of BPS-17 and above.

2) Vice Chancellor in case of all other employees of BPS-2 to 16.

3) Other officers to whom the Vice Chancellor may delegate the powers of appointment of employees of BPS-2 to 11.

11. AUTHORITY TO CONFIRM UNIVERSITY EMPLOYEES

Subject to the provisions of the Act, the authority to confirm the University employees shall as mentioned below:

1. Syndicate in case of all the employees appointed to posts of BPS-17 and above.

2. Vice Chancellor in case of all the employees of BPS-1 to 16.

12. PROBATION

1) A person appointed in the University service against a substantive vacancy shall remain on probation for a period of two years, if he is a teacher and for a period of one year if he is an employee other than a teacher. Officiating service will be allowed towards the period of probation. The period spent on leave, other than extra-ordinary leave without pay, will be included for reckoning towards the period of probation, provided that unless the deficiency in the conditions of minimum qualifications and experience have been condoned by the appointing authority, no employee shall be confirmed in his post till he fulfills the conditions of minimum qualifications and experience fixed for that post.

2) If the work or conduct of an employee during the period of probation has not been satisfactory, the appointing authority may, not-with-standing that the period of probation has not expired terminate his service if he has been appointed by initial recruitment, or revert him to the lower post if he has been appointed by promotion.

3) On completion of the period of probation of an employee, the appointing authority may subject to the provisions of these Statutes, confirm him in his post; but if his work and/or conduct has, in the opinion of such authority, not been satisfactory take any of the following actions:

a) In case he has been appointed by initial recruitment, terminate his service; or
b) In case he has been appointed by promotion revert him to the lower post; or
c) Extend the period of probation up to one year.

4) If no orders have been passed by the day following the completion of the initial probationary period, the probationer shall be deemed to have been confirmed, subject to availability of clear (permanent) post.

5) If no orders have been passed by the day, on which he maximum period of probation and the extended period of probation expires the probationer shall be deemed to have been confirmed in his post from the date on which the extended period of probation had expired, subject to availability of clear (permanent) post.

13. Every employee of the University shall have to produce physical fitness certificate from the University Medical Officer before joining the post of his initial appointment.

14. SENIORITY

1) The seniority of employees (both teaching and non-teaching staff) shall be maintained within each cadre.

2) The seniority of the employees shall be determined by the date of confirmation in a post; provided that in the case of employees who are either not confirmed or are confirmed in the same cadre on the same date, the seniority shall be determined in the following manner:

a) i, Employees recruited by promotion shall be senior to the employees appointed by initial recruitment, if the orders of their appointment are issued on the same date.

ii, Departmental Promotion viz-a-viz direct recruits. Employees promoted to higher grades as a continuous arrangement and as a regular measures in a particular cadre shall, as a class, be senior to these appointed by direct recruitment in the same calendar year. *[Amendment], duly approved by the Senate in its 10th meeting held on 19-06-2000*.

b) In the case of an employee officiating against a higher post, his seniority in the time scale shall be governed by his seniority in his substantive post, irrespective of his officiating in the higher post.

c) In the case of employees who are recruited by initial recruitment, their seniority shall be fixed as per order of merit assigned by the appointing authority.

Providing that in case more than one employee of equal merit join their duties on the same date, the employee older in age shall be considered as senior to the younger.

15. MODE OF PROMOTION AND FILLING OF VACANCIES.

Promotion from lower to higher posts shall be made on the consideration of qualifications, seniority and fitness on the basis mentioned in Sub-Statutes (a), (b), and (c) below.

a) In case of posts of BPS-2 to 16 the vacancies shall be filled in the following manner (through selection committee appointed by the Vice Chancellor).

i) By Promotion: Two thirds of total vacancies cadre wise
ii) By direct recruitment: One third of total vacancies cadre wise

b) IN case of non-teaching posts of BPS-17 and above the vacancies shall be filled in the following manner through (Selection Board).

i) By Promotion. Two thirds of total vacancies.

ii). By direct recruitment. One third of total vacancies.

NOTE: In case a suitable candidate is not available for promotion, the post may be filled by direct recruitment.

c) In case of teaching posts (Lecturers, Assistant Professors, Associate Professors and Professors) of BPS-17 and above, vacancies shall be filled by direct recruitment through Selection Board.

16. NOTICE OF DISCHARGE

1. In case of temporary employees or such permanent employees whose posts are retrenched with the approval of the Syndicate, reasonable notice shall be given by the University for termination of their services as detailed below or pay them equivalent amount of salary in lieu there of:

i) Permanent employees 03months
ii) Temporary employees

a) For an employee with one year01month

Service.

b) For an employee with six months 15 days
Service or more but less than 01 year

c) For an employee with less than 07 days
Six months service.

2. If a University employee wishes to leave the University service, he shall give notice for the period as mentioned in (1) above or pay an amount equal to the salary for that period.

Provided that appointing authority, may at its discretion waive the condition of notice in special cases on reasons to be recorded. The period of notice shall start from the date on which an employee gives notice in writing to the University.

17. CONDUCT AND DISCIPLINE

In matters of punishment and appeals, the employees shall be governed by the Shah Abdul Latif University, Khairpur, (Efficiency and Discipline Statutes of 1987).

18. PAY SCALES AND ALLOWANCES

Subject to any change, the University employees shall be allowed pay scales mentioned in Shah Abdul Latif University pay Statutes of 1987 with allowances as may be admissible from time to time. Those employees who are appointed on deputation may be allowed to draw pay and emoluments as mutually agreed between in University and their respective parent departments.

19. OFFICIATING/DUAL CHARGE ALLOWANCE

An employee Officiating/holding additional post may be paid dual charge allowance up to 20% of his substantive pay for a period normally up to four months extendable up to 08 months.

20. PAYMENT OF HONORARIUM

As remuneration for work performed, which is occasional in character and is of such a special merit so as to justify a special reward, an honorarium subject to the maximum of 10% of his salary per month (not exceeding one month's salary in a year) as sanctioned by the Syndicate, may be paid to an employee.

21. EXAMINATION WORK

Teachers of the University may be called upon to do any examination work for the University for which remuneration will be paid. However, in case of examinations work of other Universities, Boards and other Organizations prior permission of the Vice Chancellor shall be necessary in case of practical Viva-Voce examinations work and invigilation duties.

22. GRANT OF ADVANCE INCREMENTS

An appointing authority may grant a premature increment or increments to an employee in a time scale for the reasons to be recorded in writing. This shall be granted only in the following circumstances:

1. On initial appointment in view of special circumstances.
2. Meritorious service.
3. In case of hardship on promotion from a lower post to a higher post.

23. PERMISSION FOR TAKING EXAMINATIONS

With the prior permission of the appointing authority, the University employees, irrespective of their post and grade, can get them-selves registered as external/private candidates and take any examination of any other University or Board.

Provided that in those classes which are held in the evenings, the employee can, with prior permission of the appointing authority, be admitted as regular students even in this University on the condition that their official work does not suffer. No employee can claim the permission as of right.

24. GRANT OF ADVANCE INCREMENTS ON ACCOUNT OF IMPROVEMENT OF QUALIFICATIONS

In pursuance of office memorandum (OM) issued by Government of Pakistan, Finance Division, (Regulation Wing), Islamabad, vide No.F-1(5) Imp./2001 dated 4th September, 2001, under subject Revision of Basic Pay Scales and Fringe Benefits of Civil Employees (BPS-1-22) of the Federal government (2001), as reproduced below:

10. Advance Increments*: The existing scheme of advance increments is discontinued w.e.f 01.12.2001. A fresh scheme, if any, will be introduced in due course.*

1) Advance increments to the teaching staff shall be granted as under:

In order to attract talent to the University two increments over the initial stage will be given to a fresh entrant as Lecturer if;

a). He/she is first class first in M.A/M.Sc or equivalent degree awarded after completion of the 16 years Education or

b). He/she is first Class First in any 02 examinations other than M.A/M.Sc or equivalent degree awarded after completion of the 16 years Education or

c). He/she is first division throughout i.e. from Matric to M.A/M.Sc or equivalent degree awarded after completion of the 16 years Education.

iv). One increment for a person who has secured first class in three out of four examinations or two out of three examinations.

2 Advance Increments may be granted to the non-teaching staff of the University in grades 1 to 16 on account of passing of an examination while in the service of the University, provided that:

a) Necessary prior permission for taking the examination was accorded by the appointing authority.

b) The examination passed in higher than that of the minimum academic/technical qualifications required for the post on which an employee is working.

c) Proper applications had been submitted with-in three months or the announcement of result of the examination.

c) The examination passed must have direct relevance with the present nature of the job and must contribute to greater efficiency and ability of the employee in his present job.

d) Employees on technical jobs will not get advance increments for passing general academic examinations; but their cases may be considered for passing technical examinations relevant to their duties.

e) Advance increments will be considered only for the following examinations:

i) Matriculation (Secondary School Certificate).

ii) Intermediate (Higher Secondary Certificate).

iii) Bachelor's Degree.

iv) Master's Degree.

g) Two advance increments may be given in the pay scale drawn by an employee for passing one higher examination and two more advance increments for passing another higher examination.

25. ANNUAL INCREMENT AND CROSSING OF EFFICIENCY BAR

The normal annual increments shall be drawn automatically unless with-held by the appointing authority in writing.

26. APPOINTING BEYOND THE AGE SUPERANNUATION

No employee will be retained in service beyond the age of superannuation with-out the approval of the Chancellor.

Provided further that in case of the deputation's from the Government service and the employees on loan from other bodies. The age of retirement shall be governed by the rules of the parent departments of the employees or the bodies concerned.

27. RULES FOR KEEPING LIEN

a) In case of employees of the Shah Abdul Latif University whose services have been requisitioned by the Government or seek employment with the Government in or out-side the country shall hold their lien as long as they are not confirmed in that organization in their substantive posts.

b) i) Employees who take appointment with-in or outside the country and are confirmed in the University service shall be granted lien for a period of three years. This period may under certain conditions extend to a maximum of five years by the Syndicate.

ii) If an employee does not join the University after the expiry of the lien period his/her services will be deemed to have been terminated and he/she will be responsible for the payment of all liabilities, if any.

c) In case lien of an employee of University is maintained, the person him-self or the institution where his services shall be responsible for the payment of leave, pension and provident fund contribution and other benefits to the University.

d) **ACQUISITION OF LIEN**

A University employee on substantive appointment to any permanent post shall acquire a lien on that post and shall cease to hold any lien previously acquired on any other post.

e) **RETENTION OF LIEN**

A University employee holding substantively a permanent post shall retain his lien on that post as under;

i) While performing the duties of that post.

ii) While holding another temporary or tenure post or officiating in another post.

iii) While serving in another Organization excluding Government Organizations with the previous permission of competent authority having kept his lien in this University, subject to a maximum of 05 years.

iv) While on leave, and

v) While under suspension.

28. TRAVELLING AND DAILY ALLOWANCES

While travelling on University duties, the employees shall be allowed travelling and daily allowances at the rates as per Federal Government T.A/D.A rules as supplemented and amended from time to time.

29. SECRECY OF CONFIDENTIAL RECORD/OFFICIAL BUSINESS

All employees must maintain secrecy about confidential official record and/or confidential decisions, until these are officially announced or made public by or under the orders of the competent authority or authorities.

30. Where-ever these Statutes are silent on the matters which have not been provided in these Statutes, the relevant Sindh Government rules shall apply.

2. Award of Next Higher Basic Pay Scale to General and Ex-Cadre Officers.

Note:

In pursuance of the Syndicate's resolution/decision No.05, in its 74th meeting held on 13.01.2013, the Vice Chancellor, Shah Abdul Latif University has been pleased to approve award of the next higher pay incentive scheme to General and Ex-cadre Officers from BPS-16 and above at par with the University of Sindh, Jamshoro and University of Karachi. The Incentive scheme to officers will be awarded as per following criteria effective from the date of Syndicate i.e.**13.01.2013.**

A. <u>To Award only Higher Pay Scale</u>

An officer working in the same grade and completes successfully requisite length of service mentioned as per below chart, he /she will be given only next higher pay scale. The designation shall remain the same. His fixation of pay shall be in accordance with the rules:

B. Pre-requisites:

1. ACRs for the last two years should be ranked good.
2. No University or Government inquiry is pending against him /her
3. An Officer of the same grade, whose current Basic pay is more than the Initial Basic pay of the next higher grade and also who has requisite length of service will can the eligibility.

Requisite length of Service and Basic Pay

The minimum length of service and basic pay for the award of next higher pay scale shall be as follows.

Incentive for pay scale	For BPS-17	For BPS-18	For BPS-19	For BPS-20
Length of Service	08 years in BPS-16	5 years in B-17	12 years in BPS-17 & above	17 years in BPS-17 & above
Minimum Service in existing Grade	Minimum 08 years in BPS-16	Minimum 5 years in B-17	Minimum 7 years in B-18	Minimum 5 years in BPS-19.
PAY SCALE	4375-14575 B-16	7140-17840 B-17	9355-22855B-18	14260-28360 B-19
Requisite Basic	8560	11285	16960	20450
Stage of pay Scale	9th	5th	8th	5th
Initial Basic Pay of Next Higher Grade	8210 B-17	10760 B-18	16400 B-19	19455 B-20

3. Award of Time Scale to the Teachers of Model School

Award of Next Higher Grade on the basis of time Scale to the Teachers of Model School.

The Syndicate vide Resolution No.03 in its 75th meeting held on 27-08-2013 and the Syndicate noted action taken by the Vice Chancellor**, vide resolution No.03 3(v)** as under:

3 (v) Allowing incentive of Higher Grade on the basis of time scale to the Teachers of Model School of this University, with effect from 24.04.2013, at par with the scheme of the Govt. of Sindh.

Sr.	Nomenclature of teaching posts with grade	Number of years of total service required for next higher grade as PST.
1.	**Primary School Teachers/ Equivalent Teachers (BS-7)** BS-7 to BS-10 BS-10 to BS-11 BS-11 to BS-14 BS-14 to BS-15	 After 9 years After 14 years After 21 years After 25 years

Sr.	Nomenclature of teaching posts with grade	Number of years of total service required for next higher grade as JST.
2.	**Elementary Teachers/ Junior School Teachers/ Equivalent Teachers (BS-9)** BS-9 to BS-12 BS-12 to BS-14 BS-14 to BS-15 BS-15 to BS-16	 After 9 years After 14 years After 21 years After 25 years

Sr.	Nomenclature of teaching posts with grade	Number of years of total service required for next higher grade as HST.
3.	**High School Teachers/ Senior PTIs/ SLTs/SDMs/Arbic Teachers/Equivalent Teachers (BS-15)** BS-15 to BS-17 BS-17 to BS-18 BS-18 to BS-19	 After 9 years After 14 years After 21 years

Sr.	Nomenclature of teaching posts with grade	Number of years of total service required for next higher grade
4.	**Subject Specialists (BS-17)** BS-17 to BS-18	After 9 years
5.	**BS-19 to BS-20***	

2. The award of higher grade will be subject to following conditions:-

I) The benefit of Time Scale will be considered and allowed on the recommendation of respective forum after satisfactory service record/ACRs, etc instead of allowing by issuance simple notification.

II) Higher Grade will be considered as personal to the incumbent without allowing premature increment at the time of pay fixation in the higher grade and the award of higher scale will not create any right to claim of higher post.

3. The benefit of 4-tier structure already being availed by the teaching staff School side after promotion in BS-17 is hereby withdrawn, with immediate effect.

**The Syndicate vide Resolution No.22 in its 84th meeting held on 04.06.2022, unanimously passed and adopted the policy for award of BPS-20 as Higher Pay Scale incentives as Time Scale criteria in light of Notification No.FD(SR-II/1-107/10 Dated 29th March 2019 issued by Finance Department Government of Sindh to the Teachers of BPS-19 of Model School.*

4. Minimum Qualification and Experience for appointment of Faculty Members.

APPENDIX - "A"

MINIMUM QUALIFICATIONS AND EXPERIENCE FOR APPOINTMENT AND RECRUITMENT TO VARIOUS CADRES OF UNIVERSITY TEACHERS

1. LECTURER

First Class Masters Degree in Arts and Sciences/First Class B.Sc.(Eng.)/First Class L.L.B. or equivalent qualifications.

2. ASSISTANT PROFESSOR

i) First Class Masters Degree in Arts and Science/First Class B.Science (Eng.)/First Class L.L.B. or equivalent qualifications, with six years teaching/research experience in a recognized University or a post-graduate institution as a Lecturer or professional experience in a national or international organization.

OR

ii) Masters Degree (Foreign) or M.Phil from a Pakistani University plus four years experience in a recognized University is a Lecturer of professional experience in the relevant field in a national or International Organization.

OR

iii) Ph.D with two years teaching/research experience in a recognized University or professional experience in the relevant field in a National or International organization.

3. ASSOCIATE PROFESSOR

i) Masters Degree with thirteen years teaching/research experience in a recognized University or professional experience in the relevant field in a National or International organization plus five research publications in journals of International repute.

OR

ii) Ph.D with ten years teaching/research experience in a recognized University plus five research publications in journals of International repute.

4. PROFESSOR

i) Masters Degree/M.Phil with Eighteen years teaching and research experience in a recognized University plus Eight research publications in journals of International repute.

ii) Ph.D with Fifteen years teaching and research experience in a recognized University plus eight research publications in journals of International repute.

APPENDIX - "A-I"

5. Upgradation of the posts of the university teachers:

Name of Post	Existing Grade	Upgraded Grade
Lecturer	BPS-17	BPS-18
Assistant Professor	BPS-18	BPS-19
Associate Professor	BPS-19	BPS-20
Professor	BPS-20	BPS-21

The conditions approved by Finance Division for up gradation of the posts are as below:

"The effective date of the up gradation of each post would be with effect from the date of post in the higher grade in actually filled-in by the eligible person the prescribed manner and in accordance with the recruitment rules which regulate appointment to the said post. For this purpose the recruitment rules of the University Teachers may be amended in the first instance and the posts may be filled thereafter in accordance with the amended recruitment rules?

Merit list may be prepared on the following basis, as per Resolution No.12, approved by the Syndicate in its 64th meeting held on 02.08.2008:

1. Written test 40%
2. Earned Degrees 60%

Note: All cases for up-gradation should be placed before the Selection Board and the recommended cases processed through the Syndicate/Executive Council/BOG for approval.

APPENDIX - "A-II"

6. Revised Eligibility Conditions for appointment of faculty in Arts & Design (Studio Practice) disciplines

Revised Eligibility Conditions for appointment of faculty in Arts & Design (Studio Practice) disciplines, in all HEIs/DAIs (REVISED CRITERIA 2013 OF HEC)

In pursuance of *Senate resolution No.05 in its 18th meeting held on 18th October, 2008 duly recommended by the Syndicate its 63rd meeting held on 12.04.2008*, eligibility conditions for appointment of Lecturers in all disciplines including Engineering, Information Technology, Computer Science, Medical Science, Law and Arts Design (Studio practice) are hereby revised these statutes will replace previous eligibility criteria.)

Disciplines	**Eligibility conditions for appointment of faculty in All disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines in all HEIs/DAIs**
LECTURER	
Minimum Qualification	First Class Master's Degree OR equivalent degree awarded after 16 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz. M.Phil./PhD or equivalent degree with not more than one 3rd division in entire academic career. Furthermore, the candidate with 2nd division in the Master's Degree but holding higher degree i.e. M. Phil/PhD or equivalent degree with 18 years of education may be Considered. *First division (1st Division) in Master of Arts in English is relaxed in favor of the second division (2nd Division) as the minimum eligibility condition for appointment of Lecturers in English for Annual System degree holders for a period of five years. W.e.f 24-02-2007.

Experience	**Nil**
Minimum Number of Publications	**Nil**

ASSISTANT PROFESSOR

Minimum Qualification	a. PhD in relevant field from HEC recognized University/Institution b. Master's degree (foreign) **or** M.Phil. (Pakistan) **or** equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.
Experience	a. No experience required b. 4-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization
Minimum Number of Publications	**Nil**

ASSOCIATE PROFESSOR

Minimum Qualification	Ph.D. in the relevant field from an HEC recognized University/Institution**.**
Experience	10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization **Note: After 30th June, 2015,** at least 4-years Post-PhD level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization will be required **OR** 10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum Number of Publications	The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals.

PROFESSOR

Minimum Qualification	Ph.D. from an HEC recognized Institution in the relevant field.
Experience	15-years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. **Note: After 30th June, 2015,** at least 8 years Post Ph.D. level experience in an HEC recognized university or post-graduate Institution or professional experience in the relevant field in a National or International organization will be required. **OR** 10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

Minimum Number of Publications	The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals.

(APPENDIX "A-III")

In pursuance of the Higher Education Commission, Islamabad introduced vide letter No.1-4(FAC)/QA/2017/HEC/22-84, dated: 26th January, 2017, regarding Raising Minimum Qualification for Appointment of Lecturer at HEIs and the same introduced HEC criteria was placed in 79th meeting of the Syndicate held on 17.12.2017 for adoption. The Syndicate of Shah Abdul Latif University, Khairpur has been adopted, vide decision No.09, the minimum eligibly criteria for appointment of Lecturer BPS-18 with effect from January 01, 2018.

7. Raising Minimum Qualification for Appointment of Lecturer at HEIs

The Higher Education Commission during its 31st meeting held o Monday, January 11, 2016 has reviewed its earlier decision taken in its 25th meeting held on March 08,2012 conveyed to the Universities vide HEC letter No.DG-AQ/HEC/ FAC(50)/2012/212 dated 20th April, 2012 as decided as follow:

a) Universities/DAIs that have already adopted and implanted Commission's decision of raising minimum qualification for appointment of Lecturers to the level of M.Phil/MS or equivalent degree (18 years) or Master degree from a foreign University were acknowledged and advised to continue implementing the decision. Whereas, those Institutions who are yet to raise the qualification for appointment of Lecturers are directed to ensure implementation of the Commission's decision by June 30, 2017 without fail.

b) Cut-off date for raising minimum qualification of Assistant Professors in Universities /DAIs to the level of PhD has been extended up to January 01, 2018. The Commission also desired that the review of statistics of PhD faculty and scholars at that point in time specially in remote institutions and/or districts or less developed areas be submitted to the Commission for review and decision.

This issued with the approval of the HEC Competent Authority and supersedes HEC letter No.DG-QA/HEC/FAC(50)2012 dated 20th April, 2012

8. Model Tenure Track System-2004

The Draft of the Model Tenure Track System received from the Higher Education Commission, Islamabad and recommended by the Syndicate in its 49th meeting held on 17.7.2004 and passed by the Senate in its 16th meeting held on 30.08.2006 for implementation without any amendment as per decision of the 2nd Chancellors Committee meeting held on 11th May 2006 under the Chairmanship of the President of Islamic Republic of Pakistan. The Chancellor has been pleased to give assent vide No.GS/1-1/2006/814, dated: 12th August, 2006.

Indigenous scholarship

Early Appointment/Promotion on the Basis of Post PhD Experience-TTS Faculty

The Higher Education Commission, Government of Pakistan, Islamabad has been pleased to approve the minutes of the 6th Tenure Tract System Review Committee meeting held on October 04, 2017 including the following recommendation on the subject matter: vide letter Ref.CON.QA/HEC/TTS-137/320/249, dated: December 04,2017.

"Appointment/Promotion on the Basis of Post PhD Experience before joining TTS"

(a) For Assistant Professor to Associate Professor: An Assistant Professor who has completed a total of six years Post-PhD period as full time faculty member in HEC recognized higher education institution(s)/Reputed Research organization(s), including minimum three years on TTS, and has also successfully completed mid-term review may be considered for appointment as Associate Professor provided he/she meets the other requirements to become eligible as Associate Professor on TTS.

(b) For Associate Professor to Professor: A faculty member who joined TTS as Associate Professor and has completed eleven years Post-PhD period as full time faculty member in HEC recognized higher education institution(s)/Reputed Research Organization(s), including minimum two years on TTS as Associate Professor, and has also successfully completed mid-term review may be considered for appointment to Professor provided he/she meets the other requirements to become eligible for Professor on TTS.

(c) The IPFP and Post-Doc experience (maximum one year) can be counted as valid experience for purpose of the above sub-clauses clauses.

(d) It is however, clarified that Post-PhD. Pre-TTS service, as per sub-clauses (a) and (b) above, shall not be conserved/counted for any financial benefit.

(e) This provision is available to the faculty induced before the date of issuance of the letter in this regard".

Endorsement of initial appointment on Tenure Track System(TTS)

Letter issued by the Higher Education Commission, Government of Pakistan, Islamabad vide No.HEC/QAD/TTS/POLICY/DIR/2021/796, 7th October 2021

(f) APPENDIX - "B"

9. Minimum Qualifications For Employees Other Than Teachers

S.NO.	NAME OF POST	BPS/ PAY SCALE	MINIMUM REQUIRED QUALIFICATIONS
1.	**Registrar (Tenure Post)**	20	Postgraduate, preferably in 1st Class or equivalent qualification awarded after 16 Years of education from a recognized University with 17 years administrative experience in a post equivalent to BPS-17 and above in a University/ Board/ Govt. Department/ Autonomous Organization.
2.	**Director Finance**	20	As may be determined by the Chancellor.
3.	**Controller of Examinations**	20	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 17 years teaching, administrative and/or examinations experience in a post equivalent to BPS-17 and above in a University/Board/Govt. Department/Autonomous Organization
4.	**Director (Planning & Development)**	20	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 17 years administrative/ planning experience in post equivalent to BPS-17 and above in a University/ Board/ Government Department/ Autonomous Organization.
5.	**Director, Student Affairs**	20	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 17 years teaching and/or administrative experience in a post equivalent to BPS-17 and above in a University /Board/ Govt. Department/ Autonomous Organization.
6.	**Librarian**	19	Postgraduate in Library Science, preferably in 1st Class or equivalent qualifications from a recognized University with 13 years' experience in Library Administration/ Organization in a post equivalent to BPS-17 and above in a University/Board/Colleges and/or Library of repute.
7.	**Inspector of Colleges**	19	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 12 years teaching/ administrative experience in a post equivalent to BPS-17 and above in a University/Board/Govt. Deptt./ Autonomous Organization.
8.	**Additional Controller of Examinations**	19	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 12 years administrative experience and/or examinations experience in a post

			equivalent to BPS-17 in a post equivalent to BPS-17 and above in a University /Board/ Govt. Department/ Autonomous Organization.
9.	**Additional Director (Planning & Development)**	19	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 12 years administrative experience of Planning & Development in a post equivalent to BPS-17 and above.
10.	**Director Admissions**	19	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 12 years administrative experience in a post equivalent to BPS-17 and above in a University /Board/ Govt. Department/ Autonomous Organization.
11.	**Additional Registrar**	19	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 12 years administrative experience in a post equivalent to BPS-17 and above in a University /Board/ Govt. Department/ Autonomous Organization.
12.	**Director Technical**	19	B.E. in Civil/ Mechanical/ Electrical/ Electronics, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 13 years experience in a post equivalent to BPS-17 and above.
13.	**Senior Plantation Officer**	19	M.Sc. in Botany/ Horticulture/ Agriculture, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 12 years administrative experience in a post equivalent to BPS-17 and above.
14.	**Deputy Librarian**	18	Postgraduate in Library Science, preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience in Library Administration in a post equivalent to BPS-17 and above in a University/Board/ College/ Government Department and/or Library of repute.
15.	**Resident Auditor**	18	Postgraduate in Commerce/Economics, Business Administration/ Public Administration, (specialization in Finance & Accounting) preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience in Audit and Accounts in a post equivalent to BPS-17 and above in a University/Board/ College/ Government Department/Commercial Institution / Autonomous Organization. **OR** B.Com. preferably in 1st Class or equivalent qualifications from a recognized University with 10 years' experience in Audit and Accounts in a post

			equivalent to BPS-17 and above in a University/Board/College/Government Deptt./ Commercial Institution/ Autonomous Organization.
16.	**Exhibition Officer**	18	Postgraduate in Fine Arts, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience of having worked in any museum of repute in Pakistan or abroad.
17.	**Deputy Registrar**	18	Postgraduate preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years administrative experience in a post equivalent to BPS-17 and above in a University/Board/ Government Department/ Autonomous Organization.
18.	**Bursar**	18	Postgraduate in Commerce/Economics, Business Administration/ Public Administration (specialization in Finance & Accounting) preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience in Accounts in a post equivalent to BPS-17 and above in a University/Board/ College/ Government Department/Commercial Institution / Autonomous Organization. **OR** B.Com preferably in 1st Class or equivalent qualifications from a recognized University with 10 years' experience in Accounts in a post equivalent to BPS-17 and above in a University/Board/College/ Govt. Deptt/ Commercial Institution/ Autonomous Organization.
19.	**Executive Engineer**	18	B.E. or B.E. in Civil preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience of construction works in a post equivalent to BPS-17 and above in a Project Directorate or Engineering Department of a University/ Autonomous Organization/Firm of repute/ Government Department.
20.	**Director, Physical Education**	18	Postgraduate in Physical Education preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience of Organizing games and sports at University level in a post equivalent to BPS-17 and above in a University/College/Autonomous Organization/ Organization of repute.

21.	**Purchase & Store Officer**	18	Postgraduate in Commerce/Economics & Public Administration preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience of purchases in a post equivalent to BPS-17 and above in a University/College/Government Department / Commercial Institution /Autonomous Organization. **OR** B.Com. or B.A. with Economics preferably in 1st Class or equivalent qualifications from a recognized University with 10 years experience of purchases in a post equivalent to BPS-17 and above in a University/College/Government Deptt/ Commercial Institution /Autonomous Organization.
22.	**Deputy Controller of Examinations**	18	Postgraduate preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years teaching and/or administrative experience in a post equivalent to BPS-17 and above in a University/Board/ College.
23.	**Students Advisor**	18	Postgraduate preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years teaching and/or administrative experience in a post equivalent to BPS-17 and above in a University/Board/ College.
24.	**Principal, Model School**	18	Postgraduate preferably in 1st Class or equivalent degree awarded after 16 Years of education in Arts/Science from a recognized University with 06 years teaching/ research experience in a post equivalent to BPS-17 and above in a University/Board/ College as a Lecturer or Professional experience in a national or international organization.
25.	**Head Mistress, Model School**	18	Postgraduate in Arts/Science/Commerce preferably in 1st Class or equivalent degree awarded after 16 Years of education with B.Ed from a recognized University with 06 years experience of teaching in a post equivalent to BPS-17 and above in a University/Board/ College.
26.	**Chief Security Officer**	18	Postgraduate or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 06 years teaching and/or administrative experience in a post equivalent to BPS-17 and above in a University/Board/ College.
27.	**Chief Media Technologist**	18	Postgraduate in Microbiology or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 06 years teaching and/or administrative experience in a post equivalent to BPS-17 and above in a University/Board/ College.
28.	**Deputy Director (P & D)**	18	Postgraduate preferably in 1st Class or equivalent degree awarded after 16 Years of education from a

			recognized University with 06 years teaching and/or administrative experience in a post equivalent to BPS-17 and above in a University/Board/ College.
29.	**Senior Transport Officer**	18	B.E. in Electric / Mechanics Engineering Officer preferably in 1st Class or equivalent qualifications from a recognized University with 06 years experience of construction works in a post equivalent to BPS-17 and above in a Project Directorate or Engineering Department of a University/ Autonomous Organization/Firm of repute/ Government Department
30.	**Deputy Purchase & Store Officer**	18	Postgraduate in Commerce/Economics & Public Administration preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience of Purchases in a post equivalent to BPS-16 and above in a University/College/Commercial Institution/ Govt. Department/Autonomous Organization.
31.	**Sr. Media Technologist/** Electronic Engr/ Plantation Officer	18	Postgraduate, in faculty of Natural Science/ B.E. in Electric/ Forestry or Botany or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 06 years' experience in relevant field in a post equivalent to BPS-17 and above in a University/Board/ College/ Government Department/Autonomous Organization.
32.	**Curator-Cum-Lecturer**	18	Postgraduate in relevant field or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 06 years' experience in relevant field in a post equivalent to BPS-17 and above in a University/Board/ College/ Government Department and Autonomous Organization.
33.	**Network Admn/Hardware Engineer**	18	Postgraduate in Computer Science (I.T), preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience in relevant field in a post equivalent to BPS-17 and above in a University/Board/ College/ Government Department and Autonomous Organization.
34.	Curator -cum-Lecturer	18	Postgraduate in Botany or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 06 years teaching and/or administrative experience in a post equivalent to BPS-17 and above in a University/Board/ College.
35.	**Deputy Librarian**	17	Postgraduate in Library Science, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in Library Administration in a post equivalent to BPS-16 and above in a University/Board/College/ Government Department/ Autonomous Organization. **OR**

			Postgraduate Diploma in Library Science, preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience in Library Administration in a post equivalent to BPS-16 and above in a University/Board/College/ Government Department.
36.	**Assistant Registrar**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
37.	**Secretary to Vice Chancellor**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years administrative experience of office work in a post equivalent to BPS-16 and above as Personal Assistant in a University/Government Department/ Autonomous Organization. He should have speed in shorthand 120 Words per minute typing 50 Words per minutes.
38.	**Assistant Controller of Examination**	17	Postgraduate in Commerce/Economics/Business/ Public Administration preferably in preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administration/ conduct of examinations experience in a post equivalent to BPS-16 and above in a University/Board/ Government Department/ Autonomous Organization.
39.	**Religious Councilor**	17	Sanad Shahadat-ul-Almia/ Postgraduate, (Islamic Culture) preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 10 years experience as Khatib, Pesh Imam and/ or Religious Teacher in BPS-11 and above in a University/Board/Govt. Deptt./ Autonomous Organization/ College.
40.	**Chief Accountant/ Accounts Officer**	17	Postgraduate in Commerce/ Business/ Public Administration, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience of Audit and Accounts work in a post equivalent to BPS-16 and above in a University/Board/ College/ Government Department/Autonomous Organization. **OR** B.Com preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience of Accounts work in a post equivalent to BPS-16 and above in a University/Board/ College/ Government Department/ Autonomous Organization.
41.	**Assistant Administrative**	17	Postgraduate in preferably in 1st Class or equivalent

	Officer		degree awarded after 16 Years of education from a recognized University with 06 years administrative experience in a post equivalent to BPS-16 and above in a University/College/ Government Department/ Autonomous Organization.
42.	**Assistant Engineer**	17	B.E. in Civil/Electric Engineer preferably in 1st Class or equivalent qualifications from a recognized University with 04 years practical experience in a post equivalent to BPS-16 and above in any University/Project Directorate/Engineering Department of a University/ Autonomous Organization/Firm of repute.
43.	**Plantation Officer**	17	Postgraduate in Botany/Forestry preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with sufficient knowledge of plantation with 05 years experience in a post equivalent to BPS-16 and above in a University/Government Department. OR B.Sc. in Forestry, preferably in 1st Class or equivalent qualifications from a recognized University with 05 years' experience as Range Forest Officer in BPS-16 and above in a Government Department.
44.	**Accountant Officer**	17	Postgraduate in Commerce/ Business/ Public Administration, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience of Audit and Accounts work in a post equivalent to BPS-16 and above in a University/Board/ College/ Government Department/Autonomous Organization. OR B.Com preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience of Accounts work in a post equivalent to BPS-16 and above in a University/Board/ College/ Government Department/ Autonomous Organization.
45.	**Assistant Purchase & Stores Officer**	17	Postgraduate in Commerce/Economics & Public Administration, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience of Purchases in a post equivalent to BPS-16 and above in a University/College/ Commercial Institution/Govt. Department/ Autonomous Organization. OR Graduate with Economics preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience of Purchase in a post equivalent to BPS-16 and above in a University/

			College/Commercial Institution/ Government Department/ Autonomous Organization.
46.	**Curator**	17	Postgraduate in Botany preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with sufficient experience in a post equivalent to BPS-16 and above in a University/Government Department/ Autonomous Organization.
47.	**Chemical Analyst**	17	Postgraduate, preferably in 1st Class in Analytical Chemistry or Physical Chemistry or equivalent degree awarded after 16 Years of education from a recognized University with sufficient experience of analysis of rocks and foils. Preference will be given to Research Scholar or Research Degree Holders of a University/Government Department/ Autonomous Organization.
48.	**Deputy Director/ Directress Physical Education**	17	Postgraduate in Physical Education preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-16 and above in a University/College/Government Department Autonomous Organization. OR Diploma in Physical Education preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience in a post equivalent to BPS-16 and above in a University/ College/Government Department Autonomous Organization.
49.	**Research Analyst**	17	Postgraduate in Chemistry preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with sufficient experience in a post equivalent to BPS-16 and above in a University/Government Deptt./ Autonomous Organization.
50.	**Media Tech/S. Tech/Lab Supervisor/Analyst/G. House Engr/Elect Engr**	17	Postgraduate in relevant fields, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years' experience in relevant field in a post equivalent to BPS-17 and above in a University/Board/ College/ Government Department and Autonomous Organization.
51.	**Glass House Engineer**	17	Postgraduate in Botany/B.E in civil or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 04 years experience in relevant field a post equivalent to BPS-16 and above.
52.	**Media Technician**	17	Postgraduate in Microbiology, Botany / in relevant filed or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 04 years experience in relevant field in

			a post equivalent to BPS-16 and above.
53.	**Senior Technologist (Diagnostic Centre)**	17	Postgraduate in Microbiology or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 04 years experience in relevant field in a post equivalent to BPS-16 and above.
54.	**Lab. Supervisor**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years experience in relevant field a post equivalent to BPS-16 and above in a University/College/Govt. Department.
55.	**Assistant Purchase & Store Officer**	17	Postgraduate in Commerce/Economics & Public Administration preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience of Purchases in a post equivalent to BPS-16 and above in a University/College/Commercial Institution/Govt. Department/Autonomous Organization. OR Graduate with Economics preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience of Purchase in a post equivalent to BPS-16 and above in a University/ College/Commercial Institution/ Government Department/ Autonomous Organization..
56.	**Planning Officer**	17	Postgraduate in Commerce, Business/Public Administration or Economics preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
57.	**Assistant Administrative Officer**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
58.	**Protocol Officer**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
59.	**Medical Officer (Male)**	17	MBBS, preferably in 1st Class or equivalent qualifications from a recognized University with Registration with PMDC. Age minimum 30 Years.

60.	**Medical Officer (Female)**	17	MBBS, preferably in 1st Class or equivalent qualifications from a recognized University with Registration with PMDC. Age minimum 30 Years.
61.	**Research Officer**	17	Postgraduate in relevant field, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years experience in relevant field in a post equivalent to BPS-16 and above.
62.	**Public Relations Officer**	17	Postgraduate in Media Studies/Sociology/ Public Administration, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience in Journalism/Administrative experience in a post equivalent to BPS-16 and above in a University/Board/College/Government Department/Any National or Regional Newspaper of repute.
63.	**Security Officers**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
64.	**Estate Officer**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
65.	**Land Development Officer**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
66.	**Transport Officer (Operations/ Maintenance-I-II)**	17	B.E. in Mechanical Engineering or equivalent in 2nd Class (preferably in 1st Class) from a recognized University with 04 years experience of transport work and knowledge of Auto Machines/Machinery in a post equivalent to BPS-16 and above. OR Three years post Matric Associate Engg/Automobile Diploma from Polytechnic Institution or College of Technology with 10 years experience maintenance/repairing work of Vehicle.
67.	**Data Processing Officer**	17	Postgraduate, in Computer Science preferably in 1st Class or equivalent degree awarded after 16 Years with 04 years experience in relevant field in a post

			equivalent to BPS-16 and above.
68.	**Computer Programmers**	17	Postgraduate, in Computer Science preferably in 1st Class or equivalent degree awarded after 16 Years with 04 years experience in relevant field in a post equivalent to BPS-16 and above in a University/College/ Government Department/ Autonomous Organization
69.	**Law Officer**	17	Postgraduate, in second class (preferably in 1st Class) or equivalent qualifications degree in (Minimum 16 years Education) along with LL.B in Second Class from a recognized University with 05 years experience in administrative/estate management in a post equivalent to BPS-16 and above.
70.	**Budget Officer**	17	Postgraduate in Commerce, Business/ Public Administration & Economics preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience of Audit and Accounts work in a post equivalent to BPS-16 and above. OR B.Com preferably in 1st Class or equivalent qualifications from a recognized University with 06 years' experience of Accounts work in a post equivalent to BPS-16 and above.
71.	**Assistant Officer**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above.
72.	**A.C. & Refrigerator Mechanic**	17	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years experience of AC & Refrigerator Mechanic in a post equivalent to BPS-16 and above.
73.	**Assistant Public Relations Officer**	17	Postgraduate in Media Studies, Sociology & Public Administration, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience in Journalism/Administrative experience in a post equivalent to BPS-16 and above in a University/Board/College/Government Department/ Autonomous Organization/Any National or Regional Newspaper of repute
74.	**Accountant-Cum-Computer Operator Post Created**	17	Postgraduate, preferably in Commerce/Business/ Public Administration 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years experience of accounts work and one year diploma certificate of computer from Technocrat college of Information Technology/poly technique in a post equivalent to BPS-16 and above.
75.	**I.T Assistant**	17	Postgraduate, in Computer Science (I.T) preferably in

			1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years experience in relevant field in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
76.	**Achao Chemist/Computer Prog/Data Base Admn./Web Designing**		Postgraduate, in Computer Science (CS)/(I.T) preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years experience in relevant field a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
77.	**Artist**	17	Postgraduate in Fine Arts, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years practical experiences in BPS-16 and above in a University/Board.
78.	**Horticulture Officer**	17	M.Sc. in Botany/ Horticulture/ Agriculture or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 12 years administrative experience in a post equivalent to BPS-17 and above.
79.	**P.A to Vice Chancellor**	16	Graduate in Arts/Science/Commerce preferably in 1st Class or equivalent degree from a recognized University with 04 years' experience in a post equivalent to BPS-12 and above of Office work having shorthand speed 100 W.P.M. and Typing Speed 40 W.P.M. in a University/ Government Department/ Autonomous Organization.
80.	**Superintendent**	17	Graduate/Postgraduate preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience in a post equivalent to BPS-14 and above in a University/Board/Government Department. Adopted the Notification No.1/3/2008-R-6 (PT-I) dated 4th July 2012, issued by the Deputy Secretary Government of Pakistan Cabinet Secretariat Establishment Division Islamabad for allowing BPS-17 to the Superintendents of this University approved by the Syndicate in its 74th meeting held on 13.01.2013 and also upgraded vide letter No.F.D.(SR-IV)2-35/2014 dated: 06.01.2015 issued by the Government of Sindh, Finance Department.
81.	**Divisional Accountant Engineering Department**	16	M.Com./Public Administration, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 04 years' experience in maintenance of Accounts of Engineering in a post equivalent to BPS-11 and above in a University/Government Deptt/ Autonomous

			Organization or B.Com. with 06 years' experience.
82.	**Secretary to Pro-Vice Chancellor**	16	Postgraduate, preferably in 1st Class or equivalent degree awarded after 16 Years of education from a recognized University with 06 years administrative experience of office work in a post equivalent to BPS-16 and above as Personal Assistant in a University/Government Department/ Autonomous Organization. He should have speed in shorthand 120 Words per minute typing 50 Words per minutes.
83.	Assistant Land Development Officer	16	Postgraduate in relevant field or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Govt. Department/ Autonomous Organization.
84.	Physical Instructor (Male)	16	Graduation/ diploma in Physical Education, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience as instructor in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
85.	Technologists	16	Postgraduate in Microbiology or equivalent degree awarded after 16 Years of education, preferably in 1st Class from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
86.	H.S.T . (Model School)	16	B.Sc. with B.Ed at least second Class preference to those possessing M.Ed from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
87.	Teacher for Translation of Holy Quran (Model School)	16	Religious, scholar with sufficient experience as Khatib, Pesh Imam and or Religious teacher.
88.	Computer Teacher (Model School)	16	Graduation in Computer Science preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
89.	Physics Teacher (Model School)	16	B.Sc. with B.Ed at least second Class preference to those possessing M.Ed. from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
90.	Chemistry Teacher (Model School)	16	B.Sc. with B.Ed at least second Class preference to those possessing M.Ed. from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
91.	Biology Teacher (Model School)	16	B.Sc. with B.Ed at least second Class preference to those possessing M.Ed. from a recognized University with 04 years' experience in a post equivalent to BPS-11/4 and above.
92.	Mathematics Teacher	16	B.Sc. with B.Ed at least second Class preference to

	(Model School)		those possessing M.Ed. from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
93.	Arabic Teacher (Model School)	16	Graduation in Arabic with B.Ed at least second Class preference to those possessing M.Ed. from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
94.	Instructor of Electricity (Model School)	16	Graduation/ Diploma in Electric from Polytechnic Institution or College of Technology, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
95.	Language Teacher (Model School)	16	B.A with B.Ed at least second Class preference to those possessing M.Ed. from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
96.	Physical Training Instructor (Model School)	16	Graduation/Diploma in Physical Education, preferably in 1st Class or equivalent qualifications from a recognized University with 05 years' experience in a post equivalent to BPS-11/14 and above.
97.	J.S.T (Model School)	16	B.A. with B.Ed. in second class,(preferably in 1st Class) or equivalent qualifications from a recognized University with 04 years' experience of teaching at High School desirable in a post equivalent to BPS-11/14 and above.
98.	Assistant Student Welfare Officers	16	Graduation (Maximum 16 years Education), preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
99.	Assistant Security Officer	16	Graduation (Maximum 16 years Education), preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above.
100.	Physical Instructor (Female)	16	Graduation/ diploma in Physical Education, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience as instructor in a post equivalent to BPS-11/14 and above.
101.	Sports Officer (Male)	16	Graduation/diploma in Physical Education, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
102.	Sports Officer (Male)	16	Graduation/diploma in Physical Education, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a

			University/Board/Government Department.
103.	Coaches	16	Graduation/diploma in Physical Education, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience as Coaches in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
104.	Assistant Development Officer	16	Graduation, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
105.	Transport Officer Maintenance-I	16	B.E. in Mechanical Engineering or equivalent in 2nd Class (preferably in 1st Class) from a recognized University with 04 years experience of transport work and knowledge of Auto Machines/Machinery in a post equivalent to BPS-16 and above. OR Three years post Matric Associate Engg/Automobile Diploma from Polytechnic Institution or College of Technology with 10 years experience maintenance/repairing work of Vehicle.
106.	Vehicle Supervisor	16	B.E. in Mechanical Engineering or equivalent in 2nd Class (preferably in 1st Class) from a recognized University with 04 years experience of transport work and knowledge of Auto Machines/Machinery in a post equivalent to BPS-16 and above. OR Three years post Matric Associate Engg/Automobile Diploma from Polytechnic Institution or College of Technology with 10 years experience maintenance/repairing work of Vehicle.
107.	Assistant Security Officer	16	Graduation, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
108.	Caretaker	16	Graduation, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience work in Hotel/ caretaker in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
109.	Inchage Audio/Video Section	16	Graduation in Media studies, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
110.	Instrumental Supervisor	16	Graduation, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a University/Board/Government

			Department.
111.	Senior Surveyor/ Instrumental Supervisor	16	Graduation, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11/14 and above in a University/Board/Government Department.
112.	Assistant Librarian	16	Diploma in Library Science/B.L.S or M.L.S. second class from a recognized University with 04 years' experience in relevant post equivalent to BPS-11/14 and above in a University/Board/Government Department.
113.	Lane Technician	16	Graduation, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' experience in a post equivalent to BPS-11 and above in a University/Board/Government Department.
114.	Hardware Technicians	16	Graduation in Computer Science, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years' practical experience in a post equivalent to BPS-11 and above.
115.	**Stenographer** Up-graded in BPS-16	15	Intermediate, preferably in 1st Class or equivalent qualifications from a recognized University/ Board with shorthand and typing speed 100/40 W.P.M. with 02 years' experience of office work in BPS-12 and above in a University/ Board / Govt. Department/Autonomous Bodies. Upgraded the posts Stenographer BPS-15 to BPS-16 through FPC and recommended by the Syndicate in its 53rd meeting held on 04.06.2005 and approved by the Senate in its 15th meeting held on 25.11.2005.
116.	**Photographer**	15	Graduate in Fine Arts, preferably in 1st Class or equivalent qualifications from a recognized University with 05 Years practical experiences in a post equivalent to BPS-11 and above in a University/ Board/Government Department/ Autonomous Organization. **OR** Intermediate, preferably in 1st Class from a recognized University/Board with 10 Years experiences in a post equivalent to BPS-11 and above in a University/ Board/Govt. Department/ Autonomous Organization.
117.	Assistant Security Officer	15	Graduate/postgraduate in 2nd class with 02 years practical experience in a University/Government Department/ Autonomous Organization.
118.	Supervisor	15	Graduate/postgraduate in 2nd class with 02 years practical experience in a University/Government Department/ Autonomous Organization.
119.	Drawing Teacher (Model School)	15	B.A. 2nd Class with Intermediate Drawing atleast 2nd Division preference to candidate having high qualifications and teaching experience.

120.	Music Teacher (Model School)	15	Graduation in Fine Arts/Media Studies, preferably in 1st Class or equivalent qualifications from a recognized University/ Board with practical experiences in a post equivalent to BPS-11 and above.
121.	Artist-Cum-Photographer	15	Graduate in Fine Arts, preferably in 1st Class or equivalent qualifications from a recognized University with 05 Years practical experiences in a post equivalent to BPS-11 and above in a University/ Board/Government Department. **OR** Intermediate, preferably in 1st Class from a recognized University/Board with 10 Years experiences in a post equivalent to BPS-11 and above.
122.	**Personal Assistant To Officers in BPS-20**	14	Graduation, preferably in 1st Class or equivalent qualifications from a recognized University with 02 years' experience of office work in a University/ Board/College/ or any Government Department preferably as personal Assistant and shorthand and Typing writing Speed 100/40 W.P.M.
123.	**Computer Operator**	17	Graduation Computer Science in 2nd Class or Degree in Mathematics, Physics, Statistics, Economics from a recognized University and Computer Training at least one year diploma certificate of computer from Poly Technique diploma. Shah Abdul Latif University Khairpur adopted, in pursuance of the Syndicate in its 68th meeting held on 25-09-2010 for considering the following criteria of the cases for up-gradation of posts of Computer Operators BS-11 to BS-16, working in the various Sections/Departments of Shah Abdul Latif University, Khairpur at par with University of Sindh, Jamshoro, were discussed at length by the Syndicate members. Option – I At least second class or Grades "C" B.S/BCIT/B.Sc degree in IT/Computer Science/Computer System/S.E. (Minimum 16 years Education) with one year experience in the relevant field in Shah Abdul Latif University, Khairpur (Total 17 years). OR Option – II At least second class or Grades "C" B.S/BCIT/B.Sc degree in IT Computer Science/Computer System/S.E. (Minimum 15 years Education) with two years experience in the relevant field in Shah Abdul Latif University, Khairpur (Total 17 years).
124.	Computer Operator (Female)	11	Graduation Computer Science in 2nd Class or Degree in Mathematics, Physics, Statistics, Economics from a

			recognized University and Computer Training at least one year diploma certificate of computer from Technocrat college of Information Technology.
125.	Data Entry Operators Created Post	11	Intermediate with at least second class and 2 years experience as data entry operator with a speed of 10,000 K.D.P.M.
126.	Foreman	11	B.E. in Mechanical Engineering preferably in 1st class or equivalent qualifications from a recognized University/ Polytechnic Institute with 04 years practical experience in a University/Government Department/ Autonomous Organization.
127.	Security Supervisors	11	Graduate/Postgraduate or equivalent degree awarded after 16 Years of education preferably in 1st class or equivalent qualifications from a recognized University/ with 02 years practical experience in a University/Government Department/ Autonomous Organization.
128.	Class Teachers (Model School)	11	Graduate in concerned subject preferably in 1st class or equivalent qualifications from a recognized University/ Polytechnic Institute with 02 years practical experience in a University/Government Department/ Autonomous Organization.
129.	Assistant-Cum-Accountant (Model School)	11	Graduate in Business Administration, Commerce & Public Administration preferably in 1st class or equivalent qualifications from a recognized University/ Polytechnic Institute with 02 years practical experience in a University/Government Department/ Autonomous Organization.
130.	**Overseer** Upgraded in BPS-16	11	B.E. preferably in 1st class or equivalent qualifications Institute with 04 years practical experience in a University/Government Department/ Autonomous Organization. OR Three years Diploma preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 04 years practical experience in a University/Government Department/ Autonomous Organization. Upgraded above posts BPS-11 to BPS-16 through FPC and approved by the Syndicate and Senate.
131.	**Assistant**	11	Graduate, preferably in 1st class or equivalent qualifications from a recognized University with 06 years' experience in Office work in BPS-5 and above in a University/College/Government Department/ Autonomous Organization. OR Intermediate with 08 years' experience.
132.	**A**ssistant	14	Graduate, preferably in 1st class or equivalent qualifications from a recognized University with 06 years' experience in Office work in BPS-7 and above

			in a University/College/Government Department/ Autonomous Organization. OR Intermediate with 08 years' experience

Shah Abdul Latif University, Khairpur has been Adopted vide letter No.F-6(4)R 1/2006, dated: 29.07.2007, issued by the Government of Pakistan, Finance Department (Regulation Wing) Islamabad and approved by the Syndicate in its 62nd meeting held on 08.12.2007 as under:

S.No.	Name of the Post	Existing BPS	Up-grdated BPS
1.	Lower Division Clerk (UDC/Junior Clerk)	BPS-5	BPS-7
2.	Junior Auditor	BPS-5	BPS-7
3.	Upper Divison Clerk(UDC/Senior Clerk)	BPS-7	BPS-9
4.	Assistant/Head Clerk	BPS-11	BPS-14
5.	Senior Auditor	BPS-11	BPS-14

1. **The incumbent of the upgraded post will also stand up graded and their pay will be fixed at the stage next above their basic pay in their lower pay scales.**
2. **The President has also been pleased to approve the employees from BPS-1 to BPS-4 would move one scale up in the pay scales with effect from 1st July 2007**
3. **As a special dispensation, the annual increment falling due on 1st December 2007 shall be admissible to the above mentioned employees in the upgraded pay scale**

133. **SUBJECT: UP-GRADATION OF MINISTERIAL POSTS.**

Shah Abdul Latif University, Khairpur has been Adopted vide letter No.FD(SR-IV)2-35/2014, dated: 04.08.2016, issued by the Finance Department Government of Sindh and vide letter No.1/13/96-R-6, dated: 10.08.2016, Establishment Division, Government of Pakistan, Islamabad w.e.f.01.07.2016 and approved by the Syndicate in its 79th meeting held on 17-12-2017, as under:

S.No.	Name of the Post	Existing BPS	Up-grdated BPS
1.	Assistant Superintendent	BPS-15	BPS-16
2.	Assistant/Head Clerk	BPS-14	BPS-16
3.	Senior Clerk	BPS-09	BPS-14
4.	Junior Clerk	BPS-07	BPS-11

3. The competent authority is also pleased to decide that henceforth the qualifying of the following courses from the National Information Technology Board (NITB) shall be a precondition both for promotion and initial appointment to under-mentioned ministerial posts.

