

# **University Governance System**

## **(Statutes, Regulations and Rules)**



**A booklet to understand and implement good governance practices**

**Published by Registrar**  
**The Superior University, 17-KM Raiwind Lahore**

## **Preface**

The Provincial Assembly of the Punjab vide their notification No. PAP/Legis-3 (59)/2021/2591 dated has introduced certain amendments in the Superior College, Lahore Act 2004. The status of the ‘College’ has been upgraded into a ‘University’ called the Superior University Lahore. The Amendment Act 2021 has been promulgated in full force. This necessitated that a booklet on the University Governance System be prepared for the facilitation of the users.

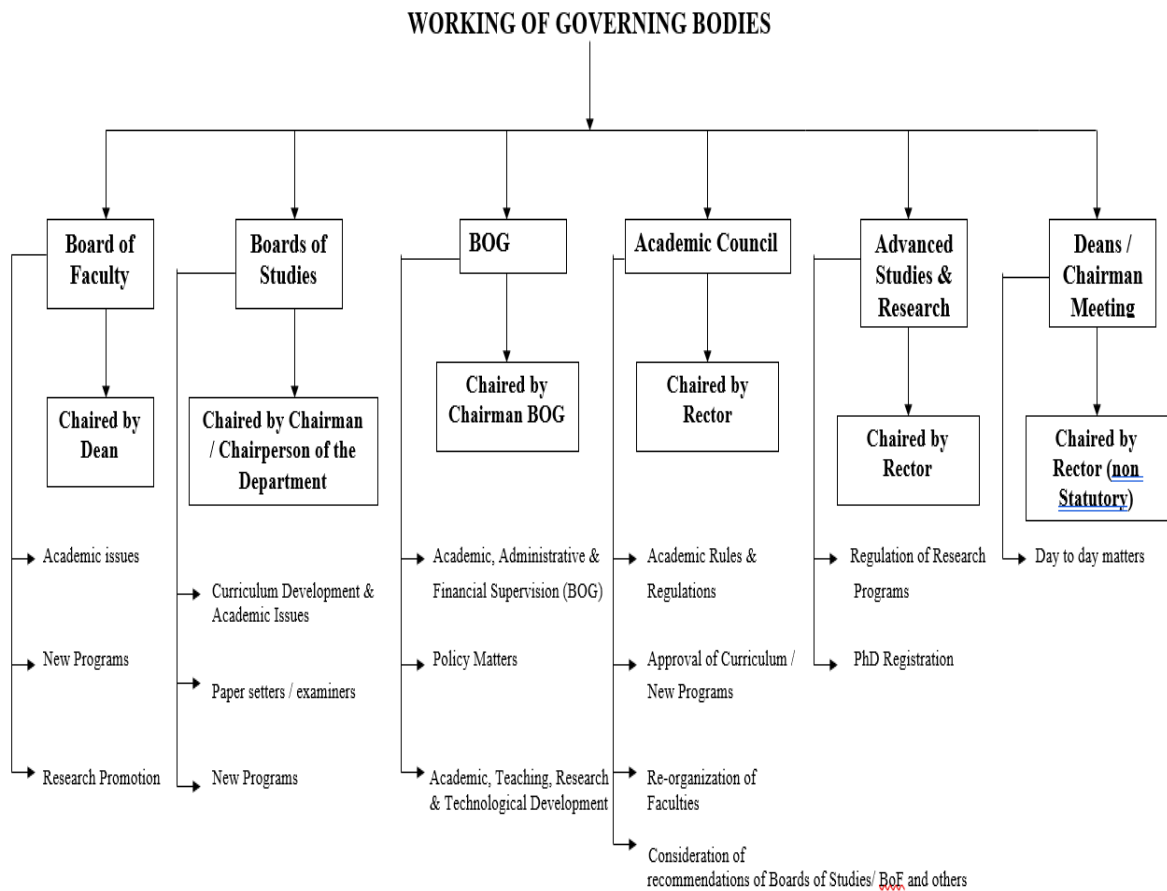
The booklet is not a whole in itself rather it is beginning of a mature and efficient system at the Superior University. It therefore is based on the introduction of statutory and non-statutory bodies and their working SOPs. In the end some templates for correspondence by the University Management, Departments and various offices have also been provided. It is hoped that the audience of this booklet will take benefit from this small effort.

Registrar  
**The Superior University, Lahore**

**Dated: August 05, 2021**

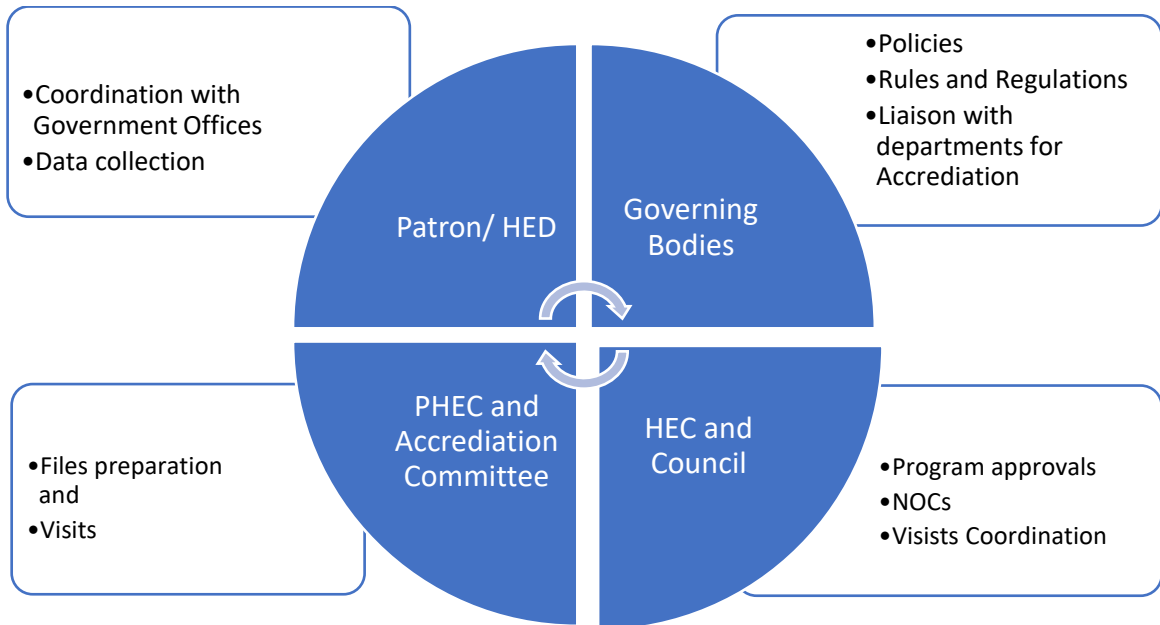
## Governance

Governance is the process of consultation, communication and decision making that devises institutional policies. These policies are the general guidelines that inform decision making and the development of procedures through out the University. The core function of the governors is to develop and implement the policies. These comprise the systems and procedures under which University is directed and controlled. Basic model is as follows:



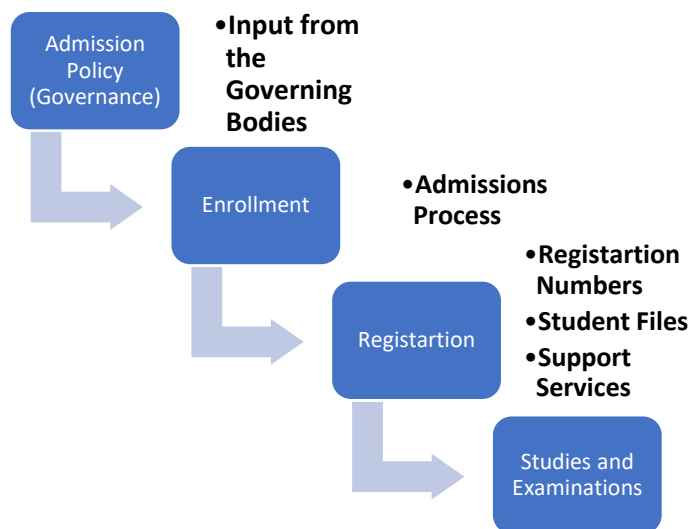
Office of the Rector and the Registrar have pivotal role in managing the governance matters. The Registrar office facilitates the functioning of the governing bodies and implementation of decisions.

## Linking Governance and Regulators



## Student Registry and Academic Life Cycle

Registration branch will oversee the academic life cycle of the students in the light of Academic Policies



Framework of Governing bodies, Rules and Regulations for working of academic and non-academic authorities, bodies, committees and special task committees

# STATUTES/REGULATIONS FOR ADMINISTRATION AND MANAGEMENT OF THE AFFAIRS OF THE SUPERIOR UNIVERSITY, LAHORE

## 1. Preamble.-

Under the provisions of Section 17 of the Superior College, Lahore, Act 2004, amended vide Amendment Act, 2021 (ACT XXII OF 2021) and upgraded as the Superior University, Lahore, the University is empowered to make the regulations for administration and management of its affairs. Accordingly, the Regulations and Rules prescribed below are set forth to run its academics, research, examination and general administration affairs.

