

SEGMENT-1
AUTHORITIES OF THE UNIVERSITY
ESTABLISHED BY THE STATUTES

1. STATUTES RELATING TO BOARD OF FACULTY

1. There shall be a Board of each Faculty, which shall consist of:
 - (i) the Dean of the Faculty who shall be the Chairperson and Convenor of the Board provided in the case of Constituent Colleges the principal of the concerned college.
 - (ii) the Professors and the Chairpersons of the Teaching Departments in the Faculty.
 - (iii) one Lecturer, one Assistant Professor and one Associate Professor to be appointed by rotation in order of seniority from each Department constituted in the Faculty; and
 - (iv) three teachers to be nominated by the Academic Council for reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council important bearing on the subject assigned to the Faculty.
2. The members mentioned in clauses (iii) and (iv) of sub-paragraph (1) shall hold office for two years.
3. The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one.
4. The Board of each Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the powers:
 - (a) to co-ordinate the teaching, publication and research work in the subjects assigned to the Faculty;
 - (b) to scrutinize the recommendations of the Boards of Studies comprised in the Faculty with regard to the appointment of paper setters and examiners, except for research examinations and to forward the panels of suitable paper setters and examiners for each examination to the Vice Chancellor;

- (c) to consider any other academic matter relating to the Faculty and to report thereon to the Academic Council; and
- (d) to perform such other functions as may be prescribed by the Statutes.

2. ADVANCED STUDIES AND RESEARCH BOARD (AS&RB)

1. The Advanced Studies and Research Board shall consist of:
 - (i) The Vice Chancellor.
 - (ii) The Deans.
 - (iii) Three University Professors other than Deans to be appointed by the Syndicate.
 - (iv) Three University teachers having research qualifications and experience to be appointed by the Academic Council.
2. The terms of office of members of the Advanced Studies and Research Board other than ex-officio members, shall be three years.
3. The quorum for a meeting of the Advanced Studies and Research Board shall be one half of the total number of members, a fraction being counted as one.
4. The functions of the Advanced Studies and Research Board shall be:
 - (a) to advise the Authorities on all matters connected with the promotion of advanced studies and research in the University.
 - (b) to consider and report to the Authorities on the institution of research degrees in the University.
 - (c) to propose Regulations regarding the award of research degrees.
 - (d) to appoint supervisors for research studies and to determine the subject of their thesis.

- (e) to recommend panels of names of paper setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
- (f) to perform such other functions as may be prescribed by Statutes.

SEGMENT-2

THE UNIVERSITY ELECTION STATUTES

1. Short Title

These Statutes may be called "The University Election Statutes".

2. Commencement

These Statutes shall come into force with immediate effect, and shall remain in force till replaced by new Statutes, which may be prescribed in normal manner.

3. Definitions

In these Statutes unless there is anything repugnant to the subject or context of the Mirpur University of Science and Technology (MUST), Mirpur, Act, 2014.

- (a) "Election" means election of a member or members of any authority or body under the Mirpur University of Science and Technology (MUST), Mirpur.
- (b) "Election Agent" means an election agent appointed by a candidate under section 11 (ii) and where no such appointment is made, the candidate will act as his/ her own agent.
- (c) "Election in a poll to a Constituency" means a person who is actually on the electoral roll for any electoral constituency for purposes of elections under the University Act, 2014.
- (d) "Polling Day" means the day on which the polling is conducted for the election.
- (e) "Presiding Officer" means a presiding Officer, appointed by the Returning Officer as such.
- (f) "Returning Officer" means Returning Officer appointed by the Registrar to exercise the powers and perform functions assigned to him/ her.

- (g) "Scrutiny Day" means a day fixed for the scrutiny of nomination papers.
- (h) "Withdrawal Day" means a day fixed on or before which the candidature may be withdrawn.
- (i) "Registrar" means, the Registrar of the Mirpur University of Science and Technology (MUST), Mirpur and election authority for the purpose of these Statutes.

All other expressions shall have the same meanings as assigned to them and as defined in the University Act, 2014.