4. **The Pay of the incumbents on up-gradation/grant of higher scale shall be fixed in accordance with rules made/orders issued, by Finance Division. The said incumbents shall be entitled to annual increment failing due on 1st December, 2016.**
5. **Amendments in the Recruitment Rules of ministerial staff to the above effect are under consideration in Establishment Davison and shall be provided to Ministries/Divisions shortly.**
6. **Ministries/Divisions are advised to amend the pay scales of Assistant, UDC & LDC in their Budget Order/NIS in line with para 2 above in-consultation with the FA Organization concerned.**

134.	Cataloguer	15	Diploma in Library Science, preferably in 1st class or equivalent qualifications from a recognized University with 04 years experience in BPS-5 and above in a University/Board/College/Government Department/ Autonomous Organization.
135.	Incharge Sanitation	15	Graduation in preferably in 1st class from a recognized University with 06 years experience of supervison of

			sanitation in University/Government Department/ Autonomous Organization.
136.	**Assistant Budget/ Account Assistant**	14	Graduation in Commerce, Business/Public Administration & Economics preferably in 1st class from a recognized University with 06 years experience in maintenance of Accounts, University/Government Department/ Autonomous Organization.
137.	Artist-Cum-Painter	11	Graduation, preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 02 years practical experience in a University / Government Department/ Autonomous Organization. OR Three years diploma in Artist, preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 04 years practical experience in a University / Government Department/ Autonomous Organization.
138.	Vehicle Incharge	11	Graduate, preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 02 years practical experience in a University / Government Department/ Autonomous Organization. OR Three years diploma in Mechanic, preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 04 years practical experience in a University / Government Department/ Autonomous Organization..
139.	Vehicle Technician	11	B.E. in Mechanical Engineering preferably in 1st class or equivalent qualifications from a recognized University/ Polytechnic Institute with 04 years practical experience in a University/Government Department/ Autonomous Organization.
140.	Vehicle Starter	11	B.E. in Mechanical Engineering preferably in 1st class or equivalent qualifications from a recognized University/ Polytechnic Institute with 03 years practical experience in a University/Government Department/ Autonomous Organization.
141.	Sindhi Computer Operator	11	Graduation in Computer Science atleast 2nd Class or Degree in Mathematics, Physics, Statistics, Economics from a recognized University and Computer Training at least one year diploma certificate of computer from Poly Technique diploma.
142.	Photographer/Incharge Audio Video	11	Graduation in Fine Arts, preferably in 1st Class or equivalent qualifications from a recognized University with 05 Years practical experiences in a post equivalent to BPS-11 and above in a University/ Board/Government Department/ Autonomous Organization. **OR**

			Intermediate, preferably in 1st Class from a recognized University/Board with 10 Years experiences in a post equivalent to BPS-07 or 09 and above in a University/ Board/Govt. Department/ Autonomous Organization.
143.	Field Officer Created Post	11	B.E. in Civil Engineering preferably in 1st class or equivalent qualifications from a recognized University/ Polytechnic Institute with 03 years practical experience in a University/Government Department/ Autonomous Organization.
144.	Classifier Upgraded in BPS-15	11	Diploma in Library Science, preferably in 1st class or equivalent qualifications from a recognized University with 04 years' experience in BPS-5 and above in a University/Board/College/Government Department/ Autonomous Organization.
145.	Bibliographer Upgraded in BPS-17	11	Diploma in Library Science, preferably in 1st class or equivalent qualifications from a recognized University with 04 years' experience in BPS-5 and above in a University/Board/College/Government Department/ Autonomous Organization.
146.	**Vehicle Assistant**	11	B.E. in Automobile, preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 02 years practical experience in a University / Government Department/ Autonomous Organization. OR Three years diploma in Automobile, preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 04 years practical experience in a University / Government Department/ Autonomous Organization.
147.	**Pesh Imam** Up-graded in bps-17	11	Sanadul Faragh/Postgraduate in Islamic Culture preferably in 1st class or equivalent qualifications from a recognized University with 10 years' experience as Khatib, Pesh Imam in BPS-5 and above in a University/Board/College/Government Department/ Autonomous Organization.
148.	**Air-condition Mechanic** Up-graded in BPS-15	11	Diploma in Air-conditioning preferably in 1st class or equivalent qualifications from a recognized University/Polytechnic Institute with 08 years practical experience in BPS-5 and above in a University/Government Department/ Autonomous Organization.
149.	**Drafts Man**	11	Diploma from any recognized Polytechnic Institute with 03 years practical experience in BPS-5 and above in a University/Government Department/ Autonomous Organization.
150.	Store Keeper Up-graded BPS-15	11	Intermediate Science with sufficient experience of Stores Work OR Matriculate in Science Group with 4 years' experience of Store.
151.	Sub-Engineer (Electrical)	11	Intermediate with Diploma in electrical and 5 years'

	Post Created		experience of electrical work.
152.	Electrician Auto Created Post	11	Graduation in 2nd Class or Intermediate with Diploma in electrical OR Electronic certificate plus 5 years' experience.
153.	Steward Post Created	11	Graduation in Arts/Science/Commerce or Intermediate with four years experience in relevant field
154.	Language Lab. Technician Post Created	11	Intermediate OR Metric in Science with sufficient experience in relevant field.
155.	Glass House Supervisor Post Created	09	Intermediate OR Metric in Science with sufficient experience in relevant field.
156.	Green/Glass House Supervisor Post Created	09	Intermediate OR Metric in Science with sufficient experience in relevant field.
157.	Date Pam Nursery Supervisor	09	Intermediate OR Metric in Science with sufficient experience in relevant field.
158.	**Head Plumber**	09	Should be License holder from Public Health Department or any recognized organization with 10 years' experience of plumbing.
Created posts in BPS-09			
159.	Incharge Water Pump	09	Should be License holder from Public Health Department or any recognized organization with 10 years' experience of plumbing.
160.	Shift Incharge	09	Intermediate/Matric with Science atleast in grade "C" and 10 years' experience with any recognized organization.
161.	Incharge Chowkidar	09	Intermediate/Matric with Science atleast in grade "C" and 10 years' experience with any recognized organization.
162.	Assistant Store Keeper Up-graded BPS-07	05	Intermediate/Matric with Science atleast in grade "C" with sufficient experience of Science store keeping. OR Matric with Science and 04 years' experience of Science store keeping.
163.	**Sindhi Typist**	07	Matric with knowledge of Sindhi Typewriting
164.	**Motor Mechanic**	07	Matric/Non-matric with 10 Years' experience or having worked in a reputed motor workshop or organization.
165.	**Laboratory Assistant Up-graded BPS-11**	07	B.Sc. degree atleast 2nd class with Mathematics/Computer Science or Biology OR Physical Science/Chemistry, Biochemistry, Microbiology, Computer knowledge will be considered as additional qualification.
166.	Herbarium Technician	07	Intermediate with Science at-least in grade "C" with sufficient experience.
167.	**Calligrapher**	07	Matric in "C" grade. Intermediate drawing examination with at-least 05 years' experience of practical work in Calligraphy.
168.	**Sanitary Inspector**	07	Matric in "C" grade with 05 years' experience of

<table>
<tr><td></td><td></td><td></td><td>supervision of sanitation in any recognized institution.</td></tr>
<tr><td>169.</td><td>Work Mistry</td><td>07</td><td>Matric with 04 years practical experience of supervising construction works, specially building works in reinforced concrete.</td></tr>
<tr><td>170.</td><td>Generator Operator (Technician-cum-Operators)</td><td>07</td><td>Matric or Intermediate Diploma in Mechanical/Automobile/Electrical Technology 2-years experience in operation of diesel generating sets for diploma holders.</td></tr>
<tr><td>171.</td><td>Bus Checkers</td><td>07</td><td>Matric with Two year experience of practical work in relevant field.</td></tr>
<tr><td>172.</td><td>Head Sweeper</td><td>07</td><td>Non/Matric with 05 years' experience of supervision of sweepers in any recognized institution.</td></tr>
<tr><td>173.</td><td>Library Assistant</td><td>07</td><td>Intermediate at least in "C" Grade with Diploma in Library Science (1) 3 years experience (2) P.G.D.L.I.S Degree in 2nd Class (3) Computer Knowledge preferably.</td></tr>
<tr><td>174.</td><td>Pottery Recorder</td><td>07</td><td>Matric at least in "C" Grade with sufficient experience of having worked in a reputed library.</td></tr>
<tr><td>175.</td><td>Book Binder
Up-graded BPS-07</td><td>05</td><td>Non-matric with at least 05 years' experience of binding in any recognized organization or Firm of repute.</td></tr>
<tr><td>176.</td><td>Echo Sound Operator</td><td>07</td><td>Matric with 02 year experience of practical work in relevant field.</td></tr>
<tr><td>177.</td><td>Clerk-Cum-Typist/
Senior Clerk</td><td>05</td><td>a) Intermediate atleast 2nd division with computer typing speed 33 w.p.m or above

b) Computer Knowledge will be treated as additional qualification.</td></tr>
<tr><td>178.</td><td>UPGRADEDS-BPS-07</td><td colspan="2">Shah Abdul Latif University, Khairpur has been Adopted vide letter No.F-6(4)R 1/2006, dated: 29.07.2007, issued by the Government of Pakistan, Finance Department (Regulation Wing) Islamabad and approved by the Syndicate in its 62nd meeting held on 08.12.2007 as under:
<table>
<tr><th>Name of the Post</th><th>Existing BPS</th><th>Up-grdated BPS</th></tr>
<tr><td>Lower Division Clerk (UDC/Junior Clerk)</td><td>BPS-5</td><td>BPS-7</td></tr>
</table></td></tr>
<tr><td>179.</td><td>Searcher</td><td>05</td><td>Matric at least in "C" Grade with sufficient experience of having worked in a reputed library.</td></tr>
<tr><td>180.</td><td>Cyclostyle Machine Operator</td><td>05</td><td>Matric at least in "C" Grade with sufficient experience of Cyclostyle Machine Operating in a private firm.</td></tr>
<tr><td>181.</td><td>Driver</td><td>05</td><td>Literate, having driving license (heavy or light) with 05 years driving experience with distance vision 6/12 each eye without glasses.</td></tr>
<tr><td>182.</td><td>Driver (I-LD & I-HVD</td><td>05</td><td>Literate, having driving license (heavy or light)</td></tr>
</table>

			with 05 years driving experience with distance vision 6/12 each eye without glasses.
183.	**Field Assistant**	**05**	Matric/Intermediate at least in "C" Grade with sufficient experience of having worked in a reputed.
184.	**Cash Attendant**	**05**	**Matric/Intermediate at least in "C" Grade with sufficient experience of having worked in a reputed.**
185.	**Head Cook**	05	Literate, having 10 years' experience of cooking in any hotel of repute or any organization.
186.	**Muslim Assistant**	05	Intermediate with Science at least in "C" Grade.
187.	**Herbarium Keeper**	05	Intermediate with Science at least in "C" Grade.
188.	**Mouzin**	05	Sanad from a recognized Madarsa/Institute.
189.	**Electrician**	05	Fireman Certificate from any recognized Institution/Organization with sufficient experience of electric work.
190.	**Carpenter**	05	Literate with sufficient experience of carpentry in any recognized Institution/Organization/firm of repute.
191.	**Work Mistry**	05	Matric at least in "C" Grade with 05 years supervision experience of construction works.
192.	**Telephone Operator** Up-graded in BPS-11	05	Matric with certificate from the T&T Department and having 02 years' experience in handling telephone exchange.
193.	**Plumber**	05	Literate and License holder from the Public Health Department with 02 years' experience.
194.	**Filter Plant Operator**	05	Matric with 05 years' experience of operating filter plant.
195.	**Tracer**	05	Matric with Science at-least in "C" Grade with Intermediate drawing examination with 02 years' experience of tracing work.
196.	**Auto Electrician**	05	Matric with sufficient experience as Auto Electrician in any recognized Organization/reputed motor workshop.
197.	**Seminar Library Clerk** Up-graded in BPS-11	05	Matric at-least in "C" Grade with 02 years of having worked in library and knowledge of typing.
198.	**Time Keeper**	05	Matric at-least in "C" Grade with 05 years' experience in Government Transport.
199.	**Pump Driver**	05	Two years' experience of having worked in Public Health Department.
200.	**Mason Mistry** Up-graded in BPS-07	05	Two years' experience as Mason Mistry.
201.	**Compounder** Up-graded in BPS-09 Up-graded in BPS-16	05	Matric with Science Compounder certificate course with two years' experience.
202.	**Dispatch Writer**	05	Matric at-least in "C" Grade and license holder of light vehicle.
203.	**Assistant Binder**	05	Non-Matric with One year experience of binding in any recognized organization or firm of repute.
204.	Line Man	05	Matric with Electrical diploma and Two years practical experience in own field.
205.	Bus Conductor	05	Matric with Two years experience of Bus conductor in

			any ,
206.	Pump Drivers	04	Matric with two years practical experience in operating Pump OR 8th class pass with 07 years experience.
207.	Head Malhi	04	Matric with One year experience of Line Man in any recognized organization or firm of repute.
208.	Hawaldar/Naik Up-graded in BPS-05	04	According to seniority amongst Peons.
209.	**Record Keeper**	04	Matric with two years experience of Record Keeping in any recognized organization or firm of repute.
210.	Assistant to Drivers	04	Matric with One year experience and Driving License in any recognized organization or firm of repute.
211.	Chef	04	Literate, having 05 years' experience of cooking in any hotel / University/Institute of repute or any organization.
212.	Cook (T.Club)	04	Literate, having 05 years' experience of cooking in any hotel / University/Institute of repute or any organization.
213.	Guards	04	Matric/Non-Matric with two years experience of Guard in any recognized organization or firm of repute.
214.	**Cook** Up-graded in BPS-04	03	Literate, having 05 years' experience of cooking in any hotel of repute or any organization.
215.	**Head Chowkidar**	03	According to seniority amongst Chowkidars.
216.	**Chowkidar, Malhi, Peon**	02	Matric/Non-Matric with experience in relevant field.
Created posts in BPS-02			
217.	Attendant	02	Matric/Non-Matric with experience in relevant field.
218.	Dresser	02	Matric/Non-Matric with experience in relevant field.
219.	Orderlies	02	Matric/Non-Matric with experience in relevant field.
220.	Lady Attendant	02	Matric/Non-Matric with experience in relevant field.
221.	Helper to Binder	02	Matric/Non-Matric with experience in relevant field.
222.	Daftri	02	Matric/Non-Matric with experience in relevant field.
223.	Helper To Painter	02	Matric/Non-Matric with experience in relevant field.
224.	Helper To Generator Operator	02	Matric/Non-Matric with experience in relevant field.
225.	Bus Cleaner	02	Matric/Non-Matric with experience in relevant field.
226.	Helper To Mechanic	02	Matric/Non-Matric with experience in relevant field.
227.	Sweeper	02	Matric/Non-Matric with experience in relevant field.
228.	Helper To Electrician	02	Matric/Non-Matric with experience in relevant field.
229.	Helper To Carpenter	02	Matric/Non-Matric with experience in relevant field.
230.	Malhies	02	Matric/Non-Matric with experience in relevant field.
231.	Telephone Attendants	02	Matric/Non-Matric with experience in relevant field.
232.	Attendants	02	Matric/Non-Matric with experience in relevant field.
233.	Museum Attendant	02	Matric/Non-Matric with experience in relevant field.
234.	Helper to Audio/Video Operator	02	Matric/Non-Matric with experience in relevant field.

235.	Glass House Attendant	02	Matric/Non-Matric with experience in relevant field.
236.	Watchman	02	Matric/Non-Matric with experience in relevant field.
237.	Field Attendant	02	Matric/Non-Matric with experience in relevant field.
238.	Lab. Attendant	02	Matric/Non-Matric with experience in relevant field.
239.	Orderly	02	Matric/Non-Matric with experience in relevant field.
240.	Book Lifter	02	Matric/Non-Matric with experience in relevant field.

Shah Abdul Latif University, Khairpur has been Adopted vide letter No.F-6(4)R 1/2006, dated: 29.07.2007, issued by the Government of Pakistan, Finance Department (Regulation Wing) Islamabad and approved by the Syndicate in its 62nd meeting held on 08.12.2007 as under:

"The President has also been pleased to approve the employees from BPS-1 to BPS-4 would move one scale up in the pay scales with effect from 1st July 2007"

10. Technical Policy

Shah Abdul Latif University, Khairpur has been Adopted vide notification No:ADMIN/SALU/KHP/-526, dated: 11-03-1997, as per recommendation of the Vice Chancellor's Committee of the university of province of Sindh, vide resolution No: 4, dated: 06-10-1996 and approved by the syndicate in its 22nd meeting held on 14-12-1996 vide resolution No: 5. The promotion policy regarding allowing next two grades after completion of every five years for Technical Staff of the Universities of the Province of Sindh , with effect from 01-01-1997 as per details below:

S.NO:	NAMEOF POST	INITIAL/PRESENT GRADE SCALE	PROPOSED GRADE TO BE ALLOWED w. e. from 01-01-1997	GRADE ON COMPLETION OF NEXT 5 YEAR, IE: FROM 01-01-1997 IE: IN YEAR 2002.
		1	2	3
1.	Incharge Vehicles	11	13	15
2.	Technician	11	13	15
3.	Calligrapher	11	13	15
4.	Air-condition Mechanic	11	13	15
5.	Bibliographer	11	13	15
6.	Vehicle Technician	11	13	15
7.	Cataloguer	11	13	15
8.	Classifier	11	13	15
9.	Draftsman	10	12	14
10.	Compounder	9	11	13
11.	Mechanic	9	11	13
12.	Store-Keeper	9	11	
13.	Lab: Assistant	7	9	11
14.	Telephone Operator	7	9	11
15.	Starter	7	9	11
16.	Photo state Machine Operator	7	9	11
17.	Museum Assistant	7	9	11
18.	Head Telephone Operator	9	11	13
19.	Accensionist	7	9	11
20.	Carpenter	5	7	9
21.	Book Binder	5	7	9
22.	Mouzin	5	7	9
23.	Work Mistry	5	7	9
24.	Mason Mistry	1	3	5
25.	Cyclostyle Machine Operator	5	7	9
26.	Plant Collector	5	7	9
27.	Store-Keeper in Tech: Deptt:	5	7	9

28.	Incharge Sanitation	5	7	9
29.	Electrician	5	7	9
30.	Plumber	5	7	9
31.	Painter	5	7	9
32.	Driver	5	7	9
33.	Tracer	5	7	9
34.	Ground Supervisor	5	7	9
35.	Field Assistant	5	7	9
36.	Pottery Recorder	5	7	9
37.	Pump Operator/Driver	4	6	8
38.	Cook	3	5	7
39.	Disable Person	5	7	9
40.	Record Keeper	5	7	9
41.	Generator Operator	5	7	9
42.	Helper to Generator Operator			
43.	Artist-Cum-Painter	5	7	9
44.	Incharge Water Pump	11	13	15
45.	Book Searcher	5	7	9

Note:

The Syndicate SALU, Khairpur has adopted vide decision No.17, in its 80th meeting held on 30.11.2018 & 01.12.2018, in pursuance of letter No.SO(U)CMS/Enhance/ Women-Quota/SGA&CD/2017, dated:15.03.2017, received from the Section Officer (Universities), Chief Minister's Secretariat Sindh, Karachi for enhancement of women quota from 5% to 15% for recruitment of women, under the Sindh Government and Notified vide No.Admn:/ SALU/ KHP/4575, dated 26.12.2018.

Note:

The Syndicate SALU, Khairpur has adopted, vide decision No.16 in its 80th meeting held on 30.11.2018 & 01.12.2018, in pursuance of letter No.SO(U)CMS/Observance/ PS/CS/2016, dated:05.01.2017 received from the Section Officer (Universities), Chief Minister's Secretariat Sindh, Government of Sindh, Karachi regarding 5% Quota for employment of Minorities (Non-Muslims) and enhancement disable quota from 2% to 5% , under the Sindh Government and Notified vide No.Admn:/ SALU/ KHP/4576, dated 26.12.2018.

11. Efficiency & Discipline (E&D) of the Employees

(EFFICIENCY & DISCIPLINE) STATUTES 1987

(Made under clause (1) of Sub-Section (1) of Section 29 of Shah Abdul Latif University, Khairpur Act - 1986)

1. SHORT TITLE COMMENCEMENT AND APPLICATION

These Statutes may be called the Shah Abdul Latif University, Khairpur, Employees (Efficiency & Discipline) Statutes, 1987.

2. i) These Statutes shall apply to all employees of Shah Abdul Latif University, Khairpur where-ever they may be posted including those on deputation, provided that they shall have lien in the University.

ii) These Statutes shall come in force with immediate effect.

3. DEFINITIONS

a) "University" means the Shah Abdul Latif University, Khairpur.

b) "Vice Chancellor" means Vice Chancellor of the University.

c) "Authority" means authority/officer specified in Appendix, competent to appoint and take disciplinary action against the University employees.

d) "Misconduct" means conduct prejudicial to good order of service discipline or un-becoming behavior.

e) "Employees" means employee of the Shah Abdul Latif University, Khairpur.

f) "Accused" means a University employees against whom action is taken under these Statutes.

g) "Penalty" means a penalty which may be imposed under these Statutes.

h) "Major Penalty" means any penalty specified in paragraph (5) of clause 1 (a) of Statutes.

i) "Minor penalty" means and penalty specified in paragraph (5) of clause (b) of Statutes.

4. Grounds for Penalty

Where a University employee, in the opinion of the competent authority;

a) is inefficient, or has ceased to be efficient, whether by reason of infirmity of mind or body, or otherwise and is not likely to recover his efficiency, or

b) is indifferent to his assigned of administration, or teaching/research; or

c) is guilty or misconduct, or

d) is corrupt, or may reasonably be considered corrupt because;

i) he is, or any of his dependents or any other person through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income;

ii) he has assumed a style of living beyond his ostensible means; or

e) he has a persistent reputation of being corrupt; or

f) becomes a member of or is associate in any capacity which an association, union or party of political nature.

g) is engaged directly or indirectly in any trade, business or occupation (on his own account), without the prior permission of the appointing authority in writing; or which may in the opinion of the appointing authority interferes with the due performance by him of the duties of his office.

h) absents himself from duty or overstays the sanction leave without sufficient cause acceptable to the appointing authority;

5. PENALTIES

1) The following penalties may be imposed under these Statutes upon a University employee;

a) **Minor Penalties**

i) Censure;

ii) with-holding for a specific period, promotion or appointment to higher grade, or stoppage of increment with or without cumulative effect otherwise than for unfitness for future appointments to higher grade, promotion or financial advancement in accordance with the rules of cadres pertaining to the service or post;

iii) Stoppage, for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar;

iv) Recovery from pay of the whole or any part of any pecuniary loss cause to the University by negligence or breach of orders;

b) **Major Penalties**

i) Reduction to a lower post or time scale, or to be a lower stage in a time scale;

ii) Compulsory retirement;

iii) Removal or discharge or termination from service; and

iv) Dismissal from service.

2. Removal, discharge or termination from service does not, but dismissal from service does disqualify for future employment under the University.

3. In this Statutes, removal or dismissal from service does not include the discharge of a person;

a) Appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of such appointment; or

b) Engaged under a contract, in accordance with the terms of the contract.

For misconduct any penalty may be imposed but for inefficiency ordinarily a minor penalty, and for corruption or a subversion a major penalty shall be imposed.

EXPLANATION with holding of increment for failure to pass departmental examination in accordance with the terms of appointment or regulations or orders pertaining to the service or post or stoppage at any efficiency bar in the time scale of unfitness, is not a penalty within the meaning of these Statutes.

ENQUIRY PROCEDURE:

The following procedure shall be observed when a University employee is proceeded against under the Statutes.

1. In case where a University employee is accused of corruption or misconduct, the Syndicate or competent authority may require him to proceed on leave, or with the approval of authority, suspend him, provided that any extension of such leave or suspension period shall require approval of the authority after every three months.

2. The Syndicate or competent authority shall decide whether in the light of facts of the case or the interest of justice, an inquiry should be conducted through an Inquiry Officer or an Inquiry Committee. If the Syndicate or the competent authority so decides, the procedure indicated in Statutes shall apply.

3. If the Syndicate or competent authority decides that is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, such authority shall;

   a) by order in writing, inform the accused of the action proposed to be taken against him and the grounds of the action; and
   b) give him a reasonable opportunity of showing cause against him.

4. On receipt of the report of the Inquiry Officer or the Inquiry Committee, or where no such officer or Committee is appointed, on receipt of the explanation of the accused if any, the Syndicate or the competent authority shall determine whether the charge has been proved; and

   a) If it is proposed to imposed a minor penalty, the Syndicate or competent authority shall pass order accordingly,

   b) If it is proposed to impose a major penalty, the Inquiry Officer/Inquiry Committee shall forward the case to the Syndicate or competent authority along with the charge and statement of allegations served on the accused, the explanation of the accused, and the findings of the Inquiry Officer/Inquiry Committee regarding the penalty to be imposed and the Syndicate or the competent authority shall pass such orders as it may deem proper and convey the same to the accused.

PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE

1. Where it is decided that inquiry should be conducted through an Inquiry Officer or an Inquiry Committee, the Syndicate or the competent authority shall appoint an Inquiry Officer or constitute an Inquiry Committee:

   EXPLANATION: It is not necessary that the Inquiry Officer or members of the Inquiry Committee must belong to the University. But such officer or members must be senior in rank to the accused or should have place in warrant of precedence prior than the accused.

2. Where an Inquiry Officer or the Inquiry Committee is appointed, he/she or it shall proceed in accordance with the following provisions:

a) frame a charge and communicate it to the accused together with statement of allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration while passing orders in the case.

b) require the accused, within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him to put in a written defense statement and to state at the same time whether he desires to be heard in person, or lead evidence in defense.

3. The Inquiry Officer of the committee, as the case may be shall inquire into the charge and may examine such an oral or documentary evidence in support of the charge, or the matter stated in defense statement of the accused as may be considered necessary; and the accused shall be entitled to cross examine the witnesses against him.

4. The Inquiry Officer of the Committee, as the case may be shall hear the case from day to day. No adjournment shall be given except for reasons to be recorded in writing and where any adjournment is given;

a) It shall not be for more than seven working days, and;

b) The reasons there of shall be reported forth-with to the Syndicate or competent authority.

5. Where the Inquiry Officer or the Committee, as the case may be is satisfied that the accused in hampering, or attempting to hamper the process of the inquiry, he/she or it shall administer a warning, even there-after he/she or it is satisfied that accused is acting in disregard of the warning, he/she or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he/she or it may think best suited to do substantial justice.

a) The Inquiry Officer or the Committee, as the case may be shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the Syndicate or competent authority, submit his/her or its findings and the grounds there of to the Syndicate or competent authority.

b) The authority shall consider the report of the Inquiry Officer or the Committee and shall provisionally determine the penalty to be imposed and shall call upon him to show case within a stipulated period of 15 days as to why the proposed penalty should not be imposed. However, if the accused wishes to be heard in person he may request for personal hearing which shall be allowed to him.

6. **POWER OF INQUIRY OFFICER AND INQUIRY COMMITTEE**

1. For the purpose of an inquiry under these rules, the Inquiry Officer and Inquiry Committee shall have the powers of Civil Court trying a suit under the code of Civil procedure, 1908 (Act V of 1908) in respect of the following matters, namely:

a) summoning and enforcing the attendance of any person and examining him on oath;
b) "To frame a charge and to communicate that to the accused, together with statement of the allegation is the responsibility of authorized officer. An inquiry officer or a committee shall inquire in to this charge sheet and report." *(Approved in senate in its 10th meeting held on 19-06-2000.)*

2. The proceedings under these rules shall be deemed to be judicial proceedings within the meaning of Sections 153 and 228 of the Pakistan Penal Code (Act XLV of 1906).

7. STATUTE SIX (6) NOT TO APPLY IN CERTAIN CASES

Nothing in Statutes 6 shall apply to a case:

a) Where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence or fine or an imprisonment; or where the accused has been convicted by Court and sentenced to imprisonment or fine on charge(s) involving moral turpitude, in which case the competent authority shall on receipt of intimation of the conviction, make on order dismissing or removing the any action under these Statutes against a University employee.

3. If in the light of the findings in the proceedings taken against the University employee in terms of sub-rule (__) of the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and there upon the lending authority shall take action as prescribed in these Statutes.

9. RE-INSTATEMENT

1. If a University employee proceeding on leave in pursuance of an order under paragraph (__) of Statutes _____ is not dismissed, removed, reduced in rank, or compulsorily retired, he shall be reinstated in service or as the case may be restored to his rank or given on equivalent rank, and the period of such leave shall be treated as duty on full pay.

2. Re-instatement after suspension shall be governed by the relevant University Statutes/Rules made under the said Statutes:

10. PROVIDENT FUND, GRATUITY, ETC OF UNIVERSITY EMPLOYEES COMPULSORILY RETIRED, REMOVED OR DISMISSED

Subject to any of the authority (or the Chancellor as the case may be) as to the amount of provident fund or gratuity to be paid, a University employee compulsorily retired shall, except as here-in-after provided, be entitled to such provident fund or gratuity benefits as would have ordinarily been admissible to him on the date of the retirement under the University Statutes applicable to his service or post if he had been discharged from service on account of the abolition of his post without alternative suitable employment being provided.

11. APPEAL

A University employee on whom a penalty is imposed shall have the right to prefer on appeal, within thirty days of the receipt by him of the order imposing the penalty to the appropriate appellate authority specified in the attached appendix:

Provided that where the penalty is imposed by order of the Chancellor. There shall be no appeal but the person concerned may apply for a review of the order.

12. POWER OF SYNDICATE TO ISSUE INSTRUCTIONS

For the purpose of these University Statutes the Syndicate may from time to time, issue instructions for the maintenance of appropriate standard of efficiency, good conduct, discipline and integrity.

13. REPEAL

The Efficiency and Discipline Rules in force here before are hereby repealed, but repeal shall not affect any action taken or anything done or suffered there-under.

APPENDIX

SHAH ABDUL LATIF UNIVERSITY KHAIRPUR

CLASS OF EMPLOYEE	APPOINTING AUTHORITY	AUTHORITY COMPETENT TO TAKE DISCIPLINARY ACTION	APPELLATE AUTHORITY
1. Employees holding Posts in BPS-17 and above.	Syndicate	Syndicate	Chancellor
2. Employees holding Posts in BPS-1 to PS-16.	Vice Chancellor	Vice Chancellor	Syndicate

12. Leave to the Officers, Teachers and the Employees

(STATUTES REGARDING LEAVE TO THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR)

(Made under Section 29(1) (b) of Shah Abdul Latif University, Act - 1986)

1 SHORT TITLE

These Statutes may be called the Shah Abdul Latif University Employees Leave Statutes 1987.

2 DATE OF COMMENCEMENT

These Statutes shall be deemed to have come into force with immediate effect.

3 DEFINITIONS

In these Statutes, unless there is any thing repugnant in the subject of context:

i) "University" means the Shah Abdul Latif University, Khairpur.

ii) "Employees" means all the Officers, the teacher and the other employees of the University.

iii) "Syndicate" means the Syndicate of the University.

iv) "Vice Chancellor" "Registrar" the "Director Finance", and "Controller of Examinations" respectively means the Vice Chancellor, the Registrar, the Director Finance and the Controller of Examination of the University.

v) "Dean" and "Chairman of Teaching Department" will respectively means the Dean of the concerned Faculty and the Chairman of the Teaching Department concerned of the University.

vi) "Service" means the service in this University.

vii) "Pay" means the amount drawn monthly by an employee as;

a) The pay, other than special pay or pay granted in view of this personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and

b) Overseas pay, technical pay, special pay and personal pay, and

c) Any other emoluments, which may be specially classed as pay by the Syndicate.

viii) "Leave on average (or half average) pay" means leave on salary equal to average (or half average) monthly salary worked out on the average of salary drawn during the preceding twelve months."

ix) "Month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each should first be calculated and the odd number of days in each calculated subsequently.

4. All the employees who were in service on coming into force of these Statutes shall have the option to retain existing leave Statutes applicable to them, or these Statutes. The option shall be communicated in writing (in duplicate) after the publication of these Statutes, and recorded in their service book and personal files.

5. Leave shall be admissible to a University employee and granted to him at the following rate and scale.

a) The Vice Chancellor in the case of all employees in BP-17 and above, and

b) The Registrar in the case of all employees in BP-1 to 16. Subject to the recommendation of the respective Heads of the Offices under whom they serve.

6. **Leave on full pay:** A University employee shall earn leave only on full pay. It shall be calculated as follows:

i) In case of teachers and other staff who enjoy vacations, the leave shall be earned as under:

a) One day for every calendar month of duty rendered, in case full vacation is availed of;

b) Four days per every month of duty rendered, when no vacation is enjoyed and

c) In case, where, only a part of vacation is availed or the leave earned shall be one day per month of duty plus such proportion of thirty days, as the number of days of vacation not taken bears to the full vacation.

ii) The non-teaching staff and officers shall earn leave at four days every calendar month of duty.

NOTE NO.1 A month in which 15 days or more of duty are performed shall be treated as a whole month and where less than 15 days of duty are rendered shall be ignored for calculation of earned leave.

NOTE NO.2 Where an employee proceeds on leave during a month and returns to duty in a subsequent month the number of days of duty (before and after leave) shall be reckoned one calendar month, even if the same thereof is equal to thirty days or more.

NOTE NO.3 The earned leave shall accumulate without limit and shall not lapse except on retirement or quitting of service of an employee.

7. **GRANT OF LEAVE**

i) Leave on Full pay: The maximum period of leave on full pay that may be granted at one time shall be as follows:

a) Without Medical Certificate - 120 days.
b) With Medical Certificate - 160 days.

PLUS

on medical ground from leave - 365 days
account in entire service.

ii) LEAVE ON HALF PAY

a) Leave on full pay may be converted into leave on half pay, if a University employees so chooses it. The leave on half pay shall be enjoyed by conversion of one day of leave on full pay equal to two days of leave on half pay, to be debited to the column of leave on full pay of the leave account. Fraction of a half day shall be debited as one full day.

EXPLANATION Normally, leave shall only be granted and calculated as on full pay, but it would be granted on half if the employee applies in writing for grant of leave on half pay.

b) There shall be no limit on the grant of leave on half pay so long as it is available by conversation in the leave account.

iii) Leave preparatory to retirement:

L.P.R. may be granted to a University employee up to a maximum period of 365 days, either on full pay or partly on full pay and partly on half pay or wholly on half pay, subject to availability of it in his/her leave account, as the employee wishes to take.

NOTE.1 Leave salary during leave on full pay or half pay shall be paid at the rate of pay (full or half as the case may be) last drawn on duty before proceeding on leave.

NOTE.2 Leave salary admissible to a University employee during leave preparatory to retirement taken on voluntary/premature retirement on proportionate pension after completing 25 years of qualifying service under the Government or any other University, autonomous/semi-autonomous body or corporation under the control of Government shall be restricted to the amount of anticipatory pension admissible under the rules.

8. LEAVE NOT DUE

If no leave is available in the leave account of a University employee and there are reasonable chances of his resuming duty and earning leave against which leave not due to be enjoyed by him would be effected, he/she may be allowed leave not due on full pay or on half pay (by conversion) as he desires to take, up to the limit of 365 days in his/her entire service. But in the first five years of service, the maximum leave not due shall be restricted to 90 days only.

9. SPECIAL LEAVE

A FEMALE University EMPLOYEE, WHO BY RELIGION OR CUSTOM OBSERVES "Iddat" on the death of her husband, may on application be granted "Special (Iddat) leave" on such occasion of death of her husband, to the extend of 130 days, without to her leave account.

NOTE Special leave shall not be allowed more than twice in the entire service of a female employees.

10. MATERNITY LEAVE

Maternity leave may be granted to a female University employee, on full pay not exceeding ninety days from the date of her confinement or to the end of forty two days from the date of delivery, whichever is earlier. It will not be granted for more than three times during entire length of service, beyond which, normal earned leave by debit to leave account shall be taken by her.

11. DISABILITY LEAVE

Leave salary during disability leave shall be equal to full pay for the first 160 days and on half pay for the remaining period of it.

NOTE Disability means any injury caused to or inflicted upon a University employee in or in consequences of the due performance of his official duties of his official position. It also includes any injury accidentally incurred in the course of contracted during the performance of duties, or any particulars duty, which has the effect of increasing his liabilities to illness or injury beyond the ordinary risk attending to the post which he holds. Disability leave will be granted subject to the following conditions:

i) That the disability, if due to disease, must be certified by a Medical Board to be directly due to the performance of the particular duty.

ii) That if, the University employee has contracted such disability during service otherwise with a University force, it must be in the opinion of the University authority of exceptional nature (or character) or in the circumstances of its occurrence, as the grant of disability leave and

iii) that the period of absence as is recommended by the Medical Board to be necessary and shall not be extended unless recommended by the Medical Board, it shall not exceed 730 days in all

iv) such leave may be granted in different spells if the disability is aggravated or relapsed in similar circumstances at a later stage.

12. HAJ/UMRA LEAVE

The University employees, who are confirmed and have put in at least 05 years of service in the University be granted Haj and/or Umra leave for a period not exceeding 03 months once in the entire tenure of service and that this leave shall not be deducted from the earned leave account.

13. EXTRA ORDINARY LEAVE (LEAVE WITHOUT PAY)

It may be granted to a University employee for any purpose, subject to the discretion of the sanctioning authority restricted as follows, provided, however, that during such leave, the employee shall not take employment else where inside the country or abroad, without the permission of the Syndicate.

14. In case, a University employee is granted L.P.R. and if the opts not to avail L.P.R. he shall be allowed leave salary, in advance, for the period for which L.P.R. is admissible subject to a maximum of six months.

The Syndicate in its 76th meeting held on 25.10.2014, resolved vide Decision No.21, The Shah Abdul Latif University adopted the Notification S.R.O 70 (KE)/2012 dated: 29.08.2012 issued by Finance Division Government of Pakistan regarding amendments in revised leave rules 1980 for encashment leave preparatory to retirement (L.P.R) not exceeding three hundred & sixty five days w.e.f. 01.07.2012. The same was notified vide Notification NO.ADMN/SALU/KHP/-2905, dated: 12.12.2014.

13. Leave Encashment

The Shah Abdul Latif University allows the leave encashment to all the employees subject to the condition that a balance of 90 days leave has to be maintained in the leave account. This condition was also amended later to 62 days mandatory earned leave in the account.

The Syndicate in its 76th meeting held on 25.10.2014 resolved vide resolution No.03 (xxix) that the action taken by the Vice Chancellor regarding grant of Leave Encashment of Earned Leave Equivalent to one months Salary including Allowances (Less Conveyance Allowance) to all regular employees working in BPS-2 to BPS-22 of this University at par with University of Sindh, Jamshoro, as under:

1. Employees availing for encashment of leave must have complete 10 year regular service.

2. Employees applying for encashment of leave must have at least 90 days balance of earned leave at their credit.

3. Employees applying for encashment will be entitled for leave encashment to one month's (30) days salary in a calendar year.

15. **IN SERVICE DEATH**

If a University employee dies while in service, his family as defined for the purpose of family pension, shall be given a lump sum payment of full pay up to 180 days against the leave at his credit in the leave account of the deceased employee.

NOTE If no leave or less than 180 days of leave is due to the deceased employee, no such payment shall be allowed, or it would be restricted to the actual leave due.

16. **LEAVE MAY BE APPLIED FOR EXPRESSED AND SANCTIONED IN TERMS OF DAYS**

17. It shall not be necessary to specify the reasons for which leave has been applied, so long as that leave is due and admissible to a University employee. The leave sanctioning authority, may in case of doubt, exercise its discretion and secure a second medical opinion, by requesting the Civil Surgeon or a Medical Board to have the applicant medically examined.

18. Leave shall be deemed to have begun from the day following that on which an employee is relieved from his/her past and to have ended on the day preceding that on which he/she resumes his/her duty.

19. If a University employee is compulsorily recalled to duty from leave of any kind which he may be spending away from his Head Quarter with the personal approved of the Vice Chancellor, he may be paid a single return fare plus daily allowance as admissible on tour from the place where he is spending his leave to the place where he is required to report for duty. In case, he is recalled to duty at his Head Quarter, and his remaining leave is cancelled than the fare admissible shall be for one way journey only.

20. All leave at credit in the leave account of a University employee on the 30th June, 1978 shall be carried forward

and expressed in terms of leave on full pay. The leave account in such cases, shall with effect from 1st July, 1979 or in the case of an employee who was on leave on that date, with effect from the date of his return from leave, be recast as under:

i) Leave on average pay.
   a) 01 month - 30 days
   b) 01 day - 01 day

ii) Leave on half average pay.
   a) 01 month - 15 days
   b) 02 days - 01 day

Fractions (of days) if any, shall be ignored.

21. Unless, the leave is extended by the sanctioning authority a University employee who remains absent after expire of his leave shall not be entitled to any remuneration (salary and allowances etc.) for the period of such absence, and double the period of the unauthorized absence, shall be debited against his leave account. Such debit shall if there is no leave due in the leave account shall be adjusted against the leave to be earned on his return from leave. Apart from deducting double the absence period from the leave account, it shall be open to the University authority to take any disciplinary action against the defaulting employee concerned as my be considered necessary under the rules.

22. **LEAVE EX-PAKISTAN**

Leave on full pay may also be granted as leave ex-(out of) Pakistan to a University employee who applies for each leave, or who proceeds abroad during leave, or takes leave while, posted abroad or is otherwise on duty abroad, and makes a specific request to that effect. The leave pay to be drawn abroad shall however be restricted to a maximum of Rs.3000/- per month. Such leave pay shall be payable for the actual period of leave spent abroad, subject to maximum of 120 days at a time.

23. The above provisions shall take effect from the 1st July, 1983 and shall also cover those University employees who may be on L.P.R. on that date.

24. All leave except extra-ordinary leave shall be treated as duty for the purpose of annual increments.

25. **CASUAL LEAVE**

In addition to the Earned Leave a University employee shall be entitled to casual leave upto the extent of 25 days in calendar year. It would be granted by the authorities and up to the limits noted below:

i)	In case of University Professor or Associate Professors the Registrar, the Controller of Examination, the Director Finance, the Resident Auditor and Officers of the status of a University Director.	By the Vice Chancellor
ii)	All the teachers other than the Professors/ Associate Professors.	The Chairmen of their respective Institutes/departments.
iii).	Officers in the Administration.	The respective Sectional heads

iv).	All other ranks of Staff.	Heads of Offices under whom they serve.

NOTE: Sanctioning authorities should be liberal in granting casual leave, although, casual leave cannot be claimed as of right, but it should be granted invariably unless the presence of a subordinate or an officer is absolutely necessary in an emergency or in very extra-ordinary circumstances.

26. Casual leave shall ordinarily not exceed ten days at one time, but, in special case, it would be permissible to extend it to the limit of fifteen days. Any leave in excess of 15 days shall not be granted as casual leave.

27. Period spent on casual leave shall be treated as duty but, when, it is combined with earned leave or any other kind of leave, the entire spell would be treated as casual leave etc. in other words, casual leave shall not be granted in conjunction with or in continuation of other leave or joining time.

NOTE.1 It would be permissible to prefix or suffix Friday and ho1idays to casual leave but the maximum limit shall not exceed 15 days.

NOTE.2 Casual leave does not accumulate but lapses at the end of a calendar year without the permission of the sanctioning authority.

28. No employee may leave his Headquarters during casual leave or holiday without the permission of the sanctioning authority.

29. Leave/holidays admissible to contingent and work charged establishment.

a) Leave on all Fridays and University Holidays.

b) Work Charge Establishment with more than 05 years confirms service,	20 days casual per year
c). Work Charge Establishment with service between 2 - 5 years.	10 days per year
d). Work Charged Establishment with service 1 & 2 years.	05 days per year
e). Work Charged Establishment with service less than 01 year.	Nil

14. Study Leave Statutes 1987

CHAPTER - I

GENERAL

1.1 These Statutes shall be called Shah Abdul Latif University Study leave Statutes, 1987.

1.2 These Statutes shall have come into force with immediate effect.

1.3 These Statutes will not apply in case of such persons who were deputed for training abroad before commencement of these Statutes.

CHAPTER - II

THE STUDY LEAVE

2.1 The study leave means the leave granted to an employee to enable him to pursue a special course of study or for the purpose of higher research work in a subject related to his work in the University as determined by the Syndicate.

2.2 The Syndicate may grant study leave to a University employee who holds teaching, research or administrative post with not less than 03 years satisfactory service against clear vacancy. No employee appointed against leave vacancy **OR** on contract basis shall be eligible for grant of study leave under these Statutes.

However, that, if the amount of scholarship is very low, the Syndicate may in relaxation of the rules allow the incumbent full pay during study leave though he does not have 03 years of service at his credit.
The scholarship being offered by the Higher Education Commission for Ph.D is often for period of 4-6 years depending on the actual courses of study in different countries. *(approved by the syndicate in its 55th meeting held on 08.04.2006).*

The Scholarship Package to the Research Scholars who are doing their research in Ph.D in any University of Pakistan, as under with effect from 04.02.2006 viz from the date of meeting of Syndicate, according to HEC policy vide letter No.1-26/HEC/Acad-R/2005, dated: 27.01.2005.

1) Average PhD student fellowship Maximum 4 years Rs.8000/=p.m

2) Thesis charges to the scholars once time during final year Rs.5000/=

3) Book Allowance per year Rs.5000/=

2.3 The study leave shall not be granted to a University employee within 5 years before the date of his superannuation.

2.4 The maximum period of study leave at one time shall not exceed 04 years and would not be debited to the leave account of an employee. It would not be permissible to be combined with vacation OR either leave debited to his leave account.

2.5(a) Leave salary admissible during the period of study leave shall be full pay drawn immediately before proceeding on leave and dearness allowances sanctioned from time to time.

(b) Provided further that before proceeding on study leave the employee shall execute the requisite bond (or security) to serve the University on return from such leave

for at least the period mentioned below. In case he leaves the University service before the expiry of the said period he shall be required to pay the full bond money to the University.

PERIOD OF LEAVE	PERIOD OF SERVICE BOND	LIQUIDATED DAMAGES
i). Over Six months but not	01 year. More than 12 months.	Equivalent to 12 months salary
ii). Over 12 months but not Exceeding two years	03 years.	Equivalent to 24 months salary
iii). Over two years	05 years.	Equivalent to 36 Months salary

(c) (i) In case, an employee takes study leave without pay he shall execute a bond to serve the University on return from his leave for a period of equal to the period of such leave and in default to pay the University a sum equivalent to his 12 months pay.

(ii) The study leave without pay shall count for increments up to the limit of four years only.

2.6 The period of study leave will be counted as service for promotion, pension, increments etc. but it will not be counted towards earned leave.

2.7 The grant of study leave is further subject to the following conditions:

Except for reasons of ill health or other cause beyond the control of the employee, the leave salary and other privilege etc, payable to him during study leave shall be stopped/with-drawn at the discretion of the Syndicate, if the incumbent/scholar, does not show satisfactory progress in his studies or research, as disclosed by his research guide or the Head of the institution in the quarterly reports.

CHAPTER – III

THE SABBATICAL LEAVE

3.1(a) A University employee who has already acquired post graduation or doctoral qualification, after taking study leave and who has served the University for the period, of his bond executed before proceeding on study leave, up to the maximum period of five years, may be granted Sabbatical leave for post Doctoral Research in subject, project or field of his specialization, for which, he must give sufficient proof of his previous relationship and attachment with the same.

3.1(b) The maximum period of sabbatical leave shall be six months on full pay, or twelve months, on half pay which shall not be debited to the leave account of the official concerned.

(c) It may be combined with any other leave due (and debited to his leave account) or vacation, up to the limit necessary to complete the assignment undertaken and covered by the bond of agreement, which shall invariably be executed as in the case of study leave, and the consequential penalties etc. in case of default being borne by the defaulting official.

3.2 Not more than 10% of teachers in one department shall be sent on sabbatical leave (fraction being counted as one).

3.3 On return from sabbatical leave the University teacher will submit a report on the project OR programme he pursued during the said leave, for consideration of Syndicate.

Form of leave account and the Memo of instructions for filling it up is appended as Annexure to these rules. All other rules regarding conditions of grant of leave shall be those contained in this fundamental rules of Federal Government.

G.F.R.15 APPLICATION FOR LEAVE.

NOTE. Item 1 to 10 must be filled in by all applicants, whether Gazetted or Non-Gazetted.

Item 1 applied only in the case of Government servants of B-16 and above.

1 Name of Applicant
2 Leave Rules Applicable
3 Post Held
4 Department or Office
5 Pay
6 House Rent Allowance, conveyance Allowance or other compensatory Allowance Drawing in the Present Post
7 (a) Nature of leave applied for
(b) Period of leave in days
(c) Date of commencement

8 PARTICULAR RULES/RULES UNDER WHICH LEAVE IS ADMISSIBLE
(a) Date of return from last leave
(b) Nature of leave
(c) Period of leave in days

G.F.R.18 DATED SIGNATURE OF APPLICANT

10 REMARKS RECOMMENDATION OF THE CONTROLLING OFFICER

11 Certified that leave applied for is admissible under Rule_____ and necessary conditions are fulfilled

Dated_____

Signature
Designation

12 Report of Audit Officer

Dated_____

Signature
Designation

13 Orders of the sanctioning Authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post carrying the compensatory allowances being drawn by him.

Dated_____

Signature
Designation

EXPLANATORY INSTRUCTIONS FOR FILLING UP THE LEAVE ACCOUNT FORM

1. This leave account will be maintained for all civil servants of the Federal Government, who were in service on the commencing day including these who were on leave on that date and have not opted to retain the existing leave, Rules and all others, who enter in service after.

2. All leave at credit in the account of a civil servant who was in service on the commencing day shall be converted in terms of leave on full pay at the following rates:

i) LAP

a) 01 month - 30 days
b) 01 day - 01 day

ii). LHAP

a) 01 month - 15 days
b) 02 days - 01 day

(Fraction if any to be ignored)

3. The leave account shall commence with an opening entry "Due on _____" or in the case of civil servant, who was on leave on _____ with effect from the date of return from the leave. For the purpose of corrupting the leave at credit, the service up to _____ will be taken into account. The leave due in terms of leave on full pay in days will be noted in column No.22.

