



THE COMSATS INSTITUTE OF INFORMATION TECHNOLOGY ORDINANCE, 2000



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THE COMSATS INSTITUTE OF INFORMATION TECHNOLOGY

ORDINANCE, 2000

ORDINANCE No. XXXVIII OF 2000

[12th August, 2000]

An Ordinance to provide for the establishment of the COMSATS Institute of Information Technology

WHEREAS, the Commission on Science and Technology for Sustainable Development in the South (COMSATS) has expressed the desire to establish COMSATS Institute of Information Technology;

AND WHEREAS it is in the interest of the region in general and in the interest of the country in particular to establish a center of excellence under an international organization for provision of quality education of international standard to talented students of Pakistan and other member countries of the COMSATS;

AND WHEREAS it is expedient to provide for the establishment of the COMSATS Institute of Information Technology and for matters ancillary thereto or connected therewith;

AND WHEREAS the National Assembly and the Senate stand suspended in pursuance of the Proclamation of the fourteenth day of October, 1999, and the Provisional Constitution Order No. 1 of 1999;

AND WHEREAS the President is satisfied that circumstances exist which render it necessary to take immediate action;

NOW, THEREFORE, in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and Provisional Constitution Order No. 1 of 1999, as well as Order No. 9 of 1999, and in exercise of all powers enabling him in that behalf, the President of the Islamic Republic of Pakistan is pleased to make and promulgate the following Ordinance:—

1. Short title and commencement.—(1) This Ordinance may be called the COMSATS Institute of Information Technology Ordinance, 2000.

(2) It shall come into force at once.

2. Definitions.—(1) In this Ordinance, unless there is anything repugnant in the subject or context,—

(a) "Academic Council" means the Academic Council of the Institute;

(b) "Authority" means any of the Authorities of the Institute specified in section 7 ;

- (c) "Board" means the Board of Governors of the Institute constituted under section 13;
- (d) "Chancellor" means the Chancellor of the Institute;
- (e) "COMSATS" means the Commission on Science and Technology for Sustainable Development in the South;
- (f) "Dean" means the Dean of a Faculty;
- (g) "Department" means a Teaching Department established and maintained by the Institute;
- (h) "Director" means the Director appointed under section 16;
- (i) "Faculty" means a Faculty of the Institute;
- (j) "Institute" means the COMSATS Institute of Information Technology;
- (k) "Patron" means the Patron of the Institute;
- (l) "prescribed" means prescribed by regulations, rules or Statutes;
- (m) "Rector" means the Rector of the Institute;
- (n) "regulations", "rules" or "Statutes" means the regulations, rules or Statutes made or deemed to have been made under this Ordinance; and
- (o) "teacher" includes the Professors, Associate Professors, Assistant Professors, Lecturers and research staff engaged by the Institute for teaching graduate classes and such other person as may be declared as teacher by the Board.

3. Establishment and incorporation of the Institute.—(1) There shall be established, in accordance with the provisions of this Ordinance, an Institute to be called the COMSATS Institute of Information Technology consisting of the Patron, the Chancellor, the Board, the Rector, the Directors, and such other officers as may be prescribed.

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

(3) The Institute shall have its principal seat at Islamabad and may set-up any number of campuses at such places as the Board may determine.

4. Powers and functions of the Institute. The Institute shall have the powers—

- (a) to provide for instruction and training in computer and information technology and to make provisions for the advancement and dissemination of knowledge in such manner as it may deem fit;

- (b) to admit and examine students;
- (c) to hold examinations and confer or award degrees, diplomas, certificates and other academic distinctions on and to persons who have passed its examinations under prescribed conditions;
- (d) to confer honorary degrees or other distinctions on approved persons in the manner as may be prescribed;
- (e) to prescribe courses of studies and undertake research as it may determine;
- (f) to demand and receive such fees and other charges as it may determine;
- (g) to appoint such officers including teachers and members of the staff and prescribe terms and conditions, powers and duties of such officers and staff;
- (h) to appoint members of the various bodies and committees as the Board may determine for instructional and curricular activities and admit students of the Institute and its constituent units;
- (i) to affiliate and disaffiliate educational institutions and inspect such institutions or associate itself with other educational, training and research institutions;
- (j) to receive and manage property, grants, bequests, trusts, gifts, donations, endowments and other contributions made to the Institute and to invest them in such manner as it may deem fit;
- (k) to enter into agreements, contracts and arrangements with governments, organizations, institutions, bodies and individuals for carrying out its function and activities; and
- (l) to do all such other acts and things as may be required to further its objectives.

