

# LGU ACT 2014, FIRST STATUTES AND ADDITIONAL STATUTES



**LAHORE GARRISON UNIVERSITY**

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## LAHORE GARRIOSN UNIVERSITY

Despite being a relatively new University, LGU has made remarkable impact on the canvas of higher education in Lahore metropolitan. Since its inception, LGU has immensely progressed within a short duration of 4 years which is persistently ongoing as can be witnessed in the ever increasing intake of students. This, besides being a tribute to its pioneers, been made possible due to the hard work of highly qualified and committed faculty and staff members.

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# THE LAHORE GARRISON UNIVERSITY ACT 2014 (Act VI of 2014)

[19 March 2014]

## *An Act to provide for the establishment of the Lahore Garrison University.*

**Preamble.**— Whereas it is expedient to provide for the establishment of the Lahore Garrison University in the private sector and connected matters;

It is enacted as follows:-

### CHAPTER I PRELIMINARY

**1. Short title and commencement.**— (1) This Act may be cited as the Lahore Garrison University Act 2014.

(2) It shall come into force at once.

**2. Definitions.**— In this Act—

- (a) “Academic Council” means the Academic Council of the University;
- (b) “Authority” means an Authority of the University specified in section 17;
- (c) “Board” means the Board of Governors of the University;
- (d) “Chancellor” means the Governor of the Punjab;
- (e) “chairperson” means the head of a department, principal of a constituent college or director of an Institute;
- (f) “constituent college” means a college maintained and administered by the University;
- (g) “Controller of Examinations” means the Controller of Examinations of the University;
- (h) “Dean” means the head of a faculty of the University;
- (i) “department” means a teaching department maintained and administered by the University in the prescribed manner;
- (j) “faculty” means an administrative and academic unit of the University consisting of one or more departments as prescribed;
- (k) “Government” means Government of the Punjab;
- (l) “Higher Education Commission” means the Higher Education Commission established under the Higher Education Commission Ordinance 2002 (LIII of 2002);
- (m) “Institute” means an Institute established, maintained and administered by the University;
- (n) “prescribed” means prescribed by the rules, statutes or regulations;
- (o) “Registrar” means the Registrar of the University;
- (p) “Schedule” means the Schedule appended to the Act;
- (q) “Search Committee” means the Search Committee constituted by the Board for making recommendations for appointment of the Vice Chancellor;
- (r) “Society” means the Lahore Garrison Education Trust, a Society registered under the Societies Registration Act, 1860 (XXI of 1860);
- (s) “statutes”, “regulations” and “rules” mean respectively the statutes, regulations and rules made under the Act;
- (t) “teacher” includes a Professor, Associate Professor, Assistant Professor or Lecturer engaged whole time by the University and such other person as may be prescribed;
- (u) “Treasurer” means the Treasurer of the University;
- (v) “University” means the Lahore Garrison University established under the Act; and
- (w) “Vice Chancellor” means the Vice Chancellor of the University.

### CHAPTER II THE UNIVERSITY

**3. Establishment of the University.**— (1) The Government shall, by notification, establish a University to be called the Lahore Garrison University with its campus located in Lahore.

(2) The University shall be a body corporate having perpetual succession and a common seal with power to acquire, hold and dispose of property and shall, by the said name, sue and be sued.

(3) The University shall consist of the following:-

- (a) Chancellor, Chairman and members of the Board and the Vice Chancellor;
- (b) chairpersons and the Deans;
- (c) members of an Authority;
- (d) teachers and the students of the University; and
- (e) officers and members of the staff of the University.

**4. Functions of the University.**— The University shall—

- (a) provide instruction and training in—
  - (i) social sciences, basic sciences, languages, and computer sciences; and
  - (ii) such other branches of knowledge, except medical, dental, allied health sciences or nursing education, as the Board may determine with the approval of the Chancellor given on the recommendation of a committee constituted by the Government and, where applicable, subject to the prior approval of the relevant statutory body of a professional education;
- (b) establish, maintain and administer a department, constituent college or an Institute;
- (c) establish and support other facilities for education, training and research;
- (d) prescribe courses of studies;
- (e) decide teaching methods and strategies in order to ensure the most effective educational and training programs;
- (f) hold examinations in the prescribed manner and, if a person qualifies the examination, award degree, diploma, certificate and other academic distinction to the person;
- (g) prescribe the terms and conditions of employment of the officers, teachers and other employees of the University;
- (h) engage, where necessary, a person on contract of specified duration and to specify the terms of the engagement;
- (i) institute programs for the exchange of students and teachers between the University and any other university, educational institution or research organization;
- (j) provide career counseling and job search services to the students and alumni;
- (k) maintain linkages with alumni;
- (l) develop and implement fund-raising plans;
- (m) provide and support the academic development of the faculty of the University;
- (n) confer degree on a person who has successfully conducted research in the prescribed manner;
- (o) accept an examination and the period of study spent by a student of the University at any other university or place of learning equivalent to an examination or period of study of the University and may withdraw such acceptance;
- (p) cooperate with a public authority, university or private organization in the manner and for the purpose as may be prescribed;
- (q) institute Professorship, Associate Professorship, Assistant Professorship and Lecturership or any other post and may appoint a person on the post;
- (r) create a post for research, extension, administration or other related purpose and may appoint a person on the post;
- (s) institute and award financial assistance to students in need, fellowships, scholarships, bursaries, medals and prizes of an amount not being less than two percent of the annual income of the University;
- (t) provide for the residence of the students, establish and maintain halls of residence and may approve or licence a hostel, lodging or boarding place;
- (u) maintain order, discipline and security in a campus of the University;
- (v) promote the extra curricular and recreational activities of the students and make arrangements for promoting health and general welfare of the students;
- (w) demand and receive such fees and other charges from the students as it may determine and as mentioned in the annual prospectus;
- (x) make provision for research, advisory or consultancy services and enter into arrangements with any

- other institution, public or private body, commercial or industrial enterprise in the prescribed manner;
- (y) receive and manage property transferred and grants, contributions made to the University and to invest any fund in the manner as it may deem fit;
- (z) print and publish research or any other work; and
- (aa) perform any other prescribed or an ancillary function.

**5. University open to all.**– (1) Subject to the reasonable restrictions as may be prescribed, the University shall be open to all persons and admission to the University shall not be denied on the basis of gender, religion, race, creed, colour or domicile.

(2) The University shall not discriminate against any person solely on the basis of gender, religion, race, creed, colour or domicile.

**6. Jurisdiction.**– (1) The jurisdiction of the University shall be restricted to the Province of the Punjab.

(2) The University shall not open any sub-campus for a period of ten years from the commencement of this Act after which period it may open a sub-campus with the approval of the Government.