4. i) In calculating the leave earned on full pay at the rate of 04 days for every calendar month the duty period of 15 days in a calendar month shall be ignored and those of more than of 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days the leave to be credited for both the incomplete months will be restricted to that admissible or one full calendar month only.

There shall be no maximum limit on accumulation of this leave.

ii) The provision in (I) above will not apply to a vacation Department. In its case, a civil servant may earn leave on full pay (a) when he avails himself of full vacation in a calendar year_____ at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation _____ as for a civil servant in a non-vacation department for that year and (c) when he avails himself of only a part of the vacation _____ as in (a) above plus such preparation of thirty days as the No. of days of vacation not taken bears to the full vacation.

5. a) Leave on full pay may be converted into leave on half pay at the option of the civil servant; the debit to the leave account will be at the rate of one day of the former for every two days of the later, vacation of one half counting as one full days leave on full pay. The request for such conversion shall be specified by the civil servant in his application for grant of leave (i) there shall be no limit on the grant of leave on half pay so long as it available by conversion in the leave account.

6. L.P.R. on full pay will be noted in Column No.10 while that on half pay in Columns. No.13 & 14.

7. Leave not due may be granted on full pay to be offseted against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It should be granted only when there are reasonable chances or of the civil servant resuming duty.

8. The grant of special leave Maternity Leave, Disability Leave, Extra-Ordinary Leave payment of leave pay for refused L.P.R. up to a maximum of 180 days, lump sum payment equal to full pay up to a maximum of 180 days, out of leave at credit medico the family of a University servant, whose death occurs while in service, Seamen sick leave Departmental leave, study leave, Hospital Leave and Quarantine Leave shall be noted in column No.22, Maternity Leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a University servant applied for leave columns 02 to 07 shall be filled in showing the period of duty up to the date preceding that on which a University servant intends to go on leave. The full calendar month to be noted in column 05 shall be worked out on the lines indicated in para 4 above.

10. When a University servant returns from leave column 08 to 23 shall be filled in according to the nature of leave. If leave not due is availed off the minus balance to be shown in column 21 should be written in Red Ink.

15. Pension to the Employees

EMPLOYEES PENSION STATUTES (MADE UNDER SECTION 29 (1) (a) OF SHAH ABDUL LATIF UNIVERSITY ACT, 1986)

1. **SHORT TITLE & COMMENCEMENT**

These Statutes may be called the Shah Abdul Latif University Khairpur Employees Revised Pension Statute 1987.

2. EXTENT OF APPLICATION

Except as otherwise provided, these Statutes shall apply to all the employees in service and recruited on or after 15-3-1987 but excluding:

i) The employees who are working on and paid from contingencies or who are borne on work charge establishment;

ii) The employees in service who opt for benefit of contributory provident fund;

iii) The employees engaged on contract basis;

iv) The employees whose appointment and terms and conditions of service are not governed by the Act;

v) The employees who are holders of non pensionable posts;

vi) The persons who have been excepted by the Syndicate from the application of these statutes;

vii) The employees who are not working whole time;

viii) The persons who are not paid from University funds;

ix) The persons who retired before the date of coming in to force of these statutes;

x) The persons who are on deputation to the University:

1) An employee in service on or before 15-3-1987 may within a period of six months from the date of publication of these statutes in the university gazette opt for pension benefits under these statutes or contributory provident fund and the option so exercised shall be final;

The employees who have already exercised the option shall not be required to give fresh option.

2) If on the date of publication of these Statutes any employee is on leave or on deputation outside Pakistan, he may exercise his option and communicate it within six months from the date of his return from leave or deputation outside country.

3) The option under this Statute shall be communicated in writing to the Director Finance and the Registrar of the University.

4) The employees in service on or before 15-3-1987 of the university who fail to exercise option within the stipulated period shall be assumed to have opted for these statutes.

5) The Director Finance shall acknowledge the receipt of the option communicated to him by the gazetted officers while in the case of non-gazetted employees, the option shall be recorded signed and posted in their service books.

6) Where any employee who was subject to the contributory provident fund rules opt from these statutes the amount of contribution share of the university in his provident fund shall be repaid to the University along with the interest occurring there on.

3. The pension under these statutes shall be sanctioned by such authorities as may, from time to time be specified by the Syndicate in accordance with the principles laid down in the Ex-West Pakistan Civil Servants Pension Rules, 1963 and liberalized pension Rules of Civil Servant 1977 issued by he Finance Department, Government of Sindh with memorandum No:FD(SR-III) 3/1-76 dated 18-2-1977 is implemented and amended from time to time.

N.B. The pension shall be calculated by the Administration Department and be forwarded to the Bursar for verification and checking. The Bursar will record a certificate for verification and checking and there after the sanction of the competent authority will be obtained by the_____ Administration Department within 3 months of the retirement of an employee.

16. Purchase Of Car

The section officer-1, secretariat of Governor Sindh/Chancellor, vide his letter No.GS/3-23/96 (SO-I) 645 dated 21st June 2001, sent a copy of the STATUTES FOR PURCHASE OF CAR AT DEPRECIATED PRICE BY THE VICE CHANCELLOR ON COMPLETION OF HIS TERM, for taking further necessary action as per respective University Act.

In this regard, it is submitted that as provided under Section 29 (2) that the draft of Statutes shall be proposed by the Syndicate to the Senate for approval.

It is further submitted that the Draft Statutes were placed before the Syndicate in its 40th meeting held on 13.10.2001 and the Syndicate has recommended the same to the senate for approval.

The Senate in its 12th meeting held on 18th July 2002 approved the statutes as under:

Resolution No. 04

It was resolved that Draft Statutes for "Purchase of Car at depreciated price by the Vice Chancellor, on completion of his term" received from the Secretariat of Governor/Chancellor, duly passed and recommended by the Syndicate in its 40th meeting held on 13.10.2001, be approved and may be sent to the Secretariat of the Governor Sindh for assent of the Chancellor.

17. Provident Fund For The Employees

STATUTES REGARDING PROVIDENT FUND FOR THE EMPLOYEES OF SHAH ABDUL LATIF UNIVERSITY KHAIRPUR MADE UNDER SECTION 29 (1) (a) OF SHAH ABDUL LATIF UNIVERSITY ACT-1986

1. **SHORT TITLE**

These Statutes may be called the Shah Abdul Latif University Provident Fund Statutes 1987.

2. **APPLICATION**

These Statutes shall apply only to those employees who voluntarily opt for these Statutes.

3. **DATE OF COMMENCEMENT**

These Statutes shall be deemed to have come into force with immediate effect.

4. **DEFINITION**

In these Statutes, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say-

a) "University" means the 'Shah Abdul Latif University'.

b) "Syndicate" means the Syndicate of the University.

c) "Vice Chancellor", "Registrar" and "Director Finance" respectively will mean the Vice Chancellor, the Registrar and the Director Finance of the University.

d) "Employees" mean the officers, the teachers, and the other employees holding a permanent post and an officer holding a tenure post of the university.

NOTE: 1. "Children" mean legitimate children.

NOTE: 2. An adopted child shall be deemed to be a legitimate child.

e) "General Provident Fund" means the Provident Fund in with only the employee subscribes, but the university does not subscribe.

f) "Contributory Provident Fund" means the Provident Fund in which an employee contributes a fixed percentage of his salary and the university also contributes an equal amount to the fund in favour of the employee.

5. Persons who have been appointed to a permanent post or an officer holding tenure post in the service of the university shall subscribe every month to the University Provident Fund except when on leave without pay"

Provided that the employees, who have joined other service with the permission of the competent authorities and their liens have been maintained, be asked

to pay their contribution towards the Provident Fund, for with the contribution of the university will to the university contributions:

Provided further that if such employees are serving in foreign countries, they shall pay their contributions in Foreign Exchange.

6. The Provident Fund Statutes so constituted in the University shall be in accordance with the provisions of the Provident Fund Act 1952 (Act XIX of 1952) amended from time to time.

18. Benevolent Fund For The Employees

STATUTES REGARDING BENEVOLENT FUND FOR THE EMPLOYEES OF THE SHAH ABDUL LATIF UNIVERSITY KHAIRPUR MADE UNDER SECTION 29 (1) (a) SHAH ABDUL LATIF UNIVERSITY ACT,1986

1. **SHORT TITLE**

These Statutes may be called the Shah Abdul Latif University Employees (Benevolent Fund) Statutes, 1987.

2. **APPLICATION**

These Statutes shall apply to all University Employees, provided that the Syndicate may be notification exempt any class of University employees from the operation of these Statutes.

3. **COMMENCEMENT**

These Statutes shall come in to force as may be notified.

4. In these Statutes, unless the context otherwise requires, the following expression shall have the meanings hereby respectively assigned to them, that is to say:-

a) "University " means the Shah Abdul Latif University Khairpur.

b) "Syndicate" means the Syndicate of the University.

c) "Vice-Chancellor" means the Vice-Chancellor of the University.

d) "Employees" means the Officers, the Teachers and the other employees of the University.

e) "Family" in relation to a University employee means his or her:-

i) wife or wives or husband, as the case may be:
ii) legitimate children and step children than twelve years old;
iii) legitimate children and step children not less than two year old, if residing with and wholly dependent upon him or her; and

iv) Parents, sisters and minor brothers, if residing and wholly dependent upon his or her.

f) "Funds" mean the benevolent fund constituted under these statutes.

g) "Dean", "Registrar" and "Director of Finance" mean respectively the Dean concerned the Registrar and the Director of Finance of the University.

5. There shall be established a fund to be called the Shah Abdul Latif University Khairpur employee benevolent Fund, which shall be maintained and managed in two parts namely (a) Part-I for the officers in pay Groups of BPS- 17 and above (b) part II for the establishment in BPS-1 to 16.

6. To the credit of the fund shall be placed:

i) All the subscription recovered at source from the salaries of the employees towards the fund.

ii) All grants made by the Federal or Provincial Governments, the University Grants Commission or any other organization or institution, including the University itself.

iii) All income, profits, etc., accruing from the assets, belonging to the fund or from investments made out of the money of the fund.

iv) Loans raised by the management committee of the fund, with the approval of the Syndicate.

7. The moneys realized as in statute above, shall be invested in the best manner as to yield the maximum possible profits.

8. Every group of employees of the University shall compulsorily be required to subscribe to the fund out of his her monthly salary at source, a sum equivalent to one percent of his/her basic pay, which shall not exceed the maximum limit of Rs: 10/= in the case of an employee subscriber grouped in Part-II of the fund, and Rs:25/= in case of one failing in Part-I of the Fund.

NOTE:- The salary amount of Rs: 50/00 fifty or more shall be regarded as one hundred rupees for the purpose of calculating the monthly subscriptions and less than rupees fifty shall be ignored.

9. a) Where the monthly subscription cannot for any reason be recovered from a subscriber, and he/she either dies or is invalided and retired from service the outstanding subscription shall be recovered from the grants to be made to the subscriber or his/her family as provided for under statute_____ below:

b) Default in the payment of the subscription either for reason of negligence, inadvertence or fault of the subscriber or for any other cause like non drawl of his/her salary from which be recover the subscriptions, right of the subscriber or his family to receive the benevolent grant shall not be affected.

10. Benevolent Grants payable from the fund shall be as follows:-

a) If any employee (subscriber) is declared to be permanently and completely incapacitated out of the University service on account of any Physical or mental illness or infirmity.

b) Dies while in service, or after premature retirement, but before reaching the age of superannuation (60 years), he/she himself if alive or his family if he/she is dead, shall receive from the fund a benevolent grant, in addition to his /her/family pension at the rates shown in the schedule-I of these statutes for a period of ten years from the date of retirement (invalidation) of death, but in no case beyond ten years period.

NOTE: I In case, where an employee who had himself retired owing to incapacity and received for same period a grant from the benevolent fund, but died before expiration of the full term of ten years, the family, as defined in these statute, shall be allowed the same amount of the benevolent grant for the un-expired portion of ten years.

NOTE:II In case, where any employee during his life time, nominates one or more member(s) of his family to receive the benevolent grants in the event of his/her death, the payment of such grants shall only be made to the nominated heir, unless, on account of financial distress experienced by the other members. If any of the family of the deceased subscriber on account of non-maintenance or non-payment of their share of the grant by the nominated heir, the management committee of the board shall decided to make the grant out of the fund to all the members of the family as per the provisions of the pension statutes by disregarding the nominations made by the deceased subscriber.

NOTE:III Where, the widow/husband of a deceased subscriber dies or the widow remarries, the grant payable shall either be stopped, if there is no other surviving legal heir left in the family, or re-continued to be paid to the remaining heirs of the deceased, if any, as per the provisions of _____ statutes.

ii) Funeral expenses on the death of a subscriber to his/her family.

iii) Educational scholarships to the children of deceased or invalidated subscribers.

iv) For marriages of self or children of the subscribers.

v) In cases of extreme financial distress suffered by a subscriber, not occasioned by any action or omissions of the subscriber himself, a temporary loan may be granted to him/her out of the benevolent fund toward off that distress, recoverable in easy installments, without interest.

The Syndicate vide Resolution No.20 passed in its 46th (Adjourned) meeting held on 14-07-2003 was adopted and Notified vide NO.ADMN/ SALU/ KHP/479, dated 21.01.2004, in pursuance of Notification vide No.F.No.8/10/2000.CP, Islamabad the 13th August, 2001, OFFICE MEMORANDUM issued by Deputy Secretary, Government of Pakistan, Islamabad and Notification vide letter No. SORI (S&GAD)/2.3)/2002, Government of Sindh, respectively. The details are as under:

SUBJECT: CONTRACT APPOINTMENTS

iii(b) "The condition of open advertisement may also be relaxed by the Chief Executive for the purpose of appointment on contract basis of widow or one child of deceased civil servant who dies during service provided that such special dispensation may be allowed only to the family of civil servants in BPS-15 and below for appointment to posts in BPS-5 and below"

<u>Amendments</u>
(1) After rule 10, the following rule shall be added

10-A(1) Notwithstanding anything contained in these rules the appointing authority may appoint one of the children of a civil servant who dies during service to a post in any of the basic pay scale No.11 to 20, as provided that the child posses the minimum qualifications prescribed for appoint to that post.

(2) The Appointment as aforesaid shall be subject to the availability of a vacancy and where two or more vacancies in different pay scales are available at a time and the child possess the qualifications to make him eligible for appointment to more than one post he will preferable be appointed to the post carrying higher pay scale.
After rule-11, the following new rule shall be added

11-A. Where a civil servant dies while in service or is declared invalidated or incapacities for further service one of the children shall be provide job on any of the pay scales No.1 to 10 in the department in which the deceased civil servant was working without observance of the prescribed formalities if such child is otherwise eligible for the post.
NOTE The rates and scales of the grants etc, enumerated in sub-Statute (ii) to (v) are recorded in schedule II to these statutes.

11. If a subscriber has for some time held posts up to BPS-16, and for some time been appointed to a post in BPS-17 (or above) the benefits admissible under these statutes shall be allowed to him/her or his /her family at the scale applicable to the group of employees in which they were classified at the time of invalidation or death.

12. A person, whose first subscription has been realized before, his invalidation or death takes place, shall, himself, be entitled to the grants from the fund, or his family would get same in the event of this death.

13. No refund of the subscription recovered from an employee shall be admissible to him/her, if he/she quits service or retires there-from in the normal course.

14. i) The fund shall be managed by a committee, consisting of a University professor as chairman, one Associate Professor , the Registrar, the Director Finance as members, and the Deputy Registrar (Admn:) as it secretary. The teacher members shall be nominated by the Vice Chancellor.

ii) The committee will meet once a quarter to dispose of its business (cases referred to it), and submit t its recommendations to the Vice Chancellor for grants etc., in the cases submitted by the committee for his approval.

NOTE:1 No office bearers of the committee shall be entitled to any remuneration for the duties performed by him in connection with the functions of the committee.

NOTE:2 In cases of urgency, the Chairman of the Committee may call the meeting of the committee earlier than scheduled.

NOTE:3 The Chairman and any two members shall from the quorum. Decisions by the committee shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.

NOTE: 4 All decisions of the committee shall be recorded in a minute book by the Secretary and in his absence by a member as designated by the Chairman.

NOTE: 5 The Secretary shall in the performance of his duties, as such, viz.; conduct of correspondence, maintenance of accounts and records, disbursement of money from the fund, preparation of agenda of the meeting and recording of minutes there of , be assisted by one or more office assistants designated ex-officio by the Registrar for the purpose.

15. The amounts sanctioned shall be drawn through simple receipts signed by the grantees and countersigned by the Chairman of the Committee and pre-audited by the Resident Auditor, after which, cheques will be issued and signed by the Chairman and a member or the Secretary who will also maintain the accounts of the fund, in the prescribed manner.

16. The form of application for grants from the fund shall be a simple one, in which, the applicants shall detail out the particulars of the invalidated or deceased subscriber, showing his name father's name, designation at the time of his retirement/death date of invalidation/retirement/death, names of surviving legal heirs in the family (where the person has died), and those of the nominated heir (s), if any with relationship noted against each name (wife, son, daughter, etc), purpose of grant for which applied for.

NOTE: The widow of a deceased subscriber shall on each occasion of payment from the fund furnish a non-marriage certificate duly signed by her and certified by the member/council or of the Union Council/Committee etc., of the place where she resides.

SCHEDULE-I

Scale of rates and periods for which grant from the benevolent fund as referred to in Sub-statute (1) of statute No.6 are payable.

(i)	Employees classified in group-I	
(a)	Officers in BPS 17 & 18 maintenance allowance	Rs: 300/=P.M.
(b)	Officers in BPS 19 & above	Rs: 400/=P.M.
(ii)	Employees in group-II	
(a)	Persons in BPS 1 to 4	@ Rs: 100/00 P.M.
(b)	Persons in BPS 5 to 11	@ Rs: 150/00 P.M.
(c)	Persons in BPS 12 to 16	@ Rs: 200/00P.M

SCHEDULE-II (referred to in sub-statutes (ii) to (v) of statute No. 6.

(a)	Funeral expenses (lump sum grant)	
	Persons in BPS 1 to 15	@ Rs: 300/00
	Persons in BPS 16 to 20	@ Rs: 500/00

SCHEDULE-III

(Marriage expenses lump sum)

for one son and/one daughter or two daughter only.

(a)	Employees in BPS 1 to 15	@ Rs: 500/00
(b)	Employees in BPS 16 to 20	@ Rs: 1000/00

On the occasion of each of the two event (s) of marriage.

3. Special aid loan
   Actual need not exceeding Rs: 500/=

4. SCHOLARSHIPS.

Ten post matriculation scholarships of Rs: 50/00 per person each tenable for two years shall be created out of the fund, and would be sanctioned on the recommendation of the committee to the children of the invalidated or deceased University employees.

The schedule of payment shall be revised from time to time by the Syndicate on the recommendation of the committee.

19. Group Insurance For The Employees

STATUTES REGARDING GROUP INSURANCE FOR THE EMPLOYEES OF THE SHAH ABDUL LATIF UNIVERSITY KHAIRPUR MADE UNDER SECTION 29 (1) (a) OF SHAH ABDUL LATIF UNIVERSITY ACT-1986.

1. **SHORT TITLE**

These Statutes may be called the Shah Abdul Latif university, Group Insurance Statutes, 1987.

2. **COMMENCEMENT**

These Statutes shall be deemed to have come into force with effect from the date as may be notified.

3. **APPLICATION**

All the employees of the Shah Abdul Latif University, Shall be entitled to the benefits of this Group

Insurance Fund, except the following:

a) The Staff paid from contingencies.
b) The work-charged establishment.
c) The Part-time University employees.
d) The persons employed on contract/ deputation.
e) The employees, who have attained the age of sixty years.

4. **DEFINITIONS**

In these statutes, unless otherwise expressly mentioned:

a) " University" means Shah Abdul Latif University.

b) " Syndicate" means the Syndicate of the University.

c) " Vice Chancellor" means the Vice Chancellor of the Shah Abdul Latif University.

d) " Registrar", "Director Finance", and Resident Auditor", respectively means the Registrar, the Director Finance and the Resident Auditor of the University

i. "Employees" means the employees of the University to whom these Statutes apply.

ii. "Family" in relation to a University employee means his or her.

i) Wife or wives or husband, as the case may be.

ii) Legitimate children and step-children not less than 12 years old,

iii) Legitimate children and step-children not less than 12 years, if residing with and wholly dependent upon him or her.

iv) Parents, sisters and minor brothers, if residing with and wholly dependent upon him or her.

g) "Pay" means the amount drawn monthly by a University employees as:

i) The pay which has been sanctioned for the post held by him substantively or in an officiating capacity or to which he in entitled by reason of his position in a cadre.

ii) Technical pay, personal pay and special pay.

iii) Any other emoluments which may specially be classed as pay be the Syndicate.

iv) "Foreign Service" means service in which a University employee receives his pay with the sanction of the university from source other than the University fund.

5. The Director Finance shall maintain a separate account for Group Insurance Contribution.

6. The Account shall consist of:

a) All contributions received under the University Statutes_____.

b) All contribution made by the University.

c) Any interest or profit occurring on such contribution.

7. (i) The University shall arrange Group Insurance for the employees at the rates both for the contribution towards premium and the sum assured in accordance with the following schedule:

EMPLOYEES IN BASIC PAY SCALES	LIFE SUM ASSURED PER EMPLOYEE	PREMIUM PER EMPLOYEE
	Rs.	
1 to 4	7,500/00	43.87
5 to 10	10,000/00	58.50
11 to 15	20,000/00	117.00
16 to 17	30,000/00	175.50
18	50,000/00	292.50
19	80,000/00	468.00
20 and above	100,000/00	585.00

7. (ii) The contribution towards premium in case of employees in BPS-1,2,3, and 4, shall be paid by the University.

8. When a university employee is transferred to foreign service, he shall continue to be governed by these university statutes in the same manner as if he has not been so transferred and he shall continue to contribute to the Group Insurance Scheme during the period he remains in foreign service.

9. Not- with standing the fact that a university employees may have held posts in different categories at different times the assured sum to be paid on his death shall be

that which is according to the post last held by him and shall be paid to the member or members of his family nominated by him in this behalf or in case the nomination does not exist or becomes legally invalid, the amount shall be disbursed in accordance with the decision of the court of law.

10. If a university employee, for any reason what-so-ever, quits university service or is discharged or dismissed form service, or his service is terminated, he shall neither be entitled to any benefit from the fund nor to the refund of the contributions made by him towards the said fund during the period of his service.

11. i) Within three months from the date these university statutes are notified, every university employee shall nominate, in the form appended at Appendix, a member or members of his family to whom he desire the sum insured to be paid in the event of his death specifying; in case the assured sum is to be paid more than one member of his family the proportion in which the sum is to be paid to them and forward the nomination form in duplicate to the Director of Finance for transmission of one copy of the form to the State Life Insurance Corporation of Pakistan which shall assign a nomination number to the employee and furnish a receipt to be placed in his service book.

The receipt shall be forwarded by the Director of Finance to the Administration/Establishment Department for posting the same in the service book of the employee.

ii) In case the nominee is a minor, the university employee shall nominate one or more persons through whom the payment of the sum assured or the share of the minor successor, as the case may be shall be paid.

iii) A University employee may at any time cancel his nomination by sending a notice in writing to the Director Finance for transmission to the State Life Insurance Corporation of Pakistan and the employee may also send a fresh nomination along with such notice.

12. The Director Finance shall be responsible for the management of the Group Insurance Scheme for the employees of the university.

13. Amendments, additions etc to Sindh Government Civil Servant Group Insurance Rules, from time to time shall be deemed amendments, additions etc to these statutes, from time to time.

APPENDIX.

(See Statute No:)

I,_____S/O,D/O W/O_____
of the _____Department of Shah Abdul Latif University hereby nominate the following person (s) to receive Insurance Scheme as under:

NAME AND ADDRESS OF NOMINEE.	RELATIONSHIP WITH THE EMPLOYEE.	AGE OF THE NOMINEE.	PROPORTION OF THE AMOUNT WHICH IS TO BE PAID	IF THE NOMINEE IS MINOR, NAME OF THE PERSONS TO WHOM PAYMENT NO HIS BEHALF
1	2	3	4	5

==========

Dated:_____

SIGNATURE OF SUBSCRIBER

Attested by _____ Seal of Office

WITNESSES

1. Signature_____
   Name:_____
   Address:_____

2. Signature_____
   Name_____
   Address_____

The signature of the subscriber should be attested by a university employee of PBS-17 and above, who should affix his seal of office below his signature.

20. Medical Allowance And Hospitalization Of The Employees

(MEDICAL ALLOWANCE AND HOSPITALIZATION) STATUTES, 1987

1. **SHORT TITLE, COMMENCEMENT AND APPLICATION:**

i) These Statutes may be called the "Shah Abdul Latif University Employees (Medical Allowance and Hospitalization) Statutes, 1987".

ii) They shall come in to force with immediate effect.

iii) Extent-They shall apply to all employees of the Shah Abdul Latif University excepting the staff paid from contingencies, work-charged establishment and persons employed occasionally and on part time or contract basis.

2. DEFINITIONS: IN THESE STATUTES UNLESS THERE IS ANYTHING REPUGNANT IN THE SUBJECT OR CONTEXT:

a) "Doctor" means Surgeon, Physician, Gynecologist, Specialist, Registrar and Resident Medical Officer, posted in the Hospital defined in Statutes under whose treatment University employee or his/her family is.

b) "Family" means wife/husband, legitimate sons and daughters and step children of a University employee residing with and wholly dependent upon him/her.

c) "Hospital" means any Government Hospital (Provincial and Federal) or Hospitals maintained by the defense Forces in the Province of Sindh or any other Hospital which the Vice-Chancellor may allow in particular exceptional case provided the facilities are not available in above-mentioned Hospitals.

d) "Hospitalization" means treatment of a University employee and his/her family as an indoor patient.

e) "Indoor Patient" means a University employee to whom these Statutes apply and his/her family who are admitted in a hospital for treatment.

f) "Medical Allowance" means a monthly allowance paid to a University employee towards treatment of self and his/her family.

g) "Treatment" means the use of all medical and surgical facilities available at the hospital in which the University employee or any of his/her family is treated as an indoor patient or abnormal maternity cases and includes.

i) Employment of such pathological, bacteriological radiological or other methods as are considered necessary by the concerned Incharge Doctor/Surgeon of the Ward/Hospital;

ii) Supply of such medicines, vaccines or sera are prescribed by the concerned Incharge Doctor/Surgeon of the Ward/Hospital or other therapeutical substances not ordinarily available, as the concerned Incharge Doctor/Surgeon may certify in writing to be essential for the

recovery or for the prevention of serious deterioration in the condition of the University employee and any of his/her family members;

iii) Supply of such medicines, vaccines or sera or other there poetical substances as are not available in the hospital.

iv) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the University employee:

v) Such Nursing patient by the hospital but will include diet charges;

vi) Consultant charges according to rates approved by the Hospital authorities.

h) "University Employee" means an employee of the University to whom these University Statutes apply.

i) "Vice-Chancellor" means the Vice-Chancellor of the University; and

j) "Syndicate" means Syndicate" of the University.

3. MEDICAL ALLOWANCE TO EMPLOYEES

i) A University employee shall be entitled to Medical Allowance at the following rates:

a) Employees working in BPS-2 to BPS-15. Rs:3750.00P.M.

b) Employees working in BPS-16 and above. Rs: 3750.00 P.M. (At least) 25% of Basic pay.

ii) The rates of Medical Allowance may be revised from time to time by the Syndicate of the University.

4. HOSPITALIZATION

i) In addition to the Medical Allowance admissible under Statute 3 above, in case of Hospitalization on account of medical, surgical or abnormal maternity cases a University employee and his/her dependents, the University employee will be reimbursed of hospitalization charges excluding diet, provided that the employee or his dependent family is admitted as an indoor patient in a hospital.

ii) The re-imbursement of hospitalization charges/advance shall include the charges for treatment as defined in clause (g) of Statute 2 for the period in the hospital.

iii) The procedure for re-imbursement of expenses incurred an account of hospitalization charges/advance shall be as laid down below:

a) Hospital charges excluding diet charges shall be paid on production of bills/receipts duly countersigned by the concerned Incharge Doctor of the Ward of the Hospital.

b) Medicine, Pathological, bacteriological, radiological charges shall be paid on production of prescription and actual receipts duly countersigned by the concerned of the ward of the Hospital.

b) Advance in case of know cases of surgery may be paid up to Rs:1000/- to be adjusted within one month from the date of discharge of the patient from the hospital failing which the full amount of advance paid shall be recovered from the employee's salary for the next month.

NO: G&A/Notification/-23 Dated: 18-01-1988.

SHAH ABDUL LATIF UNIVERSITY EMPLOYEES (MEDICAL ALLOWANCE AND HOSPITALIZATION STATUTES, 87

NOTIFICATION

In partial Modification in Notification No: G&A/SALU/KHP/-15, dated 11-10-1987, the Vice Chancellor, has been pleased to add in Section 2(b) of Shah Abdul Latif University Employees (Medical Allowance and Hospitalization) Statutes, 1987, and shall be read as under.

b) "Family means wife/Husband, legitimate Sons and Daughters and step Children and Father and Mother of a University employee residing with and wholly dependent upon him/her.

DEPUTY REGISTRAR (G&A),
SHAH ABDUL LATIF UNIVERSITY
KHAIRPUR.

Copy to all concerned.

21. Revised Medical Policy

(

(REVISED MEDICAL POLICY) ALLOWANCE & HOSPITALIZATION STATUTES 2013 at SHAH ABDUL LATIF UNIVERSITY EMPLOYEES

(Approved vide decision No.08, by the Syndicate in its 76th meeting held on.25.10.2014)

Article No.1 **The new statutes may be called Shah Abdul Latif University Employees (Revised Medical Allowance & Hospitalization) Statutes 2013.**

Article No: 2 **The extent to which these statutes apply to the employees of Shah Abdul Latif University Shall be as follows:**

a) The Medical reimbursement shall be allowed to the employees in BPS 17 and above (regular/permanent) of Shah Abdul Latif University Khairpur except personal staff paid from contingencies work charge establishment and person employed occasionally and on part time/adhoc/contract basis. The bills must be produced within 60 days of discharge from hospital.

b) The staff in BPS1 to 16 shall be paid a fixed amount as per government policy upto three cases.

i) Normal Delivery	Rs: 5000/- fixed
ii) Delivery by Caesarian Section	Rs:12000/- fixed.

Article No: 3.

Definitions: In these Statutes there is any thing repugnant in the subject or context:

a) Doctor means Surgeon, Physician, Gynecologist, Specialist, Registrar and Resident Medical Officer posted in the hospital defined in below under whose treatment of University employee or his/her family has remained.
b) Family means Wife/Husband, Legitimate, sons and daughters and step children father and mother of a University employee residing with and wholly dependent upon him/her.
c) Approved Hospitals means and includes any government hospital (Provincial, Federal) or Private as per appendix C, where employees can get admission & treatment as indoor patient and get investigations carried out with prior permission of Medical adviser.
d) Hospitalization means treatment of a University employee and his/her family as an indoor patient.
e) Indoor Patient means a University employee to whom these statutes apply and his /her families are admitted in a approved hospital for treatment.
f) Medical Allowance means a monthly allowance paid to a University employee towards treatment of self and his/her family.
g) Treatment means the use of all medical and surgical facilities available at the hospital in which the University employee or any of his/her family is treated as an indoor patient or abnormal maternity cases and includes.

i) Employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the concerned Incharge Doctor/Surgeon of the Approved Hospital.

ii) Supply of such medicines, vaccines or sera are prescribed by the concerned Incharge Doctor/Surgeon of the Ward/Hospital or other therapeutic substance not ordinarily available, as the concerned Incharge Doctor/Surgeon may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the University employee and any of his/her family members.

iii) Supply of such medicines, vaccines or sera or other therapeutical substances as or not available in the hospital.

iv) Such accommodation as is ordinarily provided in the hospital and admissible to the status of the University employee:

v) Such Nursing as is ordinarily provided to indoor patients by the hospital but does not include diet charges.

h) "University Employee" means an employee (Regular/Permanent) of the University to whom these University Statutes apply.

i) "Vice-Chancellor" means the Vice-Chancellor of the Shah Abdul Latif University.

j) Pro-Vice Chancellor means the Pro-Vice-Chancellor of the Shah Abdul Latif University.

k) "Syndicate" means Syndicate of the Shah Abdul Latif University. University.

ARTICLE NO. 4 MEDICAL ALLOWANCES TO EMPLOYEES.

University employee shall be entitled to Medical Allowance at the rate as per Govt: rues.

Article No. 05. In addition to the Medical allowance admissible under Article No. 4 above in case of hospitalization on account of medical surgical or abnormal maternity cases of a university employee B-17 and above and his/her dependents the university employee will be re-reimbursed hospitalization charges excluding diet provided that the employee his/her dependent family member is admitted as an indoor patients in a hospital.

ii) The re-reimbursement of hospitalization charges shall include the charges for treatment as defined in clause (g) of article 3 for the period admitted in the hospital.

iii) The procedure for re-reimbursement of expenses incurred on account of hospitalization charges shall be as follows:

a) Hospital charges excluding diet charges, shall be paid on production of bills/receipt duly countersigned by concerned Incharge Doctor of the ward of the hospital within 60 days of discharge.

b) Medicine, Pathological, bacteriological charges shall be reimbursed on the production of prescription and actual receipts duly countersigned by the concerned Incharge of the ward of the hospital.
c) Advance in case of known cases of emergency surgery as recommended by specialist/consultant may be allowed to be adjusted within 15 days of the discharge of the patient from the hospital, failing which, it shall be recovered from the employee's salary of the next month.
d) No advance shall be admissible to BPS 1 t 16 employees.
e) The claims/bills submitted by the employee shall be scrutinized by the Medical adviser who shall be authorized to recommend the claims up to maximum of Rs 27000/- including cost of medicines for approval of the competent authority. The bills/claims beyond this amount shall be verified by the Medical Advisory Committee which shall hold meeting every three months to recommend the cases for approval of the Syndicate.

Article No. 6

PROCEDURE FOR INDOOR MEDICAL TREATMENT IN APPROVED HOSPITALS (Appendix "A and B")

i. The employee needing indoor treatment shall approach the Medical adviser for permission to seek indoor treatment in approved hospital. This procedure however, shall not be applicable in case of emergencies where information may be given to the Medical Advisor after admission of the patient to the hospital within 24 hours.
ii. The approved hospitals if necessary may refer the case to other specialists including physicians, surgeons gynecologist etc, as they deem fit and also determine the eligibility for indoor treatment in their own hospital or any approved hospital. However, the consent of the Medical advisor shall be necessary in such cases.
iii. The University will issue Medical Attendance card to its employees and their family members along with photographs. The hospitals would provide attendance on presentation of Medical Attendance cards which are mandatory.
iv. The cost of hospitalization charges would directly be reimbursed to the employee on submission of hospital bills, vouchers etc certified by the authorized Medical attendant and countersigned by the Medical Advisor as per maximum ceiling of rates mentioned in appendix A and B.

Notes:

1. Separate medical record file for each employee shall be kept to Registrar's office as well as in finance office/wing.
2. Separate Clerk shall be assigned to deal with medical bills to be received in finance office.
3. Proper Performa shall be submitted by each employee regarding the members of his/her family.
4. Permission Performa designed by Medical Adviser shall be strictly followed by each employee, while claiming medical expenses.
5. Application Performa advised by Medical advisor shall be strictly followed by each employee, while claiming medical expenses.

6. To stop misuse of re-reimbursement of delivery charges, at least two antenatal checkup reports shall be produced at the time of claim and Rs: 200/- shall be paid by the University for per visit for above said checkup.
7. in case of delivery and local or approved hospital shall be allowed.
8. It was recommended that Medical Rules as already framed shall be followed strictly to avoid complications and possible misappropriation and control over expenditure.
9. it was recommended that the bills of any unqualified or non-registered Medical Practitioner such as Daees, Hakeems, Homeopaths and quacks would not be entertained.
10. Separate medical record file for each employee shall be kept in Registrar's office as well as in finance office/wing.
11. A 10% increase in fixed rates shall be allowed every year.
12. The rates for employees (BPS 17 and above) shall be reimbursed as per policy but the dependents shall be reimbursed as per fixed rates as per policy.
13. The bills of cancer patients getting treatment from Govt. hospital (NIMRA, LINAR, KIRAN and JPMC) shall be reimbursed.

Appendix 'A' SALU Khairpur

APPROVED RATE LIST/PACKAGE OF VARIOUS OPERATIONS/ PROCEDURES.

S.No.	Name of Surgical Disease & Procedure		Amount (RS)
01	Mulinodular Goire	Sub total thyroidectomy	25000/-
02	Kidney stone	Pyelolithotomy	20000/-
03	Non functional kidney	Nephrectomy	20000/-
04	Cholilithiasis	Cholecystectomy	20000/-
05	Intestinal obstruction	Exp laparotomy	20000/-
06	Peritonitis	Exp laparotomy	20000/-
07	Appendicitis	Appendicetomy	15,000/-
08	Para unblical hernia	Mayos repair/Mesh repair	20000/-
09	Inguinal hernia	Herniotomy/Hernotherapy	15,000/-
10	Hamerroid	Haemorroidectomy	15,000/-
11	Fisher/fistula in Ano	Analdialation/Fishtulectomy	15,000/-
12	Hydrodele	Jabouley's operation	15,000/-
13	Carcinoma of Breast	Mastectomy	25000/-
14	B.P.H	Prostectomy	25000/-
15	Vesical calculus	Cystolithotomy	15000/-
16	P.P.V	Herniotomy	12000/-
17	Juvenile Recal Polyp	Polypectomy	10000/-
18	Incisional Hernia	Mesh repair	25000/-
19	Femoral Hernia	Repair	20000/-
20	Skin lumps	Excision biopsy	10000/-
21	Fibrio adenoma Breast	Excision biopsy	10000/-
22	Pilonidl sinus	Excision	12000/-
23	Ureteric stone	Ureterolithotomy	25000/-
24	Lymphnode biopsy	Excision biopsy	10000/-
25	Cesarian section	Delivery	20000/-
26	Laproscopy		25000/-
27	Eye surgery IOL		15000/-
28	Eye surgery PHACO		25000/-
29	MEDICINES USED IN ABOVE SURGERIES		7000/-

Appendix "B" SALU Khaiprur

MAXIMUM CELLING OF RATES OF PAYMENT, FOR INDOOR TREATMENT OF THE SHAH ABDUL LATIF UNIVERSITY EMPLOYEES.

1. Hospitalization

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Private Room (BPS 17-18)	1200	2500
02	Private Room (BPS 19-20)	2000	3000
03	ICU	---	4000

(b) Operation surgeon charges

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Minor special procedure D/C with Anesthesia	1000	4500
02	Medium operation /forceps delivery	4000	6000
03	Major operation	7000	12000

(c) Operation theater charges

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Minor procedure	500	1500
02	Minor/ Medium operation	1500	2500
03	Major operation	2000	4000

(d) Anesthesia charges

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Minor operation	500	1500
02	Medium operation	1200	2500
03	Major operation	2000	4000
04	Ambulance	5/km	10/km
05	Dialysis	1000 plus cost of material	2000 pus cost of material
06.	Endoscopy	1000	4000

05. Dental Treatment

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Impaction (Surg)	1000	3000
02	Abscess incision	1000	2000
03	Cement filling/root cannal treatment	500	3000
04	Facio Maxillary surgery	7000	14000

06. Cardiac Treatment

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Angiography	15000	25000
02	Eco cardiograph	2000	3000
03	Pace maker	5000	50000
04	Open heart surgery/angioplasty	100000	150000
05	ETT	1000	2500

07. Miscellaneous

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)

01	Histopathology biopsy	600	3000
02	Blood screening for transfusion 1 pint	1000	2000
03	Physiotherapy	-	400 / day for 15 days after discharge on doctor's recommendation

08. Medicines

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Specific to disease during hospitalization and 10 after discharge	As per prescription	As per prescription

9. TREATMENT OF LIFE-LONG DISEASE (MAXIMUM CHARGES ALLOWED ON MONTHLY BASIS).

10.

S.No.	Description	Old rates (Rs)	Revised new rates (Rs)
01	Hypertension	1500	2000
02	Diabetic	1000	1500
03	Insulin Diabetic	2000	2000
04	Asthma	1000	1500
05	Ischemic Heart Disease	1000	3000
06	Liver disease	--	2000
07	Epilepsy and other neuro disease	--	1000

Note: in case of multiple disease (Any three of above) Rs: 5000/ month fixed shall be allowed.

Life long and life threatening diseases may be considered not necessary as indoor patient (Viz: Cancer, Diabetes, High blood pressure, Heart trouble, asthma and tuberculosis) for only the medicine given to treat the actual disease investigation and test one to diagnose the disease. No additional medicines and vitamins, drips or general tonics however shall be allowed.

As fresh prescription shall be shown to the Medical adviser on three-month bases.

Appendix "C' SALU Khairpur

Approved Hospitals

1. Talib Clinic Khairpur
2. Muthar Medical Centre Khairpur
3. Al Qaim Eye Hospital Khairpur
4. Sindh Medical Centre Khairpur
5. Bhatti Hospital Sukkur
6. Hira Medical Centre Sukkur
7. Jamiat Sodagrain Sukkur
8. Nisar Eye Hospital Sukkur
9. Al Shafa Eye Hospital Sukkur
10. Mustafi Medical Centre Sukkur
11. Al Khair Hospital Sukkur
12. Sindh Medical Centre Larkana
13. Larkana Medical Centre Larkana
14. Latif Medcail Hospital Larkana
15. Ali Hospital Nawabshah

16. Gul Centre Nawabshah
17. Rajputana Hospital Hyderabad
18. Agha Khan Hospital Hyderabad
19. Ankle Seria Hospital Karachi
20. Zia Uddin Hospital Karachi
21. National Medical Centre Karachi
22. Liaquat National Hospital Karachi
23. Karachi National Hospital Karachi
24. Sindh Institute of Urology
25. Aga Khan Pathological Laboratories
26. Karachi X-Ray & Pathology Lab
27. The Lab Karachi
28. City Surgical Centre Khairpur
29. Red Cresent Medical Complex Khairpur
30. Sukkur Blood Bank Sukkur
31. Sukkur C.T Scan Sukkur
32. Shifa Medical Centre Khairpur
33. Hyder Medical Complex Larkana
34. City Medical Centre Larkana
35. Zohaib Medical Centre Nawabshah
36. Hamid Medical Centre Nawabshah
37. Red Crescent Centre Hyderabad
38. ISRA Hospital Hyderabad
39. South City Hospital Karachi
40. Taba Hospital Karachi

21. Conducting of Election of the Authorities of the University

SHAH ABDUL LATIF UNIVERSITY ELECTION STATUTES, 1987 (MADE UNDER SECTION 29(1)(f) OF SHAH ABDUL LATIF UNIVERSITY ACT, 1986.

1. **SHORT TITLE AND COMMENCEMENT**

(i) These Statutes may be called Shah Abdul Latif University Election Statutes, 1987.

(ii) These Statutes shall apply for election of Shah Abdul Latif University Teachers, Principals & Teachers of the affiliated Colleges and the members of the Senate on the authorities of the University.

(iii) These Statutes shall come into force with immediate effect.

2. **DEFINITIONS**

(i) 'Act' means Shah Abdul Latif University Act, 1986.

(ii) 'Agent' means an Agent appointed by the candidate under Sections 10(ii), 14(v) and 15 (ii).

(iii) 'Appointed day, date and time, means a day, date and time fixed by the Vice Chancellor for display of list of voters filing Nomination Form, scrutiny of the nomination form, withdrawal, polling and announcement of result.

(iv) 'Ballot Paper' means a Ballot Paper prepared in accordance with Section 14(iii) of these Statutes.

(v) 'Candidate' means a candidate contesting the election.

(vi) 'Constituency' means constituency delimited under the Act.

(vii) 'Election Officer' means the Election Officer of the University responsible for conducting the election.

(viii) 'Election Cell' means a temporary or permanent Officer established for carrying out the Election work.

(ix) 'Presiding Officer' 'Assistant Presiding Officer' and Polling Officer' means the Presiding Officer, Assistant Presiding Officer and Polling Officer respectively appointed by the Election Officer to conduct an Election at a Polling Station in accordance with Section 14(iv) of these Statutes.

(x) 'Principal' means a Principal or Head of the affiliated College.

(xi) 'Polling Station' means a place notified by the Election Officer with the approval of the Vice Chancellor where the Polling is to take place.

(xii) 'Registrar' means the Registrar, Shah Abdul Latif University.

(xiii) 'Returning Officer and Assistant Returning Officer' means the Returning Officer and Assistant Returning Officer appointed by the Vice Chancellor

for exercising the powers and performing the functions assigned to them in connection with the Election.

(xiv) 'Syndicate' 'Senate' and the Academic Council' means the Syndicate, Senate and the Academic Council of the University.

(xv) 'Teachers of the affiliated College' means Professors, Associate Professors, Assistant Professors and Lecturers engaged whole-time by the affiliated Colleges for teaching degree, honours or post-graduate classes, and such other persons as may be declared to be teachers by Regulations: (for the purpose of the Election of the teachers of the affiliated Colleges on the Senate and Academic Council, the Demonstrators and Registrars working in Medical Colleges only, are also declared to be the teachers of the affiliated Colleges).

(xvi) 'University' means Shah Abdul Latif University, Khairpur.

(xvii) 'University Teachers' means Professors, Associate Professors, Assistant Professors and Lecturers appointed and paid by the University (The Teachers of the Centres of Excellence, Pakistan Study Centre Area Study Centre or any Centre to be established by the Government of Pakistan shall not be recognized as University Teachers).

(xviii) 'Voters preliminary list' means the Preliminary Voters list prepared under Section 7(1) of these Statutes.

(xix) 'Voters final list' means the final list of voters prepared and maintained under Section 7(viii) of these Statutes.

(xx) 'Voter' means a person whose name is borne on the final list of voters prepared and maintained under Section 7(viii) of these Statutes.

(xxi) 'Vice Chancellor' means the Vice Chancellor, Shah Abdul Latif University, Khairpur.

3. **ELECTION OFFICER AND ELECTION CELL**

(i) The Registrar shall be Election Officer for conducting Elections and dealing with matters relating thereto.

(ii) In each election the Registrar shall also act as Returning Officer and will be assisted by Assistant Returning Officer(s) to be appointed by the Vice Chancellor.

(iii) The Registrar may require any University Teacher, Officer, any other University employee or any employee of the affiliated Colleges to perform such functions and duties in the Election Cell or render such assistance for the purpose of these Statutes as deemed fit on such remuneration may be fixed by the Vice Chancellor.

(iv) The Election Officer, with the approval of the Vice Chancellor, shall determine the number of Polling Stations for general elections to be conducted once in every three years.

(v) If the Registrar is, for any reasons, unable to perform any of the duties as Election Officer or Returning Officer, the Syndicate or in an emergency, the Vice Chancellor shall appoint any other Officer of the University to discharge the duties of Election Officer/Returning Officer.

4. **GENERAL ELECTIONS TO FILL VACANCIES**

Once in every three years general elections shall be held on the appointed dates to be notified by the Election Officer, with the approval of the Vice Chancellor to fill vacancies in the specified authorities of the University as provided in the Act and are required to be filled in by an election. In case of any casual vacancy, bye-election may be held on the date announced by the Election Officer with the approval of the Vice Chancellor.

5. **NOTICE OF ELECTION**

(i) The Election Officer shall, by a general notification announce the programme of elections under the various constituencies showing the appointed dates for the various stages of the elections as specified in schedule-I appended to these Statutes. Provided that the Election Officer may with the approval of the Vice Chancellor, make such changes in the schedule of dates etc. as the circumstances may require.

(ii) The Election Officer shall notify the Election schedule to the Deans, Directors, Chairman of the Faculties/Institutes/ Departments of the University Director of College Education, Principals of the affiliated Colleges or to the members of the Senate as the case may be.

6. **APPOINTED DATE IN CASE OF A HOLIDAY**

I any date fixed for filling Nomination Papers, Scrutiny, With drawl, Polling, is declared to be a University holiday, the next working day shall be considered as the appointed date.

7. **PUBLICATION OF PRELIMINARY VOTERS LIST AND FINAL VOTERS LIST**

(i) The Election Officer shall prepare and make available the preliminary list of voters for inspection in the Election Cell, as announced in the notification of schedule.

(ii) The names of the Principals, Teachers of the University/affiliated Colleges who are on leave without pay or on deputation and keeping lien, shall not be included in this list.

(iii) The Election Officer shall also make available copies of the voters list of the concerned constituency available on payment of price as fixed by Election Officer.

(iv) Persons claiming to have their names entered in any of the lists and persons having any objection against any entry therein, shall make such claims and objections in writing to the Election Officer within the period of

the publication of the preliminary list of voters, as announced in the notification of schedule.

(v) The Election Officer shall decide the claims and objections if any on the date announced in the notification of schedule.

(vi) Any person aggrieved by a decision of the Election Officer under Section 7(v) may, not later than the office hours of the day fixed for disposal of claims and objections, may appeal to the Vice Chancellor for revision of the said decision.

(vii) The Vice Chancellor shall take the decision within two days from the date of receipt of the appeal in consultation with the Election Officer. The decision taken by the Vice Chancellor shall be final and binding.

(viii) If no claims or objections are received within the time limit, the preliminary list of voters so issued, shall be deemed as final list of voters. In case of revision, addition/and changes, the same shall be made at least two days before the date fixed for filling the Nomination forms.

8. **ELIGIBILITY FOR ELECTION**

No person, unless his name is borne on the voters list and fulfils the conditions prescribed under the Statutes and the Act shall be eligible to vote, propose, second or contest at any election.

9. **NOMINATION FOR ELECTION**

(i) Any voter of a constituency may propose or second the name of any eligible persons to be the candidate under the concerned constituency.

(ii) Every proposal for nomination shall be made in the prescribed Nomination Form as given in Schedule-II, which shall be proposed and seconded with the signature of proposer, seconder and the candidate concerned under a certificate of attestation of the signatures of the proposer, seconder and the candidate from a Dean of the Faculty or a Chairperson of Teacher Department in case of University Teachers, by the Principal of an affiliated College in case of College Teachers, and by the Director/Deputy Director (Colleges) Sukkur & Larkana Region in case of Principals of affiliated Colleges. This attestation is not required for the members of the Senate contesting the election on the Syndicate.

(iii) Each proposer shall be entitled to propose or second as many candidates as there are number of vacancies. Nominations made by an elector as proposer or seconder.

(iv) Every Nomination form shall be received by the Election Officer/Assistant Returning Officer or any Official of the Election Cell who shall issue the official receipt.

(v) Every candidate is eligible to file as many Nomination forms as he may desire.

10. **SCRUTINY**

(i) On the day, date and time fixed by the Vice Chancellor, the Election Officer with the assistance of the Assistant Returning Officer shall scrutinize the Nomination forms.

(ii) The candidate or his agent or proposer or seconder is eligible for attending such scrutiny. The Election Officer shall allow them for examining the Nomination form and hear them in case the Nomination form is rejected.

(iii) The Election Officer shall reject the Nomination form on any one of the following grounds where:

(a) The candidate is not eligible to be elected as a member.

(b) The proposer or the seconder in not a bonafide voter.

(c) The signatures of the proposer, seconder or the candidate are not attested by the Dean/Director/ Chairman in case of University Teachers, by the Director (College Education), Deputy Director (College Education), Hyderabad Region in the case of Principals, and by the Principal in case of the teachers of the affiliated Colleges. This attestation is not required for a member of the Senate contesting the election for membership on the Senate.

(iv) The Returning Officer shall not reject the Nomination form on the ground of any defect which is not of a substantial nature and may allow any such difficulty to be removed forth-with either by the proposer, seconder or by the candidate.

(v) The rejection of any Nomination forms, shall not invalidate the other Nomination forms of the same candidate.

(vi). In case of rejection of Nomination forms, the candidate may file objection to the Vice Chancellor within two days after the completion of the scrutiny. The decision of the Vice Chancellor in this respect shall be final.

11. **NOTIFICATION OF THE LIST OF CANDIDATES**

The Election Officer shall within 04 days following the scrutiny notify the list of the candidates whose Nomination forms have been accepted.

12. **WITHDRAWALS**

(i) Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivering the same to the Election Officer, either by himself or by post under registered cover so as to reach the Election Officer on or before the appointed date.

(ii) A notice of withdrawal shall in no circumstances be open to revocation or cancellation.

(iii) After the expiry of the withdrawal date, the Election Officer shall notify the final list of the candidates, date, time and place or places of holding of the Elections.

