

THE HANDS INSTITUTE OF DEVELOPMENT STUDIES ACT, 2023
SINDH ACT NO. XXXIX OF 2023

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[04TH SEPTEMBER, 2023.]

AN ACT to provide for the establishment of the HANDS Institute of Development Studies at Karachi.

WHEREAS it is expedient to provide for the establishment of the HANDS Institute of Development Studies at Karachi and to provide for matters ancillary thereto; **Preamble.**

It is hereby enacted as follows:-

CHAPTER-I PRELIMINARY

1. (1) This Act may be called the HANDS Institute of Development Studies Act, 2023. **Short title and commencement.**
- (2) It shall come into force at once.
2. In this Act, unless there is anything repugnant in the subject or context – **Definitions.**
 - (i) “Academic Council” means the Academic Council of the Institute;
 - (ii) “Authority” means any of the authorities of the Institute as specified in section 17;
 - (iii) “Board” means the Board of Governors of the Institute;
 - (iv) “Chairperson” means the Chairperson of the Board
 - (v) “Chancellor” means the Chancellor of the Institute;
 - (vi) “Commission” means the Higher Education Commission, Islamabad;
 - (vii) “Dean: means the Head of a Faculty;
 - (viii) “Faculty” means a Faculty of the Institute;
 - (ix) “Government” means the Government of Sindh;
 - (x) “Head” means Head of a Teaching Department;

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- (xi) “Institute” means the HANDS Institute of Development Studies at Karachi;
- (xii) “Officer” means any of the officers of the Institute specified in section 7;
- (xiii) “Patron” means the Patron of the Institute;
- (xiv) “prescribed” means prescribed by statutes, regulations or rules;
- (xv) “Professor Emeritus” means a retired Professor working in the Institute in an honorary capacity;
- (xvi) “Rector” means the Rector of the Institute;
- (xvii) “Registrar” means the Registrar of the Institute;
- (xviii) “SHEC” means the Sindh Higher Education Commission established under the Sindh Higher Education Commission Act, 2013 (Sindh Act No.XI of 2013);
- (xix) “Sponsor” means the Health and Nutrition Development Society (HANDS) having registration No.KAR No.2462 of 1993 dated the 18th March, 1993 registered under the Societies Registration Act, 1860 (Act XXI of 1860);
- (xx) “statutes, regulations and rules” means respectively the statutes, regulations and rules made under this Act;
- (xxi) “teacher” means the Professor, Associate Professor, Assistant Professor and Lecturer engaged whole time by the Institute and such persons as may be declared to be the teacher by regulations;
- (xxii) “Teaching Department” means a Teaching Department established and maintained or recognized by the Institute; and
- (xxiii) “Vice-Rector” means the Vice-Rector of the Institute;

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CHAPTER-II THE INSTITUTE

3. (1) There shall be established an Institute to be called the **Incorporation.** HANDS Institute of Development Studies at Karachi, consisting of the Patron, the Chancellor, the Rector, the Vice-Rector, the Deans, the Hands of the Teaching Departments, members of the Board, the members of the Academic Council and such other officers as may be prescribed.
- (2) The Institute shall be a body corporate owned, managed and administered by the Sponsor, having perpetual succession in fact, deed, and by the name of HANDS Institute of Development Studies and a common seal, with power, amongst others to acquire, and hold property both movable and immovable to lease, sell or otherwise transfer any property vesting in it, owned by it or having been acquired by it, and shall by the said name, sue and be sued.
- (3) The Institute shall take measures to setup campuses, virtual campuses or study centers at such places within or outside Pakistan.
4. The Institute shall be an autonomous body and shall have the **Powers of the Institute.** powers –
- (i) to provide for instruction and training in such branches of learning as it may deem fit, and to make provision for research, demonstration and for the advancement and dissemination of knowledge in such manner as it may determine;
 - (ii) to establish, maintain and administer the Faculty, teaching department, business administrative unit of the Institute to discharge its functions and responsibilities for imparting of education;
 - (iii) to admit and hold examination of students and to confer or award degrees, diplomas, certificates and other academic distinctions on and to persons, who have been admitted to and have passed its examination under prescribed conditions;
 - (iv) to develop curricula and prescribe courses of studies and undertake research as it may determine;

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- (v) to appoint such officers including teachers and members of the staff as necessary and prescribe terms and conditions and powers and duties of such officers and staff;
- (vi) to affiliate or associate itself with other institutions and establish Faculties and Teaching Departments to discharge its functions and responsibilities for the betterment of education;
- (vii) to confer honorary degrees or other distinctions on approved persons in the manner prescribed;
- (viii) to provide and support other facilities for education, professional training and research;
- (ix) to acquire, receive and manage property transferred and grants, bequests, trusts, gifts, donations, endowments and other contributions made to the Institute and to invests them in such manner as it may deem fit;
- (x) to enter into agreements, contracts and arrangements with organizations, institutions, bodies and individuals for carrying out its functions and activities;
- (xi) to cooperate and collaborate with Universities and Institutes and authorities or organizations in public and private sector in such manner and for such purpose as it may determine;
- (xii) to affiliate and disaffiliate educational institutions and inspect colleges and other educational institutions affiliated or seeking affiliation with it;
- (xiii) to create posts for research, extension, administration and other related purposes and to appoint persons thereto;
- (xiv) to set up electronic or digital tools for the purpose of dissemination of education to the public and in accordance with the mission of the Institute subject to laws, rules and regulations in this behalf for the time being apply for the purpose;

