



# **THE SIR SYED CASE (CENTER FOR ADVANCED STUDIES IN ENGINEERING) INSTITUTE OF TECHNOLOGY, ISLAMABAD ACT, 2018**



## **CONTENTS**

### **CHAPTER I**

#### **Preliminary**

- 1 Short title and commencement.
- 2 Definitions.

### **CHAPTER II**

#### **THE INSTITUTE**

- 3 Establishment and Incorporation of the Institute
- 4 Powers, Purposes and Functions of the Institute
- 5 Institute Open to All.
- 6 Teaching and Examinations

### **CHAPTER III**

#### **OFFICERS OF THE INSTITUTE,**

- 7 Officers
- 8 The Patron
- 9 Chancellor
- 10 Vice-Chancellor
- 11 Registrar
- 12 Treasurer
- 13 Controller of Examinations

**CHAPTER IV**  
**AUTHORITIES OF THE INSTITUTE**

- 14 Authorities
- 15 The Board of Trustees
- 16 Powers and functions of the Board of Trustees
- 17 The Board of Governors.
- 18 Meetings of the Board of Governors
- 19 Powers and Function of the Board of Governors.
- 20 Academic Council
- 21 Powers and functions of the Academic Council
- 22 Constitution, Functions, and Powers of the Authorities
- 23 Appointment of Committees by Certain Authorities

**CHAPTER V**  
**STATUTES, REGULATIONS AND RULES**

- 24 Statues
- 25 Regulations.
- 26 Amendments and Repeal of Statutes and Regulations
- 27 Rules

**CHAPTER VI**  
**INSTITUTE FUND**

- 28 Institute fund
- 29 Audits and Accounts

**CHAPTER VII**  
**GENRAL PROVISTONS**

- 30 Opportunity to Show Cause
- 31 Appeal
- 32 Benefits and insurance
- 33 Flaws in the Constitution of Authorities
- 34 Proceedings of Authorities not Invalidated by the Vacancies
- 35 Removal of Difficulties
- 36 Indemnity

## THE SCHEDULE

[See Section 24(3)]

- 1 Faculties.
- 2 Board of Faculties
- 3 Deans.
- 4 Teaching Departments
- 5 Board of Studies
- 6 Board of Advanced Studies and Research
- 7 The Selection Board.
- 8 Representation Committees
- 9 Transition Committee
- 10 Affiliation Committee



# THE PAKISTAN CODE

# THE SIR SYED CASE (CENTER FOR ADVANCED STUDIES IN ENGINEERING) INSTITUTE OF TECHNOLOGY, ISLAMABAD ACT, 2018

[MAY 22<sup>nd</sup>, 2018]

## ACT No. XXXII OF 2018

*An Act to provide for the establishment of Sir Syed-CASE (Center for Advanced Studies in Engineering) Institute of Technology, Islamabad and for matters connected therewith or ancillary thereto;*

WHEREAS there is a major need for a multidisciplinary Institute in Islamabad to meet the rising demand for world class University education, which can combine the disciplines of engineering, basic sciences and humanities on its campuses, in order to generate highly skilled and innovative young persons, on a non-profit basis; and

WHEREAS it is expedient to provide for the establishment of Sir Syed-CASE Institute of Technology at Islamabad, and for matters connected therewith or ancillary thereto;

It is hereby enacted as follows:—

### CHAPTER I PRELIMINARY

1. **Short title and commencement.**—(1) This Act may be called the Sir Syed-CASE (Center for Advanced Studies in Engineering) Institute of Technology, Islamabad, Act 2018.

(2) It shall come into force at once.

2. **Definitions.**—In this Act, unless there is anything repugnant in the subject or context,—

- (a) “Academic Council” means the Academic Council of the Institute as specified in section 20;
- (b) “Authority” means any of the Authorities of the Institute as specified in section 14;
- (c) “Board of Governors” means Board of Governors of the Institute as specified in section 17;
- (d) “Board of Trustees” means the Board of Trustees of the institute as specified in section 15;
- (e) “Chancellor” means the Chancellor of the Institute as specified in section 9;
- (f) “Commission” means the Higher Education Commission set up under the Higher Education Commission Ordinance, 2002 (LIII of 2002);
- (g) “Dean” means the head of a Faculty or the head of an academic body granted the status of a Faculty by this Act or by the Statutes or Regulators;

- (h) “Faculty” means an administrative and academic unit of the Institute;
- (i) “Government” means the Federal Government;
- (j) “Head’ means Head of a teaching Department of the Institute;
- (k) “Institute” means Sir Syed-CASE (Center for Advanced Studies in Engineering) Institute of Technology, Islamabad as constituted under this Act;
- (l) “Patron” means the Patron of the Institute;
- (m) “Prescribed” means prescribed by Statutes, Regulations or Rules made under this Act;
- (n) “Statutes”, “Regulations” and “Rules” mean respectively the Statutes, the Regulations and the Rules made under this Act and for the time being in force;
- (o) “Registrar” means the Registrar of the Institute;
- (p) “Teachers” include Professors, Associate Professors, Assistant Professors, Lecturers, engaged whole-time by the Institute or by a constituent or affiliated college and such other persons as may be declared to be teachers by Regulations;
- (q) “Teaching Department” means a teaching department established and maintained by the Institute; and
- (r) “Vice-Chancellor means the Vice-Chancellor of the Institute.

## CHAPTER II THE INSTITUTE

**3. Establishment and Incorporation of the Institute.**—(1) There shall be established an Institute to be called Sir Syed-Center for Advanced Studies in Engineering Institute of Technology, Islamabad.