Here statutes refer to the broader legal framework whereby the authorities or bodies of the University for decision making exist. Regulations are those legal conditions under which businesses of the university are operated. Still further narrowing down, we come across rules whereby different bodies operate. It is therefore necessary that following document should completely be understood. Hence, this booklet.

In the following paragraphs, existence of Authorities will fall under the definition of statutes, whereas their constitution and functions will fall under the definition of regulations. Similarly, rules of business or SOPs of working of the bodies will be defined as rules.

**2. Authorities of the University.-** There shall be the following authorities of the University to run and regulate its business:-

- a. Board of Governors
- b. Academic Council
- c. Board of Advanced Studies and Research
- d. Board of Faculty
- e. Board of Studies
- f. Selection Board
- g. Finance and Planning Committee; and
- h. Affiliation Committee**

**3. Board of Governors.-** As provided in the Superior University Act, 2004.

## 4. Rules and Procedure for the Meeting of the Board of Governors

- i. The budget meeting of the Board of Governors shall be held in the month June/ July every year. Minimum one meeting shall be held each year.
- ii. Ordinarily, at least 10 days notice shall be given for a meeting of the BoG.
- iii. A notice of at least seven days shall be given for special meeting of the BoG.
- iv. The agenda and the working papers shall normally be prepared and issued by the Registrar in consultation with Rector at least 10 days prior to an ordinary meeting and at least 3 days before a special meeting.
- v. The Rector and the Registrar after seeking permission of the Chairman BoG shall circulate the notice and the agenda along with the working papers to the members by registered parcel, courier, email or through special messenger, as the case may be.

- vi. The Chairman BoG may include any item(s) to be considered as “Current Work” for which previous notice to the members shall not be necessary. Normally the item(s) to be considered as current work shall be those which crop up after the main agenda had been issued. If, however, any item is included in “Current work” which should have been included in the main agenda, reasons for doing so will be explained to the house.
- vii. Proposal submitted by the Academic Council in Accordance with the Regulations for the decision of the Board shall be dealt with as motions and will not require to be proposed and seconded as a general scheme.
- viii. A member, however, proposing a motion or amendment arising out of the items listed on the agenda, shall give a notice of the same in writing duly signed by him, to the Registrar so as to reach him at least five days before the meeting. And amendment arising out of discussion of the item listed on the agenda will be valid only if it is seconded by a member on the floor of the house.
- ix. After such discussion as the Chairman may allow, the amendment shall be put to vote before the original motion is taken up and if the amendment(s) is /are lost the original motion be put to vote. If an amendment is carried, the original motion so amended, shall be put to vote.
- x. The motion accepted by the Board shall be sent to the appropriate authority for necessary action or report as the case may be within fortnight after the confirmation of proceeding of a meeting.
- xi. Any item, motion or amendment moved by a mover may be withdrawn by him at any time with the permission of the Chairman.
- xii. The Chairman shall control the order in which members may address the meeting and the manner in which the business shall be conducted.
- xiii. No member shall address the meeting after the Chairman has called for a vote. Every member who wishes to speak shall be given an opportunity to address the house.
- xiv. No member shall, without the leave of Chairman, speak more than once on any motion or amendment.
- xv. On putting a motion to vote, the Chairman shall call for a show of hands for the affirmative or negative and shall declare the result except the result of election of member to any body for which a secret ballot can be polled.
- xvi. A member who is not satisfied with the result of vote by show of hands may demand a division which shall be held in such a manner as the Chairman may direct.
- xvii. The Registrar or any other member nominated by the Board shall record the proceeding of the meeting as minutes and shall submit the same to the Chairman through Rector of the University for confirmation within three weeks of the

meeting held. The proceeding as confirmed by the Chairman shall immediately be circulated to the members. In case any member feels that the proceedings have not been correctly recorded, s/he shall communicate his observation to the Registrar within 10 days of the receipt of the proceedings by him.

- xviii. The amendment proposed, if any, if endorsed by at least two other members (total three) in the observation shall be submitted to the Chairman and if approved by him shall be circulated to the members as corrigendum.
- xix. The Registrar shall place on the agenda of each meeting a statement about the action taken on the various decisions taken by the Board at its previous meeting.
- xx. These rules may be amended from time to time by the Board by majority of votes.

**5. Academic Council.-** (1) The Academic Council is the premier academic body of the University which is responsible for academic decision making. It shall meet at least twice in one academic calendar.

**6. Functions of the Academic Council.-** (1) Subject to the provisions of The Superior College, Lahore Act 2004/ Amended 2021, the Academic Council shall perform the following functions and have the powers to:

- a. approve the schemes of studies and curricula for various programs offered by the university teaching departments / colleges / sub-campuses and other academic units recognized by the university;
- b. regulate the conduct of teaching, research, publications and examinations;
- c. regulate the admission of students to the courses of studies and examinations of the university on the advice of relevant bodies of faculties and departments;
- d. regulate the conduct and discipline of students of the university;
- e. approve the start of new programs offered by various Faculties on the advice of Board of Faculty concerned;
- f. propose to the BoG the schemes for the constitution, organization, reorganization of faculties, Institutes, teaching departments, schools, constituent colleges and centres etc.
- g. consider and approve proposals for the planning and development of teaching and research in the university;
- h. grant equivalence and recognize the examinations of other universities or examining bodies as equivalent to the corresponding examinations of the university through a standing committee called Equivalence Committee;
- i. regulate the award of studentships, scholarships, medals and prizes etc.;
- j. frame necessary academic regulations for the approval of the BOG;
- k. adopt and implement the policies of the Government and regulators for implementation in the University wherever needed; and
- l. perform such other functions as may be prescribed under the statues and regulations of the university.



## **7. Rules of Business of Procedure for the Meetings of the Academic Council.-**

- (i) The Rector shall preside over the meetings of the Academic Council.
- (ii) At least two meetings of the premier body shall be held each year.
- (iii) The Registrar shall, with the approval of the Rector, prepare the agenda for a meeting of the Academic Council. Ordinarily a week's notice shall be given for the meeting.
- (iv) At least seven days before a meeting, the Registrar shall circulate among the members, by post or through special messenger, the agenda for the meeting with relevant papers and explanatory statements, called working papers.
- (v) Supplementary agenda may be issued by the Registrar, if the occasion so demands, 24 hours before the meeting is due to take place.
- (vi) The Registrar or a member of the Academic Council may, with the permission of the Rector/Chairperson propose for consideration any item under "Current Work" for which previous notice to member shall not be necessary.
- (vii) Any item included in the ordinary agenda, Supplementary agenda or Current work may be taken up for the consideration in such order as may be deemed fit by the Rector/Chairperson.
- (viii) If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 10 days before the meeting and send his proposal to the Registrar. The Registrar may include the item in the Agenda with the approval of the Rector provided it is otherwise admissible under the Act.
- (ix) Matters under consideration in a meeting shall be decided by simple majority vote.
- (x) In case of a tie the Rector / Chairperson shall have a casting vote in addition to his vote as a member.
- (xi) The record of proceeding of meeting of the Academic Council shall be maintained by the Registrar and shall be confirmed by the Rector/ Chairperson as the case may be. The proceeding after authentication shall be circulated among the members. An advance copy of a Para of the proceedings may, with the permission of Rector, be issued for necessary action.
- (xii) The Registrar may, if the occasion so demands convene an emergency meeting of the Academic Council with the approval of the Rector irrespective of the time limit prescribed in Rules 1, 2 and 3 above.
- (xiii) In case it is not considered feasible to call even an emergency meeting of the Academic Council, the Rector may decide that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers and the issue be deemed to have been settled according to the viws of majority of the

members who send their opinion with in time, treating the rest as neutral, provided that at least fifty percent of the members express their opinion on the issue.

- (xiv) The proceeding of meetings of the Academic Council, which has been held with a proper quorum, shall not be invalidated on the ground that any member(s) did not receive, within time or at all, the notice or papers or both for the meeting of that Academic Council, although notice or papers or both were dispatched by the office in the usual manners.
- (xv) These rules may be added to, changed or modified from time to time or dispensed with at the discretion of the Board of Governors.
- (xvi) All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by Chairperson.
- (xvii) The minutes/ proceedings of the Academic Council shall be circulated among the members within 10 days of signing by the Rector and the Registrar.
- (xviii) The members may send in their observations about any matter, within ten days of circulation, if the decision has been recorded incorrectly. But such observations shall be liable to discussion again for revision in the next meeting. Till that time, action on the that matter will be taken as per the decision of the Rector.

