

# First Statutes and Regulations

---




## UNIVERSITY OF BALTISTAN ORDER, 2016

### AN ORDER

To provide for the establishment of the University of Baltistan, Skardu  
Gilgit-Baltistan.

A handwritten signature in black ink, appearing to be "Masood Hussain", is written over a horizontal line.

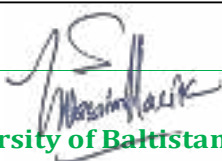
According to section (39) University of Baltistan, Order 2016, the President of Pakistan shall promulgate the First statutes and Regulations which shall be deemed to be Statutes and Regulations framed under Section 25 and 26 and shall continue to remain in force until amended or replaced or till such time as new Statutes and Regulations are framed in accordance with the provision of this Order.



## TABLE OF CONTENTS

1.	<i>Faculties And Departments</i> .....	5
2.	<i>Faculty Council</i> .....	7
3.	<i>Board Of Studies/Departmental Council</i> .....	13
4.	<i>Board of Advance Studies and Research:</i> .....	15
5.	<i>Dean</i> .....	21
6.	<i>Chairman (Chairpersons)/Head Of Department</i> .....	22
7.	<i>Selection Board</i> .....	23
8.	<i>Affiliation Committee</i> .....	27
	<i>Annexure - I</i> .....	37
	<i>Annexure - II</i> .....	39
9.	<i>Finance And Planning Committee</i> .....	45
10.	<i>Discipline Committee</i> .....	48
11.	<i>University Fee And Other Charges</i> .....	49
12.	<i>University Of Baltistan, Skardu Annual Report Statutes, 2018</i> .....	50
13.	<i>Rules Of Business Of Meetings Of The Senate University Of Baltistan, Skardu, 2018</i> .....	52
14.	<i>Rules Of Business Of The Meetings Of The Syndicate University Of Baltistan, Skardu</i> .....	57
15.	<i>Rules Of Business Of The Meetings Of The Academic Council University Of Baltistan,Skardu, 2018</i> .....	62
16.	<i>Rules Of Business Of The Meetings Of The Selection Committee University Of Baltistan, Skardu</i> .....	67
17.	<i>Introduction And Authority To Make Rules</i> .....	71
18.	<i>Administration Of Funds</i> .....	73
19.	<i>Management Of Assets &amp; Liabilities</i> .....	76

20.	<i>Internal Control:</i> .....	76
21.	<i>Internal Audit</i> .....	77
22.	<i>Accounts &amp; Audit</i> .....	77
23.	<i>Expenditure &amp; Payments</i> .....	78
24.	<i>Advances &amp; Adjustments</i> .....	79
25.	<i>Budget</i> .....	80
26.	<i>Re-Appropriation And Supplementary Grant</i> .....	81
27.	<i>Books Of Accounts</i> .....	81
28.	<i>Assets Record And Stock Taking</i> .....	83
29.	<i>Auction, Write Off Of Unserviceable Articles</i> .....	83
30.	<i>Procurement, Management And Process</i> .....	85
31.	<i>Telephone Entitlement Policy</i> .....	87
32.	<i>Maintenance Of Official Vehicles</i> .....	88
33.	<i>Delegation Of Financial Powers</i> .....	88
34.	<i>University Fee And Other Charges</i> .....	100
35.	<i>Statutes Of Pension Endowment Fund</i> .....	102
36.	<i>Pension Endowment Fund Statutes 2019</i> .....	103
37.	<i>University Of Baltistan, Skardu Service Statutes, 2018</i> .....	111
38.	<i>Appointing Authority (BS 1-16/Equivalent)</i> .....	124
39.	<i>Promotions</i> .....	128
40.	<i>Pay and Allowances:</i> .....	131
41.	<i>LEAVE RULES</i> .....	134
42.	<i>Kinds Of Leave (For Administrative And Other Staff):</i> .....	141
43.	<i>Procedure For The Appointment Of Registrar, Controller , And Treasurer</i> .....	150



## **1. FACULTIES AND DEPARTMENTS**

**(Under Section 39 of the University of Baltistan Order, 2016)**

The University shall include the following Faculties/Departments and such other Faculties/Departments as may be prescribed by Statutes, namely:

### **Envisioned Faculties and Departments (Nomenclature)**

#### **1.1 Faculty of Natural Sciences and Technologies**

- a) Chemistry
- b) Physics
- c) Mathematics
- d) Computer Science
- e) Engineering

#### **1.2 Faculty of Languages and Cultural Studies**


- a) Archeology and History
- b) International Languages
- c) Local and Indigenous Languages
- d) Fine Arts and Indigenous Traditions
- e) Musicology
- f) GB Studies

#### **1.3 Faculty of Life Sciences**

- a) Zoology
- b) Botany
- c) Microbiology
- d) Biotechnology
- e) Veterinary Sciences
- f) Health Science (Medicine and Pharmacy)

#### **1.4 Faculty of Engineering**

- a) Electrical Engineering
- b) Electronics
- c) Civil



- d) Architecture
- e) Mechatronics
- f) Robotics
- g) Mechanical
- h) Metallurgy
- i) Aeronautics
- j) Mining
- k) Nanotechnology



## **2. FACULTY COUNCIL**


### **RULES OF BUSINESS OF THE MEETINGS OF THE FACULTY COUNCIL, UNIVERSITY OF BALTISTAN, SKARDU**

#### **2.1 PREAMBLE**

- a) The Section 15(l)(b)(viii) of the University of Baltistan Order, 2016 provides for the establishment of the Faculty Council, as one of the authorities of University, responsible to coordinate teaching, research and publications work in the concerned Departments, to scrutinize the recommendations of the Boards of Studies of concerned Departments in the faculty regarding the courses, scheme of studies, appointment of thesis evaluators, paper setters and examiners and to consider all other academic matter relating to the faculty.
- b) Section 27 of the University of Baltistan, Skardu Order, 2016 provides for making the rules, consistent with the provisions of this Order, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities.

(Under Section 15(1)-b (viii) of University of Baltistan Order, 2016)

- a) There shall be a Board of each faculty which shall consist of;
  - i) The Dean of the faculty;
  - ii) The Professors and the Chairpersons of the Teaching Departments comprised in the Faculty;
  - iii) One Lecturer, one Assistant Professor and one Associate Professor to be appointed by rotation in order of seniority from each Department constituted in the Faculty; and
  - iv) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the Faculty.
- b) The members mentioned in clauses (iii) and (iv) of paragraph (2)-a shall hold office for the tenure of two years.
- c) The quorum for a meeting of the Board of a faculty shall be one-half of



the total members, a fraction being counted as one.

- d) The Board of each faculty shall, subject to the general control of the Academic Council and Senate, have the powers:
- i) to co-ordinate the teaching and research work in the subject assigned to the faculty;
  - ii) to scrutinize the recommendations of the Board of Studies comprised in the faculty in regard to the appointment of paper setters and examiners, except for research examiners, and forward the panels of suitable paper setters and examiners for each examination to the Vice-Chancellor.
  - iii) to consider any other academic matter relating to the faculty and to report thereon to the Academic Council; and
  - iv) to perform such other functions as may be prescribed by Statutes.


## **2.2 SHORT TITLE AND COMMENCEMENT**

These rules may be called the "Rules of Business of/he Meetings of the Faculty Council University of Baltistan, Skardu, 2016" and shall come into force from the date of its approval from the President of Pakistan/Chancellor.

## **2.3 DEFINITIONS**

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

- a) "Chairperson" means the Chairperson of the concerned Board of Faculty;
- b) "Secretary" means the Secretary of the Board of Faculty;
- c) The "meeting" means the meeting of the Board of Faculty;
- d) "Member" means a nominated or ex-officio member of the Board of Faculty;
- e) "The Quorum" means the Quorum of the meeting of Board of Faculty as prescribed.





## **2.4 CHAIRPERSON**

The Dean of the concerned Faculty shall be the Chairperson of the concerned Faculty Council and shall preside over its meetings.

## **2.5 SECRETARY OF THE FACULTY COUNCIL**

The Registrar of the University or his/her nominee shall be the Secretary of the Faculty Council.

## **2.6 MEETINGS OF THE FACULTY COUNCIL**


- i) The meetings of the Faculty Council shall be held on dates, place and time as may be approved by the concerned Dean of respective Faculty from time to time. The Faculty Council shall meet at least twice in a year.
- ii) The Secretary shall, with the approval of the concerned Dean, prepare the agenda for the meetings of the Faculty Council and shall send the notice of the meeting and circulate the agenda and the relevant working papers, among the members, by hand, post or through a special messenger.

## **2.7 MEETING**

- i) At least eight (08) days' notice shall be given to the members for meeting (ordinary) of the Board of Faculty.
- ii) The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the meeting.
- iii) If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Chairperson, two (02) days before the date of the meeting (ordinary).
- iv) A member of the Faculty Council may, with the permission of the Chairperson, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Faculty Council would not be considered necessary.

## **2.8 SPECIAL MEETING**

- i) A special meeting of the Faculty Council may be convened any time by the Dean of the concerned faculty, Vice Chancellor or at the request of



One-third of the total membership of the Faculty Council to consider any matter(s) of urgent nature.

- ii) On receiving the proposal, for convening a special meeting of the Faculty Council, the Secretary shall immediately proceed in the matter and request the Chairperson to fix a date for the meeting.
- iii) At least five (05) days' notice shall be given to the members for the special meeting of the Faculty Council.
- iv) The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

## **2.9 QUORUM OF THE MEETING**

The quorum for a meeting of the Faculty Council shall be one half of the total number of its members, a fraction being counted as one.

## **2.10 PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Board of Faculty may be called with the same agenda within fifteen days' time.

## **2.11 DECISIONS BY THE FACULTY COUNCIL**

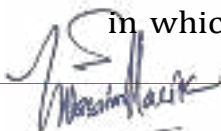
All decisions of the Faculty Council shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Faculty Council.

## **2.12 APPROVAL BY CIRCULATION OF THE PAPERS**

If the Chairperson so decides he can allow the Secretary for sending any item/case, to the members for their opinion by circulation of the relevant papers. In such a case the Convener shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

## **2.13 CONDUCT OF MEETING**

- i) The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who



wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.

- ii) On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The house may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

#### **2.14 RECORD OF PROCEEDINGS**

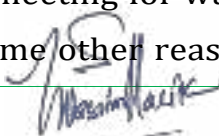
- i) The Secretary of the Faculty Council shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- ii) The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Faculty Council, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chairperson of the Faculty Council and if approved shall be communicated to the members through corrigendum.

#### **2.15 COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the concerned Department/ Section/ Official(s) for necessary action/ compliance/ information. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Faculty Council may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **2.16 DELEGATION OF POWERS TO TAKE A DECISION**

The Faculty Council may delegate its authority to a Special Committee, a Standing Committee or to its Chairperson to take a decision on a particular issue if the Faculty Council considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Faculty Council in such a case may



lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee or by the Chairperson on behalf of the Faculty Council. Such a decision when taken shall be considered to be a regular decision of the Faculty Council.

#### **2.17**

The Secretary may call for any information from any member, which he may consider necessary for the completion of the case before it is submitted to the Faculty Council for consideration.

#### **2.18**


For all such matters, not provided for under these Rules, action may be taken on the basis of previous conventions or with the approval of the Academic Council.

#### **2.19 PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may extend special invitation to such person(s) to take part in the meeting of the Faculty Council, however, such person(s) shall have no right to vote during the meeting.

#### **2.20 CHANGE OF RULES**


These rules may be added, changed or modified from time to time by the Syndicate.




### **3. BOARD OF STUDIES/DEPARTMENTAL COUNCIL**

(Under Section 15(1)-b (ix) of University of Baltistan Order, 2016)

- a) There shall be a separate Board of Studies for each subject or group of subjects as may be prescribed by Regulations.
- b) Each Board of Studies shall consist of:
  - i) The Chairman (Chairperson)/HOD of the teaching department concerned;
  - ii) Provided that the subjects taught at the constituent colleges or affiliated colleges the Director/Principal of the teaching department/ Institute/ Centre /College;
  - iii) Senior most 7 teachers in the teaching department concerned;
  - iv) Two University teachers, other than Professors or Associate Professors, to be appointed by the Academic Council;
  - v) One expert to be appointed by the Vice-Chancellor;
  - vi) In the case of subjects which are taught in the constituent colleges or affiliated colleges only, the Board of Studies shall consist of:
    - I. A Chairman (Chairperson) to be appointed by the Vice Chancellor;
    - II. Five teachers of the colleges to be appointed by the Academic Council; and
    - III. Two experts to be appointed by the Vice-Chancellor.
- c) The term of office of members of the Board of Studies other than ex- officio members shall be two years.
- d) The quorum for a meeting of the Board of Studies shall be one-half of the total members, a fraction being counted as one.
- e) The Chairman (Chairperson) of the university teaching department concerned shall be the Chairman (Chairperson) and Convener of the Board of Studies. Where in respect of a subject there is no University Teaching department, the Chairman (Chairperson) of the Board of Studies shall be appointed by the Vice Chancellor.



- f) The functions of the Board of Studies shall be:
- i) To advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned.
  - ii) To propose curricula and syllabi for all degree, diploma and certificate courses in the subject concerned;
  - iii) To suggest a panel of names of paper setters and examiners in the subject or subjects concerned; and
  - iv) To perform such other functions as may be prescribed by Regulations.



#### **4. BOARD OF ADVANCE STUDIES AND RESEARCH:**

Rules of business of the meetings of the board of advanced studies and research University of Baltistan, Skardu.

##### **4.1 SHORT TITLE AND COMMENCEMENT**

These rules may be called the "Rules of Business of the Meetings of the Board of Advanced Studies and Research University of Baltistan, Skardu, 2016" and shall come into force from the date of its approval from the President of Pakistan/Chancellor.


##### **4.2 DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the University of Baltistan, Skardu Order, 2016, except the following:

- a) "Chairperson" means the Chairperson of the Board of Advanced Studies and Research;
- b) "External Member" means the member of the Board of Advanced Studies and Research not in the service of University of Baltistan, Skardu;
- c) "Secretary" means the Secretary of Board of Advanced Studies and Research;
- d) The "meeting" means the meeting of the Board of Advanced Studies and Research;
- e) "Member" means the member of the Board of Advanced Studies and Research;
- f) "The Quorum" means the Quorum of the meeting of Board of Advanced Studies and Research.

##### **4.3 CHAIRPERSON OF THE BOARD OF ADVANCED STUDIES AND RESEARCH**

Vice Chancellor, shall be the Chairperson of the Board of Advanced Studies and Research and thus shall preside over its meetings. In the absence of the Vice Chancellor, the meetings of the Board of Advanced Studies and Research shall be presided over by the most senior Dean.



#### **4.4 SECRETARY OF THE BOARD OF ADVANCED STUDIES AND RESEARCH**

The Registrar of the University shall be the Secretary of the Board of Advanced Studies and Research.

#### **4.5 MEETINGS OF THE BOARD OF ADVANCED STUDIES AND RESEARCH**

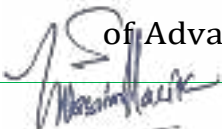
- a) The meetings of the Board of Advanced Studies and Research shall be held on dates, place and time as may be proposed by the Chairperson from time to time. The Board of Advanced Studies and Research shall meet twice in a calendar year.
- b) The Secretary shall, with the approval of the Chairperson, prepare the agenda for the meetings of the Board of Advanced Studies and Research and shall send the notice of the meetings and circulate the agenda along with the relevant working papers, among the members, by hand, post or through a special messenger.

#### **4.6 MEETING**

- a) At least eight (08) days' notice shall be given to the members for the meeting (ordinary) of the Board of Advanced Studies and Research.
- b) The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the meeting.
- c) If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Chairperson three (03) days before the date of meeting.
- d) A member of the Board of Advanced Studies and Research may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Board of Advanced Studies and Research would not be considered necessary.

#### **4.7 SPECIAL MEETING**

- a) A special meeting of the Board of Advanced Studies and Research may be called any time by the Chairperson or on the proposal of not less than one-third of the total membership of the Board of Advanced Studies and Research to consider any matter of urgent nature.
- b) On receiving the proposal, for convening a special meeting of the Board of Advanced Studies and Research, the Secretary shall





immediately proceed in the matter and request the Chairperson to fix a date for the meeting.

- c) At least five (05) days' notice shall be given to the members for the special meeting of the Board of Advanced Studies and Research.
- d) The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

#### **4.8 QUORUM OF THE MEETING**

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

#### **4.9 PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not completed, another meeting of the Board of Advanced Studies and Research may be called with the same agenda in any suitable time ahead.

#### **4.10 APPROVAL BY CIRCULATION OF THE PAPERS**

If the Chairperson so decides he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Chairperson shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

#### **4.11 CONDUCT OF MEETING**

- a) The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- b) On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The Chair may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.



#### **4.12 RECORD OF PROCEEDINGS**

- a) The Secretary of the Board of Advanced Studies and Research shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- b) The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Board of Advanced Studies and Research, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within five (05) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chairperson and if approved shall be communicated to the members through corrigendum.

#### **4.13 COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the respective Departments/ Sections/ Officials for notification/ further action, if any. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Board of Advanced Studies and Research may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **4.14 DELEGATION OF POWERS TO TAKE A DECISION**

The Board of Advanced Studies and Research may delegate its authority to a Special Committee, a Standing Committee or one of the Deans to take a decision on a particular issue if the Board of Advanced Studies and Research considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Board of Advanced Studies and Research in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/ Standing Committee or the Dean on behalf of the Board of Advanced Studies and Research. Such a decision when taken shall be considered to be a decision of the Board of Advanced Studies and Research.



#### 4.15

The Secretary may call for any information from any Department/ Campus/ Section, which he/ she may consider necessary for the completion of the case before it is submitted to the Board of Advanced Studies and Research for consideration.

#### 4.16

For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

#### **4.17 SERVICE OF EXTERNAL MEMBER(S) ON THE BOARD OF ADVANCED STUDIES AND RESEARCH**

In case of participation at a meeting of the Board of Advanced Studies and Research the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of prescribed TA/DA, if applicable.

#### **4.18 PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Board of Advanced Studies and Research by special invitation, however, such person(s) shall have no right to vote during the meeting.

#### **4.19 CHANGE OF RULES**

- a) These rules may be added, changed or modified from time to time by the Syndicate
- b) The Board of Advance Studies and Research shall consist of:
  - i) The Vice-Chancellor who shall be its Chairman (Chairperson)
  - ii) The Deans
  - iii) Three University Professors, other than Deans, to be appointed by the Senate; and
  - iv) Three University teachers having research qualifications and experience, to be appointed by the Academic Council.
  - v) Registrar
- c) The quorum for a meeting of the Board of Advance Studies and Research shall be one-half of the total number of members, a fraction being counted as one.

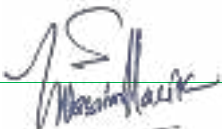


- d) The functions of the Board of Advance Studies and Research shall be:
- i) To advise the Authorities on all matters connected with the promotion or advanced studies and research in the University;
  - ii) To propose Regulations regarding the award of research degrees;
  - iii) To appoint supervisors for research students and to determine the subjects of their thesis;
  - iv) To recommend panels of names of paper setters and examiners for research examination after considering the proposals of the Board of Studies in this behalf; and
  - v) To perform such other functions as may be prescribed by regulations.



## 5. **DEAN:**

- a) There shall be a Dean of each faculty who shall be the Chairman (Chairperson) and Convener of the Board of the Faculty.
- b) The Dean of each faculty shall be appointed by the Chancellor from amongst the three senior most Professors in the faculty.
- c) The Dean shall hold office for three years.
- d) The Dean shall present candidates for admission to degrees (except honorary degrees) in the courses falling within the purview of the faculty.
- e) The Dean shall exercise such other powers and perform such other duties as may be prescribed.



**6. CHAIRMAN (CHAIRPERSON)/Head of Department:**

- a) There shall be a teaching department for each subject or group of subjects as may be prescribed by Regulations and each teaching department shall be headed by a Chairman (Chairperson)/HOD.
- b) The Chairman (Chairperson) of a teaching department shall be appointed by the Senate on the recommendation of the Vice- Chancellor from amongst the 3 senior most Professors, Associate Professors or Assistant Professors of the department for a period of three years. Provided that in departments in which there is no Professor, Associate Professor and Assistant Professor, the Vice- Chancellor will nominate a teacher from department as “Head of Department (HOD)”.
- c) The Chairman (Chairperson)/HOD of a department shall plan, organize and supervise the work of the department and shall be responsible to the Dean for the work of his / her department.



## **7. SELECTION BOARD**

(Under Section 15(1)-b (vii) of University of Baltistan Order, 2016)

- a) The Selection Board shall consist of:
- i) The Vice-Chancellor who shall be the Chairman (Chairperson) of the board.
  - ii) Chairman (Chairperson), Higher Education Commission, Islamabad or his/her nominee not below the status of a member.
  - iii) One member as man of eminence, to be nominated by the University Senate.
  - iv) Member from Jurisprudence, to be nominated by the University Senate.
  - v) Two members of the Senate, to be nominated by the Senate, provided that none of them is an employee of the University.
  - vi) The Dean of the faculty concerned.
  - vii) The Chairman/HOD of the Teaching department concerned. The Head of Non-Teaching Department in case of Non-Teaching appointment.
  - viii) The Registrar, member/secretary of the Board.
- b) The members mentioned in clause 7(a) (iii), (iv), (v) shall hold office for two years.
- c) The quorum of Selection Board in case of selection of a Professor or an Associate Professor and other teachers shall be four and three respectively. In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at (i), (ii), (iii), (iv),(v), (vii) and (viii) of paragraph 7(a) and the quorum shall be four.
- d) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
- e) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned and, in selecting candidates for other teaching posts, two experts in the subject concerned, to be nominated



by the Vice-Chancellor from a standing list of experts for each subject approved by the Selection board and revised from time to time.

#### **7.1 FUNCTIONS OF SELECTION BOARD:**

- a) The Selection Board shall consider the applications (for BS-17 and above), received in response to an advertisement and recommend to the Senate the names of the suitable candidates for appointment to such posts. Upon the endorsement of selection board's recommendations by the senate (through circulation), registrar office can issue formal appointment letters to the endorsed candidates.
- b) The Selection Board may recommend to the Senate for the grant of higher initial pay/advance increments in a suitable case with reasons to be recorded;
- c) The Selection Board may recommend to the Senate the appointment of an eminently qualified person to a Professorship in the University on term and conditions which differ from those prescribed.
- d) In the event of an unresolved difference of opinion between the Selection Board and the Senate, the matter shall be referred to the Chancellor whose decision shall be final.
- e) The Selection Board will also function as Departmental Promotion Committee to consider the promotion cases of employees in grade 17 and above.

#### **7.2 RULES OF PROCEDURE FOR THE MEETINGS OF THE SELECTION BOARD:**

- a) The Selection Board shall meet as and when occasion demands. Date and time for a meeting shall be fixed with the approval of the Vice-Chancellor.
- b) Ordinarily a week's notice shall be given for a meeting which shall be circulated among the members either through special messenger or by post/Email under a certificate of posting.
- c) The Registrar shall advertise the position(s) and prepare an agenda for a meeting of the Selection Board with the approval of the Vice-Chancellor and shall circulate it among the members either through a special messenger or by post/Email under a certificate of posting,





along with the relevant papers, ordinarily four days before the date of meeting.