4. Election Authority

The Registrar shall conduct the elections and deal with all other relevant matters as the Election Authority of the University, and subject to the Statutes which regulate his/ her own procedure of work.

- (i) The Registrar may require any University teacher/ officer or any other University employee to perform such functions or render such assistance for the purposes of these Statutes as he/ she may direct.
- (ii) All Offices shall assist the Registrar in the performance of functions and for this purpose Registrar may issue such directions, as may be considered necessary for carrying out obligations under these statutes.
- (iii) The Registrar shall determine the number of constituencies for election or by-election every six months in case of all University bodies and notify them for general information. The voters list shall be finalized one day before the date of nomination in the respective constituencies.

5. Elections

- (i) The Registrar shall appoint from among the teachers and officers of the University, a Returning Officer for one or more than one constituencies to perform duties of the Returning Officer and to do all such acts as may be necessary for the

effective and fair conduct of elections in accordance with the provisions of these Statutes.

- (ii) The Presiding Officer shall preside over a Polling Station or Stations for the purposes of election of members for that constituency subject to such changes as in the opinion of the Registrar may become necessary one week before the polling day.
- (iii) The Returning Officer shall appoint for each polling Station under him/ her, a Presiding Officer and put one or more officers to assist the Presiding Officer as the Returning Officer may consider necessary, provided that a person who is or has at any time been an immediate subordinate to any candidate or has been in his/ her private employment shall not be appointed as a Presiding Officer or an Officer in that particular constituency.
- (iv) The Presiding Officer shall conduct polling in accordance with the provisions of these Statutes and shall be responsible for maintaining order at the polling Station and shall report to the Returning officer any act or incident, which may in his/ her opinion, affect the fairness of the polls.
- (v) In case of illness or other cause of absence of an officer, a substitute Returning Officer/ Presiding Officer shall be appointed by the Registrar/ Returning Officer immediately.
- (vi) The election Authority shall provide the Presiding Officer for each constituency with a copy of the electoral list for the constituency.
 - (a) The Registrar shall by notification call upon the electors to elect a member from each constituency and shall in relation to each constituency specify in the notification:
 - (1) The day for the nomination of a candidate.
 - (2) The day for the scrutiny of the nomination paper.
 - (3) The day on or before which the candidature may be withdrawn.

- (4) The day atleast 5 days after the withdrawal day for the conduct of poll.
- (b) Elections within the University bodies will be conducted by the Registrar in special meetings of these bodies when these bodies are called upon to elect their representatives.
- (vii) The Returning Officer shall give public notice of the dates of election and make necessary arrangements accordingly.
- (viii) Notice issued shall also invite nominations and specify the time before which and the place at which nomination papers shall be received by the Returning Officers.

6. Nomination for Election

- (i) Any elector of a constituency may propose or second the name of any qualified person to be a member for that constituency.
- (ii) Every proposal shall be made by a separate nomination paper in the prescribed form which shall be signed by the proposer and the seconder and shall contain:
 - (a) a declaration signed by the candidate that he/ she has consented to the nomination and that he/ she is not subject to any disqualification for being elected as a member.
 - (b) a declaration signed by the proposer and the seconder that neither of them has subscribed to any other nomination paper either as proposer or seconder.
- (iii) Every nomination paper shall be delivered by the candidate or his/ her proposer or seconder to the Returning Officer against a receipt.
- (iv) The Returning Officer shall give a serial number to every nomination paper and endorse therein the name of person presenting it and the date of its receipt and inform such person of the time and the place at which he/ she shall hold scrutiny.

