

Table: List of Policy Documents to be produced to the RIPE

SNo.	Policy Title (The titles should be as per University's own approved titles)	Approving body	Meeting No. with Date of approval	Registrar notification and circulation reference No. with date	Weblink of availability on university website	Hard to be placed on Table vide Flag No.
	HU Conflict of Interest Policy	Syndicate	55 th 8-10-2022	4(1)HU/Reg//2022/1871 dated 20-10-2022		
	Harassment on work place policy					
	Exploitation of junior/senior/students/male/female policy					
	Research and Publication Policy	Committee constituted for revising.				
	Quality Assurance Policy of the University (own policy)	Revised, recommended by IQC. Awaiting Syndicate approval.				
	University Plagiarism policy (own policy beside the HEC broad policy)	HEC APC adopted. HU draft prepared, in process for finalization.				
	Security & Safety policy					
	House Rules					
	Spouse Rules					
	...					

Academic

-7 Academic

Table: List of Rules to be produced to the RIPE

SNo.	Regulation Title	Approving body	Meeting No. with Date of approval	Registrar notification and circulation reference No. with date	Weblink of availability on university website	Hard to be placed on Table vide Flag No.
1	HU Graduate Programs Regulations & Procedure (Revised 2023)	Syndicate	62 nd (9-12-2023)	4(170)Reg/2023/2831 dated 21-12-2023		
2	HU Rules for appointment against deceased employees quota Rules 2023	Syndicate	61 st (26-08-2023)	4(170)Reg/2023/1997 dated 11-9-2023		
3	HU Transport Rules 2023	Syndicate	61 st (26-08-2023)	4(170)Reg/2023/1997 dated 11-09-2023		
4	Hostel Regulations					
5	Rules Code of Ethics for Faculty					

Academic

Establish/Meeting

Meeting

- 1) Rules of Business of Senate
 2) " " " " Syndicate
 3) Transport Rules are placed opposite.

Receipt may be acknowledge

DR (E)

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Code of Ethics					
Students					
Financial Regulations					
Rules Conduct of Examinations					
Rules for appointment of examiners and remuneration					
Rules Benevolent Fund					
Rules related to Provident Fund					
Rules related to Endowment Fund					
Rules pertaining to Academic Costume					
Rules pertaining to the Convocation					
Rules relating to the Institution and Administration of Research Fund of the University					
Rules/Statutes relating to duties of Deans, Chairmen Hazara University					
Rules for the Allotment of University Residences					
Rules pertaining to use of Library					
Rules relating to duty of Superintendent					
Rules/Statutes pertaining to Meritorious Professor					
Regulations for the Award of Gold Medal to the Students					
Student conduct & Discipline Regulations					
Medical Regulations					
Rules/Regulations to Scrutiny of applications for employment and conduct of Selection Board					

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Pr. of H. U. / Academy

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S. B.

Table: List of Regulations to be produced to the RIPE

Table: List of Rules of Business of Authorities (Senate, Syndicate, Academic Council and Statutory Bodies)

SNo.	Title	Approving body	Meeting No. with Date of approval	Registrar notification and circulation reference No. with date	Weblink of availability on university website	Hard to be placed on Table vide Flag No.
1	Rules of Business of Senate	Syndicate	50 th (1-4-2022)	4(170)HU/Reg/2022/1750 dated 26-4-2022		
1	Rules of Business of Syndicate	Syndicate	23 rd (28-5-2013)	4(1)HU/Reg/2013/1638 dated 11-7-2013		
	Rules of Business of Academic Council	Syndicate	23 rd (28-5-2013)	4(1)HU/Reg/2013/1638 dated 11-7-2013		
	Rules of Business of BOF(s)	Nil				
	Rules of Business of BOS(s)	Nil				
	Rules of Business of Finance & Planning Committee	Nil				

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+ Finance:

2.4 LIST OF SENIOR LEADERSHIP

Sanction post(s) (BPS-19/20/21 admin leadership) i.e.g. Registrar C/E Director Research etc)	Permanently filled (Additional temporary arrangement shall not be mentioned in these columns)		Last advertised date and newspapers	Action on advertised/ Syndicate decision (Working paper & minutes as evidence)	Legible Senior(s) in row for promotion (List the names as evidence)	Last promotion board held and reason for non promotion from existing officers of the University (Solid and cogent reason, with evidence)	Officers due for Time Scale Promotion (List names)
	Filled Date*	Vacant Date					
Registrar (20)	-	2019	04-03-2019 The Daily Jhang	Withdrawn	-	No provision in statutes for promotion to the post of Registrar.	-
Treasurer (20)	-	2019	04-03-2019 The Daily Jhang	Withdrawn	-	No provision in statutes for promotion to the post of Treasurer.	-
Controller of Examinations (20)	05-08-2022	-	13-04-2022 The News, Aaj, Pakistan	Approved the recommendations of the Selection Board meeting held	Syed Arif Shah directedly appointed on merit.	No provision in statutes for promotion to the post of Controller of Examinations.	-

