

CODE OF UNIVERSITY

**SECRETARY TO CHANCELLOR
GOVERNOR'S HOUSE
KARACHI**

NOTIFICATION

No.GS/1-76/86(SO-I): Consequent to the upgradation of the Shah Abdul Latif Campus of the Sindh University to a full fledged 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 Latif University, 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

**(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 a 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 effect 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.

8. 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").

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-1 to 16.

3) Other officers to whom the Vice Chancellor may delegate the powers of appointment of employees of BPS-1 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) 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.
- 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 year 01month 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 a 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

- 1) Advance increments to the teaching staff shall be granted as under:
 - a) University Lecturers with Ph.D will get six advance increments on entry into service in the University. Those with M.A/M.Sc from Foreign University or M.Phil from a University in Pakistan will receive four advance increments.
 - b) For, in-service University Teachers four advance increments will be given for obtaining a Ph.D two for M.A/M.Sc (from abroad) and two for M.Phil in addition to their normal increments.
 - c) In order to attract talent to the Universities two increments over the initial stage will be given to a fresh entrant as Lecturer if he is a first class first in M.A/M.Sc or 1st Class First in any 02 examinations other than M.A/M.Sc or he is first divisioner throughout i.e. from Matric to M.A/M.Sc and one increment for a person who has

secured first class in three out of four 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 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 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.

APPENDIX - "A"

**(MINIMUM QUALIFICATIONS AND EXPERIENCE FOR
APPOINTMENT AN RECRUITMENT TO VARIOUS CADRES
OF UNIVERSITY TEACHERS)**

1. LECTURERS

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

2. ASSISTANT PROFESSORS

- 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 as a Lecturer or 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 PROFESSORS

- 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. PROFESSORS

- 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 - "B"

(MINIMUM QUALIFICATIONS FOR EMPLOYEES OTHER THAN TEACHERS)

S.NO.	NAME OF POST	BPS	MINIMUM REQUIRED QUALIFICATIONS
1.	Registrar	19	Postgraduate, preferably in 1 st Class or equivalent qualifications from a recognized University with 13 years administrative experience in a post equivalent to BPS-17 and above in a University /Board/Govt.Department/ Autonomous Organization.
2.	Director Finance	19	As may be determined by the Chancellor.
3.	Controller of Examinations	19	Postgraduate, preferably in 1 st Class or equivalent qualifications from a recognized University with 13 years administrative and/or conduct of examinations experience in a post equivalent to BPS-17 and above in a University/Board/Govt. Deptt/Autonomous Organization
4.	Director Planning & Development	19	Postgraduate, preferably in 1 st Class or equivalent qualifications from a recognized University with 13 years administrative /planning experience in a post equivalent to BPS-17 and above in a University/

- Board/ Government
Department/ Autonomous
Organization.
5. **Librarian** 19 Postgraduate in Library Science, preferably in 1st Class or equivalent qualifications from a recognized University with 13 years experience in Library Administration/Organizational on a post equivalent to BPS-17 and above in a University/Board/Colleges and/or Library of repute.
6. **Inspector of Colleges** 19 Postgraduate, preferably in 1st Class or equivalent qualifications from a recognized University with 13 years teaching/administrative experience in a post equivalent to BPS-17 and above in a University/Board/Govt.Department/Autonomous Organization.
7. **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.

8. **Auditor** 18 Postgraduate in Commerce preferably in 1st Class or equivalent qualifications 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

9. **Exhibition Officer** 18 Postgraduate in Fine Arts, preferably in 1st Class or equivalent qualifications from a recognized University with 06 years experience of having worked in any museum of repute in Pakistan or abroad.

10. **Deputy Registrar** 18 Postgraduate preferably in 1st Class or equivalent qualifications 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.

11. **Bursar** 18 Postgraduate in Commerce preferably in 1st Class or equivalent qualifications 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.
12. **Executive Engineer** 18 B.E. in Civil Engineer 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.

13. **Director Physical Education** 18 Postgraduate in Physical Education preferably in 1st Class or equivalent qualifications 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.
14. **Students Welfare Officer** 18 Postgraduate preferably in 1st Class or equivalent qualifications 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.
15. **Purchase & Store Officer** 18 Postgraduate in Commerce/Economics preferably in 1st Class or equivalent qualifications 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.

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| 16. Assistant Registrar | 17 | Postgraduate, preferably in 1 st Class or equivalent qualifications 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. |
| 17. Secretary of Vice Chancellor | 17 | Postgraduate, preferably in 1 st Class or equivalent qualifications 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.