- (v) The Returning Officer shall duly notify a list of nomination papers received by him/ her containing the particulars of the candidate and the name of the proposer and seconder as shown in the nomination paper.
- (vi) The candidates, their election agent, their proposer and their seconder may attend the scrutiny of the nomination papers and the Returning Officer shall give them reasonable opportunity for examining the nomination papers. Objections raised, if any, shall be decided by the Returning Officer.
- (vii) The Returning Officer may in any case reject a nomination paper if he/ she is satisfied after a summary inquiry that:
 - (a) a candidate is not qualified to be elected as a member.
 - (b) the proposer or seconder is not qualified to subscribe to the nomination papers.
 - (c) any provision of these statutes has not been complied with or the signatures of the proposer or the seconder is not genuine provided that:
 - (1) the rejection of a nomination paper shall not ipso-facto invalidate the nomination of a candidate under any other nomination papers.
 - (2) the Returning Officer shall not reject a nomination paper on the ground of any difficulty which is not of a substantial nature and may allow any such difficulty to be remedied forthwith.
 - (3) the Returning Officer shall not enquire into the correctness of any entry in the electoral roll.
- (viii) The Returning Officer shall endorse on each nomination paper his/ her decision of any case of rejection, and briefly record the reason.

- (ix) Where the nomination of a candidate has been rejected under this section, an appeal shall lie within the prescribed period to the Registrar and any order passed on this appeal shall be final.

7. Publication of List of Candidates

- (i) The Returning Officer shall after the scrutiny of the nomination papers is over, prepare and publish in the prescribed form a list of candidates validly nominated.
- (ii) In case of an appeal against the rejection of a nomination paper accepted by the Registrar, the list of validly nominated candidates shall be revised accordingly.

8. Withdrawals of Nominations

- (i) Any validly nominated candidate may by a notice in writing signed by himself/ herself and delivered to the Returning Office either by himself/ herself or by his/ her agent withdraw his/ her candidature on or before the withdrawal date.
- (ii) A notice of withdrawal under sub-section (i) shall in no circumstances be open to recall or cancellation.
- (iii) Copies of such notice of withdrawal shall be published and placed on the Notice Board of the University.
- (iv) The Returning Officer shall prepare and publish in the prescribed manner a list of contesting candidates.
- (v) In case of death of a candidate after nomination, the Returning Officer shall terminate proceedings and start fresh proceedings as if for a new election.
- (vi) Where the proceedings relating to nomination, scrutiny or withdrawal cannot for reasons beyond the control of Returning Officer take place on the day appointed therefore, he/ she may postpone or adjourn such proceedings with the approval of the Registrar and notify fresh dates immediately.

9. Un-Contested Election

Where there is only one candidate qualified to contest the election or where after scrutiny and after withdrawals, if any, only one person is left in a constituency, the Returning Officer shall report it to the Registrar who will inform such candidates to have been elected to the seat provided no appeal is pending against the rejection of any nomination paper, until the period prescribed for filing such an appeal has expired and no such appeal has been filed or where an appeal is filed until the disposal of such an appeal.

10. Contested Election

- (i) If there are more than one contesting candidates in a constituency the Returning Officer shall give notices of the poll.
- (ii) The returning Officer shall arrange to exhibit prominently on each polling station the name and designation of each contesting candidate.

11. Election Agent

- (i) The candidate may appoint a person qualified to be a selected as a member to be his/ her election agent and may change him/ her with the permission of the Returning Officer.
- (ii) The candidate shall send to the Returning Officer a notice in writing of the appointment of an agent containing the name of the agent and his/ her serial number in the electoral role.
- (iii) If no agent is appointed, the candidate shall be deemed to be his/ her own election agent.
- (iv) Where any act or thing is authorized under these Statutes to be done in the presence of the candidate or any election agent, the failure of such person to attend at the time and place appointed for the purpose shall not invalidate any act or thing otherwise validly done.

12. Polling Hours

The Returning Officer shall, subject to any direction of the Registrar, notify the day and the hours during which the poll shall be taken and notify the day and hour so fixed.

13. Withholding of the Poll

- (i) The Presiding Officer of a Polling Station may withhold the poll and inform the Returning Officer that he/ she has done so if the polling at the polling station is at any time so interrupted and obstructed that it cannot be resumed in the opinion of the Presiding Officer.
- (ii) When the polling has been stopped under sub-section (i) the Returning Officer shall immediately report the circumstances to the Registrar and the Registrar shall direct a fresh poll of that polling station for which a fresh day shall be fixed by the Returning Officer, and the Returning Officer shall also fix the place at which and the hours during which such polling shall be held and notify accordingly.