### **CHAPTER III OFFICERS OF THE UNIVERSITY**

**7. Officers of the University.**– The following shall be the officers of the University–

- (a) the Chancellor;
- (b) the Vice Chancellor;
- (c) the Deans;
- (d) the chairpersons;
- (e) the Registrar;
- (f) the Treasurer;
- (g) the Controller of Examinations; and
- (h) such other persons as may be prescribed by the statutes or regulations to be the officers of the University.

**8. Chancellor.**– (1) The Chancellor or his nominee shall preside at a convocation of the University.

(2) The University may confer honorary degree subject to the prior approval of the Chancellor.

(3) The Chancellor may approve the draft statutes submitted by the Board or refer the statutes back to the Board for reconsideration.

(4) In the performance of his functions under the Act, the Chancellor shall act and be bound in the same manner as the Governor of the Province acts and is bound under Article 105 of the Constitution of the Islamic Republic of Pakistan.

**9. Inspection and inquiry.**– (1) The Chancellor may direct inspection or inquiry into the affairs of the University.

(2) The Chancellor shall convey his views with regard to the result of the inspection or inquiry to the Board and may, after ascertaining the views of the Board, direct any remedial action to the Board.

(3) The Board shall, within the time specified by the Chancellor, submit compliance report to the Chancellor about the action taken on the direction of the Chancellor.

(4) If the Board fails to take action to the satisfaction of the Chancellor within the specified time, the Chancellor may issue such direction as he thinks fit and the Board shall comply with the direction.

(5) The Chancellor may, on the recommendation of a committee constituted by him and comprising a nominee of the Board, a Judge of the Lahore High Court to be nominated by the Chief Justice of the High Court and a Professor Emeritus or Vice Chancellor of any university, take action against the University by appointing an administrator, who shall exercise the powers of the Board to run the affairs of the University till such time as may be specified by the Chancellor.

(6) The Chancellor shall not take any action under subsection (5), unless the Chairman of the Board is

afforded an opportunity of hearing.

(7) The Chancellor may set aside a decision or action of the Board, which, in the opinion of the Chancellor, is against the interest of academic excellence, religious or cultural ideology or national integrity.

**10. Vice Chancellor.**– (1) The Government shall, on the recommendation of the Search Committee, appoint a person as Vice Chancellor on such terms and conditions as may be determined on the recommendations of the Board.

(2) The Vice Chancellor shall be the person who possesses the qualifications and experience as may be prescribed by the Government.

(3) The Vice Chancellor shall perform such functions as are assigned to him by the Board.

**11. Powers of the Vice Chancellor.**– (1) The Vice Chancellor shall be the chief executive officer of the University responsible for administrative and academic functions of the University and for ensuring that the provisions of the Act, rules, statutes and regulations are observed in all the affairs of the University.

(2) The Vice-Chancellor may attend meeting of any Authority or body of the University.

(3) Subject to the conditions as may be prescribed by the Board, the Vice Chancellor may, in an emergency, take an action which is not otherwise in the competence of the Vice Chancellor and within three days of taking of such action, submit a report of the action taken to the Chairman of the Board.

(4) Subject to the general supervision and control of the Board, the Vice-Chancellor may–

(a) direct a teacher, officer or other employee of the University to take up such assignment in connection with examination, administration or any other activity in relation to the University;

(b) sanction by re-appropriation an amount for an unforeseen item not provided for in the budget of the University;

(c) make appointments of such categories of employees of the University and in such manner as may be prescribed;

(d) take disciplinary action against a teacher, officer or any other employee of the University in the prescribed manner;

(e) delegate, subject to such conditions as may be prescribed, any of his powers to a teacher or officer of the University; and

(f) exercise such other powers as may be prescribed.

(5) The Vice Chancellor shall prepare an annual report containing information as regards the preceding academic year including disclosure of all relevant facts pertaining to academics, research, administration and finances of the University including details of income and expenditures.

(6) The Vice Chancellor shall, within three months of the end of an academic year, submit the annual report of the University before the Board.

**12. Acting Vice Chancellor.**– Subject to the conditions as may be prescribed, if 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 Chairman of the Board shall make arrangements for the performance of the duties of the Vice Chancellor by such other person, as the Chairman may deem fit and the Search Committee shall, within four months from the date of vacancy in the office of Vice Chancellor, send its recommendations to the Government for appointment of the Vice Chancellor.

**13. Registrar.**– (1) The Board shall, on the recommendation of the Vice Chancellor, appoint a Registrar of the University on such terms and conditions as may be prescribed.

(2) The Board shall not appoint a person as Registrar unless he possesses the prescribed qualifications and experience.

(3) The Registrar shall be a full-time officer of the University and shall–

(a) be the administrative head of the secretariat of the University and be responsible for the provision of secretariat support to the Board and the Vice Chancellor;

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

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

(d) supervise the process of election, appointment or nomination of a member to an Authority or body of the University in the prescribed manner; and

(e) perform such other duties as may be prescribed.

(4) The Registrar shall hold office for a renewable term of three years.

**14. Controller of Examinations.**– (1) The Board shall, on the recommendation of the Vice Chancellor, appoint a Controller of Examinations of the University on such terms and conditions as may be prescribed.

(2) The Board shall not appoint a person as Controller unless he possesses the prescribed qualifications and experience.

(3) The Controller shall be a full-time officer of the University and shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.

(4) The Controller shall hold office for a renewable term of three years.

**15. Treasurer.**– (1) The Board shall, on the recommendation of the Vice Chancellor, appoint a Treasurer of the University on such terms and conditions as may be prescribed.

(2) The Board shall not appoint a person as Treasurer unless he possesses the prescribed qualifications and experience.

(3) The Treasurer shall be the chief financial officer of the University and shall–

(a) manage the assets, liabilities, receipts, expenditures, funds and investments of the University;

(b) prepare the annual and revised budget estimates of the University and present the estimates to the Board;

(c) ensure that the funds of the University are spent according to the budget or any other special arrangement;

(d) ensure that the accounts of the University are audited annually and are available for submission to the Board within six months of the end of a financial year; and

(e) perform such other functions as may be prescribed or assigned to him by the Board.

(4) The Treasurer shall hold office for a renewable term of three years.

**16. Appointments.**– The University may appoint such persons in its services as may be necessary on such terms and conditions as may be determined by the Board.

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

**17. Authorities of the University.**– The following shall be the Authorities of the University–

(a) the Board of Governors;

(b) the Academic Council;

(c) the Boards of Faculties;

(d) the Board of Advanced Studies and Research;

(e) the Selection Board;

(f) the Finance and Planning Committee; and

(g) any other Authority as may be prescribed by the statutes or the regulations.