18. **Assistant Controller of Exam.** 17 Postgraduate, preferably in preferably in 1st Class or equivalent qualifications 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.
19. **Religious Councilor** 17 Sanad Shahadat-ul-Almia/Postgraduate, (Islamic Culture) preferably in 1st Class or equivalent qualifications 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.
20. **Chief Accountant** 17 Postgraduate in Commerce preferably in 1st Class or equivalent qualifications from a recognized University with 04 years experience of 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.

21. **Assistant Administrative Officer** 17 Postgraduate, preferably in 1st Class or equivalent qualifications from a recognized University with 04 years administrative experience in a post equivalent to BPS-16 and above in a University/College/Government Department/Autonomous Organization.
22. **Public Relations Officer** 17 Postgraduate, preferably in 1st Class or equivalent qualifications 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.

23. **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.

24. **Assistant Engineer** 17 B.E. in Civil 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.

25. **Plantation Officer** 17 Postgraduate in Botany preferably in 1st Class or equivalent qualifications from a recognized University with sufficient knowledge of plantation 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.

26. **Accountant Officer** 17 Postgraduate in Commerce preferably in 1st Class or equivalent qualifications from a recognized University with 04 years experience of 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.

27. **Assistant** 17
Purchase & Stores Officer

Postgraduate in Commerce/Economics preferably in 1st Class or equivalent qualifications 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.

28. **Curator** 17 Postgraduate in Botany preferably in 1st Class or equivalent qualifications from a recognized University with sufficient experience in a post equivalent to BPS-16 and above in a University/Government Department/ Autonomous Organization.
29. **Chemical Analyst** 17 Postgraduate, preferably in 1st Class in Analytical Chemistry or Physical Chemistry or equivalent qualifications 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.
30. **Deputy Director/Directress** 17
Physical Education 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.

31. **Research Analyst** 17

Postgraduate in Chemistry preferably in 1st Class or equivalent qualifications from a recognized University with sufficient experience in a post equivalent to BPS-16 and above in a University/Government Depatt./ Autonomous Organization.

32. **P.A to Vice Chancellor** 16 Graduate, preferably in 1st Class or equivalent qualifications 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.

33. **Superintendent** 16 Graduate, 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.
34. **Divisional Accountant** 16
Engineer Department M.Com., preferably in 1st Class or equivalent qualifications 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.
35. **Stenographer** 15 Intermediate, preferably in 1st Class or equivalent qualifications from a recognized University/Board with shorthand speed 120 W.P.M. and typing speed 45 W.P.M. with 02 years experience BPS-12 and above in a University/ Board / Govt. Department/Autonomous Bodies.
36. **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.

37. Personal Assistant To Officers in BPS-19 14

Graduate, preferably in 1st Class or equivalent qualifications from a recognized University with shorthand speed 100 W.P.M. and Typing Speed 40 W.P.M. with 02 years experience in BPS-11 and above in a University/ Board/Government Department/ Autonomous Organization.

38. 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.

39. Overseer

- 11 B.E. 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.

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.

40. 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.

41. **Cataloguer** 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.
42. **Classifier** 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.
43. **Bibliographer** 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.
44. **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.

- | | | |
|-----------------------------------|----|--|
| 45. Pesh Imam | 11 | Sanadul Faragh / Postgraduate in Islamic Culture preferably in 1 st 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. |
| 46. Air-condition Mechanic | 11 | Diploma in Air-conditioning preferably in 1 st 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. |
| 47. Draughts 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.
48. **Head Plumber** 09 Should be License holder from Public Health Department or any recognized organization with 10 years experience of plumbing.
49. **Sindhi Typist** 07 Matriculate with typing speed 40 W.P.M.
50. **Motor Mechanic** 07 Matric/Non-matric with 10 Years experience or having worked in a reputed motor workshop or organization.
51. **Laboratory Assistant** 07 Intermediate with Science atleast in grade "C" with sufficient experience.
52. **Store Keeper** 07 Intermediate 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.
53. **Calligrapher** 07 Matric in "C" grade. Intermediate drawing examination with atleast 05 years experience of practical work in calligraphy.

54. **Sanitary Inspector** 07 Matric in "C" grade with 05 years experience of supervision of sanitation in any recognized institution.
55. **Binder** 05 Mon-matric with at least 05 years experience of binding in any recognized organization or Firm of repute.
56. **Clerk-Cum-Typist** 05 Matric atleast in "C" Grade typing speed 40 W.P.M.
57. **Searcher** 05 Matric at least in "C" Grade with sufficient experience of having worked in a reputed library.
58. **Driver** 05 Literate, having driving licence (heavy or light) with 05 years driving experience with distance vision 6/12 each eye without glasses.
59. **Head Cook** 05 Literate, having 10 years experience of cooking in any hotel of repute or any organization.
60. **Musium Assistant** 05 Intermediate with Science at least in "C" Grade.
61. **Herbarium Keeper** 05 Intermediate with Science at least in "C" Grade.
62. **Mouzim** 05 Sanad from a recognized Madarsa/Institute.

