



JINNAH UNIVERSITY FOR WOMEN

Code Book

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Preface

Jinnah University For Women was established under the aegis of Anjuman-e-Islamia Trust, through a bill passed on 22nd January 1998, by the Sindh Assembly and published as an Extraordinary Gazette No. M-324, after the assent of the Governor Sindh on 2nd June 1998.

All the statutory bodies including the Board of Governors, The Academic Council, Board of Faculties, Board of Studies, Selection Board, Board of Advanced Studies and Research, The Finance & Planning Committee were established in the year 1999.

The four faculties and the teaching departments were established and now there are 24 departments in the University. The rules and regulations pertaining to the function of the University were framed and passed by the respective bodies. All these rules and regulations have been put together in the form of this code book. The rules and regulations will be changed or altered in the light of new developments. This code book has laid down all the basic requirements needed to govern the day to day affairs of the university efficiently and uniformly.

Prof. Dr. Naeem Farooqui
Vice Chancellor

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PROVINCIAL ASSEMBLY OF SINDH

NOTIFICATION

Karachi, the 2nd June, 1998

No. PAS / Legis B-2/98, the Jinnah University for Women Bill 1998 having been passed by the Provincial Assembly of Sindh on 322nd January, 1998 and assented to by the Governor of Sindh on 4th May, 1998 is hereby published as an Act of the Legislature of Sindh.

THE JINNAH UNIVERSITY FOR WOMEN ACT, 1998

SINDH ACT NO. IV OF 1998

(First published after having received the assent of the Governor of Sindh in Gazette of Sindh
(Extra Ordinary) Date 2nd June, 1998):

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AN

ACT

to provide for establishment of the **Jinnah University For Women**
at Karachi.

Preamble: - WHEREAS it is expedient to provide for the establishment of the Jinnah University For Women at Karachi and matters ancillary thereto.

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It is hereby enacted as follow:-

CHAPTER-I

PRELIMINARY

1. Short title and commencement :-

- (1) This Act may be called the Jinnah University for Women Act, 1998.
- (2) It shall come into force at once.

2. Definition :-

In this Act, unless there is anything repugnant in the subject or context

- (i) “Academic Council” means the Academic Council of the University;
- (ii) “Affiliated College or institute” means the College or institute affiliated to the University;
- (iii) “Authority” means any of the authorities of the University specified in section 11;
- (iv) “Board” means the Board of Governors of the University;
- (v) “Chancellor” means the Chancellor of the University;

- (vi) “College” means a college and includes an institution in which arrangements exist for imparting instructions or practical training in courses of studies relating to humanities, social sciences, and in such other subjects as may be determined by the University;
- (vii) “Dean” means the Head of a Faculty;
- (viii) “Director” means the Head of an Institute;
- (ix) “Faculty” means a Faculty of the University;
- (x) “Government” means the Government of Sindh;
- (xi) “Institute” means an institute maintained and administered by the University;
- (xii) “Officer” means any of the officers of the University specified in section 6;
- (xiii) “Patron” means the Patron of the University;
- (xiv) “Prescribed” means prescribed by Statutes, Regulations or Rules.
- (xv) “Professor Emeritus” means a retired Professor working in the University in an honorary capacity;
- (xvi) “Statutes, Regulations and Rules” means respectively the Statutes Regulations and Rules made under this Act;
- (xvii) “Teaching Department” means a Teaching Department established and maintained or recognized by the University;
- (xviii) “Trust” means the Anjuman-e-Islamia Trust, Pakistan, Karachi;
- (xix) “University” means the Jinnah University For Women Karachi;
- (xx) “Vice Chancellor” means the Vice Chancellor of the University;

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CHAPTER-II

THE UNIVERSITY

3. Establishment and incorporation of the University :-

- (i) There shall be established a University to be called the Jinnah University For Women Karachi consisting of the Patron, the Chancellor, the Vice Chancellor, the Deans, the Chairman of the Teaching Departments and members of the Board, the members of the Academic Council and such other Officers as may be prescribed.
- (ii) The University shall be a body corporate by the name of the Jinnah University For Women having perpetual succession and a common seal, with power, among other to acquire hold and dispose of any property vesting in it and shall by the said name, sue and be sued.

4. University open to all Classes, Creeds etc.

The University shall be open to the females of what-ever religion, race, creed, colour or domicile who are academically qualified for admission to the courses of study offered by the University, and no such person shall be denied the privilege on the ground only of sex, religion, creed, race, class, colour or domicile.

5. Powers and Functions of the University:-

The University shall be an autonomous body and shall have the powers:

- (i) To provide for instruction in Humanities, Social Sciences and in such branches of learning as it may deem fit and to make provisions for the advancement and dissemination of knowledge in such manner as it may determine;
- (ii) To admit and examine students and to confer or award degrees, diplomas, certificates and other academic distinctions on and to persons, who have passed its examination under prescribed conditions;
- (iii) To affiliate itself or associate with other institutions and establish Faculties and the Teaching Departments to discharge its functions and responsibilities for the betterment of education;
- (iv) To confer honorary degrees or other distinction on approved persons in the manner prescribed;
- (v) To prescribe courses of studies and undertake research as it may determine;
- (vi) To provide and support other facilities for education, professional training and research;
- (vii) To affiliate and disaffiliate educational institutions and inspect such institutions or associate itself with other selected educational training and research institutions, provide them with services and facilities for the effective discharge of their

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functions and responsibilities and determine teaching methodology, techniques and strategies in order to ensure the most effective educational training and research programmes;

- (viii) To receive and manage property, grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University and to invest them in such manner as it may deem fit;
- (ix) To enter into agreements, contracts and arrangements with Government, organizations, institutions, bodies and individuals for carrying out its functions and activities;
- (x) Demand and receive such fees and other charges as it may determine;
- (xi) To appoint members of the various bodies and committees as the Board may determine for instructional and co-curricular activities and admit students of the University and its constituent units;

- (xii) Appointment such officers including teachers and members of the staff and prescribe terms and conditions, powers and duties of such officers and staff;
- (xiii) To do all such other acts and things as may be requisite to further its objectives.

CHAPTER-III

OFFICERS OF THE UNIVERSITY

6. Officers of the University : The following shall be the officers of the University :-

- (i) The Patron;
- (ii) The Chancellor;
- (iii) The Vice Chancellor;

- (iv) The Deans;
- (v) The Directors;
- (vi) The Chairmen of Teaching Department;
- (vii) The Principals nominated by the University;
- (viii) The Registrar;
- (ix) The Director of Finance;
- (x) The Librarian;
- (xi) The Controller of Examinations;
- (xii) The Resident Auditor; and
- (xiii) Such other persons as may be prescribed to be the officers of the University.

7. Patron :-

- (i) The Governor of Sindh shall be the Patron of the University.
- (ii) The Patron shall, when present, preside over at convocation of the University.
- (iii) In the absence of the Patron, The Chancellor shall preside over at the convocation.
- (iv) Every proposal to confer an honorary degree to a person shall be subject to confirmation by the Patron.

8. Visitation :-

- (1) The Patron may cause an inspection or inquiry to be made in respect of matter connected with the affairs of the University and shall, from time to time, direct any person or persons to inquire into or carry out inspection of :-

- (i) The University its building, laboratories, libraries and the other facilities;
- (ii) Any institution, department or hostel maintained by the University;
- (iii) The adequacy of the financial and human resources;
- (iv) The teaching, research, curriculum, examination conducted or held by the University.

- (2) The Patron shall communicate to the Board his views in regard to the results of the visitation and shall after ascertaining its views thereon advise on actions to be taken by it.

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- (3) The Board shall, within such time as may be specified by the Patron, communicate to him such action, if any, as has been taken or may be proposed to be taken upon the result of visitation.

- (4) Where the Board does not, within the time specified, taken action to the satisfaction of the Patron, the Patron may issue such directions as he thinks fit and the Board shall comply with such directions.

9. Chancellor :-

- (a) The Chancellor shall be person of eminence, known for his contribution in the field of knowledge or service to society and appreciated for his high moral and intellectual caliber;
- (b) The Chancellor shall be appointed by the Patron in consultation with the Trust, on such terms and conditions as the Board may determine.
- (c) The Chancellor shall hold office for a term of three years, and shall be eligible for re-nomination on expiry of his term, for another term of three years.
- (d) Every proposal to recommend conferring of an honorary degree shall have the consent of the Chancellor.
- (e) If the Chancellor is satisfied that the proceedings of any Authority or orders of an officer are not in accordance with the provisions of this Act statutes, Regulations, or Rules, he may, after calling upon such proceeding should not be annulled, and by order in writing, annul such proceeding or orders.
- (f) Should the Chancellor be incapacitated from acting as such due to illness or any other cause, the Chairman of the Board shall act for him.

10. Vice Chancellor :-

- (1) The Vice Chancellor shall be appointed by the Chancellor as the case may be for a period of four years on such terms and conditions as the Chancellor may determine and shall hold office during the pleasure of the Chancellor.
- (2) At any time when the office of the Vice Chancellor is vacant, or the Vice Chancellor is absent or unable to perform the functions of his office due to illness or some other cause, the Chancellor shall make such arrangements for the performance of the duties of the Vice Chancellor as he may deem fit;
- (3) The Vice Chancellor shall be the principal academic and administrative officer of the University, and shall be responsible for the proper implementation of the provisions of this Act, directions of the Chancellor, decision of the University and execution of the Chancellor decision and execution of the policies of the University.
- (4) The Vice Chancellor may, in an emergency which in his opinion requires immediate

action, take such action as he may consider necessary and shall, thereafter 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.

(5) In particular and without prejudice to the generality of the foregoing powers, the Vice Chancellor shall also have the following powers :-

- (a) To create and fill temporary posts for a period not exceeding six months;
- (b) To sanction all expenditure provided for in the approved Budget and to re-appropriate funds within the same major head of expenditure;
- (c) To sanction re-appropriation of an amount not exceeding fifty thousand rupees for an unforeseen item not provided for in the budget and report it to the Board at the next meeting;
- (d) To appoint paper setters and examiners for all examinations of the University after receiving panels of names from the relevant authorities.
- (e) To make such arrangements for the scrutiny of papers, marks and result as may be necessary;
- (f) To direct teachers, officers and other employees of the University to take up such assignments in connection with teaching, research, examination and administration and such other activities in the University, as he may consider necessary;
- (g) 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 University;
- (h) To appoint employees of such categories in respect which powers have been delegated to him by the Board;
- (i) To exercise and perform such other powers and functions as may be prescribed;

CHAPTER-IV

AUTHORITIES OF THE UNIVERSITY

11. Authorities :-

The following shall be the Authorities of the University:

- (i) The Board of Governor;
- (ii) The Academic Council;
- (iii) The Board of Faculties;
- (iv) The Board of Advanced Studies and Research;
- (v) The Board of Studies;
- (vi) The Selection Board;
- (vii) The Finance and Planning Committee;
- (viii) Affiliation Committee; and
- (ix) Such other Authorities as may be prescribed.

12. Board of Governors :-

- (1) The general supervision and control of the affairs of the University and its power to lay down policies shall vest in the Board consisting of the following :-
 - (a) The Vice Chancellor;
 - (b) The Chief justice of the High Court of Sindh or a Judge of the High Court to be nominated by him;
 - (c) The Secretary to the Government of Sindh, Education Department;
 - (d) One Dean to be nominated by the Chancellor in consultation with the Vice Chancellor;
 - (e) The Chairman, University Grants Commission, or whole time Member of the Commission to be nominated by him;
 - (f) Three persons of eminence to be nominated by the Chancellor;
 - (g) Three persons of outstanding merit, to be nominated by the Trust.
- (2) A nominated 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 the 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 a member shall be filled by a person nominated by the authority which had nominated the member whose vacancy is to be filled.

- (5) The Vice Chancellor shall act as the Chairman of the Board.
- (6) The Registrar shall act as the Secretary of the Board.
- (7) No act or proceeding of the Board shall be invalid by reason only of the existence of a vacancy in or a defect in the constitution of the Board.
- (8) The First Board of Governors shall be nominated by the Governor of Sindh and shall hold office for a term of three years.

13. Power and Functions of the Board of Governors :-

- (1) In particular without prejudice to the generality of the provisions of sub-section (1) of section 12, the Board shall exercise and perform the powers and functions as follows:-
 - (a) To hold, control and administer the property, fund, assets and resources of the University;
 - (b) To transfer and accept transfer of movable or immovable property on behalf of the University;
 - (c) To affiliate and disaffiliate college or institution in the manner as may be prescribed by Statutes;
 - (d) To consider and approve, on the advice of the Finance and Planning Committee, the annual and revised budget estimates and to lay down guidelines or rules of business dealing with financial matters;
 - (e) To approve, carry out, vary or cancel contracts on behalf of the University;
 - (f) To initiate and approve schemes for achievement of the objectives of the University;
 - (g) To determine the form, and regulate the custody and of common seal of the University;
 - (h) To create professional research, administrative post and such other posts as may be required to carry out the purposes of the University, suspend or abolish such posts;
 - (i) To appoint teachers, researchers and officers on the recommendations of the Board;
 - (j) To suspend, punish and remove from service of the University employees whom it is empowered to appoint, in the manner prescribed after due enquiry and defence;
 - (k) To propose statutes for submission to the Chancellor;

- (l) To approve Regulations or Rules on the recommendations of the appropriate bodies; and
- (m) To determine, regulate and administer all other matters concerning the University and, to this end, exercise all necessary powers not specifically mentioned in the Act, or the Statutes, the Regulations or the Rules.

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- (2) The Board may delegate any of its powers to an Authority or officers or a committee or a sub-committee.

14. Meeting of the Board of Governors :-

- (1) The Board shall meet at least twice in a year on the dates to be fixed by the Vice 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.
- (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 its members, a fraction being counted as one.
- (4) 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 Chairman of the Board shall have and exercise a casting vote.

15. Academic Council :-

- (1) The Academic Council shall consist of :-
 - (a) The Vice Chancellor who shall be the Chairman;
 - (b) The Deans;
 - (c) The Directors;
 - (d) The Chairman of the teaching departments;
 - (e) The University Professors including Professor Emeritus;
 - (f) The Principal of the affiliated Colleges;
 - (g) The Registrar who shall be the Secretary;
 - (h) Two eminent scholars to be nominated by the Board; and
 - (i) Two persons of eminence to be nominated by the Chancellor.

- (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 his nomination is changed by the nominating authority.

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- (4) The quorum for a meeting of the council shall be one third of the total number of members, a fraction being as one.

16. Power and Duties of the Academic Council :-

- (1) The Academic Council shall be the highest academic body of the University and shall, subject to the provisions of this Act, and the statutes, have the powers to lay down proper standards of instruction, research and examinations, and to regulate and promote the academic life of the University.
- (2) In particular and without prejudice to the generality of the foregoing provisions, the Council shall have the power :-
 - (a) To advise the Board on academic matters;
 - (b) To regulate the admission of students to the courses of the studies and examination;
 - (c) To propose the Board, schemes for the constitution and organization of Faculties, Teaching Departments, Institutes and Board of studies;
 - (d) To consider or formulate proposals for the Planning development of Teaching and Research in the University;
 - (e) To make Regulations, on the recommendations of the Boards of Faculties and the Boards of studies, prescribing the Course of studies and the syllabi for all University examinations, provided that, if the recommendations of Boards of studies are not received by the prescribed date, the Council may subject to the approval of the Board continue for the next year the courses of studies already prescribed for examinations;
 - (f) To recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
 - (g) To frame Regulations for submission to the Board;
 - (h) To appoint members to the various Authorities in accordance with the provisions of this Act, and
 - (i) To perform such other functions as may be prescribed by Statutes.