13. **UNOPPOSED ELECTION**

Where after withdrawal date the total number of the candidates falls short or equals the number of vacancies announced in any particular constituency, the Election Officer with the approval of the Vice Chancellor shall declare such candidate or candidates to have been elected un-opposed. If the number of candidates is more than that of vacancies in the particular constituency, the Registrar with the approval of the Vice Chancellor shall give notice of Polling to be held through Secret Ballot.

14. **CONTESTED ELECTION**

(i) The Election Officer shall notify the final list of the candidates, date, polling hours and place or places of holding of the elections, with the approval of the Vice Chancellor.

(ii) The election shall be held on the system of simple majority.

(iii) The Election Officer shall prepare the Ballot papers in the prescribed manner, as given in schedule-III, appended to these Statutes.

(iv) The Election Officer shall appointed Presiding Officer, Assistant Presiding Officer, Polling Officer for a Polling Station or Polling Stations.

(v) Each candidate may post one agent, in each of the Polling Stations with the written authority of the candidate concerned.

(vi) The Presiding Officer so appointed for conducting the election, shall be responsible for conducting the polling at the Polling station on which he is posted.

(vii) The Presiding Officer shall issue the Ballot Paper to a voter after identification, satisfying himself that the person is actually a voter of the constituency concerned and his name is borne on the final list of voters. In case of any objection as to the identity of the voter, from any of the agents at the Polling Station, the voter shall have to produce the National Identity Card.

(viii) Each voter shall be entitled to cast as many votes as there are vacancies and no voter shall cast more than one vote for each candidate.

15. **COUNTING OF VOTES**

(i) Counting shall take place immediately after the close of Polling at each of the Polling Stations by the Presiding Officer, Assistant Presiding Officer and the Polling Officer.

(ii) The candidate or his Polling Agent or both shall be allowed to be present at the time of counting of votes. Provided that no counting shall be deemed to be invalid on account of absence of the candidate or his agent.

(iii) The Ballot Paper shall be rejected if:

(a) There is any mark other than the cross (X) marks.

(b) The Cross (X) mark is not in proper place.

(c) There are more than the required number of cross(X) mark**.**

(d) The identity of the voter is disclosed by any means.

(e) There is overwriting.

(f) The Ballot Paper is left blank.

(iv) The candidate or his agent shall be allowed to be present at the time and place of consolidation of the result.

(v) In case of equality of votes between two or more than two candidates, a lot shall be drawn by the Vice Chancellor in presence of the candidates/agents who have secured the equal votes. The decision taken through such a lot shall not be deemed invalid on account of the absence of the candidates/their agents.

(vi) If any candidate or his agent objects in writing to the counting of votes at a Polling Station or to final counting at the time of consolidation of the result, and in the opinion of the Presiding Officer/Returning Officer, the objection is reasonable, he may order for re-counting of the votes at the Polling Station where he is posted.

(viii) The re-counting fees shall be paid in advance as under:

a).For re-counting at any Polling Station	Rs.25/-
b).For re-counting at consolidation of the result.Rs.200/-	Rs.200/-

16. **STOPPING OF THE POLL**

(i) If in the opinion of the Presiding Officer the Polling is being intercepted and or obstructed and can not be carried out smoothly, the Presiding Officer may stop the Polling and immediately report to the Election Officer.

(ii) When the Polling is stopped by the Presiding Officer the Vice Chancellor may direct a fresh Poll of the Polling Station.

17. **ELECTION PETITIONS**

All Petitions shall be made to the Vice Chancellor or any matter and/or of any dispute arising out of the election. The matter shall be referred to the Vice Chancellor whose decision shall be final and will not be called in question before any Court of Law.

18. **CUSTODY OF ELECTION RECORD**

The Election Cell shall retain until the expiry of one month from the date of announcement of result, all the papers connected with election in safe custody in sealed covers. After one month the documents shall be destroyed in the presence of the Registrar.

19. **ELECTION ON CASUAL VACANCIES**

If a vacancy occurs, the some procedure shall be followed to fill it.

SCHEDULE-I

SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

SCHEDULE OF DATES

The dates given below may be changed by the Registrar & Election Officer and Returning Officer as the circumstances may required.

APPOINTED DATES

1. Issuing of notice for holding Election _____
2. Issuing of notice inviting nomination _____
3. Publication of preliminary voters list _____
4. Claims for and objections to entries in the preliminary voters list. _____
5. Publication of Final list of voters. _____
6. Receipt of nomination papers on prescribed form. _____
7. Scrutiny of nomination papers. _____
8. Objections to rejections of nomination if any. _____
9. Preparation and announcement of the list of nominated candidates. _____
10. Withdrawal of nomination. _____
11. Issuing notification of election and final list of nominated candidates. _____
12. Election to be held on _____ Dated_____Day_____Hours_____
13. Consolidation of the result. _____
14. Official Announcement of Election results _____

.

REGISTRAR & ELECTION OFFICER.

SCHEDULE-II

SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR.

The Election Officer
Shah Abdul Latif University
KHAIRPUR

I propose Mr/Miss/Mrs/Dr._____ Designation_____ for election as a member on the Shah Abdul Latif University _____(Name of authority).at the ensuing election under clause ( ) of Section ( ) of Shah Abdul Latif University, Act - 1986.

Dated. _____. Signature of the Proposer Full Name_____Designation _____

Attested

(Signature)
Name & Designation Official Stamp

I second the above proposal

Dated. _____ Signature of the Seconder Full Name_____ Designation _____

Attested

(Signature)
Name & Designation Official Stamp

I accept the above nomination

Dated._____ Signature of the Candidate Full Name_____ Designation _____

Attested.

(Signature)
Name & Designation Official Stamp

N.B. The attestation is not required in case of election of the members o the senate of the Senate on the Syndicate.

To be filled in by the Election Cell.

1. Sr. No. of the Proposer_____
2. Sr. No. of the Seconder_____
3. Sr. No. of the Candidate_____
4. Date and time of receipt of the Nomination form._____

Assistant Returning Officer
Shah Abdul Latif University

We have examined this nomination form accordance with the provision of the section_____ if Shah Abdul Latif University Act-1986 and the Shah Abdul Latif University Election Statutes of _____ and decide as under:

1. Found in order and accepted for contesting the Election.

OR

2. Rejected on account of the following reason(s).

Signature of the Assistant Returning Officer(s). Signature of the Returning Officer.

SCHEDULE-II

SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

Election of _____ on the _____
Act-1986, to be held on _____(Pay and Date) Every voter shall be entitled to cast only as many votes as there are vacancies and no voter shall cast more than one vote for each candidate.

S.NO.	NAME OF THE CANDIDATES	CROSS MARK(X) AGAINST THE NAMES OF_____ CANDIDATES IN THE SPACE BELOW

1. _____
2. _____
4. _____
5. _____

Signature of the Presiding Officer
Polling Station(_____)

The Ballot Paper shall be rejected if

i) There is any mark other than the cross (x) mark
ii) The cross (x) mark is not in proper place
iii) There are more than the required number of cross (x) marks
iv) The Identity of the voter is disclosed by any means
v) There is over writing
vi) The Ballot Paper is left blank.

22. Registration Of Registered Graduates

STATUTES REGARDING REGISTRATION OF REGISTERED GRADUATES AND THE MODE OF ELECTION OF REGISTERED GRADUATES ON THE SENATE, MADE UNDER SECTION 29(1)(c) OF SHAH ABDUL LATIF UNIVERSITY ACT, 1986

Section 16(c) of Shah Abdul Latif University Act 1986.	The Registrar shall maintain a register of Registered Graduates in the prescribed manner.
Section 21(1)(xvi) of Shah Abdul Latif University Act, 1986.	The SENATE shall consist of two Registered graduates to be elected by elected all such graduates from amongst themselves.

The Register of registered graduates shall be maintained by the Registrar in accordance with Section 29(1)(c) of Shah Abdul Latif University Act, 1986 in the following form:

Register of Registered Graduates

S.No	Name and Address	Purpose of Deposit	Amount	Rpt/Challan No.& Date	Remarks

1. Registered Graduate means

   i) A graduate of Shah Abdul Latif University who has his name entered in the Register maintained for this purpose, or

   ii) A graduate of any other University who ordinarily resides within the territorial jurisdiction of the University and has his/her name entered in the register maintained by the University for this purpose.

   iii) The graduate shall pay registration free as under.

   i) Registration fee for one year Rs.1,000/-
   ii). Registration fee for life Rs.5,000/-
   iii). Registration fee for Convocation Rs.1,000/-

   Registration of graduates must be completed every year for purpose of election during that year, by a date which the Vice Chancellor may fix, and which will be announced in the press.

2. No person shall be eligible for registration as a registered graduate who;

   i) has become of unsound mind; or
   ii) has been declared bankrupt, or
   iv) has been convicted of any offence involving moral turpitude.

3. Application for enrolment in the Register of registered graduates shall be made to the Registrar in the form appended (Appendix 'A') which may be obtained from the office of the Registrar on payment of Rs.1/-.

4. **MODE OF ELECTION**

Once in every three years, on such date as the Vice Chancellor may fix in this behalf, there shall, if necessary, be an election to fill a vacancy or vacancies in the constituency of registered graduates.

5. The Register of registered graduates shall be closed for purposes of the election at least 60 days before the date of election and no person whose name is not already enrolled before the date of closure, shall entitled to vote at the election of that year.

6. The Registrar shall issue a notice to the Registered Graduates specifying the date, time and place of the election at least 50 days in advance of the date of election.

7. On receipt of the notice mentioned in Statute (6) above, each voter shall be entitled to nominate for election only as many persons as there are vacancies to be filled.

Such nominations shall be proposed and seconded by the persons on the list and shall be accompanied by a declaration of the person or persons nominated that he/they is /are willing to stand as candidates for election. The nomination paper shall contain at the proper place in addition to the names of the proposer and seconder, their registration Nos. and also the registration No. of the person or persons proposed.

These nominations must reach the Registrar at least 35 clear days before the date of election. If any nomination paper falls short of the requirements mentioned above it shall be declared invalid by the Vice Chancellor.

8. nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivered to the Election Officer, either by himself or by post under registered cover so as to reach the Election Officer on or before the appointed date.

A notice of withdrawal shall in no circumstances be open to revocation or cancellation.

9. Where after withdrawal date the total number of candidates falls short or equal the number of vacancies announced in the Registered Graduates constituency, the Election Officer with the approval of the Vice Chancellor shall declare such candidate or candidates, to have been elected un-opposed. If the number of candidates is more than that of vacancies the Registrar with the Approval of the Vice Chancellor shall cause of list of nominees to be prepared and circulated to all voters, together with a voting paper. Each voter shall be entitled to cost as many votes as there are vacancies, provided that no voter shall cost more than one vote for each candidate. If he costs more votes than the number of vacancies, the voting paper shall become invalid. Such voting paper and list of nominees shall be issued by the Registrar 25 clear days before the date of election.

10. The voting papers shall be sent to the Registrar by Registered Post or delivered personally to him in his office so as to reach him during office on or before the day of election.

The Vice Chancellor shall appoint a committee to scrutinize the votes, reject invalid votes and count the valid votes, the voting papers shall be opened in the presence of the committee on such date and time as fixed by the Vice Chancellor and committee shall

satisfy itself on the points concerning the validity of votes; provided that votes shall be scrutinized rejected if necessary, and counted with in 03 days of the date of election. The candidates or the authorized representative of each candidate shall be entitled to be present at the place where the scrutiny and counting is held but they will not be authorized to interfere in the proceedings of the committee in any manner, though they may point out to the Chairman of the committee any irregularity in the proceedings after scrutiny and counting of votes the committee shall report the result to the Vice Chancellor who shall declare the names of the successful candidates. In case of any dispute, the matter shall be referred to the Vice Chancellor, and the decision of the Vice Chancellor, shall be final and binding.

11. The election shall be held on the system of simple majority of votes.

12. Where the election is held by post, the Registrar shall send to each elector at his registered address:

a) a voting paper bearing the name of the constituency.
b) a smaller cover bearing the name of this constituency; and

c) a bigger cover on which are printed, on the left half the number of the elector and the name of the constituency and a form of certificate of identity, and on the right half the words "To the Registrar Shah Abdul Latif University".

d) The voter shall enclose the voting paper, duly filled in the smaller cover, and enclose this again in the bigger cover, sign the certificate of identity on it, get his signature attested if any attestation be required and sent it to the Registrar so as to reach the University office before the time announced for election.

13. The certificate of identity required by Statute 12 above shall be signed by the elector in the presence of a gazetted Officer or the President of the Public Association or the body entitled to vote, and shall be attested by a first class Magistrate, a Class-II Sindh Provincial Civil Service Officer, a member of the Senate/Syndicate of the Shah Abdul Latif University, the Principal of an affiliated college.

The Election Cell shall retain until the expiry of 01 month from the date of announcement of result all the papers connected with election in safe custody in sealed covers. After 01 month the documents shall be destroyed in presence of the Registrar & Election Officer or an Officer authorized by the Registrar, in this behalf.

14. If a vacancy occurs, the same procedure shall be followed to fill it.

15. Where ever these Statutes are silent on the matter which have not been provided in these Statutes, the Statutes relating to the election of the Teachers shall apply.

APPLICATION FOR ENROLMENT AS REGISTERED GRADUATE OF SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR

To

The Registrar
Shah Abdul Latif University
Khairpur

Dear Sir

Kindly enroll me as a Registered Graduate of the Shah Abdul Latif University, Khairpur for one year/life.

PARTICULARS

1 Name in Full
2 Father's Name
3 Surname
4 N.I.C.No
5 Degree Examination Passed

Name of the University	Year	Annual/Supplimentary	Seat No.
Degree Examination			

6 Present Address.
7 Permanent Address
8 Fees of Rupees is sent in cash/by M.O/Receipt No._____ Dated_____

Place_____
Date_____

Yours Faithfully

SIGNATURE

Please attach the following

1. Attested copy of the Pass Certificate of the Degree Examination.
2. In case the applicant is a graduate of the University other than Shah Abdul Latif University, a certificate of residence to the effect that he/she resides within the territorial jurisdiction of the University.

FOR OFFICE USE

Received a sum of Rs._____ Vide Challan No._____ Dated._____, as fee for registration as Registered Graduates for one year/life

Superintendent (Election)

No
Dated

F.W.Cs to the Superintendent of Examinations (Secret Section)

Please verify whether the applicant has passed/failed at the _____, Examination in 19____ under Seat No._____

Superintendent (Election)

Verified that Mr./Miss._____ S/O, D/O_____, has passed/failed at the _____ Examination in the year 19_____, under Seat No._____ and was placed in _____ Class

Superintendent Examination (Secret)

Submitted

The applicant is eligible for registration as Registered Graduate of the University.

Superintendent (Election)

Deputy Registrar

Registrar
&
Election Officer

23. Grant of BPS-21 to the University Professors

STATUTES REGARDING GRANT OF BPS-21
TO THE UNIVERSITY PROFESSORS

Statutes regarding grant of BS-21 to the University Professors, passes by the Senate approved by the Chancellor under Section 10 (5) the Shah Abdul Latif University Act - 1986.

1. (1)These Statues may be called the grant of BPS-21 to the University Professors Statutes, 1993.

(2) These Statutes shall come into force on at once.

2. (1) In these statutes, unless there is anything repugnant in the subject or context.

(a) "Chancellor" means the Chancellor the University

(b) "Professor" means Professor who is a whole time employee of the University and has been granted BS-20 on regular basis.

(c) "Proforma" means proforma appended to these statutes.

(d) "Selection Board" means the Selection Board of the University.
(e) "Syndicate" means the Syndicate of the University.

(2) The words and expression used but not defined in these statutes shall have meaning as assigned to them in the Shah Abdul Latif University Act - 1986 and statutes.

3. All University Professors who are employed on regular basis in BS-20.

4. (1) The number of posts of Professor to be placed in BS-21 in each University may be calculated on the basis of 12.5% of permanent sanctioned cadre strength in BS-20.

(2) Grant of BS-21 would be restricted to one person if there are not less than 08 Professors. The minimum number Professors to be promoted will be one and the maximum number shall be eight which shall be subject to periodic revision by the University Grants Commission.

(3) Grant of BS-21 to a Professor shall be personal to him and there would be no need to upgrade the post.

4. (4) The personal grade of BS-22 allowed to a Professor appointed as Vice Chancellor shall not count towards the quota of 12.5% for BS-21.

5. Grant of BS-21 would be extended only to those Professors who have been appointed on regular basis in BS-20 and who have completed 22 years of service in BS-17 and above as a University Teacher.

6. (1) The Vice Chancellor would prepare the record of specially meritorious Professors on proforma indicating length of service, synopsis and original A.C.Rs for preceding 05 years, Research Publications, Educational Administration, Higher Academic and other qualification for overal grading.

(2) The case would be placed in a meeting of Selection Board constituted/nominated by the Chancellor of the University for the purpose.

(3) Case for the grant of BS-21 to the University Professor would be notified after the clearance by the Syndicate and approval of the Chancellor of the University.

(4) The University Professor BS-20 granted BS-21, will be entitled to House Rent at the rate of 45% of the initial/minimum of the pay in BS-21 as admissible in Government.

(5) Benefit of pension and/or any other benefit admissible as result of grant of BS-21 would be allowed on introduction/Promulgation of these statutes in the University.

Appointment of Meritorious Professors from BPS-21 to 22 received from HEC, Islamabad and approved by the 66th meeting of Syndicate held on 31.12.2009 and passed by 9th meeting of the Senate held on 08.02.2010, as under:

24. Revised Statutes for Promotion of Professor (BPS-21) to Meritorious Professor (BPS-22)

1. Provision of Posts

1.1 The number of Professors to be promoted to BPS-22 in each University shall be calculated on the basis of 12.5% **of the filled posts of the Professors** in BPS-21.

2. Eligibility

2.1 Minimum service in BPS-17/equivalent and above should be 20 years

2.2 Only those Professors who have served at least for 02 (two) years in BPS- 21 in the university with Ph.D. degree/equivalent terminal degree as determined by HEC

2.3 Should have **5 research publications in the past 5 years with** at least **three (3)** research publications in the past 2 years in HEC recognized journals.

2.4 **Must have produced two Ph.Ds. or one Ph.D. and five (5) M.Phil. in the last 5 years**

3. Procedure of Promotion

3.1 Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.

3.2 Each eligible University Professor will be invited to submit papers for consideration by the **Special** Selection Board (**permanent members of the Selection Board, one representative of Chairman, HEC and one representative of Chancellor) for the award of BPS-22.**

3.3 The Vice-Chancellor shall prepare the cases of Professors in BPS-21 **for the award of BPS- 22** and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the statutes along with (a) Annual Confidential Report (ACRs) for the last five years in BPS-21, and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.

3.4 The University shall calculate total **score** of each eligible applicant according to the parameters detailed in Clause-4 (Grading Procedure). **Those who secure a minimum score of 60 will be presented before the S.B. for consideration**

3.5 A meeting of the **Special** Selection Board shall be called to consider cases **for award of BPS-22 and the** recommendations will be placed before the Syndicate. **Finally,** the recommendations of the Syndicate shall be sent to the Chancellor for approval.

3.6 All promotions to BPS-22 shall be effective from the date of recommendations by the Syndicate.

4. Grading Procedure (Total 100 marks)

4.1 Length of service (maximum **15 marks**)

4.1.1. 5 marks of service per year rendered as **Professor** in BPS-21 over and above the minimum qualifying requirement of 2-years in BPS-21, subject to a maximum of 15 marks.

4.2. Research Publications: Papers / books / monograph / patents / Crop varieties (approved) (maximum **30 marks**).

4.2.1. 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Sciences citation Index

4.2.2. 0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).

4.2.3. 2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.

4.2.4. 2 marks per book authored or edited internationally, subject to a maximum of 4 marks.

4.2.5. 1 mark per book authored or edited locally, subject to a maximum of 2 marks.

4.3. Academic Performance (maximum 30 **marks**)

4.3.1 No. of M. Phil produced 1 mark per M. Phil, maximum of 6 marks

4.3.2 No. of Ph.D. produced 5 marks per Ph.D, maximum of 15 marks

* M.Phil. or equivalent qualification of 18 years of schooling with requirement of thesis of at least two Semester duration for partial fulfillment of the terminal degree.

4.3.3 Research Grant Awards (**3 Marks** for less than 1 million and **5marks** for more than 1 million) as Principal Investigator (other than the research grants given by the parent University)

4.3.4 Awards/Honors (maximum 6 marks)

4.3.4.1 National Awards 2 marks per award,
(Civil/President) (maximum of 4 marks)

4.3.4.2 International Awards/ 2 marks per award, Honors **recognized by HEC** maximum of 4 marks

4.3.4.3 HEC Best Teacher award, 1 mark per award, **Izaz-e-Kamal** maximum of 4 marks **Izaz-e-Fazeelat**

4.4. Post-PhD. Qualification (maximum 5 **marks**)

Note: Only Post-doctorate of at least 6 months duration will be counted.

4.4.1 **Two marks for 6 months to 1 year post doctorate at foreign University/institute to a maximum of 4 Marks**

4.4.2 5 marks for **one year or more** post-doctorate at foreign institute/university.

4.5. Annual Confidential Reports (maximum **10 marks**)

4.5.1 Excellent 2.0 marks

4.5.2 Very Good 1.5 marks

4.5.3 Good 1.0 mark

Note: 1. Sum score of ACRs for the last 5-years shall be taken into account.

2. Top 3 categories irrespective of nomenclature shall be considered

3. In case the candidate is a serving Vice-Chancellor, ACRs of the last 5 years preceding to his appointment as Vice-Chancellor shall be considered.

4.6 Educational Administration (maximum **10 marks**)

4.6.1 Vice-Chancellor: 4 marks per year up to maximum of 10 marks

4.6.2 Pro Vice-Chancellor: 3 marks per year up to maximum of 8 marks

4.6.3 Dean / Director Centre of Excellence 2 marks per year up to maximum of 6 marks

4.6.4 Principal of Constituent College/ 1 mark per year up to Chairman of the Department / maximum of 3 marks Director of Institute:

5. Miscellaneous

5.1 In case of numbers in fraction, then 0.50 or above will be considered as 1(e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).

5.2 A Professor appointed as Vice-Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he relinquishes the charge of the office of Vice- Chancellor, provided he/she has completed one tenure of four years as Vice- Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice-Chancellor. The personal grade so granted to him shall not be counted towards the 12.5% quota of BPS-22.

PART-IV REGULATIONS

1. Functions Of Deans Of Faculties

FUNCTIONS OF DEANS OF FACULTIES
REGULATIONS 1987

Subject to the provisions of the Shah Abdul Latif University Act 1987, the following shall be functions of the Dean of a Faculty:

1. He/She shall be responsible for the due observance of the statutes and regulations in his/her faculty.

2. He/She shall be the Executive Officer of the faculty and shall preside at its meetings.

3. He/She shall issue the lecture list of the University in Departments comprised in the faculty and shall be responsible for conduct of teaching therein.

4. He/She has the right to be present and to speak at any meeting of any committee of the faculty, but not to vote unless he/she is member of the committee.

5. He/She shall keep a record of attendance of all students admitted to the various classes in the faculty.

6. He/She shall see that all the members of the teaching and non-teaching staff under the faculty attend to their duties in due time and for the full duration.

7. All matters relating to confirmation, promotion or demotion of the members of the faculty shall be submitted either by or through him/her.

8. All applications for leave, other than emergency leave, shall be submitted through him/her.

9. The annual confidential reports about the work of the members of the staff (teaching or non-teaching) shall be submitted by the Heads of the Departments concerned through the Dean.

10. He/She shall convene meetings of the Faculty, preside at them and maintain a record of the proceedings and take action on their decisions.
11. He/She shall see that action is taken on all resolutions of the Advanced Studies & Research Board, the Academic Council an and the Syndicate relating to his/her faculty which are conveyed to him/her by the Registrar from time to time.

12. All proposals of Heads of the Teaching Departments relating to budget shall be submitted through him/her.

2. Teaching Institutes/Departments

DEPARTMENT OF TEACHING
REGULATIONS 1987

Subject to the provisions of the Shah Abdul Latif University Act 1986, following regulations are made:

1. Each subject assigned to a faculty shall ordinarily be taught through a Department of Teaching, provided that the Academic Council may on the recommendation of the Faculty concerned direct that more than one subject shall be taught through one and the same Department and shall specify such subjects.

2. The Director of the Institute / Chairperson of the Department shall be responsible for the organization of teaching and research in the subject or subjects assigned to him / her in his /her department.

He / She shall control the staff of the Department and shall assign to them teaching and other academic work subject to the maximum and minimum number of working hours fixed for the Teachers of various categories. he/she draw up the programme of the term work and time table of lectures, tutorials, practical work, administrative work and field work in his/her subject or subjects and submit them to the Dean of Faculty for approval. The Dean may require the Heads of the Departments of every subject to draw up a time table jointly. The Head of the Department shall do such other work as is assigned to the Department by the Academic council, the Faculty or any authority of the University or as in the interest of research, advancement of studies, dissemination of knowledge and the training of students. The Head of the Department shall, in addition to his duties of teaching and research, be responsible for the guidance of researches and for the organization of teaching and research.

3. The Head of the Department shall preside at all meetings of the Board of Studies in the subject and shall select a member on the staff of the Department to work as the Secretary of the Board.
4. The Head of the Department shall watch the progress of the students and report to the Vice Chancellor through the Dean at the end of first terms if a student or students are not likely to profit by their studies. The names of such students may be removed from the rolls of the department.

5. The Head of the Department shall also exercise full disciplinary control over the students attending the various classes of the Department, and shall keep a written record of the daily attendance of individual students at lectures, tutorials, practical's, demonstration and field work.

6. All cases of damage or loss by students of book, scientific material, furniture and other goods of the Department shall be reported to the Director Finance or Head of the Department and suitable and immediate action shall be initiate by him/her to make good the loss failing which the name of the students concerned may be removed from the rolls and his/her case may be reported to the Vice Chancellor for further action.

3. Work Load Of University Teachers

The minimum work load of University Teachers per week shall be as under:

FACULTY OF SCIENCE				
Professor	Theory	4	Practical	8
Associate Professor	Theory	6	Practical	12
Assistant Professor And Lecturer	Theory	6	Practical	16

FACULTY OF ARTS	
Professor	9
Associate Professor	12
Assistant Professor & Lecturer	15

4. Recognition Of Teachers Not In Direct Employment

RECOGNITION OF TEACHERS NOT IN DIRECT EMPLOYMENT OF THE UNIVERSITY REGULATIONS 1987

1. No person shall be eligible for recognition as a University Teacher unless he/she fulfils the following conditions:-

   a he/she has obtained at least a Master's in the only First Class from a Pakistani University or any recognized University may be considered on their merit by the Selection Board.

   b he/she has taught Degree classes for at least five years: provided that the syndicate may, on the recommendation of the Selection Board, reduce the period to a minimum of two years in the case of persons possessing higher academic qualifications.

2. An application on a form prescribed for the purpose shall be made to the Registrar at least 40 days in advance of the session from which recognition is sought and shall be submitted through the Head of the Institution (Where the applicant is employed, who will forward the application with such remarks as he/she wishes to make, provided that the Vice Chancellor may entertain an application under emergent conditions or special circumstances by waiving the time limit.

3. The selection Board will be the same as laid down under the provisions of the Shah Abdul Latif University Act, 1986.

4. a The syndicate shall pass orders on the question of recognition and also on conditions under which recognition may be granted.

   b The Vice Chancellor may dispense with the above procedure and recognize a lecturer a lecturer, Assistant Professor, or Postgraduate Teacher subject to subsequent approval by the syndicate. Provided that such recognition shall not be granted for a period exceeding one year.

5. The syndicate may, on a reference from the Vice Chancellor withdraw recognition granted under these Regulations.

5. Academic Programs Offered By The University

The University comprises of the following faculties:
(The Faculties and their Programs)

PROGRAMS OFFERED

FACULTY OF ARTS & LANGUAGES					
S.No	Department/Institute	Bachelor Merit	Bachelor Self-Finance	BS-III Merit	BS-III Self-Finance
1	English Language & Literature	90	10	80	20
2	Sindhi	50	10	60	20
3	Urdu	50	10	30	20
FACULTY OF EDUCATION					
1	Special Education	60	--	20	---
2	Teachers Education	40	20	--	---
FACULTY OF LAW					
1	Shaheed Zulfiqar Ali Bhutto School of Law	95	--	--	--
FACULTY OF MANAGEMENT SCIENCES					
1	Business Administration	80	05	--	--
2	Accounting and Finance	20	--	--	--
3	MBA (3.5 Years)	--	--	65	13
4	MBA (1.5 Years)	--	--	25	--
5	Commerce	90	20	50	10
6	Banking and Finance	80	---	---	---
7	Public Administration	90	30	60	10
FACULTY OF NATURAL SCIENCES					
1	Biochemistry	65	10	25	15
2	Botany	80	10	40	20
3	Chemistry	100	10	40	20
4	Microbiology	80	10	25	--
5	Pharmacy	50	---	--	--
6	Zoology	90	10	40	20
FACULTY OF PHYSICAL SCIENCES					
1	Archaeology	30	20	20	10
2	Computer Science (CS)	40	15	--	--
3	Information Technology (IT)	40	15	--	--
4	Geography	50	20	50	--
5	Mathematics	90	20	40	20
6	Physics& Electronics	90	20	40	20
7	Statistics	60	20	40	20
FACULTY OF SOCIAL SCIENCES					
1	Economics	80	20	60	20
2	International Relations	80	20	30	20
3	Peace and Conflict Studies	80	--	15	15
4	Islamic Studies	60	--	20	--
5	Media & Communication Studies	80	20	40	10
6	Pakistan studies	80	20	40	10
7	Political Science	60	20	40	10
8	Sociology& Gender Studies	70	05	30	10

6. Semester Rules & Regulations

The minimum passing marks from the academic year 2017 to onwards will be 60% in each course. However students already enrolled in previous years will continue with old policy (50% passing marks).

Marks	Grade	Grade Point	Remarks
87-100%	A	4.0	Excellent
72-86	B	3.0 to3.9	Good
60-71	C	2.0 to2.9	Satisfactory/Average
Bellow 60	Fail **0**		

The other semester rules shall be:

i. Every student shall have two more chances along with the third original chance to clear the papers. If he/she fails and improvers will have same number of chances. However, the students with grade "C" in any subject can improve the paper.

ii. The Grade Point Average (G.P.A) and Cumulative Grade Point Average (C.G.P.A) of each student shall be determined as under:

- G.P.A Per Semester $= \frac{\text{Total GP of courses per semester}}{\text{Total No. of courses per semester}}$

- G.P.A Per Academic Year $= \frac{\text{G.P.A of Two Semesters}}{2}$

- C.G.P.A Cumulative Grade Point Average $= \frac{\text{G.P.A of all Academic Years}}{4}$

Minimum G.P.A for Award of Degree

The minimum G.P.A shall be 2.0 for award of degree to a student provided he/she passed all courses.

Further semester rules will be same as per existing semester rules in the University.

Break-up of Marks in Each Course

A. Each course carries 100 marks of which 50 marks are reserved for Mid-Semester marks awarded by teacher during the conduct of classes and 50 marks for the Final test.

The Break-up of marks

1.	**Mid-Term Test**	**30**
2.	**Assignments**	**05**
3.	**Student's presentation in class**	**10**
4.	**Attendance: (above 75% marks)**	**05**
5.	**Final Test**	**50**
	Total Marks	**100**

Attendance Requirement

The class attendance requirement for each student shall be 75% in each course to become eligible for appearing in the mid-Semester and final tests.

Semester Committee

There is a Semester Committee in every department/ Institute comprising the Director/Chairperson and three most senior teachers of the department. The Semester Committee members shall re-assess/re-examine the paper(s) of the student, on his/her application. The decision of the Semester

Committee shall be final. A student may apply for re-assessment for any paper within (15) days after the departmental announcement of the result on payment of Rs: 500/- (Rupees five hundred) per paper.

GRADE POINT (GP)

Grade 'C' Marks Range 60 to 71:		**Grade 'B' Marks Range 72 to 86:**		**Grade 'A' Marks Range 87 to 100:**	
Marks in %	Grade Point G.P	Marks in %	Grade Point G.P	Marks in %	Grade Point G.P
60.0	2.0	72.0	3.0	**87 to 100**	**4.0**
61.5	2.12	73.5	3.1		
63.0	2.25	75.0	3.2		
64.5	2.37	76.5	3.3		
66.0	2.50	78.0	3.4		
67.5	2.62	79.5	3.5		
69.0	2.75	81.0	3.6		
70.5	2.87	82.5	3.7		
		84.0	3.8		
		85.5	3.9		

7. Refund of fees as per HEC criteria given bellow:

Percentage of Tuition Fee	**Timeline For Semester/ Trimester System**	**Timeline For Annual System**
Full Fee Refund (100%)	Up to 7th day of convene of classes	Up to 15th day of convene of classes
Half Fee Refund (50%)	Up to 8th-15th day of convene of classes	Up to 16th-30th day of convene of classes
No Fee Refund (0%)	Up to 16th day of convene of classes	Up to 31st day of convene of classes

8. Admission in Affiliated Degree Colleges and Postgraduate Centres

a) Admission To Doctor Of Philosophy (Ph.D)

REGULATIONS REGARDING
ADMISSION TO DOCTOR OF PHILOSOPHY (PH.D)

(1) The minimum duration of studies for the in-service candidates for Doctor of Philosophy (Ph.D) should be 05 years.
(2) The minimum duration of studies for full time candidates for the Doctor of Philosophy (Ph.D) should be 03 years
(3) The requirement for a degree shall be either.
   a) Passing a written examination with a thesis as a part requirement, or.
   b) Writing thesis on an approved subject.

R E G U L A T I O N S

1. **NAME OF DEGREE**

The Degree of Doctor of Philosophy (Ph.D) shall be awarded in Science or Arts subjects taught in the Shah Abdul Latif University, Khairpur and its affiliated Colleges/Institution.

2. A candidate possessing M.Phil or Master degree (minimum 2nd division) of Shah Abdul Latif University, Khairpur, or of a University recognized by Shah Abdul Latif University, may be allowed to seek registration for research studies which may lead to the Ph.D, Degree. However, a candidate holding Masters degree shall be initially registered for M.Phil degree and subject to the satisfactory progress shall be later transferred to the Ph.D programme, if at the end of first year, the Supervisor recommend such a transfer.

   A candidate who has a degree from the country other than Pakistan may first obtain the equivalence of his/her degree from the Academic Council.

3. **NATURE OF DEGREE**

   i) The degree shall be a research degree by thesis.
   ii) Lectures/coursed of advanced level on any relevant topic (as deemed necessary) may be made mandatory by the Department/ College/Institute concerned.
   iii) The thesis should be a piece of work embodying either a discovery of new facts or a fresh interpretation of facts or theories, in either case the work should show the candidates capacity for synthesis of data, its critical examination and judgment.
   iv) The standard of the research embodied in the thesis must be higher than that of M.Phil thesis.

4. **REGISTRATION REQUIREMENT**

   i) Every student shall pursue his/her research at Institute/Department Centre and other Institutions within the jurisdiction of the Shah Abdul Latif University and duly recognized for this purpose by the Advanced Studies and Research Board.

   ii) Every Ph.D candidate shall submit the prescribed application form duly recommended and assigned by the Supervisor, the Chairperson/Director and the Dean concerned.

iii) The application form for Registration shall be accompanied by:

a) Justification and scope of Research (in case of Ph.D by thesis.
b) Bibliography.
c) Out lines of the topic.
d) Two attested copies of recent pass port size photographs.
e) Attested copy of last qualifying Examination Certificate.
f) Attested copy of National Identity Card.
g) Eligibility Certificate (where ever necessary).
h) Enrolment Card Number.
i) Service Certificate along with No Objection/sparability Certificate where ever applicable).

iv) The registration shall be effective from the data of approval by the Advanced Studies and Research Board on the recommendation of the Supervisor, the Chairperson/Director and the Scrutiny Committee as constituted for this purpose by the Board for a subject or a group of subjects.

v) Registration will not be allowed in subject not being taught in the University.

THE SCRUTINY COMMITTEE MAY CONSIST OF

i) Dean

ii) Chairperson/Director concerned (where ever available).

iii) Three Professors/Associate Professors of the concerned Department/Institute/Centre (where ever available). The Committee will examine validity of Topic of Research, its scope and the facilities available.

iv) The title of the thesis will be finally approved by the Advanced Studies and Research Board not less than one year before the submission of thesis.

v) The research scholar is required to carry on his/her studies and research regularly under the guidance of Supervisor. If the Supervisor is not satisfied with the progress of the candidate he may at any time recommend to the Vice Chancellor for cancellation of his/her registration.

vi) The Research Scholar is required to pay the prescribed fees regularly, failing which his/her registration, may be cancelled.

vii) The Research Scholar is required to carry on his/her studies and research regularly within prescribed period, and shall submit his/her thesis within a period of *three/five* calendar years from the date of his/her registration. The student registered for Ph.D research must apply for extension, through proper channel, after the expiry of *three/five* calendar years (for full time/in-service respectively) from the date of registration, within *three* months. In case he/she fails to apply for extension the registration of the candidate shall be deemed cancelled automatically. But in case extension has been applied within due time, the maximum period for extension shall be *seven* years, from the date of initial registration.

viii) No student shall without the prior permission of the Advanced Studies and Research Board, join any other examination conducted by any University

during the period he/she is continuing registration for research work in Ph.D degree.

5. AMOUNT OF FEES FROM CANDIDATE FOR DOCTORAL RESEARCH DEGREE

a). The Research Scholar shall pay the following amount of fees regularly.

S.NO	PARTICULARS	PH.D
01.	Prospectus	100.00
02.	Registration	1000.00
03.	Tuition (Per Year)	6000.00(50% concession to University Teachers, teachers of affiliated Colleges & Research Associates)
04.	Identity Card	100.00
05.	Transport Charges	800.00
06.	Library Charges	500.00
07.	Laboratory/Computer Charges	1000.00
08.	Semester Examinations Fee	2000.00
09.	Degree Fee	2000.00
10.	Library Deposit(Refundable)	1000.00
11.	Caution Money (Refundable)	1000.00
	Total	15,500.00

NOTE: Extension Fee Rs.1000.00 per Semester (if not completed in time)

b) In case of foreign students a sum of Rs.30,000 (Rupees *Thirty Thousand* only) shall be charged

NOTE: The University/Affiliated College Teachers shall be allowed 50% fee concession (only in supervision fee) on submission of service certificate

6. GUIDANCE OF RESEARCH

The Advanced Studies and Research Board shall appoint a Supervisor/Guide (and Co-Supervisor/Co-Guide where ever deemed necessary) for Research Scholar.

The Supervisor for guiding the Research Scholars and Co-Supervisors/Co-Guide (if from teaching department/college for the degree of Ph.D must possess the following minimum qualifications:

i) He/She shall be either a Professor or an Associate Professor, Professor and Emeritus Professor of Shah Abdul Latif University or an Institute recognized by the Shah Abdul Latif University.

OR

Assistant Professor holding Ph.D Degree with *Seven (07)* years experience of teaching and having at least *three* years experience of teaching in the relevant discipline after the Doctorate Degree.

OR

In case of the guide with only a Master Degree he/she shall possess at least *18 (Eighteen)* years experience of teaching and active research work in the relevant discipline.

ii) There shall be evidence of active independent research work at his/her credit.

iii) Co-guide is a teacher, researcher or an expert who has adequate professional experience in the relevant field of research.

iv) IN case collaborative research with the approved Institutes/Organization, the Supervisor shall have to be from the University Department and Co-guide shall be taken from the collaborative Institute concerned or vice versa.

v). Not more than *two (02)* Research Scholars shall be registered under the guidance of one Supervisor in a academic year, provided that the total number of Research Scholars does not exceed (*04) Four* at a time.

7 **MODIFICATION/CHANGE OF RESEARCH TOPIC**

(a) A candidate may within one calendar year of registration, modify/change the topic of his/her research with the approval of the Advanced Studies and Research Board on submitting an application duly forwarded by the Supervisor, the Chairperson/Director and the Dean and recommended by the Scrutiny Committee.

In such cases the Board shall determine the minimum time after which the thesis may be submitted.

(b) The final title of the thesis shall be approved by the Advanced Studies and Research Board not less than one year before the submission of thesis.

8. **CHANGE OF SUPERVISOR**

(i) In case the candidate desires to change his/her Supervisor/Guide he/she shall have to apply through his/her Chairperson/Director and the Dean concerned. The *"No Objection Certificate"* from the present and the proposed Supervisor/Guide is necessary, the grounds for such a request shall be clearly specified.

In such cases the Board shall determine the minimum time after which the thesis may be submitted.

(ii) If the Supervisor is not satisfied with the progress of the candidate, he may at any time recommend to the Board for cancellation of registration to Ph.D. The decision of the Board shall be final and binding.

9. **EXEMPTION OF TERMS FOR THE STUDENTS MIGRATING FROM OTHER UNIVERSITIES**

Research Students migrating from other Universities may be given exemption of terms up to a maximum period of one year by the Advanced Studies and Research Board on the recommendation of the Supervisor of research and Director/ Chairperson of the Institute/Department concerned. In such a case the Board shall determine the maximum number of terms after which the thesis can be submitted. Exemption of

term will also apply to cases re-admitted as a result of first admission having lapsed.

10. **PRE-REQUISITE FOR SUBMISSION OF THESIS**

i) The candidate shall give at least 03 Seminars on the topic of his/her research during the course of his/her study at Faculty level meeting and the Supervisor Chairman and the Dean concerned shall issue Evaluation Report.

ii) The Supervisor shall submit progress report of research scholar after each calendar year through Chairman and the Dean concerned which shall be placed before the Board.

11. **VOLUNTARY TRANSFER TO M.PHIL DEGREE**

If for any personal reason a candidate registered for Ph.D studies wishes to get his registration changed to M.Phil research, the Board may allow him/her to do so provided minimum requirement for M.Phil is fulfilled and the application duly forwarded by the Supervisor/Guide, the Chairperson/Director and the concerned Dean and is recommended by the Scrutiny Committee three (03) months before the submission thesis.

12. **SUBMISSION OF THESIS**

i) The language of the thesis in case of Faculty of Natural Science, Arts, Education and Law shall be English Language only.

The thesis may be written in a language approved by the Advanced Studies and Research Board.
The thesis which are submitted in language other than English, Islamic Culture and Religion must have a summary of the thesis written in English as well.

ii) The thesis must make a distinct contribution to knowledge and afford evidence of original independent research.

iii) The Supervisor shall certify that the thesis is worthy of presentation to the University for the Ph.D Degree, when the Supervisor is so satisfied, he/she should forward, through the Chairman and the Dean concerned, Four (04) copies of the thesis along with the certificate and Panel of at least Four (04) external examiners to the Controller of Examinations.

iv) The candidates registered for Ph.D will have to submit their thesis in II/2" X 9" size bind in *brown colour.*

13. **EVALUATION OF THESIS**

i) The Advanced Studies and Research Board shall appoint three (03) examiners of the candidate to examine the thesis, one of these examiners will be the Supervisor and the Supervisor shall be Internal Examiner & other shall be external examiners not in the services of the same University.

ii) After examining the thesis three examiners for the Viva Voce examination shall be appointed by the Advanced Studies and Research Board including research Supervisor each examiner shall forward evaluation report through the Chairman to the Controller of Examinations.

14. **AWARD OF THESIS**

The Controller of Examination shall place the reports before the Advanced Studies and Research Board which may take any of the following decisions:

a) To reject the thesis if any two examiners have agree that the thesis is not adequate.

b) To permit the candidate to re-submit his/her thesis in a revised form within a period of one year or to recommend the award of M.Phil, if any two examiners have recommended that the thesis, though not adequate is of sufficient merit to deserve consideration for the award of M.Phil degree or re-submission.

c) To recommend the Academic Council for award of Ph.D Degree to the candidate if at least two examiners have recommend that the thesis is adequate.

d) In case the thesis submitted for Ph.D Degree is found only of M.Phil standard, the Advanced Studies and Research Board on the recommendations of Examiners may recommend conferment of M.Phil degree on the student.

b) Regulations Regarding Admission To Master Of Philosophy (M.Phil)

1. The minimum duration of studies for the M.Phil Degree shall be

   (a) Full time Research Scholar 24 Months
   (b) Part time Research Scholar 30 Months

2. The requirement for the M.Phil Degree shall be either.

   (a) M.Phil thesis should be a partial fulfillment with One Semester course work on research methodology with written examination.

   (b) Writing a thesis on an approved subject

REGULATIONS

1. **NAME OF DEGREE**

The Degree of Master of Philosophy shall be awarded in Science or Arts subjects taught in the Shah Abdul Latif University, Khairpur, and its affiliated Colleges/Institutions.

2. **NATURE OF DEGREE**

i) The degree shall be a research degree by Thesis

ii) (a) Lectures and Seminars shall be arranged by the Department/Institute/College concerned to acquaint with the technique of research.

(b) Lectures of any other relevant topic may also be arranged by the Department/Institute/College concerned.

iii) The thesis shall be a piece of work embodying either a discovery of new facts or a fresh interpretation of facts or theories. In either case the work should show the candidate's capacity for critical examination and judgement.

v) The Standard of Degree which indicates the standard of thesis submitted shall be lower than the standard of the Ph.D Degree of Shah Abdul Latif University, Khairpur, and higher than that of Master Degree.

3. ELIGIBILITY FOR ADMISSION

Master of Philosophy (M.Phil) shall be open to such candidates who have passed the M.A/M.SC/M.COM/MBA/M.ED, Examination at least in 2nd Division in the subject concerned or in allied subject provided that if the Advanced Studies and Research Board is satisfied as to the suitability of a candidate for doing research in a subject.

4. REGISTRATION REQUIREMENTS

i) Every student shall pursue his/her research at Institute/Department, Centre and other Institutions within the jurisdiction of the Shah Abdul Latif University and other institutions within the Country and out-side the Country for date collection and Research duly recognized for this purpose by the Advanced Studies and Research Board.

ii) Every M.Phil candidate shall submit the prescribed application form duly recommended and signed by the Supervisor the Chairman/Director and the Dean concerned.

iii) Applications for admission to M.Phil shall be made on the prescribed form and shall be accompanied by:

a) Justification and scope of Research (in case of M.Phil by thesis).
b) Bibliography.
c) Out lines of the topic.
d) Two attested copies of recent pass-port size Photographs.
e) Attested copy of last qualifying examination certificates.
f) Attested copy of National Identity Card.
g) Eligibility certificate (Wherever necessary).
h) Enrolment Card Number.
i) Service Certificate and No Objection/Sparability Certificate from the employer (Wherever applicable).

iv) The registration shall be effective from the date of approval of the Advanced Studies and Research Board on recommendation of the Supervisor, the Chairperson/ Director, the Dean of concerned faculty and the Scrutiny Committee.

THE SCRUTINY COMMITTEE MAY CONSIST OF:

1. Dean
2. Chairman/Director concerned (wherever available)
3. Three Professors/Associate Professor of the concerned Department/Institute/Centre

i) The candidate will in the first instance be admitted as research probationers for a period of 06 months and at the end of this period their eligibility for admission to the M.Phil course as a regular student will be determined. As soon as Registration is confirmed/regularized the probation period will deemed to be included.

ii) M.Phil students will be required to submit a certificate to the fact that they were fully conversant with one of the foreign languages concerned with the subject of their thesis.

iii) The application for enrolment shall be made to the Registrar on the prescribed form.

iv) Every student shall pursue his/her research at Khairpur or any other place approved by the Advanced Studies and Research Board.

v) Any student who is registered as full time Scholar shall under-take any employment during the period of his/her work without the previous permission of the Advanced Studies and Research Board, and this shall not be applicable to the teachers of the Shah Abdul Latif University, or to employee of organization where research work is done.

vi) No student shall, without the previous permission of the Advanced Studies and Research Board, join any other course of studies or appear at any other examination conducted by any University.

5 AMOUNT OF FEES FOR CANDIDATES FOR RESEARCH DEGREE IN M.PHIL

a) The Research Scholar shall pay the following amount of fees.

S.NO	PARTICULARS	AMOUNTS M.PHIL
01.	Prospectus	100.00
02.	Registration	1000.00
03.	Tuition (Per Year)	4000.00 (50% concession to University Teachers, teachers of affiliated Colleges & Research Associates)
04.	Identity Card.	100.00
05.	Transport Charges.	800.00
06.	Library Charges.	500.00
07.	Laboratory/Computer Charges.	500.00
08.	Semester Examinations Fee.	1000.00
09.	Degree Fee.	1000.00
10.	Library Deposit(Refundable).	500.00
11.	Caution Money (Refundable).	500.00
	Total.	10,000.00

NOTE: Extension Fee Rs.1000.00 per Semester (if not completed in time)

b) In case of foreign students a sum of Rs.30,000/- (Rupees Thirty Thousands only) shall be charged.

NOTE: The University/Affiliated College Teachers shall be allowed 50% fee concession (only in Tuition Fee/Annual Fee) on production of service certificate.

6. **GUIDANCE OF RESEARCH**

i). The Advanced Studies and Research Board shall appoint a Supervisor (and Co-Supervisor/where-ever deemed necessary) for research scholars on the recommendation of the Director/ Chairperson and Dean of concerned Faculty of the Institution/Department/ Centre.

ii) Once a person is enrolled for M.Phil, he/she shall always have a Supervisor till he/she submits his/her thesis within a prescribed maximum period. In case of a Supervisor being not available for Six months or more, alternate arrangement should be made.

iii) At the end of each term, the Supervisor shall submit a progress report of the student working under him/her to the Registrar, through Chairman and Dean of concerned faculty.

iv) No Supervisor shall recommend for registration more than 03 Research Scholars during a year which shall not exceed 06 Research Scholars at a time.

v) If the Supervisor is not satisfied with progress of the candidate, he may at any time recommend to the Board for cancellation of registration through proper channel.

vi) No person is eligible to be a Research Supervisor if he/she himself is registered as student for the same degree in the same University or in any other University of Pakistan.

vii) The Supervisor for guiding the Research Scholar and co-guides if from teaching Department/College for the degree of M.Phil must possess the following minimum qualification.

a) All teachers recognized as guide for Ph.D research can also guide M.Phil research students.

IN OTHER CASE

b) A Supervisor for guiding research scholars leading to M.Phil degree shall at least be an Assistant Professor and possess either Doctorate Degree with two years experience.

OR

Masters Degree with Nine Years teaching and Research experience with evidence of active Research work.

c) Co-Supervisor/Co-guide is a teacher/ Researcher or an expert who has adequate professional experience in the relevant field of research. In case of collaborative research with the approved Organizations, the Supervisor

will have to be from the University Department and Co-Supervisor/ Co-Guide shall be taken from the collaborative Institute concerned and vice-versa.

7. **CHANGE OF SUPERVISOR**

i) In case the candidate intends to change his/her Supervisor/Guide he/she have to apply through his/her Chairperson/ Director and the concerned Dean. N.O.C from the present and the proposed Supervisor/Guide is necessary, specifying the ground and justification for such a change.

In such case the Board shall decide and to determine the minimum time after which the thesis may be submitted.

8. **MODIFICATION/CHANGE OF RESEARCH TOPIC**

a) A candidate may within one calendar year of the registration modify/change the topic of his/her research with the approval of the Advanced Studies and Research Board on submitting an application duly forwarded by the Supervisor, the Chairperson and Director, the concerned Dean and recommended by the Scrutiny Committee.

In such case the Board shall decide and to determine the minimum time after which the thesis may be submitted.

b) The final title of the thesis shall be approved by the Advanced Studies and Research Board not less than Six months before the submission of thesis.

9. **TRANSFER TO PH.D**

i) If within the end of one year the Supervisor of Research Scholar recommends through the Chairperson/Director and the concerned Dean and Scrutiny Committee to the Advanced Studies and Research Board, the candidate may be transferred and registered for Ph.D Degree with a condition that he/she shall have to submit the synopsis for the Ph.D degree level.

ii) In case a student is transferred to Ph.D the terms already kept by him/her shall be counted towards the total terms to be kept by him/her for Ph.D Degree.

10. **EXEMPTION OF TERMS FOR THE STUDENTS MIGRATING FROM OTHER UNIVERSITIES**

Research students migrating from other Universities may be given exemption of terms up to a maximum period of one year by Advanced Studies and Research Board on the recommendation of the Supervisor of research and Director/Chairperson of the Institute/Department concerned. In such terms after which the thesis can be submitted, Exemption of terms will also apply to cases re-admitted as a result of first admission having lapsed.

11. **PRE-REQUISITE FOR SUBMITTING OF THESIS**

"For the degree of M.Phil, the candidate shall give at least one seminar on the topic of his/her research at the faculty level and the Supervisor, if Supervisor is not available, in this case, the Co-Supervisor, Chairman and Dean concerned shall issue evaluation report" regarding Seminar.