**18. Board of Governors.**– (1) The Board of Governors of the University shall consist of the following:-

(a) the Chairman, Board of Trustees of the Society;

(b) the Vice Chancellor;

(c) four persons, including at least one woman, to be nominated by the Society;

(d) two persons, including at least one woman, from amongst eminent scholars, business persons or academicians to be nominated by the Government;

(e) two members of the Provincial Assembly of the Punjab including one woman member of the Assembly nominated by the Speaker of the Assembly;

(f) the Chairman, Higher Education Commission or his nominee not below the rank of a Director;

(g) a Vice Chancellor of a public sector university in the Punjab nominated by the Chancellor; and

(h) Secretary to the Government, Higher Education Department or his nominee not below the rank of an Additional Secretary.

(2) The Chairman of the Board of Trustees of the Society shall be the Chairman of the Board and the

Vice Chancellor shall be the Vice Chairman of the Board.

(3) Members of the Board other than ex-officio members shall hold office for a term of three years and shall be eligible for re-appointment on the expiry of their term of office.

(4) The quorum for a meeting of the Board shall be one half of the total number of members with at least three ex-officio members.

(5) The Registrar shall be the Secretary of the Board and the Secretary shall, with the approval of the Chairman of the Board, call the meeting of the Board.

(6) The Society may fill a casual vacancy occurring because of death or resignation of a member of the Board nominated by the Society to the extent of the remainder of the term of the former member.

**19. Powers and duties of the Board.**– (1) The administration and management of the affairs of the University shall vest in the Board.

(2) Without prejudice to the generality of the aforesaid power and subject to this Act, the Board may–

- (a) formulate or approve the principles, policies and plans governing the activities and operations of the University so as to facilitate research, teaching and other academic work;
- (b) recommend the statutes to the Chancellor;
- (c) make or approve regulations;
- (d) create a component of the University such as faculty, department, constituent college or Institute, subject to the provisions of the Act;
- (e) constitute a committee, council and any other administrative or academic advisory body;
- (f) create such academic or administrative posts as it may deem necessary and to approve appointments to such posts as it may specify;
- (g) hold, control and administer the property, funds and resources of the University and raise funds for the purpose of the University upon such security as may be required under the regulations;
- (h) undertake the responsibility for the financial viability of the University including responsibility for ensuring effectiveness of its operations, their continuity and preservation of the autonomy of the University;
- (i) consider and pass through a resolution the annual report, plan of work, statement of accounts and the annual budget estimates;
- (j) call for and consider reports relating to the activities of the University and may direct the Vice Chancellor to furnish information relating to any matter specified by the Board; and
- (k) take all such initiatives as it may consider necessary or desirable for the efficient and effective management and functioning of the University.

(3) The Board shall recommend statutes to the Chancellor and the statutes shall come into force if the same are approved by the Chancellor.

**20. Business of the Board.**– (1) The meetings and business of the Board shall be conducted in such manner and in accordance with such procedure as may be prescribed in the regulations and until these matters are prescribed, as may be determined by the Board.

(2) The statutes, regulation or proceeding of the Board shall not be invalid by reason of any vacancy or defect in the constitution of the Board.

**21. Delegation of powers.**– The Board may delegate to any person or a committee any of its powers, duties or functions.

**22. Academic Council.**– (1) The Academic Council shall consist of–

- (a) the Vice Chancellor (Chairman);
- (b) all the Deans;
- (c) all the chairpersons;
- (d) the Controller of Examinations;
- (e) all the Professors of the University;

- (f) nominee of the Secretary to the Government, Higher Education Department not below the rank of a Deputy Secretary;
  - (g) two Associate Professors, two Assistant Professors and two Lecturers to be nominated by the Board;
  - (h) three persons, including at least one woman, eminent in the field of art or science of whom at least one shall be from each category, to be nominated by the Board;
  - (i) Director Academics of the Higher Education Commission; and
  - (j) the Registrar (Member/Secretary).
- (2) A nominated member shall hold office for a renewable term of three years.
- (3) The quorum for a meeting of the Academic Council shall be one half of the total number of members of the Academic Council.

**23. Powers and duties of Academic Council.**– (1) The Academic Council shall be the academic body of the University and may, subject to the statutes, lay down proper standards of instruction, research, publication and examination and to regulate and promote the academic life of the University.

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act, rules, statutes and regulations, the Academic Council may–

- (a) advise the Board on academic matters;
- (b) regulate the conduct of teaching, research and publication;
- (c) regulate the admission of students to the courses of studies and examinations in the University;
- (d) regulate the conduct and discipline of the students of the University;
- (e) propose to the Board, scheme for the constitution and organization of faculties, teaching departments, constituent colleges and institutes;
- (f) consider or formulate proposals for the planning and development of teaching and research in the University;
- (g) recommend regulations prescribing the courses of studies, the syllabi and the outlines of tests for the University examinations to the Board;
- (h) regulate the award of studentships, scholarships, exhibitions, medals and prizes;
- (i) frame Regulations for submission to the Board;
- (j) appoint or nominate members to the various Authorities in accordance with the provisions of this Act; and
- (k) perform such other functions as may be prescribed by the statutes.

#### **CHAPTER V FINANCIAL PROVISIONS**

**24. University Fund.**– (1) There shall be a fund to be known as the Lahore Garrison University Lahore Fund which shall vest in the University and to which shall be credited all sums received by the University.

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

**25. Budget, audit and accounts.**– (1) The budget of the University shall be approved and its accounts shall be maintained and audited in such manner as may be prescribed by the Board.

(2) The Board may approve the budget of the University, appropriations of accounts of the University and settle an audit para relating to the audit of the University.

(3) The Board may delegate the power of appropriation or re-appropriation of funds upon any of the officers of the University.

#### **CHAPTER VI MISCELLANEOUS**

**26. Rules.**– The Government may, by notification, make rules for carrying out the purposes of this Act.

**27. Statutes.**– Subject to the rules, the Chancellor may approve statutes on the recommendation of the Board

in order to provide for and to regulate any matter relevant to the University.

**28. First Statutes.**– Notwithstanding anything to the contrary contained in this Act, the statutes set out in the Schedule shall be deemed to have been the statutes made under section 27 and shall continue to remain in force until amended or repealed in accordance with the provisions of this Act.

**29. Regulations.**– Subject to the rules and statutes, the Board may, make regulations for the proper administration and management of the affairs of the University.

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

**31. Savings.**– Notwithstanding anything contained in this Act, an examination conducted by the proponents of the University, prior to the coming into force of this Act, shall be deemed to be the examination conducted by the University under this Act and the University may award degree, diploma or certificate on the basis of such examination.

