

***The Powers and Duties of the Officers and Teachers
of COMSATS University Islamabad Statutes, 2019***

THE POWERS AND DUTIES OF THE OFFICERS AND TEACHERS OF COMSATS UNIVERSITY ISLAMABAD STATUTES, 2019

1. TITLE

These Statutes, framed in pursuance of section 27 (1) (i) of the COMSATS University Islamabad Act, 2018 shall be called, "*The Powers and Duties of the Officers and Teachers of COMSATS University Islamabad Statutes, 2019*".

2. COMMENCEMENT

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

3. DEFINITIONS

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

- a. "*Act*" means the COMSATS University Islamabad Act, 2018;
- b. "*Academic Department*" means a Teaching Department established and administered either at a single Campus or more than one Campuses simultaneously and shall overall be headed by a Chairperson and at each of the relevant Campus by a Head of the Department;
- c. "*Administrative Officer*" means an Officer engaged whole-time by the University as prescribed in the CUI Employees Service Statutes for Administrative work and equivalent non-faculty Officers;
- d. "*Competent Authority*" means the Senate who shall exercise its powers, in pursuance of Section 27 (1)(i) of the Act, to approve the Statutes prescribing the powers and duties of Officers and Teachers;
- e. "*The Powers and Duties of Officers and Teachers*" means the Powers and Duties of Principal and Administrative Officers and University Teachers assigned to them under Section 8, 9, 10, 11, 13, 14, 15, 16, 19(2)(h), 22(2)(o), 27(1)(i) of the Act and those assigned to them under any other provision of the said Act, Statutes, Rules and Regulations.
- f. "*Principal Officer*" means the Principal Officer as mentioned under Section 7 of the Act, namely: -

- i. the Chancellor;
 - ii. the Pro-Chancellor(s);
 - iii. the Rector;
 - iv. the Pro-Rector(s);
 - v. the Directors;
 - vi. the Deans;
 - vii. the Principals of the constituent colleges;
 - viii. the Chairpersons of the teaching departments;
 - ix. the Registrar;
 - x. the Treasurer;
 - xi. the Controller of Examinations; and
 - xii. such other persons as may be prescribed by the Statutes or Regulations to be the principal officers of the University”.
- h. “*Professor*” means a Teacher engaged whole-time by the University at the level of Professor, Eminent Professor or Emeritus Professor;

4. THE POWERS AND DUTIES OF THE CHANCELLOR COMSATS UNIVERSITY ISLAMABAD

- I. The President of Pakistan shall be the Chancellor of the University and the Chairperson of the Senate.
- II. The Chancellor shall, when present, preside over the meetings of the Senate and the Convocation of the University.
- III. The Chancellor shall appoint the Rector, from a panel of three candidates recommended by the Senate, among those proposed by the Search Committee set up for the said purpose in accordance with the Act and the Statutes.
- IV. All appointments to the Senate shall be made by the Chancellor and the selected members of the Senate shall be appointed by the Chancellor from amongst the persons recommended by the Representation Committee set up for this purpose in accordance with the Act and the Statutes.
- V. The Chancellor shall nominate the selected members of Search Committee for the recommendation of persons suitable for appointment as Rector in the manner prescribed by the Act and Statutes.
- VI. At any time when the Rector intends to proceed on leave, for a period exceeding one month, the Chancellor shall be the leave granting authority.