(2) The Institute shall consist of the following, namely:—

- (a) the Patron, Chancellor, Vice-Chancellor, the Deans, the Board of Trustees and Board of Governors;
- (b) the members of such councils, committees and other advisory bodies as the respective Boards may establish or authorise from time to time;
- (c) the teachers, researchers and persons recognized as students in accordance with terms prescribed from time to time; and
- (d) such other officers and members of the staff as may be specified by the respective Boards from time to time.

(3) The Institute shall be a body corporate by the name of Sir Syed- Center for Advanced Studies in Engineering Institute of Technology having perpetual succession and a common seal, with

power among others, to acquire, purchase, hold, and dispose any property or investment and may sue and be sued by the said name.

(4) The Institute shall receive and abide by the directives issued by the Board of Trustees for time to time.

**4. Powers, Purposes and Functions of the Institute.**—The Institute shall have the following powers, namely:—

- i. to provide for education and scholarship in such branches of knowledge as it may deem fit, and to make provision for research, service to society and for the application, advancement and dissemination of knowledge in such manner as it may determine;
- ii. to prescribe courses of studies to be conducted by it;
- iii. to select and examine students and to award and confer degrees, diplomas, certificates and other academic distinctions to and on persons who have been admitted to and have passed its examinations under prescribed conditions;
- iv. to confer honorary degrees or other distinctions on approved persons in the manner prescribed;
- v. to provide for such instructions for persons not being students of the institute, as it may prescribe, and to grant certificates and diplomas to such persons;
- vi. to provide career counselling and job search services to students and alumni;
- vii. to maintain linkages with alumni;
- viii. to develop and implement fund-raising plans;
- ix. to provide and support the academic development of the faculty of the Institute;
- x. to confer degrees on persons who have carried out independent research under prescribed conditions;
- xi. to affiliate and disaffiliate educational institutions under prescribed conditions;
- xii. to inspect colleges and other educational institutions affiliated or seeking affiliation with it;
- xiii. to accept the examinations passed and the period of study spent by students of the Institute at other universities and places of learning equivalent to such examinations and periods of study in the Institute, as it may prescribe, and to withdraw such acceptance;
- xiv. to co-operate with other Universities, public authorities or private organizations, inside as well as outside Pakistan, in such manner and for such purposes as it may prescribe;



- xv. to select and promote faculties;
- xvi. to pursue research;
- xvii. to create posts for research, extension, administration and other related purposes and to appoint persons thereto;
- xviii. to recognize selected members of the teaching staff of affiliated colleges or educational institutions admitted to the privileges of the Institute or such other persons as it may deem fit, as Institute Teachers;
- xix. to institute and award financial assistance to students in need, fellowships, scholarships, bursaries, medals and prizes under prescribed conditions;
- xx. to establish teaching departments, schools, colleges, faculties, museums and other centers of learning, teaching, research and development and to make such arrangements for their maintenance, management and administration as it may prescribe;
- xxi. to provide for the residence of the students of the Institute and the colleges, to institute and maintain halls of residence and to approve or license hostels and lodgings;
- xxii. to maintain order, discipline and security on the campuses of the Institute;
- xxiii. to promote the extra-curricular and recreational activities of such students, and to make arrangements for promoting their health and general welfare;
- xxiv. to demand and receive such fees and other charges as it may determine;
- xxv. to make provision for research, advisory or consultancy services and technology incubation, and with these objectives to enter into arrangements with other institutions, public or private bodies, commercial and industrial enterprises under prescribed conditions;
- xxvi. to enter into, carry out, vary or cancel contracts;
- xxvii. to receive and manage property transferred and grants, contributions made to the Institute and to invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments or contributions in such manner as it may deem fit;
- xxviii. to provide for the printing and publication of research and other works;
- xxix. to affiliate itself or associate with other institutions, and establish facilities, in Pakistan or abroad for better discharge of its functions and responsibilities in accordance with the procedure approved by the Board of Governors;
- xxx. To decide teaching methods and strategies in order to ensure the most effective educational and other programmes;

xxxi. to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite or expedient in order to further the objectives of the Institute as a place of education, learning, research and development.

**5. Institute Open to All.**—(1) The Institute shall be open to all persons of either gender and of whatever religion, race, creed, class, colour or domicile and no person shall be denied the privileges of the Institute on the grounds of religion, race, caste, creed, class, colour or domicile;

2) The Institute shall establish financial aid programmes for students in need, to the extent considered feasible by the Board of Governors given the resources available, so as to enable admission and access to the Institute and the various opportunities provided by it to be based on merit rather than ability to pay.

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

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

### CHAPTER III OFFICERS OF THE INSTITUTE

**7. Officers.**—The following shall be the principal officers of the Institute, namely:—

- (a) the Patron;
- (b) the Chancellor;
- (c) the Vice-chancellor;
- (d) the Deans;
- (e) the Registrar;
- (f) the Treasurer;
- (g) the Controller of Examinations; and
- (h) such other persons as may be prescribed by the Statutes or Regulations to be the officers of the Institute.

**8. The Patron.**—(1) The President of the Islamic republic of Pakistan shall be the Patron of the Institute;

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

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

**9. Chancellor.**(1) The Chairperson of the Board of Trustees or any other person appointed by the Board of Trustees shall be the Chancellor on such terms and conditions as the Board of Trustees may determine. A person may be appointed as Chancellor for a renewable term of four years.