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RULES OF BUSINESS OF SENATE 2018



HAZARA UNIVERSITY, MANSEHRA
PAKISTAN

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Assistant Registrar (Meetings)
Hajra University Mansehra

RULES OF BUSINESS OF THE SENATE, HAZARA UNIVERSITY - 2018

1. Short title and commencement

1.1 These rules may be called the Rules of Business of the Senate Hazara University, framed under Section 31(1) of Khyber Pakhtunkhwa Universities Act 2012.

1.1 (a) "Act" means the Khyber Pakhtunkhwa Universities Act, 2012.

1.2 These Rules shall come into force at once.

2. Definitions

2.1 In these rules unless there is anything repugnant in the subject or context:

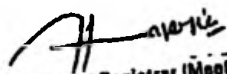
- a. "Senate" means the Senate of Hazara University constituted under Section 19(1) of the Act.
- b. "Chancellor" means the Chancellor of Hazara University in terms of Section 9(1) of the Act.
- b-(i) "Convener" means Convener of the Senate as provided in Section 19(4) of the Act.
- c. "Pro-Chancellor" means Convener of the Minister of the relevant Administrative Department of Government as provided in Section (3) of the Act.
- d. "Member" means member of the Senate as provided under the Section 19(1) of the Act.
- e. "Chairperson" means the Chancellor under Section 19(1), 19(1)(a) of the Act.
- f. "Secretary" means the secretary to the Senate under Section 13(4)(a) of the Act.
- e. "The Quorum" means the quorum of the Senate as laid down under Section 19(6) of the Act.

2.2 All other expressions shall have the same meanings as assigned to them and as defined under section-2 of the Act or the Statutes.

3. Ordinary Meeting

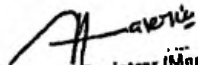
- 3.1
- a. As prescribed under Section 19(3) of the Act "the Senate shall meet at least twice in a calendar year" on dates to be fixed by the Vice Chancellor with the consent of the Chancellor as prescribed under Section 19(3) of the Act.
 - b. The quorum for a meeting shall be two-third (2/3) of the total members. A fraction being counted as one excluding the non-existent categories, wherever applicable.

3.2 At least fifteen days' notice shall be given to members for a meeting.


Assistant Registrar (Meetings)
Hazara University Mansabura

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4. **Agenda /Working Papers**
 - 4.1 The agenda and working papers for the meeting shall be prepared by the secretary with the approval of the Vice Chancellor a month before the date of the meeting.
5. **Circulation of Agenda**
 - 5.1 The approved agenda and working papers shall be sent to the members at least fifteen days before the meeting.
6. **Budget meeting**
 - 6.1 The budget meeting shall be held in the third week of June every year on the date to be fixed with the consent of the Chancellor.
7. **Special meeting**
 - 7.1 A special meeting of the Senate may be called by the Chancellor, or on the request of one-third of the members to discuss a particular issue. Agenda for such meeting shall be circulated at least a week before the meeting.
8. **Emergency meeting**
 - 8.1 An emergency meeting of the Senate may be called by the Chancellor, or on the request made by two-third of the existing members of the Senate. Agenda for such a meeting shall be circulated at least three days before the meeting.
9. **Additional Items of the Agenda**
 - 9.1 Any member may propose an item for the agenda, which may be included in the agenda with the approval of the Vice Chancellor, provided it is received seven days before the meeting and is otherwise admissible under section-20 of the Act.
10. **Conduct of meetings**
 - 10.1 In absence of the Chancellor, meetings of the Senate shall be presided over by such member of the Senate, other than employee of University, as the Chancellor may, from time to time, nominate. The member so nominated shall be the Convener of the Senate under Section 19(4) of the Act.
 - 10.2 The Registrar, or in his/her absence, the Additional Registrar or the Deputy Registrar shall act as the Secretary of the Senate.
 - 10.3 Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairperson.


Assistant Registrar (Meetings)
Hazara University Mansohra

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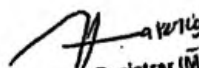
- 10.4 The Chairperson shall control the order in which members of the Senate may address the meeting and the manner in which the business of the house may be conducted.
- 10.5 Members when speaking shall address the Chairperson. No member shall, without special leave from the Chairperson, speak more than once on the same proposition.
- 10.6 No member shall address the meeting on the issue after the Chairperson has called for vote.
- 10.7 All matters shall be decided by simple majority of the members present. In the event of the members being evenly divided on any matter, the person presiding over the meeting shall have a casting vote.