- VII. At any time when the office of the Rector is vacant, or the Rector is absent, or is unable to perform the functions of his office due to illness, leave or some other cause, for a period exceeding one month, the Chancellor shall make such arrangements, among the Pro-Rectors and in their absence among the Deans of the Faculties, for the performance of the duties of the Rector as may deem fit.
- VIII. The approval of Chancellor for every proposal to confer an honorary degree, by the University, shall be mandatory.
- IX. If the Chancellor is satisfied that serious irregularity or mismanagement with respect to the affairs of the University has occurred, he may as regards proceeding of the Senate, direct that specified proceedings be reconsidered, and appropriate action be taken within one month of this direction. However, if the Chancellor is satisfied that either no reconsideration has been carried out or that the reconsideration has failed to address the concern expressed he may, after calling upon the Senate to show cause in writing, appoint a five member Review Panel, drawn from persons of eminence in academics and in the fields of law, accountancy and administration, to examine and report to the Chancellor on the functioning of the Senate. The report of the Review Panel shall be submitted within such time as may be prescribed by the Chancellor.
- X. If the Chancellor is satisfied that serious irregularity or mismanagement with respect to the affairs of the University has occurred, he may as regards proceeding of any Authority or with respect to matters within the competence of any Authority, other than the Senate, direct the Senate to exercise its powers vested under Section 19 of the COMSATS University Islamabad Act, 2018.
- XI. The Chancellor may, upon the recommendation of the Review Panel, remove any person from the membership of the Senate on the ground that such person:
- a. has become of unsound mind; or
 - b. has become incapacitated to function as member of the Senate; or
 - c. has been convicted by a court of law for an offence involving moral turpitude; or
 - d. has absented himself/ herself from two consecutive meetings without just cause; or
 - e. has been guilty of misconduct, including use of position for personal advantage of any kind, or gross inefficiency in the performance of functions.
- XII. The Chancellor shall remove any person from the membership of the Senate on a resolution, calling for the removal of such person, supported by at least three-fourths of the membership of the Senate, however, before passing such resolution the Senate shall provide the member concerned a fair hearing. The provisions of this section shall not be applicable to the Rector in his capacity as a member of the Senate.
- XIII. The Chancellor may remove the Rector, in the manner prescribed by the Act, on a resolution for the removal of the Rector passed by at least three-fourths of the membership

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of the Senate on its own initiative or a resolution passed by at least two-third of the membership of Senate as a result of reference made by the Chancellor, on the ground of inefficiency, moral turpitude or physical or mental incapacity or gross misconduct, on the part of the Rector, including misuse of position for personal advantage of any kind. However, prior to a resolution for the removal of the Rector being voted upon by the Senate the Rector shall be given an opportunity of being heard.

5. THE POWERS AND DUTIES OF THE PRO-CHANCELLOR(S) COMSATS UNIVERSITY ISLAMABAD

- I. The Federal Minister concerned with the subject of Science and Technology shall be the first Pro-Chancellor of the University.
- II. Executive Director, Commission on Science and Technology for Sustainable Development in the South (COMSATS), shall be the second Pro-Chancellor of the University.
- III. The first Pro-Chancellor shall have precedence over the second Pro-Chancellor.
- IV. In the absence of the Chancellor, the Federal Minister for Science and Technology, being one of the Pro-Chancellors of the University, shall preside over the meetings of the Senate and the Convocation of the University.
- V. In case of non-availability of the Chancellor and the Federal Minister for Science and Technology, the Executive Director of COMSATS, being one of the Pro-Chancellors of the University, shall preside over the meetings of the Senate and the Convocation of the University.
- VI. At any time when the Rector intends to proceed on leave, for a period not exceeding one month, the Federal Minister for Science and Technology, being one of the Pro-Chancellors of the University, shall be the leave granting authority. In case of non-availability of the Federal Minister for Science and Technology, the Executive Director of COMSATS, being one of the Pro-Chancellors of the University, shall have the said powers.
- VII. At any time when the office of the Rector is vacant, or the Rector is absent, or is unable to perform the functions of his office due to illness, leave or some other cause, for a period not exceeding one month, the Federal Minister for Science and Technology, being one of the Pro-Chancellors, shall make such arrangements, among the Pro-Rectors and in their absence among the Deans of the Faculties, for the performance of the duties of the Rector as he/she may deem fit. In case of non-availability of the Federal Minister for Science and Technology, the Executive Director of COMSATS, being one of the Pro-Chancellors of the University, shall have the said powers.