5. Institute open to all classes, etc. The Institute shall be open to all persons of either sex of whatever religion, race, creed, colour or domicile who are academically qualified for admission to the courses of study offered by the Institute, and no such person shall be denied the privilege on the ground only of sex, religion, creed, race, class, colour or domicile.

6. Teaching and examinations.—(1) The academic programmes of the Institute shall be conducted in the prescribed manner.

(2) The Institute shall restrict to phase-wise development of its academic programmes and having developed the necessary infrastructure it shall launch its academic programmes subsequently.

(3) The degree awarding programmes of the Institute shall conform to the approved criteria of the University Grants Commission.

(4) The Institute may associate external examiners for the conduct of examinations.

(5) No degree shall be granted unless a student has passed an examination in Islamic and Pakistan Studies at the Bachelor's degree level or, in the case of non-muslim student, in Ethics and Pakistan Studies at his option.

7. Authorities of the Institute. The following shall be the Authorities of the Institute, namely:—

- (a) the Academic Council;
- (b) the Board;
- (c) the Board of Studies;
- (d) the Selection Board; and
- (e) such other Authorities as may be specified by regulations to be the Authority.

8. Officers of the Institute. The following shall be the officers of the Institute, namely:—

- (a) the Patron;
- (b) the Chancellor;
- (c) the Rector;
- (d) Directors;
- (e) Registrar; and
- (f) such other persons as may be specified by regulations to be the officers.

9. Patron.—(1) The President of the Islamic Republic of Pakistan shall be the Patron of the Institute.

(2) The Patron, or in his absence, the Chancellor shall preside at the convocation of the Institute.

(3) Every proposal to confer an honorary degree shall be subject to confirmation by the Patron.

10. Visitation. —(1) The Patron, may cause an inspection or inquiry to be made in respect of any matter connected with the affairs of the Institute and shall, from time to time, direct any person or persons as he may deem fit to inquire into or carry out inspection of—

- (i) the Institute, its building, laboratories, libraries, and other facilities;
- (ii) any institution, Department or hostel maintained by the Institute;

(iii) the adequacy of financial and human resources;

(iv) the teaching, research, curriculum, examination and other matters of the Institute; and

(v) such other matters as may be specified by him.

(2) The Patron shall communicate to the Board his views with regard to the result of visitation and shall, after ascertaining the views of the Board, advise the Board on the actions to be taken by it.

(3) The Board shall, within such time as may be specified by the Patron, communicate to him such action, if any, as has been taken or may be proposed to be taken upon the result of visitation.

(4) Where the Board does not, within the time specified, take action to the satisfaction of the Patron, the Patron may issue such directions as he deems fit and the Board shall comply with all such directions.

(5) The Patron shall have full power to take any action as he may deem fit against the Institute including its closure if found in any subversive or unlawful activity

11. Chancellor.—(1) The Minister for Science and Technology shall be the Chancellor of the Institute.

(2) In case the Chancellor is satisfied that the proceedings of any Authority or order of any officer are not in accordance with the provisions of this Ordinance, the rules or regulations, he may, after calling upon such Authority or officer to show cause as to why such proceedings or, as the case may be, order should not be annulled, by order in writing, annul such proceedings or orders.

(3) The Chancellor may cause a visitation or inquiry to be made in respect of any matter connected with the affairs of the Institute and appoint any such person as he may deem fit for the purpose.

(4) The Chancellor may, on receipt of a report, issue such directions as he thinks fit and the Rector shall comply with such directions.

12. Rector.—(1) The Board may appoint the Rector on such terms and conditions, as it may determine.

(2) The Rector shall be the principal academic and administrative officer of the Institute, and shall be responsible for proper implementation of the decisions of the Board and for the execution of the programmes of the Institute in accordance with the guidelines and policies formulated by the Board.

(3) At any time when the office of the Rector is vacant, or the Rector is absent or is unable to perform the functions of his office due to illness or some other cause, the Executive Director, COMSATS, shall make such arrangement for the performance of the duties of the Rector as he may deem fit.