1. Motions / Resolutions / Amendments

- 11.1 Proposals submitted to the Senate and entered upon the notice of meeting, shall be dealt with as motions before such a meeting without being proposed and seconded.
- 11.2 Every other motion or resolution relating to the items on the agenda or amendment shall be reduced to writing and read out by the mover and shall be delivered to the secretary. Every such motion that is not seconded shall drop.
- 11.3 In the event of no member wishing to speak on the motion or in respect of any amendment or after such discussion on any such motion or amendment, as the Chairperson considers sufficient, the Chairman shall proceed to put the motion to vote.
- 11.4 When there is an amendment, the amendment shall be first put to vote; if the amendment is lost, and no further amendment is proposed, the original motion shall be put to the vote.
- 11.5 Should any amendment be carried, the proposal as amended shall be stated from the Chairperson and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as hereinbefore provided. No more than one amendment shall be put to vote at any one time.
- 11.6 Any motion or amendment may be withdrawn with the consent of the Senate, if the mover so desires.

12. Validation of the Proceedings

- 12.1 The proceedings of the Senate shall not be invalidated on the ground that any member did not receive the notice of agenda and working papers or both for meeting of the Senate.


Assistant Registrar (Meetings)
Hazara University Mansehra

13. Record of Proceedings

13.1 The Secretary shall record the proceedings/minutes and shall submit them to the Vice Chancellor for signature.

13.2 Two master copies shall be kept under lock and key in the office of the Vice Chancellor and the Registrar. Every page of the master copies shall be signed by the Secretary and counter-signed by the Vice Chancellor.

14. Circulation of Proceedings

14.1 The proceeding / minutes duly signed by the Vice Chancellor and Secretary shall be circulated amongst all members within ten days of the meeting for information and observations, if, any.

15. Discrepancy in the decision taken and the record thereof

15.1 The members shall communicate their observations, if, any, within seven days of receipt of the proceedings / minutes.

15.2 The proceedings/minutes shall be submitted to the Chancellor along with copies of observations communicated to members for consideration/approval. In case observations of a member are agree to, the same shall be incorporated in proceeding/minutes.

15.3 If the Chancellor did not agree with the observations, the decision of the Chancellor shall be communicated to member concerned. If the member is still unsatisfied, he/she shall in writing inform the Secretary to this effect and the matter shall be placed before the Senate in its next meeting, without prejudice to the action taken.

16. Follow up of the decisions

16.1 The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections for information and necessary action.

16.2 Action taken on the decisions of the preceding meeting of the Senate shall form part of the Agenda of the ensuring meeting of the Senate.

16.3 Proceedings / minutes of the meeting shall be placed before Senate in the ensuring meeting for confirmation.

17. Reconsideration of the previous decision

17.1 Any previous decision of the Senate shall not ordinarily be re-considered within one year of the decision of the Senate in subsequent meetings without the


Assistant Registrar (Meetings)
Harare University Manshura

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permission of the Chancellor, or unless a written request is received from two-third of the existing members of the Senate for re-consideration.

18. Confirmation of the minutes

18.1 The minutes of the meeting of the Senate shall be placed before ensuing meeting for confirmation along with the compliance report as described in para 16.2 above

19.1 The term of office of an elected/appointed/nominated member shall commence from the date of notification as provided under Section 43(1) of the Act.

19.2 A member who has accepted any other assignment which necessitate his absence from the University for a period of six months or more, or absents himself from two consecutive meetings without the leave of such authority, he shall be deemed to have resigned and vacated his seat as provided under Section 43(2) of the Act.

20. Addition / Modification in the rules of Business

20.1 The rules may be added to, changed or modified from time to time at the discretion of the Senate.


Assistant Registrar (Meetings)
Hazara University Mansehra

**RULES OF BUSINESS OF SYNDICATE 2017
(AMENDED 2022)**



**HAZARA UNIVERSITY, MANSEHRA
PAKISTAN**

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**RULES OF BUSINESS OF THE SYNDICATE, HAZARA UNIVERSITY – 2017
(AMENDED-2022)**

1. Short title and commencement

- a. These Rules may be called “Rules of Business of the Syndicate, Hazara University – 2017”, framed under Section 31(1) of Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).
- b. These rules shall come into force at once.