6. THE POWERS AND DUTIES OF THE RECTOR COMSATS UNIVERSITY ISLAMABAD

- I. The Rector shall be the Chief Executive Officer of the University and shall exercise control over all administrative, financial and academic functions of the University. To promote the general efficiency and good order of the University the Rector shall have all powers prescribed for this purpose, including administrative control over the officers, teachers and other employees of the University.
- II. The Rector shall be the *ex-officio* Chairperson of the Syndicate, Academic Council, Selection Board and Finance and Planning Committee and thus shall preside over the meetings of these authorities. The Rector, if present, shall be entitled to attend any meeting of any authority or body of the University but shall not be entitled to vote there unless he is a member of such authority or body.
- III. The Rector shall present an annual report before the Senate, within three months of the close of the academic year, giving such information as regards the academic year under review as may be prescribed, including disclosure of all the relevant facts pertaining to the University academics, research, administration and finances & audit. The Rector's annual report shall be made available, prior to its presentation before the Senate, to all officers and University teachers and shall be published in such numbers as are required to ensure its wide circulation.
- IV. The Rector shall be responsible for ensuring the implementation of the provisions of the Act, Statutes, Regulations and Rules, and shall have the following powers namely:
 - a. to direct teachers, officers and other employees of the University to take up such assignments in connection with examination, administration and such other activities in the University as he may consider necessary for the purposes of the University;
 - b. to sanction all expenditure provided for in the approved budget of University and may sanction by re-appropriation an amount not exceeding 5 % of the budget of said year for an unforeseen item not provided for in the budget and report it to the Senate at the next meeting;
 - c. to make appointments of Staff Grade (SG) and such other categories of employees of the University and in such manner as may be prescribed by the Statutes;
 - d. to suspend, punish and remove, in accordance with prescribed procedure, from service officers, teachers and other employees of the University except those appointed by or with the approval of the Senate;
 - e. to delegate, subject to such conditions as may be prescribed, any of his/ her powers under this Act to an officer or officers of the University;

- f. to preside over the convocation of the University in the case of non-availability of the Chancellor, the Federal Minister for Science and Technology and the Executive Director of COMSATS;
 - g. to exercise and perform such other powers and functions as may be prescribed or delegated by any authority of University.
- V. The Rector may take such action in an emergency, that in his opinion requires such immediate action which is ordinarily not in the competence of the Rector and forward a report of the action taken to the members of the Emergency Committee of the Senate, as set up by the Statutes, within seventy-two hours. The Emergency Committee may direct such further action as it considers appropriate.

7. THE POWERS AND DUTIES OF THE PRO-RECTOR(S) COMSATS UNIVERSITY ISLAMABAD

- I. There shall be the Pro-Rectors, each for Academics, Research and Innovation and Internationalization, who shall be appointed by the Senate on such terms and conditions as may be prescribed by Statutes;
- II. Pro-Rectors shall be responsible to the Rector and will provide support to the Rector in planning and execution of assigned functions and shall have all powers prescribed for the said purpose;
- III. The Pro-Rectors shall represent the Rector as and when required and shall undertake such other responsibilities, duties and exercise powers as the Rector may assign or delegate from time to time;
- IV. One of the Pro-Rectors, nominated by the Rector, shall be the *ex-officio* member of the University Senate, Finance and Planning Committee and Selection Board;
- V. One of the Pro-Rectors, nominated by the Rector, shall be the *ex-officio* Chairperson of the Screening and Shortlisting Committee and Appraisal and Contract Review Committee of the University.
- VI. The Pro-Rectors shall be the *ex-officio* members of the Syndicate and Academic Council and shall serve on all other authorities and committees as may be prescribed by the Act, Statues, Rules or Regulations;
- VII. On the directions of Rector, the Pro-Rector(s) shall be entitled to attend any meeting of any authority or body of the University but shall not be entitled to vote there unless he/ she is a member of such authority or body;

VIII. In addition to above each Pro-Rector will have the following powers and duties in their respective domain: -

A. Pro-Rector Academics

1. The Pro-Rector Academics shall provide the leadership for managing all the matters related to the academics and examinations at the University as well as continuing education and professional development, especially the quality of teaching, the curricular and extracurricular activities at the University;
2. The Pro-Rector Academics will be responsible for aligning the academic policies in accordance with the international practices and enforcing quality enhancement measures to achieve best academic outcome for the University;
3. Pro-Rector Academics shall be supervising the team(s) responsible for academic programs validation, accreditation, improvement and revision over time and shall ensure that different programs of study are of the required academic and quality standards, and are responsive to the national and international market needs;
4. Pro-Rector Academics shall be the Chairperson of the Board of Advanced Studies and Research, University Affiliation Committee, University Discipline Committee and member of such other committees and authorities as may be prescribed or appointed by the Rector from time to time.

B. Pro-Rector Research and Innovation

1. The Pro-Rector Research and Innovation shall provide the leadership for managing all the matters related to research, innovation and commercialization programs of the University;
2. The Pro-Rector Research and Innovation shall guide for taking all required measures to make the University's research in line with the market demands and future needs of the country and for establishing strong research linkages and effective academia-industry linkages through research, innovation and commercialization initiatives both nationally and internationally;
3. The Pro-Rector Research and Innovation shall provide the highest level of strategic guidance and coordination to develop, articulate and promote all research activities within the University;
4. Pro-Rector Research and Innovation shall be the member of the Board of Advanced Studies and Research and such other committees and authorities as may be prescribed or appointed by the Rector from time to time.