13. Board of Governors.—(1) The general supervision and control of administrative, academic and financial affairs of the Institute and the power to lay down policies of the Institute shall vest, in a Board of Governors consisting of the following members, namely:—

- (a) the Executive Director, COMSATS, who shall be the Chairman of the Board;
- (b) the Rector;
- (c) the Secretary, Ministry of Science and Technology, Government of Pakistan or his nominee;
- (d) the Secretary, Ministry of Education, Government of Pakistan or his nominee;
- (e) the Chairman, University Grants Commission or his nominee;
- (f) one person to be nominated by the Educational NGOs;
- (g) the Directors of the campuses of the Institute;
- (h) two Deans to be nominated by the Managing Committee of COMSATS;
- (i) three persons of outstanding merit to be nominated by the Managing Committee of COMSATS; and
- (j) the Registrar of the Institute, who shall be the Secretary.

(2) A nominated member of the Board shall hold office for a term of three years and shall be eligible for renomination on the expiry of his term.

(3) The office of a nominated member of the Board shall become vacant if he resigns or fails to attend three consecutive meetings of the Board without sufficient cause or leave of absence.

(4) A casual vacancy in the office of a nominated member of the Board shall be filled by a person nominated by the authority which nominated the member whose vacancy is to be filled.

(5) No act or proceedings of the Board shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Board.

14. Powers and functions of the Board. —(I) The Board shall exercise the powers and perform the following functions, namely:—

- (a) to hold, control and administer the property, funds, assets and resources of the Institute;
 - (b) to transfer and accept transfer of movable or immovable property on behalf of the Institute;
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- (c) to consider and approve, on the advice of the Finance and Planning Committee, the annual and revised budget estimates and to lay down guidelines or rules of business dealing with financial matters;
- (d) to approve, carry out, vary or cancel contracts on behalf of the Institute;
- (e) to initiate and approve schemes for achievement of the objectives of the Institute;
- (f) to determine the form, and regulate the custody and use of common seal of the Institute;
- (g) to create professional, research, administrative posts and such other posts as may be required to carry out for the purposes of the Institute, and to suspend or abolish such posts;
- (h) to appoint teachers, researchers and officers on the recommendations of the Selection Board;
- (i) to suspend, punish and remove from service employees of the Institute in the manner as may be prescribed after due enquiry and defence;
- (j) to approve rules on the recommendations of the appropriate bodies
- (k) to determine, regulate and administer all other matters concerning the Institute; and
- (l) to arrange convocation.

15. Meetings of the Board. —(1) The Board shall meet at least twice in a year on such dates as may be fixed by the Rector.

(2) A special meeting may be called at any time on the direction of the Chancellor or on a requisition made by not less than four members of the Board to consider a matter of urgent nature.

(3) Not less than seven clear days notice of a special meeting shall be given to the members of the Board and the agenda of the meeting shall be restricted to the matter for which the special meeting is called.

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

(5) The decision of the Board shall be expressed in terms of the views of the majority of the members present and voting and, if the members are equally divided, the Chairman of the Board shall have a casting vote.

16. Director. —(1) The Board may appoint a Director of each campus of the Institute, on such terms and conditions, as it may determine.

(2) The Director of a campus shall have the following powers, namely:—

- (a) to sanction all expenditure provided for in the approved budget;
- (b) to sanction reappropriation of an amount not exceeding such amount as the Board may authorize in this behalf for and unforeseen item not provided for in the budget;
- (c) to make such arrangements for the scrutiny of papers, marks and results as may be necessary; and
- (d) to direct teachers, officers and other employees of the campus of the Institute to take up such assignments in connection with teaching, research, examination, administration and such other activities in the campus, as he may consider necessary.

17. Academic Council. —(1) The Academic Council shall consist of—

- (a) the Rector who shall be its Chairman;
- (b) the Directors of the respective campuses;
- (c) the Chairman of the Teaching Departments;
- (d) all Professors of the Institute;
- (e) the Registrar who shall be the Secretary; and
- (f) five eminent scholars to be nominated by the Board.

(2) A nominated member of the Academic Council shall hold office for a term of three years and shall be eligible for renomination.

(3) The office of a nominated member of the Academic Council shall become vacant if he resigns or fails to attend three consecutive meetings of the Academic Council without sufficient cause or leave of absence.