17. Constitution, Functions and Powers of other Authorities :-

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.

18. Appointment of Committees by the Authorities :-

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.

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CHAPTER- V

STATUTES, REGULATIONS AND RULES

19. Statutes :-

- (1) Subject to provision of this Act, Statutes may be made to regulate or prescribe all or any of the following matters, namely :-
 - (a) Terms and conditions of service of employees of the University, including scales of pay, constitution of pension, insurance, gratuity, provident fund, benevolent fund and other fringe benefits;
 - (b) Terms and conditions of contractual appointments of teachers, researchers and officers;
 - (c) Establishment of Faculties, Teaching Departments and other academic units and divisions;
 - (d) Powers and duties of officers and teachers;
 - (e) Conditions under which the University may enter into arrangements with other public or private organizations for purposes of, instruction, research and other scholarly activities;
 - (f) Conditions of appointment of Professor Emeritus and award of Honorary degrees;
 - (g) Efficiency and discipline of the employees of the University;
 - (h) Acquisition and administration of properties and investments of the University; and
 - (i) All other matters which under this Act, are required to be or may be prescribed or regulated by Statutes.
- (2) The draft of the Statutes shall be proposed by the Board for approval by the Chancellor.
- (3) The Chancellor shall have the powers 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 unless it has been approved by the Chancellor.

20. Regulations :-

(1) Subject to the provisions of this Act, and the Statutes, Regulations may be made for all or any of the following matters, namely :-

- (a) Schemes of studies and research, including the duration of courses, number of subjects or papers for examination;
- (b) Syllabi and courses of study and research programmes leading to degrees, diploma or certificates;
- (c) Conduct and supervision of examinations, appointment of examiners, scrutiny, tabulation and declaration of results;
- (d) Determination of fees and other charges for admission to various courses, examinations and hostels;

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- (e) Maintenance of discipline among students and schemes for their welfare;
- (f) Institution of fellowships, scholarships, prizes, medals, honoraria and other financial assistance for students and research scholars;
- (g) Conduct of convocation and form of academic costumes;
- (h) Conditions of residence of students;
- (i) All other academic matters which by this Act or Statutes are to be or may be prescribed by regulations.

21. (1) The Authorities and the other bodies of the University may make Rules consistent with this Act, Statutes and the Regulations to regulate the conduct of their business and the time and place of meetings and related matters.

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

CHAPTER- VI
THE UNIVERSITY FUND

22. The University Fund Audit and Accounts :-

- (1) The University shall be credited its income from fees, donations, trusts, bequests, endowments, grants contributions and all other sources.
- (2) Capital and recurrent expenditure of the University shall be met from the contributions made by the Trust and any other source, including other Trusts, Universities and individuals, and from the income derived from such sources.
- (3) No contributions, donation or grant which may directly or indirectly involve any immediate or subsequent financial liability for the University, 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 University 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 closing of the financial year of the University by the Chartered Accountant appointed by the Board;

- (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 the auditor has complied with the standards of audit and certification laid down by the institute of Chartered Accountants of Pakistan.

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CHAPTER- VII

GENERAL PROVISIONS

23. Retirement from Service:-

An employee of the University shall retire from service:

- (i) On such date, after he/ she has completed twenty five years of service qualifying for pension or other retirement benefits, as the affiliating authority may direct.
Provided that no employee shall be retired unless he/ she has been informed in writing of the grounds of the action proposed to be taken against him/ her and has been given reasonable opportunity of showing cause against that action; or.
- (ii) Where no direction is given under clause (i) above on the completion of sixty years of his/ her age.
- (iii) Age limit of sixty years shall not be applied to a contractual position.

24. Opportunity to show causes:-

Except as otherwise provided, no officer teacher or other employee of the University holding a permanent post, shall be reduced in rank or removed or compulsorily retired from service, unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

25. Appeal to and review by the Board:-

- (1) Where an order is passed punishing an employee (other than Vice Chancellor) of the University or altering interpreting to his disadvantage the prescribed terms or conditions of his service, he/ she shall, where the order passed by the Vice Chancellor or any other officer or Teacher of the University, have the right to appeal to the Board against the order, and where the order is made by the Board, have the right to apply to that authority for review of that order.
- (2) The appeal or application for review shall be submitted to the Vice Chancellor who shall lay it before the Board with his views and record of the case.
- (3) No order in appeal or review shall be made unless the appellant or the applicant, as the case may be, has been given an opportunity of being heard.

26. Pension, Insurance, Gratuity, Provident Fund and Benevolent Fund:-

- (1) The University shall constitute for the benefit of its employees in such manner and subject to such conditions as may be prescribed such pension, insurance, gratuity, provident fund and benevolent fund schemes as it may deem fit.

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- (2) Where any provident fund has been constituted under this Act, the provision of the Provident Funds, Act, 1925 shall apply to such fund.

27. Commencement of term of office of Members of Authorities:-

When a member 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.

28. Filling of Casual Vacancies in Authorities:-

Any casual vacancy among the appointed or nominated members of any Authority shall be filled as soon as conveniently may be 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 a 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, institution or other body, other than the University has ceased to exist or has ceased function, or for any other circumstances which make it impracticable to fill the vacancy, the vacancy shall be filled in such manner as the Chancellor may direct on the recommendation of the Board.

29. Disputes about Membership of Authorities:-

- (1) Not with-standing 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 / she has ceased to hold the position by virtue of which he / she was nominated or appointed.
- (2) If a question arises whether any person is entitled to be member of any Authority the matter shall be referred to a committee consisting of the Vice Chancellor, the Chief Justice of the High Court Sindh or the Judge of the High Court who is the member of the Board and a nominee of the Chancellor, and the decision of the committee shall be final and binding.

30. Validity of proceedings of Authorities:-

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.

31. First Schedule:-

Not with-standing anything contained in this Act, the statutes set out in the schedule, shall remain in force until they are amended or replaced by new statutes framed in accordance with this Act.

32. Bar of Jurisdiction:-

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.

33. Indemnity:-

No suit or legal proceeding shall lie against Government, the University or any Authority or an employee of Government or the University any or 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.

34. Discipline:-

The University shall have power to supervise and control the discipline of the students of the University and institutes in the prescribed manner.

35. Removal of difficulties:-

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.

THE SCHEDULE

THE FIRST STATUTES

(See section 31)

1. Faculties:-

(1) The University shall include the following Faculties:

- (a) Faculty of Humanities, Social Science and Islamic Learning.
- (b) Faculty of Basic and Applied Sciences.
- (c) Such other Faculties as may be prescribed by statutes.

(2) The Islamic Education and Pakistan Studies shall be compulsory for Muslim students and Non-Muslim students shall in lieu of subjects have option to offer Ethics and Pakistan Studies Subjects in all faculties.

(3) Each Faculty shall include such institutes, teaching departments, centres or other teaching or research units as may be prescribed by the statutes.

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2. Board of Faculties :-

(1) There shall be a Board of each Faculty consisting of :

- (a) The Dean;
- (b) The Professors, Associate Professors and Chairman of the Teaching Departments comprised in the Faculty;
- (c) One member of each Board of Studies comprised in the faculty to be nominated by the Board of studies concerned; and

- (d) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge of subjects which though not assigned to the faculty have in the opinion of the Academic Council important bearing on the subjects assigned to the Faculty.
- (2) The members, mentioned in clauses (c) and (d) of sub-section (f) shall hold office for three years;
- (3) The quorum for a meeting of the Board of a Faculty shall be one half of the total number of members, fractions being counted as one.
- (4) The Board of each Faculty shall, subject to the general control of the Academic Council and the Board, have the powers :
 - (a) To coordinate the teaching and research in the subjects assigned to the faculty;
 - (b) To scrutinize the schemes of courses and syllabi proposed by the Board of Studies comprised in the Faculty, and forward them to the Academic Council along with its observations.
 - (c) To scrutinize the recommendations of the Board of Studies comprised in the Faculty, on the appointment of paper setters and examiners, except for research and degrees examiners to the Vice Chancellor; and
 - (d) To perform such other functions as may be prescribed;

3. Dean :-

- (1) There shall be a Dean for each Faculty who shall be the Chairman of the Board of Faculty, and shall be nominated by the Chancellor from amongst the three senior most Professors in the Faculty on the recommendations of the Vice Chancellor.
- (2) The Dean shall hold office for three years.
- (3) The Dean shall present candidates for admission to degrees, except honorary in the courses falling within the purview of the Faculty.
- (4) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

4. Teaching Departments :-

- (1) There shall be a Teaching Department for each subject or a group of allied subjects as may be approved and each Teaching Department shall be headed by a Chairman.

- (2) The Chairman of a Department shall be appointed by the Board from amongst the senior teachers of the Department.
- (3) The Chairman of the Teaching Department shall plan, organize and supervise the work of the department in accordance with the provisions of this Act, and shall be responsible to

the Dean of the Faculty in which his/ her Department is comprised for the work of his / her Department.

5. Board of Studies :-

- (1) There shall be a Board of Studies for each subject or group subject as may be prescribed by Regulations.
- (2) Each Board of studies shall consists of :
 - (a) The Chairman of the Teaching Department concerned;
 - (b) All Professors and Associate Professor in the Teaching Department concerned;
 - (c) Two University Teachers, other than Professor or Associate Professors, to be appointed by the Academic Council;
 - (d) Three experts, other than University Teachers, to be appointed by the Vice Chancellor;
- (3) The term of the 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 Chairman of the University Teaching Department concerned shall be the Chairman and Convener of the Board of Studies.
- (6) The functions of the Board of Studies shall be :
 - (a) To advise authorities on all academic matters connected with instruction, research and examination in the subjects concerned;
 - (b) To propose curricula and syllabi for all degrees, diploma and certificate courses in the subjects concerned;
 - (c) To suggest a panel of names of paper setters and examiners in the subjects concerned; and
 - (d) To perform such other functions as may be prescribed by Regulations.

6. Board of Advanced Studies and Research :-

- (1) There shall be a Board of Advanced Studies and Research consisting of :
 - (a) The Vice Chancellor, who shall be the Chairman;
 - (b) The Deans;
 - (c) Three University Professors, other than Deans, to be appointed by the Board of Governors;
 - (d) Three University Teachers having research qualifications and experience, to be appointed by the Academic Council; and
 - (e) Three Professors Emeritus;

- (2) The term of office of the members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be one half of the total number of members, a fraction being counted as one.
- (4) The functions of the Advanced Studies and Research Board shall be :
 - (a) To advise the Authorities and all other concerned with the promotion of Advanced Studies and Research in the University;
 - (b) To propose Regulations regarding the award of research degrees;
 - (c) To appoint supervisors for research students to determine the subject of their thesis;
 - (d) To recommended panels of names of paper setters and examiners for research examination after considering the proposals of the Board of Studies in this behalf; and
 - (e) To perform such other functions as may be prescribed by statutes;

7. The Selection Board :-

- (1) There shall be a Selection Board consisting of:
 - (a) The Vice Chancellor who shall be the Chairman;
 - (b) One member of the Board and two persons of eminence to be nominated by the Board provided that none of them is an employee of the University;
 - (c) The Dean of the Faculty concerned;
 - (d) The Chairman of the Teaching Department concerned;
 - (e) One person to be nominated by the Association;
- (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 selection of candidates for the post of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned and, in selecting candidates for other teaching posts, two experts in the subject concerned, to be nominate by the Vice Chancellor, from a standing list of experts of each subject

approved by the Board on the recommendation of the Selection Board and revised from time to time.

8. Functions of the Selection/ Promotion Board:-

- (1) The Selection Board shall consider all applications for teaching and other posts received in response to an advertisement and shall recommend to the Board the names of suitable candidates for appointment to such posts.
- (2) The Selection Board may recommend to the Board the grant of a higher initial pay in a suitable case for reasons to be recorded.
- (3) The Selection Board may recommend to the Board the appointment of an eminently qualified person to a position in the University on the terms and conditions as may be prescribed.
- (4) The Selection Board shall consider all cases of promotion of officers of the University and recommend to the Board, the names of suitable candidates for such promotions.
- (5) In the event of an unsolved difference of opinion between the Selection Board, the matter shall be referred to the Chancellor whose decision shall be final.

9. The Finance and Planning Committee :-

- (1) There shall be a Finance and Planning Committee consisting of
 - (a) The Vice Chancellor, who shall be the Chairman;
 - (b) Two nominee of the Trust;
 - (c) A nominee of the Board;
 - (d) Two experts in their field of finance & planning to be nominated by the Chancellor;
 - (e) One Dean to be nominated by the Chancellor on the recommendations of the Vice Chancellor; and
 - (f) The Director Finance of the University shall be the Member/ Secretary.
- (2) The quorum for a meeting of the Finance and Planning Committee shall be four members.

10. Functions of the Finance and Planning Committee :-

The Function of the Finance and Planning Committee shall be:

- (a) To consider annual statement of accounts and annual and revised budget estimates and advise the Board thereon;
- (b) To review periodically the financial position of the University;
- (c) To advise the Board on all matters relating to planning, development, finance investment and accounts of the University;
- (d) Prepare short term and long term development plans;

- (e) To prepare staff and resource development plans;
- (f) To perform such other functions as may be prescribed by statutes.

11. Affiliation Committee :-

- (1) There shall be an Affiliation Committee consisting of :
 - (a) The Vice Chancellor who shall be the Chairman;
 - (b) One member of the Board to be nominated by the Board;
 - (c) Two Professors to be nominated by the Academic Council;
- (2) The term of office of the members of the Committee, excluding ex-officio members shall be two years.
- (3) The Affiliation Committee may co-opt not more than three experts.
- (4) The quorum for a meeting of or an inspection by the Affiliation Committee shall be three members.
- (5) An officer of the Authority to be designated by the Vice Chancellor for this purpose shall act as the Secretary of the Committee.

THE FIRST STATUTES

1. Faculties:-

Subject to the provision of article 19 (1) C, under protection of First Statutes. There shall be four faculties in the University.

- (i) Faculty of Arts.
- (ii) Faculty of Science.
- (iii) Faculty of Commerce and Business Administration.
- (iv) Faculty of Pharmacy.

2. Boards of Faculties:

The Board of each faculty shall comprise following members.

- (i) The Dean.
- (ii) All Professors, Chairpersons, Programme Directors, Professors and Associate Professors of teaching departments of the concerned faculty.
- (iii) One member of each Board of Studies comprised in the faculty to be nominated by the Board Studies concerned.
- (iv) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge of subjects which though not assigned to the faculty have in the opinion of the Academic Council important bearing on the subjects assigned to the faculty.

(a) Tenure of the Boards of Faculties:

- (i) All the members shall hold office for three years.
- (ii) The quorum for the meeting of the Board of Faculty shall be one half of the total members.

(b) Power of the Boards of Faculties:

The Boards of Faculties shall be subjected to the general control of Academic Council and the Board of Faculties shall have the powers:

- (i) To scrutinize the deliberations of the relevant Boards of Studies for recommendation to the Academic Council.
- (ii) To coordinate the research and teaching in different departments of the faculty.

- (iii) To scrutinize the curricular of studies in different subjects of the faculty and recommend them for approval to the Academic Council.
- (iv) To keep a watch on the standard of teaching and research in the faculty.
- (v) To perform such other functions as may be prescribed by Statutes.