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- (xv) to undertake such research as it may determine in any and all branches of learning;
- (xvi) to demand and receive such fees and other charges as it may determine;
- (xvii) to appoint members of the various bodies and committees for instructional and co-curricular activities;
- (xviii) to provide for the printing and publication of research and other works;
- (xix) to decide teaching methods and strategies in order to ensure the most effective educational and training programmes;
- (xx) to develop and implement the code of conduct and maintain order, discipline and security in the campus of the Institute;
- (xxi) to establish academic linkages and collaborative activities with other institutions for the betterment of academic standards;
- (xxii) to provide career counseling and job search services to students and alumni as well as maintain linkages with alumni;
- (xxiii) to develop and implement fund raising plans;
- (xxiv) to institute and award financial assistance to students in need, fellowships, scholarships, exhibitions, bursaries, medals prizes under prescribed conditions;
- (xxv) to institute professorships, associate professorships, assistant professorships and lectureships and nay other posts and to appoint persons thereto;
- (xxvi) to control the residence of the students at the Institute, to institute and maintain halls of residence and to approve or license hostels and lodging;

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- (xxvii) to supervise and control the discipline of the students of the Institute in the prescribed manner, and to promote the extra-curricular and recreational activities of such students and to make such arrangement for promoting their health and general welfare;
- (xxviii) to do all such other acts and things as may be requisite to further the objectives of the Institute as a place of education and learning; and
- (xxix) to develop and offer online and distant learning programmes, courses, diplomas, certifications, enroll students into online and distant learning programmes and award degrees, diplomas, certifications.
5. The Institute shall be open to all persons of either sex, of whatever religion, race, creed, colour, or domicile who are academically qualified for admission to the courses of study offered by the Institute and no such person shall be denied the privilege on the ground only of sex, religion, creed, race, class, colour or domicile. **Institute open to all.**
6. (1) The academic programmes of the Institute shall be conducted in the prescribed manner. **Teaching at the Institute.**
- (2) The institute may associate external examinations for the conduct of examinations.
- (3) No degree shall be granted unless a student has passed an examination in Islamic Studies and Pakistan Studies at Bachelor's degree level or, in the case of non-Muslim student, in ethics or Pakistan Studies at his option.

CHAPTER-III OFFICERS OF THE INSTITUTE

7. The following shall be the officers of the Institute:- **Officers of the Institute.**
- (i) the Chancellor;
 - (ii) the Rector;
 - (iii) the Vice-Rector;
 - (iv) the Deans;
 - (v) the Head of the Teaching Departments;
 - (vi) the Registrar;
 - (vii) the Director of Finance;

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- (viii) the Controller of Examination;
 - (ix) the Internal Auditor;
 - (x) the Librarian; and
 - (xi) such other persons as may be prescribed to be officers of the Institute.
8. (1) The Chief Minister of Sindh shall be the Patron of the Institute. **Patron.**
- (2) The Patron shall, when present, preside at the convocations of the Institute.
9. (1) The Chairperson of the Sponsor or any person nominated by him shall be the Chancellor. **Chancellor.**
- (2) Subject to sub-section (1), the Chancellor shall be appointed by the Sponsor for a Period of four years on the terms and conditions as the Sponsor may determine.
- (3) The Chancellor shall, in the absence of the Patron, preside at the convocation of the Institute.
- (4) Every proposal to confer an honorary degree shall be subject to confirmation by the Chancellor.
- (5) The Chancellor may remove any person from the membership of any Authority if such person –
- (a) has become unsound mind; or
 - (b) has been incapacitated or is unable to function as member; or
 - (c) has been convicted by a court of law in Pakistan of an offence involving moral turpitude.
- (6) If the Chancellor is satisfied that the proceedings of any Authority are not in accordance with the provisions of this Act, the statues, the regulations or the rules, he may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing, annul the proceedings.
- (7) Should the Chancellor be incapacitated from acting as such due to absence or any other cause, any person authorized by the Sponsor shall exercise all the powers and perform all the duties and functions of the Chancellor.

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

(9) The Chancellor shall, on receipt of a report under sub-section (8) above, issue such directions as he thinks fit and the Rector will comply with such directions through the Board.