## **SCHEDULE**

*(SEE SECTION 28)*

### **THE FIRST STATUTES**

**1. Faculties.**– There shall be a faculty for a teaching department or a group of teaching departments. The University shall include the following faculties and such other faculties as may be prescribed:-

- (a) faculty of Basic Sciences (Departments of Mathematics, Physics and Chemistry);
- (b) faculty of Social Sciences (Department of Psychology);
- (c) faculty of Languages (Department of English Language and Literature); and
- (d) faculty of Computer Sciences (Department of Information Technology).

**2. Board of Faculty.**– (1) There shall be a Board of Faculty for each faculty which shall consist of–

- (a) the Dean of the faculty;
- (b) the Professors and the chairpersons in the faculty;
- (c) two teachers including at least one woman teacher to be nominated by the Academic Council due to their specialized knowledge of the subjects which, though not assigned to the faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the faculty;
- (d) two experts including at least one woman in the field from outside the University to be appointed by the Board; and
- (e) one member to be nominated by the Vice Chancellor.

(2) The members other than ex-officio members of a Board of Faculty shall hold office for a period of three years.

(3) The quorum for a meeting of a Board of Faculty shall be one half of the total number of members.

(4) A Board of Faculty, subject to the general control of the Academic Council and the Board, may–

- (a) co-ordinate the teaching and research work in the subjects assigned to the faculty;
- (b) scrutinize the recommendations of a Board of Studies comprising a faculty with regard to the appointment of paper-setters and examiners for graduate and postgraduate examinations and to forward the panels of suitable paper setters and examiners for each examination to the Vice Chancellor;
- (c) consider any other academic matter relating to the faculty and to submit its report to the Academic Council;
- (d) prepare a comprehensive annual report regarding the performance of each department, constituent college or Institute comprising the faculty for presentation to the Academic Council; and
- (e) perform such other functions as may be prescribed by statutes.

(5) The Dean of the faculty shall be the Chairman and convener of the Board of Faculty.

(6) The Dean shall be appointed by the Board from amongst the three senior most Professors of the

faculty on the recommendations of the Vice Chancellor and shall hold office for a period of three years and shall be eligible for reappointment.

(7) The Dean shall present candidates for admission to degree, except honorary degrees, courses falling within the purview of the faculty.

(8) The Dean shall have such powers and duties as may be prescribed by the Board on the recommendations of the Vice Chancellor.

**3. Academic department, constituent college and Institute.**– (1) There shall be an academic department, constituent college or an Institute for each subject or a group of subjects, as may be prescribed by the regulations and each academic department, constituent college or Institute shall be headed by a head of department, principal of the constituent college and director of the Institute, collectively called chairperson.

(2) The Board shall, on the recommendations of the Vice Chancellor, appoint the chairperson from amongst three senior most Professors other than a Professor already working as Dean for a period of three years and the chairperson shall be eligible for re-appointment; provided that in a department, constituent college or Institute where there are less than three eligible Professors, the appointment shall be made from amongst the three senior most Professors and Associate Professors of the department, constituent college or Institute.

(3) The chairperson shall plan, organize and supervise the work of the department, constituent college or Institute and shall be responsible to the Dean for the work of his department, constituent college or Institute.

(4) The chairperson shall, under the general supervision of the Vice Chancellor and the Dean, exercise all the administrative, financial and academic powers and such other duties or powers as may be delegated to him.

(5) The chairperson shall prepare a comprehensive annual report regarding the performance of the department, constituent college or Institute at the graduate and postgraduate levels, faculty research and development and submit this report to the Dean for evaluation.

**4. Board of Advanced Studies and Research.**– (1) The Board of Advanced Studies and Research shall consist of–

(a) the Vice Chancellor (Chairman);

(b) all the Deans;

(c) the Controller of Examinations;

(d) one University Professor from each faculty other than Dean to be appointed by the Board;

(e) one member to be nominated by the Vice Chancellor;

(f) three members including at least one woman from the relevant field, research organization and Government, to be nominated by the Board; and

(g) the Registrar (Secretary).

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

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

**5. Functions of the Board of Advanced Studies and Research.**– The Board of Advanced Studies and Research shall–

(a) advise an Authority on all matters connected with the promotion of advanced studies and research publication in the University;

(b) consider and report to an Authority with regard to a research degree of the University;

(c) propose regulations regarding the award of a research degree;

(d) appoint supervisors for a postgraduate research student and to approve title and synopses of a thesis or dissertation;

(e) recommend panels of names of examiners for evaluation of a research examination; and

(f) perform such other functions as may be prescribed by the statutes.

**6. Selection Board.**– (1) The Selection Board shall consist of–

- (a) the Vice Chancellor (Chairman);
  - (b) the Dean of the faculty concerned;
  - (c) the chairperson concerned;
  - (d) one member of the Board to be nominated by the Board;
  - (e) one eminent scholar to be nominated by the Society; and
  - (f) one expert, preferably a woman, in the subject to be nominated by the Secretary to the Government, Higher Education Department.
- (2) The Registrar shall be the Secretary of the Selection Board.
- (3) The members other than *ex-officio* members shall hold office for a period of three years.
- (4) Four members of the Selection Board shall constitute the quorum for a meeting of the Selection Board.
- (5) No member who is a candidate or whose family member is a candidate, for a post to which appointment is to be made, shall take part in the proceedings of the Selection Board for selection of a candidate on such post.
- (6) In selection of candidates for the post of Professor or Associate Professor, the Selection Board shall co-opt or consult three experts in the subject concerned and in selecting candidates for any other teaching post, 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 Board on the recommendation of the Selection Board.
- (7) The Board may revise the standing list of experts of a subject on the recommendation of the Selection Board.

**7. Functions of the Selection Board.**– The Selection Board shall–

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

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

- (a) the Vice Chancellor (Chairman);
  - (b) all the Deans;
  - (c) the Treasurer;
  - (d) one member of the Board to be nominated by the Board;
  - (e) one member of the Academic Council to be nominated by the Academic Council;
  - (f) one representative each from Higher Education Department and Finance Department of the Government of the Punjab not below the rank of a Deputy Secretary;
  - (g) Director Planning of the Higher Education Commission or his nominee;
  - (h) the Registrar; and
  - (i) one nominee of the Society.
- (2) The term of office of the nominated members shall be three years.
- (3) Five members of the Finance and Planning Committee shall constitute the quorum for a meeting of the Finance and Planning Committee.

**9. Functions of the Finance and Planning Committee.**– The Finance and Planning Committee shall–

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

This Act was passed by the Punjab Assembly on 13 March 2014; assented to by the Acting Governor of the Punjab on 18 March 2014; and, was published in the Punjab Gazette (Extraordinary), dated 19 March 2014, pages 2823-33.

## **THE ADDITIONAL STATUTES OF LAHORE GARRISON UNIVERSITY**

(To be read in conjunction with Lahore Garrison University Act (2014) passed by the Punjab Assembly on 13 March 2014; assented to by the Acting Governor of the Punjab on 18 March 2014; and, was published in the Punjab Gazette (Extraordinary), dated 19 March 2014, pages 2823-33.)