(2) The Chancellor shall be a person of eminence, known for his contribution in the field of knowledge and appreciated for his high moral and intellectual calibre;

(3) The Chancellor, on the recommendations of the Board of Trustees, shall appoint the Vice-Chancellor, as well as members of the Board of Governors in accordance with the Act and the Statutes as the case may be;

(4) The Chancellor may, upon the recommendation of the Board of Trustees, remove any person from the membership of the Board of Governors on the grounds that such person,—

- (a) has become of unsound mind; or
- (b) has become incapacitated to function as member of the Board of Governors; or
- (c) has been convicted by a court of law for an offence involving moral turpitude; or
- (d) has absented himself from two consecutive meetings without just cause; or
- (e) has been guilty of misconduct, including use of position for persona advantage of any kind, or gross inefficiency in the performance of functions.

(5) The Chancellor shall remove any person from the membership of the Board of Governors on a resolution calling for the removal of such person supported by at least three-fourth of the membership of the Board of Governors:

Provided that before passing such a resolution, the Board of Governors shall provide the member concerned a fair hearing:

Provided further, that the provisions of this section shall not be applicable to the Vice-Chancellor in his capacity as Chairperson of the Board of Governors.

(6) The Chancellor 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 to enquire into or carry out inspection of,—

- (a) the Institute, its buildings, laboratories, libraries and other facilities;
- (b) any institution, department, school, college or hostel maintained by the Institute;
- (c) the adequacy of financial and human resources;
- (d) the teaching, research, curriculum, examinations; and
- (e) such other matters as may be specified by him.

(7) The Chancellor shall communicate to the Board of Governors his views with regard to the result of the inspection or enquiry, and shall, after ascertaining the views of the Board of Governors, advise the Board of Governors on the actions to be taken by it.

(8) The Board of Governors shall, within such time as may be prescribed by the Chancellor, communicate to him such action, if any, as has been taken or may be proposed to be taken upon the results of the inspection or enquiry;

(9) Where the Board of Governors, within specified time, does not take action to the satisfaction of the Chancellor, the Chancellor may, on the recommendation of the Board of Trustees, issue directions and the Board of Governors shall comply with such directions.

**10. Vice-Chancellor.**—(1) There shall be a Vice-Chancellor of the Institute who shall be an eminent scholar and an educationist of distinction. The Vice-Chancellor shall be appointed for a period of four years on such terms and conditions as the Chancellor may prescribe, and shall be eligible for re-appointment.

(2) The Vice-Chancellor shall be the chief academic and administrative officer of the Institute, and shall have overall responsibility for the direction, organisation, administration, and programmes of the Institute in accordance with the guidelines and general policies formulated by the Board of Governors and the Board of Trustees, and for the implementation of the decisions and policies of the Board and Board of Trustees.

(3) The Vice-Chancellor shall also have the following powers, namely:—

- (a) To submit plans of work and budget estimates of the Institute for the consideration of the Board of Governors;
- (b) to direct the activities connected with the execution of the programmes for instruction, training, research, demonstration and services, etc;
- (c) to authorize expenditure provided for in the approved budget;
- (d) to re-appropriate funds within the approved budget within the limits as prescribed and report it to the Board of Governors in the next meeting;
- (e) to appoint, with the approval of the Board of Governors where necessary, teachers, officers, and members of the staff of the Institute and such other persons as may be necessary in prescribed manner so as to ensure the highest intellectual and moral qualities in the person appointed;
- (f) to create and fill temporary posts for a period not exceeding six months;
- (g) to submit to the Board of Governors in accordance with the rules of procedure framed by it, reports on the activities of the Institute and the execution of the plans of work;
- (h) to exercise and perform such other powers and functions as may be prescribed; and
- (i) to delegate, subject to such conditions as may be prescribed, any of his powers under this Act to an officer or officers of the University;

(4) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Chancellor;

(5) The Vice-Chancellor may, in an emergency that in his opinion requires immediate action ordinarily not in the competence of the Vice-Chancellor, take such action and forward, within seventy two hours, a report of the action taken to the Board of Governors; the Board of Governors may direct such further action as is considered appropriate;

(6) The Vice Chancellor shall present an annual report before the Board of Governors within three months of the close of the academic year. The annual report shall present such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to,—

- (a) academics;
- (b) research;
- (c) administration; and
- (d) finances.

(7) The Vice-Chancellor's annual report shall be made available, prior to its presentation before the Board of Governors, to all officers and University teachers and shall be published in such numbers as are required to ensure its wide circulation;

(8) The Vice-Chancellor shall be appointed by the Chancellor on the basis of recommendations made by the Board of Trustees;

(9) A Search Committee for the recommendation of persons suitable for appointment as Vice-Chancellor shall be constituted by the Board of Governors on the date and in the manner prescribed by the Statutes and shall consist of two eminent members of society nominated by the Chancellor, two members of the Board of Governors, two distinguished Institute Teachers who are not members of the Board of Governors, and one academic of eminence not employed by the Institute. The two distinguished Institute Teachers shall be selected by the Board of Governors through a process, to be prescribed by Board of Governors that provides for the recommendation of suitable names by the Institute Teachers in general. The Search Committee shall remain in existence till such time that the appointment of the next Vice-Chancellor has been made by the Chancellor;

(10) The persons proposed by the Search Committee for appointment as Vice-Chancellor shall be considered by the Board of Governors, and of these a panel of three, in order of priority, shall be recommended to the Chancellor:

Provided that the Chancellor may decline to appoint any of the three persons recommended and seek recommendation of a fresh panel. In the event of a fresh recommendation being sought by the Chancellor, the Search Committee shall make a proposal to the Board of Governors in the prescribed manner.

