

UNIVERSITY OF SOUTH ASIA

Regulations 2021

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CHAPTER 1
Terms & Conditions of Service
(Teachers, Officers and Employees) Regulations 2021

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations.

1. Title and Commencement

- (1) These Regulations shall be called “Terms & Conditions of Service (Teachers, Officers and Employees) Regulations 2021”.
- (2) These shall come into force with immediate effect.

2. Definitions

In these Regulations unless there is anything repugnant in the subject or context the following expressions shall have the meanings hereby respectively assigned to them as under:

- (1) “Ad –hoc Appointment” means temporary appointment of a duly qualified person made by the competent authority for a period not exceeding one year.
- (2) “Appointment on contract” means appointment made by the competent authority or authorities for a fixed period of time.
- (3) “Appointing Authority” in relation to a post, means the officers or committee or a body authorized by the Board of Governors to make appointment to the posts from Scale 5 and below.
- (4) “Pay scales” scales of pay approved by the Board of Governors from time to time.
- (5) “Competent Authority” in relation to exercise of any powers means the Authorities specified in the University of South Asia, Lahore Act 2005 and the Regulations made there under, and other bodies and officers of the University to whom powers may have been delegated.
- (6) “Departmental Selection and Promotion Committees” mean appointment by the Vice Chancellor for appointment in any constituent unit of the University in pay scale 5 and below.
- (7) Employee “means a person appointed by the Competent Authority of the University.
- (8) “Direct Appointment” means appointment other than promotion, transfer or deputation.
- (9) “Pay” means an amount fixed for an employee on monthly basis and includes special pay, personal pay and any other amount declared by the Competent Authority to be a part of the pay.
- (10) “Permanent Post” means a post so declared by the Competent Authority.
- (11) “Selection Board” means Selection Board constituted under Section 6(1) of the University of South Asia, Lahore Act 2005 for recommending appointment in pay scales 6 to 10.
- (12) “Substantive Appointment” means direct appointment or promotion against a permanent post.
- (13) “Basic Pay” means the pay other than special pay, personal pay or emolument classed as pay other than Competent Authority to which an employee is entitled on account of a post to which he is appointed.
- (14) “Temporary Post” means a post other than the permanent post.
- (15) “Probation” means a period decided by the competent authority, during which either side may terminate the employment contract without any notice period.

3. Extent of Application

These Regulations shall apply to all officers, teacher and employees of the University of South Asia its constituent units and sub-campuses.

4. Classification of employees

The employees of the University of South Asia shall be classified as:

- (1) Teaching or Research Staff
 - (a) Full Time
 - (b) Visiting
 - (c) Adjunct
- (2) Non-Teaching Staff

5. Terms and Conditions of Service

- (1) The terms and conditions of service of employees have been prescribed in these Regulations.
- (2) The designations, pay scales and qualifications and experience shall be applicable as provided in the schedule attached to these Regulations or as prescribed by the Board of Governors from time to time.
- (3) The Vice Chancellor, on the recommendation of the Dean of Faculty concerned, may authorize prescribed qualification or experience in case of special needs or areas of specialization, at the time of advertisement for posts.

6. Appointments

All Substantive, Contract based and Ad-hoc appointments may be made either:

- (1) By transfer or promotion: or
- (2) By direct appointment: or
- (3) On contract basis: or
- (4) Acting Charge

7. Selection of Employees

- (1) All substantive appointments for academic positions, to be filled in by direct appointment or promotions in scales 6 to 10 shall be made upon the recommendations of the Selection Board on the basis of competition and merit and approved by Board of Governors. The board of governors may determine the proportion of posts to be filled in by promotion and direct recruitment in the case of non-teaching employees.
- (2) Contract appointments in pay scales 6 to 10 or on positions equivalent to these may be made by the Appointing Authority on such terms and conditions as may be agreed in consultation with the Dean of the Faculty or Head of non-teaching department and/or head of the constituent/affiliated institution to which the appointment is made.
- (3) Ad-hoc appointments in pay scales 6 to 10 may be made by the Vice Chancellor on the recommendation of the Dean of the faculty or Head of non-teaching department or head of the constituent/affiliated institution to which the appointment is made, subject to the eligibility on such terms and conditions as applicable to the said post.
- (4) All substantive appointments in any office or any constituent unit, to be filled in by direct appointment or promotion in pay scale 1-5, shall be made by the Vice Chancellor with the approval of Chairman Board of Governors.
- (5) Contract or permanent appointment in any office or any constituent unit, to be filled in by direct appointment or promotion in pay scale 1-5 subject to availability

of the vacant post, shall be made by the Vice Chancellor with the approval of Chairman Board of Governors.

- (6) All temporary appointments shall be made by the vice chancellor or officers to whom these powers are delegated by the vice chancellor.
- (7) If there exists a vacant post in a higher scale considered so expedient by the Competent Authority, appointment/promotion in a lower scale post can be made against such higher scale post.
- (8) All appointments in the University shall be made without any condition of race, color, religion, gender, disability domicile, residence or citizenship.

8. Appointment Procedure

- (1) The Dean on the recommendation of concerned Head of Department shall forward the list of teaching and research positions to be filled to the Vice Chancellor/Pro-Vice Chancellor through the Registrar.
- (2) The Registrar shall cause an advertisement to be published in national daily(s) of wide circulation and in addition to it the same may be posted on the University website or social media platforms stating the eligibility criteria and scales of the pay prescribed for recruitment and the date by which the applications may be received.
- (3) Applications received from the candidates, eligible as per conditions mentioned in the advertisement, shall be considered by the Selection Board, which may recommend to the Appointing Authority the names of suitable candidates for appointment.
- (4) Where an Appointing Authority does not accept the recommendation of Selection Board, it shall record reasons therefore and refer the matter back to the Selection Board for reconsideration in the light of the observation made by the Appointing Authority.
- (5) In case the Selection Board does not change its previous recommendation, the decision of the Appointing Authority shall be final. Provided that the Appointing Authority shall record reasons for its decision.
- (6) Appointments by transfer within the University may be made if necessary.

9. Promotion

- (1) The Registrar shall draw up a list of eligible non-teaching candidates forwarded by heads of administrative departments, along-with their Annual Performance Evaluation Reports (APER), and pending inquiries against them, if any, and place the matter before Promotion Committee for consideration.
- (2) Appointments by promotion to posts in various scales shall be made on the recommendation of the Promotion Committee.
- (3) All employees holding posts in the same grade, 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 prescribed.
- (4) The Vice Chancellor may transfer any officer or teacher of the University or assign any responsibility to any teacher or officer of the University.
- (5) Promotion cannot be claimed by an employee as a right.

10. Probation

- (1) A person appointed or promoted to a permanent post shall remain on probation for six months. The probationary period may be extended by the Vice Chancellor/Pro-Vice Chancellor for another six months upon recommendation of

the respective Dean or Head of administrative department concerned through the Registrar.

- (2) The probation shall start from the date of joining the said position and during the probation period the employee's standard of performance, in terms of the duties undertaken and their conduct will be assessed to determine whether the employee appointment may be confirmed or terminated.
- (3) If no orders confirming the service of a probationer have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been confirmed.
- (4) The appointing authority may terminate the probation period of an employee any time before the completion of the probation period and confirm him on the basis of outstanding qualifications and performance.
- (5) Period of temporary service if followed by substantive appointment shall be counted in period of probation subject to satisfactory performance evaluation report.
- (6) The Vice Chancellor on the recommendation of the respective Dean or Head of administrative department concerned, may terminate the services of the probationer has not been able to perform his duties satisfactorily, from the post with immediate effect without any notice period.

11. Confirmation

- (1) A probationer, who has, in the opinion of Vice Chancellor/Pro-Vice Chancellor on the recommendation of respective Dean or Head of administrative department concerned, satisfactorily completed his period of probation, shall be confirmed on the post.
- (2) There shall be no confirmation against a temporary post.
- (3) In case an employee is proceeded against under the Efficiency and Discipline Regulations of University, no confirmation will be made till the inquiry is completed and the employee concerned is exonerated.

12. Reversion

An employee appointed to a higher post or to a higher grade on temporary basis shall be liable to reversion to his lower post or lower grade on immediate basis without notice.

13. Lien

A person appointed against an additional post shall retain his lien on the post vacated by him till he is confirmed against another post.

14. Resignation from Service

- (1) Any employee may resign from his post by giving one-month prior notice to the Vice Chancellor/Pro-Vice Chancellor through Registrar in writing or payment of sum equal to his one-month pay in lieu of notice.
- (2) The teaching staff cannot resign when the semester is in progress.
- (3) A contract employee may also resign from his post by giving one month's prior notice in writing or on payment of a sum equal to his one month pay in lieu of notice.

15. Termination of Service

- (1) The services of a permanent employee may be terminated by giving one month notice to Faculty (at the end of the semester), one month notice to non-teaching staff and or equal month(s) wages paid in lieu of the notice.

- (2) The services of a permanent/contractual employee may be terminated without prior notice in the following cases:
 - (a) During the period of probation; provided that where such employee is appointed by promotion his service shall not be terminated, instead he shall be reverted to the former post.
 - (b) The termination is made on disciplinary grounds.
- (3) A permanent employee whose post has been retrenched or abolished shall be given two months notice by the Vice Chancellor/Pro-Vice Chancellor for termination of his service or two months pay in lieu thereof.
- (4) In the event of abolition or reduction of posts, the services of the most junior person in such cadre or service shall be terminated.
- (5) An ad-hoc basis appointment may be terminated on the appointment of another person on the same post on the recommendation of the appointing authority at any time during the period of ad-hoc appointment without assigning any reason.
- (6) An employee on a temporary post may be terminated from the service by the Appointing Authority on one month's notice without assigning any reason or on payment of one month's salary in lieu thereof.

16. Annual Performance Evaluation Report (A.P.E.R)

Annual Performance Evaluation Reports of all the University employees who are:

- (1) Deans, Heads of non-teaching departments, Registrar, Controller of Examinations, Treasurer, Chief Librarian and all Directors shall be written by the Vice Chancellor.
- (2) Head of the Teaching Departments shall be initiated by the concerned Dean and shall be countersigned by the Vice Chancellor/Pro-Vice Chancellor;
- (3) Teachers, shall be initiated by the concerned Head of the Departments and shall be countersigned by the Dean of the concerned faculty;
- (4) Working in the non-teaching departments:
 - (a) In Grade 1 – 5 shall be initiated by their immediate officers and countersigned by the Head of Department.
 - (b) In grade 6 and above shall be initiated by their concerned Heads and shall be countersigned by the Vice Chancellor/Pro-Vice Chancellor.

17. Pay, Increments and Allowances

- (1) Subject to any other provision of these Regulations, an employee shall be entitled to such pay and allowances attached to his post as prescribed by the University pay scale.
- (2) The Annual Salary Review shall be conducted in the month of January based on the Annual Performance Evaluation Report (A.P.E.R).
- (3) The minimum period for the assessment of work and conduct of an employee for the purpose of Annual Performance Evaluation Report (A.P.E.R) shall be twelve (12) months.
- (4) If an employee has served for a period of more than three months, under more than one reporting officer, his Annual Performance Evaluation Report (A.P.E.R.) will be recorded by all such reporting officers.
- (5) Annual increments and promotions in a scale of pay shall ordinarily be allowed as a matter of course from January 1st and any changes in the salary will come into effect from the salary to be dispersed on 10th February.
- (6) All representations against adverse remarks may be addressed to the Appointing Authority through Registrar within 15 days of the communication of the adverse remarks.
- (7) Advance increment(s), if granted will not change the normal date of increment.