10. (1) The Rector shall be appointed by the Chancellor on the recommendations of the Board, for a period of four years on such terms and conditions as the Board may determine and shall be eligible for reappointment on such terms and conditions as the Chancellor, on the recommendations of the Board, may determine. **Rector.**

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

11. (1) The Rector shall be the Chief Academic Officer of the Institute and shall be responsible for maintaining a proper standards of education and for the implementation of the provisions of this Act, the statutes, the regulations, the rules and the decisions of the Board and for the execution of the programs of the Institute in accordance with the guidelines and policies formulated by the Board. **Powers and duties of the Rector.**

(2) In the absence of the Chancellor, the Rector shall preside over the meetings of the Authorities of which the Chancellor is the Chairperson; provided that in absence of both, the meetings of the Board shall be presided over by the member elected from amongst the members present in the meeting.

(3) The Rector may, in an emergency, which in his opinion requires immediate action, take such action as he may consider necessary and shall, as soon as possible, report his action to the officer, Authority or other body which in the ordinary course, would have dealt with the matter.

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(4) In particular and without prejudice to the generality of the foregoing powers, the Rector shall also have the powers –

- (a) to submit plans of work which may improve the standard of learning and teaching of the Institute to the Chancellor;
- (b) to direct the activities connected with the execution of programmes for instructions, training, research services to the community;
- (c) to submit to the Board, in accordance with the rules of procedure, reports on the activities of the Institute and the execution of the plans of work;
- (d) to appoint on the recommendations of the Selection Board and with the approval of the Board, the teachers, officers and members of the Institute and such other persons as may be necessary in accordance with policies and procedure approved by the Board so as to ensure the highest intellectual and moral qualities in the persons appointed;
- (e) to undertake any work assigned by the Board;
- (f) to create and fill temporary posts for a period not exceeding six months;
- (g) to sanction all expenditures provided for in the approved budget and to re-appropriate funds within the same major head of expenditure;
- (h) to sanction or re-appropriate an amount not exceeding five hundred thousand rupees for an unforeseen item not provided for in the budget and report it to the Board at the next meeting;
- (i) to appoint paper setters and examiners for all examinations of the Institute after receiving panels of names from the relevant Authorities;
- (j) to make such arrangements for the security of papers, grades and results as he may consider necessary;

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- (k) to direct teachers, officers and other employees of the Institute to take such assignments in connection with teaching, research, examination, administration and such other activities in the Institute as he may consider necessary;
 - (l) to direct the activities connected with the execution of programmes for instruction, training, research, demonstration and service;
 - (m) to direct teachers to take such assignment in connection with teaching, research and examination;
 - (n) to delegate, subject to such conditions, if any, as may be prescribed, any of his powers under this Act, to an officer or other employee of the Institute; and
 - (o) to exercise and perform such other powers and functions as may be prescribed.
12. (1) The Chancellor may, in consultation with the Rector, appoint a Vice-Rector for the main campus or the additional campus, if any, or for both the campuses jointly or separately, on such terms and conditions as may be determined by the Chancellor. **Vice-Rector.**
- (2) Where a Vice-Rector is appointed under sub-section (1), he shall, notwithstanding anything contained in this Act, exercise such powers and perform such functions as the Chancellor may delegate to him.
13. (1) The Registrar shall be a whole time officer of the Institute and shall be appointed by the Board on such terms and conditions as the Board may determine. **Registrar.**
- (2) The Registrar shall –
- (a) be the custodian of the common seal and the academic records of the Institute;
 - (b) maintain the register of registered graduates in the prescribed manner and register of the minutes of all meetings of the Board and other Authorities in which he is required to attend under this Act and preserve all records and data of the Institute;

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- (c) supervise and process of appointment or nomination of members to the various authorities and other bodies in the prescribed manner; and
 - (d) perform such other duties as may be prescribed.
14. (1) The Director of Finance shall be a whole time officer of the Institute who shall preferably be a Chartered Accountant or a Cost and Management Accountant and shall be appointed by the Board on such terms and conditions as the Board may determine. **Director Finance.**
- (2) The Director of Finance shall be the Chief Financial Officer and shall –
- (a) manage the assets, property, the finances and the investments of the Institute;
 - (b) prepare the annual and revised budget estimates of the Institute and present them to the Finance and Planning Committee and the Board;
 - (c) ensure that the funds of the Institute are expended for the purposes for which they are provided; and
 - (d) perform such other duties as may be prescribed.
15. (1) The Controller of Examination shall be an officer of the Institute who shall hold post-graduate degree and shall be appointed by the Board on the recommendations of the Chancellor, on such terms and conditions as may be prescribed. **Controller of Examination.**
- (2) The Controller of Examination shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.
16. The Internal Auditor shall be an officer of the Institute and shall be responsible for internal audit and pre-audit of the Institute. He will be appointed by the Chancellor on the recommendations of the Board and perform such functions and duties as may be assigned to him by the Board or as may be prescribed. **Internal Auditor.**

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CHAPTER-IV AUTHORITIES OF THE INSTITUTE