(11) The Vice-Chancellor shall be appointed for a renewable tenure of four years on terms and conditions prescribed by Statute. The tenure of an incumbent Vice-Chancellor shall be renewed by the Chancellor on receipt of a resolution of the Board of Governors in support of such renewal:

Provided that the Chancellor may call upon the Board of Governors to reconsider such resolution once.

(12) The Board of Governors may, pursuant to a resolution in this behalf passed by three-

fourths of its membership, recommend to the Chancellor the removal of the Vice-Chancellor on the ground of inefficiency, moral turpitude, physical or mental incapacity or gross misconduct, including misuse of position for personal advantage of any kind:

Provided that the Chancellor may make a reference to the Board of Governors stating the instances of inefficiency, moral turpitude or physical or mental incapacity or gross misconduct on the part of the Vice-Chancellor that have come to his notice. After consideration of the reference the Board of Governors may, pursuant to a resolution in this behalf passed by two-thirds of its membership, recommend to the Chancellor the removal of the Vice-Chancellor:

Provided further that prior to a resolution for the removal of the Vice-Chancellor being voted upon, the Vice-Chancellor shall be given an opportunity of being heard.

(13) A resolution recommending the removal of the Vice-Chancellor shall be submitted to the Chancellor forthwith. The Chancellor may accept the recommendation and order removal of the Vice-Chancellor or return the recommendation to the Board of Governors for reconsideration.

(14) At any time when the office of the Vice-Chancellor is vacant, or the Vice-Chancellor is absent or is unable to perform the functions of his office due to illness or some other cause, the Board of Governors shall make such arrangements for the performance of the duties of the Vice-Chancellor as it may deem fit.

**11. Registrar.** —(1) There shall be a Registrar of the Institute to be appointed by the Board of Governors on the recommendation of the Vice-Chancellor, on such terms and conditions as may be prescribed.

(2) The experience as well as the professional and academic qualifications necessary for appointment to the post of the Registrar shall be as may be prescribed.

(3) The Registrar shall be a full-time officer of the Institute and shall,—

- (a) be the administrative head of the secretariat of the Institute and be responsible for the provision of secretariat support to the Authorities of the Institute;
- (b) be the custodian of the common seal of the Institute;
- (c) maintain a register of registered graduates in the prescribed manner;
- (d) supervise the process of election, appointment or nomination of members to the various authorities and other bodies in the prescribed manner; and
- (e) perform such other duties as may be prescribed.

(4) The term of office of the Registrar shall be a renewable period of three years:

Provided that the Board of Governors may, on the advice of the Vice-Chancellor, terminate the appointment of the Registrar on grounds of inefficiency or misconduct in accordance with prescribed procedure.

**12. Treasurer.**—(1) There shall be a Treasurer of the Institute to be appointed by the Board of Governors on the recommendation of the Vice-Chancellor, on such terms and conditions as may be prescribed.



(2) The experience, professional and academic qualifications necessary for appointment to the post of the Treasurer shall be as may be prescribed. shall,—

(3) The Treasurer shall be the chief financial officer of the Institute and shall,—

- (a) manage the assets, liabilities, receipts, expenditures, funds and investments of the Institute;
- (b) prepare the annual and revised budget estimates of the Institute for approval and incorporation in the budget to be presented to the Board of Governors;
- (c) ensure that the funds of the Institute are expended on the purposes for which they are provided;
- (d) have the accounts of the Institute audited annually so as to be available for submission to the Board of Governors within six months of the close of the financial year; and
- (e) perform such other duties as may be prescribed.

(4) The term of office of the Treasurer shall be a renewable period of three years:

Provided that the Board of Governors may, on the advice of the Vice-Chancellor, terminate the appointment of the Treasurer on grounds of inefficiency or misconduct in accordance with prescribed procedure.

**13. Controller of Examinations.**—(1) There shall be a Controller of Examinations of the Institute, to be appointed by the Board of Governors on the recommendation of the Vice-Chancellor, on such terms and conditions as may be prescribed.

(2) The minimum qualifications necessary for appointment to the post of the Controller of Examinations shall be as may be prescribed.

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

(4) The Controller of Examinations shall be appointed for a renewable term of three years:

Provided that the Board of Governors 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 procedure.

#### CHAPTER IV

#### AUTHORITIES OF THE INSTITUTE

**14. Authorities.**—(1) The following shall be the Authorities of the Institute, namely:—

- (i) the Board of Trustees;
- (ii) the Board of Governors; and
- (iii) the Academic Council.

(2) The Board of Trustees, Board of Governors and the Academic Council may set up such other committees or sub-committees, by whatever name described, as are considered desirable through Statutes or Regulations. Such committees or sub-committees shall be Authorities of the Institute for the purposes of this Act.

**15. The Board of Trustees.**—(1) There shall be a Board of Trustees consisting of five members. Three shall be nominated by the Engineering Education Trust and two by Sir Syed Memorial Society both registered under the law for the time being in force. Members shall be appointed for the period of four years and shall be eligible for re-appointment.

(2) The quorum for the meetings shall be one half of the total members, a fraction being taken as one.

(3) The Board of Trustees shall elect a Chairperson from among its members. The Chairperson may nominate any member of the BoT to act as Chairman in his absence.

(4) The Board of Trustees shall meet at least twice a year on dates to be fixed by the Chairperson.

(5) The registrar shall be the Secretary of the Board of Trustees. He shall not be included in any decision making process and shall not be entitled to vote.