- (8) Employees appointed on contract basis shall not be entitled for normal annual increments.
- (9) University employees may be granted any of the following allowances by the Appointing Authority on case-to case basis:
 - (a) Travel Allowance (TA)
 - (b) Qualification Allowance
 - (c) Additional Duty Allowance
 - (d) Any other allowance

18. Travelling And Daily Allowance (TA AND DA)

Traveling and daily allowance shall be paid as admissible to all employees.

19. Higher Starting Pay

The competent authority for appointment to a post will also be competent to grant a higher initial pay, advance increments or higher qualification allowance to persons directly recruited to a post in the service of the University

20. Record of Service

- (1) Service record of each employee shall be maintained in such form as may be prescribed by the University.
- (2) Annual Performance Evaluation Reports of the performance and conduct of each employee shall be recorded in such form as may be prescribed by the University.

21. Transfer

- (1) The University employees can be transferred from one post to another, generally in their normal line of duty.
- (2) Transfer of employees between units situated on different locations shall be made in consultation with the heads of units.

22. Repeal and Savings

- (1) The service conditions currently in vogue in the University are hereby repealed.
- (2) Any order or instruction in respect of terms and conditions of service of any employee made during or issued by an authority competent to make them and enforce immediately before the commencement of these Regulations shall be revised and issued in accordance with the new Regulations of service coming into effect immediately.

23. Removal of difficulties

- (1) In case of any difficulty or in a case where these Regulations are silent, and applicability of any of the provisions of these Regulations is in doubt, the case will be placed before the Chairman Board of Governors for appropriate orders.
- (2) In the event of the case not being covered under these Regulations, the matter shall be referred to the Board of Governors for appropriate orders.

24. Honoraria

- (1) Honoraria may be granted to an employee by the Vice Chancellor/Pro-Vice Chancellor on recommendation of respective head of the department for the work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward.
- (2) Sanction to the grant or acceptance of an honorarium shall not be given unless the work has been undertaken with prior consent of the Vice Chancellor/Pro-Vice Chancellor.

25. Relaxation in case of undue Hardship

If any of the provisions of the Regulations made under the Regulations operate harshly against or cause undue hardship to any employee on the basis of justice, equity and fair play, the Chairman Board of Governors may, on the recommendations of the Vice Chancellor, relax such Regulation(s) for reason(s) to be recorded.

26. SCHEDULE

This schedule is a part of Service Regulations.

Scales of pay

Pay Scale	Scale of Pay
1	15000-750-33750
2	17000-850-38250
3	19000-950-427500
4	20000-1000-45000
5	22000-1100-49500
6	45000-2250-101250
7	60000-3000-135000
8	10000-5000-225000
9	150000-7500-337500
10	300000-15000-675000

A. Category -1 (Teaching Staff)

Eligibility conditions for appointment of faculty in all disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines will as follows:

Post	Qualification	Scale
Lecturer/Research Associate	<p>First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career.</p> <p>Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3rd division in entire academic career.</p>	6
Assistant Professor	PhD in relevant field from HEC recognized University/Institution	7
Associate professor	<p>PhD in the relevant field from an HEC recognized University/Institution.</p> <p>10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization</p> <p style="text-align: center;">OR</p> <p>5-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization</p> <p>The applicant must have 10 research publications (with at least 4 publications in the last 5 years in the HEC recognized Journals.</p>	8

Professor	<p>PhD from an HEC recognized Institution in the relevant field. 15-years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals.</p>	9
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Eligibility conditions for appointment of Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) will be followed as prescribed by HEC or respective Accreditation Council from time to time.

B. Category -2 (Non-Teaching Staff)

(1) Administrative Staff

(a) Unskilled

Sr.	POST	QUALIFICATION	SCALE
1.1	Guard	Literate	1
1.2	Laboratory attendant		
2.3	Helper		
2.4	Peon		
2.5	Any Other Staff in the Grad		

(b) Skilled

Sr.	POST	QUALIFICATION	SCALE
	Driver	Literate with valid L.T.V/H.T.V. License	2
2.1	Gardener	Literate with 3 years experience	
2.2	Technician/Machine Operator	Certificate from trade school. Matriculation in the relevant Field Desirable	3
2.3	Clerk	Bachelor's Degree with some experience of secretarial work, typing speed 40 words per minute. Basic knowledge of working with computer desirable	
2.4	Cashier	Bachelor's degree in commerce with 2 years experience	

2.5	Personal Assistant	Bachelor's degree in commerce with 2 years experience	4
2.6	Laboratory Assistant	Diploma in relevant technical trade with 2 years experience in Laboratory work	
2.7	Secretariat Assistant	Bachelor's degree with 2 years experience in secretarial work and use of computer	
2.8	Account/Audit Assistant	Bachelor's degree in commerce or in business administration with 3 years experience of handling accounts and or audit	
2.9	Horticulture Supervisor	Degree in agriculture or plant sciences with 5 years experience of supervising horticulture work	
2.1	Personal Assistant for Grade 8/9 Officers	Graduate with 3 years experience in secretarial work and good knowledge of protocol services	
2.11	Laboratory Supervisor	Diploma or degree in technical trade and with 3 years experience in relevant field	
2.12	Office Supervisor	Master's degree with 3 years experience of supervisory work	
2.13	Private Secretary to VC	Graduate with 3 years experience in secretarial work and protocol work	

(c) Officers

Sr.	POST	QUALIFICATION	SCALE
1	Security Officer	Graduate with 5 years relevant experience or retired military officer.	5
2	Administrative/ Admissions/HR/Student Affairs Officer	Master Degree in Management Science or relevant discipline with proven management abilities and 3 years experience in a suitable management position	
3	Account Officer	University Graduate preferably Master's in Commerce or Management with 3 years experience	
4	Audit Officer	Preferably Master's in Commerce or Management with 3 years experience	
5	Assistant Controller Examination	Master's Degree with 3 years experience of supervised level	6
6	Assistant Registrar/Assistant Direct QEC/ORIC	Master's Degree with 3 years experience of supervisory level	

7	Manager Career Services / Admissions/ Student Affairs / Accountants / Student Affairs/HR	Master degree preferably in relevant discipline with 5 years experience in relevant field.	7
8	Deputy Controller	Master's Degree with 5 years experience as officers examination	
9	Deputy Registrar/ Deputy Director QEC/ORIC	Master's Degree with 5 years experience in the relevant field.	
10	Additional Controller of Examinations	MSc/MPhil at least 2nd Division with 8 years of University teaching/administrative experience.	8
11	Additional Registrar	Master's Degree with 8 years experience in the relevant field.	8
12	Director ORIC	Ph.D. in Computer Sciences or Social Sciences or Management Sciences or Allied Health Sciences or Law with 10 years experience in relevant in higher education or relevant field.	8
13	Director QEC	First Class M.Phil / Ph.D. degree in relevant field; Ph.D. Preferred with minimum 10 years in quality management and quality Assurance experience in higher education	8
14	Director Academics / Student Affairs/ Admissions / Administration / IT / Sports / Creative	Master degree in relevant discipline with 10 years of field related experience preferably in higher education.	8
15	Controller of Examination	Master degree and substantial experience in the relevant field and high scholastic ability.	
16	Registrar	Degree in Management Sciences/Law. High Scholastic ability and substantial experience in personnel management.	9
17	Treasurer	B.Com/BBA/MBA/ACMA or equivalent degree in the relevant field with substantial understanding and experience of this field.	
18	Pro-Vice Chancellor	An eminent scholar of national repute.	10

CHAPTER 2

LEAVE REGULATIONS 2021

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations.

1. Title

These Regulations may be called the “University of South Asia Leave Regulations 2021”.

2. Commencement

These Regulations shall be deemed to have come into force with immediate effect for all employees who were in service before the implementation of these Regulations including those who were on leave on that date shall be governed by these Regulations.

3. Application

These Regulations shall apply to all teachers, officers and other employees of the University.

4. Definitions

In these Regulations unless there is anything repugnant in the subject or context the following expressions shall have the meanings hereby respectively assigned to them as under:

- (1) “Pay” means an amount fixed for an employee on monthly basis and includes special pay, personal pay and any other amount declared by the Competent Authority to be a part of the pay.
- (2) “Employee” means a person who holds a post in the University service and who is paid from the University funds.
- (3) “Year” means Calendar year.
- (4) “Duty” means the period during which a University employee performs the duties of a post and it includes:
 - (a) Service as a probationer or an apprentice provided such service is followed by confirmation.
 - (b) The period spent on an authorized training instructors refresher course, study tour and exchange program, outside or within Pakistan up to a maximum of 3 months at a time.
 - (c) “Medical Certificate” means the medical certificate issued by any Authorized Medical Doctor.

5. Competent Authority

Unless otherwise prescribed, the Vice Chancellor/Pro-Vice Chancellor, in consultation with the Registrar, on the recommendation of the head of department or administrative head shall be empowered to grant all sorts of leaves to the employees of the University in pay scale 6 or above. The Head of department shall be empowered to grant causal leaves to the employees of his department in pay scale 1 to 5 and shall forward a copy to the Registrar.

6. General

- (1) Leave is earned by duty. It cannot be claimed as a matter of right even when due, and if the exigencies of duty so require, the leave can be refused and/or if the leave has already been granted or being availed, the remaining portion of it can be revoked and employee can be recalled to join forthwith.
- (2) Except for the period during which he remains on leave, all the service rendered by an employee qualifies him to earn leave in accordance with these Regulations.
- (3) Leave shall be applied, expressed and sanctioned in terms of days.
- (4) An employee on leave may not return on duty before the expiry of the period of leave granted to him unless he is permitted to do so by the sanctioning authority, which sanctioned his leave.
- (5) Public holiday(s) within the period of any kind of leave shall be counted as leave.
- (6) Any employee may apply for the type of leave, which is due and admissible to him.
- (7) No leave shall be availed unless it is actually granted, except leave applied for under emergent circumstances, subject to satisfaction of the sanctioning authority.
- (8) It shall be the duty of applicant to make sure that the leave applied for actually has been sanctioned. While proceeding on leave, he shall handover the charge of his post. A report to this effect shall be sent through his immediate superior. It shall also be his duty to handover all the papers, cash and keys in his custody in the manner determined by his immediate officer. An employee on return from leave shall report for his duty to his head of the department.
- (9) Leave must be applied for on the prescribed form stating the kind of leave required. A medical certificate will be submitted for leave on medical grounds.
- (10) Application for leave shall be submitted to the immediate officer, who shall forward the same to the sanctioning authority along with his remarks and the arrangements proposed during the absence of the applicant.
- (11) The Registrar and Treasurer shall maintain leave account in respect of each employee separately.
- (12) Unless the leave of an employee is extended, an employee who remains absent after the end of his leave, he may apply for the extension of his leave upon return to his office and the sanctioning authority may approve his leave for good cause shown. If the sanctioning authority is not satisfied, he shall not be entitled to any remuneration for the period of such absence and the sanctioning authority, under discipline Regulations, may initiate an appropriate disciplinary action against him
- (13) If an employee is removed or dismissed under Discipline Regulations, he shall not be entitled to any kind of leave.
- (14) Instead of indicating whether leaves starts or end in the forenoon, leave may commence from the day following that on which an employee hands over the charge of post and may end on the day preceding that on which he resumes duty. Explanation: An employee who proceeds on leave without handing over the charge of the post shall be considered absent from duty.
- (15) An employee, who goes on leave without handing over the charge to the person nominated by the sanctioning authority, may face disciplinary proceedings.