12. **SUBMISSION OF THESIS**

i) The Research Scholar (Full Time) shall be eligible to submit his/her M.Phil Thesis after completing 24 months, and 30 months for Research Scholar (Part Time) from the date of registration. The Research Scholar registered for M.Phil research work, must apply for extension, within three months, through proper channel ***after the expiry of minimum period.*** In case he/she fails to apply for extension within time the registration shall be deemed cancelled automatically. But in case the extension has been applied within due time the maximum period for extension shall be 02 years, after the expiry of maximum period the registration shall be cancelled automatically.

However after the expiry of extended period the Research Scholar can apply for fresh registration. In this case the period for submitting the Thesis of M.Phil shall be one year and after the expiry of one year, No further extension shall be allowed.

ii) The Language of thesis in case of faculty of Natural Science, Arts, Education and Law shall be English only.

The thesis which is submitted in a language other than English must have a summary of the thesis written in English as well.

iii) Inclusion of the reprints of published work may be optional, but the thesis must be self-contained and cover the whole of the subject matter presented for M.Phil Degree.

iv) The Supervisor shall certify that the thesis is worthy of presentation to the University for the M.Phil Degree. When the Supervisor is so satisfied he/she should forward through the Chairman (04) Four Copies of the thesis along with the certificate of Supervisor and panel of at least 02 (two) external examiners to the Controller of Examinations through the Registrar.

v) The thesis shall be submitted unbounded and after these are accepted by the concerned examiners, the same should be submitted duly bounded in II x 9 size in dark blue colour for the consideration of the Advanced Studies and Research Board.

vi) The Advanced Studies and Research Board shall appoint two Examiners to examine the thesis of the candidate. One of these examiners shall be the Supervisor of the Research, the other shall be external examiner not serving in the same University.

vii) If one of the two examiners give an adverse opinion about a thesis, a third examiner shall be appointed and his opinion shall be final.

viii) The Board on receipt of the report of examiners shall arrange for Viva Voce examination to be conducted by two examiners one of whom shall be the Supervisor of research.

ix) In case Viva Voce report is not found satisfactory another Viva Voce examination shall be held not before 06 months and not after one year and that will be the final examination.

13. **AWARD OF DEGREE**

The Controller of Examinations shall submit the evaluation reports of the examiners and the Viva Voce examination report before the Advanced Studies and Research Board and the Board shall make recommendation to the Academic Council which shall finally decide about the conferment of M.Phil Degree.

INSTRUCTION/REGULATIONS FOR PREPARATION OF THESIS FOR M.PHIL

In order to have the uniform format of thesis to be submitted by the M.Phil students, the following instructions should be followed.

COLOUR OF THE BINDING

Dark Blue

NAME/SUBJECT OF THESIS
BY
NAME OF STUDENT
UNIVERSITY MONOGRAM
YEAR
NAME OF DEPARTMENT
NAME OF UNIVERSITY

PAPER

The size/weight of the paper should be as under

Size 9" x 11" (a4) Weight 70-80 Grams

TITLE PAGE

The title page of the thesis should be illustrated as under

Name/Subject of Thesis
By
Name of the Student

A thesis submitted as partial requirement for the degree of M.Phil, Shah Abdul Latif University, Khairpur

..... 19 .....
(Month) (Year)

M O N O G R A M

SUPERVISOR CHAIRMAN

CERTIFICATE

This is to certify that the work presented in this thesis report has been undertaken and completed by …….. him-self/her-self under guidance

Dr./Mr._____

Name of Advisor

ABSTRACT

The outline of the whole work presented in the report should be of at least 300 words.

ACKNOWLEDGEMENT

It should be in brief & only for those who have really contributed & not more than two pages.

INTRODUCTION

TABLES

List of tables

List of Illustrations

Table of contents

Glossary of Words (if necessary)

CHAPTERS

Each chapter should start on a fresh page which should show chapter No. Title of Chapter, Introduction, Sections and Sub-section. Title should be in CAPITAL LETTERS, Chapter labels and headings and section labels should be illustrated as under:

CHAPTER NO.1

Introduction: ----------

1.1 Methodology

……

……

1.2 Organization of the study

……

……

CONCLUSIONS AND SUGGESTIONS/RESULTS

A separate Chapter giving the main conclusions and suggestion for further work, if any, be provided after the main chapter of the thesis.

REFERENCE TABLES

All information's from the Journals, Books Reports or any other source should be labeled with a number which should correspond to the label of the source information presented in the form of foot note or at the end of the each chapter. The reference labels are illustrated as under:

"The sight is an anticipatory sense of touch. Occasionally a man who was already filling a conspicuous niche in the world's affairs would be deprived of sight."

3 "THE HISTORY OF BLIND"
by National Institute for Blind
LONDON 1930 Page 70
(in the above paragraph 03 is a reference label)

PHOTOGRAPHS

The photographs should be in Black & White of good contrast and of reasonable size. Prints should be on glass paper.

DRAWING

All drawings, diagrams etc., should be drawn is Indian black into. Unless absolutely necessary, the drawings and figures should be on 4-4 size paper.

PAGE NOS

Page before starting the main chapter will be labeled.
as: 1. .....
2. .....
3. .....
4. .....

Main chapter pages will be labeled as 1,2,3,4, etc.

FIGURE NOS & TABLE NOS

Figure & Table Nos. for Chapter 1, will be labeled as Fig. 1.1, 1.2 fig. 1.3..... etc. Similarly for other chapters say Chapter 5, the figure will be labeled as fig. 5.1 fig. 5.3 ..... etc. same method should be followed for the tables.

Also appropriate headings/captions for the tables and figures must be provided, and proper reference must be made to the tables, figures with numbers in the text where-ever appropriate. Source of information contained in Tables/Figures should be mentioned at the bottom of the table thus.

Source: Bureau of Statistics bulletin 4 1986

APPENDIXES

The remaining necessary information's other than the chapters may be presented in the appendixes in the following forms:

APPENDIX -1 Questioner for study of existing facilities
APPENDIX -2 News Papers Clippings
APPENDIX -3 Maps
.... etc

BIBLIOGRAPHY

PROCESS OF RESEARCH

1. **PLANNING**
   - A Definition of the problem
   - B Establish the Frame work
     - 1 State Research Question
     - 2 Review the related Literature
   - C Design the study
     - 1 Describe the procedure to be used i.e. data collection & Analysis
     - 2 Assign resources
     - 3 Schedule

2. **CONDUCTING THE STUDY**

   - A Preparation for the study
     - 1 Obtain Permissions, Make arrangements
     - 2 Organize Participants, Instruments
   - B Data collection
   - C Data Analysis
     - 1 Organize & Prepare data for analysis
     - 2 Conduct Analysis
     - 3 Derive Conclusions

3 **REPORTING**
   - A Discussion of Results
     - 1 Summarize results
     - 2 Discuss Limitations, Validity, Reliability
   - B. Interpretations
     - 1. Relate the findings to the research questions
     - 2. State conclusions
     - 3. Suggest applications
   - C. Communication of results
     - 1. Select format and style of Presentation
     - 2. Draft, Edit & Revise
     - 3. Type, Print, etc

9. Revised Regulations of MS/M.Phil and Ph.D Program as per HEC criteria

Notification: In pursuance of Syndicate in its 66th meeting held on 31.12.2009 vide Resolution No.9

a) Regulations regarding Admission to Master of Philosophy (MPhil/MS):

REGULATIONS

1. NAME OF DEGREE:

The Degree of MS/Master of Philosophy (MPhil) shall be awarded in Science, Social Science & Arts, Management Sciences, Education and Law Disciplines/ subjects taught in the Shah Abdul Latif University, Khairpur, and it's affiliated Colleges/Institutions, subject to the availability of the Faculty, Guide/Co-Guide in the University.

2. NATURE OF DEGREE:

ii) The degree shall be a course work and research degree by Dissertation/ Thesis.

iii) **Conduct of One Seminar of MS/M.Phil Research Scholar:**

The MS/M.Phil Research scholar will deliver **One Seminar on the Research topic, which shall be mandatory**. The Dean of the concerned Faculty shall preside over the seminar and the Dean, Chairman/Director of the concerned Department/Institute and Supervisor shall prepare the evaluation report. In case the seminar is not found satisfactory another seminar shall be arranged after 02 months.

iii) The thesis shall be a piece of work embodying either a discovery of new facts or a fresh interpretation of facts or theories. In either case the work should show the candidate's capacity for critical examination and judgment.

iv) The Standard of Degree which indicates the standard of Dissertation/Thesis submitted shall be higher than the Master Degree of Shah Abdul Latif University Khairpur.

3. Duration of Degree: The duration of studies for the MS/ MPhil Degree shall be:

(a) Full Time Regular study of **02 years** (Minimum) and **04 years** (Maximum).

(b) The study shall be of four semesters duration, comprising mainly course work during first & second semester and research thesis on the topic during third and fourth semesters.

4. The requirement for award of MS/ MPhil Degree shall be:

(i). The Scholar shall Complete 30 credit hours out of which 24 Credit Hours will be reserved for course work and 06 Credit hours for Dissertation/ Research Project, which may lead to the award of MPhil/MS/Equivalent Degree.

(ii) The minimum CGPA 3.00 or First Division shall be for MPhil/MS/ Equivalent Degree required for admission in PhD.

(iii) Writing a Thesis/Dissertation on an approved subject/topic to be selected by the scholar after completion of course under the guidance of approved Supervisor.

5. ELIGIBILITY FOR ADMISSION:

1. Sixteen years of schooling or 04 years education after HSC-II/ F.A/F. Sc (130 credit hours) or M.A/M.SC/M.COM/MBA/M.ED/MBBS/LLM Examination at least in 2nd Division in the subject concerned shall be compulsory for admission in M.Phil/MS Program leading to Ph.D.

2. A test equivalent to GRE test/ subject test will be necessary to pass by the candidate for admission to M.Phil/MS leading to Ph.D.

3. The applicant candidate shall have to qualify GRE/ Subject Test of 40 Marks and interview of 20 marks; 40 marks are assigned to previous Academic record from SSC to Master Degree with a break-up of:

Matric/ SSC-II	05
Intermediate/ HSC-II	05
Bachelor Degree	10
Master Degree	20
Total	**40**

Note: GRE/ Subject Test qualifying Marks are 50% (20 marks out of 40)

6. SCRUTINY COMMITTEE:

The Scrutiny Committee shall be comprised of the following members:

a. Dean

b. Chairman/Director concerned (wherever available).

c. Two Professors/Associate Professor of the concerned Department/ Institute/Centre. If the Professors/Associate Professors are not available in any Department, an expert in the concerned field may be appointed by the Vice Chancellor on the recommendations of the Chairman/Dean concerned.

d. The Committee shall be empowered to evaluate/ accept the Transfer of credits of Research Scholar who has successfully completed the requirements at some other HEC recognized Institutions.

e. The function of the Scrutiny Committee shall be to recommend the topic of the Research Scholar, after completion of course works, to the Advanced Studies & Research Board for final approval.

7. REGISTRATION REQUIREMENTS:

i. Every student shall pursue his/her Course and research at Institute/Department, Centre and other Institutions within the jurisdiction of the Shah Abdul Latif University and other institutions within the Country or out of the Country with the approval of Advanced Studies & Research Board for data collection and Research duly recognized for this purpose by the Advanced Studies and Research Board. There shall be NO financial liability on this University.

ii. Every M.Phil candidate shall submit the prescribed application form duly recommended and signed by the Chairman/Director and the Dean concerned.

iii. Applications for admission to M.Phil shall be made on the prescribed form and shall be accompanied by:

a. GRE/ Subject Test Score Copy/ Sheet.
b. Two attested copies of recent pass-port size Photographs.
c. Attested copy of last qualifying examination certificates.
d. Attested copy of National Identity Card.
e. Eligibility certificate (Wherever necessary).
f. Enrolment Card Number.
g. Service Certificate and No Objection/Spare ability Certificate from the employer (Wherever applicable).

iv. The registration shall be effective from the date of approval of the Advanced Studies and Research Board on recommendation of Chairperson/ Director, the Dean of concerned faculty.

v. In first instance, the candidate will qualify the subject test/GRE test then he/she will be admitted in the MS/ M.Phil course as a regular student.

vi. M.Phil students will be required to submit a certificate to the fact that they were fully conversant with one of the foreign languages concerned with the subject of their thesis.

vii. The application for enrolment shall be made to the Registrar on the prescribed form. After successful completion of course work of 24 credit hours, the MS/ MPhil research scholar shall fill-up the remaining portion Part-B of the prescribed application form already filled duly recommended by the supervisor, the Chairman/ Director and the Dean concerned.

viii. Every student shall pursue his/her research at Khairpur or any other place approved by the Advanced Studies and Research Board.

ix. Any student who is registered as full time Scholar shall not under-take any employment during the period of his/her work without the prior permission of the Advanced Studies and Research Board, and this shall not be applicable to the teachers of the Shah Abdul Latif University or to employee of organization where research work is done.

x. No student shall, without the prior permission of the Advanced Studies and Research Board, join any other course of studies or appear at any other examination conducted by any University.

8. FEES STRUCTURE FOR STUDENTS OF MS/M.PHIL DEGREE:

b. The Research Scholar shall pay the following amount of fees.

1.	Prospectus Fees	Rs.500/=
2.	Admission/Registration Fee	Rs.5,000/=
3.	Tuition Fee per Semester	Rs.6,000/=
4.	Examination Fee etc	Rs.5,000/=
5.	Thesis Evaluation Fee	Rs.10,000/=

c. The University/Affiliated Colleges Teachers and Employees of Shah Abdul Latif University Khairpur shall be allowed full Fee concession in Tuition Fee only on production of service certificate.

9. RESEARCH GUIDELINES:

i. The Advanced Studies and Research Board shall approve the students of MS/ MPhil who qualify the GRE/ Subject Test on the recommendation of the Director/ Chairperson and Dean of concerned Faculty of the Institution/Department/ Centre.

ii. Once a person is enrolled for M.Phil, he/she shall complete the course work of 24 credit hours and select the Research Topic for Dissertation/ Research Project under the supervision of approved Research Guide.

The Research Scholar shall submit his/ her Dissertation/ Thesis complete with in one year for evaluation. In case of a Supervisor being not available for 02 months or more, alternate arrangement should be made.

iii. No Supervisor shall recommend for registration more than 05 Research Scholars during a year which shall not exceed 08 Research Scholars at a time (Total 08 scholars for both M.Phil and Ph.D degree).

iv. The Supervisor for guiding the Research Scholar and co-guides if from teaching Department/College for the degree of M.Phil must possess the following minimum qualification:

a. All teachers recognized as guide for PhD research studies can also be the guide for M.Phil research students.

b. No person is eligible for Supervisor/Guide until he/she is a Ph.D degree holder.

c. The eligibility for Supervisor for M.Phil degree is holding of Ph.D degree.

d. Co-Supervisor/Co-Guide is a Teacher/Researcher or an expert who is a Ph.D. In case of collaborative research with approved Organizations, the Supervisor will have to be from the University Department and Co-Supervisor/Co-Guide shall be taken from the collaborative Institute concerned or vice-versa.

10. CHANGE OF SUPERVISOR:

In case the candidate intends to change his/her Supervisor/Guide, with in 2 months, he/she has to apply through his/her Chairperson/ Director and the concerned Dean. N.O.C from the proposed Supervisor/Guide is necessary, specifying the ground and justification for such a change.

11. MODIFICATION/ CHANGE OF RESEARCH TOPIC:

A candidate may modify the topic within one year, after the approval of Research Topic from ASRB, with the approval of the Scrutiny Committee on submitting an application duly forwarded by the Supervisor, the Chairperson and Director, the concerned Dean.

12. SUBMISSION OF THESIS:

i. The Research Scholar (Full Time) shall be eligible to submit his/her MS/ MPhil Dissertation/ Thesis after completing courses and research work within the approved period (minimum) **02 years** for Full Time and **04 years** (maximum) period).

ii. The Language of thesis in case of faculty of Natural Science, Social Science & Arts, Management Sciences, Education and Law shall be English only.

The thesis, which is submitted in languages other than English, must have a summary of the thesis written in English as well.

iii. Inclusion of the reprints of published work may be optional, but the thesis must be self-contained and cover the whole of the subject matter presented for MS/ MPhil Degree.

iv. The Supervisor shall certify that the thesis is examined through Plagiarism Software and clear that is worthy of presentation to the University for the MS/ MPhil Degree. The research scholar shall submit that unbounded Thesis to the office of Director Research for obtaining clearance through Plagiarism Software.

v. The Research Scholar shall receive the Clearance Certificate from the office of the Director Research than he/ she shall submit the bounded Thesis (11" x 9" size) **04 Four Copies in dark blue color** to the concerned Department/ Institute.

vi. The Dean of the concerned Faculty shall recommend the panel of 03 names of Experts/External Examiners to Controller of Examinations, with the consultation of the Supervisor and the Advanced Studies & Research Board shall appoint one External Examiner for Evaluation of Thesis and Viva-voce Examination of the Research Scholar and the Supervisor/Guide shall be Internal Examiner. **The Thesis shall be of 6 credit hours equal to 200 Marks**.

vii. If Expert/ External Examiner give an adverse opinion about a thesis, a second examiner shall be appointed and his/her opinion shall be final.

viii. The Controller of Examination, on receipt of report of Examiner, shall arrange Viva-Voce examination to be conducted by the Internal Supervisor and External Examiner after as the approval of the Vice Chancellor.

ix. In case Viva Voce report is not found satisfactory another Viva Voce examination shall be held not before 01 month and not after 02 months and that will be the final examination.

13. AWARD OF DEGREE:

The Controller of Examinations shall submit the evaluation reports of the examiners and the Viva-Voce examination report before the Advanced Studies and Research Board. The Board shall recommend the case to the Academic Council about the conferment of MS/M.Phil Degree.

14. HONORARIUM TO SUPERVISOR/GUIDE AND CO-GUIDE, AFTER THE COMPLETION OF M.Phil DEGREE.

The Shah Abdul Latif University Khairpur has decided to pay honorarium to supervisor)s) as well as Co-supervisor)s) on successful completion of every MS/M.Phil study as an incentive. It is proposed to allow Rs: 15000/- as honorarium for MS/M.Phil. research. Where co-supervisor(s) are associated, the amount will be divided @ 60:40 among supervisor and Co-supervisor. Where more than one supervisor.co-supervisor are involved, the amount will be shared equally, among then.

b) Regulations Regarding Admission To Doctor Of Philosophy (Ph.D).

REGULATIONS

1. Name of Degree:

The Degree of Doctor of Philosophy (PhD) shall be awarded in Science, Social Science & Arts, Management Sciences, Education and Law Disciplines/ subjects taught in the Shah Abdul Latif University, Khairpur and its affiliated Colleges/Institutions.

2. NATURE OF DEGREE:

i). The PhD Degree shall be a course work of at least 18 credit hours in two semester, and research by Dissertation/ Thesis, followed by Viva-voce Examination along with thesis defense will be essential for the award of PhD Degree.

ii) The thesis should be a piece of work embodying either a discovery of new facts or a fresh interpretation of facts or theories, in either case the work should show the candidates capacity for synthesis of data, its critical examination and judgment.

iii) The standard of the research embodied in the thesis must be higher than that of MS/M.Phil Thesis.

3. Duration of Ph.D Degree: The duration for Doctor of Philosophy (Ph.D) should be:

i. Full Time Research Scholar **03 years** (Minimum) and **07 years** (Maximum). The course work shall be in 1st and 2nd semester and Thesis research on the topic duly approved by the Scrutiny Committee and Advanced Studies & Research Board will be in **02 years**.

ii. If the research scholar of Ph.D Program completes his/ her maximum period of **07 years** and unable to qualify for award of Ph.D Degree then, he/ she shall be liable to get fresh admission in Ph.D Program.

4. Eligibility for admission:

i. A candidate possessing MS/M.Phil or Master Degree with 17-1/2 or 18 years education with 1st Division or CGPA 3.00 of a University recognized by HEC, provided candidate has passed subject

comprehension Test/GRE Test (NTS) may be allowed to seek registration for research studies to the PhD Degree.

ii. A candidate initially registered for M Phil/ MS Program may also get transferred/conversion to PhD Program after completing course work requirement for M Phil/ MS on the basis of their outstanding performances (3+GPA). In addition if any research scholar completes M.Phil/MS course work with 3 GPA and completed one year research work on approved topic, he/ she shall also be eligible for conversion to Ph.D Program, **provided he/ she will complete 18 credit hours course work**.

5. Foreign Degree Equivalence:

A candidate who has a Degree from the Country other than Pakistan may first obtain the equivalence of his/ her Degree from the HEC Pakistan.

6. The requirements for award of PhD Degree shall be:

a. M.Phil/MS/ MA/ MBA/ M.Com/ MIT/ MCS with 17-1/2 or 18 Years education with 1st Division or CGPA 3.00
b. Subject to qualify subject comprehension Test/GRE Test (NTS)
c. Course work of Ph.D level minimum 18 credit hours
d. Dissertation/ Research Project Thesis and its defense
e. One Research Paper, from Ph.D research work, accepted/ published in the HEC approved Journal

5. REGISTRATION REQUIREMENT:

i) Every student shall pursue his/her research at Institute/Department Centre and other Institutions within the jurisdiction of the Shah Abdul Latif University and duly recognized for this purpose by the Advanced Studies and Research Board.

ii) Every Ph.D candidate shall submit the prescribed application form duly recommended by the Chairperson/Director and the Dean concerned for approval by the Advanced Studies & Research Board.

iii) After successful completion of course work of 18 credit hours, the Ph.D research scholar shall fill-up the remaining portion Part-B of the prescribed application form already filled duly recommended by the supervisor, the Chairman/Director and the Dean concerned.

iv) The application form for Registration shall be accompanied by:

a. Qualifying Certificate of Subject Comprehension Test/Subject GRE Test (NTS)
b. Attested copies of Degree Certificates
c. Justification and scope of Research.
d. Bibliography.
e. Out lines of the topic.
f. Two attested copies of recent pass port size photographs.
g. Attested copy of National Identity Card.
h. Eligibility Certificate (where ever necessary).
i. Enrolment Card Number.
j. Service Certificate along with No Objection/spar-ability Certificate where ever applicable).

v) The registration shall be effective from the date of the commencement of PhD course work classes.

vi) The candidate registered as Full Time PhD Research Scholar shall submit study leave, duly granted by the competent authority of the concerned department.

vii) The Research Scholar is required to carry on his/her studies and research regularly within required time (minimum) **03 years** and (maximum) **07 years**.

viii) Registration will not be allowed in subject not being taught in the University.

6. SCRUTINY COMMITTEE:

The Scrutiny Committee shall be comprised of the following members:

a. Dean
b. Chairman/Director concerned (wherever available).
c. Three Professors/Associate Professor of the concerned Department/ Institute/Centre. If the Professors/Associate Professors are not available in any Department, an expert in the concerned field may be appointed by the Vice Chancellor on the recommendations of the Chairman/Dean concerned.

The function of the Scrutiny Committee shall be to scrutinize the topic of the Research Scholar after completion of the course work and recommend for approval of Advanced Studies & Research Board.

7. Cancellation of Registration:

i. The research scholar is required to carry on his/her studies and research regularly under the guidance of Supervisor. If the Supervisor is not satisfied with the progress of the candidate he/she may at any time recommend to the Vice Chancellor for cancellation of his/her registration.

ii. The Research Scholar is required to pay the prescribed fees regularly, failing which his/her registration, may be cancelled.

iii. The Research Scholar is required to carry on his/her studies and research regularly within prescribed period, and shall submit his/her thesis within a prescribed maximum period from the date of his/her registration.

iv. No student shall without the prior permission of the Advanced Studies and Research Board, join any other examination conducted by any University during the period he/she is continuing registration for research work in PhD degree.

8. FEES STRUCTURE FOR STUDENTS OF Ph.D DEGREE:

.

1.	Prospectus Fees	Rs.500/=
2.	Admission/Registration Fee	Rs.5,000/=
3.	Tuition Fee per Semester	Rs.8,000/=
4.	Examination Fee etc	Rs.10,000/=
5.	Thesis Evaluation Fee	Rs.15,000/=

b. The University/Affiliated Colleges Teachers and Employees of Shah Abdul Latif University Khairpur shall be allowed full Fee concession in Tuition Fee only on production of service certificate.

9. RESEARCH GUIDE LINES:

The Advanced Studies and Research Board shall appoint a Supervisor/Guide (and Co-Supervisor/Co-Guide where ever deemed necessary) for Research Scholar.

The Supervisor for guiding the Research Scholars and Co-Supervisors/Co-Guide (if from teaching department/college for the degree of Ph.D must possess the following minimum qualifications:

i) He/She shall be a Professor or an Associate Professor, Assistant Professor and Emeritus Professor of recognized University approved by the Advanced Studies & Research Board.

ii) The eligibility for Supervisor/Guide for PhD degree is holding of PhD degree and at least two years research experience after PhD degree having 2 research articles published in the International Repute Journals.

iii) There shall be evidence of active independent research work at his/her credit.

iv) Co-guide/Co-Supervisor is a teacher, researcher or an expert who is a Ph.D degree holder. In case collaborative research with the approved Institutes/Organization, the Supervisor shall have to be from the University Department and Co-guide shall be taken from the collaborative Institute concerned or vice versa.

v) Not more than *two (02)* Research Scholars shall be registered under the guidance of one Supervisor in a academic year, provided that the total number of Research Scholars does not exceed (*08) Eight* at a time, for PhD as wall as MS/ MPhil (combined).

10. MODIFICATION/CHANGE OF RESEARCH TOPIC:

(a) A candidate may, within one Year after the approval of the Topic, modify/change the topic of his/her research. The research Scholar shall submit his/ her application duly recommended by the Supervisor, recommended by the Scrutiny Committee and forwarded by the Chairperson/Director/ Dean of the concerned Faculty to Advance Studies & Research Board for final approval.

11. CHANGE OF SUPERVISOR:

(i) In case the candidate desires to change his/her Supervisor/Guide he/she shall have to apply through his/her Chairperson/Director and the Dean concerned. The *"No Objection Certificate"* from the proposed Supervisor/Guide is necessary; the grounds for such a request shall be clearly specified. But this change of Supervisor shall be at least six months after the approval of Topic.

However in case of emergency or death of Supervisor the Research Scholar can change his/her supervisor at any time.

(ii) If the Supervisor is not satisfied with the progress of the candidate, he may at any time recommend to the Board for cancellation of registration to PhD. The decision of the Board shall be final and binding.

Notification: In pursuance of Syndicate in its 76th meeting held on *25.10.2014 regarding* Amendments in the Regulations for Admissions in the M.S/M.Phil & Ph.D programs, Shah Abdul Latif University Khairpur, from the Academic Year 2013-14, duly recommended by Academic Council in its 12th meeting held on 09.01.2014.

REGULATIONS REGARDING ADMISSION TO DOCTOR OF PHILOSOPHY (Ph.D)

(1) The minimum duration of studies for the in-service candidates for Doctor of Philosophy (Ph.D) should be 05 years.

(2) The minimum duration of studies for full time candidates for the Doctor of Philosophy (Ph.D) should be 03 years.

(3) The requirement for a degree shall be either.

a) Passing a written examination with a thesis as a part requirement, or.

b) Writing thesis on an approved topic.

R E G U L A T I O N S

1. **NAME OF DEGREE**

The Degree of Doctor of Philosophy (Ph.D) shall be awarded in Science or Arts subjects taught in the Shah Abdul Latif University, Khairpur and its affiliated Colleges/Institutions.

2. A candidate possessing M.Phil or Master degree (minimum 2nd division) of Shah Abdul Latif University, Khairpur, or of a University recognized by Higher Education Commission, may be allowed to seek registration for research studies which may lead to the Ph.D, Degree. However, a candidate holding Masters degree shall be initially registered for M.Phil degree and subject to the satisfactory progress shall be later transferred to the Ph.D programme, if at the end of first year, the Supervisor recommend such a transfer.

A candidate who has a degree from the country other than Pakistan may first obtain the equivalence of his/her degree from the Academic Council.

3. **NATURE OF DEGREE**

i) The degree shall be a research degree by thesis.

ii) Lectures/courses of advanced level on any relevant topic (as deemed necessary) may be made mandatory by the Department/ College/Institute concerned.

iii) The thesis should be a piece of work embodying either a discovery of new facts or a fresh interpretation of facts or theories, in either case the work should show the candidates capacity for synthesis of data, its critical examination and judgement.

iv) The standard of the research embodied in the thesis must be higher than that of M.Phil thesis.

4. REGISTRATION REQUIREMENT

i) Every student shall pursue his/her research at Institute/Department Centre and other Institutions within the jurisdiction of the Shah Abdul Latif University and duly recognized for this purpose by the Advanced Studies and Research Board.

ii) Every Ph.D candidate shall submit the prescribed application form duly recommended and assigned by the Supervisor, the Chairperson/Director and the Dean concerned.

iii) The application form for Registration shall be accompanied by:

a) Justification and scope of Research (in case of Ph.D by thesis.
b) Bibliography.
c) Out lines of the topic.
d) Two attested copies of recent passport size photographs.
e) Attested copy of last qualifying Examination Certificate.
f) Attested copy of National Identity Card.
g) Eligibility Certificate (where ever necessary).
h) Enrolment Card Number.
i) Service Certificate along with No Objection/sparability Certificate where ever applicable).

iv) The registration shall be effective from the date of approval by the Advanced Studies and Research Board on the recommendation of the Supervisor, the Chairperson/Director and the Scrutiny Committee as constituted for this purpose by the Board for a subject or a group of subjects.

v) Registration will not be allowed in subject not being taught in the University.

THE SCRUTINY COMMITTEE MAY CONSIST OF

i) Dean

ii) Chairperson/Director concerned (where ever available).

iii) Three Professors/Associate Professors of the concerned Department/Institute/Centre (where ever available). The Committee will examine validity of Topic of Research, its scope and the facilities available.

iv) The title of the thesis will be finally approved by the Advanced Studies and Research Board not less than one year before the submission of thesis.

v) The research scholar is required to carry on his/her studies and research regularly under the guidance of Supervisor. If the Supervisor is not satisfied with the progress of the candidate he may at any time recommend to the Vice Chancellor for cancellation of his/her registration.

vi) The Research Scholar is required to pay the prescribed fees regularly, failing which his/her registration, may be cancelled.

vii) The Research Scholar is required to carry on his/her studies and research regularly within prescribed period, and shall submit his/her thesis within a period of *three/five* calendar years from the date of his/her registration. The student registered for Ph.D research must apply for extension, through proper channel, after the expiry of *three/five* calendar years (for full time/in-service respectively) from the date of registration, within *three* months. In case he/she fails to apply for extension the registration of the candidate shall be deemed cancelled automatically. But in case extension has been applied within due time, the maximum period for extension shall be *seven* years, from the date of initial registration.

viii) No student shall without the prior permission of the Advanced Studies and Research Board, join any other examination conducted by any University during the period he/she is continuing registration for research work in Ph.D degree.

5. FOR DOCTORAL RESEARCH DEGREE

(50% Fee concession to University Teachers, teachers of affiliated Colleges & Research Associates)

NOTE: The University/Affiliated College Teachers shall be allowed 50% fee concession (only in supervision fee) on submission of service certificate

6. GUIDANCE OF RESEARCH

The Advanced Studies and Research Board shall appoint a Supervisor/Guide (and Co-Supervisor/Co-Guide where ever deemed necessary) for Research Scholar.

The Supervisor for guiding the Research Scholars and Co-Supervisors/Co-Guide (if from teaching department/college for the degree of Ph.D must possess the following minimum qualifications:

i) He/She shall be either a Professor or an Associate Professor, Professor and Emeritus Professor of Shah Abdul Latif University or an Institute recognized by the Shah Abdul Latif University.

OR

Assistant Professor holding Ph.D Degree with *Seven (07)* years experience of teaching and having at least *three* years experience of teaching in the relevant discipline after the Doctorate Degree.

OR

In case of the guide with only a Master Degree he/she shall possess at least *18 (Eighteen)* years experience of teaching and active research work in the relevant discipline.

ii) There shall be evidence of active independent research work at his/her credit.

iii) Co-guide is a teacher, researcher or an expert who has adequate professional experience in the relevant field of research.

iv) IN case collaborative research with the approved Institutes/Organization, the Supervisor shall have to be from the University Department and Co-guide shall be taken from the collaborative Institute concerned or vice versa.

v). Not more than *two (02)* Research Scholars shall be registered under the guidance of one Supervisor in a academic year, provided that the total number of Research Scholars does not exceed (*04) Four* at a time.

7 **MODIFICATION/CHANGE OF RESEARCH TOPIC**

(a) A candidate may within one calendar year of registration, modify/change the topic of his/her research with the approval of the Advanced Studies and Research Board on submitting an application duly forwarded by the Supervisor, the Chairperson/Director and the Dean and recommended by the Scrutiny Committee.

In such cases the Board shall determine the minimum time after which the thesis may be submitted.

(b) The final title of the thesis shall be approved by the Advanced Studies and Research Board not less than one year before the submission of thesis.

8. **CHANGE OF SUPERVISOR**

(i) In case the candidate desires to change his/her Supervisor/Guide he/she shall have to apply through his/her Chairperson/Director and the Dean concerned. The *"No Objection Certificate"* from the present and the proposed Supervisor/Guide is necessary, the grounds for such a request shall be clearly specified.

In such cases the Board shall determine the minimum time after which the thesis may be submitted.

(ii) If the Supervisor is not satisfied with the progress of the candidate, he may at any time recommend to the Board for cancellation of registration to Ph.D. The decision of the Board shall be final and binding.

9. **EXEMPTION OF TERMS FOR THE STUDENTS MIGRATING FROM OTHER UNIVERSITIES**

Research Students migrating from other Universities may be given exemption of terms up to a maximum period of one year by the Advanced Studies and Research Board on the recommendation of the Supervisor of research and Director/ Chairperson of the Institute/Department

concerned. In such a case the Board shall determine the maximum number of terms after which the thesis can be submitted. Exemption of term will also apply to cases re-admitted as a result of first admission having lapsed.

10. **PRE-REQUISITE FOR SUBMISSION OF THESIS**

i) The candidate shall give at least 03 Seminars on the topic of his/her research during the course of his/her study at Faculty level meeting and the Supervisor Chairman and the Dean concerned shall issue Evaluation Report.

ii) The Supervisor shall submit progress report of research scholar after each calendar year through Chairman and the Dean concerned which shall be placed before the Board.

11. **VOLUNTARY TRANSFER TO M.PHIL DEGREE**

If for any personal reason a candidate registered for Ph.D studies wishes to get his registration changed to M.Phil research, the Board may allow him/her to do so provided minimum requirement for M.Phil is fulfilled and the application duly forwarded by the Supervisor/Guide, the Chairperson/Director and the concerned Dean and is recommended by the Scrutiny Committee three (03) months before the submission of thesis.

12. **SUBMISSION OF THESIS**

i) The language of the thesis in case of Faculty of Natural Sciences, Social Sciences & Arts, Commerce & Business Administration, Education and Law shall be English Language only.

ii) The thesis may be written in a language other than English approved by the Advanced Studies and Research Board.

The thesis which are submitted in language other than English (Islamic Culture and Religion) must have a summary of the thesis written in English as well.

iii) The thesis must make a distinct contribution to knowledge and offered evidence of original independent research.

iv) The Supervisor shall certify that the thesis is worthy of presentation to the University for the Ph.D Degree, when the Supervisor is so satisfied, he/she should forward, through the Chairman and the Dean concerned, Four (04) copies of the thesis along with the certificate and Panel of at least Four (04) external examiners to the Controller of Examinations.

v) The candidates registered for Ph.D will have to submit their thesis in II/2" X 9" size bind in *brown colour.*

13. **EVALUATION OF THESIS**

i) The Advanced Studies and Research Board shall appoint three (03) examiners of the candidate to examine the thesis, one of these examiners

will be the Supervisor and the Supervisor shall be Internal Examiner & others shall be external examiners not in the services of the same University.

ii) After examining the thesis three examiners for the Viva Voce examination shall be appointed by the Advanced Studies and Research Board including research Supervisor. Each examiner shall forward evaluation report through the Chairman to the Controller of Examinations.

14. **AWARD OF THESIS**

The Controller of Examination shall place the reports before the Advanced Studies and Research Board which may take any of the following decisions:

a) To reject the thesis if any two examiners have agree that the thesis is not adequate.

b) To permit the candidate to re-submit his/her thesis in a revised form within a period of one year or to recommend the award of M.Phil, if any two examiners have recommended that the thesis, though not adequate is of sufficient merit to deserve consideration for the award of M.Phil degree or re-submission.

c) To recommend the Academic Council for award of Ph.D Degree to the candidate if at least two examiners have recommended that the thesis is adequate.

d) In case the thesis submitted for Ph.D Degree is found only of M.Phil standard, the Advanced Studies and Research Board on the recommendations of Examiners may recommend conferment of M.Phil degree on the student.

REGULATIONS REGARDING ADMISSION TO MASTER OF PHILOSOPHY (M.PHIL)

1. The minimum duration of studies for the M.Phil Degree shall be

   (a) Full time Research Scholar 24 Months
   (b) Part time Research Scholar 30 Months

2. The requirement for the M.Phil Degree shall be either.

   (b) M.Phil thesis should be a partial fulfillment with One Semester course work on research methodology with written examination.

   (b) Writing a thesis on an approved topic

REGULATIONS

1. **NAME OF DEGREE**

   The Degree of Master of Philosophy shall be awarded in Science or Arts subjects taught in the Shah Abdul Latif University, Khairpur, and its affiliated Colleges/Institutions.

2. **NATURE OF DEGREE**

   iv) The degree shall be a research degree by Thesis

   ii) (a) Lectures and Seminars shall be arranged by the Department/Institute/College concerned to acquaint with the technique of research.

   (b) Lectures of any other relevant topic may also be arranged by the Department/Institute/College concerned.

   iii) The thesis shall be a piece of work embodying either a discovery of new facts or a fresh interpretation of facts or theories. In either case the work should show the candidate's capacity for critical examination and judgement.

   iv) The Standard of Degree which indicates the standard of thesis submitted shall be lower than the standard of the Ph.D Degree of Shah Abdul Latif University, Khairpur, and higher than that of Master Degree.

3. **ELIGIBILITY FOR ADMISSION**

   Master of Philosophy (M.Phil) shall be open to such candidates who have passed the M.A/M.SC/M.COM/MBA/M.ED, Examination at least in 2nd Division in the subject concerned or in allied subject provided that if the Advanced Studies and Research Board is satisfied as to the suitability of a candidate for doing research in a subject.

4. **REGISTRATION REQUIREMENTS**

   i) Every student shall pursue his/her research at Institute/Department, Centre and other Institutions within the jurisdiction of the Shah Abdul Latif University and other institutions within the Country and out-side the

Country for data collection and Research duly recognized for this purpose by the Advanced Studies and Research Board.

ii) Every M.Phil candidate shall submit the prescribed application form duly recommended and signed by the Supervisor the Chairman/Director and the Dean concerned.

iii) Applications for admission to M.Phil shall be made on the prescribed form and shall be accompanied by:

a) Justification and scope of Research (in case of M.Phil by thesis).
b) Bibliography.
c) Out lines of the topic.
d) Two attested copies of recent pass-port size Photographs.
e) Attested copy of last qualifying examination certificates.
f) Attested copy of National Identity Card.
g) Eligibility certificate (Wherever necessary).
h) Enrolment Card Number.
i) Service Certificate and No Objection/Sparability Certificate from the employer (Wherever applicable).

iv) The registration shall be effective from the date of approval of the Advanced Studies and Research Board on recommendation of the Supervisor, the Chairperson/ Director, the Dean of concerned faculty and the Scrutiny Committee.

THE SCRUTINY COMMITTEE MAY CONSIST OF:

1. Dean
2. Chairman/Director concerned (wherever available)
4. Three Professors/Associate Professor of the concerned Department/Institute/Centre

i) The candidate will in the first instance be admitted as research probationers for a period of 06 months and at the end of this period his/her eligibility for admission to the M.Phil course as a regular student will be determined. As soon as Registration is confirmed/regularized the probation period will deemed to be included.

ii) M.Phil students will be required to submit a certificate to the fact that they were fully conversant with one of the foreign languages concerned with the subject of their thesis.

iii) The application for enrolment shall be made to the Registrar on the prescribed form.

iv) Every student shall pursue his/her research at Khairpur or any other place approved by the Advanced Studies and Research Board.

v) Any student who is registered as full time Scholar shall under-take any employment during the period of his/her work without the prior permission of the Advanced Studies and Research Board, and this shall not be applicable to the teachers of the Shah Abdul Latif University, or to employee of organization where research work is done.

vi) No student shall, without the prior permission of the Advanced Studies and Research Board, join any other course of studies or appear at any other examination conducted by any University.

5 **FOR RESEARCH DEGREE IN M.PHIL**

(50% Fee concession to University Teachers, teachers of affiliated Colleges & Research Associates)

NOTE: The University/Affiliated College Teachers shall be allowed 50% fee concession (only in Tuition Fee/Annual Fee) on production of service certificate.

6. **GUIDANCE OF RESEARCH**

i). The Advanced Studies and Research Board shall appoint a Supervisor (and Co-Supervisor/where-ever deemed necessary) for research scholars on the recommendation of the Director/ Chairperson and Dean of concerned Faculty of the Institution/Department/ Centre.

ii) Once a person is enrolled for M.Phil, he/she shall always have a Supervisor till he/she submits his/her thesis within a prescribed maximum period. In case of a Supervisor being not available for Six months or more, alternate arrangement should be made.

iii) At the end of each term, the Supervisor shall submit a progress report of the student working under him/her to the Registrar, through Chairman and Dean of concerned faculty.

iv) No Supervisor shall recommend for registration more than 03 Research Scholars during a year which shall not exceed 06 Research Scholars at a time.

v) If the Supervisor is not satisfied with progress of the candidate, he may at any time recommend to the Board for cancellation of registration through proper channel.

vi) No person is eligible to be a Research Supervisor if he/she himself is registered as student for the same degree in the same University or in any other University of Pakistan.

vii) The Supervisor for guiding the Research Scholar and co-guides if from teaching Department/College for the degree of M.Phil must possess the following minimum qualification.

a) All teachers recognized as guide for Ph.D research can also guide M.Phil research students.

IN OTHER CASE

b) A Supervisor for guiding research scholars leading to M.Phil degree shall at least be an Assistant Professor and possess either Doctorate Degree with two years experience.

OR

Masters Degree with Nine Years teaching and Research experience with evidence of active Research work.

c) Co-Supervisor/Co-guide is a teacher/ Researcher or an expert who has adequate professional experience in the relevant field of research. In case of collaborative research with the approved Organizations, the Supervisor will have to be from the University Department and Co-Supervisor/ Co-Guide shall be taken from the collaborative Institute concerned and vice-versa.

7. **CHANGE OF SUPERVISOR**

i) In case the candidate intends to change his/her Supervisor/Guide he/she have to apply through his/her Chairperson/ Director and the concerned Dean. N.O.C from the present and the proposed Supervisor/Guide is necessary, specifying the ground and justification for such a change.

In such case the Board shall decide and to determine the minimum time after which the thesis may be submitted.

8. **MODIFICATION/CHANGE OF RESEARCH TOPIC**

a) A candidate may within one calendar year of the registration modify/change the topic of his/her research with the approval of the Advanced Studies and Research Board on submitting an application duly forwarded by the Supervisor, the Chairperson and Director, the concerned Dean and recommended by the Scrutiny Committee.

In such case the Board shall decide and to determine the minimum time after which the thesis may be submitted.

b) The final title of the thesis shall be approved by the Advanced Studies and Research Board not less than Six months before the submission of thesis.

9. **TRANSFER TO Ph.D**

i) If within the end of one year the Supervisor of Research Scholar recommends through the Chairperson/Director and the concerned Dean and Scrutiny Committee to the Advanced Studies and Research Board, the candidate may be transferred and registered for Ph.D Degree with a condition that he/she shall have to submit the synopsis for the Ph.D degree level.

ii) In case a student is transferred to Ph.D the terms already kept by him/her shall be counted towards the total terms to be kept by him/her for Ph.D Degree.

10. **EXEMPTION OF TERMS FOR THE STUDENTS MIGRATING FROM OTHER UNIVERSITIES**

Research students migrating from other Universities may be given exemption of terms up to a maximum period of one year by Advanced Studies and Research Board on the recommendation of the Supervisor of research and Director/Chairperson of the Institute/Department concerned. In such terms after

which the thesis can be submitted. Exemption of terms will also apply to cases re-admitted as a result of first admission having lapsed.

11. **PRE-REQUISITE FOR SUBMITTING OF THESIS**

"For the degree of M.Phil, the candidate shall give at least one seminar on the topic of his/her research at the faculty level and the Supervisor, if Supervisor is not available, in this case, the Co-Supervisor, Chairman and Dean concerned shall issue evaluation report" regarding Seminar.

12. **SUBMISSION OF THESIS**

i) The Research Scholar (Full Time) shall be eligible to submit his/her M.Phil Thesis after completing 24 months, and 30 months for Research Scholar (Part Time) from the date of registration. The Research Scholar registered for M.Phil research work, must apply for extension, within three months, through proper channel after the expiry of minimum period. In case he/she fails to apply for extension within time the registration shall be deemed cancelled automatically. But in case the extension has been applied within due time the maximum period for extension shall be 02 years, after the expiry of maximum period the registration shall be cancelled automatically.

However after the expiry of extended period the Research Scholar can apply for fresh registration. In this case the period for submitting the Thesis of M.Phil shall be one year and after the expiry of one year, No further extension shall be allowed.

ii) The Language of thesis in case of faculty of Faculty of Natural Sciences, Social Sciences & Arts, Commerce & Business Administration, Education and Law shall be English only.

The thesis which are submitted in a languages other than English, must have a summary of the thesis written in English as well.

iii) Inclusion of the reprints of published work may be optional, but the thesis must be self-contained and cover the whole of the subject matter presented for M.Phil Degree.

iv) The Supervisor shall certify that the thesis is worthy of presentation to the University for the M.Phil Degree. When the Supervisor is so satisfied he/she should forward through the Chairman (04) Four Copies of the thesis along with the certificate of Supervisor and panel of at least 02 (two) external examiners to the Controller of Examinations through the Registrar.

v) The thesis shall be submitted unbounded and after these are accepted by the concerned examiners, the same should be submitted duly bounded in II x 9 size in dark blue colour for the consideration of the Advanced Studies and Research Board.

vi) The Advanced Studies and Research Board shall appoint two Examiners to examine the thesis of the candidate. One of these examiners shall be the Supervisor of the Research, the other shall be external examiner not serving in the same University.

vii) If one of the two examiners give an adverse opinion about a thesis, a third examiner shall be appointed and his opinion shall be final.

viii) The Board on receipt of the report of examiners shall arrange for Viva Voce examination to be conducted by two examiners one of whom shall be the Supervisor of research.

ix) In case Viva Voce report is not found satisfactory another Viva Voce examination shall be held not before 06 months and not after one year and that will be the final examination.

13. AWARD OF DEGREE

The Controller of Examinations shall submit the evaluation reports of the examiners and the Viva Voce examination report before the Advanced Studies and Research Board and the Board shall make recommendation to the Academic Council which shall finally decide about the conferment of M.Phil Degree.

Notification: In pursuance of Academic Council in its 16th meeting held on 22.04.2021 regarding the policy on MS/M.Phil/Ph.D degree program received from Higher Education Commission Islamabad, effective from January 1, 2021 for implementation and recommendations, duly recommended by Advanced Studies & Research Board(ASRB) in its 67th meeting held on 20.04.2021.

10. The HEC Policy of PhD Degree Program effective 1st January, 2021

The Higher Education Commission Policy of PhD Degree Program effective 1st January, 2021

1. Principles and Purposes of the HEC's PhD Policy

1.1. Doctor of Philosophy (or PhD) is the highest university degree that is awarded in most disciplines. Those who are qualified at this level are expected to serve highly consequential functions in society, including in the fields of teaching and research. With in-depth training and immersion in a particular field of study, which includes making an original contribution to the area of study through the PhD dissertation, those holding PhD degrees are expected to have an expertise in their area of study that they can utilize in teaching and research, as well as in problem solving and innovation for addressing important societal challenges. While other degree programs aim to teach students the things that we (academic community) know, the purpose of a PhD program is to enable students to investigate what we don't know.

1.2. PhD is a specialized degree that serves specific purposes, and the Higher Education Commission's (the "HEC") PhD policy is intended to ensure that PhD programs are open to individuals with a passion for and deep interest in academics and research, and who have demonstrated that they are capable of handling the academic rigor required to complete a PhD degree.

1.3. Since the PhD is a highly specialized degree, it is intended that only those higher education institutions ("HEIs") that possess resources to offer quality education at the highest level should offer PhD degree programs. The HEC has prescribed standards for launching PhD programs, and universities must obtain the HEC's approval by submitting evidence of compliance with these standards before launching a PhD program.

1.4. In view of the highly consequential functions served by PhD degree holders in universities and research institutions, as well as in society generally, one of the most important guiding principles of the HEC's PhD policy is quality. The policy framework assumes that it may be preferable not to confer a PhD degree than to confer a PhD degree on the basis of substandard academic and research work.

1.5. The overall goal of the policy framework is that PhD graduates from Pakistani universities should possess expertise in his or her field of study, **should be able to conduct high quality research, and should have strong writing skills relevant to his or her field of study.**

1.6. It is critical to note that the HEC has prescribed minimum standards that every PhD candidate must satisfy before being awarded a degree by universities. Universities are encouraged to formulate their own admissions and completion requirements that would further enhance the quality of their PhD programs, provided such internal policies are consistent with the minimum requirements set forth in the HEC's PhD Policy.

1.7. This policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002, and is binding on all HEIs in the country, whether operating in the public or private sectors. **Violations or failure to comply with the HEC's policies may lead to regulatory action being taken against non-compliant HEIs (including, but not limited to, issuance of warnings; direction to stop further admissions; suspension or cancellation of NOCs; issuance of public alerts; and non-recognition of deficient degrees).**

1.8. The **HEC's PhD policy shall be effective as set forth in the timeline in Annex 1.8, in accordance with which this policy shall supersede all previous policies and notifications concerning matters covered in this policy.**

2. Requirements for Launching PhD Programs at Universities

2.1. <u>Principles and Purposes</u>.

The HEC has prescribed minimum standards for the launching of new PhD programs, and requires universities to provide evidence of compliance with these standards in order to obtain approval from the HEC before starting

the PhD program. The purpose of this policy is that only those universities should establish PhD programs that have the resources to impart education at the highest level in the particular discipline.

2.2. HEC Approval for Launching PhD Programs.

A no objection certificate ("NOC") from the HEC must be obtained by universities prior to the launch of any PhD program (in accordance with the timelines set forth in **Annex 2.2).**

2.3. Minimum Requirements for Launching PhD Programs.

In order to obtain an NOC for launching a new PhD program, universities are required to comply with the following requirements:

a. The Act/Charter of the university allows for the offering of the program;
b. Approval has been granted by the university's statutory body to start the program; **(Status of Check list)**
c. **The university shall not have violated HEC rules, regulations or polices in any material respect in the last two years, provided if the university has adequately and timely taken remedial measures to rectify the violation, the HEC may at its sole discretion grant a waiver in respect of this requirement;**
d. **If applicable, any necessary approvals shall have been obtained by accreditation councils to launch the program;**
e. The curriculum of the program shall be consistent with any guidelines issued by the HEC;
f. The admissions requirements of the new PhD program shall satisfy the HEC's minimum criteria for admission in PhD programs (set forth in Section 3 below);
g. The program completion requirements of the new PhD program shall satisfy the HEC's minimum criteria for award of PhD degrees (set forth in Section 4 below);
h. At least three (3) full-time faculty members holding PhD degrees in the relevant field shall be appointed to the department that will be offering the new PhD program;
i. **The intended PhD program shall include a residence requirement for PhD students of at least two year**s; and
j. As a general matter, universities shall establish PhD programs in core disciplines in social sciences, humanities and natural sciences, as may be notified by HEC from time to time. In order to launch PhD degree programs with specialized titles, the university shall submit for the HEC's review a statement of purpose explaining the need and rationale for launching such a program; provided, however, that universities that have been in existence for less than **ten (10) years shall only be allowed to launch PhD programs** in core disciplines.