(6) A member may be removed from the membership on Board of Trustees if such member,—

- (a) has become of unsound mind; or
- (b) has become incapacitated to function as member; or
- (c) has been convicted by a court of law for an offence involving moral turpitude; or
- (d) has been guilty of misconduct; and
- (e) is acting in a manner to harm the reputation of the Institute or is working against its interest and a resolution is passed by rest of the four members for his removal from Board of Trustees.

**16. Powers and functions of the Board of Trustees.**(1) The Board of Trustees shall exercise the powers and perform the following functions, namely:—

- (a) to hold, to control and lay down the policies for the administration of the property, funds and investments of the Institute, including the sale and purchase or acquisition of immovable property, and borrow or raise funds for the purposes of the Institute upon such security as may be required;
- (b) to undertake responsibility for the financial viability of the Institute including responsibility for ensuring effectiveness of its operation, their continuity and preservation of the autonomy of the Institute;



- (c) to consider and pass the resolutions for the annual report, plan of work, statement of accounts and annual budget estimates as recommended by the Board of Governors;
- (d) to approve the draft Statutes proposed by the Board of Governors;
- (e) to nominate members of the Board of Governors and other authorities in accordance with the provisions of this Act;
- (f) to delegate powers to an authority or officer or committee; and
- (g) to approve arrangements through which other Institutions may become affiliated or associated with the Institute.

**17. The Board of Governors.**—(1) The Board of Governors shall exercise general supervision and control of administrative, academic and financial affairs of the Institute, and will have the powers to lay down the policies of the Institute not expressly vested in any Authority or officer by the Act, and shall consist of the following, namely:—

- (a) Vice-Chancellor, who shall be the Chairperson of the Board of Governors;
- (b) one retired judge of the Supreme Court of Pakistan or High Court to be nominated by the Board of Trustees;
- (c) one nominee each for the Ministry concerned with affairs of Institute and science and technology;
- (d) Chairman of the Commission or his nominee not below the rank of an officer of BPS-20;
- (e) four persons, prominent in the fields of their specializations because of their experience and achievements, to be nominated by the Board of Trustees;
- (f) two Deans of the Faculties nominated by the Chancellor;
- (g) three Institute teachers; and
- (h) Registrar of the Institute shall act as the Secretary of the Board of Governors:

Provided that as regards the Institute Teachers described in clause (g) of sub-section (1) the Board of Governors may prescribe that appointment of Institute Teachers to the Board of Governors shall also be in the manner prescribed by this sub-section for the persons described in clauses (e) or (f) of sub-section (1).

(2) The members of the Board of Governors, other than the Vice-Chancellor, shall hold office for a term of three years, and shall be eligible for re-appointed on the expiry of their term unless the Board of Trustees for reasons to be recorded terminates his/ her membership earlier.

(3) The office of a member of the Board of Governors shall become vacant if he or she resigns or fails to attend three consecutive meetings of the Board of Governors without sufficient cause or leave of absence, or if his nomination is changed by the person nominating him.

(4) The Board of Governors shall lay down its own rules of procedure and may amend or modify them from time to time.

(5) The number of members of the Board of Governors may be increased up to a maximum of twenty-one persons, if the Board of Governors recommends this expansion through a vote of at least three-fourth of its members, to be approved later by the Board of Trustees.

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

**18. Meetings of the Board of Governors.**— (1) The Board of Governors shall meet at least twice during a year on dates to be fixed by the Vice-Chancellor.

(2) A special meeting may be called at any time by the Patron or the Chancellor or the Vice-Chancellor or on a request in writing by not less than five members of the Board of Governors to consider a matter of urgent nature.

(3) In case of a special meeting, not less than ten clear days' notice of a special meeting shall be given to the members of the Board of Governors and the agenda of the meeting shall be restricted to the matters for which such a special meeting is called, and the agenda shall be annexed to such notice.

(4) The decisions of the Board of Governors shall be expressed in terms of the views of the majority of members present and voting and, if the members are equally divided, the Chairperson shall have the power to exercise a second or casting vote.

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

**19. Powers and Functions of the Board of Governors.**(1) The Board of Governors shall exercise and perform the following powers and functions namely:—

- (a) to administer the Institute as per the policies formulated by the Board of Trustees as per clause (a) of section I6;
- (b) to formulate or approve the principles, policies and the plans governing the activities and operations of the Institute so as to ensure that the academic staff enjoy academic freedom in their research and educational work;
- (c) to make rules and regulations;
- (d) to prepare and have prepared and revised from time to time rules and regulations for the efficient and effective operation of the Institute;
- (e) to review and approve the creation of any standing component of the Institute, such as standing committees and councils and other administrative bodies necessary to assist or improve the working of the Institute;
- (f) to consider plans of work on annual budget of the Institute submitted by the Vice-Chancellor for the Approval of the Board of Trustees;
- (g) to require and consider reports submitted by the Vice-Chancellor, relating to

the activities of the Institute and the execution of the plans of work and to direct the Vice-Chancellor to submit reports relating to any matters referred by the Board of Governors;

- (h) to create such academic and administrative posts as it may seem consider necessary and to approve appointments to such posts as it may specify;
- (i) to appoint from amongst its members such committees or subcommittees as may in the opinion of the Board of Governors lead to its more efficient and effective operation;
- (j) to take all such initiatives as it may consider necessary or desirable for the efficient and effective management and functioning of the Institute;
- (k) to approve all affiliations and other similar arrangements through which institutions or individuals may become associated with the Institute;
- (l) to propose drafts of Statutes for submission to the Board of Trustees for approval;
- (m) to lay down its rules of procedures; and
- (n) to perform such other functions as have been assigned by the provisions of the Act or may be assigned to it by the Statutes.