7. Casual Leaves

- (1) All employees of the University shall be entitled to casual leave at the rate of one day for every one-month of the actual period of the duty rendered.
- (2) In unavoidable circumstances, casual leave may be granted to the teaching staff by the Head of Department and to Head of Department by the Dean and to the Dean by the Vice Chancellor/Pro-Vice Chancellor.

- (3) Casual leave may be granted to the non-teaching staff by the Head of the Department and to the Head by the Vice Chancellor/Pro-Vice Chancellor.
- (4) It shall be credited to the leave account of the employee. Any balance not availed shall lapse with end of the year.
- (5) This Regulation may be relaxed at the discretion of the Competent Authority.

8. Extraordinary Leave Without Pay

- (1) Extra-ordinary leave may be granted to a University employee in special circumstances:
 - (a) When no other leave is admissible under these University Rules.
 - (b) When other leave is admissible, but the University employee concerned applies in writing for the grant of extra-ordinary leave.
- (2) No leave salary is admissible in the case of extra-ordinary leave.
- (3) Leave without pay may be granted on medical grounds up to maximum period of 90 days at a time with discretion of the Vice Chancellor/Pro-Vice Chancellor on the recommendation of the head of department, provided that the employee to whom such leave is granted has been in continuous service for at least two years, under extraordinary circumstances.
- (4) Extraordinary leave without pay may be granted in the larger interest of the University up to a maximum period of five years at a time; provided that the member of the teaching and non-teaching staff, to whom such leave is granted, has been in continuous service for a period of not less than ten years in the University and in case he has not completed ten years of continuous service in the University, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the Vice Chancellor/Pro-Vice Chancellor in consultation with Registrar.
- (5) Extraordinary leave for the purpose of study can be granted to an employee of the University for up to five years, provided that he has severed the University for three years continuously.

9. Maternity Leave

- (1) Maternity leave not exceeding one month at a time may be granted on full pay to a female University employee on a medical certificate.
- (2) Maternity leave may be granted in combination with leave of any other kind.
- (3) Maternity leave shall not be debited to leave account.
- (4) Maternity leave shall be granted by the Vice Chancellor/Pro-Vice Chancellor.
- (5) Maternity leave may only be availed for twice in the entire service of the employee.

10. Paternity Leave

- (1) Paternity leave not exceeding one-week at a time may be granted on full pay to a male University employee on a medical certificate of his spouse.
- (2) Paternity leave may be granted in combination with leave of any other kind.
- (3) Paternity leave shall not be debited to leave account.
- (4) Paternity leave shall be granted by the Vice Chancellor/Pro-Vice Chancellor.
- (5) Paternity leave may only be availed for twice in the entire service of the employee.

CHAPTER 3

Employees (efficiency & discipline) Regulations, 2021

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations.

1. Title

These Regulations may be called the “University of South Asia - Employees (efficiency & discipline) Regulations, 2021”. They shall come into force at once and shall apply to all employees.

2. Commencement

These Regulations shall be deemed to have come into force with immediate effect for all employees who were in service before the implementation of these Regulations including those who were on leave on that date shall be governed by these Regulations

3. Definitions

- (1) “University” means the University of South Asia, Lahore;
- (2) “Vice chancellor” means the vice chancellor of University Of South Asia;
- (3) “Appellant Authority” means the Chairman Board of Governors of the University.
- (4) “Authority” means the Vice Chancellor or an officer or authority designated by him to exercise the powers of the authority under these Regulations;
- (5) “Authorized Officers” means an officer authorized by the authority to perform functions of an authorized officer under these Regulations
- (6) “Defendant” means an employee against whom action is taken under these Regulations;
- (7) “Misconduct” means conduct prejudicial to good order or services discipline or unbecoming of an officer and a gentlemen and include any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the University or on the officer of University in respect of conditions of services of an employee; and
- (8) “Penalty” means a penalty, which may be imposed under these Regulations.

4. Grounds for Penalty

Where an employee, in the opinion of the authority;

- (1) Is inefficient or has ceased to be efficient; or
- (2) Is guilty of misconduct; or
- (3) Is corrupt, or may reasonably be considered corrupt; or
- (4) Is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is suspected of involving unauthorized person in University affairs, and his retention in service is, prejudicial to University security; the authority may impose on him one or more penalties.

5. Penalties

- (1) **Minor Penalties**
 - (a) Censure;

- (b) Withholding for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the Regulations or orders pertaining to service or post;
- (c) Recovery from pay of the whole or any part of any pecuniary loss caused to the University by negligence or breach of orders.

(2) Major Penalties

- (a) Reduction to a lower post for time-scale or to a lower stage in a time-scale;
- (b) Removal from services; and
- (c) Dismissal from services.
- (d) Removal from services does not, but dismissal from services does, disqualifies for future employment.
- (e) In this Regulations, removal or dismissal from services does not include the discharge of person;
 - (i) appointed on probation, during the period of probation or training rules applicable to him; or
 - (ii) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
 - (iii) engaged under a contract, in accordance with the name of contract.

6. Inquiry Procedures

- (1) In case where an employee is defendant of subversion, corruption or misconduct, the authorized officers may require him to proceed on forced leave without pay or, with approval of the authority, suspended him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months.
- (2) The authorized officer shall decide whether in the lights of facts of the case or in the interest of justice an inquiry should be conducted through an inquiry officer or inquiry committee.
- (3) If the authorized officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall,-
 - (a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action;
 - (b) give him a reasonable opportunity of showing cause against that action: Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity; and
 - (c) on receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved, if it is proposed to impose a minor penalty he shall pass order accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegation served on the accused, if appointed, and his own recommendation regarding the penalty to be imposed, the authority shall pass such orders as it may deem proper.

7. Procedures to be Observed by Inquiry Officer or Inquiry Committee

Where an inquiry officer or inquiry committee is appointed, the authorized officer shall;

- (1) Frame a charge and communicate it to defendant together with statement of the allegations
- (2) The inquiry officer or the committee as the case may be, shall hear the case on day-to-day basis and no adjournment shall be given except for reasons to be

recorded in writing, however, every adjournment with reason thereof shall be reported forthwith to the authorized officer and normally no adjournment shall be for more than a week.

- (3) Where the inquiry officer or the committee, as the case may be is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry it or he shall administer a warning, or if thereafter he or it is satisfied that the defendant is acting in disregard of the warning. He or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
- (4) The inquiry officer or the Committee, as the case may be, shall within ten days of conclusion of the proceeding or such longer period as may be allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.

8. Revision

The authority may call for the record of any case pending before or disposed of by the authorized officer and pass such order in relation thereto as it may deem fit.

9. Powers of the Inquiry Officer & Inquiry Committee

- (1) For the purpose of an inquiry under these Regulations, the inquiry committee shall have the powers of:
 - (a) Summoning and enforcing the attendance of any person of the University and examine him;
 - (b) Requiring the discovery and production of documents of the University;
 - (c) Receiving evidence of affidavits; and
 - (d) Constituting a committee for the examination of witnesses or documents.
- (2) If the defendant does not abide by the orders of the Inquiry Officer or Inquiry Committee, he shall render himself liable for imposition of penalties under these Regulations.

10. Appearance of Counsel

No party to any proceedings under these Regulations before the authority, the authorized officer, and Inquiry officer or an Inquiry Committee shall be represented by an advocate.

11. Appeal against penalty

Any University employee on whom a penalty has been imposed under these Regulations, may within 30 days from the date of the communication of the order, may file appeal against the order. Provided if the Vice Chancellor/Pro-Vice Chancellor is satisfied that there is sufficient ground for extending the time, he may entertain the appeal at any time.

12. Petition of Appeal

Every appeal, preferred under these Regulations shall be made in the form of a petition in writing and shall set forth concisely the grounds of objection to the order appealed from and shall not contain disrespectful or improper language and shall be submitted to the Vice Chancellor/Pro-Vice Chancellor and he shall forward the same along with the comments, within a fortnight, to the Appellant Authority.

13. Determination of appeal by the Appellant Authority

- (1) The Appellant Authority shall cause notice to be given to the appellant and the Competent Authority or the Authorized Officer imposing penalty, of the time and

- place at which such appeal will be heard. The Appellant Authority shall send for the record of the case, if such record is not already with it.
- (2) After perusing such record and hearing the appellant, if he appears, and the punishing authority, if he appears, the Appellant Authority may, if he considers that there is no sufficient ground for interfering, dismiss the appeal or may:
 - (a) reverse the finding and acquit the accused; or
 - (b) order and direct that further or fresh inquiry be made or
 - (c) alter the findings maintaining the penalty or with or without altering the finding, reduce the penalty: or
 - (d) subject to the provisions of clause (a) enhance the penalty.
 - (3) Where the Appellant Authority proposes to enhance the penalty, it shall:
 - (a) by order, in writing, inform the accused of the action proposed to be taken and the grounds of the action; and
 - (b) give him a reasonable opportunity to show cause against that action.
 - 4) In dealing with an appeal, the Appellant Authority, if thinks additional evidence to be necessary, may either take such evidence itself or direct it to be taken by the Authorized Officer and when such evidence has been taken then he shall thereupon propose to dispose of the appeal.

CHAPTER 4

FINANCIAL REGULATIONS 2021

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations:

1. Short title and commencement

- (1) These Regulations may be called the **University of South Asia Financial Regulations 2021** and shall be followed by the authorities of the University in the discharge of their financial functions as assigned or prescribed from time to time by the Board of Governors of the University.
- (2) These Regulations supersede all prevailing financial practices and orders on the subject and shall henceforth apply to all financial matters of the University.

2. Definition

- (1) In these Regulations, unless there is anything repugnant in the subject or context, the following terms shall have meaning given below:
- (2) “Authority” means the Authority of the University as specified in the directions of the Board of Governors;
- (3) “BOGs” means the Board of Governor of the University;
- (4) “Budget” means the financial estimates of the University for the financial year duly approved by the Board of Governors;
- (5) “Constituent Unit” means an extended premises of the University within the metropolitan limits of the University
- (6) “Chairman” means Chairman Board of Governors;
- (7) “Dean” means the Dean of Faculty;
- (8) “ Department” means a teaching department or college of the University;
- (9) “Head of Department” means head of teaching department of the University;
- (10) “Registrar” means the Registrar of the University;
- (11) “Treasurer” means the Treasurer of the University;
- (12) “Funds” means the fund of the University maintained in the scheduled bank;
- (13) “Purchase committee” mean the purchase committee of the University;
- (14) “University” means the University of South Asia;
- (15) “Controller” mean the Controller of the Examinations;
- (16) “Vice Chancellor” means the Vice Chancellor of the University of South Asia

3. University Accounts

The University shall operate its own accounts maintained in bank(s) of good standing. To these accounts shall be credited income from fees, trusts, bequests, endowments, contributions, branches, and all other sources.