17. The following shall be the Authorities of Institute:- **Authorities.**
- (i) the Board of Governors;
 - (ii) the Academic Council;
 - (iii) the Boards of Faculties;
 - (iv) the Board of Advanced Studies and Research;
 - (v) the Boards of Studies;
 - (vi) the Selection Board;
 - (vii) the Finance and Planning Committees;
 - (viii) the Affiliation Committee;
 - (ix) the Discipline Committee; and
 - (x) such other Authorities as may be prescribed.
18. (1) The general supervision and control of the affairs of the Institute its powers to lay down policies shall vest in the Board **Board of Governors.** consisting of the following:-
- (a) the Chancellor who shall be its Chairman;
 - (b) the Rector;
 - (c) the Vice-Rector, if any;
 - (d) a Judge of the High Court to be nominated by the Chief Justice of the High Court of Sindh;
 - (e) the Chairman of the Commission or his nominee;
 - (f) the Chairman of the SHEC or his nominee;
 - (g) six persons of outstanding merit to be nominated by the Sponsor;
 - (h) five persons of eminence representing various disciplines and professions to be nominated by the Chancellor;
 - (i) The Chairperson of relevant industry or trade association or his nominee;
 - (j) one Dean to be nominated by the Chancellor on the recommendation of the Rector;

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(k) the Registrar who shall act as Secretary of the Board.

(2) A nominated member other than ex-officio member shall hold office for a term of three years and shall be eligible for re-nomination on the expiry of his term.

(3) The Office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Board without sufficient cause or leave of absence or his nomination is changed by the Authority which had nominated him.

(4) A casual vacancy of members shall be filled by person nominated by the Authority which had nominated the member whose vacancy is to be filled.

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

19. (1) The Board shall be the executive and governing body of the Institute and shall be subject to the provisions of this Act and the statutes, exercise general supervision over the affairs and management of the Institute. **Powers and duties of the Board.**

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act and the statutes, the Board shall have the following powers and functions:-

- (a) to hold, control and administer the property and funds of the Institute;
- (b) to govern and regulate, with due regard to the advice of the relevant Committee, the finances, accounts and investments of the Institute and for that purpose, to appoint such agents as it may think fit;
- (c) to consider annual and revised budget estimates and to re-appropriate funds from one major head of expenditure to another;
- (d) to transfer and accept transfer of movable or immovable property on behalf of the Institute;

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- (e) to enter into, vary, carry out and cancel contracts on behalf of the Institute;
- (f) to cause proper books of accounts to be kept for all sums of money received and expended by the Institute and for the assets and liabilities of the Institute;
- (g) to receive and manage any property transferred and grants, bequests, donations, endowments and other contributions made to the Institute;
- (h) to administer any funds placed at the disposal of the Institute for specified purposes;
- (i) to determine the form, provide for the custody and regulate the use of the common seal of the Institute;
- (j) to provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the Institute;
- (k) to institute programmes for the exchange of students and teachers between the Institute and other Universities and other educational institutes and research organization whether in Pakistan or abroad;
- (l) to institute Professorship, Associate Professorship, Assistant Professorship, Lectureship and other teaching posts or to suspend or abolish such posts;
- (m) to create, suspend or abolish such administrative, teaching, research or other posts as may be necessary;
- (n) to make appointments on the recommendation of the Selection Board to the posts of teachers, officers and such other cadres as may be determined by the Board;
- (o) to establish and maintain halls of residence and hostels or approve or license hostels or lodgings for the residence of students;

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- (p) to recommend the conferment of honorary degrees by the Chancellor;
- (q) to appoint Emeritus and Distinguished Professors on such terms and conditions as may be prescribed;
- (r) to cooperate with other charitable trusts, societies, associations, institutions or companies formed for all or any of these objects and statutory authorities operating for similar purposes and to exchange any advice or information with them;
- (s) to prescribe the duties of officers, teachers and other employees of the Institute;
- (t) to suspend, impose penalty and remove from service, the officers (other than the Rector), teachers and other employees in the manner prescribed;
- (u) to appoint members of the various Authorities in accordance with the provisions of this Act;
- (v) to create component of the Institute such as faculties, departments, campuses and institutes under its jurisdiction and to constitute such standing committees, councils and other administrative or academic advisory bodies as it may deem necessary and review their work;
- (w) to propose statutes for submission to the Chancellor;
- (x) to consider and dispose of the regulations made by the Academic Council; provided that the Board may frame the Regulations on its own initiative and approve it after consulting the Academic Council;
- (y) to regulate, determine and administer all other matters concerning the Institute and, to this end, exercise all other powers not specifically mentioned in this Act and the statutes;

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- (z) to affiliate and disaffiliate the educational institutions and colleges;
 - (aa) to delegate any of its powers to an Authority or Officer or a Committee or Sub-Committee or withdraw the same at any time; and
 - (bb) to perform such other functions as have been assigned to it under this Act, or may be assigned to it by the statutes.
20. (1) The Board shall meet at least quarterly in a year on the dates to be fixed by the Chancellor, provided that a special meeting may be called at any time on the direction of the Chancellor or on a requisition made by not less than six members of the Board to consider a matter of urgent nature. **Meetings of Board.**
- (2) Not less than ten clear days' notice of a special meeting shall be given to the members of the Board and the agenda of the meeting shall be restricted to the matter for which the special meeting is called.
- (3) The quorum for a meeting of the Board shall be one-half of the total membership of the Board, a fraction being counted as one.
- (4) Subject to sub-section (3), the Members of the Board may take part in a meeting by using any communication equipment and the member shall be deemed to have participated in the meeting.
- (5) The decisions of the Board shall be expressed in terms of the views of the majority of the members present and voting and, if the members are equally divided, the Chancellor shall have and exercise a casting vote.
21. (1) The Academic Council shall consist of – **Academic Council.**
- (i) the Rector who shall be the Chairman;
 - (ii) the Vice-Rector, if appointed;
 - (iii) all the Deans;
 - (iv) the Head of the Teaching Departments;
 - (v) the Institute Professors and Associate Professors including Emeritus and Distinguished Professors;