(2) The Board of Governors may delegate any of its powers to the Vice-Chancellor subject to such conditions as it may deem fit to impose.

**20. Academic Council.**—(1) There shall be an Academic Council of the Institute consisting of the following:

- (a) the Vice-Chancellor who shall be its Chairperson;
- (b) all the Deans;
- (c) all the Heads of teaching departments;
- (d) all Professors and Associate Professors of the Institute;
- (e) two Assistant Professors and two lecturers to be nominated by the Board of Governors;
- (f) three eminent persons one each from the field of Arts, Sciences, and Engineering to be nominated by the Board of Governors; and
- (g) the Registrar as Secretary.

(2) Members of the Academic Council appointed by nomination shall hold office for three years.

(3) The Academic Council shall meet at least two times in a year.

**21. Powers and functions of the Academic Council.**—(1) The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Act and the Statutes, have the power to lay down proper standards of instruction, research and examinations and to regulate and promote the academic life of the Institute.

(2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of the Act and the Statutes, the Academic Council shall have the power to,—

- (a) advise the Board of Governors on academic matters
- (b) regulate this conduct of teaching, research, publications and examinations;
- (c) regulate the admission of students to the courses of studies and examinations in the Institute;
- (d) regulate the conduct of discipline of the students of the Institute;
- (e) approve the policies and procedures pertaining to the quality of academic programmes, teaching and research;
- (f) approve academic programmes;
- (g) approve policies and procedures pertaining to continuing education and professional development trainings and programs;
- (h) recommend the policies and procedures for affiliation of other educational institutions;
- (i) propose schemes for the constitution and organization of Faculties, Teaching Departments and Boards of Studies;
- (j) institute programmes for the continued professional development of Institute Teachers at all levels;
- (k) recognize the examinations of other universities or examining bodies as equivalent to the corresponding examinations of the Institute;
- (l) regulate the award of studentships, scholarships, exhibitions, medals and prizes;
- (m) frame Regulations for submission to the Board of Governors;
- (n) prepare an annual report on the academic performance of the Institute; and
- (o) perform such functions as may be prescribed by Statutes.

**22. Constitution, Functions, and Powers of the Authorities.**— The constitution, functions and powers of the Authorities for which no specific provision has been made in this Act shall be such as may be prescribed by Statutes or Regulations.

**23. Appointment of Committees by Certain Authorities.**—The Board of Trustees, the Board of Governors, the Academic Council and other Authorities may, from time to time, appoint

such standing, special, or advisory committees as they may deem fit, and may place on such committees persons who are not members of the Authorities appointing the Committees.

## CHAPTER V

### STATUTES, REGULATIONS AND RULES

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

- (a) the contents of and the manner in which the annual report to be presented by the Vice-Chancellor before the Board of Governors shall be prepared;
- (b) the Institute fees and other charges;
- (c) the constitution of any pension, insurance, gratuity, provident fund and benevolent fund for Institute employees;
- (d) the maintenance of the record of registered graduates;
- (e) affiliation and disaffiliation of educational institutions and related matters;
- (f) the establishment of Faculties, departments, institutes, colleges and other academic divisions;
- (g) the powers and duties of officers and teachers;
- (h) conditions under which the Institute may enter into arrangements with other institutions or with public bodies for purposes of research and advisory services;
- (i) conditions for appointment of Emeritus Professors and award of honorary degrees;
- (j) efficiency and discipline of Institute employees;
- (k) constitution, functions and powers of the Authorities of the Institute; and
- (l) all other matters which by this Act are to be or may be prescribed or regulated by Statutes.

(2) The draft of Statutes shall be proposed by the Board of Governors to the Board of Trustees which may approve or pass with such modifications as the Board of Trustees may think fit or may refer back to the Board of Governors, as the case may be, for reconsideration of the proposed draft:

Provided that the Board of Trustees may initiate a Statute with respect to any matter in its power or with respect to which a Board of Trustees may be framed in terms of this Act and approve such Statute after seeking the views of the Board of Governors.

(3) Notwithstanding anything contained in sub-section (2), the Statutes set out in the Schedule to this Act shall be deemed to be the Statutes framed under this section, and shall remain in



force until they are rescinded or replaced by new Statutes framed in accordance with the Act.

**25. Regulations.**— (1) Subject to the provisions of this Act and the Statutes, the Academic Council may make regulations for all or any of the following matters namely:—

- (a) the courses of study for degrees, diplomas and certificates of the Institute;
- (b) the manner in which the teaching in the Institute shall be organized and conducted;
- (c) the admission and expulsion of students to and from the Institute;
- (d) the conditions under which students shall be admitted to the courses and the examinations of the Institute and shall become eligible for the award of degrees, diplomas and certificates;
- (e) the conduct of examination;
- (f) conditions under which a person may carry on independent research to entitle him to a degree;
- (g) the institution of fellowships, scholarships, exhibitions, medals and prizes;
- (h) the use of the Library; and
- (i) all other matters which by the Act or the Statutes are to be or may be prescribed by Regulations.

(2) Regulations shall be proposed by the Academic Council and shall be submitted to the Board of Governors which may approve them or withhold approval or refer them back to the Academic Council for reconsideration. A Regulation proposed by the Academic Council shall not be effective unless it receives the approval of the Board of Governors.

**26. Amendments and Repeal of Statutes and Regulations.**—The procedure for amending or repealing the Statutes and Regulations shall be the same as that prescribed respectively for framing or making Statutes and Regulations.