14. Proceedings of Voting

- (i) The elections under these statutes shall be contested by tendering ballot papers by hand, in double cover, in the prescribed form, in the case of all constituencies or by post in case of registered graduate's constituency under registered sealed double cover not later than the polling day and hours fixed for receiving the ballot papers by the Presiding Officer.
- (ii) The ballot papers shall be issued 10 days before the election date by the Returning Officer in the prescribed form by hand against receipt or under certificate of posting.
- (iii) The ballot papers shall be issued after identification and comparison with the electoral roll to the satisfaction of the Returning Officer or the Presiding Officer.
- (iv) Any ballot paper bearing any cutting, scratching or over-writing and which does not bear the official marks shall be rejected.
- (v) Any voter, who has inadvertently spoiled a ballot paper, and requests for the issue of a duplicate paper, it shall be issued by the same officer who issued the original ballot paper after satisfying that the spoiled original has been destroyed in his/ her presence.
- (vi) Immediately after the close of the Poll, the Presiding Officer shall in the presence of the contesting candidates, election

agents as may be present, open the envelopes, examine the ballot papers and count the rejected and un-rejected ballot papers separately immediately.

- (vii) The Presiding Officer shall record the number of votes polled by the contesting candidates and note down the total number of votes cast and total number of votes rejected on the basis of the balance. The candidate getting the highest number of un-rejected votes shall be reported to the Returning Officer for notifying the success of the candidate.
- (viii) In case of equality of votes between the two or more than two candidates, the Returning Officer shall record the results on the basis of drawing lots in the presence of the contesting candidates or their agents, and obtain signatures of such candidates or election agents as have been witnesses to the proceedings.
- (ix) The ballot papers rejected as well as un-rejected counterfoils, statements of documents, proceedings in connection with the election, shall be sealed by the Returning Officer in an envelope and handed over to the Registrar with a covering letter containing a list of the contents of the sealed envelope.
- (x) The Registrar shall retain these documents for a period of three months and the documents will be open to inspection. In case of dispute, the envelope shall be opened by the Registrar in the presence of the applicants and the concerned Returning Officer and after inspection will be re-sealed in their presence. After 3-months, the documents will be destroyed.
- (xi) All petitions in case of a dispute in election shall be addressed to the Syndicate and will be decided by a Committee appointed by the Syndicate who will determine their own procedure.
- (xii) The decision of the Committee shall be final.
- (xiii) In all other matters where these Statutes are silent, the rules relating to the election of the Legislative Assembly of Azad Jammu & Kashmir shall be followed by analogy as far as possible at the discretion of the election authority.

15. NOMINATION FORM

Election to the _____
(to be filled in by the proposer)

(1) I _____ (Name of the Proposer)
registered as an elector at Serial No. _____ in the
Electoral Roll for _____ Electoral area in
_____ do hereby propose the name of
_____ whose address is
_____ from
_____ constituency.

(2) I hereby certify that I have not subscribed to any other nomination
paper either as proposer or seconder.

Date _____

Signature of the Proposer

(To be filled in by the Seconder)

(1) I _____ (Name of the seconder) registered as
an elector at Serial No. _____ in the Electoral Roll, do
hereby second the nomination of _____
whose address is _____
as a candidate from _____ constituency.

(2) I hereby certify that I have not subscribed to any other nomination
papers either as proposer or seconder.

Date _____

Signature of the Seconder

(Declaration by the Person Nominated)

I _____ Son/ Daughter/ Wife of _____
 registered as an elector at Serial No. _____ in the Electoral Roll for
 _____ do hereby declare that I have consented to the above
 mentioned nomination and that I am not subject to any disqualification for
 being elected as _____

Dated _____

Signature of the Person Nominated

(To be filled in by the Returning Officer)

Serial Number of nomination paper _____ This
 nomination paper was delivered to me at my office at _____
 (hours) on _____ (date) by _____ being
 the candidate/ proposer/ seconder.