### **Part 1. Additional Officers of the University**

In exercise of the provision given in rule 7 (h), Chapter III of Lahore Garrison University Act (2014), in addition to the existing list following shall also be the officers of the University

1. Pro Vice Chancellor
2. Director Human Resources
3. Director Quality Enhancement Cell
4. Director Academics
5. Director Planning and Development
6. Director Information Technology and Enterprise Resource Planning
7. Director Student Affairs & Counseling
8. Director Office of Research Innovation & Commercialization
9. Director Procurement & Local Purchase (P&LP)
10. Director Sports
11. Internal Auditor
12. Faculty Members

### **Part 2. Additional Authority of the University**

In exercise of the provision given in rule 17 (g), Chapter IV of Lahore Garrison University Act (2014), in addition to the existing list of authorities, Departmental Board of studies shall also be the authority of the University

There shall be a Departmental Board of Studies for each department which shall consist of the following;

1. The Chairman/Chairperson of the department.
2. All faculty members
3. The members of Departmental Board of Studies shall hold office for the period of their employment at the university. The quorum of a meeting of a Departmental Board of Studies shall be one half of the total members.
4. The Chairman/Chairperson of the Department shall be the Chairman/Chairperson and convener of the Departmental Board of Studies.
5. Departmental Board of Studies, subject to the general control of the Board of Faculty, Academic Council, Board of Advanced studies & Research and the Board of Governors, may:
  - Evaluate, prepare/update syllabi for various courses keeping in view the objectives of the Department, interest of the stakeholders and Accreditation Councils and HEC requirements for consideration and approval of Academic Council.
  - Co-ordinate the teaching and the research work in the subjects assigned to the faculty.
  - Suggest methodologies for innovative teaching and evaluation techniques
  - Recommend the internal supervisors for undergraduate / postgraduate students undertaking research / thesis to the Board of Faculty.
  - Recommend the panel of suitable persons to the Board of Faculty with regards to the appointment of external examiners for graduate and postgraduate examinations.
  - Finalize the semester results for the Board of Faculty.
  - Prepare/suggest the budgetary requirements of the department.
  - Prepare annual report regarding the performance of department
  - Perform such other functions as may be prescribed by the statutes.

### **Part 3. Additional Financial Provisions**

In exercise of the provision given in rule 15(3) (e), Chapter III of Lahore Garrison University Act (2014), in

addition to the existing provisions, the additional financial provisions are listed as under: -

### ***Audit***

#### **1. Statutory Audit**

The audit of all LGU Fund Accounts shall be conducted by the Chartered Accountants appointed by the Standard Operating Procedure and they shall submit their report and audited accounts within six months after the close of the financial year. Treasurer shall submit to the Vice Chancellor, report of the auditors together with the annual audited statement of accounts of LGU for approval of the Board.

#### **2. Internal Finance Control**

Internal audit including pre/post audit, check and confirmation of internal control, performance audit, evaluation, special investigation etc. shall be carried out by the staff of the Finance Department after approval of Treasurer.

### ***Accounting Procedure***

1. The treasurer shall be responsible for the proper and judicious management of the university funds received from various sources in accordance with the policies laid by the board. Other tasks and duties assigned to him from time shall also become his responsibility.
2. The accounts shall be maintained separately for each year.
3. The forms methods and principles in which the accounts will be maintained shall be communicated by treasurer to the registrar of LGU
4. All books of accounts and registers shall be strongly bound and the pages shall be serially numbered and stamped with the LGU seal. On the opening page of each book of account and register, the accounts officer shall satisfy the number of pages contained therein.
5. Every correction or alteration in accounts shall be made in red ink, a single line being drawn through the original entry to the corrected and attested by the dated initials of respective treasurer in LGU erasures shall be absolutely forbidden. No document with an eraser mark shall be accepted.
6. All money received in LGU shall be acknowledged on prescribed receipts under the signature of the treasurer. All official transactions shall be brought to accounts in the general cash book and other subsidiary. Registers under the signature of treasurer in LGU.
7. Record for all investments shall be maintained in a register of investment, each entry

shall be attested by treasurer

8. Any person having a claim against LGU shall present a voucher in ink in the prescribed form dully receipted and stamp.
9. Every bill or voucher received for payment shall be examined by the treasurer and pre-audited by the audit officer to see whether the expenditure is, (covered by provision in the budget); and B. sanctioned by the competent authority.
10. Payment shall ordinarily be made by cheque signed by the VC and treasurer jointly in LGU.
11. If any of these officers is away, the accounts officers shall sign in his place. The cheque book shall be kept under lock and key and in the personal custody of the treasurer all the cheques in new cheque books shall be counted and certificate to that affect shall be recorded by the treasurer. When a cheque is cancelled the fact of the cancellation shall be recorded on counterfoil of the cheque, and also across the payment order on the bill or voucher.
12. Cancelled cheque shall be carefully pre-served until the accounts for the period have been audited when they shall be destroyed by the auditor who shall certify on the counterfoil of the cheque that the cheque has been destroyed.
13. If a cheque is cancelled before the general cash is closed for the day of issue, the entries in the cash book and any other register in which the items may have been posted shall be struck out in red ink under the initials of the treasurer.
14. If a cheque is lost or destroyed, and intimation of the fact shall be given at once to the bank and its payment shall be stopped.
15. If the fresh cheque is issued, its number and date shall be quoted against the original entries in the relevant registers and note shall be made on the counterfoil of the fresh cheque as follows;
  - Issued in lieu of cheque
  - No.-
  - Dated-
  - Lost/destroyed.
16. When any defalcation or loss of the LGU money or property is discovered, an inquiry shall be initiated at once by the Treasurer who shall bring the matter to the Registrar. Treasurer shall submit a report after full inquiry to the Registrar stating the steps taken to recover the loss. The irrecoverable balance may be written-off.

### ***Financial Powers***

The Treasurer is authorized to further delegate any of his financial powers to an officer/committee of LGU with prior approval of Vice Chancellor.

## **Part 4. Faculties and Departments**

In exercise of the provision given in rule 4 (a) of Act and para 1 of “The First Statutes” listed in the Schedule of Lahore Garrison University Act (2014), the updated list of faculties /departments is as under: -

**Faculty of Basic Sciences** (Departments of Mathematics, Physics, Chemistry, Biology and Statistics)

**Faculty of Social Sciences** (Department of Psychology, Economics, Islamic Studies, Political Science & International Relations, Mass Communication and Business Management)

**Faculty of Languages** (Department of English Language & Literature and Urdu)

**Faculty of Computer Sciences** (Department of Information Technology and Department of Computer Sciences)

**Authority:** Punjab Higher Education Commission Ltr No. PHEC (ACC) 4-/ 31 / 2016 dated 04-12-2017 and Government of Punjab Higher Education Department Notification No. SO (Univ) 9-10/2015 dated 02 June 2020.