4. Jurisdiction and Job Description of the Authorities of the University

- (1) **Board of Governors:** The Jurisdiction of the Board of Governors shall be same as spelled out in University of South Asia, Lahore Act IX of 2005.
- (2) **Finance and Planning Committee:** The jurisdiction of the Finance and Planning shall be same as spelled out in University of South Asia, Lahore Act IX of 2005.
- (3) **Duties & Functions of Officers:**
 - (a) **Vice Chancellor**
 - (i) **The jurisdiction of the Vice Chancellor shall be the same as spelled out in the University of South Asia Act IX of 2005.**

- i. The Vice Chancellor shall be appointed by the Government on such terms and conditions as may be determined on the recommendation of the Board of Governors.
- ii. He shall hold the office for a term of four years. He will also be eligible for re-appointment.
- iii. The Vice Chancellor shall be the principal executive and academic officer of the University and shall ensure that the provisions of the University Act, the Regulations, and the decisions of the Board are faithfully observed in order to promote teaching, research and administration and the general efficiency and good order of the University. He shall have all powers necessary for this purpose including administrative control over all officers, teachers and other employees of the University.
- iv. The Vice Chancellor shall preside over the meeting of the Authorities of which he is the Chairman and be entitled to attend and preside at any meeting of any other authority or body of the University.
- v. The Vice Chancellor may in an emergency, which in his opinion requires immediate action, take such action with the concurrence of the Chairman and shall as soon as thereafter as possible, report his action for approval to the Board in due course of time.
- vi. At any time when the office of the Vice Chancellor is vacant or he is absent or unable to perform the functions of his office due to illness or some other cause, the Chairman shall make such arrangements for the performance of the duties of the Vice Chancellor as may he deem fit.

(ii) The Vice Chancellor shall also have the powers:

- i. To create and fill temporary posts for a period not exceeding six months in consultation with the Chairman.
- ii. To sanction all expenditure provided for in the approved budget and to re-appropriate funds within the same major head of expenditure.
- iii. To sanction in the consultation with the Chairman re-appropriation of an amount not exceeding Rs.50, 000/- for an unseen item not provided in the budget.
- iv. To direct teachers, officers and other employees of the University to take up such assignments in connection with teachings, research and examination necessary for the purpose of the University.
- v. To appoint employees up to scale No.5 in accordance with the University Service Regulations.
- vi. To exercise and perform such other powers as may be prescribed.
- vii. In the constituent unit(s) of the University of South Asia, Lahore where a Pro-Vice Chancellor/Head of the constituent unit is appointed, he shall exercise all those powers and functions which are exercised by the Vice Chancellor of the University except those which are peculiar and inseparable as per the Act of the University, which shall ipso facto be exercised or used by him to the exclusion of all.

(b) The Pro-Vice Chancellor

- i. The Pro-Vice-Chancellor shall be the academic and executive officer next to the Vice-Chancellor having purview of a sub-campus or a unit of

the university or as determined by the Board of Governors from time-to-time.

- ii. The Pro-Vice-Chancellor shall be an eminent scholar of national repute.
- iii. The Vice Chancellor in consultation with the Chairman of Board of Governors shall recommend the appointment of the Pro-Vice Chancellor to the Board of Governors on such terms and conditions as mentioned by the Board.
- iv. The Pro-Vice Chancellor shall perform such functions and duties as may be assigned to him by the Board of Governors from time-to-time.

(c) Treasurer

- i. The jurisdiction of the treasurer shall be the same as approved by the Board of Governors in and are reproduced below:
 - a. Subject to the supervision of the Chairman shall exercise over the finances of the University and ensure that the funds of the University are spent for the purpose for which these are allocated or granted. For this purpose he may arrange such checks as may be necessary for the proper maintenance of the records;
 - b. he shall be appointed by the Chairman on the recommendation of the Vice Chancellor on such terms and conditions as maybe determined by the Board.
 - c. Subject to the approval/sanction of the competent authority process all payments as may be prescribed.
 - d. Monitor the finances of the University and provide to the Chairman:
- ii. Adequate information on all financial matters
- iii. Bring to the notice of the Chairman any infringements of the provisions of these Regulations and
- iv. Ensure the decisions of the competent authorities are implemented
- v. Make investments of surplus funds of the University in a most profitable manner with the approval of Chairman.
- vi. Sign all financial contracts except Service Contracts, made on behalf of the University; unless directed otherwise by the competent authority. Subject to control of the Chairman, be responsible for framing of Regulations on all financial matters from time to time which by the direction of BOGs are required to be prescribed.
- vii. Conduct official correspondence of the University on all financial matters
- viii. Allow fee remission to the indigent students in accordance with the prescribed Regulations.
- ix. Sanction the refund of examination fees, security deposits and other dues of students as per the policy of the University.
- x. Have the power to sanction and allow payments of dues payable to Government departments and attached organizations like telephoning bills, taxes, electricity and gas charges, and preparing all cheques drawn on behalf of the University.
- xi. Supervise the work of internal auditors and control internal audit system.
- xii. Perform all such functions needed to conduct external audit.
- xiii. Make tax deductions where applicable and file tax returns and statements required to be filed with the tax.

- xiv. Perform such other duties and exercise such financial powers as may be assigned delegated from him time to time by the Chairman, as the cause may be.

(d) Registrar

The jurisdiction of the Registrar shall be same as approved by the BOGs as reproduced below;

- i. The registrar shall be a whole time officer of the University
- ii. He shall be appointed by the Chairman on the recommendation of the Vice Chancellor on such terms and conditions as maybe determined by the Board.
- iii. Be the Custodian of the Common Seal of the University
- iv. Register the students and maintain their records
- v. Unless otherwise required, sign agreements, bonds and contracts made on behalf of the University.
- vi. Deal with establishments matters of the faculty and staff of the University.
- vii. Perform such other duties as may be assigned to him from time to time.
- viii. He will act as the Secretary of the Authorities as prescribed by the University of South Asia, Lahore Act IX 2005.

(e) Controller of Examinations

The jurisdiction of Controller of Examinations shall be the same as approved by the Board of Governors as reproduced below:

- i. Controller of Examinations shall be a whole time officer of the University
- ii. He shall be appointed by the Chairman on the recommendation of the Vice Chancellor on such terms and conditions as maybe determined by the Board.
- iii. He shall be responsible for all matters connected with the conduct of examinations.
- iv. Perform such other duties as may be assigned to him from time to time.

(f) Dean

The jurisdiction of the Dean shall be same as spelled out in the University of South Asia, Lahore Act IX of 2005 and approved by the BOGs are reproduced below:

- i. There shall be a Dean of Faculty who shall be the chairman and convener of the Board of Faculty.
- ii. The Dean shall be appointed by the Board of Governors amongst three senior most Professors of faculty on the recommendation of Vice Chancellor.
- iii. He should hold office for a period of three years and shall be eligible for re-appointment.
- iv. The Dean shall present candidates for the admission to degrees (except honorary degrees) in the courses falling within the preview of faculty.
- v. The Dean shall have full powers to sanction expenditure out of contingency fund allocated to his faculty in approved University budget
- vi. The Dean shall countersign the TA/DA claims of teaching staff of his faculty
- vii. The Dean shall coordinate, recommend and forward to the treasurer the program of study tour, field trips and excursions of the students of the teaching departments of his faculty, and
- viii. Such other functions as prescribed by the Board from time to time.

(g) Head of the Department

The jurisdiction of the head of the department shall be same as spelled out in the University of South Asia Lahore Act IX of 2005 below:

- i. There shall be an academic department for each subject and a group of subjects as may be prescribed by the Regulations and each academic department shall be headed by the Head of Department.
- ii. The head of an academic department shall be appointed by the BOGs on the recommendation of the Vice Chancellor from amongst three senior professors other than any professor working as Dean for a period of three years and shall be liable for reappointment provided that in a department where there are less than three eligible professors the appointment shall be made from amongst the three senior most Professors and Associate Professors of the department.
- iii. The head of the department shall plan, organize and supervise the work of the department and shall report to the Dean for the work of his Department.
- iv. The head of the department shall prepare comprehensive annual report regarding the performance of the department at the graduate and post graduate levels, faculty research and developments and submit this report to the dean of the faculty for his evaluation.
- v.

5. Budgets and Accounts, Its compilation, Control and Format

- (1) The budget section shall complete the compilation of the budget in March every year, after seeking information from constituent institutions in appropriate forms.
- (2) The Treasurer after discussing various aspects of the budget with the Vice Chancellor/Pro-Vice Chancellor will incorporate the necessary changes and prepare the final budget for submission to the Finance and Planning committee shall be put up to the Board of Governors on or before June 30 each year.
- (3) The revised budget based on actual of the preceding 10 months shall also be processed for the approval of the Board of Governors at the time of presentation of the annual budget for the following year.
- (4) The budget format available will be adopted for the recurring budget of the University.

6. Receipts

Prescribed income and expenditure ledger will be maintained showing budget targets under various heads of expenditure and income against with the actual receipts and disbursements will be recorded. A statement will be prepared quarterly showing the actual receipts and expenditure against the budgets targets for each department and consolidated summary will be submitted to the Vice Chancellor/Pro-Vice Chancellor.

7. Fee Collection

- (1) **The following rates and procedure are applicable regarding the collection of fee:**
 - (a) Registration, Admission, Examination, Semester and all other fees will be approved by the Chairman, which may be revised by him from time to time.
 - (b) Fee can be paid on the semester basis on such dates approved by the Chairman on the recommendation of the Vice Chancellor/Pro-Vice Chancellor.