- d)** Supplementary agenda may be issued by the Registrar, if the occasion so demands, 24 hours before the meeting is due to take place.
- e)** The Registrar with the permission of the Vice-Chancellor/Chairman may propose any urgent item(s) to be considered at a meeting under "Current Work" for which previous notice to members shall not be necessary.
- f)** Any item included in the agenda, or current work may be taken up for consideration in such order as may be deemed fit by the Vice Chancellor/Chairman.
- g)** In case the Selection Board is unable to conclude consideration of an item listed on the agenda/supplementary agenda, the members present may decide to meet again on a date and time fixed by them to continue the discussion. No fresh notice will be necessary. The members absent will, however, be informed of the date and time fixed and the meeting thus held will be regarded to be in continuation of the first meeting.
- h)** Matters under consideration in a meeting shall be decided by majority of votes.
- i)** In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to the vote he may exercise as a member of the Selection Board.
- j)** The record of Proceedings of meetings of the Selection Board shall be maintained by the Registrar and shall be confirmed by the Vice-Chancellor/ Chairman. The proceedings after authentication shall be circulated among the members. An advance copy of paragraph of the proceedings may, with the permission of the Vice-Chancellor/ Chairman be issued for necessary action.
- k)** If the occasion so demands, the Registrar or any other senior member of the board may convene an emergency meeting of the Selection Board with the approval of the Vice-Chancellor irrespective of the timelimit prescribed in Rules (b), (c) and (d) above.



- l)** In exceptional circumstances, the Vice-Chancellor may direct that opinion of members be invited in circulation. The decision thus taken shall be regarded as a valid decision of the Selection Board provided it is supported by at least 50% of the members of the Selection Board.
- m)** Proceedings of a meeting of the Selection Board held with proper quorum shall not be invalidated on the ground that any member did not receive within time, or at all, the notice/papers for the meeting.
- n)** These rules may be added to, changed or modified from time to time, on the recommendations of Selection Board by Syndicate.



## **8. AFFILIATION COMMITTEE**

(Under Section 25(1)-f of University of Baltistan Order, 2016)

Affiliation criteria/guidelines for universities/institutions of higher education in public sector

### **8.1 Definitions:**

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

- a) 'affiliation' means affiliation with the university of Baltistan, Skardu;
- b) 'affiliation committee' means the committee, which guides the university / DAI regarding affiliation/de-affiliation of institution ;
- c) 'Commission' means Higher Education Commission ;
- d) 'inspection committee' means the sub-committee constituted by the Vice-Chancellor / Rector for executing inspection of the institute;
- e) 'institution' means the educational institution seeking affiliation with the university of Baltistan, Skardu;
- f) 'prescribed' means prescribed by the university of Baltistan, Skardu ;
- g) 'principal' means the head of the college or the chief executive of the institution applying for affiliation ;
- h) 'Syndicate/Senate or BOG' means Senate or Board of Governors of the university of Baltistan, Skardu as the case may be;
- i) 'Vice-Chancellor' means head of University of Baltistan, Skardu;
- j) 'university of Baltistan, Skardu' means the affiliating university;

### **8.2 Legal formalities:**

- a) University of Baltistan, Skardu (in public) should have provision in its Order 2016 to affiliate the College / Institute.
- b) The University of Baltistan, Skardu may not grant affiliation to any institution in other provinces. However in case of the Federal territory the University may obtain permission of the HEC before granting affiliation.
- c) The ownership of the institution seeking affiliation shall vest in a body corporate and not in individual(s) or family. It shall be registered

under the relevant laws of companies ordinance/societies registration act/trust act as a foundation/society/trust. This shall not be required in case the institution is in the public sector;

- d) The Institute / College seeking affiliation with the University of Baltistan, Skardu shall register itself with the Provincial Government or the HEC in case of Federal territory, if applicable.
- e) Grant affiliation on subject basis. Such new subject to be offered with require University approval.
- f) A copy of the registration deed along with a memorandum of association will be supplied to affiliating Institution to examine the objectives and credentials of the members. A brief profile of each member of management should also be provided.

### **8.3 Application for affiliation:**

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

The Institute seeking affiliation shall satisfy the University of Baltistan, Skardu with regard to objectives of the Institute and credentials of the members of the corporate body.

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

The procedure to be followed in disposing of an application for the affiliation of an institution shall be such as may be prescribed by the University of Baltistan, Skardu. The Syndicate / Senate / BOG may, on the recommendation of the Affiliation Committee, grant or refuse affiliation to an educational institution.

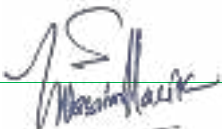
### **8.4 Conditions governing the grant of affiliation:**

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

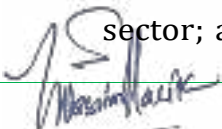


#### 8.4.1 Institutional and academic:

- a) That the institution is to be under the management of a regularly constituted governing body;
- b) That the institution must be suitable from academic point of view. Sustainable physical viability, availability of water, electricity, fuel gas, telephones and internet must be ensured;
- c) That the Institution must implement/meet the HEC Quality Criteria at main campus as well as affiliated institution.
- d) That the institution must be easily accessible to students and general public at large;
- e) The Institution must be located on a minimum of 0.5 acre (4 kanals) land with required physical infrastructure;
- f) That the institution has framed proper rules regarding the efficiency and discipline of its staff and other employees;
- g) That provision has been made for well stocked library and well equipped laboratory facilities and other practical work where affiliation is sought in any branch of experimental science. Where affiliation is sought in IT fields due arrangements have been made for imparting instructions in a well-equipped IT laboratory having internet connectivity, which can cater to the course needs of students and teachers ;
- h) That the library shall have at least 50 books per subject as reference books and at least 200 books per subject for supplementary reading. The institution should spend at least Rs. 50,000/- per annum for updating the library by adding new editions and titles. The institution should subscribe 10 daily newspapers and 5 weekly periodicals;
- i) That the library shall have seating facility for minimum of 10% of the total number of students for that shift.
- j) That institution shall have internet connectivity with appropriate number of computers depending upon the student's population and the subjects offered;
- k) That at least 10% of students be granted fee exemptions and scholarships on need basis;



- l) That permission granted shall be restricted to a specified place and for a particular subject. No sub-campus or branch shall be established or franchised;
- m) That the strength and qualifications of teaching and other staff and the terms and conditions of their service are adequate;
- n) That the courses of study and syllabi taught in institution should be same as being followed by the university of Baltistan, Skardu;
- o) That all examinations leading to award of degrees/diplomas/certificates and their checking and evaluation shall be done by the university of Baltistan, Skardu;
- p) That the institution shall not admit students for any degree/discipline except those to be awarded by the university of Baltistan under its seal;
- q) That the institution shall be governed by the statutes, regulations, rules framed by the university of Baltistan, Skardu from time to time regarding; general scheme of studies; duration of courses ; the medium of instruction and examination ; detailed syllabi for examination held by university; the conditions under which students shall be admitted to the examination of university etc;
- r) That in drawing up the organizational structure of the institutions, the standard and quality of teaching and efficiency of the system must be ensured;
- s) The strength and qualifications of the teaching and other staff, and the terms and conditions of their service, are appropriate enough to provide for courses of instruction, teaching and training work to be taken;
- t) That the institution shall have at least 25% of the faculty with MS/M.Phil degrees;
- u) That the institutions must possess 50% of its teaching faculty employed on permanent basis with minimum prescribed qualifications as Master's degree/Bachelor (Honors) from an accredited/chartered university in relevant subjects;
- v) The work load of the faculty should not exceed the limits prescribed by the government/affiliating universities for affiliated institution in public sector; and



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

#### **8.4.2 Financial:**

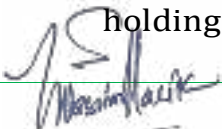
- a) That subject to the satisfaction of university of Baltistan, Skardu, the institution is financially stable and has the ability to sustain a regular functioning and efficient working;
- b) That the institution shall furnish such reports, returns and other information as the university may require, to enable it to judge the financial sustainability and soundness of the sponsors ;
- c) That the sponsors shall, prior to enrolling students establish an endowment fund of Rupees one million, whose interests be utilized for refurbishing the laboratories and libraries and for provision of gadgets aimed at enhancing the quality of education;
- d) That working capital of at least Rs. 2.0 million lies with the institution for smooth functioning of the affairs of institution;
- e) That tangible asset in form of land, building etc. not less than Rs. 5.0 million are in existence on ground
- f) That above financial arrangements need to be supported by documentary evidence.

#### **8.4.3 Constitutional and Cultural:**

- a) That the institution shall be required to strictly comply with and respect the constitutional provisions, local laws, cultural and religious sensitivities;
- b) That the institution must restrict to teaching, training and co- curricular activities. Political or other activities detrimental to national, religious, social or local culture shall not be undertaken.

#### **8.4.4 Co-curricular & Health Care facilities:**

- a) That the sponsors shall promote the extra-curricular and recreational activities of students, and to make arrangements for promoting their health and general welfare;
- b) That institution shall ensure to provide co-curricular activities like debating contest, declamation contest, Quran Khawani, Naat Khawani, holding of Musharahas, camp fire, boy scouts, girls guides

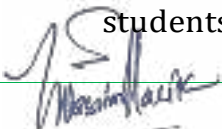


activities etc. Excursions to places of historical importance and student's visits to factories, stock exchanges, chambers of commerce & industries and other educational trips etc. shall also be arranged for augmenting the development of students;

- c) That indoor and outdoor facility for games should be ensured to provide healthy outlets to the youngsters for imbibing the sense of competition and tolerance. The students should be encouraged to participate in one/two of the games. If possible the facilities of gymnasium should also be made available;
- d) The practice of providing necessary health care to the students has gradually dwindled and dispensed with in most of the institutions. Since, the students work in groups and have to spend most of the time together the chances of catching the contagious/infectious diseases are greater than in any other gathering. That's why, it is advisable that quarterly medical checkup should be ensured and students be advised for health problems

#### **8.4.5 Monitoring & Visitation:**

- a) That the institution shall furnish such reports, returns and other information as the university may require, enabling it to judge efficiency and effectiveness of the institution;
- b) That monitoring and visitation of institution will be carried out by an Inspection Committee to be appointed by university, when there exists substantial evidence on any aspect of the institutional inefficiency or malfunctioning;
- c) That the University of Baltistan, Skardu may call upon any institution to take such actions as it may deem necessary in respect of any of the matter specified under law from time to time;
- d) That the institution will abide by the laws of Commission and university with regard to affiliation of institutions framed from time to time;
- e) That the University of Baltistan, Skardu shall have full powers to take any action, it may consider appropriate including de-affiliation of an institution, if it is found indulging in any subversive or unlawful activity, or against provisions of laws. However, in doing so the placement of students





pursuing different academic courses will be the responsibility of institution and university;

- f) That the institution shall be liable to provide facilities to the representatives of Commission and university for visitation to enable them to verify that the institution is maintaining appropriate academic standards;
- g) That the institution shall furnish an annual statement of accounts to university with details of fees, donations and other income received and expenditure incurred duly audited within two months of the close of every financial year ;
- h) An inspection of institution shall be held once a year during first three years of its affiliation by the Inspection Committee constituted by university and subsequently once in three years

#### **8.4.6 Space standards and norms:**

- a) The institution shall be located in a spacious, separate and independent building conducive for academic activities, situated on plot of at least half acre (04 kanals), depending on the location having potential for further development, without any other institution sharing the premises;
- b) That sufficient space in shape of classrooms, common room, library, laboratories and common room for girls is available with appropriate size not less than 16' X 32' sq. ft. for each section of a class;
- c) That size of laboratory in case of Basic / Natural and Applied Science subjects should be at least 20' X 40' sq. ft.;
- d) That institution shall have an auditorium, 2 class rooms, students common room (in case of girls students) and staff room;
- e) That institution shall have adequate canteen, toilets, a dispensary and facility for indoor and outdoor games;
- f) The desirable space standards for institution are laid down in form (Annex -II)

#### **8.4.7 Inspection requirements:**

In order to physically verify the detailed academic and physical infrastructure available with the institution, the inspection committee may

like to conduct a detailed survey of the institution before grant of affiliation. The affiliation, however, will be granted subject-wise.

#### **8.4.8 Formal agreement:**

- a) All arrangements of affiliation between institution and University of Baltistan, Skardu should be agreed upon and formally written down as approved legal agreement and signed by senior authorized representatives. Detailed arrangements for partnership should be set out clearly in the agreement and memorandum of understanding;
- b) The agreement should take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc. ;
- c) The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review and visitation ;
- d) The validity period of the agreements should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review;
- e) Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and Commission

#### **8.5 Conditions and procedure for de-affiliation:**

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



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

#### **8.6 Fees for affiliation and sharing in income:**

- a) The institution shall be required to pay an annual affiliation fee, at such rates as may be prescribed, to cover the cost of services provided by the university of Baltistan, Skardu ;
- b) The university of Baltistan, Skardu and institution will share the gross fees received from students, in the proportions to be determined by the Senate/BOG from time to time

#### **8.7 Affiliation Committee:**

8.7.1 There shall be constituted an affiliation committee by University of Baltistan, Skardu, comprising:

- a) The Chairman; a professor of the university to be nominated by Vice-Chancellor;
- b) Two Professors/Associate Professors of the university of different disciplines, in which affiliation is being sought by the institution;
- c) An expert to be nominated by the Commission;
- d) An Associate Professor/Assistant Professor of a local institution of concerned academic discipline

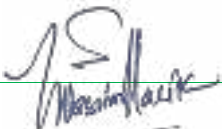
8.7.2 The affiliation Committee may co-opt an expert for specific meetings from inside or outside the university, conforming to the matter being considered.

8.7.3 The quorum for a meeting of Affiliation Committee shall be three members

8.7.4 The term of office of the members shall be three years

8.7.5 The functions of the Affiliation Committee shall be:

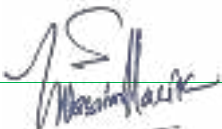
- i) To advise Senate/BOG regarding affiliation of an institution;
- ii) To monitor the academic performance of the institutions;
- iii) To inquire into complaints alleging breach of conditions of affiliation by institutions and to advise the Senate/BOG thereon;



- iv) To recommend to the Senate/BOG the suspension or withdrawal of privileges of the university to an institution;
- v) To perform such other functions as may be assigned from time to time.

### **8.8 Inspection Committee:**

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



## **Annexure - I**

### **APPLICATION FORM FOR AFFILIATION**

**Note: please answer every question clearly and fully**

#### **1. General:**

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

#### **2. Physical facilities:**

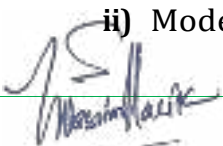
- i) Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building ;
- ii) Total number and size of class rooms, capacity for students ;
- iii) Details of the laboratories, workshops and equipment's appropriate to the courses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

#### **3. Academic facilities:**

- i) Current academic programs presented at institution;
- ii) Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups;
- iii) Subjects to be offered at Master's level

#### **4. Faculty/staff:**

- i) Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales ;
- ii) Mode of appointment of teaching staff and criteria of selection ;



- iii) Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience ;
- iv) Details of medical services for students and employees

**5. Library:**

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

**6. Facilities regarding Information Technology:**

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

**7. Students:**

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

**8. Admissions:**

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

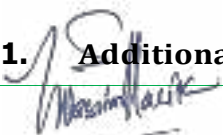
**9. Quality assurance and student supervision:**

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

**10. Finances:**

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

**11. Additional information, if any.**



## Annexure - II

### STANDARD NORMS FOR THE AFFILIATION OF AN INSTITUTION

Component	Nature of Requirement	Standards/Norms for affiliation of institutions		Available Facilities in College
<b>Departments</b>	Departments (Physics, Chemistry etc)	Only one department		
	Teacher: Student ratio(desirable)	1:20	Maximum for Science Subjects involving lab.Work	
		1:30	For others	
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties.	Equal to teaching staff		
<b>Teaching Faculty</b>	Faculty	Permanent Faculty: 50 % Qualification: Master's/BS (4 years) degree in relevant subject		
	No. of Faculty (full-time) required (cadre- wise) per department	-		
	Associate Professor and Professor	At least 25 % faculty with M.Phil/MS degree particularly in Basic Sciences, Computer and I.T. subjects		
<b>Libraries</b>	Journals	Subscription to 5 impact factor journal, at least 10 Daily newspapers and 5 weekly periodicals		
	Books required	At least 50 reference books per subject and at least 200 books per subject for supplementary reading		
<b>Facilities</b>	Hall/Lecture theatres (desirable)	16' x 32' for each section of class ( not exceeding 40 students )		
	No of rooms required (desirable)	2 lecture rooms, 1 seminar room, 1 Library cum Reading room, 1 committee		



		Room	
<b>Teaching and Administrative Staff Offices</b>	Required foreach University (desirable)	1 Staff room 1 Faculty office	
<b>Laboratories/ Workshops/ PC/Internet service</b>	No. of laboratories required (desirable)	At least 1 Lab.Per department with appropriate space (in case of science subject)	
	Workshops (desirable)	20 to 40 sq ft. per student	
	PC (desirable)	Computer Lab. for 40-50 students 1 for 3 students in case of IT courses	
<b>Gross Area</b>	Internet service (desirable)	Minimum 1 Mb access rate shall be provided	
	Area in acres	1/2 acre (04 kanals) at least (depending upon the location having potential for further development)	
	Built in/covered Area(desirable)	Minimum 100 sq ft. per student.	
	General facilities: office, staff rooms, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students	
<b>Hostels (Desirable)</b>	Cubicles (desirable) Dormitories (desirable) Dinning (desirable) Gross space (desirable)	-	
<b>Scholarships</b>	Scholarships and free- ships	At least 10% of the students to be given scholarships / concession	
<b>Inspection</b>	Peer review	One Faculty having an impact factor of 100 will be associated in the inspection of the institution for NOC Clearance.	
<b>Finance</b>	Endowment Fund (Secured in the	Rs. 1.0 million (not applicable in case of public sector institution)	



	name of Trust/Society)		
	Tangible assets in the form of land/building etc.	Rs.5.0 million	
	Working Capital.	Rs.2.0 million (not applicable in case of public sector institution)	
	Total :	Rs.8.0 million	

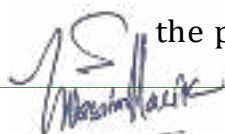
## **8.9 UNIVERSITY - INSTITUTION RELATIONSHIP**

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

- a) It is rigorous enough to offer the security about the standard and quality of the programs being provided.
- b) It provides frequent and reliable two way communication between the institution and the university.
- c) It is effectively managed both academically and administratively.

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

- a) The University of Baltistan, Skardu should take an institutional view of the context within which higher education programs are to be provided. It should set up a team to visit the institution to review the facilities available for higher education students and to discuss with staff of the institutions and their counterparts in the university involved in managing the proposed affiliation provision a range of matters including:
  - i) Communications, and particularly the lines of academic accountability from the institutions programs to the university.
  - ii) Arrangements for the academic and administrative management of the programs to be offered.

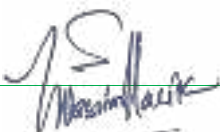


- iii) Arrangements for the academic and administrative management of the programs to be offered.
- iv) Learning resources: provision on site, and arrangements for access to the University's collections
- v) Staffing strategy: procedures for the identification and appointment of staff to teach, plans for staff development and scholarly activities, and arrangements for staff management and deployment.
- vi) The provision of information to students in publicity material, handbooks etc, and related matters such as appeals and complaints procedures.
- vii) Student services.
- viii) Relationships with academic service providers of the university, the Admissions Department and the relevant Faculty Office(s), to secure the integrity of the admissions and, particularly, the assessment processes:
  - b) The university may prefer arrangements in institutions which bring all their higher education provision together in one policy making forum, constituted to be able to make and secure the implementation of academic judgments on the affiliated higher education programs being offered:
  - c) The university should make arrangements to monitor periodically the effectiveness of the relationship with its affiliated institutions.

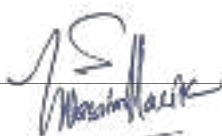
### **8.10 GUIDING CRITERIA**

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

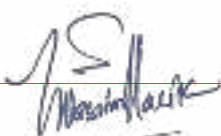
- a) Its policies for academic planning, quality assurance and resource allocation are coherent and relate to its mission aims and objectives.
- b) Its systems of governance and management embody clear functions and lines of accountability and responsibility.
- c) It has demonstrable depth and strength of academic leadership
- d) Its missions, policies and systems are developed, implemented, communicated and reviewed through consultation with stakeholders.



- e) It is able to demonstrate continued confidence and stability over an extended period of time in its governance, financial control, quality assurance arrangements and organizational structure.
- f) Its programs are established and maintained at the appropriate academic standards, as confirmed by academic peers from other higher education institutions and, where appropriate, from professional and statutory bodies.
- g) Its programs are regularly self-assessed through annual monitoring and periodic review to ensure that they consistently meet stated objectives and outcomes, and that their subject matter and pedagogical methods are kept up to date.
- h) Its procedures specify the body responsible for approving amendments to approved programs.
- i) Its academic authority is vested in the academic council or equivalent, and the responsibilities of the bodies established within the academic committee structure are clearly differentiated, with their powers of decision, discretion and action carefully described.
- j) It defines monitors and maintains academic standards through its assessment criteria and practices, which in turn are related to declare learning objectives and learning outcomes.
- k) It monitors the effectiveness of its learning and teaching infrastructure, ensuring that teaching is consistent with stated objectives and learning outcomes, and that resources for learning are adequate to facilitate students learning to the standard required.
- l) Its admissions, student induction and student counseling arrangements support its academic aims.
- m) It engages external peers in the assessment of its students.
- n) It monitors the reliability and validity of its assessment practices, and the outcomes of its monitoring inform program planning decisions.
- o) It manages its assessment procedures expeditiously, and keeps its examiners and students informed at the earliest opportunity.



- p) It gives students constructive formative feedback on their assessed work.
- q) It is able to monitor student progression and performance, and provide timely and accurate information to satisfy academic and non-academic information needs.
- r) Its staff is well qualified, with a significant proportion having higher degrees, relevant professional qualifications and experience, experience of teaching elsewhere in higher education, and experience to curriculum and assessment design.
- s) Its staff is actively engaged with the pedagogic development of their discipline, through subject associations and relevant professional bodies, institutional staff development opportunities, and teaching development activities.
- t) Its staff are acknowledged by external academic and professional peers as having academic expertise, as demonstrated through research and scholarly activity, consultancy, external funding for academic development initiatives, and contributions to professional journals.
- u) Its staff maintains the high professional standards associated with higher education, as demonstrated by the formal consideration of feedback from students and other stakeholders, including reports from professional bodies.



## **9. FINANCE AND PLANNING COMMITTEE**

(Under Section 15(1)-b (vi) of University of Baltistan Order, 2016)

The Finance and Planning Committee shall consist of:

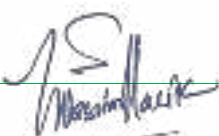
- a) the Vice-Chancellor who shall be its Chairman (Chairperson);
- b) The secretary or his representative ministry of Kashmir Affairs and Gilgit Baltistan;
- c) Director General Finance Higher Education Commission Islamabad or his/her Representative.
- d) Secretary Finance Department Gilgit-Baltistan or his/her Representative.
- e) Chairman/HOD Department of Business Management and Commerce University of Baltistan, Skardu.
- f) The Registrar
- g) The Treasurer will be member/secretary of the committee

### **9.1 POWER AND FUNCTIONS, OF FINANCE AND PLANNING COMMITTEE:**

- a) The Committee will advise the Vice Chancellor on financial matters related with the University.
- b) To consider/advise on annual accounts statement, the annual budget estimates and revised budget estimates.
- c) To review the financial position of the University periodically.
- d) To advise the syndicate on all matters related to planning, development, finances, investment and accounts of the University.
- e) To explore short and long term revenue generation avenues of the university and advice thereof.
- f) To perform such other functions as may be prescribed under the rules.

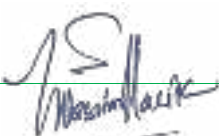
### **9.2 RULES OF PROCEDURE FOR THE MEETINGS OF THE FINANCE AND PLANNING COMMITTEE:**

- a) The treasurer shall, with the approval of Vice-Chancellor, prepare the agenda for a meeting of the Finance and Planning Committee.