**8. Board of Advanced Studies and Research.-** (1) Board of Advanced Studies and Research shall consist of:

- (i) the Rector (Chairperson);
  - (ii) the Deans;
  - (iii) three Professors other than Deans to be appointed by the Rector;
  - (iv) three teachers having research qualifications and experience to be appointed by the Academic Council;
  - (v) Director QEC;
  - (vi) Director ORIC; and
  - (vii) the Registrar (Secretary)
- (2) The term of office of members of the Board of Advanced Studies and Research, other than ex-officio members, shall be three years.
  - (3) The quorum for a meeting of the Board of Advanced Studies and Research shall be one-half of the total number of members, a fraction being counted as one.
  - (4) The BASR will meet at least thrice a year.
- (5) The functions of the Board of Advanced Studies and Research shall be to-
    - i. advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
    - ii. consider and report to the Authorities on the institution of research degrees in the University;

- iii. propose Regulations regarding the award of research/ degrees;
- iv. appoint supervisors for research studies and to determine the subjects of their thesis;
- v. recommend panels of names of paper-setters and examiners for research examinations after considering the proposals of the Board of Studies in this behalf; and
- vi. perform such other functions as may be prescribed by Statutes.

**9. Board of Faculty.-** (1) **Board of Faculty** shall consist of.-

- (i) Dean Concerned (Chairman)
  - (ii) All Professors/ Associate Professors in the Faculty
  - (iii) All Chairpersons of the Departments constituting the faculty
  - (iv) One Assistant Professor from each Department on rotation basis
  - (v) Nominee of QEC
  - (vi) Secretary to be nominated by the Dean Concerned from amongst the members
- (2) The BOF shall meet as and when the occasion demands subject to the condition that at least three meetings shall be held each year.
- (3) Dean of the Faculty would be responsible to ensure the maximum frequency of BoF meetings for smooth running of the academics falling under his/her faculty.

**10. Functions of Board of Faculty.** - The Board of Faculty shall, subject to the general control of the Academic Council and the BOG, have the powers to –

- (i) co-ordinate the teaching, publication and research work in the subjects assigned to the Faculty;
  - (ii) scrutinize the recommendations of the Boards of Studies comprised in the Faculty with regard to the appointment of paper setters and examiners, except for research examinations and to forward the panels of suitable paper setters and examiners for each examination to the Rector;
  - (iii) consider any other academic matter relating to the Faculty and to report thereon to the Academic Council; and perform such other functions as may be assigned to it.
- (3) The term of office of members of the Board of Faculty, other than ex-officio members, shall be three years.
- (4) The quorum for a meeting of the Board of Faculty shall be one- half of the total number of members, a fraction being counted as one.

**11. Board of Studies.** - (1) There shall be a separate Board of Studies for each subject or group of subjects, as the case may be;

- (2) Each Board of Studies shall consist of—

- (i) Chairperson of the Teaching Department;
  - (ii) all Professors and Associate Professors in the Teaching Department;
  - (iii) two experts to be appointed by the Rector ;
  - (iv) three experts from the field, other than University teachers, to be appointed by the Academic Council; and
  - (v) one Assistant Professor and one Lecturer to be appointed by rotation in order of seniority from the Department concerned:
- (3) The term of office of members of the Board of Studies, other than ex-officio members, shall be three years.
- (4) The quorum for meetings of the Board of Studies shall be one-half of the number of members, a fraction being counted as one.
- (5) The Chairperson of the Institute Teaching Department concerned shall be the Chairperson and Convener of the Board of Studies. Where, in respect of a subject, there is no Institute Teaching Department, the Chairperson shall be appointed by the Rector from amongst three senior most teachers of the Department.
- (6) The Chairman/ Convener of each Board of Studies will ensure that the Board of Studies meets as frequently as possible to ensure the good discipline and academic performance of the units falling under its domain as per the knowledge enhancement needs of the students.

**12. The functions of the Board of Studies shall be to –**

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

**13. Selection Board. - (1) Selection Board shall consist of:**

1. Rector (Chairperson)
2. Dean Concerned
3. Chairman of the Department Concerned
4. \*One expert of the field to be nominated by Rector
5. Director HR

#### 6. Registrar (Member/ Secretary)

\* Two in case of Associate Professor and Full Professor, if need be. In case the candidate was already holding the same position, then no expert will be consulted.

- (2) The members other than *ex-officio* members shall hold office for three years.
- (3) The quorum of Selection Board in case of selection of a Professor/Associate Professor and other teachers shall be four and three respectively. In case of selection of officers, other than teachers, the Selection Board shall consist only of members mentioned at (i), (ii),(v) and (vi) of sub-paragraph (1) and the quorum shall be three.
- (4) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
- (5) In case of Lecturer and Assistant Professor and/or equivalent level administrative posts, the Selection Board under the chairmanship of Rector will be the competent authority to appoint suitable persons whereas for above positions recommendations shall be forwarded to the Chairman BoG for appointment;
- (6) The Selection Board may also recommend:
  - i. the grant of a higher initial pay in a suitable case for reasons to be recorded;
  - ii. the appointment of an eminently qualified person to a faculty, in the University on terms and conditions other than those prescribed;
  - iii. cases of promotion to next higher position on the basis of performance.
  - iv. appointment of an eminently qualified person to a faculty, in the University on terms and conditions other than those prescribed; and
  - v. appointment of Professor Emeritus and Eminent Professor as prescribed under HEC Rules
- (7) In the event of any dispute, where Selection Board remained divided the unresolved difference of opinion shall be submitted to the BOG in summary form whose decision thereon shall be final.

#### **14. Procedure for the meetings of the Selection Board. -**

- i. The Selection Board shall meet as and when occasion so demands after complete working by the Human Resource Department of the Registrar office. Date and time for a meeting shall be fixed with the approval of the Rector.
- ii. Ordinarily a week's notice shall be given for a meeting which shall be circulated among the members either through special messenger or by post/courier under a certificate of posting.
- iii. The Registrar shall prepare an agenda for a meeting of the Selection Board with the approval of the Rector and shall circulate it among the members

either through a special messenger or by post/courier under a certificate of posting, along with relevant working papers, ordinarily four days before the date of meeting.

- iv. Supplementary agenda may be issued by the Registrar, if the occasion so demands, 24 hours before the meeting is due to take place.
- v. The Registrar with the permission of the Rector/Chairperson may propose any urgent item/s to be considered at a meeting under “Current Work” for which previous notice to members shall not be necessary.
- vi. Any item included in the agenda, or current work may be taken up for consideration in such order as may be deemed fit by the Rector/Chairperson.
- vii. In case the Selection Board is unable to conclude a consideration of an item listed on the agenda/supplementary agenda, the members present may decide to meet again on a date and time fixed by them to continue the discussion. No fresh notice will be necessary. The absent members will, however, be informed of the date and time fixed and the subsequent meeting thus held will be regarded to be in continuation of the first session.
- viii. Matters under consideration in a meeting shall be decided by a majority of votes.
- ix. In case of a tie, the Rector /Chairperson shall have a casting vote in addition to the vote he may exercise as a member of the Selection Board as well.
- x. The record of proceedings of meetings (minutes) of the Selection Board shall be maintained by the Registrar and shall be confirmed by the Rector/Chairperson. The proceedings shall not be circulated. An advance copy of paragraph of the proceedings may with the permission of the Rector/Chairperson be issued for necessary action.
- xi. The Registrar may, if the occasion so demands, convene an emergency meeting of the Selection Board with the approval of the Rector irrespective of the time limit prescribed in Rules (ii), (iii) and (iv) above.
- xii. In exceptional circumstance, the Rector may direct that opinion of the members be invited in circulation. The decision thus taken shall be regarded as a valid decision of the Selection Board provided it is supported by at least 50% of the total members of the Selection Board.
- xiii. Proceedings of a meeting of the Selection Board held with proper quorum shall not be invalidated merely on the ground that any member/s did not receive within time, all, or any of the notice/papers for the meeting.
- xiv. These rules may be added to, changed or modified from time to time, by the Selection Board subject to the approval of Board of Governors.

**15. Finance and Planning Committee.** - (1) The Finance and Planning Committee shall consist of the following: -

- (i) the Rector (Chairperson);

- (ii) one member of the BoG to be nominated by the BoG;
- (iii) the Director General (Planning & Development);
- (iv) the Registrar; and
- (iv) the Director Finance; (Member/ Secretary)

(2) The quorum for a meeting of the Finance and Planning Committee shall be three members.

**16. Functions of the Finance and Planning Committee.** -Functions of the Finance and Planning Committee shall be to-

- (a) consider the annual statement of accounts and the annual and revised budget estimates and advise the Board of Governors thereon;
- (b) review periodically the financial position of the University;
- (c) advise the Board of Governors on all matters relating to planning, development, finances, investments and accounts of the University; funds raising, and
- (d) perform such other functions as may be prescribed.