C. Pro-Rector Internationalization

1. The Pro-Rector Internationalization shall be responsible for enhancing the academic and research interests of the University through meaningful international collaborations, bearing direct value addition to the academic pursuits of the University;
2. The Pro-Rector Internationalization will advise Rector on global strategies and will be responsible for overseeing and fostering the international programs of the University;
3. The Pro-Rector Internationalization shall be responsible for implementing the policies of University for strengthening international linkages efforts to enhance presence and mobility of faculty and students;
4. The Pro-Rector Internationalization shall be responsible for making available the opportunities for the faculty and University managers for their capacity building through reputed Universities in the technologically advanced countries;
5. The Pro-Rector Internationalization shall be responsible for forging and expanding effective international partnerships and positioning students to be the global citizens.
6. Pro-Rector Internationalization shall be the member of such other committees and authorities as may be prescribed or appointed by the Rector from time to time.

8. THE POWERS AND DUTIES OF THE CAMPUS DIRECTOR(S) COMSATS UNIVERSITY ISLAMABAD

- I. There shall be a Director at each Campus of the University who shall be appointed by the Senate on such terms and conditions as may be prescribed by Statutes;
- II. The Director being the Head of the Campus shall be responsible for all administrative, financial and academic functions of the respective Campus and for ensuring that the provisions of the Act, Statutes, Regulations and Rules are faithfully observed in order to promote the general efficiency and good order of the Campus;
- III. The Director shall have the powers to direct teachers, officers and employees of the respective Campus to take up such assignments in connection with teaching, research, examination, administration and such other activities in the Campus as he/ she may deem necessary;

- IV. The Director shall make such arrangements at the Campus for teaching, research, administration, scrutiny of papers, marks and results and for such other activities as may be necessary;
- V. The Director shall have the powers to sanction all expenditure provided for in the approved budget of the respective Campus;
- VI. The Director shall be the *ex-officio* member of the Syndicate, Academic Council, Finance and Planning Committee and Board of Faculty(s);
- VII. The Director shall be the *ex-officio* member of the Selection Board, Screening and Shortlisting Committee and Appraisal and Contract Review Committee for his/ her respective Campus;
- VIII. The Director shall recommend to the Rector the name(s) of applicant(s), from the panel proposed by Staff Grade Recruitment Committee, to make appointments of Staff Grade (SG) employees and of such other categories of employees of the University and in such manner as may be prescribed by the Statutes;
- IX. The Director shall perform such other duties and shall exercise such other powers as may be prescribed by the Statutes, Rules and Regulations or assigned by the Rector from time to time.

9. THE POWERS, DUTIES AND APPOINTMENT OF THE DEAN OF FACULTY(S) COMSATS UNIVERSITY ISLAMABAD

- I. There shall be a Dean of each Faculty, who shall be the Head of the respective Faculty;
- II. The Dean of each faculty shall be appointed by the Senate, among the three seniors most Professors working in the faculty, who shall hold office for a period of three years and shall be eligible for reappointment for another term, however, shall not be appointed for more than two consecutive terms. In case no Professor is available in a Faculty, then the Rector, one of the Pro-Rectors or a Professor from some other Faculty may be given the responsibility by the Senate, on the recommendations of Rector, to work as Dean of said faculty till such time a Professor of the respective faculty is appointed;
- III. The Dean shall present candidates for admission to the degree in the programs falling within the purview of the concerned faculty;
- IV. The Dean shall be responsible for making proposals for the improvement of facilities in each Department of his/ her respective faculty in consultation with the concerned faculty members;

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- V. The Dean shall submit the development plans for introducing new disciplines in his/ her faculty in consultation with the concerned faculty members;
- VI. The Dean shall perform such other duties and shall exercise such other powers as may be prescribed by the Act, Statutes, Rules and Regulations or assigned by the Rector from time to time;
- VII. During the absence/ leave of Dean from the office for a period of less than one month, the Rector may assign the charge to one of the Pro-Rectors or such other Professor of the Faculty as may deem appropriate or may keep the charge of the office of the Dean of Faculty. In case the absence/ leave period of Dean is one month or more, the decision to assign the charge to the Pro-Rector, such other Professor of faculty or the Rector shall be taken by the Syndicate;
- VII. The Dean of Faculty shall preside over the meetings of respective Board of Faculty and shall be the *ex-officio* member of the Syndicate, Academic Council, Board of Advanced Studies and Research and University Affiliation Committee;
- VIII. The Dean shall be the *ex-officio* member of the Selection Board and Screening and Shortlisting Committee for his/ her respective Faculty and shall serve on such other authorities and committees as may be prescribed.