- (c) Fee bills are issued one month prior to the last date for depositing the dues
- (d) A late fee charge, to be decided by the Chairman, is added for non-payment of dues by the last date
- (e) Failure of depositing the dues within 30 days after the due date may result in cancellation of admission.
- (f) Fee is deposited in the Bank decided by the Chairman

(1) Fine Collections:

- (a) Fines are collected at the accounts office
- (b) All fines are payable within 7 days unless communicated otherwise
- (c) Students failing to pay the fine are not allowed to enter the campus till they deposit their dues
- (d) Fine for bunking the classes is Rs. 500 per lecture from the third absence in a class/subject.
- (e) Fine for misconduct is up to Rs. 25,000 for the first count, Rs 50,000 for the second count and the student is expelled off the rolls on the third count
- (f) Fine for returning books, late to the library is Rs 50 per day.
- (g) Fine for damaging the University property is three times the cost of the damage
- (h) The amount of fine collected is allocated for the activities of societies, clubs and other co-curricular activities at the University.
- (i)

(2) Other Receipts

- (a) Transport charges are payable in advance and are determined by the authorized officer on the basis of distance of pick & drop location.
 - (b) Cafeteria expenses are payable in the cafeteria.
 - (c) Hostel charges are determined by the Director Administration or head of the unit/constituent/affiliated college on the basis of type of room and facilities availed by the student.
 - (d) Fee for the issuance of University ID card is Rs. 500.
 - (e) Fee for change of program is Rs. 5,000.
 - (f) Paper re-check fee is Rs. 5,000 per paper (paper re-check shall not be allowed once the result is declared/notified by the Controller of Examinations)
 - (g) Repeat of course fee is Rs, 15,000 per paper at Cantt, at Raiwind Road, 15,000 and 10,000 for programs with accreditation council and without a council respectively and 5,000 for Lab papers if taught separately.
 - (h) Fee for official transcript and all sorts of official letters is Rs. 500 for each count. For urgent applications fee shall be Rs. 1500 for each count.
 - (i) Degree issuance fee is Rs. 10,000.
 - (j) Convocation charges are Rs, 5,000.
- (4) Any cash available on the day shall be deposited in the bank and recorded in the cashbook daily. If due to unavoidable circumstances the money cannot be deposited on the day it is received, the matter will be brought to the notice of the Treasurer/Head of the Constituent Unit who may take necessary precautions for the safe custody of cash.
- (5) For all money received other than through bank challan, money orders, pay orders and bank drafts, printed receipts shall be paid to the University Accountant. In case

any receipt is cancelled, it will be defaced with the rubber stamp as such, and will be kept folded properly in the receipt book.

- (6) All money received in the University account shall be analyzed date wise on the classification sheet and recorded in the main cash book.
- (7) Postings to the income ledger shall be made from the main cashbook and monthly totals of receipts, after analyzing cash head-wise, shall be posted to the income ledger.
- (8) The accounts section shall maintain its own bank ledger for all transactions of daily deposits and withdrawal of cheques from the bank. Posting to the bank ledger will be made from the main cashbook and on monthly basis.
- (9) When the figures are posted to cashbook, the classification sheets will be returned to the accountant for filing the record.
- (10) Deposits of bank drafts and cash will be made through pay-in-slip after issuing proper printed receipt duly numbered under the custody of the Accountant, a brief description regarding the nature of receipt will also be noted on the counter foil.
- (11) The accountant will ensure that the bank statements along with the copy of counterfoils are received daily.
- (12) Account of interest/profit credited by the bank will be properly checked and differences in rates or amounts shall be raised with the bank till settlement.

8. Payments

- (i) Before any payment is made, the Treasurer will ensure that provision exists in the budget under the particular head of income and expenditure against which the actual receipts and disbursements will be recorded.
- (ii) All cheques issued will be entered on the payment side of the cashbook giving full particulars of the payment in serial order.
- (iii) Postings from cashbook to the expenditure ledgers will be made in the light of audited payment orders and vouchers, which will be totaled on monthly basis.
- (iv) No over-writing and erasures will be allowed in the cash book. In case of any correction, the incorrect entry will be corrected with proper initials of Account Officers.
- (v) Under no circumstances blank cheques will be signed by any of the signatories.
- (vi) On receipt of a fresh cheque book from the bank, the number of cheques contained will be counted before its acknowledgement is signed and sent to the bank.
- (vii) The counterfoils of the used cheque books will be preserved and kept in safe custody.
- (viii) Copies of letters containing standing instruction will be filed properly and kept under the custody of the Treasurer or any other authorized officer.
- (ix) The banks advice of debit/credit will be obtained and adjusted in the cashbook and relevant ledgers.

9. Balancing and Reconciliation

- (1) The bank balances at the end of each month will be reconciled with the bank ledger and the Accounts Section will prepare a reconciliation statement. Un-cashed cheques, if any, which remain outstanding for long will be brought to the notice of the Treasurer.
- (2) A certificate will be obtained from the Bank certifying the balances in each account at the close of financial year.

10. Main Books of Accounts

- (1) The following books shall be maintained in the Office of the Treasure for record and proper accounting treatment of transactions:

- (a) Petty Cash
- (b) Bank Book
- (c) Journal (s)
- (d) General Ledger
- (e) Assets Ledger

11. Payment and Processing of Pay Bills of Establishment

- (1) The Registrar's Office will intimate to the Treasurer all appointments, promotions, resignations and terminations of the staff. For every employee a file will be maintained, to depict any change in his status and pay scale.
- (2) Office of the Treasurer will prepare pay bills each month based on the employees' roster issued by the Registrar.
- (3) The Account Section shall scrutinize these bills and ensure that:
 - (a) All pay bills have duly been supported by the order of the competent authority; and
 - (b) A general vouchers has been prepared adjusting various deductions from salaries.
- (4) Appropriate deductions for leave without pay and absence, if any, shall be made on the advice of the Registrar.
- (5) The accounts section will prepare cheques/bank transfer vouchers for all officers and teacher, the junior staff may be paid in cash. The accountant shall obtain the signatures of the payee in the space provided in the pay bills. The salary will not be disbursed to a person other than the concerned employee, unless he authorizes his representative in writing and the Treasurer duly approves the written request.

12. General Provision

The Treasurer, with the approval of the Chairman may introduce such Regulations as may be necessary for the maintenance of financial discipline.

CHAPTER 5

LIBRARY REGULATIONS 2021

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations.

1. Title

These Regulations may be called the University of South Asia Library Regulations 2021. They shall come into force at once and shall apply to all employees.

2. Commencement

These Regulations shall be deemed to have come into force with immediate effect.

3. Use of Library

- (1) The following persons shall be eligible to become member of the library. They shall have the privilege to draw books from the Library to the extent and for the period shown against each, subject to the conditions and restrictions herein laid down.

	<u>No. of Books</u>	<u>Period</u>
(i) Members of the Board of Governors	6	14 Days
(ii) Members of the Academic Council	6	do-
(iii) Members of Board of Studies	6	do-
(iv) Staff employed on Research Projects	4	do-
(v) Under Graduate Students of the USA	4	20 days
(vi) Post Graduate Students of the USA	6	One Month
(vii) Visiting Teachers	5	One Month
(viii) University Teachers	10	One Semester
(ix) Other University employee	2	14 Days

- (2) They shall apply for the Library membership on prescribed form.
(3) On acceptance of the application a “Library Card” will be issued to the member.

4. Borrowing Procedure

- (1) University Employees and student shall present their University ID card at the time of borrowing and returning a book(s).
(2) When a request is made for a book already loaned out of the Library, the intending borrower will be required to fill in Reservation Card.
(3) As soon as book is received back in the Library, the intending borrower shall be informed. Such books will be issued in order of priority determined by the dates of reservation.
(4) If a borrower desires to retain a book beyond the prescribed period, he may get it reissued provided another member does not reserve the book.
(5) Member shall inspect books at the time of issue and bring defects, if any to the notice of the Library officials at the counter.
(6) Dictionaries, encyclopedias, works of reference, original manuscripts, books which contain valuable engravings, loose plates, maps of those unbound or un-catalogued shall not be issued on loan by the Library except with permission of the Librarian at his discretion.

- (7) No magazine, periodical or newspaper shall be taken out of the Reading Room except by a member of categories (i) & (vi) of Regulation 1, who will give a receipt for the same.
- (8) The Librarian shall keep in Reference Section, books of which only one is available in Library, but which is in large demand by the members.
- (9) A book urgently required in the Library may be recalled by the Librarian.
 - (a) Members shall not damage, mark, or write on any library book periodical, map or manuscript. Defaulter shall be required to replace the damaged material with the new one, or to pay double the prevailing market price.
 - (b) Members who lose any Library book, periodical map or manuscript, shall be required to replace the lost material with a new one, or to pay double the prevailing market price at the time of payment.
 - (c) The result of library defaulter students will not be declared unless they provide a clearance certificate from the library. The Librarian will notify to the Controller of Examination the list of defaulters.
- (10) Members shall get the books issued on their cards before taking them out of the Library, infringement of these Regulations shall entail one or more penalties mentioned below:
 - (a) A fine up to Rs. 1000/- book.
 - (b) Suspension form/cancellation of Library Membership.
 - (c) Any other disciplinary action.
- (11) Retention of books by the members beyond the prescribed time limit shall entail fine, it will be Rs. 50/- per volume per day.
- (12) The Chairman Library Committee may, at his discretion reduce or remit the delay fine.
- (13) The fine or in case of double cost of book shall be collected by the Accounts Office.
- (14) The amount collected under these Regulations above shall be deposited in the University Bank, under the head "Library fine fund".

5. General Conduct and Discipline

- (1) Members entering the Library shall not bring in, their personal books, brief cases, large size file covers, over coats etc. These may be deposited with the Library Attendant at main gate of the Library.
- (2) Students entering the Library shall sign the Daily Attendance Register and produce their Library Card whenever required by the Library staff.
- (3) Smoking is prohibited in the Library.
- (4) Talking loud is prohibited in the Library.
- (5) The Librarian shall be responsible of maintenance of order in the Library, for disorderly conduct or breach of any Regulation he may require a member so offending to withdraw from the Library for the remainder of the day and shall immediately report the case to the Chairman Library.
- (6) Stock Taking shall be held once a year Members shall return the borrowed books for stock-taking by the date notified by the Librarian.
- (7) The Library shall remain closed on Sunday, other University holidays and for the Annual Stock Taking period.

CHAPTER 6

REGULATIONS OF FACILITIES

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations.

1. Title

These Regulations may be called the University of South Asia Regulations of Facilities 2021. They shall come into force at once.

2. Commencement

These Regulations shall be deemed to have come into force with immediate effect.

3. Lab Facilities & Policies

(1) Computer Labs

- (a) Computer labs shall open at 8:00 am till 6:00 pm from Monday to Saturday.
- (b) Under special circumstances, labs can be opened round the clock upon the request of the head of department.
- (c) A student can use the lab for two hours at a stretch and if no other student is waiting he can continue to work further.
- (d) In case the lab is full and students are waiting to get a terminal, students working for more than two hours will be asked to leave.
- (e) Preference will be given to the students who come to complete their projects with pre-allocated timings in which case the two-hour usage right will be overstated.
- (f) In case a computer gets out of order, students are not allowed to repair the equipment on their own. Computer repair work is carried out only by the appointed technicians of the University.
- (g) Students shall not move or re-configure any software on any of the workstations.
- (h) Students shall not install any software applications on any workstation.
- (i) Students shall not copy software applications to or from any workstation to any removable disk or CD.
- (j) Student found guilty of opening the computer CPU or any other device attached or reconfiguring and copying software in any way will be fined Rs. 2500/- for each account.
- (k) Under most cases students work separately in the lab however, for completing assignments, students would be allowed to work together on one computer with the permission of the Lab manager.
- (l) Students are not allowed to use computer stations for entertainment i.e. games or movies.
- (m) Students are not allowed to bring food or drink into the lab.
- (n) Students must use the Internet with responsibility and courtesy for their fellow students.

- (o) Students shall not display material on screen from a website which may be offensive to other students.
- (p) Students shall use quiet headphones and must keep conversation quiet.
- (q) Students shall answer their call over cell phones outside and not in the lab.
- (r) Students can get the prints of their information using both the laser and color printers against a small payment that covers the cost of printing.