**17. Affiliation Committee.** - (1) There shall be an Affiliation Committee comprising the following to recommend and decide the cases of institutes seeking affiliations with the Superior College, Lahore.

- i. Chairman to be nominated from amongst Professors of the University by Rector
- ii. Two teachers nominated by Academic Council
- iii. Experts from relevant Departments (co-opted Members)
- iv. Deputy Registrar dealing with the affiliations (Secretary)

**18. Functions of the Affiliation Committee.** - Affiliation Committee shall be responsible to-

- i. inspect itself or through an Inspection Committee constituted by it, the educational institutions seeking affiliation with or admission to the privileges of the university for imparting instructions or conducting assessment;
- ii. inquire into the complaints alleging breach of conditions of affiliations by the affiliated colleges;
- iii. advise the authorities regarding the grant of new affiliations by the University which fulfill the prescribed conditions;
- iv. advise the authorities regarding withdrawal of affiliations after inquiring into complaints or on finding breach of affiliations rules;
- v. Formulate, adopt or amend rules of affiliation.

**19. Committees of the University.** - (1) There shall be the following administrative committees to regulate academic, financial and administrative affairs of the College:-

- i. Research Ethics Committee
- ii. Strategic Planning Committee
- iii. Central Purchase Committee
- iv. Admissions Committee
- v. Financial Assistance Committee
- vi. Equivalence Committee
- vii. Semester Committee
- viii. Grievance Settlement Committee
- ix. Inquiry Committee for Harassment Cases
- x. University Sports Committee
- xi. University Library Committee
- xii. Discipline Committee
- xiii. Faculty Research Board
- xiv. Examination Committee
- xv. Quality Assurance Committee
- xvi. Time Table and Course Allocation Committee
- xvii. Industrial Advisory Board
- xviii. Curriculum Development Committee

**20. Research Ethics Committee.** - There shall be a University wide Committee called Research Ethics Committee to set parameters and conditions for research activities in the University teaching departments, colleges, institutes and sub-campuses. It shall consist of the following:

1. Chairman to be appointed by the Rector
2. Deans of All the faculties
3. Registrar
4. Director QEC
5. Director ORIC
6. Deputy Director (Research) Secretary

**21. Functions of the Research Ethics Committee.** - University's Research Ethics Committee shall be responsible to-

- a. lay down proper SOPs and rules for conduct of research activities in the University.
- b. frame rules and regulations concerning Research Ethics for conducting research, using chemicals, in vitro examinations, special conditions of WWF and other national and international bodies; provided further that specific conditions shall be mentioned for examination of human corpses and bodies by Medical Students;
- c. consider the requests for use of animals in research projects;
- d. oversee any ethical violations in the research departments of the university



- e. oversee and conduct proceedings against the complaints received about the violations of research ethics rules;
- f. recommend punishments for violators of research ethics

**22. Strategic Planning Committee.** - The Committee shall consist of the following: -

1. Rector (chairperson)
2. DG Planning and Development
3. Registrar (Secretary)
4. Chief Financial Officer
5. Director HR or his nominee
6. Controller of examinations
7. Director QEC

**23. Functions of Strategic Planning Committee.** - The Committee shall perform the following functions: -

1. To prepare strategic plan of the university consisting of 20 years
2. To suggest and propose the academic planning for 5 years and determine the roles of the various offices for its implementation
3. To develop KRAs and KPIs of the offices requiring implementation of Strategic and Business Plan
4. To select and advise the BOG for making strategic partnerships with national and international educational bodies and institutions for capacity building and knowledge sharing among the Administrative, Academic and Research Units of the partnering institutions.
5. To develop the businesses of the university keeping in view its strategic and business plan

**24. Central Purchase Committee.**- It shall consist of the following:-

1. Director Operations (Chairman)
2. Two experts from Sciences Department (to be appointed by the Rector)
3. Manager IT
4. Nominee of CFO
5. RO

**25. Functions of the Central Purchase Committee** shall be responsible to –

- (a) Plan the annual purchases of the university in line with the budgetary provisions.
- (b) To receive the requisitions from the teaching departments and other facilities of the university and determine the need basis purchases.
- (c) To ensure that all the purchases are made in a transparent manner with compliance to legal norms and the policies in vogue.
- (d) To advise the authorities for purchases in long term projects.

- (e) To inspect the equipment before issuance of Purchase Order and ensure the meet up of desired specifications
- (f) To ensure that purchases are made as per the prevalent laws in the country and no deviation is made in selection of vendors and bidders in accordance with Transparency International standards etc.

**26. Admissions Committee.** - To regulate admissions in the University, following Committee shall be constituted: -

1. Chairman to be nominated by the Rector
2. All Deans of the faculties
3. Registrar
4. Controller of Examinations
5. Director QEC
6. Manager Business Development (Secretary)

**27. Functions of the University Admission Committee.** -

It shall be responsible to-

- (a) Plan and announce the admissions each year in accordance with the Academic Calendar notified by the Registrar Office.
- (b) Coordinate with teaching departments and Deans of the university for making admissions in programs each year
- (c) To verify that departments/colleges/sub-campuses have required facilities to offer a program before announcing the admissions.
- (d) To prepare and publish prospectus of the University through a Standing Committee called Prospectus Committee for each year.
- (e) To examine the eligibility of intending candidates and grant permission in real hardship cases who have been denied admission due to any defect in presentation, late issuance of results, late admission and admission of deserving students who are otherwise eligible for grant of admission in any program.
- (f) To approve the change of admission category, transfer of admission from one program to another in the same department or a different department and in a different program
- (g) To conduct academic audits of the departments after the admissions and ensure the maintenance of files of each student including Bio Data form, testimonials and Fee vouchers etc.

**28. Financial Assistance Committee.** - It shall consist of the following: -

1. Senior most Dean (Chairman)
2. Director Student Engagement
3. Head of the Department Concerned
4. In-charge Student Affairs
5. Deputy Registrar (Academic) Secretary

**29. Financial Assistance Committee** shall be responsible to-

- (a) seek applications from the deserving and merited students in each semester/ annually (as the case may be)
- (b) conduct interviews of the needy students and suggest full, half or 25%, or as determined by the committee, concession in the tuition fee.
- (c) receive applications for various scholarship schemes offered by the university and other agencies.
- (d) scrutinize the cases of deserving, merited, and needy students and recommend the award of scholarships as and when announced.
- (e) act as a focal body of the university to provide data regarding financial assistance awarded to the students.
- (f) grant scholarships / financial assistance to the position holders of various programs of the university based on internal examination and its assessment.
- (g) recommend the cases of real hardship or extraordinary abilities for approval of free education to the Rector.

**30. Equivalence Committee.-** The Equivalence Committee shall be a standing committee of the Academic Council, which shall consist of the following:-

1. Chairman from amongst Deans (to be appointed by Rector)
2. Two teachers nominated by Academic Council from amongst its members
3. Director QEC
4. HoD concerned
5. QCH of the Program concerned
6. Deputy Registrar (Academic) Secretary

**31. Functions of the Equivalence Committee.-**

It shall perform the following duties-

- (a) To determine the equivalence of qualifications of the students desiring admissions in the Superior University, Lahore from other institutions recognizing them as equivalent qualification, as referred by a Teaching Department or Admission office of the University. Provided that Admission Committee shall not confirm such admissions unless decision of the Equivalence Committee is received in this behalf.

- (b) Committee will further look into the credit hours and transfer of credits from other universities /DAIs in case of migration to the Superior University, Lahore.
- (c) Committee will also work as an advisory committee of the Admissions Committee in the case of new admissions wherever any qualification other than recognized by the university is found.

**32. Semester Committee.-**

The Semester Committee shall consist of the following:-

1. Chairman/ Convener to be nominated by Rector from amongst Deans
2. Two teachers from different Faculties (to be nominated by Academic Council)
3. Director QEC
4. Additional Controller of Examinations
5. Deputy Registrar (Academic) Secretary

**33. Functions of the University Semester Committee.-** The University Semester Committee shall be responsible to-

- i. propose the regulations for the semester programs of the university
- ii. ensure that semester regulations are faithfully observed
- iii. implement the credit hours and durations of the programs as prescribed under the semester regulations.
- iv. ensure that uniform schemes of studies / course coding is observed across all the departments of the university
- v. decide upon the request of the students to take withdrawal and drop-out courses in the summer semester.
- vi. decide the cases of Hardship after interviewing and counseling the students who have been dropped from the program or rolls, as the case may be.

**34. Grievance Settlement Committee.-** There shall be a university wide Grievance Settlement Committee consisting of the following:-

1. Chairman from amongst Deans of the faculty to be nominated by Rector
2. Two Professor from the faculties other than the Chairman of the Committee (to be nominated by Rector)
3. Registrar
4. Director HR (if the matter pertains to any employee)
5. Dy. Director QEC (Secretary)

**35. Functions of the Grievance Settlement Committee.-** The Grievance Settlement Committee shall be responsible -

- (a) To settle the grievances of the faculty and staff after conducting proper proceedings and inviting comments from the quarters concerned.
- (b) To look into the cases of grievances pointed out by the students/ parents against the faculty and/or staff.