2. Definitions

2.1 In these rules unless there is anything repugnant to the subject or context

- a. “Meeting” will mean the meeting of the syndicate.
- b. “Member” will mean the member of the syndicate.
- c. “Quorum” will mean the quorum of the syndicate laid down under section 22(3) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).
- d. “The Secretary” will mean the Registrar as prescribed under Section 13(4)(a) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).

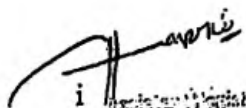
2.2 All other expressions shall have the same meaning as assigned to them under section 23 of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).

3. Ordinary meeting

- 3.1 The meeting of the syndicate shall be held on dates; place of meeting and time as may be approved by the Vice Chancellor from time to time.**
- 3.2 The quorum for a meeting of the Syndicate shall be two-third of the total number of members, a fraction being counted as one excluding the vacant categories (refers Section 22(3) of the Act).**
- 3.3 The Syndicate shall meet at least once in each quarter of the year (refers Section 22(4) of the Act).**

4. Notice of a meeting

The secretary shall, with the approval of the vice-chancellor, prepare the agenda for a meeting of the syndicate and notify the meeting at least two weeks before the date approved.


i Registrar (Hazard) Hazara University
Hazard University

5. Circulation of agenda

The secretary shall circulate the agenda of the meeting and the relevant working papers/explanatory statements among the members by post or through a special messenger at least one week before the meeting.

6. Supplementary agenda

If the occasion so demands, supplementary agenda may be issued by the secretary with the approval of the vice-chancellor three days before the meeting.

7. Additional items of the agenda

A member of the syndicate may, with the permission of the vice-chancellor, propose an item to be considered at a meeting in addition to the items already on the agenda. For such an item previous notice to the members of the syndicate would not be considered necessary.

8. Proposals by members

If a member so desires, he may propose in writing the consideration of any item in a meeting at a notice of at least fifteen days before the anticipated meeting and send his proposal to the secretary. If the proposal is otherwise admissible under the provision of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016), or the statutes and Regulation of the university in force, he may include the item in the agenda with the approval of the Vice Chancellor.

9. Special Meeting

A special meeting of the syndicate may be called by the Vice-Chancellor whenever in his /her opinion the occasion so demands. Agenda for such a meeting shall be circulated at a three days' notice.¹

10. Emergency Meeting

An emergency meeting of the syndicate may be called by the Vice-Chancellor whenever in his /her opinion the occasion so demands. Agenda for such a meeting shall be circulated at a four days' notice.

11. The Vice-Chancellor shall preside over the meeting of the syndicate and determine speaking and conduct of business.

12. Procedure If Quorum is Not Available

If in a meeting, the quorum is not available, another meeting of the syndicate may be called with the same agenda on next day when the quorum is complete.²

¹ Amended vide agenda Item No. 5 of 50th Syndicate held on April 01, 2022

² Amended vide agenda Item No. 5 of 50th Syndicate held on April 01, 2022

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Registrar (Meetings)
Date: 01/04/2022

13. Decision by Majority Vote

Every matter under consideration in the meeting shall be decided by a simple majority of votes of members present by a voice vote, show of hands or under special circumstances, if so, decided by the Vice-Chancellor, by secret ballot. Any decision arrived at shall not be vitiated simply because a vacancy has not been filled up or because a member has not been correctly appointed.

14. Opinion By Circulation of Papers

"The Vice-Chancellor is authorized to send case/cases which are routine and not have controversial nature to the members by post for their opinion by circulation of relevant papers. In such cases the Vice-Chancellor shall be authorized to take action according to the ultimate consensus of majority of opinion received.

15. Casting vote:

In case of a tie in voting in a meeting, the Vice-Chancellor shall have a casting vote in addition to the vote to be exercised by him/her as a member of the Syndicate.

16. Record of proceedings

- a. The Secretary of the Syndicate shall maintain the record of proceedings of the meeting of the Syndicate, and get it confirmed by the Vice-Chancellor as the Chairman of the Syndicate. The Secretary among all the members of the Syndicate shall circulate copies of the proceedings so authenticated as early as possible.
- b. A member of the Syndicate shall be entitled to inspect, in the office during office hours, the proceedings of the Syndicate.

17. Communication of decisions

After the authentication of proceedings, extracts of relevant paragraphs with relevant files shall be forwarded by the Registrar to the respective Sections/Institutes or bodies.

- 18.** If the occasion so demands a copy of a particular paragraph of the proceedings of the Syndicate may be issued in advance, with the permission and approval of the Vice-Chancellor, of immediate necessary action.

- 19.** Any previous decision of the Syndicate shall not ordinarily be re-considered within six months of the decision in a subsequent meeting of the Syndicate without the special permission of the Vice-Chancellor or at a request received in writing from more than half of the total members of the Syndicate.