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

18. Powers of the Academic Council. —(1) The Academic Council shall be the highest academic body of the Institute, and shall, subject to the provisions of this Ordinance and the Statutes, have the powers to lay down proper standards of instructions, research and examinations, and to regulate and promote the academic life of the Institute.

(2) In particular and without prejudice to the generality of the foregoing powers the Academic Council shall have the powers—

- (a) to advise the Board on academic matters;

- (b) to regulate the admission of students to the courses of studies and examinations;
- (c) to propose to the Board schemes for the constitution and organization of Faculties, Teaching Departments, campuses of the Institute and Board of Studies;
- (d) to consider and formulate proposals for the planning and development of teaching and research in the Institute;
- (e) to make regulations, on the recommendations of the Board of Studies, prescribing the courses of studies and the syllabi for all Institute examinations provided that if the recommendations of the Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Board, continue for the next year the courses of studies already prescribed for an examination;
- (f) to recognise the examinations of other universities or examining bodies as equivalent to the corresponding examinations of the Institute;
- (g) to frame regulations for submission to the Board;
- (h) to appoint members to the various Authorities in accordance with the provisions of this Ordinance; and
- (i) to perform such other functions as may be prescribed by Statutes.

19. Constitution, functions and powers of the Authorities. —(1) Subject to the provisions of the Ordinance, the constitution, functions and powers of the Authorities for which no specific provision has been made in this Ordinance shall be such as may be prescribed by Statutes.

(2) No act, proceedings resolution or decision of any Authority shall be invalid by reason only of any vacancy or defect in the constitution of or in the appointment or nomination of any member of the Authority.

20. Committees. The Board, the Academic Council or any other Authority may appoint such Standing, Special or Advisory Committees as it may consider necessary in the performance of its functions.

21. Academic and administrative staff. —(1) The academic and administrative staff of the Institute shall be selected with a view to achieve stated objectives, and the basic criteria for their selection shall be the highest standards of competence, integrity and efficiency.

(2) In the case of academic staff, the academic qualifications and fringe benefits shall not be less than those duly approved by the University Grants Commission for such appointments.

22. Fund of the Institute.—(1) The Institute shall have a Fund to which shall be credited income from fees, donations, trusts, bequests, endowments, grants, contributions and income from any other source.

(2) The capital and recurrent expenditure of the Institute shall be met from the contributions made by any source including foundations, universities and individuals, and from the income derived from such sources.

(3) The Institute may obtain funds from the COMSATS according to such terms and conditions as may be mutually agreed upon.

(4) No contribution, donation or grant which may directly or indirectly involve any immediate or subsequent financial liability for the Institute, or which may involve an activity not included in the academic programmes of the Institute for the time being, shall be accepted without the prior approval of the Board.

23. Audit and accounts.—(1) The accounts of the institute shall be maintained in such form and manner as may be determined by the Board.

(2) The accounts of the Institute shall be audited each year within four months of the closing of the financial year of the Institute by a Chartered Accountant to be appointed by the Board.

(3) The accounts of the Institute shall, together with the report of the auditor thereon, be submitted for approval of the Board.

(4) The auditor's report shall certify that the auditor has complied with the standards of audit and certification laid down by the Institute of Chartered Accountants of Pakistan.

(5) Each campus of the Institute shall have a separate fund and the accounts of such fund shall be maintained and audited on similar lines as the Fund of the Institute.

24. Indemnity. No suit, prosecution or legal proceedings shall lie against the Institute, Board, any Authority or an employee of the Institute for anything which is done, or intended to be done in good faith under this Ordinance.

25. Power to make rules.—(1) Subject to the provisions of this Ordinance, the Board may make rules for carrying put the purposes of this Ordinance.

(2) Without prejudice to the generality of the foregoing powers, such rules may provide for—

(a) terms and conditions of contractual appointments of teachers, researchers and of ficers;

(b) powers and duties of officers and teachers;

- (c) conditions under which the Institute may enter into arrangements with other public or private organizations for purposes of instructions, research and other scholarly activities;
- (d) conditions of appointment of Professors Emeritus and award of honorary degrees;
- (e) efficiency and discipline of the employees of the Institute;
- (f) acquisition and administration of properties and investments of the Institute; and
- (g) all other matters which under this Ordinance are required to be regulated by rules.

(3) The Rector, the Director or the Academic Council may propose the draft of the rules for approval of the Board.