- (c) To receive applications of grievances and address the issues with the help of departments concerned.

**36. Inquiry committee for Harassment Cases.-** The Committee shall consist of the following:-

- i. Female Professor as Chairperson to be nominated by Rector
- ii. Two Senior Teachers (male/female- one each)
- iii. In-charge Student Affairs
- iv. Dy. Registrar/ HR Business partner (Secretary)

**37. Functions of the Inquiry Committee.-** The Committee shall –

- (a) Receive written complaints of the complainant(s) whose cases have originated at the campuses of the University. (The Committee shall be referred all cases which come under the definition of Harassment under Protection Against Harassment of Women at the Workplace Act 2010.)
- (b) Notify the accused of the charges and complaint.
- (c) Inquire the accused within seven days asking him to submit a written defense.
- (d) Inquire into the charges and examine such oral or documentary evidence as deemed fit.
- (e) Committee will follow the procedure as defined under the ibid Act for disposal of complaints within prescribed time frame.

**38. University Sports Committee.-** It shall consist of the following:-

- i. Chairman to be appointed from amongst Senior most Professors
- ii. Two Female Teachers from different departments
- iii. Two male teachers from Different Departments
- iv. Registrar or his nominee
- v. CFO or his nominee
- vi. Director Sports (Secretary)

**39. The University Sports Committee shall be responsible to –**

- (a) Conduct annual sports tournaments / festival for the university, University and sub-campus students.
- (b) Organize students' sports related clubs and build up teams for taking part in interuniversity and other tournaments at national and / or international level.
- (c) Organize coaching for the university students interested in sports activities.
- (d) To promote sportsmanship and team spirit among university students.
- (e) To promote sports related activities by affording all possible facilities.

- (f) To conduct trials of the students for admission on sports basis and recommend fee waiver, if required.

**40. University Library Committee.** – It shall consist of the following members:-

1. Chairman to be nominated by Rector
2. All Deans of faculties
3. CFO
4. Registrar
5. Librarian (Secretary)

**41. University Library Committee shall be responsible -**

- a. to frame rules regarding the use of Library books, reference material and the hours of service;
- b. to advise in the preparation of the annual Library budget;
- c. to allocate funds, provided in the Library budget, to departments as per their requirement;
- d. to lay down procedure for selection and purchase of books, journals, software, and manuscripts;
- e. to advise on the reproduction of rare and unique books/materials;
- f. to consider and to forward to the University authorities annual stock-taking reports of the Library;
- g. to formulate general policy of Library Development;
- h. to perform such other functions as may be prescribed.

**42. Discipline Committee.** – It shall consist of the following persons:-

1. Chairman from amongst senior teachers of the University to be nominated by Rector
2. Two teachers (one male; one female) to be nominated by Academic Council
3. RO
4. In-charge Student Affairs (Secretary)

**43. Discipline Committee shall be responsible to-**

- a. Propose Regulations to the Academic Council relating to the conduct of students and maintenance of discipline
- b. Look into the matters relating to breach of discipline;
- c. Recommend punishments including rustication from the programs and expulsion from the University in severe cases;
- d. Maintain discipline on the events of student congregations; and
- e. Perform such other functions as may be prescribed.

**44. Faculty Research Board (FRB).** – The FRB shall consist of the following:-

- i. Dean as Chairman
- ii. All Chairmen of the Departments
- iii. Nominee of ORIC (Ex officio)

- iv. Nominee of QEC (Ex officio)
- v. Secretary to be nominated by the Dean Concerned from amongst the members

**45. Functions of FRB:**

- a. FRB will advise the Board of Faculty for initiation of new research programs / research degrees under the faculty concerned.
- b. Board will monitor the progress of various research projects assigned to the faculty.
- c. Monitor the progress of research students who have been assigned projects/case studies under undergraduate, graduate or postgraduate level.
- d. Responsible for arranging synopsis defense of MS, M. Phil and PhD students before submission to the BASR for approval
- e. FRB may recommend changes in the synopsis and require the students to defend the proposal again within one month of 1<sup>st</sup> defense
- f. To ensure that the format of the synopsis / thesis as devised by the university is fully implemented.
- g. May advise the BASR and The Academic Council for the start of interdisciplinary research projects and creation of research groups in the university.
- h. Will perform such other functions as prescribed by the regulations.

**46. Quality Assurance Committee.** – The QEC will constitute Quality Assurance Committee for each Department.

**47. Functions of QA Committee. -**

- a. To promote the objectives of the QEC and directly report to the QEC of the university in furthering its objectives.
- b. Monitor the quality in academics, research and other activities in the university.
- c. To vet each curriculum on the principle of Outcome Based Learning (OBL) by validating the teaching, assessment and content delivery processes in each program being run under the faculty concerned.

**48. Examination Committee.** – There shall be an Examination Committee in each department comprising the following:-

1. Chairman of the department Concerned / Convener
2. Three teachers of the Department
3. In-charge Examination of the Department (Secretary)

**49. Functions of the Examination Committee.-**

- a. To standardize question papers and assessments /awards submitted by the faculty member in each course.
- b. In hardship cases, the committee may moderate the results; in case, the marking of the teacher or the question paper is found too hard to solve by the average students on written complaints against any examiner/ teacher.
- c. To monitor the conduct of examination in tandem with office of Controller of Examinations of the University.
- d. To deal with Unfair Means Cases and decide their fate

**50. Time Table / Course Allocation Committee. –**

- i. Time table In-charge to be nominated by the chairman of the department
- ii. Two teachers of the Department to be nominated by the Chairman

**51. Functions of the Committee. -** The committee shall be constituted and notified by the Chairman / HOD to perform the following functions:

- a. Preparation of Time Table in consultation with Resident Officer and Registrar
- b. Committee will allocate courses to the Faculty Members within the department and / or Visiting Faculty Members in accordance with Schemes of Studies offered in the department. Provided further that the recommendations of the time table / course allocation committee will be approved by the Chairman / HOD concerned, whereas, cases of visiting faculty members or contractual appointments will be processed as prescribed by the university rules.
- c. The committee will also be responsible to find out the relevant qualified faculty from the market in case no suitable teacher is available within the university.

**52. Industrial Advisory Board. -** The Chairman of each Department will constitute this Board comprising at least three members from the relevant Industry to-

- a. Facilitate the learning process of students and enhance their skills as per the needs of the industry.
- b. Advise Curriculum Committee and Board of Studies of the particular subject to prepare the curriculum as per market demands.
- c. The board will further establish linkages with the university for internships and practical trainings of the students.
- d. Establish linkages with the industry as Solution Provider and create Knowledge Transfer Partnerships.

**53. Faculty Industrial Advisory Board. -** The Dean of each Faculty will constitute this Board comprising one Professional from the Industry related to each discipline to-



- I. Facilitate the learning process of students and enhance their skills as per the needs of the industry and monitor the progress of Departmental Advisory Boards in this context on continuous basis.
- II. Review the progress of Curriculum Committees and various Boards of Studies to prepare and align the curriculum as per market demands.
- III. The board will further establish linkages with other university and industry for partnerships and practical trainings of the students and monitor their progress on quarterly basis.
- IV. Establish linkages with the industry as Solution Provider and create Knowledge Transfer Partnerships at Faculty Level.
- V. Discuss and recommend the proposals of joint ventures between academia and the Industry and forward its recommendations to the Rector for approval with draft MoU/s.
- VI. Perform such other functions as are necessary for skill enhancement and preparation of market ready graduates.

**54. Curriculum Development Committee.** – The Curriculum Development Committee shall be constituted by the Chairman of each Department for the following tasks:-

1. Forward recommendations to the Board of Studies of the department on curriculum contents, Learning Objectives and Outcomes of each course
2. Recommend revisions in curriculum and suggest the list of recommended books for each course
3. Curriculum committee will take into account the advice rendered by QA committee and Industrial Advisory Board while recommending the contents of the program.

**55. Rules of Business for the Meetings of Various Committees other than specified above.-**

- 1) The Chairperson/ Convener designated in the Statutes/ regulations shall preside over the meetings of the Committee concerned.
- 2) The Committees shall meet as frequently as possible subject to a minimum of at least three session in a calendar year.
- 3) The Convener shall prepare the agenda for the meeting and issue the notice for calling up the meeting at least a week prior to the fixed date.
- 4) If necessary, explanatory notes or paper under consideration (PUC) shall be circulated among the members through email and other available/ agreed upon media.
- 5) The Chairperson concerned may propose for consideration any item under “Current Work” for which previous notice to members shall not be necessary.