3. Deans:

- i) There shall be a Dean of each faculty, who shall be the Chairperson and Convener of the Board of Faculty.
- ii) The Dean of the Faculty shall be appointed for a period of three years by the Chancellor on the recommendation of the Vice Chancellor from amongst the three senior faculty members in the respective faculty.
- iii) The Dean shall present candidates for admission to degrees in subjects falling within the purview of the faculty.
- iv) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

4. Teaching Departments:

- i) There shall be a teaching department for each subject which shall be headed by a Chairperson or a Programme Director.
- ii) The Chairperson or the Programme Director of the Department shall be appointed by the BOG on the recommendation of the Vice Chancellor from amongst the three senior teaching faculty members of the department for a period of three years.
- iii) The Chairperson of the department shall plan, organize and supervise the teaching, research and administrative work of the department and shall be responsible of the Dean for the working of the department.

5. Board of Studies:

There shall be a separate Board of studies for each subject taught in the (faculty) University.

(a) The Board of Studies for a subject shall consist of :

- i) The Chairperson or Programme Director of the teaching department.
- ii) All Professors, Associate Professors and Assistant Professors in the department.
- iii) One senior most Lecturer to be appointed by the Vice Chancellor for a period of three years.
- iv) Two or three experts other than University teachers to be appointed as subject experts by the Vice Chancellor for the period of three years, the need of department shall determine numbers of experts.

- v) The quorum for meeting of the Board of Studies shall be one half of the total number of members. The Chairperson or the Programme Director of the department shall be Chairperson and convenor of the Board of Studies.

(b) The functions of the Board of Studies shall be:

- i) To advise the Dean and Vice Chancellor on all academic affairs concerning the teaching, research and examinations in the department.
- ii) To propose the curricular of studies for all degrees, diploma and certificate courses in the subject.
- iii) To suggest names of the panel of examiners and paper setters in the concerned subject.
- iv) To perform such other functions as may be prescribed by the regulations.

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6. Board of Advanced Studies and Research:

(a) The Advanced Studies and Research Board shall consist of :

- i) Vice Chancellor. (Chairperson)
- ii) All Deans of the University.
- iii) Three University teachers to be appointed by BOG.
- iv) Three University teachers having research experience to be appointed by the Academic Council.

(b) Term and Conditions of the members :

- i) The term of office of members of the BASR other than ex-officio members shall be three years.
- ii) The quorum of the BASR meeting shall be one half of the total number of members.

(c) The function of BASR: - The functions of the BASR shall be:

- i) To advise the Vice-Chancellor on all matters connected with the promotion of advanced studies and research in University.
- ii) To propose Regulations regarding the award of research degree.
- iii) To grant approval of the Research Supervisor and scrutinize the subject of thesis.
- iv) To recommend the names of reputed persons as examiners to the Academic Council for approval.
- v) To recommend the candidate to the Academic Council for the award of degree.
- vi) To perform such other functions as may be prescribed by Statutes.

7. Selection Board:

- (a) The Selection Board for the appoint of teaching faculty shall comprise :
- i) Vice Chancellor. (Chairperson)
 - ii) Dean of the concerned faculty.
 - iii) Chairperson of the concerned teaching department.
 - iv) One nominee of the BOG.
 - v) Two eminent Subject Experts, nominated by BOG provided none of them is an employee of the University and shall hold office for a period of two years.
 - vi) One person to be nominated by the Trust.
- (b) The quorum for the Selection of Professors and Associate Professors shall be four members and three members for the Selection of Assistant Professors or Lecturers.
- (c) In case of administrative staff, the Selection Board shall consist of members mentioned under clause (1), (iv), (v) and (vi).

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- (d) No employee of the University who is a candidate for the post to which appointment is made shall take part in the selection proceedings of the Board.
- (e) For the selection of Professors and Associate Professors, the committee shall coopt or consult three Subject experts of repute to be appointment by the Vice Chancellor.
- (f) In selecting candidates for the posts of Assistant Professors and Lecturers two Subject experts shall be appointed by the Vice-Chancellor from a standing list of experts of each Subject.

(g) Functions of Selection Board:

- i) The Selection Board shall consider the applications received in response to advertisement in the News Papers and shall recommend to BOG the names of suitable candidates for appointment.
- ii) The Selection Board may recommend for the grant of a higher initial pay to the BOG.
- iii) Chancellor shall decide the case in which the BOG and Selection Committee have a different option.

8. Finance and Planning Committee :-

(a) Following shall be the members of the Finance & Planning Committee:

- i) The Vice-Chancellor. (Chairman)
- ii) One nominee of the Board of Governors.
- iii) One Dean of the University to be nominated by the Chancellor.
- iv) Two representative of the Trust.

- v) Two experts in the field of Finance and Planning, to be nominated by the Chancellor.
- vi) Director Finance. (Secretary)

- (b) The term of office of the nominated members shall be three years.

- (c) The quorum for the meeting of Finance and Planning Committee shall be four members.

- (d) Functions of the Finance and Planning Committee:-**

The function of the Finance and Planning Committee shall be:

- i) To consider the annual budget statements and recommend them to the Board of Governors for approval.
- ii) To review periodically the finance position of the University and advice the Board of Governors for approval.
- iii) To prepare short and long term development plans.
- iv) To prepare staff and resource development planes.
- v) To perform such other functions as may be prescribed by Statutes, Finance, investment and account of the University.

9. Provident Funds Statutes:

Vide Chapter VII section (26) of Jinnah University Act

For the purpose of employee's benefits, it has been decided to introduce a Contributory Provident Fund Scheme for all regular employees of the University with effect from July 2003. The Contributory Provident Fund Scheme will have the following salient features:

- 1) All regular employees will have to subscribe for the Fund on monthly basis to be deducted from their salaries at prescribed rates, to be approved from time to time. Presently, it has been decided to deduct @ 5% on basic pay of employees.
- 2) Equal monthly contribution will be made towards the Fund by the University and will be debited to salary account.
- 3) Separate bank account will be maintained for such subscription of the employees along with the University's contribution.
- 4) This Fund will be invested in Government Securities and investment schemes and the profit will be credited to employee's account on year to year basis.
- 5) Personal loan can be allowed up to 80% of the employee's subscription.
- 6) This loan will be recovered in easy monthly installments from the employee's salary.
- 7) Individual Provident Fund account will be maintained for every subscriber with monthly subscription and the University's contribution entries along with the annual profit/ return share.

- 8) Similarly record of loan advance and the monthly recoveries made from salaries will also be maintained separately.
- 9) An employee will be entitled to receive his/ her Provident Fund on retirement or on leaving the University after recoveries of dues if any.
- 10) An employee will be entitled for the University's contribution only on successful completion of at least 5 years service.
- 11) If an employee leaves the University before the completion of five years, he / she will not be entitled for the University's contribution and also for the profit earned on his/ her subscription contribution. The share of the University's contribution will be forfeited and will be credited to the Employee's Welfare Fund.

The above mentioned scheme is mandatory. All regular employees are being advised to participate in the proposed Provident Fund Scheme.

Scheme of Studies

Vide Section 20 (1) a Chapter V, of Jinnah University For Women Act.

The four faculties of JUW shall offer following degree programmes.

1. Faculty of Arts.

a) BA (Pass), BA (Hons) & BS (4 years):

- i) The course of study for the B.A. (Pass): Bachelor of Arts degree shall be awarded after the successful completion of prescribed number of courses spread over four semesters.
- ii) The B.A / B.Sc. (Hons) degrees: Bachelor of Honours degree shall be awarded after the successful completion of prescribed number of courses spread over six semesters.
- iii) The BS (Hons) degree: Bachelor of Studies Honours degree shall be awarded after the successful completion of prescribed number of courses spread over eight semesters. [Now termed as BS (4 years) program instead of BS (Hons)]
- iv) The students admitted to the four years BS (Hons) degree shall have the option to terminate her studies after four, six or eight semesters with the awarded of BA (Pass), B.A. (Hons) and BS (Hons) degrees respectively.

- v) The BS (Hons) degree programme shall consist of courses of one subject from faculty of Arts as Major subject comprising 24 courses equivalent to 72 credit hours.
Two Minor Subjects comprising 08 courses equivalent to 24 credit hours.
Compulsory Subjects comprising 08 courses equivalent to 28 credit hours.
Elective courses comprising 4 courses equivalent to 12 credit hours.
- vi) The students shall choose two minor subjects from the faculty of major subject and 08 courses from the faculties other than that of the major subject.
- vii) The compulsory courses or the courses for degree requirement shall comprise:

English: 4 courses each of 3 credit hours	
Islamiat and Pakistan Studies	1 course each of 2 credit hours
Mathematics and Biology	1 course each of 3 credit hours
Computer Science	1 course of 3 credit hours
Urdu	1 course of 3 credit hours

viii) BS Degree shall be awarded after the successful completion of 136 credit hours.

b) Master of Arts / M.A Degree:

- i) The duration of M.A or Master of Arts degree programme for students with BA (Pass) degree shall be of four semesters and shall be divided into two parts each of two semesters
 - a) M.A. Previous
 - b) M.A. Final

- ii) Students with three years B.A (Hons.) degree shall be exempted from the courses of M.A. (Previous) and shall be eligible for admission in M.A. (final) directly.
- iii) Students shall choose one subject from amongst the subjects offered by faculty of Arts subject to the eligibility for admission.
- iv) The students shall take five courses each of 3 cr. hr. in each semester.
- v) The M.A. degree shall be awarded after the successful completion of 20 courses equivalent to 60 credit hours to students entering the programme with B.A (Pass) degree.
- vi) Students with three years B.A. (Hons) degree shall be required to take only 10 courses of the final year. The M.A. degree shall be awarded after the successful completion of 30 cr. hr.
- vii) The final year students may be offered a 3 cr. hr. project or a 6 cr. hr. research thesis in lieu of a 3 cr. hr. course or two courses of 3 cr. hr. each respectively.
- viii) The student shall submit a research report in writing. The report for the 3 cr. hr. project shall be evaluated by the research supervisor. The 6 cr. hr. research thesis shall be examined by an internal and external examiner. On the basis of the satisfactory report of external examiner a viva voce examination shall be held.

ix) Students with two years B.A (Pass) degree shall be admitted to the third year BS (Hons) degree programme. Additional courses may be offered to these students to remove the deficiencies of BS (Hons) course.

c) MS (Hons) Master of Studies Hons:

- i) The duration of MS (Hons) Master of Studies Hons degree after four years BS (Hons) degree shall be of two years or four semesters.
- ii) There shall be eight theory courses of 3 cr. hr. each and research project of 6 cr. hr.
- iii) The MS (Hons) degree shall be equivalent to the M.Phil degree in the new systems.

d) Bachelor of Education B.Ed degree:

- i) The courses of study of the Bachelor of Education B.Ed degree shall be spread over 3 semesters comprising two semesters of class room teaching followed by three months of school teaching practice.
- ii) Students holding a Bachelor degree from a recognized university shall be admitted to B.Ed degree programme.
- iii) Students shall take seven compulsory courses each of 6 cr. hr., including 3 cr.hr. for Theory of Education and 3 cr.hr. for Practice of Teaching in each course beside two elective courses each of 6 cr.hr. comprising two courses each of Content and Methods.
- iv) The Third semester shall be reserved for school teaching practice and final practical.
- v) The B.Ed degree shall be awarded after the successful completion of 54 credit hour equivalent courses.

e) Master of Education M.Ed degree.

- i) The Master of Education M.Ed degree programme is of three semesters duration.
- ii) Students with Bachelor degree in any subject and Bachelor of education degree from recognized university are eligible for admission to M.Ed programme.
- iii) The student shall take five compulsory courses, each of 6 cr.hr and four optional courses each of 3 cr.hr.
- iv) The students shall also be assigned a research project of 6 cr. hr.

2. Faculty of Science:

a) B.Sc (Pass), B.Sc (Hons), BS (Hons):

- i) B.Sc. (Pass) degree: The courses of study for the B.Sc (Pass) degree shall spread over four semesters and the B.Sc (Pass) degree shall be awarded after the successful completion of all the entire prescribed courses.
- ii) B.Sc. (Hons) degree: The courses for the study of B.Sc (Hons) degree shall spread over six semesters. The B.Sc (Hons) degree shall be awarded after the successful completion of prescribed courses.
- iii) BS (Hons) degree: The BS (Hons) degree shall be awarded after the successful completion of all courses of eight semesters.

- iv) In general, the students shall be admitted to the four years or eight semester BS (Hons) degree course and shall have the option to terminate their studies after the successful completion of four semester, six semester courses for award of B.Sc. (Pass), B.Sc. (Hons) degrees respectively.
- v) The BS (Hons) degree programme shall comprise the courses from following four branches:
 - a) One subject from the faculty of Science as Major subject courses equivalent to 76 credit hours.
 - b) Two subjects from the faculty of Science as Minor subjects, equivalent to 16 credit hours of each subject.
 - c) Six compulsory courses equivalent to 22 credit hours.
 - d) Two Elective courses from the faculty other than that of Major subject equivalent to 6 credit hours.
- vi) The students shall choose two subjects from the faculty of major subject as minor or subsidiary subjects comprising 08 courses.
- vii) The compulsory courses or degree requirement courses shall be:
 - a) English 4 courses each of 3 credit hours.
 - b) Islamiyat and Pakistan Studies one course each of 2 credit hours.
 - c) Mathematics or Biology one course each of 3 credit hours.
 - d) Computer Science one course of 3 credit hours.
- viii) BS degree shall be awarded after the successful completion of 136 credit hours.

b) Master of Science – M.Sc Degree:

- 1) The duration of M.Sc. or Master of Science degree programme shall be of four semesters for students with B.Sc. degree and shall be divided into two parts each of two semesters.
 - a) M.Sc. Previous
 - b) M.Sc. Final
- 2) Students with three years B.Sc. (Hons) degree shall be exempted from the courses of M.Sc. (Previous) and shall be eligible for admission in M.Sc. (Final) directly.

- 3) Students shall choose one subject from amongst the subject offered by the faculty of Science, subject to the eligibility of admission.
- 4) The students shall take five courses each of 3 credit hours in each semester.
- 5) The M.Sc. degree shall be awarded after the successful completion of 20 courses equivalent to 60 credit hours to students entering the programme with B.Sc. (Pass) degree.
- 6) Students with three years B.Sc Hons degree shall be required to take only 10 courses of the final year. The M.Sc degree shall be awarded after the successful completion of 30 credit hours.

- 7) The final year students may be offered a 3 credit hours project or a 6 credit hours research thesis on lieu of a 3 credit hours or two courses of 3 credit hours each respectively.
- 8) The students shall submit a research report in writing. The report for the 3 credit hours project shall be evaluated by the research supervisor. The 6 credit hours research thesis shall be examined by an internal and an external examiner. On the basis of the satisfactory report of the external examiner a viva-voce examination shall be held.
- 9) Students with two years B.Sc (Pass) degree shall be admitted to the third year BS (Hons) degree programme. Additional courses may be offered to these students to remove the deficiencies of B.S course.

c) Master of Science Honours MS (Hons):

- i) The duration of Master of Science Hons. MS (Hons) degree programme shall be of four semesters.
- ii) Students of MS degree programme shall be admitted after four year BS degree.
- iii) The MS (Hons) degree shall be alternative to the present M.Phil degree.
- iv) Students shall take courses equivalent to 24 credit hours and a research thesis of 6 credit hours.
- v) MS (Hons) degree shall be awarded after the successful completion of 30 credit hours.

d) BCS, BS (CS) and BS (IT) Degrees:

- 1) The students shall be admitted to three years Bachelor of Computer Science BCS degree programme.
- 2) For the award of BCS degree, students shall take 37 courses equivalent to 114 credit hours spread over six semesters.
- 3) Students shall be admitted to four years or eight semesters BS (CS), Bachelor of Science in Computer Science, and BS (IT), Bachelor of Science in Information Technology degree programmes.
- 4) The BS (CS) and BS (IT) degrees shall be awarded after the successful completion of 138 credit hours and 141 credit hours respectively.

e) MCS and MIT Degrees:

- 1) The students with BCS or B.Sc degrees shall be admitted to four semesters Master of Computer Science MCS and Master of Information Technology MIT degree programmes.