(4) Any Authority or any other body of the Institute may propose rules, consistent with the provisions of this Ordinance, for approval of the Board, to regulate the conduct of its business.

26. Statutes. —(1) Subject to the provisions of this Ordinance, Statutes may be made to regulate or prescribe all or any of the following matters, namely:—

- (a) creation of Faculties, Teaching Departments and other academic units and divisions;
- (b) terms and conditions of service of employees of the Institute including pension, insurance, gratuity, provident fund, benevolent fund and other fringe benefits;
- (c) efficiency and discipline of the employees of the Institute; and
- (d) all matters required to be regulated under the Statutes.

(2) The Rector shall propose draft of the Statutes for approval of the Board.

(3) The Board may approve the Statutes or refer the same back for reconsideration.

(4) No Statute shall be valid until the Board has approved it.

27. First Statutes. Notwithstanding anything contained in this Ordinance, the Statutes set-out in the Schedule to this Ordinance shall be deemed to be the Statutes framed under section 26 and shall remain in force until they are rescinded or replaced by new Statutes framed in accordance with the provisions of this Ordinance.

THE SCHEDULE

(See section 27)

1. Faculties.—(1) The Institute shall have the following Faculties, namely:—

- (a) Faculty of Science;
- (b) Faculty of Engineering;
- (c) Faculty of Business Administration; and
- (d) Faculty of Information Sciences and Technology.

(2) Each Faculty shall include such institutes, Teaching Departments, centres or the other teaching or research units as may be prescribed by the Statutes.

2. Board of Faculty.—(1) There shall be a Board of each Faculty which shall consist of—

- (a) the Dean of the Faculty;
- (b) the Professors, the Directors and the Chairmen of the Teaching Departments comprised in the Faculty; and
- (c) three teachers to be nominated by the Rector by reason of their special knowledge of the subject which though not assigned to the Faculty.

(2) The term of office of a nominated member of the Board of a Faculty shall be three years.

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

3. Functions of the Board of Faculty. The Board of each Faculty shall, subject to the general control of the Academic Council and the Board, have the powers—

- (a) to co-ordinate the teaching and research work in the subject assigned to the Faculty;
 - (b) to scrutinies the schemes of courses and syllabi proposed by the Board of Studies comprised in the Faculty, and forward them to the Academic Council along with its observations;
 - (c) to scrutinies the recommendations made by the Board of Studies comprised in the Faculty, on the appointment of paper setters and examiners, except for research and degree examiners who shall be scrutinized by the Rector;
 - (d) to consider any other academic matter relating to the Faculty and to report thereon to the Academic Council; and
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(e) to perform such other functions as may be prescribed by the Statutes.

4. Dean.—(1) There shall be a Dean of each Faculty who shall be the Chairman and convener of the Board of Faculty.

(2) The Dean shall be appointed by the Rector from amongst the three senior most Professors in the Faculty, for a term of three years and shall be eligible for reappointment for another term.

(3) The Dean shall present candidates for admission to degrees, except honorary degrees, to the Chancellor in the courses falling within the purview of the Faculty.

(4) The Dean shall exercise such powers and perform such duties as may be prescribed.

5. Teaching Department.—(1) There shall be a Teaching Department for each subject or a group of subjects as may be prescribed by regulations and each Department shall be headed by a Chairman.

(2) The Chairman of the Department shall be appointed by the Board, on the recommendation of the Rector, from amongst the three senior most Professors and three most senior Associate Professors of the Department for a period of three years:

Provided that where there is no Professor or Associate Professor in a Department, it shall be looked after by the Dean with the assistance of the senior most teacher of the Department.

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

6. Board of Studies.—(1) There shall be a separate Board of Studies for each subject or group of subject, as may be prescribed by regulations.

(2) Each Board of Studies shall consist of—

(a) Chairman of the Department who will be its Chairman and convener;

(b) all Professors and Associate Professors in the Department;

(c) teachers other than Institute teachers to be nominated by the Board of Faculty. The number shall be determined by the Board of Faculty according to the needs of each Board of Faculty; and

(d) three experts to be nominated by the Rector.

(3) The term of office of a nominated member of the Board of Studies shall be three years.

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

(5) The functions of the Board of Studies shall be—

- (a) to advise the authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned.
- (b) to propose curricula and syllabi for all degrees, diploma's and certificate courses in the subjects concerned.
- (c) to suggest a panel of names of paper setters and examination in the subjects concerned; and
- (d) to perform such other functions as may be prescribed by regulations.