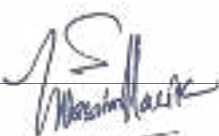
Ordinarily a 14 days' notice shall be given under registered post/courier, via email and also shall inform telephonically.

- b)** At least seven days before a meeting, the Treasurer shall circulate among the members, by post, email or through special messenger, the agenda of the meeting with relevant papers and explanatory statements.
- c)** Supplementary agenda may be issued by the treasurer, if the occasion so demands, 24 hours before the meeting is due to takeplace.
- d)** The Treasurer shall, with the permission of Vice-Chancellor propose for consideration an item under "Current Work" for which previous notice to members shall not be necessary.
- e)** Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such orders as may be deemed fit by the Vice-Chancellor.
- f)** The quorum for a meeting shall be four members.
- g)** Matters under consideration in a meeting shall be decided by consensus or by a simple majority vote.
- h)** In case of a tie, the Vice-Chancellor/Chairman shall have a casting vote in addition to his vote as a member.
- i)** The record of proceedings of meetings of the Finance and Planning Committee shall be maintained by the Treasurer and shall be confirmed by the Vice-Chancellor or chairman. The proceedings after authentication shall be circulated among the members who will have the right to point out discrepancy if any.
- j)** If the occasion so demands, the Treasurer will, with the approval of the Vice-Chancellor convene an emergency meeting of the Finance and Planning Committee irrespective of the time limit prescribed in Rules (i) and (ii) above.
- k)** In case it is not considered feasible to call an emergency meeting, the vice chancellor may decide that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers and the issue be deemed to have been settled according to the views of the



majority of the members who send in their opinion within time, treating the rest as neutral, provided that at least 50 percent of the members express their opinion on the issue.

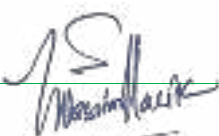
- l)** The proceedings of a meeting of the Finance and Planning Committee, which has been held with a proper intimation and quorum, shall not be invalidated on the ground that any member(s) did not receive, within time or at all, the notice or papers or both for that meeting of the Finance and Planning Committee, although the notice or papers or both were dispatched by the office in the usual manner enunciated in clause (i).
- m)** These rules may be added to, changed or modified from time to time or dispensed with on the recommendations of the Finance and Planning Committee by the Syndicate.



## **10.DISCIPLINE COMMITTEE**

(Under Section 15(1)-b(x) of University of Baltistan Order, 2016)

- a) The Discipline Committee shall consist of:
  - i) Chairman (Chairperson), to be nominated by the Vice-Chancellor
  - ii) Two teachers to be nominated by the Academic Council;
  - iii) One member to be nominated by the Syndicate;
  - iv) The Officer in charge of Students Affairs who shall also be its secretary;
- b) The term of office of the members of the Committee, other than ex-officio members shall be for two years.
- c) The quorum for a meeting of the Discipline Committee shall be three.





## **11. UNIVERSITY FEE AND OTHER CHARGES**

(Under Article 25 (1)-b of University of Baltistan Order, 2016)

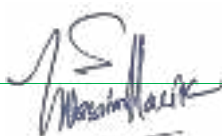
### **a) Definitions**

- i) “Semester”** means a half year term in the University.
- ii) “Course”** means a subject offered in teaching departments, unit of teaching that normally lasts for one semester.
- iii) “Department”**: means teaching department as defined in section 1(a) of this statutes.
- iv) “Dues”**: means amount charged to students to meet with specific expenses for providing utilities or services relating to studies.
- v) “Fee”**: means amount charged to students for providing educational services i.e. admission Fee, Tuition Fee or other fees etc.

**b)** Each student of the university shall be required to pay fee and dues as may be determined from time to time.

**c)** The Syndicate have the authority to revise fee & dues from time to time as may require. Current fee structure is given in Annex-I of this statutes.

**d)** The revision of fee and dues may either be linked with the rate of inflation as announced by State Bank of Pakistan on annual basis or by lump sum up to @ 10% yearly to meet with increased cost due to inflation. The fee collection, concession and refunds will be regulated through “Fee collection and refund Rules” as approved by the Syndicate.



## **12. University of Baltistan, Skardu Annual Report Statutes, 2018**

### **12.1 Title**

These statutes shall be called UoBS Annual Report Statutes, 2018.

### **12.2 Commencement**

These statutes shall come into force at once.

### **12.3 Presentation of Annual Report**

The Annual Report shall be presented as prescribed in Section 25 (1) (a) of the Order 2016. The Vice-Chancellor shall present the Annual Report before the Senate within three months of the closure of the academic year. The Annual Report shall comprise such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to the following namely:

### **12.4 Layout of Annual Report**

#### **1) Academics**

##### **a) Curricular**

- i) Academic Activities**
- ii) Quality Assurance**
- iii) Faculty Development**
- iv) Students Enrollment and Degrees**
- v) Awarded annually**
- vi) Ranking of the University**
- vii) Any other activity**

##### **b) Co-Curricular**

- i) Sports**
- ii) Student Societies and activities**
- iii) Community building and awareness**
- iv) Leadership building and awareness**
- v) Any other activity**

#### **2) Research**

- i) Research and Development**
- ii) Innovation and Commercialization**

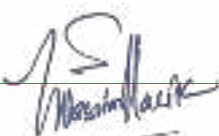
- iii) University Liaison with industry
- iv) Universities Building Economies
- v) Outreach activities via Any other activity

**3) Administration**

- i) University Governance
- ii) Strengthening Physical Infrastructure
- iii) Strengthening Technological Infrastructure
- iv) Recruitment and promotions
- v) Meetings of Authorities and Statutory bodies
- vi) Litigation
- vii) Progress achieved from foreign tours
- viii) Any other activity

**4) Finances**

- i) Budget
- ii) Funds Generation/Development
- iii) Performance Indicators



## **13. Rules of Business of the Meetings of the Senate University of Baltistan, Skardu, 2018**

### **13.1 PREAMBLE**

- a) The Sections 16 and 17 of the University of Baltistan, Skardu Order- 2016, provide that the Senate, being one of the authorities established under the said Order, shall be responsible for the governance of the University and shall have powers of general supervision over the University as prescribed.
- b) Section 27 of the University of Baltistan, Skardu Order, 2016 provides for making the rules, consistent with the provisions of the said Order, Statutes or the Regulations, to regulate the conduct of business of the meetings of authorities.

### **13.2 SHORT TITLE AND COMMENCEMENT**

These rules may be called the "Rules of Business of the Meetings of the Senate University of Baltistan, Skardu, 2018" and shall come into force from the date of its approval from the President of Pakistan.

### **13.3 DEFINITIONS**

All expressions and terms used in these statutes shall have the same meanings as are assigned to them under Section 2 of the University of Baltistan, Skardu Order, 2016, except the following:

- a) "Chairperson" will mean the Chairperson of the Senate
- b) "External Member" will mean the member of the Senate not in the service of University of Baltistan, Skardu;
- c) "Secretary" will mean the Secretary of the Senate
- d) The "meeting" will mean the meeting of the Senate
- e) "Member" will mean the member of the Senate
- f) "The Quorum" will mean the Quorum of the meeting of Senate.

### **13.4 CHAIRPERSON OF THE SENATE**

The Chairperson of the Senate shall be appointed by the Chancellor from amongst the persons recommended by the representation Committee set up for this purpose or the Search Committee established in accordance with this Order and the statutes, as the case may be. In the absence of the chairperson meetings of the senate shall be presided over by such member not being an employee of

the University or the Government, as the Chancellor may, from time to time, nominate. The member so nominated shall be the convener of the Senate.

### **13.5 SECRETARY OF THE SENATE**

The Registrar of the University shall be the Secretary of the Senate.

### **13.6 MEETINGS OF THE SENATE**

- a) The meeting(s) of the Senate shall be held on dates, place and time as may be approved by the Chairperson from time to time. The Senate shall meet at least twice in a calendar year.
- b) The Secretary shall, with the approval of the Chairperson, prepare the agenda for the meeting(s) of the Senate and shall send the notice of the meeting(s) and circulate the agenda and the relevant working papers, among the members, by post or through a special messenger.

### **13.7 MEETING**

- a) At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Senate.
- b) The approved agenda and the working papers shall be circulated, by the Secretary, at least eight (08) days before a meeting (ordinary).
- c) If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Chairperson, four (04) days before the date of meeting.
- d) A member of the Senate may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Senate would not be considered necessary.

### **13.8 SPECIAL MEETING**

- a) A special meeting of the Senate may be convened any time by the Chairperson by not less than one-third of the total membership of the Senate to consider any matter(s) of urgent nature.
- b) On receiving the proposal, for convening a special meeting of the Senate, the Secretary shall immediately proceed in the matter and request the Chancellor to fix a date for the meeting.
- c) At least five (05) days' notice shall be given to the members for the

special meeting of the Senate.

- d) The approved agenda and the working papers shall be circulated, by the Secretary, at least four (04) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

### **13.9 QUORUM OF THE MEETING**

The quorum for a meeting of the Senate shall be two third of its membership, a fraction being counted as one.

### **13.10 PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not completed, another meeting of the Senate may be called with the same agenda in any suitable time ahead.

### **13.11 DECISIONS BY THE SENATE**

All decisions of the Senate shall be taken on the basis of the opinion of a majority of the members present in a meeting, unless otherwise prescribed by the University Order. In the event of the members being evenly divided on any matter, the person presiding over the meeting shall have the casting vote. No actor proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Senate.

### **13.12 APPROVAL BY CIRCULATION OF THE PAPERS**

If the Chairperson so decides he can allow the Secretary for sending any item/ case, which in his opinion is of routine in nature, to the members for their opinion by circulation of the relevant papers. In such a case the Chairperson shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

### **13.13 CONDUCT OF MEETING**

- a) The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of the Chair and on his/ her turn shall address the Chair and no member shall address the meeting after the Chair has called for a vote.
- b) On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The house may adopt the

voting through some other procedure, including secret ballot, if deemed necessary.

#### **13.14 RECORD OF PROCEEDINGS**

- a) The Secretary of the Senate shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval. In case a meeting is presided over by one of the members, the minutes of said meeting shall be submitted to the respective member for approval.
- b) The copy of the proceedings, as approved by the Chairperson of the meeting, as the case may be, shall be circulated by the Secretary among all the members of the Senate, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within 10 days of the issuance of the said proceedings. The proposed amendment(s), if any, shall be submitted by the Secretary to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

#### **13.15 COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/ decisions to the respective Departments/Sections for notification/ further action, if any. If the occasion so demands –a copy of relevant decisions as mentioned in the proceedings of the Committee may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **13.16 PRIVILEGE OF MEMBERS**

Any member of the Senate shall be entitled to inspect the proceedings of the Senate, in the office of the Registrar during office hours.

#### **13.17 DELEGATION OF POWERS TO TAKE A DECISION**

The Senate may delegate its authority to a Special Committee, a Standing Committee or to the Vice Chancellor to take a decision on a particular issue when in the opinion of the Senate a decision cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason(s). The Senate in such a case may lay down general line of policy on which the decision may be taken by the Special/Standing Committee or the Vice

Chancellor on behalf of the Senate. Such a decision when taken shall be considered to be a regular decision of the Senate.

### **13.18**

The Secretary may call for any information from any Department/ Campus/ Section, which he may consider necessary for the completion of the case before it is submitted to the Senate for consideration.

### **13.19**

In all such matters, which are not provided for under these Rules, action may be taken with the approval of the Chancellor.

### **13.20 SERVICE OF EXTERNAL MEMBER(S) ON THE SENATE**

Service on the Senate shall be on honorary basis, however, in case of participation in a meeting of the Senate the external member(s) shall be entitled for the reimbursement of actual expenses on account of TA/DA along with honorarium as prescribed.

### **13.21 PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Senate by special invitation, including University of Baltistan, Skardu employees who are responsible for matters being discussed during the meeting, legal adviser(s), however, such person(s) shall have no right to vote during the meeting.

### **13.22 CHANGE OF RULES**

These rules may be added to, changed or modified from time to time by the Senate, on the recommendation of Syndicate.



## **14. Rules of Business of the Meetings of the Syndicate University of Baltistan, Skardu**

### **14.1 PREAMBLE**

- a) The Sections 19 and 20 of the University of Baltistan, Skardu Order, 2016 provide that the Syndicate, being one of the authorities established under the said Order, shall be the executive body of the University and shall exercise all the prescribed powers for general supervision over the affairs and management of the University.
- b) Section 27 of the University of Baltistan, Skardu Order, 2016 provides for making the rules, consistent with the provisions of the said Order, Statutes or the Regulations, to regulate any matter relating to the affairs of the university which has not been provided by the Order or that is not required to be regulated by Statutes or Regulations, including rules to regulate the conduct of business and the time and place of meetings and related matters.

### **14.2 SHORT TITLE AND COMMENCEMENT**

These rules may be called the "Rules of Business of the Meetings of the Syndicate University of Baltistan, Skardu, 2016 ". These rules shall come into force from the date of its approval from the President of Pakistan.

### **14.3 DEFINITIONS**

All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the University of Baltistan, Skardu Order, 2016, except the following:

- a) "Chairperson" means the Chairperson of the Syndicate;
- b) "Secretary" means the Secretary of Syndicate;
- c) The "meeting" means the meeting of the Syndicate;
- d) "Member" means the member of the Syndicate;
- e) The Quorum" means the Quorum of the meeting of Syndicate.
- f) "External Member" means the member of the Syndicate not in the service of University of Baltistan, Skardu:

#### **14.4 CHAIRPERSON OF THE SYNDICATE**

The Vice Chancellor of the University of Baltistan, Skardu shall be the Chairperson of the Syndicate and thus shall preside over its meetings.

#### **14.5 SECRETARY OF THE SYNDICATE**

The Registrar of the University shall be the Secretary of the Syndicate.

#### **14.6 MEETINGS OF THE SYNDICATE**

- a) The meetings of the Syndicate shall be held on dates, place and time as may be approved by the Chairperson from time to time. The Syndicate shall meet at least once in each quarter of the year.
- b) The Secretary shall, with the approval of the Chairperson, prepare the agenda for the meetings of the Syndicate and shall send the notice of the meeting and circulate the agenda along with relevant working papers, among the members, by hand, post or through a special messenger.

#### **14.7 MEETING**

- a) At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Syndicate.
- b) The approved agenda and the working papers shall be circulated, by the Secretary, at least seven (07) days before the meeting.
- c) If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Chairperson, four (04) days before the date of meeting.
- d) A member of the Syndicate may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Syndicate would not be considered necessary.

#### **14.8 SPECIAL MEETING**

- a) A special meeting of the Syndicate may be convened any time by the Vice Chancellor or on the proposal of not less than one-third of the total membership of the Syndicate to consider any matter(s) of urgent nature.
- b) On receiving the proposal, for convening a special meeting of the

Syndicate, the Secretary shall immediately proceed in the matter and request the Vice Chancellor to fix a date for the meeting.

- c) At least five (05) days' notice shall be given to the members for the special meeting of the Syndicate.
- d) The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

#### **14.9 QUORUM OF THE MEETING**

The quorum for a meeting of the Syndicate shall be one-half of the total number of members, a fraction being counted as one.

#### **14.10 PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not completed, another meeting of the Syndicate may be called with the same agenda in any suitable time ahead.

#### **14.11 DECISIONS BY THE SYNDICATE**

All decisions of the Syndicate shall be taken on the basis of the opinion of a majority of the members present in a meeting, unless otherwise prescribed by the University Order. In the event of the members being evenly divided on any matter the Chair of the meeting shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Syndicate.

#### **14.12 APPROVAL BY CIRCULATION OF THE PAPERS**

If the Vice Chancellor so decides he can allow the Secretary for sending any item(s) to the members for their opinion by circulation of the relevant papers. In such a case the Vice Chancellor shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

#### **14.13 CONDUCT OF MEETING**

- a) The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/her turn shall address the Chair.

- b) On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The house may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.

#### **14.14 RECORD OF PROCEEDINGS**

- a) The Secretary of the Syndicate shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- b) The copy of the proceedings, as approved by the Chairperson, shall be circulated by the Secretary among all the members of the Syndicate, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

#### **14.15 COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the official(s) concerned for notification/ further action, if any. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Syndicate may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **14.16 DELEGATION OF POWERS TO TAKE A DECISION**

The Syndicate may delegate its authority to a Special Committee or a Standing Committee to take a decision on a particular issue if the Syndicate considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or for some other reason. The Syndicate in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee on behalf of the Syndicate. Such a decision when taken shall be considered to be a decision of the Syndicate.

#### **14.17**

The Secretary may call for any information from any Department/ Campus/ Section, which he/ she may consider necessary for the completion of the case before it is submitted to the Syndicate for consideration.

#### **14.18**

For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

#### **14.19 SERVICE OF EXTERNAL MEMBER(S) ON THE SYNDICATE**

In case of participation at a meeting of the Syndicate the external member(s) shall be entitled for prescribed honorarium, if any, and for the reimbursement of TA/ DA as prescribed.

#### **14.20 PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he may allow such person(s) to take part in the meeting of Syndicate by special invitation, including the University's employees who are responsible for matters being discussed during the meeting, however, such person(s) shall have no right to vote during the meeting.

#### **14.21 CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate by a majority vote.

## **15. Rules of Business of the Meetings of the Academic Council**

### **University of Baltistan, Skardu, 2018**

#### **15.1 PREAMBLE**

- a) The Sections 21 and 22 of the University of Baltistan, Skardu Order, 2016, provide that the Academic Council, being one of the authorities established by the said Order, shall be the principal academic body of the University and shall have the powers to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the University, its Campuses and affiliated Colleges.
- b) Section 27 of the University of Baltistan, Skardu Order, 2016 provides for making the rules, consistent with the provisions of this Order, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities.

#### **15.2 SHORT TITLE AND COMMENCEMENT**

These rules may be called the "Rules of Business of the Meetings of the Academic Council University of Baltistan, Skardu, 2016" and shall come into- force from the date of its approval from the President of Pakistan.

#### **15.3 DEFINITIONS**

- a) All expressions and terms used in these rules shall have the same meanings as are assigned to them under Section 2 of the University of Baltistan Order, 2016, except the following:
- b) "Chairperson" means the Chairperson of the Academic Council;
- c) "Secretary" means the Secretary of Academic Council;
- d) The "meeting" means the meeting of the Academic Council;
- e) "Member" means the member of the Academic Council;
- f) "The Quorum" means the Quorum of the meeting of Academic Council.

#### **15.4 CHAIRPERSON OF THE ACADEMIC COUNCIL**

Vice Chancellor of the University of Baltistan, Skardu shall be the Chairperson of the Academic Council, and thus shall preside over its meetings.

#### **15.5 SECRETARY OF THE ACADEMIC COUNCIL**

The Registrar of the University shall be the Secretary of the Academic Council.

## **15.6 MEETINGS OF THE ACADEMIC COUNCIL**

- a) The meetings of the Academic Council shall be held on dates, place and time as may be approved by the Vice Chancellor from time to time. The Academic Council shall meet at least once in each quarter of a year.
- b) The Secretary shall, with the approval of the Vice Chancellor, prepare the agenda for the meetings of the Academic Council and shall send the notice of the meeting and circulate the agenda along with relevant working papers, among the members, by hand, post or through a special messenger.

## **15.7 MEETING**

- a) At least ten (10) days' notice shall be given to the members for the meeting (ordinary) of the Academic Council.
- b) The approved agenda and the working papers shall be circulated, by the Secretary, at least eight (08) days before the meeting.
- c) If the occasion so demands, supplementary agenda of the meeting (ordinary) may be issued by the Secretary, with the approval of the Vice Chancellor, four (04) days before the date of meeting (ordinary).
- d) A member of the Academic Council may, with the permission of the Chair, propose any other item in addition to those already on the agenda of the meeting (ordinary). For such an item prior notice to the members of the Academic Council would not be considered necessary.

## **15.8 SPECIAL MEETING**

- a) A special meeting of the Academic Council may be convened any time by the Vice Chancellor or on the proposal of not less than one-third of the total membership of the Academic Council to consider any matter(s) of urgent nature.
- b) On receiving the proposal, for convening a special meeting of the Academic Council, the Secretary shall immediately proceed in the matter(s) and request the Vice Chancellor to fix a date for the meeting.
- c) At least five (05) days' notice shall be given to the members for the special meeting of the Academic Council.
- d) The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) days before the special meeting and

the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

### **15.9 QUORUM OF MEETING**

The quorum for a meeting of the Academic Council shall be one half of the total number of members, a fraction being counted-as one.

### **15.10 PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not completed, another meeting of the Academic Council may be called with the same agenda in any suitable time ahead.

### **15.11 DECISIONS BY THE ACADEMIC COUNCIL**

All decisions of the Academic Council shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No actor proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Academic Council.

### **15.12 APPROVAL BY CIRCULATION OF THE PAPERS**

If the Vice Chancellor so decides he can allow the Secretary for sending any item/ case, to the members for their opinion by circulation of the relevant papers. In such a case the Vice Chancellor shall be authorized to take action according to the ultimate consensus of opinion received from majority of the members.

### **15.13 CONDUCT OF MEETING**

- a) The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting. Every member who wishes to speak during the meeting shall seek the consent of Chair and on his/ her turn shall address the Chair.
- b) On putting an agenda item to vote, the Chair shall normally call for a show of hands for the affirmative or negative. The Chair may decide to adopt the voting through some other procedure, including secret ballot, if deemed necessary.



#### **15.14 RECORD OF PROCEEDINGS**

- a) The Secretary of the Academic Council shall maintain the record of proceedings of the meeting and shall submit the same to the Chairperson for approval.
- b) The copy of the proceedings, as approved by the Chairperson, shall be circulated by the Secretary among all the members of the Academic Council, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within seven (07) days of the issuance of the said proceedings. The proposed amendment, if any, shall be submitted, by the Secretary, to the Chair of the said meeting and if approved shall be communicated to the members through corrigendum.

#### **15.15 COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the extract of relevant proceedings/decisions to the respective Departments/ Sections for notification/ further action, if any. If the occasion so demands a copy of relevant decision(s) as mentioned in the proceedings of the Academic Council may be issued in advance, with the permission and approval of the Chairperson for immediate action.

#### **15.16 DELEGATION OF POWERS TO TAKE A DECISION**

The Academic Council may delegate its authority to a Special Committee, a Standing Committee or one of the Deans to take a decision on a particular issue if the Academic Council considers that a decision in a particular case cannot be taken in a meeting for want of any data or further information to be collected or due to some other reason. The Academic Council in such a case may lay down the general guidelines or a policy on which the decision may be taken by the Special/Standing Committee or the Dean on behalf of the Academic Council. Such a decision when taken shall be considered to be a decision of the Academic Council.

#### **15.17**

The Secretary may call for any information from any Department/ Campus/ Section, which he may consider necessary for the completion of the case before it is submitted to the Academic Council for consideration.

### **15.18**

For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

### **15.19 PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting may allow such person(s) to take part in the meeting of Academic Council by special invitation, including the University employees who are responsible for matters being discussed during the meeting, however, such person(s) shall have no right to vote during the meeting.

### **15.20 CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate by a majority vote.

## **16. Rules of Business of the Meetings of the Selection Committee**

### **University of Baltistan, Skardu**

#### **16.1 PREAMBLE**

- a) Section 25(1)(B)(VII) of the University of Baltistan, Skardu Order, 2016 provides for the establishment of the Selection Committee as one of the authorities of the University having the powers to recommend the suitable application(s) against the vacant position(s) (From BPS 02 to BPS 16) in prescribed manner.
- b) Section 25(1)(o) of the University of Baltistan, Skardu Order, 2016 provides for making the statutes, consistent with the provisions of the said Order, Statutes or the Regulations, to regulate the conduct of business of meetings of authorities.