## **Part 5. Responsibilities of Dean**

In exercise of the provision given in para 2 (8) of “The First Statutes” listed in the Schedule of Lahore Garrison University Act (2014), the responsibilities of Dean of the faculty are as under: -

1. The Dean shall have such powers and duties as may be prescribed by the Board of Governors on the recommendations of the Vice Chancellor
2. The Dean shall present candidates for admission to degree, except honorary degrees, courses falling within the purview of the faculty.
3. Plan, co-ordinate and supervise all academic activities and supervise the work of Chairpersons
3. Plan, scrutinize, prioritize and vet the proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids, etc., in each department.
4. Preside over the FBS meetings
5. Place the proposals received from the Chairpersons before the FBS and prepare recommendations for onward submission to Academic Council or BASAR

6. Finalize the semester results after receipt from respective chairperson for final approval by the FBS
7. Draft procedures and propose criteria for admission to various disciplines for consideration in the FBS / Academic Council.
8. Mobilize resources for teaching and research such as laboratory, library and teaching staff.
9. Consider cases of migration of students from one department to another and make recommendations.
10. Attend all Academic Council and BASAR meetings
11. Draft the policies on academic issues.
12. Coordinate research activities within departments as well as those jointly undertaken by LGU and outside agencies.
13. Perform any other duty as may be assigned to him/her by the Vice Chancellor.

## **Part 6. Responsibilities of Chairperson**

In exercise of the provision given in para 3 (4) of “The First Statutes” listed in the Schedule of Lahore Garrison University Act (2014), the responsibilities of Chairperson of the department are as under: -

1. The chairperson shall, under the general supervision of the Vice Chancellor and the Dean, exercise all the administrative, financial and academic powers and such other duties or powers as may be delegated to him
2. The chairperson shall prepare a comprehensive annual report regarding the performance of the department, constituent college or Institute at the graduate and postgraduate levels, faculty research and development and submit this report to the Dean for evaluation.
3. Supervise the work of all faculty members including planning, organizing, teaching and research work in the department
4. Ensure that the syllabi is covered in time and research is carried out in accordance with policies in vogue.
5. Ensure that the provisions of examination policy are correctly implemented, and question papers/answer sheets are being managed appropriately with respect to the specified course contents to ensure quality and fairness
6. Ensure that all faculty members in the department monitor and maintain the record of attendance of students.
7. Recommend the names for appointment of Research/Teaching Assistants for approval of the Dean on the recommendations of concerned faculty in accordance with existing policies.
8. Keep the Dean regularly informed about all teaching and research activities and submit periodic

reports.

9. Submit reports regarding teaching, research and development, academic program planned and executed by the department to the Dean of the faculty concerned after each academic session.
10. Arrange/manage counseling sessions for concerned students through faculty to assign independent projects/study topics to students and nominate project supervisors/ advisors for the same.
11. Preside over the Departmental Board of Studies (DBS) meetings.
12. Assign and oversee project work undertaken by the department.
13. Make proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids in the department.
14. Prepare budget proposals of the department for the consideration of the Dean.
15. Ensure that all members of the teaching staff perform their duties in time and for full duration with dedication, motivation, and high quality of performance.
16. Prepare proposals in respect of subjects and schemes of studies and research for consideration of the Dean.
17. Prepare time schedule of different classes and their examinations in consultation with the Dean.
18. Put up suggestions for visiting faculty and workout payment for the same at the specified rate for approval.
19. Initiate AARs of all teaching staff of the department.
20. Assist Dean in scrutinizing the applications of teaching/research staff for the departments
21. Assist admission office for admission of new student sessions
22. Assist Dean in all other scholarly activities when so required.
23. Attend Faculty Board of Studies (FBS) meetings of the respective faculty.
24. Perform any other duty as may be assigned to him/her by the Dean and any other competent authority from time to time

## **PART 7. Responsibilities of Additional Officers**

The Appointment and responsibilities of additional officers mentioned in Part 1 of additional Statutes of LGU will be as described below

### **I. PRO VICE CHANCELLOR**

#### ***Appointment of Pro Vice Chancellor***

1. There shall be a Pro Vice Chancellor of the University to be appointed by the Board on the recommendation of the VICE CHANCELLOR, on such terms and conditions as may be prescribed.
2. One of the Deans may be nominated as Pro Vice Chancellor to undertake additional

responsibility alongside his/her regular responsibilities.

***Responsibilities of Pro Vice Chancellor***

1. Empowered to substitute for the vice-chancellor in both ceremonial and executive functions when he or she is absent from the university.
2. Undertakes additional managerial responsibilities for a limited time, alongside his/her regular teaching and research.
3. The Pro Vice Chancellor shall have to perform other duties as may be prescribed by the Vice Chancellor

**II. DIRECTOR HUMAN RESOURCE (HR)**

***Appointment of Director Human Resource***

1. There shall be a Director Human Resource of the University to be appointed by the Board on the recommendation of the VICE CHANCELLOR, on such terms and conditions as may be prescribed.
2. The experience and the professional / academic qualifications necessary for appointment to the post shall be as may be prescribed.
3. The Director Human Resource shall be a full-time officer of the university.

***Responsibilities of Director Human Resource***

1. Be responsible for compliance and implementation of actions related to HR matters.
2. Ensure monitoring, supervision and guidance for efficient working of the HR Directorate.
3. Ensure handling of matters related to faculty, administrative and technical staff personnel like recruitment, selection, employment, deputation, attachment, postings, transfers, fixation of pay & allowances, additional remuneration, advance increments, promotion, benefits, compensations, leave, security clearance, contracts, bonds, under- takings, move sanctions, attachments, secondments, resignations and termination of service etc.
4. Recruit administrative/technical staff (BPS 16 & below) by conducting Selection Committee meetings;
5. Ensure creation, updating and maintenance of various forms (Performance appraisal, Leave etc.);
6. Issue experience certificates, No Objection Certificates (NOC) etc to employees/ students for official visits abroad.
7. Ensure career planning and counseling of LGU employees, publication of Office Orders, timely issuance of reports and returns etc.