- 2) The students with B.Sc degree shall be required to qualify a zero semester. The zero semester shall not be counted to the MCS / MIT degree requirements.
- 3) The MCS and MIT degree programme shall be spread over four semesters.
- 4) The MCS and MIT degree shall be awarded after the successful completion of 84 credit hours courses including a zero semester.

f) MS Degree:

- 1) Students with four years BS (CS) / BS (IT) degree shall be admitted to MS (Master of Science) in computer Science degree programme.
- 2) The students shall be required to complete 12 courses each of compulsory and elective subjects and a thesis of 6 credit hours for the award of MS (Master of Science) degree in Computer Science.
- 3) For the partial fulfillment of MS (Master of Science) in Computer Science, students shall be required to conduct research and submit a research report.

3. Faculty of Commerce and Business Administration

a) Four year BS (Bachelor of Studies) in Commerce, Bachelor of Commerce (Hons) 3 year Programme, B.Com. 2 years Programme:

- i) The students shall be admitted to four years BS Commerce degree programme.
- ii) The students shall have the option to terminate her studies after two years of study with simple B.Com. degree.
- iii) Students shall be awarded the B.Com (Hons) degree after the successful completion of prescribed courses for three years.
- iv) BS degree shall be awarded after the successful completion of four years of studies and successful completion of 136 credit hours courses.

b) Master of Commerce M.Com and MS (Hons) degrees:

- i) The duration of M.Com degree course after the simple B.Com degree shall be two years.
- ii) The duration of M.Com degree after three years B.Com. (Hons) is one year, and the students shall be given exemption of first year courses of M.Com Programme.

c) BBA (Honours) Bachelor of Business Administration:

- i) The University shall offer a four years BBA (Hons), Bachelor of Business

Period 2002 to 2005, the University registered students for three years BBA (Hons) degree programme.

- ii) The Jinnah University For Women shall follow the curricula of studies recommended by the HEC (Higher Education Commission) for the award of BBA (Hons) degree.
- iii) The University shall have the option to make changes in the content of course / courses.
- iv) The University shall also have the option to change the semester wise allocation of course/ courses.
- v) The BBA (Hons) (four years) degree shall be awarded after the successful completion of 144 credit hours.

d) MBA (Master of Business Administration)

- i) The University shall offer a MBA (Master of Business Administration) degree programme to students holding three and four years BBA (Hons) degree.
- ii) The duration of MBA programme for students with BBA (Hons) three and four years degree shall be two and one year respectively.
- iii) Students holding a Bachelor degree in relevant subjects, MBBS, BE, LLB, B.Pharm. etc.) shall also be offered MBA degree programme. The duration of programme shall be two years.
- iv) The degree shall be awarded after the successful completion of 72 cr.hr to students with three years BBA (Hons) degree and 36 cr. hr. to students of four years BBA (Hons) programme.
- v) The University shall follow the curricula of studies recommended by the Higher Education Commission with minor changes.

4. Faculty of Pharmacy

B.Pharm, Bachelor of Pharmacy

Pharm.D, Doctor of Pharmacy

- i) The University offered the four year B.Pharm programme only to one batch of students (2002 batch only).
- ii) From the academic session 2003 onwards the university shall offer five year Pharm.D, Doctor of Pharmacy degree programme.
- iii) The Pharm.D degree shall be the first degree and shall replace B.Pharm degree.
- iv) The University shall follow the curricula of studies for the studies of Pharm.D programme, recommended by Pharmacy Council of Pakistan (PCP) through an Act passed by the National Assembly of the Islamic Republic of Pakistan.
- v) The Pharm.D degree shall be awarded after the successful completion of 192 cr.hr courses comprising theoretical, laboratory courses and clinical training in Hospital.

5. Conditions of Research/ Research Degrees.

Master or Philosophy (M.Phil)

Statutes

1. The minimum duration of studies for M.Phil shall be two years.
2. The requirement for the M.Phil degree shall include writing a thesis on an approved subject / project.

Regulations

1. Nomenclature of Degree:

The following degrees shall be awarded in Science, Arts, Pharmacy, Commerce and Business Administration.

Science:	M.Phil
Arts:	M.Phil
Pharmacy:	M.Phil
Commerce and Business Administration:	M.Phil

2. Nature of Degree:

- i) M.Phil shall be a research degree completed by thesis.
- ii) The standard of M.Phil thesis shall be lower as compared to Ph.D Degree of this university.
- iii) The work of M.Phil presented in a thesis shall comprise either a discovery of new facts or a fresh interpretation of facts or theories.

3. Eligibility for Admission:

- i) Candidates applying for admission to M.Phil program shall have M.A / M.Sc./ M.Com. degree in at least second division from any recognized university of home or abroad. For Pharmacy the candidates shall possess B.Pharm/ Pharm.D degree with at least 2.5 CGPR.

4. Admission:

- i) For admission to M.Phil program the candidates shall apply on the prescribed form with the outlines of the subject of thesis, bibliography and synopsis after which the applications shall be scrutinized and shall be recommended by the Board of Advanced Studies and Research (BASR).

- ii) At the first step the candidates shall be admitted as research probationers for a period of six months and at the end of this period eligibility for admission to the M.Phil. programme as regular students shall be determined.

5. Enrolment:

- i) Every student shall pursue her course of study at Karachi.
- ii) No student shall undertake any employment during the research work without the prior permission of BASR. This section shall not apply to teachers or those who are working in research organizations, or University.
- iii) No. student shall join any other course of study or appear at any other examination conducted by any university/ organization/ public body without the prior permission of BASR.

6. Submission of Thesis:

The minimum period required to submit a thesis shall be 2 calendar years from the date of admission. The maximum period shall be 5 years from the date of admission and after expiry of this date the admission shall stand cancelled.

7. Modification of Subject/ Research Course of work:

The change or modification in the title of research work shall be permissible within one year of the admission on the recommendation of the Research Supervisor and the approval of BASR. In such circumstances the BASR shall determine the minimum period after which the thesis may be submitted.

8. Appointment of Research Supervisor:

- i) Appointment of Research Supervisor shall be made by BASR, after the recommendation of the chairperson of the concerned department.
- ii) After the enrolment in M.Phil programme a student shall always have a Research Supervisor. In case a Research Supervisor being not available for 6 months or more, BASR shall make an alternate arrangement.
- iii) The research supervisor shall intimate to BASR every six months regarding the progress of the student working under him/ her. Such progress report shall be submitted through the Chairperson of the concerned department.

9. Examination/ Viva Voce:

- i) On completion of the research work, 4 copies of the thesis shall be submitted to BASR.

- ii) Three examiners shall be appointed by BASR to evaluate the thesis. Out of three examiners one shall be internal examiner (the Supervisor) and two shall be external examiners from outside the university.
- iii) The thesis can be rejected in case two out of three examiners write unsatisfactory report. If two of them recommend the thesis for the award of M.Phil degree and one examiner disagrees, a fourth examiner shall be appointed by BASR and judgment of fourth examiner shall be final.

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- iv) On receiving all three positive reports, BASR shall arrange viva voce examination. This examination shall be conducted by two examiners and one of them shall be the research guide.
- v) In case viva voce examination report is unsatisfactory another viva voce shall be arranged and the opinion of examiners of second viva voce examination shall be final.
- vi) On receiving all satisfactory reports (both thesis and viva), BASR shall recommend the case to the Academic Council which shall finally decide about the grant of the degree.
- vii) Copies of examiners' report shall be provided to the Research Guide after the announcement of result.

10. Transfer of M.Phil to Ph.D cadre:-

- i) In case the chairperson of the concerned department on recommendation of the Research Supervisor recommends the candidate to BASR at the end of first two years to transfer her candidate to Ph.D cadre, she shall be transferred to Ph.D. The candidate shall not be eligible for the transfer if the enrolment is only for M.Phil degree.
- ii) In such transfer cases, the period utilized by the candidate during her M.Phil work shall be counted toward minimum period required for Ph.D.
- iii) If as thesis submitted for Ph.D is found unsatisfactory, the BASR may, on the recommendation of the examiners be considered to confer M.Phil degree on a student.
- iv) A student may publish the result of a part of her research work during probation period and prior to submission of her thesis.
- v) Inclusion of the reprints of published work may be optional, but the thesis must be self-contained and cover the whole of the subject matter presented for M.Phil degree.

11. Exemption:

A maximum period of one year may be exempted by BASR on the recommendation of the Research Supervisor & the Chairperson for such students who have migrated from other universities. In such cases the BASR

shall determine the maximum number of terms after which her thesis can be unlimited. Such exemption shall also be applied to cases readmitted as a result of first admission having lapsed.

Doctor of Philosophy (Ph.D)

Statute:

1. The minimum duration of studies shall be three years.
2. “Writing thesis on an approved subject” shall be the requirement of the degree.

Regulation:

1. Nomenclature:

The following degrees shall be awarded in Arts / Science / Pharmacy / Commerce / Business Administration

Arts.....	Ph.D
Science.....	Ph.D
Pharmacy.....	Ph.D
Commerce.....	Ph.D
Business Admin.....	Ph.D

2. Eligibility:

The minimum requirement for admission to Ph.D programme in the Faculties of Arts, Science, Commerce and Business Admin. shall be M.A/ M.Sc / Ms in at least second division from any recognized University of the country. For Pharmacy the minimum criteria for admission shall be Pharm.D degree with at least 2.5 CGPR from any recognized University of Pakistan. However, first admission shall be granted to M.Phil which will convertable to Ph.D after one year on the recommendation of Research Supervisor and the Chairperson of the concerned department. Those, having 4 years B.Pharm degree, shall be required to obtain M.Phil degree in the first instance and then they shall be eligible for admission to Ph.D Programme.

3. Enrolment:

Admission shall in the first instance, be given as research probationers for M.Phil / Ph.D degree programme. Applications for admission / enrolment will be acceptable on the prescribed forms along with synopsis, outlines of the

subject of their thesis and bibliography. At the end of the period of probation the BASR shall determine their eligibility for enrolment for the M.Phil / Ph.D course as regular students.

4. All research work shall be carried out at Karachi. However on recommendation of the Research Supervisor submitted through the Chairperson and the Dean of the faculty, BASR may allow the student to stay outside Karachi for a specific period not exceeding six months.
 - a) All students shall devote themselves full time towards their studies. No one shall be allowed to undertake any employment during the course of work without the permission of BASR. However, teachers and the employees of Research Organizations shall be exempted from this restriction.
 - b) No student shall join any other course of study or appear at any other examination conducted by any university or public body during her course of study without the prior permission of BASR.

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5) **Submission of thesis:**

No student shall be allowed to submit her thesis before the completion of two years from the date of admission. However, under special circumstances the Academic Council, on the recommendation of BASR, may allow the student to submit her thesis 3 months earlier than the prescriber period, but the viva voce examination shall not take place before the completion of two years.

- 6) During the whole course of work and till the submission of thesis the Supervisor shall always be available. In case a Supervisor is being not available for 6 months or more, an alternate arrangement shall be made provided that the maximum period for the submission of thesis shall not exceed seven years.

7) **Modification of subject:**

A student may modify the topic / title of her research project within one year of her admission. The candidate shall apply to BASR through the Chairperson of the concerned department for modification. In such case the minimum period shall be determined by BASR after which the thesis may be submitted.

- 8) Students migrating from other universities may get, on the recommendations of the Research Supervisor and the Chairperson of the concerned department, exemption of terms upto a maximum period of one year by the BASR. In such a case the Board shall determine the maximum number of terms after which her thesis can be submitted. Same rule shall also apply to cases readmitted as a result of first admission having lapsed.

- 9) Four typed copies of thesis shall be submitted by the student for the purpose of examination. The thesis shall contain either a discovery of new facts or a fresh interpretation of facts and theories. In either case the work should show the student's capacity for critical examination and judgment.

- 10) For evaluation of the thesis, the research supervisor shall send a list of panel of examiners to BASR through the Chairperson of the department and the Dean of the concerned Faculty. The BASR shall recommend the names of three examiners out of the list of panel of examiners for each thesis. The Supervisor shall be one of the examiners and there shall be two other examiners, not in the service of the university.

- 11) The thesis shall be rejected in case two of the examiners give adverse opinion about a thesis. If, however, two of them recommended the thesis for the award of the degree and only on disagrees, a fourth examiner out of the list shall be appointed by the Board and the opinion of the fourth examiner shall be final.
- 12) Viva Voce examination shall be conducted by at least two examiners once all the evaluation reports of the thesis are received by BASR and all of them are satisfactory. With the permission of the Vice Chancellor viva voce examination may be arranged in advance only under special circumstances. One of the examiners conducting viva shall be the Research Supervisor. Provided that in exceptional cases, a new examiner may be appointed to conduct the viva voce examination.

The following procedure shall be adopted for holding viva voce examination:

- a) After clearance by the BASR for holding the viva voce examination the office of the Registrar shall communicate the resolution of the Board to the Dean of the Faculty concerned.
 - b) The Dean in consultation with the Research Supervisor shall fix the date and time of viva voce examination.
 - c) The viva voce examination shall ordinarily be arranged in the committee room of the university / office of the Dean.
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- d) The Dean shall act as the Chairman of the examination session.
 - e) The viva voce examination shall be conducted by the Research Supervisor (the internal examiner) and the external examiner only.
 - f) The Research Supervisor (the internal examiner) and the external examiner shall communicate the decision taken during the examination session to the Dean concerned in writing.
 - g) The student shall be informed by the Dean about the result of her viva voce examination.
- 13)
 - i) After considering all the reports (thesis evaluation and viva voce examination reports) the BASR shall recommend the matter to Academic Council.
 - ii) In case viva voce examination report is found unsatisfactory, another viva voce shall be held not before 6 months and not after one year and that will be the final examination.
 - iii) The BASR shall provide copies of the thesis evaluation reports to the research supervisor after publication of results.
 - 14) The student may publish the result or part of her research work during probation period prior to submission of her thesis to BASR, to avoid the risk of losing priority. The Registrar should be informed regarding the publications.

Inclusion of the reprints of published work may be optional, but the thesis must be self contained and cover the whole subject / research matter presented for the Ph.D degree.

Degrees of

- i) Doctor of Letters (D.Litt.)**
- ii) Doctor of Science (D.Sc.)**

Statutes

1. Jinnah University For women shall institute and award two higher research degrees, one shall be in Arts (D.Litt.) and the other shall be in Science (D.Sc.). The status of these degrees shall be higher than the Ph.D degree.
2. The eligibility for applying for D.Litt. or D.Sc. degree shall be at least five years standing as Ph.D in that Faculty. The candidate shall submit published papers or books containing original contribution. There shall be at least one year gap after the publication of the papers or books submitted.
3. Application on the prescribed form shall be submitted to the Registrar alongwith four copies of published work, academic credentials and examination fee of Rs.....
4. The Registrar shall submit the matter to BASR. On the recommendation of BASR, the Board of Governor shall appoint a Board of examiners comprising five scholars of repute in the field of research of the candidate.
5. The Board of Examiners shall evaluate the academic and research output of the candidate and shall submit a comprehensive report to BASR. The examiners may call the candidates for an interview to be held in Pakistan. Such interview shall be solely at the discretion of the Board of Examiners.