#### **16.2 SHORT TITLE AND COMMENCEMENT**

These statutes may be called the "Statutes of the Selection Committee University of Baltistan, Skardu, 2018". These statutes shall come into force from the date of its approval from the President of Pakistan/Chancellor.

#### **16.3 DEFINITIONS**

- a) All expressions and terms used in these statutes shall have the same meanings as are assigned to them under Section 2 of the University of Baltistan, Skardu Order, 2016, except the following:
- b) "Chairperson" means the Chairperson of the Selection Committee;
- c) "External Member" means the member of the Selection Committee not in the service of University of Baltistan, Skardu;
- d) "Secretary " means the Secretary of the Selection Committee;
- e) "Meeting" means the meeting of the Selection Committee;
- f) "Member" means the member of the Selection Committee;
- g) "The Quorum" means the Quorum of the Selection Committee as prescribed.

#### **16.4 CHAIRPERSON OF THE SELECTION COMMITTEE**

Registrar of the university, shall be the Chairperson of the Selection Committee and thus shall preside over its meetings. In case of absence of the Registrar, the meeting of the concerned Selection Committee shall be chaired by the person nominated by the Vice Chancellor.

## **16.5 SECRETARY OF THE SELECTION COMMITTEE**

In charge/ Head of the HR Department/Section shall be the Secretary of respective Selection Committee.

## **16.6 MEETINGS OF THE SELECTION COMMITTEE**

- a) The meetings of the Selection Committee shall be held from time to time on such dates, place and time as may be approved by the Vice Chancellor/for the said purpose. The Selection Committee shall meet whenever needed by the University.
- b) The concerned Secretary shall, with the approval of the Vice Chancellor, prepare the agenda for the meeting of the respective Selection Committee and shall send the notice of the meetings and circulate the agenda and the relevant working papers, among the members, by hand, post or through a special messenger.

## **16.7 MEETING**

- a) At least eight (08) days' notice shall be given to the members for meeting (ordinary) of the Selection Committee.
- b) The approved agenda and the working papers shall be circulated, by the Secretary, at least five (05) days before the meeting.
- c) If the occasion so demands, supplementary agenda of an ordinary meeting may be issued by the Secretary, with the approval of the Vice Chancellor, three (03) days before the date of meeting.

## **16.8 SPECIAL MEETING**

- a) A special meeting of the Selection Committee may be convened any time by the chairperson nominated by the Vice Chancellor to consider any matter(s) of urgent nature.
- b) At least five (05) days' notice shall be given to the members for the special meeting of the Selection Committee.
- c) The approved agenda and the working papers shall be circulated, by the Secretary, at least three (03) days before the special meeting and the agenda of the meeting shall be restricted to the matter(s) for which the special meeting is called.

### **16.9 QUORUM OF MEETING:**

The quorum for a meeting of the Selection Committee shall be one-half of the total number of members, a fraction being counted as one.

### **16.10 PROCEDURE IF QUORUM IS NOT COMPLETE**

If in a meeting, the quorum is not complete, another meeting of the Selection Committee may be called with the same agenda within three (03) days' time and decision taken by majority of votes.

### **16.11 DECISION BY THE SELECTION COMMITTEE**

All decisions of the Selection Committee shall be taken on the basis of the opinion of a majority of the members present in a meeting. In the event of the members being evenly divided on any matter the Chair shall have the casting vote. No act or proceedings of meetings shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Selection Committee.

### **16.12 CONDUCT OF MEETING**

The Chairperson of the meeting shall control the manner in which the business of the meeting shall be conducted and will decide the order in which members will address the meeting.

### **16.13 RECORD OF PROCEEDINGS**

- a) The Secretary of the Selection Committee shall maintain the record of proceedings of the meeting and shall submit the same to the Chair of the said meeting for approval. In case a meeting is presided over by the concerned Director/HoD/Dean, the minutes of said meeting shall be submitted to the respective Director/HoD/Dean for approval.
- b) The copy of the proceedings, as approved by the Chairperson of the said meeting, as the case may be, shall be circulated by the Secretary among all the members of the Selection Committee, for authentication, as early as possible. In case any member feels that the proceedings of the meeting have not been recorded correctly, he/ she shall communicate his/ her observations to the Secretary within three (03) days of the issuance of the said proceedings. The proposed amendment, if any shall be submitted, by the Secretary, to the Chair of the said meeting and if approved shall be communicated to the

members through corrigendum.

#### **16.14 COMMUNICATION OF DECISIONS**

After the authentication of proceedings, the Secretary shall forward the relevant proceedings/decisions to the Incharge/ Head of the HR Department of the University at Principal Seat for placing before the Selection Board for the consideration.

#### **16.15 DELEGATION OF POWERS TO TAKE A DECISION**

The Selection Committee may delegate its authority to the Chair, Special Committee to take a decision on a particular issue if the Selection Committee considers that a decision in a case cannot be taken in a meeting for want of any data or further information to be collected.

#### **16.16**

The Secretary may call for any information from any Department/ Section of concerned Campus for the completion of the case before it is placed before the Selection Committee for the consideration.

For all such matters, not provided for under these Rules, action may be taken with the approval of the Syndicate.

#### **16.17 SERVICE OF THE EXTERNAL MEMBER(S) ON THE SELECTION COMMITTEE**

In case of participation in a meeting of the Selection Committee the external member(s) shall be entitled for prescribed honorarium, if any. And for the reimbursement of prescribed TA/DA, if applicable.

#### **16.18 PARTICIPATION OF INVITED PERSON(S) IN A MEETING**

If the Chairperson considers the presence of any person(s) necessary in a meeting he/ she may extend special invitation to such person(s) to take part in the meeting of Selection Committee, however, such person(s) shall have no right to vote during the meeting.

#### **16.19 CHANGE OF RULES**

These rules may be added, changed or modified from time to time by the Syndicate.

## **17. INTRODUCTION AND AUTHORITY TO MAKE RULES**

### **17.1 PREAMBLE:**

The University of Baltistan, Skardu has been established by the Federal Government of Pakistan through University of Baltistan Order, 2016 published in Gazette of Pakistan (Part-I) on Friday, August 25, 2017. Authorities of the University have been enunciated in section 15 of the Order. The Authorities and other bodies of the University have been entrusted powers, under section 27(1) (2) of the Order. They can make rules consistent with the Order, Statutes or the Regulations, to regulate any matter relating to the affairs of the University which has not been provided for by the Order or that is not required to be regulated by statutes or regulations including rules to regulate the conduct of business. Rules shall become effective upon approval by the Syndicate. However, rules shall be placed before Senate for its information.

### **17.2 SCOPE:**

In order to discharge various functions by the authorities and officers of the University of Baltistan, it is expedient to frame financial rules covering matters relating to financial powers and its delegation. These may include preparation of Annual Budget Statements, System of maintenance of Accounts, establishment of various funds and their management, opening of bank accounts, collection of various income and receipts, incurrence of various types of expenditures and disbursements, accounting standards to be followed for presentation of financial statements, internal controls, internal and external audit of accounts, responsibility of presenting audited accounts, investment of funds, etc.

### **17.3 TITLE & APPLICABILITY:**


These statutes may be cited as “University of Baltistan Financial statutes 2018” and shall come into force from the date of approval by the President of Pakistan.

### **17.4 DEFINITIONS:**

- a) In these rules unless anything repugnant to the subject or context;



- b) "Authority" means any authority specified in University of Baltistan Order, 2016;
- c) "Appropriation" means the allocation of funds (amounts) to meet specified approved expenditure out of resources (amounts) available for those purpose(s);
- d) "Bank" means any scheduled bank authorized by the authority;
- e) "Budget" means the Financial Estimates of the University for a Financial Year duly recommended by Finance & Planning Committee and approved by the Syndicate/Senate;
- f) "Chancellor" means Chancellor of the University;
- g) "Controller of Examinations" means controller of examinations of the University;
- h) "Chairman" means the Head of Teaching Department, Director of an institute;
- i) "Deans" means Dean of the concerned Faculty;
- j) "Department" means a Teaching Department or an institute or an administrative unit or cost center of the University;
- k) "Fund" means any fund of the University approved by the competent authority;
- l) "Financial Year" means 12 months' period commencing from 1st July and ending on the 30th June of the following year;
- m) "Government" means the Federal Government;
- n) "Honorarium" means a payment or remuneration for special work of occasional character made to any employee from the University fund;
- o) "Month" means the calendar month;
- p) "Order" means University of Baltistan Order, 2016;
- q) "Principal" means the principal of constituent college of the University;





- r) "Purchase Committee" means the University Main Purchase Committee constituted by the Vice-Chancellor;
- s) "Registrar" means registrar of the University;
- t) "Resident Auditor" means The Resident Auditor of the University appointed on deputation from office of the Auditor General of Pakistan or directly by the University;
- u) "Re-appropriation" means re-appropriation of funds from one primary unit of appropriation to another such unit within the approved budget;
- v) "Treasurer" means treasurer of the University;
- w) "University" means University of Baltistan, Skardu;
- x) "Vice Chancellor" mean the Chief Executive Officer of the University.

## **18. ADMINISTRATION OF FUNDS:**

The Treasurer of the University shall be the Chief Financial Officer of the University as defined in section 13(3) of the University of Baltistan Order, 2016, who has been entrusted the powers and functions enunciated therein. As such the accounts of the University shall be maintained as set forth in these rules. The accounts of the University shall conform to the financial year.

The university shall have general and specific purpose fund(s) as mentioned hereunder:

### **18.1 UNIVERSITY FUND:**

There shall be credited university's income from fee, charges, donations, trusts, bequests, endowments, contributions, grants and all other sources for recurring income and expenditures. The University may open bank accounts in authorized scheduled banks. The University shall open separate bank accounts for Grants as per instructions of the government and for donation(s), as per instructions of the donors if any. Funds or money belonging to the University shall be kept in scheduled banks in the name of the University of the Baltistan.



### **18.2 DEVELOPMENT FUND(S):**

Separate account(s) shall be maintained for development projects of Federal and Provincial government, or university's own development fund. Bank accounts shall be opened as per instructions of the relevant governments (if any).

### **18.3 EMPLOYEES' RELATED FUND(S):**

The University shall maintain separate books of accounts for various employees' related funds like Pension Fund, General Provident Fund, Benevolent Fund, Welfare Fund, Group Insurance Fund, etc. Bank accounts for the purpose (s) shall be opened with the approval of Vice Chancellor. The University shall act as trustees of these funds. The income from these funds shall be utilized for the purposes of these funds.

### **18.4 SPECIAL ENDOWMENT FUND(S):**

The University may establish special endowment funds for specified purpose. Disbursements from these funds shall be as per rules prescribed for the purpose by the competent authority (Syndicate / Senate). Separate books of accounts shall be maintained for the purpose. The income from these funds shall exclusively be utilized for the benefit of these funds.

### **18.5 OTHER FUNDS:**

- a) With the approval of competent authority, the University may establish any other fund for Research, Sports, Scholarships, Gold medals for students, etc. Disbursements from these funds shall be as per rules approved for the purposes by the competent authority.
- b) All sums paid in receipts on account of the University shall be received by the Treasurer in the Bank with which the University accounts are maintained and shall be credited to the Account concerned (under direction from the Treasurer). The Treasurer may, by a special order, authorize any other officer of the University to receive money on behalf of the Treasurer through Banking Channel only.



- c) It shall be the duty of the Treasurer to see that all sums granted to, and accepted by the University for specific objects, such as the establishment of a Scholarships, or for the grant of a money prize, a medal, or other special reward, shall be invested, whenever practicable, in banks having long term rating 'A' or better and brought to credit under the proper head of Account.
- d) Statement of Receipts, Investments, and Expenditures from all funds as specified in Rule 5 above, shall be reported to the Syndicate and Senate annually through Finance & Planning Committee of the University.

#### **18.6 INVESTMENT OF FUNDS:**

There shall be an Investment Committee to be constituted by the Vice Chancellor for profitable investment of various university funds. The Treasurer shall be the member and secretary of the Investment Committee. The Investment Committee shall advise the Vice Chancellor on investments of the funds and may co-opt experts for the purpose. Investments shall only be made in banks having long term credit rating 'A' or better as per policy and instructions issued by Ministry of Finance, Government of Pakistan from time to time. The investment report will be submitted to Syndicate on a six monthly basis.

#### **18.7 OTHER INCOME OF THE UNIVERSITY:**

- a) All the funds generated related to Royalty/ Patents/ Copyrights, Trademark, Consultancy, Provision of Services shall be deposited in University account. The University shall retain up to 30% of such income as overhead charges and development and remaining shall be distributed amongst the researchers and concerned departments of the University.
- b) In case, teacher(s)/ employee(s) of the University are engaged in any Research Project or assignment funded by foreign or local agency or donor, the accounts of such grant and expenditure shall be maintained by the Treasurer. All payments relating to these projects shall be made after pre-audit by the Resident Auditor. Any asset



purchased from these projects will be the property of the university. The amount of such projects may be distributed according to rule 9 (1) above.

- c) The Estate officer or concerned Officer shall be responsible for monitoring the recovery/ deposit of rent of shops, canteens, banks, cycle/motor cycle/car stands, room rent if any. As far as possible, the opportunities to lease shops or other places shall be advertised in the press by the Auction Committee constituted by the Vice Chancellor. The auction will be processed as per TORs of the Committee, approved by the competent authority.

### **19. MANAGEMENT OF ASSETS & LIABILITIES:**

- a) The Treasurer shall manage the assets, liabilities, receipts, expenditures, funds and investments of the university.
- b) All properties and assets belonging to the University shall be held in the name of University of the Baltistan, Senate shall hold control and lay down policy for the administration of the property, funds and investments of the university, including the approval of the sale and purchase or acquisition of immovable property.
- c) Any deviation from the Financial Rules, if warranted in special circumstances, shall be reported immediately to the Syndicate / Senate for regularization / appropriate decision.

### **20. INTERNAL CONTROL:**

- a) The internal control system refers to the policies and procedures to be adopted by the university to assist in achieving, as far as practicable, the financial management, accountability and objectives of the university.
- b) The internal control includes ensuring the orderly and properly conduct of its functions, adherence to accounting policies and procedures, stewardship of assets, prevention and detection of fraud and error, accuracy and completeness of accounting records, timely and proper preparation of accounting statements.



- c) The Chief Financial officer in conjunction with the internal Auditor will be responsible for ensuring that a proper system of internal control exists in the university.
- d) The Internal Control ensures that an effective system of internal check exists for securing regularity and propriety in the various transactions including receipts and expenditures.

## **21. INTERNAL AUDIT:**

- a) The internal auditor will be responsible to assist the principal accounting officer in developing and maintaining a system of internal control.
- b) The internal auditor will report compliance on the financial policies and procedures.
- c) The internal auditor will report on the proper accountability of the assets and liabilities.
- d) The Internal Auditor shall perform such other functions as required by an order of the competent authority.

## **22. ACCOUNTS & AUDIT:**

University of Baltistan Order, 2016 under section 29 prescribed general conditions for maintenance of accounts, incurring of expenditures, reporting, internal audit, and audit of the accounts of the university. In line with these provisions, following procedures are hereby prescribed:

- a) For maintenance of accounts, the university shall follow Accrual Basis double entry accounting system and shall draw all statement of accounts consistent with *Generally Accepted Accounting Principles (GAAP)* and compliant with International Public Sector Auditing Standards (IPSAS).
- b) All audited statement of accounts shall be prepared and presented within three months of the closure of the financial year. The Syndicate may relax this period up to 6 months.
- c) In addition to the Statutory Audit by office of the Auditor General of Pakistan, the annual audited statement of accounts of the university



- shall be audited by a reputed firm of chartered accountants and signed by the Treasurer. The annual audited statement of accounts prepared shall be submitted to Auditor General of Pakistan during Audit for his observations.
- d) All the payments from the university funds shall be made after the Bills have been pre audited by the Resident Auditor in conformity with the statutes, regulations and rules
  - e) The observations of the Auditor General of Pakistan, if any, together with such annotations as the Treasurer may make, shall be considered by the Syndicate and shall be placed before the Senate within six months of closing of Audit.
  - f) For pre audit function, there shall be appointed a Resident Auditor on deputation from office of the Auditor General of Pakistan as per deputation policy of Government of Pakistan.

### **23. EXPENDITURE & PAYMENTS:**

- a) Vice Chancellor shall have the full powers to sanction any budgeted expenditure.
- b) The Treasurer shall ensure that the funds of the university are expended on the purposes for which they are provided.
- c) The teaching departments, constituent colleges/ institutes and all other offices shall be independent cost centers of the university with authority vested in the Head of each cost center to sanction expenditure out of the budget allocated to it.
- d) Expenditure from university account shall be made according to an approved budget. Payments shall be made after the bills have been pre-audited by the Resident Auditor in conformity with the statutes, regulations and rules.
- e) Head of the cost center shall sanction the expenditure in each head of account up to the approved budgeted amount for the department.



- f) Treasurer shall have the powers to sanction expenditure in case of budgeted amounts which are not provided for any specific department as per delegation for sanction of expenditure, specified under rule 23.
- g) No expenditure shall be made from the funds of the university unless a Bill for its payment has been issued/ verified by the Head of Cost Center. If it is verified by the Treasurer and is in accordance with the relevant rules, the payment will be provided for the approved Budget.
- h) All bills for payment shall be checked in the Treasurer's Office, and signed by the Treasurer or any other officer or officers nominated for the purpose as correct.
- i) Payments shall be made by cheques/ banking instruments except petty cash payment. In case of payment to examiners and other staff engaged for examinations, payment may be made through money order. All cheques shall be crossed except those drawn in favor of the Head of the Cost Centers by designation.
- j) After ascertaining that expenditure is in conformity with rules/regulations/codal formalities, the Treasurer shall pass and pay all budgeted expenditure provided for in the approved Budget. The Syndicate may delegate to the Additional Treasurer/ Deputy Treasurer/ Assistant Treasurer the power of the Treasurer to pass and pay the claim/bills.
- k) To meet petty expenditure the Syndicate may authorize such *permanent* advance as it may, from time to time, consider necessary to remain in the hands of the Head of the cost center or any person nominated by it. The person holding the advance shall be personally responsible for its utilization and adjustment.

#### **24. ADVANCES & ADJUSTMENTS:**

- a) Treasurer shall sanction advance subject to availability of budget and funds, up to the amount of Rupees Two hundred thousand. Advance more than Rupees Two hundred thousand shall be sanctioned by the Vice Chancellor.



- b) The advance shall be utilized after observing all the codal/procedural formalities as provided under the rules. Adjustment of the advance shall be submitted within one month of completion of project, program or event for which advance has been drawn. No second advance shall ordinarily be sanctioned unless first advance has been adjusted except in case of emergency.
- c) The F & Planning committee of the university shall be apprised on regular basis about the status of unadjusted advances.

## **25.BUDGET**

- a) The Budget is the principal document by which the university will set out its financial plan for the ensuing financial year i.e. how much “Expenditure” and in what way, money will be raised to finance the expenditure i.e. “Revenue”. The following procedures shall be followed for preparation/approval of the Budget Estimates.
- b) The Treasurer shall call for new proposals from the Heads of the cost centers for inclusion in the budget by the end of December each year.
- c) He/she shall consolidate the proposals and submit the case for consideration by a committee to be constituted by the Vice-Chancellor to be called Budget Committee. The Budget Committee after detailed scrutiny shall submit its proposals to the Finance and Planning Committee.
- d) Final draft of the Budget Estimates shall be prepared under the instructions of the Finance and Planning Committee. It shall show the estimated receipt and expenditure of the Current, Development and other funds for the ensuing year along with current financial year revised estimates and previous year’s actual income & expenditure, and a report on investments, and special endowments/funds. The Revised estimate may be based on actuals of nine month and three months expected during current year.
- e) Finance and Planning Committee shall make its recommendations to the Syndicate. The Syndicate shall consider the Annual Budget well before 30th June every year.





- f) The Budget Estimates as per advice of the Syndicate shall be submitted to the Senate for the final approval.
- g) University shall maintain a Budget Control Registrar on the prescribed format, to ensure control over incurrence of expenditure within sanctioned allocations.

## **26.RE-APPROPRIATION AND SUPPLEMENTARY GRANT**

- a) The Vice Chancellor shall sanction by re-appropriation from one major head to another major head an amount not exceeding the amount prescribed by the Senate for an unforeseen item not provided for in the Budget and report it to the Senate at the next meeting.
- b) Heads of each cost center shall recommend and forward the request for re-appropriation & supplementary grant through respective Deans / Head of Departments. Non-teaching departments shall forward their request for re-appropriation & supplementary grant to the Treasurer. The Treasurer shall process the requests as per delegated powers.
- c) Following conditions shall be observed for re-appropriation of funds:
  - i) The re-appropriation does not involve undertaking of recurring liability.
  - ii) The re-appropriation does not increase an item which has been specifically reduced by the Finance and Planning Committee and the Syndicate.
  - iii) The re-appropriation is not made to provide funds for an individual item and expenditure not contemplated in the budget.
- d) All re-appropriations made in the budget shall be reported to Finance and planning committee separately for information.

## **27.BOOKS OF ACCOUNTS**

- a) Books of accounts may be any deed or other document or record whether in written form, printed form, microfilm or electronic form



upon which transactions are recorded or any other document used in the preparation and processing of the accounting transactions.

**b)** All electronic records will be backed up on a regular basis. All backups will be stored in a secure offsite location.

**c)** The Treasurer shall maintain the following books of accounts and forms:

For Endowment Fund:

A Cash Book.

A Ledger, exhibiting a separate personal account for each Fund.

For Current / PLS Accounts:

A Cash Book.

A Periodical Classified Statement of Receipts.

A Periodical Classified Statement of Expenditure.

Development Accounts:

Cash Book.

Grant Register

Expenditure Register

Contractor Ledger

**d)** All vouchers in support of items of expenditure shall be retained for a period of five years. Vouchers more than five years old may, at the discretion of the Treasurer, be destroyed, provided that all accounts or documents relating to trusts, donations and subscriptions shall be preserved. Fee challans shall be preserved for the period of two years.

**e)** Following record shall be kept as permanent record:

**i)** Establishment Control Register (for payment of salaries)

**ii)** Service Books

**iii)** Pension Payment Register of pensioners

**iv)** Approved Budgets



- v) Cash Books
- vi) Ledgers including subsidiary ledger
- vii) Income and Expenditure Statements
- viii) Proceedings of the statutory bodies
- ix) Fixed Asset Registers

## **28. ASSETS RECORD AND STOCK TAKING**

- a) Each Head of the cost center shall be the custodian of the assets and stores of his/her respective department.
- b) Every department shall maintain two stock registers; (i) Fixed Assets Register for Vehicle, Equipment & Furniture (ii) Consumable Articles Register for consumable articles. Register of Land Record shall be maintained by the Treasurer and Building Register shall be maintained by the Chief Engineer /University Engineer.
- c) No bill for purchase of articles shall be passed unless stock entry in Fixed Assets Register or Consumable Articles Register is verified by Resident Auditor.
- d) Head of the cost center shall carry out annual stock taking of fixed assets through officer / teacher of the department, not assigned the responsibility of assets. Findings of the stock taking shall be recorded in the register.
- e) Resident Auditor of the University shall conduct a token audit of the stock register of the department at least once in a year. He shall require the Head of cost center to certify that the stock has been verified by actual physical count and the number recorded in stock register is correct.

## **29. AUCTION, WRITEOFF OF UNSERVICEABLE ARTICLES**

- a) Each cost center shall prepare the details of unserviceable items. For articles like furniture, equipment and other items. The departmental committee to be chaired by Head of cost center shall evaluate these articles and shall declare them unserviceable or otherwise.