Dated: _____

Returning Officer

(Decision of Returning Officer accepting or rejecting the nomination paper on
 the day fixed for scrutiny).

I have examined this nomination paper in accordance with the provision of the
 Mirpur University of Science and Technology (MUST), Mirpur Election Statutes,
 and decide as follows:

(In case of rejection, state brief reasons)

Date: _____

Returning Officer

LIST OF CONTESTING CANDIDATES

Election to the _____
 From _____ Constituency _____

Serial No.	Name of the contesting candidates In alphabetical order	Designation of the Contesting candidates
(1)	(2)	(3)

Notice is hereby given that the poll shall be taken between the hours of _____
 on (date) _____

Place _____
 Date _____

Returning Officer

Insert the number and name of the Constituencies

SECRET BALLOT PAPER

Constituency No. _____

Serial No.	Names of the Candidates	Choice	
		Cross	Marked
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Note: To be put in a sealed cover to be enclosed in another closed cover to be cast in polling box or to be sent by post in case of registered graduates constituencies in the manner prescribed.

DECLARATION BY ELECTOR CASTING VOTE BY POST

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number _____ has been issued at the above election.

Signature of Elector

Date _____

Address _____
(Attestation of Signature)

The above has been signed in my presence by _____(elector) who is personally known to me, has been identified to my satisfaction by _____ (Identifier) who is personally known to me.

Signature of identifier if any _____
Address _____

Signature of Attesting Officer
Designation _____

Date _____

Address _____

CERTIFICATE

I hereby certify that:

- (a) the above named elector is personally known to me, has been identified to my satisfaction by _____ (identifier) who is personally known to me;
- (b) I am satisfied that the elector _____ suffers from _____ (infirmity) and is unable to record his/ her vote himself/ herself or sign his/ her declaration;
- (c) I was requested by him/ her to mark the ballot paper and to sign the above declaration on his/ her behalf; and
- (d) the ballot paper was marked and the declaration signed by me on his/ her behalf, in his/ her presence and in accordance with his/ her wishes.

Signature of identifier, if any _____
 Address _____

Signature of Attesting Officer

Designation _____

Address _____

Date _____

16. INSTRUCTIONS FOR THE GUIDANCE OF ELECTORS VOTING BY POSTAL BALLOT

The persons whose names are printed on the ballot paper sent herewith are candidates for the Constituency mentioned in the ballot paper. If you desire to vote, you should record your vote with pen by putting a cross mark within the space containing the name of the contesting candidates for whom you wish to vote. Thereafter, you should follow the instructions detailed below:

- (a) After you have recorded your vote on the ballot paper, place the ballot paper in the smaller cover marked 'A' sent herewith. Close the cover and secure it by seal or otherwise.
- (b) You have then to sign the declaration in form also sent herewith, in the presence of a Gazetted Officer or a Commissioned Officer.
- (c) If you are unable to mark the ballot paper and sign the declaration yourself in the manner indicated above by reason of infirmity, you are entitled to have your vote marked and the declaration signed on your behalf by any officer mentioned in (b) above. Such an Officer will at your request mark the ballot paper in your presence and in accordance with your wishes. He/ she will also complete the necessary certificate in this behalf.
- (d) After your declaration has been signed and your signature has been attested in accordance with (b) above, put the declaration form and the smaller cover marked 'A' containing the ballot paper in the larger cover marked 'B'. After closing the larger cover send it to the Returning Officer by post.
- (e) You must ensure that the cover reaches the Returning Officer before the date of the poll.
- (f) Please note that:
 - (i) If you fail to get your declaration attested or certified in the manner indicated above, your ballot paper will be rejected; and
 - (ii) If the cover reaches the Returning Officer after the date of the poll your vote will not be counted.