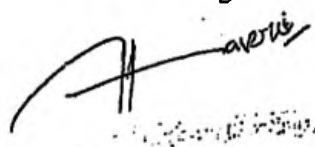
20. Delegation of powers to take a decision in a case

The Syndicate may delegate its authority to a special committee or a Standing Committee or to the Vice-Chancellor to take a decision on a particular issue

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when in the opinion of the Syndicate, a decision cannot be taken in a meeting for want of any data or further information to be collected, The Syndicate in such a case may lay down the general line of policy on which the decision may be taken by the Special/Standing Committee or the Vice-Chancellor on behalf of the Syndicate. Such a decision when taken shall be considered to be a regular decision of the Syndicate.

21. The Secretary of the Syndicate may call for any additional information from any Section or Institute, which he may consider necessary for the completion of the case before it is submitted to the Vice-Chancellor or Syndicate for orders.
22. In all such matters, which are not provided for under these rules, action may be taken on the basis of previous conventions or with the approval of the Vice-Chancellor.
23. These rules may be added, changed, or modified from time to time by the Syndicate.
24. Under Section 43(1) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016), the term of office of an appointed/nominated member shall commence from the date of notification.
25. Under Section 43(2) of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016), a member who has accepted any other assignment which necessitate his absence from the University for a period of six months or more or absents himself from two consecutive meetings without the leave of such authority, he shall be deemed to have resigned and vacated his seat.

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HAZARA UNIVERSITY MANSEHRA

HU TRANSPORT RULES-2023



AUGUST 26, 2023
61ST SYNDICATE

MEETINGS SECTION HAZARA UNIVERSITY MANSEHRA

HAZARA UNIVERSITY TRANSPORT RULES-2023

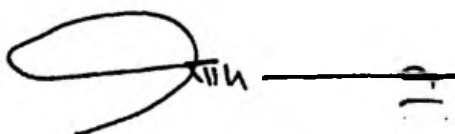
1. Short title, extent, commencement, and application

- 1.1 These rules shall be called Hazara University Transport Rules, 2023 framed under Section 31 (2) of Khyber Pakhtunkhwa Universities Act 2012 amended from time to time.
- 1.2 These rules shall come into force with immediate effect and shall be applicable to all the university employees.

2. Definitions

In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- a. "University" means the Hazara University Mansehra;
- b. "Department/Institute/College/Centre/Section" means a Teaching Department / Institute / College / Centre/Administrative Section established and maintained by the University;
- c. "Transport Officer/Official" means any Officer/Official of Hazara University, to whom the Vice Chancellor has delegated the functions of Transport Office;
- d. "Student" means any person who is enrolled in any Department/ academic program of the University;
- e. "Employee" means a regular employee (BPS/TTS) of the University;
- f. "Vehicle" means any type of motor vehicle, including: vehicles purchased by the University; donated to the University or its department for a particular use; or purchased by a department from its R&D project fund or Department Development Fund;
- g. "Vehicle Operating Cost" means cost of fuel consumption, engine oil, tyres, maintenance and repairs alongside charges paid as overtime and daily allowance to drivers and cleaners under the rules;
- h. "Official duty" or "Official Business" means a journey performed with the approval of Competent Authority in the interest of the University from office or residence to a place where the presence of the employee is required for official work;
- i. 'Operational Vehicle' means a motor vehicle used by the employee of a technical department for operational duties.



HAZARA UNIVERSITY TRANSPORT RULES-2023 - APPROVED BY 8th QUARTER



3. Transport Standing Committee

There shall be a Transport Standing Committee comprising of the following members:

- a. Pro-Vice Chancellor (Convener)
- b. One member of Syndicate (from University to be nominated by the Vice Chancellor)
- c. Director Administration
- d. Treasurer or Nominee
- e. Registrar or nominee
- f. Transport Officer cum Secretary
- g. Procurement Officer

All members other than ex-officio members shall be appointed for a period of three years.

In case there is no Pro-VC, the meeting shall be convened/chaired by Senior most Dean.

3.1 Responsibilities of Transport Standing Committee

Transport Standing Committee shall be responsible for:

- a. Managing and authorizing the repair and maintenance of University Vehicles;
- b. Periodic inspection of vehicles;
- c. Assessing the requirements of transport section;
- d. Recommending the purchase of new vehicles;
- e. Recommending and managing the auction of old vehicles/Tyres/Batteries/Materials.

4. Transport Office/Section

- 4.1 There shall be a Transport Office to manage the transport fleet of the University.