- b)** Cases relating to Vehicles shall be sent to transport wing. Vehicles shall be declared unserviceable by the Vice Chancellor after due verification of condition of vehicle by the Transport Wing. The Transport wing shall also set minimum reserve price for auction, keeping in view, make, model and condition of the vehicles.
- c)** List of items with unserviceable report shall be submitted to Auction Committee constituted by the Vice Chancellor. The committee shall combine the articles/ vehicles in lots for auction and verify their reserve price.
- d)** Auction Committee shall advertise the auction in the press and ensure transparency and fair competition.
- e)** The bidders shall be required to submit 10% of his offered price as earnest money / security deposit in shape of CDR/ Pay Order in the name of Treasurer along with copy of CNIC of the bidder.
- f)** The Auction Committee on receiving bids for unserviceable articles shall provide the opportunity to bidders to enhance their bids in presence of bidders or their representatives. Highest bids, not less than minimum reserve price shall be accepted.
- g)** In case bids equal to or more than the minimum reserve price are not received. The Auction Committee may re-evaluate the minimum reserve price before re-advertisement.
- h)** In case of default of highest bidder, his earnest money/ security deposit shall be forfeited after serving him final notice. The auctioned articles shall be offered to second highest bidder. In case of refusal of second highest bidder his security deposit shall be forfeited and the auction shall be re-advertised.
- i)** The Auction Committee shall have the exclusive right to accept / reject all offers or part thereof without assigning any reason to the bidders.



- j) On completion of auction process, the proceedings of the Auction Committee (auction report) shall be sent to Vice Chancellor for information.
- k) The list of unserviceable articles disposed off through auction shall be submitted to the Vice Chancellor for write off.
- l) Cases of theft, loss due to negligence or mis-appropriation shall be inquired. The case for recovery / write off above Rs. 100,000/- shall be reported to the Syndicate as per findings of the Inquiry Report for final decision.

### **30. PROCUREMENT, MANAGEMENT AND PROCESS**

- a) All the procurements shall be made strictly according to the Rules, and instructions issued by Public Procurement Regulatory Authority from time to time.
- b) The Main Purchase Committee (to be constituted by the Vice-Chancellor) will process all the procurements above Rs. 100,000/- as per TORs of the Committee.
- c) The procurements up to Rs. 100,000/- will be made by Departmental Purchase Committees (to be constituted by the Vice Chancellor).
- d) As provided in the PPRA Rules, the Vice Chancellor will be competent to declare emergency for the purpose of procurement.
- e) For the purpose of procurement, the limit for request for quotations may be enhanced to Rs. 300000/- as per provision of PPRA Rules, on case to case bases approved by Vice Chancellor.
- f) The concerned Head of the department will forward the requisition on the prescribed Performa along with detailed specification for procurement to the treasurer office.
- g) The treasurer office will process the procurement strictly according to the PPRA rules. Subject to the availability of funds.
- h) The treasurer office will receive the sealed bids/tenders. The sealed bids will be opened by Purchase Committee in the presence of bidders



- who wish to participate. The Committee will announce the offered rates.
- i)** In case of technical/scientific procurement, the bids will be forwarded to technical committee for technical evaluation.
  - j)** The Technical Evaluation report will be submitted to the Purchase Committee.
  - k)** The Purchase Committee will oversee the technical evaluation report and announce the evaluation report. In case of two envelop bidding, will open the financial bids of technical compliance bids only in the presence of bidders who wish to attend. The Financial bids of non-compliant bidders will be returned unopened.
  - l)** The Purchase Committee will approve the procurement from the lowest bidder as per technical evaluation report (in case of technical/scientific procurement).
  - m)** The secretary of the committee will record the proceedings of the committee and get approved from chairman of the committee/ Vice Chancellor.
  - n)** The Treasurer Office will issue the purchase order as per approval of the Purchase Committee.
  - o)** The bidder after successful completion of supply or execution of work will submit bill/invoice to the concerned Head of the department.
  - p)** The Head of the department will certify that the supply/execution is strictly according to the purchase order as for as quantity/quality is concerned. He will enter the same in its departmental stock register and forward the Bills/invoice with its recommendation for payment or otherwise to the treasurer office.
  - q)** The Treasurer office will process the payment as per recommendation of Head of the department.
  - r)** There shall be a committee to be constituted by the Vice Chancellor to be called Redressed of Grievances and settlement of disputes. The



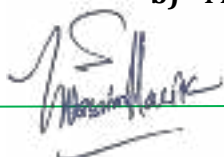
committee will redress and settle all the procurement related complaints according to PPRA Rules.

### **31. TELEPHONE ENTITLEMENT POLICY**

S.#	Incumbent	Official Telephone (Rs. P.M.)	Residential Telephone (Rs. P.M.)
1.	Vice-Chancellor	No limit	10,000/-
2.	Dean	3000/-	1,500/-
3.	Principal/Director/Chairman/Chairperson	2500/-	1,500/-
4.	Registrar/Treasurer/Controller/Director P & D	4000/-	2,000/-
5.	Additional Registrar, Additional Treasurer & Additional Controller, Chief Librarian, Additional Director.	1500/-	1,000/-
6.	Deputy Registrar, Deputy Treasurer, Deputy Controller, Medical Officer	1,500/-	-
7.	Chief Security Officer	3,000/-	1,500/-
8.	Public Relations Officer	4,000/-	1,500/-
9.	Protocol Officer	2,000/-	1,500/-
10.	Staff Officer to V.C	2,000/-	1,000/-
11.	Secretary to V.C	2,000/-	1,000/-
12.	Assistant Registrar, Assistant Treasurer, Assistant Controller, Medical Officer	1,500/-	-
13.	Advisor Students	3,000/-	1,000/-
14.	Resident Auditor	2,000/-	1,000/-
15.	Project Director / University Engineer	4,000/-	1,500/-

**Note:**

- a) Only one residential telephone facility will be allowed.
- b) The users will be allowed to utilize their mobile or official land line



telephone as per their prescribed entitlement.

- c) The payment of bill will be made under the prescribed limit. Over and above expenditure will be paid by the users.
- d) In case of more than one positions to one incumbent, only one entitlement will be allowed.

### **32. Maintenance of Official Vehicles**

The Syndicate may allow PoL Limit to the Principal Officers as defined in Section 7 of the University Order, 2016 and the other field officers. The log books of staff cars will not be maintained up to the prescribed fuel limit. The Treasurer will control the allocated limit on annual basis. The limit may be revised from time to time by the Syndicate.

### **33. DELEGATION OF FINANCIAL POWERS**

S.No.	Name of Power	Name of Authority	Extent Delegation
<b>1. Civil Works (Original works)</b>			
1	Building & Structures and other works  i) Administrative approval  ii) Technical Sanction	(i) Vice-Chancellor	Full Powers
		(ii) University Engineer	Up to Rs. 500,000/-
		(iii) Technical Committee	Full Powers
		(iv) University Engineer	Up to Rs.1,000,000/-
2	Acceptance of tenders	Vice-Chancellor	Full Powers
		Campus Committee	Full Powers
		University Engineer	Up to Rs.1,000,000/-
3	Revision of Sanctioned estimate	(i) Technical committee	Full power
		(ii) University	Up to Rs 500,000/-



		Engineer	
4	Extension in time limit	(i)University Engineer	Full Power
5	Penalty on the Contractor	(i)University Engineer	Full Power
6	Sanction to extra items of work	(i)University Engineer	Full Power Up to 5% of Sanctioned estimate

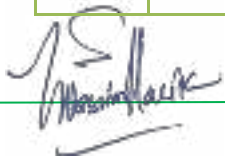
## 2. Employees Related Expenses

7	Pay & Allowances (along with arrears), leave salary, pension contribution for deputationists, group insurance, contingent paid staff / daily wages etc. as per approved budget.	Vice Chancellor/ Treasurer	Full Powers
8	Employees Retirement Benefits, Including Pension, Commuted Value of Pension, Gratuity, Family Pension, Encashment of LPR etc.	Vice-Chancellor	Full Powers
9	Employees Overtime, Late sitting etc. (BPS- 1 to 15)	Registrar on the recommendation of HOD	Full Power
10	Medical Charges Hospitalization	Vice Chancellor/ Treasurer	Full Powers up to Rs.50,000/- on the recommendations of respective

			committee
11	Re-imbursement of Medical Charges to Pensioners, Assistance Package of Employees Families etc.	Vice Chancellor/ Treasurer	Full Powers up to Rs. 50,000/- on the recommendations of respective committee
12	Honorarium, Cash awards etc.	Vice Chancellor	Full Powers
13	Expenditures on Trainings in Pakistan (short courses subject to availability of funds)	Vice Chancellor	Full Powers
14	Remuneration to part time teachers/visiting faculty.	(i)Vice Chancellor (ii)Dean	Full Powers Full Powers on recommendation of HOD
15	Additional duty allowance/ honorarium (as per Government rules)	(i)Syndicate (ii)Vice Chancellor	Full Power Full Power for Six months

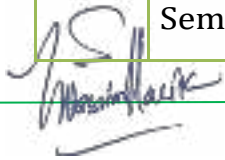
### 3. Examinations related expenses

16	Remuneration to the Superintendents and Dy. Superintendents (as per approved rates by the Syndicate)	Controller of Examinations	Full Powers
17	Remuneration to paper setters/assessment of answer scripts. As per approved rates by Syndicate	Controller of Examinations	Full Powers



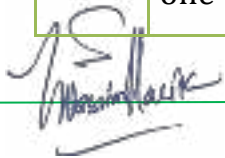
18	Material related to Printing of Question Papers Subject to PPRA rules.	(i)Vice-Chancellor (ii)Controller of Examinations	Full Powers Up to Rs. 100,000/-
19	Miscellaneous Advances for Examinations (Externals)	Controller of Examinations	Full Powers
20	Printing of Answer Scripts, DMC and other examination material (in accordance with PPRA Rules)	(i)Vice-Chancellor (ii)Controller of Examinations	Full Powers Up to Rs.500,000/-
21	Contingent expenses related to Examinations	(i)Vice-Chancellor (ii)Controller of Examinations	Full Powers Up to Rs.50,000/-
<b>4. Fee etc.</b>			
22	Levy of University Fee and other charges statues to be approved by	Senate	Full Powers.
23	Fee concession / installment/ waiver off Fine or Tuition Fee.	(i)Vice-Chancellor (ii)Treasurer on the recommendations of HOD	Full Powers. Full Powers.
24	Refund of fee to students	Deans / HOD	Full Powers
25	Refund of Security Deposit	Treasurer	Full Powers
26	Refund of Examinations Fee	Controller of Examinations	Full Powers
<b>5. Operating Expenses</b>			
27	Payment of Audit Fee / Legal Fee / Law Charges	Vice Chancellor	Full Powers

28	Bank Charges	Treasurer	Full Powers
29	Communication, Expenditures including Postage & Telegraph, Telephone & Trunk Calls, Electronic Communication, PERN, Internet Charges, Courier and pilot services etc. Subject to availability of funds.	Treasurer	Full Powers(within Budget allocation)
30	Utilities Expenditure, including Gas, Water, Electricity, Generator Operations, Hot & Cold Weather Charges etc.	Treasurer	Full Powers
31	Occupancy Cost Expenditures including Rent for Residential buildings, Rent for office Buildings / Hostels, Rates and other Taxes, Security Charges.	Vice Chancellor on the recommendations of the respective committee	Full Powers
32	Motor Vehicles insurance and Registration etc.	Treasurer	Full Powers
33	Consultancy & Contractual Work	Vice Chancellor	Full Powers
34	Stationery, Printing and Publication, Newspapers Periodicals etc. (in accordance with PPRA Rules and subject to budget allocated to the department)	(i)Vice-Chancellor (ii)Treasurer (iii)Chairman/ Head of cost center	Full Power Up to Rs. 100,000/- Full powers up to budget allocated to department
35	Expenditures on Conferences/ Seminars/ Workshops /	Vice-Chancellor	Full Powers



	Symposia, Meetings, Convocation Expenses etc.		
36	Library Books (on the recommendations of Library Books Purchase Committee)	(i)Vice-Chancellor (ii)Deans (iii)Chairman/HOD	Full Powers Up to Rs. 50,000/- Up to Rs.25,000/-
37	Advertising and Publicity	Vice-Chancellor	Full Powers(within Budget allocation)
38	Uniforms and Protective Clothing, Purchase of Drugs and Medicines etc.	Treasurer	Full Powers(within Budget allocation)
39	Exhibitions, Fairs & other National Celebrations, Sports Activities, Stipend, Unforeseen/ Contingency student study tours.	(i)Vice-Chancellor (ii)Treasurer	Full Powers Up to Rs. 50,000/-
40	Laboratory Chemical and Glassware/Genetics Consumables/ Specific Consumables (subject to availability of funds and in accordance with PPRA Rules)	(i)Main Purchase Committee on the recommendations of H.O.D (ii)HOD	Full Powers Up to Rs.50,000/-
41	Operational Cost of Quality Enhancement Cell	(i)Vice-Chancellor (ii)Director QEC	Full Powers Up to Rs.25,000/-
42	Operational Cost of Directorate of Advance Studies and Research	(i)Vice-Chancellor (ii)Director Advance Studies and Research	Full Powers Up to Rs.25,000/-
43	Feasibilities Studies,	Vice-Chancellor	Full Powers

	Consultant Based Feasibility Studies, Survey, Contribution to International Agencies, Consultancy Services		
44	Research Projects	Vice-Chancellor	Full Powers
45	Entertainment & Gifts Entertainment	(i)Vice-Chancellor (ii)Treasurer	Full Powers Up to Rs. 25,000/-
46	Depreciation Expenses	Treasurer	Full Powers
47	Unforeseen (Contingent) expenditure (subject to availability of funds)	Vice Chancellor	Full Power
<b>6. Others</b>			
48	Approval of Financial resource development plans of the university	Senate	Full Powers
49	Develop and Implement Fund raising plans	Senate	Full Powers
50	Write of losses (after proper inquiry)  Write-off unserviceable articles	(i)Syndicate (ii)Vice-Chancellor  Vice-Chancellor	Full Powers Up to Rs. 100,000/-  Full Powers
51	Auction / Sale of unserviceable items / disposal of obsolete stores	Auction Committee	Full Powers
52	Re-appropriation of funds from one major head of accounts to	(i)Vice-Chancellor	Full Powers



	other major head of accounts and unforeseen / contingencies Re-appropriation of funds within same major Head of accounts and unforeseen / contingencies	(ii)Treasurer (on the recommendation of H.O.D)	Full Powers
53	Supplementary grants	(i)Syndicate (ii)Vice-Chancellor  (iii)Treasurer	Full Powers Up to Rs. 1,000,000/- Up to Rs. 100,000/-
54	Contribution to other Institutions	Vice-Chancellor	Full Powers
55	Permission for opening of Bank account in scheduled Bank and closing of any Bank account	Vice-Chancellor	Full Powers
56	Operation of Bank account	Vice-Chancellor	Vice-Chancellor Will authorize two signatories to operate the Bank account

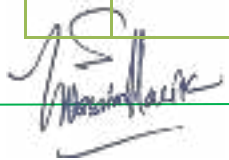
### 7. Purchase of Physical Assets

57	Expenditures on Acquiring Physical Assets including Purchase of Hardware,Software, I.T Equipment, Vehicles, Plant & Machinery,	(i)Vice-Chancellor (ii)Main Purchase Committee  (iii)Departmental	Full Powers Up to Rs. 10,000,000/-  Up to
----	--	--	--

	Furniture & Fixture, Live Stock, Sports Material and purchase of other assets etc. subject to PPRA Rules.	purchase committee	Rs.100,000/-
58	To transfer and accept transfer of movable property on behalf of the university.	Syndicate	Full Powers
<b>8. Repair &amp; Maintenance</b>			
59	All Repair & Maintenance Expenditures including Transport, Machinery & Equipment, Furniture & Fixture, Maintenance of Gardens etc.	(i)Vice-Chancellor (ii)Treasurer	Full Powers Up to Rs.100,000/-
60	Repair & Maintenance Office Building, Residential Buildings and infrastructures including hired building	(i)Vice-Chancellor (ii)Treasurer  (iii)University Engineer	Full Powers Up to Rs. 100,000/-  Up to Rs.100,000/-
61	Repair & Maintenance IT Equipment, Hardware, Software, Line & Wires etc.	(i)Vice-Chancellor (ii)Director/Add Director, IT	Full Powers Up to Rs.50,000/-
<b>9. Scholarships</b>			
62	Scholarships & other Awards to students including Merit base Scholarships, Need base Scholarships, Other Scholarships (subject to	(i)Vice Chancellor  (ii)Scholarship committee	Full Powers   Full Powers



	availability of funds).		
63	Other awards including scholarships for MS/Ph.D studies abroad (subject to provision of funds and selection through transparent and merit based process)	Vice Chancellor	Full Powers on the recommendation of Scholarship committee
<b>10. Travelling and Transportation</b>			
64	Travelling – Domestic/overseas to H.o.D.	Vice Chancellor	Full Powers
65	TA/DA – All others  TA/DA – Examination Department (officers & staff)	(i) Registrar on the recommendation of HOD.  (ii) Controller of Examinations	Full Powers  Full Powers
66	Taxi hiring charges during the official visits / usage of personal vehicle	Vice-Chancellor	Full Powers
67	POL limit for Staff Cars	Syndicate	Full Powers
68	Transportation of Goods.	Treasurer	Full Powers
69	Authorization of official staff Cars	Vice-Chancellor Registrar	Full Powers Full Powers
70	TA/DA to attend Local/Foreign Conferences/ Seminars etc.	Vice-Chancellor	Full Powers
71	Relaxation of the prescribed time limit for submission of T.A Bill.	Vice Chancellor	Full Powers (i) Where no T.A advance was drawn. (ii) Where T.A advance drawn



			within one year of journey preformed.
<b>11. Transfer Payments/ Advances</b>			
72	Transfer Payment including Contribution / Transfer to Reserve Funds, Pension Fund, Provident Fund, Benevolent Fund University Linkages Programs, Renewals.	Vice-Chancellor	Full Powers
73	Advances to Employees including House Building Advance, Motor Car Advance, Motor Cycle/ Scooter Advance, Cycle Advance (Subject to provision in the Budget Estimates)	Vice Chancellor on the recommendation of the Committee	Full Powers
74	Advances for specific demand/ purchase, recoupment of advances, advances for training/TA.D.A./Projects, Imprest Advance, various events.	(i)Vice-Chancellor (ii)Treasurer	Full Powers Up to Rs.1,00,000/-
75	Payment of G.P fund and G.P Fund Advance	Vice-Chancellor	Full Powers Subject to the condition that only one advance remain outstanding at one time.



**Notes:**

- The Vice Chancellor may delegate any of his power to any subordinate officer.
- Departmental Heads may delegate any of their powers to their subordinate officers with the approval of the Vice Chancellor.
- The above Financial Powers are subject to availability of funds in the Budget Estimates of the respective department and observance of all the codal / procedural formalities.
- The Head of the Department/ Cost Centers who sanction the expenditure shall be responsible to fulfil all the codal / procedural formalities as per applicable rules.



### **34. UNIVERSITY FEE AND OTHER CHARGES**

(Under Article 25 (1)-b of University of Baltistan Order, 2016):

#### **a) Definitions**

- i) "Semester" means a half year term in the University.
  - ii) "Course" means a subject offered in teaching departments, unit of teaching that normally lasts for one semester.
  - iii) "Department": means teaching department as defined in section 1(a) of this statutes.
  - iv) "Dues": means amount charged to students to meet with specific expenses for providing utilities or services relating to studies.
  - v) "Fee": means amount charged to students for providing educational services i.e. admission Fee, Tuition Fee or other fees etc.
- b)** Each student of the university shall be required to pay fee and dues as may be determined from time to time.
- c)** The Syndicate have the authority to revise fee & dues from time to time as may require. Current fee structure is given in Annex-I of this statutes.
- d)** The revision of fee and dues may either be linked with the rate of inflation as announced by State Bank of Pakistan on annual basis or by lump sum @ 10% yearly to meet with increased cost due to inflation. The fee collection, concession and refunds will be regulated through "Fee collection and refund Rules" as approved by the Syndicate.

#### **34.1 Statutes for Fees and other Charges**

The Treasurer presented the following Statutes.

#### **Approval of Statutes for Fees and other charges**

- a) According to section 25(1)(b) of University of Baltistan order 2016, Statutes may be made to regulate the university fees and other charges.



## Definitions

- i) **Course:** means a unit of teaching that normally lasts one academic term or semester.
  - ii) **Department:** means teaching department, Center, Institute or Constituent College of the University of Baltistan.
  - iii) **Dues:** means amount charged to students to meet with specific expenses for providing utilities or services relating to studies.
  - iv) **Fee:** means amount charged to students for providing educational services i.e admission Fee, Tuition Fee or other fees etc.
  - v) **Semester:** is academic term
  - vi) **University:** means University of Baltistan, Skardu
  - vii) **Academic Term:** is division of academic year. Semester system divides Academic year into two semesters.
- b) Each student of the university shall be required to pay fees and dues as may be determined from time to time. The senate may delegate the power to revise the fee and dues to the syndicate. The revision of fee and dues may either be linked with the rate of inflation as announced by State Bank of Pakistan on annual basis or by lump sum up to 10% yearly to meet with increased cost due to inflation. The fee collection, concession and refunds will be regulated through “Fee collection and refund Rules” as approved by the President of Pakistan/Chancellor.

### 34.2 Misc. Fee/Dues

S. No	Title	Amount (Rs.)	Unit
1	Bus Charges	5000	per semester
2	Transcript Fee /Duplicate Fee	1000	Per Transcript
3	Provisional/Partial Transcript	300	Per Transcript
4	Degree Fee	4000	Per Degree
5	Course Repeat Fee	2000	Per course
6	Course Improvement Fee	2000	
7	Re-Admission Fee	5000	
8	Semester Freeze Fee	25%	Tuition Fee

9	Additional Semester (after completion of normal program duration) Fee	3000	Per semester
10	Library Fine	20	Per day
11	Paper re-checking/re-counting Charges	2000	Per paper
12	Paper re-scheduling Charges	1000	Per paper
13	Duplicate ID Card Charges	200	Per card
14	Migration Certificate Charges	1000	Per certificate
15	No Objection Certificate (NOC) Charges	1000	Per certificate
16	Course Exemptions /Transfer of Credit Fee	500	Per course
17	Verification Fee for Documents: Degree, transcript etc.	2000	Per document
18	Bona fide Certificate Charges	500	Per Certificate

The Committee discussed the above statutes in detail, the current fee and dues and endorsed for the recommendation of the Syndicate. The Committee further proposed to increase the fee and dues upto @10% on annual basis to offset the inflationary impact.

### **35. Statutes of Pension Endowment Fund**

#### **Introduction**

The Endowments are an increasingly precious resource to cover rising costs, pay off future liabilities, and strengthen financial resilience. The fund creates an ongoing source of income, because a permanent Endowment is an invested pool of money that provides a reliable source of income in perpetuity.

There are three basic components of Endowment.

- a) Management of the Fund = Constitution of the board to manage the Fund.
- b) Investment Policy = The policy lays out what type of investment are permitted.
- c) Usage Policy = The policy explains the purposes for which the funds

may be used.

According to section 25(1) (e) of University of Baltistan order 2016, statutes may be made for constitution of Pension Fund. It is proposed that to discharge the future pensioners liabilities a pension fund may be established to which the accumulated balance of university's contribution towards employee's pension on yearly basis shall be transferred along with the income earned on this fund.

### **36. Pension Endowment Fund Statutes 2019**

#### **TITLE**

These Statutes shall be Called "University of Baltistan Pension Endowment Fund Statutes 2019"

#### **COMMENCEMENT**

These Statutes shall come into force from the date of approval of the Senate.

#### **36.1 DEFINITIONS**

- a) In these Statutes, unless the context otherwise requires, the following expressions shall have the meaning, respectively, assigned to them as under:
- b) "Board of Management" means the Board constituted by the Syndicate to manage the Endowment Fund.
- c) "Secretary" means the Secretary of the Board of Management.