(2) Art Studio

- (a) Art Studios are available for the students to work on Fine Arts, Architecture, Multimedia, Fashion & Textile Design projects.
- (b) Students are allocated time slots for using these studios during the designated time only.
- (c) The photocopier will maintain the stationary required by the students of art department and will provide them the stationary items at or below the market price.
- (d) Students are not allowed to bring food or drink into the studios.
- (e) Students shall use quiet headphones and must keep conversation quiet.
- (f) Students shall answer their call over cell phones outside the lab.
- (g) Student found guilty of mishandling and damaging any equipment shall be held responsible for the complete repair or replacement along with a fine of Rs. 2500.

(3) Science Labs

- (a) Science labs are used under the supervision of the lab staff to avoid any accident from happening.
- (b) Students under no circumstances can request to use the labs in the absence of the supervising staff.
- (c) Science labs can only be used during the designated timings. Students coming late lose their lab time and will not be given extra hours.
- (d) University provides all the equipment, tools and chemicals in the lab.
- (e) Students are not allowed to bring food or drink into the lab.
- (f) Students shall answer their call over cell phones outside the lab.
- (g) Student found guilty of mishandling and damaging any equipment shall be held responsible for the complete repair or replacement along with a fine of Rs. 2500.
- (h) Student found guilty of theft intentional or unintentional shall be dealt under Student Discipline Regulations. .

4. Hostel Facility & Policies

(1) Hostel Facilities

- (a) Boarding & lodging
- (b) Fully Carpeted Rooms (Single/Shared)
- (c) Mess (Breakfast, Lunch, Dinner)
- (d) Air Conditioner/Heater
- (e) Laundry service
- (f) Attached Dressing Rooms & Washrooms (Equipped with hot & cold water)
- (g) Filtered Water

- (h) Entertainment-TV
- (i) Transportation (To University & vice versa or in case of Emergency)
- (j) Round the Clock Security provided by Professional Guards
- (k) Internet Facility

(2) Hostel Fees & Charges

- (a) The student shall have to deposit the fees at the time of admission to the hostel.
- (b) Security Fee is Rs. 10,000/- which is refundable.
- (c) Room Rent & Mess charges on monthly basis (The hostel charge varies depending on hostel facilities).
- (d) Hostel room rent shall be chargeable for at least one month irrespective of the date of joining.
- (e) Room Rent and Mess charges for every month shall be paid by 8th of every month in advance on failing which Rs. 100/- per day shall be charged as late fee.
- (f) The Hostel Warden decision regarding fines shall be binding and final on all hostellers.
- (g) A Hosteller is required to get a receipt of the amount paid.
- (h) A hosteller will have to take permission and clearance certificate from the Hostel Warden when he finally leaves the hostel. The Security amount will be refunded only when clearance certificate has been issued.

(3) Hostel Discipline & Management Policies

- (a) No tenancy shall be created by the occupants or use of hostel premises and property and that each of them is merely permitted by the University, under the rules and Regulations framed by the University which can be changed, altered, modified, varied wholly or partly and can be replaced by University at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If he does not leave, he shall be liable to be forcibly removed.
- (b) Admission given is provisional and will be confirmed by the Hostel Administrator only after submission of medical examination clearance by the student. Any previous medical history should be disclosed by the student.
- (c) Any misleading or false statement or information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof. If he does not leave the premises of the Hostel, he shall be liable to be forcibly removed from the hostel.
- (d) The Hostel Warden reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited, and fees will NOT be refunded except the mess charges on pro-rata basis.
- (e) A student shall not change/interchange his room with another student or shift into a vacant room without the previous written permission of the Director Student Affairs or Hostel Administrator. The Hostel Warden has the right to shift a student from his room to another room in the hostel at any time without assigning any reason.

- (f) The hostel warden shall provide the student with keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables, and they should be kept in the cupboard under lock. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key or get them duplicated without the permission of the Hostel Warden.
- (g) Hostel Warden has the discretion to inspect any room at any time.
- (h) Hostellers shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Hostellers shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
- (i) Hostellers shall take prior written permission from the Hostel Warden before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
- (j) During the vacation, belongings should be kept in the cupboard under lock, however hostellers may avail common storage facility for limited quantity (2 cartons). One month before the vacation period, an application endorsed by the Hostel Warden shall be submitted to Director Administration informing about the student's official vacation period. When the student has completed an academic year and is to vacate the hostel, hostellers must take along all of his belongings.
- (k) A minimum of two-months' notice is necessary in case a hosteller wishes to vacate the hostel. A hosteller shall have to vacate the hostel within five days of completion of his examination or any such academic requirement whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the Hostel Warden is required. In case a student does not vacate his room, the belongings shall be removed from the room and room shall be locked by the Hostel Warden with no responsibility of the Management for the same.
- (l) Hostellers residing in the hostel will be staying at their own risk, liability and consequences.
- (m) The hostellers should be decently dressed when they are out of rooms. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
- (n) Strict silence shall be observed in hostel from 10.00 pm to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other hostellers in the hostel premises. Recreational facilities to be turned off at 10.00 pm.
- (o) No gambling of any kind shall be allowed on the premises of the hostel.
- (p) No hosteller shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
- (q) Hostellers shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the University.
- (r) If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Hostellers shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.

- (s) Hostellers shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to hostellers must be cared for property. Hostellers will be required to pay double the original cost of any item found missing from their room. Hostellers will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- (t) Hostellers are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, hosteller involved in such activities will be expelled from the hostel.
- (u) Theft/damage to hostel assets in common areas/corridors will be recovered from all hostellers of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
- (v) Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any hosteller. Hostellers are advised not to keep any cash/jewelry or any costly items in the room.
- (w) Ragging in any form is banned. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Student Disciplinary Committee/Warden/ Hostel Administrator /Security directly at any time of the day/night.
- (x) Table lamps can be used for study purpose after 12.30 am.
- (y) Attendance will be taken by the Warden before 9:00 pm every night. Hostellers has to sign the attendance register every day between 8:00 pm to 9:00 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine.
- (z) Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Director Administration on the recommendation of head of department concerned may still permit the hostellers in exceptional circumstances for academic purpose and it should be conveyed to the hostel Warden in writing.
- (aa) Hostellers may be permitted to go home during holidays with written permission from parent.
- (bb) Disciplinary action shall be taken against the hostellers who does not submit the night out form.
- (cc) Hostellers shall take prior permission of the Hostel Administrator for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours before 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.
- (dd) Hostellers shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Hostel Warden has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.

- (ee) Hostellers shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
- (ff) Hostellers shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall not be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
- (gg) Visitors/parents are allowed to visit a student only in the visitor's lobby between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No hostellers shall take any visitor including his parents to the room. Servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.
- (hh) Guests are allowed in mess with prior permission of the hostel warden and charges applicable.
- (ii) Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
- (jj) The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

5. Transportation Facilities & Policies

- (1) The Regulations governing the use of Transportation facilities are as follows:
- (2) Students are required to pay the transport dues by the first of every month at the admissions office.
- (3) A late of Rs. 100/- per day is charged for paying the dues after the due date.
- (4) Students desirous of utilizing the transport are required to submit their transport request form in the Students Affairs Office at least one week prior to availing the service.
- (5) All the drivers of the vehicles carry a mobile phone, and the students can call the drivers to locate the vehicle's location.

6. Cafeteria Facilities

- (1) Cafeteria remains open from 7:30 to 6:30 pm Monday to Friday and Saturdays when needed. For students, faculty and management staff.
- (2) Students shall eat in a polite, quiet and acceptable manner at assigned tables. No throwing of food, yelling, running and shouting is permitted.
- (3) Student shall not put their feet on the table and chairs.
- (4) Students shall respect cafeteria supervisors and all other personnel assisting with its operations. Students are to follow the supervisor's instructions all the time.
- (5) Cafeteria supervisors have the responsibility and authority to discipline students in accordance with the University guidelines.
- (6) Student shall be responsible for the disposal of his trash in an appropriate manner. All students must leave their eating area clean, including food, paper, and spilled liquids.
- (7) Students can bring their friends and relatives in the cafeteria for dining and group discussions; however, they are required to seek permission from the Director Administration and their friends must display the visitor card prominently.
- (8) Complaint and suggestion cards are placed in the cafeteria and the guests are urged to give a prompt report of problems they face in the cafeteria for prompt remedy or give suggestions for improved cafeteria facilities.

7. Co-Curricular Activities

(1) Excursion And Study Tours

Excursion and study tours are an important part of learning where students learn to manage themselves visit new places and develop their knowledge and get chance to see some actual work happening.

- (a) Participation in all the tours is optional and no student is forced to undertake any trip.
- (b) All the tours shall be planned by a committee that is formed to manage the tour one prior to the actual travel date.
- (c) The committee shall be comprised of four students interested to undertake the respective tour and one official allocated by the Director Students Affairs to monitor the tour planning and arrangements. In case of departmental tour, two faculty members assigned by the head of department shall be part of the said committee.
- (d) The Committee shall calculate the cost of travel based on different group sizes.
- (e) If the committee shall make a plan in which both the genders participate, the committee will explain on how the tour will have no objectionable occurring that may reflect negatively on the University.
- (f) When a tour is planned, its cost, travelling plan, security, traveling officials etc. shall be announced in advance.
- (g) Officials accompanying the tour shall monitor the activities and ensure the security of the students.
- (h) During the tour all the students shall be required to obey the instructions of the officials and the officials shall have the authority to send back the student, fine, or suspend their participation.
- (i) The official shall have the authority to refer the case of a student who refuses to listen to the instructions of the official to the Student Disciplinary Committee.
- (j) In case the students form a group, which goes against the official instructions the official shall have authority to cancel the tour and bring the students back.
- (k) Under no circumstance the authority of the officials shall be challenged during the tour.
- (l) Students shall not be allowed to smoke in a group situation.
- (m) Permission from the parents and guardians shall be essential to undertake a tour, which the University will verify by calling the parents.
- (n) The cost of the tour of the University official(s) shall be borne by the students.
- (o) The official(s) shall keep an account of expenses that will be open for scrutiny by participating students.
- (p) At the time of every payment, the officials shall take the signatures of two students on every voucher to ensure that students do not accuse the official of financial embezzlement.
- (q) Tours with less than 10 registrations will be cancelled and student's deposit refunded in full.
- (r) In case of overnight stay of mixed gender tours, the permission of Vice Chancellor/Pro-Vice Chancellor is mandatory.

(2) Societies/Club Activities

Societies/Club activities promote healthy curricular and non-curricular activities, routing the energies of the students towards developing skills that are helpful in

practical life. University will organize the following clubs that will work on regular basis:

- (a) **Dramatic club:** the club will get involved in producing entertainment programs and the work of this club will be recorded and shared on all available media platforms. University will provide all the facilities including cameras, lights etc. to the students.
- (b) **Debating club:** this club will organize one debate declamation contest of national or international level each semester. Preference will be given on organizing two local contests followed by one international contest in which international students would be invited to participate.
- (c) **Sports Club:** several sports activities will be undertaken by this club and for each sports activity, one annual Inter University competition will be held each year where home team will also participate.
- (d) **Music Club:** this club will manage concerts and musical shows for the entertainment of the students. Their activities will be funded by collecting small participating fee by selling the passes to the students. Members of this club will have the authority to perform themselves as well as invite known local and international musicians and singers.
- (e) **Literary Club:** they will write articles that will be evaluated by faculty of English department and the selected articles will be sent for publication in local English and Urdu newspapers as well as in the magazine and journals of the University.
- (f) **Research Club:** it will carry out research on various topics of national and international interest. The findings of the members of this club will get published in local and international newspapers, journals etc.