8. Work on the aspects related to HR planning such as determining present & future HR needs, demand & supply aspects, career planning / management / placement, training and development, discipline / redressals /representation /statutory complaints / legal matters, vetting / processing of cases concerning performance appraisal, Channel of Reporting, courses / visits / tours (local / abroad)etc.
9. Ensure preparation/conduct of selection board /Sub - Selection Board / selection committee meetings.
10. The Director HR shall have to perform other duties as may be prescribed by the Vice Chancellor

### **III. DIRECTOR QUALITY ENHANCEMENT CELL**

#### ***Appointment of Director of Quality Enhancement Cell***

1. There shall be Director Quality Enhancement Cell of the University to be appointed by the Board on the recommendation of the VICE-CHANCELLOR, on such terms and conditions as may be prescribed.
2. The experience and the professional and academic qualifications necessary for appointment to the post of the Director Quality Enhancement Cell shall be as may be prescribed.
3. The Director shall be the chief Quality Enhancement officer of the university.

#### ***Responsibilities of Director Quality Enhancement Cell***

1. To overall look after HEC quality assurance policy at the institution level.
2. To monitor all academic activities in the institution.
3. Improvements in learning outcomes of the students.
4. Conduct of institution self-assessment report.
5. Conduct of seminars for quality enhancement awareness.
6. Devise methodology for areas need improvement.
7. Apprising Vice Chancellor on all activities. And act as technical advisor to Vice Chancellor.
8. To supervise and arrange for all visits of HEC and other regulating bodies for accreditation.
9. Can delegate his/her responsibilities to the positions stated below;
  - i. Deputy Director QEC
  - ii. Assistant Director QEC
10. The Director QEC shall have to perform other duties as may be prescribed by the Vice

Chancellor

#### **IV. DIRECTOR ACADEMICS**

##### ***Appointment of Director Academics***

1. There shall be Director Academics of the University to be appointed by the Board on the recommendation of the Vice Chancellor.
2. The experience and the professional and academic qualifications necessary for appointment to the post of the Director Academics shall be as may be prescribed.

##### ***Responsibilities of Director Academics***

1. The Director Academics shall play the role of Academic coordinator among faculties
2. The Director Academics shall have such powers and duties as may be prescribed by the Vice Chancellor

#### **V. DIRECTOR PLANNING AND DEVELOPMENT**

##### ***Appointment of Director planning & Development***

1. There shall be a Director Planning and Development, to be appointed by the Board on the recommendation of the VICE CHANCELLOR, on such terms and conditions as may be prescribed.
2. The minimum qualifications necessary for appointment to the post of the Director of Planning and Development shall be as may be prescribed.
3. The Director of Planning and Development shall be a full-time officer of the University.

##### ***Responsibilities of Director Planning & Development***

1. Be responsible for the academic / administrative developments through effective planning
2. The Director Planning and Development shall have such duties to perform as may be prescribed by the Vice Chancellor

#### **VI. DIRECTOR OF IT AND ENTERPRISE RESOURCE PLANNING**

##### ***Appointment of Director IT And Enterprise Resource Planning***

1. There shall be a Director of IT and Enterprise Resource Planning to be appointed by the Board on the recommendation of the VICE CHANCELLOR, on such terms and conditions as may be prescribed.
2. The minimum qualifications necessary for appointment to the post of the Director of IT and Enterprise Resource Planning shall be as may be prescribed.
3. The Director of IT and Enterprise Resource Planning shall be a full-time officer of the University.

### ***Responsibilities of Director IT And Enterprise Resource Planning***

1. Plan and implement enterprise IT System in support of business operations in order to improve cost effectiveness and service quality of IT for the university;
2. Evaluate overall operation of computing and information technology, recommend enhancement and establishment of operating policies and approaches of the university;
3. Establish and implement short- and long-range departmental goals /objectives, policies and operating procedures to enhance prospects of Information Technology infrastructure.
4. Advise senior management on strategic systems conversions and integrations in support of business goals and objectives for the development of Information Technology Infrastructure;
5. Review and recommend major contracts for computing and information technology services and purchase of equipment;
6. Develop strategic plans and budgets and implement objectives of information technology keeping in view the needs of the University to ensure the computer capabilities are responsive to the needs of the University growth and objectives;
7. Monitor software, network and hardware teams provide quick and effective services to the faculty, staff and students;
8. Implement disaster recovery planning and backup of servers.
9. Ensure deployment of network design, fiber optics and LAN cabling
10. Monitor ERP and MIS related activities which include Online Attendance System, E-Learning Servers, Admission System, Finance System and Online Academic classes and Results submission.
11. Ensure implementation SOP for IT security policy for the university.
12. The Director of IT and Enterprise Resource Planning shall have such duties to perform as may be prescribed by the Vice Chancellor.

### **VII. DIRECTOR STUDENT AFFAIRS & COUNSELING**

#### ***Appointment of Director Student Affairs& Counseling***

1. There shall be Director Student Affairs & Counseling of the University to be appointed by the Board on the recommendation of the VICE-CHANCELLOR, on such terms and conditions as may be prescribed.
2. The experience and the professional and academic qualifications necessary for appointment to the post of the Director Student Affairs and Counseling shall be as

may be prescribed.

3. The Director of Student Affairs & Counseling shall be a full-time officer of the University

### ***Responsibilities of Director Student Affairs & Counseling***

1. Manages the on-Campus student affairs and has overall responsibility for the formulation of coherent policies and oversight of activities to ensure compliance with strategic priorities.
2. Maintaining compliance with all accreditation/statutory bodies
3. Promote co/extra – curricular activities among students.
4. Organize inter/intra university debates, declamations, sports and other competitions.
5. Ensure proper discipline of students.
6. Look after the welfare of students.
7. Allot hostel accommodation and ensure that students are living as per university rules.
8. Allot seats in university buses, finalize bus timings and routes.
9. Plan, recommend, process and finalize financial assistance to students.
10. Arrange internships of students in different organizations and industrial centers of the country.
11. Arrange open house and appropriate placement of the graduating students through job fair.
12. Responsible for dealing all matters related to university alumni.
13. Can delegate his/her responsibilities to the stated positions below;
  - i. Deputy Director Discipline
  - ii. Deputy Director Career Development Office
  - iii. Deputy Director Event Management
14. Exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, by the Vice Chancellor.

## **VIII. DIRECTOR OF ORIC (Office of Research, Innovation & Commercialization)**

### ***Appointment of Director ORIC***

1. There shall be a Director ORIC, to be appointed by the Board on the recommendation of the VICE CHANCELLOR, on such terms and conditions as may be prescribed.

2. The minimum qualifications necessary for appointment to the post of the Director ORIC shall be as may be prescribed.
3. The Director of ORIC shall be a full-time officer of the University.