#### **36.2 THE UNIVERSITY PENSION ENDOWMENT FUND OBJECTIVES.**

- a) The Endowment Fund is created for generating regular and permanent income to supplement grants and contributions received. The additional income is meant for strengthening the functions of University of Baltistan and for achieving its objectives more effectively.
- b) The Fund will consist of all the present and future sums transferred to the Fund and also all accumulations and additions thereto by way of contributions from gifts, donations, grants, funds or other properties, movable or immovable, that may be received by or transferred or assigned to the University from time to time by any person or institution, for the specified purpose of endowment. The



Fund shall also include interests, dividend incomes, rental incomes, bonuses and profits earned on the capital of the Fund.

- c) The University will transfer Pension Contribution of its regular employees as per laid down formula to the fund on annual basis.
- d) The income of the Fund shall be used for all any of the following purpose.
- e) To Finance and Assist the Pension payments, Pensioner liabilities, gratuities etc. of the employees of University of Baltistan.

### **36.3 MANAGEMENT OF THE FUND**

a) The fund shall be managed by a Board of Management constituted by the Syndicate, consisting of the following:

- i) Vice Chancellor University of Baltistan **Chairman**
- ii) Registrar UoBS **Member**
- iii) Director General (Finance) Higher Education Commission or his Representative **Member**
- iv) Head of Department of Business Management UoBS **Member**
- v) Treasurer UoBS **Secretary/Member**

b) The number of members shall not be less than 5 and three members shall constitute the quorum for the meeting of the Board of Management.

c) The office of a member shall be declared vacant by the Board, on the happening of any of the following events:

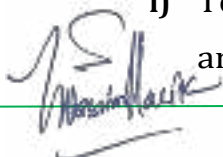
- i) Death;
- ii) Resignation in writing;
- iii) Incapacity to act as member due to ill health;
- iv) Being convicted of any offence by a court of law;



- d) In case of any vacancy on the Board of Management, the Syndicate shall have the powers to fill such vacancy.

#### **36.4 POWERS & FUNCTIONS OF THE BOARD OF MANAGEMENT**

- a) In furtherance of the objectives noted in para-6 and to perform all such other things or acts as are incidental or conducive to the attainment of any or all of the objectives, the following powers shall vest with the Board of Management:
- b) To seek, receive and accept gifts, grants, aid, contributions, donations, benefactions of any nature, in cash or in kind whatsoever from donor agencies, authorities, public bodies, corporations, companies, persons, locals or foreigners or from any lawful sources as moneys, moveable and immoveable assets, donations, gifts, subscriptions, devices, bequests and other assistance with a view to promote the objective of the Fund and to arrange, establish and maintain funds and assets by subscriptions, contributions and donations and to accept and manage endowments.
- c) To open and operate bank accounts with banks and financial institutions in local and/or foreign currency both in Pakistan and / or abroad and to draw, make, endorse, accept, discount, execute and issue cheques, bills of exchange, bills of lading, warrants, term finance certificates, participation term certificates, and other negotiable or transferable instruments concerning the Fund in the name of University.
- d) To take such steps by written appeals or otherwise as may from time to time be deemed expedient and permitted under the law for the purpose of procuring contributions to the Fund in shape of donations, annual subscriptions or otherwise and to promote, assist in the promotion of the objectives of the Fund.
- e) The Board of Management may take decisions by circulation, if so required.
- f) To act and represent the Fund in all matters and execute the policies and decisions of the Board.



- g)** Determine the overall asset allocation ranges and targets, and risk/return objectives, and report changes to the Syndicate for approval from time-to-time.
- h)** Assure proper custody of the investments.
- i)** To recommend payout from the Fund the costs, charges and expenses incidental to the formation and registration of the Fund.
- j)** To enter into any arrangements with any government authority, central, provincial, municipal, local or otherwise, or any person or company that may seem conducive to the objectives of the Fund and to obtain from any such government, authority, person or company any rights, privileges, charges, contracts, licenses, concessions, exemptions, approvals, powers, grants and decrees which the Board may deem desirable to obtain and to carry out, execute and comply with any such arrangements, rights, privileges and concessions; in the interest of Fund.
- k)** To prepare the schemes and budget for approval from the Syndicate/Senate.
- l)** To submit the annual performance & financial reports of the Fund to the Syndicate and be responsible for the maintenance and safe custody of the office records, assets, etc.
- m)** To ensure faithful implementation of any contract entered into for promotion of the objectives of the Fund.
- n)** To institute, conduct, defend or abandon any legal proceeding by or against the Fund or its officers or otherwise, concerning the affairs of the Fund subject to the approval of the Syndicate.
- o)** To provide guidelines from time to time for the management of the affairs of the Fund and in particular to appoint any person or persons to be attorney(s) or agent(s) of the Fund with such powers and upon such terms as deemed fit.
- p)** To recommend the purchase or otherwise acquire for the Fund, assets, rights or privileges which the Fund is authorized to acquire at



such price and generally on such terms and conditions as the Board of Management deems fit.

- q) To pay for any assets, rights or privileges acquired by or services rendered to the Fund.
- r) To seek relief from taxes including income tax, withholding tax, wealth tax, sales tax, excise and customs duties and all other exemptions as may be permissible under the prevailing law of the country.
- s) To obtain any Federal or Provincial Rule, Order, Statute, or other legislative provision or enactment for enabling the Fund to carry out its objectives into effect, or for any other purposes which may seem expedient and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the interest of the Fund.
- t) To do and perform all such other things or acts as are incidental or conducive to the attainment of any or all the objectives of the Fund.

### **36.5 MEETINGS OF THE BOARD OF MANAGEMENT**

- a) The Board of Management shall hold at least one meeting every six months to deal with and dispose off any business related to the Fund.
- b) The Secretary of the board shall issue meeting notice with the permission of the chairperson 14 days before the meeting.
- c) The Chairperson or Three members may, at any time, call an extra ordinary meeting of the Board of Management to address any issue of emergent nature if so required.
- d) The Chairperson shall preside over all the meetings of the Board of Management. In the absence of the Chairperson the Members present in the meeting shall elect the Chairperson from amongst themselves to preside the meeting with prior permission from the Chairperson.
- e) The decisions, at any meeting of the Board of Management, shall be taken by a simple majority of the members present in the meeting. In case of equal votes, the Chairperson shall have a casting vote.

- f) The quorum for the meeting shall be three members.
- g) The Secretary shall maintain the record of proceedings of the meetings of the Board of Management and get them approved from the Chairman before circulation among the members as early as possible. The Minutes of the Board of Management shall be confirmed by the Board in its next meeting or by circulation.
- h) Any member shall be entitled to inspect the proceedings or other record of the Fund, in the office during office hours.

### **36.6 LEGAL PROCEEDINGS**

The Board of Management may:

- a) Commence, institute, prosecute, defend, compound, settle, compromise, adjust, refer to arbitration, withdraw or abandon any legal proceedings by or against the Fund or the Board of Management or its Chairman or a member or any employee of the Board of Management concerning the affairs of the Fund, for reason to be recorded and reported to the Syndicate on the next available opportunity;
- b) Cause appearance for and on behalf of the Fund in any court and before any tribunal or any other officer, in any action or proceedings or matters regarding the Fund, to promote or safeguard or defend its interest.

### **36.7 FINANCIAL ADMINISTRATION**

- a) The Endowment Fund shall not be a separate entity but shall be a restricted fund of University of Baltistan:
- b) The financial year of the Fund shall be from 1st day of July to 30th day of June.
- c) The accounts of the Fund shall be maintained in such a manner as other financial records of University of Baltistan are maintained.
- d) The regular books of accounts of the Fund shall be maintained in accordance with the generally accepted accounting principles as



- adopted by University of Baltistan. The accounts of the Fund shall be kept in a scheduled bank.
- e) The Bank accounts shall be operated jointly by two out of three persons authorized by the Board.
  - f) The fund investment report will be submitted to the Syndicate biannually.

### **36.8 AUDIT AND ACCOUNTS**

The Fund shall be audited as part of University of Baltistan annual audit.

### **36.9 INVESTMENT POLICY**

- a) The surplus balances available in the fund will be invested by the investment committee of the university. The committee will follow all the rules and instructions issued by Finance Division, Government of Pakistan from time to time for placement of funds. The fund will be used exclusively for pension purposes. All pensioners` payments shall be made out of Pension fund.
- b) To determine and approve the portfolio of investment for investing the funds and assets and dispose off, transfer and deal with the matters and assets of the Fund as deemed fit within the framework of the objectives of the Fund.
- c) To determine and approve the percentage of total return/income from the Capital of the Fund for spending and to determine and approve the usage of the return/income approved for spending.
- d) Establish and, when deemed necessary, recommend modifications to the Endowment Investment, Spending & Usage Policy to the Syndicate/Senate for approval.
- e) The investment policy will be reviewed periodically annually to ensure compliance and relevance to the current law, financial and economic trends, and to meet the needs of the Endowment.
- f) To invest the Fund or any part thereof or any other money from time to time as the Board of Management may deem fit provided permitted

- by applicable law.
- g) The capital of the Fund shall be invested in term deposits and/or Government approved investment schemes giving due consideration to risk coverage/risk diversification in the light of investment policy approved by the Management Board.
  - h) The Board of Management is empowered to invest funds and assets in such manner as the Board of Management may deem fit within the framework of the objectives of the Fund.
  - i) In case of investment in scheduled bank, the rating of the bank should be "A".

### **36.10 EXEMPTIONS**

Proper applications shall be moved before the Federal Board of Revenue /Income Tax Authorities or any other authority, seeking relief/ exemption of certain provisions of the Tax Laws if required.

### **36.11 INDEMNIFICATION**

In discharge of their duties to meet the aims and objectives of the Fund, no member/ employee shall be liable for any loss to the Fund by reason of any investment made in good faith or by the negligence or fraud of any agent employed by him/her or by reason of mistake made in good faith by any member. However, in case of willful and individual fraud or wrong doing on the part of the member, he/she shall be liable for appropriate action under the relevant Statute, Rules and Regulations of the University of Baltistan and law of the land.

### **36.12 PROCEDURE FOR AMENDMENT IN THE STATUTES**

Any change/amendment, if required, in these Statutes, shall be recommended by two third majority of the members of the Management Board for approval of Syndicate/Senate.



### **37. UNIVERSITY OF BALTISTAN, SKARDU SERVICE STATUTES, 2018**

(Under Section 25(1)-d of University of Baltistan Order, 2016)

#### **PART I GENERAL**

##### **37.1 Short Title and Commencement:-**

- a) These statutes may be cited as the University of Baltistan Skardu (Service) Statutes 2018.
- b) They shall come into force after approval from the President of Pakistan/Chancellor.

##### **37.2 Definitions:-**

- a) In these statutes:
  - i) "Order" means the University of Baltistan Order 2016;
  - ii) "Appointing Authority" means the appointing authority as shown in the Schedule;
  - iii) "Selection Committee" means a committee constituted by the Vice Chancellor to make recommendations for appointments or promotions to various posts up to BPS-16;
  - iv) "Basic Pay Scale" means the scale of pay prescribed by Government of Pakistan and adapted by the University and includes all allowances and other fringe benefits attached with the scale of pay and any other allowances approved by Senate;
  - v) "Chancellor" means the Chancellor of the University;
  - vi) "Committee" means a committee constituted by an Authority of the University;
  - vii) "Compensatory allowance" means an allowance granted to meet personal expenditure, necessitated by special circumstances in which duty is performed and it includes a traveling allowance but does not include a sumptuary allowance or the grant of free passage by sea or air to or from any place outside of Pakistan;



- viii) "Duty" means performance of functions of a post or the obligation of a service contract and includes any function assigned by the competent authority;
- ix) "Deputation allowance" means the additional allowance granted to the employee of a public authority other than the University, when appointed on deputation basis to a post in the University and which is mutually agreed upon between the university and the lending authority;
- x) "Employee" means a person employed in any manner to a post of the University and includes a person engaged in special assignment in relation to the administrative and academic activities and is paid out of the University fund;
- xi) "Family" means husband or wife, children and dependent parents of an employee;
- xii) "Government" means the Federal Government;
- xiii) "Honorarium" means a payment of remuneration for special work of occasional character made to any employee from the University fund;
- xiv) "Lien" means the title of any employee to hold a substantive post;
- xv) "Officiating appointment" means appointment of an employee to officiate in a vacant post or performance of the duties of a post on which another person holds a lien;
- xvi) Explanation: An employee, who is allowed to officiate, shall not have a right to claim substantive appointment to the said post and shall be liable to reversion to his substantive post when it is filled in the prescribed manner;
- xvii) "Officer Incharge" means the Head of a branch or section of the department;
- xviii) "Pay" means monthly pay drawn from the University fund or emoluments which may be specifically classified as pay;
- xix) "Permanent post" means a substantive post;



- xx) "Prescribed" means prescribed by the statutes, regulations or rules made under the University of Baltistan Order 2016;
- xxi) "Schedule" means the schedule appended to these statutes;
- xxii) "Selection Board" means the Selection Board constituted under University of Baltistan Order 2016;
- xxiii) "Special pay" means an addition of the nature of pay to the emoluments of a post or of an employee granted in consideration of specially arduous nature of duties; or a specific addition to the work or responsibility;
- xxiv) "Substantive post" means a post sanctioned without limit of time;
- xxv) "Syndicate" means the Syndicate of the University;
- xxvi) "Temporary post" means a post other than a permanent post;
- xxvii) "Tenure post" means a post which an individual employee may hold for a fixed period;
- xxviii) "University" means the University of Baltistan, Skardu;
- xxix) "Vice Chancellor" means the Chief Executive Officer of the University.

- b) A term or expression used in this statute but not defined in this Statute shall bear the same meaning as assigned to them in the University of Baltistan Order 2016.

### **37.3 Extent of Application:-**

- a) Except as provided otherwise this Statute shall apply to all employees except the Government employees deputed to serve in the University. The Government employees shall continue to be governed by their parent department as per rules and instructions of the Government till they are absorbed in the service of the University.
- b) A person appointed on contract, part time or assignment basis shall be governed by the specific terms & conditions of the appointment Stipulated therein.



## PART II

### **37.4 APPOINTMENT, PROMOTION AND SENIORITY**

- a) **Approval of appointments:** Senate to approve the appointment of the Deans, Professors, Associate Professors and such other Senior Faculty and Senior Officers as may be prescribed.
- b) Creation/ Abolishment/Suspension of posts;
- c) The Syndicate shall be competent to create, suspend or abolish such academics and administrative or other posts as may be prescribed.
- d) **Classification of Service:** The classification of teaching and non-teaching employees shall be as follows:
  - i) Teaching and non-teaching employee directly recruited;
  - ii) Teaching and non-teaching employees of the Government absorbed in the service of the University;
  - iii) Professors Emeritus.
  - iv) Teaching and non-teaching employees working on contract basis;
  - v) Teaching and non-teaching employees working on lecture, part time or assignment basis;
  - vi) Teaching and non-teaching employees of the Government or employees of other institutions and organizations working in the University on deputation.
  - vii) Teaching faculty appointed on HEC's Tenure Track System.
  - viii) Eminent researchers or a person recruited under the terms & conditions laid down by HEC.

### **37.5 Method of Recruitment:**

- a) The nomenclature of posts, the minimum qualifications and method of appointment of various class of the employees shall be such as given in the Schedule appended to these statutes.
- b) There shall be two groups of posts, Group A and Group B.
- c) All posts in Basic Scale-17 and above shall be in Group A and shall be approved by the Senate on the recommendation of the Selection Board except the posts of Registrar, Treasurer and Controller of



Examinations. The Registrar, Treasurer and Controller of Examinations shall be appointed by the Senate on therecommendation of the Vice-Chancellor.

- d) All posts in Basic Scale-16 and below shall be in Group B and shall be filled in by the Vice Chancellor on the recommendation of the Selection Committee constituted under these statutes.

### **37.6 Procedure of Appointments:**

- a) When a post is to be filled in through direct recruitment, the Registrar shall cause an advertisement to be published in at least two national dailies, one English and one Urdu, of wide circulation, stating therein the number of vacancies, the scales of pay, the minimum qualifications and experience prescribed for the posts and the date by which the applications may be received.
- b) The Registrar shall prepare the merit list of the eligible candidates based on qualifications and experience of the candidates
- c) After short listing, the Registrar shall send the list of the short listed candidates along with their applications to the Selection Board or the Selection Committee.
- d) The Selection Board or the Selection Committee may recommend to the appointing authority, names of suitable candidates for appointment to teaching or non-teaching posts.
- e) In case of posts of Professors, Associate Professors, Assistant Professors, lecturers or non- teaching positions to be filled in, the eligibility criteria given in Annexure-II & III of these Statutes and the same shall also apply in case of ad hoc appointments. The posts shall be advertised at least in two national dailies one English and one Urdu of wide circulation stating there in the number of posts, the scale of pay eligibility criteria. The Registrar shall prepare a list of eligible candidates and place that list before the Selection Board for interview and recommendation of suitable candidates to the Senate.



- f)** In case of administrative posts in Group A to be filled in by promotion, the Registrar shall draw up a list of eligible candidates on seniority- cum- fitness basis to be placed before the Selection Board for recommendation of suitable candidates to the Senate.
- g)** In case of posts of Group B to be filled in by promotion, the Registrar shall draw up a list of eligible candidates on seniority cum fitness basis and place it before the Selection Committee for recommendation of suitable candidates to the appointing authority.
- h)** The appointing authority may fix pay of the selected candidate at the initial stage or higher than the initial stage in the same scale to persons directly recruited to a post in the service of the University or grant advance increments or qualification allowance on the recommendation of Selection Board / Selection Committee:
- i)** The Senate may, on the advice of the Syndicate, allow any post in the university to be filled by appointment, on such terms as the Senate may specify, for an employee of the Government or any other university or educational or research institution;
- ii)** Where any appointment has been made under this section, the terms and conditions of service of the appointee shall not be less favorable than those admissible to him immediately before such appointment and he shall be entitled to all benefits of his post or service admissible in the university.



- i) Without prejudice to the method of recruitment prescribed in the Schedule, appointment to all academic posts of the University shall be made by direct recruitment on regular or on contract or by deputation from any Government department, or any other University or educational or research institution .
- j) From amongst the teaching and non-teaching employee of the Government working in the University on deputation:
  - i) such employees who want to be absorbed in the University shall appear before the Selection Board or Selection Committee for determining their suitability for absorption in the University; and
  - ii) such employees who want to continue to work on deputation, on the existing terms and conditions, may not appear before the Selection Board or Selection Committee but their suitability shall be judged by the Selection Board or Selection Committee on the direction of the Syndicate for their further retention in the University.
- k) The Selection Board or Selection Committee may recommend:
  - i) For the absorption of a teaching and non-teaching employee of the Government in the service of the University on the terms and conditions to be determined by the appointing authority; and
  - ii) A Government servant to continue to work on deputation on the usual terms and conditions under which he is already working.
- l) In case, in the opinion of the Selection Board or Selection Committee, a teaching or non-teaching employee of the Government working on deputation in the University is not considered suitable for the service of the University or his services are no more required by the University, he shall be sent back to the Government/parent institution/department.
- m) Visiting Faculty appointments, Semester Contract appointments, contractual appointments, assignment based appointments,

appointments on daily wages or any other appointments to be made temporarily:

- i) If considered necessary, the Vice-Chancellor may made such appointments in the interest of the University on such terms and conditions as may be determined;
- ii) These short-term appointments are made to meet the temporary needs of the University;
- iii) These appointments will not confer any right of regularization/confirmation of services on expiry of contract period.
- iv) These appointments shall automatically expire on the completion of the contract.

### **37.7 Probation and Confirmation:-**

- a) A person appointed to a substantive post shall remain on probation for one year in case he is appointed by direct recruitment. On the successful completion of probation period, the appointing authority shall by specific order, terminate the probation. If no order is issued on the expiry of the first year of probation period, the period of probation shall be deemed to have successfully been completed.
- b) A person appointed in a substantive post shall ordinarily be confirmed in that post on the satisfactory completion of the probationary period and if no order of termination is passed before the expiry of the maximum period of probation, the employee shall stand confirmed.
- c) The appointing authority may permit the period of officiating appointment or contractual appointment on an equivalent or a higher post to be considered for the purpose of confirmation on a substantive post.
- d) If the work or conduct of any employee is not satisfactory during the probationary period, the appointing authority may:



- i) terminate the service through a quit service notice mentioned in appointment order in case appointment was made through direct recruitment; or
  - ii) revert the service to the post from which he was promoted, in case appointment was made through promotion.
- e) In case of grant of extra ordinary leave during the period of probation, the name of employee shall be removed from the seniority list and placed on a static list with no claim to promotion, seniority or confirmation for the period he/she remained on extra ordinary leave.

### **37.8 Performance Evaluation Report:-**

- a) The performance evaluation report of all the University employees shall be initiated by the officer incharge or the Head of the department and shall be countersigned by the next higher authority.
- b) The minimum period for assessment of work and conduct of an employee for the purpose of performance evaluation report shall be ninety days, in a calendar year and if an employee has served for a period of more than ninety days, under more than one reporting officers, his report shall be drawn up by all the reporting officers.
- c) The remarks considered adverse by the initiating and agreed to by the counter-signing authority, shall be underlined in red ink and communicated to the employee.
- d) All representations against adverse remarks in the performance evaluation report shall be addressed to the competent authority within fifteen days of the communication of the adverse remarks to the employee.



- e) If the performance evaluation report is countersigned by the Vice Chancellor, the representation shall lie to the Syndicate and in any other case to the Vice Chancellor.

**37.9 Medical Fitness:** - Every appointment in the University shall be subject to medical fitness to be determined by such medical board or from the Designated Hospitals approved by the competent authority.

**37.10 Promotion:-**

- a) In the case of posts up to BS-16 or equivalent to be filled in by promotion, the Registrar shall draw up a list of eligible candidates along with their character rolls containing annual performance evaluation reports and synopsis, stating, amongst other things, the number of punishments awarded and pending inquiry or inquiries against them, if any, and place the matter before the Selection Committee for consideration.
- b) Appointments by promotion or transfer to posts in various scales shall be made on the recommendation of the Selection Board or Selection Committee.
- c) Promotion including proforma promotion shall not be claimed by an employee as a matter of right.
- d) Seniority alone will not be considered as sole criteria for promotion unless and until must fulfill the other prescribed pre-requisites.
- e) All employees holding posts in the same cadre, who possess the minimum qualifications and experience prescribed for a higher post reserved for departmental promotions, shall be eligible to compete for promotion in the manner and subject to the conditions as may be prescribed.

**37.11 Post-dating of Promotions to a Higher Post.** – An employee on promotion may opt to post date his promotion up to a date when it shall beto his benefit but the employee shall exercise this option within six months from the date of order of promotion and the option once exercised shall be final.





**37.12 Seniority:-** The inter-se seniority of the employees shall be determined as under:

- a) seniority on initial appointment to a post shall be determined as prescribed;
- b) an employee assigned higher merit by the appointing authority at the time of selection shall rank senior to the employees placed in a lower merit in the same batch of selectees;
- c) Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post but the employees promoted to higher post in the batch on the same scale shall, on their promotion to higher posts, retain their inter-se seniority as in the lower posts.
- d) for proper administration of the service, the Registrar shall cause preparation and maintenance of separate and cadre wise seniority lists of employees and circulate amongst the employees annually.
- e) in the same scale of pay, the employee confirmed from an earlier date on a substantive post shall be senior to the employee confirmed on a later date;
- f) in case of temporary appointment in the same scale of pay, an employee who joined duty on an earlier date shall be senior to the employee who joined duty in a later date; and
- g) when the date of confirmation or joining duty is the same in a certain scale of pay, the employee whose comparative merit in the list was higher, shall be senior to the employees whose comparative merit was lower but if the merit of the employee in the list of selectees is the same, the elder employee shall be senior to the younger employee.