6. BASR shall consider the opinion of examiners and shall make a recommendation to the Board of Governors through Academic Council whether the degree shall be awarded.

Teaching Departments Constituting the Faculties:

Subject to statute 4 of the First Statute of Jinnah University Act.

(1) Faculty of Arts shall have the following departments:

- i) Department of Economics
- ii) Department of Education
- iii) Department of English
- iv) Department of Islamic Learning
- v) Department of Political Science
- vi) Department of Urdu
- vii) Department of Mass Communication
- viii) Department of Sociology
- ix) Department of International Relations
- x) Department of Visual Studies

(2) Faculty of Science shall have the following departments:

- i) Department of Biochemistry
- ii) Department of Botany
- iii) Department of Biotechnology
- iv) Department of Chemistry
- v) Department of Food Science & Technology
- vi) Department of Mathematics
- vii) Department of Microbiology
- viii) Department of Zoology

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- ix) Department of Computer Science & Information Technology
- x) Department of Statistics
- xi) Department of Physics
- xii) Department of Environmental Sciences

(3) Faculty of Business Administration & Commerce shall have the following departments:

- i) Department of Commerce
- ii) Department of Business Administration

(4) Faculty of Pharmacy shall have the following departments:

- i) Department of Pharmaceutics
- ii) Department of Pharmaceutical Chemistry
- iii) Department of Pharmacology
- iv) Department of Pharmacognocny

Regulation and Rules

DEGREE REQUIREMENTS FOR VARIOUS PROGRAMMES

Degree	Course Duration	Requirement for Admission	Requirement for Degree Award
Pharm.D (Doctor of Pharmacy)	5 years or 10 Semesters	1. Minimum 60% marks in HSC (Pre-Medical Group) from a recognized Board. 2. Qualifying Aptitude Test & Interview	1. Minimum Passing Marks=50% each course. 2. Minimum Credit Hours=192 3. Minimum CGPR=2.5
BBA (Hons.)	4 years or 8 Semesters	1. Minimum 45% marks in HSC (Pre-Engineering or Commerce Group) or HSC (Humanities with Economics). from a recognized Board 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=60% each course. GPA= 2 2. Minimum Credit Hours = 144 3. Minimum CGPR=2.2

BS (CS) and BS (IT)	4 years or 8 Semesters	1. Minimum 45% marks in HSC (Pre-Engineering) or HSC (General Group with Maths/ Computer) or HSC (Pre-Med.) [shall have to take foundation course in Mathematics] or HSC (Commerce) from a recognized Board 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=50% each course, Aggregate 60% 2. Minimum Credit Hours = 141 3. Minimum CGPR=2.0
MS	2 years or 4 Semesters	1. Minimum 45% marks in BS (CS) of 120 credit hours or MCS (Students will be Required to complete the deficiency of Courses/ Cr. Hrs., if any) or Computer Science and Computer engineering Graduates with 45% aggregate marks (also required to cover the deficiency) 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=50% each course, Aggregate 60% 2. Minimum Credit Hours = 30 3. Minimum CGPR=2.0
BCS	3 years or 6 Semesters	Same as for BS (CS) and BS (IT)	1. Minimum Passing Marks=50% each course, Aggregate 60% 2. Minimum Credit Hours = 114 3. Minimum CGPR=2.0
B.Sc (Hons)	3 years or 6 Semesters	1. Minimum 45% marks in HSC (Pre-Med.) for Biological subject or Pre-Engineering for Physical Science subjects from a recognized Board 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 90
BS (Bachelor of Studies) in Science	4 years or 8 Semesters	Same as for B.Sc (Hons)	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 136
B.A (Hons)	3 years or 6 Semesters	1. Minimum 45% marks in HSC from a recognized Board 2. Qualifying Aptitude Test & interview.	Same as for B.Sc (Hons)
BS (Bachelor of Studies) in Arts	4 years or 8 Semesters	Same as for B.Sc (Hons)	Same as for BS (Science)
B.Com. (Hons)	3 years or 6 Semesters	1. Minimum 45% marks in HSC (Commerce Group) from a recognized Board 2. Qualifying Aptitude Test & interview.	Same as for B.Sc (Hons)

Degree	Course Duration	Requirement for Admission	Requirement for Degree Award
BS (Bachelor of Studies) in Commerce	4 years or 7 Semesters	Same as for B.Com (Hons)	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 136
MBA	2 years 4 Semesters or one year/ 2 Semesters	1. Minimum 45% marks in BBA or B.Sc or B.Com from a recognized University. 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=60% each course, GPA=2 2. Minimum Credit Hours = 72 3. Minimum CGPR=2.2
MCS / IT	2 years or 4 Semesters	1. Minimum 45% marks in BCS or B.Sc with Physics, Mathematics, Statistics from a recognized University. 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=50% each course, Aggregate 60% 2. Minimum Credit Hours = 84 3. Minimum CGPR=2.0

M.Sc	2 years / 4 Semesters or one year/ 2 Semesters (for Hons. Students)	1. Minimum 45% marks in relevant subject of Science in B.Sc from a recognized University. 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 30 After Hons. and 60 After Pass degrees
M.A	2 years / 4 Semesters or one year/ 2 Semesters (for Hons. Students)	1. Minimum 45% marks in relevant subject of Arts in B.A. from a recognized University. 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 30 After Hons. and 60 After Pass degrees
M.Com.	2 years / 4 Semesters or one year/ 2 Semesters (for Hons. Students)	1. Minimum 45% marks in B.Com from a recognized University. 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 54
M.Ed	3 Semesters	1. Minimum 45% marks in B.Ed. from a recognized University. 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 54
B.Ed	3 Semesters	1. Minimum 45% marks in B.A, B.Sc., B.Com, BBA from a recognized University. 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 54
BS (Electronic)	4 years or 8 Semesters	1. Minimum 45% marks in HSC (Pre-Eng.) 2. Qualifying Aptitude Test & interview.	1. Minimum Passing Marks=40% each course, Aggregate 45% 2. Minimum Credit Hours = 147

Semester System

Subject to statutes, Regulations and Rules, chapt. V section 20 (1)

i) Semester:

Jinnah University shall follow semester system. An academic year shall be divided into two semesters. Each semester shall be of twenty week duration including one week for registration and two week for examination.

ii) Credit Hours:

Credit hours shall mean the number of theory lectures per week for a period of 17 weeks. One lecture of one hour per week for 17 weeks shall be equal to one credit hour, one lab of 2-3 hours per week shall be equal to one credit hour.

iii) Courses:

All course offered by the university shall be assigned an alphabetic code followed by three or four digit numbers. The alphabetic code shall represent the department where as the numerical code shall identify the level of the course and the semester in which the particular course is offered. All courses of first semester shall be represented by odd numbers and those of second semester shall be assigned even numbers. For example:

ECO-301 Course offered by Economics department (ECO) to first year Honors students (300) in the first semester (301).

Scheme of Course Identification (old): (upto 2006)

First year B.A, B.Sc. Honors & Subsidiary, B.Com Honors, BCS, BS, BBA Honors, B.Pharm, Pharm.D (i.e. all courses after HSC)	(300-399)
Second year B.A, B.Sc. Honors & Subsidiary, B.Com Honors, BCS, BS, BBA Honors, B.Pharm, Pharm.D	(400-499)
Third year B.A, B.Sc. Honors, B.Com Honors, BCS, BBA Honors, B.Pharm, Pharm.D	(500-599)
Fourth year BS, B.Pharm, Pharm.D BCS, BS, BBA Honors,	(600-699)
Fifth year Pharm.D	(700-799)
M.A / M.Sc, MBA First year	(500-599)
M.A / M.Sc, MBA Second year	(600-699)

iv) Compulsory Courses:

Certain Courses like, Interfaculty courses English/ Islamic Studies/ Pakistan Studies offered as essential requirements for the award of B.A./ B.Sc. (Hons.) 3 years degrees.

Scheme of Course Identification from the academic session 2007 after the adoption of four years BS (Bachelor of Studies) degree in faculties of Science, Arts & Commerce department:

All Bachelor degree courses shall be represented as follows:

First Year	1001	to	1992
Second Year	2001	to	2992
Third Year	3001	to	3992
Forth Year	4001	to	4992

All Master's Degree Courses:

First Year	5001	to	5992
Second Year	6001	to	6992

In the new scheme of code four digits shall be used to identify the courses beside the department's code. The first digit on the right shall represent semester, viz "1" for First Semester "2" for Second Semester. The second and third digits from right shall represent the course numbers of a subject offered in a semester. All courses of first semester in each year shall be assigned odd numbers (2nd and 3rd digits from right) where as courses of second semester shall be assigned even numbers. Example: ECO 1011 is the first course (0010) of first semester (0001) offered to first year (1000) students of Economics (ECO) department.

ECO 2022 is the first course (0020) of second semester (0022) offered to second year students (2002) of Economics department.

The course number, once fixed, shall not be changed, even if the course has been withdrawn or abolished.

Four Year BS (Hons) degree requirements

1. The four years BS (Hons) degree shall be awarded to students of the faculties of Science, Arts and Department of Commerce after successful completion of at least 136 credit hours in eight semesters.
2. In faculties of Arts and Science, The BS student shall choose one subject as the major subject, two subjects as subsidiary or minor subjects, a certain number of compulsory and elective courses as given in table below:

SEMESTER STRUCTURE FOR FOUR YEARS BS (BACHELOR OF STUDIES) PROGRAMME FACULTY OF SCIENCE

FIRST SEMESTER

Comp-1	Isl	1001	Islamiat	2
Comp-2	Eng	1001	English-I	3
Minor-1	xxx	1001		4
Minor-2	xxx	1001		4
Major-1	xxx	1001		4
Total Cr. Hr.				17

SECOND SEMESTER

Comp-3	Pak.St.	1002	Pak.Studies	2
Comp-4	Eng	1002	English-II	3
Minor-1	xxx	1002		4
Minor-2	xxx	1002		4
Major-2	xxx	1002		4
Total Cr. Hr.				17

THIRD SEMESTER

Comp-5	Eng	2001	English-III	3
Minor-1	xxx	2001		4
Minor-2	xxx	2001		4
Major-3	xxx	2001		4
Comp-6	xxx	2003	Biology/ Mathematics	3
Total Cr. Hr.				18

FOURTH SEMESTER

Comp -7	Eng	2002	English-IV	3
Minor -1	xxx	2002		4
Minor -2	xxx	2002		4
Major -4	xxx	2002		4
Comp -8	xxx	2004	Computers	3
Total Cr. Hr.				18

Note: At this stage students can terminate their studies with the Award of simple B.Sc Pass Degree.

FIFTH SEMESTER

Elective I	xxx	3001		3
Major -5	xxx	3011		4
Major -6	xxx	3031		4
Major -7	xxx	3051		4
Major -8	xxx	3071		3
Total Cr. Hr.				18

SIXTH SEMESTER

Major - 9	xxx	3022		4
Major -10	xxx	3042		4
Major -11	xxx	3062		4
Major -12	xxx	3082		3
Elective-II	xxx	3002		3
Total Cr. Hr.				18

Note: At this stage students can terminate their studies with the award of B.Sc (Hons) Degree.

SEVENTH SEMESTER

Major -13	xxx	4011		4
Major -14	xxx	4031		4
Major -15	xxx	4051		4
Major -16	xxx	4071		3
Total Cr. Hr.				15

EIGHTH SEMESTER

Major -17	xxx	4022		4
Major -18	xxx	4042		4
Major -19	xxx	4062		4
Major -20	xxx	4082		3
Total Cr. Hr.				15

Major: $19 \times 4 = 76$ Minor: $8 \times 4 = 32$ Compulsory: $6 \times 3 + 2 \times 2 = 22$
 Elective: $2 \times 3 = 6$ Total cr. Hr. = 136 cr.hr.

Note: At this stage students shall qualify for the award of BS Degree in the Major subject course.

**SEMESTER STRUCTURE FOR FOUR YEARS BS
(BACHELOR OF STUDIES) PROGRAMME
FACULTY OF ARTS**

FIRST SEMESTER

Comp -1	Isl	1001	Islamiat/ Pak. Studies	2
Comp -2	Eng	1001	English-I	3
Minor -1	xxx	1001		3
Minor -2	xxx	1003		3
Major -1	xxx	1001		3
Comp - 3	xxx	1003	Maths / Biology	3
Total Cr. Hr.				17

SECOND SEMESTER

Comp-4	Pak.St.	1002	Islamiat/ Pak.Studies	2
Comp-5	Eng	1002	English-II	3
Minor-1	xxx	1002		3
Minor-2	xxx	1002		3
Major-2	xxx	1002		3
Comp - 6	xxx	1004	Maths / Biology	3
Total Cr. Hr.				17

THIRD SEMESTER

Comp-7	Eng	2001	English-III	3
Minor-1	xxx	2001		3
Minor-2	xxx	2001		3
Major-3	xxx	2001		3
Comp-8	xxx	2001	Computer/ Urdu	3
Elective-1	xxx	2001		3
Total Cr. Hr.				18

FOURTH SEMESTER

Comp -9	Eng	2002	English-IV	3
Minor -1	xxx	2002		3
Minor -2	xxx	2002		3
Major -4	xxx	2002		3
Comp -10	xxx	2002	Computers/ Urdu	3
Elective-2	xxx	2002		3
Total Cr. Hr.				18

Note: At this stage students can terminate their studies with the Award of simple B.A Pass Degree.

FIFTH SEMESTER

Major -5	xxx	3011		3
Major -6	xxx	3031		3
Major -7	xxx	3051		3
Major -8	xxx	3071		3
Major -9	xxx	3091		3

Elective-3	xxx	3001	3
Total Cr. Hr.			18

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SIXTH SEMESTER

Major -10	xxx	3022	3
Major -11	xxx	3042	3
Major -12	xxx	3062	3
Major -13	xxx	3082	3
Major -14	xxx	3102	3
Elective-4	xxx	3002	3
Total Cr. Hr.			18

Note: At this stage students can terminate their studies with the award of B.A (Hons) Degree.

SEVENTH SEMESTER

Major -15	xxx	4011	3
Major -16	xxx	4031	3
Major -17	xxx	4051	3
Major -18	xxx	4071	3
Major -19	xxx	4091	3
Total Cr. Hr.			15

EIGHTH SEMESTER

Major -20	xxx	4022	3
Major -21	xxx	4042	3
Major -22	xxx	4062	3
Major -23	xxx	4082	3
Major -24	xxx	4102	3
Total Cr. Hr.			15

Major: $24 \times 3 = 72$ Minor: $8 \times 3 = 24$ Compulsory: $8 \times 3 + 2 \times 2 = 28$
 Elective: $4 \times 3 = 12$ Total cr. Hr. = 136 cr.hr.

Note: At this stage students shall qualify for the award of BS Degree in the Major subject course.