SEGMENT-3
RULES OF PROCEDURE FOR THE MEETINGS OF
THE UNIVERSITY AUTHORITIES

1. RULES OF PROCEDURE FOR THE MEETINGS OF THE SENATE

1. These Rules may be called the Mirpur University of Science and Technology (MUST), Mirpur Rules of Procedure for the Meetings of the Senate.
2. These Rules shall come into force at once.
3. The Registrar shall, with the approval of the Vice Chancellor, prepare the agenda for the meeting of the Senate. Ordinarily two week notice shall be given for the meeting.
4. The Senate shall meet atleast twice in a calendar year.
5. The agenda of the meeting shall be circulated among the members atleast four days before the meeting.
6. Supplementary agenda may be issued if the occasion so demands, 24 hours before the meeting.
7. Any item included in the ordinary agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairperson.
8. The Chairperson shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting after the Chairperson has called for vote.
9. A member may propose in writing the consideration of any item in a meeting atleast 15 days before the meeting and send his/ her proposal to the Registrar. Such an item may be included in the agenda with the approval of the Vice Chancellor.
10. Matter under consideration in a meeting shall be decided by a simple majority vote.

11. In case of a tie, the Chairperson shall have a casting vote in addition to his/ her vote.
12. The record of proceedings of meetings of the Senate shall be maintained by the Registrar and shall be confirmed by the Chairperson. The proceedings shall be circulated among the members after confirmation.
13. The minutes of the last meeting will be placed on the agenda of the next meeting for formal confirmation by the Senate.
14. An emergency meeting of the Senate may be convened with the approval of the Chairperson irrespective of the time limit prescribed in Rules 3 and 4 above.
15. The proceedings of the meeting of the Senate, which has been held with a proper quorum, shall not be invalidated on the ground that any member(s) did not receive, within time or at all, the notice or papers or both for that meeting of the Senate, although the notice or papers or both were dispatched by the usual manner from the office.
16. These Rules may be added to, changed or modified from time to time or dispensed with by the Senate.

2. RULES OF PROCEDURE FOR THE MEETINGS OF THE SYNDICATE

1. These Rules may be called the Mirpur University of Science and Technology (MUST), Mirpur Rules of Procedure for the Meetings of the Syndicate.
2. These Rules shall come into force at once.
3. The Registrar shall, with the approval of the Vice Chancellor, prepare the agenda for the meeting of the Syndicate. Ordinarily a week's notice shall be given for the meeting.
4. The Syndicate shall meet atleast once in each quarter of the year.
5. The agenda of the meeting shall be circulated among the members atleast four days before the meeting.

6. Supplementary agenda may be issued if the occasion so demands, 24 hours before the meeting.
7. Any item included in the ordinary agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairperson.
8. The Chairperson shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting after the Chairperson has called for vote.
9. A member may propose in writing the consideration of any item in a meeting at least 15 days before the meeting and send his/ her proposal to the Registrar. Such an item may be included in the agenda with the approval of the Chairperson.
10. Matter under consideration in a meeting shall be decided by a simple majority vote.
11. In case of a tie, the Chairperson shall have a casting vote in addition to his/ her vote.
12. The record of proceedings of meetings of the Syndicate shall be maintained by the Registrar and shall be confirmed by the Chairperson. The proceedings shall be circulated among the members after confirmation.
13. The minutes of the last meeting will be placed on the agenda of the next meeting for formal confirmation by the Syndicate.
14. An emergency meeting of the Syndicate may be convened with the approval of the Chairperson irrespective of the time limit prescribed in Rules 3 and 4 above.
15. In case it is not considered possible to call an emergency meeting of the Syndicate, the Vice Chancellor may order that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers among the members and decide that issue according to the views of the majority of the members who send in their opinion within time, treating the rest as neutral, provided that at least 50 percent of the members have expressed their opinion on the issue.

16. The proceedings of the meeting of the Syndicate, which has been held with a proper quorum, shall not be invalidated on the ground that any member(s) did not receive, within time or at all, the notice or papers or both for that meeting of the Syndicate, although the notice or papers or both were dispatched by the usual manner from the office.
17. These Rules may be added to, changed or modified from time to time or dispensed with by the Syndicate.