**37.13 Whole Time Employee:-**

- a) Except as otherwise provided, the employee shall be whole time at the disposal of the University and he may be required to perform, without additional compensation, such duties as the competent authority may deem fit in the interest of the University.



- b) An employee may be transferred from one post to another in the same scale of pay but the employee shall not suffer monetarily due to such transfer, except when a post is retrenched and the employee is offered a post in a lower scale of pay.
- c) A regular employee shall not engage himself directly or indirectly in tuition, any business, trade or occupation other than that which may be incidental to the performance of his duties and such incidental work shall not be undertaken without the written permission of the Vice-Chancellor.

**37.14 Resignation and Termination of Service:-**

- a) If an employee wishes to resign from service, he shall give notice to the appointing authority for the period as may be laid down in his appointment order or deposit pay for that period in lieu of notice and if no such period has been mentioned in the appointment order, the employee shall give one month's notice or deposit one month's pay in lieu of the notice.
- b) In case of appointment to a temporary post, the appointing authority may terminate the service of an employee without assigning any reason for his removal from service.
- c) An employee shall have the right to prefer an appeal to the competent authority against any decision taken by the appointing authority within fifteen days of the notification of the decision.

**37.15 Termination of Service otherwise than as Penalty.-** If the services of a temporary employee are no longer required, for reasons other than penalty under these statutes, the appointing authority may dispense with his services by giving him quit service notice of one month or pay of one month in lieu of the notice.

**37.16 Retirement from Service:-**


- a) A regular employee shall retire from service of the University on attaining the age of sixty years.



- b) An employee shall retire from service of the University on any such date after he has completed twenty five years of service qualifying for pension as the appointing authority may decide.
- c) A retired employee shall be entitled to such pension, gratuity and other benefits as are admissible under the pension rules in force at that time.
- d) The date of birth as entered in the matriculation certificate of an employee or, the date of service recorded initially shall be the basis for calculating the age and service of the employee.
- e) **NOTE:** The age of retirement of a University employee shall be determined with reference to his/her Matriculation Certificate or if such a certificate is not available then on the basis of N.I.C or on the recommendations of a Medical Board to be appointed by the Vice- Chancellor.

### **37.17 Re-Employment after Retirement**

- a) The University teacher who has retired under the Provisions of Statutes above and who is mentally and physically fit, may be re-employed in the interest of the University subject to the following conditions:
- b) The period of re-employment shall not exceed two years at a time and shall not exceed beyond the age of 65 years.
- c) He shall cease to earn increments in the grade previously held by him.
- d) He shall not be entitled to any gratuity or contribution from the University.



### **38.Appointing Authority (BS 1-16/Equivalent)**

The authorities competent to make appointment to the various posts in the Basic Scales from BS1-16/equivalent and to project funded posts, shall be as follows.

<b>S.No</b>	<b>Scale</b>	<b>Appointing Authority</b>
<b>1</b>	BS-16 and Below	The syndicate on the recommendations of selection committee duly approved by the Vice Chancellor.
<b>2</b>	BS:16/equivalent	The Vice Chancellor in the case of urgencies will have the powers to appoint an employee on contract basis for maximum period of six (6) months; if in his opinion the appointment is to be made immediately in the best interest of the University. The Vice Chancellor will have the powers to create a post on temporarily basis for a period of six (6) months if not already vacant. However such cases shall be reported to the syndicate for its approval.

#### **38.1 Appointment Procedure/Rules**

##### **a) Method of Direct Appointment**

- i) Appointment to posts in the University shall be made by any of the following methods namely:
  - By Initial Appointment
  - By Promotion**
- ii) The method of appointment, qualification, experience and other conditions for various posts appears in Annexure-1 (schedule) of these rules**
- iii) The University may amend, modify, add or delete any condition laid down in the Annexure-1 from time to time. However, the**



action taken by the University shall be approved by the Syndicate/senate University of Baltistan, Skardu.

- iv) Where the appointing authority for BS-16 and below does not accept the recommendations of the selection committee, it shall record reasons thereof.

**b) Initial Appointment**

- i) Initial appointment to the posts in BS-6-17 shall be made on the basis of open advertisement, on merit through test and interview and recommendations by the selection committee after the vacancies have been advertised in the newspapers and University's official website.
- ii) For BS 2-5 for general cadre employees' advertisement on the university official website shall be sufficient to appoint general cadre candidates and preference shall be given to GB residents preferably from the tehsil where the campus is located.

**c) Conditions of Initial Appointments**

- i) A candidate for initial appointment to a post must possess the relevant educational qualifications and experience and except as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as prescribed by the Government from time to time.
- ii) A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as competent Authority may prescribe is found not to satisfy these requirements, shall not be appointed.
- iii) Minimum age limit for initial appointment shall be not less than 18 years
- iv) No person shall be substantively appointed to a permanent post without medical certificate of health from authority prescribed as per rule.



**d) Vacancies**

All posts must be advertised for appointment on merit.

- i) When the Vice Chancellor considers it to be in the public interest to fill a post falling within the purview of the selection committee, pending nomination of a candidate by the selection committee, he/she may proceed to fill it on adhoc basis for a period not exceeding six (6) months. The post shall be advertised within four months of the date of falling vacant and the same procedure as laid down for initial appointment shall be followed.
- ii) The vacancies falling under the purview of the selection committee will be filled with the approval of the Vice Chancellor.

**e) Short Term Vacancies**

In the temporary posts which are vacant are likely to be vacant due to extraordinary leave/absentee or study leave of regular employee, may be filled by the Vice Chancellor on purely temporary basis for a period not exceeding six months.

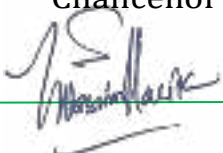
**f) Short Term Appointments**

Under the budget head contingent paid staff BS 2-4 shall be made with the approval of the Vice Chancellor, UoBS as per following laid down procedure:

- i) Such appointments will be made equivalent to the salary package of the relevant pay scale of the post in BS.
- ii) The incumbents who possess the minimum educational qualification, experience shall be eligible for appointment in the relevant category of staff. Such appointments will be made for a short period not exceeding a financial year subject to availability of budget.
- iii) Fresh appointment under these budget heads will be made with the approval of the Vice Chancellor, University of Baltistan Skardu.

**g) Contractual Appointments for short period**

Short term contractual appointment shall be made by the Vice Chancellor. If Vice Chancellor is of the opinion that the appointment is needed to be made on



urgent basis, shall make such appointments against sanctioned/budgeted and vacant positions at his own or on the recommendations of Treasurer/Registrar/a committee for a period not exceeding six months.

**h) Contractual appointment against Project Funded Posts**

- i)** Contractual appointment against project funded posts will be made by the committee so constituted, approved by the Vice Chancellor initially for a period up to one year, which could be extended for a period as deemed appropriate up to the life of the project.
- ii)** The Vice Chancellor may transfer employees, from one project to another on need basis- against an equivalent post, subject to the condition that the terms and conditions of such transferred employees shall remain the same.

**i) Probation**

- i)** Persons appointed by initial appointment or promotion shall be on probation for a period of one year.
- ii)** On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.
- iii)** If no order is issued under sub rule (2), on the expiry of the first year of probation period, the period of probation shall be deemed to have successfully been completed.
- iv)** If an employee fails to show satisfactory progress during period of probation as indicated in order mentioned in sub rule (i) shall
- v)** If he/she was appointed to such service or post by initial recruitment be warned to overcome the deficiencies and short-falls clearly identified and mentioned in the order in the next one year extended probation period.

**j) Confirmation**

- i)** A person appointed shall on satisfactory completion of his probation, be eligible for confirmation in a post or service from the date of recommendation of the selection committee.
- ii)** There shall be no confirmation against any temporary post.



### **39.Promotions**

- a) An employee possessing such minimum qualification and experience as may be prescribed, shall be eligible for consideration for promotion to a higher post, against promotion quota reserved under rules for departmental promotion.
- b) Promotions shall be made on the basis of seniority-cum-fitness.

#### **39.1 Promotion Policy**

- a) Promotion to posts in BS-2 to 16 shall be approved by the syndicate on the recommendations of the promotion committee constituted and approved by the Vice Chancellor.
- b) The Registrar's office shall prepare and put up a comprehensive case for promotions of eligible candidates against the available vacant posts falling under promotion quota to the promotion committee with approval of the competent authority.
- c) The Registrar office shall be responsible for maintenance of seniority list of each category of employees according to prescribed rules of the Federal Government/ University of Baltistan as amended from time to time.
- d) The promotion committee shall consider the merits and demerits of each case and recommend for defer the case as it may consider appropriate, giving its observations for determent or recommendation on each individual case.
- e) An employee superseded earlier shall be considered after earning performance/ACRs up to last year, will become eligible for consideration after earning good performance report for immediate previous year.
- f) Performance reports shall be mandatory for promotions of employees working in BS 2-7
- g) ACR shall be mandatory for promotion in BS-9 and above. ACR shall be prepared according to prescribed format. Promotions to posts





falling under departmental promotions quota shall be made simultaneously with direct recruitment.

### **39.2 Promotion Criteria**

- a) The promotion of an employee shall be deferred due to the following reasons.
  - i) Non submission of the ACRs by the concerned employee to his/her reporting employee in respect of his/her service in the present scale and the preceding scale.
  - ii) Pendency of criminal case, involving moral turpitude, etc.
  - iii) Disciplinary or departmental proceedings are pending against the employee.
  - iv) The employee's inter se seniority is sub-judice.
- b) When an employee is recommended for deferment. The promotion committee may also decide as to whether a vacancy is reserved or not, depending upon the public interest.
- c) An employee superseded earlier, shall be reconsidered for promotion, after earning a good ACR for one full year.
- d) The competent authority may approve the promotion of an employee from the date, on which the recommendation for promotion was made by the promotion committee.
- e) Only such persons, who possess the required qualification and experience and meet the conditions laid down for the purpose of promotion to a post, shall be considered by the promotion committee.
- f) No promotion, on regular basis shall be made to posts in BS-1 to 16, unless the employee concerned has completed such minimum length of service and attended such training, as may be prescribed under these rules or as arranged by the university from time to time.
- g) Where the Appointing Authority considers it to be in the public interest, to fill a post reserved under the rules for departmental promotion and the most senior employee belonging to the cadre or service concerned, who is otherwise eligible for promotion, does not



possess the prescribed length of service, the authorities may appoint him to that post on acting charge basis.

- h) In case if a post in up to BS 16 and equivalent, reserved under the rule to be filled in by initial appointment, where the appointing authority is satisfied that no suitable candidate, is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis, the most senior employee, otherwise eligible for promotion in that cadre or service as the case may be.
- i) Acting charge appointments may be made against posts that are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointments may be made subject to the orders issued by the authority from time to time.
- j) The teachers cannot be posted on administrative posts. If teachers are interested in getting administrative positions, they should quit teaching assignments and get appointed to those positions through open advertisement as prescribed in the Order/Statutes.



#### **40. Pay and Allowances:-**

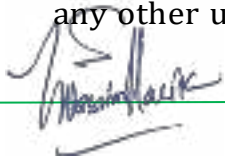
- a) Subject to any other provision of the statutes, an employee shall be entitled to such pay and allowances in basic pay scales as are specified in the Schedule and approved.
- b) Notwithstanding the basic pay scales, persons having exceptional qualifications and professional experience shall be offered special pay package keeping in view their ability, special skills, and potential on the pattern of the tenure track system of the Higher Education Commission and such pay packages on an individual basis shall be determined by the Syndicate subject to the condition that the rates shall not exceed the maximum limit prescribed in the tenure track system of the Higher Education Commission.
- c) A special pay package shall also be admissible to a non-teaching employee as determined by the competent authority on an individual basis, based on exceptional professional experience and skills subject to the eligibility criteria determined in the Schedule.

#### **40.1 Medical allowance:-**

- a) The medical allowance shall be admissible to the employees as fixed by the government.
- b) The employees shall be entitled to reimbursement of medical expenses for treatment from serving/retired doctors of Govt. Hospitals/approved medical institutions/specialists for serious and prolonged cases of entitled employees & their families and payment of actual expenditure incurred during hospitalization in the Government or approved hospitals. In case of acute protracted disease, the claim for medical expenses shall be referred to the competent authority for consideration.

#### **40.2 Compensatory Allowance:-**

The Senate may grant such compensatory allowance to the employees as it may deem fit keeping in view the rate of similar allowance and subsidy granted by any other university.



#### **40.3 House Rent Allowance:-**

The University employees who are not provided accommodation by the University shall be paid house rent allowance as determined by Senate.

#### **40.4 Qualification Allowance:-**

An employee having a Ph.D. or MPhil, LL.M/M.Sc. (Engg) or MS from a foreign University or equivalent qualification from HEC recognized University/institution shall be granted Rs 10, 000/- per month and Rs 5,000 per month respectively as qualification Allowance. In case of revision by the Govt. the same revised rate shall be applicable. The qualification allowance to other entitled employees shall be as per national pay scales notified from time to time.

#### **40.5 Traveling Allowance and Daily Allowance:-**

- a) An employee of the University on official duty shall be entitled to traveling and daily allowance as is admissible to the corresponding categories of employees of the Federal Government.
- b) Teaching and non-teaching employees of other institutions attending the meetings of the University or appointed as examiners or deputed to conduct the examinations or other assignments of the University shall be paid traveling allowance, daily allowance, or honorarium as determined by the Syndicate on the recommendation of the Finance & Planning Committee.
- c) The outside members of the Syndicate shall be paid an honorarium for attending University meetings as determined by the Syndicate on the recommendation of the Finance & Planning Committee.
- d) As regards payment of traveling and daily allowance, the traveling officer shall have the total and absolute legal responsibility of the claim submitted.

#### **40.6 Other Benefits:**

The regular employees shall be entitled to such other benefits as may be determined by the Senate. Pension, insurance, gratuity, provident fund, and



benevolent fund shall be established and employees shall be entitled to such benefits as admissible in Government service rules.

**40.7 Honoraria:**

The Vice Chancellor may, on his own or on the recommendation of any departmental Head, grant honoraria in a year up to one month's full pay to an employee or to a class of employees for rendering exceptional service or services to the University.

**40.8 Increments:**

An annual increment in a scale of pay shall ordinarily be drawn as a matter of course on 1st December of each year if an employee has completed six months of service in that pay scale on 30th November of that year.



## PART IV

### 41. LEAVE RULES

#### 41.1 Kind of Leaves (for Teachers)

a) Kinds of Leave:

The following categories are admissible to the University teachers:

- i) Casual leave
- ii) Medical leave
- iii) Study leave
- iv) Extraordinary leave
- v) Maternity leave
- vi) Sabbatical leave
- vii) Earned leave
- viii) Special leave
- ix) Leave not due
- x) Disability leave
- xi) Quarantine leave
- xii) Leave Preparatory to Retirement (LPR)
- xiii) Encashment of LPR
- xiv) Lump-sum payment in case of in-service death

b) Competent Authority to sanction leave:

i) In Case of Casual Leave to:

- Dean = the Vice-Chancellor
- Chairman (Chairperson) = the Dean
- All other teachers = the Chairman (Chairperson)

ii) Medical Leave = The Vice-Chancellor

iii) Study Leave = The Syndicate

iv) Extraordinary Leave = The Syndicate

v) Maternity Leave = The Vice-Chancellor

vi) Sabbatical Leave = The Syndicate



- vii) Earned Leave = The Vice-Chancellor
- viii) Special Leave = The Vice-Chancellor
- ix) Leave not Due = The Syndicate
- x) Disability Leave = The Syndicate
- xi) Lump-sum Payment in the Event of In-service Death = The Vice-Chancellor
- xii) Leave Preparatory to Retirement = The Syndicate
- xiii) Encashment of Leave Preparatory to Retirement = The Syndicate

**c) Casual Leave:**

A teacher shall be entitled to casual leave up to 20 days a year.

**d) Medical Leave:**

- i) Medical leave means leave granted to a teacher in the case of illness on the production of a certificate from a registered medical practitioner approved by the university.
- ii) Medical leave shall be earned by a teacher at the rate of 1/11th of the period spent on duty. Medical leave so earned shall be granted on half average pay. Medical leave on half average pay shall be accumulated up to a maximum of 12 months.
- iii) In case the leave earned is exhausted on account of prolonged illness and the teacher is prevented from performing his/her duties on the advice of the medical authority approved by the University, the leave so requested shall be granted on half average pay. Medical leave on half average pay shall be accumulated up to a maximum of 12 months.
- iv) Notwithstanding the provisions of clauses ii & iii, the Syndicate may grant in exceptional cases medical leave on such terms and conditions as it may deem fit.



e) Study Leave:

- i) Study leave means leave granted to a teacher to pursue higher education (MS/MPhil/Ph.D./Post Doc) abroad or within the country.
- ii) Study leave with pay may be granted to a teacher who has put in at least three years' service in the University as a teacher.
- iii) Study leave be granted on full pay for a period not exceeding four years in case of Ph.D. and two years in case MS/MPhil, this facility shall be subject to not more than 50% of teaching employees in the department to avail this facility at a time subject to provision of budget. This period may be extended by the Syndicate. The extended period shall be treated as Study Leave without Pay.
- iv) A teacher on study leave shall be required to submit a surety bond on a stamp paper that he/she shall serve the University for five years after completion of M.Phil/Ph.D./Post Doc. If the duration of study leave is two years or less the employee should be required to submit a surety bond to serve the University for a period of three years with a guarantor outside the University. In case of failure to serve the University for the specified period he/she or guarantor shall pay the following amount to the University:
  - Rs 500,000/- where the study leave period is less than two years along with a refund of all the pay and allowances he received during study leave along with prevailing interest.
  - Rs 1,000,000/- where the study leave period exceeds two years with a refund of all the pay and allowances he received during study leave along with prevailing interest.
- v) A teacher proceeding on study leave may retain the residential accommodation provided by the University provided that his/her family resides in the house.





- vi) The study leave shall initially be granted for one year and shall be extended on the satisfactory report of the research supervisor about the performance, after every year and in case of unsatisfactory progress, the study leave shall be canceled.
- vii) A teacher on study leave with pay shall be entitled to his/her normal pay increments.
- f) Extraordinary Leave:**
- i) A University teacher who has put in at least two years' service in the University may be granted extraordinary leave without pay.
- ii) The extraordinary leave without pay so granted shall not exceed five years throughout the entire service of a teacher. Such leave normally shall not exceed one year at a stretch.
- iii) In the case of a University teacher who has not completed ten years of service, extraordinary leave without pay may be granted for a maximum period of two years.
- iv) The EOL (without pay) may be granted even with shorter than two years depending upon the nature of the case and enabling the employees to pursue higher studies through scholarships and other schemes.
- g) Maternity Leave:**
- A female teacher shall be entitled to maternity leave on full pay for a period not exceeding three months, provided that the date of confinement falls within the period of the leave and the leave does not exceed six weeks beyond the date of confinement.
- h) Sabbatical Leave:**
- i) On completion of every six years of service, a University teacher may be granted Sabbatical leave for twelve months or on completion of three years' service, six months Sabbatical leave on average pay.
- ii) Sabbatical leave shall only be granted for undertaking research at a recognized Centre.



- iii) The period of study leave shall not be counted towards the period prescribed for entitlement to Sabbatical leave.
  - iv) A teacher proceeding on Sabbatical leave may retain the residential accommodation is provided by the University provided that his/her family resides in the house.
  - v) The teacher after returning from Sabbatical leave must certify that he/she was engaged in research work for the whole period of his/her Sabbatical leave.
  - vi) Sabbatical leave shall not be combined with any other kind of leave except for completion of research work for a maximum period of three months.
  - vii) A teacher after availing Sabbatical leave must serve the University at least for a period of two years after which he/she maybe considered for grant of extraordinary or study leave.
  - viii) In case, the teacher concerned does not come back after availing Sabbatical leave, he/she shall have to refund the whole salary drawn during the leave period along with the liquidated damages of the bond/agreement executed by him.
- i) Maintenance of Leave Account:
- A regular leave account for each teacher shall be maintained by the Establishment Section.
- j) Earned Leave:
- University Teacher may earn leave on full pay:
- i) When he/she avails himself/herself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
  - ii) During any year, he/she is prevented from availing himself/herself of the full vacation then he/she shall be treated at par with non-teaching employees of the University for that year; and
  - iii) He/She avails of only a part of the vacation as in clause (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.



**k) Special Leave:**

A female Teacher, on the death of her husband, maybe granted special leave on full pay, when applied for, not exceeding 130 days. This leave shall not be debited to her leave account.

**l) Leave not Due:**

It may be granted on full pay, to be offset against leave to be earned in the 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 shall be granted only when there are reasonable chances of resuming duty by the teacher concerned. It may be granted to permanent employees.

**m) Disability Leave:**

Leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the balance period.

**n) Lump-sum Payment in Case of in Service Death:**

In case a University teacher dies while in service, lump-sum payment equal to full pay up to a maximum of 365 days out of the leave at his/her credit shall be made to his/her "family" as defined in the Service Statutes.

**o) Leave Preparatory to Retirement:**

**i)** The maximum period, up to which a University Teacher may be granted leave preparatory to retirement shall be 365 days, it may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay or entirely on half-pay, at the discretion of the University Teacher.

**ii)** Ordinarily leave preparatory to retirement shall not be refused. Orders refusing to leave preparatory to retirement to a University teacher and recalling a University teacher from leave preparatory to retirement shall be passed only by the Leave Sanctioning Authority.

**p) Encashment of Leave Preparatory to Retirement:**

- i) A University teacher may, fifteen months before the date of superannuation or thirty years qualifying service, at his/her option, be allowed to encash his/her leave preparatory to retirement if he/she undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.
- ii) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time the leave pay is drawn for the actual period of such leave subject to a maximum of three hundred sixty-five days.
- iii) If at any time during such period leave is granted on account of ill health supported by a medical certificate or for the performance of Haj the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.
- iv) The University teacher shall submit the option to the authority competent to sanction leave preparatory to retirement who shall accept the option and issue a formal sanction for the payment of cash compensation.

**A. For the purpose of payment in lieu of such leave:**

- the rate of pay shall be the rate admissible at the time the leave pay is drawn;
- the leave pay may be drawn at any time for period for which duty has already been rendered; and
- only the "Senior Post Allowance" will be included in the leave pay.

**B. Grant of Leave:**

- The maximum period of leave on full pay that may be granted at one time without a Medical Certificate shall be equal to 120 days.
- With Medical Certificate equal to 180 days PLUS



- On medical Certificate from leave account in entire service equal to 365 days.

C. Leave on Half Pay:

- Leave on full pay may be converted into leave on half-pay, at the option of the University Teacher. Debit to the leave account will be at the rate of one day of the former for every two days of the latter, a fraction of one-half counting as one full day's leave on full pay. The request for such conversion shall be specified by the University Teacher in his/her application for the grant of Leave.
- There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

q) Recall from Leave:

If a University Teacher is recalled to duty compulsorily from leave that he/she is spending away from his/her headquarters, he/she may be granted a single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place where he/she is required to report for duty. In case he/she is recalled to duty at headquarters and his/her remaining leave is canceled the fare then admissible shall be for one way journey only.

**42. KINDS OF LEAVE (FOR ADMINISTRATIVE AND OTHER STAFF):**

a) Kinds of Leave:

The following categories of leave are admissible to the University employees (other than teachers):

- i) Casual leave
- ii) Earned leave
- iii) Medical leave
- iv) Study leave
- v) Extraordinary leave
- vi) Maternity leave
- vii) Leave not due
- viii) Special leave

- ix) Disability leave
- x) Quarantine leave
- xi) Leave preparatory to retirement (LPR)

- Encashment of LPR
- Lump-sum payment in case of in-service death

**b) Competent Authority to sanction leave:**

**i) In Case of Casual Leave to**

- Officers in BPS 19 and above = The Vice-Chancellor
- All other employees in BPS 1 to 18 = Head of Sections/ departments.