2.4. Process and Timeline for Obtaining an NOC for the Launch of PhD Programs.

The process and timeline for requesting NOCs for the launch of PhD programs shall be as follows:

a. Universities intending **to launch a new PhD program shall submit a duly filled out form for the launch of new PhD programs**(Form 2.4(a)) signed by the head of the relevant department who shall certify to the correctness of the information provided and shall ensure that all required documents are attached with the application.
b. Universities shall apply for the NOC before launching any new PhD programs, and **no admissions shall be advertised unless the NOC has been obtained from the HEC.**
c. Universities shall be generally **be allowed to launch no more than two (2) PhD programs in a single year.** Universities intending to launch more than two (2) PhD programs in a year shall be required to submit a report demonstrating their capacity to initiate additional programs, which shall be reviewed by a special committee constituted by the HEC for this purpose.
d. **Universities requesting NOCs for launching PhD programs in the fall semester shall apply no later than March 31 of the same year.**
e. Universities requesting NOCs to launch a PhD in the spring semester shall apply no later than September 30 of the previous year.
f. The HEC may, at its discretion, require an external review or a zero visit in connection with the launching of PhD programs by a university.

2.5. Continuing Compliance with the HEC's Policies.

In the event that a university's application for launching a PhD program is successful, the university shall be granted an NOC for starting the PhD program. Upon receiving the NOC from the HEC, the university may launch the program subject to the following conditions:

a. The university shall ensure that it will continue to comply with the requirements set forth in Section 2.3 during the entire period that it offers the PhD program;
b. If an ongoing program fails to meet any of the requirements set forth in Section 2.3, it shall immediately stop further admissions to the program and notify the HEC, including providing information on remedial actions being taken by the university; and
c. **Faculty members may supervise no more than five (5) PhD students at any time.**

2.6. Cancellation of NOC.

In the event that a PhD program fails to meet the requirements set forth in this policy and the university does not take necessary and proper remedial action, the HEC may cancel the NOC awarded to the University for the Noncompliant Program. Upon cancellation, the university shall not be permitted to apply for a fresh NOC to restart the program for a period of at least two (2) years.

3. Minimum Criteria for Admission in PhD Programs

HEC Policy	Recommendation of ASRB
3.1. Principles and Purposes. The minimum requirement for admission to a PhD program shall be completion of the BS (or equivalent) degree. To avoid confusion, it is clarified that this and the remaining criteria in this section are only minimum requirements, and universities are free to establish their own admissions framework that may vary by discipline, provided it satisfies the minimum conditions set forth in this section. Keeping in view that doctoral studies are intended to be rigorous and demanding, universities need to ensure that entrants to doctoral programs are capable of handling the academic rigor required to complete a PhD degree. Further, in admitting students to PhD programs, this policy encourages admissions committees to take a substantive approach to ascertain (a) applicants' commitment (or level of interest) in pursuing the PhD program and (b) their preparedness in terms of previous academic training that will enable them to succeed in the program. **3.2. Completion of Prior Degree.** Prior to entry into a PhD program, the student shall have been awarded his or her BS/MS/MPhil or equivalent degrees.	Prior to entry into a PhD program, the student shall have been awarded his or her MS/MPhil or equivalent degrees. Hence for admission in PhD program, the basic requirement will be MS/MPhil *instead of 4 year BS degree as recommended by HEC as the minimum qualification for admission in PhD.*
3.3. Prior Degree in Different Discipline. Consistent with best practices internationally (including leading global universities), it shall generally not be a requirement for admission to a PhD program that the applicant shall have completed a prior degree in the same discipline. If the applicant has a strong interest in pursuing a PhD degree in a different discipline and, in accordance with the department's policy, the admissions committee is satisfied that the applicant's prior education has sufficiently prepared him or her to	It was decided that only those students will be eligible who have interdisciplinary subjects which are academically linked with related field & allied subjects. However the Board of Studies & Board of Faculty may be directed to prepare such modalities and lists of required deficiency courses to be completed. Note: [Need to have those modalities to prepare this para

undertake the course of studies of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program), the applicant shall be considered for admissions notwithstanding their prior qualification in a different discipline.	for inclusion in the code]
3.4. Minimum GPA Requirement. For admission in PhD programs, a minimum **CGPA of 3.0 (out of 4.0** in the semester system) or **First Division (in the annual system**) in the most recent degree obtained is required, whether such was degree obtained from Pakistani or foreign universities.	The Policy already existing for admission in PhD programs, a minimum **CGPA of 3.0 (out of 4.0** in the semester system) is required.
3.5. Testing Requirement. Applicants to PhD programs shall be required to fulfill the following testing requirements: a. All applicants to PhD programs shall be required to take one of the following non subject specific admissions test: i The Graduate Record Examination **(GRE) test** administered by the Education Testing Service; ii A graduate admission test administered by the Education Testing Council; or iii With the permission of the HEC, an equivalent test developed by the university, or by another university, for admissions to graduate programs. b. Subject tests shall not be required for admission to most PhD programs, with the possible exception of certain science disciplines, at the discretion of the university.	The Policy already exists. Applicants of PhD are required to fulfill the testing requirement.
3.6. Statement of Purpose. As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspecialty he or she is interested in.	While discussing the role of admission committee, the house suggested that the concerned Dean of the Faculty will be the Convener of Admission Committee of MS/M.Phil/Ph.D Degree Program.
3.7. Discontinuation of Certain Programs Leading to PhD. "MS/MPhil-leading-to-PhD" programs have been discontinued by the HEC, and as previously notified, no	Policy already exists.

further admissions are allowed in such programs.	The Letter was issued by the HEC, Islamabad, vide Ref.1-4(MS/PhD)/QAD/2017/HEC/64-241, dated: December 5, 2017 regarding Discontinuation of MPhil Leading to PhD Program.

4. MINIMUM REQUIREMENTS FOR AWARD OF PHD DEGREES

4.2. <u>Coursework and Residency Requirement.</u> The following requirements shall be fulfilled before the award of a PhD Degree: a) The student shall complete coursework of at least 48 credit hours of which the majority shall be fulfilled through regular classes (i.e. classes that are taught on campus by fulltime faculty members of the university). b) In case of those students who have previously completed a graduate degree in the same discipline (MS/MPhil or equivalent), the university shall notify a policy (which may vary by discipline) with objective criteria allowing such students to receive credit for prior coursework for not more than 50% of the total credit requirement of the program. c) There shall be a residency requirement for a period of at least two years.	a. The Supervisor for MS/M.Phil/Ph.D research work will be from the same field/subject and co-guide will be from any same as well as interdisciplinary subjects as decided previously by ASRB. b. Existing Syllabus is of 18 CH, may be converted to 24 CH for graduate degree (MS/Phil). • If the candidate holding MS/MPhil in the same discipline will get 50% waver in the Coursework. • A candidate coming from any allied or academically linked discipline will not get this 50% waver and will have to complete full credit hours required for the PhD program[Note: Refer to the point above on the Modalities from Board of Study and Board of Faculty]
4.3. <u>Comprehensive Examination</u>. Following the completion of coursework, every PhD student shall be required to pass a comprehensive examination in order to be granted candidacy as PhD researcher; provided that if the student fails to pass the comprehensive test, he or she shall be allowed one more attempt to take the test.	Following the completion of coursework, every PhD student shall be required to pass a comprehensive examination in order to be granted candidacy as PhD researcher; provided that if the student fails to pass the comprehensive test, he or she shall be allowed one more attempt to take the test. Specially noted that in the existing pattern of Comprehensive Examination Committee one Professor as an expert other than university may be included. Ph.D Committee (Supervisory Committee) will be comprised of supervisor and up to two co-supervisors.
4.4. <u>Doctoral Dissertation</u>.	Policy already exists.

Each PhD researcher shall be required to write a doctoral dissertation that meets the following minimum criteria: a) The PhD dissertation shall be supervised by a faculty member who holds a PhD (or equivalent) degree and is an HEC approved supervisor. At the time of appointment as supervisor, the faculty member shall be a full-time faculty member of the university in which the student is enrolled. b) In addition to the PhD committee members, the PhD dissertation must be evaluated by at least two external experts who may be either (i) Pakistan-based Distinguished National Professors, Meritorious Professors, or Tenure Track Professors, or (ii) PhD experts from academically advanced countries (approved list of academically advanced countries for evaluation of PhD Dissertation is provided in Annex 4.4(b)); *provided, however,* that if the PhD candidate publishes his or her dissertation research in a peer reviewed journal that is classified by the HEC as category X or above, the PhD dissertation will only require evaluation by one external expert. c) A plagiarism test in accordance with the HEC's Plagiarism Policy must be conducted on the dissertation before its submission to the external experts. d) An open defense of the dissertation is required after positive evaluation of the dissertation by the committee members.	
4.5. <u>Research Publication</u>. Each PhD researcher shall be required to publish at least one research paper as its first author during his or her doctoral studies in an HEC approved "Y" category (or above) journal for the award of PhD degree.	It was decided that each PhD researcher shall be required to publish at least one research paper as its first author during his or her doctoral studies in an HEC approved "Y" category (or above) journal for the award of PhD degree.
4.6. <u>Reporting Requirements</u>. The following documents shall be submitted to the HEC following the completion of studies: a) A duly filled completion form shall be sent to the HEC from the Office of the Controller of Examinations of the university notifying the HEC that the PhD scholar has completed all the requirements for the award of the PhD degree (see Form 4.6(a)). b) A copy of PhD Dissertation for including in PhD Country Directory and for attestation of the PhD degree by the HEC.	The following documents shall be submitted to the HEC following the completion of studies: a) A duly filled completion form shall be sent to the HEC from the Office of the Controller of Examinations of the university notifying the HEC that the PhD scholar has completed all the requirements for the award of the PhD degree. b) A copy of PhD Dissertation for including in PhD

c) A duly filled Proforma for the PhD Country Directory, signed by the Principal Supervisor, Controller of Examination and the Vice Chancellor (or Rector) (see Form 4.6(c)). **4.7. <u>Degree Completion Timeline</u>.** The PhD degree shall be awarded by universities after a minimum of three (3) years and not more than eight (8) years after the enrolment of the student; provided that for students who are unable to complete the program within eight (8) years, the university may designate a competent authority to determine whether the delay was caused by circumstances beyond the student's control, and if so, grant an extension in such exceptional circumstances; provided further that in no event shall the PhD degree be awarded more than ten (10) years after the enrolment of the student in the program. The date of notification of the award of the PhD degree subsequent to the PhD defense shall be considered to be the date of the completion of PhD studies. **4.8. <u>Award of MS/MPhil Degrees on the Basis of PhD Studies.</u>** If a student successfully completes the full set of requirements for the award of an MS/MPhil (or equivalent) degree during the course of their PhD studies, the university may award the applicable degree to such students upon completion of the relevant requirements.	Country Directory and for attestation of the PhD degree by the HEC. c) A duly filled Proforma for the PhD Country Directory, signed by the Principal Supervisor, Controller of Examination and the Vice Chancellor. The PhD degree shall be awarded by universities after a minimum of three (3) years and not more than eight (8) years after the enrolment of the student but under extra ordinary circumstances may be allowed for 10 years. If a student successfully completes the full set of requirements for the award of an MS/MPhil (or equivalent) degree during the course of their PhD studies, the university may award the applicable degree to such students upon completion of the relevant requirements i.e. after completion of 18 CHs course work the candidate has to complete research report of 12 CHs in the form of thesis.

Annex 1.8 Applicability of the Revised HEC's PhD Policy

1. This policy shall be effective from January 1, 2021 (the "Effective Date"). Subject to paragraph 4 of this Annex 1.8, any additional requirements in this policy in comparison with the HEC's previously applicable policy on PhD programs shall apply from the Effective Date, and shall not be retroactively applicable.
2. For the purposes of assessing whether the graduating student is compliant with the HEC's policies, the HEC shall generally consider the HEC policy applicable on the date of the enrollment of the student in the PhD program.
3. For the avoidance of doubt, the following requirements have been added in the revised policy, and shall not be applied retroactively; *provided, however*, that in each case, any previous HEC policy effective before the Effective Date (including those set forth below) shall continue to apply:

Section	Applicable on and after the Effective Date	Applicable Before Effective Date
2.3(i)	Residence requirement.	N/A

2.3(j)	Restriction on starting specialized PhD programs for universities that have been in existence for less than ten (10) years.	N/A
2.4(c)	Restriction on launching more than two (2) PhD programs in a single year.	N/A
3.2	Minimum requirement for admission to PhD programs.	All one-year Master degree holders after 16-year schooling are eligible to continue and get direct admission in Ph.D. degree programs in the relevant field offered by the Pakistani universities subject to the following conditions: a) Master's degree was awarded by the HEC-recognized universities/DAI after completion of minimum of 30 credit hours (including 24 credit hours graduate-level course and 6 credit hours of thesis-related work) completed in 12-month study in the relevant field and also granted equivalence by the HEC. b) Master's degree was awarded by chartered foreign universities and the HEC has granted equivalence to this effect. c) Deficiencies courses, if any, of the studies may be determined by the admitting Universities.
3.5	Revised testing requirements	For the students admitted after May 30, 2014 (but before the Effective Date), the HEC had recommended to the Universities to: a) Enter into private arrangement under the University Law with the NTS for conducting GAT General/Subject as an eligibility condition for admission to PhD programs, or b) Engage another renowned testing service provider for the purpose, or c) Conduct the test of the equivalent level at the University.
3.6.	Requirement to submit a statement of purpose as part of the application for admission	N/A
4.2.	Revised coursework requirements	Coursework of 18 credit hours (preferably in the first year) required to be completed.

4. **Notwithstanding the foregoing, the university and currently enrolled students may take advantage of the following revisions in the policy, even if the student had enrolled before the Effective Date:**

Section	Requirement
4.4(b)	Revised external evaluation policy
4.5	Research publication requirement
4.7	Time period for degree completion

11. Annex 2.2 Timelines for Obtaining NOCs for PhD Programs in Pakistan

A. PhD Programs Launched Prior to November 7, 2013

For any PhD programs launched **before November 7, 2013**, universities shall be required to ensure compliance by December 31, 2021. Universities shall submit a comprehensive report of all such ongoing programs to the Quality Assurance Division ("QAD") of the HEC by the aforementioned date. While degrees awarded to graduates of such programs will continue to be recognized until December 31, 2021, degrees awarded after this date will only be recognized if the program has reported compliance of the programs with HEC's policies to the QAD.

B. PhD Programs Launched After November 7, 2013

Any PhD program started after **November 7, 2013 without getting an NOC from the HEC shall not be recognized and degrees awarded by such programs shall not be attested by the HEC**. In accordance with HEC's Notification No. 15-54/A&C/2019/HEC/1887, dated October 19, 2020, universities shall have until **December 31, 2020 to obtain NOCs for such programs**.

Annex 4.4(a)

List of Technologically/Academically Advanced Countries for Evaluation of the PhD Dissertation (For all subjects unless noted otherwise)

1	Afghanistan[1&7]	25	Japan
2	Australia	26	Luxemburg
3	Austria	27	Malaysia
4	Belgium	28	Netherland
5	Brunei[2]	29	New Zealand
6	Bulgaria	30	Nigeria[2]
7	Canada	31	Norway
8	8China[3]	32	Oman **7**
9	Croatia[4]	33	Poland
10	Czech Republic	34	Portugal
11	Denmark	35	Romania
12	Estonia[4]	36	Russia
13	Finland	37	Singapore
14	France	38	Slovak Republic[4]
15	Germany	39	Slovenia[4]
16	Georgia[4]	40	South Africa
17	Greece	41	South Korea
18	Hong Kong	42	Spain
19	Hungry	43	Sweden
20	Iceland	44	Switzerland
21	India[2&5]	45	Turkey
22	Iran[6&7]	46	United Kingdom
23	23Ireland	47	United States
24	Italy	48	All Arab Countries2

1- Pashto
2- Arabic, Islamiyat and Islamic Studies
3- Sciences, Engineering & Technology
4- Mathematics Only
5- Brahvi, Punjabi, Saraiki, Sindhi and Urdu
6- Persian
7- Balochi

The Minutes of 9th meeting of Deans Committee, under the chaired by the Vice Chancellor, Prof. Dr. Khalil Ahmed Ibupoto was held on 19th April 2021, to discuss in details, point wise on the MS/MPhil/Ph.D Degree Program HEC

Policy 2021.After respectively discussing the policy; the following recommendations were made unanimously, as reproduced below:

1. Completion of Prior Degree.

Prior to entry into a PhD program, the student shall have been awarded his or her MS/MPhil or equivalent degrees. Admission in Ph.D Basic degree entering in Ph.D program will continue to be MS/M.Phil.

2. Prior Degree in Different Discipline.

It was decided that only those student will be eligible who have interdisciplinary subjects which are academically linked with each other. However the Board of Faculty may be directed to prepare such modalities and lists of required deficiency courses to be completed.

3. Minimum GPA Requirement.

The Policy already existing for admission in PhD programs, a minimum **CGPA of 3.0 (out of 4.0** in the semester system).

4. Testing Requirement.

The Policy is already same yet some minor changes are made.

5. Statement of Purpose.

It was suggested that the concerned Dean of the Faculty will be the Convener of Admission Committee of MS/M.Phil/Ph.D Degree Program.

6. Coursework and Residency Requirement.

It was decided that:

a. The Supervisor for MS/M.Phil/ Ph.D research work will be from the same field / subject and co-guide will be from any same as well as interdisciplinary subjects as decided previously by ASRB.
b. Existing Syllabus is of 18 CH, may be converted to 24 CH for graduate degree (MS/Phil)

7. Comprehensive Examination

i. Specially noted that in the existing pattern of Comprehensive Examination Committee one Professor as an expert other than university may be included.
ii. Ph.D Committee (Supervisory Committee) will be comprised of supervisor and up to one or two co-supervisors.

8. Research Publication.

It was decided that each PhD researcher shall be required to publish at least one research paper as its first author during his or her doctoral studies in an HEC approved "Y" category (or above) journal for the award of PhD degree.

9. Reporting Requirements.

The following documents shall be submitted to the HEC following the completion of studies:

a) A duly filled completion form shall be sent to the HEC from the Office of the Controller of Examinations of the university notifying the HEC that the PhD scholar has completed all the requirements for the award of the PhD degree.
b) A copy of PhD Dissertation for including in PhD Country Directory and for attestation of the PhD degree by the HEC.
c) A duly filled Proforma for the PhD Country Directory, signed by the Principal Supervisor, Controller of Examination and the Vice Chancellor (or Rector)

10. Degree Completion Timeline.

The PhD degree shall be awarded by universities after a minimum of three (3) years and not more than eight (8) years after the enrolment of the student but under extra ordinary circumstances may be allowed for 10 years.

11. Award of MS/MPhil Degrees on the Basis of PhD Studies.

It was decided that If a student successfully completes the full set of requirements for the award of an MS/MPhil (or equivalent) degree during the course of their PhD studies, the university may award the applicable degree to such students upon completion of the relevant requirements i.e. after completion of 18 CHs course work the candidate has to complete research report of 12 CHs in the form of thesis.

Resolution No.12:

It was resolved that the HEC policy on MS/M.Phil/PhD degree programs, as recommended by 67th meeting of Advanced Studies & Research Board (ASRB), held on 20.04.2021**, *be approved* with following minor modifications.**

- The points regarding the maximum time period of 10 years (instead of 8 years in previous policy), waiver of 1 Foreign Evaluation if the candidate gets his paper published in "X" category Journal and the publication for all scholars in "Y" category Journal can be available for good to the existing scholars. The condition of HEC approved supervisors for the supervision only applies to the new PhD admissions/Batch from January 1, 2021.

Item No.13: To discuss and decide regarding the addition of column of credit hours in the transcripts of MS/MPhil/PhD degree for recommendation to the Academic Council for its final approval.

Resolution No.13

It was resolved that the column of Credit Hours must be included in Transcripts of MS/MPhil/PhD Degree program which is issued to the students/candidate after completion of Coursework recommended by the 67th meeting Advanced Studies & Research Board (ASRB), held on 20.04.2021, vide resolution No.02, **be approved.**

12. Admission of Students in Affiliated Colleges

(ADMISSION OF STUDENTS TO VARIOUS CLASSES IN THE AFFILIATED DEGREE COLLEGES AND POSTGRADUATE CENTERS) REGULATIONS, 1987

Short Title These regulations shall be called "Shah Abdul Latif University, Khairpur (Admission of students to various classes in the affiliated degree colleges & postgraduate Centres) Regulations 1987."

Commencement These regulations shall come into force with immediate effect.

Applications These regulations shall apply to all the candidates/students seeking admission/admitted to degree/postgraduate classes in various affiliated degree colleges and postgraduate Centres.

Definitions For the purpose of these regulations, the terms used in these regulations shall have the same meaning as defined in the Shah Abdul Latif University, Khairpur Act-1986 and the statutes, regulations and rules may there under.

Regulations 1 The Registrar, shall notify the last date for receiving the applications for admission to the University affiliated degree colleges and postgraduate Centres. This date shall be 30 days before the commencement of the session.

Regulations 2 The Principals of the affiliated degree colleges and postgraduate Centres my admit students provisionally on the date fixed by the University, but all such admissions shall be liable to cancellation by the University if the students so admitted are notion possession of the necessary certificate or documents qualifying them for admission. The names of such students shall be reported to the University by the Principal of the degree college or post graduate centre within one month after the admissions are finalized.

Regulations 3 No student who has passed the examination from a University or a board other than the Shah Abdul Latif University, Khairpur and the Board of Intermediate & Secondary Education Sukkur shall be admitted to any class unless he obtains a certificate of eligibility from the Office of the Registrar of the University. However, the Registrar may issue a provisional admission certificate if he is satisfied that the applicant is prima faie eligible for admission to the University at his/her own risk and cost and on the condition that he/she obtains a final certificate of eligibility before such date as maybe fixed by the Vice-Chancellor.

Regulations 4 A student must supply 4 copies of his recent passport size photographs duly attested along with his admission form.

Regulations 5 A student seeking admission to graduate or postgraduate class must produce original marks certificate of the last qualifying examination. (Copy of the result intimation result will not be accepted and the original marks sheet is not returnable).

Regulations 6 Students transferring from one college or postgraduate centre to another shall be admitted on the condition that they will bring regular attendance certificate showing the number of lectures in each subject issued by the college/postgraduate centre/ University left by them and the number of lectures in such subjects attended by them.

Regulations 7 The Vice-Chancellor may refuse admission to a student to any affiliated college or postgraduate centre without giving any reason.

Regulations 8 No student shall be re-admitted in the affiliated college or postgraduate centre without prior permission of the Vice-Chancellor if his/her name has been struck-off the rolls of the affiliated degree college or postgraduate centre on any grounds.

Regulations 9 A student who has passed the Intermediate/H.S.C. Part-II Examination or any other examination recognized by the University as equivalent to the Intermediate/H.S.C. Part-II Examination is eligible to seek admission to the relevant graduate (Pass) Course provided that he/she fulfils the other conditions of admission as may be prescribed from time to time.

Regulations 10 A student who has passed the Intermediate/H.S.C. Part-II Science or Intermediate Commerce/H.S.C Part-II Commerce is eligible for admission to B.A/(Pass) Part- I Class.

Regulations 11 A student who has already passed the bachelor (pass course)/degree examination from any other University shall not be eligible for admission in any bachelor(pass course) in any discipline of the affiliated college or postgraduate centre.

Regulations 12 A student who has passed Bachelor's examination from this University or any other recognized University is eligible to seek admission to the postgraduate (Previous) class of an affiliate postgraduate centre provided he/she fulfils the other conditions of admission as may be prescribed in relation to each discipline from time to time.

Regulations 13 A student who has passed the B.A (pass) examination in English only after having passed the Oriental language examination is eligible for admission to the M.A(previous) class of postgraduate Centre in the subject of English only or in any of the subjects which he/she offered at the Oriental examination if otherwise eligible. But the student who has passed the B.A(pass) Examination in English and other subjects after passing the Oriental language examination will be treated at par with other B.A (Pass) Degree holders for seeking admission to various postgraduate classes.

Regulations 14 A student who has already passed the postgraduate examination or equivalent examination form the University or any other University shall not be eligible for admission to a second or a subsequent postgraduate degree course in an affiliated postgraduate centre.

Regulations 15 No admission shall be given to a student who has passed the examination in third division from the Board of Intermediate & Secondary Education Sukkur/Hyderabad or the University other than University of Sindh Jamshoro and the Shah Abdul Latif University, Khairpur. However, a student who has passed the Intermediate/H.S.C. Part II Examination in third division from the Federal board of Intermediate & Secondary Education Islamabad or the equivalent examination from the Sindh Board of Technical Education Karachi through an institution located within the territorial jurisdiction of the Shah Abdul Latif University, Khairpur is eligible to seek admission to the relevant graduate (Pass course). The Vice-Chancellor may, however, relax this conditions in case of students coming from other Boards/ Universities on merits.

Regulations 16 A student who desires to take admission in an affiliated degree college or postgraduate centre must be a national or Pakistan. The foreign nationals may be considered for admission only when nominated/recommended by the Ministry of Education & Ministry of Economic Affairs Division Government of Pakistan with the prior approval of the Vice-Chancellor.

Regulations 17 All the admissions in the affiliated degree college or postgraduate Centres shall be provisional unless approved by the Vice-Chancellor.

Regulations 18 No student shall at one time join or continuation rolls of to institutions for two courses of study in the same or different faculties. Every postgraduate student on the rolls of an affiliated postgraduate centres imparting education today-scholars may join or continue the LL.B. Course in a college affiliated to the University subject to eligibility.

Regulations 19 A student admitted to any degree or postgraduate class as a regular student shall not be eligible to appear at any University examination as an external candidate simultaneously during his/her college studentship.

Regulations 20 A student shall attend the class regularly and he is required to keep at least 75% of attendance for his/her eligibility to appear at the examination.

Regulations 21 Shortages of attendance not covered by rule will be considered by the Vice-Chancellor /Syndicate if recommended by the Principal of an affiliated degree college or postgraduate centre concerned.

Regulations 22 The Principal of an affiliated college may condone the deficiency in attendance to the extent of 10% in the total of two terms if he is satisfied that the student was absent due to genuine and unavoidable circumstances.

Regulations 23 A student shall maintain discipline and good moral character in the college.

Regulations 24 A student shall do nothing either in or outside the affiliated college or postgraduate centre that may interfere with the orderly administration and discipline or may bring the college and its administration to disrepute.

Regulations 25 A student who shows indifference to his/her studies by the continued absence from lectures, practical, tutorials, tests or assignments shall be liable to have his/her name struck off the rolls of an affiliated degree college or postgraduate centre.

Regulations 26 No ex-student shall be given access to the facilities of using library, laboratories, seminar, etc. of an affiliated degree college or postgraduate centre without the prior permission of the Principal.

Regulations 27 A student admitted to pass or postgraduate class obtain identity card from the college concerned on payment of necessary fees.
Regulations 28 A student should cry an identity card during teaching hours of the affiliated degree college or postgraduate centre. If an identity card is lost or destroyed, a duplicate must be obtained immediately on payment of prescribed fee.

Regulations 29 Any facility which is not extended/allowed by any other University to the students of its affiliated degree college or postgraduate centre regarding admissions to various classes of or appearing at various examinations will not be extended/allowed to

such students on their transfer to any of its affiliated degree colleges and postgraduate Centres.

Regulations 30 A student seeking admission to a postgraduate class shall be considered valid only after the registration of the candidate by the University.

Regulations 31 An application for registration on a prescribed form supported by necessary documents shall be submitted to the Principal for onward transmission to the Registrar at the time of admission. The prescribed fee shall be paid with each application. A student once registered shall remain on roll for a period of three years.

Regulations 32 A student coming from an other University or board seeking admission in the affiliated college shall apply on prescribed form to the Registrar, Shah Abdul Latif University, Khairpur for a certificate of eligibility on payment of prescribed fee which shall not be returned if an Eligibility Certificate is issued to applicant. No student shall be admitted to any institution affiliated to the University except on production of a certificate of eligibility issued by the office of the Registrar provided that the Registrar may issue a provisional admission certificate if he is satisfied that the applicant is prima facie eligible for admission to an affiliated degree college or postgraduate centre. Such provisional admission certificate entitles a student for admission to the affiliated degree college or postgraduate centre on his/her own risk and cost and on the condition that he/she obtains a final certificate of eligibility before such date as may be fixed by the Vice-Chancellor. The application for issue of Eligibility Certificate must be accompanied by prescribed fee and the following certificates in original and attested copies thereof:

(i) Migration Certificate from the Registrar of the University/Secretary of the Board of Intermediate & Secondary Education or public body in which the applicant passed the examination permitting him/her to pursue his studies in the affiliated college or postgraduate centre of Shah Abdul Latif University, Khairpur.

(ii) Attendance Certificate from the Principal of the affiliated degree college or postgraduate centre last attended by the student stating that he/she has passed the examination after completion of the prescribed course of instructions at his/her college mentioning the period of attendance of the student since his passing the previous examination .

(iii) Marks Certificate issued by the Controller of Examination of a University or boar or public body of the last examination passed by the applicant in another University or board or public body stating examination and subject (s) in which the examination was passed.

(iv) Character Certificate from the head of the Institution last attended by the applicant perform a respectable person.

Regulation 33

A student desiring to leave the affiliated degree college or postgraduate centre of the University shall apply to the Registrar through the Principal of an affiliated college or postgraduate centre in the prescribed form for issue of Migration Certificate on payment of necessary fee.

(i) No Migration Certificate shall be issued to a student who has been debarred from appearing at any examination or expelled from the for misconduct till the expiry of period of punishment.

(ii) If a student after taking a Migration Certificate does not join any other institution and wishes to join the Shah Abdul Latif University, Khairpur, he/she will surrender the Migration Certificate issued to him/her which will be cancelled and his/her name may be restored in the register of students of an affiliated degree college or postgraduate centre.

Regulation 34 A student desiring transfer from one to another affiliated degree college or postgraduate centre within the territorial jurisdiction of the Shah Abdul Latif University, Khairpur may be allowed to do so only after completing his/her first term as notified by the University from time to time provided that the Principals of both the institutions concerned agree. The Vice-Chancellor shall have the power to permit transfer of a student from the University to a college during the session in special circumstances.

Regulation 35(i) A Student who has passed Intermediate Science/H.S.C. Part-II Science cannot be admitted to B.Com.(pass) part-I class.

(ii) A student who has passed B.A (Pass)/(Hons) /B.Sc.(Pass)/(Hons).B.Com.(Pass)/(Hons)/B.Sc.(Agriculture). M.B.B.S. and B.E Examinations can be admitted to the L.L.B (Prev) Class.

(iii) A student who has passed B.Sc./B.Com. can be admitted to the M.A.(Prev.) Class.

(iv) A student who has passed B.A. Examination in English only after passing the honours examination in Oriental languages can be admitted to the LL.B. (Prev.) Class.

(v) No change of subjects shall be allowed after 30 days from the commencement of the date of admission.

(vi) B.A.(Hons)B.Sc. B.Com. student may not be allowed to change from honours course to the pass course even if he/she keeps two complete terms in other subjects for pass course, except in exceptional cases under exceptional circumstances.

13. Transition from BA/BSc Programs to Associate Degree Programs: Phasing out of MA/MSc programs

In pursuance of Higher Education Commission, Islamabad vide Notification No.15-54/A&C/2019/HEC/691, Dated: 11.07.2019 and implemented/adopted in Shah Abdul Latif University, Khairpur, vide Notification No.AC-II/SALU/KHP/-332, dated: 05.11.2019 and approved by Academic Council in its 16th meeting held on 22.04.2021

SUBJECT: Transition from BA/BSc Programs to Associate Degree Programs: Phasing out of MA/MSc programs.

1) The nomenclature of 02 years B.A/B/Sc and B.com Degrees be changed as Associate Degree in Arts, Associate Degree in Science and Associate Degree in Commerce, respectively for regular and private students.
2) Currently/ there will be no change in course Outlines/Syllabi, Rules and Regulations. The curse Outlines/Syllabi which have already been offered to B.A,B.Sc and B.Com students shall be offered to students of Associate Degree and same will be notified by the University. The system of the examination for Associate Degree shall be the same as previous one i.e. Annual Examination System.
3) The Committee shall further deliberate for changes in curriculum including examination system of Associate Degree in light of the Guidelines given by the HEC.

REGULATIONS FOR CONDUCT OF UNIVERSITY CONVOCATION

1. Convocation shall be of two kinds

a Ordinary Convocation held for conferring the Degrees of a particular year or years if
there was no Convocation in the previous year/years.

b Special Convocation held for conferring Degree Honoris-causa on eminent Educationist and other eminent persons.

2. The date of every Convocation shall be fixed by the Chancellor on the recommendations of the Vice Chancellor. As soon as the date of Convocation is fixed, the Registrar shall notify all Graduates entitled to receive their Degrees at the Convocation through the press and the Heads of the Departments concerned. No responsibility shall lie on the Registrar after the above action on account of any Graduate not receiving due notice of Convocation.

The Registrar, shall likewise notify all the members of the Syndicate, the Senate and the Academic Council, the Faculties and the Registered Graduates by means of Notification in the press as such of them as wish to attend the Convocation shall signify their intention in writing to the Registrar not later than 15 days before the date of Convocation.

Graduates receiving Degree at the Convocation shall be present in their prescribed academic costumes which shall be arranged by them or by the University as may be notified. Similarly all Deans or other officers presenting themselves at the Convocation shall wear the academic dress to which they are entitled. No Graduate shall be admitted to a Convocation unless and until he/she is in proper academic costume.

3. The procedure at a Ordinary Convocation shall be as follows:-

a The members of the University and the Graduates who are to receive their Degrees shall assemble at the place at the time notified by the Registrar. Entry of the Graduates to the Convocation Hall or Enclosure shall be closed half an hour before the time of the commencement of the Convocation. All Officers of the University as well as Heads of the Departments shall co-operate with the Registrar in maintaining order and discipline in the convocation.

b At the appointed time a procession will be formed and will enter the Convocation Hall or Enclosure in the following order:

i The Registrar and the Controller of Examinations shall lead the procession.

ii The Chancellor

iii The Pro-Chancellor

iv The Distinguished Guest, if any

v The Vice Chancellor

vi The Pro-Vice Chancellor (if appointed)

vii Deans

viii Members of the Senate

ix Members of the Syndicate

x Members of the Academic Council

xi Recipients of Honorary Degrees, if any

4. Graduates receiving Degrees shall assemble in the Convocation Hall/Enclosure in proper costume.

5. While the procession shall enter the Hall/Enclosure, audience shall rise and remain standing until the Chancellor, the Vice Chancellor, the Distinguished guest and other members of the procession having taken their seats.

6. The Chancellor, the Pro-Chancellor, the Vice Chancellor and the Distinguished Guest invited to address the Convocation shall sit on the dais. Others shall sit at the places assigned to them.

7. The Chancellor, the Vice Chancellor, Distinguished Guest(s) and other members of the procession having taken their seats, the Chancellor or in his absence the Vice Chancellor on the request of the Registrar shall declare the Convocation open.

8. The Presiding Officer shall declare the Convocation open.

9. Recipients of Degrees shall be presented to the Chancellor/Vice Chancellor, as the case may be, by the Deans concerned in convenient batches.

10. External candidates shall be presented by the Registrar.

11. The Chancellor/Vice Chancellor as the case may be, shall confer Degrees.

12. When all the Graduates have been presented, the Registrar

13. Proceedings shall begin with recitation from the Holy Quran.

14. Persons who are admitted to Degrees in absentia shall be charged Rs._____ for regular student and Rs._____ for external per degree.

15. The presentation of Degrees and conferment of Degrees shall be made in the following orders:

a) Presentation

"Sir, I present to you _____ who has/have been examined and found qualified for the Degree of _____ to which I pray he/she/they may be admitted."

b) Conferment

"By virtue of the authority vested in me as Chancellor/Vice Chancellor of the Shah Abdul Latif University, Khairpur, I admit you to the Degree of _____ and charge you that ever in your life and conversation you do prove yourself/yourselves worthy of the same".

In admitting Graduates in absentia the Chancellor/Vice Chancellor shall simply any "I admit them all in absentia to the Degrees to which they are entitled".

16. Medals and Prizes will be awarded by the Chancellor or the Vice Chancellor, as the case may be, after the ceremony of presentation, on presentation of candidates by the Registrar.

17. Degrees shall be signed by the Controller of Examinations, the Registrar and the Vice Chancellor before they are awarded. The record of Degree conferred at the Convocation shall be signed by the Vice Chancellor after the Convocation is over.

18. The Vice Chancellor will read his report. In case the Convocation is presided over by the Vice Chancellor then the Registrar will read his report.

19. The Chancellor/Vice Chancellor or the Distinguished guest, if any, specially invited for the purpose shall then deliver the Convocation address.

20. At the close of the address, the Chancellor or the Vice Chancellor as the case may be, on the request of the Registrar shall declare the Convocation close.

21. The Chancellor or the Vice Chancellor, the Distinguished guest and other members of the procession shall retire in the same order in which they entered the Hall or Enclosure, the audience standing.

22. The Regulations for the Special Convocation shall be the same as above in so far as they apply to that Convocation but the person to be admitted to the degree of Honoris-cause shall be presented to the Chancellor by the Vice Chancellor and the Degree shall be conferred by the Chancellor. The form of presentation and conferment shall also be determined by the Vice Chancellor in relation to the person concerned.

23. **ACADEMIC COSTUMES**:

The Academic costumes of the University shall consist of:

i a A gown of Deep Blue Color
b A hood as detailed below
C Head wear for the recipients of doctorate Degrees shall be conventional academic type with a band of the respective Faculty Color

ii **For the Chancellor** – Gown of Deep Blue Velvet with 4 inch wide silver lace and tufts in front and on the outside of the bottom of the sleeves.

iii **For the Pro-Chancellor** – Gown of Deep Blue Velvet with 3 inch silver lace and tufts in front and on the outside of the bottom of the sleeves.

iv **For the Vice Chancellor** – Gown of Deep Blue Velvet with 2 inch silver lace and tufts in front and on the outside of the bottom of the sleeves.

Head wear of the above three officers shall be the conventional academic type.

v **For the Registrar** –

a Gown of Deep Blue Silk with 4 inch yellow silk ribbon in front and on the outside of the bottom of the sleeves

b Hood representing color of all faculties of the University

c Conventional head dress blue mortar board with blue tassel

vi **For the Controller of Examination**

a Gown of Deep Blue Silk with 4 inch broad white facing and 1 inch white silk ribbon on sleeves

b Hood yellow with white lining

c Conventional head dress (Blue mortar board with blue tassel)

vii **For the Deans**

a Gown of Deep Blue Silk with 4 inch broad silk facing 1 inch broad silk ribbon on sleeves in the color of the Faculty.

b Hood in the color of faculty with white lining.

viii **Members of the Senate**

a Gown of Deep Blue Silk with 4 inch broad pink silk facing 1 inch broad pink silk ribbon on sleeves.

b Hood white with yellow lining.

ix **Members of the Syndicate**

a Gown of Deep Blue Silk with 4 inch broad pink silk facing 1 inch broad purple silk ribbon on sleeves

b Hood pink with white lining.

x **Members of the Academic Council**

a Gown of Deep Blue Silk with 4 inch broad gray silk facing and 1 inch broad gray silk ribbon on sleeves

b Hood purple with yellow lining.

The gown for the Doctor's degree shall have 3 inch border of the Faculty Color running in front and on the outside of the bottom of the sleeves. The hood shall be fully lined with the Faculty color.

The gown for the master's Degree shall have full sleeves, while that for the Bachelor's Degree shall have wide loose half sleeves. The hood shall be of Brown silk with 2 inch border of the Faculty color for the Master's Degree and 1 inch border of the faculty color for the Bachelor's Degree.

The following colors shall be assigned to the Faculties and shall be represented on the hoods of the graduates of that faculty:

a	Faculty of Arts & Language	– Pink
b	Faculty of Natural Sciences	– Light Red
c	Faculty of Law	– Yellow
d	Faculty of Medicine	– Light Blue
e	Faculty of Education	– Purple
F	Faculty of Islamic Studies	– Light Green
G.	Faculty of Management Sciences	- Brown
H.	Faculty of Social Sciences	- Green
I.	Faculty of Physical Sciences	- Blue

24. **Honorary Degree**

If not less than two-third of the members of the Syndicate recommend that an Honorary Degree (Honoris-causa) be conferred on any person on the ground that he/she is in their opinion by reason of eminent position and attainments, a fit and proper person to receive such a Degree and where their recommendation is supported by not less than two-third of the members present at a meeting of the Senate and is confirmed by the Chancellor.

15. REGULATIONS FOR HOLDING CONVOCATION IN AN AFFILIATED COLLEGE

1. The date of Convocation will be fixed by the Principal of the College with the prior approval of the Vice Chancellor and notified to all graduates entitled to receive their degrees at the convocation through press and the College Notice Boards.

2. Graduates receiving degrees at the Convocation shall arrange their own academic costumes prescribed for the Degree in question or as notified by the College. No graduate shall be admitted to a Convocation unless he/she is in proper academic costume.

3. The following shall be procedure for the conduct of Convocation:-

a In case the Convocation is to be presided over by the Vice Chancellor, as soon as the Vice chancellor arrives at the College concerned at the appointed time, he will be received by the Principal of the College and will proceed to the Robing Room where he will be put on the robes. Then he will be conducted by the principal to where teachers of the college are assembled who will be presented to him.

b The Vice Chancellor and the teachers will form a procession in the reverse order of seniority and walk into the Pandal where the Convocation is to be held. The Vice Chancellor walking at the end of the procession. The Registrar and the Controller of Examinations shall lead the procession.

As soon as the procession enters the Pandal/Hall all will rise in their seats and remaining standing till the Vice Chancellor and the Principal have taken their seats on the dais.

c The proceedings will start with recitation from the Holy Quran

d The Principal will request the Vice Chancellor to declare the Convocation open

e The Vice Chancellor will declare the Convocation open

f The Principal will present his report

g The Vice Chancellor will deliver his Convocation Address

h Presentation for and conferment of degree

The Principal will present the recipients of degrees in the following words:-

> "Sir, I present to you the candidates who have been examined and found qualified for the degree of _____ to which, I pray, they may be admitted".

i The Vice Chancellor will confer the degree in the following words:-

> "By virtue of the authority, vested in me as Vice Chancellor Shah Abdul Latif University, I admit you to the Degree of _____ and charge you that ever in your life and conversation you do prove yourselves worthy of this degree".

j Medals and prizes will be awarded by the Vice Chancellor after the conferment of degrees.

k The principal will request the Vice Chancellor to declare the Convocation closed.

L The Vice Chancellor will declare the Convocation closed

m The procession will then reform and return to the Reception Room in the same order

n All will rise in their seats and remain standing till the procession has passed out.

0 The Vice Chancellor will be see off by the Principal.

4. In case the Convocation is to be presided over by a Chief Guest other than the Vice Chancellor or the principal himself, the Convocation Address will be delivered by the Chief Guest, if any, and the degrees shall be conferred by the Principal in the following words:-

> "By virtue of the authority delegated to me by the Vice Chancellor of Shah Abdul Latif University, Khairpur. I admit you to the degree of _____ and charge you that ever in your life and conversation you do prove yourselves worthy of this degree".
> Similarly, Medals and prizes will be awarded by the Chief Guest, if any, after the conferment of degrees.

5. In case the Convocation is to be presided over by the Chancellor of the University other than the Vice Chancellor or the principal himself, the Convocation address shall be delivered by the Chancellor and the degrees shall be conferred by the Chancellor in the following words:-

"By virtue of authority vested in me as Chancellor of Shah Abdul Latif University, I admit you to the degree of _____ and charge you that ever in your life and conversation you do prove yourselves worthy of this degree".

6. In case the Convocation is to be presided over by the Chancellor, the order of precedence in the procession as indicated in 3(b) shall be the same. However, the Chancellor and the Vice Chancellor shall walk at the end of the procession.

7. The rest of the procedure will be the same as above.

8. The presence of the Registrar and the Controller of Examinations is not necessary if the convocation is not presided over by the Chancellor or the Vice Chancellor.

16. Conduct and Maintenance of Students Discipline

CONDUCT AND MAINTENANCE OF DISCIPLINE OF STUDENTS REGULATIONS 1987

Subject to the provisions of the Shah Abdul Latif University, Khairpur Act-1986, the following regulations are made with the concurrence of the Vice-Chancellor/the Syndicate.

1. The Discipline Committee shall meets and when necessary to consider the reports on matters relating to discipline of students and shall be the final authority to determine whether an act of in-discipline has been proved or not. It shall then advise the Vice-Chancellor as to the action to be taken in conformity with the regulations that follow.

2. Discipline among the students of the University and those of affiliated college/postgraduate Centres shall be enforced and maintained by the Vice-Chancellor.

3. The Vice-Chancellor shall supervise and control discipline through the following officers:-

(a) In the Institutes through the Directors of the Institutes concerned.

(b) In the University teaching Departments through the Chairpersons of the Teaching Departments concerned.

(c) In hostels through the Director, Students Affairs/Provost.

(d) In college/postgraduate Centres through the Principals concerned.

(e) In public places and on occasion of public gathering within or outside the University campus through the Students Adviser or any other authorized officer of the University.

(f) In connection with the inter-collegiate, inter-departmental and inter-university relation of the students through a combination of officers mentioned under above sub-clauses (a), (b), (c), (d), and (e).

4. The students Advisor or any authorized officer shall be appointed by the Vice-Chancellor on such terms and conditions as the Syndicate may determine from time to time.

5. The Vice-Chancellor may appoint Assistant Students Adviser on the recommendation of the Students advisor or any authorized officer on such terms and conditions as the Syndicate may determine.

6. The following, among others, shall constitute acts of in-discipline for which action may be taken against the student or students concerned by the officers mentioned under clause 3:-

(a) Breach of any rule of public morals, such as:

(i) use of indecent or filthy language

(ii) use of immodest dress

(iii) use of undesirable remarks or gestures

(iv) disorderly behavior, such as shouting, abusing, quarrelling, fighting and insolence

(v) carrying, using or threatening to use fire-arms and deadly weapons

(b) Defiance of authority

(c) False presentation or giving false information of willful suppression of information, cheating or deceiving.

(d) visiting places declared "Out of bounds" for students.

(e) Visiting without pass, places which are not to be visited without a pass.

(f) Inciting or staging a walkout, a strike or an unauthorized procession.

(g) Shouting of slogans derogatory to the prestige of the University or the reputation of its officers or teachers.

(h) Being found under the effect of an intoxicant.

(i) Immorality.

(j) Action defamatory of and derogatory to Islam and Pakistan.

(k) Abetting use of unfair means at an examination.

(l) Indulging in activities prejudicial and detrimental to good order on the Campus.

(m) Unauthorized use of or damaging University's movable or immovable property.

(n) All such other activities which the Vice-Chancellor may construe as breach of discipline.

7. Punishment or penalty for any of the offense mentioned under above clauses shall be according to gravity of the case and may be one or more of the following:

(i) a record in the black in the Black Book maintained by the Students Adviser or any authorized officer;

(ii) fine which may amount to Rs.500/00 or more;

(iii) expulsion from the class, hostels for a specified period;

(iv) detention from Examination;

(v) cancellation of examination results or withdrawal of a certificate granted; and

(vi) expulsion or rustication from the University for a specified period or for good.

8. The authority to impose punishment or penalty shall be exercised by the officers to the extent given below;

(a) Vice-Chancellor may:

(i) fine a student up to Rs.1500/00 or more for each single offence and deprive him of privileges and positions open to students;

(ii) detain a student from a University examination;

(iii) cancel the admission of a student or refuse to admit a student without giving any reason;

(iv) direct a Principal to cancel the admission of a student or direct the Principal not to admit a student; and

(v) debar, expel or rusticate a student for a specified period or for good.

(b) The students Adviser or any authorize officer may:

(i) fine a student up to Rs.1000/00; for each single offence;

(ii) expel a student from the University Campus for the maximum period of 15 days;

(iii) withhold good character certificate to a student; and

(iv) make an adverse report to the Vice-Chancellor regarding a candidate for admission.

The Students Adviser or any authorized officer shall maintain a character roll of all students of the University.

(c) Dean of a Faculty or Principal of a College may:

(i) fine a student up to Rs.1000/00 for each single offence; and

(ii) to expel a student from the faculty/college for 15 days.

(d) Director of the Institute/Chairperson of the Department may:

(i) fine a student up to Rs.500/00 for each single offence; and

(ii) expel a student from the Institute/Department for a week.

(e) Director Students Affairs/Provost may:

(i) fine a student up to Rs.500/00 for each single offence; and

(ii) expel a student from hostel for a month.

9. The Students Adviser or any authorized officer shall from time to time prepare a list of places which, in his opinion should be "out of bound" for students and shall place it before the Vice-Chancellor for approval. Immediately on approval he shall notify to all officers mentioned in clause-3. He shall like wise prepare a list of places which may not be visited without a pass during certain hours and after approval by the Vice-Chancellor, notify it to all officers mentioned in clause 3.

10. The Directors of Institutes and the Chairpersons of the Teaching Departments shall be responsible for the maintenance of discipline among the students of their Institutes/Departments subjects of the statutes and Regulations of the University.

11. The Principals of the affiliated colleges shall be responsible for the maintenance of discipline among the students of their respective colleges subject to the statutes and regulations of the University.

12. The certificate/degree/diploma and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.

13. The Syndicate on the report of the Discipline Committee shall take such disciplinary action against a student or students concerned as the circumstances of the case may demand in any case not covered by the foregoing regulations.

The Syndicate may consider the appeals of the students involved in the case of breach of discipline on the recommendation of the Vice Chancellor.

17. Utilization of Self-Financing Scheme Funds Statutes

(As promulgated by the Governor of Sindh/Chancellor of Universities of Sindh)

No.AC-I/SALU/KHP/- 695 **Dated: 12.08.1999**

Notification.

It is notified for information of all the concerned that the Senate, SALU vide Resolution No.06 passed in its 09th meeting, held on 20-07-1999, has adopted the Statutes regarding "Utilization of Self Finance Scheme Funds" received from the Chancellor/Governor Sindh Secretariat.

---sd---
Registrar

1. Title

These statutes shall be known as the "Statues for Utilization of Self financing scheme funds (Hereinafter called the SS funds of the University) of the Universities of Sindh, for their Development, Research and other Academic activities" and shall be referred hereinafter to as the Statutes.

2. Purpose

In view of the fact the Self-financing scheme was created to meet the shortfalls in the Development and non-Development budget of the University, it has become expedient to utilization SS funds for the purpose of development, research and other academic activities to meet the urgent requirements.

3. Scope

Annual income comprising the profit from the invested SS funds and 50% of the amount received through new admission under Self-financing scheme may be utilized in the following manner as per the requirement of the University arises from time-to-time;

i). 25% of the above amount shall be earmarked for research.

ii). The remaining amount may be utilized for execution of development schemes and other operational needs. The development schemes shall comprise new facilities, strengthening of those already existing and developed under PSDP, or completion of those in progress under PSDP in which case, the funds as and when received from the Government shall be returned to SS Funds.

4. Preparation of Budget and procedure of the expenditure.

A separate annual and revised budgets of annual income of SS Funds made available shall be prepared for (i) Development (ii) Research (iii) Other operational needs and shall be approved by the Senate of the University.

The expenditure for these purposes at S.No. (i) shall be incurred subject to the approval of appropriate bodies of the University viz. Advance Studies and Research Board and Research Committee etc. as the case may be. The development schemes to be funded through SS Funds shall be considered and approved through the procedure laid down as follows:

5. A development scheme may be sponsored by a Chairman of the Department/Director of the institute, a Professor Emeritus, a Dean of the Faculty, or a Head of any administrative/academic unit in general, with the permission of the Vice Chancellor of the University, who may himself require to prepare such a scheme, on his own initiative or direction of any authority of the University.

   The development schemes prepared on a prescribed form shall be submitted to the Director Planning & Development (P&D) of the University, who shall scrutinize the scheme in light of the prevailing/approved standards and prepare its brief on a prescribed form and submit to the University Development Working Party (UDWP) for concept clearance. The forms and standards generally prescribed by the Planning Commission, like PC-1 Form, shall be used.

   The formation of UDWP shall be as shown in the Annexure-A. Sponsor of the scheme may be invited to present the scheme before it.

   The scheme, if so required, shall be modified/revised accordingly and resubmitted to UDWP through Director (P&D) for further consideration and recommendation by UDWP to the Syndicate for its approval.

   The Syndicate shall be the final authority to approve a scheme costing up to Rs: 20.00 million, but for any scheme exceeding this limit, clearance of the Chancellor shall be sought.

   The Vice Chancellor shall issue the Administrative approval for the scheme after it is finally approved, after which the scheme may be implemented/executed.

6. Execution of the Development Scheme

The development schemes under SS Funds shall generally be executed by the Project Director of the University under the supervision and guidance of the Advisory Building Committee of the University constituted by the Syndicate as in case of other development schemes under PSDP unless the Syndicate directs differently in particular case only.