3. RULES OF PROCEDURE FOR THE MEETINGS OF THE ACADEMIC COUNCIL

1. The Academic Council shall meet atleast once in each quarter.
2. The Registrar shall, with the approval of the Vice Chancellor, prepare the agenda for a meeting of the Academic Council. Ordinarily two weeks' notice shall be given for the meeting.
3. Atleast ten days before the meeting, the Registrar shall circulate the agenda among the members.
4. A supplementary agenda may be issued by the Registrar, if the occasion so demands, possibly 48 hours before the meeting is due to take place.
5. The Registrar or a member with the permission of the Vice Chancellor may propose for consideration an item under "Current work" for which previous notice to members shall not be necessary.
6. Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration preferably in order or as may be deemed fit by the Vice Chancellor.
7. If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of atleast 10 days before the meeting and send his/ her proposal to the Registrar. The Registrar may include the item in the agenda with the approval of the Vice Chancellor provided it is otherwise admissible under Statutes, Regulations or Rules.
8. Every matter under consideration in the meeting shall be decided by simple majority vote.

9. In case of a tie, the Vice Chancellor shall have a casting vote in addition to his/ her vote as a member of the Academic Council.
10. The record of proceedings of meetings of the Academic Council shall be maintained by the Registrar and shall be confirmed by the Vice Chancellor.
11. In case it is not considered possible to call an emergency meeting of the Academic Council, the Vice Chancellor may order that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers among the members and decide that issue according to the views of the majority of the members who send in their opinion within time, treating the rest as neutral, provided that atleast 50 percent of the members have expressed their opinion on the issue.
12. The proceedings of the Academic Council shall not be invalidated on the ground that any member(s) did not receive within one week or at all, the notice or papers or both for a meeting of the Academic Council.
13. These rules may be added to, changed, modified or dispensed with from time to time at the discretion of the Academic Council.

ORDER OF SPEAKING

14. The Vice Chancellor shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting after the Vice Chancellor has called for a vote.
15. Members, when speaking, shall address the chair. No member shall, without special leave from the Vice Chancellor, speak more than once on the same proposition.

VOTING

16. On putting any question to vote, the Vice Chancellor shall call for a show of hand for 'Ayes' or 'Nos.' and shall declare the result.

4. RULES OF PROCEDURE FOR THE MEETINGS OF THE ADVANCED STUDIES AND RESEARCH BOARD (AS&RB)

1. The Advanced Studies and Research Board shall ordinarily meet during the months of October and June or whenever the occasion so demands.
2. The Secretary shall, with the approval of the Vice Chancellor prepare agenda for a meeting of the Advanced Studies and Research Board ordinarily a week's notice shall be given for the meeting.
3. Atleast five days before the meeting, the Registrar shall circulate among the members the agenda by post or through a special messenger with relevant papers and explanatory statements.
4. Supplementary agenda may be issued by the Registrar, if the occasion so demands 48 hours before the meeting takes place.
5. The Secretary or a member with the permission of the Vice Chancellor may propose for consideration an item under "Current Work" for which previous notice to members shall not be necessary.
6. Any item included in the ordinary agenda, supplementary agenda or current work may be taken up for consideration in such order as may be deemed fit by the Vice Chancellor.
7. If a member so desires, he/ she may propose in writing the consideration of any item in a meeting at a notice of atleast 10 days before the meeting and send his/ her proposal to the Secretary. The Secretary may include the item in the agenda with the approval of the Vice Chancellor provided it is otherwise admissible under Statutes, Regulations or Rules.
8. Every matter under consideration in the meeting shall be decided by a majority vote.
9. In case of a tie, the Vice Chancellor shall have a casting vote in addition to his/ her vote as a member of the Advanced Studies and Research Board.
10. The record of proceedings of meeting of the Advanced Studies and Research Board shall be maintained by the Secretary and shall be confirmed by the Vice Chancellor. The proceedings after confirmation by the Vice Chancellor shall be circulated among the members. An advance

copy of any paragraph of the proceedings may, with the permission of the Vice Chancellor, be issued for necessary action.