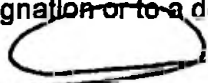
Transport office shall comprise of the following employees:

4.2 Transport Officer

Transport officer shall be the officer 'Incharge' of transport Office.

Transport officer shall be responsible for:

- a. Assigning duties to the drivers, mechanics, supervisors, and other staff of the transport office.
- b. Keeping all the vehicles in the university transport fleet in their custody unless otherwise allotted to an officer entitled by designation or to a department for official use.

 
 UNIVERSITY OF DELHI TRANSPORT SECTION - APPROVED BY OFF. SYNDICATE

- c. Authorizing movement of university vehicles and keeping the record of movement of vehicles.
- d. Ensuring safe custody of University Vehicles and keys of vehicles.
- e. Maintaining the Vehicles, keeping all the vehicles in working order and looking after their movement, maintenance, Petroleum, Oil and Lubricants (POL), and all other related matters.
- f. Performing any other duties assigned by the Vice Chancellor.

4.3 Transport Supervisor

Transport Supervisor shall be responsible for:

- a. overseeing that the drivers and other staff of transport section are performing their assigned duties;
- b. coordinating the allocation of university vehicles to the staff, departments, and directorates of the university;
- c. assisting Transport Officer in purchase of spare parts of the university vehicles; Coordinating regular services, repair and maintenance of University Vehicles;
- d. Registering all University Vehicles and periodic renewal of registration and other documents;

4.4 Assistant Transport Supervisor (Technical and detailing)

Assistant Transport Supervisor shall be responsible for overseeing technical and mechanical fitness of the University Vehicles. They shall also supervise detailing of the vehicles and ensure that the University Vehicles are kept in best possible cosmetic condition.

4.5 Mechanic

Mechanic shall be responsible for performing required mechanical work including repair and maintenance of the University Vehicles. They shall also perform periodic inspection of the University Vehicles to ensure that the vehicles are in good running condition.

4.6 Junior Mechanic

Junior Mechanic shall be responsible for performing/ assisting the mechanic in performing the required mechanical work including repair and maintenance of the University Vehicles.



4.7 Auto Electrician

Auto electrician shall be responsible for performing required electrical work including repair and maintenance of the University Vehicles. They shall also perform periodic inspection of the University Vehicles to ensure that the vehicles are in good running condition.

4.8 Staff Car Driver

Staff Car Driver shall be responsible for driving and maintaining Staff Car issued to the Vice Chancellor of the University.

4.9 Driver

Driver shall be responsible for driving any of the assigned vehicles in the University Transport fleet other than Staff Car.

4.10 Driver Helper

Driver helper shall be responsible for assisting the Driver while driving a heavy transport vehicle (HTV). Driver helper would be a licensed driver capable of driving the vehicle in time of need, assisting the driver in driving, parking the vehicle and keeping the vehicle in best possible condition.

4.11 In addition to the duties defined in subsections 3.2-3.10, the Vice Chancellor themselves or on the recommendation of transport officer can assign any other duties deemed essential at the time.

4.12 Duties and Responsibilities of Vehicle Drivers

The drivers of each vehicle shall strictly observe the following:

- a. They shall be responsible for: proper maintenance and cleaning, recording actual consumption, careful driving, caution against accident and timely service and repairs of the University vehicle.
- b. They shall get the required entries recorded in the logbook before any officer/ requisitioner leaves the vehicle after return from official/private duty.
- c. They shall be responsible for any damage, which may be caused to the vehicle due to their negligence.
- d. They shall observe the driving and traffic regulations, as well as speed limits laid down for different areas. They shall have to pay all the fines imposed while found in contravention of rules, traffic regulations, speed limits etc.
- e. They shall never leave vehicle unattended or in dangerous position while on duty.

- f. The above rules stated in subsections (a-e) shall also be applicable to authorized officers when they drive a University Vehicle themselves.
- g. In case an officer/official/requisitioner insists on driving the vehicle, the driver shall not resist, but shall report the matter to the Transport Incharge for action. In such a case the concerned officer/official/requisitioner shall be fully responsible for the damage, if any.
- h. In all the other cases not explained in subsections (a-g), any individual driving the vehicle shall be responsible for its care and safety or the loss or damage, if any.
- i. All the drivers working in the University shall be liable to undertake medical/physical fitness test after every six months through University Medical Board.

5. Transport Fleet

The transport fleet of the University would consist of all kinds of vehicles registered in the name of the university and recorded as the property of the University. The transport fleet of the university shall be used primarily for aiding in education and research of the students alongside performing official duty of the University.