SEMESTER STRUCTURE FOR FOUR YEARS BS (BACHELOR OF STUDIES) PROGRAMME DEPARTMENT OF COMMERCE

FIRST SEMESTER

C.Code	Course Title	Cr.Hr.
Com -1011	Islamiat/ Pak. Studies	3
Com -1031	Functional English	3
Com -1051	Introduction to Business	3
Com -1071	Principal of Accounting	3
Com -1091	Business Mathematics-I	3
Com -1111	Human Behavior	3
Total Cr. Hr.		18

SECOND SEMESTER

C.Code	Course Title	Cr.Hr.
Com -1022	Urdu	3
Com -1042	Business Communication-I	3
Com -1062	Introduction to Money & Banking	3
Com -1082	Principal of Accounting-II	3
Com -1102	Business Statistics	3
Com -1122	Orientation to Computer	3
Total Cr. Hr.		18

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THIRD SEMESTER

C.Code	Course Title	Cr.Hr.
Com -2011	Economics Analysis	3
Com -2031	Business & Industrial Law	3
Com -2051	Principal of Auditing	3
Com -2071	Advanced Accounting	3
Com -2091	Principal of Management	3
Com -2111	Advanced Business Statistics	3
Total Cr. Hr.		18

FOURTH SEMESTER

C.Code	Course Title	Cr.Hr.
Com -2022	Application of Computer to Business	3
Com -2042	Economics Development of Pakistan	3
Com -2062	Principal of Human Resource Management	3
Com -2082	Business Taxation	3
Com -2102	Principal of Cost Accounting	3
Com -2122	Principal of Marketing	3
Total Cr. Hr.		18

Note: At this stage students can terminate their studies with the Award of simple B.Com. Degree.

FIFTH SEMESTER

C.Code	Course Title	Cr.Hr.
Com -3011	Business Communication-II	3
Com -3031	Business Economics	3
Com -3051	Strategic Marketing	3
Com -3071	Business Mathematics-II	3
Com -3091	Financial Accounting	3
Total Cr. Hr.		15

SIXTH SEMESTER

C.Code	Course Title	Cr.Hr.
Com -3022	Business Research Methods	3
Com -3042	Introduction to Finance	3
Com -3062	Organizational Behavior	3
Com -3082	Statistical Inference	3
Com -3102	Management Accounting Techniques	3
Total Cr. Hr.		15

Note: At this stage students can terminate their studies with the award of B.Com (Hons) Degree.

SEVENTH SEMESTER

C.Code	Course Title	Cr.Hr.
Com -4011	Advance Management	3
Com -4031	International Business	3
Com -4051	Managerial Accounting	3

SPECIALIZATION ACCOUNTING

C.Code	Course Title	Cr.Hr.
Com -4071	Taxation	3
OR		
Com -4015	Government Accounting	3

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FINANCE

C.Code	Course Title	Cr.Hr.
Com -4016	Financial Appraisal	3
OR		
Com -4017	International Banking	3
Total Cr. Hr.		15

EIGHTH SEMESTER

C.Code	Course Title	Cr.Hr.
Com -4012	Management Information System	3
Com -4032	Strategic Management	3
Com -4052	Financial Management	3
Com -4072	Environmental Sciences	4

SPECIALIZATION ACCOUNTING

C.Code	Course Title	Cr.Hr.
Com	Specialization Accounting	3
OR		
Com	Accounting System	3

FINANCE

C.Code	Course Title	Cr.Hr.
Com	Financial Institution	3
OR		
Com	Financial Statement Analysis	3
Total Cr. Hr.		19

Overall Credit Hours = 136 cr.hr.

Note: At this stage students can terminate their studies with the award of BS Degree in Commerce.

3. Optional Subject:

The two subjects offered at the time of admission to 3 years Honours program of first year class shall be known as optional subject/ subsidiary subjects.

4. Major Subject:

Subject to eligibility the student shall offer one subject as her major subject in both 3 years as well as 4 years Honours programs on the basis of having passed the Intermediate Examination with at least second class marks in the aggregate of that subject. (Rules iv and 1 to 4 mentioned above shall not be applicable to B.Pharm. and Pharm. D Programme)

5. Method of Assessment / Grade:

A mid-term test shall be held after 8 weeks of teaching and a final (Terminal) test shall be conducted after 16 to 17 weeks of teaching Grades given to a student in each course for assessment purpose shall be of two types:

a) Numerical Grade (NG):

Assessment of performance on the basis of marks out of 100 fixed for a course, irrespective of the credit hours in NG Numerical Grade and shall be distributed as:

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Mid-Term Test	20 Marks
Final (Terminal) Test	80 Marks (without Lab. Work or field work)
Lab/ field work	20 Marks
Final (Terminal) Test	60 Marks

To qualify a course, it shall be necessary to pass in lab work/ field work, the terminal test and total separately, where as midterm test shall not be a passing head.

b) Cumulative Grade Point Ratio (CGPR):

The CGPR for all courses at the end of the program shall be calculated by adding the product of grade points and credit hours for all the courses and dividing it by the total number of credit hours.

The correlation of numerical and alphabetical grades is different in the four faculties.

Faculty of Pharmacy and Department of Computer Science and Information Technology

Numerical Grade (Marks)	Alphabetic Grade	Grade Point
90% & above	A+	4.0
85-89 %	A	4.0
80-84%	A-	3.8
75-79 %	B+	3.4
71-74 %	B	3.0
68-70%	B-	2.8
64-67%	C+	2.4
61-63 %	C	2.0
57-60 %	C-	1.8
53-56 %	D+	1.4

50-52 %	D	1.0
Below 50 %	F	0.0

Faculty of Commerce and Business Administration:

Numerical Grade (Marks)	Alphabetic Grade	Grade Point
87 % & above	A	4
72-86 %	B	3
60-71 %	C	2
Below 60 %	F	Zero

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Faculty of Arts and Science:

Numerical Grade (Marks)	Alphabetic Grade	Grade Point
80 % & above	A	4
60-79 %	B	3
45-59 %	C	2
40-44 %	D	1
Below 40 %	F	Zero

Example of Calculation of CGPR:

Department	Credit Hour	AG	GP Cr. Hour/ Average Grade point
Microbiology	3	B	$3 \times 3 = 09$
Pharmaceutics	3	B	$3 \times 3 = 09$
Economics	3	D	$3 \times 1 = 03$
Total:	09		21

Total Cr. Hr.	=	09
Total GP.	=	21
CGPR	=	$21 / 9 = 2.33$

2 b Semester Rules:

1. Students are required to take the prescribed number of courses in a semester.
 2. All courses are of 100 marks each.
 3. Students shall be awarded an alphabetical and a numerical grade.
 4. Students failing in a course must repeat the course whenever it is offered again. For example first semester course can be repeated in Third Semester and Third Semester courses in Fifth Semester and so on.
 5. For promotion to the next academic year, students must have passed in at least 80 % of the courses offered during the particular academic year. For example, if five courses per semester are offered in an academic year, then for promotion from first year to second year, the student should have passed in eight courses.
 6. Students of Pharmacy are allowed to improve D-grade, whenever the course is offered during their regular studies.
 7. Students failing to get the aggregate marks or grade for the award of degree are allowed to repeat three courses (for students of Science, Arts faculties, Commerce and Business Admin.)
 8. Student of Pharmacy is allowed to repeat any six courses in which she obtained 'D' or 'C' grades, if she has cleared all courses, but is short of required 2.5 CGPR for the award of degree.
 9. A maximum number of three attempts including the first attempt are allowed to qualify a course.
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10. Students having less than seventy five percent attendance in a course shall not be allowed to take the final examination. The attendance in the course will be counted from the date of commencement of classes and not from the date admission.
 11. Admission of students failing to attend classes for three weeks continuously after the commencement of classes shall stand cancelled.
 12. Students failing to qualify a course in first attempt shall not be given a rank (merit position).
 13. A student who becomes absent in the regular mid-term test or fails to qualify this test, a second mid-term test shall be arranged just after the terminal examination of the course.
 14. In case a student misses the Mid-Term Test in course, her result of the course shall be compiled with out the marks of the Mid-Term Test.
 15. In case a student fails to submit her assignment of a course by the prescribed date, her result of the course shall be compiled with-out the marks for assignment. (The dead line for submitting assignment will be given by the course incharge)
 16. For outgoing student i.e. failing in their final year examinations, a supplementary examination shall be arranged after the declaration of their results.
 17. A student who wishes to appear in a University examination shall submit an application on the prescribed form along with the required fee to the Controller of

Examination through the Chairperson. The application shall be submitted within the due dates. After due date forms shall be accepted with a late fee only.

18. The Controller of Examinations shall issue an admit card to the student. The student shall be allowed to take an examination only on production of this card to the invigilator. In case admit card is lost or damaged the Controller of Examinations shall issue another duplicate one on payment of fee.
19. In general the course incharge who has taught the course during the semester, shall be the paper setter for the semester examination. No teacher shall be appointed examiner, whose immediate relative is taking the examination of that course.
20. The Vice Chancellor shall appoint a moderation committee for each department to moderate the question papers submitted to the Chairperson at least fifteen days before the commencement of examinations. The Chairperson of the concerned department shall be the Chairperson of the committee.
21. The committee shall be responsible for the peaceful conduct of the examination and compilation of result in the department.
22. The examiner shall submit the result on prescribed award sheets to the controller of examinations within seven days from the date of examination of the concerned course.
23. The course incharge / examiner shall prepare five copies of the result. First three copies shall be submitted to the Controller of Examinations through the Chairperson of the concerned department. One copy shall be submitted to the Chairperson and one copy shall remain with the course incharge. The result shall be displayed on the notice board before submission to the Controller of Examinations.
24. No change in result shall be possible, once it is submitted to the Controller of Examinations.

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25. Change of subsidiary courses of B.A / B.Sc. (Hons) as well as well as 4 years BS program shall be permissible up to three weeks after the commencement of the semester.
26. A student registered for a three years B.A / B.Sc. (Hons) degree or four years BS degree shall be able to get her degree converted into B.A / B.Sc. Pass degree after the successful completion of all courses if 1st and 2nd years. Alternatively a student of four years program shall be able to get her degree converted into B.A / B.Sc. / B.Com. Honours degree after successful completion of all the first, second and third year courses.

3. Incomplete Grade (IG):

- i) If a student absents her-self from the terminal examination (which constitutes head of passing) but fulfils the attendance requirement as prescribed, her result shall be declared incomplete.

- ii) A student with incomplete course shall be required to complete it whenever the course is offered again on payment of the prescribed fee, with the permission of the Chairperson and the Dean.
- iii) If such a student fails to avail the next opportunity she shall be declared failed.

4. Breach of Examination Rules:

1. If a student during examination is found in possession of papers books, notes or any incriminating material, she shall be expelled from the examination of that day, and the matter shall be reported to the Controller of Examination for such further action as may be deemed necessary.
2. If a student is found giving or receiving assistance from any person, she shall be expelled from the examination of that day, and matter shall be reported to the Controller of Examinations for such further action as may be deemed necessary.
3. Any student, appearing in examination on false documents or by false statement, false personification, she shall be expelled from examination and the matter shall be reported to the disciplinary committee.
4. A student, her relative or friends trying to influence an invigilator or examiner for the change of award shall be treated as using unfair means and shall be dealt with accordingly.

5. Admission Policy:-

1. Admission of students to University is open exclusively for girls.
2. Applications for admission on the prescribed forms are invited through advertisements in the Daily News papers. Admission forms duly completed in all respect shall be submitted to Admission Office along with an attested copies of certificate of the last examination passed and other relevant documents notified for the purpose.
3. Only students passing Intermediate examination in the annual with at least 45% marks shall be eligible to apply for admission to various programs offered by the University except for Pharm.D program where the eligibility criterion shall 60%.

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4. Admission to the University shall be cancelled if the student provides false information or fails to submit the required documents / certificates etc.
5. A student, who fails to attend lectures, labs work or assignments for a continuous period of four weeks without prior permission after admission, shall cease to be a student to any class of the University without reason.

6. Transfer from other Universities:-

Only such students shall be admitted on transfer basis from other University / universities who bring regular attendance certificates showing the number of lectures in each subject delivered at the University/ Universities left by them and number of lectures in each subject attended by them in the session of admission. If on scrutiny of

the attendance certificate it is found that the percentage of attendance is below 60% or the period of attendance is less in duration than the period required by JUW, the student shall not be allowed to take examination of that course.

7. Migration Certificate:-

A migration certificate shall be issued to students desirous of leaving the University. In this connection an application on prescribed form shall be submitted to the Registrar, through the Chairperson and Dean of concerned department and the Faculty respectively.

1. Students of institutions other than Jinnah University For Women, Karachi, joining the university shall be required to produce a migration certificate at the time of enrolment if she qualified her last examination from institution other than the University/ Board of Karachi.
2. Students who want to leave the University shall apply to the Registrar with necessary fee mentioning reason (s) for leaving, and shall quote their enrolment number (s) in the application. The Registrar shall issue a migration certificate to them on complying the entire requirement.
3. Migration Certificate shall not be issued to students expelled or suspended from the university on reasons of misconduct till such time as the period of punishment expires.
4. On surrendering of migration certificate the student may be considered for readmission / enrolment.

8. Enrolment:-

1. The process of enrolment shall be completed at the time of admission on payment of the necessary fee.
2. Applications for enrolment shall be submitted on prescribed form.
3. A student without proper enrolment shall not be allowed to appear at any University examination.
4. An enrolment card bearing number of the student shall be issued to each student. In case the card is lost/ destroyed, a duplicate copy shall be issued on payment of necessary fee.

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5. For any correspondence and examination the student shall always quote the enrolment number.

9. CONDUCT AND MAINTENANCE OF DISCIPLINE OF STUDENTS:

Regulations

- A. Vide Section 20, 1 (e) of the Jinnah University For Women Act subject to the provisions of Statute of the First Statutes of the University Act following regulations are made, regarding the maintenance of discipline at the University campus.

1. There shall be a discipline committee, which shall comprise following members.
 - a) Vice Chancellor or his nominee.
 - b) Students Advisor.
 - c) Deans of Faculties.
 - d) Registrar.
2. The term of office of the members of discipline committee, excluding ex-officio members, shall be two years.
3. The functions of Discipline Committee shall be to maintain discipline and deal with cases of indiscipline.
4. The Student Advisor shall be appointed by the Vice Chancellor.
5. The Discipline Committee shall meet as when necessary to consider reports on matters of discipline of students.
6. The Committee shall advise the Vice Chancellor on matters of discipline and necessary action to be taken.
7. The Discipline among students shall be enforced and maintained by the Vice Chancellor, and shall be assisted by the Chairpersons of teaching departments concerned and the Students Advisor.

B. Acts of indiscipline:-

1. The following among others shall constitute acts of indiscipline for which action may be taken by the committee.
2. a) Use of immodest dress, Breach of any rule of public morals.
 - b) Defiance of authority.
 - i) Action defamatory of and derogatory to Islam and Pakistan.
 - ii) Abetting use of unfair means at an examination.
 - iii) Indulging in activities detrimental to good order on the campus.

C. Punishment or Penalty:-

The Vice Chancellor on the recommendation of the discipline committee or students advisor may:

1. Fine the student, which shall not exceed Rs. 1000/-
2. Expel the student, from classes for a specific period.
3. Not allow the student to appear in semester examination.
4. Expel or rusticate the student from the University for a specific period.

The Chairperson of the teaching department shall be responsible for maintenance of discipline among the students of their departments. Certificate / Degree / Diploma and other documents of a student involved in a case of breach of discipline may be with held till the final disposal of the case.

10. MAINTENANCE OF UNIVERSITY ACCOUNTS:-

Subject to the Jinnah University For Women Act chapter VI Section 22 (1) the accounts of the University shall be maintained in such a 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 university by the Chartered Accountant appointed by the Board.