8. General

- (1) The membership of the club will be open for all the enrolled students of USA.
- (2) An organizing committee will be formed with officials selected out of the student members and led by one of the officials appointed by the University.
- (3) Each club will generate its own funds through several legal means that will be planned by the organizing committee.
- (4) The funds will be kept in the bank with finance secretary of the club and the official appointed by the University as co-signers.
- (5) Every expense will be incurred after the approval of the committee with one half members considered as quorum.
- (6) Every major activity undertaken by the respective clubs will be approved by the Vice Chancellor/Pro-Vice Chancellor.
- (7) The member of the organizing committee is bound to respect and obey the orders of the official appointed for supervising the activities of the committee. Student found guilty of misbehavior can be removed from the committee.
- (8) The selection of the members will be made by the students and voting can be done if more than one applicant is desirous of holding the office. The tenure of office for an office bearer will be one year starting from January each year.
- (9) Students maintaining a CCPA of 2.75 for Bachelors and 3.0 for the Masters will be eligible to join the organizing committee of these clubs.
- (10) Students involved in the club activities must do so at their free hours and no excuse will be entertained for securing bad grades and no relief will be offered to these students.

CHAPTER 7

DISCIPLINE REGULATIONS FOR STUDENTS

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations.

1. Title

These Regulations may be called the “University of South Asia, Discipline Regulations for Students, 2021”. They shall come into force at once.

2. Commencement

These Regulations shall be deemed to have come into force with immediate effect and shall apply to all students.

3. Student Rights:

(1) Freedom from Harassment

- (a) All students of the University shall pursue their academic activities and educational opportunities in an environment, free from harassment including physical and/or sexual abuse, threats or intimidation.
- (b) The University shall provide equal educational opportunities and facilities to all the students, irrespective of gender, age, race, color, religion, faith, regional or ethnic origin.
- (c) The students are encouraged to express their opinions, beliefs and feelings in a manner that does not offend fellow students, teaching and non-teaching staff members of the University.

4. Student Responsibilities

- (1) Students are expected to act as responsible individuals and behave in a manner that does not discredit or harm themselves, other students, teachers, staff and University itself.
- (2) After joining the University, students assume responsibility for obeying the academic, conduct, discipline and other regulations as prescribed from time to time by the University.
- (3) Students are expected to avoid any deliberate attempt to violate the rights of fellow students and/or other members of the University community.

5. Student Academic Integrity

- (1) The University encourages and facilitates the pursuit of knowledge, learning, research and scholarships. Academic integrity is an integral component of ethical, professional and personal conduct of all members of the University student community.
- (2) It is the responsibility of all students to ensure all academic tasks (formative, summative, assignments, quizzes, papers, project reports, theses, dissertations, all examinations including practical, viva, midterms, finals, etc.), submitted as part of their course work, semester work and / or program of study, in whole or in part.
- (3) Students are responsible for keeping themselves aware of assigned academic tasks with deadlines and expected to demonstrate honest and ethical behavior in submission of such tasks, including but not limited to:
 - (a) Follow the faculty member’s instructions related to index citation and referencing of information sources, the methodology for collaborating on

- academic work and/or completion of group assignments/ reports /project work.
- (b) Ask teachers for clarification or explanation of instructions where necessary.
 - (c) Strictly follow the principles of academic integrity when conducting and reporting academic and/or research work.
 - (d) Familiarize themselves with the definitions of breaches of University's academic and research related policies.
- (4) Students are responsible for their academic behavior and may face penalties, if reported and found guilty of academic misconduct.

6. Academic Misconduct

(1) Plagiarism

The act of using someone else's original work, ideas or writing and presenting or submitting it in his personal name without acknowledging the source is strictly prohibited by the University and such cases shall be classified as Plagiarized.

- (a) Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- (b) Copying elements of another author's paper, such as equations or illustrations that are not common knowledge or copying or purposely paraphrasing sentences without citing the source.
- (c) Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly) and /or not citing the source correctly.
- (d) The unacknowledged use of computer programs, mathematical / computer models /algorithms, computer software in all forms, macros, spread sheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artefacts, digital images, computer-aided design drawings, GIF files, photographs, maps, music/ composition of any sort, posters, presentations and tracing.
- (e) Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source.

(2) Cheating

The dishonest act or an attempt by a student seeking to misrepresent that he/she has mastered the written, verbal or practical information that has not been mastered shall be classified as cheating. Cheating may include but not limited to:

- (a) Using or attempting to use unauthorized material, information, study aids, or another person's work in any academic exercise.
- (b) Copying other student's assignments or allowing other student(s) to copy one's own academic work, intentionally or unintentionally.
- (c) Copying all or any portion of another's academic work and submitting it, in part or completely, as one's own.
- (d) Using unauthorized help, assistance, collaboration or material on an individual assignment, or group assignment.
- (e) Unauthorized use or possession of a class textbook, notes, power point slides, handouts or any other assistive material to complete or prepare an academic work during test, quiz and/or examination.
- (f) Acquiring or leaking by any means a question paper, or its contents, to those who are to be tested/ examined in the same paper.

- (g) Asking a student who has taken a test or examination to leak the question paper or its contents.
- (h) Copying from another student during a test or exam with or without that student's consent.
- (i) Using unauthorized text or notes, or unauthorized aids (e.g., electronic devices, calculators, PDA, tablet, smart phone, Bluetooth devices etc) during a test or an examination.
- (j) Altering a graded test, exam, or paper during paper viewing and submitting it for re-grading.
- (k) Hacking someone's computer and using their data.
- (l) Any other action defined as cheating by the University.

(3) Misuse

Misuse shall mean unauthorized use of any academic privileges with respect to notes or slides shared by the teacher, question papers, answer sheets and library books etc.

(4) Fabrication

Fabrication shall mean falsification of research work or report findings or addition of wrongly invented information through citation in an academic exercise. Fabrication may include:

- (a) False citation or acknowledgment of a primary or secondary sources including the incorrect documentation of a source.
- (b) Inventing or falsifying a citation in a bibliography or other list of references to sources that were not used to prepare the academic work.
- (c) Inclusion in an academic/ research work of falsified, invented or fictitious data or information or the deliberate and knowing concealment or distortion of the true nature, origin or function of such data or information.
- (d) Unauthorized submission of an academic work prepared totally or in part by another.

(5) Facilitation

Facilitation of academic misconduct shall mean helping or attempting to help another student in committing an act of academic misconduct and may include:
Attending classes, or calling present during roll call, as a proxy for another student.

- (a) Helping another student in cheating during a test or examination and provide extend solicited/unsolicited help in any other way.
- (b) Writing, or providing all or part of, a paper, essay, assignment, computer program or project for another student.
- (c) Taking a test or examination as a proxy for another student.
- (d) Facilitating the conception, planning and/or execution of any other action defined as facilitation of academic dishonesty by the University.

(6) Academic Dishonesty

It shall be deemed a breach of the University's Student Academic Integrity to:

- (a) Collaboration or assistance in an academic work without approval or to improperly collaborate on an academic work. For example, when the teacher.
 - (i) States that students must complete an assignment independently.
 - (ii) Ask students to complete an experiment (lab) or field project with a partner but to write individual reports of the results.
- (b) Submit the same or substantially the same academic work for more than one courses without prior written approval of the teacher / faculty member.

- (c) Lying to the teacher in an attempt to explain an incident of academic misconduct and/or using fake excuse in order to get an extension in a due date.
- (d) Submitting a written summary or report about a required project or activity assigned for completion out of class, that the student did not attend.
- (e) Changing, altering, attempting to change or alter, or assisting another student in changing or altering the grades or other academic record, including the attendance record, marks, grades, internal assessment records contained in a grade book or computer file or teacher's University portal.
- (f) The unauthorized possession, copying, distribution, sale or transfer of all or any part of test, quiz and/or examination or its answers or solutions.
- (h) Changing, attempting to change or alter or assist another person in changing or altering any grade or academic record including grades or records contained in a grade book, computer file or University Portal that is stored for or in any way attributed to student performance in academic work.
- (i) Entering any University buildings, facilities, offices or accessing any computer file or other University record or storage for the purpose of obtaining question papers, answers or solutions to an academic assignment or to change a grade.
- (j) Bribing another person to acquire an academic assignment including answers to questions of an un-administered academic assignment.
- (k) Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet whether or not for a fee if the faculty member has clearly prohibited the posting of such materials.
- (l) Conducting the act of Plagiarism.
- (m) Cheat on examinations in any form or act defined as cheating by the University, including the use of unauthorized aids during the writing of the examination.
- (n) Submit false or altered documents, information and/or false medical documentation to gain a postponement, advantage or leave from mandatory academic / quiz / examination session(s).
- (o) Provide a false signature for attendance in any class or assessment procedure or on any document related to attendance or the submission of material where the signature is used as proof of authenticity or participation in the academic assessment.
- (p) Misrepresent academic credentials from other institutions or to submit false information for the purpose of gaining admission or credits.
- (q) Misrepresent registration / participation in a conference, seminar, symposium, etc.
- (r) Submit or present work as one's own that has been purchased or acquired from another source.
- (s) Receive, acquire, buy and / or distribute test or course materials that are in the process of being prepared or have been stored.
- (t) Alter a grade or using altered course materials to have a course grade changed.
- (u) Steal, destroy or tamper another student's work.
- (v) Forge, alter or fabricate University documents, including but not limited to transcripts, letters of reference or other official documents.
- (w) Impersonate another student either in person or electronically for the purpose of academic assessment.
- (x) Assist another student in the commission of academic misconduct.

7. Disciplinary Procedures

- (1) Any breach of the Student Academic Integrity will be reported to the respective Dean/HOD.
- (2) Once informed, the Dean / HOD will place the matter to the University's Unfair Means Committee through the Registrar.

8. Disciplinary Actions in case of Breach of University's Student Academic Integrity Policy

- (1) When a student commits act(s) of Academic Dishonesty and/or found to have breached the University's Student Academic Integrity Policy by any means, the following penalties may be applied independently or in combination for any violation(s).
- (2) A letter reporting the academic dishonesty offence sent to the student and copied to the student's Dean / HOD, the Registrar and where applicable / appropriate, to the student's guardian / sponsoring persons / the student's parents.
- (3) A reduction of the mark on the piece(s) of academic work.
- (4) A mark of zero for the piece(s) of academic work.
- (5) A reduction of the overall course grade.
- (6) A failing mark for the course with a transcript notation.
- (7) Cancellation of admission to the University and /or enrolment at the University.
- (8) Suspension from the University, with a transcript notation.
- (9) Expulsion from the University, with a transcript notation.
- (10) A recommendation to Academic Council, the Board of Governors and the Chancellor to overturn the student's degree.
- (11) Any other penalties as may be deemed appropriate for the circumstances.