7. Board of Advanced Studies and Research.—(1) The Board of Advanced Studies and Research shall consist of—

- (a) the Rector who shall be the Chairman;
- (b) the Deans;
- (c) three Professors other than Deans to be appointed by the Board; and
- (d) three scholars of eminence in a field not represented on the Board of Advanced Studies and Research to be appointed by the Rector, on the recommendation of the Academic Council.

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

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

(4) The functions of the Board of Advanced Studies and Research shall be—

- (a) to advise the Authorities on all matters connected with the promotion of advanced studies and research in the Institute;
- (b) to consider and report to the Authorities on the institution of research degree in the Institute;
- (c) to appoint supervisors for research studies;
- (d) to propose regulations for award of research degree; and
- (e) to recommend the names of examiners for research degree.

8. Selection Board.—(1) There shall be a Selection Board consisting of—

- (a) the Rector who shall be the Chairman;

- (b) one member of the Board;
- (c) two persons of eminence to be nominated by the Board provided that none of them is an employee of the Institute;
- (d) the Director of the campus concerned;.
- (e) the Dean of the Faculty concerned; and
- (f) the Chairman of the Teaching Department concerned.

(2) A member of the Selection Board other than an *ex-officio* member shall hold office for three years.

(3) The quorum for a meeting of the Selection Board shall be five members.

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

(5) In selecting candidates for the post 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 Rector from a standing list of experts of each subject as may be approved by the Board and as revised from time to time.

(6) The functions of Selection Board shall be—

- (a) to consider all applications for teaching and other posts received in response to an advertisement and shall recommend to the Board the names of suitable candidates for appointment to such posts;
- (b) to recommend to the Board the grant of a higher initial pay in a suitable case for reasons to be recorded in writing;
- (c) to recommend to the Board the appointment of a highly qualified person, to a position in the Institute on such terms and conditions as may be prescribed; and
- (d) to consider all cases of promotions of officers of the Institute and recommend to the Board the names of suitable candidates for such promotions.

(7) In the event of an unresolved difference of opinion between the Selection Board and the Board, the matter shall be referred to the Chancellor whose decision shall be final.

9. Finance and Planning Committee.—(1) There shall be a Finance and Planning Committee consisting of—

- (a) the Rector, who shall be the Chairman;
- (b) two nominees of the Institute;

- (c) one nominee of the Board;
- (d) the Director of the campus concerned;
- (e) three experts in the field of finance and planning to be nominated by the Board;
- (f) Dean to be nominated by the Board on the recommendation of the Rector; and
- (g) the Treasurer who shall be the Secretary.

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

(3) The functions of the Finance and Planning Committee shall be—

- (a) to consider annual statement of accounts and revised budget estimates and advice the Board thereon;
- (b) to review periodically the financial position of the Institute;
- (c) to advise the Board on all matters relating to planning, development, finance, investment and accounts of the Institute;
- (d) to prepare short term and long term development plan;
- (e) to prepare resource development plans; and
- (f) to perform such other functions as may be prescribed by the Statutes.

10. Affiliation Committee.—(1) There shall be an Affiliation Committee consisting of—

- (a) the Rector who shall be the Chairman;
- (b) one member to be nominated by the Board; and
- (c) two Professors or two Directors to be nominated by the Academic Council.

(2) The term of office of the members of the Affiliation Committee other than *ex-officio* members shall be two years.

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

(4) The quorum of the meeting of the Affiliation Committee shall be three members.

(5) An officer of the Institute to be designated by the Rector for this purpose shall be the Secretary of the Affiliation Committee.

11. Discipline Committee.—(1) The Discipline Committee shall consist of—

- (a) the Rector or his nominee;
- (b) two Professors to be nominated by the Academic Council;
- (c) one member to be nominated by the Board; and
- (d) the teacher or officer Incharge Students Affairs by whatever name called who shall be the member and Secretary.

(2) The term of office of the members of the Discipline Committee other than *ex-officio* members shall be two years.

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

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

- (a) to propose regulations to the Academic Council for the conduct of Institute students, maintenance of discipline and for dealing with cases of in discipline; and
 - (b) to perform such other functions as may be assigned to it by regulations.
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