Maintenance of University Accounts:-

- i) The Vice Chancellor shall be the competent sanctioning Authority.
- ii) All expenditures provided in the budget shall be sanctioned by the Vice Chancellor.
- iii) No authority may incur any expenditure or enter into any liability involving expenditure out of the University funds unless sanctioned by the competent financial authority.
- iv) All money received in the name of Jinnah University For Women shall be kept in the Bank authorized by the Board of Governors for the purpose.
- v) The fund in the Bank shall be maintained under the following specific heads:
 - a) Term deposit.
 - b) Current Account.
 - c) Provident Fund Account - Fixed deposit.
 - d) Students Security Fund - Fixed deposit.
 - e) Endowment Fund – Fixed deposit.
 - f) Any other fund as directed by the Vice Chancellor from time to time.
- vi) All money received in cash, or by other means, on account of university funds, shall be deposited, the same day, into Bank Account. In case the business hours are over, the late receipt shall be deposited early morning on the next working day.
- vii) All payments of over Rs. 1000/- shall be made through cross cheque.
- viii) All sectional heads shall be provided with the permanent advance to enable them to meet their day to day expenses. The amount of the advance shall be determined by the Vice Chancellor.
- ix) The sectional head shall be required to maintain proper account with vouchers of all expenses incurred out of the advance.
- x) These accounts shall be subject to audit.
- xi) The accounts shall conform to the financial year i.e. July to June.
- xii) The following books of Account shall be maintained in accordance with the general principles of accounting.
 - a) General Voucher
 - b) General Ledger
 - c) Adjustment Voucher
 - d) Journal Voucher
 - e) Receipt Book
 - f) Deposit Book
 - g) Reconciliation Statement
 - h) Cash from Statement
 - i) Income Statement
 - j) Balance Sheet
- xiii) All accounts books shall be posted daily and kept upto date.
- xiv) At the end of the transactions for the day, the Cash Book shall be totaled and balance extracted, which shall be signed by the proper authority.
- xv) A Statement of accounts shall be prepared within two months of the closing of the financial year.
- xvi) The duly audited accounts shall be presented to Board of Governors for Approval.

11. CONDITIONS OF SERVICE OF UNIVERSITY EMPLOYEES

Subject to the provisions of Article 19 1 (a),(b) chapter V of the University Act Statutes for the Regulation of conditions of service of University Employees shall be formed.

All employees of Jinnah University For Women shall be divided into two Broad heads:

- a) Teachers
- b) Non-Teachers

A. UNIVERSITY TEACHERS

1. There shall be four cadres of University Teachers:

- a) Professors
 - b) Associate Professors
 - c) Assistant Professors
 - d) Lecturers
- i) Teachers shall be appointed through Selection Board (First Statutes Section 7 and under protection Article 31) on probation for period of one year. On the expiry of this period of probation for one or more year on the recommendation of the Chairperson and Dean of the respective faculty, the Vice Chancellor shall regularize the appointment.
 - ii) The service of a confirmed employee shall be counted from the date of her / his appointment.
 - iii) The Vice Chancellor in exercise of powers under chapter 3 section 10, 5a, may create and fill temporary posts for a period not exceeding six months.
 - iv) In case of temporary appointment or appointment for fixed period or on contract basis, The Vice Chancellor shall determine the conditions of the employment and salary on case to case basis and report the matter to the Board of Governors for approval.
 - v) A confirmed teacher may resign from her / his post after giving three months notice in writing or surrendering three months pay in advance in lieu thereof.
 - vi) In case a teacher quits the University service as a result of resignation, termination of service on retirement or any other reason, she / he shall obtain a clearance from respective departments after returning all things which belong to the University.

2. **Qualification and Experience for appointment as University teachers**

a) Lecturers

- i) First class Master's degree in the relevant subjects.
- ii) Four years BS (CS), BS (IT), MCS/ MIT degree.
- iii) B.Pharm, Pharm-D, M.Pharm/ M.Phil degree First class.
- iv) First class MBA / M.Com degree.

b) Assistant Professors

- i) First class Master's degree in relevant subject with five years teaching/ research experience. Or
- ii) Ph.D degree from a HEC recognized University.

c) Associate Professors

- i) Ph.D degree from a HEC recognized University with ten years teaching / research experience and eight publications in international / national Journals.

d) Professors

- i) Ph.D degree with fifteen years teaching/ research experience and Twelve publications in international / national Journals.

B. NON- TEACHING EMPLOYEES (OFFICERS)

- a) There shall be the following statutory officers (excluding Vice Chancellor)

- i) Registrar
- ii) Director Finance
- iii) Controller of Examinations
- iv) Internal Auditor
- v) Librarian
- vi) And such other officers and non-teaching employees as may be appointed from time to time.

- b) i) Officers shall be appointed by the Vice Chancellor, on one year probation, subject to the approval of the Board of Governors. On the expiry of the probation they will be due for confirmation on the report of the Vice Chancellor, provided that the period of probation may not be extended by the Vice Chancellor.
- ii) On confirmation the service will be counted from the date of appointment.
- iii) Annual increments shall be earned by satisfactory work and may be with held or deferred by the Vice Chancellor.
- iv) Vice Chancellor shall be competent to make appointments on contract basis and lay down conditions, such as salary. The appointments shall be reported to the Board of Governors for approval.
- v) A confirmed officer or other non-teaching employee may resign on one months notice in writing in advanced or on surrendering one month's salary in lieu thereof.
- vi) On the termination of service, at the end of contract period, or on retirement or any other reason, the employee shall hand over all the record to the person nominated by the Vice Chancellor and submit a clearance certificate.
- vii) All non - teaching staff other than the officers shall be appointed by the Vice Chancellor in consultation with the respective head of the section.
(office staff, Laboratory staff, etc)

C: Recruitment and Service Rules for Ministerial Staff:-

1. Title and Commencement:-

These rules shall be called Ministerial Staff (Recruitment and Service) Rules 2000 and shall come into force with immediate effect. They shall apply to all the members of ministerial staff.

2. Definitions:-

In these rules, unless there is anything repugnant to the context:

- a) Ministerial staff shall mean all employees below the cadre / status of officers and teachers.
- b) Employee shall mean, whole time employee of the University whose salary is charged to the University budget and shall not include any person appointed on daily wages.

3. Recruitment and Promotions:-

Recruitment to the post of Clerk-cum-Typist, Clerks, Office Assistants, Superintendents and other posts of equal status shall be as under:

- a) 50% of the vacancies shall be filled by promotion on the basis of seniority cum- fitness.
- b) The remaining 50% shall be filled by selection keeping in view the higher academic qualification and suitability of the candidate. These posts shall be filled by competition and all regular University employees shall be eligible to apply for them and to participate in the competition or selection by interview.
- c) All appointments and promotions to posts below the cadre / status of officers and teachers shall be processed through a committee comprising the following:
 - (1) Registrar.
 - (2) Deputy Registrar.
 - (3) The Sectional Head concerned.

The committee will be of an advisory nature and shall place its recommendations to the Vice Chancellor for final approval.

4. All employees below the cadre / status of officers and teacher shall be appointed on probation of one year by the Vice Chancellor, who shall exercise the same power authority in respect of promotion, confirmation as the Board of Governors does in the case of officers.
5. The normal annual increment shall be drawn as a matter of course on completion of twelve months duty period unless it is withheld by the competent authority.
6. All employees of this university working against clear vacancies in temporary capacity or holding probationary appointment shall be eligible for confirmation on completion of one year service subject to the condition that they have earned a satisfactory rating in their annual confidential report.
7. **Age of entry into service:-**

The minimum age of entry into university service shall be (18) eighteen years.

8. Qualifications for Appointment:-

Minimum qualifications for appointment to different categories shall be as under:

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Category	Qualifications
(i) Clerk cum Typist	HSC, preferably with knowledge of computer MS Word.
(ii) Clerk	HSC preferably with computer knowledge and two years office experience.
(iii) Office Assistant	Graduation, preferably with computer knowledge and three years office experience of accounts.
(iv) Accountant / Head Cashier	B.Com, preferable with computer knowledge and three years experience of accounts.
(v) Cashier	HSC (Commerce), preferable with Computer Knowledge and some experience.
(vi) Lab Attendant	SSC preferable science group.
(vii) Lab Assistant	HSC preferable (a) Pre-Medical Group for Biological Science Lab (b) Pre-Engineering Group for Physical Sciences Laboratories.
(viii) Secretary to V.C	BA / MA preferably in English and good knowledge of computer

12. University Convocation

Regulations:-

Subject to Article 20 (g) of the provisions of University Act, Statutes and Regulations are made for matters related to University Convocation.

1. Convocations shall be of two kinds:
 - a) Ordinary Convocation held for conferring the degrees of a particular year if there was no convocation in the previous year/ years.
 - b) Special Convocations held for conferring the degrees honoris causa on eminent educationists and other persons.
2. The date of every convocation shall be fixed by the Patron / Chancellor on the recommendations of the Vice Chancellor. As soon as the date of convocation is fixed, the Registrar shall notify all graduates entitled to receive their degrees at the convocation, through the press and the Heads of the Departments concerned. No responsibility shall lie on the Registrar, after the above action, on account of any graduate not receiving due notice of convocation.

The Registrar, shall, likewise, notify all members of the Board of Governors, the Academic Council, and the Faculties by means of a notification in the press, and such of them as wish to attend the convocation, shall signify their intention in writing to the Registrar not later than 15 days before the date of convocation. Graduates receiving Degrees at the convocation shall provide their own academic costumes prescribed for the Degree in question. Similarly all Deans or other officers presenting themselves at the convocation shall wear the academic dress to which they are entitled. No graduate shall be admitted to convocation unless and until she is in proper academic costume.

3. The procedure at an Ordinary convocation shall be as follows:-
 - a) The members of the University and the graduates who are to receive their Degrees shall assemble at the place and the time notified by the Registrar. Entry of graduates to the Convocation Hall or Enclosure shall be closed half an hour before the time of the commencement of the convocation. All Officers of the University as well as Heads of Departments shall cooperate with the Registrar in maintaining order and discipline in the Convocation Hall.

b) At the appointed time a procession will be formed and will enter the Convocation Hall or Enclosure in the following order:-

- 1) Registrar
- 2) Lecturers (in the reverse order of seniority).
- 3) Assistant Professors (in the reverse order of seniority).
- 4) Associate Professors (in the reverse order of seniority).
- 5) Members of the Academic Council in the following order.
 - i) Two eminent scholars nominated by the Board of Governors.
 - ii) Two person of eminence nominated by the Chancellor.
 - iii) The University Professors including Professors Emeritus (in the reverse order of seniority).
 - iv) Chairpersons of the teaching departments (in the reverse order of seniority).

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- v) The Directors (in the reverse order of seniority).
 - 6) Members of the Board of Governors in the following orders.
 - i) Three persons of outstanding merit, nominated by the Trust.
 - ii) Three persons of eminence, nominated by the Chancellor.
 - iii) The Chairman, University Grant Commission/ Higher Education Commission or whole time member of the Commission to be nominated by him.
 - iv) One Dean, nominated by Chancellor in consultation with the Vice Chancellor.
 - v) The Secretary to the Government of Sindh, Education Department.
 - vi) The judge of Sindh High Court.
 - 7) Students' Advisor.
 - 8) The Deans of Faculties (in the reverse order of seniority).
 - 9) The Vice Chancellor.
 - 10) The Chancellor.
 - 11) The Patron.
 - c) The Patron, the Chancellor, the Vice Chancellor, and the person invited to address the convocation shall sit on the dais. Others shall sit at the places assigned to them.
 - d) The Presiding Officer shall declare the convocation open.
 - e)
 - i) Recipient of Degrees shall be presented to the Vice Chancellor by the Dean concerned in convenient batches.
 - ii) The Vice Chancellor shall confer the Degrees.
 - f) When all the graduates have been presented, The Registrar shall read out a list of graduates who could not attend the convocation and these shall be admitted to their Degrees in absentia.
4. The presentation for degrees and the conferment of Degrees shall be made in the following words:
- a) Presentation:

Sir / Madam,

“I present to youwho has/ have been examined and found qualified for the Degree ofto which, I pray she/ they may be admitted”.

b) Conferment:

“By virtue of the authority vested in me as the Vice Chancellor of this University, I admit you to the Degree ofand charge you that ever in your life and conversation you do prove yourself / yourselves worthy of the same”.

5. Medals and Prizes will be awarded by Presiding Officer after the ceremony of presentation.
6. At the end of the function, the Presiding Officer shall leave the Hall or Enclosure in the reverse order in which it entered.
7. The Regulation for the Special Convocation shall be the same as above in so far as they apply to that convocation, but the person to be admitted to the Degree honoris causa shall be presented to the Presiding Officer by the Vice Chancellor and the Degree shall be conferred by the Presiding Officer. The form of presentation and conferment shall also be determined by the Vice Chancellor in relation to the person concerned.

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Academic Costume:-

8. The academic costume of the University students shall consist of
 - a) A gown of black colour.
 - b) A Band as detailed below. (section10)
 - c) Headwear for the recipients of Degrees shall be the conventional academic type with a band of the respective Faculty colour.

9. Type of Gown:-

- i. For the Patron: Gown of dark green velvet with 4 inches wide gold lace and tufts in front and on the outside of the bottom of the sleeves.
- ii. For the Chancellor: Gown of dark green velvet with 3 inches wide gold lace and tufts in front and on the outside of the bottom of the sleeves.
- iii. For the Vice Chancellor: Gown of dark green velvet with 2 inches wide gold lace and tufts in front and on the outside of the bottom of the sleeves.
Headwear for the above three officers shall be the conventional academic type.
- iv. For the Registrar:-
 - a) Gown of dark green silk with 4 inches white silk ribbon in front and on the outside of the bottom of the sleeves.
 - b) Band representing the colour of all Faculties of the University.
 - c) Conventional head dress (green mortar board with green tassel).
- v. For the Students' Advisor:-
 - a) Gown of dark green silk with 4 inches broad yellow silk facing and 1 inch broad yellow silk ribbon on sleeves.
 - b) Band representing the colour of all Faculties of the University.

- vi. For the Chairperson of Departments: Gown of dark green silk with 1 inch broad white ribbon in front and on the sleeves and Band in the colour of the Faculty.
- vii. For the Deans: Gown of dark green silk with 4 inches broad silk facing and 1 inch broad silk ribbon on sleeves in the colour of the Faculty Band.
- The Headwear of the officers as mentioned from (v) to (vii) shall be the conventional academic type.

10. The following colours shall be assigned to the Faculties and shall be represented on the Band of the graduates of that Faculty as detailed below:-

- | | |
|---|------------|
| a) Faculty of Arts: | Pink |
| b) Faculty of Science: | Fawn |
| c) Faculty of Business Administration & Commerce: | Light Blue |
| d) Faculty of Education: | Pink |
| e) Faculty of Pharmacy: | Yellow |

11. Gold Medals and Shields

The University shall award Rayazuddin Memorial Gold Medal to students who secure overall First Position at the B.A (Hons), B.Sc (Hons), BBA (Hons), B.Com (Hons), B.Pharm examination in the entire Faculty.

The University shall also award Rayazuddin Memorial Gold Medal to students who secure overall First Position at the M.A, M.Sc, MBA, M.Com, MCS, MS, M.Ed examination in the entire Faculty.

Khushal Khan Kattak:

Gold medal shall be awarded to a student who secures First Position at the examinations of M.Sc Biochemistry.

Abbas Hakim Memorial:

Gold medal shall be awarded to a student who secures First Position at the B.Sc (Hons) examinations of Microbiology.

Dr. Haji Hafiz Hafizullah Memorial:

Gold medal shall be awarded to a student who secures First Position at the examinations of M.A Urdu.

Rizvi Tailor and Drapers:

Gold medal shall be awarded to a student who secures First Position at the examinations of M.A Education.