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- (vi) three eminent persons known for their intellectual caliber on international level, service to the society or leadership in profession to be nominated by the Chancellor on the recommendations of the Board;
- (vii) the Registrar who shall act as the Secretary of the Academic Council; and
- (viii) the Controller of Examinations;

(2) A nominated member shall hold office for a term of three years and shall be eligible for re-nomination.

(3) The office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Council without sufficient cause or leave of absence or when his nomination is changed by the nominating Authority.

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

(5) Subject to sub-section (4), a member may take part in meeting of the Academic Council by using any communication equipment and he shall be deemed to have participated in the meeting.

22. (1) The Academic Council shall be the highest academic body of the Institute, and shall, subject to the provisions of this Act and statutes, have power to lay down standards of instruction, publication, research and examinations, and to regulate and promote the academic life of the Institute.

Powers and duties of the Academic Council.

(2) In particular and without prejudice to the generality of the foregoing provisions, the Council shall have the power –

- (i) to advise the Board on academic matters;
- (ii) to regulate the admission of students to the courses of studies and examinations and conduct of teaching, research, publication and examination as to preserve high standards of learning and education with the approval of the Board;

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- (iii) to propose the Board, schemes for the constitution and organization of Colleges, Faculties, Teaching Departments, Institutes and Board of Studies;
 - (iv) to consider or formulate proposals for the planning and development of teaching and research in the Institute;
 - (v) to make Regulations on the recommendations of the Boards of Faculties and the Boards of Studies, prescribing the courses of studies and the syllabi for all Institute examinations; provided that, if the recommendations of Boards of Faculties and Boards of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Board, continue for the next year the courses of studies already prescribed for an examination,
 - (vi) to recognize examinations of other Institute of examining bodies as equivalent to corresponding examinations of the Institute;
 - (vii) to frame Regulations for submission the Board;
 - (viii) to appoint members to the various Authorities in accordance with the provisions of this Act and to perform such other functions as may be prescribed by statutes.
23. The constitution, functions and powers of the Authorities for which no specific provision or insufficient provision has been made in this Act shall be such as may be prescribed by statutes. **Constitution, functions and powers of other authorities.**
24. The Board, the Academic Council and other Authorities may appoint such standing, special or advisory committees, as they may consider advantageous in the performance of their functions. **Appointment of Committees by the authority.**
- CHAPTER-V**
STATUTES, REGULATIONS AND RULES
25. (1) Subject to provisions of this Act, statutes may be made to regulate or prescribe all or any of the following matters, namely:- **Statutes.**

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- (i) the terms and conditions of service of officers, teachers and other employees of the Institute:
 - (ii) the terms and conditions of contractual appointments of teachers, researchers and officers;
 - (iii) the maintenance of register of registered graduates;
 - (iv) the establishment of colleges, Faculties, teaching departments, institutes, campuses and other academic units and divisions;
 - (v) the powers and duties of officers and teachers;
 - (vi) the conditions under which the Institute may enter into arrangements with other public or private organizations for purposes of instruction, research and other scholarly activities;
 - (vii) the general schemes of studies including the duration of courses and number of subjects and papers for examinations;
 - (viii) the efficiency and discipline of the employees of the Institute;
 - (ix) the acquisition and administration of properties and investment of the Institute; and
 - (x) all other matters which under this Act are required to be done or may be prescribed or regulated by statutes.
- (2) The draft of the statutes shall be proposed by the Board for the approval of the Chancellor.
- (3) The Chancellor shall have the power to assent to the statutes submitted to him for approval, or refer them back to the Board for reconsideration.
- (4) No Statute shall be valid until it has been approved by the Chancellor.

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26. (1) Subject to provisions of this Act and the statutes, regulations **Regulations.** may be made for all or any of the following matters:-

- (i) schemes of studies and research, including the duration of courses, number of subject or papers for examination;
- (ii) syllabi and courses of study and research programmes leading to degrees, diplomas or certificates;
- (iii) conduct and supervision of examination, appointment of examiners, scrutiny, tabulation and declaration of result;
- (iv) determination of fees and other charges for admission to various courses, examination and hostels;
- (v) maintenance of discipline among students and schemes for their welfare;
- (vi) conditions under which a person should carry on independent research to entitle him to a degree;
- (vii) institution of fellowships, scholarships, prizes, medals, honoraria and other financial assistance for students and research scholars;
- (viii) conduct of convocation and form of academic costumes;
- (ix) conditions of residence of students;
- (x) use of library; and
- (xi) all other academic matters which by this Act or statutes are to be or may be prescribed by regulation.