11. The Registrar may, if the occasion so demands, convene an emergency meeting of the Advanced Studies and Research Board with approval of the Vice Chancellor irrespective of the time limit prescribed in Rules 1, 2 and 3 above.
12. In case it is not considered feasible to call an emergency meeting of the Advanced Studies and Research Board, the Vice Chancellor may order the opinion of members on a certain issue be invited by a certain date by circulation the relevant papers among the members and decide the issue according to the views of the majority of the members who send their opinions within time treating the rest as neutral, provided that atleast half of the members have expressed their opinion on the issue.
13. The proceedings of the Advanced Studies and Research Board shall not be invalidated on the ground that any member(s) did not receive within time or at all, the notice or papers or both for a meeting of the Board.
14. The Advanced Studies and Research Board may authorize the Vice Chancellor or a Sub-Committee composed of its members to take a decision on its behalf. The validity of this decision taken on behalf of the Board shall not be questioned in subsequent meeting of the Board.
15. The approval of subjects for research and appointment of supervisors in the case of Examinations shall be accorded by the Vice Chancellor on behalf of the Advanced Studies and Research Board on the recommendations of the Board of Studies concerned.
16. Any of the previous decisions of the Advanced Studies and Research Board shall not ordinarily be reconsidered within one year of the date of the decision in a subsequent meeting of the Board unless the Vice Chancellor so recommends.
17. These Rules may be added to, changed or modified from time to time at the discretion of the Board.

5. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 14-11-2014

Notification

No. F.3/Senate (6-M)i-5(si-xi)/7591-7630/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved the following procedure for the University Selection Board:

1. Vacant posts academic and non-academic shall be advertised in atleast two national dailies (one Urdu and one English).
2. The applications will be scrutinized for eligibility in the light of the prescribed criteria/ statutes.
3. If the eligible candidates are more than 25, short listing of the candidates will be carried out on the basis of presentation/ seminar/ written test. Up to 10 candidates per post and 5 more candidates for each additional post will be shortlisted. The qualifying marks would be 50%.
4. The shortlisted candidates will be called for interview by the Selection Board. The relevant department may also ask to arrange Seminar/ Presentation of the eligible/ shortlisted candidates and recommend the suitable to the Selection Board for interview.
5. The Vice Chancellor will constitute a committee consisting of the following for the evaluation of the candidates on the basis of seminar/ presentation/ written test in the respective field.
 - (i) Dean of the concerned faculty as Chairperson/ Convener.
 - (ii) Chairperson/ Director of the relevant Department/ Institute/ Head of the Academic/ Administrative Unit as Member.
 - (iii) Three Senior faculty members/ experts of the concerned field as Members.
6. In case the appointments are to be made on Tenure Track, only Tenure Track faculty members will be included in the committee, if possible. Quorum of the committee shall be three out of five members.

7. The committee shall evaluate the candidates on the basis of Seminar/ Presentation/ Written test. The report of the committee on prescribed proforma will be made part of the agenda of the Selection Board. In case of absence of the Dean or Chairperson/ Director or Head of academic/ administrative unit senior most of the members shall act as Convener. If appointments are to be made on Tenure Track, the Convener shall preferably be a tenured/ tenure track faculty.
8. The written and oral communication skills could be judged through the University Selection process by a written test/ seminar/ presentation and Selection Board.
9. Evaluation criteria may be changed from time to time. Selection Board is empowered to devise any criteria and procedure which it deems necessary to serve the purpose of merit.
10. Evaluation Proformas for evaluation of candidates for the academic and administrative positions shall be implemented.
11. The Selection Board will recommend suitable candidate(s) for appointments against the vacant posts of academic and non-academic staff in BPS-17 and above.
12. The Vice Chancellor may, on the recommendations of Selection Board appoint officers/ faculty members as are required subject to the approval of Senate, if their services are immediately required.
13. In case the Senate does not approve the appointment, the order issued by the Vice Chancellor shall stand cancelled with immediate effect.
14. The faculty members or officers shall be appointed on two years' probation which may be extended for another term, if so required, in the interest of the University.
15. HEC policy/ eligibility criteria for CGPA and percentage of marks shall be followed.

Sd/-

(Prof. Dr. Mohammad Riaz Moghal)
Registrar