10. THE POWERS AND DUTIES OF THE REGISTRAR COMSATS UNIVERSITY ISLAMABAD

- I. There shall be a Registrar who shall be a full-time officer of the University and shall be appointed by the Senate, on the recommendation of the Rector, on such terms and conditions as may be prescribed by the Statutes;
- II. The term of office of the Registrar shall be a renewable period of three years;
- III. The Registrar shall be the administrative head of the secretariat of the University and will be responsible for the provision of secretariat support to the authorities of the University;
- IV. The Registrar shall be the custodian of the common seal and the academic records of the University;
- V. The Registrar shall maintain a register of registered graduates in the prescribed manner;
- VI. The Registrar shall supervise the process of election, appointment or nomination of members to the various authorities and other bodies in the prescribed manner;
- VII. The Registrar shall be the Secretary of the Senate and an *ex-officio* member and Secretary of the Syndicate, Academic Council and Board of Advanced Studies and Research and shall serve on all such authorities and committees as may be prescribed;

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- VIII. The Registrar shall be responsible to issue all notices for convening meetings, circulating minutes and communicating the decisions of the Senate, Syndicate, Academic Council, Board of Advanced Studies and Research, Affiliation Committee, University Discipline Committee and any such Committee or Authority as may be prescribed;
- IX. The Registrar or his/ her nominee shall be the *ex-officio* member and Secretary of the Board of Faculty(s) and shall be responsible to issue all notices for convening meetings, circulating minutes and communicating the decisions of these authorities
- X. The nominee of Registrar shall be the Secretary of the Board of Study(s) and shall be responsible to issue all notices for convening meetings, circulating minutes and communicating the decisions of Board of Studies;
- XI. In the absence of the Registrar on leave or otherwise, the Rector may assign such of his/ her duties as it may deem appropriate to any officer or teacher of the University as a temporary arrangement.

11. THE POWERS AND DUTIES OF THE TREASURER COMSATS UNIVERSITY ISLAMABAD

- I. There shall be a Treasurer who shall be a full-time officer of the University and shall be appointed by the Senate, on the recommendation of the Rector, on such terms and conditions as may be prescribed by the Statutes;
- II. The term of office of the Treasurer shall be a renewable period of three years;
- III. The Treasurer shall be the chief financial officer of the University and shall manage the assets, liabilities, receipts, expenditures, funds and investments of the University;
- IV. The Treasurer shall prepare the annual and revised budget estimates of the University and present them to the Finance and Planning Committee and the Syndicate or a committee thereof for approval and incorporation in the budget to be presented to the Senate;
- V. The Treasurer shall ensure that the funds of the University are expended on the purposes for which they are provided;
- VI. The Treasurer shall be responsible to have the accounts of the University audited annually so that they may be available for submission to the Senate within six months of the close of the financial year;
- VII. The Treasurer shall be the *ex-officio* member of the Syndicate, Member and Secretary of the Finance and Planning Committee;

- VIII. The Treasurer shall perform such other duties and serve on all such authorities and committees as may be prescribed or assigned by the Rector from time to time;
- IX. In the absence of the Treasurer on leave or otherwise, the Rector may assign such of his/her duties as it may deem appropriate to any officer or teacher of the University as a temporary arrangement.

12. THE POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS COMSATS UNIVERSITY ISLAMABAD

- I. There shall be a Controller of Examinations, who shall be a full-time Officer of the University, to be appointed by the Senate, on the recommendation of the Rector, on such terms and conditions as prescribed by the Statutes;
- II. The term of office of the Controller of Examinations shall be a renewable period of three years;
- III. The Controller of Examinations shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed;
- IV. The Controller of Examinations shall be the *ex-officio* member of the Syndicate, Academic Council and University Discipline Committee;
- V. The Controller of Examinations shall perform such other duties and serve on all such authorities and committees as may be prescribed;
- VI. In the absence of the Controller of Examinations on leave or otherwise, the Rector may assign such of his/ her duties as it may deem appropriate to any officer or teacher of the University as a temporary arrangement.