(2) The Board shall have powers to approve the regulations submitted to it with or without modification or refer them back to the Academic Council for reconsideration or reject them.

(3) No regulations shall be valid until they have been approved by the Board.

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27. (1) The Authorities and the other bodies of the Institute may make rules consistent with this Act, the statutes and the regulations, to regulate the conduct of their business and the time and place of meetings and related matters: **Rules.**

Provided that the Board may direct the amendment or annulment of nay rules made by any authority or body, under this section:

Provided further that if such other Authority or body is dissatisfied with such direction, it may appeal to the Chancellor whose decision in the matter shall be final.

(2) The Board may make rules to regulate any matter relating to the affairs of the Institute which under this Act is not specifically required to be provided for by the statutes or regulations.

28. The procedure for adding to, amending or repealing the statutes and the regulations or rules shall be the same as that prescribed respectively for framing or making the statues, regulations and rules. **Amendment and repeal of Statutes Regulations and Rules.**

CHAPTER-VI THE INSTITUTE FUND

29. (1) The Institute shall have a Fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, grants, contributions and all other sources. **Fund, Audit and Accounts.**

(2) Capital and recurrent expenditure of the Institute shall be met from the contributions made by the Sponsor and any other foundations, institutions, organizations, societies, universities, individuals, Government and from the income derived from such sources.

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

(4) The accounts of the Institute shall be maintained in such form and manner as may be determined by the Board and shall be audited each year within four months of the closing of the financial year of the Institute by the registered Chartered Accountant or Cost and management Accountant appointed by the Board.

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

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

CHAPTER-VII

GENERAL PROVISIONS

30. When number of a newly constituted Authority is appointed or nominated his term of office, as fixed under this Act shall commence from such date as may be prescribed. **Commencement of term of members of Authorities.**
31. (1) Any casual vacancy among the appointed or nominated members of any Authority shall be filled as soon as conveniently may be possible by the person or the body who appointed or nominated the member whose place has become vacant and the person appointed or nominated to the vacancy shall be member of such Authority for the residue of the term for which the person whose place he fills would have been a member:
- Provided that where a vacancy in the membership of an Authority other than the Board cannot be filled for the reason that the member was ex-officio and the office has ceased to exist or the organization in institution or other body other than the Institute has ceased to exist or has ceased to function, or for any other circumstance which make it impracticable to fill the vacancy, the vacancy shall be filled in such manner as the Board may direct on the recommendation of the Chancellor.
- (2) The office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Authority without sufficient cause or leave of absence, or his nomination is charged by the nominating Authority.
32. (1) Notwithstanding anything contained in this Act, a person nominated or appointed to any Authority shall cease to be a member of such Authority as soon as he has ceased to hold the position by virtue of which he was nominated or appointed. **Disputes short membership of Authorities.**
- (2) If a question arises whether any person is entitled to be a member of any Authority, the matter shall be referred to a committee consisting of the Rector, the judge of the High Court of Sindh, who is the member of the Board and a nominee of the Chancellor, and the decision of the committee shall be final and binding.

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33. No act, proceeding, resolution or decision of any Authority shall be invalid by reason only of any vacancy or defect in the constitution of or in the appointment or nomination of any member of the Authority. **Validity of proceedings of Authorities.**
34. (1) The Institute shall work within the framework of the Education policy and other law or policy framed by Government or Commission from time to time. **General Provision.**
- (2) Annual monitoring charges as fixed by Government from time to time shall be paid by the Institute through pay order in the name of Secretary, SHEC.
- (3) The academic qualifications, salaries and fringe benefits of the academic staff shall not be less than those admissible to such staff in public institutes in the Province.
35. If any question arises as to the interpretation of any of the provisions of this Act, it shall be placed before the Chancellor whose decision thereon shall be final. **Interpretation.**
36. Notwithstanding anything contained in this Act, the statutes set out in the Schedule, shall be deemed to be the statutes framed under this Act and shall remain in force until they are amended or replaced by new statutes framed in accordance with this Act. **First Statutes.**
37. No court shall have jurisdiction to entertain any proceeding, grant any injunction or make any order in relation to anything done in good faith or purported to have been done or intended to be done under this Act. **Bar of Jurisdiction.**
38. No suit or legal proceedings shall lie against Government, the Institute, or any Authority or an employee of the Institute or any person, in respect of anything which is done, or purported to have been done in good faith or is intended to have been done under this Act. **Indemnity.**
39. In case of winding up or dissolution of the Institute, the surplus assets or property, after the satisfaction of all debts and liabilities, shall not be paid or disbursed among the members, but shall stand transferred to the Sponsor. **Dissolution or Winding up of Institute.**
40. If any difficulty arises as to the first constitution or reconstitution of any Authority upon coming into force of this Act or otherwise in giving effect to any provision of this Act, the Chancellor may give appropriate directions to remove such difficulty. **Removal of difficulty.**