**27. Rules.**—(1) The Authorities and the other bodies of the Institute may make rules consistent with this Act, Statutes or the Regulations, to regulate any matter relating to the affairs of the Institute which has not been provided for by the Bill 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.

(2) The Board of Governors may make Rules to regulate any matter relating to the affairs of the Institute which under this Act are not specifically required to be provided for by the Statutes or the Regulations.

## CHAPTER VI INSTITUTE FUND

**28. Institute Fund.**—The Institute shall have a Fund to which shall be credited its income from fees, charges, donations, trusts, bequests, endowments, contributions, grants and all other sources, and which shall be under the control of the Board of Trustees.



**29. Audits and Accounts.**—(1) The Accounts of the Institute shall be maintained in such form and in such manner as may be prescribed by the Board of Trustees, and shall be audited each year within four months of the closing of the financial year of the Institute by a Chartered Accountant appointed by the Board of Trustees;

(2) The accounts, together with the report of the auditor thereon, shall be submitted to the Board of Trustees for approval;

(3) 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.

## **CHAPTER VII**

### **GENERAL PROVISIONS**

**30. Opportunity to Show Cause.**—Except as otherwise provided by law no officer, teacher or other employee of the Institute holding a permanent post shall be reduced in rank, or removed or compulsorily retired from service for cause arising out of any act or omission on the part of the person concerned unless he or she has been given a reasonable opportunity of showing cause against the action proposed to be taken.

**31. Appeal.**—Where an order is passed punishing any officer (other than the Vice-Chancellor), teacher or other employee of the Institute or altering or interpreting to his disadvantage the prescribed terms or conditions of his service, he shall, where the order is passed by any officer or teacher of the Institute other than the Vice-Chancellor, have the right to appeal to the Vice-Chancellor against the order, and where the order is passed by the Vice-Chancellor, have the right to appeal to the Board of Governors.

**32. Benefits and insurance.**—The Institute shall constitute for the benefit of its officers, teachers and other employees schemes, as may be prescribed, for the provision of post-employment benefits as well as health insurance while in service.

**33. Flaws in the Constitution of Authorities.**— Where there is a flaw in the constitution of an Authority, as constituted by this Act, the Statutes or the Regulations on account of the abolition of a specified office or because an organization, institution or other body outside the Institute has been dissolved or has ceased to function, or because of some other similar reason, such flaw shall be removed in such manner as the Board of Governors may direct.

**34. Proceedings of Authorities not Invalidated by the Vacancies.**— No act, resolution or decision of any Authority shall be invalid by reason of any vacancy on the Authority doing, passing, or making it or by reason of any want of qualification or invalidity in the election, appointment or nomination of any de facto member of the Authority, whether present or absent.

**35. Removal of Difficulties.**—(1) If any question arises as to the interpretation of any of the provisions of this Act, it shall be placed before the Chancellor whose decision thereon shall be final.

(2) If any difficulty arises in giving effect to any of the provisions of this Act, the Chancellor may make such order after obtaining the views of the Board of Governors not inconsistent with the provisions of this Act, as may appear to him to be necessary for removing the difficulty;

(3) Where the Act makes any provision for anything to be done but no provision or no sufficient provision has been made as respect to the authority by whom, or the time at which, or the

manner in which, it shall be done, then it shall be done by such authority, at such time, or in such manner as the Chancellor may direct after obtaining the views of the Board of Governors.

**36. Indemnity.**—(1) No suit or legal proceedings shall lie against the Institute or any Authority, officer or employee of the Institute or any person in respect of anything which is done in good faith under this Act.

## **THE SCHEDULE** **[See Section 24(3)]**

**1. Faculties.** .—(1)The institute shall include the following Faculties:—

- (a) faculty of Engineering;
- (b) faculty of Management Sciences; and
- (c) any other Faculty or Department established as per approved procedures.

(2) Each faculty shall include such institutes, teaching departments, centers, or other teaching or research units as may be prescribed by Statutes.

**2. Board of Faculties.** .—(1)There shall be a Board of each Faculty consisting of:—

- (a) the Dean;
- (b) the Professors, Associate Professors and Chairmen of the Teaching Departments comprised in the faculty;
- (c) one member of each Board of Studies in the Faculty, to be nominated by the concerned Board of Studies; and
- (d) three Teachers to be nominated by the Academic Council by reason of their specialized knowledge of 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.

(2) The members, mentioned in clauses (c) and (d) of sub-section (1) shall hold office for three years.

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

(4) The Board of each Faculty shall, subject to the general control of the Academic Council and the Board of Governors, have the powers,—

- (a) to coordinate the teaching and research in the subject assigned to the Faculty;
- (b) to scrutinize 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; and
- (c) to perform such other functions as may be prescribed.

**3. Deans.**—(1) There shall be a Dean for each Faculty who shall be the Chairman of the Board of Faculty, and shall be nominated by the Chancellor from amongst the three senior most Professors in the Faculty, on the recommendations of the Vice-Chancellor.

(2) The Dean shall hold office for the three years.

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

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

**4. Teaching Departments.**—(1) There shall be a Teaching Department for each subject or group of allied subjects as may be approved and each Teaching Department shall be headed by a Chairperson.

(2) The Chairperson of a Department shall be appointed by the Board of Governors from amongst the senior teachers of the Department.

(3) The Chairperson of the Teaching Department shall plan, organize and supervise the work of the Department in accordance with the provisions of this Act and shall be responsible to the Dean of the Faculty in which the Department is comprised for the work of his/her Department.