5.1 Staff Car

The vehicle issued to the Vice Chancellor of the University shall be called Staff Car. The Vice Chancellor shall be entitled for the use of the Staff Car to be driven and maintained by a designated Staff Car Driver. He/She shall also be entitled for the use of POL as per actual usage and other facilities linked with the use of Staff Car.

5.2 Vehicles Allotted by Designation

Vice Chancellor including other key officials of the University shall be entitled for vehicles by designation. The detail of which including the allowed limit of fuel for local duty is given out in the following table:

Table 5.1 Detail of vehicles allotted by designation.

S.No	Designation	Entitlement	Upper limit of fuel per month
1.	Vice Chancellor	Staff Car	As per actual usage
2.	Registrar	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters

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3.	Dean(s)	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
4.	Provost	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
5.	Treasurer	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
6.	Director Administration	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
7.	Controller of Examinations	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters
8.	Allotted by Vice Chancellor to any other officer for any other specific assignment assigned by the Vice Chancellor	Motor Car (with maximum engine capacity of 1300cc or lower as per availability in transport fleet)	120 liters

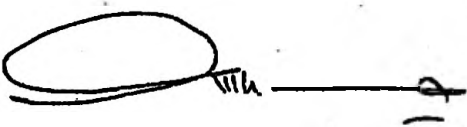
5.2.1 The Syndicate vide item No. 4 of its 22nd Meeting approved fixation of the upper ceiling of fuel for official duty @ 120-liters petrol/(equivalent) per month for the officers as mentioned above. However, this limit shall be subject to revision/increase/decrease by the concerned authorities from time to time.

5.2.2 Officers who have been allocated vehicles by designation shall not be entitled for conveyance allowance.

5.2.3 Vehicles allotted to any department for official/ day-to-day use shall be maintained by the Transport Office.

5.3 Operational Vehicles

Operational vehicle means a motor vehicle used by the employee of a technical department for operational duties. The maintenance of these vehicles shall be performed jointly by the said Department and Transport officer as per the standard operating procedures.



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5.4 Vehicles in General Pool

All the University vehicles shall be in general pool with the Transport Officer except the Staff Car. The vehicles in general pool shall be:

- a. Allotted to the officers entitled by designation or;
- b. Allowed by the Transport Officer for official work of the University and its Department(s) on the request of the requisitioner on the prescribed form submitted through proper channel. For outstation journey only Vice Chancellor shall authorize the issuing of vehicles.

However, the Vice Chancellor may authorize the Transport Officer to issue the vehicles for official duties within the territorial jurisdiction of Hazara University such as inspection of affiliated college/s, examinations inspection, or attending Court hearing by officials of the University. Transport officer shall be liable to receive official letter of duty issued by the concerned office before allowing the vehicle for the purpose. If a vehicle allotted by designation is used for Official Duty, the allottee shall have to submit proper requisition request on the prescribed form.

- c. Vehicles allotted to any department for official/ day-to-day use shall be maintained by Transport Office.

6. Logbook of Vehicles

- a. A logbook shall be maintained for each vehicle, which shall remain in the custody of the driver of the vehicle. The Registration Number of the vehicle shall be indicated on the cover/ title page of the logbook.
- b. Every individual requisitioning a vehicle shall make and sign the entries in the respective logbook; verifying the journey performed by him in the vehicle, and the total duration and length of journey for which vehicle was used.
- c. Petrol/Diesel filled in the vehicle and entered in the logbook shall be signed by the officer/Official concerned.
- d. Entries with regard to repair/service of vehicle etc. shall be made in the same logbook as well.
- e. Logbook of the vehicles allocated to the officer under clause-5.2 of these rules shall be properly maintained by the concerned officer except the Vice Chancellor whose logbook shall be maintained by the Personal Secretary/PA.
- f. Transport Officer/Section shall be responsible for maintaining the profile of each vehicle starting from its purchase, maintenance, repairs and fuel.

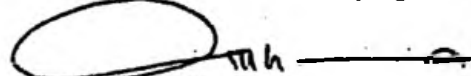
HAZARA UNIVERSITY TRANSPORT OFFICER - AUTHORIZED SIGNATURE

7. Use of Vehicles for Emergency Purposes

- a. The University shall ensure round the clock availability of two vehicles for emergency service with the Transport Officer, in the event of emergency the vehicles shall be provided free of charges to take a sick student or employee to the nearest relevant dispensary or Hospital and bring them back. The student shall invariably be accompanied by a teacher if the emergency occurs during the working hours or the Warden/Assistant Warden of the concerned hostel if the emergency takes place after working hours.
- b. In the event of the death of any student in campus or in a hospital located in the vicinity of the University, the University shall make arrangements for free transportation of the dead body in the University ambulance/vehicles available for medical emergency service.
- c. In case of death of an employee or a member of their family including spouse, children, parents, brothers, or sisters on Campus or in a hospital in the vicinity of the University, the University shall make arrangements for transportation of the dead body on actual cost basis subject to the recommendation of Incharge Medical Center and approval of Transport Officer.
- d. University Ambulance shall be available only for pick & drop to the patients or dead body to the nearest medical facility/ destination in the cases of emergency and shall not be allowed for longer hours during the treatment. However, in cases where a students or staff member (especially females) needs to be transported to a medical facility for emergency treatment, the vehicle and driver shall wait for the treatment to complete and shall be responsible for carrying them back to the university.