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THE SCHEDULE THE FIRST STATUTES (SEE SECTION 36)

1. (1) The Institute shall include the following Faculties:- **Faculties.**
- (i) Faculty of Management and Development Sciences;
 - (ii) Faculty of Health and Medical Sciences;
 - (iii) Faculty of Social and Media Sciences;
 - (iv) Faculty of Law;
 - (v) Faculty of Engineering and Technology;
 - (vi) Faculty of Sciences;
 - (vii) Faculty of Pharmacy;
 - (viii) Faculty of Agriculture;
 - (ix) Faculty of Education;
 - (x) Faculty of Veterinary Sciences;
 - (xi) Faculty of Humanities, Social Sciences and Liberal Arts; and
 - (xii) Such other Faculties as may be prescribed by statutes.
- (2) The Islamic Education and Pakistan Studies shall be compulsory for Muslim students. Non-Muslim students shall in lieu of these subjects have option to take ethics and Pakistan Studies subjects in all faculties.
- (3) Each college or faculty shall include such institutes, teaching departments, centers or other teaching or research units as may be prescribed by statutes.
2. (1) There shall be a Board of Faculty which shall consist of – **Board of Faculty.**
- (a) the Dean of the Faculty;
 - (b) the Professors, Associate Professors and Heads of the Teaching Departments of the faculty;
 - (c) two members of each Board of Studies that comprise the Faculty to be nominated by the Board of Studies concerned;
 - (d) three teacher to be nominated by the Academic Council by reason of their specialized knowledge of subjects which, though not assigned to the Faculty, have in the opinion of the Academic

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Council, important bearing on the subjects assigned to the Faculty;

- (e) two experts in the relevant field from outside the Institute to be appointed by the Board; and

(2) The members other than ex-officio member shall hold office for a period of three years.

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

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

- (a) co-ordinate the teaching and research work in the subjects assigned to the Faculty;
- (b) scrutinize the recommendations of the Board of the Studies comprising the Faculty with regard to the appointment of paper-setters, and examiners for graduate and Post graduate examinations and to forward the panels of suitable paper-setters and examiners for each examination to the Rector;
- (c) consider any other academic matter relating to the Faculty and report thereon to the Academic Council;
- (d) prepare a comprehensive annual report regarding the performance of each department, comprising the faculty for presentation to the Academic Council. And
- (e) perform such other functions as may be prescribed by the statutes.

3. (1) There shall be a Dean of each faculty who shall be the **Dean of Faculty**.
Chairperson and convener of the Board of Faculty.

(2) The Dean shall be appointed by the Board from amongst the three senior-most faculty member with a minimum rank of Professor on the recommendation of the Rector and shall hold office for a period of three years and shall be eligible for reappointment.

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

(4) The Dean shall have such powers and duties as may be assigned by the Board on the recommendations of the Rector.

4. (1) There shall be a Teaching Department for each subject or a group of allied subjects, as may be prescribed by the regulations and shall be headed by a Head of Department. **Teaching Department.**

(2) The Head of Teaching Department shall be appointed by the Board, on the recommendation of the Rector, from amongst the three senior-most Professors or Associate Professors other than the ones already working as Deans, for a period of three years and shall be eligible for reappointment:

Provided that where in a Department there is no Professor or Associate Professor, no such appointment shall be made and the department shall be looked after by the Dean with the assistance of the senior-most teacher of the Department.

(3) The Head of the Department shall –

- (a) plan, organize and supervise the work of the department and shall be responsible to the Dean for the work of his Department;
- (b) under the general supervision of the Rector and the Dean, shall exercise all administrative, financial and academic powers and such other duties or powers as may be delegated to him; and
- (c) prepare a comprehensive annual report on the performance of the Department, at graduate and post-graduate levels, and faculty research and development and submit it to the Dean of the Faculty for evaluation.

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

(2) Each Board of Studies shall consist of –

- (i) the Head of the Teaching Department concerned;
- (ii) all Professors and Associate Professors in the Teaching Department concerned;

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- (iii) two Institute teachers, other than professors or Associate Professors to be appointed by the Academic Council;
- (iv) two experts, other than Institute teachers, to be appointed by the Rector.

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

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

(5) The Head of the Teaching Department concerned shall be the Chairman and convener of the Board of Studies.

(6) The functions of the Board of Studies shall be –

- (i) to advise Authorities on all academic matters connected with instruction, research and examination in the subjects concerned;
- (ii) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned;
- (iii) to suggest a panel of names of papers setters and examiners in the subjects concerned; and
- (iv) to perform such other functions as may be prescribed by regulations.

6. (1) There shall be a Board of Advanced Studies and Research consisting of –

- (i) the Rector, who shall be its Chairman;
- (ii) the Vice-Rector, if any;
- (iii) all the Deans;
- (iv) one Professor from each faculty having experience in research in relevant field to be appointed by the Academic Council.