9. Every Student shall Observe the following Code of Conduct

- (1) Students will reflect Loyalty to Pakistan and abstain themselves from doing anything which is repugnant to country's honor and prestige both nationally and internationally.
- (2) Students will work hard for seeking knowledge, be regular and punctual in their academic work and follow the instructions of their teachers for a satisfactory performance.
- (3) Students will behave in a disciplined manner to create an atmosphere of peace with dignity, honesty and truthfulness, appropriate to their status as mature, law abiding and responsible persons and show tolerance toward religious, cultural, ethnic, social or other differences.
- (4) Students will refrain from any activity which is violation of discipline and/or brings the University into disrepute.
- (5) Students are expected to refrain from organizing or make an attempt for organizing strikes / participate in strikes / use pressure tactics against the University and/or obstruct implementation of lawful authority.
- (6) Students in all University campuses and/or its affiliated Institutes are expected to in a simple, decent and appropriate manner. Further, imitate a sense of physical, mental and social wellbeing reflected by cleanliness of body, mind, speech and healthy habits.
- (7) Students individually or as a group will not engage themselves in any activity which hinders or prevents the participation of another person or group of persons in any of the activities of the University.
- (8) Students will ensure that their actions do not in any way threaten or endanger the health, safety, security and/or personal belongings of other persons.

- (9) Students will refrain from any behavior that may cause damage to University, avoid from littering and protect the University / Public property, infrastructure, fittings, fixtures etc.
- (10) Students will show special respect for teachers, management and other support staff at the University and observe rules and regulations prescribed by the University for time and place.
- (11) Students will be punctual in payment of University dues and return of library books, laboratory equipment issued to them for purpose of learning on time and will not damage the University property and equipment.
- (12) Hostel rules are to be read in conjunction with the Student Code of Conduct and Disciplinary Procedures. He must protect property of the university.

10. Requests for Prior Permission

All the students are required to obtain prior written permission from the Vice Chancellor/Pro-Vice Chancellor through the Registrar office for the following:

- (1) Organizing co-curricular activities on campus.
- (2) Organizing events, sports, athletics or fundraising activities on campus.
- (3) Organizing or taking part in any function/field trip/ recreational trip inside or outside the University.
- (4) Organizing or launching any club or society of students.
- (5) Organizing gathering or meeting of students in the premises of the University.
- (6) Collecting donations or receiving funds or financial assistance for or on behalf of the University, clubs or societies.
- (7) Inviting Government officials Private sector persons and / or foreign dignitaries, ministers, representatives of foreign governments / agencies or other public personalities in their official capacity on to University.

11. No Student Shall

- (1) Smoke in the university premises, classroom, laboratory or library etc.
- (2) Consume alcoholic liquor or any other intoxicant within the university campus, hall of residence, during the instructional sports, cultural tours or survey-camps/enter any place, attend any such tour or camp which is under the influence of any intoxicant or alcoholic liquor.
- (3) Organize any club or society of students to take part in any function within the university campus or hall of residence, which is detrimental to the objectives of the university.
- (4) Collect any money or receive donations or pecuniary assistance from or on behalf of the university or on behalf of any other university or organization except with the written permission of the Vice Chancellor/Pro-Vice Chancellor.
- (5) Lead, incite or participate in or abet any walk-out, strike or any other form of agitation against the university or its teachers or office
- (6) Teaching staff and Director Administration are responsible for the maintenance of common order among the students.
- (7) There shall be a discipline committee to deal with serious cases. It shall consist of the Deans of the Faculties and the Registrar. The Vice Chancellor /Pro-Vice Chancellor shall nominate one of the Deans to act as the Chairman of the Committee and the Registrar shall act as member and Secretary.
- (8) A student who:
 - (a) Commits a breach of any of the Regulations of conduct; or
 - (b) Disobeys the reasonable & lawful order of a teacher or other person in authority on the University; or

- (c) Willfully damages university property or the property of a fellow student or any teacher or any employee of the university; or
 - (d) Does not pay the fees, fines or other dues levied upon him under the University Act, regulations and guidelines; or
 - (e) Does not comply with the Regulations relating to residence in the hostels or hall of residence; or
 - (f) Uses indecent language, wears immodest dress, make indecent remarks or gestures or behaves in a disorderly manner; or
 - (g) Commits any criminal, immoral or dishonorable act (weather committed within the University campus or otherwise) which is prejudicial to the interests of the University.
- (9) The case of such students shall be forwarded to the Student Disciplinary Committee and if found guilty shall be liable to one or more of the penalties as given below:

No.	Penalties	Authority
(a)	Exclusion from classrooms, workshop or field work for the duration of the period	Course Teacher
(b)	Exclusion from the game or the field for the day.	Director Administration/Student Affairs
(c)	Exclusion from the department for a period not exceeding one week	Head of Department
(d)	Exclusion from all classes or any classes for a period not exceeding two weeks.	Dean
(e)	Exclusion from all halls of residence for a period not exceeding two weeks.	Hostel Warden
(f)	Suspension or removal from Club or Society	Patron of the Club or Society
(g)	Rustication from the University for a period not exceeding one year	Student Discipline Committee
(h)	Expulsion from the University	Student Discipline Committee
(i)	Fine	Student Discipline Committee

- (10) A teacher or officer in whose presence or in relation to whom an act of in-discipline is committed or who gets knowledge of such act on a report or otherwise, may deal with the case himself or if in his view.
- (a) The case is one which can be more appropriately be dealt with by another authority; or
 - (b) A penalty or penalties severer than those which he is competent to impose are called for on the case; or
 - (c) If he is not the Dean of the faculty, he shall refer the case to the Dean who may deal with it himself or refer it to the appropriate authority; or
 - (d) If he is Dean of the faculty, he shall refer it to appropriate authority or the Student Discipline Committee.

- (11) No student shall be rusticated or expelled from the university, unless he has been allowed a chance to explain his position in writing.
- (12) In case of a difference of opinion among the members of the discipline committee, the majority finding shall be regarded as the decision of the committee, if there is a tie, the matter shall be referred to the Vice Chancellor/Pro-Vice Chancellor whose decision shall be final.
- (13) An appeal under these Regulations shall lie to the Vice Chancellor/Pro-Vice Chancellor against the decision of an authority imposing a penalty within 15 days of the decision.
- (14) The Vice Chancellor/Pro-Vice Chancellor may expel the student from the University who does not pay fine and/or compensation for any loss or damage to property belonging to the University within the stipulated time as communicated in the decision.
- (15) The Chairman Board of Governors may for special reason re-admit a student rusticated or expelled from the University, under these Regulations.

CHAPTER 8

CONVOCATION REGULATIONS

In the exercise of powers vested in it, under Section 23 of the University of South Asia Act, 2005, the Board of Governors on the recommendations of the Academic Council, has framed the following Regulations.

1. Title

These Regulations may be called the “University of South Asia, Convocation Regulations, 2021”. They shall come into force at once.

2. Commencement

These Regulations shall be deemed to have come into force with immediate effect at once.

3. Convocation

- (1) The University shall normally hold Convocation once in a year to award the degrees upon its distinguished graduates who successfully completed their degree programs and further confer the Degree/Honorary Degree /Awards/ Medals/ Merit Certificates.
- (2) A special convocation may be held at any appropriate time of the year as approved by the BOGs.
- (3) Upon recommendation of the Vice Chancellor and subsequent approval from the BOGs, the date of Convocation shall be notified by the Registrar through press, electronic media and notices circulated in the University.
- (4) Once the Convocation date is notified and published, the Registrar will not be responsible for students who missed the information for any reason and could not register or attend the Convocation.

4. Eligibility Criteria

The graduates of all batches of Bachelors, Masters / MPhil, PhD programs who meet the mandatory requirements and completed their degree as regular student of the University, between the duration notified by the Registrar will be eligible for Registration.

5. Registration

- (1) Eligible graduates desirous to attend the convocation will get themselves registered on or before the last date of registration for the convocation notified by the University.
- (2) Prescribed Registration Forms can be downloaded from University website: www.usa.edu.pk and also available at the Dean/HOD office of the respective department, Student Affairs Office and Registrar office.
- (3) Convocation Registration Fee shall be deposited in the Bank approved by the Chairman.
- (4) Upon receipt of duly filled convocation registration form, copy of final transcript and paid fee slip, the participants will be issued registration cards for the convocation.
- (5) Final dates of Rehearsal & Convocation will be conveyed to the registered participants through email/ phone/ social media by the Registrar.
- (6) Registration and participation in full dress rehearsal will be mandatory and participants failing to attend the full-dress rehearsal will not be allowed to participate in the Convocation. Under special circumstances permission from competent authorities will be required for such cases.

- (7) Gowns will be available on rent at the venue upon deposit of refundable security and no participant will be admitted to convocation unless or until he is in proper costume.
- (8) Registered graduates' participants failing to participate in the Convocation can collect their degrees one week later, from the office of Controller of Examinations.

6. Procedure of Convocation

The procedure of convocation shall be as follows:

- (1) Registered graduates to receive their degree shall assemble at the place and the time notified by the Registrar. Entry to the convocation hall or enclosure shall be closed half an hour before the time of the commencement of the Convocation.
- (2) All officers of the University, Deans and Heads of the Departments, shall cooperate with the Registrar in maintaining order and discipline in the Convocation Hall.

7. Academic Procession

- (1) Academic Procession will be formed at the selected time and place for proceed to the convocation Hall in the following order:
 - (a) Registrar
 - (b) Controller of Examination
 - (c) Lecturers (in the reverse order of seniority)
 - (d) Assistant professors (not being Head of the Departments in the reverse order of seniority)
 - (e) Associate Professors (not being Head of the Departments in the reverse order of seniority)
 - (f) Members of the Academic Council in the following order:
 - (i) Three persons of eminence
 - (ii) Two eminent scholars
 - (iii) Assistant professors (being Head of the Departments in the reverse order of seniority)
 - (iv) Associate Professors (being Head of the Departments in reverse order of seniority)
 - (v) The University Professors (not being Head of the Departments in the reverse order of seniority)
 - (vi) The University Professors (being Head of the Departments in reverse order of Seniority)
 - (g) Members of the Board of Governors in the following order:
 - (i) All the members of Board of Governors.
 - (ii) The Chairman Higher Education Commission or a member of the commission nominated by him.
 - (iii) The Secretary of the Government of Punjab, Education Department
 - (iv) Vice Chancellor, Chairman and Patron or his nominee.
- (2) As soon as the academic procession enters the convocation hall /enclosure, all will rise from their seats and remain standing till the Vice Chancellor, Chairman, the Patron or his nominees have taken their seats on the dais. Further proceedings of the Convocation followed as:
 - (a) Arrival and seating of the Academic Procession and Chief Guest
 - (b) National Anthem
 - (c) Tilawat-e-Quran
 - (d) Opening of the Convocation
 - (e) Vice Chancellor's Address
 - (f) Conferment of Degrees

- (g) Award of Medals
- (h) Address by Chairman
- (i) Address by Chief Guest
- (j) Award of degrees
- (k) Presentation of Souvenirs
- (l) Closing of the Convocation