63. Electrician	05	Fireman Certificate from any recognized Institution/Organization with sufficient experience of electric work.
64. Carpenter	05	Literate with sufficient experience of carpentry in any recognized Institution/Organization/firm of repute.
65. Work Mistry	05	Matric at least in "C" Grade with 05 years supervision experience of construction works.
66. Telephone Operator	05	Matric with certificate from the T&T Department and having 02 years experience in handling telephone exchange.
67. Plumber	05	Literate and Licence holder from the Public Health Department with 02 years experience.
68. Filter Plant Operator	05	Matric with 05 years experience of operating filter plant.
69. Tracer	05	Matric with Science atleast in "C" Grade with Intermediate drawing examination with 02 years experience of tracing work.
70. Auto Electrician	05	Matric with sufficient experience as Auto Electrician in any recognized

		Organization/reputed motor workshop.
71. Seminar Clerk	05	Matric atleast in "C" Grade with 02 years of having worked in library and knowledge of typing.
72. Time Keeper	05	Matric atleast in "C" Grade with 05 years experience in Government Transport.
73. Pump Driver	05	Two years experience of having worked in Public Health Department.
74. Mason Mistry	05	Two years experience as Mason Mistry.
75. Compounder	05	Matric with Science compoundary certificate course with two years experience.
76. Despatch Rinder	05	Matric atleast in "C" Grade and licence holder of light vehicle.
77. Assistant Binder	05	Non-Matric with One year experience of binding in any recognized organization or firm of repute.
78. Hawaldar/Naik	04	According to seniority amongst Peons.
79. Cook	03	Literate, having 05 years experience of cooking in any hotel of repute or any organization.

80. **Head Chowkidar** 03 According to seniority amongst Chowkidars.
81. **Chowkidar, Malhi, Peon** 01 Matric/Non-Matric with experience in relevant field. Messenger, Attendant, Book Lifter, Helper to Plumber, Helper to Electrician, Helper to Carpenter, Helper to Mason Mistry, Helper to Motor Mechanic, Khalasi, Dresser, Beldar, Orderly, Sweeper, Telephone Technician, Plant Collector, Cleaner, Lab. attendant, Store Attendant, Telephone Attendant, Herbarium Attendant.

(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 unbecoming behaviour.
- 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;

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 an 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 BPS-16.	Vice Chancellor	Vice Chancellor	Syndicate

**(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 communicate 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 employee 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.

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 post 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 approval 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 may 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 Chairman of their respective department.

- iii). Officers in the Administration. The respective head of the Departments.
- 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 holidays 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 20 days casual
with more than 05 years per year
confirms service,

c). Work Charge Establishment 10 days per
with service between 2 - 5 years. year

d). Work Charged Establishment 05 days per
with service 1 & 2 years. year

e). Work Charged Establishment Nil
with service less than 01 year.

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.
- 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 LIQUIDATED DAMAGES	PERIOD OF SERVICE	BOND
i). Over Six months but not More than 12 months.	01 year.	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

**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 those 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 offsetted 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.

**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 the 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.

**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 which 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.

**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 drawal of his/her salary from which he 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 some 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.

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 its 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 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 form 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 thereof, 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)	<u>Funeral expenses (lump sum grant)</u>		
	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.

**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
- e) “Employees” means the employees of the University to whom these Statutes apply.
- f) “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 is 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 by 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 RELATIONSHIP ADDRESS OF WITH THE NOMINEE. 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	NOMINEE
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.

**(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 therapeutic 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-1 to BPS-16. Rs: 125.00 P.M.
 - b) Employees working in BPS-17 and above. Rs: 250.00 P.M.(Fixed)
- ii) The rates of Medical Allowance may be revised from the 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 re-imbursed 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-imburement 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-imburement of expenses incurred on 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.

c) 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.

**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

If 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) Hyderabad 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 is 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/-

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 _____
- 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).

1. Signature of the
Assistant Returning Officer(s).

2. 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.

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 Deposit	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 Rs.1,000/-
Convocation

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
 - ii) 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 upopposed. 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 Year Annual/Supplimentary Seat No.
University
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

**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 Statutes 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 overall 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.

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 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.

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, practicals, 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.

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

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.

**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 say “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 – Pink
- b Faculty of Science – 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

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 two-third of the members present at a meeting of the Senate and is confirmed by the Chancellor.