7. Monitoring and Evaluations of the Development Schemes.

Regular monitoring and evaluation of the Development schemes under SS Funds shall be conducted by the Monitoring and Evaluation Team constituted by the UDWP. The Committee shall submit its reports to the UDWP and the Syndicate. The Director (P&D) shall take further necessary action as per their advice.

8. Framing of Regulation/Rules.

The UDWP and the Syndicate may frame any further detailed Rules/Regulations for the conduct of the business of consideration and approval for the Development schemes under SS Funds within the framework prescribed herein, and may amend these Regulations/Rules as and when required.

9. Effectiveness of the Statutes.

These statues shall come into force from the date on which these are promulgated by the Chancellor of the University.

10. Limitations

These statutes shall not affect the ongoing schemes or those already completed under SS Funds duly approved by the appropriate authority.

Formation of University Development Working Party (UDWP) comprising following Member:

1. Vice Chancellor — Chairman
2. All Deans — Members
3. Nominee of Chancellor — Member
4. Nominee of Senate — Member
5. Nominee of Syndicate — Member
6. Director Finance — Member
7. Project Director — Member
8. Director (P&D) — Member/Secretary

18. Improvement of Classes/Divisions in Bachelor and Master Classes

a) REGULATIONS REGARDING IMPROVEMENT OF CLASSES/DIVISIONS IN B.A./B.SC/ B.SC(HOME ECONOMICS) AND B.COM

Note: The nomenclature of the degrees have been changed; whereas the regulations regarding Improvement of classes/divisions are same:

Old Degree Title	Revised Degree Title
B.A.	Associate Degree in Arts (ADA)
B.Sc	Associate Degree in Science (ADS)
B.Sc (Home Economics)	Associate Degree in Science (H.Economics) (ADS-Home Economics)
B.Com	Associate Degree in Commerce (ADC)

1. A candidate who has passed B.A/B.Sc/B.Sc (Home Economies) and B.Com Examination from Shah Abdul Latif University, Khairpur can re-appear at the same examinations for improvement of division.

2. The conditions for appearing at the examinations shall be as under:

   (i) Not more than one chance shall be given.

   (ii) The time limit for re-appearing at the examination shall be three years after passing the examination to be improved.

   (iii) The candidate shall get himself/herself registered as an external candidate shall for the examination within the date notified by the Controller of examinations on payment of prescribed fee subject to permission from the Registrar.

   (iv) The candidate can take parts I and II Examinations simultaneously.

   (v) The candidate will be eligible for exemption from practical of B.Sc. Part I and II which he/she had cleared.

   (vi) Improvement of division/class at B.A/B.Sc/B.Sc.(Home Economics) and B.Com. will be open only to those who had not already passed a higher degree examination.

   (vii) The improved degree will be issued for the year in which the candidate improves the division.

   (viii) The division will be re-determined on the combined marks of part I and II.
   (ix) The examination form and fee will be submitted separately for parts I and II.
   (x) In case a candidate fails his/her previous degree shall not be affected.
   (xi) The Degree to be awarded to the successful candidate shall be in the usual form without any reference to his/her previous Degree.
   (xii) He/She will not be eligible for position, prize, medal, etc.
   (xiii) He/She will have to declare solemnly that he/she had not made any attempt early for improvement of division. If the statement is found to be incorrect, his/her previous Degree shall be forfeited.

b) REGULATIONS REGARDING IMPROVEMENT OF CLASSES/DIVISIONS IN M.A OR M.Sc.

Note: Since the M.A/M.Sc programs have been phase-out in pursuance of Higher Education Commission, Islamabad vide Notification No.15-54/A&C/2019/HEC/691, Dated: 11.07.2019 and implemented/adopted in Shah Abdul Latif University, Khairpur, vide Notification No.AC-II/SALU/KHP/-332, dated: 05.11.2019 and approved by Academic Council in its 16th meeting held on 22.04.2021

1. A candidate who has passed M.A Examination of Shah Abdul Latif University, Khairpur in a subject which does not involved practical's in Second or third class may be allowed to appear at the M.A Examination in the same subject in order to improver his/her class without attending further lectures.

2. The conditions for appearing at the examination are as under:-

(i) Not more than one chance shall be given.

(ii) The time limit for appearing at the examination shall be three years after passing the examination to be improved.

(iii) The candidate shall get himself/herself registered as an external candidate for the examination within the date notified by the Controller of Examinations on payment of prescribed fee subject to permission from the Registrar.

(iv) The candidate can take previous and final examination simultaneously.

(v) He/She will have to pay a fee for the previous and final Examinations separately.

(vi) In case a candidate fails, his/her previous degree shall not be affected.

(vii) The degree to be awarded To a successful candidate shall be in the usual form without any reference to his/her previous Degree.

(viii) He/She will not be eligible for position, prize, medal, etc.

3. In a subject where practical is involved, the candidate shall have to rejoin as a regular student under semester system. Such candidate shall have to appear at the full final examination. He/She will be eligible for exemption from only those papers of the previous examination which the candidate had cleared with at least 'B' Grade i.e. 45%.

19. Regulations for Change of Name and or Surname

1. The name of a student once entered in the Register of the Students shall not be altered, modified, added to or otherwise change except under exceptional circumstances proved to the satisfaction of the Vice-Chancellor by his/her father or legal guardian, provided that the maiden name of a girl student may be changed after marriage on her request or on that of her husband as Mrs. So and so. The same procedure will be followed consequent of second marriage.

2. The change if permitted shall not affect the Diplomas/Degree Certificates of examinations already passed by the student but shall apply only to an examination taken subsequent to the change. If the change is permitted, the revised name shall be entered in the Register of Student side by side that with the previous name and similar entries shall be made in the Enrolment and Identity Cards issued to the Student.

3. Applications for change of name shall be submitted through the head of the Teaching Department or the Principal of the College, as the case may be, and shall be accompanied by a fee of Rs.500/00. In case of an external student, the application shall be forward by the Principal of a affiliated College or a gazetted Officer not below the rank of Bps-18.

4. No application for change of name shall be entertained after a student has been sent up for a University examination.

20. Conduct Of Examinations Regulations 1987

Subject to the provisions of the Shah Abdul Latif University Act 1986, the following regulations are made for the conduct of examinations.

1. PLACE OF EXAMINATION

All examinations shall be held within the territorial jurisdiction of the Shah Abdul Latif University Khairpur on dates and according to the schedule approved by the syndicate on the recommendation of the Academic Council provided that the Vice Chancellor shall be competent to make variations in the dates, if necessary. It will, however, be open to the Syndicate to direct holding of an examination outside the jurisdiction of the university under exceptional circumstances.
The programme of each examination shall be drawn up by the Controller of Examinations subject to the approval of the Vice Chancellor. The programme shall be drawn up in such a manner, as far as possible, that the examinations come to an end before the beginning of the vacations.

2. DATE OF EXAMINATION

The date of commencement of examination as well as last date for the receipt of application forms and fees for such examinations shall be notified as far as possible, three months in advance.

3. PAPER SETTERS & EXAMINERS

Each Board of Studies shall draw up a list of Paper Setters in the subject or subjects with which the Board is concerned.

(a) In drawing up the list, the Board shall keep in view the various alternatives of a subject permitted for examination and shall suggest ordinarily three names of Paper Setters and Examiners for each paper.

(b) No person shall be suggested as a Paper Setter or Examiner against whose work at previous examination, there has been an adverse report.

(c) No person shall be appointed as Paper Setter or Examiner whose relative is appearing at the examination and each Examiner shall be required to submit a declaration that he/she has not coached any student or students for the examination nor shall engage himself in the work during the period of his/her appointment as an Examiner (Appendix). (Wife, husband, son, daughter, grand son, grand daughter, brother, sister, nephew, niece, grand nephew, grand niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law shall be deemed “relatives” within the meaning of these regulations).

(d) Except in examination for Master’s Degree no one shall ordinarily be appointed Examiner in more than one paper in the same subject.

(e) For medical examinations, the regulations of Pakistan Medical & Dental Council shall apply.

(f) A Paper Setter and/or Examiner will ordinarily be appointed for one year only but he/she may be re-appointed for the following year pr years subject to a maximum of three years from first appointment or as recommended by the Board of Studies of the subject concerned.

4. The work of drawing up a list of Paper Setters and Examiners shall be completed by the Board of Studies before the end the first term. The list shall be subject to the approval of the Vice Chancellor.

5. The Vice Chancellor shall appoint Moderators of question papers and Tabulators of examination results and also may appoint a Moderation Committee to moderate examination questions and to moderate and prepare the results of the examinations.

6. If a question paper is not acceptable to the Moderator/Moderation Committee, it may, if necessary, return the question paper to the Setter with clear instructions regarding revision or modification. If the Setter either declines to revise or modify the questions as directed, or he/she is otherwise not available or there is no time to refer back the paper to the Setter, the Moderator/Moderation Committee shall revise or modify the paper or, if necessary, set a fresh question paper. In such an event, the Paper Setter will receive such remuneration for setting the original paper as the Vice Chancellor, in his direction, may decide.

7. As soon as the question papers are moderated, the Vice Chancellor shall make such arrangements for their printing as he thinks reliable and safe.

8. The names of Paper Setters, Examiners and Moderators shall be kept strictly secret and their list shall not be incorporated in the normal proceedings of the Board of Studies.

9. The appointment of Paper Setters and Examiners will be regulated by the number of candidates offering a subject or paper in the following manner:

(i) When the number of candidates is 300 or less, the Paper Setter shall be the Examiner.

(ii) Where the number of candidates is above 300 and not more than 600 co-examiner shall be associated with the Paper Setter.

(iii) Where the number of candidates is above 600, the Paper Setter shall be associated with two or more according to the needs so that no Examiner should get more than 300 scripts to examine.

10. A paper Setter shall normally be expected and required to assess the answer of the paper set by him/her. If he/she declines to do so or is not available, the Vice Chancellor shall appoint another Examiner.

11. DUTIES OF EXAMINERS

i) He/She shall abide by all the instructions of the Controller of Examinations contained in the memorandum as well as those issued subsequently.

(ii) He/She shall abide by the time limit fixed by the university for marking answer books.

(iii) He/She shall submit a report to the Controller of Examinations on the quality of answers marked by him/her.

(iv). In case of a fraction occurring in the total of the paper shall raise it to the next whole number.

12. PRACTICAL EXAMINATIONS

In all subjects for which a practical examination is prescribed arrangements for the conduct of practical examinations shall be made as under:

(a) Normally a practical examination will be held after the theoretical examination but in special cases it may be held before the theoretical examination with the approval of the Vice Chancellor.

(b) The candidates of practical examination will be divided into convenient batches. Each batch will normally consist of not less than 20 and not more that 30 candidates.

(c) Each batch will be examined by a set of two Examiners, one of them shall be form the institution to which the candidates under examination belong and the other will be an outsider. The former shall be called the "Internal Examiner" and the later the "External Examiner", provided that where a qualified Internal Examiner is not available , the Vice Chancellor shall appoint another Examiner to act as an Internal Examiner.

(d) (i) In all cases where there is only one Centre of examination for a subject, there will be only one External and one Internal Examiner.

(ii) Batches may be examined by them in the morning and in the after noon shifts.

(iii) The External Examiner shall set a number of question so that each batch gets a different set of questions to answer. The questions shall be set in consultation with the Internal Examiner. In case of a single set of External and Internal Examiner, all preparations for the examination shall be made by the Internal Examiner according to the instructions of the External Examiner.

(iv) At the close of the examination of each batch, the External and Internal Examiners shall jointly award marks in the award list supplied by the university. In all cases where marks are set for record of the candidates done during the session, the examiners shall satisfy themselves before awarding marks that the record are genuine and bear the signature of the teachers under whom the candidates have worked.

The award list signed jointly by the External and Internal Examiners shall be sent in a sealed cover to the Controller of Examinations immediately at the close of the examination.

(v) At the termination of the examination, the External Examiner shall send a report to the Controller of Examinations on the general quality of the candidates.

13. BREACH OF RULES OF EXAMINATIONS

(i) If a candidate is found having in his/her possession while under examination, papers, books, notes, or any other material which might possibly be of assistance to him/her in the examination, he/she shall be expelled from the examination of that day and subsequent days, if any, by the Head Invigilator and

his/her case shall be reported to the Controller of Examinations for such further action as may be deemed necessary. The examination result of such candidates shall be liable to cancellation and further shall be liable to be debarred from appearing at any examination of the university and from admission to any class in the university or any of its affiliated institution for a period not exceeding two years.

(ii) Any candidate detected in giving or receiving assistance or found quality of copying from any paper or notes or using or attempting to use these or any other unfair means shall be expelled by the Head Invigilator from the examination of that day and subsequent days, if any, and his/her case shall be reported to the Controller of Examinations, for such further action as may be deemed necessary. The examination result of such candidates shall be liable to cancellation and further shall be liable to be debarred at any examination of the university and from admission to any class in the university or any of its affiliated institution for a period not exceeding three years.

(iii) Any candidate obtaining admission to the examination on false representation made in his/her application form or by false personification, using abusive, obscene language in the answer book shall be liable to cancellation of his/her examination result and further shall be liable to be debarred from appearing at any examination of the university and from admission to any class in the university or in any of its affiliated institution for a period not exceeding 4 years.

(iv) Any candidate forging another person's signature on his/her application or his/her admission form shall be liable to cancellation of his/her examination result and further shall be liable to be debarred from appearing at any examination of the university and from admission to any class in the university or any of its affiliated institution for a period of not exceeding 4 years.

(v) Any candidate, found quality of disclosing his/her identity or making peculiar marks in the answer book shall be liable to cancellation of examination result and further shall be liable to be debarred from appearing at any examination of the university and from admission to any class in the university or any of its affiliated institution for a period not exceeding 2 years.

(vi) A candidate quality of communicating or attempting to communicate with an examiner with the object of influencing him/her in award of marks shall be deemed to have a used or attempted to use unfair means and shall be liable to the same punishment as provided for clause 13(ii) communications of the nature addressed to the Registrar or the Controller of Examinations shall be treated as falling in the above category and liable to the same punishment.

An approach made by a relative, guardian or a friend of a candidate will be considered to be by the candidate, who will be liable to be punished as laid down in regulation 13(ii). If the candidate makes an appeal to an examiner through his/her answer book, his/her answer book shall be cancelled and he/she shall be liable to punishment as laid down in regulation 13(ii).

(vii) In all cases where a candidate or a number of candidates create disturbance in and outside the examination hall or the place of examination by:-

(a) Shouting or resorting to violence so as to disturb the general body of examinees.

(b) Inciting examinees to leave their examination and walk out or to adopt some other form of strike, or using violence with a view to prevent examinees from completing their examination.

(c) Forcing their entry into a centre of examination or forming a procession for going to a centre of examination for the purposes mentioned in sub-clauses (a) and (b).

Any or all these acts, whether done individually or collectively shall constitute a serious breach of rules of examinations.

viii In any case not covered by the foregoing regulations, the Syndicate on the report of the person or body concerned shall take such action against the candidate or candidates concerned as the circumstances of the case may warrant.

ix All punishments under regulation 13 shall be awarded by the Syndicate on the recommendation of the Examination Discipline Committee appointed by the Syndicate for the purpose and the letter itself may hold enquiry or authorize any one or more of its members to do so. The examination results of such candidates shall be withheld till such time as their cases are decided by the Syndicate.

x The examination Discipline Committee shall be the competent authority to determine whether the charge of a breach of Rules of Examination under clause (vii) has been proved or not and in case where evidence is difficult to obtain it may recommend to the Syndicate disciplinary action against a student or students if it is satisfied that there is a strong suspicion against such student or a number of students.

14. If the Syndicate is satisfied that a situation has arisen which calls for a re-examination of paper or papers in a particular subject or subjects, it may issue necessary directions to that effect.

15. (i) Statement on a printed form, showing the marks obtained by a candidate in each head of passing will be supplied to him/her on payment of a prescribed fee. Marks obtained by a candidate in individual questions pr in sections or as paper shall not be supplied.

(ii) Applications form candidates at the university examinations for an inquiry into the correctness of their results must be accompanied in each case by a fee of Rs. 25/00 for each subject. No such application will be entertained unless forwarded by the Head of the Institution from which the candidate appeared except in the case of external candidates whose applications shall be submitted directly to the Controller of Examinations. The inquiry shall deal only with the correctness of the results and shall not include re-examination of the candidate's answer books.

No such application will be accepted unless it reaches the university office within 30 days from the date of publication of the result. The fee paid shall not be refunded in any case.

16. CENTRE OF EXAMINATION

The Controller of Examinations shall, as soon as the number of candidates appearing at a particular examination is known, prepare for the consideration of the Vice Chancellor a list of centres where the examinations are to be held. After the approval of the Vice Chancellor, the list shall be notified to the candidates concerned through the Principals of the colleges or the Heads of the Teaching departments , as the case may be, a fortnight before the date of commencement of the examination . In cases of emergency, however, of which the Vice Chancellor shall be sole judge, a short time notice may be given.

17. HEAD INVIGILATOR

The Vice Chancellor, in consultation with the controller of Examinations, shall appoint Head Invigilators for each Centre of Examination.

18. INVIGILATOR

The Controller of Examinations shall draw up for the approval of the Vice Chancellor, a list of persons competent to conduct and supervise the examination at Centres. They shall normally be selected from amongst the members of the teaching staff and may also include other persons of integrity. An Invigilator against whom there has been a serious complaint shall not be re-appointed.

19. DUTIES OF THE HEAD INVIGILATOR

There shall be two Head Invigilators, one will be called "External Head Invigilator" and the other "Internal Head Invigilator". The Internal Head Invigilator shall normally be the Principal of the College. The duties of the Head Invigilators shall be –

(a) To make proper seating arrangements for all examinees appearing at the Centre. Normally each candidate should be provided width 22 square feet of space, but under no circumstances shall this space be reduced to less than 20 square feet.

Large plan of seating arrangements in bold figures shall be prepared by the Head Invigilators, one copy of which shall remain in their office for reference and the other shall be hung up or placed at a prominent place near the main entrance to the Centre. No alternation shall be made in the plan or in the seating arrangements, except by the Head Invigilators or under their orders.

(b) To draw on a statement of the number of Invigilators required for the centre at each sitting of the examination. Normally one Invigilator will be allowed for every 20 examinees plus one relieving or reserve Invigilator for every 100 candidates, but where the number of examination rooms is numerous and the capacity of rooms is small, at least three Invigilators will be allowed for every set of two rooms.. Likewise in case of halls or rooms of larger capacities, the number may be reduced to only five Invigilators per 100 candidates including the reserve Invigilator. In special cases the Vice Chancellor may sanction an additional Invigilator.

(c) To appoint factotum, clerical staff and other subordinate servants required for the efficient conduct of examinations according to the limits prescribed by the university. Head Invigilators shall satisfy themselves before appointing any of the above persons about his/her character and honesty.

(d) Head Invigilator shall be responsible for the safe custody of answer books and other material and stationery required for the use of the examinations. They shall be personally responsible for any loss or pilfering of blank answer books.

(e) Head Invigilators shall receive from the Controller of Examinations sealed packets of question papers for each sitting of examination at their centre. They shall keep the sealed packets in their personal custody till the time they are required to be opened for distribution. Sealed packets shall be opened by the Head Invigilator in the presence of at least two Invigilators and Factotum. They shall be responsible for loss or leakage of papers from their centre, if any, from the time they are committed to their charge.

(f) Head Invigilators shall assign Invigilators to various rooms or places and they shall abide by all their instructions and orders. They shall be competent to transfer Invigilators from one to another room without assigning any reason or to dispense with the services of a particular Invigilator if he is in their opinion not competent to discharge his/her duties. In the latter case, a report shall be made to the Controller of Examinations.

(g) The procedure detailed in the "Instructions to Head Invigilators and Invigilators" (Appendix) shall be observed by the Head Invigilator while conducting the examination from day to day.

(h) Head Invigilators shall at once communicate with the Controller of Examinations in case of any reported mis-print or mistake in the question paper.

(i) In all prima facie cases of resort to unfair means or cheating at any examination by a candidate, they shall expel the candidate from examination in the paper and shall make a detailed report in a sealed cover to the Controller of Examinations together with any incriminating material or evidence found. They shall always include a report of the Invigilator concerned, an explanation of the candidate, if he is prepared to give one, and the comments and definite opinion of the Head Invigilators on the case.

(j). They shall at one communicate to the Controller of Examinations any attempt on the part of the examinees in general to create a disturbance in the Examination Centre or to stage a walk out, and subsequently prepare written report giving details, for submission to the Vice Chancellor.

(k) They shall see that all answer books collected at their centre are properly counted, serially arranged, subject wise packed, sealed and dispatched to their satisfaction.

(l) At the close of examination, they shall prepare and submit a brief report to the Controller of Examinations on the conduct of examination at their centre, drawing the attention of the university to the difficulties, if any, experienced by them and suggesting improvements, if any.

(m) They shall not leave the station during the currency of the examination except with the permission of the Vice Chancellor.

20. DUTIES OF INVIGILATORS

The duties of Invigilators shall be

(a) To report to the Head Invigilators of the Centre in which they are deputed at least one day before the commencement of the examination and to receive the instruction of their duties, etc.

(b) To reach the centre of examination at least 30 minutes before the commencement of each sitting of examination and report immediately to the Head Invigilators.

If an Invigilator reaches the Examination centre 5 minutes or more after the start of the examination, Head Invigilators may appoint another Invigilator in his/her place and report the name of both the Controller of Examinations.

In case of shortage of Invigilators affecting the efficiency of the conduct of examination, the Head Invigilators may appoint Invigilators to make up the shortage and report their names to the Controller of Examinations.

(c) To distribute question papers, blank answer books and examinati0on material which the examinees are authorized to use.

(d) To note without fail the absentees in the room or rooms in their charge and to submit the list to the Head Invigilators half an hour after the start of the examination.

(e) To see that all rules for guidance of candidates are duly observed.

(f) To be constantly on the watch and to be moving about in room(s) in their charge. They are particularly required to watch all attempts on the part of the examinees to communicate with each other or to pass slips, notes, etc or to expose their answer books to the neighboring examinees and copying from slips, notes are any other material, or resorting to unfair means in any other manner. They shall frustrate all such attempts, and in case of any thing having actually taken place, shall at once report the matter to the Head Invigilators with the name and the seat number of the candidate, the nature of unfair means and the incriminating material found, if any.

(g) To collect all written answer books from the candidates at the close of examination, arrange them in serial order subject wise, count them with reference to the number of candidates actually present and make certain that there is no shortage. They shall in particular frustrate all attempts on the part of the candidates to pilfer out or smuggle in any answer book or any other written paper, or to exchange one answer book with another.

(h) All written answer books collected must be entered in a 'RETURN FORM' and those, together with the surplus blank books and other examination material must be delivered immediately to the Head Invigilators. An Invigilator shall not be at liberty to leave the examination centre unless and until he has satisfactorily accounted for all candidates in his/her charge to the Head Invigilators.

(i) They shall also keep a watch over the clerical staff, water suppliers and other servants authorized to move about in the examination rooms to see that no extraneous matter is introduced in the examination rooms in any way, and if any such thing comes to their notice, to report at once to the Head Invigilators.

21. WRITTEN ANSWER BOOK

The receipt, safe custody and dispatch of written answer-books to examiners shall be the responsibility of the Controller of Examinations and for this purpose he shall take the following action.

(a) Receive all written answer books from the Head Invigilators and keep them in safe custody in the secret section of the office under lock and key till such time as they are sent to the examiners concerned. In case of delay in receipt of answer books he shall call for a report from the Head Invigilators.

(b) If the answer paper of a candidate is lost after having been received by the Head Invigilator or by one of the Invigilators and if he passes in all the other subjects of the examination, the Vice Chancellor shall decide whether or not he/she may be required to appear again in that one paper on a date to be fixed by the Vice Chancellor. In case of a dispute as to whether a candidate's answer book was duly received or not, the decision of the Vice Chancellor shall be final.

(c) If the system of the fictitious roll numbers is adopted by the University for All Examination. The Controller of Examinations shall cause fictitious numbers to be fixed under his personal supervision and keep the key of the fictitious roll numbers in his immediate charge.

(d) Normally no examiner shall receive more than 300 answer books to examine. In the case of number of answer books in any paper exceeding 300, the Controller of Examinations shall distribute them among 2 or more examiners according to the distribution list previously approved, if any. In preparing the distribution list, the Controller of Examinations shall as far as practicable, keep in view the fact that an examiner from a particular college does not get the answer books of the candidates from the same college. These considerations shall, however, not apply to the members of the staff of the university Teaching Departments as well as to the Teachers of Faculties of law and Medicine.

(e) The Controller of Examinations shall supply the examiners all material and information required for examining answer books, such as blank award list, question papers, schedule of maximum marks and minimum pass marks of the teachers, etc.

(f) The Controller of Examinations may call the local examiners to his office to receive packets of answer books which will be delivered to them properly packed and sealed and receipt obtained. However, the Controller of Examinations may arrange to dispatch/distribute packets to the examiners living outside Khairpur by registered post or by railway parcel securely packed and sealed.

(g) The Controller of examinations shall see that examiners complete the marking of papers and submit marks to him in due time and in case of delay, remained the examiners. In case of inordinate delays he shall report the matter to the Vice Chancellor and act according to his instructions.

22. TABULATORS AND CHECKERS

At least one pair of two Tabulators shall be appointed to tabulate the results of each separate examination, provided that no pair of Tabulators shall be assigned more than 2000 candidates. In case the number of examinees at any examination exceeds 2000, the work may be divided among two or more pairs of Tabulators. The Tabulators shall be appointed by the Vice Chancellor from among the teaching and non-teaching staff of the university and all the affiliated college or from among outsiders. Each single tabulator shall tabulate the results independently his/her colleague in the first instance and when all entries, partial

totals and aggregate have been posted, they shall compare each and every entry with each other and submit to the Controller of Examinations result-sheets jointly signed together with cross-lists and such further statements and statistics as required. Each single tabulator shall be personally bound to keep secret all information in connection with result, and shall be responsible for the accuracy and correctness of the result prepared by him/her.

The result prepared by the Tabulators shall, before its announcement be checked by a Checker(s) appointed by the Vice Chancellor.

23. ANNOUNCEMENT OF RESULTS OF EXAMINATION

(a) The Controller of Examinations shall announce the result as soon as the result of an examination has been tabulated and checked to the satisfaction of the Controller of Examinations.

(b) The result so announced under the authority of the Vice Chancellor shall be reported to the Academic Council and the Syndicate.

Should the result of a particular candidate or candidates be wrongly declared, the Vice Chancellor shall issue order that the mistake be rectified in a manner which appears to him to be just and proper.

24. The Vice Chancellor may order the with-holding of the result of a particular candidate or candidates if he is satisfied that it is necessary in the interest of the university to do so.

25. Any student or students, creating a deliberate disturbance while under examination by shouting or protesting loudly against the contents of a question paper or by inciting or resorting to a walk-out from the examination or committing violence by intimidating students willing to continue their examination by tearing their answer copies or forcing them out of the examination rooms under Regulation 13 and the Vice Chancellor shall be competent to debar them from taking further examination or to cancel the result of their examination, if completed, and to take such further disciplinary action against them as the circumstances of the case or the gravity of the offence demands.

26. **ISSUE OF DEGREE AND OTHER CERTIFICATES**

Each successful candidate can receive a Degree in the convocation held for the purpose by the University or College or in absentia on payment of fees in a prescribed form. The Degree shall be signed by the Registrar, Controller of Examinations and the Vice Chancellor.

27 Instructions to the Head Invigilators, Invigilators, Candidates, Tabulators and Checkers shall be such as may be prescribed by the Syndicate from time to time and shall be binding on all concerned.

28 The rates of remuneration to the Head Invigilators (External and Internal) Examiners of practical's or Viva-voce examinations, Invigilators, Factotums, Tabulators, Checkers and other persons shall be such as are prescribed by the Syndicate from time to time.

RESERVATION OF RIGHTS

In accordance with the provisions of the Shah Abdul Latif University Act 1986 and the regulations framed there-under the University reserves the right to reject the examination form in case any error, omission or irregularity is detected at any stage before the commencement of the examination. Every candidate shall have to under-take to abide by the decision of the university and also to submit on solemn affirmation the he/she shall not challenge the decision of the university in any court of law as far as the examination and its results are concerned.

CONFIDENTIAL

To

The Controller of Examinations
Shah Abdul Latif University
Khairpur

SUBJECT APPOINTMENT AS PAPER/SETTER

Dear Sir

I hereby accept the offer communicated to me vide Letter No._____ Dated_____ for appointment as a paper Setter/Examiner in the subject of _____ for Annual/Supplementary Examination of _____.

I solemnly declare that I have no relative within the meaning of regulation appearing at the examination and further that I have not coached any student or students nor shall engage myself for such work during the period of my appointment as _____ I have not written any guide, annotation or catechism with reference to the above examination.

Yours Faithfully

Signature
Name_____ Designation_____

The term relative includes wife, husband, son, daughter, grand son, grand daughter, brother, sister, nephew, niece, grand nephew, grand niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law.

APPENDIX

(Certificate to be signed jointly by the head Invigilators)

Certified that the sealed packets containing _____
Copies of question papers of _____ subject for he _____ Annual/ Supplementary Examination of _____Were opened by us in the presence of:

1 _____Factotum
2 _____Invigilator
3 _____Invigilator

Signature of Internal Head Invigilator

Signature of External Head Invigilator

Certified that the sealed packets of question papers as stated above were opened before us.

1. Signature Name Designation
2. Signature Name Designation
3. Signature Name Designation

APPENDIX

To

The Controller of Examinations
Shah Abdul Latif University
KHAIRPUR

SUBJECT APPOINTMENT AS FACTOTUM/ INVIGILATOR

Dear Sir

I request that I may kindly be appointed as Factotum/Invigilator at the centre for the _____Annual/ Supplementary examination of 19____, to be held from _____. I hereby declare that no relative of mine within the meaning of regulation is appearing at this examination nor have I coached any student or students for this examination.

Yours Faithfully

Signature

Name._____ Designation_____

The term relative includes wife, husband, son, daughter, Grand son, grand daughter, Brother, sister, nephew, niece, grand niece, grand nephew, uncle, aunt, first cousin, Son-in law, daughter in-law, brother-in-law, and Sister in law.

Certified that the above statement of Mr. _____is correct to the best of our knowledge and belief.

Signature _____
Name _____
Designation_____

Internal Head Invigilator

Signature _____
Name _____
Designation_____

External Head Invigilator

APPENDIX

INSTRUCTION TO CANDIDATES

1 Write on both sides of the page but do not write on the reverse of the first page. When absolutely necessary rough work should be done on fresh page and later cross marked.

2 Before writing on the answer book or on the supplements, the prescribed printed column should be filled in properly.

3 Do not disclose your identity in answer book by any means.

4 Pages should not be torn out from the answer book.

5 All answer books supplied shall be returned whether written in or blank.

6 Nothing shall be written on the question paper or on any other paper. Nothing shall be written on any part of the body, cloths or any material other than the answer book.

7 Each answer must be commenced on a fresh page and the number of question or sub-question as shown in the question paper must be indicated in the margin. Marks shall be deducted if this instruction is violated.

8. Candidates are not permitted to leave the examination room only half an hour after the question papers are distributed.

9 Candidates are required to draw the attention of the Invigilators by standing up if they need anything but do not leave the seat on any account. Before leaving the room return all answer books. During the last 10 minutes no candidate will be allowed to leave the hall.

10 A warning bell will be rung 10 minutes before the close of the examination and at the second bell the collection of answer books will begin. Candidates are required not to leave their seats until all books in their block have been collected by the Invigilator.

11. Answer book and the supplements should be tied together.
12. Smoking is prohibited in the examination room.
13. Candidates should bring their own ink, pen and pencil.
14. Candidates are liable to be expelled or debarred from admission in the university and appearing at university examination on following grounds:

(i) Bring any book, notes or scribbling paper in to the examination block.
(ii) Speak and communicate in any way with an other candidate while in examination hall.
(iii) Take away any blank answer book or books while leaving the examination block.
(iv) Disobey of instructions whether done individually or collectively shall constitute a serious breach of rules of Examinations.
(v) Shouting or resorting to violence.

(vi) Inciting for walk out or to adopt some other form of strike.

INSTRUCTIONS TO INVIGILATORS

1. Invigilators are required to contact the Head Invigilators at least one day before the examination starts and should get instructions personally.
2. All the Invigilators shall work under the supervision of Head Invigilators.
3. Invigilators should ensure from day to day that each candidate produces the admit slip issued by the university and tallied with the Centre's copy.
4. No candidate shall be admitted to the examination who arrives at the place of examination late by more than a quarter of an hour after the time fixed for a paper.
5. The additional time be allowed if any loss of time is caused to the candidates by an act of omission on the part of the university.
6. The distribution of answer books shall be done by the Invigilators after the candidates have occupied their seats and not before. Additional answer books shall be given only when the books previously given are written in. Candidates must be told to write on both sides of the pages in the answer books.
7. Invigilators should take particular care to collect from candidates all answer books supplied to them whether used or unused.
8. Invigilators should affix their signatures on the cover of all answer books and supplements of the candidates under his/her supervision for each and every sitting immediately before handing over the answer books to the Factotum or Head Invigilator.
9. Invigilators should immediately bring to the notice of the Head Invigilators all attempts at Copying or communicating by candidates to one an other.

(a) Invigilators should not engage in conservation with the candidates during the examination and should not read what the candidates write.

(b) Invigilators should not give any kind of explanation connected with the question set.

(c) Invigilators should not do any private or office work during the hours or supervision nor should on any account admit outsiders to the place of examination.

(d) Invigilators should not give copies of the question papers set to any one who is not a candidate sitting for the examination.

10. Invigilators should see that no candidate leaves his/her seat within first half an hour and the final bell is rung at the close of the examination until they have collected all the answer books of the candidates.
11. Invigilators should make three copies of their reports for each paper and pass these reports to the Head Invigilators along with the answer books.
12. Invigilators should read very carefully "Instructions to candidates" and should see that all the candidates follow these instructions.

INSTRUCTIONS TO HEAD INVIGILATORS

1. Head Invigilators are appointed to conduct examinations on behalf of the University as its representatives.

2. They should inform the Controller of Examinations about their willingness on a prescribed declaration from well in time .

3. They should ensure that the instructions to Invigilators and instructions to candidates are followed in letter and spirit.

4. They should not give any commitment to any person for appointment as Factotum or Invigilator without prior approval of the university authority. They should further ensure that no relative of Factotum and Invigilators appear at the examination and such declaration is also obtained.

5. They shall call Invigilators at least one day before the commencement of the examination and ask them to read thoroughly the instructions to the Invigilators for strict compliance and may also add to these instructions further for the efficient conduct of the examination.

6. They shall ensure that no person other than candidates, university officers and /or university representatives, Factotums, Invigilators and other staff appointed for the examination work shall be allowed to enter the premises of the Centre of examinations.

7. They must ensure that each candidate has produced the admit slip and tallied with the Centre's copy and each Invigilator affix the signature on the cover of all answer books and supplements of all the candidates. They should further ensure that the Invigilators obtain signatures of all the candidates at every sitting without fail on the prescribed form supplied to them for this purpose.

8. They should see that no candidate is allowed additional time for answering a paper on the ground of illness, accident or other cause. However, additional time shall be allowed when any loss of time is caused to the candidates by an act of omission on the part of the university.

9. They should ensure that the distribution of answer books is done by the Invigilators after the candidates occupy seats and not before .
10. They are required to inform the Controller of Examination on telephone as soon as the paper is started and that the examination is commenced peacefully.
11. They should ask the Invigilators :

(a) Not to engage in conversation with candidates during the examination and not read what the candidate write.

(b) Not give any kind of explanation connected with any question set.

(c) Not do any private or office work during the hours of supervision on any account and not to admit outsiders to the place of examination.

(d) Not give copies of question paper set to any one who is not a candidate sitting for the examination.

12. They should ensure that no candidate leaves his/her seat within first half an hour and after the final warning bell is rung at the class of the examination until the Invigilators have collected all the answer books of the candidates.

13. They should ensure that all the answer books and supplements supplied to the candidates for a particular day are stamped with the code letter fixed for that day if the code letters are supplied to the examination centre.

14. They should ensure that the sealed covers containing question papers are opened not more than 15 minutes before the time fixed for each paper in presence of Factotum and at least two Invigilators and such declaration on the prescribed form be got signed.

15. They should ensure that question papers for various blocks are distributed among the Invigilators not more than 05 minutes before the time fixed for each paper and question papers are distributed among the candidates exactly at the time fixed for paper and not earlier.

16. They should, as soon as the examination has commenced, go around the centre and personally take back from the Invigilators every copy of the question paper left with them after the distribution of the copies thereof to the candidates.

17. They may expel any candidate found copying or for any other offence considered serious by them and report cases of expulsion and offence to the Controller of Examinations together with the explanation of the candidates if obtained. They should not admit the candidate under any circumstances for examination in the papers which are set subsequently.

18. They shall countersign all the reports made by the Invigilators at the end of the examination in each paper.

19. They shall ensure at the conclusion of each paper that the answer books are carefully packed and sealed as under:

(a) The should be separate packets/covers for each subject and also for each language in which the papers have been answered.

(b) Each packet/cover should not contain more than 200 answer books and should contain answer books of complete blocks.

(c) One copy of each Invigilators report may be put in each packet /cover and two copies together with signature sheet should be forwarded in a separate cover to the office of the Controller of Examination.

(d) Each packet/cover should bear:

(i) Name of the subject
(ii) Language in which the paper has been answered.
(iii) Seat number of the candidates.
(vi) Total number of answer books packed in it .
(v) Number of blocks.'
(vi) Centre of examination.

20. They shall be responsible for safe delivery of all answer books in the office of the Controller of Examinations.

21. On the conclusion of the whole examination, they may forwarded to the Controller of Examinations statement showing the expenditure incurred at the Centre with the following bills, respective vouchers and their reports on the conduct of the examinations:
    (a) Head Invigilator's bills
    (b) Invigilator's bills
    (c) Other bills, if any

22. IN ORDER TO AVOID ANY MISHAP, HEAD INVIGILATORS SHOULD BE IN CONSTANT TOUCH WITH THE LOCAL ADMINISTRATION FOR THE SMOOTH RUNNING OF THE EXAMINATION.

21. Conditions Of Admission To Examinations Regulations 1987

1. In no case shall a candidate be admitted to an Examination of the University as a regular student until and unless he/she fulfils the following conditions:-

(a) He/she must be registered in the university.

(b) He/she must have prosecuted the full course of study in each subject prescribed for the examination, either in an affiliated College or Postgraduate Centre or in a university Teaching Department, subsequent to having passed the examination prescribed as pre requisite for proceeding to the examination for which he/she is a candidate.

(c) He /she must have kept the minimum percentage of attendance in each subject offered for the examination. This shall be certified in the application form by the Head of the Department or of the Postgraduate Centre or the Principal of the College concerned.

(d) He/She shall not have done any thing prejudicial to the interest of the University or of the Post graduate Centre of the College and shall otherwise bear good moral character and conduct.

1 He/She must have paid the fees prescribed for the examination.

2. No person shall be eligible to appear at any examination of university as an external candidate unless and until he/she fulfils the following conditions:

(a) He/She must be registered in the university as an external candidate.

(b) He/She shall not have done any thing prejudicial to the interest of the university and shall other wise bear good moral character and conduct.

(c) He/She must have paid the fees prescribed for the examination.

APPLICATION FORM

3. (a) All application for admission to examinations shall, in case of regular students, be made on the prescribed form to be supplied by the Controller of Examinations to the Heads of the Teaching Departments or to the Principles of affiliated Colleges or Post graduate Centres.

(b) In the case of external candidates, the forms may be obtained from the principal of an affiliated college and submitted to him duly filled in together with the fees prescribed for the examinations with a certificate of good character from a Gazetted Officer/Principal or Notary Public.

(c) Examination forms and fees may be accepted after the due date on payment of prescribed late fee.

(d) Upon receipt of the prescribed application form and fee for an examination, the Controller of Examination shall furnish the candidate, through the forwarding authority, with an admit slip, which will on presentation, admit the candidate into the examination hall.

(e) If a candidate from a university Department owes any money on any head of account, or any other article either of the university itself or of any of its recognized societies or Associations, the Vice Chancellor may withhold or authorize the withholding of admit slip of such a candidate till all such money has been paid or the article returned or paid for.

(f) If a candidate from any affiliated college or Postgraduate Centre owes any money to the college or Postgraduate Centre on any head of account or any other article either of the college itself or its recognized Societies and Associations, the Vice Chancellor may, recommendation of on the Principal or the Head of the Postgraduate Centre , withhold or authorize the withholding of the admit slip of such a candidate till all such money has been paid or the article returned or paid for.

(g) The Controller of Examinations if satisfied that an examination admit has been lost or destroyed may, on payment of a further fee of Rs_____ issue a duplicate examination admit slip. The duplicate admit slip so granted shall show in a prominent place the number and date of the slip originally issued.

REFUND OF EXAMINATION FEE

4. The examination fees, once paid, shall not be refunded or held in reserve for a future examination except in the circumstances and to the extent mentioned below:-

(a) Where a candidate dies prior to the commencement of the examination, the entire fee shall be refunded to his/her legal heirs.

(b) The entire fee may be refunded or held in reserve for future examination at the discretion of the Vice Chancellor, when the application form of a candidate is rejected for technical reasons.

(c) Where a candidate falls it or meets with a serious accident before the commencement of the examination and is hereby prevented from appearing at the examination and sends an application for refund supported by a medical certificate from a registered medical practitioner in Government service, so as to reach the Controller of Examinations within 48 hours of the commencement of the examination, one-half of the examination fee shall be refunded under the orders of the Vice Chancellor.

(d) One-half or full fee may be refunded or held in reserve for future examination of any other reason deemed sufficient by the Vice Chancellor.

(e) Where a candidate is prevented from taking the examination on account of his/her military duties, the full fee of his/her examination may be refunded or, at his/her option, credited to his/her next appearance at the examination.

IRREGULARITIES

5. Should it be proved to the satisfaction of the Syndicate that the admission of a person to the examination was irregular for any reason or that any material fact about him/her was wrongly stated or suppressed, it will be open to the Syndicate to declare his/her examination or its result to be cancelled. Likewise, if the Syndicate is satisfied that a person, either during the course of the examination or after its conclusion, has behaved in a manner which requires disciplinary action being taken against him/her, the Syndicate shall be competent to cancel

the result of his/her examination and to take such further action against him/her as the circumstances of the case demand.

EXTERNAL CANDIDATES EXAMINATION REGULATIONS 1987

Note-I: Since the M.A/M.Sc programs have been phase-out in pursuance of Higher Education Commission, Islamabad vide Notification No.15-54/A&C/2019/HEC/691, Dated: 11.07.2019 and implemented/adopted in Shah Abdul Latif University, Khairpur, vide Notification No.AC-II/SALU/KHP/-332, dated: 05.11.2019 and approved by Academic Council in its 16th meeting held on 22.04.2021.

Note-II: The nomenclature of the degrees have been changed as under; whereas the regulations regarding Improvement of classes/divisions are same:

Old Degree Title	Revised Degree Title
B.A.	Associate Degree in Arts (ADA)
B.Sc	Associate Degree in Science (ADS)
B.Sc (Home Economics)	Associate Degree in Science (H.Economics) (ADS-Home Economics)
B.Com	Associate Degree in Commerce (ADC)

1. Eligibility

i An external student shall be eligible for appearing at the B.A.(Pass) and M.A only, provided that no subject can be offered which involves a practical examination i.e Geography, Psychology, sociology, Social Work, Statistics and Home Economics. Sociology can, however, be offered by B.A.(Pass) external students.

ii External students who have passed B.A.(Pass), B.Sc.(Pass), B.Sc.(Agriculture), B.E and B.Com are eligible to appear at M.A (Previous) Examination in the subjects in which practical are not involved.

iii The students from other Universities except Sindh University shall not be allowed in the Examinations as external candidates unless they fulfill the following conditions:

A Candidate who is residing within the territorial jurisdiction of Shah Abdul Latif University, Khairpur.

OR

Who is originally resident of the area within the territorial limits of the University and is presently serving outside the jurisdiction of the University in Pakistan.

OR

Whose parent is in Government service and is transferred to serve within the jurisdiction of the University.

OR

Who has been transferred from other provinces and is currently serving within the territorial jurisdiction of the University shall be eligible for Registration as an external Candidate.

iv An external student shall produce a good moral character certificate from the Principal of an affiliated College of the University or the Chairperson of the University Teaching Department or an Officer of Federal or Provincial Government not below the rank of BPS-17.

v A candidate who has passed B.A.(Pass) Part-I as a regular student is eligible to appear at B.A.(Pass)Part-II Examination as an external candidate on payment of registration fee subject to eligibility.

vi A candidate who has passed M.A.(Previous) as a regular student is eligible to appear at the M.A.(Final) Examination as an external candidate on payment of registration fee subject to eligibility.

2. The Examination of the external candidates shall be conducted in parts as detailed below:

i B.A.(Pass)Part-I
ii B.A.(Pass)Part-II
iii M.A.(Previous)
iv M.A.(final).

The B.A.(Pass) and M.A. Examinations shall be of two years duration.

3. The intending external candidate shall ensure before submitting registration form that he/she was eligible under the University rules for registration as an external candidate for the examination for which he/she proposes to register himself/herself. In case he/she applies for registration inspite of his/her ineligibility under the rules, the registration fee paid by him/her shall be forfeited. However, the Vice Chancellor may consider the cases for refund of fee in very genuine cases to be considered on individual merit.

4. An external student who is found guilty of concealing any fact in his/her application form for registration or made any false statement shall be debarred from appearing at any examination of the University for a period as may be decided by the Vice Chancellor as a measure of punishment.

5. An external student intending to seek registration for appearing at the B.A. Pass) Part-I and II, M.A.(Previous) and (Final) Examination must either be a failure of that examination or must have passed immediate lower examination of the University or equivalent examination of another statutory University or Board recognized by the University.

6. The last date for registration as an external candidate shall be notified by the Controller of Examinations every year and the intending external candidates shall get their names registered in the University on payment of prescribed fee as notified from time to time on or before the last date fixed for registration of each examination. Applications for registration submitted late after the last date may be accepted on payment of late fee as notified by the University.

7. An external candidate shall be required to send his/her three recent passport size photographs together with the registration form. However pardah observing girl students may be exempted with the permission of the Vice Chancellor. Pardah observing girl candidates shall be required to affix three specimen signatures duly countersigned by the Principal of an affiliated college and also furnish fresh specimens of their signatures in presence of the Head Invigilator of the examination who will tally with the admit slip copy of the examination centre.

8. A fee of Rs:100/= (One hundred) shall be charged from an External candidates for the change of subject after the last date of registration. No change of subject shall be entertained after one week from the last date for registration.

9. The result of a candidate who appeared in a subject (for which he/she was not registered) without prior permission of the University shall be cancelled.

10. Two examinations in a year shall be conducted for external students namely "Annual" and "Supplementary". A student passing in any subject or paper or viva-voce at the Annual and Supplementary Examination shall be exempted from appearing in the subjects/papers and viva-voce at the next examination.

11. The class/division shall be awarded to all the candidates passing at the Annul/Supplementary Examinations in accordance with the marks fixed for class/division as under:-

i	First Division or Class	60 % Marks or above
ii	Second Division or Class	45 % Marks or above
iii	Third Division or Class	33 % Marks or above

12. Candidates passing at the Annual Examination shall only be entitled for position and medals as per rules and regulations provided these examination are passed in first attempt at one and the same examination.

13. Candidates who have secured 50% or more of the heads of passing, omitting fraction in favour of the candidates, will be promoted to the next higher class of the respective examinations.

14. The Certificates and Degrees of the candidates shall indicate that the student has passed the examination as an external candidate. However, the word '"Compartmental' or "Supplementary shall not be written in the Certificates or Degrees.

22. Regulations Regarding Grace Marks/Condonation Marks

1. A benefit of grace marks/condonation marks up to one percent of the total number of marks allotted for an examination subject to maximum of ten marks, should be given to a candidate who but for this benefit, would have failed in the examination. These marks shall be admissible only when the examination is taken as whole and may be distributed over the various units of passing.

2. A benefit of grace marks/condonation marks of up to one percentage of the total number of marks allotted for an examination, subject to a maximum of five marks, should be given to a candidate who, but for this benefit, would have been placed in lower division in the examination, provided that he has not already received the benefit, of grace marks/condonation marks under 1 above.

3. The grace marks/condonation marks should not be actually added to the marks earned by a candidate, but the candidate should be deemed to have passed the examination or been placed in a better division, as the case may be, by getting the benefit of grace marks/condonation marks under 1 or 2 above.

4. The grace marks shall be admissible in all University examinations except the Doctoral Examinations.

23. Regulations For Issue Of Duplicate Degrees/Certificates And Diplomas

Duplicates of University Degrees/Certificates or Diplomas shall not be given except in case in which the Vice-Chancellor is satisfied on the production of an affidavit or otherwise that the applicant has lost his/her degree/Certificate or Diploma or that is has been destroyed. In such a case duplicate may be granted on payment of double fee prescribed for fresh Degree/Certificate or Diploma.

Secretariat of Governor
Governor's House
Karachi

No.GS/10-25/97(SO-III)/208
Dated 22 February 1999.

To,

The Vice Chancellors (All)
Universities in
Sindh

The Chairmen (All)
Boards of Intermediate and
Secondary Education in
Sindh

SUBJECT THE SINDH UNIVERSITIES AND BOARDS EXAMINATIONS (ERADICATION OF MALPRACTIES) ORDINANCE, 1999.

I am directed to enclose herewith a copy of Gazetted copy of Sindh Ordinance No.1 of 1999, being the Sindh Universities and Boards Examinations (Eradication of Malpractices) Ordinance, 1999, for information and necessary action.

Kindly acknowledge receipt.

(MUHAMMAD MUDASIR KHAN)
SECTION OFFICER.III
FOR SECRETARY TO GOVERNOR SINDH

EXTRAORDINARY Registered No.M-324

MONOGRAM

The Sindh Government Gazette
Published by Authority

KARACHI, SATURDAY JANUARY 16, 1999

PART – I
GOVERNMENT OF SINDH, LAW DEPARTMENT
NOTIFICATION

Karachi the 16th January 1999

No.S,LEGIS.1(1)/99/. The following ordinance made by the Governor of Sindh is published for general information

24. The Sindh Universities and Boards Examinations (Eradication of Malpractices) Ordinance, 1999

SINDH ORDINANCE NO.1 OF 1999
AND ORDINANCE

to provide for the eradication of malpractices in the examinations held by a University of Board in the Province.

L(IV) Ext- 6-4 (16 – A)

Preamble

WHEREAS it is expedient to provide for the eradication of certain malpractices in the examinations held by a University or Board in the Province;

AND WHEREAS the Provincial Assembly is not in session and the Governor of Sindh is satisfied that circumstances exist which render it necessary to take immediate action;

NOW THEREFORE in exercise of the powers conferred by clause (1) of Article 128 of the constitution of the Islamic Republic of Pakistan, the Governor Sindh is pleased to make and promulgate the following Ordinance:-

Short Title and commence

1. (1) This Ordinance may be called the Sindh Universities and Boards Examinations (Eradication of Malpractices) Ordinance, 1999.

(2) It shall come into force at once.

Definitions

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

(a) "abetment" shall have the same meaning as assigned to it in the Pakistan Panel Code, 1860.
(b) "answer book" means the documents containing the answer or answers as given by a candidate during an examination of the question or questions

contained in the question paper meant for the said examination and includes a part of answer book;

(c) "Board" means a Board of Intermediate and Secondary Education and includes the Board of Technical Education, established by law;

(d) "candidate" means a person who has applied for admission to an examination or appeared in an examination;

(e) "employee" means any person employed in a University or Board, permanently or temporarily or on contract basis either gratis or for remuneration;

(f) "examination" means a process adopted by a University or Board for the purpose of examining a candidate for the grant of a certificate, diploma or degree, as the case may be;

(g) "examiner" means a person appointed by a University or Board for the purpose of examining and assessing the answer books of a candidate or his ability through a written or oral examination and award marks therefor and includes a person appointed to check the standard of marking of such examiner;

(h) "centre" means a place notified by a University or Board for holding examination or assessment of answer books, as the case may be;

(i) "Premature disclosure of a question or a question paper" means a disclosure of a question or any of the questions contained in a question paper before the time at which the question or question paper has to be communicated to a candidate in accordance with the prescribed procedure;

(j) "question paper" means a document containing the question or questions to be put at an examination for being answered by a candidate;

(k) "supervisory staff" means the staff appointed by the University or Board, as the case may be to conduct the examination;

(l) "University" means a University established by law.