**Board of Advance
Studies and
Research.**

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- (v) one Professor from each faculty other than the Dean to be appointed by the Board;
- (vi) one member to be nominated by the Rector;
- (vii) three members from the relevant field from the Research Organizations or Universities, to be nominated by the Board; and
- (viii) the Registrar, who shall act as its Secretary.

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

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

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

- (i) to advise the Authorities on all matters connected with the promotion of Advance Studies and research in the Institute;
- (ii) to propose regulations regarding the award of research degrees;
- (iii) to appoint supervisors for research students to determine the subject of their thesis;
- (iv) to recommend panels of names of paper setters and examiners for research degrees; and
- (v) to perform such other functions as may be prescribed by statutes.

7. (1) There shall be a Selection Board consisting of – **Selection Board.**
- (a) the Rector, who shall be its Chairman;
 - (b) the Dean of the Faculty concerned;
 - (c) the Head of the Teaching Department concerned;
 - (d) one member of the Board to be nominated by the Board;

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- (e) one eminent scholar to be nominated by the Board;
 - (f) one subject expert to be nominated by the Board;
 - (g) the Registrar shall be the Secretary of the Selection Board; and
 - (h) the Director Human Resources of the Institute.
- (2) The members of the Selection Board other than ex-officio members shall hold office for three years.
- (3) The quorum for a meeting of Selection Board shall be four members.
- (4) No member of the Selection Board who is a candidate for the post to which appointment is to be made shall take part in such proceedings of the Selection Board.
- (5) In selecting candidates for the post of Professors and Associate Professors, the Selection Board shall, co-opt or consult two experts in the subject concerned and in selecting candidates for other teaching posts, two experts in the subject concerned to be nominated by the Chancellor from standing list of experts of each subject approved by the Board on the recommendation of the Selection Board and revised from time to time.
- (6) The functions of the Selection Board shall be –
- (a) to consider all applications for teaching and other post received in response to an advertisement and shall recommend to the Board the names of suitable candidates for appointment to such posts;
 - (b) to recommend to the Board the grant of higher initial pay in a suitable case for reasons to be recorded in writing;
 - (c) to recommend to the Board the appointment of an eminently qualified person to a position in the Institute on the terms and conditions as may be prescribed;

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- (d) to consider all cases of promotion of academic staff and officer of the Institute and recommend to the Board the names of suitable candidates for such promotions; and
- (e) that in the event of an unresolved difference of opinion between the Selection Board and the Board, the matter shall be referred to the Chancellor whose decision in the matter shall be final.

8. (1) There shall be Finance and Planning Committee consisting of **Finance and Planning Committee.**

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- (i) the Rector who shall be its Chairman;
- (ii) the Vice-Rector, if any;
- (iii) all the Deans;
- (iv) one member of the Board to be nominated by the Board;
- (v) one member of the Academic Council to be nominated by the Academic Council;
- (vi) one expert in the field of Finance and Planning to be nominated by the Chancellor; and
- (vii) the Registrar;
- (viii) the Director Finance of the Institute who shall act as Secretary of the Board.

(2) The term of the office of the members of the Finance and Planning Committee, other than ex-officio members shall be for a period of three years.

(3) The quorum for a meeting of the Finance and Planning Committee shall be half of total members.

(4) The functions of the Finance and Planning Committee shall be –

- (i) to consider annual statement of accounts and annual and revised budget estimated and advise the Board thereon;
- (ii) to review periodically the financial position of the Institute;

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- (iii) to advise the Board on all matters relating to planning, development, finance investment and accounts of the Institute;
- (iv) to prepare short term and long term development plans;
- (v) to prepare staff and resource development plans; and
- (vi) to perform such other functions as may be prescribed by statutes.

9. (1) The Discipline Committee shall consist of –

**Discipline
Committee and its
functions.**

- (a) the Rector or his nominee;
- (b) two Professors to be nominated by the Academic Council;
- (c) one member to be nominated by the Sponsor; and
- (d) the Teacher or Office Incharge of Student Affairs.

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

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

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

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

10. (1) There shall be an Affiliation Committee which shall consist of –

**Affiliation
Committee.**

- (a) the Rector who shall be the Chairperson;
- (b) the Vice-Rector, if any;
- (c) one member of the Board to be nominated by the Board;

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- (d) two Professors to be nominated by the Academic Council.
- (2) The term of the office of the appointed members of the Affiliation Committee excluding ex-officio members shall be two years.
- (3) The Affiliation Committee may co-opt not more than three experts.
- (4) The quorum for a meeting of the Affiliation Committee shall be three members.
- (5) An officer of the Institute to be designated by the Chancellor for this purpose shall act as the Secretary of the Committee.
- (6) The Affiliation Committee shall perform the following functions:-
 - (i) to frame rules governing the affiliations for institutions seeking affiliations with the Institute;
 - (ii) to inspect and affiliate Institutions seeking affiliations with the Institute;
 - (iii) to enquire into the complaints alleging breach of conditions of affiliations by affiliated colleges; and
 - (iv) to perform such other functions as may be prescribed by the regulations.