- 6) Any item included in the ordinary agenda, Supplementary agenda or Current work may be taken up for the consideration in such order as may be deemed fit by the Chairperson/ Convener.
- 7) If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least 10 days before the meeting and send his proposal to the Chairperson or Secretary of the Committee as the case may be. The Chairperson may or may not include the item in the Agenda at his sole discretion, keeping in view the importance of the issue. However, if the matter has been referred by the Rector or the Registrar of the university for placing before the relevant forum, the Chairperson/ Convener has to abide by the directions given in this regard.
- 8) The quorum for the meeting, where not prescribed, shall be one half of the total number of members; fraction being counted as one.
- 9) Matters under consideration in a meeting shall be decided by a simple majority.
- 10) In case of a tie, the Chairperson shall have a right to decide the issue as per his opinion expressed in writing with plausible justification.
- 11) The record of proceedings of meeting shall be maintained by the Chairperson who shall forward the copies of the minutes to the offices concerned in the University.
- 12) The Registrar may, if the occasion so demands may ask the Convener to convene an emergency meeting of the Committee/ Body concerned with the approval of the Rector irrespective of the time limit prescribed in these rules.
- 13) In case it is not considered feasible to call even an emergency meeting of the Body/ Committee, the Rector may decide that opinion of members on a certain issue be invited by a certain date by circulating the relevant papers and the issue be deemed to have been settled according to the views of majority of the members who send in their opinion with in time, treating the rest as neutral, provided that at least fifty percent of the members express their opinion on the issue.
- 14) The proceeding of meetings of the Committee/ Body which has been held with a proper quorum, shall not be invalidated on the ground that any member(s) did not receive, within time or at all, the notice or papers or both for the meeting of that said body or committee, although notice or papers or both were dispatched by the office in the usual manners.
- 15) These rules may be added to, changed or modified from time to time or dispensed with at the discretion of the Board of Governors.
- 16) The minutes/ proceedings of the body shall be circulated among the members/ relevant offices within 10 days of signing by the Convener.

Provided further that the members may send in their observations about any matter, within ten days of circulation, if the decision has been recorded incorrectly. But such observations shall be liable to discussion again for revision in the next meeting. Till that time, action on the that matter will be taken as per the decision of the Rector.

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- N.B.** 1. These Statutes/ Regulations/Rules were approved by the Board of Governors in its 13<sup>th</sup> meeting held on 20.05.2017.
2. The word ‘College’ wherever appeared has been replaced with the University as per Section 1 of the Superior College, Lahore (Amendment) Act, 2021- Act XXIII of 2021.

# **SOPs For Official Correspondence**

## **1. Introduction**

Formal communication requires certain set norms to be followed when communicating in the organization or with outside agencies which involve correspondence with different stakeholders including but not limited to government offices, educational institutes, experts, examiners, industry, general public, parents, students and university employees etc. This document will discuss, who will correspond with whom, letter type, communication mode and authority making the correspondence.

## **2. Letter Types**

Following types of letters can be used for correspondence: -

- i. **General Letter.** - It is a type of letter sent from a person desiring any specific information from the receiver. This letter may be sent through an email or through a special messenger/ courier/ by post as a hard copy. True copy of the same shall be dispatched and entry shall be made in the Mailing Register with reference number and date. The officer making the correspondence will retain the copy in the office. Any person declared officer/ authorized by the head of the department can use this type of letter. A general format is placed at **Annex-I**.
- ii. **Notification.** - It is an official announcement about the policy, rules and regulations, constitution of statutory and non-statutory bodies, appointment of members of the various bodies, appointment on leadership positions and official intimations like result declaration etc. approved by the Competent Authority. These may include the notifications concerning academic calendar, notification of gazetted holidays and instructions etc. This kind of letters shall be issued under the signatures of Heads of the Departments concerned. However, notifications concerning policies, rules and regulations will be effective only if issued by the Registrar office. Template is placed at **Annex-II**.
- iii. **Circular.** - This letter is used to disseminate information and may be issued by heads of the departments and other authorized officers (**Annex-III**).
- iv. **Certificates.** – These shall be issued at University level only. Only the Registrar and Rector are authorized for the same (**Annex-IV**).
- v. **Meeting Notice.** - This type of letter is used to call the meetings of the various bodies and committees. At University level all notices shall be issued by the Registrar office. In other cases, Secretary of the body or Committee will issue meeting call up notices as per the format (**Annex-V**).
- vi. **Agenda and working papers.** - These are explanatory notes for presentation before the statutory and non-statutory bodies. Preparation and issuance of such documents/ papers falls in the purview of designated Secretary or Convener of the body/ committee as the case may be. Specifications are attached at **Annex-VI**.
- vii. **Proceedings / Minutes.** - Proceedings of every meeting shall be recorded in the form of minutes clearly mentioning the details of recommendations and decisions made. The minutes shall be initiated by the Secretary or a person designated by the Chairman of the body concerned and shall be confirmed/ authenticated by the Chairman/ Convener before circulation. Pattern given at **Annex-VII** may be used.
- viii. **Covering letter.** – **Annex-VIII**.
- ix. **Nomination letter.** – **Annex-IX**.
- x. **Memorandum of Understanding.** - MoUs are the official documents which bind two organizations or the parties in certain arrangements of mutual interest. A University Template is placed at **Annex-X**.

### **3. General Instructions**

- i.** All outbound communication shall be vet by the Registrar, in case of signatory other than Registrar on a letter head of the University. For this purpose draft of the letter shall be submitted to him for approval.
- ii.** In case, the communication is being made with Regulatory bodies or Government the draft shall be approved by the Rector.
- iii.** No officer than Registrar should make correspondence on the official letter head unless permitted.
- iv.** For internal communication, letter head without mono should be used.
- v.** Section heads of the Registrar office, in terms of availability, can sign the official correspondence in the order of seniority.
- vi.** Decent and moderate language with proper salutation shall be used. Intemperate or aggressive use of language comes under the definition of indecent behaviour, and may prompt disciplinary proceedings under relevant rules.
- vii.** Emails and use of other social media platforms should be readily acknowledged.
- viii.** Body of the letter should clearly mention the subject of the letter, purpose and objectives of correspondence and required feedback.
- ix.** Font size of 11 for body and 12 for subject should be used.
- x.** A reminder may be issued after 7 days if no response from the quarters concerned is received. After 3<sup>rd</sup> reminder, matter shall be referred to the Rector for non-compliance of the instructions and appropriate corrective measure shall be taken.

### **4. Authorized Officers**

- i.** By virtue of his strategic position, the Registrar is responsible to safeguard the sanctity of common seal of the university; which in an-other sense is insignia of the University. Insignia born letters should therefore be used sparingly with utmost caution. Following officers are authorized to use the same:
  1. Rector
  2. Pro Rector
  3. Registrar office
  4. Office of CoE
  5. Director Finance
  6. QEC and
  7. ORIC
  8. Deans/ Principals/ Chairmen of the Departments when they are required to correspond directly with Accreditation bodies and International or Local institutions for the purposes of academic linkages.
- ii.** Heads of the departments/ Section In-charges of admin offices for internal communication are not authorized to use Letter Heads. Their correspondence will take place on plain papers showing Name of the Department and University's Title.
- iii.** No office except the office of Registrar will communicate directly with outside agencies, Patron's office, Government's offices and HEC/ PHEC etc.
- iv.** All legal matters shall also be routed through Registrar office.

## **5. Instructions Regarding Draft**

A draft is a prototype of original letter, it should be presented to the next higher office for approval as per following protocol:-

- a. It should be typed in Times New Romans with the font size of minimum 11.
  - b. Line spacing should be 1.5 or more, leaving sufficient space for writing notes by the next officer.
  - c. It should generally be written/ typed by the Section In-charge and put up to the Head of the Department for approval.
  - d. For draft, letter head shall not be used.
  - e. Draft of BoG matters will be submitted by Registrar to the Chairman BoG through the Rector's office and Chairman BoG will approve the submitted drafts.
  - f. Drafts reading Academic Council shall be approved by the Registrar.
  - g. Drafts of Boards of Faculties and all other academic bodies shall be approved by the Additional Registrar.
  - h. All notifications pertaining to policies, rules and regulations shall be put up in the shape of drafts to Registrar, who may approve or seek the approval of Rector or Chairman BoG, as the case may be, in view of the importance of case in hand.
  - i. All out bound correspondence / mail shall be approved as a draft by the Registrar.
6. All offices / Departments shall use the specified templates for correspondence.