### ***Responsibilities of Director ORIC***

1. Be responsible to scrutinize and process all research proposals for approval including arrangement for necessary funding;
2. Be responsible for commercialization of R&D work
3. Be responsible to establish linkages with industry to facilitate research;
4. Facilitates internship and placements of LGU students
5. Conduct at least two meetings a year with HEC.
6. Identify and inform the faculty about the research grants / opportunities for them to apply and then assist them in acquiring funds from international and national funding agencies.
7. To keep track of all the researches carried out in the university by faculty and staff and then commercialize the relevant research to reap maximum benefit for the industry and therefore translating the research into the public benefit.
8. To deal with plagiarism cases and to advance an anti-plagiarism culture via powerful software for detecting plagiarism.
9. Arranging seminars and workshops for the university's students and faculty
10. To coordinate with chief editors of LGU Journals for improvements in quality.
11. The Director ORIC shall have such duties to perform as may be prescribed by the Vice Chancellor.

## **IX. DIRECTOR PROCUREMENT & LOCAL PURCHAS (P&LP)**

### ***Appointment of Director (P&LP)***

1. There shall be a Director P&LP, to be appointed by the Board on the recommendation of the VICE CHANCELLOR, on such terms and conditions as may be prescribed.
2. The minimum qualifications necessary for appointment to the post of the Director of Planning and Development shall be as may be prescribed.

3. The Director of P&LP shall be a full-time officer of the University.

#### ***Responsibilities of Director P&LP***

1. Undertakes all major purchases and procurements needed for the smooth functioning of the University.
2. To ensure that procurement process is carried out according to the SOP
3. To prepare a 'short list' of suitable Suppliers / Firms
4. To arrange timely initiation of advertisement and preparation of Tender Documents according to the specifications by the concerned department
5. To arrange signing of 'Contract Agreement' between LGU and the Suppliers
6. To maintain proper records of receipt/deposit and purchase
7. The Director P&LP shall have such duties to perform as may be prescribed by the Vice Chancellor

#### **X. DIRECTOR SPORTS**

##### ***Appointment of Director Sports***

- 1 There shall be a Director Sports, to be appointed by the Board on the recommendation of the VICE CHANCELLOR, on such terms and conditions as may be prescribed.
- 2 The minimum qualifications /experience necessary for appointment to the post of the Director of Sports shall be as may be prescribed.
- 3 The Director Sports shall be a full-time officer of the University.

##### ***Responsibilities of Director Sports***

1. Make all arrangements for the conduct of sports activities in university.
2. Arrange trials for the students seeking admission on sports basis.
3. Recommend the students for admission on sports basis selected by the committee.
4. Boosts up the students to compete in national or international games.
5. Maintain sports complex/ equipment in good condition and suggest VC for improvements.
6. Arrange coaching classes for players in different games.

7. Prepare players and coordinate their participation in all sports competition arranged by HEC
8. Arrange inter faculty/department sports competitions in coordination with Director SA&C
9. The Director Sports shall have such duties to perform as may be prescribed by the Vice Chancellor.

## **XI. INTERNAL AUDITOR**

### ***Appointment of Internal Auditor***

1. There shall be Internal Auditor of the University to be appointed by the Board on the recommendation of the VICE-CHANCELLOR, on such terms and conditions as may be prescribed.
2. The experience and the professional and academic qualifications necessary for appointment to the post of the Internal Auditor shall be as may be prescribed.
3. The Internal auditor shall be a full-time officer of the University.

### ***Responsibilities of Internal Auditor***

1. Internal auditor will directly report to the Vice chancellor of university.
3. Identify and assess areas of significant financial risk
4. Evaluate the adequacy of the system of internal controls
5. Assess compliance with policies and procedures and sound financial practices.
6. Review operations/programs to ascertain whether results are consistent with established objectives and whether the operations/programs are being carried out as planned.
7. Investigate reported occurrences of fraud, embezzlement, theft, waste, etc
8. Identify and reduce all financial risks through effective implementation and monitoring of controls
9. Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice.
10. Compile and implement the annual External Audit plan.
11. Conduct ad hoc investigations into identified or reported risks.
12. Ensure complete, accurate and timely audit information is reported to Vice Chancellor

13. Identify loopholes and recommend risk aversion measures and cost savings.

14. The Internal Auditor shall have such duties to perform as may be prescribed by the Vice Chancellor

## **XII. FACULTY MEMBER**

### ***Appointment of Faculty Members***

1. All appointments shall be made from time to time as made to consider necessary to implement the aims and to promote efficiency in the affairs of the university
2. Appointments may be made as approved by the competent authority in line with the criteria prescribed by the HEC other accreditation councils and the university.
3. All appointments in any pay scale or group shall normally be made at its initial level but if the qualifications and experience of the person is more, then the competent authority may approve the appointment as such higher level within the pay scale as may be deemed fit.
4. All appointments shall be made through properly constituted Selection Board / Selection Committee. All the posts are filled on merit without considering internal or external candidate.
5. All appointments will be placed on a prescribed probation period

### ***Responsibilities of Faculty Member***

1. Prepare and undertake classroom and laboratory instructions in assigned courses in accordance with the approved syllabi, training programs and course plan.
2. Prepare Scheme of Study (weekly distribution of the content) and course outline and get it approved by Chairperson of the department. The SOS and course outline must have all the contents to be delivered during the semester, learning outcomes, objectives, quizzes, project deadlines.
3. Recommend textbooks for reference and making notes by the students.
4. Make quizzes, semester question papers, ensuring security in their preparation, duplication and safe custody before use in accordance with the university policies.
5. Give and assess home assignments, quizzes, semester examination in their respective assigned course.
6. Faculty members are required to keep a record of class/laboratory attendance of all students through MIS.
7. Grade the students' academic performance, preparing grade sheets and obtaining approval thereof.
8. Ensure that final grading is approved by Chairperson and grade sheets are correctly and accurately compiled with and submitted to Chairperson of Department within seven days of the

examination being held.

9. Faculty members are expected to start and finish their classes strictly as per schedule. The course scheduling and any change in course scheduling are displayed on notice boards of the university containing location, timing, duration, and instructor of the course
10. Ensure classroom discipline and punctuality in attendance of students their classes, and that reports are submitted in respect of the students violating discipline or absenting themselves from the classes;
11. Render additional coaching/assistance to weak students during self-study/visiting hours on their own or on request of the tutors;
12. Act as thesis/research supervisors/advisors for students both at Undergraduate and Post Graduate levels provided they meet the criteria for the job.
13. Prepare and develop curricula and its improvements thereon as and when required to make them relevant to the national and international needs.
14. Undertake project study/research work or any such tasks as assigned by the concerned Chairperson/University.
15. A faculty member can cancel a class due to sickness, emergency leave, an official business trip or any other unforeseen/ unavoidable event. In such case he/she must inform the department regarding class cancellation and notify the makeup class to students and department as well. Arranging makeup class in suitable time is responsibility of the faculty member.
16. Act as coordinator for at least one of the class
17. Attend DBS meetings
18. The faculty member shall have such duties to perform as may be prescribed by the Vice Chancellor.