13. THE POWERS AND DUTIES OF THE CHAIRPERSON OF ACADEMIC DEPARTMENT COMSATS UNIVERSITY ISLAMABAD

- I. There shall be an Academic Department for each subject or group of subjects, as may be prescribed and may be established at a single Campus or more than one Campuses simultaneously and shall be headed by a Chairperson.
- II. The Chairperson of an Academic Department shall be appointed for a period of three years by the Syndicate, on the recommendations given by the Rector in consultation with the concerned Dean, from amongst the six most senior Professors of the concerned Department. If the number of Professors in a Department is less than six, then the

remaining numbers will be completed by including the names of most senior Associate Professors of the Department.

- III. Provided that there is no Professor or Associate Professor in the Department, it shall be looked after by the Dean of the concerned faculty with the assistance of the senior most teacher of the Department till the joining of Professor or Associate Professor whichever is earlier.
- IV. The Chairperson of the Department shall plan, organize and supervise the work of the Department operative simultaneously at different Campuses (if so exists) and shall be responsible to the Dean for the work of the Department.
- V. If the Chairperson of a Department is not performing satisfactorily, he/ she may be removed by the Syndicate on a report initiated by the concerned Dean and/or on the recommendation of the Rector.
- VI. In the absence of the Chairperson of a Department the charge of the respective office will be held by some other Professor or Associate Professor of the Department as approved by the Rector.
- VII. Provided that if the period of absence is more than four months then syndicate will appoint a new full time Chairperson.

14. THE POWERS AND DUTIES OF THE HEAD OF ACADEMIC DEPARTMENT COMSATS UNIVERSITY ISLAMABAD

- I. An Academic Department established at a single Campus or more than one Campuses simultaneously shall be headed each by a Head called the Head of the Department at that particular Campus.
- II. The Head of an Academic Department, at each Campus, shall be appointed for a period of three years by the Director of the Campus concerned, in consultation with the respective Chairperson, from amongst the three most senior Professors and three most senior Associate Professors. If in any Department, at the respective Campus, no Professor is working the Head of Department at such Campus will be appointed from amongst the three most senior Associate Professors and three most senior Assistant Professors.
- III. The Head of the Department shall be responsible to plan, organize and supervise the administrative and academic work of the Department of his/ her respective Campus and shall be reporting to the Director concerned and for academic matters will also be responsible to the concerned Chairperson.
- IV. No Head of the Department can serve for more than two consecutive terms.

- V. If the Head of the Department is not performing satisfactorily, he/ she may be removed by the Director concerned either on a report initiated by the concerned Chairperson or on his/ her own initiative.
- VI. In the absence of the Head of the Department the charge of the respective office will be held by some other senior teacher approved by the Campus Director.
- VII. Provided that if the period of absence is more than four months then the Director concerned shall appoint a new full time Head in consultation with the concerned Chairperson.

15. THE DUTIES AND RESPONSIBILITIES OF THE TEACHERS OF COMSATS UNIVERSITY ISLAMABAD

- I. The primary responsibility of University Teachers is the pursuit and dissemination of knowledge and understanding through teaching, research, and scholarly activity, creative and artistic work. The University Teachers engaged whole-time by the University shall have the following duties and responsibilities: -
 - a. to have expert knowledge of the subject area for teaching the students by means of lectures, tutorials, discussions, seminars, demonstrations, distance learning and other methods of instructions as well as practical work, research projects, case studies etc. in the laboratories, industry, field or any other organization/ institution;
 - b. to assist the Department in preparing the courses and scheme of studies/ syllabi, in conducting the examinations, in organizing the curricular and extra-curricular activities of the University and its Departments;
 - c. to give assignments and conduct periodic quizzes, sessional, mid-term and final examinations of the concerned students and maintain a regular record of their performance at such assignments, quizzes and examinations;
 - d. to supervise the students' projects work, case studies, field work and reports writing and carrying out assessments and conducting examinations thereupon;
 - e. to maintain professional contact with the students giving them individual guidance and supervising their extra-curricular activities;
 - f. to serve on the Statutory and Non-Statutory bodies and committees of the University and other professional bodies as may be assigned;
 - g. to attend and speak at the conferences, workshops and seminars;
 - h. to perform such other functions and duties as may be assigned to them by the Rector or the Campus Director, as the case may be.

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II. University Teachers, particularly the Professors, Associate Professors and Assistant Professors, are also expected to perform the following responsibilities: -

- A. to carryout innovative research and supervision of the M.S. and Ph. D. students' research work and thesis writing;
- B. to involve in research proposals writing and submission, managing research budgets, submitting research papers and other publications.

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