**5. Board of Studies.**—(1) There shall be a Board of Studies for each subject or group of subjects as may be prescribed by the Regulation.

(2) Each Board of Studies shall consist of: —

- (a) the Chairperson of the Teaching Department concerned;
- (b) all Professors and Associate Professors in the Teaching Department concerned;
- (c) two Institute Teachers, other than Professors or Associate Professors, to be appointed by the Academic Council; and
- (d) three experts, other than Institute Teachers, to be appointed by the Vice-Chancellor.

(3) The term of office of members of the Board of Studies, other than *ex-officio* members, shall be three years.

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

(5) The Chairperson of the Institute Teaching Department concerned shall be the Chairperson and Convener of the Board of Studies.

(6) The functions of the Board of Studies shall be:—

- (a) to advise authorities on academic matters connected with instructions, research and examinations in the subjects concerned;

- (b) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned; and
- (c) to perform such other functions as may be prescribed by Regulations.

**6. Board of Advanced Studies and Research.**—(1) There shall be a Board of Advanced Studies and research consisting of: —

- (a) the Vice-Chancellor, who shall be the Chairperson;
- (b) the Deans;
- (c) three Institute Professors, other than Deans, to be appointed by the Board of Governors;
- (d) three Institute Teachers having research qualifications and experience, to be appointed by the Academic Council; and
- (e) the Professors Emeritus.

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

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

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

- (a) to advise the Authorities on all matters connected with the promotion of advanced studies and research in the Institute;
- (b) to propose Regulations regarding the award of research degrees;
- (c) to appoint supervisors for research students and to determine the subject of their thesis;
- (d) to recommend panels of examiners for research examination after considering the proposals of the Board of Studies in this behalf; and
- (e) to perform such other functions as may be prescribed by Statutes.

**7. The Selection Board.** .—(1) There shall be a Selection Board consisting of:—

- (a) the Vice-Chancellor who shall be the Chairperson;
- (b) one member of the Board of Governors and two persons of eminence to be nominated by the Board of Governors, provided that none of them is an employee of the Institute;
- (c) the Dean of the Faculty concerned;
- (d) the Chairperson of the Teaching Department concerned; and



(e) one person to be nominated by the Board of Trustees.

(2) The members of the Selection Board, other than *ex-officio* members, shall hold office for three years.

(3) The quorum for a meeting of the Selection Board shall be four 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 this subject concerned and in selecting candidates for other Teaching posts, two experts in the subject concerns, be nominated by the Vice-Chancellor, from a standing list of experts.

**8. Representation Committees.**—(1) There shall be a Representation Committee constituted by the Board of Governors through Statutes for recommendation of persons for appointment to the Board of Governors in accordance with the provisions of sections 17, 20.

(2) Members of the Representation Committee for appointments to the Board of Governors shall consist of the following:—

- (a) three members of the Board of Governors who are not Institute Teachers;
- (b) two persons nominated by the Institute Teachers from amongst themselves in the manner as may be prescribed;
- (c) one person from the academic community, not employed by the Institute, at the level of professor or college principal to be nominated by the Institute Teachers in the manner as may be prescribed; and
- (d) one eminent citizen with experience in administration, philanthropy, development work, law or business to be nominated by the Board.

(3) The Representation Committee for appointments to the Academic Council shall consist of the following:—

- (a) two members of the Board of Governors who are not Institute Teachers; and
- (b) three persons nominated by the Institute Teachers from amongst themselves in the manner as may be prescribed.

(4) The tenure of the Representation Committees shall be three years:

Provided that no member shall serve for more than two consecutive terms.

**9. Transition Committee.**—(1) There shall be a Transition Committee consisting of:—

- (a) the Vice-Chancellor, who will be its Chairperson;
- (b) one member nominated by the Board of Trustees;
- (c) one member from among the Board of Governors, nominated by the Vice-Chancellor; and

- (d) two members from among the Deans.

(2) The Transition Committee will have the following functions:—

- (a) oversee the orderly transition of the existing Center for Advanced Studies in Engineering (CASE) to a degree awarding Sir Syed-CASE Institute of Technology, on the commencement of this Act;
- (b) ensure that after conversion to the status of an Institute, that the terms and conditions of CASE employees shall not be less favorable than those admissible to them prior to establishment of the Sir Syed-CASE Institute of Technology;
- (c) ensure that everything done, actions taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdiction or powers conferred, endowments, bequests, funds or trusts created, donations or grants made, before the commencement of this Act are seamlessly transitioned into the new structure of the Board of Trustees, Board of Governors and the Institute;
- (d) ensure legal validity and due diligence for acquiring lands, build new structures;
- (e) ensure that scholarships, studentships, or exhibitions instituted and orders issued under any instrument prior to the commencement of its charter, shall, if not inconsistent with the provisions of this Act, be deemed to have been respectively done, taken, incurred, acquired, appointed, authorized, conferred, created, made, instituted, granted and issued under this Act; and
- (f) to perform such other functions as may be prescribed by Board of Governors.

#### **10. Affiliation Committee.**

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

- (a) the Vice-Chancellor who shall be the Chairperson;
- (b) one member of the Board of Governors to be nominated by the Board of Governors; and
- (c) two Professors to be nominated by the Academic Council.

(2) The term of the office of the members of the Committee, excluding ex-officio members shall be two years.

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

(4) The quorum for a meeting of or an inspection by the Affiliation Committee shall be three members.

(5) An officer of the Institute to be designated by the Vice-Chancellor for this purpose shall act as the Secretary of the Committee.