**ii) In Case of Earned Leave to**

- Officers in BPS 17 and above = The Vice-Chancellor on the recommendation of the concerned Head of Department.
- All other employees in BPS 1 to 16 = The Registrar on the recommendation of concerned Head of Department.

**iii) In Case of Medical Leave to**

- The Officers in BPS No. 17 and above = The Vice-Chancellor
- All other employees in BPS 1 to 16 = The Registrar

**iv) In Case of Extraordinary Leave to**

- The Officers in BPS 17 and above = The Syndicate
- All other employees in BPS 1 to 16 = The Vice-Chancellor on the recommendation of concerned Head of Department

**v) In Case of Study Leave to**

- The Officers in BPS 17 and above = The Syndicate
- All other employees in BPS 1 to 16 = The Vice-Chancellor on the recommendation of concerned Head of Department

**vi) In Case of Maternity Leave to**



- Officer in BPS 17 and above = The Vice-Chancellor
- All other employees in BPS 1 to 16 = The Registrar

vii) Leave Not Due

- BPS 17 and above = The Vice-Chancellor on the recommendation of concerned Head of Department
- BPS 1 to 16 = The Registrar on the recommendation of concerned Head of Department

viii) Special Leave

- BPS 17 and above = The Vice-Chancellor
- BPS 1 to 16 = The Registrar

ix) Disability Leave

- BPS 17 and above = The Vice-Chancellor
- BPS 1 to 16 = The Registrar

x) Lump-sum payment in case of In-Service Death

- BPS 17 and above = The Vice-Chancellor
- BPS 1 to 16 = The Registrar

xi) Leave Preparatory to Retirement

- BPS 17 and above = The Syndicate
- BPS 1 to 16 = The Registrar

xii) Encashment of Leave Preparatory to Retirement

- BPS 17 and above = The Syndicate
- BPS 1 to 16 = The Vice-Chancellor

c) Casual Leave:

University employees may be given up to twenty days of casual leave in a year, provided that the casual leave for more than 10 days at a stretch shall not be allowed.



**d) Earned Leave:**

- i) A University employee shall earn leave only on full pay. It shall be calculated at the rate of 4-days for every calendar month rendered and credited to the leave account as "Leave on Full Pay". Duty period of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month for the purpose. If an employee 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 for one full calendar month only. There shall be no maximum limit on the accumulation of such leave.
- ii) Encashment of earned leave by allowing 50% of the leave on fullpay earned during the year for encashment on yearly basis subject to the conditions of good conduct, earning excellent performance report and contributing positively to the assigned tasks by the concerned non-teaching employee.

**e) Medical Leave:**

- i) Medical leave means leave granted to an employee in case of illness on the production of a certificate from a registered medical practitioner approved by the university.
- ii) Medical leave shall be earned by an employee at the rate of 1/11th of the period spent on duty. Medical leave so earned shall be granted on half average pay. Medical leave shall be accumulated up to a maximum of 12 months.
- iii) If the leave earned is exhausted on account of prolonged illness and the employee is prevented from performing his/her duties on the advice of medical authority approved by the University, the leave so recommended will be granted on half average pay. Notwithstanding the provisions of clauses ii & iii, the Syndicate





may grant, in an exceptional cases, medical leave on such terms and conditions as it may deem fit.

**f) Study Leave:**

- i) Study leave for employees means leaves for the completion of study in the relevant field approved by the University.
- ii) Study leave with pay may be granted to an employee who has put in at least three years' service in the University.
- iii) Study leave with pay may be granted to an employee for two times throughout the entire service of the employee provided that this period may be extended for a period of one year by the Syndicate. This extended period shall be treated as study leave without pay.
- iv) Study leave shall not be granted to an employee unless he/she binds himself/herself to serve the University after completion of his/her studies for a period of five consecutive years under a bond with surety on such terms and conditions as the Syndicate may determine.
- v) An employee proceeding on study leave may retain the residential accommodation provided by the University, provided that his/her family stays in the house.
- vi) An employee on study leave shall submit to the University the proof of admission to a recognized higher education institution.
- vii) An employee on study leave with pay shall be entitled to his/her normal increments.

**g) Extraordinary Leave:**

- i) An employee who has put in at least two years' service in University may be granted extraordinary leave without pay.
- ii) The extraordinary leave without pay so granted shall not exceed five years throughout the entire service of an employee. Such leave normally shall not exceed one year at a stretch.



- iii) The extraordinary leave without pay shall be granted only when the competent authority is satisfied that such leave is in the larger interest of the University.
- iv) In the case of a University employee who has not completed ten years of service, extra-ordinary leave without pay may be granted for a maximum period of two years.
- v) The EOL (without pay) may be granted even for shorter than two years depending upon the nature of the case and enabling the employee to pursue higher studies through scholarships and other schemes).
- h) Maternity Leave:**  
A female employee shall be entitled to maternity leave on full pay for a period not exceeding three months, provided that the date of confinement falls within the period of this leave.
- i) Leave not Due:**  
It may be granted on full pay, to be offset against leave to be earned in the 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 shall be granted only when there are reasonable chances of the employees resuming duty. It may be granted to permanent employees.
- j) Special Leave:**  
A female University employee, on the death of her husband, may be granted special leave on full pay, when applied for, not exceeding 130 days. This leave shall not be debited to her leave account.
- k) Disability Leave:**  
Leave salary during disability leave shall be equal to full pay for the first 180 days and on half pay for the balance period.



**l) Lump-sum Payment in Case of in Service Death:**

In case a University employee dies while in service, lump-sum payment equal to full pay up to a maximum of 365 days out of the leave at his/her credit shall be made to his/her "family" as defined in the Service Statutes.

**m) Leave Preparatory to Retirement:**

i) The maximum period up to which a University employee may be granted leave preparatory to retirement shall be 365 days. It may be taken, subject to availability, in leave account either on full pay, or partly on full pay and partly on half-pay, or entirely on half-pay at the discretion of the University employee.

ii) Ordinarily leave preparatory to retirement shall not be refused. Orders refusing to leave preparatory to retirement to a University employee and recalling a University employee from leave preparatory to retirement shall be passed only by the Leave Sanctioning Authority.

**n) Encashment of Leave Preparatory to Retirement:**

i) University employee may, fifteen months before the date of superannuation or thirty years qualifying service, at his/her option, be allowed to encash his/her leave preparatory to retirement if he/she undertakes in writing to perform duty in lieu of the whole period three hundred and sixty-five days or lesser period which is due and admissible. Provided that a civil servant who does not exercise the option within the specified period shall be deemed to have opted for encashment of L.P.R.

ii) in lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time of leave pay is drawn for the actual period of such leave subject to a maximum of three hundred and sixty-five days.

iii) If at any time during such period leave is granted on account of ill health supported by a medical certificate or for the performance of

Hajj the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.

- iv) The University employee shall submit the option to the authority competent to sanction leave preparatory to retirement who shall accept the option and issue a formal sanction for the payment of cash compensation.
- v) For the purpose of payment in lieu of such leave:
- the rate of pay shall be the rate admissible at the time the leave pay is drawn;
  - the leave may be drawn at any time for the period for which duty has already been rendered; and
  - only the "Senior Post Allowance" will be included in the leave pay as admissible.
- o) Grant of Leave:
- i) Leave on Full Pay:
- ii) The maximum period of leave on full pay that may be granted at one time without a Medical Certificate shall be equal to 120 days.
- With Medical Certificate equal to 180 days
  - On Medical Certificate from leave account in entire service equal to 365 days.
- iii) Leave on Half Pay:
- Leave on full pay may be converted into leave on half-pay, at the option of the University employee, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the University employee in his/her application for the grant of leave.



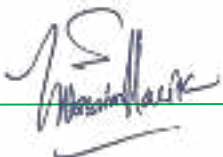
- There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

**p) Recall from Leave:**

If a University employee is recalled to duty compulsorily from leave that he/she is spending away from his/her headquarters, he/she may be granted a single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place where he/she is required to report to duty. In case he/she is recalled to duty at headquarters and his/her remaining leave is canceled the fare then admissible shall be for one way journey only.

**q) Maintenance of Leave Account:**

A regular leave account for each regular employee shall be maintained by Establishment/Administration Section.



### **43. Procedure for the appointment of Registrar, Controller, and Treasurer**

At any time when the office of the Registrar, Treasurer or Controller of Examinations is vacant or the Registrar, Treasurer or Controller of Examinations is absent or is unable to perform the functions of his/ her office due to illness, leave or some other cause, the Vice Chancellor shall make such an arrangement for the performance of the duties of the Registrar, Treasurer or Controller of Examinations as he/she may deem fit.

The Registrar, Treasurer and Controller of Examinations shall be entitled to the use of chauffeur driven car maintained at the University's expense for official and private use, with 200 liters of monthly petrol for local travel.

#### **43.1 Registrar**

- a) There shall be a Registrar of the University to be appointed by the Senate on the recommendation of the Vice Chancellor on such terms and conditions as may be prescribed.
- b) The experience, as well as the professional and academic qualifications necessary for appointment to the post of Registrar, shall be as may be prescribed.
- c) The Registrar shall be a full-time officer of the university and shall be the administrative head of the secretariat of the university and be responsible for the provision of secretariat support to the authorities of the university.
- d) The Registrar shall be the custodian of the common seal and the academic records of the university.
- e) The Registrar shall maintain a register of registered graduates in the prescribed manner.
- f) The Registrar shall supervise the process of election, appointment, or nominations of members to the various authorities and other bodies in the prescribed manner and perform such other duties as may be prescribed.
- g) The term of office of the Registrar shall be a renewable period of three years, provided that the Senate may, on the advice of the Vice



- Chancellor, terminate the appointment of the Registrar on grounds of inefficiency or misconduct in accordance with the prescribed procedure.
- h) If an employee within from university is selected as Registrar shall be transferred to an equal grade (BPS-20) at the conclusion of his or her tenure as Registrar.
  - i) If the external applicant is selected as Registrar, shall not be part of the university at the conclusion of his or her tenure as Registrar.

#### **43.2 Treasurer**

- a) There shall be a Treasurer of the University to be appointed by the Senate on the recommendation of the Vice Chancellor on such terms and conditions as may be prescribed.
- b) The experience and the professional and academic qualifications necessary for appointment to the post of the Treasurer shall be as may be prescribed.
- c) The treasurer shall be the Chief Financial Officer of the university and shall manage the assets, liabilities, receipts, expenditures, funds, and investment of the university.
- d) The treasurer shall prepare the annual and revised budget estimates of the university and present them to the syndicate or a committee thereof for approval and incorporation in the budget to be presented to the senate.
- e) The treasurer shall ensure that the funds of the university are expended on the purposes for which they are provided.
- f) The treasurer shall have the accounts of the university audited annually so as to be available for submission to the Senate within six months of the close of the financial year, and perform such other duties as may be prescribed.
- g) The term of office of the treasurer shall be a renewable period of three years, provided that the Senate may, on the advice of the Vice Chancellor, terminate the appointment of the treasurer on grounds of



Inefficiency or misconduct in accordance with the prescribed procedure.

- h) If an employee within from university is selected as treasurer shall be transferred to an equal grade (BPS-20) at the conclusion of his or her tenure as Treasurer.
- i) If an external applicant is selected as treasurer, shall not be part of the university at the conclusion of his or her tenure as Treasurer.

### **43.3 Controller of Examinations**

- a) There shall be a Controller of Examinations, to be appointed by the Senate on the recommendation of the Vice Chancellor on such terms and conditions as may be prescribed.
- b) The minimum qualifications necessary for appointment to the post of the Controller of Examinations shall be as may be prescribed. The Controller of Examinations shall be a full-time officer of the university and shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.
- c) The Controller of Examinations shall be appointed for a renewable term of three years, provided that the Senate may, on the advice of the Vice Chancellor, terminate the appointment of the Controller of Examinations on grounds of inefficiency or misconduct in accordance with prescribed procedures.
- d) If an employee within from university is selected as Controller of Examinations shall be transferred to equal grade (BPS-20) at the conclusion of his or her tenure as Controller of Examinations.
- e) If the external applicant is selected as Controller of Examinations, shall not be part of the university at the conclusion of his or her tenure as Controller of Examinations.







**UNIVERSITY OF BALTISTAN, SKARDU**  
**OFFICE OF THE REGISTRAR**  
February 16, 2021

**OFFICE NOTE**

Subject: **Approval is Sought to Forward the First Statutes and Regulations for Promulgation.**

University of Baltistan, Skardu is a Federally Chartered Public Sector University in Skardu Gilgit-Baltistan. According to Section (39) University of Baltistan Order 2016, the Honorable President of Pakistan shall promulgate the First Statutes and Regulations which shall be deemed to be Statutes and Regulations framed under Section (25) and (26) and shall continue to remain in force until amended or replaced or till such time as new Statutes and Regulations are framed in accordance with the provision of this order.

The University of Baltistan, Skardu communicates its matters related to the Honorable President of Pakistan/Chancellor Office through Ministry of Kashmir Affairs and Gilgit-Baltistan, Islamabad.

Thus, your good office is requested to allow me to forward the attached First Statutes and Regulations to the Honorable President of Pakistan/Chancellor University of Baltistan, Skardu for the promulgation.

**Registrar**

University of Baltistan, Skardu 16.02.2021

*M. Naeem Khan*  
22/2/21

**Prof. Dr. Muhammad Naeem Khan**

Vice Chancellor

University of Baltistan, Skardu

**OFFICE OF THE REGISTRAR  
UNIVERSITY OF BALTIKSTAN, SKARDU**

Ph: 05815-960061

E-mail: registrar@uobs.edu.pk

Website: www.uobs.edu.pk

Ref.No.UOBS-Estt-1(2)/2018/1344

Fax #: 05815:960068

Main campus Hussainabad  
Skardu

Date: February 23, 2021

To  
The Secretary,  
Ministry of Kashmir Affairs & Gilgit-Baltistan,  
Islamabad

**Subject: Promulgation of First Statutes University of Baltistan, Skardu**

Respected Sir,

University of Baltistan, Skardu is a Federally Chartered Public Sector University in Skardu, Gilgit-Baltistan. According to Section (29) University of Baltistan Order 2016, the Honorable President of Pakistan shall promulgate the First Statutes and Regulations which shall be deemed to be Statutes and Regulations framed under Section (25) and (26) and shall continue to remain in force until amended or replaced or till such time as new Statutes and Regulations are framed in accordance with the provision of this order.

The University communicates its matters related to the Honorable President of Pakistan/ Chancellor Office through Ministry of Kashmir Affairs and Gilgit-Baltistan.

Thus, your good office is requested to forward the attached First Statutes to the Honorable President of Pakistan/Chancellor for the promulgation.

  
Waseem Ullah Jan Malik <sup>23/02</sup>  
(Registrar)

**REMINDER -1**

**THE OFFICE OF THE REGISTRAR  
UNIVERSITY OF BALTISTAN, SKARDU**



**Ph: 05815-960061  
Mail: registrar@uobs.edu.pk  
Website: www.uobs.edu.pk**

**Fax: 05815-960068  
Main Campus Hussainabad,  
Skardu**

Ref No. UOBS-Estt-1(2)/2018/1344

Dated: August 05, 2021

Ms. Fahmeena Aslam (Section Officer GB-II)  
Ministry of Kashmir Affairs & Gilgit-Baltistan  
Islamabad

**Subject: Promulgation of First Statutes University of Baltistan, Skardu**

Dear Madam,

We sent a comprehensive document along with the covering letter No. UOBS-Estt-1(2)/2018/1344 on the subject cited above to your good office on February 23, 2021 and requested you to forward the same to His Excellency President of Pakistan/Chancellor, University of Baltistan, Skardu for the promulgation in accordance with the University of Baltistan Order 2016. We are still waiting for your response

It is therefore, you are requested to update us regarding the progress as your earliest, please.

**Deputy Registrar  
(Admin)**

2

Most Immediate  
By Fax

F.19 (3)/2016. GB-II  
Government of Pakistan  
Ministry of Kashmir Affairs & Gilgit-Baltistan

Islamabad, the 17<sup>th</sup> August, 2021.

To,

✓  
The Registrar,  
University of Baltistan,  
Skardu.

Subject: PROMULGATION OF FIRST STATUTES OF UNIVERSITY OF BALTISTAN, SKARDU.

Dear Sir,

I am directed to refer to University of Baltistan's letter No.UOBS-Est-1(2)/2018/1345 dated February 23, 2021 on the subject matter and to enclose herewith views of Higher Education Commission on the first statutes of University of Baltistan.

2. It is requested that the above statutes may be revised in the light of observations of Higher Education Commission and re-submitted to this Ministry to process the case further.

Yours faithfully,

Encl: As above.

  
(Fahmeena Aslam)  
Section Officer (GB-I)  
Tele.9209954



2021/9

Immediate  
By Email/Special Messenger



# HIGHER EDUCATION COMMISSION

## Coordination Division

H-9, Islamabad, Pakistan  
Telephone (051) 90401608 Fax (051) 90401602,  
amalghani@hec.gov.pk

No.5-96/A&C (Affairs)/2021/HEC/695  
August 13, 2021

**Subject:** Promulgation of First Statutes of University of Baltistan, Skardu

Reference letter No. 19(3)/2016.GB-II dated March 04, 2021, on the subject.

02. Higher Education Commission (HEC) has thoroughly reviewed the First Statutes of University of Baltistan, Skardu and views/comments of the HEC are in below table and forwarded for your kind information and further necessary action, please:

Nomenclature of the UOBS Statutes	Comments of Higher Education Commission
B. Affiliation Committee	<p>The provisions including composition of the Affiliation Committee and other details should be in accordance with the HEC Affiliation Criteria.</p> <p>A copy of the HEC's Affiliation Criteria is also attached herewith as Annex-I for ready reference.</p>

RECEIVED  
13/08/2021  
By No. 30/168/2021  
Date: 13-08-2021

(Awais Ahmed)  
Deputy Director (Coordination)

Ms. Fahmeena A-Ilam  
Section Officer (GB-I)  
Ministry of Kashmir Affairs & Gilgit-Baltistan,  
Islamabad.

C.c. to:

- i. The Registrar University of Baltistan, Skardu.

13

**IMMEDIATE**

**THE OFFICE OF THE REGISTRAR  
UNIVERSITY OF BALTISTAN, SKARDU**



**Ph: 05815-960061**  
**Mail: registrar@uobs.edu.pk**  
**Website: www.uobs.edu.pk**

**Fax: 05815-960068**  
**Main Campus Hussainabad,**  
**Skardu**

Ref No. UOBS-Estt-1(2)/2018/823

Dated: August 30, 2021

Ms. Fahmeena Aslam (Section Officer GB-II)  
Ministry of Kashmir Affairs & Gilgit-Baltistan  
Islamabad

Subject: **Promulgation of First Statutes University of Baltistan, Skardu**

Dear Madam,

With reference to your letter No. F.19(3) 2016.GB-II dated August 17, 2021, on the subject cited above, the following amendments have been desired by the HEC on the subject matter.

1. Nomenclature of the UoBS Statutes
2. The provisions including the composition of the Affiliation Committee and other details should be in accordance with the HEC Affiliation Criteria.

In this regard, we have amended/incorporated the same on the page number 1 and page number 27 to 40 respectively as desired by the HEC.

Now, you are requested to send the final/amended statutes to His Excellency President of Pakistan/the Chancellor University of Baltistan, Skardu for Promulgation.

**Deputy Registrar**  
(Admin)

Encl: First Statutes and Regulations

**Most Immediate  
By Fax**

F.19 (3)/2016. GB-II  
Government of Pakistan  
Ministry of Kashmir Affairs & Gilgit-Baltistan  
\*\*\*\*\*

Islamabad, the 19<sup>th</sup> November, 2021.

To,

✓  
The Registrar,  
University of Baltistan,  
Skardu.

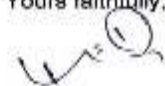
Subject: **PROMULGATION OF FIRST STATUTES OF UNIVERSITY OF  
BALTISTAN, SKARDU.**

Dear Sir,

I am directed to refer to University of Baltistan's letter No.UOBS- Estt-1(2)/2018/1344 dated February 23, 2021 on the subject and to say that the President of Islamic Republic of Pakistan vide their U.O.No.5(232)/KA&GB/Dir(E)/2021 dated 18-11-2021(copy enclosed) has been pleased to approve promulgation of the First Statutes, University of Baltistan as amended by the Higher Education Commission in light of Section(39) of UoB Order, 2018.

Yours faithfully,

Encl: As above.

  
(Fahmeena Aslam)  
Section Officer (GB-I)  
Tele:9208954

CC: The Vice Chancellor, University of Baltistan, Skardu.



PRESIDENT'S SECRETARIAT (PUBLIC)  
AIWAN-E-SADR  
ISLAMABAD

Subject: PROMULGATION OF THE FIRST STATUTES UNIVERSITY OF BALTISTAN SKARDU

10. The President of Pakistan/Chancellor, University of Baltistan, Skardu has been pleased to approve the proposal contained in para 4 read with para 9 of the Summary.

*Tariq Najeed*  
(Tariq Nafeeb Najmi)  
Secretary to the President

Secretary to the Prime Minister, Prime Minister's Office, Islamabad  
PS (Public)'s U.O. No. 5(232)-KA&GB/Dir(E)/2021 dated 18.11.2021

*Secretary, Rastri Affairs & GB*  
NO-2511/SPM/2021

*18.11.21*  
(SAJID MAHMOOD)  
Deputy Secretary  
Prime Minister's Office  
Islamabad

*JS/AJ*  
*DSLK*  
*R*  
*19/11*  
*19/11/2021*

SO(GRB-I)

*19.11.21*  
M/o KA & GB  
Deputy Secretary (GB)  
Diary No. 1108/L  
12/11/21

*19.11.21*  
19.11.21

*Handwritten signature*





A0000376751

**SUMMARY FOR THE PRESIDENT**

Subject: **PROMULGATION OF THE FIRST STATUTES UNIVERSITY OF  
BALTISTAN SKARDU.**

Office of the Registrar UOB vide their letter No. UOBS-Est-1(2)/2018/1344 dated February 23, 2021 (**Annex I**) has stated that according to Section (39) of the UnB Order 2016 (**Annex II**) the honorable President of Pakistan shall promulgate the First Statutes and Regulations framed under Sections 25 and 26 (**Annex-III**) and they shall continue to remain in force until amended or replaced or till such time as new statutes and regulations are framed in accordance with the provision of this Order.

2. Higher Education Commission examined the above statutes of UOB vide their letter no. 3-96/A&C (Affairs)/2021/HEC/695 dated August 13 2021 (**Annex-IV**), and proposed the following amendments:

1. Nomenclature of the UOBS Statutes
2. The provisions including the composition of the Affiliation Committee and other details should be in accordance with HEC affiliation criteria.

3. Now UOB vide their letter No. UOBS-Est-1(2)/2018/1823 dated August 30, 2021 (**Annex V**) has stated that they have incorporated the proposed amendments as desired by HEC and requested to send the final/amended enclosed statutes to the Chancellor, UOB for promulgation.

4. Foregoing in view, this Ministry forwards the amended/final First Statutes of UOB (**Annex V**) as prepared and submitted by UOB vide their aforementioned letter and proposes that the honorable President of the Islamic Republic of Pakistan may kindly promulgate the said Statutes.

5. Federal Minister for Kashmir Affairs and Gilgit-Baltistan has seen and authorized the submission of this Summary.

  
(Ejaz Ahmad Khan)  
Secretary

Secretary to the Prime Minister, Prime Minister's Office, Islamabad.  
KA & GB Division's U.O No. 19(1)/2016-GB-II, dated 02 - 09 - 2021.

Through: The Chairman, Higher Education Commission, Islamabad.

Adv (A&C)

Javed

2/9/2021