Shields:

Rayazuddin Memorial Shield shall be awarded to a student who secures First Position in all the degrees examinations of different subjects.

12. Change of Name:

- a) The name of a student, as entered in the secondary school Leaving certificate shall not be altered, modified added to or otherwise changed, except under exceptional circumstances, proved to the satisfaction of the Vice Chancellor:
- b) The maiden name of student may be changed after marriage on her request or on that of her husband as Mrs. so and so.
- c) The change, if permitted, shall not affect the diplomas or certificates of examinations already passed by the student but shall apply to examinations taken subsequent to the change:
- d) The name so changed shall be entered in the Enrollment register side by side with previous name.
- e) Application, for the change of name shall be submitted through the Chairperson of the department and shall be accompanied by a Fee of Rs. 1000/=
- f) No application for change of name shall be entertained after the student has submitted examination form.

13. Issue of Duplicate Certificates and Diplomas

- a) Duplicate certificates or diplomas shall not be issued except in case in which the Vice Chancellor is satisfied.
- b) The applicant shall submit an affidavit stating that she has lost her certificate or diploma or that it has been destroyed.
- c) In such a case duplicate certificate or diploma shall be granted on payment of a fee of Rs. 1000/=.

LEAVE RULES

Subject to the provision of university Act, Chapter V, section 19(1) (a) and (i) following leave regulations and rules are framed:

The leave rules are admissible to all the employees of the university.

1. Short Title: These rules may be called the Jinnah University For Women “Employees Leave Rules”.

2. Commencement:

- a) These rules shall come into force immediately.
- b) These rules shall apply to all employees of University.

3. General Rules:

- a) Leave is earned by duty. It cannot be claimed as a matter of right, even when due. An application for leave can be refused and the remaining portion of the leave granted can be revoked, if the exigencies of the duty so require.
- b) Holidays falling within the period of leave shall be counted as leave.
- c) No leave shall be availed of unless it is actually granted, except leave applied for under emergent circumstances.

- d) Leave application shall be submitted to the immediate officer, who shall forward the application to the leave sanctioning authority with his/her remarks.
- e) No employee shall overstay the period of her/ his leave, except circumstances beyond her/his control. All extension to leave must be applied for, sufficiently in advance of the expiry of leave.
- f) The Head of the section concern shall report to the Registrar, if a member of staff fails to return to duty on the expiry of the leave.
- g) An employee who fails to report to duty, seven days after the expiry of leave shall be deemed to have vacated the post.
- h) If an employee desires to resume duties before the expiry of her/ his leave, she/ he may be permitted to do so, by the sanctioning authority.
- i) It shall be duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, the applicant shall hand over the charge including Keys, Cash etc. to the sectional head.
- j) Leave must be applied for on the prescribed form, stating the kind of leave required.
- k) If an employee is compulsorily retired or removed/ dismissed under efficiency and disciplinary action, she/ he shall not be entitle to any kind of leave.
- l) All leave at the credit of an employee shall lapse, when she/he herself/himself leaves the university service.
- m) An employee on return from leave shall report for duty to the competent authority.
- n) All temporary employees whose services are not regularized or employees on probation or on contract basis who have not completed three (3) years service will be entitled to half the amount of leave in a year.

4. Type of Leaves:

The following type of leaves shall be admissible to the staff of the University:

1. Casual leave
2. Earned Leave
3. Maternity Leave
4. Sick Leave
5. Duty Leave
6. Study Leave
7. Iddat Leave

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8. Hajj Leave
9. Marriage Leave
10. Special Leave
11. Sabbatical Leave

A) Casual Leave:

- i) A permanent employee shall be entitled to casual leave up to the extent of 12 days in a calendar year. It would be granted by the concerned sectional head, whereas the temporary employee or employee on probation shall get only 6 days leave in a year.
- ii) Casual leave cannot be availed at a single stretch.
- iii) No employee may leave the city during casual leave without the permission of sanctioning authority.

B) Earned Leave:

- i) Earned leave means leave earned by actual service. Actual service means time spent on duty and shall not include the period of leave availed of by an employee.
- ii) Earned leave shall be on average pay of the employee.
- iii) A University employee shall earn 12 days leave for every calendar month of duty rendered.
- iv) A month in which fifteen (15) days or more of duty are performed shall be treated as whole month and when less than fifteen (15) days of duty are rendered shall be ignored.
- v) Persons appointed on probation or on temporary basis shall be entitled to half the amount of earned leave, till either they have been confirmed or have completed at least three years satisfactory service. Persons appointed on contract shall also be entitled to half the amount of earned leave.
- vi) Earned leave shall accumulate up to a period of six months and shall not lapse except on retirement or quitting of service of an employee.
- vii) The earned leave can be encashed at the end of each calendar year. The encashment will be average pay of the calendar year.

C) Maternity Leave:

A permanent female employee of the university may be granted maternity leave of forty days on full pay. Extension of leave in special cases may be granted without pay.

D) Sick Leave:

- i) Sick leave means leave on account of personal illness and shall be granted on proper medical certificate for one month on half average pay to a permanent employee at least five years in JUW service, for a period of maximum one month.
- ii) Sick leave shall be granted by Registrar in case of non teaching staff on the recommendation of the sectional head and by the Vice Chancellor in case of teaching faculty.
- iii) Sick leave without pay may be granted to a permanent employee for a maximum period of six (6) months, against a proper medical certificate, on the recommendation of the sectional head, by the Vice Chancellor.

E) Duty Leave:

- i) If a university employee is selected or deputed by the Vice Chancellor to some work in the interest of the university, the Vice Chancellor may grant duty leave for the period concerned.
- ii) Duty leave shall not be given for remunerative work.

F) Study Leave:

- i) Study Leave may be granted to an employee (at least five years in JUW service) to enable her to pursue a course of study or for the purpose of research work.
- ii) The period of study leave shall not exceed a maximum period of two semesters.
- iii) The Study leave with pay shall be granted to an employee who is in the employment of the university for at least five (5) years and who is willing to execute a bond to serve the university for a period of three years after the completion of study.

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RULES OF PROCEDURE FOR MEETINGS OF THE BOARD OF GOVERNORS

1. The Board of Governors shall meet at least twice in a year on dates to be fixed by the Vice Chancellor.

The Meeting of the BOG shall be of two types:

- i) Ordinary
- ii) Special

- i) The Ordinary meetings of the Board of Governors shall be held at least twice in a year on the dates to be fixed by the Vice Chancellor.
 - ii) The Special meeting of BOG may be convened at any time on the direction of the Chancellor or on requisition made by not less than six members of the Board to consider a matter of urgent nature.
 - iii) The Vice Chancellor shall preside at the meetings of the Board of Governors.
 - iv) The quorum for a meeting of the Board shall be one half of its members, a fraction being counted as one.
 - v) The decisions of the Board shall be expressed in terms of the views of the majority of the members present by voting, and if the members are equally divided the Chairman of the Board shall exercise a casting vote.
2. Order of Business at the Board of Governors meetings shall be:
- i) Confirmation of the minutes of the last meeting.
 - ii) Approval of the proceedings of the meetings of Academic Council.
 - iii) Approval of the proceedings of the Finance and Planning Committee meeting.
 - iv) Approval of the deliberations of the Selection Committee.
 - v) Other official matters initiated by the University.

RULES OF PROCEDURE FOR MEETINGS OF THE ACADEMIC COUNCIL

1. The Academic Council shall be the highest academic body of the University and shall, subject to the provisions of the Act, and the statutes, have the powers to lay down proper standards of instructions, research and examinations and to regulate and promote the academic life of the University.

- i) The Meetings of the Academic Council shall be held at a time to be fixed by the Vice Chancellor.
- ii) Notice and agenda of the meeting shall be issued by the Registrar ordinarily not less than seven days before the date of the meeting.
- iii) The Vice Chancellor shall preside at the meetings of the Academic Council.
- iv) Business not included in the agenda issued to the members, may be taken up with the permission of the Chairman.

2. Order of Business:

- i) Confirmation of the minutes of previous meeting.
- ii) To discuss and approve the proceedings of the Board of Faculties.
- iii) Election or nomination if any.
- iv) Consideration of the Regulation, or motions for making, amending or repealing Regulations.
- v) Other Business:

3. Rules of Debate:

- i) All matter brought forward for consideration of Academic Council, shall be decided by a majority of Votes.
- ii) If the Votes are equally divided, the Chairman shall have the casting vote.
- iii) Amendments to any proposal shall be put to vote, before the proposal itself, the last amendment being put first. If carried, other amendments inconsistent with it shall be treated as rejected. The substantive proposal as amended shall be put to vote.

REVISED LEAVE RULES

Effective from 1st January, 2010

Subject to the provision of university Act, Chapter V, section 19(1) (a) and (i) following leave regulations and rules are framed:

The leave rules are admissible to all the employees of the university.

1. Short Title: These rules may be called the Jinnah University For Women “Employees Leave Rules”.

2. Commencement:

- a. These rules shall come into force immediately.
- b. These rules shall apply to all employees of University.

3. General Rules:

- a. Leave is earned by duty. It cannot be claimed as a matter of right, even when due. An application for leave can be refused and the remaining portion of the leave granted can be revoked, if the exigencies of the duty so require.
- b. Holidays falling within the period of leave shall be counted as leave.
- c. No leave shall be availed of unless it is actually granted, except leave applied for under emergent circumstances.
- d. Leave application shall be submitted to the immediate officer, who shall forward the application to the leave sanctioning authority with his/her remarks.
- e. No employee shall overstay the period of her/ his leave, except circumstances beyond her/his control. All extension to leave must be applied for, sufficiently in advance of the expiry of leave.
- f. The head of the section concern shall report to the Registrar, if a member of staff fails to return to duty on the expiry of the leave.
- g. An employee who fails to report to duty, seven days after the expiry of leave shall be deemed to have vacated the post.
- h. If an employee desires to resume duties before the expiry of her/ his leave, she/ he may be permitted to do so, by the sanctioning authority.
- i. It shall be duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, the applicant shall hand over the charge including Keys, Cash etc. to the sectional head.
- j. Leave must be applied for on the prescribed form, stating the kind of leave required.
- k. If an employee is compulsorily retired or removed/ dismissed under efficiency and disciplinary action, she/ he shall not be entitle to any kind of leave.
- l. All leave at the credit of an employee shall lapse, when she/he herself/himself leaves the university service.
- m. An employee on return from leave shall report for duty to the competent authority.
- n. All temporary employees whose services are not regularized or employees on probation or on contract basis who have not completed three (3) years service will be entitled to half the amount of leave in a year.

4. Type of Leaves:

The following type of leaves shall be admissible to the staff of the University:

1. Casual leave
2. Earned Leave

3. Maternity Leave
4. Sick Leave
5. Duty Leave
6. Study Leave
7. Iddat Leave
8. Hajj Leave
9. Marriage Leave
10. Special Leave
11. Sabbatical Leave

4.1 Casual Leave:

- i. Permanent employees of the University who do not enjoy vacations shall be entitled to eighteen (18) days casual leave in a calendar year, whereas the temporary employees or employees on probation who have not completed three (3) years service and who do not enjoy vacations shall be entitled to nine (9) days casual leave in a year.
- ii. Permanent employees who enjoy vacations shall be entitled to twelve (12) days of casual leave, whereas the temporary employees or employees on probation who have not completed three (3) years service and enjoy vacations shall be entitled to six (6) days casual leave in a year.
- iii. Casual leave shall not exceed three days at a time, but in special cases, it would be permissible to extend it to five days by the competent authority. In case of casual leave for more than five days, the entire leave shall be treated as earned leave or leave without pay.
- iv. Casual leave shall not accumulate and shall lapse at the expiry of calendar year.
- v. No employee may leave the city during casual leave without the permission of sanctioning authority.

4.2 Earned Leave:

- i. Earned leave means leave earned by actual service. Actual service means the time spent on duty and shall not include the period of leave availed of by the employee.
- ii. Earned leave shall be on full pay of the employee in that calendar year.
- iii. A permanent employee who enjoys vacations shall earn 12 days earned leave in a calendar year or part thereof spent on duty in university employment.
- iv. A month in which fifteen days or more of duty are performed shall be treated as whole month and when less than fifteen days of duty is rendered shall be ignored.
- v. An employee who is not entitled of vacations shall earn 18 days earned leave in a calendar year or less depending on the period in actual service of the university.
- vi. Persons employed on probation or on temporary basis shall be entitled to half the amount of earned leave, till either they are confirmed or have completed at least three years satisfactory University service. Persons appointed on contract shall also be entitled to half the amount of earned leave till they have completed three (3) years satisfactory University service.
- vii. Earned leave shall accumulate up to a period of six months and shall not lapse except on retirement or quitting of the university service.
- viii. The earned leave can be encashed at the end of each calendar year. The encashment will be full pay of the calendar year.

4.3 Maternity Leave:

A permanent female employee or female employee who have completed three (3) years service of the university may be granted maternity leave of forty days on full pay only twice during the entire tenure of service. Extension of leave in special cases may be granted without pay.

4.4 Sick Leave:

- i. Sick leave means leave on account of personal illness and shall be granted on proper medical certificate for one month on full pay to permanent employee at least five years in University service.
- ii. Sick leave shall be granted by Registrar in case of non teaching employee on the recommendation of the sectional head and by the Vice Chancellor in case of teaching faculty.
- iii. Sick leave without pay may be granted to a permanent employee for a maximum period of six (6) months, against a proper medical certificate, on the recommendation of the sectional head, by the Vice Chancellor.

4.5 Duty Leave:

- i. If a University employee is selected or deputed by the Vice Chancellor to some work in the interest of the University, the Vice Chancellor may grant duty leave for the period concerned.
- ii. Duty leave shall not be given for remunerative work.
- iii. Duty leave may also be granted to person representing the University at academic events.

4.6 Study Leave:

- i. Study Leave may be granted to an employee at least five years in University service to enable her / him to pursue a course of study or for the purpose of research work.
- ii. The period of study leave shall not exceed a maximum period of two semesters.
- iii. Study leave with pay shall be granted to an employee who is in the employment of the University for at least five (5) years and who is willing to execute a bond to serve the University for a period of three years after the completion of study.

4.7 Iddat Leave:

A permanent female employee may be granted (120) one hundred and twenty days leave with pay from the date of deceased husband.

4.8 Hajj Leave:

A permanent employee or employee who have completed three (3) years service of the University may be granted (40) forty days leave with pay to perform Hajj. Hajj leave will be granted only once during the service with Jinnah University For Women.

4.9 Marriage Leave:

A female employee who is in university service for at least five years may be granted thirty days leave with pay for marriage.

4.10 SPECIAL LEAVE:

Special leave without pay may be granted to an employee, in case all other type of leave have been consumed.

4.11 SABBATICAL LEAVE:

- i. Sabbatical leave is a privilege and not a right and its grant depends upon the prevailing staff position and exigencies of duty.
 - ii. The Board of Governors may grant sabbatical leave to a teacher, who has served the university for at least five years. The leave will be granted by the Board when it is satisfied that the applied course of training is related to the field of the applicant.
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- iii. The applicant shall submit a research scheme for which she wants to avail the post doctoral fellowship. The applicant shall provide proof of her previous involvement in the field.
 - iv. The sabbatical leave shall be granted for a minimum period of three months and maximum period of six months, only once during the whole service out of the leave account. If no leave is due it will be without pay.
 - v. Not more than one teacher in a department shall be sent on sabbatical leave at the same time.
 - vi. The applicant shall have to execute a bond of service, for one year if the Leave does not exceed three months and for two years if the sabbatical Leave is for more than three (3) months.