

## **EDITOR'S NOTE**

First of all, I thank Almighty Allah who blessed us with strength, persistence and passion to work with heart and soul for the accomplishment of a difficult but useful task of the University Calendar. I would also like to thank Prof. Dr. Habib-ur-Rehman, S.I. the Vice Chancellor for having entrusted me with the duty of compilation of University Calendar. Had he not taken keen interest in the whole process, the compilation of Calendar would have been impossible. He provided me ever available guidance and continued support in resolving various issues confronted with during editing of the Calendar. I cannot express my thanks and gratitude to him for reading each and every word of the manuscript and improving the text. I am grateful to him for sparing his precious time for detailed discussions and consultations whenever required.

I am also grateful to Prof. Dr. Muhammad Sarwar Ahmad, Chairman Calendar Committee, Dr. Muhammad Aslam, Assistant Professor, Chemistry, Mr. Shaukat Hayat Khan, Assistant Registrar Meetings and Mr. Qaiser Razzaq, Senior Clerk, members committee for sparing their precious time and giving valuable suggestions during the compilation of Calendar.

The Mirpur University of Science and Technology (MUST), Mirpur was established in 2008 through Ordinance No. LD/Legis./701-15/2008, dated: 16<sup>th</sup> August, 2008. After the elapse of 6 years, the Act was passed by the AJK Legislative Assembly and promulgated vide Notification No. LD/Legis-Act/537-49/2014, dated: 30-06-2014. The Vice Chancellor has managed amendments with the assistance of HEC, which provides financial and administrative autonomy to the University. Due to strong belief of the Vice Chancellor to institutionalize the businesses and procedures of the University, he has always been advocating and pressing for laying down transparent and standard procedures even for a minor business of the University. With the visionary leadership of the Vice Chancellor one can say with extreme satisfaction that Statutes, Regulations, Rules and office instructions are being implemented for all the businesses and activities of the University.

During the compilation of Calendar the experiences gained in the University of Azad Jammu and Kashmir (UAJ&K) has proved to be a blessing for the Mirpur University of Science and Technology (MUST), Mirpur.

University started its functioning through Notification No. MUST-R/213-222/2009, dated: 25-05-2009 by implementing the existing Statutes, Regulations and Rules of the University of Azad Jammu & Kashmir in the Mirpur University of Science and Technology (MUST), Mirpur.

Since inception of the MUST some changes have taken place in Statutes, Regulations and Rules of the UAJ&K and MUST has also made several amendments besides making new Statutes, Regulations and Rules. Compilation of the statutes, regulations, rules and publication of the Calendar was required for institutionalizing the working of the University.

The University's first ever Calendar is divided into Two Volumes. Volume-I deals with the service matters and Volume-II deals with student's matters. Volume-I is divided into fifteen parts. Each part is further divided into Chapters, Sections and Clauses. Each part of the Calendar has been provided with its own table of contents and all these are reflected in the main table of contents at the beginning of this part as well to facilitate the users.

**Part-I** of the Calendar contains the University Act, 2014. **Part-II** covers the Composition of Authorities of the University established by the Statutes, Election Statutes and Rules of Procedure for the Meetings of the University Authorities. **Part-III** consists of First Statutes having Organization of the University, Selection Board, Finance and Planning Committee, Discipline Committee and Scheme of Studies. **Part-IV** deals with the Terms and Conditions of Service, Service Statutes, Fringe Benefits of the Vice Chancellor, Delegated Powers of the Vice Chancellor, Appointment, Powers and Duties of Deans, Powers and Duties of Chairpersons/ Directors, Duties of University Teachers, Delegated Powers of Deans, Chairpersons and Directors. **Part-V** consists of Pay Scales and Allowances (1981-2014), Pay Scales Statutes, Adhoc Relief, Indexation of Pay, Headship/ Qualification Pay and Allowance and Fixation of Pay of Retired Government Servants Including Military Officers Re-Employed. **Part-VI** deals with Leave Statutes. **Part-VII** constitutes Pension Statutes covering

1971 to 2014. **Part-VIII** deals with Efficiency, Discipline and Appeal Statutes. **Part-IX** consists of Provident, Benevolent and Insurance Fund Statutes. **Part-X** consists of three Segments and deals with Financial, Endowment and Research Fund Rules. **Part-XI** deals with the Revolving Fund Statutes. **Part-XII** comprises of Loans and Advances Statutes. **Part-XIII** deals with Medical Attendance Statutes. **Part-XIV** consists of Vehicle Use and Maintenance Rules. Due to promulgation of University Act in the year 2014, University Ordinance, 2008 has been placed at **Part-XV**.

During the process of compilation and edition of the Calendar, Mr. Daud Ali Siddiqui, Secretary to the Vice Chancellor provided required help, while Mr. Abdul Qayyum, Audit Officer, helped to include almost all National Pension and Pay Scales Statutes covering the period 1981-2014 to benefit the retired and serving employees. Mr. Shaukat Hayat Khan, Assistant Registrar Meetings and Mr. Tahir Mahmood, Senior Data Entry Operator, Meetings Section, has always been helpful whenever any notification of the Statutory Body was required.

I have special thanks for Mr. Qaiser Razzaq, Senior Clerk, who took very short time to understand the modalities which confronted us in separating the Statutes, Regulations and Rules of the UAJ&K being practiced in the MUST and locating Notifications of the MUST.

By design, error in the human is a great blessing of Creator to make the room for improvement, therefore, no perfection is claimed, improvement and addition is essential.

Abdul Qayyum Tahir  
Director Planning and Development

The 11<sup>th</sup> November, 2014