**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.
- o 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.

**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 meet 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 behaviour, 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 or 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.500/00 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.250/00; 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.250/00 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.100/00 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._____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.

**(ADMISSION OF STUDENTS TO VARIOUS CLASSES IN
THE AFFILIATED DEGREE COLLEGES AND
POSTGRADUATE CENTRES) 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 thereunder.

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 may 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 not in 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 from 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 carry 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 board 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.

**REGULATIONS REGARDING IMPROVEMENT OF
CLASSES/DIVISIONS IN B.A./B.SC/ B.SC(HOME
ECONOMICS) AND B.COM**

1. A candidate who has passed B.A/B.Sc./B.Sc.(Home Economics) 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.

**REGULATIONS REGARDING IMPROVEMENT OF
CLASSES/DIVISIONS IN M.A OR M.Sc**

1. A candidate who has passed M.A Examination of Shah Abdul Latif University, Khairpur in a subject which does not involved practicals in Second or third class may be allowed to appear at the M.A Examination in the same subject in order to improve 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%.

**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.

**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 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 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.

<u>S.NO</u>	<u>PARTICULARS</u>	<u>PH.D</u>
01.	Prospectus	100.00
02.	Registration	1000.00
03.	Tuition (Per Year) (50% concession to University Teachers, teachers of affiliated Colleges & Research Associates)	6000.00
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.

**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.
- 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)
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.

<u>S.NO</u>	<u>PARTICULARS</u>	<u>AMOUNTS</u>
	<u>M.PHIL</u>	
01.	Prospectus	100.00
02.	Registration	1000.00
03.	Tuition (Per Year) (50% concession to University Teachers, teachers of affiliated Colleges & Research Associates)	4000.00
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 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.

**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 informations 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 in Indian black ink. 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 informations 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

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 regulation).
- (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 of 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 than 30 candidates.

(c) Each batch will be examined by a set of two Examiners, one of them shall be from 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 latter 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 questions 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 records 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 institutions for a period not exceeding two years.

(ii) Any candidate detected in giving or receiving assistance or found guilty 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 institutions 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 institutions 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 institutions for a period of not exceeding 4 years.

(v) Any candidate, found guilty 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 guilty 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 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 latter 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 or in sections or as paper shall not be supplied.

(ii) Applications from 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 with 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 alteration 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 once 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 examination 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 or 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. DISPOSAL OF 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 candidates 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 consideration 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 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 practicals 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 _____

Signature _____
Name _____
Designation _____

Internal Head Invigilator
Invigilator

External Head

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 another.
 - (a) Invigilators should not engage in conversation 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 of 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) There 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 Invigilator's 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.

(iv) 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 forward 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.

**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 Principals 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 ill 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 or for 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**

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 fulfil 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 Annual/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.

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.

**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 it 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
MALPRACTICES) 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

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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

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 commencement 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 Penal 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 3. Whoever is guilty of:-
malpractice.

- (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 unauthorisely 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) impeding 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.

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 ‘SECURITY OFFICER’ means the Controller of Examinations, Additional Controller of Examinations, Assistant Controller of Examinations and Security 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 form 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.

RULES OF PROCEDURE FOR MEETINGS OF THE
SENATE

1. MEETINGS OF SENATE

- (a) The meeting of the Senate shall be 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 meetings 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 thereof 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.

**(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.

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 than 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 ruled out of order by the Chair.

**(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 meeting 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.

**(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.

**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 is 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 cases, allotment can also be made on the basis of the relative needs of the applicants and the advantages accruing 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 rates

- 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 allottee shall be that of a licensee 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 service or on deputation outside the University, may be allowed by the University in its discretion 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 charged 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 may deform or deface the building or diminish its value.

16. An allottee shall be personally liable for all or any loss or damage caused to house, its fittings or fixtures from any cause whatsoever 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, bushes in his/her house at his/her own expenses.

18. An allottee shall be liable to pay such monthly charges 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 or 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 forthwith.

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 thereof.

22. In the event of death, dismissal, discharge, removal, resignation or retirement of the employee, to whom a house is allotted, the period of time for which an employee 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 rules 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 required to vacate the quarter by serving him/her with one month's 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 form 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 acceptance 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:_____.

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 continuous 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.

**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 is 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, it 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.

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.

4. 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 .

**THE SHAH ABDUL LATIF 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 cheques 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
 - (b) is sanctioned by the competent authority.

The Superintendent Bills Section and the Chief Accountant shall then 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.

Appendix-I

PERMANENT ADVANCE 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.	Secretary to Vice Chancellor	Rs.1,000/-
13.	Other Sectional Heads authorized by the Vice Chancellor	Rs.250/- or more