## APPENDIX

<b>Sr.No.</b>	<b>Description</b>	<b>Annexure</b>
1.	Template of General Letter	<b>Annex-I</b>
2.	Template of Notification	<b>Annex-II</b>
3.	Template of Circular	<b>Annex-III</b>
4.	Template of Certificate	<b>Annex-IV</b>
5.	Template of Notice for Calling a meeting	<b>Annex-V</b>
6.	Template of Agenda	<b>Annex-VI</b>
7.	Template of preparing Working Papers	<b>Annex-VI</b>
8.	Template for writing minutes of the meeting	<b>Annex-VII</b>
9.	Template of Covering letter	<b>Annex-VIII</b>
10.	Template of Nomination Letter	<b>Annex-IX</b>
11.	Template for Memorandum of Understanding	<b>Annex-X</b>



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
17 KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21  
Date: July 30, 2021

**Addressee's Name**

Address Line 1  
Address Line 2  
City

**Subject: Give the letter a caption according to the main idea of your message**

**Reference:** Writing the heading of 'Reference' always open the discussion by giving reference of correspondence, either your own or from the addressee.

2. The body of the letter should contain introductory paragraph, issue in hand and what is required from the addressee of your letter. Keep it precise and brief. Moreover, decent and temperate language should be used.
3. For convenience sake and show coherence, number the paragraph as in this case. Always indent the paragraph to show shift of discussion.
4. Line spacing should be 1.5 or 1.15 at the minimum.

Add remarks like Looking Forward, With kind regards, Best wishes etc.

**(NAME OF THE SENDER)**  
**DESIGNATION**





**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
17 KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21  
Date: July 30, 2021

**NOTIFICATION**

The (Authority Name) on the recommendation of (sub-ordinate authority) has been pleased to approve the (policy/curriculum/rules/regulations/statutes) for implementation at (name of the Department/College/Sub-campus or the Superior University) w.e.f Academic Session ( Current Year-Following Year).

2. The approved policy/document (under discussion) is attached at Annex-A.

(Name of Officer)  
DESIGNATION

**No. and Date Even**

Copy is forwarded to the following for information and further necessary action please:

1. All Deans/ Chairmen/ Principals/HoDs
2. All Heads of the administrative offices/Departments
3. Concerned Department
4. Concerned Body's file
5. Notification file

(Name of the Section Incharge)  
DESIGNATION

CC.

1. PS to Chairman BoG
2. PS to Rector



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE [ REGISTRAR/DEAN/CHAIRMAN/PRINCIPAL etc.]**  
17 KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21  
Date: July 30, 2021

**CIRCULAR**

The (Authority Name) is pleased to announce the policy on (for example COVID SoPs) for implementation at (name of the Department/College/Sub-campus or the Superior University) with immediate effect.

2. The approved policy/document (under discussion) is attached at Annex-A. All are requested to ensure compliance.

(Name of Officer)  
DESIGNATION

**No. and Date Even**

Copy is forwarded to the following for information and further necessary action please:

6. All Deans/ Chairmen/ Principals/HoDs
7. All Heads of the administrative offices/Departments
8. Concerned Department
9. Concerned Body's file
10. Notification file

(Name of the Officer)  
DESIGNATION

CC.

3. PS to Chairman BoG
4. PS to Rector



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR [Branch Name]**  
 17 KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21  
 Date: July 30, 2021

### Bonafide Certificate

This is to confirm that Mr./Miss....ABC son / daughter of..... is a bonafide student of this University. He/ She is studying/ has been studying at the (name of Department) in BS/MS/PhD program. He / She is registered vide Registration No..... His/ Her session of study is/ was 2017-21.

[ Similarly, contents of the certificates can be changed as per the requirement of the individual. Certificate may be issued for Experience, Commendation of Services for employees and English Proficiency Certificate etc. for students as the case may.]

[ For example, in case of **Experience Certificate** following wording may be used]

This is to certify that Mr./Mrs./Miss/Dr. .... S/O / D/O ..... has served/ has been serving this University since..... He/ she has served this Institution on the following positions:

1. AAAAAA w.e.f -----to .....
2. BBBB w.e.f..... to.....
3. CCCC w.e.f..... to.....

He/ she has served this University with utmost dedication and hard work. We wish him/ her best of luck for future endeavors.

(Name of the Officer)  
 DESIGNATION

Issued vide No. and Date Even to:-

1. Above named student
2. Office File



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR [Branch Name]**  
17 KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21  
Date: July 30, 2021

NOTICE FOR MEETING

A meeting of the [ Name of the Board/ Council/Committee etc.] shall be held on [DATE at Time ] in the [Venue], the Superior University Lahore. [Name of the Officer], Rector/Dean/ Principal/HoD, [ Name of the office/ Department] shall preside over the meeting.

**AGENDA:**

1. Consideration of case of..... for approval.
2. Current work, if any.

All the below mentioned officers are requested kindly to attend the meeting.

**(NAME OF THE OFFICER/ SECRETSRY)**  
**DESIGNATION**

**DISTRIBUTION:**

- |       |                      |                       |
|-------|----------------------|-----------------------|
| (i)   | Name and designation | Chairman/<br>Convener |
| (ii)  | Name and designation |                       |
| (iii) | Name and designation |                       |
| (iv)  | Name and designation |                       |
| (v)   | Name and designation | Secretary             |

**C.C.**

- PS to Rector
- PS to Registrar



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR [Branch Name]**  
 17 KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21  
 Date: July 30, 2021

**NOTICE FOR MEETING AND AGENDA**

Kindly refer to this office Notice No. 1-07 /ABC /EF/21 dated **July 30, 2021**.

[**Number of the Meeting**] meeting of the Academic Council of the Superior University, Lahore will be held on [**Day**] [**And Date**], [**Year**] at [**Time A.M/PM**] in the [**Venue – Complete address**] of the Superior University, Lahore. Following agenda shall be discussed:

Item No.	Subject	Page No.
1	Confirmation of minutes of [ number of previous meeting] of the Academic Council held on [ Date].	01 –
2	Reporting of actions taken on the minutes of [previous number] meeting of the Academic Council held on [date].	03–
3	Current Work, if any.	--

**(NAME OF THE OFFICER/  
 SECRETSRY)  
 DESIGNATION**

**DISTRIBUTION:**

- |                         |                       |
|-------------------------|-----------------------|
| 1. Name and designation | Chairman/<br>Convener |
| 2. Name and designation |                       |
| 3. Name and designation |                       |
| 4. Name and designation | Secretary             |

**C.C.**

- PS to Rector
- PS to Registrar

**Working Paper**

**CONFIRMATION OF MINUTES OF [Number of the meeting] MEETING OF THE ACADEMIC COUNCIL HELD ON [DATE]**

The minutes of 35<sup>th</sup> meeting of the Academic Council held on [Date] were circulated among the members of the Academic Council after authentication by the Rector, the Superior University, Lahore. No observation from any honorable member of the Academic Council has received within 10 days of circulation of the proceeding i.e; stipulated time period.

**Point for Consideration**

The minutes of 35<sup>th</sup> meeting of the learned Council (Annex-‘A’) are placed before the Academic Council for confirmation.

**REPORTING OF ACTIONS TAKEN ON THE MINUTES OF 35<sup>th</sup> MEETING OF THE  
ACADEMIC COUNCIL HELD ON [DATE]**

<b>Item No.</b>	<b>Subject</b>	<b>Page No.</b>
<b>1.</b>	Confirmation of minutes of 35 <sup>th</sup> meeting of the Academic Council held on [Date].	Confirmed and placed on record.
<b>2.</b>	Reporting of actions taken on the minutes of 35 <sup>th</sup> meeting of the Academic Council held on [Date].	Noted by the Academic Council
<b>3.</b>	Consideration of minutes of meeting of BOF in Social Sciences held on [Date].	Decision conveyed to the relevant office vide No. SU/Acad/ 01 dated .....
<b>4.</b>	Consideration of case regarding grant of extra chances to MBBS students	Decision conveyed to the Principal and Controller of Examinations vide No. SU/Acad/02 dated .....
<b>5.</b>	Consideration of case .....	Decision conveyed to the Controller of Examinations vide No. SU/Acad/03 dated ...
<b>6.</b>	.....	.....



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE [ REGISTRAR/DEAN/CHAIRMAN/PRINCIPAL etc.]**  
 17-KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21  
 Date: July 30, 2021

**MINUTES OF THE 35<sup>th</sup> MEETING OF THE ACADEMIC COUNCIL HELD ON....[DATE] IN THE [VENUE] , THE SUPERIOR UNIVERSITY, LAHORE**

35<sup>th</sup> Meeting of the Academic Council of the Superior University, Lahore was held on ..... in the Conference Room of Corporate Office, 44-L, Gulberg-III, Lahore at 10:00 A.M. Dr. Sumaira Rehman, the Rector presided over the meeting. Following attended the meeting:

**PRESENT:**

**Give a list of present members/ co-opted members in order of seniority or as per constitution starting from the name of Chairman/ Convener and ending at the name of Secretary of the meeting.**

Name and designation	Chairman/ Convener
Name and designation	
Name and designation	
Name and designation	
Name and designation	Secretary

The meeting started with recitation of Holy Quran by [Give Name]. The Chair then opened the discussion with opening address. He /She welcomed the member and informed the house about the objectives of this meeting. He/ she gave the highlights of development during the intervening period **[note some points/ instances keeping in view the importance of discussion]**.