8. General Transport Rules

- a. The Vice Chancellor shall be authorized to transfer any/all of the vehicles and put it/them at the disposal of the Transport Officer.
- b. No other person except authorized drivers of the University shall drive the vehicles. Authorized drivers shall be responsible for leaving the vehicle in duly clean and presentable condition in their designated parking spaces/garages after performing their duty and shall report to the Transport Officer to this effect. Officers entitled for a vehicle by designation shall be permitted to drive their vehicles when drivers are not available. However, they shall be fully responsible for the safety and maintenance of vehicles at their disposal.
- c. Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, processions and demonstrations arranged by political parties, celebrations or mourning arranged by political parties, anniversaries, as well as student elections campaigns.

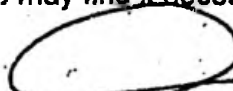

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- d. Transport may be made available on payment of 'Vehicle Operating Cost' for any excursions/ trips arranged by students, provided that: such groups are accompanied by a member of the teaching staff; recommendation of Head of Department for excursion and/or educational activity is obtained; approval of the Vice Chancellor is obtained; proper requisition of the vehicle is made on Vehicle Requisition Proforma for excursion trip.
- e. Transport may be made available on payment of 'Vehicle Operating Cost' for educational purposes. Such trips shall have to be arranged by the Head of Department/Dean of the concerned faculty in accordance with general policy of the University; subject to approval of the Vice Chancellor and proper requisition of the vehicle.
- f. Use of University vehicles for private purposes either by the employees or the students of the University shall be discouraged. However, in exceptional, pre-recorded circumstances where the use of University vehicle is required; vehicles for private use may be allowed with the permission of the Vice Chancellor, on payment at prescribed rate (fixed by Syndicate and subject to change from time to time) over and above 'Vehicle Operating Cost'.
- g. The user of vehicles shall ordinarily pay the vehicle charges at the prescribed rate. The charges shall be adjusted and accounted for on the basis of actual bill along with operational charges as approved by F&PC/bodies on return from the journey with proper printed receipt to be issued by the office of Transport Officer.
- h. The Vehicles shall not be driven to a place other than the approved destination for which they have been requisitioned; otherwise, a penalty shall be imposed according to the distance travelled beyond the distance requisitioned. Extra travel and use of vehicle shall be charged at double the prescribed rates.
- i. The Vice Chancellor may allow requisitioning of the University vehicle to any other institution(s): government, semi-government, autonomous bodies, or private sector organizations on the payment of prescribed charges and Vehicle Operating Cost, provided proper request is made by such entity.

9. Audit of Transport Office

All the operations of University Vehicles shall be subject to audit carried out by Resident Audit Officer (RAO). RAO shall perform audit of accounts at the time of passing fuel bills of each vehicle. He shall also be responsible for verification and checking that all codal formalities were observed in the use of university vehicles.

- 10. These rules shall be subject to periodic revision when the Vice Chancellor or on the recommendation of the Transport Standing Committee may find it necessary.

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11. In case there is no provision related to any matter specifically mentioned in these rules, the corresponding rules of Higher Education Commission or Provincial Government Rules shall prevail.
12. Rules regarding the Transport facility for the Students of Hazara University shall be defined separately.
13. **REQUISITION SLIP (Specimen)**

Please detail the University vehicle car/van/double cabin/truck/bus for official/private duty Registration No. _____
 from _____ to _____ on (date) _____ at (time) _____

Signature of the Requisitioner
 (With designation/rubber stamp)

Recommended: ☐

Allowed: ☐

Not recommended with reasons: ☐

Not allowed: ☐

Signature: _____
Transport Officer

Signature: _____
Competent Authority

Vehicles used:

1. Registration No. _____
2. on (date) _____
3. From _____ to _____
4. Vehicle reported back on (date) _____ at (time) _____
5. Vehicle used till (Time) _____
6. Meter reading recorded (out) _____
7. Meter reading after use (in) _____
8. Total KM/Miles used _____

Signature of the Requisitioner