Punishment for malpractice.

3. Whoever is guilty of:-

(i) premature disclosure of a question or question paper or any classified information relating thereto knowing that such question or question paper is to be put or set at an examination written or oral; or

ii) making false representation in admission form or any other document connected with an examination; or

iii) giving or receiving any assistance for solving any part of a question paper or allowing any other candidate to copy from his answer book or attempting to do so; or

iv) allowing a candidate to solve the question or question paper after the schedule time;

v) taking un-authorisely the whole or a part of an answer book out of any examination centre; or

vi) replacement of an answer book or any portion thereof;

vii) awarding with dis-honest motive marks more or less than the marks deserved by a candidate if the person doing so is an examiner;

viii) recording in any document with dis-honest motive marks more or less than the marks awarded to a candidate by an examiner if the person doing so is other than the examiner; or

ix) supplying to a candidate, during his examination, answer to a question contained in a question paper or a question put or to be put at an examination; or

x) mutilation, alteration, interpolation or erasure in any certificate or tabulation, register or other document or record maintained by a University or Board, or in any

manner using or causing to be used a certificate, document or record knowing that it is so mutilated, altered, interpolated or erased; or

xi) divulging or procuring information pertaining to the examination papers answer books, examiner, conduct of examinations, fictitious roll numbers, examination results or any information incidental thereto; or

xii) falsification of official examination results by any means including substitution of answer books, mutilation, alteration or falsification of the record maintained by a University or a Board; or

xiii) impending the progress of examination or assessment of answer books at an examination centre by any means whatsoever; or

xiv) assaulting or threatening, any person Incharge of any examination centre or any other person employed in connection with an examination, with a view to gaining any advantage in an examination; or

xv) approaching or influence any employee to act corruptly or dishonestly in the conduct of any examination, declaration of examination result or marking of papers, or obtaining secret information relating to an examination; or

xvi) appointing or getting appointment as supervisory staff for carrying out examination duty in contravention of the prescribed procedure; or

xvii) appearing in an examination in place of the real candidate impersonating a candidate; or

xviii) taking examination at a centre other than the centre allotted by a University or a Board, for some ulterior motive; or

xix) attempting or abetting the commission of any of the aforesaid acts;

shall be punished with imprisonment for a term which may extend to three years or with fine which may extend to one hundred thousand rupees or with both; provided that where the offender is a candidate he shall be punished with imprisonment not exceeding one year or with fine not exceeding fifty thousand rupees or with both.

4. Complaint of offences

An offence under this Ordinance shall be cognizable by the police only on a report made, in the case of an offence relating to a University by the Registrar of the University or such other official of the University as may be specially authorized by him in writing, and in the case of an offence relating to a Board by the Chairman of the Board or such other officer of the Board as may be specially authorized by him in writing an every such offence shall be liable.

5. Unpublished record to be privileged documents.

No employee shall give evidence of any fact relating to unpublished records of the University or Board employing him or produce any document pertaining to the affairs of such University or Board except, in the case of University records with the previous written sanction of the Vice Chancellor or the Registrar of the University, and in the case of Board records of the Chairman of the Board, and the Vice Chancellor, the Registrar or the Chairman, as the case may be, may give or with-hold such permission in his discretion.

Lt.Gen.(Retd.)Moin-ud-din Haider HI(M)
Governor of Sindh, Karachi,
Dated the 12th January, 1999.

25. Punishment to the candidates using unfair means in Examinations

REGULATIONS FOR PUNISHMENT TO THE CANDIDATES USING UNFAIR MEANS IN EXAMINATIONS

1. SHORT TITLE AND COMMENCEMENT

i) These Regulations may be called "The Shah Abdul Latif University Regulations 1987 for punishment to the candidates using unfair means in the Examinations".

ii) These Regulations shall come into force with immediate effect.

2. DEFINITION

In these Regulations unless the context otherwise requires the expressions and words shall have the meaning hereby assigned to them.

i) 'UNIVERSITY' means the Shah Abdul Latif University.

ii) 'VICE CHANCELLOR' means the Vice Chancellor of Shah Abdul Latif University.

iii) 'CONTROLLER', 'ADDITIONAL CONTROLLER', 'ASSISTANT CONTROLLER' AND 'SECRECY OFFICER' means the Controller of Examinations, Additional Controller of Examinations, Assistant Controller of Examinations and Secrecy Officer respectively of the Shah Abdul Latif University.

iv) 'EXAMINATIONS DISCIPLINE COMMITTEE' means the Examinations Discipline Committee constituted and passed by the Syndicate.

v) 'COMPETENT AUTHORITY' means the Examinations Discipline Committee or any other Officer/Authority of the Shah Abdul Latif University appointed by the Syndicate or the Vice Chancellor, Shah Abdul Latif University to deal with cases of unfair means.

vi) 'UNFAIR MEANS' means any wrong or foul means and methods or malpractice adopted to give or receive undue benefit in any Examinations of the Shah Abdul Latif University and shall include copying, impersonation, misbehaviour, threatening, assaulting the staff of the examination or any other staff authorized to conduct the Examination and such other things as may be considered to be 'Unfair means' under the rules or regulations or any law in force from time to time.

vii) 'HEAD INVIGILATOR' means the Head Invigilator of a centre of Examination appointed to conduct an Examination of the University.

viii) 'STAFF' means the person or persons engaged for the conduct of examinations at an Examination Centre.

ix) 'EXAMINATION CENTRE' means the premises or the place where the University holds the examinations.

x) 'INSPECTORS' means Inspectors appointed by the Vice Chancellor to visit and inspect the Examination Centres.

xi) 'APPELLATE AUTHORITY' means the Syndicate of Shah Abdul Latif University.

3. CONSTITUTION OF EXAMINATION DISCIPLINE COMMITTEE.

There shall be an Examination Discipline Committee which shall consist of.

i) One Dean to be appointed as Chairman by the Syndicate;

ii) One Senior Professor of the University to be appointed by the Syndicate;

iii) Two Principals of affiliated degree colleges, One being a lady, to be appointed by the Syndicate;

iv) The Controller of Examinations.

4. FUNCTIONS

The functions of the Examination Discipline Committee Shall be:

(1). i) to deal with and scrutinize the cases of the alleged use of unfair means by the candidates appearing at any University Examination;

ii) to deal with all other matters affecting the discipline of the candidates at University Examinations;

iii) to award punishment, subject to the approval of the Vice Chancellor, to candidates who adopt unfair means, mal-practices and create in-discipline at the Examinations;

(2). The committee may call a candidate alleged of unfair means at the Examination for hearing him/her in person before any decision is taken.

(3). A candidate aggrieved by the decision of the Examination Discipline Committee may appeal to the Syndicate against the decision of the committee within thirty (30) days from the date of receipt of the decision of the committee and the decision of the Syndicate shall be final, and shall not be called in question in any court.

(4). The members of the Examination Discipline Committee other than Ex-Officio members shall hold office for two years.

(5). The quorum for a meeting of the Examination Discipline Committee shall be three members.

5. NOTICE AND EXPARTE DECISION

Notice of hearing shall be given to the candidate on postal address given by the candidate and if by given date and time the candidate does not appear before the Committee, the Controller of Examinations shall repeat 2nd notice to the accused candidate by giving him/her fresh date and time to present himself/herself before the discipline committee with a warning if he/she fails to appear before the Examination Discipline Committee to give explanation, exparte decision will be taken against him/her. The notice will be sent by Registered post on the address given by the candidate and this will amount sufficient service.

6. DECISION BY THE EXAMINATIONS DISCIPLINE COMMITTEE

The Examination Discipline Committee after taking into consideration the evidence on record, and the explanation and evidence given by the candidate, will give their decision in writing and a copy of their decision will be supplied free to the candidate.

7. APPEALS

If a candidate has valid reasons to appeal against the decision of the Examination Discipline Committee he/she may do so within one month from the date of receipt of the decision, addressed to the Vice Chancellor, who may refer the appeal to the Syndicate.

8. REPRESENTATION BY ANY LEGAL ADVISOR

No lawyer or any legal Advisor shall be allowed to appear on behalf of or assist an accused candidate during inquiry or appeal under these Regulations. Only the candidates shall be heard in person.

9. POWERS OF VICE CHANCELLOR TO AWARD PUNISHMENT IN CASE OF DISTURBANCES IN EXAMINATION

Notwithstanding any thing to the contrary in these Regulations, the Vice Chancellor shall have the powers to summarily award suitable punishment without reference to the Examination Discipline Committee, to any candidate or to any student on the rolls of recognized Institution or to any person who created disturbances of any kind during the examination or otherwise misbehave in or around any examination hall or becomes arrogant or insolent with the Invigilation Staff or Inspectors or the University Authorities.

10. BEHAVIOUR OF THE CANDIDATE IN THE EXAMINATION HALL AND AROUND THE EXAMINATION CENTRES

Any candidate who refuses to obey the Head Invigilator or changes his seat with another candidate or creates disturbance of any kind during a particular paper of an examination or otherwise misbehaves in or around the Examination Hall may be expelled by the Head Invigilator and may be dis-allowed from appearing in the particular paper of the examination. He/She may, however, be allowed to take the remaining papers of the examination if the Head Invigilator is satisfied that he/she would conduct himself/herself with propriety in the remaining papers.

In addition, if he/she threatens to commit or commits breach of peace and law he/she may be prosecuted under relevant law for the time in force and handed over to the police, if it is a cognizable offence.

The Head Invigilator may inform to the Controller of Examinations without delay, every such case in detail and Controller of Examinations shall take steps to inform the Vice Chancellor of these cases for taking necessary action.

11. POSSESSION OF UN-AUTHORIZED MATERIAL MEANS UNFAIR MEANS

If a candidate is found having in his/her possession papers, books or notes or any other material which might possibly be assistance to him/her, he/she shall be deemed to have used unfair means.

12. UNFAIR MEANS AND COPYING ETC

Subject to the generality of the word as defined, unfair means shall also include the following:

i) removing a leaf from his/her answer book;

ii) using abusive or offensive language in his/her answer book;

iii) making an appeal to the examiner in his/her answer book;

iv) making false representation in his/her application from or any document produced by him/her;

v) forging another persons signatures on his/her examination form, or any other document;

vi) Refusing to obey any instructions issued to him/her by the University in connection with an examination;

vii) refusing to obey Head Invigilator or any other staff member or person deputed for the purpose in the examination hall; or

viii) Disclosing his/her identity or making peculiar marks in his/her answer books for an examination whether or not any fictitious roll numbers are used by the University.

ix) Giving or receiving assistance or allowing any other candidate or copy his/her answer book.

x) Communicating or attempting to communicate with examiners with object of influencing them in the award of marks.

xi) Creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall, or

xii) Copying from any paper, book or note, or by any other means.

xiii) Making previous arrangement to cheat in the examination such as smuggling in or out a question paper or an answer book in whole or leaves thereof, impersonation or misconduct of a serious nature.

xiv) Communicating or attempting or communicating directly or indirectly with an examiner with a view to influence him/her in the award of marks.

xv) Attempting to induce, directly or indirectly any official of the University or any person engaged in connection with an examination to give any kind of undue assistance to him/her including disclosure of guarded information.

xvi) Misbehaving or creating any kind of disturbance in or around an examination centre including staging of or inciting for a walkout.

xvii) Taking the whole or a part of an answer book or a supplement into or out of an examination centre.

xviii) Substituting the whole or a part of an answer book or a continuation/supplement sheet of an answer book or a continuation/supplement sheet not duly issued to him/her for the examination.

xix) Forging, mutilating, altering, erasing or otherwise tampering with any document connected with an examination or making undue use of such document or abetting in the commission of such offences;

xx) Abetting or attempting to use these or any other unfair means.

UNFAIR MEANS BY STAFF OF THE UNIVERSITY OR OTHER STAFF AT THE EXAMINATION CENTRE

If in the opinion of the University or Examination Discipline Committee any Invigilation staff at the Examination centre or any other staff appointed by the University is guilty of:

i) premature disclosure of question or question paper knowing that such questions or question paper are/is to be put or set for an examination.

ii) substitution of an answer book, or any portion thereof or

iii) awarding with dishonest motive marks more or less than the marks deserved by a candidate, if the person doing so is an examiner; or

iv) recording in any document with dishonest motive, marks more or less than the marks awarded to a candidate by an examiner concerned, if the person doing so is other than the examiner; or

v) supplying answer or answers to a candidate during his/her examination to a question contained in a question paper or a question put or to be put at a viva voce Examination or allowing candidate to copy from the other candidate or from other documents or permitting to smuggle answer book outside the examination hall to help the candidate to replace the answer book or permitting use of any unfair means at the examination centre, or,

vi) Mutilation, alternation, interpolation or erasure in any certificate or other document maintained by the University or in any manner using as record, knowing that it is so mutilated, altered, interpolated or erased, or

vii) divagating or procuring information pertaining to the Examination paper, answer books, examiners conduct of examinations fictitious roll numbers, examination results or any information incidental thereto, or

viii) Falsification of official examination results by any means including substitution of answer books, mutilation, alteration or falsification of any record of University.

ix) Impending the progress of examination at an examination centre by any means whatsoever, or

x) assaulting or threatening to assault in or around the examination hall, to any person Incharge of an examination centre or any other official Incharge of an examination employed in connection with an examination; or

xi) Approaching or influencing any employee of the University to act corruptly or dishonestly in the conduct of an examination or declaration of any examination result, or making of papers out or obtaining secret information relating to an examination or

xii) Failure to comply with any instructions issued by the University or any of its officers or commission of any other irregularities or maneuvers to get such appointment by supplying wrong particulars through mis-statement of facts.

xiii) Attempting or abetting the commission if any of the aforesaid acts.

The Vice Chancellor may (a)cancel the appointment (b) refuse to pay the whole or any part of remuneration or © recover the amount spent by the University as the result of non compliance of instructions, or (d) take any other suitable action that may be deemed necessary. Such persons shall also be liable to be proceeded against, under appropriate Efficiency Discipline Rules.

PUNISHMENT

If the competent authority under these Regulations comes to the conclusion that the candidate is guilty of unfair means within the purview of these Regulations, the competent authority shall record such opinion and debar the candidate for a period of three years including the year of examination in which the candidate was found guilty of unfair means.

16. POSSESSION OF FIRE ARMS, ASSAULT OR IMPERSONATION

If in the opinion of the competent authority a candidate is guilty of:

i) possessing fire arms or anything capable of being used as a weapon of offence in or around any examination hall;

ii) assaulting or threatening to assault any person Incharge of an examination centre or any other person employed in connection with an examination;

iii) abetting in or committing misconduct of a serious nature such a impersonation, abusing, assaulting or threatening to assault any person engaged in connection with an examination or any other staff member of the University, the competent authority shall record such decision and debar the candidate for a period which shall not exceed six years.

EXPLANATION

In case of impersonation, both the 'Impersonator' an the 'Impersonated' candidates shall be equally responsible and both are liable to the same punishment.

17. IMPERSONATOR NOT ON THE ROLLS OF THE INSTITUTION

If the impersonator is not on the roll of an affiliated Institution of the University the competent authority may order his/her expulsion from the examination and order that the University or any other Institution where that person is undergoing education or training may be written to cancel his/her admission to such examination, training or course.

In addition, the competent authority may also declare both the impersonator and the candidate as not fit and proper persons to be admitted to any future examination. If the impersonator is not falling under any of the categories and is not a student, the University looking to seriousness of the offence and other circumstances of the case, may take legal action under law of the land.

18. PUNISHMENT FOR OFFENCE NOT SPECIFICALLY PROVIDED

If a candidate is found guilty of using any other form of unfair means not specifically mentioned in the Regulations he/she shall be awarded such penalty as the competent authority may determine provided that the penalty so awarded will not exceed the maximum laid down in these Regulations.

19. PUNISHMENT TO RUN CONCURRENT OF CONSECUTIVE

If a candidate is found guilty of offences more than one, the punishment awarded to him/her for such offences may run concurrently or consecutively as the competent authority may determine and in the latter case the words 'the examination' occurring in the Regulations shall mean the examination immediately following the completion of preceding punishment.

20. COGNIZABLE OFFENCE

If a person commits a cognizable offence, the University may, in addition to taking action under the above Regulations initiate legal proceedings against the offender under the law.

26. Rules Of Procedure For Meetings Of The Senate

1. MEETINGS OF SENATE

(a) The meeting of the Senate shall to convened twice in a year.

(b) The meeting of the Senate shall be convened on such date/dates as may be fixed by the Vice Chancellor with the consent of the Chancellor.

(c) All meeting of the Senate shall be presided over by the Chancellor, in his absence by the Pro-Chancellor, and in absence of both by the Vice Chancellor.

(d) The quorum for the meeting of the Senate shall be 1/3rd of the total members.

2. NOTICE OF THE MEETING

(a) The Registrar shall give at least not less than twenty one clear days notice of the date of a meeting to every member.

(b) The notice shall contain the Agenda of a meeting and all relevant papers shall ordinarily accompany the notice.

(c) Resolutions or motions duly proposed and seconded by the members for the consideration of the Senate should reach the Registrar at least fifteen days before the scheduled meeting.

(d) All Statutes proposed by the Syndicate shall be placed before the Senate for its approval, and the copies there of shall be circulated to all the members along with the notice of the meeting.

(e) The Registrar shall, along with the Agenda of the meeting, ordinarily supply the Annual Report, the Annual Statement of Accounts and the Annual or Revised Budget for approval of the Senate.

(f) No motion or amendment shall be admissible, which if passed, may amount to a sanction of new or additional amount of expenditure unless it is proposed on behalf of the Chair.

(g) All members before the Senate shall be decided by a majority of the members present and voting; if the votes including the vote of the Chairman are equally divided, the Chairman shall have an additional casting vote.

(h) The meeting shall commence at the time notified in the notice issued by the Registrar. The Registrar shall count the members present, record the quorum, and the proceedings shall commence accordingly.

(i) The Chairman of the meeting shall announce the commencement of the proceedings and the business shall be transacted as per the Agenda notified, except for the items deferred by the Chairman.

(j) In case of lack of quorum, the Registrar, after the expiry of 30minutes, will record and notify the members that the quorum is waiting. Additional fifteen minutes shall be allowed for the completion of the quorum before the final announcement of the lack of quorum and the adjournment of the meeting by the Chairman.

3. ORDER OF BUSINESS

(a) At every meeting business shall be transacted as under:

(i) The Registrar will record the quorum.

(ii) If the quorum is complete, there will be recitation from the Holy Quran.

(iii) The Chairman will announce the commencement of proceedings of the meeting.

(iv) Confirmation of the minutes of the last meeting, if any.

(v) All items of the Agenda shall be discussed serial-wise unless it is decided otherwise by the Chairman.

(vi) The Chairman shall have the power to defer any item or motion or give precedence to any item in the Agenda at his discretion or otherwise.

(vii) To transact any other business with the permission of the Chair which the Senate is empowered under Act to decide.

(viii) Any resolution of condolence, greetings, thanks, or any matter of a non-controversial nature may be proposed by any member or on behalf of the Chair.

(ix) All points of order will be decided by the Chairman which decision shall be final.

(x) The Chairman may ask member to elucidate his point of view and shall have the power to ask any member to withdraw his remarks or observations which are deemed unwarranted by the Chair.

(xi) Member who are desirous to speak for or against any item or motion will be allowed reasonable time to be determined by the Chair.

(xii) All members shall be expected to be relevant and to avoid observations and reflections of a personal nature.

(xiii) No motion shall be in a negative form.

(xiv) All motion and amendments will be proposed and seconded by members only.

(xv) All motions which come within the purview of the Act will be put to debate.

(xvi) Unless they are unanimous, all decisions shall be arrived at by a majority of votes which may be determined by show of hands or by secret ballot.

(xvii) The Registrar shall get the minutes attested by the Chairman and have the same distributed to members within six weeks of the date of the meeting.

(xviii) In case of any objection of a procedural nature raised at the meeting, the Chairman shall have the power to give his ruling which shall be final.

(xix) The Vice Chancellor may allow the representatives of the press, television, radio and visitors to witness the proceedings of the Senate.

27. Rules of Procedure for meetings of the Syndicate)

1. Meeting of the Syndicate shall be(i) Ordinary and (ii) Special. Ordinary meeting of the Syndicate will be held ordinarily once a month except during summer vacations, and at other times when convened by Vice Chancellor.

A special meeting of the Syndicate may be convened by the Vice Chancellor at any time, and shall be convened by him on the requisition in writing of at least two-third of the members of the Syndicate as constituted at the time, stating clearly the nature and urgency of the matter to be placed before the Syndicate.

2. An ordinary meeting of the Syndicate shall be notified at least seven days before the date of the meeting. In case of emergent or special meeting, such notice shall be given as circumstances permit. In each case, the notice shall be accompanied by an Agenda showing the business to be placed before the meeting.

NOTICE OF THE MEETING

(a) The Registrar shall give at least not less than two weeks notice of the date of a meeting to every member. The Agenda of a meeting and all relevant papers will be issued not less than five days before the date of meeting.

(b) In case of special meetings, the Registrar shall give at least five clear days' notice of the date, time place and agenda for the meeting. A notice shall be given as the circumstances permit.

3. The Vice Chancellor shall preside at the meeting of the Syndicate. In his absence he may authorize any member of the Syndicate to preside at the meeting.

4. (i) All questions shall be decided by a majority of votes of the members present. The voting shall normally take place by a show of hands but in special circumstances or in the cases of elections the presiding officer may direct a secret ballot to be held.

(ii) If votes including that of the Chairman are equally divided, the Chairman shall have a casting vote.

(iii) A member shall have the right to demand the ruling of the Chair on any point of order or get his dissent on any matter recorded.

5. The order of business of the meeting shall be as under:

(a) Confirmation of the minutes of the last meeting or meetings.

(b) Elections, nominations or appointments, if any.

(c) Consideration of reports of the Committees appointed by the Syndicate.

(d) Matters referred to the Syndicate by the Academic Council.

(e) Other official matters initiated by the University.

(f) Motions by individual members, if any.
Provided that the Chairman may, at the request of a member or at his own discretion, change the order of business other then those under (a) and (b).

6. A matter once disposed of by the Syndicate shall not be opened for consideration for at least three months from the date of disposal unless two-third of the members of the Syndicate propose that the period be re-considered or the Chairman may in special cases re-open the matter.

7. As soon as practicable after the meeting of the Syndicate, a draft of the minutes shall be drawn up by the Registrar and submitted to the Vice Chancellor for approval. After approval, the minutes shall be circulated amongst the members of the Syndicate and will be placed for confirmation at the next meeting.

8. The procedure for the conduct of business shall be as under:

(a) Every member shall be allowed to speak only once on each item. Provided that in special cases the Chairman may allow a member to speak twice.

(b) No member shall interrupt another member while the latter is speaking, except on a point of personal explanation or to remove an ambiguity. This shall be done with the previous permission of the Chairman.

(c) The Chairman may, likewise, take part in the discussion but he shall not be required to leave his Chair while doing so.

(d) In case where discussion on any matter has been unduly prolonged the Chairman may limit the time of individual speakers or may close the discussion and put the matter to vote.

(e) In any matter not specifically provided for the Chairman shall use his discretion.

(f) The Chairman shall have the right to place before the House a Supplementary agenda before the meeting starts. The supplementary Agenda may be postponed to the next day/date if the members so desire.

(g) A motion which is not on the Agenda may be moved provided the members present agree to its being taken up.

(h) If any matter has been considered on a requisition and has been rejected it shall not be reconsidered within three months of such decision.

(i) Every motion shall be seconded otherwise it shall drop.

(j) When a motion has been seconded, it shall be stated from the Chair, unless it is rule out of order by the Chair.

28. Rules of Procedure for Meeting of the Academic Council)

1. Meetings of the Academic Council shall be:

   (a) Ordinary and
   (b) Special.

2. Ordinary meeting shall be held ordinarily every month on a date & time to be fixed by the Vice Chancellor.

3. Special meeting may be convened by the Vice Chancellor at any time, and shall be convened by him on receipt of a requisition signed by not less than one-third of the members of the council.

4. Notice and agenda of the Ordinary meeting shall be issued by the Registrar ordinarily not less than seven days before the date of the meeting. In case of special meeting such notice shall be given as circumstances permit. In each case the notice shall be accompanied by an Agenda, showing the business to be placed before the meeting.

5. The Vice Chancellor shall preside at the meetings of the Academic Council. In his absence he may authorize any Dean of one of the Faculties to preside over the meetings.

6. Business not included in the Agenda issued to the members, may be taken up with the permission of the Chair. However, no motion shall be moved at a special meting which is not on the Agenda.

7. A matter once disposed of by the Academic Council, shall not be opened for reconsideration for at least three months from the date of disposal. Provided that the Chairman may, in special cases, reopen the matter.

ORDER OF BUSINESS

8. At every meeting business shall be taken up in the following order:

   (a) Confirmation of the proceedings of the previous meeting or meetings.
   (b) Elections or nominations, if any.
   (c) Matters referred to the Academic Council by the Syndicate.
   (d) Consideration of Regulations, and motions or making, amending or repealing Regulations.
   (e) Other business.

9. Any change in the order of business at any stage in the proceedings may be allowed by the Chairman except in matters under items (a) and (b).

RULES OF DEBATE

10. Every Motion or amendment shall be in affirmative form and must be seconded, otherwise it shall drop.

11. A motion in the name of a member who is absent from the meeting may be proposed by any other member.

12. No motion or amendment shall be withdrawn without the consent of the Chairman.

13. All proposals brought forward for the consideration of the Academic Council shall be decided by a majority of votes.

14. Ordinarily, votes shall be taken by a show of hands, but the Chairman may, in his discretion, decide that any matter shall be decided by a secret ballot.

15. If votes, including that of the Chairman, are equally divided, the Chairman shall have a casting vote.

16. Amendments to any proposal shall be put to vote before the proposal itself, the last amendment being put first, if carried other amendments inconsistent with it shall be treated as rejected. The substantive proposal as amended shall then be put to vote.

17. It shall be open to the Chairman to put to the vote any amendment in parts, or two or more amendments consolidated.

18. No amendment shall be proposed which is inconsistent with or negates the original motion or is adverse to any resolution already passed at the meeting.

19. Any motion for the adjournment of a meeting or of a debate on any particular question may be made at any time but shall not be made so as to interrupt a speech. If a motion for the adjournment of a meeting be carried, the Council shall thereupon adjourn until the time specified in the motion. If a motion for the adjournment of a debate be carried, the Council shall thereupon take up the next business, if any, on the Agenda.

20. Members shall always address the Chair.

21. A member having spoken on a motion or amendment is not at liberty to speak again on such motion or amendment, except with the special permission of the Chairman. The proposer of the original motion shall have the right of reply before votes are taken.

22. Any member may call the Chairman's attention to a point of order while another member is speaking but no speech shall be made on such point of order.

23. The Chairman shall be the sole judge of any point of order.

24. The Chairman shall have the same right of moving seconding or speaking on a motion or amendment as any other member.

25. The Chairman shall have right to place before the Council a Supplementary Agenda which may be postponed to the next day or date if the members so desire.

26. The Supplementary Agenda may be postponed to the next day or date if the members so desire.

27. As soon as practicable after the meeting of the Academic Council, a draft of the minutes shall be drawn up by the Registrar and submitted to the Vice Chancellor for approval. After approval, the minutes shall be circulated to the members of the Academic Council and shall be placed for confirmation at the next meeting.

29. Commencement of term of the office of a Member of an Authority

(RULES REGARDING COMMENCEMENT OF TERM OF THE OFFICE OF A MEMBER OF AN AUTHORITY UNDER THE ACT (SENATE, SYNDICATE, ACADEMIC COUNCIL, ETC.)

In case where an individual is elected or nominated to act in combination, committee or body with others, the term of such office shall be deemed to have commenced from the date of the first meeting of such authority, committee, body, etc.

2. In Case where an individual is elected or nominated to hold office for a particular period such as the Dean of a Faculty or Chairman of a Department, his term shall be deemed to have commenced from the day he takes over the charge of such office to which he is elected, appointed or nominated.

30. Rules Regarding Allotment And Control Of Residential Colony

1. The University residential quarters/bungalows will be available for allotment only to the employees holding substantive post in the University (permanent, temporary or on contract basis)

2. No employees shall be entitled to allotment of any house as a matter of right.

3. All the allotments shall be made by the Vice-Chancellor on the recommendation of the Advisor, committee headed by the Registrar/Deputy Registrar, (G&A).

4. An employee who owns a house in Khairpur or in the vicinity of Khairpur, shall not ordinarily be entitled to a house on the Campus unless, in the opinion of the Vice-Chancellor, his/her stay in the campus in essential in the interest of the University.

5. Normally married employees will have preference over unmarried employees in allotment of residential accommodation in the Campus.

6. The residential accommodation will normally be allowed on the basis of the seniority among applicants based on the date of their applications for allotment of house. In exceptional asses, allotment can also be made on the basis of the relative needs of the applicants and the advantages occurring to the University by reason of their being allotted accommodation in the university campus.

Employees who so render their residence in the Campus will be eligible for re-allotment but their seniority will be based on the date they apply again.

7. If an employee does not avail the allotment of residential accommodation, his claim to a residential accommodation in future will be last the list of applicants and will not be considered on priority basis.

8. The interchange of the quarters/bungalows of the same at status shall not normally be allowed. However, in special circumstance permission to change the house in the same category can be given after completion of three years in the university house.

9. An employee will ordinarily be eligible for accommodation in his/her own category of house, but where not accommodation in his/her category is available or for reasons of expediency of which the Vice-Chancellor will be the sole judge, he/she may be allotted a house in any other category. Provided that if two staff members of the University fall under following categories, they may be made eligible jointly for allotment of a house of next higher category than the one to which each of the may be entitled, provided that each of them is ready to pay rent for the hose separately at prescribed rtes

i) Husband and wife
ii) Father and Son/Daughter
iii) Mother and son/Daughter
iv) Real sister and Brother

10. The eligibility for accommodation for various categories shall be as under:

(a) 'A' Type Bungalows. BPS-20 & Registrar irrespective of his grade.

(b) 'B' = = BPS-19
(c) 'C' = = BPS-18

(d) 'D' = = BPS-17
(e) 'A' = = Type quarter BPS-15 & 16
(f) 'B' = = BPS-11 to 14
(g) 'C = = BPS-5 to 10
(h) 'D = = BPS-1 to 4
(i) 'E' = = for sweepers only

The above categories will be without prejudice to the entitlement of administrative officers following proposed revision of Basic Scales of Pay.

11. The status of an allotee shall be that of a licenses and he/she shall not be entitled to claim the right or status of tenant purely for the reason that the rent is regularly deducted from his/her salary or is paid by him/her in cash or otherwise.

12. An employee of the University on study leave abroad or on deputation of foreign service outside the University while still remaining in the University service may remain in occupation of the house allotted to him/her with the prior permission of the Vice-Chancellor for the period not more than three years for the use of his/her wife/husband, children and dependent parents and widows/ divorced dependent sisters.

13. An employee of the University who has been away on leave for purposes of foreign revise or on deputation outside the University, maybe allowed by the University in its disruption to retain the residential accommodation on payment of the standard rent at the rate of 5% of the basic pay plus 30% of the initial pay of the scale applicable. However, in the case of employees who are on study leave abroad shall be charges normal rent for three years only.

Those who do not undertake to pay the prescribed rent shall hand over the vacant possession of the house on or before the date of their departure in case of Foreign Service or deputation.

14. An allottee shall not keep any animals on the premises that may render it unhygienic or may be a source of nuisance to the neighbors.

15. An allottee shall not make any structural additions or alterations to the house, its fittings and fixtures including open space or any pathways. He/she shall not put up any permanent or temporary structure or a fitting that my deform or deface the building or diminish its value.

16. An allotee shall be personally liable for all or any loss or damage caused to house, its fittings or fixtures from any cause what whoever except normal wear and tear or acts of God, and shall make good such loss or damage to the University.

17. An allottee shall be responsible to maintain the lawn, garden plants, trees, badges in his/her house at his/her own expenses.

18. An allottee shall be liable to pay such monthly changes by way of rent that may be prescribed by the Vice-Chancellor and electric, gas, water, and other charges that may be levied from time to time and have the same deducted monthly out of his/her pay or arrange its regular payment otherwise if on leave without pay.

19. A quarter or bungalow allocated to an employee shall not be subjected wholly of partly to any monetary transaction and so business, trade or occupation shall be carried therein by the allottee.

20. An allottee shall neither transfer nor sublet the bungalow or quarter allotted to him/her in whole or part. In the event of breach of this rule, the allotment shall be canceled and possession of the quarter or bungalow resumed by the University forth with.

21. An allottee may surrender the allotment and deliver vacant possession of the quarter or bungalow allotted to him/her after giving one month's notice or one month's rent and other charges in lieu there of.

22. In the event of deist, dismissal , discharge, removal, resignation or retirement of the employee, to whom a house is allotted, the period of time for which an employees or his/her family can retain house after retirement, death, etc.: will be as under:

(a) After death.....One year
(b) After retirement.....Six months
(C) After resignation.....Two months
(D) After dismissal,.....One month
discharge and removal

23. If an employee commits any breach of the rues other than rule 20 hereof, or the house allotted to him/her is required otherwise by the University in its larger interest, the allotment shall be cancelled and the allottee rewired to vacate the quarter by serving him/her with one months notice. Provided that if the [presence of an allottee at the Campus is considered by the Vice-Chancellor his/her allotment shall be liable to be canceled by the Vice-Chancellor without prior notice.

24. The allotment and control of University residential quarters/bungalows shall be in the discretion of the Vice Chancellor and an allottee shall along time question in any court of law an order passed oration taken by the Vice-Chancellor under these rules.

25. An allottee shall be deemed to have read these rules and shall sign the declaration in the from appended to these rules before occupying the quarter/bungalow allotted to him/her.

DECLARATION RELATING TO OCCUPATION OF A HOUSE IN THE UNIVERSITY

I,_____ (Name in Capital Letters Designation_____Department/office_____ do hereby solemnly declare that:

1) I have read the Rule governing the acceptation and use of residential accommodation and undertake to abide by them implicating.

2) I note that I am not a permanent of the said house but only an allottee and under take to vacate the house and not to resist vacation as and when called upon by the University to do so on due notice. If my presence at the University Campus is considered undesirable by the Vice-Chancellor my allotment shall be liable to be canceled by the Vice-Chancellor without prior notice.

3) I authorize the Director Finance to deduct from my salary every month the prescribed rent of the house occupied by me as well as electric, gas, water, conservancy and other charges that may be levied from time to time.

4) I also bind my self to make good the University all loss or damage done to the house, its fittings or the premises attached to it including open space, lawn, gardens, hedges and roads while in my occupation.

5) I shall not make any structural addition or alteration in the building and premises in my occupation and shall not put up any permanent or temporary structure or fitting likely to deform or defamed the building or diminish its value.

6) In the event of my vacating the house of my own free will and choice, I shall give one month's notice to the University or in default shall be liable to pay the amount equal to one month's rent and other charges of the house allotted.

7) I also undertake not keep in the build or in the premises any animal whose presence is likely to cause filth or nuisance to the neighbors.

8) I further undertake not to have recourse to a court of law in any dispute relating to the occupancy end use of the house allotted to me.

(SIGNATURE ALLOTEE)
Quarter/BungalowNo:_____Dated:_____.

31. Foreign Service Rules 1987

1. i) These rules may be called the "Shah Abdul Latif University Khairpur Foreign Service Rules, 1987."

   ii) They shall come into force at once.

2. In these rules, unless there is anything repugnant in the subject or contest.

   i) "Foreign Service" means service with an organization and/or agency carrying on its activities within or outside Pakistan and will include service with any foreign government or International body.

   ii) "Competent Authority" means officer of authority competent to appoint and take disciplinary action against a University employee and includes an officer of the University authorized by such authority to act on its behalf.

3. i) These rules shall apply to the employees of the University who are transferred to Foreign Service after the date of coming into force of these rules.

   ii) Employees who are already on Foreign Services shall continue to be governed by the terms and conditions of their transfer already sanctioned.

4. Subject to such restrictions as may be imposed by the competent authority a University employee may be allowed to join foreign service temporarily.

5. All applications for Foreign Service shall be routed through the proper channel.

6. Transfer to Foreign Service shall be admissible initially for a period of three years and may be extended by further two years. Provided, however, that transfer may not be allowed if it is in the interest of the University and are if it adversely affects the teaching or administration of the University.

7. i) Transfer to Foreign Service shall normally be allowed after a continues service of at least 5 years.

   ii) In case where an employee takes up foreign service on nomination by the University or the Provincial or Central Government for serving an International Bodies, and such nomination is considered or deemed to be in the interest and/or for the benefit of the University or the country, the maximum limit of 5 years foreign service leave may be relaxed.

8. i) During the foreign service the lien of the employee will be retained on the substantive post on which he/she was serving immediately before his/her transfer to the foreign service unless the lien is terminated/or suspended on the express desire of the employee concerned and with the approval of the University.

   ii) Subject to the provision of rule 8 (I), the lien will stand terminated.

      a) On the failure of the employee to join his/her post in the University on the next day after the expiry of the period of foreign service or on the expiry of the leave allowed in conjunction with any earned leave.

b) On violation of the terms and conditions imposed by the University while allowing transfer to Foreign Service,

c) On overstay in excess of the sanctioned period.

9. Leave due to an employee may be allowed before joining the Foreign Service or on expiry there of subject to the exigencies of the University.

10. An employee will not be entitled to claim any 'joining time' from the University either before joining the Foreign Service or at the time of re-joining the University on the expiry of Foreign Service.

11. An employee while in Foreign Service shall not be entitled to any leave from the University.

12. Teachers of the University shall not be entitled to receive normal annual increments for the period they are on Foreign Service.

13. The University shall not contribute any amount towards the employee's provident fund during the period of his/her foreign service. The employee may, however, continue to pay his/her subscription to the fund and he/she or his /her foreign employee may also contribute such amount that would otherwise have been contributed by the University

14. The employee during the period of Foreign Service shall remain subject to the general and disciplinary rules of the University for the time being in force.

15. The University reserves the right to recall an employee from Foreign Service before the expiry of the specified or sanctioned period subject a month's notice from the University.

16. Transfer to Foreign Service shall not be claimed as of right but shall always be at the discretion of the University.

32. Lien Rules

SHAH ABDUL LATIF UNIVERSITY LIEN RULES 1987

1. SHORT TITLE AND COMMENCEMENT

(i) These rules may be called "The Shah Abdul Latif University lien Rules 1987""and shall come into force with immediate effect.

(ii) Except where it in otherwise expressed or implied, these rules apply to all employees of university and holders of posts whose conditions of service have already been prescribed by the competent authority.

2. DEFINITION

(i) 'University' means the Shah Abdul Latif University.

(ii) 'Syndicate' means the Syndicate of Shah Abdul Latif University.

(iii) 'Vice Chancellor' means the Vice Chancellor of Shah Abdul Latif University Khairpur.

(iv) Lien means the title of a university employee to hold substantively either immediately or on the termination of a period or periods of absence a permanent post, including a tenure post, to which he has been appointed substantively.

3. LIEN PROCEDURE

(a). In case of employees of the Shah Abdul Latif University whose services have been requisitioned by the Government of seek employment with the Government in or outside the country shall hold their lien as long as they are not confirmed in that organization in their substantive posts.

(b) (i) Employees who take appointment within or outside the country and are confirmed in the Shah Abdul Latif University shall be granted lien for a period of three years. This period may under certain conditions extend to a maximum of five years by the Syndicate.

(ii) If an employee does not join the University after the expiry of the Lien period, his services will be deemed to have been terminated and he will be responsible for the payment of all liabilities, if any.

(c) In case lien of an employee of the university is maintained, the person himself or the institution where he serves shall be responsible for payment of leave, pension and provident fund contribution and other benefits to the university.

(D) The total period of lien of an employee of the university shall be five years for the total period in the entire service of an employee.

DECLARATION OF DATE OF BIRTH RULES

1. i These rules may be called the "Shah Abdul Latif University, Khairpur, Declaration of Date of Birth Rules, 1987".

   ii These rules shall apply to all the new entrants to the University service and also to those employees whose age has not been admitted as yet.

   iii These rules shall come into force at once.

2. i All Matriculates must produce their Matriculation Certificate to prove their dates of birth.

   ii All Non-Matriculates should produce their Birth Certificates to prove their dates of birth.

   iii In case the University is satisfied that neither of the two documents mentioned in (i) and (ii) above can possibly be supplied, its may demand such documentary evidence as it may deem fit.

3. In case an employee is not able to prove his/her age in accordance with the conditions laid down above, payment of his/her salary shall be with held till such time as the required evidence is not supplied.

33. Appointment of Professor Emeritus

1. The University shall institute a limited number of posts of Professor Emeritus for such Professors of the University who retired from the University after serving it with great distinction and achieving eminence in their subjects. The Professor Emeritus must have served the University for a maximum period of 10 years and must have attained the age of 60 years.

2. The procedure for the conferment of the emeritus status will be as follows:

The Syndicate, on the recommendation of the Vice-Chancellor, may decide by a resolution passed by 3/4th majority of the members present and voting to confer the emeritus status on a retiring professor. The decision of the Syndicate shall be treated as final.

3. The Professor Emeritus will be granted the following benefits:-

(i) An Honorarium of RS._____ per month
(ii) a room/place and facilities of works in the Department and any other facilities which the Syndicate may from time to time sanction.
(Iii) A house for residing in the campus to which he may be entitled as a Professor on rent paid by a professor at the time to retirement; or if he prefers to live in a smaller house, then on the basis of the percentage of his/her honorarium, subject to the availability of a house in each of the two categories.

3. The Professor Emeritus will have no specific teaching/administrative duties but will be expected to continue his/own research work and, if necessary, guide research. The conferment of the emeritus status shall be for life but can be terminated if the professor so desires or the Syndicate by 3/4th majority of the members present and voting terminates it in the interest of the University.

34. Revised Eligibility Criteria and Terms and Conditions for Appointment of Professor Emeritus in the University.

Increasing the enrolments of Professors Emeritus received from HEC (VIDE Resolution No. 4 (XVI) Passed by the Syndicate, in its 66th Meeting held on 31-12-2009.

1. Provision of Posts

1.1. The number of Professor Emeritus to be appointed is to be decided by the respective University depending on its size and excellence/expertise.

2. Eligibility

a. University Syndicate may confer status of an Emeritus Professorship to a Meritorious Professor retired in BPS-22 in recognition of his/her Scholarship and service to university education who has served University or a constituent institute or a Centre of Excellence of the University for minimum period of 10 years as Professor.

b. Vice-Chancellors, if he/she was a Professor of a University and retired after completing at least one tenure as Vice-Chancellor in Parent University in any other public sector University, shall be conferred the status of Professor Emeritus in the parent university.

2. Procedure

3.1. All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Syndicate for consideration.

4. Terms & Conditions

4.1. Whereas the conferment of Professor Emeritus status will be for life time, the financial benefits will be for maximum period of 5 years from the date of conferment.

4.2. The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the University to a great extent in consonance with the status and caliber of the title.

4.3. The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the University, will have the following responsibilities:

4.3.1. Mandatory presence on campus for three working days a week.

4.3.2. Provide guidance or continue research with faculty and/or students.

4.3.3. Postgraduate students' supervision

4.3.4. Seminars and/or writing or textbooks in the field of his/her specialization.

INCREASING THE EMOLUMENTS OF PROFESSOR EMERITUS

The Syndicate approved in its 66th meeting held on 31.12.2009 as per criteria sent by the Higher Education Commission, Islamabad as above and as under:

Professor Emeritus	Emoluments Rs. Per month	H.R. per month	Total
Professor Emeritus (retired in BPS-21)	40,000/-	20,000/-	60,000/-
Professor Emeritus (retired in BPS-22)/ Vice Chancellor (R).	50,000/-	25,000/-	75.000/-

35. Maintenance of Accounts Code

THE SHAH ABDUL LATIF UNIVERSITY
MAINTENANCE OF ACCOUNTS CODE 1987

1. These rules may be called Shah Abdul Latif University Maintenance of Accounts Code 1987.

2. In these rules unless there is something repugnant in the subject or context:

   (a) The Act means Shah Abdul Latif University Act of 1986 as amended from time to time.
   (b) Bank means any bank authorized by the Vice Chancellor/Syndicate from time to time.
   (c) Financial year means the year beginning from 1st July and ending on 30th June of the calendar year.

3. All transaction to which any officer or employee of the University in his official capacity is a party must without any reservation be brought to account and all money received should be paid in full into the Bank on the next working day.

4. An amount in cash to the extent as in (Appendix) shall be placed at the disposal of an employee to meet the day to day expenditure as authorized by the Vice Chancellor.

5. An amount in cash over and above Rs. 1000/00 may not ordinarily be accepted in any transaction except in special circumstances in which the approval of the Vice Chancellor should be obtained.

6. An employee entrusted with receipts or custody of money may be required to furnish security for an amount to be fixed by the Vice Chancellor/Syndicate.

7. The payments of amount below Rs. 250/00 and payments for immediate nature will be made in cash from the permanent advance. All other payments shall be made by cheques.

8. The erasures and over-writings in any account, register or cash book are absolutely forbidden. If any correction is necessary, the incorrect entry should be neatly crossed out and correct entry inserted and initialed by the Chief Accountant.
9. All books and registers shall be bound and paged (in print) before being brought into use. Any blank page shall be stamped cancelled and initialed by the Chief Accountant, Bursar and the Director Finance.

10. The annual account shall be prepared after the financial year and placed before the Finance & Planning Committee, the Syndicate and the Senate.

11. When any defalcation or loss of university money is discovered, an enquiry shall be instituted at once by Director Finance who will approach the Vice Chancellor to bring the matter to the notice of the Syndicate. When the matter has been fully enquired into, the Registrar shall submit a report to the Syndicate stating the steps taken to recover the money. The irrecoverable balance of such a sum may be written off under the order of Syndicate.

12. The loss of articles by theft may be written off under the orders of the
(a). Director Finance , if the cost does not exceed Rs. 250/00.

(b). Registrar, if the cost does not exceed Rs 500/00 .

(c). Vice Chancellor, if the cost is Rs:1000/-but does not exceed Rs.5000/- and
(d). The Syndicate, if the cost exceed Rs 5000/00.

13. The budget shall be prepared by the Director Finance on the proposals received from various departments duly approved by the Vice Chancellor.

14. The approved budget shall be considered by the Finance and Planning Committee and submitted to the Syndicate with suggestions and modifications, if any. The Syndicate after considering the budget with the suggestions and modifications of the Finance and Planning Committee and after affecting amendments, if necessary, shall recommend it to the Senate, for consideration.

15. If the expenditure under any sub-head exceeds the amount provided under that head of the sanctioned budget, the Director Finance shall prepare a re-appropriation statement which shall be placed before the Syndicate for their approval.

16. The accounts of the university shall be kept by the Director Finance under the directives of the Vice Chancellor.

17. The stock of cheques banks shall be kept in the personal custody of the Bursar. The counter foils of the cheques drawn shall be kept under lock and key in the custody of the Chief Accountant.

18. When new checues books are received, the Chief Accountant shall cause the checks to be counted and a note to be recorded on the back of each cheque that "The cheque book contains _____ cheques". This note shall be signed by the Registrar and the Director Finance if so authorized by the Vice Chancellor.

19. When a cheque is cancelled it shall be tamped "cancelled" under the signature of the Director Finance. The fact shall be noted on the both the original and the counter foils.

20. When a cheque is cancelled before the cash book has been closed for the day of the issue of the cheque, the entry in each cash book shall be cancelled. When the cheque is cancelled after the cash book has been closed, the cheque shall be shown as a minus entry on the day of cancellation.

21. If a cheque is lost or destroyed , an intimation shall at one be given to the bank and its payment stopped. The loss of the cheque shall be noted on the counter foils. If a fresh cheque is not issued in place of the lost one, the procedure laid down in rule 20 shall be followed . If a fresh cheque is issued its number and date shall be quoted against the original entry in the cash book with the remarks that the original cheque has been lost and the following note shall be made on the counter foils of the cheque.
"Issued in lieu of cheque No:_____dated_____ lost or destroyed".

22. The cancelled cheques shall be carefully retained until the accounts for the period to which they relate have been audited when they shall be destroyed in the presence of the Director Finance.

23. All the advance paid by the university shall be recorded in the register of demands and the Chief Accountant shall see that proper recoveries are made.

24. The record of all investments shall be maintained in the register of investments. Each entry shall be attested by the Director Finance.

25. All dead stocks and stationary articles of a permanent or consumable nature shall be recorded in the dead stock register and stationary register respectively under the initials of the Purchase & Stores Officer and all the particulars of disposal shall be entered in the register when any article is disposed of finally. The stock account register shall also be maintained by the Stores Section.

26. Separate pages shall be allotted to each department and in the pages so allotted each class of articles shall be entered separately in the dead stock register by the Stores Section.

27. All unserviceable articles shall be written off under the orders of the Vice Chancellor.

28. Each department shall keep a similar dead stock register and submit an extract from it to the Director Finance at the end of financial year.

29. All deposits made with the university shall be recorded in the register of deposit.

30. A register of establishment shall be maintained for the employees of the university. A separate page shall be allotted to each kind of establishment.

31. Service Books containing leave account shall be maintained for university employees in the form prescribed for the employees of the Government of Sindh.

32. All amounts received on account of university shall be remitted to the bank through bank challan and shall on no account be appropriated to wards the expenditure.

33. Every bill or voucher received for payment shall be examined by the superintendent Bills section and the Chief Accountant to see whether the expenditure:

(a) is covered by provision in the budget; and
(c) is sanctioned by the competent authority.

The Superintendent Bills Section and the Chief Accountant shall than sign or initial the bill or the voucher in token of their having scrutinized it and submit it to the Director Finance through the Bursar, for orders.

34 Fraction of paisa less than 50 paisa will be ignored and those equal to or above 50 paisa will be rounded to the nearest rupee while making payment of remuneration bills .

35 After the order to pay has been signed by the Director Finance and audited by the Resident Auditor, a cheque shall be drawn in the name of the payee. The voucher shall be stamped paid by cheque No:_____dated_____For Rs:_____ and filled". The payee's receipt when received shall be attached to it.

36 The vouchers shall be numbered serially and filled in a separate file for each month.

37 The cash book shall be closed and balance on every working day shall be signed by the Director Finance. At the end of month the receipts and expenditure entered in the cash book shall be compared with the bank accounts to see that the balances tally. The difference, if any, shall be explained in a foot note in the cash book.

38 All items of receipts and expenditure recorded in the cash book shall be carried out to the classified abstract of receipts and expenditure, as they occur. A page or set of the pages should be allotted for each head given in the page.

39 The account of permanent advance shall be kept in the petty cash book containing one column for the permanent advance and the other for other sums. The opening and closing balances of these accounts shall be entered separately and at the end of the month details of the closing balances shall be given in a foot note.

40 The authorities competent to sanction expenditure shall be as follows:

Vice Chancellor To sanction all expenditure provided for in the approved budget and to re-appropriate funds within the same major head of expenditure.

(ii) To sanction by re-appropriation an amount not exceeding Rs.5000/- for an unforeseen items not provided for in the budget and report it to the Syndicate at the next meeting.

(iii) The Vice Chancellor may in an emergency which in his opinion requires immediate action, take such action as he may consider necessary and shall as soon thereafter as possible report the action to the authority or other body which in the ordinary course would have dealt with the matter.

The Syndicate To re-appropriate funds from one major head of expenditure to another.

(ii) To administer any funds placed at the disposal of the University for specified purposes.

(iii) To authorize the Vice Chancellor to sanction expenditure to any extent subject to provision in the budget.

Procedure for the procurements/NIT/hiring consultancy services, etc.

The procedure for inviting tenders, Procurements and consultancy services will be observed as per Sindh Public Procurement Rules

Appendix-I

36. Permanent Reimbursement fixed for the Officer

S.NO	NAME OF THE OFFICER	AMOUNT
1.	Deans of the Faculties.	Rs.500/-
2.	Directors of the Institutions.	Rs.500/-
3.	Chairpersons of the Departments.	Rs.250/-
4.	Registrar.	Rs.1,000/-
5.	Controller of Examinations.	Rs.1,000/-
6.	Project Director.	Rs.5,000/-
7.	Director Finance	Rs.500/-
8.	Purchase & Stores Officer.	Rs.2,000/-
9.	Administrative Officer.	Rs.500/-
10.	Deputy Registrar (Admn).	Rs.500/-
11.	Deputy Registrar (G&A).	Rs.500/-
12.	Deputy Registrar(Meetings)	Rs.500/-
13.	Secretary to Vice Chancellor	Rs.1,000/-
14.	Other Sectional Heads authorized by the Vice Chancellor	Rs.250/- or more

Note: The above contingent amount is being revised from time-to-time and latest one will be applicable.