The Chair then directed the [Secretary] to present the agenda item wise. Following discussions and decisions were made:

**Item No.01 CONFIRMATION OF MINUTES OF [Number of the meeting] MEETING OF THE ACADEMIC COUNCIL HELD ON [DATE]**

**Decision:**

The Academic Council discussed the minutes of 35<sup>th</sup> meeting of the Academic Council held on [Date] in detail and unanimously approved / confirmed the same.

**Item No.02 REPORTING OF ACTIONS TAKEN ON THE MINUTES OF 35<sup>th</sup> MEETING OF THE ACADEMIC COUNCIL HELD ON [DATE]**

**Discussion:**

The Academic Council was briefed about the decisions taken in the previous meeting one by one.



**Decision:**

The Academic Council noted the actions taken on the minutes of previous meeting with satisfaction.

**Item No.03 CONSIDERATION OF CASE REGARDING [ Description of the case]**

**Discussion:**

Give a brief of the discussion, picking only essential points from the discussion. Points raised by the members which are worthy of further deliberation must not escape the attention of writer of the minutes.

**Decision:**

The Academic Council noted the actions taken on the minutes of previous meeting with satisfaction.

**Concluding/ ending paragraph**

The meeting ended with vote of thanks to and from the chair.

**SECRETARY**

**Confirmed by**

**(NAME OF THE CHAIR /CONVENER)  
DESIGNATION**



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR/ DEAN/PRINCIPAL** [as the case may be]  
17-KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21

Date: July 30, 2021

**Name of the Member**

Address Line 1

Address Line 2

City

**Subject: Minutes of the 35<sup>th</sup> Meeting of the Academic Council Held on [Date]**

**Reference:** Kindly refer to letter No. [ Notice Number] dated [Date].

Please find enclosed herewith the minutes of the 35<sup>th</sup> Meeting of the Academic Council held on [Date] for information and necessary action please.

With profound regards,

**(NAME OF THE SENDER)**  
**DESIGNATION**

CC.

1. PS to Rector
2. Relevant File



**THE SUPERIOR UNIVERSITY**  
**OFFICE OF THE REGISTRAR/ DEAN/PRINCIPAL** [as the case may be]  
17-KM Raiwind Road, Lahore (Pakistan)

No. 1-07 /ABC /EF/21

Date: July 30, 2021

**APPOINTMENT/ NOMINATION AS MEMBER OF THE [NAME OF THE BODY]**

My Dear [ Write name of the addressee and Assalam o Alaikum in Urdu with ink ]

This gives me immense pleasure to inform that the Rector of the Superior University, Lahore has been pleased to nominate your good self in the Board/ Committee of this University for a period of three years. Please find enclosed herewith the notification of [ name of the body] duly notified on [date] for your kind perusal and future reference.

To introduce you with this highest seat of learning, I may inform that the Superior University is one of the fastest growing University in Pakistan which is known for its innovative teaching strategies highly appreciated across academic circles. It has unique set of value propositions and teaching pedagogies providing hands on training through 3U1M (three years in the University and one year in the market) program and Entrepreneurial Teaching and Training Program etc.

We believe, with your inclusion in our policy formulation and decision making process will help us achieve more milestones. We therefore express heartiest gratitude and look forward to your scholarly contribution at the Superior University, Lahore.

With profound regards,

**(NAME OF THE SENDER)**  
**DESIGNATION**

**Name of the Newly Appointed Member**

Address Line 1

Address Line 2

City

CC.

1. PS to Rector
2. Relevant File

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**The Superior University, Lahore, Pakistan**  
**and**  
**(Name of the other Party)**

This Memorandum of Understanding (MoU) between (name of the University) and (name of other party) sets forth the terms and conditions for collaboration in mutually agreed areas of cooperation between two organizations, introduced below:

**THE SUPERIOR UNIVERSITY, LAHORE**

The Superior University, Lahore, herein after called the First Party, where ever required, is a private sector university based at Lahore. It was established vide The Superior College Lahore Act,2004, promulgated by the Government of Punjab in (Month),2004 and upgraded as University vide the Superior College Lahore (Amendment) Act, 2021 with the amendment introduced in Section 4 of the Act *ibid*.Its main campus and two other campuses; XXXXX and XXXX are situated at (Location) \_-----

Brief profile of the University----- [ State some relevant points] for extending cooperation.

The University is expected to attain a national distinction by synergizing academia with economy as it is playing a pivotal role in socio-economic development of Lahore city and Punjab Province.

The Rector is the chief executive officer of the University, whereas Board of Governors is the highest authority/ governing body of the University.

**NAME OF SECOND PARTY**

-----**Introduction and Profile**-----

**PURPOSE OF MoU**

**State -----Why do you want to enter in this agreement.**

**OBJECTIVES**

This collaborative agreement (MoU) concerns the subject area of joint teaching, practical training and research collaboration, and may include the following activities:

1. That the University & \_\_\_\_ intend to launch master/ research degree program in [mention the fields] agreed between both the two organizations given that, the the Focal Persons [nominated hereunder] met at operational level on.....[date] and came up with the set of recommendations for mutual cooperation, inked hereinafter. Afterwards, a

joint meeting of the First Party and representatives of [Second Party] was held on [Date] in the Conference Room of the Superior University, Lahore for thorough deliberation and reaching the consensus. WHEREFORE it has been concluded;

2. That the First Party will extend its professional educational services to the School. However, the details/ contents of professional programs will be kept classified by the both parties of this MoU.
3. That to coordinate joint research ventures, new professional programs and disciplines will be initiated and curriculum may thus be developed with the mutual understanding of both the parties.
4. The academic courses and their nomenclature for use by both the Parties shall be approved by the relevant statutory bodies of the University concerned, after the recommendation are made by the relevant Board of Studies and Board of Faculty.
5. Cooperation will be extended for organizing seminars, academic interactive sessions, and other professional development activities by the Parties.
6. Any new clause can be added, amended or deleted subsequently in this Memorandum of Understanding with the mutual consent of both the parties.

### **IMPLEMENTATION**

1. Each Institution through a separate notification shall designate a Liaison Officer to develop and coordinate specific activities or programs. The terms of such mutual assistance and the necessary budget for each specific program and activity that is to be implemented under the terms of this MoU shall be discussed and agreed, and written into a legally binding agreement prior to the initiation of the program or activity and any such agreement shall be reviewed at agreed intervals.
2. Any proposals for programs leading to a University award, other than cited above, wholly or partly delivered at the site of, or by staff of, the Parties that may be discussed and agreed under the conditions of this MoU shall be the subject of a separate legally binding agreement to be signed prior to the initiation of the program(s) and any such agreement shall be reviewed at agreed intervals preferably before the start of new academic session each year.
3. In addition, dealing with the situation arising under Memorandum of Understanding, the matter will be decided by the RECTOR of the Superior University, upon recommendations by the Focal Person.
4. Mr./Miss. ABC has been designated as Focal Person from the First Party, whereas Mr./ Miss CDE will represent the Second Party.
5. Progress and effectiveness of the MoU shall be reviewed on annual basis.

### **INTELLECTUAL PROPERTY RIGHTS, RESULTS AND PUBLICATIONS**

Each party shall continue to remain the sole proprietor of all materials it contributes in any joint effort / project. The parties will work together to negotiate appropriate licensing terms.

**DURATION AND TERMINATION**

- a) This MoU shall become effective on the date of signing by both the parties and shall be initially valid for 10 years or till the affiliation remains alive (whichever is earlier).
- b) Any change to this MoU shall be subject to the mutual consent of both the parties.
- c) This MoU may be terminated by either party at any time provided that the party desirous to terminate will serve notice of its intention at least six months prior to termination.
- d) That after the execution of this Memorandum of Understanding, both the parties shall be bound to maintain the present status until the parties desire to terminate the Memorandum.
- e) Nothing in the above MoU shall be construed as legally binding or sued in the court of law.
- f) In case of any activity still under execution/ progress, it would be the joint responsibility of each Party to complete the said activity swiftly and amicably.

**CONFIDENTIALITY**

During the term of this MoU, each party shall maintain the confidentiality and shall not disclose to any person the terms of this MoU or any information or materials supplied or made available in connection with this MoU, without the prior consent of the other party provided that the parties may disclose such information as required by law or to its professional advisers.

**PUBLIC STATEMENTS**

The parties acknowledge the merits of positive publicity but they recognize that neither party should make any press announcements or public statement about the proposals in this MoU which have not been agreed in advance by the other party.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized by their respective organizations, sign this MoU, on Twenty First day of [Month], [Year].

\_\_\_\_\_  
NAME  
REGISTRAR/ Authorized Officer  
The Superior University, Lahore

\_\_\_\_\_  
NAME  
DESIGNATION  
Name of the Second Party

Dated: \_\_\_\_\_, 2021  
At LAHORE